



KNOX CITY COUNCIL

AGENDA

Ordinary Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 23 July 2018

KNOX CITY COUNCIL

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

**ON
MONDAY, 23 JULY 2018 AT 7.00 P.M.**

BUSINESS:

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TONY DOYLE
CHIEF EXECUTIVE OFFICER

5. REPORTS BY COUNCILLORS**5.1 Committees & Delegates****5.2 Ward Issues**

ALL WARDS

6.1 REPORT OF PLANNING APPLICATIONS DECIDED UNDER DELEGATION

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

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

RECOMMENDATION

That the planning applications decided under delegation report (between 1 June to 30 June 2018) be noted.

REPORT

Details of planning applications decided under delegation from 1 June to 30 June 2018 are attached. The applications are summarised as follows:

Application Type	No
Building & Works: Residential	7
Other	8
Subdivision	13
Units	30
Tree Removal/Pruning	12
Change of Use	2
Single Dwelling	5
Covenant Removal	1
Signage	1
TOTAL	79

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

Report Authorised By: *Director – City Development (Julia Oxley)*

Knox City Council
Planning Applications Decided by Responsible Officer
1 June 2018 – 30 June 2018

Ward	No/Type	Address	Description	Decision
Baird	2017/6517	19-21 Iris Crescent BORONIA VIC 3155	Development of eight (8) dwellings (seven double and one single storey)	28/06/2018 Refused
Baird	2017/6574	42 Cinerea Avenue FERNTREE GULLY VIC 3156	Development of a double storey dwelling to the rear of the existing dwelling	15/06/2018 Approved
Baird	2017/6643	3 Nerissa Street FERNTREE GULLY VIC 3156	Development of the land for a double storey dwelling to the rear of existing and two lot subdivision	05/06/2018 Notice of Decision
Baird	2017/6649	224 Boronia Road BORONIA VIC 3155	Development of the land for six (6) three storey dwellings and alter access to a road in a Road Zone Category 1	13/06/2018 Notice of Decision
Baird	2018/6086	5 Dunlop Court BAYSWATER VIC 3153	The construction of eight (8) warehouses with ancillary mezzanine office and reduction in car parking	13/06/2018 Approved
Baird	2018/6092	3 Loretto Avenue FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey dwellings	01/06/2018 Notice of Decision
Baird	2018/6120	49 Rankin Road BORONIA VIC 3155	2 lot subdivision	15/06/2018 Approved
Baird	2018/6312	17 Donald Court BORONIA VIC 3155	Removal of two dead trees in front yard	19/06/2018 Approved
Baird	2018/9093	48 Piperita Road FERNTREE GULLY VIC 3156	Two lot subdivision	22/06/2018 Approved
Chandler	2017/6215	1F/981 Mountain Highway BORONIA VIC 3155	Manufacturing Sales	05/06/2018 Approved
Chandler	2017/6515	4 Elliott Street BORONIA VIC 3155	Construction of five (5) two storey dwellings	18/06/2018 Notice of Decision
Chandler	2017/6722	62 Boronia Road BORONIA VIC 3155	Removal of restrictive covenant No. 2260305	19/06/2018 Refused
Chandler	2017/6769	1/27 Chandler Road & 2A Rangeview Road BORONIA VIC 3155	Seven lot subdivision (Approved Unit Site)	15/06/2018 Approved
Chandler	2017/6794	13 Ross Avenue THE BASIN VIC 3154	The construction of a single dwelling and the removal of vegetation	12/06/2018 Notice of Decision
Chandler	2018/6099	1A Moncoe Street BORONIA VIC 3155	2 lot subdivision	15/06/2018 Approved
Chandler	2018/6143	11A Lynette Street BORONIA VIC 3155	Single dwelling and garage	08/06/2018 Approved
Chandler	2018/6177	51 Landscape Drive BORONIA VIC 3155	Buildings and Works (Dwelling extension within a tree zone)	28/06/2018 Approved

Ward	No/Type	Address	Description	Decision
Chandler	2018/6303	17 Locksley Place THE BASIN VIC 3154	Development of the land for a single dwelling	29/06/2018 Approved
Chandler	2018/6308	20 Lockwoods Road BORONIA VIC 3155	Removal of 3 trees	22/06/2018 Approved
Chandler	2018/9080	10 Blythe Avenue BORONIA VIC 3155	Removal of one (1) Eucalyptus goniocalyx	05/06/2018 Approved
Chandler	2018/9081	18 Albert Avenue BORONIA VIC 3155	Removal of one (1) Liquidambar styraciflua (Liquidambar)	13/06/2018 Approved
Chandler	2018/9089	11 Tarakan Street BORONIA VIC 3155	Remove one Acacia melanoxydon tree	15/06/2018 Approved
Chandler	2018/9091	21 Harnett Street BORONIA VIC 3155	Remove one (1) Dead Eucalyptus sp	21/06/2018 Approved
Chandler	2018/9092	1 Milleara Street THE BASIN VIC 3154	Removal of one (1) dead Eucalyptus obliqua (Messmate)	20/06/2018 Approved
Chandler	2018/9097	20 Augusta Road THE BASIN VIC 3154	Remove one (1) Eucalyptus saligna	27/06/2018 Approved
Collier	2017/6430	5 Alderford Drive WANTIRNA VIC 3152	Development of the land for two (2) double storey dwellings and one (1) single storey dwelling	01/06/2018 Notice of Decision
Collier	2017/6528	587 Boronia Road WANTIRNA VIC 3152	Construction of eight (8) three storey dwellings and alteration to a Road Zone Category 1	16/06/2018 Notice of Decision
Collier	2018/6003	272 Wantirna Road WANTIRNA VIC 3152	Development of four (4) double storey dwellings and alteration of access to a Road Zone Category 1	15/06/2018 Approved
Collier	2018/6020	14 Gresford Road WANTIRNA VIC 3152	The development of the land for a double storey dwelling to the rear of the existing dwelling	08/06/2018 Approved
Collier	2018/6129	999 Mountain Highway BORONIA VIC 3155	3 lot subdivision (Existing Industrial Buildings)	22/06/2018 Approved
Dinsdale	2017/6422	2 Annette Grove BORONIA VIC 3155	Construction of a second dwelling to the rear of the existing dwelling	01/06/2018 Approved
Dinsdale	2017/6495	24 Begonia Avenue BAYSWATER VIC 3153	Development of the land for three (3) double storey dwellings	01/06/2018 Notice of Decision
Dinsdale	2017/6689	627 Mountain Highway BAYSWATER VIC 3153	Development of six (6) double storey dwellings and alter access to Road Zone Category 1	12/06/2018 Refused
Dinsdale	2017/6779	48 Sasses Avenue BAYSWATER VIC 3153	Development of a double storey dwelling to the rear of the existing dwelling	20/06/2018 Approved
Dinsdale	2018/6051	18 Maple Street BAYSWATER VIC 3153	Development of the land for two (2) double storey and one (1) single storey dwelling (total three dwellings)	05/06/2018 Approved
Dinsdale	2018/6109	7 Queenstown Road BORONIA VIC 3155	Development of a double storey dwelling to the rear of the existing dwelling	04/06/2018 Notice of Decision

Ward	No/Type	Address	Description	Decision
Dinsdale	2018/6146	7 St Andrews Road BAYSWATER VIC 3153	Development of the land for two (2) double storey dwellings	22/06/2018 Notice of Decision
Dinsdale	2018/9090	13 Coolibah Crescent BAYSWATER VIC 3153	Two lot subdivision	22/06/2018 Approved
Dinsdale	2018/6150	226 Scoresby Road BORONIA VIC 3155	Development of a single storey dwelling to the rear of the existing dwelling, and alteration of access to a Category 1 Road	18/06/2018 Notice of Decision
Dinsdale	2018/9085	3 Russell Crescent BORONIA VIC 3155	2 lot subdivision	07/06/2018 Approved
Dobson	2017/6181	12 Cornhill Street FERNTREE GULLY VIC 3156	Development of land for a double storey dwelling to the rear of the existing dwelling and removal of vegetation	12/06/2018 Approved
Dobson	2017/6800	3 Athella Court FERNTREE GULLY VIC 3156	Development of a single storey dwelling to the rear of the existing dwelling, associated works, and removal of vegetation	28/06/2018 Approved
Dobson	2017/6813	18 Sheldon Court LYSTERFIELD VIC 3156	Variation to the DPO (building envelope) and buildings and works associated with a tennis court and dwelling additions	28/06/2018 Approved
Dobson	2017/6814	1038 Burwood Highway FERNTREE GULLY VIC 3156	Buildings and works (Alterations and additions to existing supermarket and carpark), removal of vegetation and display of internal illuminated signs	01/06/2018 Approved
Dobson	2018/6007	41 Trafalgar Street FERNTREE GULLY VIC 3156	The construction of two (2) double storey dwellings on the land	27/06/2018 Notice of Decision
Dobson	2018/6108	595 Wellington Road LYSTERFIELD VIC 3156	Development and use of the land for a dependant persons unit	05/06/2018 Approved
Dobson	2018/6154	6 Johns Street UPPER FERNTREE GULLY VIC 3156	Development of the land for a single dwelling, front fence and the removal of vegetation.	06/06/2018 Approved
Dobson	2018/6179	1 Walbundry Avenue FERNTREE GULLY VIC 3156	Buildings and Works (Carport)	29/06/2018 Approved
Dobson	2018/6205	1029A Burwood Highway FERNTREE GULLY VIC 3156	Erection of an electronic major promotional sign	12/06/2018 Refused
Dobson	2018/6235	63 Station Street FERNTREE GULLY VIC 3156	Proposed carport to the rear of existing shop	01/06/2018 Approved
Dobson	2018/6275	9 Prince Street FERNTREE GULLY VIC 3156	Construction of a double storey dwelling	06/06/2018 Approved

Ward	No/Type	Address	Description	Decision
Dobson	2018/6282	18 Ferndale Road UPPER FERNTREE GULLY VIC 3156	Remove two (2) Populus deltoides	05/06/2018 Approved
Dobson	2018/9082	48 Kia-Ora Parade FERNTREE GULLY VIC 3156	Construction of side boundary fence	08/06/2018 Approved
Dobson	2018/9083	27 Alexander Crescent FERNTREE GULLY VIC 3156	Front fence	08/06/2018 Approved
Dobson	2018/9084	4/36 Margot Street FERNTREE GULLY VIC 3156	Removal of one (1) Ulmus glabra lutescens	07/06/2018 Approved
Dobson	2018/9087	9 Chaundy Street FERNTREE GULLY VIC 3156	Habitat prune one (1) Eucalyptus botryoides	19/06/2018 Approved
Dobson	2018/9088	2 Dany Court FERNTREE GULLY VIC 3156	Construction of a carport	15/06/2018 Approved
Friberg	2017/6578	19-21 Adele Avenue FERNTREE GULLY VIC 3156	Development of land for six (6) double storey dwellings and two (2) single storey dwellings	14/06/2018 Notice of Decision
Friberg	2018/6041	9 Janden Close KNOXFIELD VIC 3180	Development of the land for two (2) double storey dwellings	29/06/2018 Notice of Decision
Friberg	2018/6088	10 Janden Close KNOXFIELD VIC 3180	Development of the land for two (2) double storey dwellings (duplex)	14/06/2018 Notice of Decision
Friberg	2018/6100	1577A Ferntree Gully Road KNOXFIELD VIC 3180	Construction of an office	05/06/2018 Approved
Friberg	2018/6158	61 Rushdale Street KNOXFIELD VIC 3180	4 lot subdivision (Industrial)	15/06/2018 Approved
Friberg	2018/6181	9 Lynn Drive FERNTREE GULLY VIC 3156	Three lot subdivision and removal of an easement (Approved Unit Site)	06/06/2018 Approved
Friberg	2018/9099	7/40 Kathryn Road KNOXFIELD VIC 3180	Removal of one (1) Eucalyptus cephalocarpa	29/06/2018 Approved
Scott	2017/6605	1 Amelia Street KNOXFIELD VIC 3180	Development of the land for two (2) double storey and one (1) single storey dwellings	19/06/2018 Notice of Decision
Scott	2017/6708	100 Anne Road KNOXFIELD VIC 3180	Development of the land for three double storey dwellings	18/06/2018 Notice of Decision
Scott	2017/6778	2 Hugh Street KNOXFIELD VIC 3180	Development of the land for Three dwellings comprising two (2) double storey and one (1) single storey dwellings	15/06/2018 Approved
Scott	2017/6811	81 David Street North KNOXFIELD VIC 3180	Development of the land for six (6) double storey dwellings and the removal of vegetation	12/06/2018 Notice of Decision

Ward	No/Type	Address	Description	Decision
Scott	2017/6818	45 Fewster Drive WANTIRNA SOUTH VIC 3152	Development of the land for five (5) double storey dwellings	05/06/2018 Approved
Scott	2018/6218	55 King Parade KNOXFIELD VIC 3180	Four lot subdivision (Approved Unit Site)	08/06/2018 Approved
Tirhatuan	2017/6539	5-13 Hillview Avenue ROWVILLE VIC 3178	Development of land for eight (8) triple storey dwellings and thirteen (13) double storey dwellings	12/06/2018 Notice of Decision
Tirhatuan	2017/6638	9/8 Enterprise Drive ROWVILLE VIC 3178	Buildings and Works (Mezzanine floor) and use the land for a Restricted Recreation Facility (Karate Centre)	01/06/2018 Approved
Tirhatuan	2018/6082	3/1490 Ferntree Gully Road KNOXFIELD VIC 3180	Buildings and Works (Mezzanine internal to existing warehouse) and dispensation of car parking	12/06/2018 Approved
Tirhatuan	2018/6185	1 Keith Campbell Court SCORESBY VIC 3179	Change of use (educational centre) and associated buildings and works	14/06/2018 Approved
Tirhatuan	2018/6226	92 Grayson Drive SCORESBY VIC 3179	Three lot subdivision (Approved Unit Site)	08/06/2018 Approved
Tirhatuan	2018/6280	34 Avalon Road ROWVILLE VIC 3178	Two lot subdivision (Approved Unit Site)	05/06/2018 Approved
Tirhatuan	2018/6284	Stud Park SC (Safeway) 1PS/1101 Stud Road ROWVILLE VIC 3178	Buildings and Works (Alterations to rooftop plant platform and equipment and platform screens)	08/06/2018 Approved
Tirhatuan	2018/6294	Stud Park SC (Safeway) 1PS/1101 Stud Road ROWVILLE VIC 3178	Buildings and Works (facade works) and business identification signage	08/06/2018 Approved
Tirhatuan	2018/9096	15 Kelletts Road ROWVILLE VIC 3178	Boundary realignment	29/06/2018 Approved

Total: 79

COLLIER WARD

6.2 APPLICATION FOR DEVELOPMENT OF THE LAND FOR 84 DWELLINGS AND ALTERATION OF ACCESS TO A ROAD IN A ROAD ZONE CATEGORY 1 AT 750 BORONIA ROAD, WANTIRNA (APPLICATION NO. P/2017/6589)

1. SUMMARY:

Land:	750 Boronia Road, Wantirna
Applicant:	Mecone Town Planning
Proposed Development:	Development of the land for 84 dwellings and alteration of access to a road in a Road Zone Category 1
Existing Land Use:	Accommodation
Area/Density:	2.10 hectares / 1:250m ²
Zoning:	General Residential Zone – Schedule 1
Overlays:	Nil
Local Policy:	Municipal Strategic Statement (MSS) Environmentally Sustainable Development Policy Development in Residential Areas and Neighbourhood Character Policy
Application Received:	2 October 2017
Number of Objections:	425
PCC Meeting:	N/A

Assessment:

An application for review of Council's failure to make a decision within the prescribed timeframes of the Planning and Environment Act 1987 has been lodged with VCAT.

The development does not provide an appropriate balance between the need for additional housing, the amenity of occupants, and planting of new canopy vegetation.

The proposal fails to comply with the Municipal Strategic Statement, in particular Built Environment and Heritage (Clause 21.05), Housing (Clause 21.06) and Economic Development (Clause 21.07).

The proposal fails to comply with the objectives and standards of the General Residential Zone – Schedule 1, Clause 52.06, and Clause 55 of the Knox Planning Scheme.

The proposal does not reasonably respond to State and Local Planning Policies. If Council were in a position to decide on the application, it is recommended that a Notice of Decision to Refuse a Planning Permit would have been issued.

2. BACKGROUND

2.1 Call Up

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

2.2 Subject Site and Surrounds

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

- The subject site is a large allotment located on the south side of Boronia Road, known as 750 Boronia Road, Wantirna. The subject site is irregular in shape and has an approximate slope of 12m from the east to west. The site has a frontage 199m and a land area of approximately 2.10 hectares.
- The site contains a number of buildings which were previously used by SCOPE for accommodation and training/employment services. Currently the site is used for accommodation.
- Land to the north (across Boronia Road) is a developed residential area.
- Land immediately to the east and south is owned by VicRoads which is currently undeveloped.
- Further to the east of the site is currently used as a trash and treasure market. Located further east is Knox Private Hospital and Wantirna Mall.
- Land immediately west is occupied by the Hungarian Community Centre. Located further west is Eastlink.
- No covenants are registered on the copy of title.
- The site does not contain any significant vegetation.
- The site has two vehicle crossovers to Boronia Road.

2.3 The Proposal

(Refer to attached plans at Appendix B)

The proposal seeks to develop the land for 84 dwellings and alteration of access to a Road Zone Category 1.

Details on the proposal are as follows:

- The layout of dwellings are broken up into 17 dwellings types: Type A, B, C, D, E, F, G, G+, H, I, I+, J, K, L, M, N and O. The dwellings range in size from approximately 164m² to 378m².
- All dwellings are provided with private open space in the form of a backyard or balcony.

- Eight (8) dwellings will contain two (2) bedrooms, eight (8) dwellings will contain three (3) bedrooms, and 68 dwellings will contain four (4) bedrooms.
- 60 dwellings are proposed to be three storeys and 24 dwellings are proposed to be two storeys.
- The development will not exceed 12m in height.
- Vehicle access to the site will be via one crossover adjacent the west boundary.
- The provision of 16 visitor car parking spaces are proposed throughout the development.
- The proposed colours and materials of the dwellings include render (in colours ranging from light grey to mid brown), brickwork (in neutral colours), timber look cladding and stone cladding, and dark roof tiles.
- The site will be cleared of vegetation to facilitate the development.

3. CONSULTATION

3.1 Advertising

The application was advertised by way of two (2) signs on the site and notices sent to adjoining property owners and occupiers. In total 425 objections were received and are summarised below.

The proposed development will be detrimental to the Hungarian Community Centre

- *There are concerns with ‘reverse amenity’ impacts to any future residents of the subject site due to the operations of the Hungarian Community Centre. It is considered that the development has not satisfactorily addressed this as part of the design response.*

Proposed Built Form and Neighbourhood Character

- *The design response has not satisfactorily responded to the constraints of the site and will also create poor internal amenity for the future occupants of the site.*
- *An assessment of the proposed development against Neighbourhood Character is provided at Section 4.4 of this report.*

Car Parking Provisions

- *The number of car parking spaces provided to each dwelling, and the provision of visitor car parking complies with Clause 52.06 (discussed further below at Section 4.3).*

Access into the site from Boronia Road

- *The application seeks to alter access to a road in a Road Zone Category 1 (Boronia Road). Therefore the application was referred to VicRoads who did not object to the application, subject to conditions (which can be referred to under Section 4.3 of the report).*
- *It is noted that conditions imposed by VicRoads will require the existing right turn lane into the site to be lengthened by approximately 20m, the existing eastern crossover to be deleted and the consolidation of the existing left turn lanes to a single deceleration lane.*

Lack of landscaping

- *The proposal will not make a positive contribution to the character of the area as it does not provide for an appropriate transition between the adjoining land to the south and west and provides for minimal landscaping opportunities throughout the site.*

Lack of internal amenity for dwellings backing onto Boronia Road

- *Whilst there are issues with the design response along Boronia Road, it is considered that any amenity impacts to the dwellings fronting Boronia Road are not dissimilar to dwellings adjoining any main road.*

Vegetation removal

- *The site does not contain any significant vegetation and a permit is not required to remove vegetation. Despite this, the proposal will not contribute to an appropriate planning outcome for the site. This is discussed further at Section 4.4 of the report.*

3.2 Referrals

The application has been referred to VicRoads, Country Fire Authority (CFA), Public Transport Victoria (PTV), Victorian Planning Authority (VPA), and internal departments for comment.

The following is a summary of relevant advice:

VicRoads

- *VicRoads did not object to the proposal, subject to conditions that will be included in any permit to issue.*

CFA

- *CFA did not object to the proposal, subject to conditions that will be included in any permit to issue.*

PTV

- *No response received, therefore unconditional consent is presumed.*

VPA

- *The application was referred to the VPA as the site is located within the Wantirna Health Precinct. No response was received.*

Traffic Engineer

- *If the site is subdivided in the future, the width of the internal roads and access ways must meet the requirements of Clause 56 (in particular, Clause 56.06 for Access and Mobility Management) for subdivisions. This requirement also allows for the transfer of roads and assets to Council following development. The current proposal does not comply with the relevant standards of Clause 56 of the Knox Planning Scheme, and as such, must stay as a private road. This is a fundamental issue as the development proposes potential future road links to the east/south of the site. This would result in an unacceptable outcome and will detrimentally affect the orderly planning of the area.*
- *The access way width narrows to 3.5m wide adjacent visitor car parking spaces. This is insufficient to allow vehicles to pass. A provision of a passing area at least every 30m is required.*
- *Traffic calming devices are required on straight sections of the access way at least 100m long.*
- *There are concerns with the accuracy of swept paths provided. There are concerns with potential conflict between vehicles reversing from the garages and the location of on-street visitor car parking.*
- *Intersections and bends must allow for a B85 vehicle to pass a B99 vehicle. Drivers at dead ends must be able to turn around.*

Stormwater

- *No objection to the proposal. Standard conditions to be included in any permit to issue.*

ESD Officer

- *The Sustainability Management Plan (SMP) submitted with the application is satisfactory.*

Landscape Officer

- *There are concerns with the limited landscaping opportunities provided throughout the site. There are also concerns surrounding the functionality of the proposed open space area to the front of the site.*

Arborist

- *The site does not contain any significant vegetation.*
- *There are 19 Pinus radiata trees located on the adjoining property to the west. The proposed development has not satisfactorily considered the impact to these trees as the development represents a 16.5% - 22.7% encroachment into the tree protection zones of these trees which is considered major under the Australian Standards.*

City Futures

- *The Knox Housing Strategy identifies the site as a strategic site in the Wantirna Health Precinct focused around the Knox Private Hospital. The site is identified primarily for health industry uses with support provided for ancillary residential uses such as aged care or disability facilities.*
- *However the site is zoned General Residential 1 Zone and the construction of a dwelling is an as of right use. In regard to residential dwellings the purposes of the zone specifies:*
 1. *Encourage development that respects the neighbourhood character of the area.*
 2. *Encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.*
- *It is not considered that there is an established residential character in the area that needs to be protected and therefore a new built form that is appropriate to the planning scheme and landscape requirements can be established.*
- *The proposal does provide for housing growth in an area that is close to services, particularly shops (Wantirna Mall) and medical services. The site is located on the PPTN with access to bus routes. The site would be suitable for residential development of an increased density.*

Waste Management

- *More detail regarding hard waste collection is required and the location of the private bins for both storage and collection. This can be addressed as part of any permit to issue.*

Assets

- *No objection to the proposal.*

Urban Design (Hansen Partnership)

- *The application was referred to Hansen Partnership for urban design advice. A number of issues with the development were identified and the key issues are summarised below:*
 - *The location of the communal open space adjacent Boronia Road is not supported. The rhythm of built form to the frontage is affected by the large opening for the park and it compromises the potential for a complete 'loop' internal road where townhouses may front to either side.*
 - *The communal open space is poorly positioned with no dwelling fronting onto it or an appropriate street edge.*
 - *The dwellings generally have a small footprint and therefore have more of a vertical emphasis to provide sufficient floor area to accommodate the 4 bedrooms and living spaces. The consequence of which is sheer walls with little separation that results in enclosed and overly 'tight' homogenous streetscapes.*
 - *The verticality of the built form also results in shallow roof pitches, some with flat sections that appear disproportionate with the lower floors. A better balance between built form and a landscape setting is required where the townhouses maintain a sense of openness within an established tree canopy. Furthermore, the end-of-row townhouses are problematic where they simply repeat the pattern of adjoining townhouses at the street junction.*
 - *It is noted that a more uniform approach to upper level setbacks and front walls along the length of townhouses results in a somewhat 'wedding cake' appearance. The townhouses rely on balconies at the first floor to break up the mass of the front elevation, but which does not fully address the need for better articulation.*

4. DISCUSSION

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

4.1 Zoning and Overlays

4.1.1 Zone

The site is located within the General Residential Zone – Schedule 1. A permit is required for the construction of two or more dwellings on a lot and subdivision of the land.

The purpose of the zone is to encourage development that respects the neighbourhood character of the area; and to encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.

- *It is considered that the proposal does not satisfy the purpose of the General Residential Zone relating to neighbourhood character and landscaping.*

Pursuant to Clause 32.08-4, 35% of the lot must be set aside as garden area. The development provides 35% of garden area which complies with this requirement.

The maximum building height applicable to the land is 12m (due to the slope of the land). The development does not exceed this height requirement.

The proposed application must meet the requirements of Clause 55 of the Knox Planning Scheme. Refer to Section 4.4 this report.

4.1.2 Overlays

The land is not affected by any overlays.

4.2 Policy Consideration

4.2.1 State Planning Policy Framework

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

Key Policies:

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

- *The proposal does not meet the relevant State and Local planning policies. While it is acknowledged the site is a large allotment capable of accommodating additional housing; it is not an appropriately designed form of development as it does not provide a high level of internal amenity and does not satisfactorily transition to the adjoining land to the south.*
- *The provision for new canopy trees along the access ways are restricted due to the width of the roads, the provision of on-street car parking spaces and the location of private boundary fencing.*
- *Internal amenity of the development is poor, with minimal ground floor activation at key locations, and minimal landscaping opportunities along the access ways. Further, there are flaws with the overall design of the proposal. These factors indicate that the proposal is an over-development of the site.*

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

- *The proposal can contribute to the consolidation of urban development through the provision of increased density with access to urban services and transport.*
- *The Sustainability Management Plan (SMP) submitted with the application is satisfactory.*

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.

- *Integrated Housing – Whilst the application would increase the supply of housing in an existing urban area, the proposed design response is inconsistent with the preferred neighbourhood character and provides poor internal amenity which does not promote housing that meets community needs.*
- *Neighbourhood character - This is discussed in a later section of the report (Section 4.4).*
- *Housing choice – Eight (8) dwellings will contain two (2) bedrooms, eight (8) dwellings will contain three (3) bedrooms, and 68 dwellings will contain four (4) bedrooms, proving a range of housing choice.*
- *Existing infrastructure – The site is located within a fully serviced area.*
- *Energy efficiency – This has been discussed above under Clause 15.02.*
- *Location – The site is located within walking distance of public transport available along Boronia Road and is located near commercial and community facilities in Wantirna Activity Centre.*

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

- *Bus route 738 operates along Boronia Road. The 738 bus route has a direct service between Mitcham to Knox City (via Knox Private Hospital and Wantirna Secondary College). This service operates between 6.00am and 9.27pm Monday to Friday; between 8.00am and 9.40pm on Saturdays; and 9.03am to 9.43pm Sundays, at various intervals.*

- *The 901 Smart Bus operates along Wantirna Road and Boronia Road, with a bus stop located approximately 450m from the site (on Wantirna Road). The 901 Smart Bus operates from Frankston to Melbourne Airport. This service operates between 4.47am and 8.35pm Monday to Friday; between 5.36am and 8.55pm Saturdays; and 6.44am 6.15pm Sundays, at various intervals.*

4.2.2 Local Planning Policy Framework

Municipal Strategic Statement (MSS)

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.

With specific reference to the aging population in Knox, the MSS contains the following statement:

“The Knox community is diversifying and ageing. Knox's dominant household type remains families with children, with the number of children (and their parents) forecast to increase over the next 20 years. However, the number of people at post-retirement age is growing quickly and forecast to double between 2011 and 2031. This 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. With an increase in population and demographic diversity, the City of Knox will continue to play an important role in housing provision and diversity.”

- *The development will provide residents with a diversity of housing choice, however as noted throughout the report, the design response will not make a positive contribution to the character of the area and will provide poor internal amenity to future occupants.*

Clause 21.03 – Environmental and Landscape Values: Key issues include maintaining and strengthening Knox's 'green and leafy' image and its identifiable landscape character (despite development pressures) along with recognising the importance of retaining canopy trees as the single most important factor in retaining Knox's landscape character and its natural environment.

It is important that the unique landscape character, amenity and natural values of Knox's significant landscapes (the Dandenong Foothills, Lysterfield Valley and the Dandenong Creek Valley), are maintained despite development pressures and managing bushfire risk.

- *The site does not contain any significant vegetation and there are limited opportunities for meaningful landscaping across the site. As noted below under Clause 21.05, the front setback provided to Boronia Road does not allow for substantial canopy tree planting. Therefore the development will not enhance the green and leafy image of Knox.*

21.05 Built Environment and Heritage: development should address the 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).

- *Knox has a series of significant road corridors that are identified as Bush Boulevards, which includes Boronia Road. An objective of the policy is to enhance the landscape character of the Bush Boulevards by providing substantial setbacks from the road planted with a natural arrangement of canopy trees.*
- *It is considered that the front setback provided to Boronia Road does not allow for substantial canopy tree planting, therefore the proposal is inconsistent with this policy.*

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 site is identified as a Strategic Investigation Site. Strategic Investigation Sites are generally sites that are not currently used for residential purposes, such as quarries, schools and golf courses. They are sites where the current land use is likely to change in a short to mid-term timeframe, and could be suitable for future residential development (either entirely or in part).

Objective 1 for Housing Objectives and Strategies is to support residential development in accordance with the Knox Housing Strategy 2015, which identifies a scaled approach to residential development. A Strategy is to direct housing growth toward Local Living and Activity Areas.

- *While it is acknowledged the site has been earmarked as a Strategic Investigation Site where a greater range and increased densities of residential development can be contemplated; the development is inconsistent with the preferred neighbourhood character and provides poor internal amenity.*
- *The proposal will not make a positive contribution to the character of the area as it does not provide for an appropriate transition between the adjoining land to the south and west and provides for minimal landscaping opportunities throughout the site.*

- *The proposal fails to comply with a number of requirements of Clause 55 as discussed in Section 4.4 this report.*

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

- *Eight (8) dwellings will contain two (2) bedrooms, eight (8) dwellings will contain three (3) bedrooms, and 68 dwellings will contain four (4) bedrooms, proving a range of housing choice.*
- *The development will not increase the supply of social housing.*

Objective 3 is to ensure that residential development better responds to the community's current and future needs, and allows people to 'age-in-place' by supporting the provision of a diverse range of housing including smaller scale dwellings.

- *The development will provide residents with a diversity of housing choice.*

Objective 4 is to ensure the quality of housing design in Knox is improved to better respond to neighbourhood identity and to create a stronger sense of place. Strategies include ensuring that residential development enhances the City's "green and leafy" image, support development that makes a positive contribution to the preferred future character of the area and that is innovative, environmentally sustainable, accessible and site responsive.

- *As noted throughout this report, the development fails to provide meaningful landscaping throughout the site to help integrate the development into the area or improve internal amenity for future residents. The development also displays a number of architectural issues (such as blank walls and no ground floor activation) that will contribute to poor internal amenity for future residents.*

Objective 5 is to protect and enhance the landscape and environmental values of the nature areas of significance within the municipality.

- *As discussed, the site does not contain any significant vegetation and there are limited opportunities for meaningful landscaping across the site. Therefore the development will not enhance the landscape character of the area or habitat for plants and animals in the area.*

Clause 21.07 Economic Development - The Wantirna Health Precinct is recognised in Plan Melbourne 2017-2050 as a State significant health precinct, and will also be a major employment centre for health, community and education services.

- *The Wantirna Health Precinct covers the area around Knox Private Hospital, Wantirna Health palliative and rehabilitation hospital, and substantial areas of land owned by the Department of Health (251 Mountain Hwy). The Precinct is identified within the Knox Planning Scheme and Plan Melbourne. Council has been working with the Victorian Planning Authority to further understand and develop the Precinct.*
- *It is considered that development on the subject site should support this broader strategic context for an emerging health and medical employment precinct of State Significance. Proposed development at 750 Boronia Road should not preclude potential employment-generating uses which may occur at a significant scale on adjacent public land.*
- *It is therefore submitted that the south-eastern row of dwellings may suffer amenity impacts from future health/employment issues, and might prejudice the Precinct's development as a health precinct of State Significance.*

Clause 22.04 Environmentally Sustainable Development – This policy aims to integrate environmental sustainability principles into land use planning, new developments and redevelopment of existing infrastructure.

It is policy that applications for the types of development listed in Table 1 to this clause be accompanied by information that demonstrates how relevant policy objectives will be achieved.

- *The Sustainability Management Plan (SMP) submitted with the application is satisfactory.*

Clause 22.07 Development in Residential Areas and Neighbourhood Character – This policy applies to development on residentially zoned land shown in Map 1 at Clause 21.05.

The subject site has been identified as Knox Neighbourhood in Map 1 at Clause 21.05. However, the site has also been identified as a Strategic Investigation Site in the *Knox Housing Strategy 2015*.

- *As the site is a Strategic Investigation Site, a separate assessment against Clause 22.07 has not been undertaken. This approach is consistent with the assessment carried out for the Wantirna Caravan Park.*

4.3 Particular Provisions

Clause 52.06 – Car Parking

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

Clause 52.06-5 outlines the requisite amount of parking to be provided to each dwelling and any applicable visitor parking at a ratio of two car spaces to each three or more bedroom dwelling (with studies or studios that are separate rooms counted as a bedrooms) and one visitor space to every five dwellings for developments of five or more dwellings.

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

- *The proposal satisfies the car parking provision as all three and four bedroom dwellings are provided with two (2) car parking spaces and the two bedroom dwellings are provided with at least one car parking space.*
- *16 visitor car parking spaces are provided which complies with the number required under Clause 52.06.*

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

Design Standard 1: Access ways – *Does not comply. As discussed:*

- *The access way width narrows to 3.5m wide adjacent visitor car parking spaces. This is insufficient to allow vehicles to pass. A provision of a passing area at least every 30m is required.*
- *Traffic calming devices are required on straight sections of the access way at least 100m long.*
- *There are concerns with the accuracy of swept paths provided. There are concerns with potential conflict between vehicles reversing from the garages and the location of on-street visitor car parking.*
- *Intersections and bends must allow for a B85 vehicle to pass a B99 vehicle. Drivers at dead ends must be able to turn around.*

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

Design Standard 3: Gradients – *Complies.*

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

Design Standard 5: Urban Design – *Complies.*

Design Standard 6: Safety – *Complies. Communal lighting bollards are provided along the access ways.*

Design Standard 7: Landscaping – *Does not comply. As discussed above, there are limited landscaping opportunities provided along the access way.*

Before deciding that a plan prepared under Clause 52.06-8 is satisfactory, the responsible authority must consider the relevant standards of Clauses 56.06-2, 56.06-4, 56.06-5, 56.06-7 and 56.06-8 for residential developments with access ways longer than 60 metres or serving 16 or more dwellings.

- *As noted above, there are fundamental issues with the proposed access ways and compliance with the relevant standards of Clause 56 of the Knox Planning Scheme. The width of the internal roads and access ways must meet the requirements of Clause 56 (in particular, Clause 56.06 for Access and Mobility Management) for subdivisions. This requirement also allows for the transfer of roads and assets to Council following development. The current proposal does not comply with the relevant standards of Clause 56 of the Knox Planning Scheme, and as such, must stay as a private road in the future. This will detrimentally affect the quality of the development as potential future road links to the east/south of the site are proposed which will not have the ability to become public roads. This would result in an unacceptable planning outcome and is contrary to the purpose of Clause 52.06 of the Knox Planning Scheme.*

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

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

The application was referred to VicRoads who did not object to the proposal, subject to a number of conditions on any permit to issue.

Clause 52.36 Integrated Public Transport Planning – To ensure that development incorporates safe, attractive and convenient pedestrian access to public transport stops and to ensure that development does not adversely affect the efficient, equitable and accessible operation of public transport.

As the application proposes more than 60 dwellings and lots it was required to be referred to Public Transport Victoria under Section 55 of the Planning and Environment Act (1987).

Planning Transport Victoria did not provide comment on the application, therefore unconditional consent is presumed.

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

Neighbourhood Character and Infrastructure

Neighbourhood Character – Does not comply. An objective of this standard is to ensure that the design respects the existing neighbourhood character or contributes to a preferred neighbourhood character.

It is acknowledged that the subject site is a substantially large allotment and is a Strategic Investigation Site in which it will create its own neighbourhood character. It must therefore be determined if the proposed built form has satisfactorily responded to the features of the site and the surrounding area.

The design response has not satisfactorily responded to the constraints of the site. It is clear that a 'one size fits all' approach is not appropriate for a development of this size and this is evident where the dwellings fail to integrate with the street and the development provides a poor landscaping outcome.

Internal amenity of the development is poor, with minimal ground floor activation at key locations, and minimal landscaping opportunities are provided along the access way. Further, there are flaws with the overall design of the proposal. These factors indicate that the proposal is an over-development of the site

Therefore, the proposed development has failed to achieve an appropriate response to the features of the site and the surrounding area.

Residential Policy – Does not comply. The proposal has not adequately responded to the state and local policies, as discussed throughout the report.

Dwelling Diversity – Complies.

Infrastructure – Complies.

Integration with the Street – Does not comply. The proposed development does not satisfactorily integrate with the frontage along Boronia Road nor the communal open space area.

Site Layout and Building Massing

Street Setback – Does not comply. The minimum front setback applicable to the site is 6m, as there are no dwellings on the abutting allotments and the site is located on a Road Zone Category 1.

However as noted above, it is Council's expectation that a tree reserve is provided along the frontage of the site and to meet the Bush Boulevard requirements along Boronia Road.

Building Height – Complies. Refer to assessment under the General Residential Zone, Schedule 1.

Site Coverage / Permeability – Complies.

Energy Efficiency – Complies.

Open Space – Does not comply. Standard B11 states that communal open space areas should be substantially fronted by dwellings, provide outlook for as many dwellings as practicable, and be accessible and usable. The communal open space is largely bounded by blank fences and walls, with no ground floor activation provided. Further, the communal open space will not be easily accessible to visitors as visitor car parking is scattered throughout the development (away from the communal open space area). Therefore it is considered that the communal open space does not satisfactorily integrate with the development.

Safety – Does not comply. As noted throughout this report, minimal ground floor activation is provided where the dwellings abut the communal open space. This is an inappropriate design response and will not provide for safety and security of residents.

Landscaping – Does not comply. The proposal does not meet the objective which seeks to encourage development that respects the landscape character of the neighbourhood; to encourage development that maintains and enhances habitat for plants and animals in locations of habitat importance; to provide appropriate landscaping; and to encourage the retention of mature vegetation on the site.

The landscape response within the internal access way network is not acceptable. Its visual presentation would be visually harsh both from within the site and in views from the public realm. While some planting is proposed in the communal open space and at the intersections of the internal access way network, this also needs to be appreciated in the context of the amount of proposed hard paving throughout the site and proposed two and three storey dwelling forms.

Further, limited opportunities have been provided within side and rear setbacks for the provision of meaningful landscaping, including canopy trees; to help integrate the development into the area.

The limited landscaping opportunities provided throughout the site will reduce the internal amenity of the development for future residents.

Access – Complies.

Parking Location – Complies.

Amenity Impacts

Side and rear setbacks – Complies.

Walls on boundaries – Complies.

Daylight to existing windows/north facing windows – Not applicable, as there are no existing habitable room windows on the adjoining properties.

North-facing windows – Not applicable, as there are no existing habitable room windows on the adjoining properties.

Overshadowing open space – Complies. The majority of shadow cast by the proposal will fall within the subject site. It is noted that there are no residential interfaces to the site.

Overlooking – Complies. The site does not have any residential frontages, therefore there are no existing secluded private open space areas or habitable room windows that need to be considered.

Internal views – Can comply, subject to condition on any permit to issue.

Noise Impacts – *Does not comply with the Objective. The Hungarian Community Centre is located to the west of the site which holds a number of large indoor and outdoor events. As the development proposes triple storey dwellings along the west boundary, there are concerns with ‘reverse amenity’ impacts to any future residents of the subject site. It is considered that the development has not satisfactorily addressed this as part of the design response.*

On-Site Amenity and Facilities

Accessibility – *Complies.*

Daylight to new windows – *Complies.*

Private Open Space – *Complies. All dwellings are provided with at least 40m of ground level private open space and/or a balcony with an area of at least 8m².*

Solar access – *Complies.*

Storage – *Can comply. Not every dwelling is provided with 6m³ of externally accessible storage. This can be addressed via conditions on any permit to issue.*

Detailed Design

Design Detail – *Does not comply. As noted above, the application was referred to Hansen Partnership for urban design advice. The advice received identified a number of design issues with the proposed development which have not been satisfactorily addressed.*

Common Property – *Does not comply. This objective seeks to ensure that communal open space, car parking, access areas and site facilities are practical, attractive and easily maintained. The objective also seeks to avoid future management difficulties in areas of common ownership.*

As noted throughout this report, there are concerns with the communal open space and access areas within the development. Further, the internal access ways will remain in private ownership in the future which will negatively impact on the ability of providing road links to the east/south of the site should the abutting properties be redeveloped in the future as part of the Wantirna Health Precinct.

Site Services – *Complies.*

Front fence – *Complies.*

4.5 General Decision Guidelines

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

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

5. CONCLUSION

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

- *The proposal fails to satisfy relevant State Planning Policy Framework strategies and objectives, particularly Clause 15 (Built Environment and Heritage) and Clause 16 (Housing) of the Knox Planning Scheme*
- *The proposal fails to comply with the Municipal Strategic Statement, in particular Built Environment and Heritage (Clause 21.05), Housing (Clause 21.06) and Economic Development (Clause 21.07).*
- *The proposal fails to comply with the objectives and standards of the General Residential Zone – Schedule 1, Clause 52.06, and Clause 55 of the Knox Planning Scheme.*
- *The development provides poor internal amenity for future residents.*
- *Insufficient space has been made available to provide for meaningful landscaping to integrate the development into the area and maintain the landscape character of the area.*
- *The proposal has not satisfactorily considered the reverse amenity impacts to the adjoining land uses, in particular 760 Boronia Road.*

6. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

7. CONFLICT OF INTEREST

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

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

Author – Nancy Neil, Principal Planner – In providing this advice as the Author, I have no disclosable interests in this report.

RECOMMENDATION

That were Council in a position to make a decision in the prescribed timeframes of the Planning and Environment Act 1987, it would have issued a Notice of Decision to Refuse to Grant a Planning Permit for the development of the land for 84 dwellings and alteration of access to a Road Zone Category 1 based on the following grounds:

1. The proposal fails to satisfy relevant State Planning Policy Framework strategies and objectives, particularly Clause 15 (Built Environment and Heritage) and Clause 16 (Housing) of the Knox Planning Scheme.
2. The proposal fails to comply with the Municipal Strategic Statement, in particular Built Environment and Heritage (Clause 21.05), Housing (Clause 21.06) and Economic Development (Clause 21.07).
3. The proposal does not achieve the objectives and standards of the General Residential Zone – Schedule 1 in relation to neighbourhood character and landscaping.
4. The proposal fails to comply with Accessway, Car Parking Spaces, and Landscaping Design Guidelines of Clause 52.06 (Car Parking) of the Knox Planning Scheme.
5. The proposal fails to comply with the Decision Guidelines of Clause 52.06 (Car Parking) of the Knox Planning Scheme as the development does not comply with the relevant standards of Clause 56.06 (Access and Mobility Management) of the Knox Planning Scheme.
6. The proposal does not satisfy the objectives of Clause 55 of the Knox Planning Scheme, in particular:
 - a) Clause 55.02-1 - Neighbourhood Character
 - b) Clause 55.02-2 – Residential Policy
 - c) Clause 55.02-4 - Integration with the Street
 - d) Clause 55.03-1 - Street Setback
 - e) Clause 55.03-6 - Open Space
 - f) Clause 55.03-7 - Safety
 - g) Clause 55.03-8 – Landscaping
 - h) Clause 55.04-8 - Noise
 - i) Clause 55.06-1 - Design Detail
 - j) Clause 55.06-3 - Common Property
7. The proposal represents an overdevelopment of the site. The design fails to respond appropriately to its opportunities and constraints resulting in an unreasonable impact on the character of the area and will result in poor internal amenity for future residents.
8. The proposal has not satisfactorily considered the reverse amenity impacts to the adjoining land uses, in particular 760 Boronia Road.

9. **The proposal has not satisfactorily considered the subject site's interface with an adjoining significant site within the Wantirna Health Precinct and any amenity impacts to future residents of the subject site.**
10. **The proposal has not suitably integrated with the future development of the Wantirna Health Precinct.**
11. **Insufficient space has been made available to provide for meaningful landscaping to integrate the development into the area and maintain the landscape character of the area.**
12. **The proposal will be detrimental to existing vegetation located on the adjoining property to the west.**

Report Prepared By: Principal Planner (Nancy Neil)

***Report Authorised By: Manager – City Planning & Building (Paul Dickie)
Director – City Development (Julia Oxley)***



Knox City Council
REPORT APPENDIX A

Address 750 Boronia Road,
WANTIRNA

Application Number P/2017/6589

Description The development of the land for 84 dwellings and alteration of access to a road in a Road Zone Category 1

Wardname Collier

LEGEND:

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



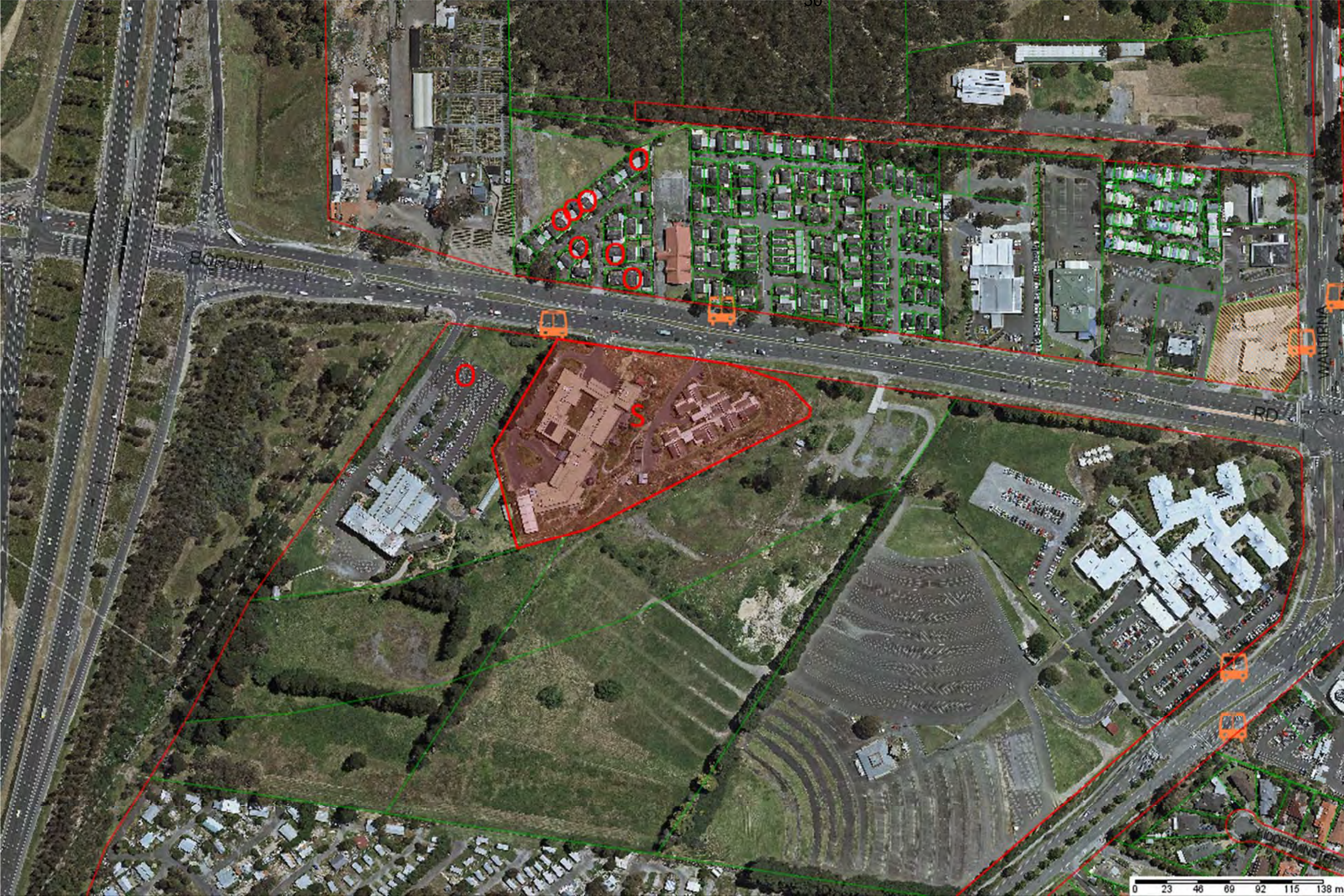
Scale: 1:3000



DISCLAIMER:

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

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Knox City Council
REPORT APPENDIX A

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LEGEND:

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

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DRAWING LIST			
SHEET NUMBER	SHEET NAME	SCALE	Current Revision
1P00	COVER SHEET	N/A	B
1P01	EXISTING CONDITIONS SITE SURVEY SHEET 1	N/A	A
1P02	EXISTING CONDITIONS SITE SURVEY SHEET 2	N/A	A
1P03	SITE CONTEXT PLAN	N/A	A
1P04	SITE ANALYSIS PLAN	1:1000	A
1P05	DESIGN RESPONSE PLAN	1:400	A
1P10	FIRST FLOOR PLAN	1:400	B
1P11	FIRST FLOOR PLAN	1:400	B
1P12	SECOND FLOOR PLAN	1:400	B
1P20	GROUND FLOOR PLAN PART 1	1:200	B
1P21	GROUND FLOOR PLAN PART 2	1:200	B
1P22	GROUND FLOOR PLAN PART 3	1:200	A
1P23	GROUND FLOOR PLAN PART 4	1:200	A
1P24	FIRST FLOOR PLAN PART 1	1:200	A
1P25	FIRST FLOOR PLAN PART 2	1:200	A
1P26	FIRST FLOOR PLAN PART 3	1:200	A
1P27	FIRST FLOOR PLAN PART 4	1:200	A
1P28	SECOND FLOOR PLAN PART 1	1:200	A
1P29	SECOND FLOOR PLAN PART 2	1:200	A
1P30	SECOND FLOOR PLAN PART 3	1:200	A
1P31	SECOND FLOOR PLAN PART 4	1:200	A
1P40	SITE ELEVATION LEGEND		
1P41	ELEVATION SHEET 1	1:200	B
1P42	ELEVATION SHEET 2	1:200	B
1P43	INTERNAL ELEVATION SHEET 1	1:200	B
1P44	INTERNAL ELEVATION SHEET 2	1:200	B
1P45	INTERNAL ELEVATION SHEET 3	1:200	B
1P46	INTERNAL ELEVATION SHEET 4	1:200	B
1P47	BORONIA RD STREET SCAPE ELEVATION	1:200	B
1P51	SECTION		
1P60	SHADOW DIAGRAM ON 22 SEP AT 8AM	1:400	B
1P61	SHADOW DIAGRAM ON 22 SEP AT 10AM	1:400	B
1P62	SHADOW DIAGRAM ON 22 SEP AT 11AM	1:400	B
1P63	SHADOW DIAGRAM ON 22 SEP AT 12PM	1:400	B
1P64	SHADOW DIAGRAM ON 22 SEP AT 1PM	1:400	B
1P65	SHADOW DIAGRAM ON 22 SEP AT 2PM	1:400	B
1P66	SHADOW DIAGRAM ON 22 SEP AT 3PM	1:400	B
1P70	3D PERSPECTIVE SHEET 1	N/A	B
1P71	3D PERSPECTIVE SHEET 2	N/A	B
1P72	3D PERSPECTIVE SHEET 3	N/A	B
1P81	INDIVIDUAL PLAN A	1:100	A
1P82	INDIVIDUAL PLAN B	1:100	A
1P83	INDIVIDUAL PLAN C	1:100	A
1P84	INDIVIDUAL PLAN D	1:100	A
1P85	INDIVIDUAL PLAN E	1:100	A
1P86	INDIVIDUAL PLAN F	1:100	A
1P87	INDIVIDUAL PLAN G	1:100	A
1P88	INDIVIDUAL PLAN H	1:100	A
1P89	INDIVIDUAL PLAN I	1:100	A
1P90	INDIVIDUAL PLAN J	1:100	A
1P91	INDIVIDUAL PLAN K	1:100	A
1P92	INDIVIDUAL PLAN L	1:100	A
1P93	INDIVIDUAL PLAN M	1:100	A
1P94	INDIVIDUAL PLAN N	1:100	A
1P95	INDIVIDUAL PLAN O	1:100	A
1P96	LANDSCAPE PLAN	1:400	A



LEIGH DESIGN



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REV	DATE	DESCRIPTION	Auth	Chk
1	26/09/2017	FOR TOWN PLANNING	ML	EV
2	12/10/2017	REV	ML	EV

TOWN PLANNING ISSUE

- Verify all dimensions on site prior to commencement of work.
- DO NOT scale off these drawings.
- Report any discrepancies to the architect before carrying out any work.



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PROJECT
750 BORONIA ROAD
TITLE
COVER SHEET

Date	7/1/2018
Scale	AS1
Drawn	RL
Checked	EY
Approved	EY
Project Number	M072
Stage	Status
Drawing No.	TP00
REV	B

760
CAR PARKING

HUNGARIAN COMMUNITY CENTRE

2 STOREY

BORONIA ROAD



EXISTING CROSSOVER TO BE REMOVE AND BUILD NEW KERBS TO MATCH EXISTING

REFER TO LANDSCAPE ARCHITECT

750A
VACANT LAND

CARPARK

DESIGN RESPONSE

- 01 MINIMUM ENTRY CROSS OVER MINIMISING IMPACT ON BORONIA ROAD
 - 02 TOWN HOUSE WITH FRONT GARDENS ADDRESS BORONIA ROAD
 - 03 LANDSCAPED COMMUNAL OPEN SPACE WITH PLAYGROUND
 - 04 LANDSCAPED OPEN SPACE BETWEEN TOWNHOUSES PROVIDING GREEN OUT LOOK AND RECREATION SPACE
 - 05 TOWNHOUSES WITH NORTH FACING GARDENS
 - 06 SETBACK BETWEEN BUILT FORMS TO PROVIDE VIEWS THROUGH AND AIR CIRCULATION
 - 07 BUILDING DESIGN AROUND RETENTION OF MATURE TREE
 - 08 WINDOW WITH FIXED OBSCURE GLAZING TO 1700mm AFFL TO AVOID OVERLOOKING
 - 09 15 VISITOR PARKING
 - 10 20 BICYCLE SPACE
 - 11 NEW TREE TO COUNCIL APPROVAL
- 3 STOREY TOWN HOUSE
2 STOREY TOWN HOUSE
1.2m FOOT PATH
LANDSCAPE STRIP LANDSCAPE

VEHICULAR ACCESS VIA THE EXISTING CROSSOVER TO SERVE ACCESS TO ALL UNITS TO MINIMISE SHADOW IMPACT TO NEIGHBOURS

ASSORTED EXISTING VEGETATION OF LOW RETENTION VALUE ARE LOCATED SPARSELY ON SITE. THERE ARE NO SIGNIFICANT CANOPY TREES OF HIGH RETENTION VALUE. TRY TO KEEP EXISTING TREES WHICH GOOD FUNCTION AS MANY AS POSSIBLE

SIGNIFICANT NEIGHBOURHOOD TREES ARE NOT AFFECTED BY THE PROPOSAL. ANY ENCROACHMENT TO THE STRIP AS OUTLINED IN THE ATTACHED ARBORIST REPORT IS AN ACCESSIBLE PERCENTAGE

FRONT BRICK FENCE TO BE REMOVED

ANY WINDOWS TO WHICH OVERLOOKING TO NEIGHBORING P.U.S. OR HABITABLE WINDOWS ARE TO BE SCREENED, TINTED AND OBLISCURED TO 1.2m OR HAVING A SILLING LOWER THAN 1.2m FROM THE F.F.L.

2000L WATER TANK TO BE INSTALLED FOR EACH UNIT

AREA ANALYSIS

SITE AREA	20933.5m ²
SITE COVERAGE	40.2%
PERMEABLE AREA	36%
GARDEN AREA AREA	35.0%
VISITOR PARKING (DRIVE WAY)	15

1 TP DESIGN RESPONSE
1 : 500

REV	DATE	DESCRIPTION	BY	CHK
1	06/09/2017	FOR TOWN PLANNING	RL	TY

TOWN PLANNING ISSUE

• Verify all dimensions on site prior to commencement of work.
• DO NOT scale off these drawings.
• Report any discrepancies to the architect before varying out any work.



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PROJECT
750 BORONIA ROAD

TITLE
DESIGN RESPONSE PLAN

Date	7/1/2018
Scale	1:500 @A1
Drawn	RL
Checked	Checker
Approved	Approver
Project Number	M072
Drawing No.	TP05
Sheet	A

BORONIA ROAD

760

CAR PARKING

HUNGARIAN COMMUNITY CENTRE



750A

VACANT LAND

CARPARK

FLOOR PLAN LEGEND

- LANDSCAPE DETAIL REFER TO LANDSCAPE ARCHITECT DESIGN
- 2 STOREY
- 3 STOREY

- BICYCLE SPACE (20)
- VISITORS PARKING (16) ON COMMON AREA

- RWT COOL RAINWATER TANK
- COOL UNDERGROUND WATER TANK FOR TYPE H
- PEDESTRIAN VISIBILITY SPLAYS MEASURING 2.0m WIDTH ACROSS THE FRONTAGE BY 2.5m DEPTH INTO THE SITE. TO THE SIDES ANY ON SITE VEHICULAR CROSSOVER ANY STRUCTURES OR PLANTINGS WITHIN THIS AREA ARE TO BE NO HIGHER THAN 900mm HIGHER THAN THE N.G.L.
- G/W GAS & WATER METERS - NEW LOCATION FOR SUPPLY TO BOTH UNITS
- MB LETTER BOX
- BIN 80 LITRES (GARBAGE)
- BIN 240 LITRES (RECYCLE)
- HLW HIGH LEVEL WINDOW WINDOW SILL TO BE 1700mm FROM ASSOCIATED FLOOR LEVEL
- OBS WINDOW TO BE OBTURED AND FIXED GLAZING TO 1700mm FROM FFL
- GROUP ELECTRICAL METER BOX
- COMMUNAL LIGHTING BOLLARD
- DIMENSION FOR SETBACK
- DIMENSION FOR TRAFFIC
- EXISTING LEVEL
- REFERENCE LEVEL

FLOOR PLAN FINISHES LEGEND

- PV01 NON-PERMEABLE LIGHT GRAY CONCRETE DRIVEWAY
- DK01 TIMBER DECKING WITH PERMEABLE SUBFLOOR

LANDSCAPE NOTES FOR DETAILS OF LANDSCAPING PLAN PLEASE REFER TO LANDSCAPE DESIGN DRAWING

STORMWATER NOTES ALL STORMWATER INCLUDING ROOF AND PAVEMENT TO BE COLLECTED VIA ON SITE SYSTEM AND CONNECTED TO LEGAL POINT OF DISCHARGE. DETAILS TO BE SUBMITTED SA PART OF BUILDING PERMIT. NO STORMWATER TO BE DISCHARGED. FENCE MATERIAL TIMBER PALING FENCING (INTERNAL & EXTERNAL) TO COMPLY COUNCIL'S REQUIREMENT

1 TP SITE PLAN 1:400

NO.	DATE	DESCRIPTION	BY	CHECK

TOWN PLANNING ISSUE

- verify all dimensions in site plan to be confirmed & correct
- 20% NO in all setbacks & setbacks
- report all discrepancies to the architect before council submission



LEVELS: 2011 DATUM
 MUSHAN ARCHITECTS
 11/12/2018
 MUSHAN ARCHITECTS (PT) LTD
 ABN 44 12 717 712

750 BORONIA ROAD
 SITE PLAN

Date:	7/1/2018	Scale:	1:400 (SPT)
Drawn:	RL	Checked:	Checker
Approved:	Approver	Project Number:	M072
Sheeting No.:	TP10	Page:	Status
			B

BORONIA ROAD

760

CAR PARKING

HUNGARIAN COMMUNITY CENTRE

750A

VACANT LAND

FLOOR PLAN LEGEND

LANDSCAPE DETAIL REFER TO LANDSCAPE ARCHITECT DESIGN

2 STOREY
3 STOREY

BICYCLE SPACE (20)
VISITOR'S PARKING (16) ON COMMON AREA

RWT 2000L RAINWATER TANK
2000L UNDERGROUND WATERTANK FOR TYPE H
PEDESTRIAN SPREAD NOTE: PEDESTRIAN VISIBILITY SPLAYS MEASURING 2.0m (WIDTH ACROSS THE FRONTAGE) BY 2.5m (DEPTH INTO THE SITE). TO THE SIDES ANY ON SITE VEHICULAR CROSSOVER, ANY STRUCTURES OR PLANTINGS WITHIN THIS AREA ARE TO BE NO HIGHER THAN 900mm HIGHER THAN THE N.G.L.
G/W GAS & WATER METERS - NEW LOCATION FOR SUPPLY TO BOTH UNITS.
MB LETTER BOX
BIN 80 LITRES (GARBAGE)
BIN 240 LITRES (RECYCLE)
HLW HIGH LEVEL WINDOW WINDOW SILL TO BE 1700mm FROM ASSOCIATED FLOOR LEVEL
OBS WINDOW TO BE OBLSCURED AND FIXED GLAZING TO 1700mm FROM FFL
GROUP ELECTRICAL METER BOX
COMMUNAL LIGHTING BOLLARD
DIMENSION FOR SETBACK
DIMENSION FOR TRAFFIC
EXISTING LEVEL
REFERENCE LEVEL

FLOOR PLAN FINISHES LEGEND

PV01 NON-PERMEABLE LIGHT GRAY CONCRETE DRIVEWAY
DK01 TIMBER DECKING WITH PERMEABLE SUBFLOOR

LANDSCAPE NOTES
FOR DETAILS OF LANDSCAPING PLAN PLEASE REFER TO LANDSCAPE DESIGN DRAWING

STORMWATER NOTES
ALL STORMWATER INCLUDING ROOF AND PAVEMENT TO BE COLLECTED VIA ON SITE SYSTEM AND CONNECTED TO LEGAL POINT OF DISCHARGE. DETAILS TO BE SUBMITTED SA PART OF BUILDING PERMIT. NO STORMWATER TO BE DISCHARGED.

FENCE MATERIAL
TIMBER PAILING FENCING (INTERNAL & EXTERNAL) TO COMPLY COUNCIL'S REQUIREMENT.

CARPARK

Table with project details: Date (7/1/2018), Issue (1:400 (BA)), Drawn (RL), Checked (Checker), Approved (Approver), Project Number (M072), Drawing No. (TP11), Status (B).

Table with columns: REV, DATE, DESCRIPTION, BY, TO, CHK. Contains revision history.

TOWN PLANNING ISSUE

Verify all dimensions on site prior to commencement of work.
DO NOT scale off these drawings.
Scale any discrepancies to the architect before starting of any work.



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PROJECT
750 BORONIA ROAD
FIRST FLOOR PLAN



Status
B

760
CAR PARKING

HUNGARIAN COMMUNITY CENTRE

BORONIA ROAD

750A

VACANT LAND

FLOOR PLAN LEGEND

- LANDSCAPE DETAIL REFER TO LANDSCAPE ARCHITECT DESIGN
- 2 STOREY
- 3 STOREY
- BICYCLE SPACE (20)
- VISITOR'S PARKING (16) ON COMMON AREA
- 2000L RAINWATER TANK
- 2000L UNDERGROUND WATERTANK FOR TYPE H
- PEDESTRIAN SPLAY NOTE
PEDESTRIAN VISIBILITY SPLAYS MEASURING 2.0m (WIDTH ACROSS THE FRONTAGE) BY 2.5m (DEPTH INTO THE SITE). TO THE SIDES ANY ON SITE VEHICULAR CROSSOVER, ANY STRUCTURES OR PLANTINGS WITHIN THIS AREA ARE TO BE NO HIGHER THAN 900mm HIGHER THAN THE N.G.L.
- 2500
- 2000
- G/W GAS & WATER METERS - NEW LOCATION FOR SUPPLY TO BOTH UNITS
- MB LETTER BOX
- BIN 80 LITRES (GARBAGE)
- BIN 240 LITRES (RECYCLE)
- HLW HIGH LEVEL WINDOW WINDOW SILL TO BE 1700mm FROM ASSOCIATED FLOOR LEVEL
- OBS WINDOW TO BE OBLSCURED AND FIXED GLAZING TO 1700mm FROM FFL
- GROUP ELECTRICAL METER BOX
- COMMUNAL LIGHTING BOLLARD
- 3000 DIMENSION FOR SETBACK
- 3000 DIMENSION FOR TRAFFIC
- EXISTING LEVEL
- RL 00.00 REFERENCE LEVEL

FLOOR PLAN FINISHES LEGEND

- PV01 NON-PERMEABLE LIGHT GRAY CONCRETE DRIVEWAY
- DK01 TIMBER DECKING WITH PERMEABLE SUBFLOOR

LANDSCAPE NOTES
FOR DETAILS OF LANDSCAPING PLAN PLEASE REFER TO LANDSCAPE DESIGN DRAWING

STORMWATER NOTES
ALL STORMWATER, INCLUDING ROOF AND PAVEMENT TO BE COLLECTED VIA ON SITE SYSTEM AND CONNECTED TO LEGAL POINT OF DISCHARGE. DETAILS TO BE SUBMITTED SA PART OF BUILDING PERMIT. NO STORMWATER TO BE DISCHARGED.

FENCE MATERIAL
TIMBER PAILING FENCING (INTERNAL & EXTERNAL) TO COMPLY COUNCIL'S REQUIREMENT.

1 SITE 2F1to400
1:400

REV	DATE	DESCRIPTION	AUTH	CHK
1	12/09/2017	ISSUE	RL	TV

TOWN PLANNING ISSUE

- Verify all dimensions on site prior to commencement of work.
- DO NOT scale off these drawings.
- Report any discrepancies to the architect before carrying out any work.

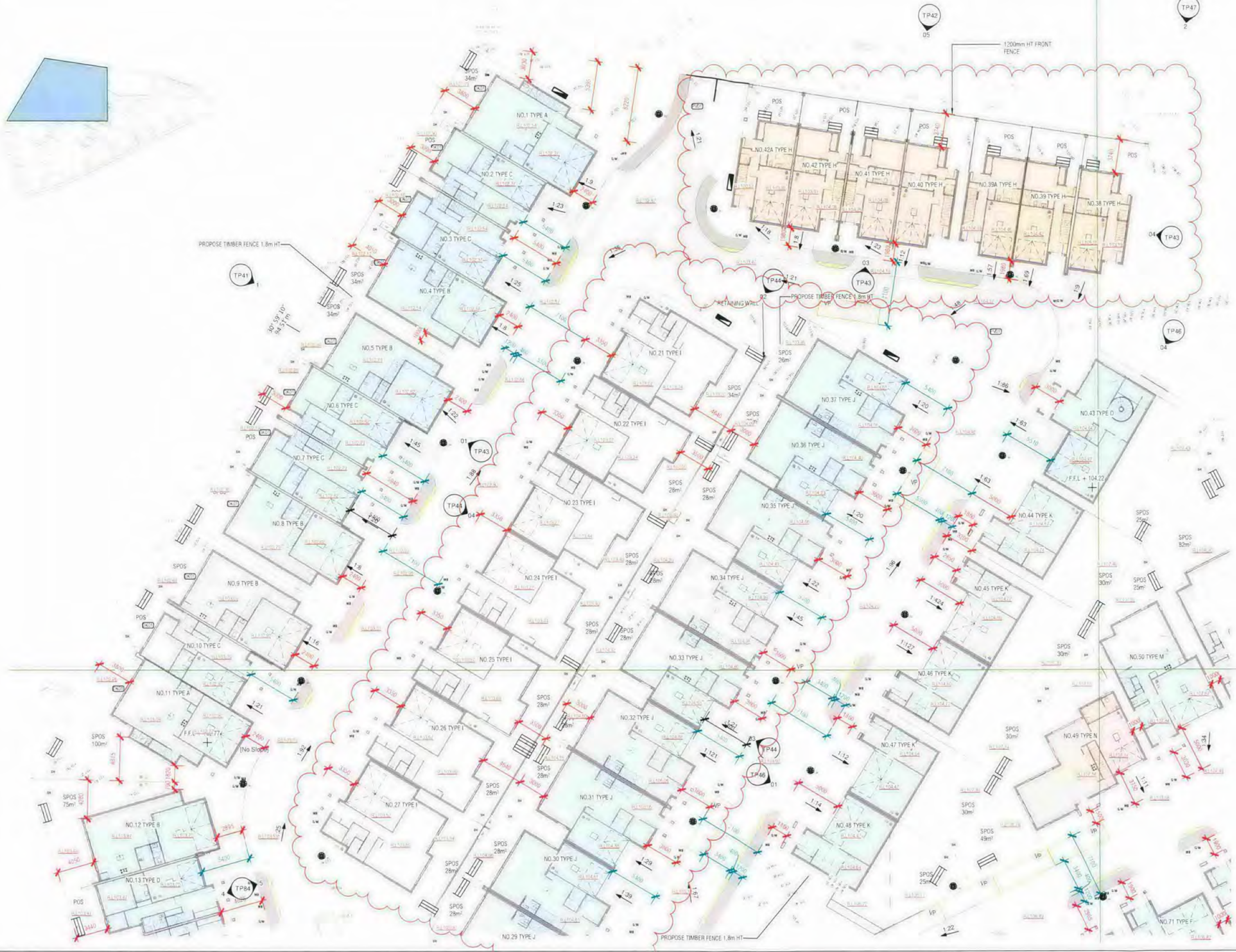
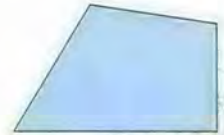


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PROJECT
750 BORONIA ROAD

SITE
SECOND FLOOR PLAN

Date	7/1/2018	Scale	1:400 @A1	North
Drawn	RL	Checked	Checker	
Approved	Approver	Project Number	M072	Stage
Drawn By	TP12	REV	B	Status



- FLOOR PLAN LEGEND**
- LANDSCAPE DETAIL REFER TO LANDSCAPE ARCHITECT DESIGN
 - 2 BED TOWNHOUSE (8)
 - 3 BED TOWNHOUSE (7)
 - 4 BED TOWNHOUSE (69)
 - BICYCLE SPACE (20)
 - VISITORS PARKING (16) ON COMMON AREA
 - RWT 2000L RAINWATER TANK
 - 2000L UNDERGROUND WATERTANK FOR TYPE H
 - PEDESTRIAN SPLAY NOTE PEDESTRIAN VISIBILITY SPLAYS MEASURING 2.0m (WIDTH ACROSS THE FRONTAGE) BY 2.5m (DEPTH INTO THE SITE) TO THE SIDES ANY ON SITE VEHICULAR CROSSOVER, ANY STRUCTURES OR PLANTINGS WITHIN THIS AREA ARE TO BE NO HIGHER THAN 300mm HIGHER THAN THE N.G.L.
 - G/W GAS & WATER METERS - NEW LOCATION FOR SUPPLY TO BOTH UNITS
 - MB LETTER BOX
 - BIN 80 LITRES (GARBAGE)
 - BIN 240 LITRES (RECYCLE)
 - HLW HIGH LEVEL WINDOW WINDOW SILL TO BE 1700mm FROM ASSOCIATED FLOOR LEVEL
 - OBS WINDOW TO BE OBLSCURED AND FIXED GLAZING TO 1700mm FROM FFL
 - GROUP ELECTRICAL METER BOX
 - COMMUNAL LIGHTING BOLLARD
 - DIMENSION FOR SETBACK
 - DIMENSION FOR TRAFFIC
 - EXISTING LEVEL
 - REFERENCE LEVEL

- FLOOR PLAN FINISHES LEGEND**
- PV01 NON-PERMEABLE LIGHT GRAY CONCRETE DRIVEWAY
 - DK01 TIMBER DECKING WITH PERMEABLE SUBFLOOR

LANDSCAPE NOTES
FOR DETAILS OF LANDSCAPING PLAN PLEASE REFER TO LANDSCAPE DESIGN DRAWING

STORMWATER NOTES
ALL STORMWATER, INCLUDING ROOF AND PAVEMENT TO BE COLLECTED VIA ON SITE SYSTEM AND CONNECTED TO LEGAL POINT OF DISCHARGE. DETAILS TO BE SUBMITTED SA PART OF BUILDING PERMIT. NO STORMWATER TO BE DISCHARGED

FENCE MATERIAL
TIMBER PAILING FENCING (INTERNAL & EXTERNAL) TO COMPLY COUNCIL'S REQUIREMENT

REV	DATE	DESCRIPTION	AUTH	CHK
1	20/08/2018	POS TOWN PLANNING	RL	EV
2	20/08/2018	REV	RL	EV

TOWN PLANNING ISSUE

- Verify all dimensions on site prior to commencement of work
- DO NOT scale off these drawings
- Report any discrepancies to the architect before carrying out any work



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750 BORONIA ROAD

GROUND FLOOR PLAN PART 1

Date	7/1/2018	Scale	1:200 (A1)	North
Drawn	RL	Checked	RL	
Approved	Checkoff	Project Number	M072	Stage
Project Number	M072	Stage		Status
Drawing No.	TP20	4/5		B

FLOOR PLAN LEGEND

- LANDSCAPE DETAIL REFER TO LANDSCAPE ARCHITECT DESIGN
- 2 BED TOWNHOUSE (8)
- 3 BED TOWNHOUSE (7)
- 4 BED TOWNHOUSE (69)

- BICYCLE SPACE (20)
- VISITOR'S PARKING (16) ON COMMON AREA

- RWT 2000L RAINWATER TANK
- 2000L UNDERGROUND WATERTANK FOR TYPE H
- PEDESTRIAN VISIBILITY SPLAYS MEASURING 2.0m (WIDTH ACROSS THE FRONTAGE) BY 2.5m (DEPTH INTO THE SITE), TO THE SIDES ANY ON SITE VEHICULAR CROSSOVER, ANY STRUCTURES OR PLANTINGS WITHIN THIS AREA ARE TO BE NO HIGHER THAN 900mm HIGHER THAN THE N.G.L.
- G/W GAS & WATER METERS - NEW LOCATION FOR SUPPLY TO BOTH UNITS.
- MB LETTER BOX
- BIN 80 LITRES (GARBAGE)
- BIN 240 LITRES (RECYCLE)
- HLW HIGH LEVEL WINDOW WINDOW SILL TO BE 1700mm FROM ASSOCIATED FLOOR LEVEL.
- OBS WINDOW TO BE OBTSCURED AND FIXED GLAZING TO 1700mm FROM FFL.
- GROUP ELECTRICAL METER BOX
- COMMUNAL LIGHTING BOLLARD
- DIMENSION FOR SETBACK
- DIMENSION FOR TRAFFIC
- EXISTING LEVEL
- REFERENCE LEVEL

FLOOR PLAN FINISHES LEGEND

- PV01 NON-PERMEABLE LIGHT GRAY CONCRETE DRAWEAY
- DK01 TIMBER DECKING WITH PERMEABLE SUBFLOOR

LANDSCAPE NOTES FOR DETAILS OF LANDSCAPING PLAN PLEASE REFER TO LANDSCAPE DESIGN DRAWING

STORMWATER NOTES ALL STORMWATER, INCLUDING ROOF AND PAVEMENT TO BE COLLECTED VIA ON SITE SYSTEM AND CONNECTED TO LEGAL POINT OF DISCHARGE. DETAILS TO BE SUBMITTED SA PART OF BUILDING PERMIT. NO STORMWATER TO BE DISCHARGED. FENCE MATERIAL TIMBER PAILING FENCING (INTERNAL & EXTERNAL) TO COMPLY COUNCIL'S REQUIREMENT.



REV	DATE	DESCRIPTION	BY	CHK
1	08/09/2017	ISSUE FOR TOWN PLANNING	ML	ML
2	12/09/2017	REVISED	ML	ML

TOWN PLANNING ISSUE

- Verify all dimensions on site prior to commencement of work
- DO NOT scale off these drawings
- Report any discrepancies to the architect before commencing any work



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PROJECT
750 BORONIA ROAD
TITLE
GROUND FLOOR PLAN PART 2

Date	7/1/2018	NORTH
Scale	1:200 @A1	
Drawn	RL	Status
Checked	Checker	
Approved	Approver	REV
Project Number	M072	
Drawing No	TP21	B



- FLOOR PLAN LEGEND**
- LANDSCAPE DETAIL REFER TO LANDSCAPE ARCHITECT DESIGN
 - 2 BED TOWNHOUSE (8)
 - 3 BED TOWNHOUSE (7)
 - 4 BED TOWNHOUSE (69)
 - BICYCLE SPACE (20)
 - VISITORS PARKING (16) ON COMMON AREA
 - 2000L RAINWATER TANK
 - 2000L UNDERGROUND WATERTANK FOR TYPE H
 - PEDESTRIAN SPREAD NOTE: PEDESTRIAN VISIBILITY SPREADS MEASURING 2.0m (WIDTH ACROSS THE FRONTAGE) BY 2.5m (DEPTH INTO THE SITE), TO THE SIDES ANY ON SITE VEHICULAR CROSSOVER, ANY STRUCTURES OR PLANTINGS WITHIN THIS AREA ARE TO BE NO HIGHER THAN 900mm HIGHER THAN THE N.G.L.
 - G/W GAS & WATER METERS - NEW LOCATION FOR SUPPLY TO BOTH UNITS.
 - MB LETTER BOX
 - BIN 80 LITRES (GARBAGE)
 - BIN 240 LITRES (RECYCLE)
 - HLW HIGH LEVEL WINDOW WINDOW SILL TO BE 1700mm FROM ASSOCIATED FLOOR LEVEL
 - OBS WINDOW TO BE OBTURED AND FIXED GLAZING TO 1700mm FROM FFL
 - GROUP ELECTRICAL METER BOX
 - COMMUNAL LIGHTING BOLLARD
 - DIMENSION FOR SETBACK
 - DIMENSION FOR TRAFFIC
 - EXISTING LEVEL
 - REFERENCE LEVEL

- FLOOR PLAN FINISHES LEGEND**
- PV01 NON-PERMEABLE LIGHT GRAY CONCRETE DRIVEWAY
 - DK01 TIMBER DECKING WITH PERMEABLE SUBFLOOR

LANDSCAPE NOTES
FOR DETAILS OF LANDSCAPING PLAN PLEASE REFER TO LANDSCAPE DESIGN DRAWING

STORMWATER NOTES
ALL STORMWATER, INCLUDING ROOF AND PAVEMENT TO BE COLLECTED VIA ON SITE SYSTEM AND CONNECTED TO LEGAL POINT OF DISCHARGE. DETAILS TO BE SUBMITTED SA PART OF BUILDING PERMIT. NO STORMWATER TO BE DISCHARGED.
FENCE MATERIAL
TIMBER PILING FENCING (INTERNAL & EXTERNAL) TO COMPLY COUNCIL'S REQUIREMENT.

REV	DATE	DESCRIPTION	BY	CHK
A	08/08/2018	FINAL TOWN PLANNING	RL	RY

TOWN PLANNING ISSUE

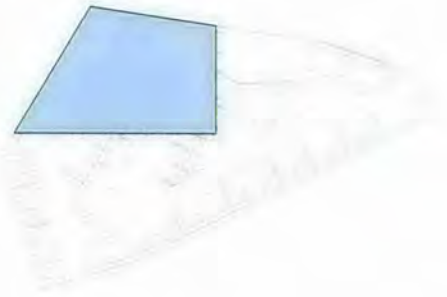
- Verify all dimensions on site prior to commencement of work.
- 1:200 scale of this drawing.
- Report any discrepancies to the architect before commencing any work.



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PROJECT: 750 BORONIA ROAD
TITLE: GROUND FLOOR PLAN PART 4

Date	7/1/2018	Scale	1:200 @A1	North	
Drawn	RL	Checked	Checker	Approved	Approver
Project Number	M072	Page	3	Status	A
Drawing No	TP23	REV			



- FLOOR PLAN LEGEND**
- LANDSCAPE DETAIL REFER TO LANDSCAPE ARCHITECT DESIGN
 - 2 BED TOWNHOUSE (8)
 - 3 BED TOWNHOUSE (7)
 - 4 BED TOWNHOUSE (59)
 - BICYCLE SPACE (20)
 - VP VISITOR'S PARKING (16) ON COMMON AREA
 - RWT 2000L RAINWATER TANK
 - 2000L UNDERGROUND WATERTANK FOR TYPE H
 - PEDESTRIAN SPILL NOTE PEDESTRIAN VISIBILITY SPLAYS MEASURING BY 2.0m (WIDTH ACROSS THE FRONTAGE) BY 2.5m (DEPTH INTO THE SITE). TO THE SIDES ANY ON SITE VEHICULAR CROSSOVER ANY STRUCTURES OR PLANTINGS WITHIN THIS AREA ARE TO BE NO HIGHER THAN 900mm HIGHER THAN THE N.G.L.
 - G/W GAS & WATER METERS - NEW LOCATION FOR SUPPLY TO BOTH UNITS.
 - MB LETTER BOX
 - BIN 80 LITRES (GARBAGE)
 - BIN 240 LITRES (RECYCLE)
 - HLW HIGH LEVEL WINDOW WINDOW SILL TO BE 1700mm FROM ASSOCIATED FLOOR LEVEL
 - OBS WINDOW TO BE OBTURED AND FIXED GLAZING TO 1700mm FROM FFL
 - GROUP ELECTRICAL METER BOX
 - COMMUNAL LIGHTING BOLLARD
 - XXXXX DIMENSION FOR SETBACK
 - XXXXX DIMENSION FOR TRAFFIC
 - EXISTING LEVEL
 - RL 00.00 REFERENCE LEVEL

- FLOOR PLAN FINISHES LEGEND**
- PV01 NON-PERMEABLE LIGHT GRAY CONCRETE DRIVEWAY
 - DK01 TIMBER DECKING WITH PERMEABLE SUBFLOOR

LANDSCAPE NOTES
FOR DETAILS OF LANDSCAPING PLAN PLEASE REFER TO LANDSCAPE DESIGN DRAWING

STORMWATER NOTES
ALL STORMWATER, INCLUDING ROOF AND PAVEMENT TO BE COLLECTED VIA ON SITE SYSTEM AND CONNECTED TO LEGAL POINT OF DISCHARGE. DETAILS TO BE SUBMITTED SA PART OF BUILDING PERMIT. NO STORMWATER TO BE DISCHARGED.

FENCE MATERIAL
TIMBER PAILING FENCING (INTERNAL & EXTERNAL) TO COMPLY COUNCIL'S REQUIREMENT.

1 | 1F to 200 - 1 | 1 - 200

REV	DATE	DESCRIPTION	AUTH	CHK
A		ISSUED FOR TOWN PLANNING		

TOWN PLANNING ISSUE

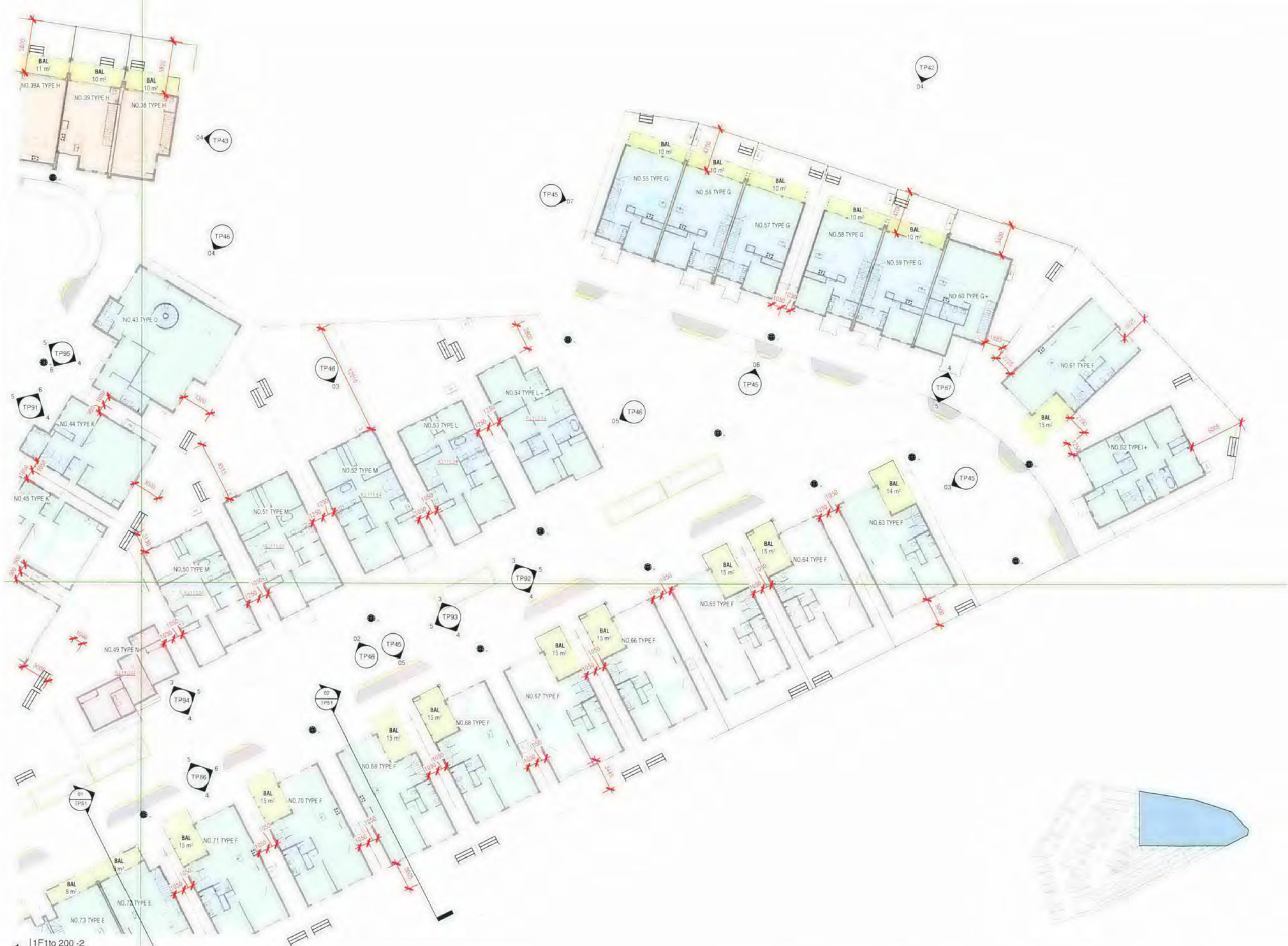
- Verify all dimensions of site prior to commencement of work.
- DO NOT scale off these drawings.
- Report any discrepancies to the architect before carrying out any work.



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MUSHAN ARCHITECTS PTY LTD
ABN 64 167 772 114

PROJECT
750 BORONIA ROAD
TITLE
FIRST FLOOR PLAN PART 1

Date	7/1/2018	North
Scale	1:200 @A1	
Drawn	RL	Status
Checked	Checker	
Approved	Approver	Scale
Project Number	M072	
Drawing No.	TP24	REV
		A



- FLOOR PLAN LEGEND**
- LANDSCAPE DETAIL REFER TO LANDSCAPE ARCHITECT DESIGN
 - 2 BED TOWNHOUSE (8)
 - 3 BED TOWNHOUSE (7)
 - 4 BED TOWNHOUSE (59)
 - BICYCLE SPACE (20)
 - VP VISITORS PARKING (16) ON COMMON AREA
 - RWT 2000L RAINWATER TANK
 - 2000L UNDERGROUND WATERTANK FOR TYPE H
 - PEDESTRIAN VISIBILITY SPLAYS MEASURING 2.0m (WIDTH ACROSS THE FRONTAGE) BY 2.5m (DEPTH INTO THE SITE). TO THE SIDES ANY ON SITE VEHICULAR CROSSOVER, ANY STRUCTURES OR PLANTINGS WITHIN THIS AREA ARE TO BE NO HIGHER THAN 900mm HIGHER THAN THE N.G.L.
 - G/W GAS & WATER METERS - NEW LOCATION FOR SUPPLY TO BOTH UNITS.
 - MB LETTER BOX
 - BIN 80 LITRES (GARBAGE)
 - BIN 240 LITRES (RECYCLE)
 - HLW HIGH LEVEL WINDOW WINDOW SILL TO BE 1700mm FROM ASSOCIATED FLOOR LEVEL
 - OBS WINDOW TO BE OBLSCURED AND FIXED GLAZING TO 1700mm FROM FFL
 - GROUP ELECTRICAL METER BOX
 - COMMUNAL LIGHTING BOLLARD
 - XXXX DIMENSION FOR SETBACK
 - XXXX DIMENSION FOR TRAFFIC
 - 00 00 EXISTING LEVEL
 - RL 00 00 REFERENCE LEVEL

- FLOOR PLAN FINISHES LEGEND**
- PV01 NON-PERMEABLE LIGHT GRAY CONCRETE DRIVEWAY
 - DK01 TIMBER DECKING WITH PERMEABLE SUBFLOOR

LANDSCAPE NOTES
FOR DETAILS OF LANDSCAPING PLAN PLEASE REFER TO LANDSCAPE DESIGN DRAWING

STORMWATER NOTES
ALL STORMWATER, INCLUDING ROOF AND PAVEMENT TO BE COLLECTED VIA ON SITE SYSTEM AND CONNECTED TO LEGAL POINT OF DISCHARGE. DETAILS TO BE SUBMITTED SA PART OF BUILDING PERMIT. NO STORMWATER TO BE DISCHARGED.

FENCE MATERIAL
TIMBER PAILING FENCING (INTERNAL & EXTERNAL) TO COMPLY COUNCIL'S REQUIREMENT.

1 | 1F1 to 200-2
1 : 200

REV	DATE	DESCRIPTION	BY	CHK
1	07/12/2018	ISSUED FOR TOWN PLANNING	ML	EV

TOWN PLANNING ISSUE

- Verify all dimensions on site prior to commencement of work.
- Do NOT scale off these drawings.
- Report any discrepancies to the architect before carrying out any work.

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ABN 44 142 771 114

PROJECT
750 BORONIA ROAD

TITLE
FIRST FLOOR PLAN PART 2

Date	7/12/2018	NORTH
Scale	1:200 @A1	
Drawn	RL	APPROVED
Checked	Checker	
Approved	Approver	STATUS
Project Number	M072	
Drawing No.	TP25	A



- FLOOR PLAN LEGEND**
- LANDSCAPE DETAIL REFER TO LANDSCAPE ARCHITECT DESIGN
 - 2 BED TOWNHOUSE (8)
 - 3 BED TOWNHOUSE (7)
 - 4 BED TOWNHOUSE (6)
 - BICYCLE SPACE (20)
 - VISITORS PARKING (16) ON COMMON AREA
 - RWT 2000L RAINWATER TANK
 - 2000L UNDERGROUND WATERTANK FOR TYPE H
 - PEDESTRIAN SPLAY NOTE: PEDESTRIAN VISIBILITY SPLAYS MEASURING 2.0m (WIDTH ACROSS THE FRONTAGE) BY 2.5m (DEPTH INTO THE SITE), TO THE SIDES ANY ON SITE VEHICULAR CROSSOVER. ANY STRUCTURES OR PLANTINGS WITHIN THIS AREA ARE TO BE NO HIGHER THAN 900mm HIGHER THAN THE N.G.L.
 - G/W GAS & WATER METERS - NEW LOCATION FOR SUPPLY TO BOTH UNITS.
 - MB LETTER BOX
 - BIN 80 LITRES (GARBAGE)
 - BIN 240 LITRES (RECYCLE)
 - HLW HIGH LEVEL WINDOW WINDOW SILL TO BE 1700mm FROM ASSOCIATED FLOOR LEVEL
 - OBS WINDOW TO BE OBLSCURED AND FIXED GLAZING TO 1700mm FROM FFL
 - GROUP ELECTRICAL METER BOX
 - COMMUNAL LIGHTING BOLLARD
 - XXXXX DIMENSION FOR SETBACK
 - XXXXX DIMENSION FOR TRAFFIC
 - 90.00 EXISTING LEVEL
 - RL 00.00 REFERENCE LEVEL

- FLOOR PLAN FINISHES LEGEND**
- PV01 NON-PERMEABLE LIGHT GRAY CONCRETE DRIVEWAY
 - DK01 TIMBER DECKING WITH PERMEABLE SUBFLOOR

LANDSCAPE NOTES
FOR DETAILS OF LANDSCAPING PLAN PLEASE REFER TO LANDSCAPE DESIGN DRAWING

STORMWATER NOTES
ALL STORMWATER, INCLUDING ROOF AND PAVEMENT TO BE COLLECTED VIA ON SITE SYSTEM AND CONNECTED TO LEGAL POINT OF DISCHARGE. DETAILS TO BE SUBMITTED SA PART OF BUILDING PERMIT. NO STORMWATER TO BE DISCHARGED.

FENCE MATERIAL
TIMBER PAILING FENCING (INTERNAL & EXTERNAL) TO COMPLY COUNCIL'S REQUIREMENT.

1 | SIET 1F1to 200 - 3
1 : 200

REV	DATE	DESCRIPTION	BY	CHK
4	04/09/2018	FINAL TOWN PLANNING	SL	ET

TOWN PLANNING ISSUE

- Verify all dimensions on the plan to correspond to actual.
- Do NOT scale off these drawings.
- Report any discrepancies to the architect before carrying out any work.



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ABN 44 162 772 714

PROJECT
750 BORONIA ROAD
THE
FIRST FLOOR PLAN PART 3

Date	7/1/2018	NORTH	
Scale	1:400 (A4)		
Drawn	RL	Checker	
Checked	Check		
Approved	Approve	Project Number	
Project Number	M072		Page
Drawing No.	TP26	REV	A



- FLOOR PLAN LEGEND**
- LANDSCAPE DETAIL REFER TO LANDSCAPE ARCHITECT DESIGN
 - 2 BED TOWNHOUSE (8)
 - 3 BED TOWNHOUSE (7)
 - 4 BED TOWNHOUSE (69)
 - BICYCLE SPACE (20)
 - VISITOR'S PARKING (16) ON COMMON AREA
 - 2000L RAINWATER TANK
 - 2000L UNDERGROUND WATERTANK FOR TYPE H
 - PEDESTRIAN VISIBILITY SPLAYS MEASURING 2.0m (WIDTH ACROSS THE FRONTAGE) BY 2.5m (DEPTH INTO THE SITE). TO THE SIDES ANY ON SITE VEHICULAR CROSSOVER, ANY STRUCTURES OR PLANTINGS WITHIN THIS AREA ARE TO BE NO HIGHER THAN 900mm HIGHER THAN THE N.G.L.
 - G/W GAS & WATER METERS - NEW LOCATION FOR SUPPLY TO BOTH UNITS.
 - MB LETTER BOX
 - BIN 80 LITRES (GARBAGE)
 - BIN 240 LITRES (RECYCLE)
 - HLW HIGH LEVEL WINDOW WINDOW SILL TO BE 1700mm FROM ASSOCIATED FLOOR LEVEL
 - OBS WINDOW TO BE OBLSCURED AND FIXED GLAZING TO 1700mm FROM FFL
 - GROUP ELECTRICAL METER BOX
 - COMMUNAL LIGHTING BOLLARD
 - DIMENSION FOR SETBACK
 - DIMENSION FOR TRAFFIC
 - EXISTING LEVEL
 - REFERENCE LEVEL

- FLOOR PLAN FINISHES LEGEND**
- PV01 NON-PERMEABLE LIGHT GRAY CONCRETE DRIVEWAY
 - DK01 TIMBER DECKING WITH PERMEABLE SUBFLOOR

LANDSCAPE NOTES
FOR DETAILS OF LANDSCAPING PLAN PLEASE REFER TO LANDSCAPE DESIGN DRAWING

STORMWATER NOTES
ALL STORMWATER INCLUDING ROOF AND PAVEMENT TO BE COLLECTED VIA ON SITE SYSTEM AND CONNECTED TO LEGAL POINT OF DISCHARGE. DETAILS TO BE SUBMITTED SA PART OF BUILDING PERMIT. NO STORMWATER TO BE DISCHARGED.

FENCE MATERIAL
TIMBER PAILING FENCING (INTERNAL & EXTERNAL) TO COMPLY COUNCIL'S REQUIREMENT.

1 SIET 1F1to 200 - 4
1:200

REV	DATE	DESCRIPTION	BY	CHK
4	28/09/2017	FOR TOWN PLANNING	RL	RY

TOWN PLANNING ISSUE

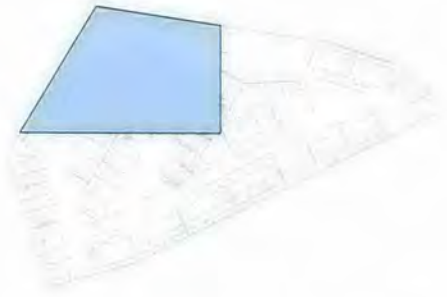
- Verify all dimensions on the prior to commencement of work.
- DO NOT scale off these drawings.
- Report any discrepancies to the architect before commencing any work.



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ABN: 44 162 772 714

PROJECT
750 BORONIA ROAD
TITLE
FIRST FLOOR PLAN PART 4

Date	7/1/2018		
Scale	1:200 @A1		
Drawn	RL		
Checked	Checker		
Approved	Approver		
Project Number	M072	Stage	Status
Drawing No.	TP27	REV	A



- FLOOR PLAN LEGEND**
- LANDSCAPE DETAIL REFER TO LANDSCAPE ARCHITECT DESIGN
 - 2 BED TOWNHOUSE (8)
 - 3 BED TOWNHOUSE (7)
 - 4 BED TOWNHOUSE (6)
 - BICYCLE SPACE (20)
 - VISITOR'S PARKING (16) ON COMMON AREA
 - 2000L RAINWATER TANK
 - 2000L UNDERGROUND WATERTANK FOR TYPE H
 - PEDESTRIAN PLAY NOTE
PEDESTRIAN VISIBILITY SPLAYS MEASURING 2.0m (WIDTH ACROSS THE FRONTAGE) BY 2.5m (DEPTH INTO THE SITE). TO THE SIDES ANY ON SITE VEHICULAR CROSSOVER, ANY STRUCTURES OR PLANTINGS WITHIN THIS AREA ARE TO BE NO HIGHER THAN 900mm HIGHER THAN THE N.G.L.
 - G / W GAS & WATER METERS - NEW LOCATION FOR SUPPLY TO BOTH UNITS.
 - MB LETTER BOX
 - BIN 80 LITRES (GARBAGE)
 - BIN 240 LITRES (RECYCLE)
 - HLW HIGH LEVEL WINDOW WINDOW SILL TO BE 1700mm FROM ASSOCIATED FLOOR LEVEL.
 - OBS WINDOW TO BE OBLSCURED AND FIXED GLAZING TO 1700mm FROM FFL.
 - NO.52 TYPE M GROUP ELECTRICAL METER BOX
 - COMMUNAL LIGHTING BOLLARD
 - DIMENSION FOR SETBACK
 - DIMENSION FOR TRAFFIC
 - EXISTING LEVEL
 - REFERENCE LEVEL

- FLOOR PLAN FINISHES LEGEND**
- PV01 NON-PERMEABLE LIGHT GRAY CONCRETE DRIVEWAY
 - DK01 TIMBER DECKING WITH PERMEABLE SUBFLOOR

LANDSCAPE NOTES
FOR DETAILS OF LANDSCAPING PLAN PLEASE REFER TO LANDSCAPE DESIGN DRAWING NO. 69 TYPE F

STORMWATER NOTES
ALL STORMWATER, INCLUDING ROOF AND PAVEMENT TO BE COLLECTED VIA ON SITE SYSTEM AND CONNECTED TO LEGAL POINT OF DISCHARGE. DETAILS TO BE SUBMITTED SA PART OF BUILDING PERMIT. NO STORMWATER TO BE DISCHARGED.

FENCE MATERIAL
TIMBER PAILING FENCING (INTERNAL & EXTERNAL) TO COMPLY COUNCIL'S REQUIREMENT.



2F1TO200-1
1:200

REV	DATE	DESCRIPTION	AUTH	CHK
1		ISSUED FOR TOWN PLANNING	ML	ET

TOWN PLANNING ISSUE

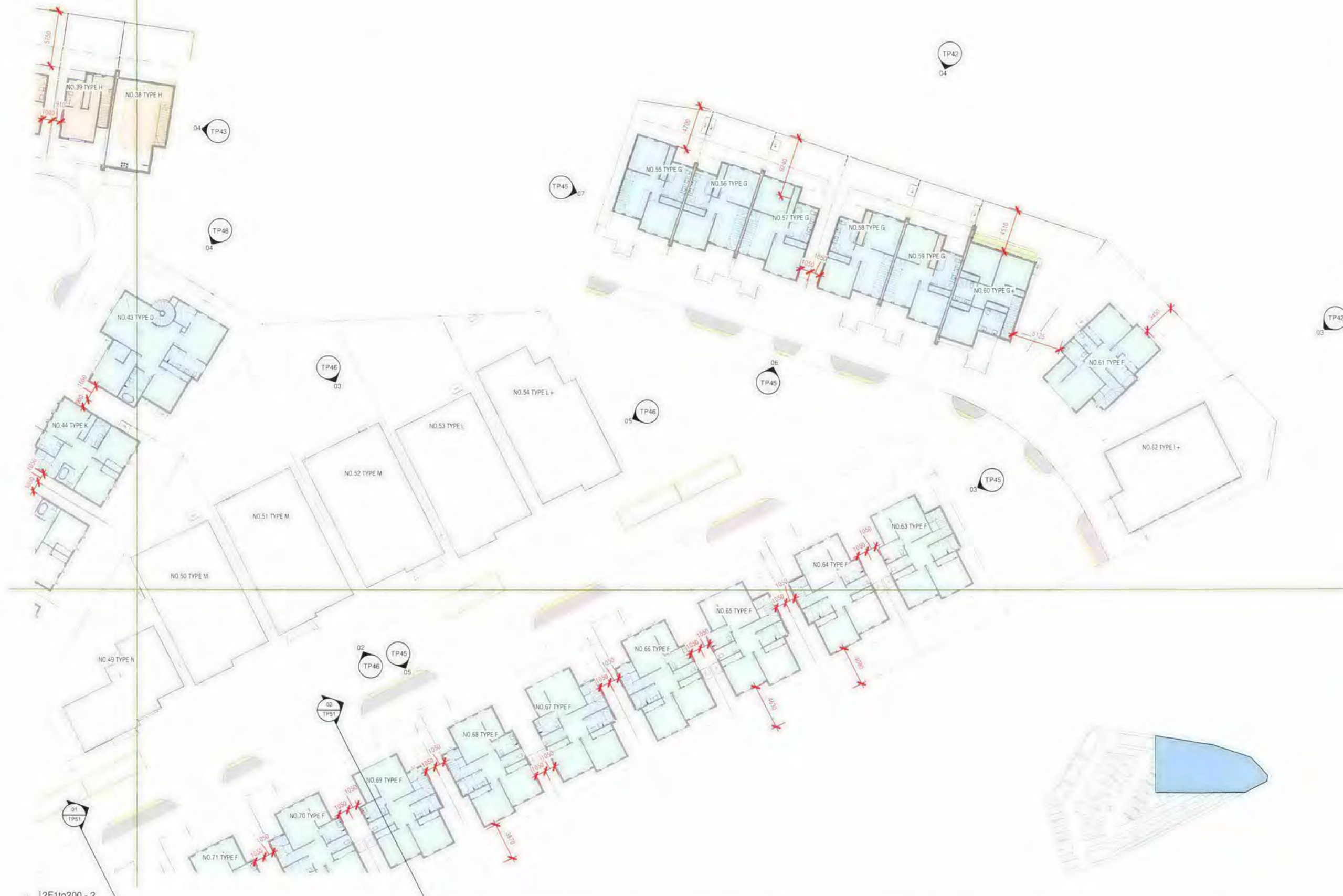
- Verify all dimensions on site prior to commencement of work.
- DO NOT scale off these drawings.
- Notify any discrepancies to the architect before carrying out any work.



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PROJECT
750 BORONIA ROAD
TITLE
SECOND FLOOR PLAN PART 1

Date	7/1/2018	Scale	1:400 @A1
Client	RL	Checked	RL
Checked	Checker	Approved	Approver
Project Number	M072	Stage	Status
Drawing No.	TP28	REV	A



FLOOR PLAN LEGEND

LANDSCAPE DETAIL REFER TO LANDSCAPE ARCHITECT DESIGN

2 BED TOWNHOUSE	(8)
3 BED TOWNHOUSE	(7)
4 BED TOWNHOUSE	(69)

BICYCLE SPACE (20)

VP VISITOR'S PARKING (16) ON COMMON AREA

- RWT 2000L RAINWATER TANK
- 2000L UNDERGROUND WATERTANK FOR TYPE H
- PEDESTRIAN VISIBILITY SPLAY NOTE
2.0m WIDTH ACROSS THE FRONTAGE BY 2.2m DEPTH INTO THE SITE. TO THE SIDES ANY ON SITE VEHICULAR CROSSOVER, ANY STRUCTURES OR PLANTINGS WITHIN THIS AREA ARE TO BE NO HIGHER THAN 900mm HIGHER THAN THE N.G.L.
- 2000
- G / W GAS & WATER METERS - NEW LOCATION FOR SUPPLY TO BOTH UNITS
- MB LETTER BOX
- BIN 80 LITRES (GARBAGE)
- BIN 240 LITRES (RECYCLE)
- HLW HIGH LEVEL WINDOW WINDOW SILL TO BE 1700mm FROM ASSOCIATED FLOOR LEVEL
- OBS WINDOW TO BE OBTSCURED AND FIXED GLAZING TO 1700mm FROM FFL
- GROUP ELECTRICAL METER BOX
- COMMUNAL LIGHTING BOLLARD
- XXXX DIMENSION FOR SETBACK
- XXXX DIMENSION FOR TRAFFIC
- EXISTING LEVEL
- RL 80.00 REFERENCE LEVEL

FLOOR PLAN FINISHES LEGEND

PV01	NON-PERMEABLE LIGHT GRAY CONCRETE DRIVEWAY
DK01	TIMBER DECKING WITH PERMEABLE SUBFLOOR

LANDSCAPE NOTES
FOR DETAILS OF LANDSCAPING PLAN PLEASE REFER TO LANDSCAPE DESIGN DRAWING

STORMWATER NOTES
ALL STORMWATER, INCLUDING ROOF AND PAVEMENT TO BE COLLECTED VIA ON SITE SYSTEM AND CONNECTED TO LEGAL POINT OF DISCHARGE. DETAILS TO BE SUBMITTED SA PART OF BUILDING PERMIT, NO STORMWATER TO BE DISCHARGED.

FENCE MATERIAL
TIMBER PALLING FENCING (INTERNAL & EXTERNAL) TO COMPLY COUNCIL'S REQUIREMENT.

1 | 2F1to200 - 2
1 : 200

REV	DATE	DESCRIPTION	AUTH	CHK
1	08/07/2018	FOR TOWN PLANNING	RL	EV

TOWN-PLANNING ISSUE

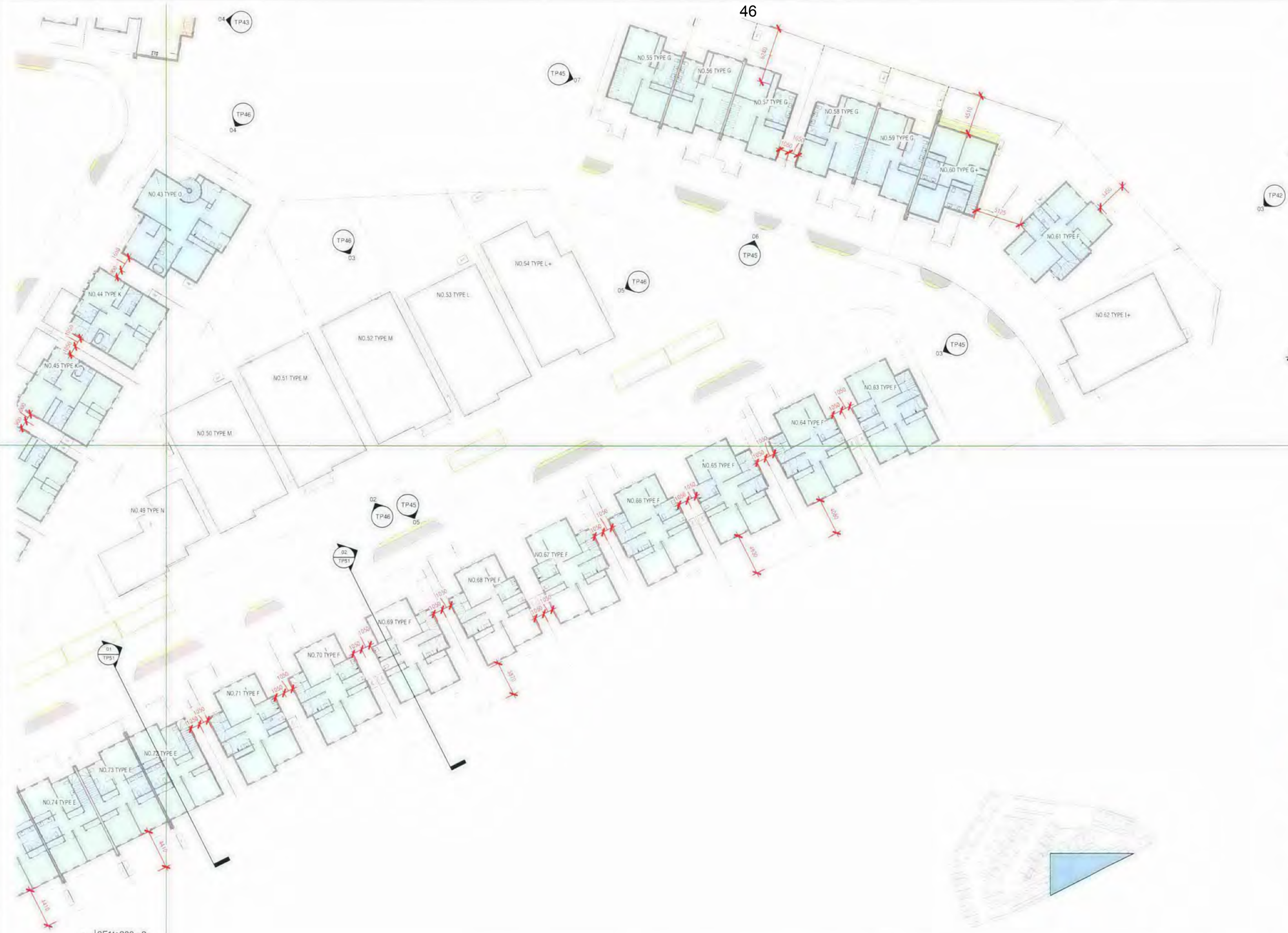
- Verify all dimensions on site prior to commencement of work.
- DO NOT scale off these drawings.
- Report any discrepancies to the architect within carrying out any work.



LEVEL 15 / 333 COLLING STREET
MELBOURNE VIC 3000
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MUSHAN ARCHITECTS PTY LTD
ABN 44 782 771 714

PROJECT
750 BORONIA ROAD
TITLE
SECOND FLOOR PLAN PART 2

Date	7/1/2018	NORTH
Scale	1:400 @A1	
Drawn	RL	Status
Checked	Checker	
Approved	Approver	Rev
Project Number	M072	
Drawing No.	TP29	A



- FLOOR PLAN LEGEND**
- LANDSCAPE DETAIL REFER TO LANDSCAPE ARCHITECT DESIGN
 - 2 BED TOWNHOUSE (8)
 - 3 BED TOWNHOUSE (7)
 - 4 BED TOWNHOUSE (6)
 - BICYCLE SPACE (20)
 - VISITOR'S PARKING (16) ON COMMON AREA
 - 2000L RAINWATER TANK
 - 2000L UNDERGROUND WATERTANK FOR TYPE H
 - PEDESTRIAN PLAY NOTE: PEDESTRIAN VISIBILITY PLAYS MEASURING 2.0m (WIDTH ACROSS THE FRONTAGE) BY 2.5m (DEPTH INTO THE SITE), TO THE SIDES ANY ON SITE VEHICULAR CROSSOVER, ANY STRUCTURES OR PLANTINGS WITHIN THIS AREA ARE TO BE NO HIGHER THAN 900mm HIGHER THAN THE N.G.L.
 - 2000
 - 2000
 - G / W GAS & WATER METERS - NEW LOCATION FOR SUPPLY TO BOTH UNITS.
 - MB LETTER BOX
 - BIN 80 LITRES (GARBAGE)
 - BIN 240 LITRES (RECYCLE)
 - HLW HIGH LEVEL WINDOW WINDOW SILL TO BE 1700mm FROM ASSOCIATED FLOOR LEVEL.
 - OBS WINDOW TO BE OBLSCURED AND FIXED GLAZING TO 1700mm FROM FFL.
 - GROUP ELECTRICAL METER BOX
 - COMMUNAL LIGHTING BOLLARD
 - XXXX DIMENSION FOR SETBACK
 - XXXX DIMENSION FOR TRAFFIC
 - EXISTING LEVEL
 - RL 00.00 REFERENCE LEVEL

- FLOOR PLAN FINISHES LEGEND**
- PV01 NON-PERMEABLE LIGHT GRAY CONCRETE DRIVEWAY
 - DK01 TIMBER DECKING WITH PERMEABLE SUBFLOOR

LANDSCAPE NOTES
FOR DETAILS OF LANDSCAPING PLAN PLEASE REFER TO LANDSCAPE DESIGN DRAWING

STORMWATER NOTES
ALL STORMWATER, INCLUDING ROOF AND PAVEMENT TO BE COLLECTED VIA ON SITE SYSTEM AND CONNECTED TO LEGAL POINT OF DISCHARGE. DETAILS TO BE SUBMITTED SA PART OF BUILDING PERMIT. NO STORMWATER TO BE DISCHARGED.

FENCE MATERIAL
TIMBER PAILING FENCING (INTERNAL & EXTERNAL) TO COMPLY COUNCIL'S REQUIREMENT.

1 | 2F1to200 - 3 | 1:200

REV	DATE	DESCRIPTION	Auth	Chk
1	07/11/2018	ISSUED FOR TOWN PLANNING	ML	SL

TOWN PLANNING ISSUE

* Verify all dimensions on site prior to commencement of work.
- DO NOT SCALE UP THESE DRAWINGS.
- Report any discrepancies to the architect before carrying out any work.



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ABN: 64 162 772 714

PROJECT
750 BORONIA ROAD
TITLE
SECOND FLOOR PLAN PART 3

Date	7/1/2018	NORTH
Scale	1:400 (B1)	
Client	RL	
Checked	Checker	
Approved	Approver	
Project Number	M072	Page Status
Drawing No.	TP30	REV A



- EXTERNAL FINISHES LEGEND**
- RD01 RENDER - LIGHT GRAY COLOR TONE OR SIMILAR
 - RD02 RENDER - MID GRAY COLOR TONE OR SIMILAR
 - RD03 RENDER - LIGHT BROWN COLOR TONE OR SIMILAR
 - RD04 RENDER - MID BROWN COLOR TONE OR SIMILAR
 - BRK1 BRICK WORK - MID COLOR TONE OR SIMILAR
 - BRK2 BRICK WORK - MID COLOR TONE OR SIMILAR
 - TBM TIMBER LOOKING LIGHT WEIGHT CLADDING
 - CL1 STONE CLADDING - MID COLOR TONE OR SIMILAR
 - RT01 ROOF TILE-DARK TONE COLOR TONE OR SIMILAR
 - OBS OBSCURED WINDOW
WINDOWS TO BE FIXED AND OBSCURED GLAZING TO 1700mm FROM FFL OF ASSOCIATED LEVEL
 - GLASS BALUTRADE WINDOW
 - POWDERCOAT FINISH TO GUTTERS & DOWNPIPES COLORBOND WOODLAND GREY OR SIMILAR
 - POWDERCOAT FINISH TO WINDOW FRAMES DARK SATIN FINISH OR SIMILAR
 - NATURAL GROUND LEVEL
 - CONTROL FILL
 - CUT

TIMBER OR CONCRETE RETAINING WALL BY COUNCIL'S REQUIREMENT

FENCE MATERIAL
TIMBER FENCING BY COUNCIL'S REQUIREMENT

REV	DATE	DESCRIPTION	BY	CHK
1	04/09/2017	FOR TOWN PLANNING	RL	TY
2	12/09/2017	REV	RL	TY

TOWN PLANNING ISSUE

* Verify all dimensions on site prior to commencement of work.
* 50 M/T scale on these drawings.
* Report any discrepancies to the architect before carrying out any work.



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PROJECT
750 BORONIA ROAD

TITLE
ELEVATION_SHEET1

Date	7/1/2018
Scale	1:200 @A1
Client	RL
Checked	Checker
Approved	Approver
Project Number	M072
Page	8
Status	B
Drawing No.	TP41



01 SOUTH ELEVATION 4 PART 1
1 : 200



02 SOUTH ELEVATION 4 PART 2
1 : 200



03 NORTH EAST ELEVATION 5
1 : 200



04 NORTH ELEVATION 6
1 : 200



05 NORTH ELEVATION 7
1 : 200

EXTERNAL FINISHES LEGEND

- RD01 RENDER - LIGHT GRAY COLOR TONE OR SIMILAR
- RD02 RENDER - MID GRAY COLOR TONE OR SIMILAR
- RD03 RENDER - LIGHT BROWN COLOR TONE OR SIMILAR
- RD04 RENDER - MID BROWN COLOR TONE OR SIMILAR
- BRK1 BRICK WORK - MID COLOR TONE OR SIMILAR
- BRK2 BRICK WORK - MID COLOR TONE OR SIMILAR
- TBM TIMBER LOOKING LIGHT WEIGHT CLADDING
- CL1 STONE CLADDING - MID COLOR TONE OR SIMILAR
- RT01 ROOF TILE-DARK TONE COLOR TONE OR SIMILAR
- OBS OBSCURED WINDOW
WINDOWS TO BE FIXED AND OBSCURED GLAZING TO 1700mm FROM FFL OF ASSOCIATED LEVEL
- GLASS BALUTRADE WINDOW
- POWDERCOAT FINISH TO GUTTERS & DOWNPIPES
COLORBOND WOODLAND GREY OR SIMILAR
- POWDERCOAT FINISH TO WINDOW FRAMES
DARK SATIN FINISH OR SIMILAR
- NATURAL GROUND LEVEL
- CONTROL FILL
- CUT

TIMBER OR CONCRETE RETAINING WALL BY COUNCIL'S REQUIREMENT

FENCE MATERIAL
TIMBER FENCING BY COUNCIL'S REQUIREMENT

NO.	DATE	DESCRIPTION	BY	CHK
1	18/05/2018	ISSUE FOR PERMIT	MS	EV
2	17/05/2018	REVISED	MS	EV

TOWN PLANNING ISSUE

- Vertical dimensions in millimetres
- Dimensions in metres to 2 decimal places
- 1:200 scale of floor slabs
- All work to be done in accordance with the architect's instructions



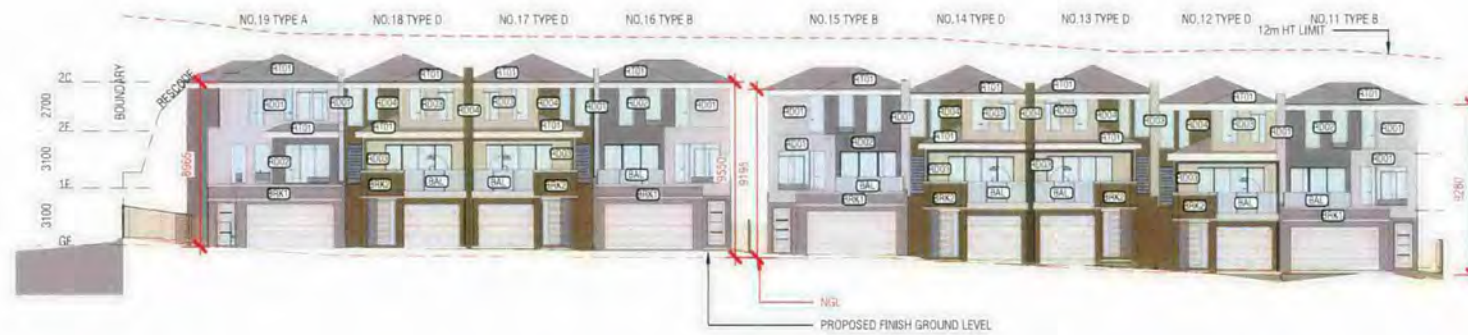
LEVEL 15, 333-335 BUNN STREET
MELBOURNE VIC 3001
AUSTRALIA
Tel: 03 9431 7000
Fax: 03 9431 7000
Email: info@mushan.com.au
MUSHAN ARCHITECTS (PTY) LTD
ABN 41 62 77 711

750 BORONIA ROAD
ELEVATION SHEET 2

Date	7/1/2018
Scale	1:200 (3/4)
Issue	RL
Checked	EY
Approved	Approver
Client/Number	M072
Sheet No	TP42
Status	B



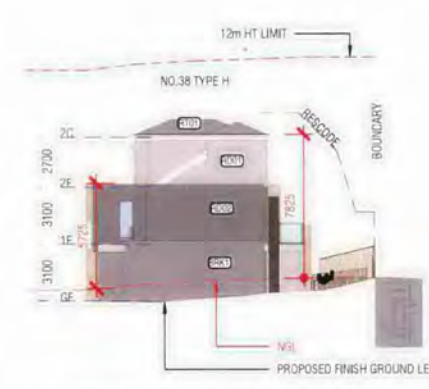
01 INTERNAL A,B,C EAST ELEVATION
1:200



02 INTERNAL A,D,B EAST ELEVATION
1:200



03 INTERNAL H SOUTH
1:200



04 INTERNAL H EAST ELEVATION
1:200

EXTERNAL FINISHES LEGEND

- RD01 RENDER - LIGHT GRAY COLOR TONE OR SIMILAR
- RD02 RENDER - MID GRAY COLOR TONE OR SIMILAR
- RD03 RENDER - LIGHT BROWN COLOR TONE OR SIMILAR
- RD04 RENDER - MID BROWN COLOR TONE OR SIMILAR
- BRK1 BRICK WORK - MID COLOR TONE OR SIMILAR
- BRK2 BRICK WORK - MID COLOR TONE OR SIMILAR
- TBM TIMBER LOOKING LIGHT WEIGHT CLADDING
- CL1 STONE CLADDING - MID COLOR TONE OR SIMILAR
- RT01 ROOF TILE-DARK TONE COLOR TONE OR SIMILAR
- OBS5 OBSCURED WINDOW WINDOWS TO BE FIXED AND OBSCURED GLAZING TO 1700mm FROM FFL OF ASSOCIATED LEVEL.
- GLASS BALUTRADE WINDOW
- POWDERCOAT FINISH TO GUTTERS & DOWNPIPES COLORBOND 'WOODLAND GREY' OR SIMILAR
- POWDERCOAT FINISH TO WINDOW FRAMES DARK SATIN FINISH OR SIMILAR
- NATURAL GROUND LEVEL
- CONTROL FILL
- CUT

TIMBER OR CONCRETE RETAINING WALL BY COUNCIL'S REQUIREMENT.

FENCE MATERIAL
TIMBER FENCING BY COUNCIL'S REQUIREMENT.

REV	DATE	DESCRIPTION	AUTH	CHK
A		PREPARED FOR TOWN PLANNING	ML	ST
B		CONSIDERED	ML	ST

TOWN PLANNING ISSUE

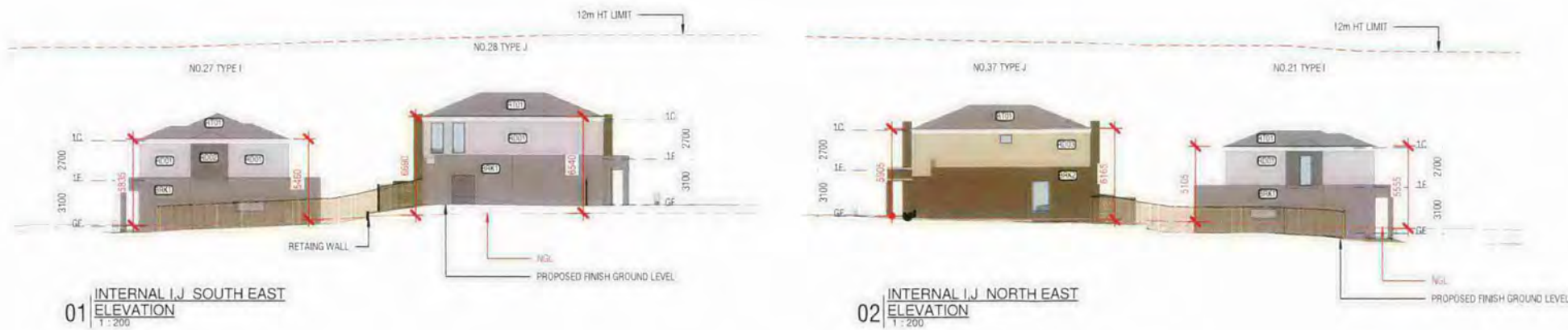
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PROJECT
750 BORONIA ROAD
TITLE
INTERNAL ELEVATION_SHEET1

Date	7/1/2018
Scale	1:200 (B4)
Drawn	RL
Checked	Checklist
Approved	Approval
Project Number	M072
Page	Status
Drawn by	TP43
Rev	B



01 INTERNAL J, J SOUTH EAST ELEVATION 1:200

02 INTERNAL J, J NORTH EAST ELEVATION 1:200

EXTERNAL FINISHES LEGEND

- RD01 RENDER - LIGHT GRAY COLOR TONE OR SIMILAR
- RD02 RENDER - MID GRAY COLOR TONE OR SIMILAR
- RD03 RENDER - LIGHT BROWN COLOR TONE OR SIMILAR
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- BRK1 BRICK WORK - MID COLOR TONE OR SIMILAR
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- CONTROL FILL
- CUT

TIMBER OR CONCRETE RETAINING WALL BY COUNCIL'S REQUIREMENT

FENCE MATERIAL: TIMBER FENCING BY COUNCIL'S REQUIREMENT.



03 INTERNAL J, J EAST ELEVATION 1:200



04 INTERNAL I, I WEST ELEVATION 1:200

REV	DATE	DESCRIPTION	AUTH	CHK
1	12/15/2017	FOR TOWN PLANNING	ML	EV
2	12/15/2017	FOR	ML	EV

TOWN PLANNING ISSUE

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PROJECT
750 BORONIA ROAD
 TITLE
INTERNAL ELEVATION_SHEET2

Date	7/1/2018
Scale	1:200 (A1)
Client	RL
Checked	Checker
Approved	Approver
Project Number	M072
Sheet	Status
Drawing No.	TP44
Rev	B



01 INTERNAL C NORTH
1:200



02 INTERNAL C WEST
1:200



03 INTERNAL F EAST
1:200



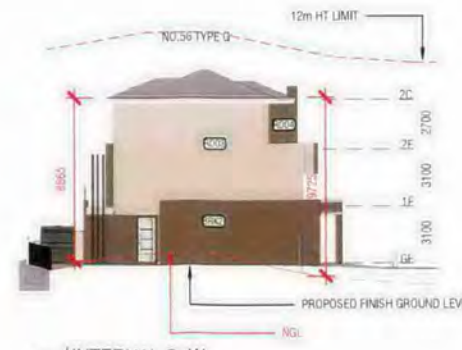
04 INTERNALE.F N
1:200



05 INTERNALE.F NORTH2
1:200



06 INTERNAL G SOUTH
1:200



07 INTERNAL G W
1:200

EXTERNAL FINISHES LEGEND

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TIMBER OR CONCRETE RETAINING WALL BY COUNCIL'S REQUIREMENT

FENCE MATERIAL
TIMBER FENCING BY COUNCIL'S REQUIREMENT.

REV	DATE	DESCRIPTION	BY	CHK
1		PROPOSED FINISH GROUND LEVEL	RL	RL
2		PROPOSED FINISH GROUND LEVEL	RL	RL

TOWN PLANNING ISSUE

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PROJECT
750 BORONIA ROAD
TITLE
INTERNAL ELEVATION_SHEET3

Date	7/1/2018
Scale	1:200 @A1
Drawn	RL
Checked	Checker
Approved	Approver
Project Number	M072
Drawn by	TP45
Status	B



01 INTERNAL KO WEST
1:200



02 INTERNAL LMN SOUTH
1:200



03 INTERNAL LMN NORTH
1:200



04 INTERNAL KO NORTH
1:200



05 INTERNAL LMN EAST
1:200

EXTERNAL FINISHES LEGEND

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FENCE MATERIAL
TIMBER FENCING BY COUNCIL'S REQUIREMENT.

REV	DATE	DESCRIPTION	BY	CHK
1	07/11/2018	FOR TOWN PLANNING	RL	TP
2	13/10/2017	FOR	RL	TP

TOWN PLANNING ISSUE

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PROJECT
750 BORONIA ROAD

TITLE
INTERNAL ELEVATION_SHEET4

Date	7/1/2018
Scale	1:200 @A1
Drawn	RL
Checked	Checker
Approved	Approver
Project Number	M072
Page	Status
Drawing No.	TP46
REV	B



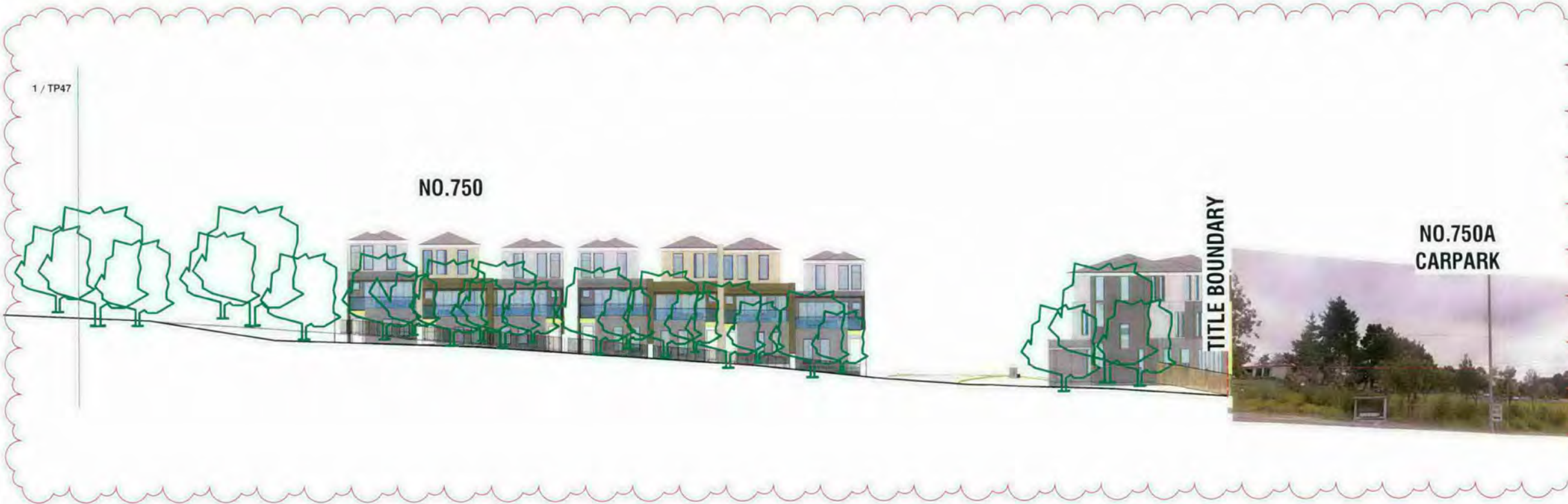
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2 / TP47

2 STREET ELEVATION - PART 1
1:200

1 / TP47



EXTERNAL FINISHES LEGEND

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FENCE MATERIAL
TIMBER FENCING BY COUNCIL'S REQUIREMENT.

REV	DATE	DESCRIPTION	AUTH	CHK
1	10/05/2017	FOR TOWN PLANNING	RL	EV
2	10/05/2017	REVISED	RL	EV

TOWN PLANNING ISSUE

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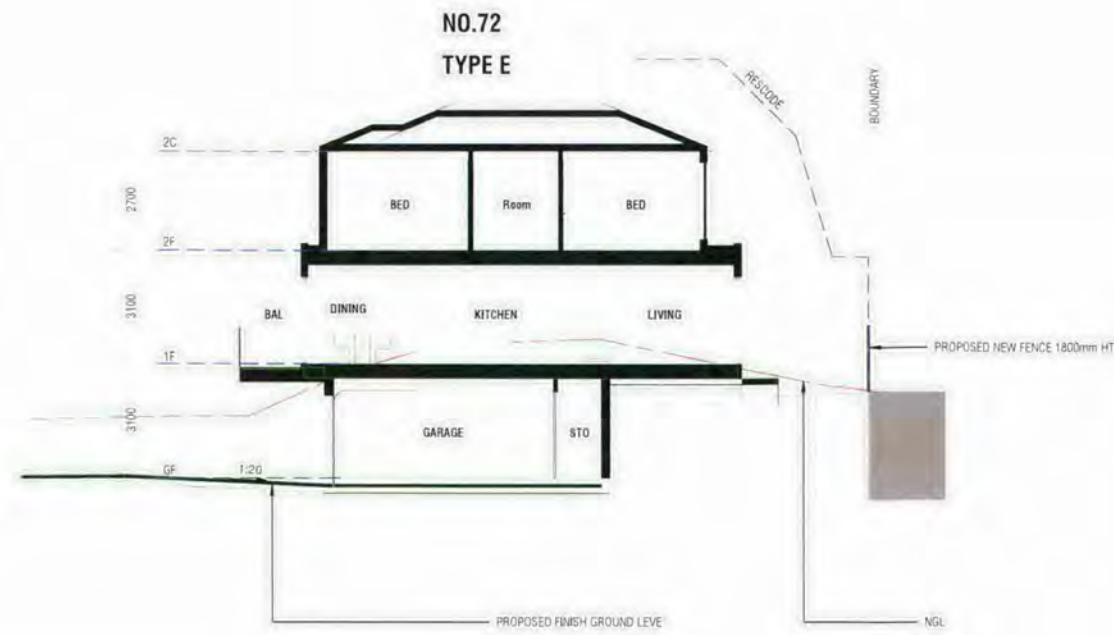


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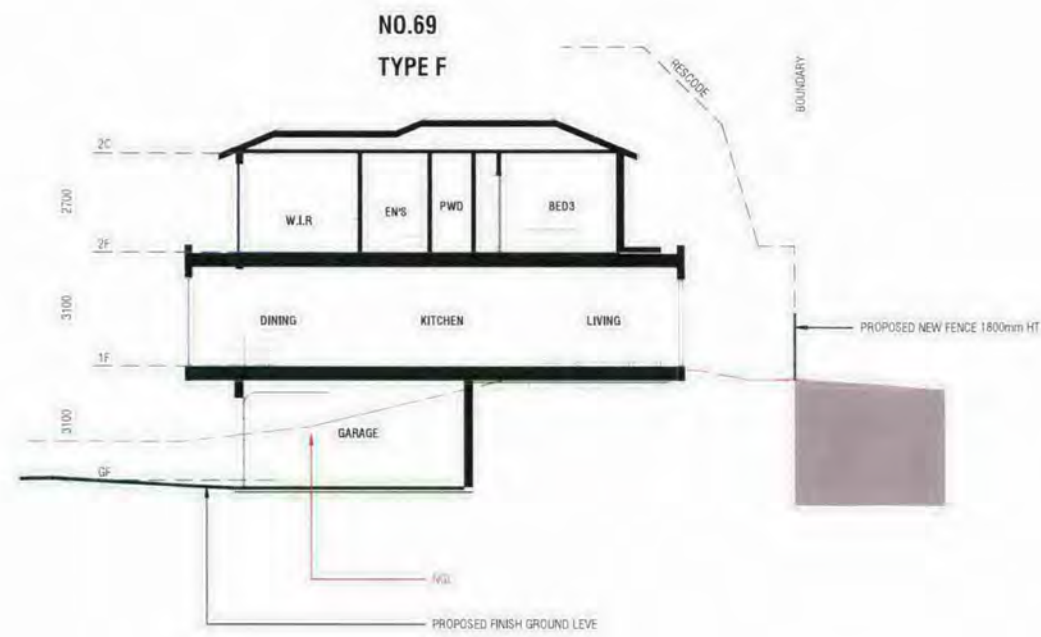
PROJECT
750 BORONIA ROAD
TITLE
BORONIA RD STREET SCAPE ELEVATION

Date	7/1/2018
Scale	1:200 (B1)
Drawn	RL
Checked	Checker
Approved	Approver
Project Number	M072
Sheet	Status
Drawing No.	TP47
REV	B

01 Section E-E
1:100



02 Section F-F
1:100



EXTERNAL FINISHES LEGEND

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- CUT

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FENCE MATERIAL
TIMBER FENCING BY COUNCIL'S REQUIREMENT.

REV	DATE	DESCRIPTION	AUTH	CHK
1		ISSUED FOR TOWN PLANNING	ML	EF

TOWN PLANNING ISSUE

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PROJECT
750 BORONIA ROAD

TYPE
SECTIONS

Date	01/17/18
Scale	1:100 @A1
Discipline	RL
Checked	Checker
Approved	Approver
Project Number	M072
Drawing No.	TP51
REV	A

BORONIA ROAD

CARPARK

VACANT LAND



REV.	DATE	DESCRIPTION	AUTH.	CHK.
1	20180717	PRODUCTION FOR TOWN PLANNING	RL	ET
2	20180817	REVISED	RL	ET

TOWN PLANNING ISSUE

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PROJECT
750 BORONIA ROAD
 TITLE
SHADOW DIAGRAM ON 22 SEP AT 9AM

Date	7/1/2018	NORTH
Scale	1:350 @A1	
Drawn	RL	
Checked	Checker	
Approved	Approver	
Project Number	M072	Stage Status
Drawing No.	TP60	REV. B



AREA ANALYSIS

SITE AREA	20933.5m ²
POS AREA	5104m ²
COMMUNAL LANDSCAPE AREA	2200m ²

GARDEN AREA AREA (MIN DIMENSION 1m) 7304m² 35.0%

1 TP GARDEN AREA PLAN
1:400

REV	DATE	DESCRIPTION	BY	CHK

TOWN PLANNING ISSUE

- Works of dimensions of 1m and to be dimensioned to 1m.
- 1:400 scale of these drawings.
- Report and drawings to be prepared in accordance with the ACT Planning and Design Act 2007.



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750 BORONIA ROAD
GARDEN AREA PLAN

Date	01/17/18
Scale	1:400 @ A1
Drawn	RL
Checked	Checker
Approved	Approver
Drawn/Number	M072
Sheet No.	TP101
Status	A

DEVELOPMENT SUMMARY

750 BORONIA ROAD ,WANTIRNA

DEVELOPMENT SUMMARY

REVISION: A

DATE: 18/02/2018

		3 STOREY TOWNHOUSE										2 STOREY TOWNHOUSE							
LEVEL		A	B	C	D	E	F	G	G+	H	K	O	I	I+	J	L	M	N	TOTAL AREA
TOWNHOUSE TYPE AREA SUMMARY	Bedroom No.	4	4	4	4	4	4	4	4	2	4	4	3	3	4	4	4	2	
	Car No.	2	2	2	2	2	2	2	2	1	2	4	2	4	2	2	4	1	
	Ground Level (m ²)	105	99	76	105	56	65	78	59	67	65	107	108	108	102	117	126	108	
	Level 1 (m ²)	76	79	75	76	80	96	72	80	55	93	157	76	76	94	103	108	56	
	Level 2 (m ²)	63	58	57	63	69	77	50	70	31	74	114	-	-	-	-	-	-	
	Sub Total (m ²)	244	235	208	244	205	238	200	209	153	232	378	184	184	196	220	234	164	
	Balcony (m ²)		9	12	10	10	17	10		10			-	-	-	-	9	-	
TOTAL TOWNHOUSE NO.		3	7	8	5	8	10	5	1	7	5	1	7	1	10	3	2	1	84
TOTAL AREA (m²)		733	1648	1664	1220	1640	2380	1000	209	1071	1160	378	1288	184	1960	660	468	164	17827

Notes and Disclaimer:

1 This scheme has been produced without planning advice or preliminary meetings with the responsible authorities and as such may not comply with building or other statutory regulations. It represents a possible development that may be achieved with full consultation and liaison with state government and relevant authorities, however no warranty is given that the yield or layouts will be acceptable to the authorities or other interested parties. Hence Mushan presents this information as a possible solution only that is subject to council approval. 2 This scheme and schedule has been prepared for preliminary feasibility purposes only, the information herein is based on the limited information available at the time of preparation and is believed to be correct at the time of preparation however no warranty can be given that the yield or layouts will be acceptable to the authorities or other interested parties. Hence Mushan presents this information as a possible solution only that is subject to council approval. 3. The layouts contained herein were prepared without structural or services advice hence no allowance has been made at this stage. 4 Apartment areas have been measured to the centreline of party and / or abounding walls. Areas do not allow for services or risers. GFA areas exclude balcony areas. 5 Change to the layouts and associated figures will be made during the development of the project hence recipients must rely on their own enquiries to satisfy themselves in all aspects. 6 Site coverage does not include terraces and carpark entrances.

Rev. No.	Date	Initial	Notes
A	18/02/2018	RL	

PROVISION FOR CAR PARKS & BIKES

750 BORONIA ROAD , WANTIRNA

Development Summary	Date: 18.02.2018	Revision: (A)
----------------------------	-------------------------	----------------------

	TOWN HOUSE		VISITORS		Total
	REQUIRED	PROVISION	REQUIRED	PROVISION	
Car Parking Space	160	168	16	16	184
Bikes Space	20	20			20
Storage Cage	84	84			84

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Rev. No.	By	Revision Note
A	RL	

DINSDALE WARD**6.3 DEVELOPMENT OF THE LAND FOR A SEVEN STOREY MIXED USE BUILDING, USE OF LAND FOR 55 DWELLINGS AND A REDUCTION IN CAR PARKING AT 711-717 MOUNTAIN HIGHWAY, BAYSWATER (APPLICATION NO. P/2016/6936)****1. SUMMARY:**

Land:	711-717 Mountain Highway Bayswater
Applicant:	Ratio Consultants
Proposed Development:	Development of a seven (7) storey mixed use building, use of land for dwellings and reduction in car parking.
Existing Land Use:	Retail premises
Area/Density:	1252m ² / 1:22.7m ²
Zoning:	Commercial 1 Zone – Schedule 1
Overlays:	Design and Development Overlay 6
Local Policy:	Municipal Strategic Statement (MSS) Environmentally Sustainable Design Policy
Application Received:	28 December 2016
Application Amended:	5 March 2018 (s.57A Amendment reduction by two storeys from nine to seven storeys and from 70 apartments to 55)
Number of Objections:	38
PCC Meeting:	N/A

Assessment:

The proposal is considered to be consistent with the Commercial Zone-Schedule 1, Design and Development Overlay 6, State Planning Policy, the Municipal Strategic Statement and Local Planning Policies.

The proposal generally complies with the Municipal Strategic Statement, in particular Built Environment and Heritage (Clause 21.05), Housing (Clause 21.06), Economic Development (Clause 21.07), Local Area (Clause 21.10) and Environmentally Sustainable Design (Clause 22.04) clauses.

The proposed building is of exceptional architectural merit and will contribute to the strategic vision of the Bayswater Activity Centre.

The provision of car parking is generally consistent with the car parking requirements of the scheme at Clause 52.06.

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

On balance it is considered that the proposal is consistent with the Knox Planning Scheme. It is recommended that a Notice of Decision to Grant a Planning Permit be issued, subject to conditions.

2. BACKGROUND

2.1 Call Up

The application is being reported to Council as it has been ‘called up’ by the Manager of City Planning and Building. The application proposes a building that exceeds the recommended height specified in the Knox Planning Scheme.

2.2 Subject Site and Surrounds

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

- The proposed development is located at 711-717 Mountain Highway, Bayswater.
- The subject site is located on the southeast corner of Mountain Highway and Valentine Street intersection. The site extends for approximately 27 metres along Mountain Highway, and approximately 45.6 metres along Valentine Street with a rear abuttal to rear Laneway of approximately 27 metres.
- The site is currently occupied by commercial businesses.
- The properties in the vicinity of the site abutting Mountain Highway are generally characterised as being small individual commercial tenancies.
- To the immediate North of the site is a large public car park. Approximately 320 metres northeast of the subject site is Bayswater Park.
- To the south east of the site is Mountain High Shopping Centre located approximately 150 metres away and Bayswater Railway Station located approximately 360 metres south east.

2.3 The Proposal

(Refer to attached plans at Appendix B)

The original application proposed the development of a nine (9) storey building containing 70 dwellings. On 5 March 2018 the application was amended pursuant to Section 57A of the Planning and Environment Act. The amended application is described below.

The application seeks approval for the use and development of the land for a seven (7) storey mixed-use building containing:

- 55 apartments (comprising 15 one-bedroom, 39 two-bedroom and one three-bedroom dwelling).
- The size of apartments range from 54m² to 103m².
- Two ground floor retail tenancies with a combined leasable floor area of 340 square metres.

- Two level basement car park comprising a total of 67 on-site car parking spaces (56 residential, four retail, and seven resident visitor spaces). Two mechanical car stackers are provided, one at Ground level (two car spaces) and the other in Basement 2 (30 spaces) .
- The development seeks a reduction in 13 car spaces (four residential visitor and nine retail customer spaces).
- The provision of a roof terrace with an open pergola, sitting room and toilet facility.
- The building has a maximum wall height of 22.3 metres and the total height to the top of the pergola is 25.35 metres.
- The building will be finished in a variety of materials including glazing - fritted and clear glass, pre-cast concrete, colorbond sheeting, Alucobond cladding, brick, and wood. The podium has a face brick finish.

3. CONSULTATION

3.1 Advertising

The proposal was advertised twice by way of signs on each street frontage and notices were sent to all adjoining properties. The first period of advertising commenced on 20 June 2017 and was for the development of the land for nine (9) storeys with the second period of advertising commencing on 20 April 2018. The second period of advertising was for the amended version (s 57A) which is the subject of this report, with the development redesigned with a maximum of seven (7) storeys. A total of 38 objections were received over both advertising periods and are summarised below.

Increased traffic congestion, parking problems and ability to access Mountain Highway in peak periods.

- *Council has discussed the provided parking with the applicant and it should be noted that the car parking waiver is for a total of 13 car parking spaces for the development (4 residential visitor and 9 retail customer). The proposed car parking reduction is considered reasonable due to the very large public carpark immediately adjacent to the site that would easily support visitor car parking, the site being located within close walking distance to buses and the Bayswater train station. The existing shops (four retail tenancies) do not contain on-site car parking.*

Increased commercial competition to existing businesses

- *Commercial competition cannot be taken into consideration by Council when assessing planning applications.*

Noise and Construction

- *A full Construction Management Plan will be required as a condition of any permit issued. Standard construction amenity conditions would also be included on any permit issued.*

Built Form (height), Neighbourhood Character

- *Under the Bayswater Activity Structure Plan, the site is recommended for a height of five (5) storeys. It is noted however that for designs of architectural merit, the height of the building can be increased above the recommended height. The proposed design was assessed by Council's urban design consultants who were satisfied that the design was of exceptional architectural merit.*
- *The building will be located on a prominent corner, has been designed with colours and details to increase visual interest, and is recessed at the upper floors, particularly the top 3 levels, so that they would not be easily visible from the street.*
- *Increased density within an activity centre is strongly encouraged under State and Local Planning Policy.*

Amenity impact to surrounding dwellings

- *The site is located within the Bayswater Activity Centre and a Commercial 1 Zone. In these areas a mix of uses is expected under both State and Local planning policy. A higher density and mix of uses in Activity Centres is an important element of sustainable design and land use planning. The residential zone is located approximately 90m away. Sufficient additional visitor car parking is provided by the public carpark located between the subject site and the residential zone.*

Infrastructure demands

- *The site is located within the Bayswater Activity Centre with the appropriate levels of infrastructure to support a mix of uses and higher density. A mix of uses in Activity Centres is an important element of sustainable design and land use planning as it takes the pressure off residential areas by locating higher density housing close to services and transport.*

Loss of income to tenants and eviction of tenants

- *This is not a relevant planning consideration.*

Loss of views

- *Public views to Mount Dandenong will not be significantly impacted.*
- *Other views are not a relevant planning consideration.*

Heritage Impact

- *The site is not affected by a heritage overlay.*

Maintenance of vertical gardens and lack of landscaping

- *The sky gardens would have maintenance conditions on any permit issued. Further, it is common for developments in commercial areas to provide limited landscaping.*

Possible impact to foundations of shop located nearby

- *The construction of the foundations will be subject to a separate building permit to ensure there is no structural impact to existing buildings.*

3.2 Referrals

The application has been referred to VicRoads and PTV and internal departments for comment. The following is a summary of relevant advice.

City Futures

- *City Futures supports a substantial mixed use development on this site, which is located within the Bayswater Major Activity Centre. The proposal is of exceptional quality, with many environmentally sustainable design features. The mix of retail and residential is supported.*
- *The DDO6 that applies to the Activity Centre specifies a preferred height limit of five (5) storeys for the site, however heights in excess of this can be considered if:*
 1. *The design is of exceptional quality;*
 2. *There is no additional amenity impact;*
 3. *Solar access to public space is preserved; and*
 4. *Key views to the Dandenong Ranges are preserved.*
- *The modified proposal of seven (7) storeys is supported on the basis that the design is considered to be of exceptional quality, and impacts on the surrounding amenity and public space, and on the views of the Dandenong Ranges, are not significant (See Urban Design Referral below).*
- *City Futures is leading the ‘Land for Business’ project. This project will provide strategic direction regarding land requirements in the City of Knox to 2036, having regard to employment projections, current land supply, economic trends, and planning policy. Background research has found that there is a lack of vacant Commercial 1 Zone land in the City of Knox. There is also current and future strong competition from office and residential uses for land in activity centres. As such, it will be important for Activity Centres (including Bayswater) to efficiently use existing Commercial 1 Zone land to accommodate ongoing increases in retail floor space. In this context, the retail component of the proposal is important.*

Urban Design

- *The application was amended to reduce its height from 31.5 metres to 23.5 metres, a reduction of two storeys. It was then referred to Council's Urban Design consultant Hansen who provided advice on the proposed building. The advice was taken into consideration and the building redesigned to meet the comments provided. The building is considered to be of exceptional architectural merit and achieves the following four requirements in the DDO6 (DDO6 in Overlays). Hansen confirm that the proposed mixed use development achieves all of the following:*
 1. *Exceptional quality and would exceed the high design quality already expected in the centre;*
 2. *Will not create any additional impact on the amenity of adjoining residential areas;*
 3. *Will preserve solar access to public space; and*
 4. *Will preserve key views to the Dandenong Ranges.*

(Refer to attached visual comparison at Appendix C)

Traffic Engineer

- *No objection, subject to standard conditions.*
- *It is expected that the degree of saturation at the intersection of Mountain Hwy and Valentine Street will be less than 0.7 (which is considered very good), therefore all the queued vehicles will be able to get through the intersection within one traffic green light cycle. This is considered satisfactory.*

Drainage Engineer

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

Building

- *No objection to the proposal. A condition on any permit issued would be to provide two (2) staircases, however this can be addressed via the relevant Building Surveyor.*

Sustainability Officer

- *No objection to the proposal. The provided sustainable design statement is satisfactory.*

Waste

- *No objection to the proposal. The provided Waste Management Plan is acceptable with a condition on any permit issued to amend the WMP to ensure secure commercial bins to prevent cross use by residents.*

Landscape

- *No objection to the proposal. Conditional requirements for the provision of at least 7 street trees (5 on Valentine St and 2 on Mountain Hwy), and 2 small canopy trees on level 7 roof terrace.*

Parks Services

- *No objection to the proposal. A condition on any permit issued to protect the existing tree, Street Tree 1 a large Eucalypt, through correct pruning of roots measures.*

VicRoads

- *No objection to the proposal and no conditions required.*

Public Transport Victoria

- *No objection to the proposal and no conditions required.*

4. DISCUSSION

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

4.1 Zoning and Overlays**4.1.1 Zone**

The subject site is located within the Commercial 1 Zone. A permit is required to construct a building or construct and carry out works on the land pursuant to Clause 34.01-4 of the Commercial 1 Zone.

A permit is also required for use of the land for a dwelling and for reduction in car parking requirements. A planning permit is not required for the retail use.

- *The proposal is consistent with the purpose of the Commercial 1 Zone by providing for mixed use and residential uses at densities complementary to the scale of the commercial centre.*
- *Car and bicycle parking is provided on site for residential, visitor and retail. 67 car spaces are provided and there is a reduction in 13 car spaces (4 residential visitor and 9 retail customer spaces) sought.*
- *The proposed retail uses are located on the corner of the proposed building where they will activate the frontage at pedestrian level.*

4.1.2 Overlays

The subject site is located within the Design and Development Overlay 6 (DDO6) Bayswater Major Activity Centre. A permit is required for Buildings and Works pursuant to Clause 43.02 of the DDO6.

Building Heights

The height limit is five storeys, as indicated on Map 1 in the DDO6 any building that exceeds the number of storeys shown on Map 1 must demonstrate that the design has exceptional quality.

The proposal was referred to Council's Urban Design consultant Hansen and they have provided support for the proposal given it achieves the four points in the DDO6 which allow for greater height as detailed below:

Exceptional quality and would exceed the high design quality already expected in the centre.

- *Achieved*

Will not create any additional impact on the amenity of adjoining residential areas.

- *There is no additional impact as there are no residential properties abutting the subject site.*

Will preserve solar access to public space.

- *The proposal allows sufficient solar access to public space, including new public realm 'nodes' along Mountain Highway.*

Will preserve key views to the Dandenong Ranges.

- *The proposal will not impact any key view to the Dandenong Ranges.*

Views

- *As noted above, the development will not impact on any key view to the Dandenong Ranges.*
- *The development has been designed to take advantage of the views to the Dandenong Ranges.*

Private Open Space

High density residential development should incorporate private open space in the form of upper level terraces, balconies or roof decks.

- *The proposal is a higher density mixed use development with commercial use at ground level and 55 residential apartments at the upper levels. Measured against Clause 58 (Apartment developments) the dwellings are all provided with compliant private balconies and the building will contain a communal terrace on Level 3 as well as a roof top garden.*

Vegetation and Landscaping

- *The subject site is not located within the Significant Ridgeline Area as indicated on Map 3 in the DDO6.*
- *The proposed development will replace existing commercial buildings on the land that currently contains no landscaping. The development incorporates vertical landscaping and a roof top garden to maximise landscaping opportunities on the site.*

Streetscape Design

- *The development addresses both street frontages to enhance the pedestrian amenity and character of the centre.*
- *The subject site does not have any residential or public open space interfaces. Therefore, there are no concerns with overshadowing.*
- *The building incorporates a continuous awning along the retail frontages to provide shelter and improved amenity for pedestrians.*

Accessibility

- *The development includes a service passage to provide pedestrian connectivity between the retail parking spaces and the retail premises.*

4.2 Policy Consideration**4.2.1 State Planning Policy Framework (SPPF)**

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

Key Policies:

Clause 11.01 Activity Centres – Encourage activity centres as a focus for high-quality development, activity and living for the whole community; encourage the concentration of major retail, residential, commercial, administrative, entertainment and cultural developments into activity centres which provide a variety of land uses and are highly accessible to the community.

- *The proposal is considered to be a high quality development that provides for additional density and activity on a previously underutilised site, within a major activity centre.*

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

- *The revised design process undertaken by the applicant has resulted in an evolved design that has considered the strategic context of its location. The site is located on a prominent corner where a building of exceptional architectural merit will contribute to the strategic vision of the Bayswater Activity Centre.*
- *The design proposes pedestrian friendly facades that are either activated or visually interesting in place of blank walls with limited interest. A ceramic art wall is proposed to the rear which will prevent graffiti and vandalism. Balconies will look over all three roadways and over a section of the existing car park on the other side of Rear Laneway. The increase in density and numerous balconies facing the street would also increase activity and passive surveillance to the area.*
- *It is considered that the proposal has achieved a very high standard of architecture and urban design. The application was referred to Council's urban design consultant Hansen who considered the design to be of exceptional architectural merit. The building articulates away from the street, and at street level the upper three levels would not be visible. For this reason it was considered appropriate to allow for a building that exceeds the recommended height specified in the Bayswater Activity Centre Structure Plan.*

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

- *Energy efficient devices and practices have been applied through the application of a satisfactory Sustainable Design Assessment.*

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.

- *Integrated Housing – The development provides a range of dwelling choices within the Bayswater Activity Centre.*
- *Neighbourhood character – Refer to assessment against the DDO6.*
- *Housing choice – The development comprises 55 apartments (15 one-bedroom, 39 two-bedroom and 1 three-bedroom dwelling).*
- *Existing infrastructure – The site is located within a fully serviced area.*
- *Energy efficiency – This has been discussed above under Clause 15.02.*
- *Location – The site is located within the Bayswater Activity Centre.*

Clause 17.01 Economic Development – Encourage development which meets the communities' needs for retail, entertainment, office and other commercial services and provides net community benefit in relation to accessibility, efficient infrastructure use and the aggregation and sustainability of commercial facilities.

- *The proposal provides an increased density within easy walking distance of shops and services and public transport. In addition, the two proposed retail outlets are likely to provide employment opportunities.*

Clause 18.01 Transport – Ensure that access is provided to all available modes of transport.

- *The subject site is located within walking distance of the Bayswater Train Station and Bus Interchange, which is accessed by multiple bus routes.*

4.2.2 Local Planning Policy Framework (LPPF)

Municipal Strategic Statement (MSS)

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.

With specific reference to the aging population in Knox, the MSS contains the following statement:

“The Knox community is diversifying and ageing. Knox's dominant household type remains families with children, with the number of children (and their parents) forecast to increase over the next 20 years. However, the number of people at post-retirement age is growing quickly and forecast to double between 2011 and 2031. This 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. With an increase in population and demographic diversity, the City of Knox will continue to play an important role in housing provision and diversity.”

- *The proposal is considered to be consistent with the MSS. The design response provides mostly 1 and 2 bedroom apartments which would support the growing smaller household types with 'lone person' and 'couple only' households. The proposal provides greater housing diversity which supports diversifying household types and an aging population.*

21.05 Built Environment and Heritage: development should address the 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).

- *The proposed design has evolved to accommodate advice from Council in regard to urban design, bush boulevards, and landscape treatments. Council’s urban design consultants consider the design to be of exceptional architectural merit. The upper three storeys are articulated away from the boundaries of the site and therefore would not be very visible from the street.*
- *The development provides a mix of single bedroom studio apartments, two bedroom, and three bedroom apartments with balcony open space areas. The majority of apartments are two bedroom which tends to be under supported in residential zones and will support smaller family units that are under supported in current housing stock in the City of Knox. A larger than the required proportion of these units will be accessible in design. This mix of dwelling types and the internal design would provide greater choices for forms of living to Knox’s typical housing stock.*
- *The built form and external materials provide a development of exceptional architectural quality and visual interest achieved through vertical landscaping, articulation, use of texture and a variety of building materials and natural colours.*
- *The proposal activates frontages that were previously used as bland shop fronts, with two retail premises, and numerous apartments with balconies that face Mountain Highway, Valentine Street, Rear Laneway creating passive surveillance opportunities and a safer environment.*
- *Living areas are provided with access to balconies and natural light. The apartments are not deep, and large windows to the balconies provide adequate light and ventilation.*
- *The development responds very positively to the existing pattern of urban forms and character, the landscape qualities, historic and cultural elements and social dimensions and aspirations of the Knox Community as detailed in the Bayswater 2020: Bayswater Activity Centre Structure Plan.*
- *For these reasons, it is considered appropriate to exceed the recommended building height for this site.*

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 site is located in an Activity Area. Knox’s Activity Centres contain a range of shops, services and employment and have good access to a range of public transport options. A greater range and increased densities of residential development are encouraged within these areas.

Objective 1 for Housing Objectives and Strategies is to support residential development in accordance with the Knox Housing Strategy 2015, which identifies a scaled approach to residential development. A Strategy is to direct housing growth toward Local Living and Activity Areas.

- *The site is located within a Major Activity Centre and the construction of an apartment building is consistent with the Map in Clause 21.06.*

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

- *The development comprises 55 apartments (15 one-bedroom, 39 two-bedroom and one three-bedroom dwelling).*
- *The development will not increase the supply of social housing.*

Objective 3 is to ensure that residential development better responds to the community’s current and future needs, and allows people to ‘age-in-place’ by supporting the provision of a diverse range of housing including smaller scale dwellings.

- *The development will provide residents with a diversity of housing choice.*

Objective 4 is to ensure the quality of housing design in Knox is improved to better respond to neighbourhood identity and to create a stronger sense of place. Strategies include ensuring that residential development enhances the City’s “green and leafy” image, support development that makes a positive contribution to the preferred future character of the area and that is innovative, environmentally sustainable, accessible and site responsive.

- *A landscape plan to the satisfaction of the Responsible Authority will be a condition of any permit to issue.*

Objective 5 is to protect and enhance the landscape and environmental values of the nature areas of significance within the municipality.

- *The site does not contain any significant vegetation.*

Clause 21.07 Economic Development - Bayswater is a major centre that provides a broad range of retail and commercial activities, including Mountain High Shopping Centre, the Knox Community Arts Centre, offices and light industrial uses, serving a large residential and industrial community. Recognised housing opportunities include villa units, townhouses with a number of sites suitable for apartments or mixed use development. Apartment opportunities also exist above active commercial ground floor uses within the centre. Clause 21.07 requires that land use and development within the Bayswater Activity Centre to be consistent with:

- Clause 21.10-4 (Local Areas – Bayswater) – Refer to assessment below.
- Clause 43.02 – Schedule 6 to the Design and Development Overlay (Bayswater Major Activity Centre). Refer to Assessment below.

21.10- 4 Bayswater Activity Centre – Council has adopted the Bayswater 2020: Bayswater Structure Plan (May 2005) and its Addendum (2012) to guide land use and development within the Bayswater Activity Centre.

Objective 1 - To encourage a land use mix that contributes to the revitalisation of the centre by supporting large scale mixed use development along Mountain Highway, west of the retail core, with offices and showrooms at ground level and residential uses above.

- *This large scale mixed use development would achieve this requirement by providing higher density housing above retail on the west side of Mountain Highway.*

Objective 2 - To ensure there is a range of activities and opportunities for people to live, work or meet in Bayswater through facilitation of medium to high density residential development with basement level carparks.

- *This mixed use development will provide retail services and higher density living in the town centre which will increase activity and support the economy of the town centre. The location of the development is ideal as it can be fully supported by services and transport. The proposal provides an increased density within walking distance of shops and services, entertainment, and transport. All proposed car parking is to be located in the basement where it will not be visible from the street. Extensive bicycle spaces will be provided at basement and ground level.*

Objective 4 - To promote an improved and vibrant public realm

- *The urban design outcome is appropriate and the retail component will activate the frontage of the site. Greater residential density supported by the surrounding infrastructure, retail and services will contribute to the vibrancy of the area and will promote improved and greater levels of pedestrian movement.*

Objective 5 - To achieve a high quality built environment

- *The site is located in an area recommended for heights up to five storeys. The DDO6 allows for variations based on architectural merit and Council's urban design consultant has had input into the design and was satisfied with the proposed outcome. The three upper floors of the proposed design are articulated away from the boundaries so that the building has a lesser impact on surrounding built form. The site is located within the Bayswater Major Activity Centre where the character is proposed to change considerably as more activity is established.*

Objective 6 - To increase the height and density of development in the Centre while protecting and capitalising on the (public) views of the Dandenong Ranges.

- *The development will preserve key views to the Dandenong Ranges.*

Clause 22.04 Environmentally Sustainable Development – This policy aims to integrate environmental sustainability principles into land use planning, new developments and redevelopment of existing infrastructure.

It is policy that applications for the types of development listed in Table 1 to this clause be accompanied by information that demonstrates how relevant policy objectives will be achieved.

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

4.3 Particular Provisions

Clause 52.06 Car Parking

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

Clause 52.06-5 outlines the requisite amount of parking to be provided to each dwelling and any applicable visitor parking at a ratio of two car spaces to each three or more bedroom dwelling (with studies or studios that are separate rooms counted as a bedrooms) and one visitor space to every five dwellings for developments of five or more dwellings.

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

- *The proposal fully satisfies the car parking provision for the residential component of the development as the three-bedroom dwelling is provided with two (2) car parking spaces and the one and two bedroom dwellings are provided with at least one car parking space (56 spaces are provided).*
- *The development requires 11 visitor car parking spaces on site and seven spaces have been provided, therefore the application seeks a reduction in visitor car parking of four spaces. The traffic report submitted with the application provides justification for the reduction in car parking with observations from various apartments in major activity centres where the visitors of residents often take the opportunity to use café and restaurants within the centre as a meeting place. With the access of public transport, it is also expected that some visitors would visit via public transport. Therefore the reduction in visitor parking is supported.*
- *The retail component of the proposal requires 13 car parking spaces and four spaces have been provided. Therefore the application seeks a reduction in customer parking for the retail component of nine spaces. The car parking spaces provided are allocated for the staff of the two shops. The shortfall of customer parking spaces is proposed to be provided with parking off site and within the major activity centre. It is important to note that the existing shops (four retail tenancies) do not contain on site car parking and there is a deficiency of 17 car spaces currently. This proposal would create a deficiency of 13 spaces so would be a four car spaces improvement in the provision of car spaces currently.*
- *A large public car park is located directly to the rear of the site and it is understood that customers in a major activity centre often combine trips and often find parking within the major activity centre but visit a few shops. Furthermore, with close proximity of the bus interchange and train station, some customers will take public transport to visit Bayswater shops. Therefore the reduction in customer parking is supported.*

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

Design Standard 1: Access ways – *Generally complies. Access to the subject site has been assessed by VicRoads and Council's Traffic Engineers and will be subject to conditions regarding waste collection, accessibility to visitor car parking, and crossover widths for passing.*

Design Standard 2: Car Parking Spaces – *Can comply. There are numerous columns adjacent to car parking spaces. Where the side of a vehicle space is against a vertical obstruction, a manoeuvring clearance of 300mm should be provided alongside the parking space.*

Design Standard 3: Gradients – *Complies.*

Design Standard 4: Mechanical Parking – *Can comply. A Car Stacker Management Plan will be required as part of any permit to issue.*

Design Standard 5: Urban Design – *Complies.*

Design Standard 6: Safety – *Generally Complies with conditions for public lighting in the carpark areas and width of access way.*

Design Standard 7: Landscaping – *Complies, the two basement carparks will not reduce landscaping potential on the site.*

Clause 52.34 Bicycle Facilities

The purpose of Clause 52.34 is to encourage cycling as a mode of transport and to provide secure, accessible and convenient bicycle parking spaces and associated shower and change facilities.

Clause 52.34 specifies that a new use must not commence until the required bicycle facilities has been provided on the land.

For developments of four or more storeys, one resident bicycle parking space is required per five units, and one visitor bicycle parking space is required per 10 units.

- *This proposal generates a requirement for a total of 19 bicycle spaces. The development will provide 78 spaces. The applicant has indicated that the bicycle parking required will be provided at ground floor and in the two basements.*

4.4 Clause 58 – Apartment Developments

Urban Context

Residential Policy – *Complies.*

Dwelling Diversity - *Complies.*

Infrastructure – *Complies.*

Integration with the street – *Complies.*

Site Layout

Energy Efficiency – *Complies.*

Communal Open Space – *Complies.*

Solar Access to Communal Outdoor Space – *Complies.*

Safety – *Can comply, subject to standard conditions to be included on any permit to issue.*

Landscaping – *Complies. A landscape plan to the satisfaction of the Responsible Authority will be a requirement of any permit to issue.*

Access – *Complies.*

Parking Location – *Complies.*

Integrated Water and Stormwater Management – *Drainage plans to the satisfaction of the Responsible Authority will be a requirement of any permit to issue.*

Amenity Impacts

Building Setback – *Complies.*

There is no setback for the first three levels and it fully abuts the eastern boundary at 719 Mountain Highway. The interface and the levels above (levels 3-6) are setback 4.5m from the adjacent property on the eastern boundary. This setback will allow for equitable future development of the adjacent property.

Internal Views – *Complies.*

Noise – Can comply. The proposal indicates double-glazed windows for bedrooms with an interface with the garage roller door. This probably would not be enough as Level 1 (ground) dwellings interface with the commercial use and the loading bay. Dwellings to the rear on Level 2 may also be impacted by traffic entering and exiting the site. An additional potential noise impact is the private collection of waste which would need to be collected between 11 pm and 6am and could also impact Level 1 and 2 dwellings. A noise attenuation report specifically addressing these issues will be a condition of any permit to issue.

On-site Amenity and Facilities

Accessibility – *Complies.*

Building Entry and Circulation – *Complies.*

Private Open Space – *Complies.*

Storage – *Complies.*

Detailed Design

Common Property – *Complies.*

Site Services – *Complies.*

Waste and Recycling – The provided Waste Management Plan is acceptable with a condition on any permit issued to amend the WMP to ensure secure commercial bins to prevent cross use by residents.

Internal Amenity

Functional Layout – *Complies.*

Room Depth – *Complies.*

Windows – *Complies.*

Natural Ventilation – *Complies.*

4.5 General Decision Guidelines

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

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

5. CONCLUSION

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

- *The proposal is considered to be consistent with the Commercial Zone 1 Zone, Design and Development Overlay 6, State Planning Policy, the Municipal Strategic Statement and Local Planning Policies.*
- *The proposal generally complies with the Municipal Strategic Statement, in particular Built Environment and Heritage (Clause 21.05), Housing (Clause 21.06), Economic Development (Clause 21.07), Local Area (Clause 21.10) and Environmentally Sustainable Design (Clause 22.04) clauses.*
- *The proposed building is of exceptional architectural merit and will contribute to the strategic vision of the Bayswater Activity Centre.*
- *The provision of car parking is generally consistent with the car parking requirements of the scheme at Clause 52.06.*
- *It is considered that subject to modifications the development will provide an appropriate balance between the need for additional housing within a fully serviced area and the amenity of occupants.*

6. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

7. CONFLICT OF INTEREST

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

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

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

RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the development of a seven (7) storey mixed use building, use of land for dwellings and Reduction in Car parking at 711-717 Mountain Highway Bayswater subject to the conditions outlined in Appendix D.

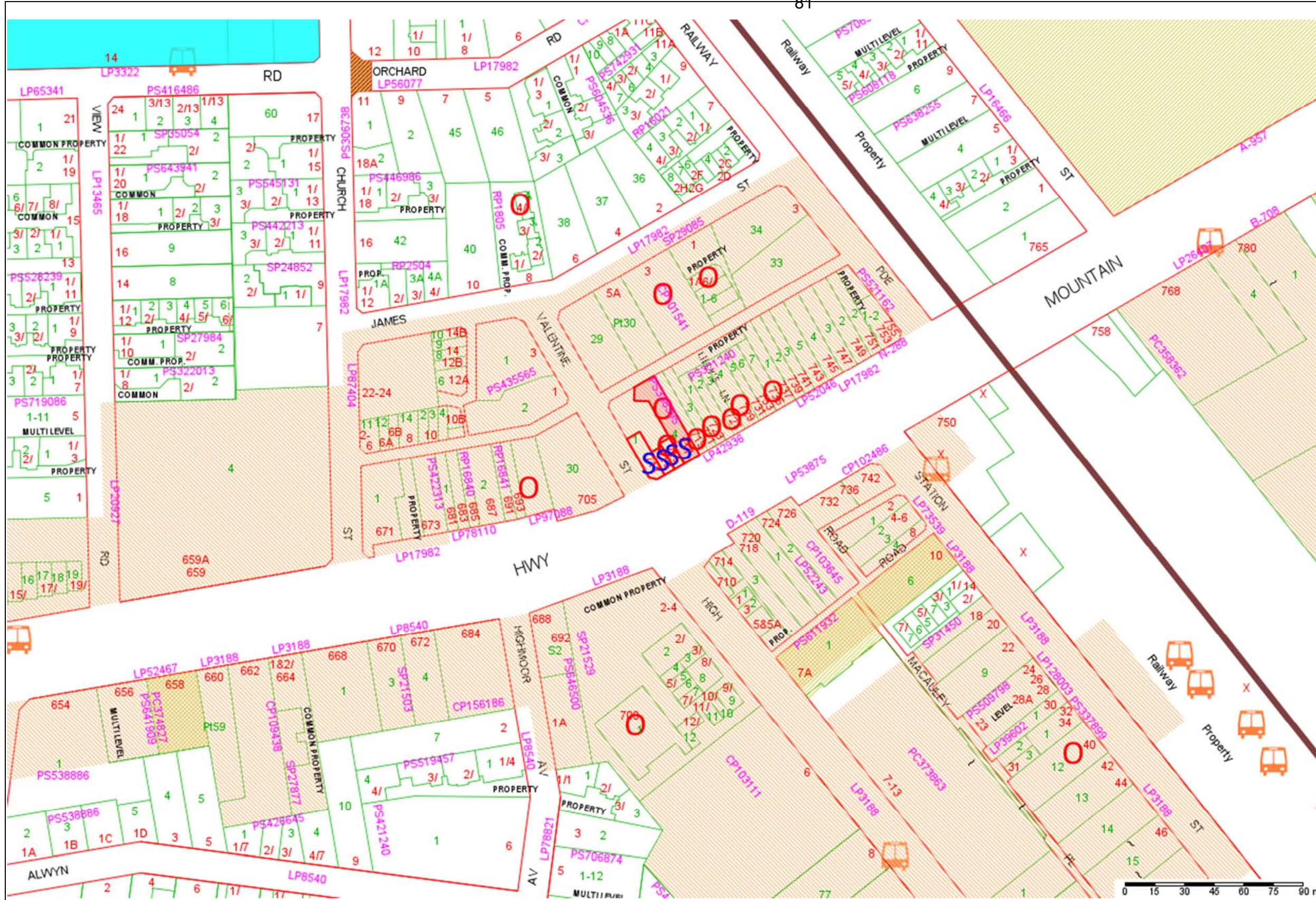
Report Prepared By: Senior Planner (Eve-Marie Davie)

***Report Authorised By: Manager – City Planning & Building (Paul Dickie)
Director – City Development (Julia Oxley)***



Knox City Council
REPORT APPENDIX A

Address	711 - 717 Mountain Highway, BAYSWATER
Application Number	P/2016/6936
Description	Development of the land for a seven (7) storey mixed use building, use of land for dwellings and reduction in the car parking requirements of Clause 52.06 of the Knox Planning Scheme
Wardname	Dinsdale



LEGEND:

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



Scale: 1:2000

DISCLAIMER:

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

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


















Address 711 - 717 Mountain Highway, BAYSWATER


Application Number P/2016/6936

Description Development of the land for a seven (7) storey mixed use building, use of land for dwellings and reduction in the car parking requirements of Clause 52.06 of the Knox Planning Scheme

Wardname Dinsdale

LEGEND:

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

 Scale: 1:2000

DISCLAIMER:

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

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



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Site plan
 1:500

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PROJECT
 Proposed Mixed Use Development
 711-717 Mountain Highway, Bayswater

DRAWING
 Site Plan
 Site Plan

PRINT DATE
 20/02/2018

SCALE
 1:500 @ A3

PROJECT NUMBER
 10278

DRAWING NUMBER (REVISION)
 TP.03.1

DRAWN
 PS

ARCHITECT
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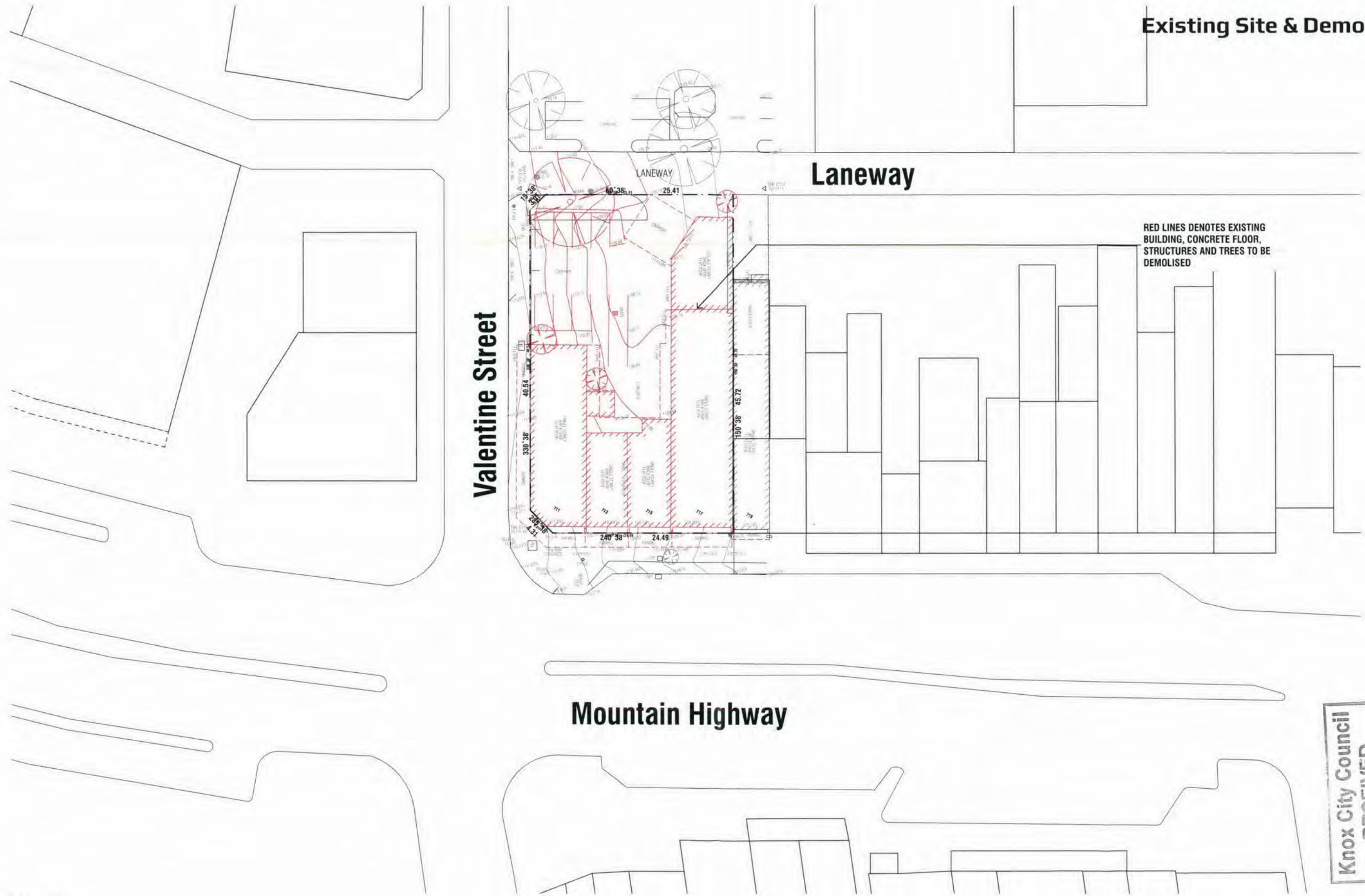


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Existing Site & Demolition Plan



RED LINES DENOTES EXISTING BUILDING, CONCRETE FLOOR, STRUCTURES AND TREES TO BE DEMOLISHED

Site plan
1:500

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PROJECT
Proposed Mixed Use Development
711-717 Mountain Highway, Bayswater

DRAWING
Site Plan
Existing Site & Demolition Plan

PRINT DATE
20/02/2018

SCALE
1:200, 1:500
@ A3

PROJECT NUMBER
10278

DRAWING NUMBER (REVISION)
TP.03.2

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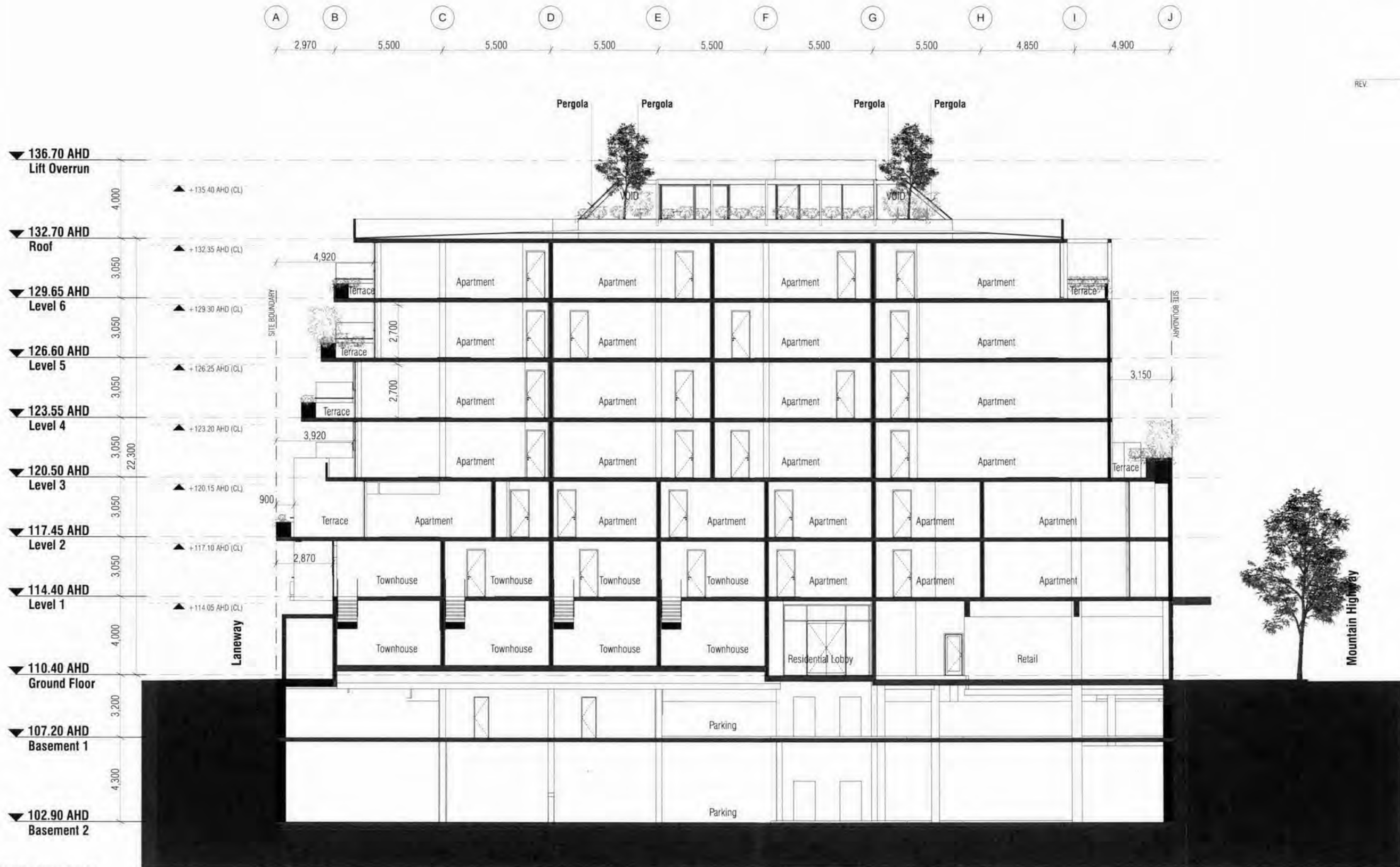


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ABN 16 407 051 599

Proposed Sections
TP05.01
Section Looking East



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SECTION LOOKING EAST
1:100

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PROJECT
Proposed Mixed Use Development
711-717 Mountain Highway, Bayswater

DRAWING
Proposed Sections
Section Looking East

PLOT DATE
20/02/2018

SCALE
1:100 @ A1
1:200 @ A3

PROJECT NUMBER
10278

DRAWING NUMBER [REVISION]
TP05.01

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PS

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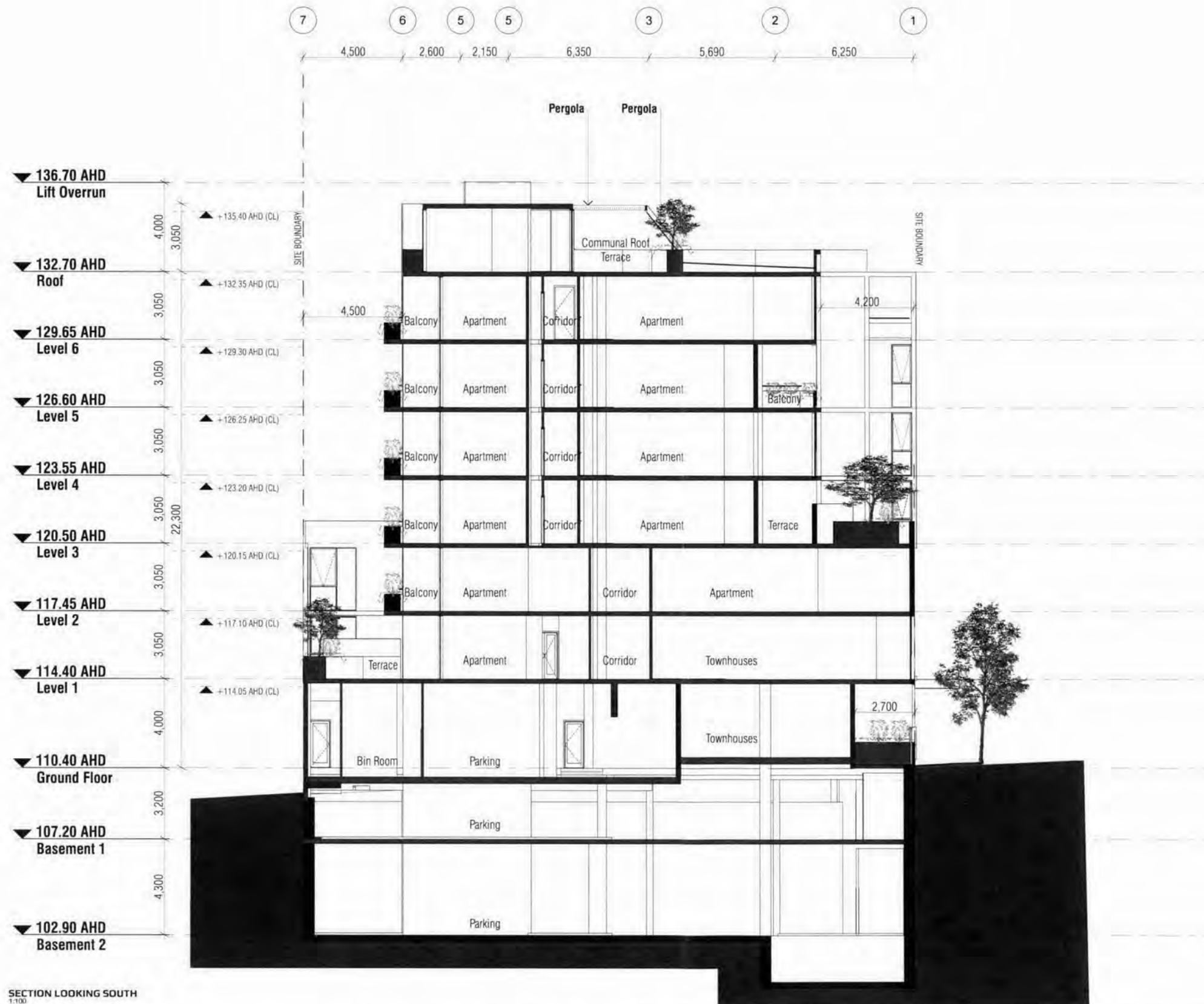
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Proposed Sections
TP05.02
Section Looking South



REV	DATE	AMENDMENT

SECTION LOOKING SOUTH
1:100

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711-717 Mountain Highway, Bayswater

DRAWING
Proposed Sections
Section Looking South

PLOT DATE
20/02/2018

SCALE
1:100 @ A1
1:200 @ A3

PROJECT NUMBER
10278

DRAWING NUMBER [REVISION]
TP05.02

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Melbourne Highway 400m/50m/100m/150m/200m/250m/300m/350m/400m/450m/500m/550m/600m/650m/700m/750m/800m/850m/900m/950m/1000m
CURRENT p.c.

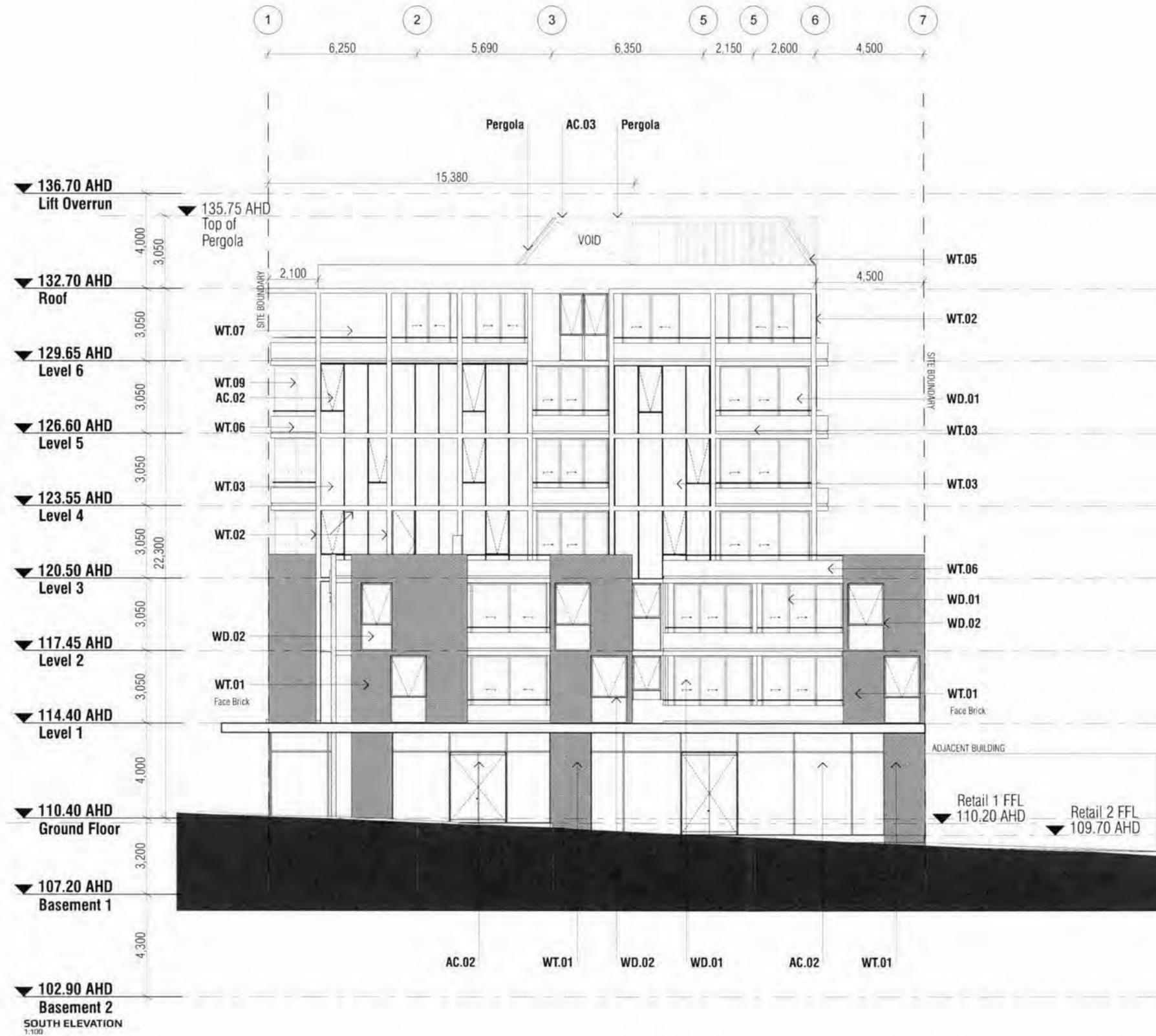
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Proposed Elevations

TP06.01

South Elevation



04 Wall Types

WT.01
Face brick
 Colour: Australbricks, Bowral Blue grey pointing weather struck

WT.02
Precast concrete
 Colour: Brightonlite off-white cement

WT.03
Precast concrete, oxide pigmented
 Colour: Grey

WT.04
Precast concrete, oxide pigmented
 Colour: Dark grey

WT.05
Ribbed precast concrete
 Colour: Grey

WT.06
Timber pattern off-form concrete
 Colour: Concrete with rough sawn timber form lines

WT.07
Paint finish
 Colour: Off white

WT.08
Paint finish
 Colour: Charcoal

WT.09
Paint finish
 Colour: Yellow

WT.10
Urban art wall
 Ceramic tiles

07 Roofing

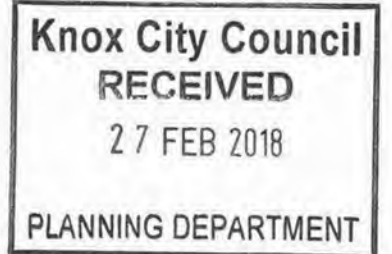
RF.01
Profiled Colorbond sheeting over sisalation and insulation
 Colour: Shale grey

08 Cladding

CD.01
Alucobond cladding
 Colour: Grey

CD.02
Fielders Nailstrip cladding
 Colour: Colorbond Basalt

REV	DATE	AMENDMENT



09 Window + Door

WD.01
Glazed Doors
 Glass Colour: Low 'E' double glazing for both sliding and hinge doors. (Refer plans for door operation)
 Frame Colour: Charcoal

WD.02
Windows
 Glass Colour: Low 'E' double glazing
 Frame Colour: Charcoal

17 Accessories & Window Treatments

AC.01
Fritted glass
 Glass Colour: Clear
 Frit Colour: White

AC.02
Clear glass
 Glass Colour: Low 'E' double glazing

AC.03
Galvanised Steel
 Colour: Powder coated white

27 Landscape Works

LW.02
Fence
 Aluminium and timber slats

LW.03
Letterbox & Unit No.

CLIENT
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PROJECT
 Proposed Mixed Use Development
 711-717 Mountain Highway, Bayswater

DRAWING
 Proposed Elevations
 South Elevation

PLOT DATE
 20/02/2018

SCALE
 1:100 @ A1
 1:200 @ A3

DRAWN
 PS

ARCHITECT
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PROJECT NUMBER
 10278

DRAWING NUMBER (REVISION)
 TP06.01

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Proposed Elevations

TP06.02

West Elevation



00 General Notes

04 Wall Types

WT.01
Face brick
Colour: Australbricks, Bowral Blue
grey pointing weather struck

WT.02
Precast concrete
Colour: Brightonlite off-white cement

WT.03
Precast concrete, oxide pigmented
Colour: Grey

WT.04
Precast concrete, oxide pigmented
Colour: Dark grey

WT.05
Ribbed precast concrete
Colour: Grey

WT.06
Timber pattern off-form concrete
Colour: Concrete with rough sawn timber form lines

WT.07
Paint finish
Colour: Off white

WT.08
Paint finish
Colour: Charcoal

WT.09
Paint finish
Colour: Yellow

WT.10
Urban art wall
Ceramic tiles

07 Roofing

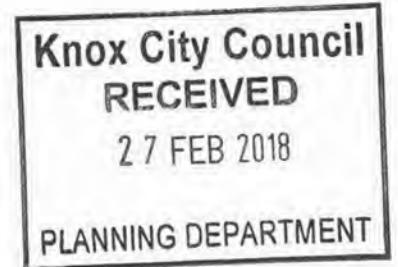
RF.01
Profiled Colorbond sheeting over sisalation and insulation
Colour: Shale grey

08 Cladding

CD.01
Alucobond cladding
Colour: Grey

CD.02
Fielders Nailstrip cladding
Colour: Colorbond Basalt

REV DATE AMENDMENT



09 Window + Door

WD.01
Glazed Doors
Glass Colour: Low E' double glazing for both sliding and hinge doors. (Refer plans for door operation)
Frame Colour: Charcoal

WD.02
Windows
Glass Colour: Low E' double glazing
Frame Colour: Charcoal

17 Accessories & Window Treatments

AC.01
Fritted glass
Glass Colour: Clear
Frit Colour: White

AC.02
Clear glass
Glass Colour: Low E' double glazing

AC.03
Galvanised Steel
Colour: Powder coated white

27 Landscape Works

LW.02
Fence
Aluminium and timber slats

LW.03
Letterbox & Unit No.

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PROJECT
Proposed Mixed Use Development
711-717 Mountain Highway, Bayswater

DRAWING
Proposed Elevations
West Elevation

PLOT DATE
20/02/2018

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PS

SCALE
1:100 @ A1
1:200 @ A3

ARCHITECT
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PROJECT NUMBER
10278

DRAWING NUMBER [REVISION]
TP06.02

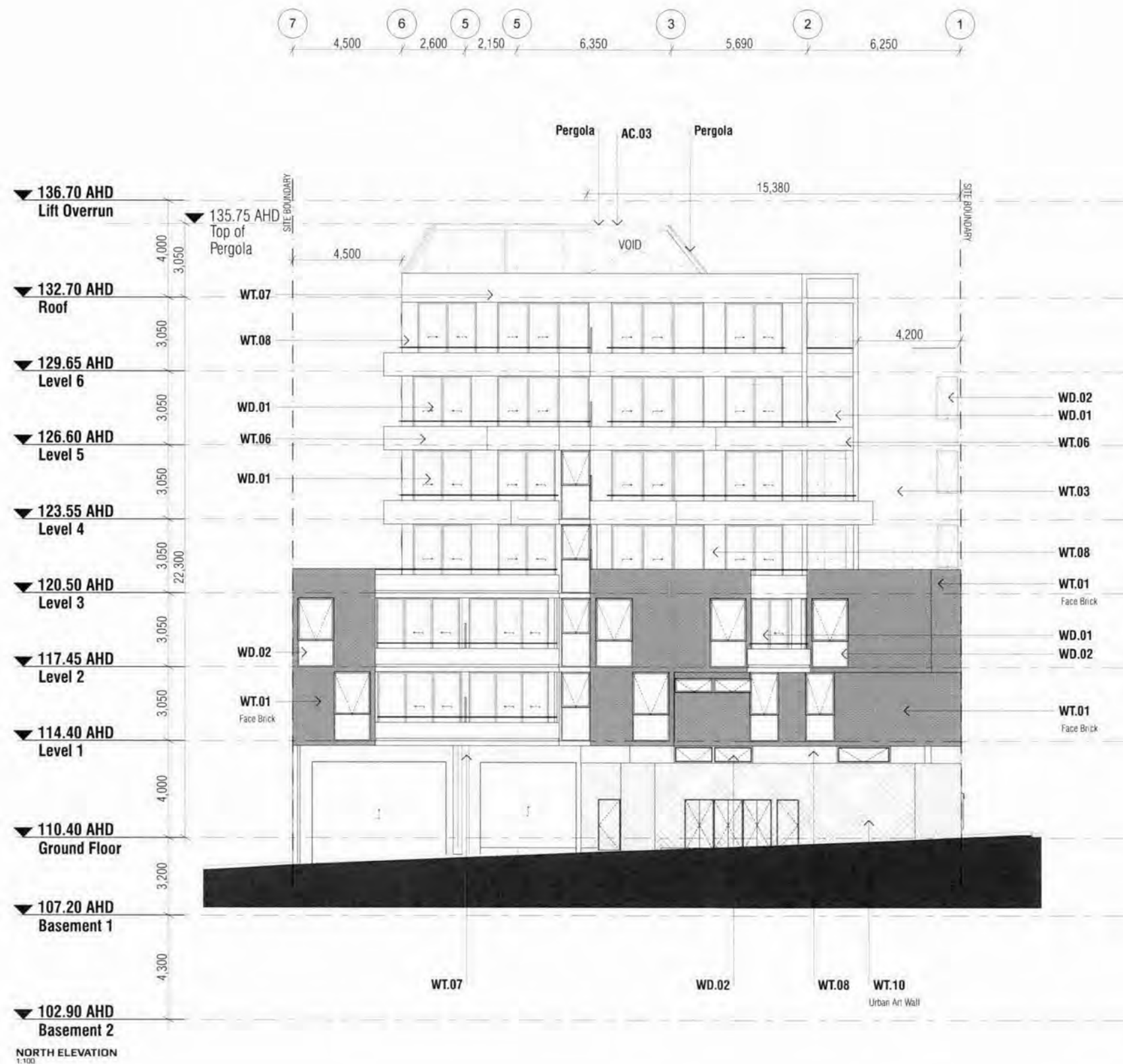
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Proposed Elevations

TP06.03

North Elevation



00 General Notes

04 Wall Types

WT.01

Face brick
Colour: Australbricks, Bowral Blue
grey pointing weather struck

WT.02

Precast concrete
Colour: Brightonlite off-white cement

WT.03

Precast concrete, oxide pigmented
Colour: Grey

WT.04

Precast concrete, oxide pigmented
Colour: Dark grey

WT.05

Ribbed precast concrete
Colour: Grey

WT.06

Timber pattern off-form concrete
Colour: Concrete with rough sawn timber form lines

WT.07

Paint finish
Colour: Off white

WT.08

Paint finish
Colour: Charcoal

WT.09

Paint finish
Colour: Yellow

WT.10

Urban art wall
Ceramic tiles

07 Roofing

RF.01

Profiled Colorbond sheeting over sisalation and insulation
Colour: Shale grey

08 Cladding

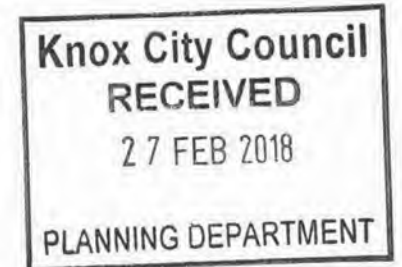
CD.01

Alucobond cladding
Colour: Grey

CD.02

Fielders Nailstrip cladding
Colour: Colorbond Basalt

REV	DATE	AMENDMENT



09 Window + Door

WD.01

Glazed Doors
Glass Colour: Low 'E' double glazing for both sliding and hinge doors. (Refer plans for door operation)
Frame Colour: Charcoal

WD.02

Windows
Glass Colour: Low 'E' double glazing
Frame Colour: Charcoal

17 Accessories & Window Treatments

AC.01

Fritted glass
Glass Colour: Clear
Frit Colour: White

AC.02

Clear glass
Glass Colour: Low 'E' double glazing

AC.03

Galvanised Steel
Colour: Powder coated white

27 Landscape Works

LW.02

Fence
Aluminium and timber slats

LW.03

Letterbox & Unit No.

CLIENT
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PROJECT
Proposed Mixed Use Development
711-717 Mountain Highway, Bayswater

DRAWING
Proposed Elevations
North Elevation

PLOT DATE
20/02/2018

SCALE
1:100 @ A1
1:200 @ A3

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10278

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TP06.03

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Proposed Elevations

TP:06.04

East Elevation



00 General Notes

04 Wall Types

WT.01
Face brick
 Colour: Australbricks, Bowral Blue
 grey pointing weather struck

WT.02
Precast concrete
 Colour: Brightonlite off-white cement

WT.03
Precast concrete, oxide pigmented
 Colour: Grey

WT.04
Precast concrete, oxide pigmented
 Colour: Dark grey

WT.05
Ribbed precast concrete
 Colour: Grey

WT.06
Timber pattern off-form concrete
 Colour: Concrete with rough sawn timber form lines

WT.07
Paint finish
 Colour: Off white

WT.08
Paint finish
 Colour: Charcoal

WT.09
Paint finish
 Colour: Yellow

WT.10
Urban art wall
 Ceramic tiles

07 Roofing

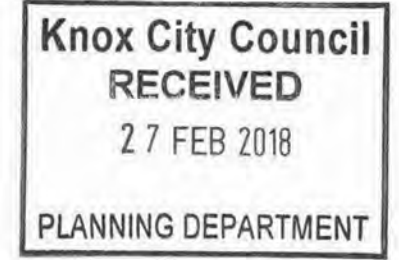
RF.01
Profiled Colorbond sheeting over sisalation and insulation
 Colour: Shale grey

08 Cladding

CD.01
Alucobond cladding
 Colour: Grey

CD.02
Fielders Nailstrip cladding
 Colour: Colorbond Basalt

REV	DATE	AMENDMENT



09 Window + Door

WD.01
Glazed Doors
 Glass Colour: Low 'E' double glazing for both sliding and hinge doors. (Refer plans for door operation)
 Frame Colour: Charcoal

WD.02
Windows
 Glass Colour: Low 'E' double glazing
 Frame Colour: Charcoal

17 Accessories & Window Treatments

AC.01
Fritted glass
 Glass Colour: Clear
 Frit Colour: White

AC.02
Clear glass
 Glass Colour: Low 'E' double glazing

AC.03
Galvanised Steel
 Colour: Powder coated white

27 Landscape Works

LW.02
Fence
 Aluminium and timber slats

LW.03
Letterbox & Unit No.

EAST ELEVATION
 1:100



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PROJECT
 Proposed Mixed Use Development
 711-717 Mountain Highway, Bayswater

DRAWING
 Perspective
 Perspective

PRINT DATE
 20/02/2018

SCALE
 1:1 @ A3

PROJECT NUMBER
 10278

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 711-717 Mountain Highway, Bayswater

DRAWING
 Perspective
 Perspective

PRINT DATE
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SCALE
 1:1 @ A3

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 TP07.2

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 711-717 Mountain Highway, Bayswater

DRAWING
 Perspective
 Perspective

PRINT DATE
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SCALE
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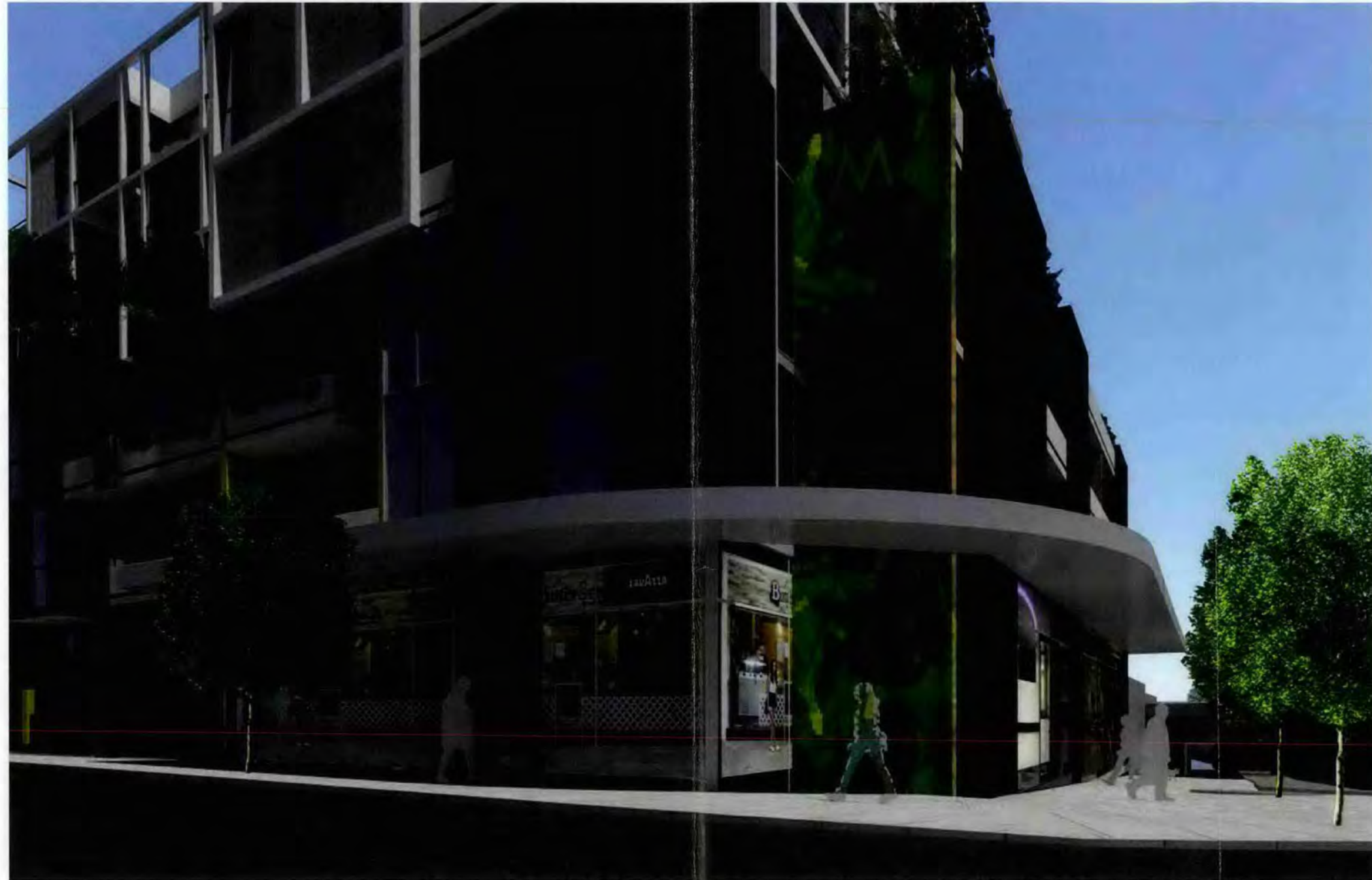
PROJECT NUMBER
 10278

DRAWING NUMBER (REVISION)
 TP.07.3

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 Perspective
 Perspective

PRINT DATE
 20/02/2018

SCALE
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ARCHITECT
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
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DRAWING NUMBER (REVISION)
 TP07.4

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 PROPOSED SHADOW
 EXISTING SHADOW

Laneway

Valentine Street

Mountain Highway

Knox City Council
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9am
1:500

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
PROJECT
Proposed Mixed Use Development
711-717 Mountain Highway, Bayswater

DRAWING
Proposed Shadow Diagrams
Shadow Diagram: 22 March - 9am

PRINT DATE: 20/02/2018
 SCALE: 1:500 @ A3
 DRAWN: PS
 ARCHITECT: AM
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PROJECT NUMBER: 10278
DRAWING NUMBER [REVISION]: TP.08.01

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 PROPOSED SHADOW
 EXISTING SHADOW



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Axonometry
1:500

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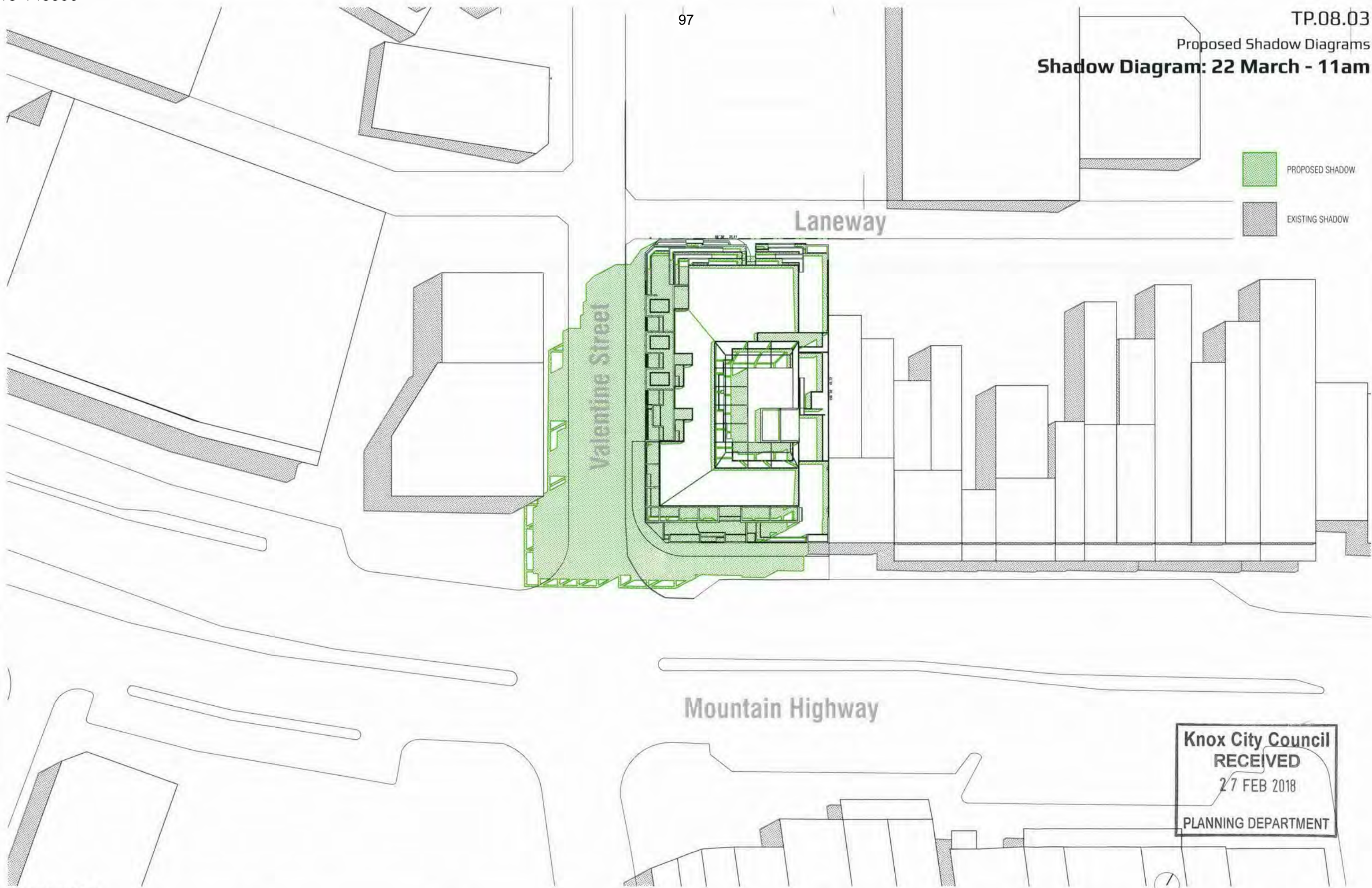
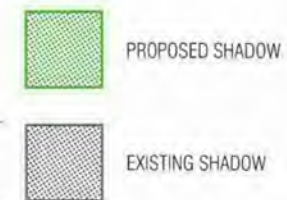
PROJECT
Proposed Mixed Use Development
711-717 Mountain Highway, Bayswater

DRAWING
Proposed Shadow Diagrams
Shadow Diagram: 22 March - 10am

PRINT DATE: 20/02/2018
 SCALE: 1:500 @ A3
 DRAWN: PS
 ARCHITECT: AM
 CHECKED:

PROJECT NUMBER: 10278
DRAWING NUMBER [REVISION]: TP.08.02


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Axonometry
1:500

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711-717 Mountain Highway, Bayswater

DRAWING
Proposed Shadow Diagrams
Shadow Diagram: 22 March - 11am

PRINT DATE 20/02/2018	SCALE 1:500 @ A3
DRAWN PS	ARCHITECT AM
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
PROJECT NUMBER
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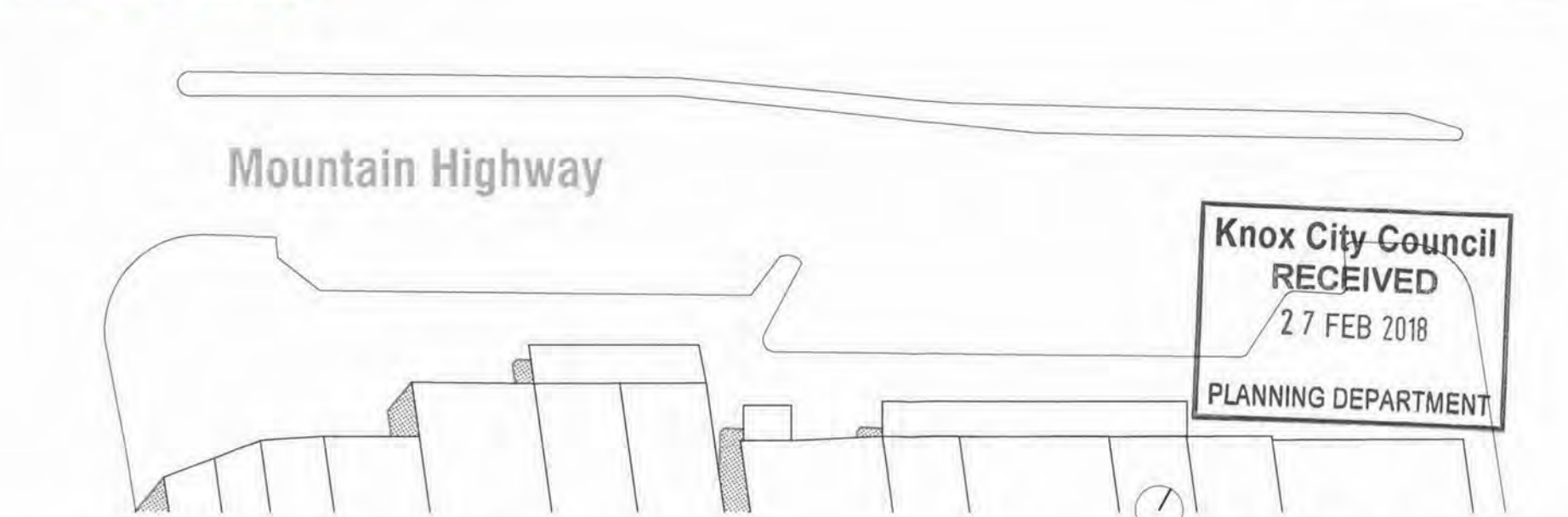
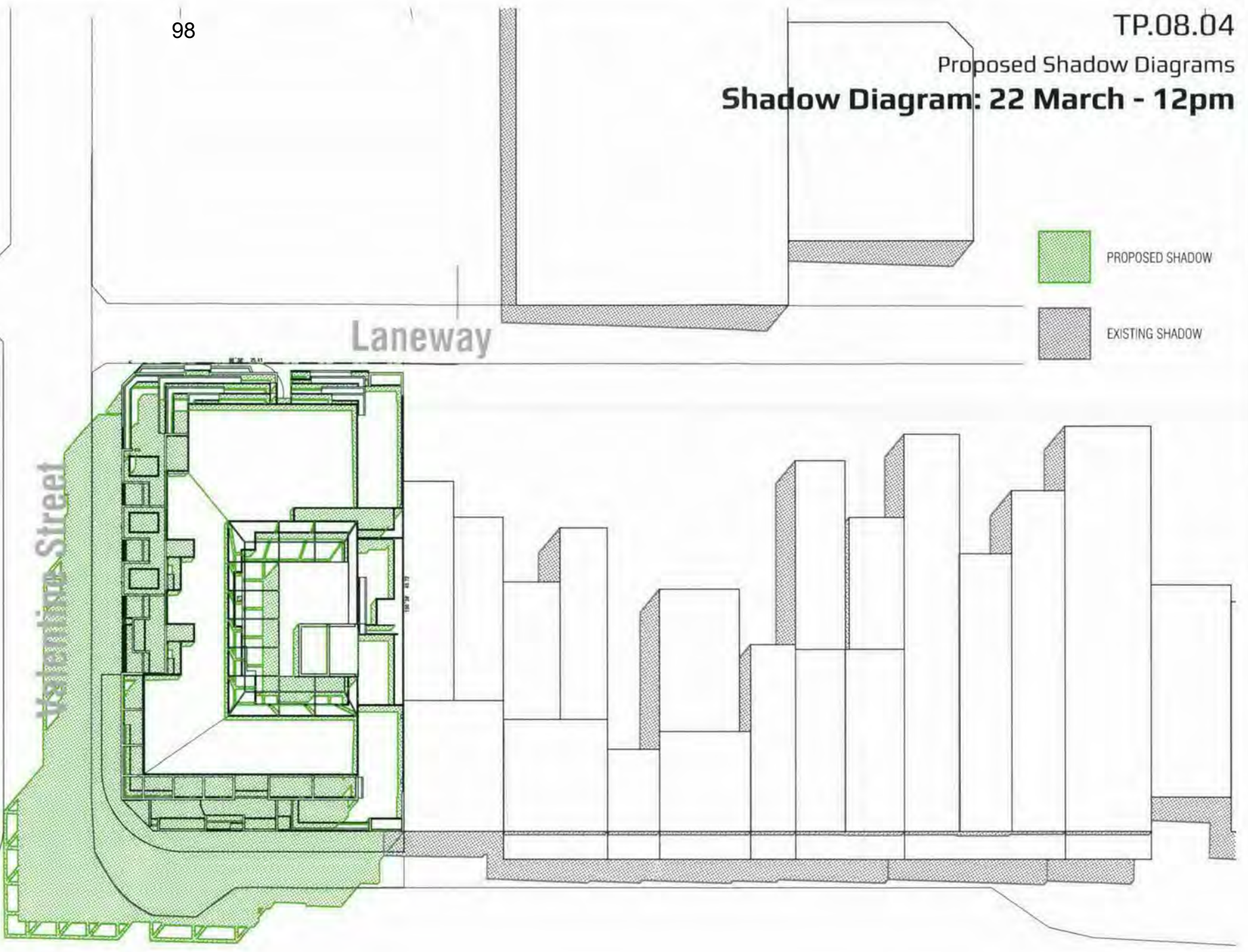
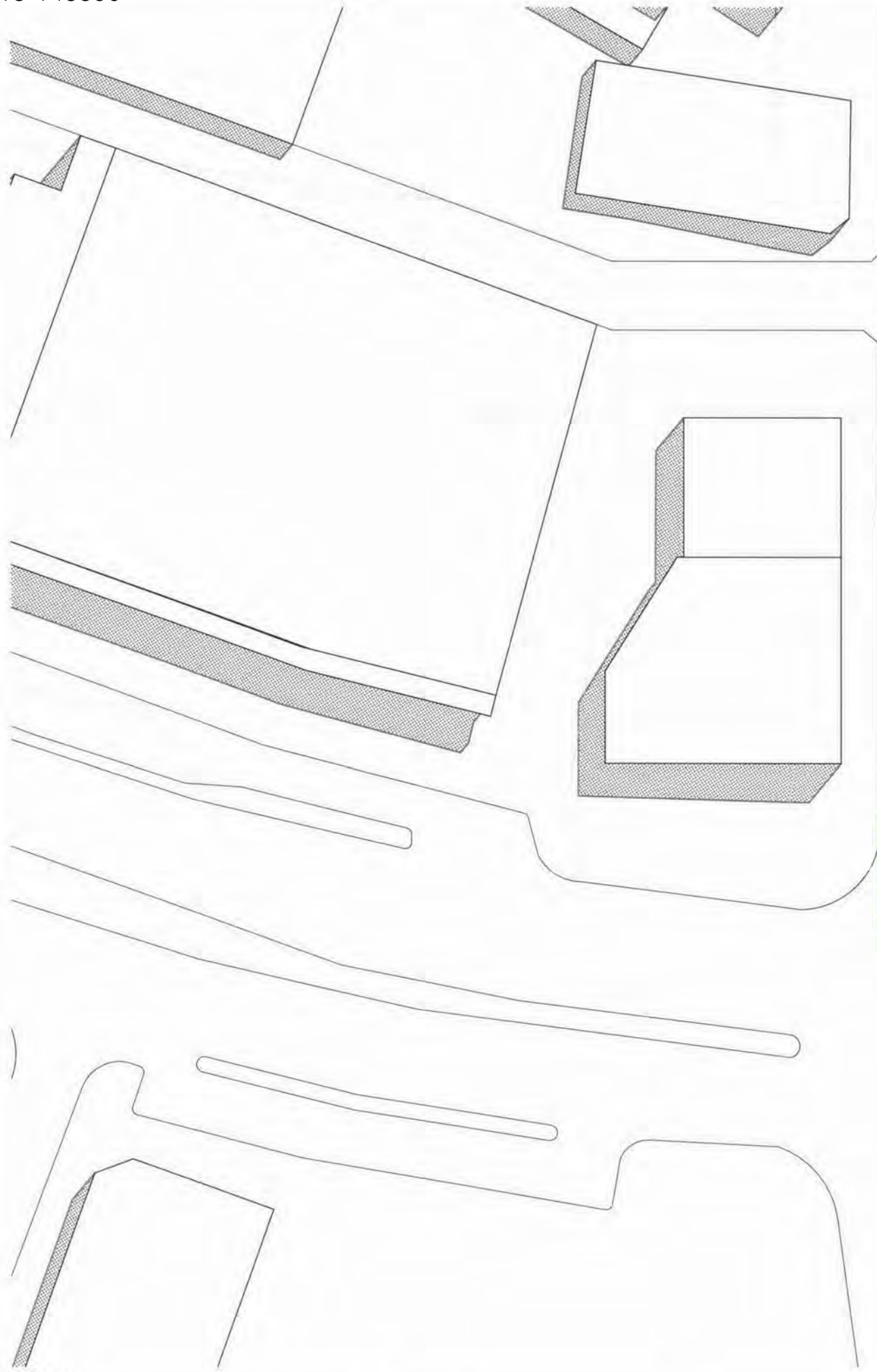
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TP08.03

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 PROPOSED SHADOW
 EXISTING SHADOW



12pm
1:500

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PROJECT
Proposed Mixed Use Development
711-717 Mountain Highway, Bayswater

DRAWING
Proposed Shadow Diagrams
Shadow Diagram: 22 March - 12pm

PRINT DATE 20/02/2018	SCALE 1:500 @ A3
DRAWN PS	ARCHITECT AM
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PROJECT NUMBER
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
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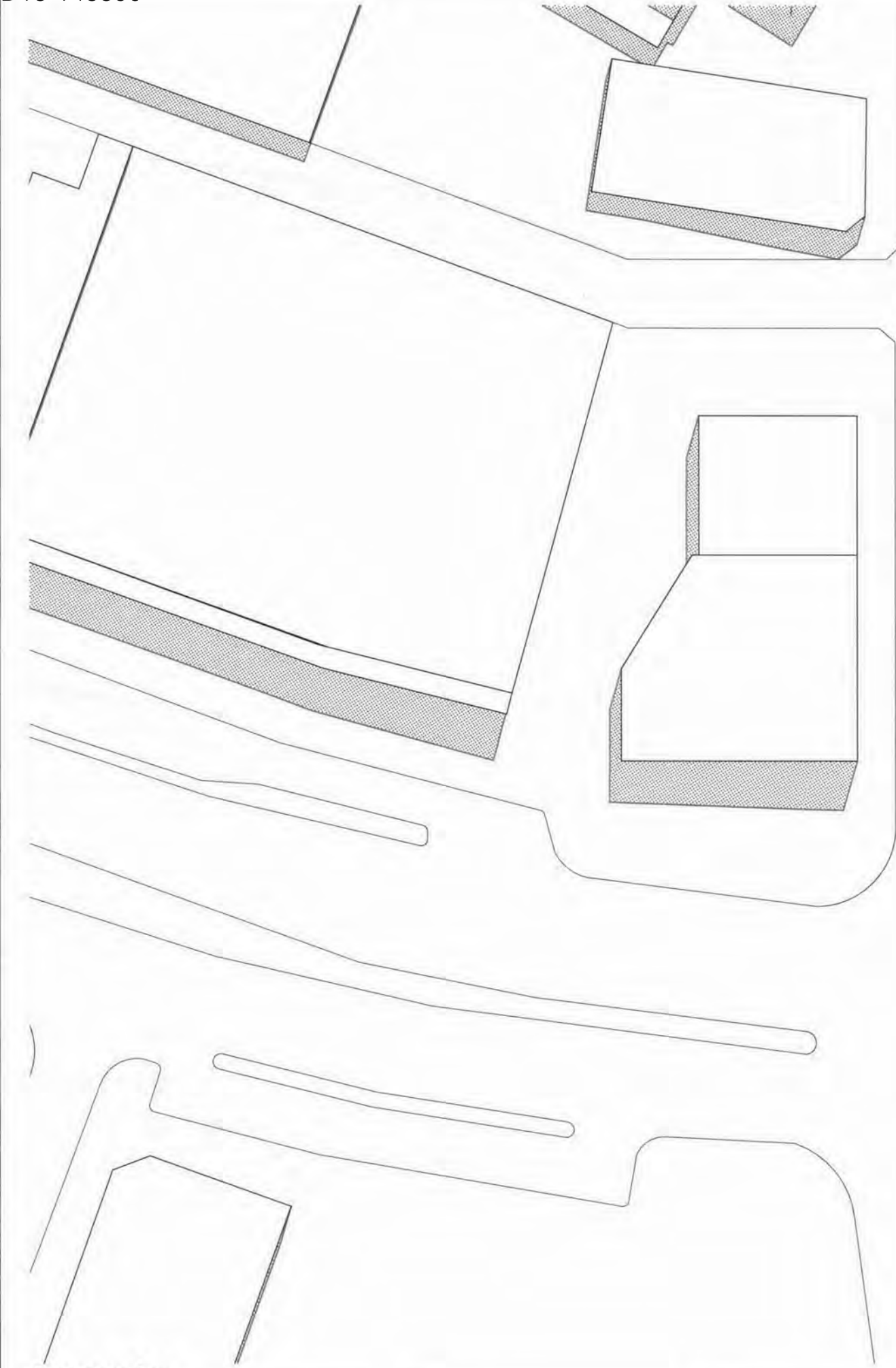
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99

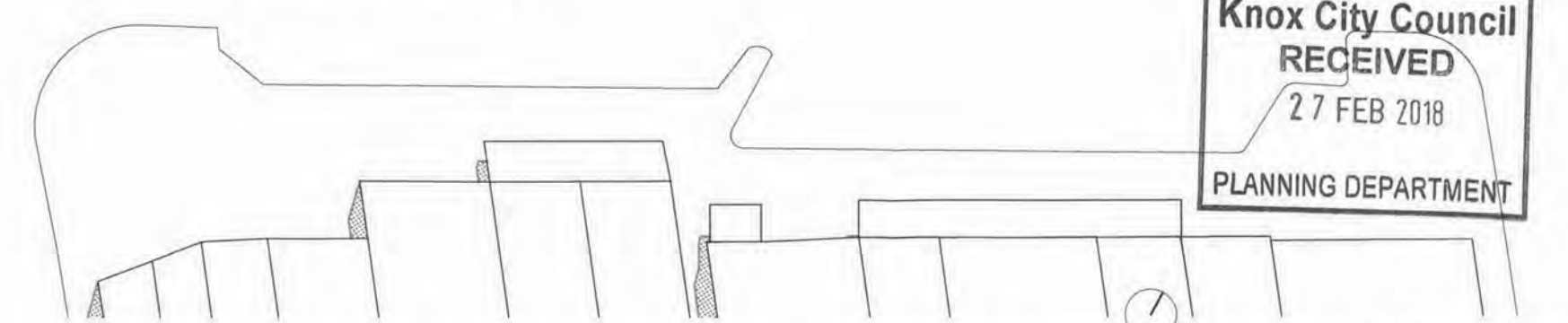
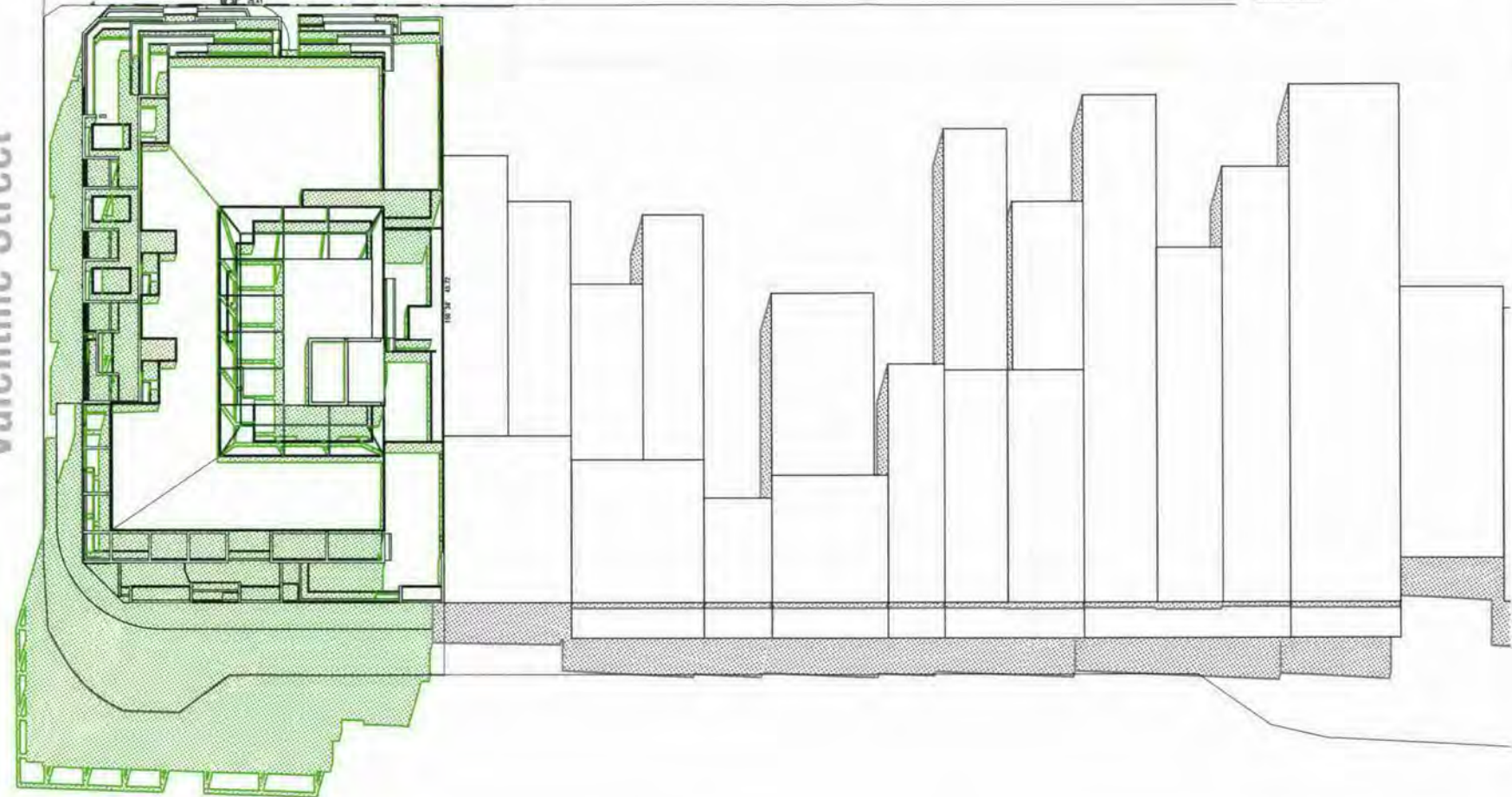
 PROPOSED SHADOW
 EXISTING SHADOW



Valentine Street

Laneway

Mountain Highway



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Axonometry
1:500

CLIENT
NewLee Pty Ltd

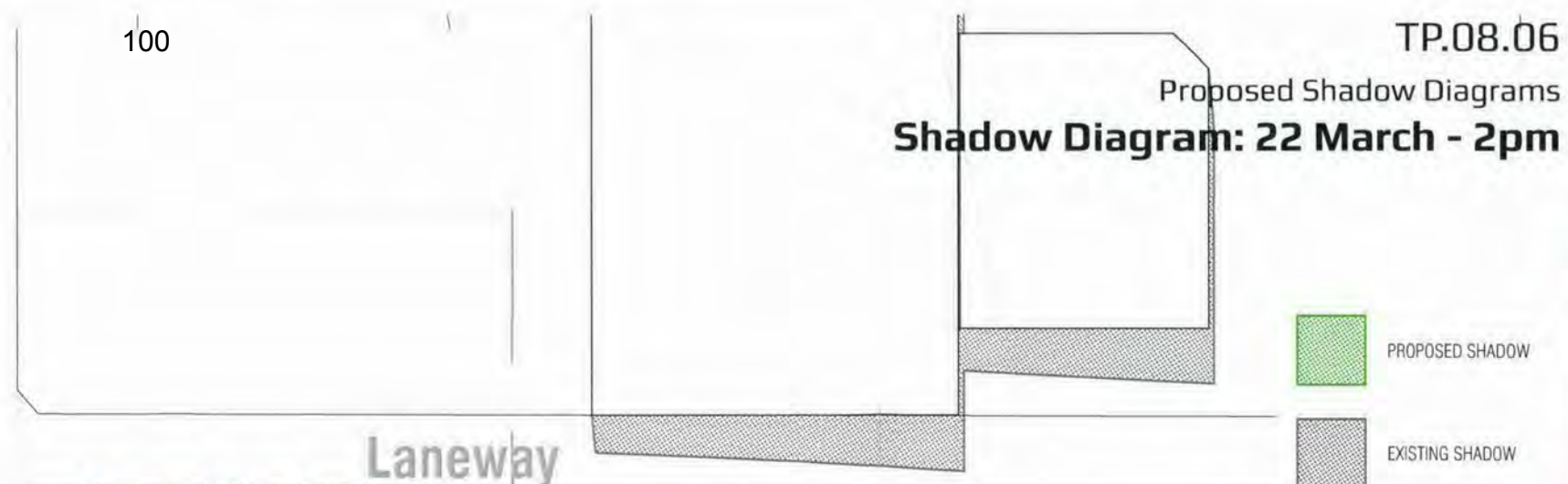
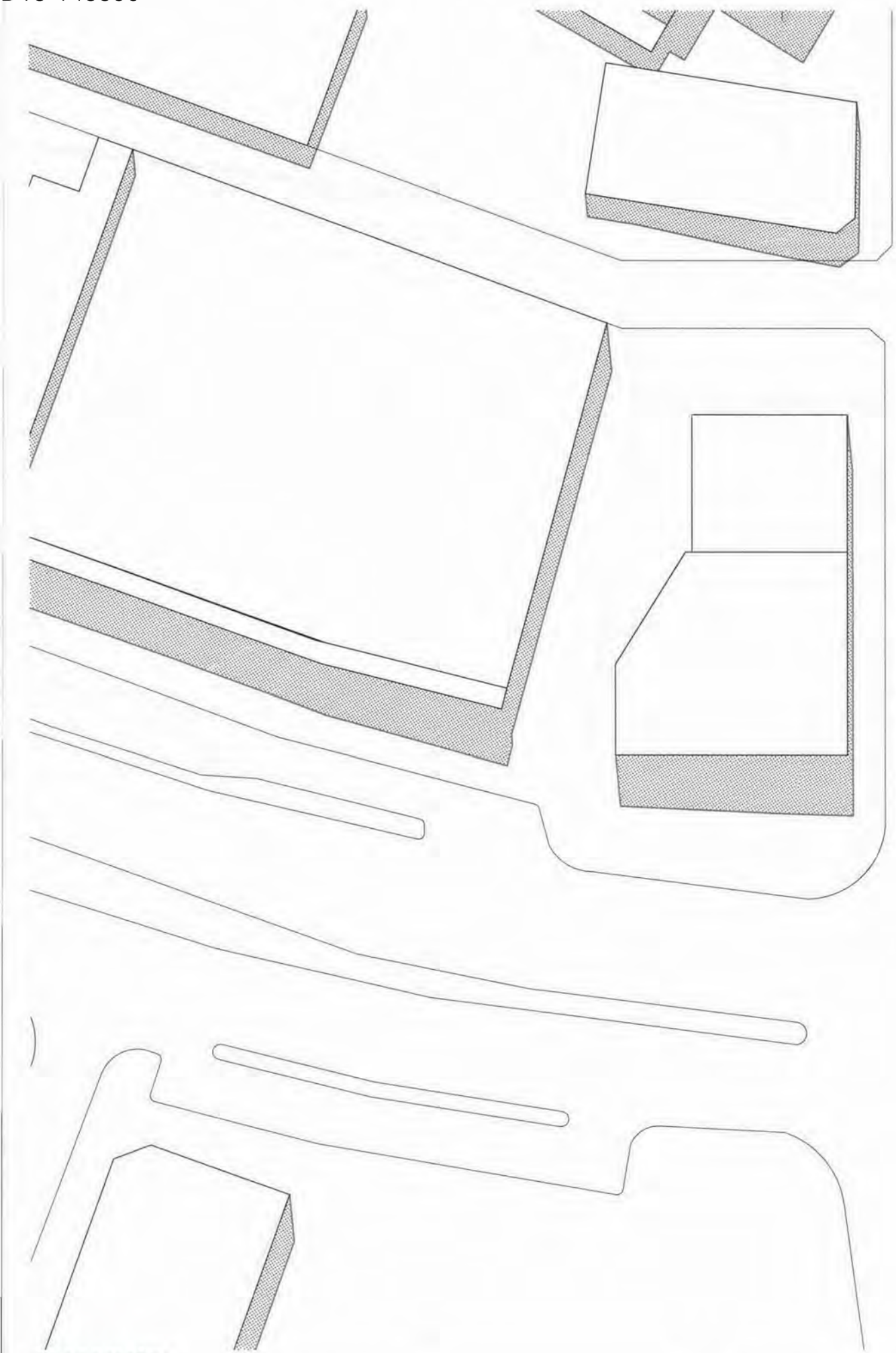
PROJECT
Proposed Mixed Use Development
711-717 Mountain Highway, Bayswater

DRAWING
Proposed Shadow Diagrams
Shadow Diagram: 22 March - 1pm

PRINT DATE: 20/02/2018
 SCALE: 1:500 @ A3
 DRAWN: PS
 ARCHITECT: AM
 CHECKED:

PROJECT NUMBER: 10278
DRAWING NUMBER (REVISION): TP08.05

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Valentine Street

Laneway



Mountain Highway

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PROJECT
Proposed Mixed Use Development
711-717 Mountain Highway, Bayswater

DRAWING
Proposed Shadow Diagrams
Shadow Diagram: 22 March - 2pm

PRINT DATE
20/02/2018

SCALE
1:500 @ A3

DRAWN
PS

ARCHITECT
AM



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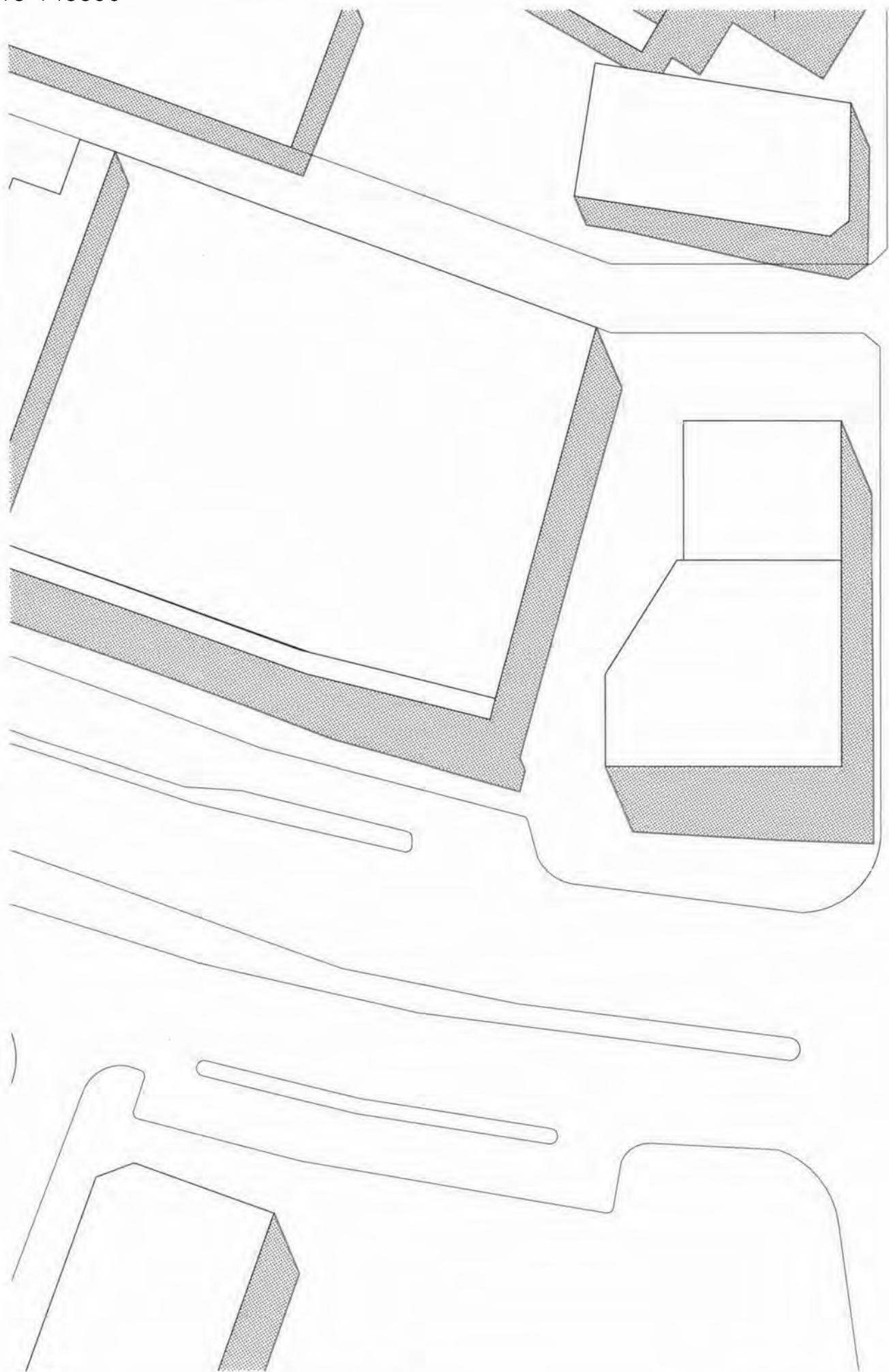
PROJECT NUMBER
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 PROPOSED SHADOW
 EXISTING SHADOW



Valentine Street

Laneway

Mountain Highway



3pm
1:500

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PROJECT
Proposed Mixed Use Development
711-717 Mountain Highway, Bayswater

DRAWING
Proposed Shadow Diagrams
Shadow Diagram: 22 March - 3pm

PRINT DATE
20/02/2018

SCALE
1:500 @ A3

PROJECT NUMBER
10278

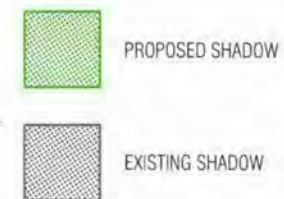
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Proposed Shadow Diagrams - Winter Solstice
Shadow Diagram: 21 June 10am



10 am
1:500

CLIENT
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PROJECT
Proposed Mixed Use Development
711-717 Mountain Highway, Bayswater

DRAWING
Proposed Shadow Diagrams - Winter
Solstice
Shadow Diagram: 21 June 10am

PRINT DATE 20/02/2018	SCALE 1:500 @ A3
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
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Proposed Shadow Diagrams - Winter Solstice
Shadow Diagram: 21 June - 11am

 PROPOSED SHADOW
 EXISTING SHADOW



11 am
1:500

CLIENT
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PROJECT
Proposed Mixed Use Development
711-717 Mountain Highway, Bayswater

DRAWING
Proposed Shadow Diagrams - Winter
Solstice
Shadow Diagram: 21 June - 11am

PRINT DATE 20/02/2018	SCALE 1:500 @ A3
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Proposed Shadow Diagrams - Winter Solstice
Shadow Diagram: 21 June - 12pm

 PROPOSED SHADOW
 EXISTING SHADOW



12 pm
1:500

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PROJECT
Proposed Mixed Use Development
711-717 Mountain Highway, Bayswater

DRAWING
Proposed Shadow Diagrams - Winter Solstice
Shadow Diagram: 21 June - 12pm

PRINT DATE 20/02/2018	SCALE 1:500 @ A3
DRAWN PS	ARCHITECT AM
CHECKED	

PROJECT NUMBER
10278

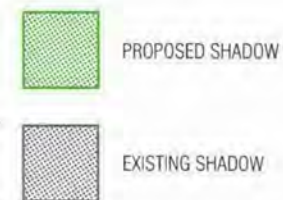
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Proposed Shadow Diagrams - Winter Solstice
Shadow Diagram: 21 June - 1pm



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1 pm
1:500

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DRAWING
Proposed Shadow Diagrams - Winter Solstice
Shadow Diagram: 21 June - 1pm

PRINT DATE 20/02/2018	SCALE 1:500 @ A3
DRAWN PS	ARCHITECT AM
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PROJECT NUMBER
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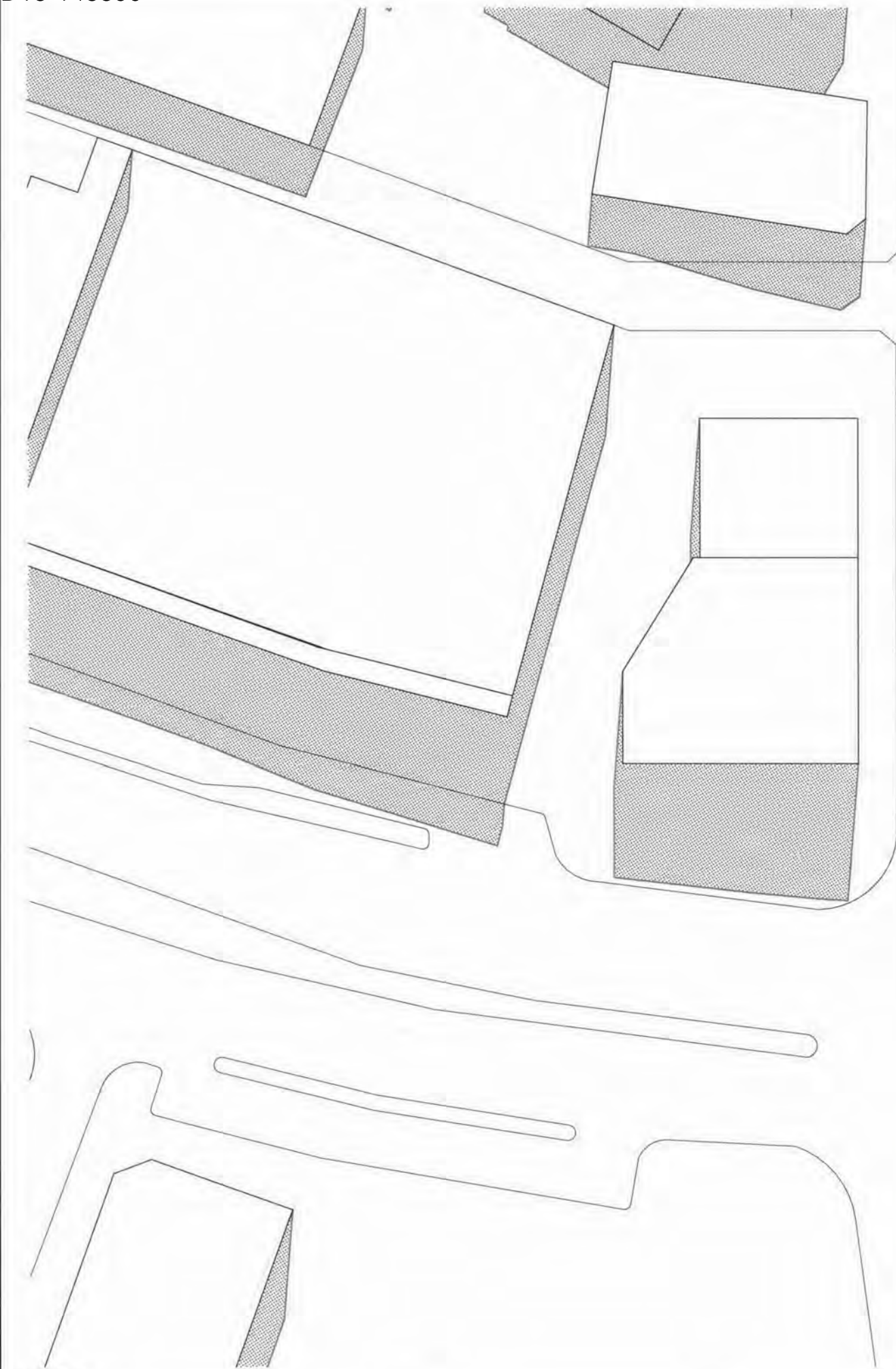
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Proposed Shadow Diagrams - Winter Solstice
Shadow Diagram: 21 June - 2pm

106

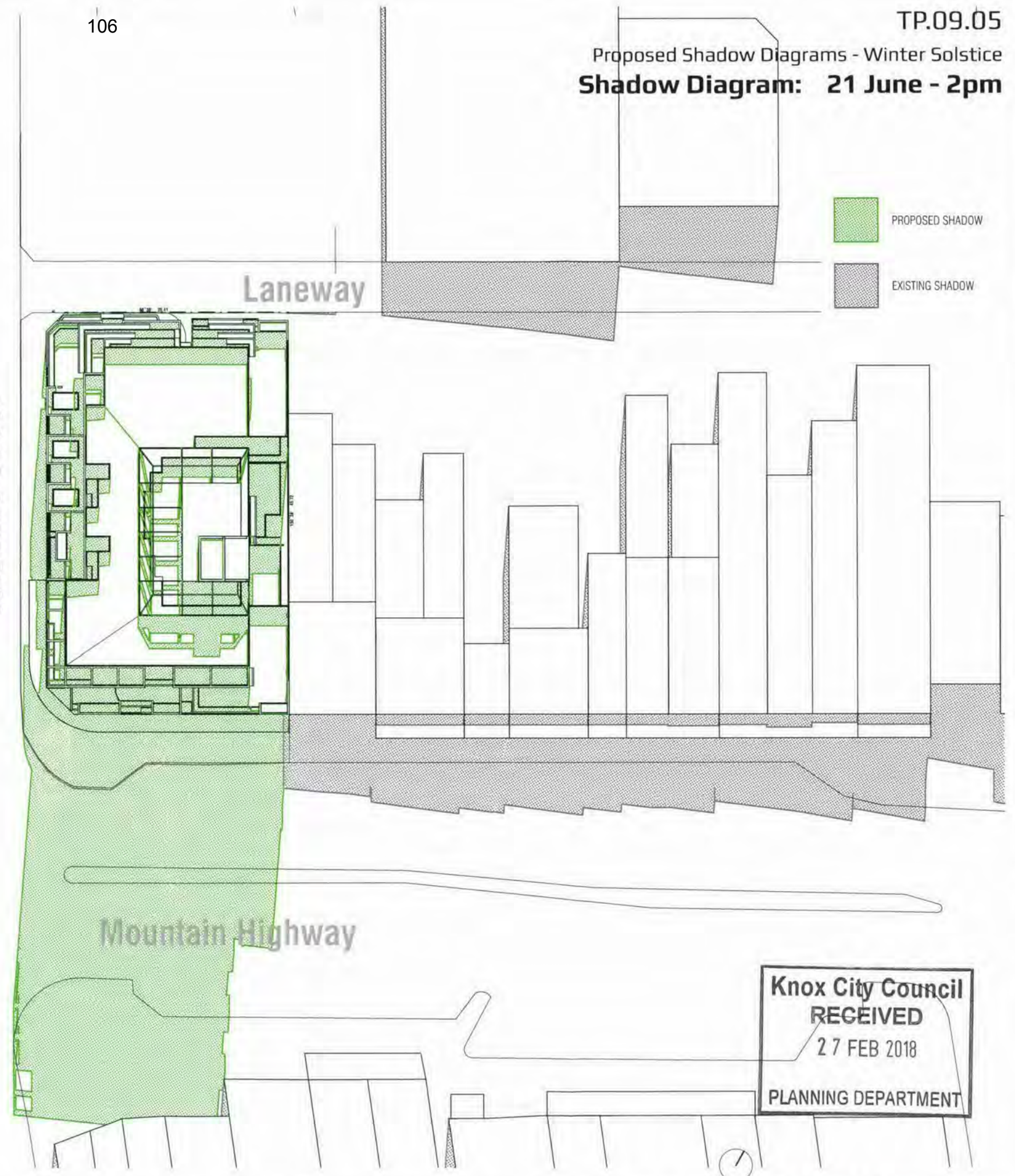
 PROPOSED SHADOW
 EXISTING SHADOW



Valentine Street

Laneway

Mountain Highway



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2 pm
1:500

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PROJECT
Proposed Mixed Use Development
711-717 Mountain Highway, Bayswater

DRAWING
Proposed Shadow Diagrams - Winter Solstice
Shadow Diagram: 21 June - 2pm

PRINT DATE: 20/02/2018
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SITE AREA

Area Site 1252.21m²

Fully Enclosed Covered Area; F.E.C.A. (Exc. Balconies & Terraces)

Floor Level	Area (sqm.)
-1 BASEMENT 1	1,252
-2 BASEMENT 2	1,252
0 GROUND FLOOR	1,126
1 FIRST FLOOR	1,011
2 SECOND FLOOR	1,012
3 THIRD FLOOR	690
4 FOURTH FLOOR	687
5 FIFTH FLOOR	671
6 SIXTH FLOOR	626
Total	8,327 m²

Building Services Area

Level	Area (sqm.)
Ground Floor SERVICE AREA	392
Total	392 m²

Balconies & Terraces Area

Level	Area (sqm.)
Ground Floor Terrace	32
Level 1 Balcony	71
Level 1 Communal Courtyard	24
Level 1 Courtyard	47
Level 2 Balcony	105
Level 3 Balcony	26
Level 3 Terrace	287
Level 4 Balcony	97
Level 5 Balcony	50
Level 5 Terrace	43
Level 6 Balcony	31
Level 6 Terrace	79
Level 7 Communal Lounge (roofed)	51
Level 7 Communal Roof Terrace	97
Total	1,040 m²

Apartment Area (Exc. Balcony, Terrace & Service yard)

Unit Types	Quantity	Area (Sq.m.)
1 Bedroom	15	850
2 Bedroom	35	2,796
2 Bedroom Duplex	4	407
3 Bedroom	1	103
Total	55	4,156 m²

Ground Floor Retail Area

Unit Types	Quantity	Area (Sq.m.)
RETAIL 1	1	179
RETAIL 2	1	160
Total	2	339 m²

Parking Spaces

Ground	2	Stacker Parking Spaces
	1	Conventional Parking Spaces (Accessible Parking Space)
Basement 1	24	Conventional Parking Spaces
Basement 2	28	Stacker Parking Spaces
	12	Conventional Parking Spaces

Total 67 Spaces

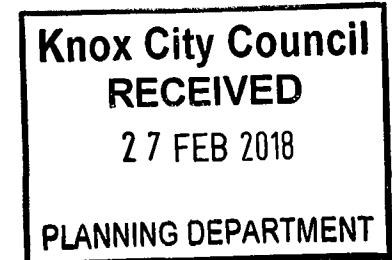
Conventional Parking	37	Spaces = 55%
Stacker Parking	30	Spaces = 45%
Residential Car Spaces	56	
Visitor Car Spaces	07	
Retail Staff Car Spaces	04	

Bicycle Parking Spaces

Ground	10	Spaces
Basement 1	34	Spaces
Basement 2	34	Spaces
Total	78	Spaces
Residential Bicycle Spaces	70	
Visitor Bicycle Spaces	08	

External Storages

Level 2	3	Spaces
Level 1	3	Spaces
Basement 1	18	Spaces
Basement 2	31	Spaces
Total	55	Spaces





WT.01



WT.02



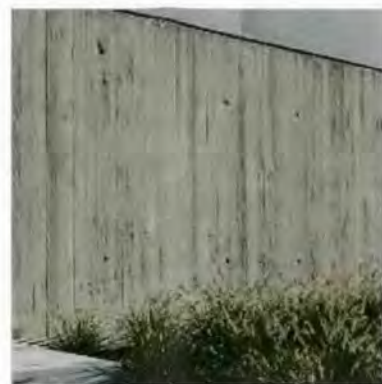
WT.03



WT.04



WT.05



WT.06



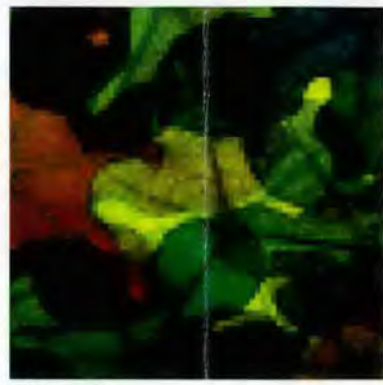
WT.07



WT.08



WT.09



WT.10



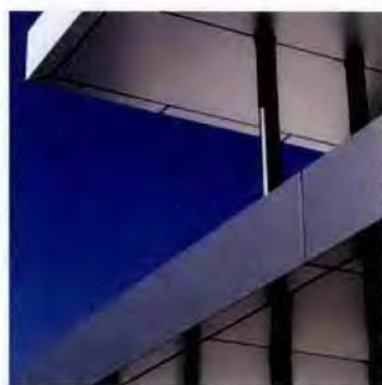
WD.01



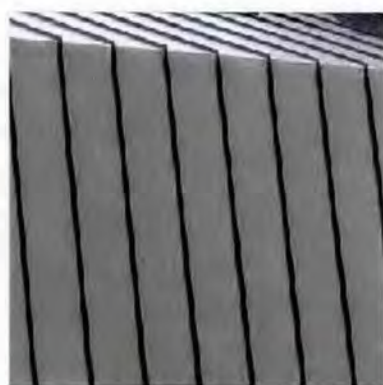
WD.02



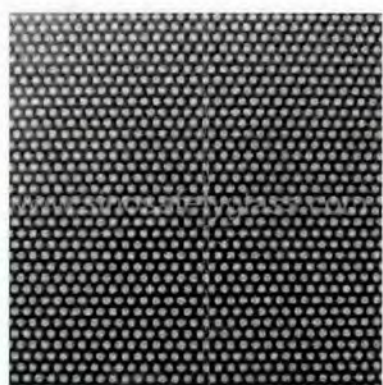
RF.01



CD.01



CD.02



AC.01



AC.03



LW.02

00 General Notes

04 Wall Types

WT.01
Face brick
Colour: Australbricks, Bowral Blue grey pointing weather struck

WT.02
Precast concrete
Colour: Brightonlite off-white cement

WT.03
Precast concrete, oxide pigmented
Colour: Grey

WT.04
Precast concrete, oxide pigmented
Colour: Dark grey

WT.05
Ribbed precast concrete
Colour: Grey

WT.06
Timber pattern off-form concrete
Colour: Concrete with rough sawn timber form lines

WT.07
Paint finish
Colour: Off white

WT.08
Paint finish
Colour: Charcoal

WT.09
Paint finish
Colour: Yellow

WT.10
Urban art wall
Ceramic tiles

07 Roofing

RF.01
Profiled Colorbond sheeting over sisalation and insulation
Colour: Shale grey

08 Cladding

CD.01
Alucobond cladding
Colour: Grey

CD.02
Fielders Nailstrip cladding
Colour: Colorbond Basalt

09 Window + Door

WD.01
Glazed Doors
Glass Colour: Low 'E' double glazing for both sliding and hinge doors. (Refer plans for door operation)
Frame Colour: Charcoal

WD.02
Windows
Glass Colour: Low 'E' double glazing
Frame Colour: Charcoal

17 Accessories & Window Treatments

AC.01
Fritted glass
Glass Colour: Clear
Frit Colour: White

AC.02
Clear glass
Glass Colour: Low 'E' double glazing

AC.03
Galvanised Steel
Colour: Powder coated white

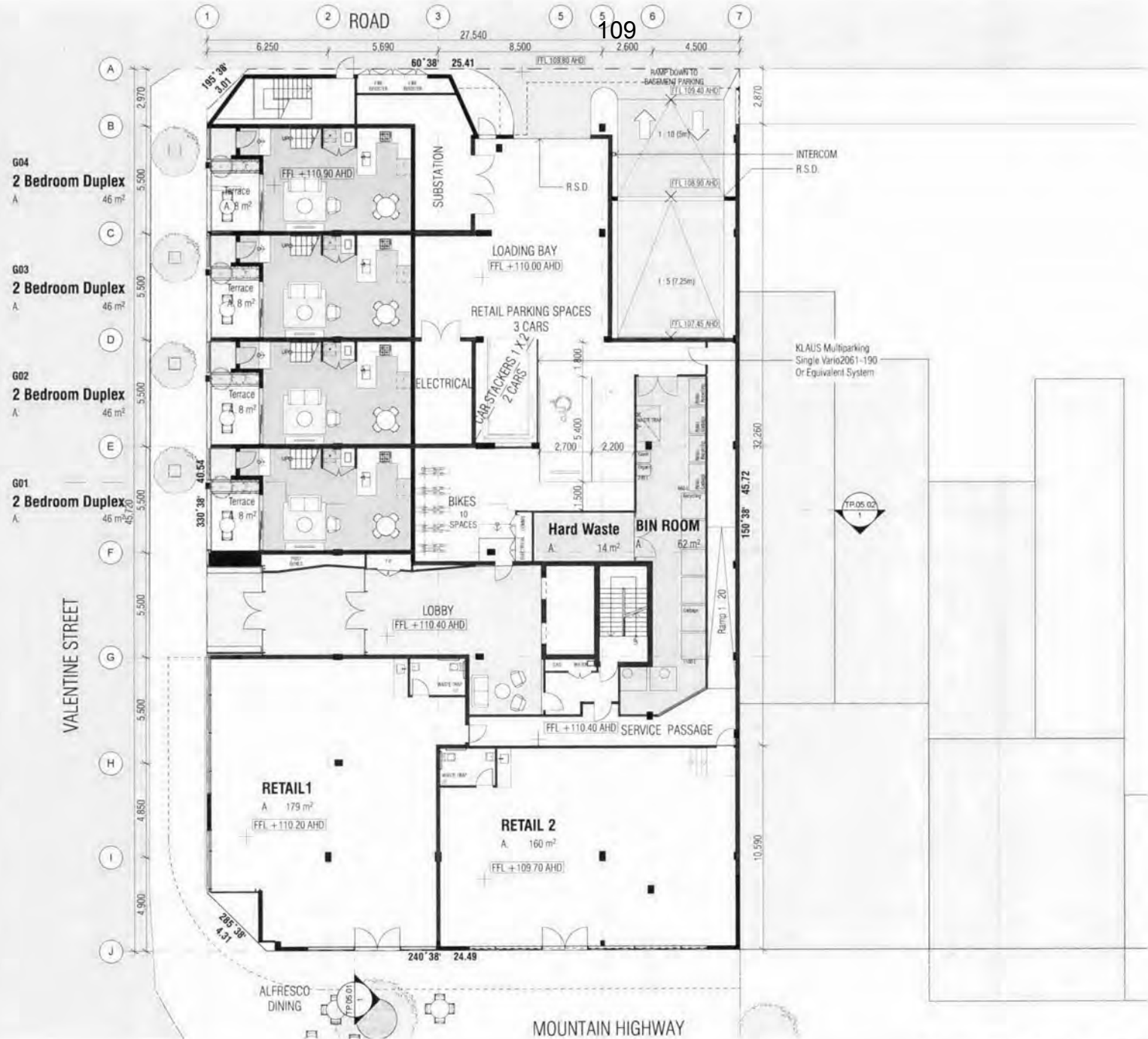
27 Landscape Works

LW.02
Fence
Aluminium and timber slats

LW.03
Letterbox & Unit No.

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Proposed Floor plans
 TP04.01
 Ground Floor



REV	DATE	AMENDMENT

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PROJECT
 Proposed Mixed Use Development
 711-717 Mountain Highway, Bayswater

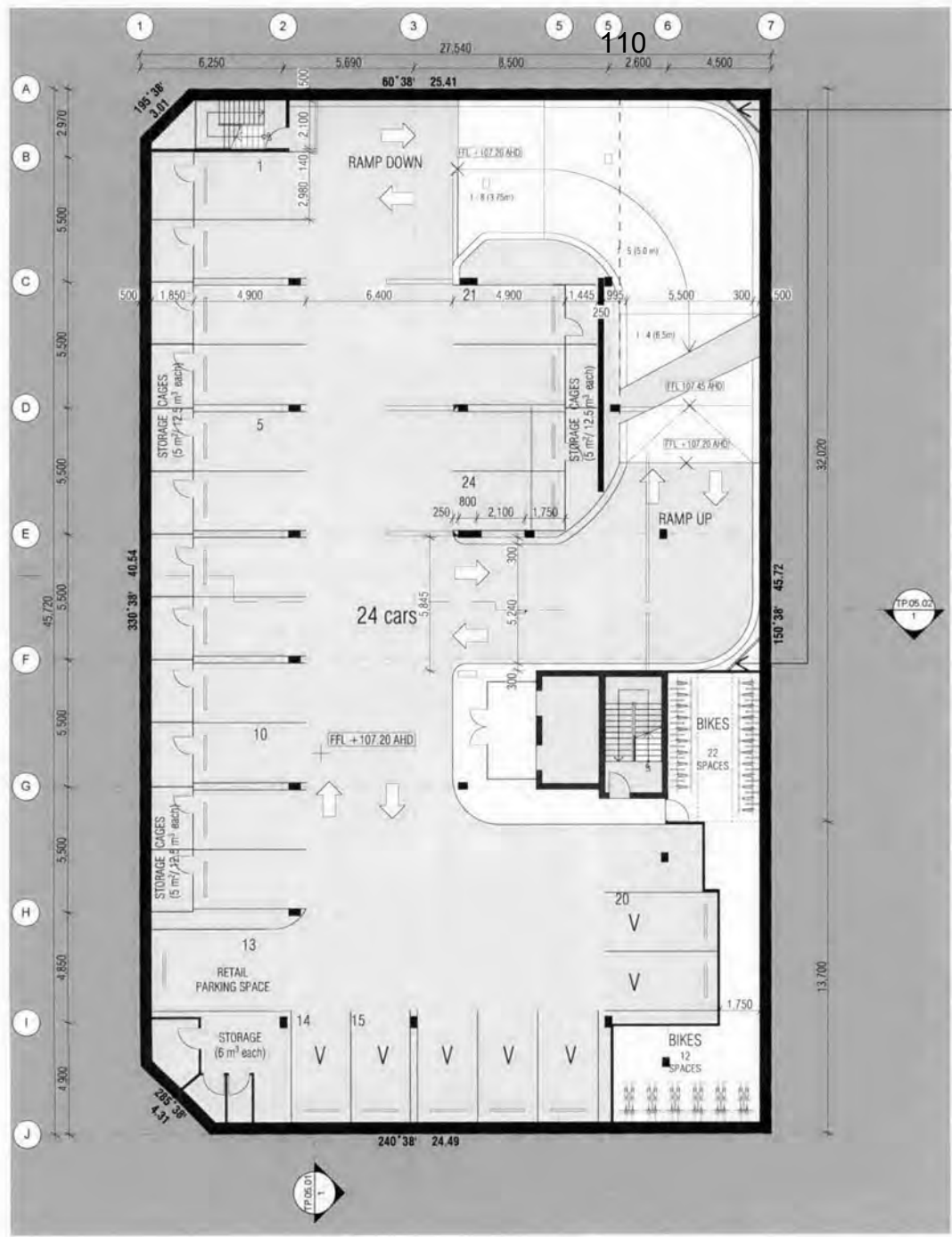
DRAWING
 Proposed Floor plans
 Ground Floor

PLT DATE
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Proposed Floor plans
 TP04.02
 Basement 1

REV. DATE AMENDMENT

Parking Spaces

Ground	2 Stacker Parking Spaces 1 Conventional Parking Spaces (Accessible Parking Space)
Basement 1	24 Conventional Parking Spaces
Basement 2	28 Stacker Parking Spaces 12 Conventional Parking Spaces

Total 67 Spaces

Conventional Parking	37 Spaces = 55%
Stacker Parking	30 Spaces = 45%

Residential Car Spaces	56
Visitor Car Spaces	07
Retail Staff Car Spaces	04

Bicycle Parking Spaces

Ground	10 Spaces
Basement 1	34 Spaces
Basement 2	34 Spaces
Total	78 Spaces

Residential Bicycle Spaces	70
Visitor Bicycle Spaces	08

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PROJECT
 Proposed Mixed Use Development
 711-717 Mountain Highway, Bayswater

DRAWING
 Proposed Floor plans
 Basement 1

PLOT DATE
 20/02/2018

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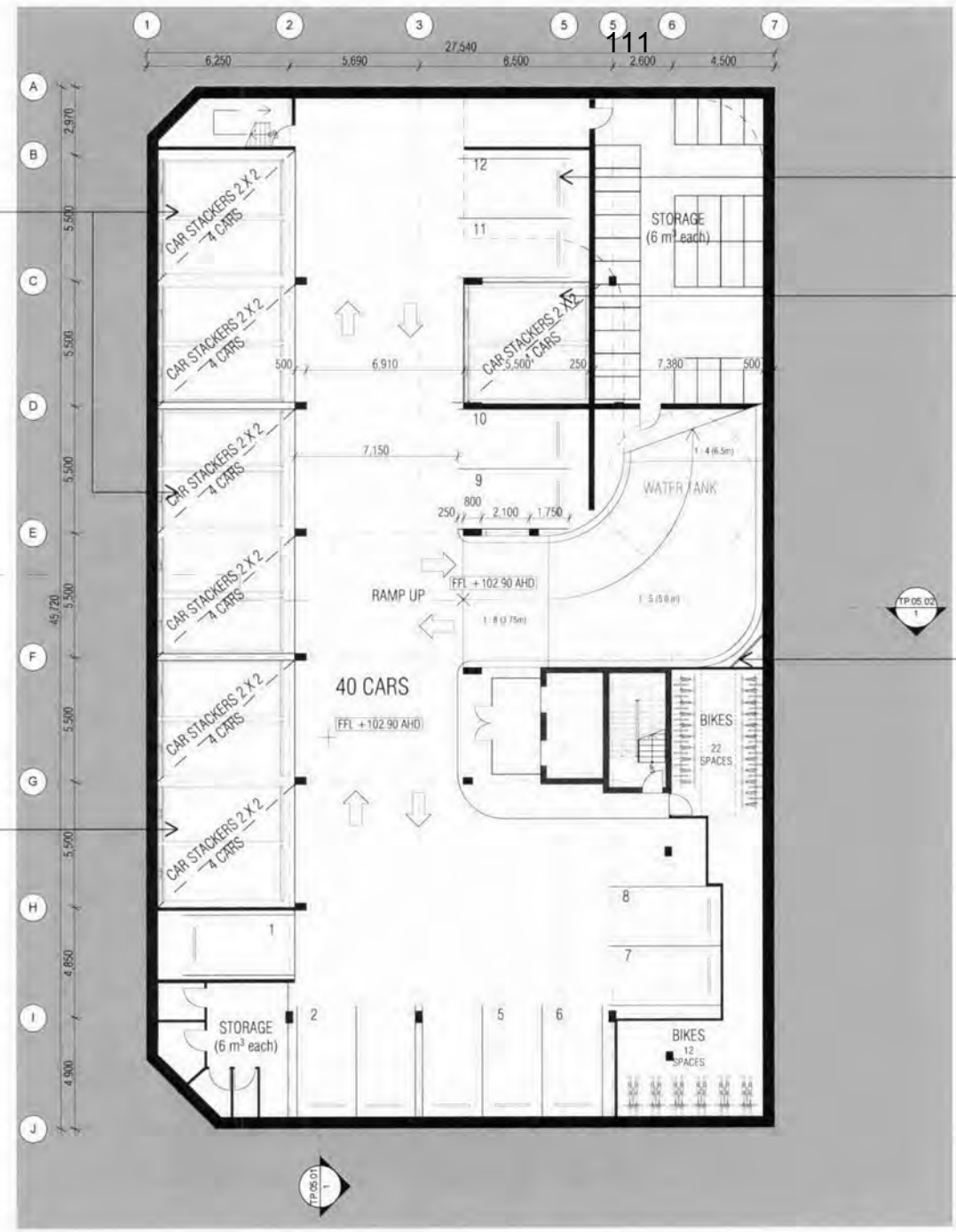
KLAUS Multiparking
MultiBase 2072-195 with a
Double Platform 4900 mm
Or Equivalent system

3278 - 4100 mm
Ceiling Height
Underneath ramp

KLAUS Multiparking
MultiBase 2072-195 with a
Double Platform 4900 mm
Or Equivalent system

KLAUS Multiparking
MultiBase 2072-195 with a
Double Platform 4900 mm
Or Equivalent system

Convex Mirror



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Proposed Mixed Use Development
711-717 Mountain Highway, Bayswater

DRAWING
Proposed Floor plans
Basement 2

PLDT DATE
20/02/2018
DRAWN
PS

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PROJECT NUMBER
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TP04.03

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Proposed Floor plans
 TP04.04
 Level 1

REV DATE AMENDMENT



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 711-717 Mountain Highway, Bayswater

DRAWING
 Proposed Floor plans
 Level 1

PLOT DATE
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Proposed Floor plans
 TP04.05
 Level 2

REV DATE AMENDMENT

208
 2 Bedroom
 A: 79 m²

207
 1 Bedroom
 A: 57 m²

206
 1 Bedroom
 A: 57 m²

205
 1 Bedroom
 A: 53 m²

204
 1 Bedroom
 A: 62 m²

211
 2 Bedroom
 A: 83 m²

212
 1 Bedroom
 A: 62 m²

201
 2 Bedroom
 A: 77 m²

203
 2 Bedroom
 A: 86 m²

202
 2 Bedroom
 A: 90 m²

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 Proposed Mixed Use Development
 711-717 Mountain Highway, Bayswater

DRAWING
 Proposed Floor plans
 Level 2

PLOT DATE
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DRAWN
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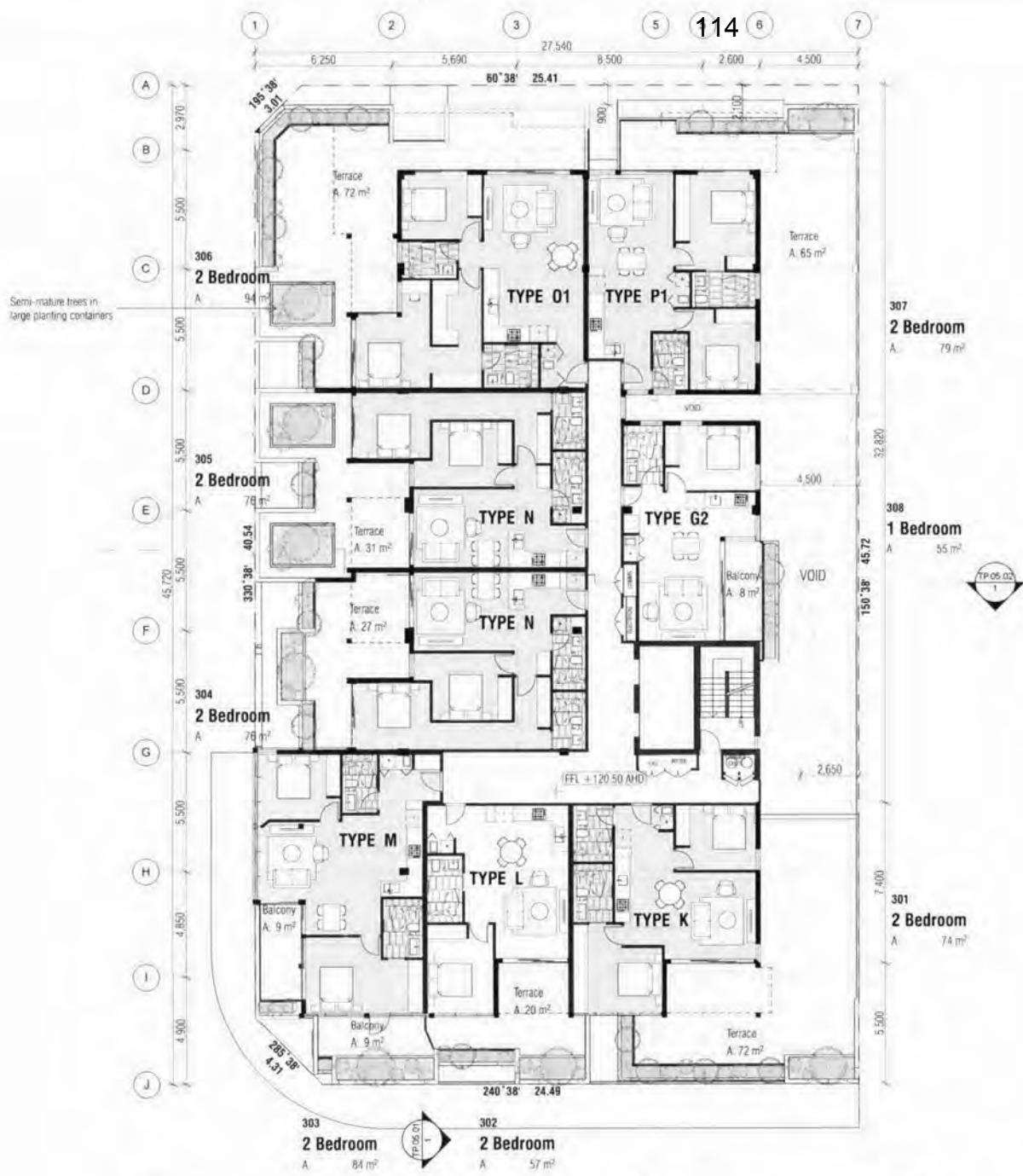
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Proposed Floor plans
 TP04.06
 Level 3

REV DATE AMENDMENT

Semi-mature trees in large planting containers

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 Proposed Mixed Use Development
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DRAWING
 Proposed Floor plans
 Level 3

PLOT DATE
 20/02/2018

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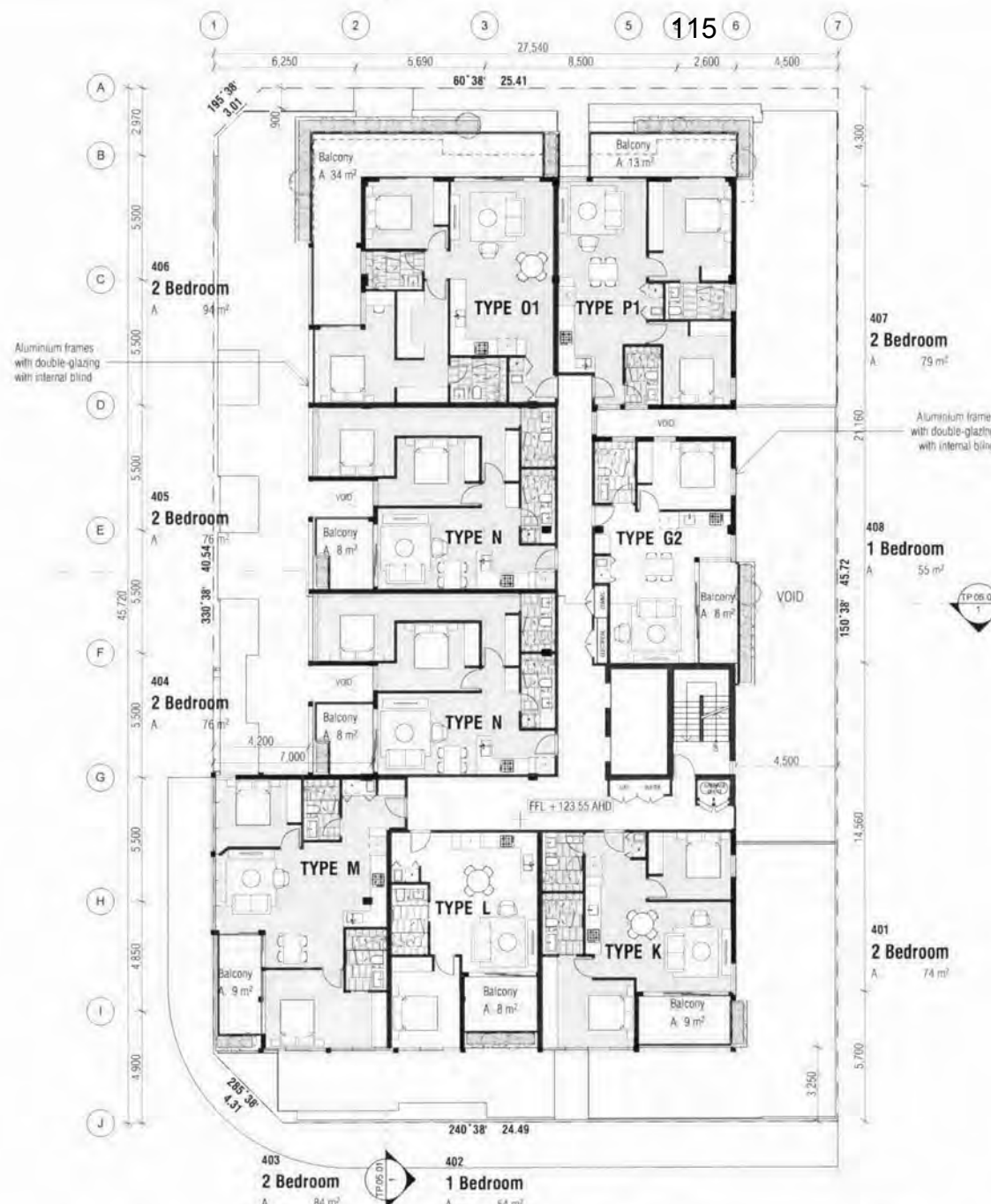
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Proposed Floor plans
 TP04.07
 Level 4

REV	DATE	AMENDMENT

Aluminium frames with double-glazing with internal blind

Aluminium frames with double-glazing with internal blind



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PROJECT
 Proposed Mixed Use Development
 711-717 Mountain Highway, Bayswater

DRAWING
 Proposed Floor plans
 Level 4

PLD DATE
 20/02/2018
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 PS

SCALE
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Proposed Floor plans
 TP04.08
 Level 5

REV DATE AMENDMENT

CLIENT
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PROJECT
 Proposed Mixed Use Development
 711-717 Mountain Highway, Bayswater

DRAWING
 Proposed Floor plans
 Level 5

PLOT DATE
 20/02/2018

SCALE
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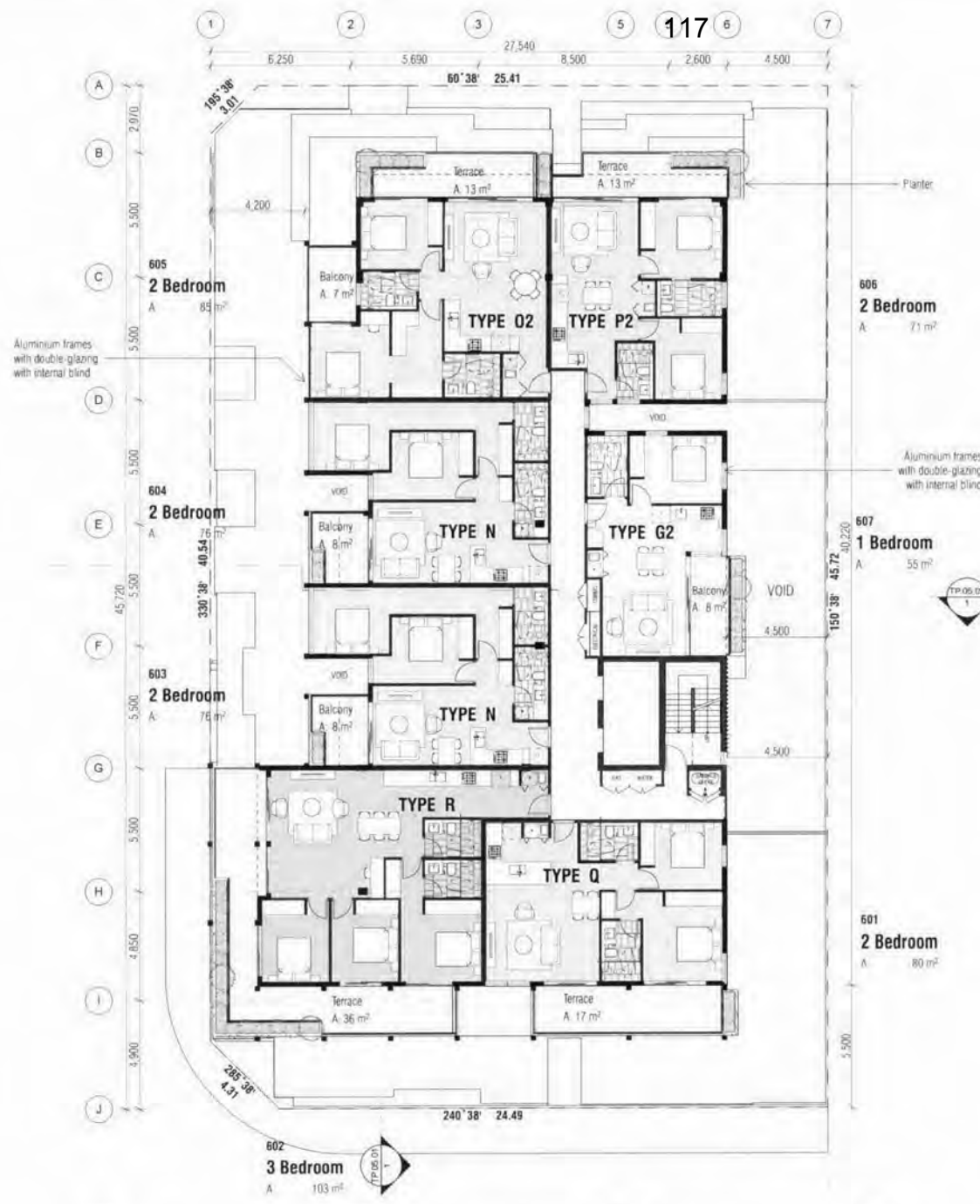
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DRAWING NUMBER (VERSION)
 TP04.08

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www.newleeply.com.au

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Proposed Floor plans
 TP04.09
 Level 6

REV	DATE	AMENDMENT



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PROJECT
 Proposed Mixed Use Development
 711-717 Mountain Highway, Bayswater

DRAWING
 Proposed Floor plans
 Level 6

PLT DATE
 20/02/2018
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Amended Design in Response to Hansen's Urban Design Assessment



Current Scheme



Amended Scheme

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 711-717 Mountain Highway, Bayswater

DRAWING
 Design Response
 Amended Design in Response to Hansen's
 Urban Design Assessment

PRINT DATE
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/Volumes/02ad/objects/10278 Mountain Highway apartments/02models/Mountain Highway v21 CURRENT.rvt

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1. Reduce the building height to 7 Storeys



West Elevation

Current Scheme



Amended Scheme

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Proposed Mixed Use Development
711-717 Mountain Highway, Bayswater

DRAWING
Design Response
Amended Design in Response to Hansen's
Urban Design Assessment

PRINT DATE
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PROJECT NUMBER
10278

DRAWING NUMBER (REVISION)
TP.02.02

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Amended Design in Response to Hansen's Urban Design Assessment

2. Increase the articulation and modulation to the facade to present a more robust podium and provide a clearer distinction between the base and upper levels



Perspective

Current Scheme



Extend brick materiality to the corner of the podium

Amended Scheme

Box City Council
RECEIVED
27 FEB 2018
PLANNING DEPARTMENT

CLIENT
NewLee Pty Ltd

PROJECT
Proposed Mixed Use Development
711-717 Mountain Highway, Bayswater

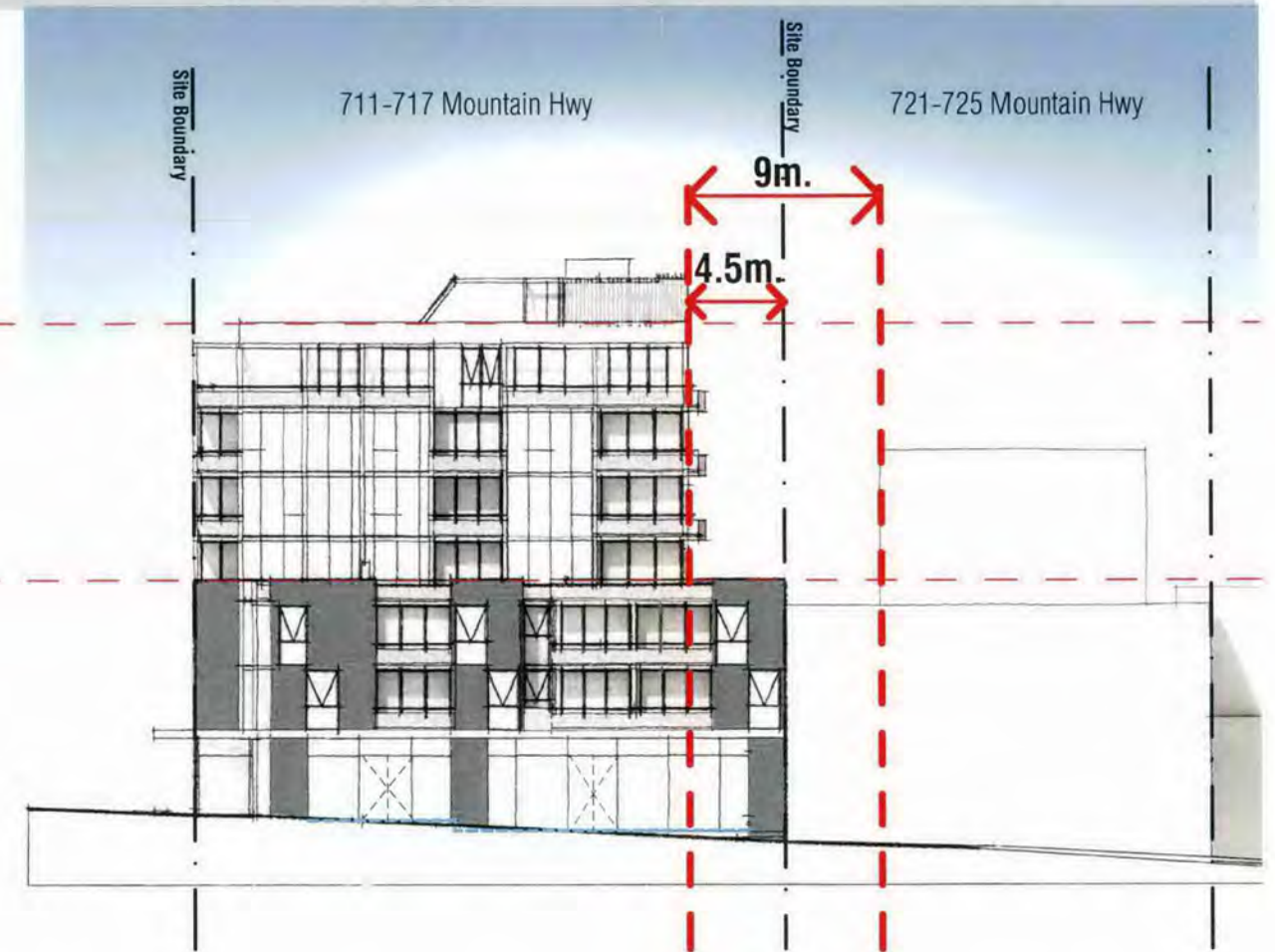
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Design Response
Amended Design in Response to Hansen's
Urban Design Assessment

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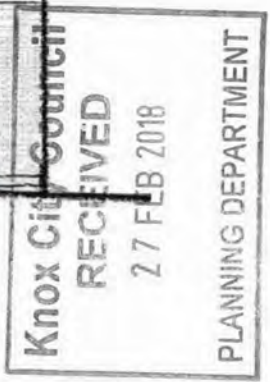
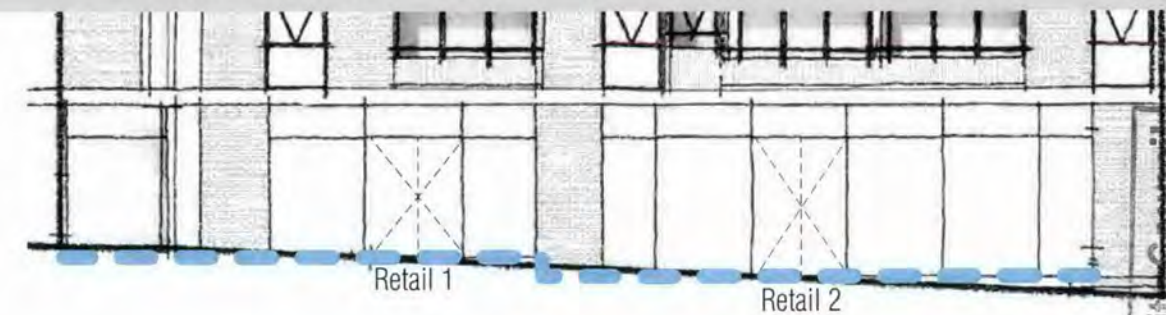
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3. Increase setback to 4.5m from eastern boundary for equitable development opportunities



4. Adopt 'stepped' arrangement to maintain direct street access from Mountain Highway



Current Scheme

Amended Scheme

CLIENT
NewLee Pty Ltd

PROJECT
Proposed Mixed Use Development
711-717 Mountain Highway, Bayswater

DRAWING
Design Response
Amended Design in Response to Hansen's
Urban Design Assessment

PRINT DATE
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PROJECT NUMBER
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DRAWING NUMBER (REVISION)
TP02.04

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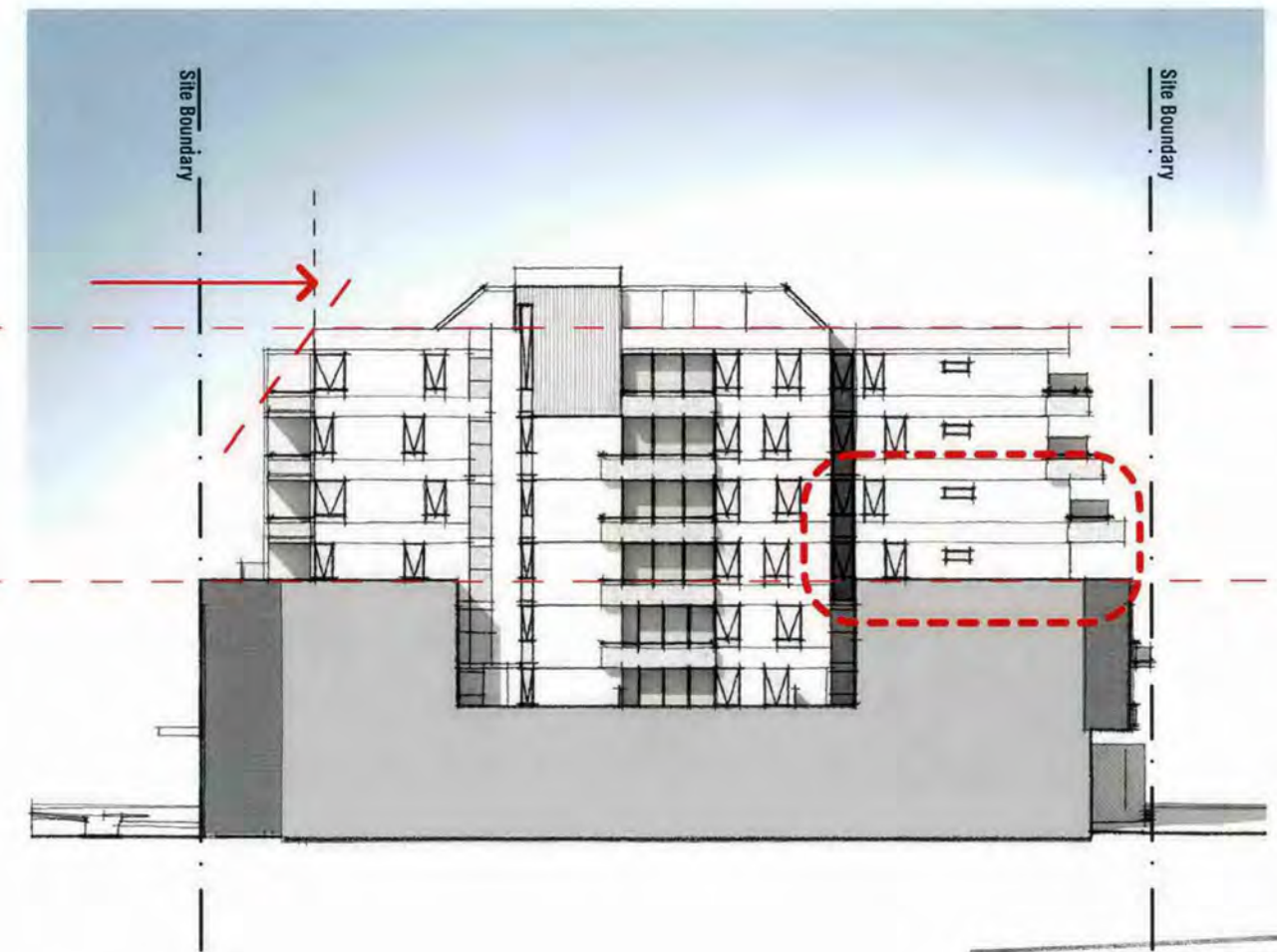
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5. Revise the sheer 5 storey north-eastern wall to minimise its bulk to eastern properties



Current Scheme



Amended Scheme

Knox City Council
 RECEIVED
 27 FEB 2018
 PLANNING DEPARTMENT

APPENDIX D – Conditions for 711-717 Mountain Highway, Bayswater**Amended Development Plans**

- 1. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - 1.1 Annotation stating, ‘all structures 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.’**
 - 1.2 The height, location and design of the mail boxes and electricity supply structures to comply with Condition 1.1 of this Planning Permit.**
 - 1.3 An Acoustic Attenuation Report by a suitably qualified professional which addresses the noise levels amenity impacts of the proposal and surrounding use and specifically addresses, but does not limit itself to the following:
 - 1.3.1 Street level noise;**
 - 1.3.2 Commercial (retail) interface noise impacts;**
 - 1.3.3 Traffic entering and exiting the development, roller doors and car stackers;**
 - 1.3.4 Loading Bay, substation and electrical plant;
and**
 - 1.3.5 Internal Waste management collection services (11pm – 6am).****
 - 1.4 The location and tree protection zone of all street trees, including tree protection fencing.**
 - 1.5 Proposed crossing to be constructed to Council standards, remain minimum of 500 mm from boundary and match width of proposed driveway.**
 - 1.6 The vehicular crossover must be 6.1m wide and the driveway must be 6.1m wide for the first 7m within the site to allow two vehicles to pass to the satisfaction of the Responsible Authority.****

1.7 Allocation of staff car parking spaces.

1.8 In accordance with Knox Planning Scheme, Clause 52.06-9, Design standard 2 – car parking spaces, a 300mm clearance must be provided where a car parking space is alongside a high vertical obstruction.

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

To the satisfaction of the Responsible Authority.

Other Plans

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

2.1 Drainage plans in accordance with Condition 3;

2.2 Landscape plans in accordance with Condition 4;

2.3 Construction and Traffic Management Plan in accordance with Condition 14;

2.4 A Car Stacker Management Plan in accordance with Condition 15; and

2.5 Waste Management Plan in accordance with Conditions 25.

To the satisfaction of the Responsible Authority.

Drainage Plans

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

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

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

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

- 3.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.
- 3.5 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.
- 3.6 Any Environmental Sustainable Design initiatives shown on the Development Plans approved pursuant to Condition 1 of this permit.
- 3.7 All levels to be to AHD (Australian Height Datum).

To the satisfaction of the Responsible Authority.

Landscaping

- 4. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:
 - 4.1 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 The Landscape plans must show the provision of at least 7 street trees (5 on Valentine Street and 2 on Mountain Highway. These trees are to be upright medium canopy trees with a mature height of 12 to 15 metres and planted using the Stratavault® system or similar. Details of the planting system are to be shown on the landscape plan. The tree species is to be determined in consultation with Parks;
- 4.8 Details and location of the 2 small canopy trees on the level 7 roof terrace. A low fruiting olive tree such as Tolley's Upright is acceptable, high fruiting, weedy cultivars will not be accepted; and
- 4.9 Full details of the roof top trellis.

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.

Street Tree Protection

- 7. Any tree roots identified from Street Tree# 1 during works must be pruned under the guidance of a suitably qualified arborist in accordance with AS 4373-2007 – Pruning of amenity trees. Following excavation/root pruning along northern boundary a council arborist will be required to inspect site. Ph. 9298-8425 (parks department).

General

- 8. All development must be in accordance with the endorsed plans.
- 9. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
- 10. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
- 11. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.
- 12. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.

Sustainable Design Assessment

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

Construction and Traffic Management Plan

14. Prior to the commencement of the development, a Construction and Traffic Management Plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved the plan will be endorsed to form part of the permit. The information must be drawn to scale with dimensions and three copies must be provided. The Plan must include (but not be limited to):
 - 14.1 Contact numbers of responsible owner/contractor including emergency/24 hour mobile contact details;
 - 14.2 Identification of possible environmental risks associated with development works;
 - 14.3 Response measures and monitoring systems to minimise identified environmental risks, including but not limited to vegetation protection, runoff, erosion, dust, litter, noise and light;
 - 14.4 Location and specifications of sediment control devices on/off site;
 - 14.5 Location and specifications of surface water drainage controls;
 - 14.6 Location and specifications of fencing for the protection of street trees and/or vegetation as required by the permit;
 - 14.7 Proposed drainage lines and flow control measures;
 - 14.8 Location of all stockpiles and storage of building materials;
 - 14.9 Location of parking for site workers and any temporary buildings or facilities;
 - 14.10 Delivery and unloading points and expected frequency;
 - 14.11 Details to demonstrate compliance with relevant EPA guidelines;
 - 14.12 Hours during which construction activity will take place; and
 - 14.13 Traffic management measures to minimise disruption to the operation of Valentine Street during construction.

To the satisfaction of the Responsible Authority.

Car Stacker Management Plan

15. Prior to the development commencing a Car Stacker Management Plan covering matters such as access and safety (e.g. valet stacking for visitors, access to controls, access to stacking mechanism and queuing of cars); residential amenity (including noise and vibration); location of subject premises (including the ambient noise environment and suitability of location); and maintenance of car stackers (including by whom, to what standard and how enforced), etc. must be prepared to the satisfaction of the Responsible Authority.

Car Parking & Access ways

16. Before the dwellings are occupied, driveways and car parking areas must be:
 - 16.1 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
 - 16.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and
 - 16.3 Treated with an all-weather seal or some other durable surface; and
 - 16.4 Line-marked or provided with some other adequate means of showing the car parking spaces.

To the satisfaction of the Responsible Authority.

17. The access way and parking aisle must be kept available and maintained for all vehicles to enter and exit the site in a forward direction at all times to the satisfaction of the Responsible Authority.
18. All visitor parking spaces must be accessible by the public at all times, centrally located, adequately line marked, signed or paved, and maintained to the satisfaction of the responsible authority. An intercom system must be provided at the security gate to allow visitors to access the visitor spaces.
19. A sign must be installed near the access of the site to indicate visitor car parking is available in the basement carpark and to use the intercom system.
20. The car parking area must not be used as a storage area.

21. **On-site public lighting must be provided within all car parking areas to the satisfaction of the relevant authority and in accordance with AS1158.**
22. **Redundant crossovers must be removed and the kerb and channel and nature strip reinstated to Council standards.**

Amenity during Construction

23. **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:**
 - 23.1 **The appearance of building, works or materials on the land;**
 - 23.2 **Parking of motor vehicles;**
 - 23.3 **Transporting of materials or goods to or from the site;**
 - 23.4 **Hours of operation;**
 - 23.5 **Stockpiling of top soil or fill materials;**
 - 23.6 **Air borne dust emanating from the site;**
 - 23.7 **Noise;**
 - 23.8 **Rubbish and litter;**
 - 23.9 **Sediment runoff; and**
 - 23.10 **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

24. **Stormwater runoff from all buildings and hard standing 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.**

Waste Management Plan

- 25. Before the development commences, a waste collection and management plan must be submitted to and approved by the Responsible Authority, demonstrating how waste collection will be undertaken on site, including the operation of the garbage and recyclables storage area. Garbage and recyclables storage and collection must be undertaken in accordance with the approved plan/documentation, and must be undertaken by a private contractor, to the satisfaction of the Responsible Authority. Council will not collect waste from the proposed development.**

Maintenance

- 26. All buildings and works, including vertical gardens and roof top garden, must be maintained in good order and appearance to the satisfaction of the responsible authority.**

Permit Expiry

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

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

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

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

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

NOTES

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

- **Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Storm water Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.**
- **Stormwater discharge from the property is to be directed to the 225mm diameter Council Stormwater pipe near the north-west corner of the property to Council's standards and satisfaction.**
- **The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.**
- **Drainage works in the Road reserve or in the Council easement will require a road opening permit.**
- **Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.**
- **Water Sensitive Urban Design (WSUD) should be addressed as part of this development.**

Other Notes:

- **A building permit must be obtained before development is commenced.**
- **Buildings are not allowed to be built over Council easements.**
- **The dwelling/s must achieve a minimum 6-Star Energy Rating.**
- **In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.**
- **No car parking permit for either residents or businesses is to be issued to the development.**

- **To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.**
- **Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.**
- **Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.**
- **Internal public lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS1158. This would generally be low height or bollard type lighting to avoid spill-over into adjacent properties. It may be sensor activated, to avoid all night running costs.**
- **Raised concrete slabs on the existing footpath fronting the site should be grounded.**
- **All litter and rubbish associated with the construction must be contained on site at all times.**
- **Please contact Council's Landscape Team, on 9298 8125 for further information regarding contribution to the Net Gain Reserve.**

FRIBERG WARD**6.4 APPLICATION FOR THE CHANGE OF USE TO AN INDOOR RECREATION FACILITY (DANCE STUDIO) AT 16/7 SAMANTHA COURT KNOXFIELD (APPLICATION NO. P/2018/6076)****1. SUMMARY**

Land:	16/7 Samantha Court, Knoxfield
Applicant:	M4 Building Design
Proposed Development:	Change of use to an indoor recreation facility (dance studio).
Existing Land Use:	Warehouse
Area:	340.75
Zoning:	Industrial 1 Zone
Overlays:	Nil
Local Policy:	Municipal Strategic Statement (MSS)
Application Received:	12 February 2018
Number of Objections:	3
PCC Meeting:	N/A

Assessment:

It is considered that the proposed use is inconsistent with State Planning Policy Framework and the Local Planning Policy Framework, in particular Clause 21.07 (Economic Development) of the Knox Planning Scheme.

The proposed use will prejudice the availability of land for future industrial requirements and is an encroachment into the primary industrial use of the area.

The provision of car parking is inconsistent with Clause 52.06 (Car parking) of the Knox Planning Scheme.

On balance it is considered that the proposal to use the land for change of use to an indoor recreation facility (dance studio) is not consistent with the Industrial 1 Zone and the relevant Policies and Particular Provisions. It is recommended that a Notice of Decision to Refuse a Permit be issued.

2. BACKGROUND**2.1 Call up**

The Manager Planning and Building has called up this application for reporting to Council due to interpretation of Local Planning Policy and the changes proposed by Amendment C164.

2.2 Subject Site and Surrounds

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

- The subject site is located at the northwest bowl end of Samantha Court in Knoxfield.
- The subject site is unit 16 within the 17 unit warehouse development at 7 Samantha Court, Knoxfield. The warehouse development has a frontage to Samantha Court of 69m, a depth of 125m and an overall site area of 8250m². Unit 16 has an approximate area of 340.75m² and is allocated four (4) car parking spaces, located in front of the warehouse.
- Access to the site is currently via a vehicular crossing located in the southeast corner of the site.
- No restrictive covenants apply.
- The surrounding area is zoned industrial and has been developed accordingly.

2.3 The Proposal

(Refer to attached details at Appendix B)

The application proposes to change the use of the site to an indoor recreation facility (dance studio) and provide car parking to the satisfaction of the Responsible Authority. Specifically, it proposes:

- The use of the land for a children's dance studio (students under the age of 18). The proposed operating hours are to be as follows:
 - Monday and Thursday – 4.30pm to 9.00pm
 - Friday – 4.30pm to 9.30pm
 - Saturday – 8.30am – 4.00pm
 - Sunday – closed.
- A maximum of 26 students and 2 teaching staff will be present on-site at any time.
- Internal buildings and works (no permit required) to provide two separate studio facilities.

3. CONSULTATION

3.1 Advertising

The application was advertised by way of a sign on the site and notices sent to adjoining property owners and occupiers. Three (3) objections to the application were received, and are summarised below:

Inadequate car parking and traffic congestion

- *The traffic assessment submitted as part of the proposal indicates that the car parking can be accommodated onsite, with no reliance on on-street parking. As only four (4) formal car parks are allocated to the existing warehouse, the remainder of the cars would need to be absorbed by the surrounding businesses. Whilst it is acknowledged that the traffic report assumes the utilisation of car parks of surrounding businesses would be short term (pick up and drop off only), it cannot be assumed that these parks would be available, particularly as the proposed hours of operation of the dance school would begin in business hours (commencing at 1630 Monday – Friday). The application states that there would be an expected parking demand for 13 car spaces per pick up/drop off period of a full class, however it is considered that this is not commensurate with the proposed number of students (26).*

It is considered that the traffic generated would cause unreasonable congestion within the site. Council's Traffic and Transport Department have advised that allowing the full use of on street parking areas for the proposed use would be detrimental to the future use of the area.

Safety for children

- *The existing conditions onsite in the development are not suitable for children. There are no dedicated footpaths or appropriate lighting, which is dangerous around existing traffic of forklifts and trucks.*
- *Whilst it is acknowledged that a degree of parental supervision would be provided, it is considered that there is still inadequate pedestrian access to the site and little opportunity to create dedicated pedestrian access. The development has not been designed to cater for pedestrians or children as it is Industrial in nature. If car parking for the dance school were restricted to utilise on street parking only, this would only exacerbate the potential safety risks by encouraging child pedestrian access to the studio.*

Conflict between existing uses onsite and inappropriate use in an industrial area

- *The existing businesses operating from within the development do not adhere to standard business hours, often operating with heavy vehicles up to 24 hours a day, with busiest times often being between 1730 and 2100. The primary use onsite is industrial / commercial and a children's dance studio is incompatible*
- *It is considered that the proposed use of a dance studio is not an appropriate use at the location and would have an unreasonable impact on the existing businesses onsite due to safety concerns for children and impact from traffic generation.*

3.2 Referrals

The application has been referred to Council's Traffic department and City Futures for comment. The following is a summary of relevant advice:

Traffic Engineer

- *Due to parking and traffic issues, any more than 12 students and 2 staff would be inappropriate on the site.*

City Futures

- *City Futures objects to the proposal as it is considered that the proposal will prejudice the availability of land for future industrial uses.*

4. DISCUSSION

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

4.1 Zoning and Overlays

4.1.1 Zone

The land is in an Industrial 1 Zone. The purpose of the Industrial 1 Zone is to implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies, and to provide for manufacturing industry, the storage and distribution of goods and associated uses in a manner which does not affect the safety and amenity of local communities.

Pursuant to Clause 33.01-1 a planning permit is required for a Section 2 Use.

Under Clause 75 of the Knox Planning Scheme an Indoor Recreation Facility is a sub category of Leisure and Recreation. This is a Section 2 use under the Industrial 1 Zone and therefore requires a planning permit.

The proposed use is considered to be contrary to the purpose of the zone in that it does not provide for manufacturing or industry.

4.1.2 Overlays

No overlay controls affect the subject site.

4.2 Policy Consideration

4.2.1 State Planning Policy Framework (SPPF)

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

Key Policies:

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

- *No external changes to the building are proposed.*

Clause 17 – Economic Development – Provide for a strong innovative economy, where all sectors of the economy are critical to economic prosperity. Planning is to contribute to the economic wellbeing of communities and the State as a whole by supporting and fostering economic growth and development by providing land, facilitating decisions, and resolving land use conflicts.

Clause 17.01-1 Business - To encourage development which meet the communities' needs for retail, entertainment, office and other commercial services and provides net community benefit in relation to accessibility, efficient infrastructure use and the aggregation and sustainability of commercial facilities.

Clause 17.02 Industry - Ensure availability of land for industry. Protect and carefully plan existing industrial areas to, where possible, facilitate further industrial development, encourage industrial uses that meet appropriate standards of safety and amenity, locate within activity centres and avoid approving non-industrial uses which will prejudice the availability of land for future industrial requirements in identified industrial areas.

- *It is considered that allowing the proposed use will prejudice the availability of the land for future industrial requirements and is inappropriate in this location;*
- *The proposed use does not provide an appropriate standard of safety and amenity;*
- *It is considered that the proposed use is contrary to State Policy.*

4.2.2 Local Planning Policy Framework

Clause 21.07 – MSS - Economic Development - Within Knox, substantial tracts of business and industrial land are considered to be underutilised. Greenfield sites are limited so the focus of local policy is to better utilise the land located within existing industrial uses. The support and retention of existing industrial uses and employment growth of these businesses is sought to be encouraged. This policy also includes a number of objectives in relation to development and use which are:

Objective 1: To create a strong and sustainable local economy and facilitate local employment opportunities. Relevant strategies include:

- *Support the development of local businesses with a focus on advanced and high value manufacturing, health, ageing and business services;*
- *Avoid alternative use of economically viable primary industry sites.*

Objective 2: To ensure sufficient land is available for industrial and production economy related uses (strategy includes avoiding non-industrial uses on industrial land that will compromise the supply and viability). Relevant strategies include:

- *Avoid non industrial uses on industrial land that will compromise the supply and viability of the land for industrial and productive economy related uses.*

The proposal is considered to be a non-industrial use of lower economic output, on a site which will be valuable within an industrial area. As such, the proposal is inconsistent with the intent of this policy, which seeks to ensure sufficient land is set aside for industrial and production related uses.

Future Proofing Knox's Land for Business Project

In addition to the above objectives of Clause 21.07, Council has undertaken further studies to support the primary industrial use of the area. The project and proposed Amendment C164 were reported to Council on 27 November 2017. At this meeting Council resolved to adopt the evidence. Amendment C164 has been exhibited and a report will be considered at tonight's Council Meeting.

This project has reviewed Knox's business land supply and how Knox can support business land to contribute to a "strong regional economy".

Threats to current land supply include competition from other land uses with lower economic output and employment opportunities.

The project identified the Scoresby-Rowville-Knoxfield area (which the subject site is located in) as a 'Significant Business Location' important for investment and employment opportunities and is of key importance in maintaining Knox's economic viability into the future. The subject site is located within an identified 'core employment area'.

- *It is considered that the current content of the Knox Planning Scheme and the evidence obtained through the Future Proofing Knox's Land for Business Project give sufficient direction as to the inappropriateness of this discretionary use at this location.*

4.3 Particular Provisions

Clause 52.06 – Car Parking

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

An indoor recreation facility is a non-specified use under Clause 52.06. Car parking must therefore be to the satisfaction of the Responsible Authority.

- *Council's Traffic and Transport Department have identified a peak parking demand of 15 parking spaces for the proposal, resulting in a shortfall of 11 parking spaces.*
- *It is considered that reliance on 11 parking spaces on street would be detrimental to the future use of the area, will compromise on street parking for existing businesses within the estate, and will not provide a safe and clear path of travel for children to the premises. The proposed use is considered too intensive for the current car parking available.*

4.4 General Decision Guidelines

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

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

5. CONCLUSION

Clause 10.04 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the development is not appropriate given the following:

- *The proposed use is considered inconsistent with the State Planning Policy Framework and the Local Planning Policy Framework, in particular Clause 21.07 (Economic Development) of the Knox Planning Scheme;*
- *The proposed use will prejudice the availability of land for future industrial requirements and is an encroachment into the primary industrial use of the area;*
- *The provision of car parking is inconsistent with Clause 52.06 (Car parking) of the Knox Planning Scheme.*

6. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

7. CONFLICT OF INTEREST

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

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

Author – Jacqueline Hartford, Contract Planner – In providing this advice as the Author, I have no disclosable interests in this report.

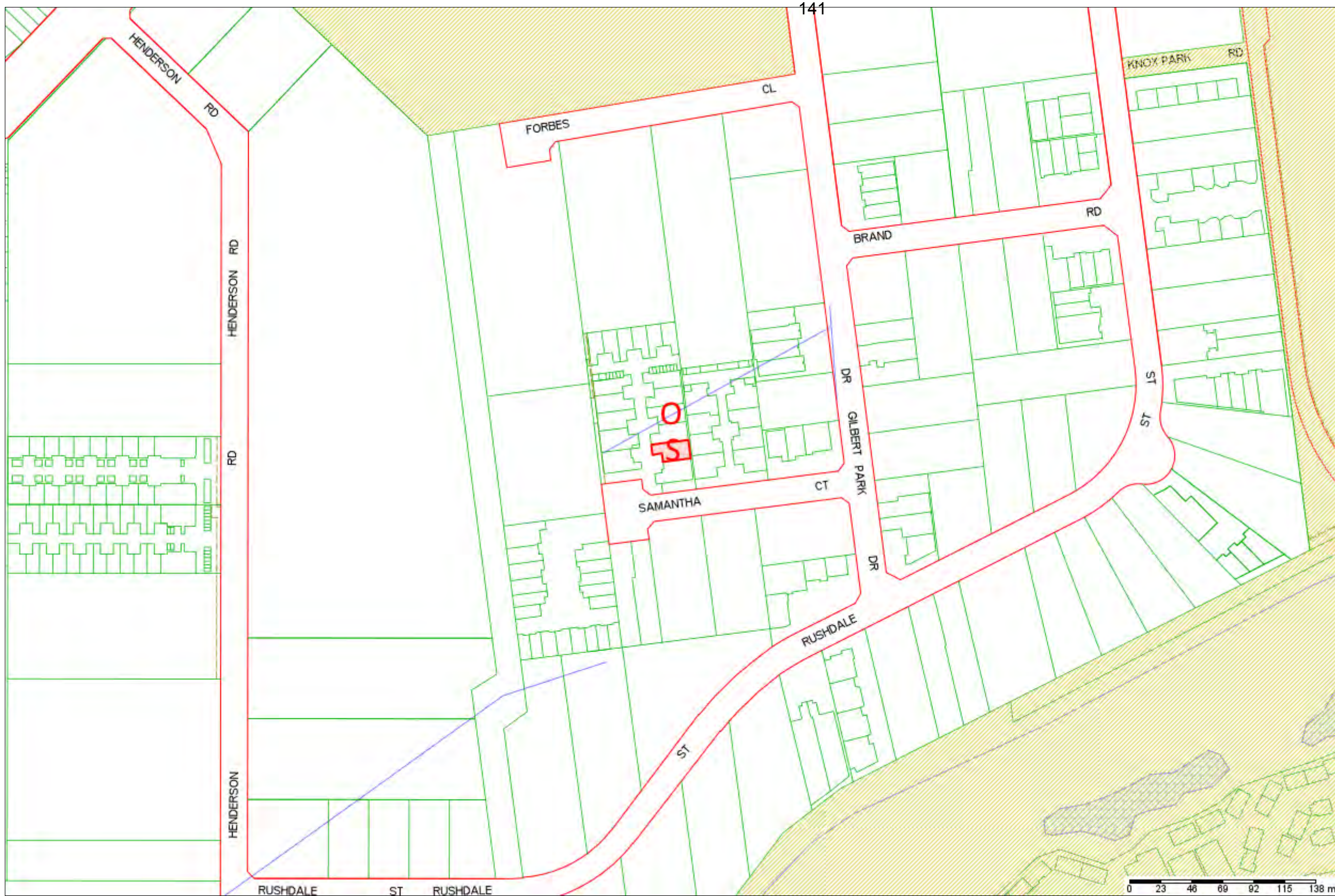
RECOMMENDATION

That Council issue a Refusal to Grant a Planning Permit for the change of use to an indoor recreation facility (dance studio) at 16/7 Samantha Court, Knoxfield, on the following grounds:

- 1. The proposed use is not consistent with State Planning Policy Framework and the Local Planning Policy Framework, in particular Clause 21.07 (Economic Development) of the Knox Planning Scheme;**
- 2. The proposed use will prejudice the availability of land for future industrial requirements and is an encroachment into the primary industrial use of the area;**
- 3. The provision of car parking is inconsistent with Clause 52.06 (Car parking) of the Knox Planning Scheme.**


Report Prepared By: Contract Planner (Jacqueline Hartford)


***Report Authorised By: Manager – City Planning & Building (Paul Dickie)
Director – City Development (Julia Oxley)***

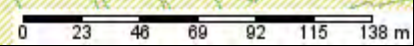


Property Address	16/7 Samantha Court, KNOXFIELD
Application Number	P/2018/6076
Description	Change of use to an indoor recreation facility (dance studio) and reduction of car parking
Ward	Friberg

LEGEND:

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

 Scale: 1:3000



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

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4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.



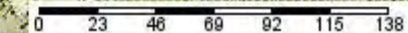
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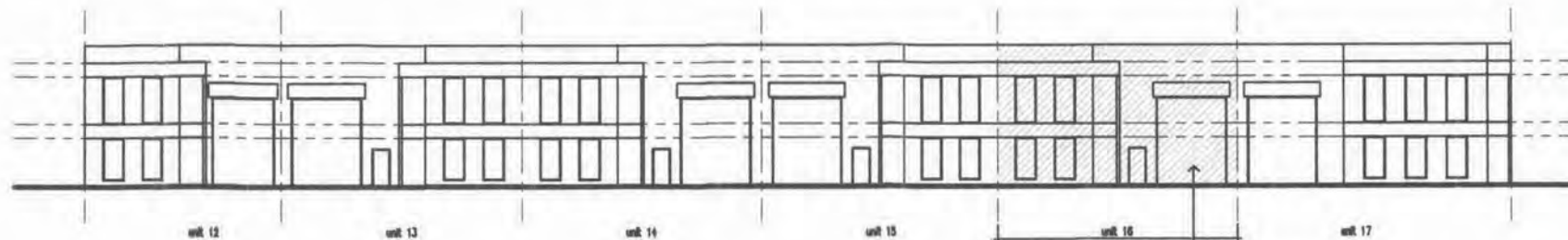
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AREAS / CAR PARKING	
SITE AREA	- 1304 sq/m
EXIST. WAREHOUSE - UNIT 16 (PROPOSED DANCE STUDIO)	- 295 sq/m
DANCE STUDIO / SCHOOL - (total 28 persons)	
PROPOSED CARPARKING SPACES PROVIDED	- 4 SPACES

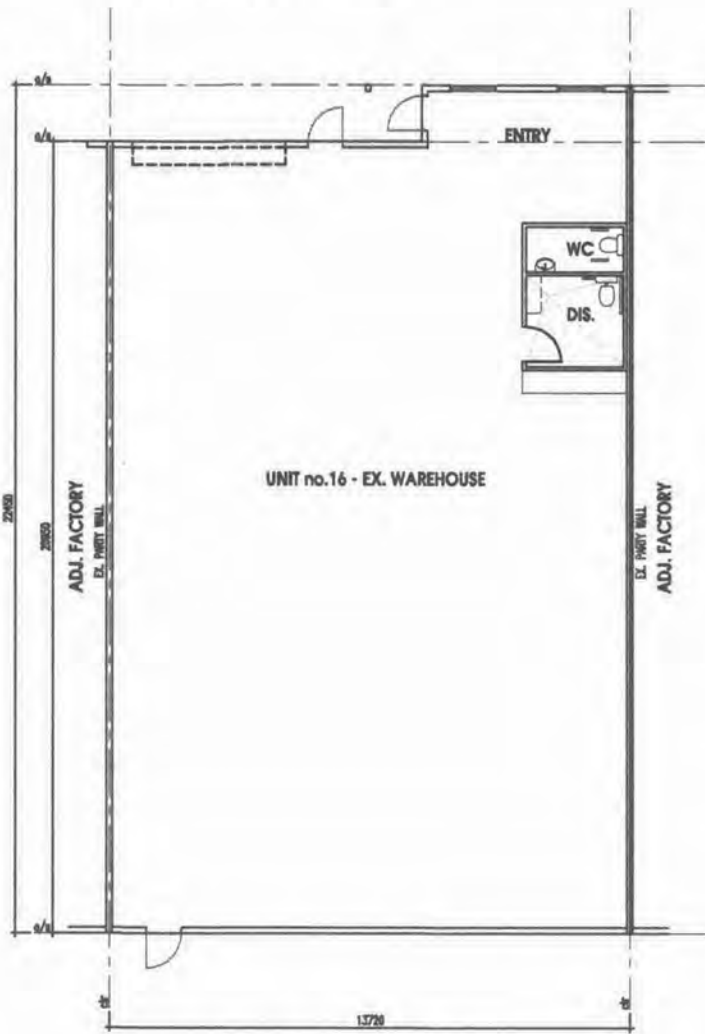


SOUTH WEST ELEV.
SCALE 1:200

PROPOSED INTERNAL ALTERATIONS / ADDITIONS TO EXIST. WAREHOUSE AS SHOWN HATCHED. NO EXTERNAL CHANGES TO EXISTING. TYP.

SITE PLAN
SCALE 1:500

- NOTES:**
- PROPOSED DANCE STUDIO TO EXISTING WAREHOUSE BUILDING AS SHOWN HATCHED. TYP.
 - 1200mm CONC. FILLED STEEL BOLLARD (BOLL.) AS SHOWN
 - CIRCULATION SPACE TO ALL ENTRY / EXIT DOORS SHOWN DOTTED TO COMPLY WITH AS1428.1.1. TYP.
 - DOUBLE CARPARKING FACILITIES TO COMPLY WITH AS2983.4. TYP.
 - DESIGNATED SHARED AREA SHOWN HATCHED / DOTTED
 - VISUAL INDICATORS TO BE PROVIDED TO GLASS DOORS &/OR SIDE PANELS IN ACCORDANCE WITH AS1428.1.1, CLAUSE 6.4. TYP.
 - DOORWAYS TO HAVE SUFFICIENT LUMINANCE CONTRAST AS PER AS1428.1.1, CLAUSE 13.1. TYP.

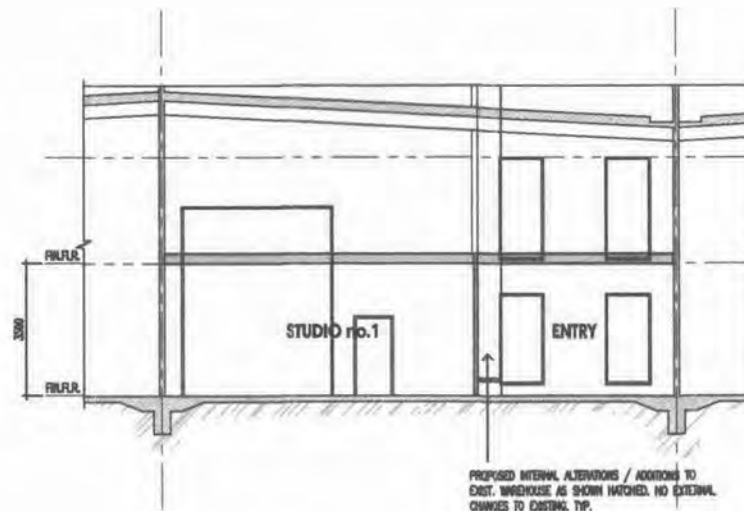


EXIST. CONDITIONS
SCALE 1:100



PROPOSED GROUND FLOOR / SITE PLAN
SCALE 1:100

- LEGEND**
- PROPOSED DANCE STUDIO TO EXISTING WAREHOUSE BUILDING AS SHOWN HATCHED. TYP.



DIAGRAMATIC SECTION
SCALE 1:100

PROPOSED INTERNAL ALTERATIONS / ADDITIONS TO EXIST. WAREHOUSE AS SHOWN HATCHED. NO EXTERNAL CHANGES TO EXISTING. TYP.

Knox City Council
RECEIVED
12 FEB 2018
PLANNING DEPARTMENT

TOWN PLANNING
NOT TO BE USED FOR CONSTRUCTION PURPOSES

No.	REVISION	DATE	CHECKED

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PROJECT
PROPOSED DANCE STUDIO
TO EXIST. WAREHOUSE
16/7 SAMANTHA COURT
KNOXFIELD

CLIENT
ROWVILLE BALLET ACADEMY

DRAWING
TOWN PLANNING

M4 building design
INCORPORATING M4 ARCHITECTURE

0413 051 728
101 Ross St, Warrington NSW 2207
www.m4buildingdesign.com.au
www.m4architecture.com.au

DESIGN	CHECKED
DRAWN B.J.L.	APPROVED
DATE APRIL 2017	SCALE 1/100 / 1/500 A1
DRAWING No. TP1	OF 1
REF. No. 17017	REV.

TAYLOR WARD**6.5 APPLICATION FOR THE DEVELOPMENT OF THE LAND FOR TWO (2) DOUBLE STOREY AND ONE (1) SINGLE STOREY DWELLING (TOTAL OF 3 DWELLINGS) AT 30 HEANY PARK ROAD, ROWVILLE (Application No. P/2017/6746)****1. SUMMARY:**

Land:	30 Heany Park Road, Rowville
Applicant:	Vista Constructions Australia
Proposed Development:	Development of the land for two (2) double storey dwellings and one (1) single storey dwelling (total of 3 dwellings).
Existing Land Use:	Single dwelling
Area/Density:	868m ² /1:289m ²
Zoning:	General Residential Zone - Schedule 2
Overlays:	Nil
Local Policy:	Municipal Strategic Statement (MSS) Environmentally Sustainable Development Policy Development in residential areas and Neighbourhood Character Policy
Application Received	29 November 2017
Number of Objections:	1
PCC Meeting:	N/A

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

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

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

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

2. BACKGROUND**2.1 Call Up**

This application is being reported to Council as it has been called up by Councillor Pearce.

2.2 The Subject Site and Surrounds

The location of the subject site and its surrounds are shown in Appendix A.

- The subject site is located on the east side of Heany Park Road, approximately 75 metres north of the intersection with Reservoir Crescent, in Rowville. Perri-Raso Rise abuts the site to the north, but a vegetated road reserve with a width of between 4.5 metres and 13.5 metres separates the site boundary from the road pavement.
- The lot is rectangular and comprises a dwelling. The land has a frontage of 21.98 metres to Heany Park Road, a maximum depth of 26.48 metres, a splay of 6.36 at the north-west corner and a total site area of approximately 868 square metres.
- No easements or restrictions are registered on the Certificate of Title.
- The land is surrounded by residential properties developed generally with single dwellings on lots of approximately 500m².

2.3 The Proposal

(Refer to attached plans at Appendix B)

It is proposed to develop three (3) dwellings comprising two (2) double storey dwellings and one (1) single storey dwelling. Specifically the application proposes:

- Dwelling 1 being a double storey dwelling, containing 3 bedrooms, and with a direct frontage to Heany Park Road.
- Dwelling 2 being a double storey dwelling, containing 2 bedrooms, and located behind dwelling 1.
- Dwelling 3 being a single storey dwelling, containing 3 bedrooms, and located at the rear of the land.
- All dwellings will be accessible via a shared driveway.
- Private open space has been provided for each dwelling with a minimum area of 60sqm.
- The dwellings are to be constructed with face brickwork and pitched roof.

3. CONSULTATION

3.1 Advertising

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

Inadequate car parking provision

- The proposed development satisfies the relevant planning scheme requirement in respect to the provision of car parking (Clause 52.06).

3.2 Referrals

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

Drainage

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

Assets

- *No objection to proposal.*

Landscape

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

Environmental Sustainability

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

Traffic engineers

- *Standard conditions to be included on any permit to issue.*
- *Provided advice regarding the vehicle manoeuvres and the pedestrian door to garage 2 to be rectified.*

4. DISCUSSION

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

4.1 Zones and Overlays

4.1.1 Zone

The land is zoned General Residential Zone – Schedule 2. A permit is required for the construction of two or more dwellings on a lot.

- *The proposal is consistent with the purpose of the General Residential Zone – Schedule 3 by providing for diversity in housing types that respect the neighbourhood character of the area.*

A development must comply with the minimum garden area requirement pursuant to Clause 32.08-4:

- *The proposal provides a 40.78% garden area complying with this requirement.*

Schedule 2 to the General Residential Zone varies the Rescode requirements for Standard B6 (Minimum street setback) for street corner site which requires a minimum setback from side street of 4.5 metres or the same distance as the front wall of an abutting site whichever is the lesser.

- *The proposal complies with the minimum side street setback to Perri-Raso Rise which is in excess of 4.5m.*

Schedule 2 to the General Residential Zone varies the Rescode requirements for Standard B13 (Landscaping) which requires the provision of a minimum of one canopy tree per 175 square metres of the site area including a minimum of one canopy tree within the front setback per 5 metres of width of the site.

- *The proposed development can accommodate the required canopy tree planting.*

Schedule 2 to the General Residential Zone varies the Rescode requirements for Standard B28 (Private Open Space) which requires the provision of a private open space of 80 square metres including 60 square metres secluded private open space with a minimum dimension of 5 metres.

- *The proposed development generally complies with a slight variation to the Private Open Space (POS) of dwelling 3. The objectives of the provision are considered met.*

Dwelling 3: Total POS provided of 79.3sqm; including a 67sqm of Secluded POS with a minimum width of 5.4metres – complies with the secluded requirement, save for the total area of the POS which is marginally short by less than 1 square metre. A variation to the standard is justified because of the very marginal difference to the standard, the northern orientation of the POS and the compliance with the secluded requirement.

4.1.2 Overlays

The land is not affected by any overlays.

4.2 Policy Consideration

4.2.1 State Planning Policy Framework (SPPF)

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

Key Policies:

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

- *The proposal responds satisfactorily to State policy by encouraging housing diversity within established areas encompassing a good access to services. State policy also encourages new medium density housing to respect neighbourhood character.*
- *The proposed built form achieves architectural and urban design outcomes that contribute positively to the local urban character as required by Clause 15.01-1 of the Scheme (Urban Design) given the scale, bulk and mass in relation to the adjoining sites, the size of the land, and the location of the land.*

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

- *The dwellings have been designed with consideration for energy efficiency with a good northern orientation. The use of a single access driveway has been located south to take full advantage of the northern orientation along Perri Raso Rise.*
- *Should a permit be issued, the development is required to be consistent with the approved Sustainable Design Assessment.*

Clause 16 Housing – Encourage the development of well-designed medium-density housing that respects the neighbourhood character; improves housing choice; makes better use of existing infrastructure; and, improves energy efficiency of housing.

- Neighbourhood character - *This is discussed in a later section of the report (Section 4.2.2).*
- Housing choice – *The development provides for dwellings with similar or greater open space areas than typical for the area.*
- Existing infrastructure – *The site is located within a fully serviced and established area.*
- Energy efficiency – *This has been discussed above under Clause 15.02.*
- Location – *The subject site is located in an established area undergoing change close to community facilities and transport.*

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

- *Bus routes 681/682 stops are available along Livinia Drive, 460m to the north of the subject site.*
- *Bus route 681 (clockwise) and 682 (anti-clockwise) provides a loop service to Rowville and Lysterfield. The service operates Monday to Friday between 6am and 10pm; between 8am 7:45pm on Saturdays; and between 9am to 6pm Sundays, at various intervals.*

4.2.2 Local Planning Policy Framework (LPPF)

Municipal Strategic Statement (MSS)

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.

With specific reference to the aging population in Knox, the MSS contains the following statement:

“The Knox community is diversifying and ageing. Knox’s dominant household type remains families with children, with the number of children (and their parents) forecast to increase over the next 20 years. However, the number of people at post-retirement age is growing quickly and forecast to double between 2011 and 2031. This 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. With an increase in population and demographic diversity, the City of Knox will continue to play an important role in housing provision and diversity”.

- *The proposal is considered to be consistent with the MSS. The design response respects the low scale single and double storey nature of surrounding development, whilst allowing appropriate landscaping setbacks and building articulation to ensure the development transitions to the adjoining properties.*

Clause 21.03 – Environmental and Landscape Values: Key issues include maintaining and strengthening Knox's 'green and leafy' image and its identifiable landscape character (despite development pressures) along with recognising the importance of retaining canopy trees as the single most important factor in retaining Knox's landscape character and its natural environment.

It is important that the unique landscape character, amenity and natural values of Knox's significant landscapes (the Dandenong Foothills, Lysterfield Valley and the Dandenong Creek Valley), are maintained despite development pressures and managing bushfire risk.

- *There is adequate opportunity to provide canopy trees within the street setback of the front dwelling and in the secluded private open spaces of each dwelling.*
- *The development is designed to be respectful of the preferred neighbourhood character for the area, and provides sufficient setbacks. It responds appropriately to the constraints of the site and interfaces with the wider area. The proposal will also contribute to the landscape character of the area with new landscaping opportunities.*

21.05 - Built Environment and Heritage: Development should address the 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).

- *The proposal will not be detrimental to the energy efficiency of the adjoining sites. Living areas of the proposed dwellings will receive adequate solar access.*
- *A satisfactory Sustainable Design Assessment will be endorsed as part of the permit.*
- *The dwellings are designed with reasonable northerly aspect to living areas and secluded private open spaces to take advantage of solar energy. The dwellings have open-able windows and materials with high thermal mass.*
- *The wide vegetated road reserve along Perri Raso Rise accentuates the integration of the design into the streetscape.*

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

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

Objective 1 for Housing Objectives and Strategies is to support residential development in accordance with the *Knox Housing Strategy 2015*, which identifies a scaled approach to residential development. A Strategy is to direct housing growth toward Local Living and Activity Areas.

- *The Knox Housing Strategy indicates that detached houses and dual occupancies are the preferred housing type for the Knox Neighbourhood Area. The strategy further states that sites over 1000sqm may be able to accommodate three or more dwellings provided the development provides a large front garden and large backyards for each dwelling that can retain canopy trees. Whilst the subject site has an area of 868sqm, which is less than 1,000sqm, 3 dwellings can be effectively accommodated on the site with ample spaces around the dwellings because of the configuration of the land.*
- *The proposal is respectful of the existing character of the area and achieves the future character as set out in the Knox Neighbourhood. The design of the proposal takes advantage of the unique circumstances of the subject site and will provide a development that will result in overall benefit to the occupiers as well as the surrounding area.*
- *The wider vegetated road reserve abutting the site on Perri-Raso Rise (to the north) allows the development to increase landscaping along the north.*

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

- *The development would provide residents with alternative forms of housing styles and sizes.*
- *The development has incorporated a 2-bedroom dwelling providing for a smaller size dwelling within an area of the municipality where such typology is not common.*

Objective 3 is to provide residential development that allows people to 'age-in-place' by supporting the provision of a diverse range of housing including smaller scale dwellings and aged care facilities.

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

Objective 4 is to support high quality housing design that responds to the City's 'green and leafy' character, local character and creates a strong sense of place. Strategies include supporting development that makes a positive contribution to the preferred future character of the area and supporting environmentally sustainable residential development consistent with the local policy at Clause 22.04 (Environmentally Sustainable Development).

- *The location of the site is identified in the Housing Framework Map to be in within a "Knox Neighbourhood Area" where low-scale residential development that contributes to the green and leafy character of the area is encouraged.*
- *The intensity of the proposed development is consistent with this despite being three (3) dwellings on a lot under 1000sqm, with the shape of the lot and the design responsive to the preferred character.*
- *The proposal will result in larger areas of landscaping compared to the existing surrounding character. The design has incorporated significant recess/setback that allows good planting throughout the site.*
- *The proposed intensity of development and built form are consistent with the preferred character of the area as identified in the Council's Neighbourhood Character Policy and despite being three (3) dwellings on a lot of 868sqm, the design retains ample open space around the dwellings.*

- *With the size of the land, the proposal will result in a development that is generally consistent with the existing character of surrounding small allotments.*

Objective 5 is to protect and enhance the landscape and environmental values of the nature areas of significance within the municipality.

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

Clause 22.04 – Environmentally Sustainable Development - This policy 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.

- *The applicant submitted a satisfactory Sustainable Design Assessment and a permit condition will ensure the document is endorsed and form part of the permit.*

Clause 22.07 Development in Residential Areas and Neighbourhood Character - The desired future character of the Knox Neighbourhood area is to:

- *Continue to be low-scale neighbourhoods, characterised by detached houses and dual occupancies; with some villa unit developments on larger blocks.*
- *Retain their green and leafy identity and character through the retention of front and back yards, and the establishment of a garden setting that includes canopy trees.*
- *Support detached dwellings and dual occupancies as well as villa unit developments (more than two dwellings) on lots greater than 1000 square metres are encouraged.*

The key (relevant) design guidelines are:

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

- *A minimum of two canopy trees can be accommodated within the street setback of the development. There are ample spaces on the site for additional landscaping.*

Retain existing canopy trees and understorey planting, wherever possible.

- *The site does not contain any trees of landscape significance.*

Provide a landscaped front and rear yard and plant indigenous canopy trees in accordance with the requirements of the applicable zone schedule.

- *There are ample opportunities on the site for the provision of indigenous vegetation in the front setback of the front dwelling and within the SPOS of the dwellings. The submission and approval of a landscape plan to the satisfaction of the responsible authority will be a requirement of any approval to be issued.*

In developments of three or more dwellings, ensure that the rear dwelling is single storey in height.

- *Dwelling 3, which is at the rear of the site, will be a single storey dwelling and will ensure that there will not be any detrimental visual impact on the rear yards of the adjoining sites.*

Provide single crossovers for driveways.

- *Vehicle access to the proposed development will be from the existing single crossing.*

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

- *The car parking spaces are located at the rear of the site, and will not dominate views from the street, to the site.*

Minimise the amount of paving in front yards and driveways.

- *The extent of paving within the frontage of the site will be limited to vehicle crossings to the site and pedestrian access to the front dwelling, with ample spaces for landscaping.*

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

- *The dwellings will consist of pitched roofs with tiled cladding which is consistent with the preferred neighbourhood character.*

Significantly setback first floor levels from the ground floor level.

- *The upper floors of the double storey dwellings are designed to have smaller building footprints and increased setbacks to the site boundaries to minimise the visual impact of the upper floors.*

Provide no, low or transparent front fencing.

- *No front fence is proposed, save for the existing retaining wall, which is respectful of the preferred neighbourhood character and exists in the frontage of most residence along Heany Park Road.*

Applications must also consider:

Accessible Design

- *Dwelling 3 will be single storey and will be accessible and attractive to people with limited mobility.*
- *The dwellings have been designed with clear accessible paths from the street or accessway to the front door, and all entries to the dwellings are visible from the street or accessway. The dwellings provide a minimal variation from ground level to the front entrance (owing to the slope of the land) and are considered suitable for accessible design. It is however recognised that the common driveway has a relatively steep gradient to the street, close to the vehicle crossing.*

Sustainable Design

- *Quality passive design initiatives are incorporated into the design with the use of eaves for the dwellings.*
- *A Sustainable Design Assessment report was submitted with the application, has been assessed to be satisfactory and will be required to be endorsed as part of any approval.*

Architectural Design

- *The use of traditional materials, consisting of brick, weatherboard and rendered finish for the walls and pitched tiled roofs will ensure the proposal is respectful of the existing neighbourhood character.*
- *The proposal will provide appropriate scale, rhythm and proportion, which respond to the site's context.*

4.3 Particular Provisions

Clause 52.06 Car Parking

Prior to a new use commencing or a new building being occupied the car parking spaces ratio required under Clause 52.06-5 must be provided on the land.

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

To each dwelling at a ratio of one car space to each one or two bedroom dwelling and two spaces for each dwelling with three or more bedrooms (with studies or studios that are separate rooms counted as bedrooms). One visitor space is required to be provided for every 5 dwellings.

- *Dwelling 1 and 3 contains three bedrooms and have been provided with 2 car spaces. Dwelling 1 comprises a single garage with an open tandem car space past the garage. Dwelling 3 has been provided with a double garage.*

- *Dwelling 2 is a two-bedroom dwelling has been provided with one car space in form of a single garage.*
- *As three (3) dwellings are proposed, no visitor car space is required.*

The requirement for car parking provision is fully satisfied and no car parking reduction is sought.

Clause 52.06-9 stipulates the design standards for Car Parking. The relevant standards have been assessed as compliant pursuant to the following comments:

Design Standard 1: Access ways – *Complies subject to the following conditions.*

- *A demonstration plan will need to be provide to facilitate vehicular movement to/from garage 3 will achieve the ability to egress land in a forward direction with sufficient clearances from the adjoining garden bed and building. The proposal is generally compliant but slight alteration to the layout of Dwelling 2 [by means of slightly reducing the porch] may be required. A condition can stipulate that standard swept path must be provided on amended plans while also incorporating any minor alteration to the façade of dwelling 2 as required. It is considered that any alterations that may result would not negatively impact on the minimum requirements of the zone and Rescode which will remain satisfied.*
- *The plan to incorporate the corner splay 2m x 2.5m to the north of the accessway marked on the plan with a notation that at least 50% of the area must clear of visual obstructions.*

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

Design Standard 3: Gradients – *Complies.*

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

Design Standard 5: Urban Design – *Complies.*

Design Standard 6: Safety – *Complies.*

Design Standard 7: Landscaping – *Complies.*

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

Neighbourhood Character and Infrastructure

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

Residential Policy – *Complies, refer to Section 4.2.2 above.*

Infrastructure – *Complies.*

Site Layout and Building Massing

Street Setback – *Complies.*

Building Height – *Complies.*

Site Cover/permeability – *Complies.*

Energy Efficiency – *Complies, a condition of approval will require the development be in accordance with the approved Sustainable Design Assessment.*

Safety – *Complies.*

Landscaping – *Complies.*

Access – *Complies.*

Parking location – *Complies.*

Amenity Impacts

Side and rear setbacks – *Complies.*

Walls on boundaries – *Complies.*

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

Overshadowing open space – *Complies.*

Overlooking – *Complies, subject to below conditions.*

- *First floor habitable room windows of the dwellings with potential outlook to the secluded private open space or habitable room windows of the adjoining sites to be screened in accordance with the standard. However, a condition of approval will require a notation that the windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The window may be clear and openable above 1.7 metres. Adhesive film must not be used.*

Internal views – *Complies.*

On-Site Amenity and Facilities

Accessibility – *Complies.*

Daylight to new windows – *Complies.*

Private Open Space – *Generally complies, refer to Section 4.1.1 of this report.*

Solar access – *Complies.*

Storage – *Complies.*

Detailed design

Design details – *Complies.*

Site Services – *Complies.*

Front fence – *Complies.*

4.5 General Decisions Guidelines

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

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

5. CONCLUSION

On balance, it is considered that the proposal results in an appropriately designed outcome that is site response and provides a net community gain. In this context, the development is appropriate given the following:

- *The development is consistent with the objectives and policies of the Knox Neighbourhood. The proposal complies with the General Residential Zone - Schedule 2, subject to conditions on any permit to issue.*
- *The proposed dwellings are generally consistent with Council's Development in Residential Areas and Neighbourhood Character Policy (Clause 22.07 of the Knox Planning Scheme) in that the design has ensured the retention of front and rear yard open space, first floors are reasonably setback from ground floor areas and the dwellings incorporate materials consistent with the area. In addition to this, all dwellings are provided with usable areas of private open space and appropriate internal amenity.*
- *The development is consistent with State and Local Planning Policy Framework (including the Municipal Strategic Statement).*
- *The development is generally compliant with Clause 52.06 (Car Parking) and Clause 55 (Rescode) subject to changes that will be conditioned on any permit to issue.*

6. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

7. CONFLICT OF INTEREST

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

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

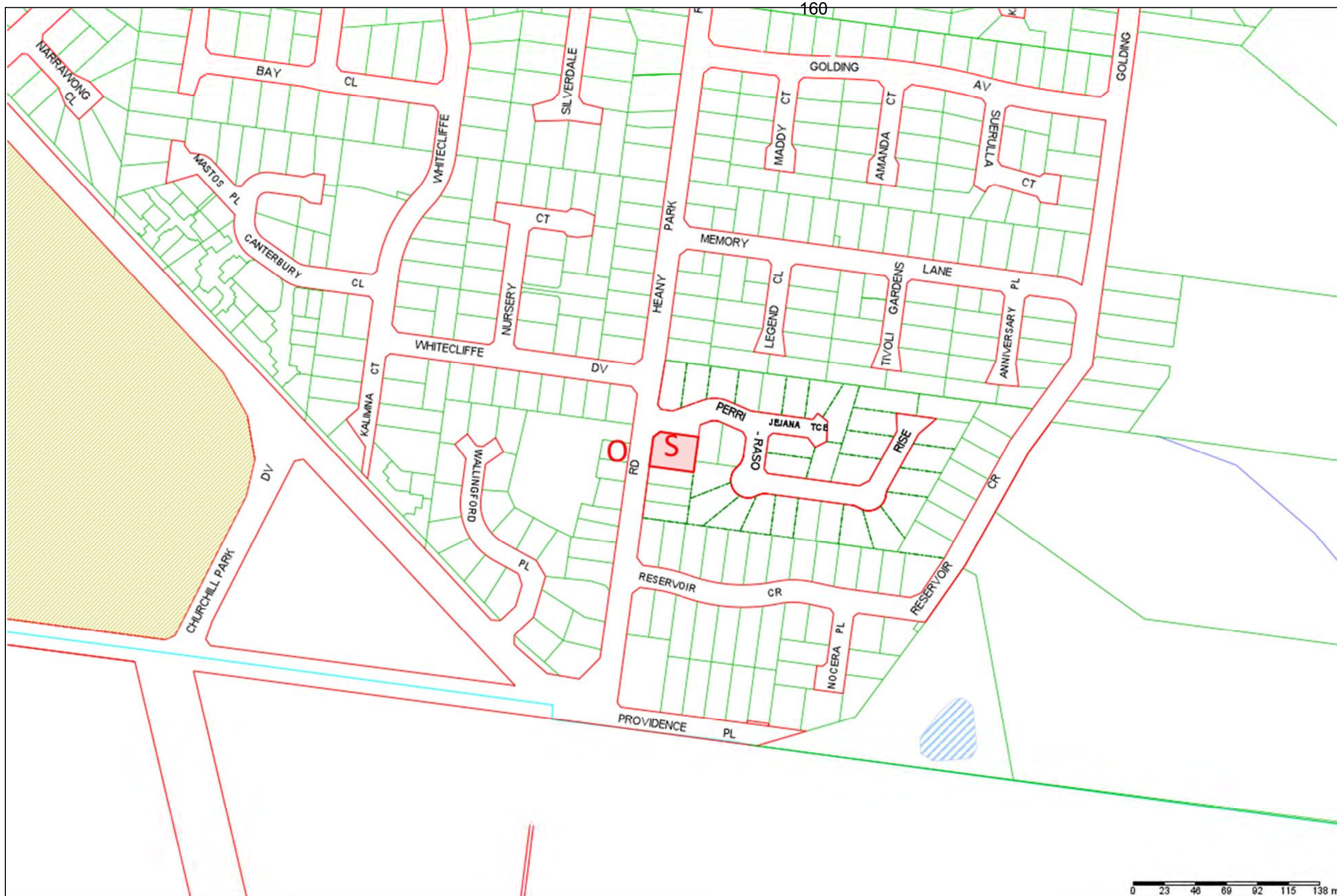
Author – Patrick Dubuc, Senior Planner – In providing this advice as the Author, I have no disclosable interests in this report.

RECOMMENDATION

That Council issue a Notice of Decision to grant a permit for the development of the land for two (2) double storey dwellings and one (1) single storey dwelling [total 3 dwellings] at 30 Heany Park Road Rowville subject to the conditions outlined in Appendix C.

Report Prepared By: Senior Planner (Patrick Dubuc)

***Report Authorised By: Manager – City Planning & Building (Paul Dickie)
Director – City Development (Julia Oxley)***



Knox City Council
REPORT APPENDIX A

Address	30 Heany Park Road, ROWVILLE
Application Number	P/2017/6746
Description	Development of the land for two double storey dwellings and one single storey dwelling (Total 3 dwellings)
Wardname	Taylor

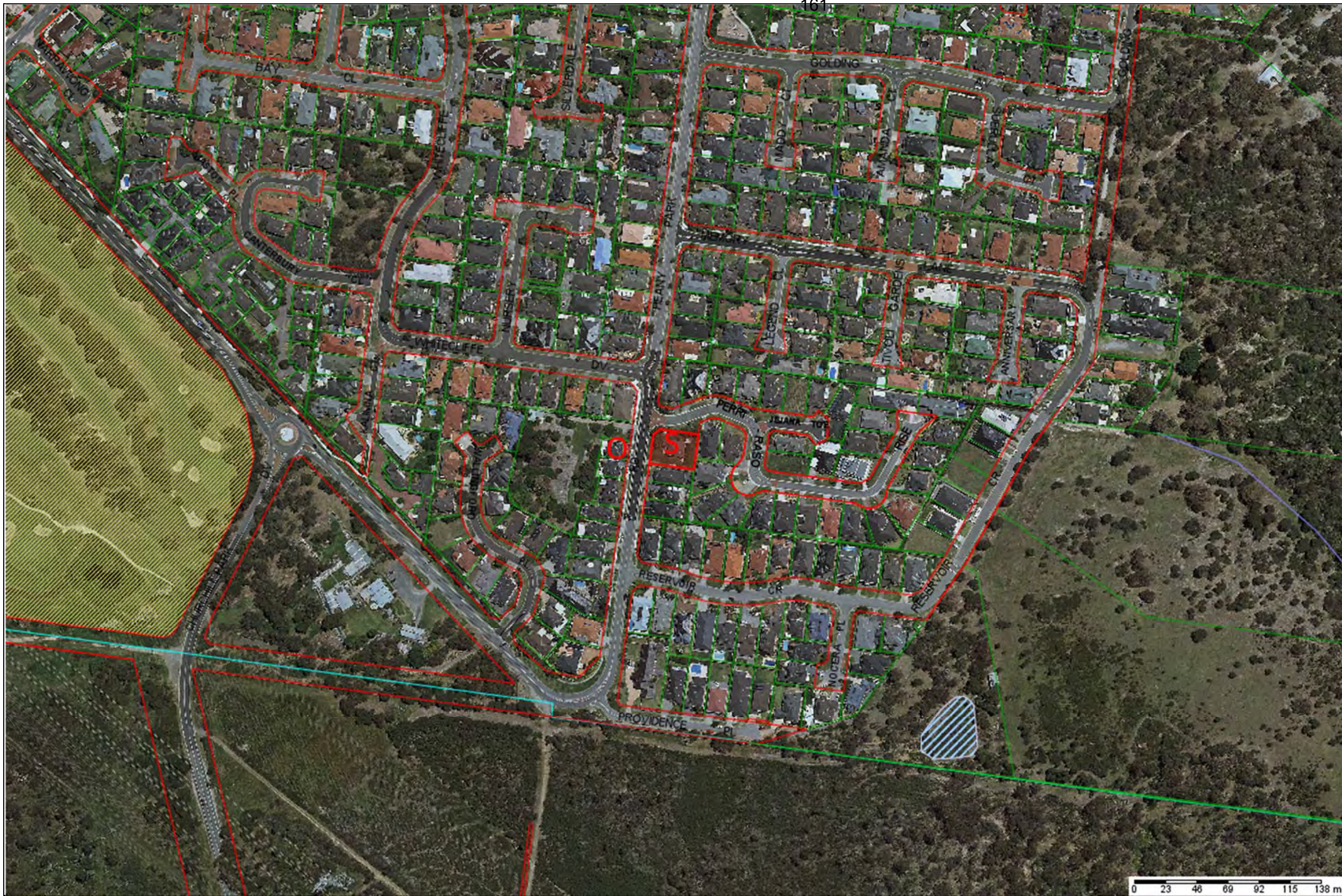
LEGEND:

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

Scale: 1:3000

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

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



Knox City Council
REPORT APPENDIX A

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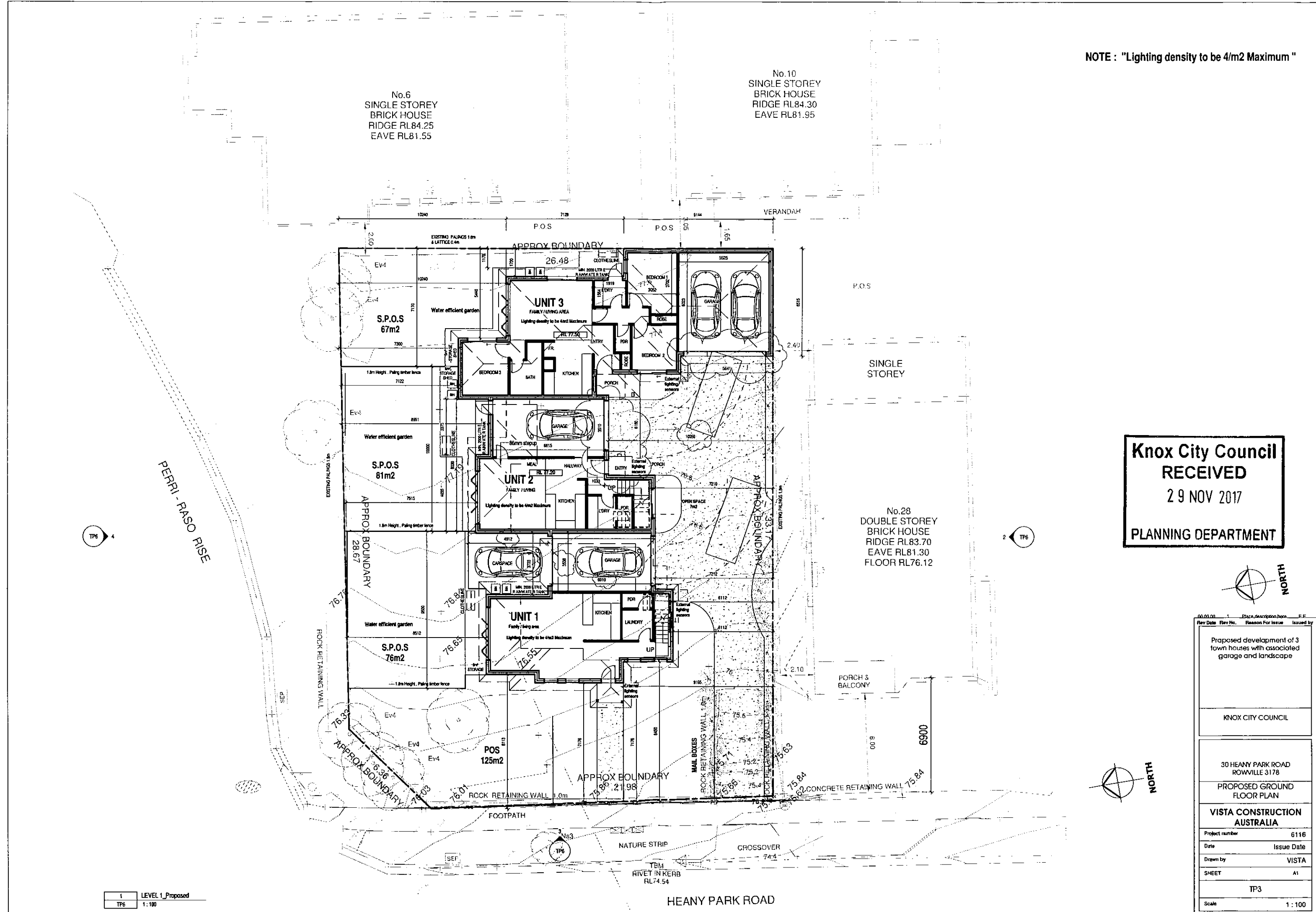
NOTE : "Lighting density to be 4/m2 Maximum "

No.6
SINGLE STOREY
BRICK HOUSE
RIDGE RL84.25
EAVE RL81.55

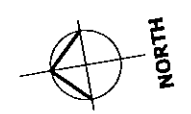
No.10
SINGLE STOREY
BRICK HOUSE
RIDGE RL84.30
EAVE RL81.95

No.28
DOUBLE STOREY
BRICK HOUSE
RIDGE RL83.70
EAVE RL81.30
FLOOR RL76.12

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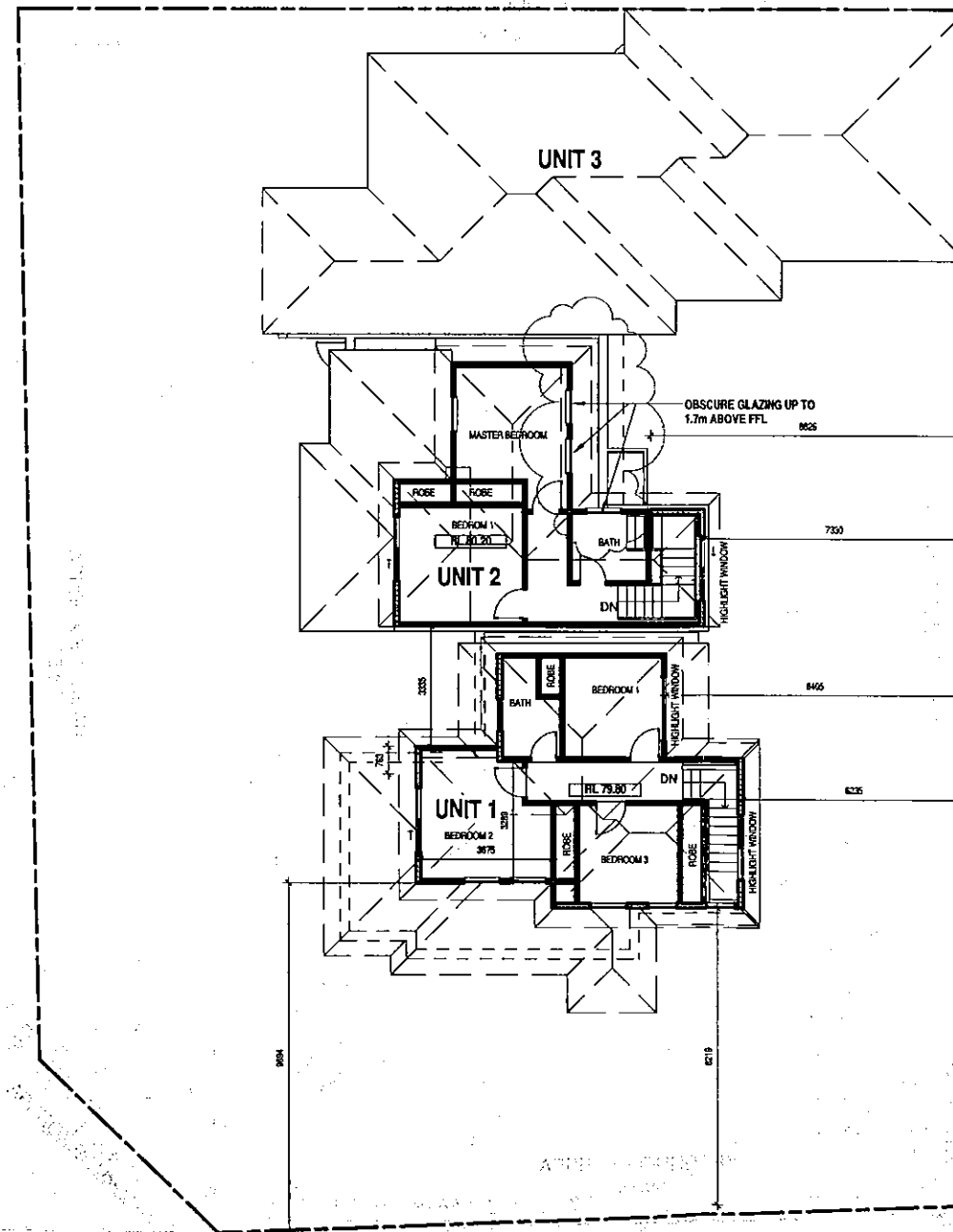


PERRI - RASO RISE

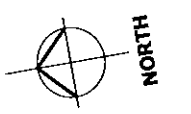


1 LEVEL 1_Proposed
TP6 1:100

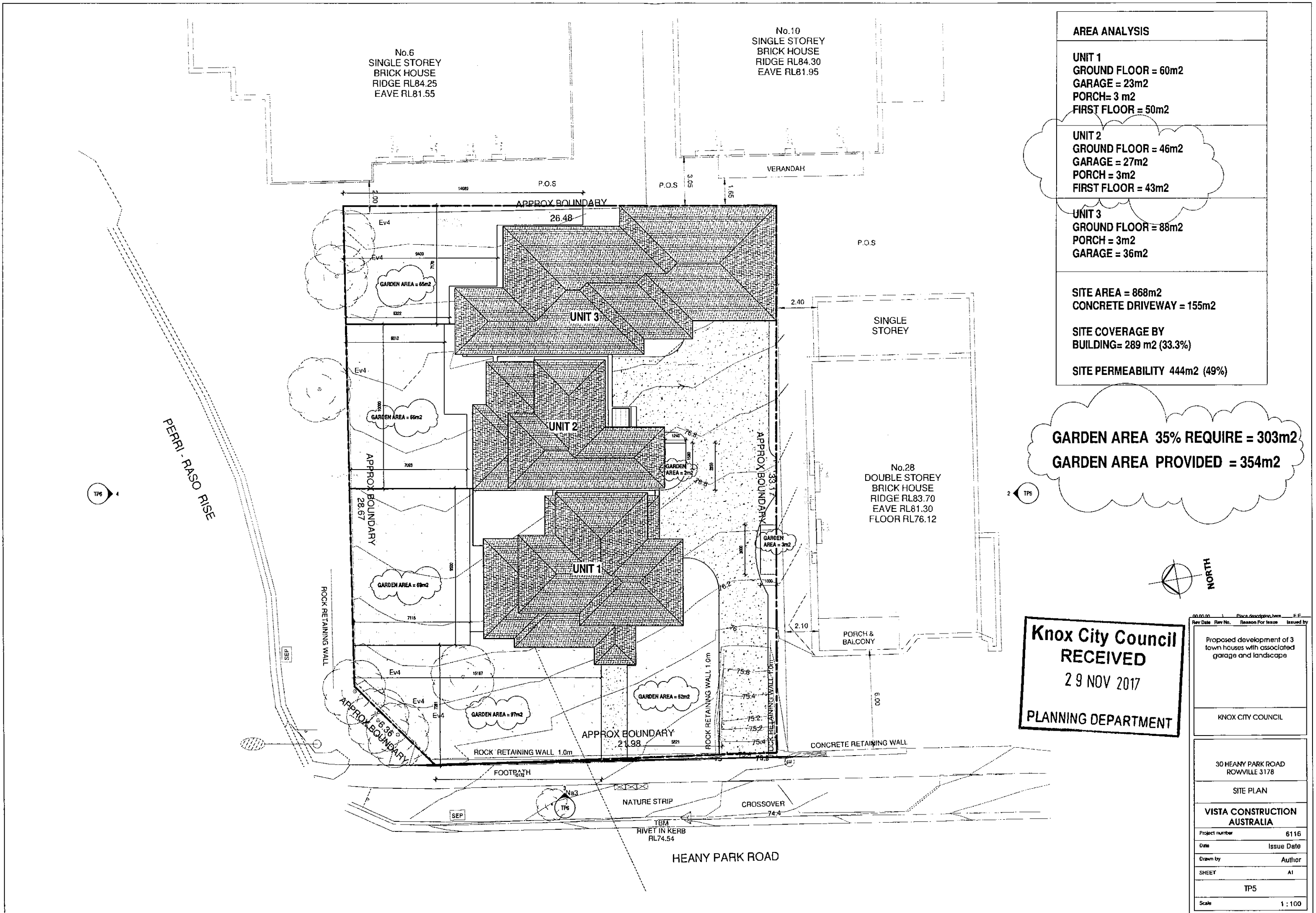
Rev Date	Rev No.	Reason For Issue	Issued by
00.00.00	1	Place description here	F.F.
Proposed development of 3 town houses with associated garage and landscape			
KNOX CITY COUNCIL			
30 HEANY PARK ROAD ROWVILLE 3178			
PROPOSED GROUND FLOOR PLAN			
VISTA CONSTRUCTION AUSTRALIA			
Project number	6116		
Date	Issue Date		
Drawn by	VISTA		
SHEET	A1		
TP3			
Scale	1:100		



Knox City Council
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 PLANNING DEPARTMENT



Rev. No.	Rev. Date	Rev. Description	Rev. Reason	Rev. Issued by
00.00.00		1	Proposed development of 3 town houses with associated garage and landscape	
KNOX CITY COUNCIL				
30 HEAVY PARK ROAD ROWVILLE 3178				
proposed first floor plan				
VISTA CONSTRUCTION AUSTRALIA				
Project number	6116			
Date	Issue Date			
Drawn by	Author			
SHEET	A1			
TP4				
Scale	1 : 100			



AREA ANALYSIS	
UNIT 1	GROUND FLOOR = 60m ² GARAGE = 23m ² PORCH = 3 m ² FIRST FLOOR = 50m ²
UNIT 2	GROUND FLOOR = 46m ² GARAGE = 27m ² PORCH = 3m ² FIRST FLOOR = 43m ²
UNIT 3	GROUND FLOOR = 88m ² PORCH = 3m ² GARAGE = 36m ²
SITE AREA = 868m ² CONCRETE DRIVEWAY = 155m ²	
SITE COVERAGE BY BUILDING = 289 m ² (33.3%)	
SITE PERMEABILITY 444m ² (49%)	

GARDEN AREA 35% REQUIRE = 303m²
GARDEN AREA PROVIDED = 354m²

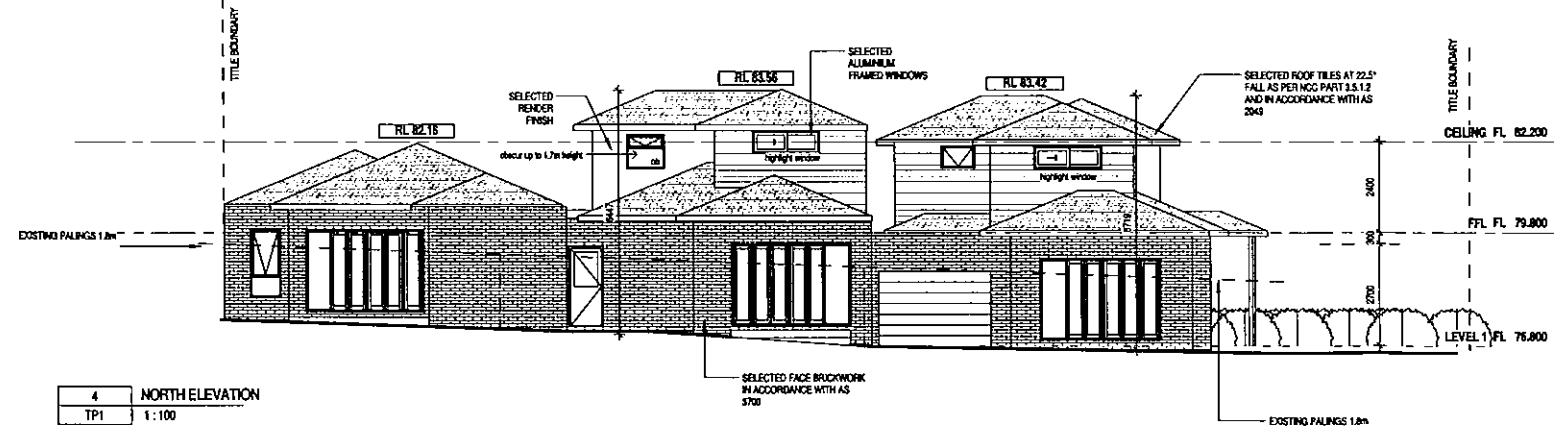
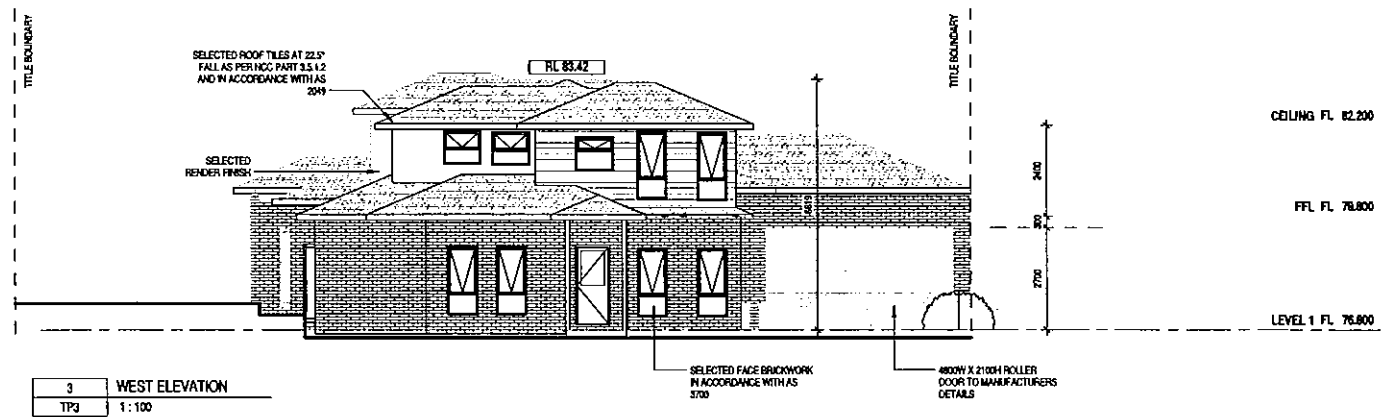
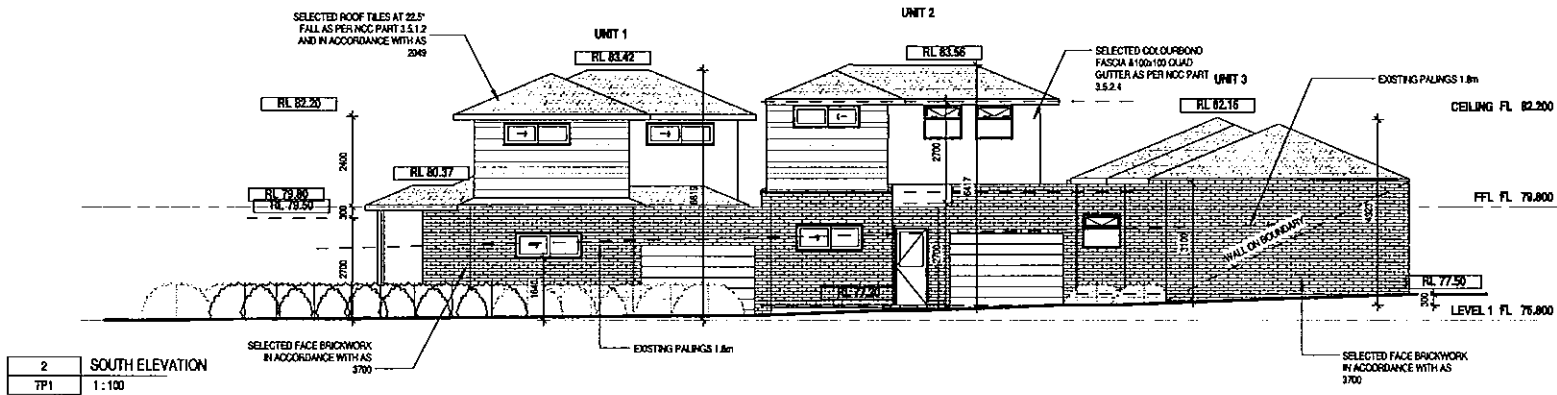
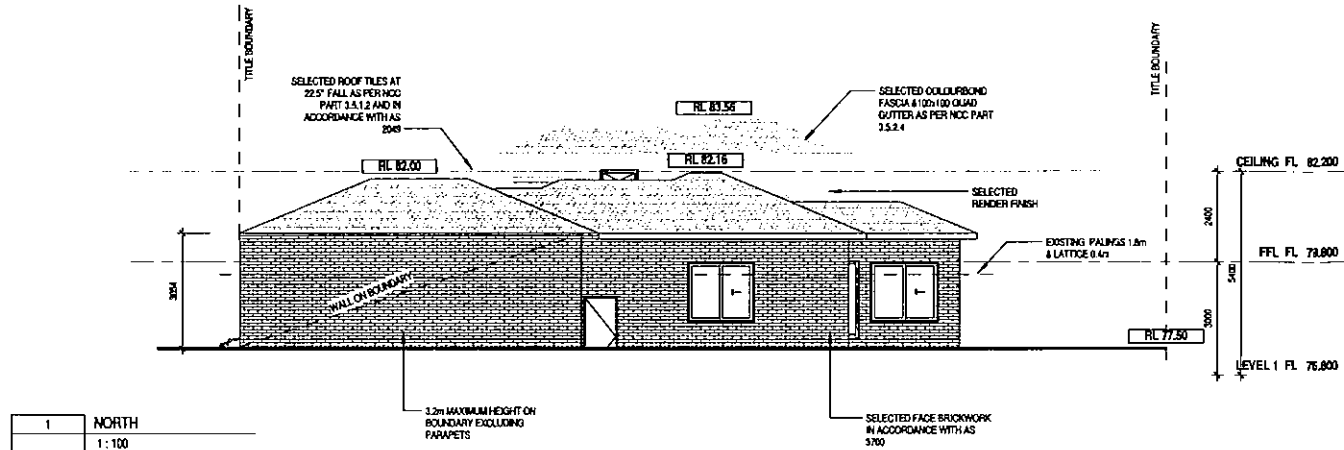
Knox City Council
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 29 NOV 2017
PLANNING DEPARTMENT

Rev Date	Rev No.	Reason For Issue	Issued by
Proposed development of 3 town houses with associated garage and landscape			
KNOX CITY COUNCIL			
30 HEANY PARK ROAD ROWVILLE 3178			
SITE PLAN			
VISTA CONSTRUCTION AUSTRALIA			
Project number	6116		
Date	Issue Date		
Drawn by	Author		
SHEET	A1		
TP5			
Scale	1 : 100		

COLOURS AND MATERIALS

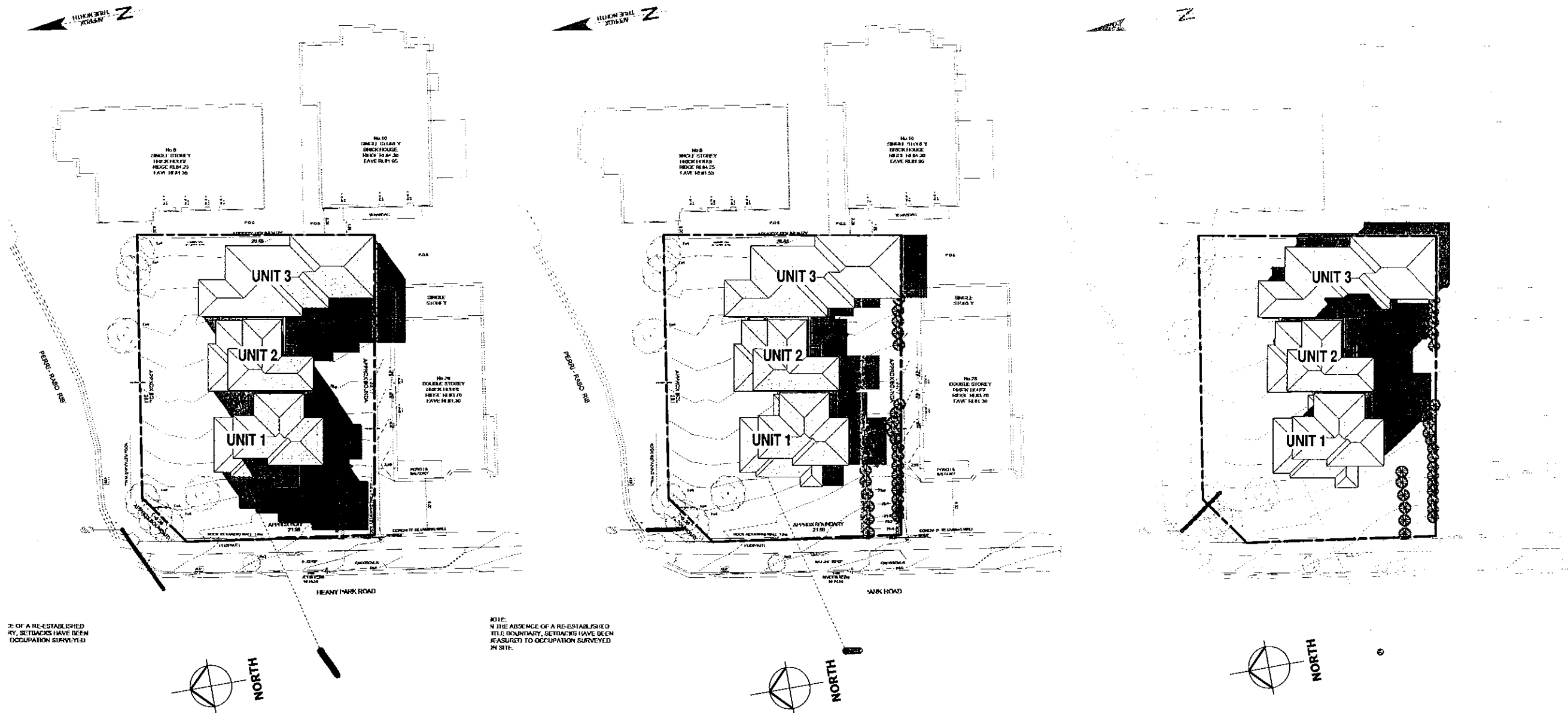
		1. Roof flat profile concrete or terracotta tiles
		2. Fascias, gutters, downpipes colorbond aluminium
		3A. Walls Face brick
		3B. Walls PAINTED RENDERED, MASONARY OR FIBER CEMENT SHEETS
		4. GARAGE DOORS COLORBOND METAL
		5. ENTRY DOORS PAINTED TIMBER

CLASSIC CREAM*		MONUMENT*		JASPER*		SURFMIST*
		IRONSTONE*		MANOR RED*		SURFMIST*



Rev Date	Rev No.	Reason For Issue	Issued by
		Proposed development of 3 town houses with associated garage and landscape	
KNOX CITY COUNCIL			
30 HEANY PARK ROAD ROWVILLE 3178			
Elevations			
VISTA CONSTRUCTION AUSTRALIA			
Project number	6116		
Date	Issue Date		
Drawn by	Author		
SHEET	A1		
	TP6		
Scale	1 : 100		

Knox City Council
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PLANNING DEPARTMENT



IF OF A RE-ESTABLISHED
RY. SETTINGS HAVE BEEN
OCCUPATION SURVEYED

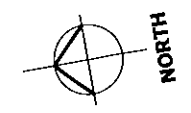


1 Shadow diagrams @ 9 am
TP6 1:250

NOTE:
IF THE ABSENCE OF A RE-ESTABLISHED
TITLE BOUNDARY, SETBACKS HAVE BEEN
MEASURED TO OCCUPATION SURVEYED
IN SITE.



2 Shadow Diagram @ 12 pm
TP6 1:250



3 Shadow Diagram @ 3 pm
TP6 1:250

Knox City Council
RECEIVED
29 NOV 2017
PLANNING DEPARTMENT

Rev Date	Rev No.	Reason For Issue	Issued by
		Proposed development of 3 town houses with associated garage and landscape	
KNOX CITY COUNCIL			
30 HEAVY PARK ROAD ROWVILLE 3178			
shadow diagrams			
VISTA CONSTRUCTION AUSTRALIA			
Project number	6116		
Date	Issue Date		
Drawn by	VISTA		
SHEET	A1		
	TP7		
Scale	1:250		

APPENDIX C – Planning Conditions for 30 Heany Park Road Rowville**Amended Plans**

1. Prior to the issue of a building permit under the Building Act 1993 for the development, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:

1.1 Swept path diagram for 85th percentile for both vehicles of garage 3 demonstrating the capacity of vehicles to egress in a forward direction using a three-point turn with sufficient clearances from the gardens and buildings;

This may result in possible alteration to the building layout of dwelling 2 in the effect of further recessing the garage and/or the entry porch by means of reducing the footprint.

1.2 Alteration to the direction in which pedestrian door opens to the garage for dwelling 2 to ensure that the minimum internal width of the garage is 5.5 metres unimpeded.

1.3 A notation confirming that the second car space for dwelling 1 (to the front of the garage) will be open, unenclosed to the north and unroofed.

1.4 Notation that the kerbing north of dwelling 1 car space must be no more than 150mm high.

1.5 Provision of a corner splay of 2 metres x 2.5 metres to the north of the accessway with a notation that at least 50% of the area must clear of visual obstructions.

1.6 The east internal elevation of dwelling 1 and 2, west internal elevation of dwelling 2 and east internal elevation of dwelling 3.

1.7 Notation that the windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The window may be clear and openable above 1.7 metres. Adhesive film must not be used.

1.8 Sustainable Design Assessment amended by:

1.8.1 Updating the Storm Rating Report to delete Raingarden and increase rainwater tank capacity to ensure a minimum Storm Rating of 100%;

1.8.2 Deleting reference to raingardens and update stormwater initiative as minimum requirement in accordance with the Condition 1.8.1.

- **Also annotate within the SDA that “rainwater tanks catchment may be increased at the request of a Building Surveyor in such a way to receive a minimum catchment of 50sqm to achieve the relevant energy efficiency and development requirement of the National Construction Code 2016 Building Code of Australia and Victorian Plumbing Regulations 2008”.**

1.9 Delete reference of water tanks from Development and Landscape plans and retain solely for Drainage plans.

1.10 Schedule of construction for the wall on the eastern boundary demonstrating the technique of construction and footings will not impose any structural load to the Council pipe asset(s) situated along the boundary at 6 and 10 Perri Raso Rise; or that the footings and angle of repose are not bearing on Council's asset(s) to the satisfaction of the Responsible Authority. Appropriate annotation must be integrated on the site plan.

Other Plans

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

2.1 Drainage plans in accordance with Condition 3.

2.2 Landscape plans in accordance with Condition 4.

To the satisfaction of the Responsible Authority.

Drainage

3. Prior to issue of a Building Permit under the *Building Act 1993* for the development, three copies of drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage is to be in accordance with these plans. The plans must show the following:
 - 3.1 The kerb drainage outlet to be relocated clear of the proposed crossing
 - 3.2 All stormwater drainage discharge from the site connected to a legal point of discharge.
 - 3.3 The internal drains of the dwellings to be independent of each other.
 - 3.4 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.
 - 3.5 The on-site detention system to be installed in a suitable location for easy access and maintenance.
 - 3.6 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority and the means of how overland flow for the 100 year ARI will be managed for dwelling 3 must be demonstrated. Details of the overland flow path are to be included on the plans.
 - 3.7 Annotation in accordance with Condition 1.10.
 - 3.8 All levels to be to AHD (Australian Height Datum).

To the satisfaction of the Responsible Authority.

Landscaping

4. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, a landscape plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:
 - 4.1 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.

- 4.2 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in 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 The plan must also show the provision of at least 6 additional indigenous or native canopy trees and 4 additional large feature shrubs with a mature height of 4-5metres chosen from plant list 1 or 2 of Council's 'Landscape Plan Guidelines'. These canopy trees must be a minimum of 1.5 metres tall when planted and are in the following areas:**
- 2 large canopy trees and 1 small canopy trees in the front setback to dwelling 1.**
 - 1 medium canopy tree in each of the SPOS of dwelling 1, dwelling 2, and dwelling 3.**
 - 1 large feature shrub with a mature height of 4-5 metres in each of the SPOS of dwelling 1, dwelling 2, and dwelling 3.**
 - 1 large feature shrub with a mature height of 4-5 metres in the driveway 'bumpout'.**
- 4.8 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.**
- 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 or verandah to a dwelling with a finished floor level not more than 800mm above ground level and a maximum building height of three metres above ground level; or
 - 8.2 A deck to a dwelling with a finished floor level not more than 800mm above ground level.

Where the total floor area of decks, pergolas and verandahs for each dwelling does not exceed 16m².

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

Sustainable Design Assessment

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

Car Parking & Accessways

13. Before the dwellings are occupied, driveways and car parking areas must be:
 - 13.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority; and
 - 13.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and

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

To the satisfaction of the Responsible Authority.

- 14. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.**
- 15. Any redundant crossover must be removed and the kerb and channel and nature strip reinstated to the satisfaction of the Responsible Authority.**
- 16. Driveway, areas in front of garages and turning area must be kept available and maintained for all vehicles to enter and exit the site in a forward direction at all times to the satisfaction of the Responsible Authority.**

Fencing

- 17. All costs associated with the provision of the fencing are to be borne by the owner/developer under this permit.**
- 18. Prior to the occupancy of the development, all required privacy screening devices shown on the endorsed plans must be installed and completed and all fencing must be in a good condition to the satisfaction of the Responsible Authority.**

Amenity During Construction

- 19. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:**
 - 19.1 the appearance of building, works or materials on the land;**
 - 19.2 parking of motor vehicles;**
 - 19.3 transporting of materials or goods to or from the site;**
 - 19.4 hours of operation;**
 - 19.5 stockpiling of top soil or fill materials;**
 - 19.6 air borne dust emanating from the site;**
 - 19.7 noise;**
 - 19.8 rubbish and litter; and**
 - 19.9 sediment runoff.**

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

Stormwater

20. 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

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

- 21.1 The development is not started within two years of the date of this permit; or
- 21.2 The development is not completed within four years of the date of this permit.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or as specified under Section 69 of the Planning and Environment Act 1987.

NOTES

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

- Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings and be easily accessible for maintenance.
- The stormwater discharge from the property is to be directed to the 375mm diameter Council stormwater pipe near the south-western corner of the property to Council standard and satisfaction.
- The total Permissible Site Discharge for the property including all dwellings is 5.2 L/s to the existing Council drainage system for a 5-year ARI event.

- Council records indicate that the proposed development is close to or adjacent to a Council pipe asset (225mm) / pit near the South east corner of the property. It is recommended that evidence be provided to prove that the development will not impose any structural load to the nearby Council asset(s); or that the footings and angle of repose are not bearing on Council's asset(s).
- Provision for future subdivision should be incorporated in the drainage design plans.
- Drainage works in the Road reserve or in the Council easement will require a road opening permit.

Other Notes

- A building permit must be obtained before development is commenced.
- The dwelling/s must achieve a minimum 6-Star Energy Rating.
- In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.
- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.
- Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.
- A Road Opening Permit is required for any works within or affecting the road reserve.
- Letterboxes and all other structures (including meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances. Letterboxes shall face towards the street frontage.
- Internal public lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS1158. This would generally be low height or bollard type lighting to avoid spill-over into adjacent properties. It may be sensor activated, to avoid all night running costs.

ALL WARDS

6.6 DRAFT KNOX LAND FOR BUSINESS DIRECTIONS PLAN AND PLANNING SCHEME AMENDMENT C164 – CONSIDERATION OF SUBMISSIONS AND REQUEST PLANNING PANEL

SUMMARY: *Manager City Futures (Tanya Clark)*

The draft Knox Land for Business Directions Plan (Directions Plan) and associated Planning Scheme Amendment C164 (Amendment) aim to support a strong regional economy and ‘future proof’ Knox’s business land. The Directions Plan and Amendment have recently been on public exhibition. This report provides a summary of the eighteen (18) submissions received during exhibition and makes recommendations in relation to the submissions. This report recommends that Council adopt the Directions Plan and progress the Amendment by requesting that the Minister for Planning appoint a Planning Panel to consider all submissions received.

RECOMMENDATION

That Council

1. Consider the submissions received in response to the draft Knox Land for Business Directions Plan and Amendment C164 to the Knox Planning Scheme;
2. Adopt the Summary of Submissions and Recommended Responses (Appendix A), in relation to the ‘Draft Knox Land for Business Directions Plan, July 2017’ and Amendment C164;
3. Endorse the Land for Business Directions Plan June 2018 (Appendix B), noting the revised changes as detailed in Appendix A;
4. Endorse the proposed revised changes to Amendment C164 (Appendix C), noting the revised changes as detailed in Appendix A;
5. Request the Minister for Planning to appoint a Planning Panel to consider Amendment C164, all submissions received and the proposed revised changes as detailed in Appendix A and Appendix C (refer to 2 and 4 above); and
6. Authorise the Director – City Development to make minor changes to the Directions Plan and Amendment C164 documentation where changes are consistent with the purpose and intent of the Amendment.

1. INTRODUCTION

The *Future Proofing Knox's Business Land* project was considered by Council at its meeting of 27 November 2017. At this meeting Council resolved to adopt the background reports, seek authorisation to prepare and exhibit Amendment C164 and undertake exhibition of both the draft Directions Plan and Amendment C164.

The Directions Plan and proposed Amendment C164 were placed on public exhibition from Monday 19 March 2018 to Monday 30 April 2018.

The purpose of this report is for Council to consider the eighteen (18) submissions received to the amendment and to determine the next steps in relation to the Directions Plan and Amendment C164.

2. DISCUSSION

2.1 Summary of Submissions

A total of eighteen (18) submissions were received in relation to exhibition of the Directions Plan and Amendment C164. A summary of all submissions and recommended responses is provided in Appendix A to this report.

Submissions were received from a range of stakeholders as summarised below:

- Four submissions were received from referral authorities, agencies or departments, including South East Water, Transport for Victoria, Environment Protection Authority, and Country Fire Authority
- Two submissions were received from neighbouring Councils, including Greater Dandenong City Council and Whitehorse City Council
- Twelve (12) submissions were received from individuals or businesses with an interest in business land in Knox, including:
 - *An individual who provided general comments in relation to Boronia;*
 - *Axis Property on behalf of the landowner at 7 Scoresby Road, Bayswater;*
 - *An individual with an interest in 712 Burwood Highway, Ferntree Gully;*
 - *The Ferntree Gully Village Traders Inc.*
 - *AMP Capital, as owners of the Stud Park Shopping Centre;*
 - *Kennelly Planning & Development on behalf of four BP services stations;*
 - *Brayburn Nominees Pty Ltd, on behalf of 786 Stud Road, Scoresby;*
 - *Mecone, on behalf of 750 Boronia Road, Wantirna;*

- *An individual who provided general comments and raised questions in relation to impacts on residential properties such as acquisition;*
- *Kellehers Australia, on behalf of the Jenkins Orchards site;*
- *Echelon Planning on behalf of the Boral site at 191 George Street, Scoresby; and*
- *Caribbean Park.*

Of the 18 submissions:

- Three submissions provided no objection to the Directions Plan or Amendment C164 (submissions 2, 5, and 7);
- One submission did not object to the Directions Plan or Amendment C164, however wished for the submission to be considered by a Planning Panel (submission 12);
- Eleven (11) submissions specifically sought changes to the Directions Plan and/ or Amendment C164 (submissions 1, 3, 4, 8, 9, 10, 11, 13, 14, 15 and 17); and
- Three submissions provided comments that relate to the Directions Plan and/ or Amendment C164 but did not specifically object to either the Directions Plan or Amendment C164 (submissions 6, 16 and 18).

As noted earlier, the responses and recommended changes to these submissions are included in Appendix A.

2.2 Themes and Issues raised in submissions

A range of themes and issues can be summarised from the submissions. It is important to note that no submissions objected to Amendment C164 in its entirety, however specific changes were requested.

A summary of the key themes and issues are listed below:

Ongoing support for existing business land

- Ensuring business land being retained is supported;
- A range of lot sizes are needed for different types of businesses;

Future strategic work

- Investigation into Burwood Highway East is supported;

Commercial land

- Projected floor space in Caribbean Park needs to be updated;
- An objective within Clause 22.06 (Residential Development and Land Use within the Commercial 1 Zone) to maintain ground floor spaces primarily for business and community uses is not supported;

Strategic Investigation Sites

- Higher density residential development should not be precluded from the Wantirna Health Precinct and sensitive interface treatments should be the responsibility of abutting sites, not just one site;
- The future land use designation of the Boral site needs to be clarified in the text and mapping in the Directions Plan and Amendment C164;

Activity Centres

- Activity Centres now have a perceived lower status to the Significant Business Locations as detailed in the Directions Plan and Amendment C164;
- Activity Centres should be supported on an ongoing basis;
- Mixed-use developments should be encouraged in Activity Centres;

Rezoning of specific areas

- The zoning of the Bayswater Business Precinct and other specific properties should be revised;
- The investigation of rezoning land to Industrial 1 Zone in the Scoresby Industrial area should not be supported;

Amenity and character

- Managing the impact of commercial and industrial development on the amenity of surrounding parklands is important;
- The retention of character in the foothills is important, including vegetation and habitat;

Impact on surrounding properties

- General questions about whether this project will result in the compulsory acquisition of land;

Design

- Design and access into new commercial and business developments needs to be improved;
- High quality building design is encouraged;

Environmental and bushfire risks

- Amendment C164 needs to be updated to ensure that environmental risks are adequately addressed to strengthen the protection of human health and environment;

- Bushfire risk needs to remain an important consideration for business/commercial development in interface areas;

Transport

- Advocacy for increased public transport is supported; and
- Pedestrian and cycling infrastructure needs to be improved.

Council is now advocating to extend the Knox Tram (light rail) along Burwood Highway to Upper Ferntree Gully station, directly serving Knox Central. This is reflected in Knox's draft advocacy document, Public Transport: A vision for the East. This will have implications on Clauses 21.01 (Municipal Profile), 21.02 (Vision), 21.07 (Economic Development) and 21.09 (Transport and Infrastructure). It is recommended that further updates to the above-mentioned clauses be included in Council's submission to the Planning Panel.

Proposed Amendment C164 Changes

- Clause 22.02 (Industrial and Restricted Retail Sales Area Design) does not include enough detail to achieve real changes (note: this policy is being replaced with a new and more detailed policy as part of Amendment C164);
- The requirement within Clause 22.08 (Scoresby-Rowville Employment Precinct) for a 20m building setback should be removed;
- The changes introduced by Amendment C164 may contradict other provisions within the Knox Planning Scheme; and
- Clarification on inclusions and exclusions in the mapping included in the Directions Plan and Amendment C164.

Responses to the submissions in Appendix A address these themes and issues.

2.3 Summary of recommended changes

The changes proposed as a result of exhibition include:

Directions Plan

- Wording is included to expand on the importance of design in new developments, and to reflect the requirement for new industrial and commercial area design guidelines;
- Wording is revised to clarify that bulky goods may not be appropriate on the Boral site at 191 George Street, Scoresby, given it does not have main road frontage;
- The land and floor space capacity and the role of the proposed neighbourhood activity centre for Caribbean Park have been updated;

- Wording is included to reflect the designation of strategic investment sites in response to the Boral submission and other minor boundary corrections;
- Wording is included to better highlight the roles and status of Activity Centres and Significant Business Locations in achieving employment, business and economic development objectives; and
- Other minor wording, naming and grammatical changes have been made.

Amendment C164

- Changes to the Strategic Framework Plan and wording in Clause 21.07 to clarify that the Boral site at 191 George Street, Scoresby, is to have a residential focus with a business land component;
- Additional information is included in Clauses 21.01, 21.04 and 21.07 to ensure that environmental risks can be adequately considered in the assessment of planning permit applications; and
- Other minor wording, naming and grammatical changes have been made.

2.4 Independent Planning Panel

Following exhibition of a planning scheme amendment, Council has a number of options that can be pursued when considering the submissions. The first option is that Council can accept all the changes requested in the submissions and adopt the amendment. The second option is for Council to abandon the amendment if it no longer wishes for the amendment to proceed. The third option is for Council to request that the Minister for Planning appoint an independent Planning Panel to consider the submissions received during exhibition and provide recommendations back to Council for consideration.

As detailed in Appendix A, there are a number of submissions that have requested changes to the Directions Plan and/ or Amendment C164, however not all of the requested changes are considered appropriate.

Given that the requested changes are not fully supported, it is recommended that Council request the Minister for Planning to appoint an independent Planning Panel to consider the submissions received for Amendment C164.

3. CONSULTATION

The Directions Plan and proposed Amendment C164 were placed on public exhibition from Monday 19 March 2018 to Monday 30 April 2018.

In the report to Council of 27 November 2017 it was detailed that an exemption would be sought under S.19(1)(b) of the Planning and Environment Act 1987 (the Act) to not give notice to all landowners and occupiers affected by the amendment as it would be impractical to notify them all.

In accordance with S.19(1)(b) of the Act, the following consultation was undertaken:

- Public notices were placed in the Victorian Government Gazette and the Knox Leader newspaper;
- Notification of the Amendment was placed on Council's website, on the Knoxbiz website, and on Council's Facebook page;
- A media release was provided;
- Notification of the Amendment was included in Council's Events e-newsletter;
- Notification to real estate agents;
- Hard copies of the Amendment documentation and a fact sheet were made available at the Civic Centre and local libraries; and
- Letters were sent to prescribed State Government Ministers and public authorities, local State and Federal MPs, and adjoining councils.

It was also proposed to send direct notification to landowners and occupiers as follows: sites to be rezoned; land identified for investigation for potential rezoning; and land specifically referred to in the Amendment or project documents.

Targeted consultation could not easily be undertaken for all land referred to in the Amendment or project documents, given the significant number of parcels of land referenced throughout the project documents (including the background reports and the Directions Plan). Targeted notification did occur for those properties directly affected by Amendment C164.

It is important to note that not all recommendations of the Direction Plan are reflected in Amendment C164. Should the remaining actions be pursued, these would be subject to a separate planning scheme amendment that would include further direction notification.

Given the above, direction notification as part of this project included:

- All land proposed for rezoning under Amendment C164 (1332 High Street Road, Wantirna South);
- All land specifically referred to under further strategic work under Clause 21.07-3 being:
 - The Scoresby industrial area;
 - 191 George Street, Wantirna South (Boral Quarry) Strategic Investigation Site; and
 - Waverley Golf Club (and adjoining sites on Stud Road) Strategic Investigation Site.

- All land within the following strategic investigation sites referred to in the Amendment being:
 - Wantirna Health Precinct (706, 750, 750A and 760 Boronia Road and 251 Mountain Highway, Wantirna);
 - Land within the Bayswater Triangle; and
 - Land within the Mountain Gate Triangle.
- All land within an Industrial 1 Zone and Commercial 2 Zone given Amendment C164 has the most direct implications for these areas, particularly under Clauses 21.07 and 22.02.

Notification of the Directions Plan and Amendment included a letter, the Notice of Preparation (as required under the Act), and an information bulletin with an attached map.

Over 6,800 letters were sent as part of the exhibition, and Council's Land for Business webpage had over 5,000 hits during the exhibition period.

4. ENVIRONMENTAL/AMENITY ISSUES

Amendment C164 includes amenity considerations for new uses and developments, principally within Clause 21.07 Economic Development and Clause 22.02 Employment Land.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Implementation of the draft Directions Plan, including those actions addressed through Amendment C164, will have significant economic benefits for the City. It will enable existing businesses to grow and new businesses to establish, creating more local jobs for Knox residents.

The majority of the actions in the Directions Plan can be undertaken within existing operation budgets, including Amendment C164. Amendment C164 is expected to be completed by early 2019, and there will be costs associated with the proposed Panel Hearing.

A business case is to be prepared in the 2018/19 financial year to commence a strategic plan for the Burwood Highway East Corridor in the 2019/20 financial year, in accordance with Action 3.13 of the Directions Plan.

6. SOCIAL IMPLICATIONS

Implementation of the Directions Plan will have significant social benefits to the City by creating more opportunities for Knox residents to live and work locally, and to provide a variety of high quality, local goods and services which supports a strong Knox community. Given the regional nature of jobs, it also supports regional jobs and the regional economy.

Local jobs and businesses also supports health and wellbeing of the community by reducing time and costs associated with travel and increases the quantity of time with family and friends.

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

The Directions Plan and Amendment C164 is in accordance with the following goals and initiatives of the Community and Council Plan 2017-2021:

- Goal 5 - We have a strong regional economy, local employment and learning opportunities; and
- Initiative 5.2.5 - Implement the strategic review of land for business and employment in the municipality.

8. CONFLICT OF INTEREST

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

Officer Responsible – Tanya Clark, Manager City Futures - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Rachel Reed, Senior Project Manager – Strategic Projects - In providing this advice as the Author, I have no disclosable interests in this report.

Author – Anthony Petherbridge, Coordinator City Strategy and Planning Projects - In providing this advice as the Author, I have no disclosable interests in this report.

9. CONCLUSION

Supporting Knox's business land is a key Council objective. The draft Land for Business Directions Plan and Amendment C164 seeks to support business land and employment going into the future. It is recommended that Council adopt the recommendations detailed in Appendix A (Submissions and Recommended Responses to the 'Draft Knox Land for Business Directions Plan, July 2017' and Amendment C164), endorse the Directions Plan, endorse the revised changes to Amendment C164, and request the Minister for Planning to appoint a Planning Panel to consider Amendment C164.

10. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

Report Prepared By: *Senior Project Manager – Strategic Projects
(Rachel Reed)
Coordinator City Strategy and Planning
(Anthony Petherbridge)*

Report Authorised By: *Manager City Futures (Tanya Clark)
Director City Development (Julia Oxley)*

APPENDIX A – Summary of Submissions and Recommended Responses to the Draft Knox Land for Business Directions Plan, July 2017 and Amendment C164

APPENDIX B – Revised Land for Business Directions Paper June 2018

and

APPENDIX C – Revised Amendment C164 Documentation

are circulated under separate cover.

ALL WARDS**6.7 RESPONSE TO CALL UP ITEM - INVESTMENT FOCUSED PLANNING SERVICES**

SUMMARY: *Manager City Futures (Tanya Clark)*

This report is in response to a Call Up item to explore options for the development of an “investment focused planning service” based on the model used by Cardinia Shire Council. The report notes that an investment focussed planning service is a process that has the potential to be replicated provided that an agreed set of criteria is set by Council, that sufficient resources are allocated to execute the service, and that the planning application process is fully digitised.

RECOMMENDATION

That Council receives and notes this report as requested in the Call Up Item 5.2.2 of the Strategic Planning Committee meeting of 14 May 2018.

1. INTRODUCTION

This report responds to a Call Up Item from the Strategic Planning Committee meeting held on 14 May 2018:

“That a report be prepared for the July 2018 Ordinary Meeting of Council that provides options for an investment focused planning service where the needs of a business are given priority in assessing a planning application, and such service is to be provided in as short a time as possible, based on the Cardinia City Council’s investment focused planning service.”

As part of undertaking the work required for this Call Up Item, officers have had regard to Council’s Call Up Items Policy, and in particular, Item 6.5 which states:

“Where preparing a report responding to a Call Up Item which will require more than three person days or \$5,000 in costs, then the matter which is subject to the Call Up Item should be referred by Council to the next budget considerations with a supporting business case for consideration along with competing priorities.”

2. DISCUSSION**2.1 What is an investment focussed planning service?**

An investment focussed planning service, also known as a facilitated planning service, is a process option that a Council can offer to expedite a planning permit application. The decision to offer this type of process before and at lodgement, under the banner of investment, is based on the significant economic benefits an application presents to the municipality.

Councils that have established such a service have used it as an incentive to give potential investors in that municipality certainty regarding the time required for a permit decision to be reached. Such a service also offers an investor customised case-management, or stewardship, throughout the planning permit application process.

This stewardship role includes significant involvement from Senior Economic Development Officers as they can recommend that a development be considered for a “fast-track” investment focussed/facilitated planning permit application process.

Accessing an investment focussed planning service occurs when an application meets a number of pre-requisite criteria. Based on the Cardinia Shire Council and Casey City Council models, potential pre-requisite criteria that could be considered include:

- A clear correlation between the proposed investment and local jobs being created by existing businesses or by new employers seeking to move to the region.
- The application is for buildings and works within Industrial Zones or Commercial Zones.
- The proposed investment aligns favourably with a significant number of criteria of the planning scheme and key conditions for a permit.
- The investment focussed planning service expedites/fast-tracks the planning permit application and offers a guaranteed decision time of 21 days or sooner for decision on the permit. It does **not** offer a guaranteed approval for that permit application.

Criteria such as the proposed application falling into a Section 2 (permit required) category; necessitating a car parking dispensation; statutory referrals (e.g. EPA), or requiring public notification, are likely to render a proposed application ineligible for an investment focussed planning service.

In addition, an incomplete application requiring further information would also render the proposal application ineligible for an investment focussed planning service.

In order to encourage potential investors to utilise the investment focused service, officers with carriage of the process at Casey City Council can also *nominate* an investment to this process at their discretion.

2.2 Opportunities for Knox to consider an investment facilitation service

Council has previously assessed options regarding a broader development facilitation service. Aspects of the work undertaken in 2012 on this topic are presented in Appendix A.

An investment focussed planning service has the potential to give investors with projects that meet agreed criteria confidence to invest. In keeping with benchmarks looked at for this report, offering an investor a planning decision within 21 working days could be received positively by investors and their advisory firms. In engagement with commercial property firms active in Knox working on behalf of their clients to support relocation and expansion of business facilities, time is frequently cited as a key factor to invest in a new service.

By offering such a service at Knox, investors may gain confidence that Knox has a contemporary planning system actively working on “red tape” reform. Such a service could also complement the investment underway in State Government to enhance the range of planning applications eligible for VicSmart nomination, which in itself offers a suite of streamlined or “fast-track” planning permit applications.

Further assessment regarding the process for such a service would need to be agreed by the City Development Directorate and warrants consideration for a business case. An example of steps that would need to be in place to support the facilitation of such a service include:

- A single or select number of central contacts to help a proponent to understand the various municipal processes and assist with coordinating advice. This role could be undertaken by one Senior Economic Development Officer and/or by two Statutory Planning Officers, which is similar to the service offered at Casey City Council;
- A financial and time commitment to establish governance processes and to assess resources to offer this service; and
- An agreed set of criteria to be adopted in order for an investment focused planning service to be offered to potential investors.

It is worth noting that both Casey City Council and Cardinia Shire Council provide fully digitised planning application processes, which is integral to investment focussed planning applications being processed within 21 days. Knox City Council’s City Planning and Building service is not yet fully digitised, and it is recommended that this would need to be implemented prior to an investment focussed planning service being offered at Knox City Council.

3. CONSULTATION

Casey City Council and Cardinia Shire Councils have both established investment focussed/facilitated planning services. Consultation with Senior Economic Development colleagues directly involved in managing these services was undertaken to support this report and further information was sourced from their respective websites.

4. ENVIRONMENTAL/AMENITY ISSUES

Not applicable.

5. FINANCIAL & ECONOMIC IMPLICATIONS

In developing this report, Council's Call Up Items Policy was adhered to. Further investigation regarding potential costs of the development of a formal investment focussed planning service would be required and would likely require additional resourcing and financing for the City Planning and Building and/or City Futures departments. Full digitisation of planning functions would also need to be costed and considered.

6. SOCIAL IMPLICATIONS

Not applicable.

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

The establishment and operation of such a service has a number of alignments with the *Knox Community and Council Plan 2017-2021*, across the following goals:

- Goal 1 - We value our natural and built environment
- Goal 5 - We have a strong regional economy, local employment and learning opportunities
- Goal 8 - We have confidence in decision making

8. CONFLICT OF INTEREST

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

Officer Responsible – Tanya Clark, Manager City Futures - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Lou Zarro, Senior Program Lead - Economic Development - In providing this advice as the Author, I have no disclosable interests in this report.

Author – Greg Kent – Coordinator Planning - In providing this advice as the Author, I have no disclosable interests in this report.

9. CONCLUSION

Casey and Cardinia City Councils are promoting the concept of investment focused planning facilitation in an effort to secure local jobs and reduce perception of red-tape barriers for investment in their region.

Adopting an investment focused planning service at Knox is also likely to send investors a strong message that across Knox, planning services and economic development work together to break through potential barriers to investment in the municipality. Further investigation would be required to determine implications for resourcing and costs of implementing such a model at Knox, including the digitising of the planning permit application process.

10. CONFIDENTIALITY

There are no issues of Confidentiality associated with this report.

***Report Prepared By: Manager City Futures (Tanya Clark)
 Economic Development Senior Program Lead
 (Lou Zarro)***

Report Authorised By: Director – City Development (Julia Oxley)

APPENDIX A – Knox Development Facilitation Service (DFS) – 2012 Findings

The following sections consider relevant points from previous work that Knox has done around a structured facilitation process.

In 2012, Strategic Planning and Economic Development undertook research and consultation on the topic of a facilitated planning service. They developed some preliminary processes and measures and did some initial engagement internally and with State Government agencies such as the Department of Economic Development, Jobs, Transport and Resources.

The initial development facilitation services (DFS) planning presented a broad scope of inclusions and sought State Government endorsement, but did not progress to formal adoption beyond the internal assessment work that was undertaken.

The following sections share some key points of initial assessment previously undertaken by Council's Strategic Planning and Economic Development staff around a development facilitation services. A number of points covered below could be revisited in further assessment of a contemporary investment focused planning service:

Service coverage

To qualify for DFS the project should be property based and be one that will bring significant benefit (economic, social and/or environmental) to the Knox community, with the proponent both willing and able to work with Council.

Projects that are likely to qualify for consideration under DFS will meet a number of the inclusions listed below.

Inclusions

1. Projects that will contribute positively to Knox's desired future.
2. Projects that support liveability, social cohesion and/or good health within Knox.
3. Projects that will generate wealth and prosperity within Knox.
4. Projects that will generate desirable synergies with other businesses/activities within Knox and beyond.
5. Projects with significant and ongoing employment outcomes for Knox.
6. Projects proposed for construction in designated strategic locations in Knox.
7. Projects that will enable the expansion of an existing business or establishment of a new business in Knox.
8. Projects that will enable the attraction of an existing business into Knox.
9. Projects that will add to the stock of 'development-ready' land in Knox.

10. Projects that demonstrate high levels of environmental sustainability.

Exclusions

1. Residential developments, except in cases where the particular location/form of development will satisfy a specific desired outcome for Knox.
2. Projects that are simply being proposed for 'special attention' without meeting the inclusion criteria.

Process & Evaluation

An evaluation sheet and process map for a development facilitation service was also developed as part of officer assessment on this topic. There are aspects of these processes that could be utilised for future assessment of an investment focused planning service.

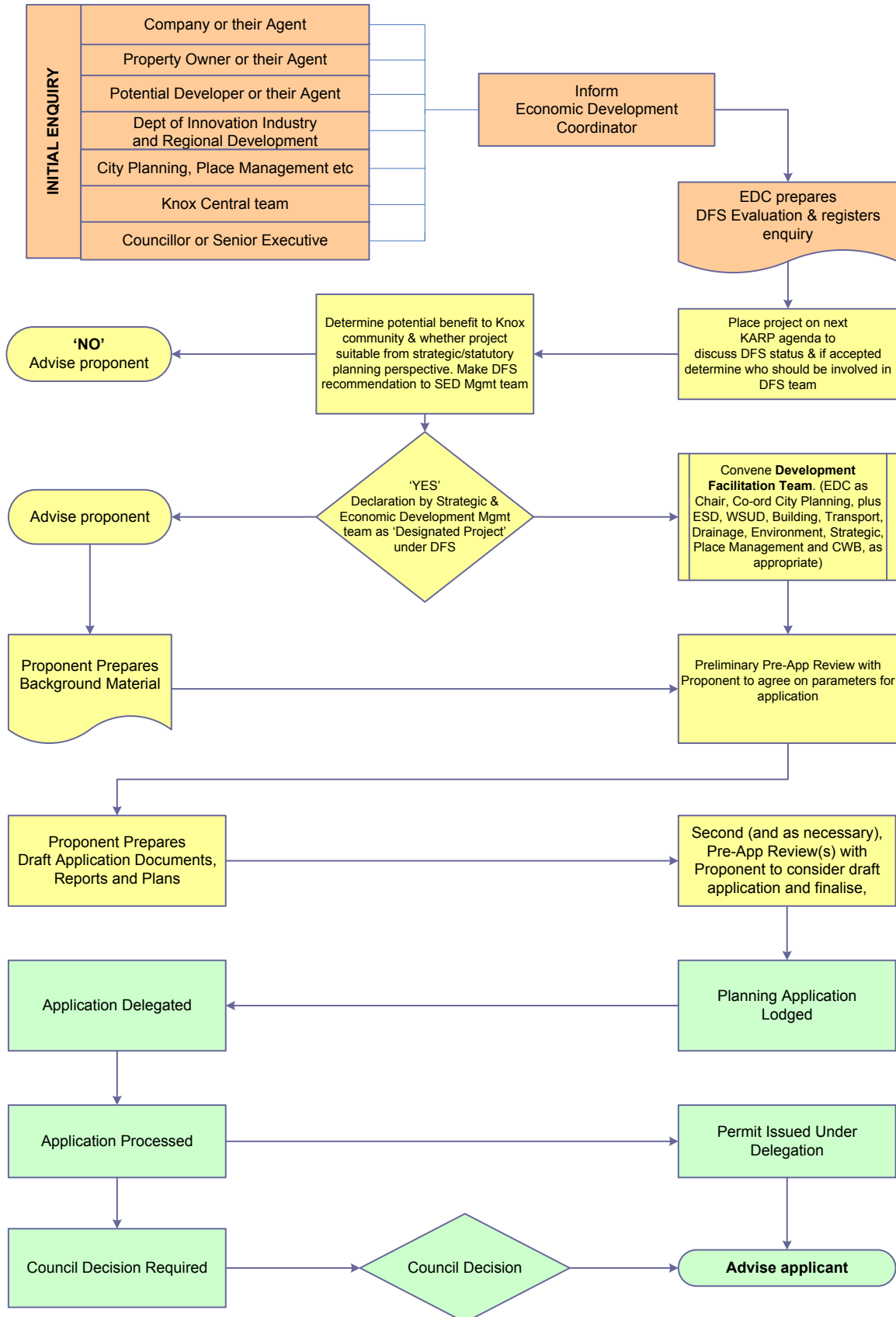
KNOX DEVELOPMENT FACILITATION SERVICE – EVALUATION SHEET
(Use Remplan to verify values)

Criterion	Response	Value	Score	Benefit
No of new jobs created at start	<input type="text"/>	1<20 = 1	<input type="text"/>	Provides employment opportunities to Knox residents
Estimate of new jobs in place 5 years later	<input type="text"/>	21 – 50 = 2 >50 = 3	<input type="text"/>	
Is the project in a targeted business sector?	Yes / No	No = 0 Yes = 3	<input type="text"/>	Contributes to KEDS and PME
Will local skill development and training occur?	Yes / No	No = 0 Yes = 3	<input type="text"/>	Opportunities for Swinburne TAFE and other providers
Nature of market: - local - national - global	L - N - G	Local = 1 National = 2 Global = 3	<input type="text"/>	Export Development Potential Import Replacement
Will a designated Strategic Development Site or locality be used?	Yes / No	No = 0 Yes = 3	<input type="text"/>	Promotes Knox Central, SREP, Bayswater, etc.
Expansion of existing business or establishment of new business in Knox.	Yes / No	No = 0 Yes = 2	<input type="text"/>	
Will land use contribute positively to Knox's desired future (i.e. Council Plan, Vision, MSS)?	Yes / Neutral	Neutral = 0 Yes = 3	<input type="text"/>	Contributes to meeting Vision 2025 and Council Plan
Are there strong & desirable synergies between this project & other businesses/activities in Knox & beyond?	Yes / No	No = 0 Yes = 3	<input type="text"/>	
Does the project demonstrate a high level of environmental sustainability (i.e. role model business)?	Yes / No	No = 0 Yes = 2	<input type="text"/>	Opportunity to role model this business to others within Knox
Will the project add stock of development ready buildings/sites within Knox?	Yes / No	No = 0 Yes = 2	<input type="text"/>	

Total Score

OUTCOME - Greater than XX points achieves DFS Designated Project status

KNOX DEVELOPMENT FACILITATION SERVICE (DFS) – PROCESS FLOW CHART



CHANDLER AND BAIRD WARDS**6.8 BORONIA RENEWAL PROJECT – ENGAGEMENT WITH CHILDREN AND YOUNG PEOPLE**

SUMMARY: *Manager City Futures (Tanya Clark)
Manager Youth, Leisure and Cultural Services
(Peter Gore)*

At the Council meeting held on 23 April 2018, Council resolved to request a project plan that would determine the scope of work, requirements and resources necessary to undertake further community engagement specifically with children and young people to inform the Boronia Renewal Strategy during Stage 2 Strategy Development.

This report outlines options to support the additional resources necessary to undertake this engagement program as requested by Council.

RECOMMENDATION

That Council:

- 1. Adopt Engagement Program Option C as outlined in the report as the basis for gathering feedback from children and young people to inform the Boronia Renewal Strategy;**
- 2. Allocate \$50,000 (exclusive of GST) for the appointment of a consultant to support the implementation of Option C over the next 6 – 8 months; and**
- 3. Receive a report on the feedback received during this process, and consider the inclusion of actions identified to meet the needs of children and young people in the Boronia Renewal Strategy.**

1. INTRODUCTION

At the Council meeting held on 23 April 2018, Council resolved to:

“Request officers to prepare a project plan that sets out the scope of work, requirements and resources necessary to undertake further community engagement with young people to feed in to the Boronia Renewal Strategy during Stage 2 Strategy Development”

The Boronia Renewal Strategy is expected to be forward looking and outline a clear vision to guide redevelopment over the long term. This Project has trialled new approaches and processes in the pursuit of preparing a Renewal Strategy that has the broadest possible ownership in the community. Stage 1 of the Project saw the implementation of a general community engagement program. This successful program has generated strong interest from the community with more than 330 people opting to receive a monthly newsletter and provide feedback on key issues.

An identified gap during Stage 1 was that engagement activities were designed to gather information and views from the adults in the community. This process was not structured to target and gain feedback from children or young people, generally assumed to include under 5 year olds and ranging to 25 year olds.

Within the Boronia Renewal Project there are many components that have an impact on children and young people. The application of change strategies in the future have the ability to influence their mobility, independence and their interactions within local neighbourhoods and how they experience the Boronia Town Centre. Apart from the obvious suggestions regarding the provision of footpaths, parks, playgrounds and skateboard facilities etc. there is a greater range of children's and young people's needs to be considered, e.g. safety. As users of the spaces and places in and around the Town Centre, incorporating different perspectives in the early stages of planning will contribute to more robust and enduring solutions.

It is essential to talk to children and young people to gather their ideas and ensure their unique perspective is captured in the Renewal Strategy. This cohort currently represents approximately a third of the population in Boronia.

Involvement of children and young people in this future planning process is important as this group will be the primary users of the Town Centre in the next 10 to 20 years.

1.1 Purpose of engaging with children and young people

Children and young people are well positioned to contribute to the development of solutions that address issues that affect them and their communities. Their thoughts, experiences, ideas and views can enhance decision-making and lead to greater ownership of outcomes by the whole community. The purpose of engaging with children and young people regarding the Boronia Renewal Project is to ensure that strategies and outcomes proposed are relevant, age-appropriate and appealing to the whole community.

1.2 Issues

This report builds on the previous engagement processes undertaken by the Council and recent conversations with the Knox Youth Advisory Committee. Whilst there were many positive views expressed, there were several distinct areas of concern raised by the young people who were in attendance.

Generally speaking, the young people indicated that they are worried about:

- *Peer relationships including bullying and cyber safety;*
- *Personal safety in public spaces, especially in the vicinity of the Boronia Train Station;*
- *Anti-social behaviour in relation to publicly visible drug-taking and drinking;*
- *Lack of a visible police presence in the Town Centre; and*
- *Limited places and activities for young people to go to hang out in Boronia.*

The Youth Advisory Committee also noted that it was important for young people to feel valued and that their contribution was meaningful, respected and acted on. There is a clear willingness to participate in this Project and for young people to play a role in shaping the recommendations in the Boronia Renewal Strategy. These issues and feedback received to date have informed the preparation of further engagement options in this report.

2. DISCUSSION

2.1 Stakeholder Engagement

Engagement with children and young people has different considerations than with adults and needs to be scoped carefully in terms of privacy, seeking permission to engage with and ensuring activities are conducted in a safe environment.

Service Providers

A number of external Provider Agencies that are operating in Boronia provide a range of services focused on children and young people. These Agencies are key Stakeholders in the Renewal Project and it is worth investigating opportunities to tap into these established networks and the potential for exchanging information and local knowledge relating to selected issues. Research from Stage 1 of the Project identified several faith-based organisations that run youth groups, playgroups as well as programs that support children and young people and their families. Further significant benefits can be gained from a closer liaison with local Police and a deeper understanding of their response to incidents or hotspots that may exist in the Town Centre. Consultation with a wide range of external key stakeholders in the early stages of planning for engagement plan activities is essential.

Local Schools

At this stage, there has been minimal contact with the local schools and the Department of Education regarding the Boronia Renewal Project. Further commitment of in-house resources is required to brief these organisations about the Boronia Renewal Project and gauge the level of interest in participating in this project. If there is sufficient interest from the schools, additional discussions are necessary to find a suitable timeframe to carry out the engagement activities and align with the Renewal Project deadlines. It may be too late in the school year with the curriculum set to fit in an extra activity regarding Boronia.

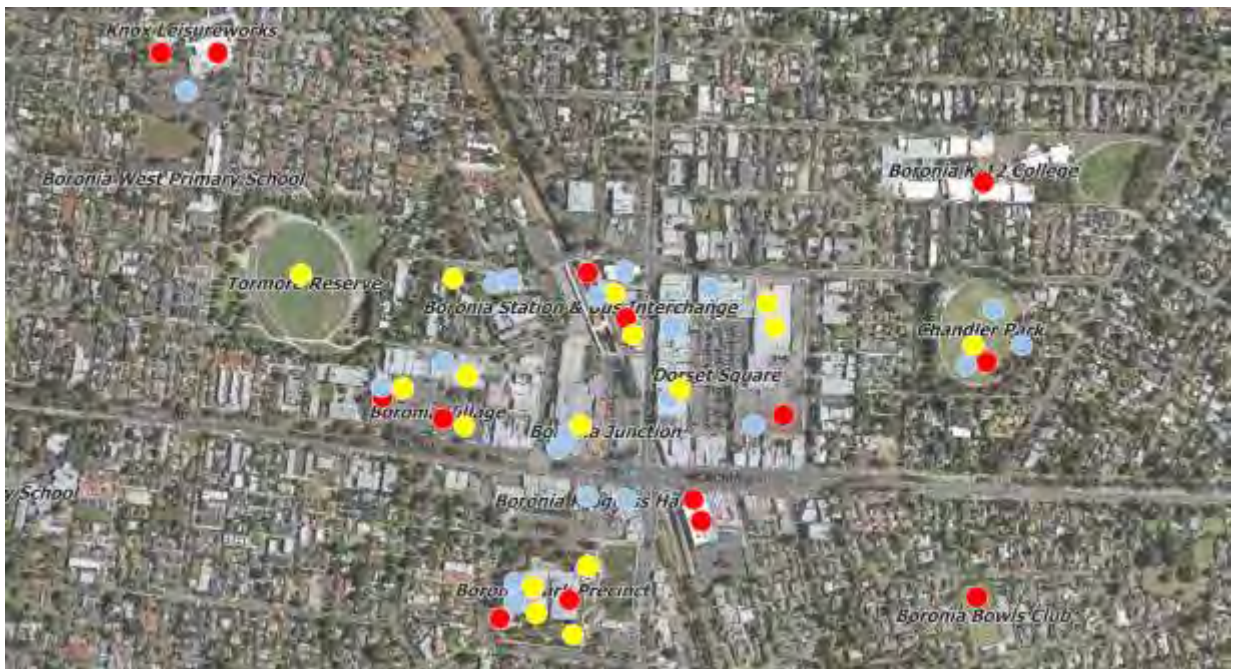
Knox City Council Youth Advisory Committee

An overview of the Boronia Renewal Project Stages 1 and 2 was presented to the Youth Advisory Committee at its June meeting. This group consists of a range of young people between the ages of 14 – 25 year old and includes representatives from agencies working directly with young people. This Committee serves as a sounding board for Council activities and to provide the views of young people on particular projects or topics. Interestingly the majority of Committee members knew the Boronia Town Centre well and exhibited a high level of awareness of existing local conditions.

The presentation was intended to be interactive and elicit direct feedback from the group on key aspects of the project. The first activity asked participants to identify locations on an aerial photo in response to the following three questions to identify a:

- a) favorite place or a place that looks interesting (red dot);
- b) place that you visit regularly (yellow dot); and
- c) place that could be improved (pale blue dot).

Figure 1 – Location identification in Boronia Town Centre



Young people's thoughts

Permission was sought from the members of the Youth Advisory Committee to share their preliminary thoughts with local businesses and government agencies with a view to raising awareness of their concerns. Council is in a good position to act as an advocate for young people's concerns by raising these with key stakeholders and people that have the ability to initiate change. Initial thoughts focused on personal safety when using the Town Centre included:

"I do not feel safe in Boronia at all."

"The station is the most horrific place."

"Alley ways are scary around the shops."

Although these comments present a strong negative perception of the Centre there were also some positive comments that could lead to positive change.

"The cinema is really cute and cheap."

"Having a centre where you can play games or create games would be an awesome idea."

"Belgrave Big Dreams markets would be good to have something like that in Boronia."

A strong sentiment from the group was that events and activities in the town centre that were designed specifically for young people would assist in changing perceptions about the Town Centre. They also suggested that these events should be well organised, have a high police presence and that any anti-social behaviour is tightly managed. The results from these discussions delivered some valuable insights into how young people think and view the Town Centre and how these perceptions influence how they use the Town Centre.

2.2 Challenges

Audience

One of the first challenges facing this program is in contacting a youth audience in a suitable environment. If young people already feel unsafe in public spaces they are unlikely to hang around answering questions from Council officers.

Sensitivity

Relevant checks will need to be completed for those undertaking the youth and child engagement, and consideration will need to be given to suitable locations and appropriate supervision.

Approach fit

Each age cohort has different communication needs and a one size fits all approach may not work. Although there will be common themes and questions for each group there may need to be some modification to assist in generating a good outcome.

Time

Child and youth engagement activities take time to organise, obtain any necessary permissions to engage, brief and train officers, explain the project context, ask questions and seek/record a response. It is likely that an engagement program will take 6 - 8 months to implement and alignment with existing deadlines could be problematic.

Building capacity

Council Officers and those people delivering the engagement program need to have appropriate skills for the target audience that is being consulted. Officers should be supported by a range of tools and material that enables them to explain complex ideas in a manner that is understandable to children and young people.

2.3 Engagement Program Options

Drawing on the learnings and Community Engagement foundation established in Stage 1 a range of options for engaging with children and young people have been identified. There are four options, each with a different level of engagement and demand on resources which the Council can pursue.

	Description	Benefits	Implications
Option A	Use existing data with in-house review and collation of known data from existing and past Council Policy, Strategies and Plans.	Minimal costs, will fill an information gap and can be achieved within time constraints.	Data collected may not be relevant to Boronia or too general to be extrapolated for a specific place. Has no direct engagement with children and young people. Internal resources will need to be allocated to complete this task.
Option B	Tap into existing networks (e.g. Youth Advisory Committee and Service Providers).	Gathers some direct information and can be achieved within time constraints. See Figure 1 example above. Limited direct engagement.	Direct information from other Council documents may be dated. This secondary or indirect feedback may not reflect the views of children and young people and suggested actions will be more general in nature.
Option C	Undertake specific and targeted engagement across all cohort groups.	Direct feedback from children and young people will inform a range of actions in the Renewal Strategy.	Timeframes may need to be varied to align with school programs. Requires commissioning of consultants to carry out the work. Estimated costs \$50K - \$55K.
Option D	Build a foundation for ongoing engagement.	This approach will build strong ownership of the issues and draw on the local knowledge and experience of the community.	Requires commissioning of consultants to carry out program establishment. Once established this program would need to be built into the work program for ongoing delivery. Estimated costs \$50K - \$55K initial start up costs then further use of in-house resources to integrate into Councils' Youth Services area for ongoing implementation.

Officers recommend that engagement Option C is suggested as the best means of gathering direct feedback from children and young people to ensure specific, relevant and targeted solutions are identified.

2.4 Delivery of engagement with young people program

The delivery of this proposed engagement program is not reflected in the existing Boronia Renewal Project plan or in any existing Community Services directorate work program for 2018/2019 financial year. As such, it is estimated that external resources would be required to roll out this proposal over the next 6 – 8 months. At this stage the funding for this work is not included in either the Boronia Renewal Project budget, or the Youth or Family and Children's Services budgets.

A consultant brief would include provision for the following:

- Preparation of a delivery plan and timetable;
- Liaison with external Stakeholders;
- Preparation of engagement material in consultation with Council Officers;
- Briefing/training for officers working with children and young people;
- Organizing events/activities and logistics;
- Seeking necessary permissions; and
- Writing a report on all the feedback and findings from the engagement program for Council consideration and action.

2.5 Outcomes

Any individual identification information regarding children or young people and information received through these processes must be managed sensitively. It is important to ensure compliance with all legislative requirements in the early stages of the program. In addition, it will be essential to promote this compliance and describe specifically how the feedback and ideas received will be used.

3. CONSULTATION

3.1 Internal consultation

A collective and collaborative approach for the Boronia Renewal Project is ongoing in the preparation of this report. The following teams have made contributions based on previous experiences and internal knowledge in relation to engaging young people in various Council activities. This engagement program sits within the overarching Communication Plan for the Boronia Project and the Community Services Directorate and will be implemented across several teams including:

- City Futures;
- Youth, Leisure & Cultural Services;
- Community Wellbeing;
- Family & Children's Services; and
- the Knox Youth Advisory Committee.

4. ENVIRONMENTAL/AMENITY ISSUES

The views of children and young people will inform the upgrading of the public realm and key recreational spaces such as Boronia Park, Tormore Reserve and Chandler Park.

5. FINANCIAL & ECONOMIC IMPLICATIONS

A challenging two-year ‘fast track’ approach has been applied to this Project. This approach places increased demands on existing resources across several Directorates, with the project being elevated to a high Council priority. As the scope of this project has changed in response to Council requests, in-house resource priorities have been adjusted accordingly where possible.

The scope of this project is unfunded with no capacity for incorporation within current operational resources. The cost to engage a consultant as per the tasks described in section 2.4 of this report is estimated at \$50,000 exclusive of GST.

6. SOCIAL IMPLICATIONS

This project recognises the significant social issues present in the Boronia community, especially in relation to perceptions of safety amongst children and young people.

This report proposes an integrated in-house multi-disciplinary team and partnership approach with external service providers to explore ways in which the views of children and young people can be gathered and reflected in the Boronia Renewal Strategy.

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

Several Council policies give reference to the needs of children and young people. The Community and Council Plan 2017 – 2021 contains overarching goals that direct several initiatives towards action and initiatives.

Goal 4 – We are safe and secure.

Strategy 4.2 Enhance community connectedness to improve perceptions of safety.

Council Initiatives:

4.3.1 - Implement a community safety program and build community connections to improve perceptions of safety within key locations across the municipality (including Boronia Activity Centre). Year 1-4 (2017-2021).

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

Strategy 7.3 – Strengthen community connections

Council Initiatives:

7.3.3 – Prioritise and promote programs and services which aim to build community connections and reduce social isolation across all life stages and spatially represent this information on Council’s mapping system.

Goal 8 - We have confidence in decision making.

Strategy 8.2 - Enable the community to participate in a wide range of engagement activities

Council Initiatives:

8.2.4 – Facilitate regular networking sessions with key agencies and stakeholders to identify partnership opportunities in order to achieve shared Community and Council Plan goals.

The Boronia Renewal Project is contributing to this outcome by expanding its initial engagement program to include activities that allow children and young people to participate in framing their future in Boronia. Feedback received will be used to inform future renewal strategies and refine expectations and outcomes with perspectives from children and young people

7.1 Boronia Renewal Strategy - Key Directions

Four of the nine Key Directions have been selected as having direct relevance for engagement with children and young people.

Key Direction 5. Building capacity and resilience in Boronia

This Direction sets out to increase the resilience and capacity in the community to adapt and be responsive to an ever-changing environment and external factors that cause local changes. A short term action identified is to increase awareness of locally available training and skills development courses for children and young people in Boronia.

Key Direction 6. Boronia is a green place with spaces to play

Boronia is well endowed with recreational facilities, parks and green open spaces. Produce a brochure that shows the location of all the open spaces and parks in Boronia and the facilities offered in each location.

Key Direction 7. Smart Digital Boronia

There is the opportunity to exploit new technology for community benefit through improved digital literacy and skills training for knowledge economy jobs. Working with schools/KIOSC/firms to establish a Boronia Centre “Hackathon” where young people work on projects/initiatives to create a safer more appealing town centre using digital technologies.

Key Direction 8. Active Boronia nightlight

In the short term, upgrades to the public realm with lighting and signage could assist in drawing attention to places of interest and activity. Design (CPTED) principles will expose places that have poor surveillance where crime currently occurs. Additional summertime evening activities e.g. open air cinema; night-time markets, arts shows and free concerts that attract children and young people to better use the town centre have been suggested.

8. CONFLICT OF INTEREST

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

Officer Responsible – Tanya Clark, Manager City Futures - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Officer Responsible – Peter Gore, Manager Youth, Leisure and Cultural Services- In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Yvonne Rust, Senior Project Manager - In providing this advice as the Author, I have no disclosable interests in this report.

9. CONCLUSION

Children and young people are a unique segment of the community and authentic engagement requires additional consideration in terms of framing of questions and in seeking permissions to engage and use the feedback received. Further engagement with children and young people regarding issues associated with the Boronia Renewal Project will add value and assist in tailoring outcomes to directly meet the needs of this cohort.

A range of engagement program options, each with a different resource, cost and outcome have been identified in this report.

Engagement Program Option C is suggested as the best means of gathering direct feedback from children and young people to enable specific, relevant and targeted solutions are identified. This Option proposes that further consultation across three distinct age cohorts is undertaken. These activities are summarised as follows:

1. Utilise existing Early Years Services, Maternal and Child Health, Preschool and supported playgrounds to interact with children under 5 years and their families to gather feedback/ideas about Boronia;
2. Identify opportunities to work with local schools (3) to run information sessions and an activity to raise awareness of the Boronia Renewal Project and gather feedback/ideas;
3. Ongoing updates on the projects progress is to be provided to the Youth Advisory Committee and set up a direct platform using social media to allow for feedback and ideas to be received from young people on an ongoing basis; and
4. Plan for an inclusive event/activity that considers a particular problem facing Boronia and provide a platform for children and young people to be part of the development of a solution.

As this additional engagement program is not in the 2018/2019 work program there is insufficient resources and funds to undertake Option C. It is suggested that an external consultant, costing approximately \$50,000 will be required to implement the engagement program option that includes the four activities listed above. Whilst this Engagement Program Option requires additional resources beyond the Boronia Renewal Project plan scope and existing Council programs it will inform and enrich the strategies being developed to renew the Boronia Town Centre.

10. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

***Report Prepared By: Tanya Clark – Manager City Futures
Peter Gore – Manager Youth, Leisure and
Cultural Services***

Report Authorised By: Julia Oxley – Director, City Development

ALL WARDS**6.9 REVIEW OF SCHOOL CROSSING PROGRAM POLICY**

SUMMARY: *Manager – City Safety and Health (Steven Dickson)*

The School Crossing Program Policy seeks to provide a consistent approach to the provision of the school crossing services across the municipality.

The Policy was reviewed and updated with minor operational changes that do not have any effect on the objective or intention of the Policy.

RECOMMENDATION

That Council adopt the updated School Crossing Program Policy as shown in Appendix A to this report.

1. INTRODUCTION

Council currently operates 99 school crossings every school day throughout the year. Council is required to audit its school crossings annually and provide information to VicRoads to confirm that each crossing meets or exceeds the warrants for eligibility. This process ensures that Council receives the maximum available funding from VicRoads.

The attached updated policy (refer Appendix A) provides guidelines for the installation of new crossings, and the process for reviewing crossing eligibility for annual funding from VicRoads. It also sets out a process to deal with school crossings that no longer meet the VicRoads' warrants for a subsidy.

2. DISCUSSION**2.1 Policy Review**

The School Crossing Program Policy (refer Appendix B) is now due for review. The intent of the Policy is to provide a consistent approach to the provision of school crossing services throughout the municipality, in particular dealing with crossings that do not meet the subsidy or Vic Roads' warrant requirements. The Policy requires Council, in relation to any underutilised school crossing, to undertake a consultative process with the relevant school, and if the crossing continues to be under-utilised, to remove the crossing at the end of the school year.

The Policy is framed around the eligibility criteria for a subsidy as set out by VicRoads and includes sections on new crossings, ongoing crossings, and unsubsidised crossings. Of particular interest is the section on unsubsidised school crossings which outlines a process that may result in the closure of crossings.

This Policy has recently been updated with some minor operational changes that do not affect the objective or intention of the Policy. No material changes to this Policy are recommended. The updated Policy can be seen in Appendix A with tracked changes shown in Appendix B.

The amendments include:

- Definitions – Grammatical update to the definition of a School Crossing.
- Section 6.1 – 2.
 - Removed reference to ‘Council’s Engineering Services will develop a matrix for special needs’; and
 - Replaced with ‘Council’s Traffic & Transport Department will use their special needs criteria (refer Appendix 1) to determine and advise if a crossing that does not meet the numerical requirements can be established under special needs’.
- Section 6.1 – 3. Added references to ‘Traffic and Transport’.
- Section 6.1 – 4. Added references to ‘drainage’.
- Added – Section 7 (Administrative Updates).
- Added – Appendix 1 (Traffic and Transport Special Needs Criteria for Considering A Supervised School Crossing for a VicRoads Subsidy).
- New visual identity template applied to the document.

3. CONSULTATION

Internal consultation occurred with Council’s Community Laws, and Traffic and Transport teams.

Staff will continue to consult with affected schools when crossing utilisation drops below the required levels.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no direct environmental or amenity issues associated with the Policy amendments.

5. FINANCIAL & ECONOMIC IMPLICATIONS

There is a net cost to Council in operating the School Crossing program. The operational costs of the program for the 2017-2018 financial year was \$1,345,834. This amount was subsidised by VicRoads through the Children’s Crossing Supervisory Subsidy Scheme. The 2017-2018 subsidy amount was \$583,501 (43.4%) with the remaining \$762,332 paid by Council. The subsidy amount that Council will receive for the 2018-2019 financial year will increase by \$99,132 to \$682,633.

6. SOCIAL IMPLICATIONS

There are no social implications associated with the Policy amendments.

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

This report relates to a number of specific objectives and strategies within the Council Plan including:

Goal 3 - We can move around easily.

Goal 6 - We are healthy, happy and well.

8. CONFLICT OF INTEREST

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

Officer Responsible – Steven Dickson, Manager City Safety and Health - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Paul Anastasi, Coordinator Community Laws - In providing this advice as the Author, I have no disclosable interests in this report.

9. CONCLUSION

The proposed amendments to this Policy, as included within this report, are provided for Policy accuracy to meet minor operational and process changes. The School Crossing Program Policy with these minor changes will continue to direct Council's School Crossings Program in responding to the needs of the community and to assist children to walk safely to and from school.

10. CONFIDENTIALITY

There are no confidential issues associated with this report.

Report Prepared By: **Manager – City Safety and Health
(Steven Dickson)**

Report Authorised By: **Director – City Development
(Julia Oxley)**

SCHOOL CROSSING PROGRAM

Policy Number:	2005/10	Directorate:	City Development
Approval by:	Council	Responsible Officer:	Manager – City Safety and Health
Approval Date:		Version Number:	4
Review Date:			

1. Purpose

The purpose of this policy is to provide a consistent approach to the provision of school crossing services throughout the municipality. The policy provides guidelines for the installation of new crossings, the process for reviewing crossing eligibility for annual funding from VicRoads and how to deal with school crossings that no longer meet the VicRoads' warrants for a subsidy.

2. Context

Council is required by VicRoads to review its school crossings annually and provide information from this review to VicRoads to indicate that each crossing meets or exceeds the warrants for eligibility in order to receive annual funding. The funding for the program is shared between an annual subsidy from VicRoads for approved crossings, and Council annual operating budget. The eligibility criteria for the school crossing subsidy was changed by VicRoads in 2004, to remove the onus for determining special needs for school crossings from Council to VicRoads.

3. Scope

This policy will apply to all school crossings within the municipality.

4. References

4.1 Community & Council Plan 2017-2021

- Healthy Connected Communities
- Prosperous, Advancing Economy
- Vibrant and Sustainable Built and Natural Environments
- Democratic and Engaged Communities

4.2 Relevant Legislation

- VicRoads – Training Manual Volume 1, Chapter 4, Edition 3.

4.3 Charter of Human Rights

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

4.4 Related Council Policies

- NIL

4.5 Related Council Procedures

- Nil

5. Definitions

School Crossing	Means a crossing installed primarily for the purpose of children and carers crossing a road or carriageway to assist access to and from a school (either primary or secondary) and is supervised by a school crossing supervisor.
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The eligibility criteria for subsidy under the School Crossing Program is as follows:

1. Children's crossings for primary school children – where the number of children (minimum of 20) multiplied by the number of vehicles in the hour (minimum 100) exceeds 5,000.
2. Children's crossings for secondary school children – where the number of children (minimum of 20) multiplied by the number of vehicles in the hour (minimum 250) exceeds 25,000.
3. Pedestrian operated signals – more than 20 primary school children per hour.
4. Other crossings – where the Council obtains VicRoads' agreement to the need for supervision on account of special needs (eg children with disabilities) or other factors affecting safety such as excessive vehicle speed, road geometry, limited sight distance, volume of heavy vehicles or road width.

6. Council Policy

Council policy in regards to the installation of new crossings and retention of ongoing crossings is as follows:

6.1 New Crossings

In determining requests for new school crossings the following guidelines will apply:

1. A new crossing will only be created where it meets the eligibility criteria for subsidy by VicRoads. This can include either numerical or special needs criteria.
2. The process to determine whether the crossing meets the eligibility criteria is based on undertaking a survey of the number of pedestrians that currently cross in or around the proposed location and a vehicle count. Staff may also apply projected pedestrian usage for the crossing based on the actual count and other criteria relevant to the crossing. These figures are used to determine whether they meet the numerical requirements of a crossing subsidy. Council's Traffic & Transport Department will use their special needs criteria (refer Appendix 1) to determine and advise if a crossing that does not meet the numerical requirements can be established under special needs.
3. In determining a crossing location, consultation is undertaken with the relevant schools, and Council's Local Laws and Traffic and Transport departments.
4. Other criteria that will be considered in determining a new crossing is as follows:
 - Details of required additional supporting infrastructure needs including footpaths, trees, drainage etc.
 - Assessment of other crossings within the area.

- Any existing pedestrian lights or intersections that could be an alternative crossing point.
- Safety will be a primary concern both for the use of the crossing staff and vehicular traffic. This includes sighting, overhanging vegetation and the like.

6.2 Ongoing Crossings

Once installed, a crossing is assessed in accordance with the subsidy guidelines from VicRoads. The annual assessment is done on the following basis:

Category 1

Those crossings where the date since the last warrant check is more than three years old in accordance with VicRoads' guidelines.

To retain eligibility for a subsidy, VicRoads require that all crossings be reassessed at least every three years.

Category 2

Any crossings that identified as unsubsidised crossings that are still operating as unsubsidised crossings.

Category 3

All crossings that were borderline in the previous warrant check. This includes any crossings that did not meet either the pedestrian or vehicular counts or where the number of children (minimum 20) multiplied by the number of vehicles in the hour (minimum 100) totals less than 5,000 for primary schools or 25,000 for secondary schools.

This will provide sufficient time to liaise with schools in regards to crossings that are performing marginally above the counts required for an ongoing subsidy. If a school crossing drops below the required level, there is an increased period for the school community to redress the issue.

Category 4

The balance of crossings will only be checked when they fall into category 1 to 3 on a periodical basis.

This ensures that staff time is concentrated on crossings that are of higher priority while at the same time ensuring compliance with VicRoads' requirements.

Any crossings in categories 1 to 3 that still do not meet the warrant requirements for a subsidy for the upcoming financial year will be listed for further counts throughout the school year up to when counts are required to be lodged with VicRoads.

6.3 Unsubsidised Crossings

Where any crossing does not meet the warrant checks after a second check, the relevant school is to be advised that the crossing has not met the criteria and further checks are to be undertaken on a regular basis up until the funding application is required to be lodged with VicRoads.

If a crossing no longer meets the VicRoads' warrant and will lose the VicRoads' subsidy from 1 July the following financial year, the following will apply:

1. The crossing is retained as a subsidised crossing up until 30 June of the following year.

2. The relevant school will be advised that it no longer meets the warrants and that the crossing will be retained unsubsidised from 1 July up until the end of the relevant calendar year.
3. Staff will continue to carry out periodic checks of the crossing and if it meets the warrant requirements any time up to the period that the next subsidy application is due, the crossing will be retained for the balance of the financial year as it will be eligible for a subsidy for the ensuing financial year.
4. Any crossing that does not meet the warrant requirements over the extended period shall be removed over the Christmas break and shall not operate from the start of the following school year.

7. Administrative Updates

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

School Crossing Program

Appendix 1

TRAFFIC & TRANSPORT - SPECIAL NEEDS CRITERIA FOR CONSIDERING A SUPERVISED SCHOOL CROSSING FOR A VIC ROADS SUBSIDY

Children with disabilities

Obtain data from school How many disabled children walk, drive or get to school by other means and use the crossing? *Special Need satisfied if at least one disabled student uses the crossing*

Other special needs

- Social issues – parent support. *Special Need should be considered if a student, whose parent requires social support, uses the crossing.*
- Economic issues – car ownership. *Special Need should be considered in areas where car ownership levels are low or if it is likely that not having a crossing will discourage walking.*
- Health issues - *Special Need should be considered where it is likely that not having a crossing will discourage walking.*

Safety

Speed Issues

Special need should be considered in any of the following situations

- If the 85 percentile speed is 10km/h greater than the legal limit because that means that the Stopping Sight Distance is 30-40% greater than if cars were not speeding
- If the speed limit is 70 kmh or higher
- If the crossing is an isolated school crossing without a School Speed Zone
- If the volume of students crossing relative to speed is considered a risk
- If the speed limit changes within 100 metres of the crossing
- If the crossing is within a School Speed Zone with poor compliance

Road Geometry

Special need should be considered in any of the following situations

- If the Road classification indicates a higher level of risk
- If the Orientation of the road indicates a higher level of risk
- If the crossing is less than 30 metres from an intersecting road
- If the crossing traverses more than 2 carriageways
- If the crossing traverses a turn lane
- If the crossing is near or within an area including parking lanes or bays
- If the crossing is near or within an area including bicycle lanes
- If the safety at the crossing is compromised at times by sun glare

Sight Distance

Special need should be considered in any of the following situations

- If the crossing is less than Safe Intersection Sight Distance from a crest
- If the crossing is less than Safe Intersection Sight Distance from a bend
- If the sight distance to/from the crossing is compromised by roadside infrastructure or vegetation

Volume of Heavy Vehicles/Traffic

Special Need should be considered in any of the following situations

- If the percentage or number of heavy vehicles indicates a higher level of risk
- If the volume of traffic indicates a higher level of risk (1000veh/hr is high)
- If a Gap Acceptance analysis shows that there is insufficiently long gaps in the traffic stream for pedestrians to safely cross
- if pedestrians take risks by attempting to cross gaps in the traffic stream that are not safe
- If the types of heavy vehicles tend to be large and indicate a higher level of risk
- Info is available from Commercial Vehicle volumes in turning movement counts and Classified volumes from tube counts

Pedestrian Generators

Special Need should be considered if any of the following pedestrian generators benefit from the crossing operation

- The subject School
- Other Schools
- Nearby Shops
- Train Station
- Community Facilities
- Aged Pedestrians/Retirement Villages
- Nearby Playgrounds

Alternative Pedestrian Facilities/Treatments

This section notes treatments that Special Need criteria could be used to help justify because the treatment may overcome the Special Need. Similarly if the crossing had the treatment concerned then the Special Need might need to be reviewed:

- Pedestrian Operated Signals
- Rationalising crossings to other safe crossing points – within reasonable distance
- Pedestrian refuge islands
- Local Area Traffic Management treatments

~~-KNOX POLICY~~

SCHOOL CROSSING PROGRAM

Policy Number:	2005/10	Directorate:	City Development
Approval by:	Council	Responsible Officer:	Manager – City Safety and Health
Approval Date:		Version Number:	4
Review Date:			

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~~2.3.~~ Scope

This policy will apply to all school crossings within the municipality.

~~3.4.~~ References

4.1 ~~City Plan 2013-17 (incorporating the~~ Community & Council Plan ~~)~~ 2017-2021

- Healthy Connected Communities
- Prosperous, Advancing Economy
- Vibrant and Sustainable Built and Natural Environments
- Democratic and Engaged Communities

4.2 Relevant Legislation

- VicRoads – Training Manual Volume 1, Chapter 4, Edition 3

4.3 Charter of Human Rights

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

4.4 Related Council Policies

- ~~Nil~~

- NIL

4.5 Related Council Procedures

- Nil

4.5. Definitions

~~Detail any definitions within the policy.~~

School Crossing	Means a crossing that has been installed primarily for the purpose of children and carers crossing a road or carriageway to assist access to and from a school (either primary or secondary) and is supervised by a school crossing supervisor.
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2. Children's crossings for secondary school children – where the number of children (minimum of 20) multiplied by the number of vehicles in the hour (minimum 250) exceeds 25,000.
3. Pedestrian operated signals – more than 20 primary school children per hour.
4. Other crossings – where the Council obtains VicRoads' agreement to the need for supervision on account of special needs (eg children with disabilities) or other factors affecting safety such as excessive vehicle speed, road geometry, limited sight distance, volume of heavy vehicles or road width.

5.6. Council Policy

Council policy in regards to the installation of new crossings and retention of ongoing crossings is as follows:

6.1 New Crossings

In determining requests for new school crossings the following guidelines will apply:

1. ~~New crossings~~A new crossing will only be created where ~~they meet~~it meets the eligibility criteria for subsidy by VicRoads. This can include either numerical or special needs criteria.
2. The process to determine whether the crossing meets the eligibility criteria ~~will be~~is based on undertaking a survey of the number of pedestrians that currently cross in or around the proposed location and a vehicle count. Staff may also apply projected pedestrian usage for the crossing based on the actual count and other criteria relevant to the crossing. These figures ~~will be~~are used to determine whether they meet the numerical requirements of a crossing subsidy. Council's ~~Engineering Services~~Traffic & Transport Department will ~~develop a matrix for use their~~ special needs criteria (refer Appendix 1) to determine and ~~any crossings~~advise if a crossing that ~~do~~does not meet the numerical requirements ~~and are being~~ can be established under special needs ~~will need to meet the guidelines agreed in regards to special needs. A copy of the current guidelines is attached as Appendix 1 to this policy.~~
3. In determining a crossing location, consultation ~~will be~~is undertaken with the relevant schools, and ~~the~~ Council's Local Laws ~~department~~and Traffic and Transport departments.
4. Other criteria that will be considered in determining a new crossing is as follows:
 - Details ~~must be provided~~ of ~~any~~required additional supporting infrastructure needs including footpaths, trees, drainage etc.
 - Assessment of other crossings within the area.
 - Any existing pedestrian lights or intersections that could be ~~used as~~ an alternative crossing point.
 - Safety will be a primary concern both for the use of the crossing staff and vehicular traffic. This includes sighting, overhanging vegetation and the like.

6.2 Ongoing Crossings

Once installed, a crossing is ~~installed it must be~~ assessed in accordance with the subsidy guidelines from VicRoads. The annual assessment ~~will be~~ is done on the following basis:

Category 1

Those crossings where the date since the last warrant check is more than three years old in accordance with VicRoads' guidelines.

To retain eligibility for a subsidy, VicRoads require that all crossings ~~must~~ be reassessed at ~~a minimum of once~~ least every three years.

Category 2

Any crossings that ~~have been~~ identified as unsubsidised crossings that are still operating as unsubsidised crossings.

Category 3

All crossings that were borderline in the previous warrant check. This includes any crossings that did not meet either the pedestrian or vehicular counts or ~~scored~~ where the number of children (minimum 20) multiplied by the number of vehicles in the hour (minimum 100) totals less than ~~40~~ 5,000 for primary schools or ~~50~~ 25,000 for secondary schools.

This will provide sufficient time ~~for liaison~~ to liaise with schools in regards to crossings that are performing marginally above the counts required for an ongoing subsidy. If a school crossing drops below the required level, there is an increased period ~~of time~~ for the school community to redress the issue.

Category 4

The balance of crossings will only be checked when they fall into category 1 to 3 on a periodical basis.

This ensures that staff time is concentrated on crossings that are of higher priority ~~but~~ while at the same time ~~ensure~~ ensuring compliance with VicRoads' requirements.

Any crossings in categories 1 to 3 that still do not meet the warrant requirements for a subsidy for the upcoming financial year ~~are to~~ will be listed for further counts throughout the school year up to when counts are required to be lodged with VicRoads.

6.3 Unsubsidised Crossings

Where any crossing does not meet the warrant checks after a second check, the relevant school is to be advised that the crossing has not met the criteria and further checks are to be undertaken on a regular basis up until the funding application is required to be lodged with VicRoads.

If a crossing no longer meets the VicRoads' warrant and will lose the VicRoads' subsidy from 1 July the following financial year, the following will apply:

1. The crossing is retained as a subsidised crossing up until 30 June of the following year.
2. The relevant school will be advised that it no longer meets the warrants and that the crossing will be retained unsubsidised from 1 July up until the end of the relevant calendar year.
3. Staff will continue to carry out periodic checks of the crossing and if it meets the warrant requirements any time up to the period that the next subsidy application is due, the crossing will be retained for the balance of the financial year as it will be eligible for a subsidy for the ensuing financial year.
4. Any crossing that does not meet the warrant requirements over the extended period shall be removed over the Christmas break and shall not operate from the start of the following school year.

7. Administrative Updates

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

School Crossing Program

Appendix 1

TRAFFIC & TRANSPORT - SPECIAL NEEDS CRITERIA FOR CONSIDERING A SUPERVISED SCHOOL CROSSING FOR A VIC ROADS SUBSIDY

Children with disabilities

Obtain data from school How many disabled children walk, drive or get to school by other means and use the crossing? *Special Need satisfied if at least one disabled student uses the crossing*

Other special needs

- Social issues – parent support. *Special Need should be considered if a student, whose parent requires social support, uses the crossing.*
- Economic issues – car ownership. *Special Need should be considered in areas where car ownership levels are low or if it is likely that not having a crossing will discourage walking.*
- Health issues - *Special Need should be considered where it is likely that not having a crossing will discourage walking.*

Safety

Speed Issues

Special need should be considered in any of the following situations

- If the 85 percentile speed is 10km/h greater than the legal limit because that means that the Stopping Sight Distance is 30-40% greater than if cars were not speeding
- If the speed limit is 70 kmh or higher
- If the crossing is an isolated school crossing without a School Speed Zone
- If the volume of students crossing relative to speed is considered a risk
- If the speed limit changes within 100 metres of the crossing
- If the crossing is within a School Speed Zone with poor compliance

Road Geometry

Special need should be considered in any of the following situations

- If the Road classification indicates a higher level of risk
- If the Orientation of the road indicates a higher level of risk
- If the crossing is less than 30 metres from an intersecting road
- If the crossing traverses more than 2 carriageways
- If the crossing traverses a turn lane
- If the crossing is near or within an area including parking lanes or bays
- If the crossing is near or within an area including bicycle lanes
- If the safety at the crossing is compromised at times by sun glare

Sight Distance

Special need should be considered in any of the following situations

- If the crossing is less than Safe Intersection Sight Distance from a crest
- If the crossing is less than Safe Intersection Sight Distance from a bend
- If the sight distance to/from the crossing is compromised by roadside infrastructure or vegetation

Volume of Heavy Vehicles/Traffic

Special Need should be considered in any of the following situations

- If the percentage or number of heavy vehicles indicates a higher level of risk
- If the volume of traffic indicates a higher level of risk (1000veh/hr is high)
- If a Gap Acceptance analysis shows that there is insufficiently long gaps in the traffic stream for pedestrians to safely cross
- if pedestrians take risks by attempting to cross gaps in the traffic stream that are not safe
- If the types of heavy vehicles tend to be large and indicate a higher level of risk
- Info is available from Commercial Vehicle volumes in turning movement counts and Classified volumes from tube counts

Pedestrian Generators

Special Need should be considered if any of the following pedestrian generators benefit from the crossing operation

- The subject School
- Other Schools
- Nearby Shops
- Train Station
- Community Facilities
- Aged Pedestrians/Retirement Villages
- Nearby Playgrounds

Alternative Pedestrian Facilities/Treatments

This section notes treatments that Special Need criteria could be used to help justify because the treatment may overcome the Special Need. Similarly if the crossing had the treatment concerned then the Special Need might need to be reviewed:

- Pedestrian Operated Signals
- Rationalising crossings to other safe crossing points – within reasonable distance
- Pedestrian refuge islands
- Local Area Traffic Management treatments

ALL WARDS

6.10 RESPONSE TO CALL UP ITEM - IN-HOUSE PROSECUTIONS OFFICER

SUMMARY: *Manager – City Safety and Health (Steven Dickson)*

This report provides information regarding Council’s in-house prosecutions function, as requested at the Strategic Planning Committee meeting of Council on 14 May 2018 (Call Up Item 5.2.1).

RECOMMENDATION

That Council receives and notes the report in regards to Call Up Item 5.2.1 of the Strategic Planning Committee meeting of Council on 14 May 2018.

1. INTRODUCTION

This report responds to Call Up Item 5.2.1 from the Strategic Planning Committee meeting of Council held on 14 May 2018:

“That Council receive a report at the July 2018 Ordinary Meeting of Council that outlines:

- 1. For the 2 financial years prior to the engagement of an in-house prosecutions officer;*
 - a. The number of prosecutions per (financial) year*
 - b. The cost of prosecutions per prosecution*
 - c. The fine revenue that Council received as a result of prosecutions*
 - d. The number of major breaches for:*
 - i. Dog Attacks*
 - ii. Food Act breaches*
 - iii. Local Law offences*
 - e. Whether various documents were prepared in-house or externally.*
- 2. For the financial years since an in-house prosecutions officer was engaged;*
 - a. The number of prosecutions per (financial) year*
 - b. The cost of prosecutions per prosecution*
 - c. The fine revenue that Council received as a result of prosecutions*
 - d. The number of major breaches for:*
 - i. Dog Attacks*
 - ii. Food Act breaches*
 - iii. Local Law offences*
 - e. Whether various documents were prepared in-house or externally.*
- 3. How the “free legal advice” to various employees in the execution of their council duties is accounted for including any potential liability”.*

As part of undertaking the work required for this Call Up Item, officers have had regard to Council's Call Up Items Policy, and in particular, Item 6.5 which states:

“Where preparing a report responding to a Call Up Item which will require more than three person days or \$5,000 in costs, then the matter which is subject to the Call Up Item should be referred by Council to the next budget considerations with a supporting business case for consideration along with competing priorities.”

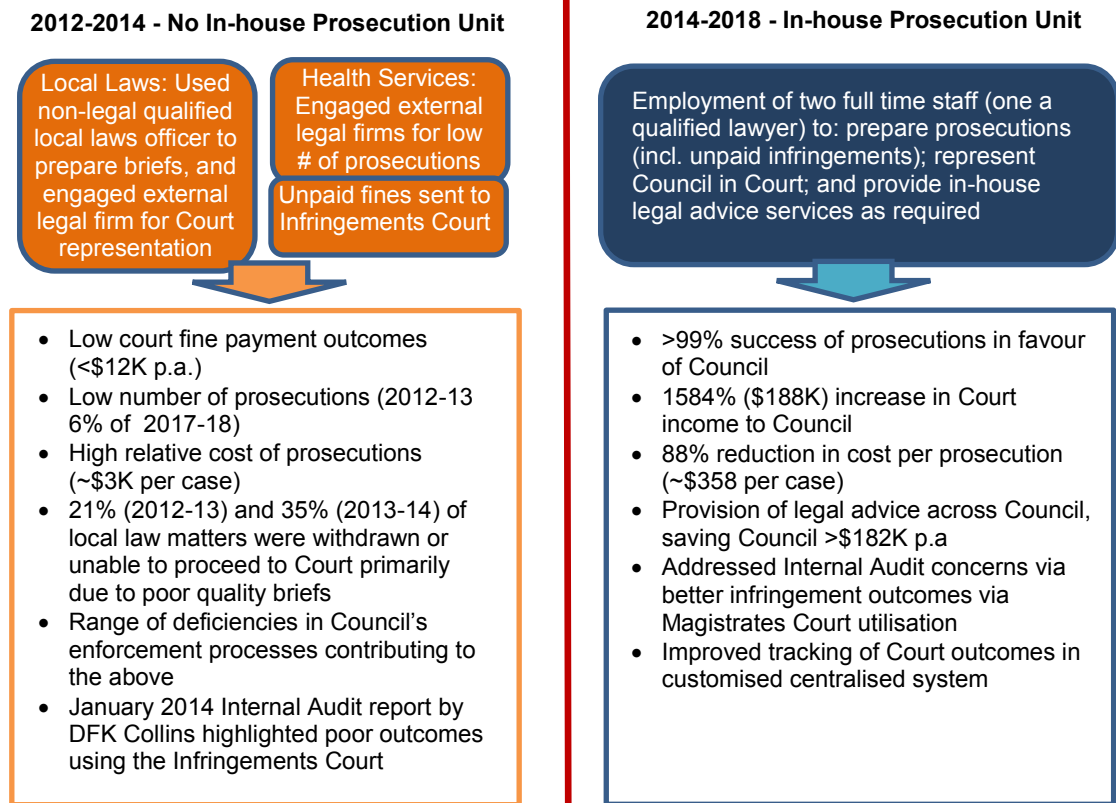
The report provides analysis and information since the formalisation of the in-house prosecution services' unit in the City Safety and Health department, compared to the prior two years.

2. DISCUSSION

2.1 Background

Council has enforcement responsibilities outlined in various Victorian legislation, that will require prosecution before a Court of Law, and hence requiring Council representation at Court by suitably qualified person (e.g. an enforcement officer) or a lawyer. This includes direct Council prosecution of matters where the law does not provide for the imposing of a fine such as: Major Dog Attacks under the *Domestic Animal Act 1994*, serious breached of the *Food Act 1984*, *Prevention of Cruelty to Animals Act 1986* matters, *Public Health & Wellbeing Act 2008* matters, and the *Building Act 1993*. Unpaid infringements at the end of the infringement cycle are also referred to Court; and a person may elect to have their matter heard before the Court.

On 9 December 2014 Council adopted a Local Laws Service Plan moving from an educative to a balanced 50:50 education and enforcement approach utilising an 'ask, tell and enforce' strategy. Figure 1 below provides a summarised view of the structure and outcomes both prior and subsequent to the establishment of the in-house prosecution service under the new Service Plan.

Figure 1: Prosecutions Models 2012-2018

Implementation of the Local Laws Service Plan has contributed to improved output performance, with the Prosecutions service contributing to these. In the 2018 Local Government Community Satisfaction Survey, there was a four (4) percentage point lift in community satisfaction with Council's performance in relation to community laws.

*'Notably, enforcement of local laws (index score of 68) represents a further area where Council is performing well, with perceptions significantly higher compared to 2017 (index score of 64). This area is also rated significantly higher than the State-wide and Metro group council averages.'*¹

¹ JWS Research, J00643 Community Satisfaction Survey 2018 - Knox City Council

This has also flowed through to improved local laws performance, as shown in Table 1:

Table 1: Selected Local Laws Outputs Comparison

Output	2013-2014	2017-2018	% Change
Animals Registered	25,626	25,563	0%
Animal Registration Income	\$779,186	\$1,069,495	+37%, +9.3% p.a.
Final Reminder Notices Issued for Animal Registration	3,744	1,981	(47%)
Unregistered Animal Infringements Issued	632	648	0%
Parking Infringements Issued	4,157	7,157	+72%
Parking Infringements Paid %	70% (2013)	79% (2017)	+9pp
Parking Infringements Income	\$458,514	\$440,632	(3.9%)

2.2 Prosecutions Data (Q1&2a-e)

Table 2 provides a summary of the data requested including:

- Two years prior to the formalisation of the in-house prosecution services' unit (2012-13 and 2013-14); and
- For the four financial years since (2014-15 to 2017-18).

In Appendix A, explanatory notes to Table 1 are provided.

Table 2: Key Prosecutions Data 2012-2018

Question		Notes	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
1a & 2a	Number of Prosecutions per year	(a)	52	34	210	482	819	857
1b & 2b	Cost per prosecution	(b)	\$2,911	\$3,054	\$1,022	\$534	\$379	\$358
1c & 2c	Fine revenue ² Council received as a result of prosecutions		\$11,918	\$5,754	\$52,093	\$72,500	\$105,114	\$200,748 ₃
1d & 2d	The number of major breaches for:	(c)						
i.	Dog attacks	(d)	11	8	15	5	12	11
ii.	Food Act breaches	(e)	2	1	1	2	7	6
iii.	Local Law offences	(f)	-	-	-	-	-	-
1e & 2e	Whether various documents were prepared in-house or externally		Combination of in-house by non-legally qualified staff, & by external law firms ⁴		Preparation of all prosecution briefs, charges and summons, and associated legal correspondence relating to all prosecutions since 1 July 2014 have been prepared in-house			

2.3 Internal Legal Advice (Q3)

Duties of Council's qualified in-house lawyer employed in the City Safety and Health department, include providing legal advice to a range of Council officers involved in compliance and enforcement. This includes advice in relation to investigations and prosecutions; the development and implementation of enforcement, compliance agreements and contracts, strategies and policies for Council; and other legal matters.

There is no internal cost allocation or recovery for these legal advice services provided to other departments across Council. The in-house lawyer currently spends approximately one (1) day (7.6 hours) per week in providing this service. The use of an equivalent external Senior Associate lawyer is estimated in excess of \$182,400 per year based on current contracted legal services available to Council.

² Actual court order costs paid to and received by Council.

³ 2017-18 Income is under-stated due to the introduction of Fines Victoria from 1 January 2018, with Court monies payable to Council outstanding.

⁴ Health Services program engaged Maddocks and MacPherson & Kelley lawyers; Local Laws engaged Richard Davis and Associate lawyers.

Each matter of internal legal advice is recorded in a secure Council file. Council's in-house lawyer acts on the instruction of the department, and refers the relevant program or department to seek specialist external legal advice where relevant. This ensures they deliver on their duties of acting in the best interests of Council, and undertaking the role within scope of their employment duties.

In regards to liability exposure, Council has Professional Indemnity insurance policy coverage (to a limit of \$500 Million) for any legal liability to third parties for injury and/or damage caused by the provision of professional advice given by staff of Council, in execution of their employment/ council duties.

3. CONSULTATION

Not applicable.

4. ENVIRONMENTAL/AMENITY ISSUES

The adherence of legislative compliance across the range of Victorian laws are central to the objectives of the General Provisions Local Law 2010 to protect public health, safety and amenity in the municipality. The Courts support the upholding of law, and the penalties applied act as both a precedence and a deterrent to those who breach the laws.

5. FINANCIAL & ECONOMIC IMPLICATIONS

There was a net benefit to Council in 2017-18 of \$76,342 in providing an in-house prosecutions function that also provides internal legal advice to Departments relating to Council business. Refer Table 3 below for details.

Table 3: Prosecutions Financials 2017-18

Prosecutions Income			\$200,748 ⁵
Prosecutions Service Expenses			
	Salaries & On Costs	\$197,508	
	Compulsory Court filing and associated Legal Search Fee	\$81,196	
	External Legal Advice	\$18,015	
	Other Expenses	\$10,087	(\$306,806)
Internal Advice Savings			\$182,400 ⁶
Net Benefit (Cost)			\$76,342

⁵ 2017-18 Income is under-stated by approximately \$93K. Court monies payable to Council from 1 Jan to 30 June 2018 are sitting with Fines Victoria for payment.

⁶ Based on 7.6 hours per week, 48 weeks per annum based on current contracted legal services available to Council

It is important to note that the 2017-18 Prosecutions Income is under-stated by approximately \$93K. From 1 January 2018 Fines Victoria became responsible for administering the collection and payment of money relating to unpaid infringements and court orders to enforcement agencies. There have been significant teething problems and money payable to Council from 1 January 2018 is outstanding. This is not isolated to Knox City Council, with other enforcement agencies in Victoria similarly impacted.

For comparative purposes, based on contracted legal service rates, if Council was to outsource this function based on current prosecution volumes it would cost in excess of \$1.0 million per annum.

6. SOCIAL IMPLICATIONS

There are high community expectations that Council will advocate and achieve compliance with the range of Victorian laws that Council are authorised to uphold, and that Council exercise their powers to ensure law and order, and maintain amenity across the municipality.

Prosecution action is the legal mechanism provided for under both Victorian and Australian law, to allow the Court to act as an independent decision maker, and the mechanism to uphold the rule of law.

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

The functions undertaken by the in-house prosecution service support the following goals and strategies outlined in the Knox Community and Council Plan 2017-2021:

Goal 4: We are safe and secure

Goal 8: We have confidence in decision making

8. CONFLICT OF INTEREST

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

Officer Responsible and Author – Steven Dickson, Manager City Safety and Health - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Janet Simmonds, Coordinator Business Support - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

The in-house prosecutions service is delivering a range of both legal and financial benefits to Council through:

- Increased recovery of Court awarded fines to Council.
- Increased income collected through the settlement of unpaid infringements (prior to Court).
- Provision of legal advice and support to a variety of officers exercising powers on behalf of Council, that would otherwise not have been available, or accessed under limited circumstances due to the high cost of purchasing external legal services.

With respect to prosecution outcomes, the high quality advice provided prior to the commencement of a prosecution matter is resulting in over 99% of matters being successful.

In financial terms the use of an in-house prosecution service represents a positive outcome for Council, both in control of expenses, as well as achieving much lower rates of unpaid fines. The service also provides regular advice to officers in regards to improving evidence gathering and procedural issues that would not be received from external providers.

10. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

Report Prepared By: **Manager – City Safety and Health
(Steven Dickson)
Coordinator – Business Support
(Janet Simmonds)**

Report Authorised By: **Director – City Development (Julia Oxley)**

APPENDIX A – Explanatory Notes to Table 1

Question reference	Reference	Description
(a)	Number of Prosecutions per year	The number of prosecution matters/files opened increased from 1 July 2015, when Council commenced referring unpaid infringements to the Magistrates Court, due to the poor outcomes delivered through the Infringements Court, and in response to Council Internal Audit Report outcome (Jan 2014) of the poor income collection outcomes being delivered by the Infringements Court.
(b)	Cost of Prosecutions	Amounts in Table 1 represent the total cost of Council's in-house Prosecution Service (including external court filing fees and legal search costs) per prosecution file opened by Council.
(c)	Major breaches	For the purposes of this report, 'major breaches' are defined as legislative breaches that Council has referred directly to Court, as they either cannot be dealt with by way of an infringement (under the legislation), or are of such a high risk to public safety that direct prosecution is supported. The numbers provided represent the number of defendants prosecuted (not the number of breaches) i.e. One (1) matter may relate to numerous charges/breaches under the Act.
(d)	Dog attacks	Council will investigate and prosecute all dog attacks and non-infringeable breaches of the Domestic Animals Act, when there is willingness of the victim and/or sufficient evidence to support the charges laid.
(e)	Food Act breaches	Council will investigate all reports of suspected food complaints and breaches, as well as undertake a mandatory annual inspection of all registered food premises in the municipality. Prosecutions for food safety breaches may be initiated where there has been serious non-compliance or a repeated failure to comply with the <i>Food Act 1984</i> .
(f)	Local Law offences	All breaches of the Council's General Provisions Local Law 2010 are dealt with by way of infringement. To date, there have been no major local law breaches that Council have elected to prosecute directly.

7. PUBLIC QUESTION TIME

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

ALL WARDS**8.1 AWARDING OF CONTRACT 2375 – ROAD RENEWAL CONSTRUCTION PROGRAM 2018/2019**

SUMMARY: *Coordinator – Project Delivery (Hans Pelgrim)*

This report considers and recommends the appointment of a tenderer for Council's Road Renewal construction program for 2018/19.

RECOMMENDATION

That Council

1. accepts the adjusted tender submitted by Etheredge Mintern Pty Ltd for the adjusted lump sum price of \$2,337,204.50 excluding GST (\$2,570,924.95 including GST) for Contract No. 2375 – Road Renewal Construction Program 2018/19;
2. authorises the Chief Executive Officer to formalise the contract documentation under delegated authority; and
3. advises all tenderers accordingly.

1. INTRODUCTION

In line with Council's Procurement Policy and after considering the complexity, value and risk associated with this contract, it was determined to call for tenders.

This report considers and recommends the appointment of Etheredge Mintern Pty Ltd to undertake the works for the 2018/2019 Road Renewal Construction program as detailed within the 2018/19 Capital Works Program.

After a final adjustment of the program following reconciliation of the 2017/2018 Road Renewal construction program, and a final review of the 2018/2019 construction program, this program is comprised of the local roads as detailed below :

- Project No. 876, Parkhurst Drive, Knoxfield;
- Project No. 924, Cherrington Square, Wantirna;
- Project No. 927, Selman Avenue, Ferntree Gully, between Burwood Hwy & Spring Street;
- Project No. 929, Albert Avenue, Boronia, between Bambury Street & Olive Grove;
- Project No. 931, Underwood Road, Ferntree Gully, between. Lording Street & Veronica Street; and
- Project No. 607, Ashton Street Ferntree Gully, Final Stage between. Adele Avenue and Ferntree Gully Road (Provisional Project).

These projects are listed on Council's 2018/19 Capital Works Program within Program Number 1001 – Road Sub-Structure and Kerb and Channel. The purpose of the Road Sub-Structure and Kerb and Channel program is to fund road renewal and kerb & channel renewal works as prioritized by Council.

2. DISCUSSION

2.1 Proposed Works

These projects are mostly typical road renewal projects which includes the rehabilitation of the road pavement; removal and reinstatement of kerb & channel; removal and reinstatement of driveways and footpath; asphalt re-sheeting and pavement patching; and minor drainage improvements, line-marking and other associated works.

- Parkhurst Drive, Knoxfield - the entire length of road which traverses an industrial area.
- Cherrington Square, Wantirna - the entire length road within a residential area.
- Selman Avenue, Ferntree Gully, the section of major road between Burwood Hwy & Spring Street.
- Albert Avenue, Boronia, the section of major road between Bambury Street & Olive Grove.
- Underwood Road, Ferntree Gully, the section of major road between Lording Street & Veronica Street.
- Ashton Street Ferntree Gully, the section of collector road between Adele Avenue and Ferntree Gully Road (listed as a Provisional Project dependant on sufficient funding being available) - Final Stage.

The proposed works are to be funded through the Capital Works Program (CWP) and are to be delivered within the 2018/19 financial year.

2.2 Tenders Received

This contract was advertised in The Age on Saturday, 12 May and on Saturday, 19 May 2018, and in The Leader on Tuesday, 15 May 2018, as a Lump Sum, Quality Assured contract with the option to appoint for each project separately or as one entire package of projects.

A pre-tender Information meeting was held to clarify complexities of the contract on 23 May 2018.

Four contractors attended the pre-tender meeting and subsequently, three tenders were submitted electronically via Council's e-tendering portal.

The following tenders were received:

Tenderer 1	Etheredge Mintern Pty Ltd
Tenderer 2	Parkinson Group (Vic) Pty Ltd
Tenderer 3	Kalow Holdings Pty Ltd

2.2.1 Pre Evaluation Checks

A Pre-evaluation check was carried out by the Chair of the Tender Evaluation Panel on each tenderer and was discussed with the panel members. These checks included documentation conformance and a check of submitted tender amounts to identify errors that may need correction or clarification. The tenderers corrected minor arithmetical errors where present and clarified items and re-submitted their tender accordingly.

2.2.2 Evaluation Panel

The Tender Evaluation Panel was formed in line with Council's Procurement Policy. This is referred to in section 8 of this report.

The Tender Evaluation Panel consisted of the following members:

Linda Millar, Design Engineer/Project Manager – Project Delivery (Chair)
 Hans Pelgrim, Coordinator – Project Delivery
 Mark Gardner, Team Leader – Project Delivery
 Kim Hanisch, Coordinator – Construction Group
 Sinisa Misic, Project Manager – Project Delivery

The panel was advised by Council's Contracts and Probity Advisor.

All members of the Panel signed the Tender Evaluation Panel Declaration Form indicating that they had no conflict of interest or association with any of the submitting tenderers.

2.2.3 Evaluation Criteria

The evaluation criteria, as listed in the Conditions of Tender, were assigned the following weightings in accordance with the approved Procurement Plan:

Option 1 - Awarding all works: Comparative criteria are those factors that are scored as part of the evaluation process.

Comparative Criteria	Weighting
1. Price	30%
2. Evidence of Capability (capacity to deliver) and Supervision required.	20%
3. Assessment of Detailed Works Program, tender conditions, evidence of technical, managerial, physical and financial resources, and current and future workloads.	20%
4. Traffic Management	20%
5. Integrated Management System, implementation incorporating Quality, Environment and safety.	10%
Total	100.0%

Option 2 - Awarding part of works:

Comparative Criteria	Weighting
1. Price	40%
2. Evidence of Capability (capacity to deliver) and Supervision required.	15%
3. Assessment of Detailed Works Program, tender conditions, evidence of technical, managerial, physical and financial resources, and current and future workloads.	15%
4. Traffic Management	20%
5. Integrated Management System, implementation incorporating Quality, Environment and safety.	10%
Total	100.0%

2.3 Tender Evaluation Results

The Panel arrived at the following summary results:

Ranking Order	Tenderer
1	Etheredge Mintern Pty Ltd
2	Parkinson Group (Vic) Pty Ltd
3	Kalow Holdings Pty Ltd

Evaluation and scoring by the panel according to the comparative criteria listed above resulted in Etheredge Mintern Pty Ltd scoring highest for option 1 and Etheredge Mintern Pty Ltd are also the highest scoring tenderer for each of the separate parts for Option 2. The tender submitted by Etheredge Mintern Pty Ltd for Option 1 was also marginally cheaper in price than that submitted for Option 2.

On that basis the panel considered that Option 1 (the entire package) be recommended to Etheredge Mintern Pty Ltd.

The final evaluation matrix is included with the Confidential Procurement Report appended to this report.

2.3.1 Preferred Tender

Etheredge Mintern Pty Ltd is the recommended tenderer with the highest evaluation score and an adjusted tender price of \$2,337,204.50 (excluding GST).

The rates submitted for these works are competitive and reflect the current market for this type of project.

Etheredge Mintern Pty Ltd are well known to Council; they are an experienced contractor and have carried out a number of contract works for Council. Etheredge Mintern Pty Ltd have recently been appointed by Council for the reconstruction of Eastgate Court, Wantirna South, which is currently nearing completion, and have recently completed contract works for the reconstruction of Ashton Road, Kingston Street and Mountain Gate Drive, Ferntree Gully.

Etheredge Mintern Pty Ltd has ongoing works under a minor works contract, for Whitehorse City Council. Reports from the supervisors of these works indicate Etheredge Mintern Pty Ltd is performing very well with no concerns.

It is anticipated that Etheredge Mintern Pty Ltd would give satisfactory performance and successful project delivery.

2.3.2 Second Preferred Tender

The tender from Parkinson Group (Vic) Pty Ltd scored the second highest against the tender evaluation criteria. Parkinson Group (Vic) Pty Ltd are well known to Council and their rates are also regarded as competitive and reasonable for this type of work.

Parkinson Group (Vic) Pty Ltd have recently been appointed for the reconstruction of Ashton Road and Kingston Street, Ferntree Gully, which is nearing completion. It is anticipated that Parkinson Group (Vic) Pty Ltd would also give satisfactory performance and successfully deliver the project.

3. CONSULTATION

In relation to resident consultation for this group of projects, the abutting owners and traders have been notified of the proposed works through a letter drop and will be further notified of proposed start and finish dates and the relevant contact details once a contractor has been appointed and the works program is known.

The successful contractor, together with Council, will liaise closely with the abutting owners/traders, Ventura Buses, PTV and Council's waste collection contractor prior to and during the works.

4. ENVIRONMENTAL/AMENITY ISSUES

No environmental or amenity issues needed to be further considered in the evaluation of this contract.

In relation to this group of projects, the delivery of this contract will significantly improve Council's assets and maintain infrastructure integrity well into the future while providing greater amenity to local businesses and residents.

5. FINANCIAL & ECONOMIC IMPLICATIONS

5.1 Projected Costs

The projected project cost and funding is summarised below:

Description	Cost (excluding GST)
Adjusted Contract Lump Sum Price	\$2,337,204.50
Project Management Fee	\$104,126.00
Advertising and Tender Documentation	\$600.00
Contingencies (~10%)	<u>\$233,069.50</u>
Total Project Cost:	<u>\$2,675,000.00</u>

5.2 Funds Available

Funds available from Council's 2018/19 Capital Works Program for the Road Sub-Structure and Kerb & Channel Renewal program including 2017/18 Carry forward funding for Project No. 1001-875, Parkhurst Dr, are as follows:

Program No. 1001 2018/19 C/f Road Renewal projects	\$112,960
Program No. 1001 Sub-total Road Renewal projects	\$2,550,000
Program No. 1001 Programmed works from audit	<u>\$250,000</u>
Funding Sub-Total:	<u>\$2,912,960</u>

It is noted that this contract provides for a 'package' of road renewal projects. These projects have been assessed as having similar construction requirements and therefore, present opportunities for both economy of scale and administrative efficiency. To this end, it is estimated that approximately 480 hours of officer time have been saved in the tendering and tender evaluation process. This equates to around \$30,000. Whilst not a direct saving, it provides an efficiency that creates capacity to focus on other projects.

6. SOCIAL IMPLICATIONS

This project will have social implications during the construction in terms of temporary inconvenience and access restrictions.

However, this will be kept to a minimum and all occupants will be notified of any restrictions prior to them occurring.

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

These projects have relevance to and aligns with Council's 2017 - 2021 Knox Community and Council Plan under the goal of 'We value our natural and built environment'.

8. CONFLICT OF INTEREST

All evaluation panel members have signed the Conflict of Interest and Confidentiality Agreement in accordance with Council's Procurement Policy.

9. CONCLUSION

The tender representing best value for money was presented by Etheredge Mintern Pty Ltd for the adjusted lump sum price of \$2,337,204.50 excluding GST (\$2,570,924.95 including GST).

The company is adequately resourced and available to successfully undertake this contract within the constraints of time, quality and cost as detailed in the contract documentation.

10. CONFIDENTIALITY

All evaluation panel members have signed the Conflict of Interest and Confidentiality Agreement in accordance with Council's Procurement Policy.

The Procurement Report, included as Appendix A, including Contract Summary of tendered prices, Evaluation Matrix and Panel Evaluation Form is provided separately to this report.

Report Prepared By: **Manager – Community Infrastructure
(David Yeouart)**

Report Authorised By: **Director – Engineering and Infrastructure
(Ian Bell)**

Confidential Appendix A is circulated under separate cover.

TAYLOR WARD

8.2 PEREGRINE RESERVE MASTERPLAN

SUMMARY: *Senior Landscape Architect – Open Space and Landscape Design (Sierra Slater)*

This report outlines the proposed Masterplan for Peregrine Reserve, Rowville and is presented for Council's consideration.

The Masterplan has been developed through broad internal officer liaison, community consultation and recommends a direction for the upgrade of Peregrine Reserve (the Reserve).

RECOMMENDATION

That Council

1. approve the Draft Landscape Masterplan for Peregrine Reserve, Rowville as shown as Appendix A to this report;
2. note the allocation of \$100,000 for design documentation in the 2018/19 budget; and
2. refer the balance of funding for the implementation of Peregrine Reserve Masterplan to the 2019/20 budget process for consideration.

1. INTRODUCTION

Consistent with Council's Open Space Plan 2012-2022, the preparation of a Masterplan for Peregrine Reserve, Rowville was commissioned by Council as part of the 2017/18 Capital Works Program.

This report outlines the current status and use of Peregrine Reserve, the consultation process and the development and features of the Draft Masterplan.

2. DISCUSSION**2.1 Location**

Peregrine Reserve is located in the eastern part of Rowville and is bordered to the south by Dandelion Drive and Pinehill Drive to the east. Residential properties border the Reserve to the north and west of the site. The Reserve is approximately six (6) hectares and is zoned Public Park and Recreation Zone (PPRZ) in Knox's Planning Scheme.

2.2 Facilities

Peregrine Reserve is a prominent open space reserve for local residents in the surrounding area. The Reserve offers large open grass areas, circuit style pedestrian pathway, junior and senior playground play units, a half-basketball court and an acre of Significant Vegetation (Site of Biological Significance 118c). Also, of significance, is the Melbourne Water Overland Flow path, which runs east west along the lower half of the site.

2.3 Use of the Reserve

Peregrine Reserve is classified as a Neighbourhood Open Space (Knox Open Space Plan 2012 – 2022) which serves a suburb-scale catchment and accommodates the needs of multiple residents, visitors and community groups.

The Reserve mainly supports passive recreational activities such as:

- Walking or jogging around the path network;
- Informal sports in the open grass space;
- People walking dogs, and;
- Families using the playground

2.4 Environmental Values

Peregrine Reserve has been identified and documented as a Reserve with local significance in Council's Sites of Biological Significance in Knox – 2nd Edition, 2010. The Study states:

'The native vegetation within this reserve was mostly cleared or destroyed during its period as part of a grazing property. It would have belonged to the Swampy Woodland EVC, which is now regionally endangered. Today, the reserve's remnant vegetation comprises a small number of Swamp Gums (Eucalyptus ovata), very few Narrow-leafed Peppermints (Eucalyptus radiata) and a single Black Wattle (Acacia mearnsii). The eucalypts are estimated to be mostly 80-100 years old, with some exceeding 100 years. Such old Swamp Gums generally make excellent habitat trees because of their tendency to develop hollows and fissures that may be inhabited by native birds, bats, possums or insects.'

An Arborist's report was commissioned (9 February 2018) to provide recommendations for tree retention and removal. The report also establishes the habitat and environmental value of the site and provides options for tree retention and the potential habitat creation and positive environmental enhancements of introducing a wetland system adjacent to the significant vegetation.

2.5 Planning Provisions

Peregrine Reserve is zoned *Public Park and Recreation Zone (PPRZ)*.

The Reserve is affected by Vegetation Protection Overlay 1 (VPO1). The primary objective of the Overlay is to protect areas of significant vegetation, to ensure that development minimises loss of vegetation, to preserve existing trees and other vegetation, to recognise vegetation protection areas as locations of special significance, natural beauty, interest and importance and to maintain and enhance habitat and habitat corridors for indigenous fauna.

A planning permit may be required for removal of vegetation. Planning permit considerations will be undertaken as part of the detail design.

3. CONSULTATION

3.1 Consultation

The Peregrine Reserve Masterplan project began in the 2017/18 financial year.

Staff consultation was held during March 2017, to identify key issues, strengths of the Reserve and potential design opportunities.

3.2 Key issues and opportunities identified

An Issues and Opportunities Plan was created based on input received (Appendix B).

3.2.1 Issues

- There is significant upstream catchment running through site eg. 1500mm DIA Rowville main drain. Any future drainage upgrade works will require Melbourne Water approval.
- Existing overland flow path fills during winter and acts as flood mitigation function.
- Playground has limited shade.

3.2.2 Opportunities

- Vegetation Protection Overlay (VPO) exists over section of the Reserve (site of biodiversity).
- Water sensitive Urban Design opportunity eg. plant-out swale with indigenous understorey vegetation.
- Harvest water from pipe entering, east of the Reserve (future flood mapping to occur in 2018/19) or from stormwater pit at 47 Woodside Drive.
- The Reserve requires flood mitigation.
- Opportunity for infill tree planting around the Reserve and including street trees.
- Request for more senior play equipment as there is an older-children demographic. Include items such as, skateable elements.
- Requests to thin-out bushland to better manage dumped rubbish.
- Investigate the provision of soccer facilities.
- Investigate a dog park.
- Possible riding track (a pump track) for use by younger aged children.
- Join senior and junior play areas and small active space such as, a better basketball ½ court or full court and skateable items.
- Nature play incorporated into the playground.
- Shelter with picnic facilities.
- Furniture such as, bike racks, drinking fountain.

- Provide more shade in the playground area(s).
- Review parking in the Reserve to eliminate cars from the surrounding streets.
- Informal exercise station.
- Provide area/design for homeless people.

The key recommendations following staff consultation were:

- enhance the vegetation on site, with more indigenous tree planting;
- use the existing stormwater collection points to treat water on site, using a wetland system and reducing the flood risk; and
- create a social space with integrated social and active recreation and picnic facilities. Combine the existing two (2) playspaces and enhance with natural play elements.

The possibility of including soccer facilities was set aside due to limitation of space for the associated infrastructure including car parking and a pavilion – as well as the anticipated impacts on resident amenity. Other more suitable sites have also been identified including the Kingston Links development. The possibility of including a dog park was also set aside based on the outcomes of the People and Dogs in Parks report.

3.3 Draft Masterplan

An initial Draft Masterplan was prepared based on the recommendations from the internal review (Appendix C), which included:

- **Significant Vegetation:**
 - Retain and protect the existing remnant indigenous swamp gum. (No works within 15m radius of the tree)
- **Proposed BMX Track:**
 - Pump track for use by children with mounded asphalt and turf.
- **New Play Space:**
 - Enhance and expand the existing play space to include junior play, senior play and tree planting for shade and amenity. Play opportunities will be provided for visitors of all ages and include; swings, climbing structures, slides, balance apparatus, seating in shaded locations and areas for imagination play.
 - The existing egg sculptures will be retained and a nature play area created around them.

- **Social/Active Recreation Space:**
 - Provide a full concrete basketball court with additional line marking to accommodate additional hard surface ball games eg. handball.
 - Integrate the skateable area with concrete block/skateable items.
 - Install a picnic shelter, BBQ facilities, drinking fountain, picnic tables and seats to accommodate small and large groups.
 - Installation of other active amenities e.g. table tennis table.

- **Fitness Equipment Stations:**
 - The existing asphalt path provides a circuit loop of approximately 700m. Fixed Gym equipment stations will be provided at selected locations, to provide visitors with the opportunity to actively exercise outdoors, in a natural setting.

- **Proposed Wetland:**
 - Capture stormwater and overland flows into a new, shallow wetland area that provides increased aquatic and terrestrial habitat and amenity.
 - Undertake indigenous and native planting to enhance the adjoining natural bushland character (the Site of Biological Significance).
 - Provide additional seating and a viewing platform over the wetland.
 - Ensure that clear sight lines are maintained and that Crime Prevention Through Environmental Design (CPTED) principles are implemented.

- **Site of Biological Significance:**
 - The native vegetation within this Reserve was mostly cleared when it was used for grazing property. However, the vegetation would have belonged to the Swampy Woodland EVC, which is now regionally endangered.
 - Currently, the Reserve's remnant vegetation comprises of a small number of Swamp Gums (*Eucalyptus ovata*), very few Narrow-leafed Peppermints (*Eucalyptus radiata*) and a single Black Wattle (*Acacia mearnsii*). The eucalypts are generally estimated to be 80-100 years old, with some exceeding 100 years. Such old swamp gums generally make excellent habitat because of their tendency to develop hollows and fissures that may be inhabited by native birds, bats, possums or insects.

- **Existing Overland Flow Path:**
 - Retain existing Melbourne Water overland flow path.
 - Investigation options to enhance planting with native grasses and low ground covers.

- **New Path Connections:**
 - Provide additional paths to improve connections and links within the Reserve.

3.4 Community Consultation

Community consultation for the Peregrine Reserve Draft Masterplan was held from the 5 February 2018 to the 5 March 2018.

The consultation methods used included, on-site posters, pamphlets delivered to 200 residents in adjacent streets and a social media campaign.

Residents and park users were invited to provide feedback on the proposed initial ideas for the Reserve via email, phone or in person.

There were thirteen (13) written responses to the initial Draft Masterplan.

A drop-in meeting, hosted by Taylor Ward Councillor Cr Pearce, was held at the Council Civic Centre on the 12 April 2018 and residents were invited to attend and discuss their views, concerns and support for the features identified in the plan.

Four (4) local residents attended.

An outline of the feedback from the community consultation (written responses and drop-in meeting) is provided in Appendix D.

Council received generally positive feedback about the Draft Masterplan, with the following points being discussed:

- **Significant Vegetation:**

- Many visitors enjoy walking through this space, especially with their kids/grandchildren.
- There is evidence of a makeshift BMX track through the vegetation.
- Residents would like to see that area of significant vegetation protected and enhanced.

- **Proposed BMX Pump Track:**

- Clarification was given to the BMX track, that its design is for younger kids to use their bikes and scooters on the circuit.
- The size may end up smaller than the indicative graphic that portrayed in the plan but certainly will not be larger.
- The location could be moved slightly to the east to reduce any potential visual or acoustic disturbance to the properties to the west.
- Additional vegetation could be planted to assist with screening of the track from adjoining properties, if required.
- All residents agreed it would be a valuable asset to the Reserve and be well used by the local community members.

- **Fitness Stations:**

- All agreed these would be great asset to the park.

- **Social/Active Recreation Space:**
 - It was noted that, the existing basketball court is very popular, so a full sized court would be great.
 - The inclusion of a picnic shelter and BBQ was welcomed. It was noted that just prior to Christmas, there appeared to be many family and friend gatherings, using the park and bring their own BBQ and pop-up shelters.
 - It was noted that the proposed skate features seemed above and beyond what is needed on the site, especially with the inclusion of the BMX pump track.

- **Proposed Wetlands:**
 - Key concerns for the wetland feature included; collecting point for rubbish, breeding site for mosquitos, safety of kids around the water, especially with the playground so close, dogs getting into the wetland to chase birds, flooding on the site.
 - It was raised at the meeting, that a number of comments from residents, who could not attend, had similar concerns.
 - It was noted that, all wetland space constructed by Council, needs the approval of Melbourne Water. All wetlands and associated works (construction, drainage, paths, fencing, planting, etc.) must be designed and constructed to the current Australian and Melbourne Water standards – this includes depths of the pools.
 - Extra information including the density of the wetland edge vegetation, flood mitigation works and rubbish traps were discussed and explained. Residents were pleased with this information.
 - It was noted that, Knox City Council has construed a number of similar wetlands in the municipality, with great success. The most recent being Mint Street wetland, which is a great example of how wetlands can treat storm water and importantly enhance the diversity of local flora and fauna.
 - Concerns were raised of families/kids feeding future potential ducks and water birds. It was agreed that signage regarding the importance of biodiversity and the habitat area. Future signage may be installed to discourage this behaviour, if required.
 - Similar concerns were raised regarding dog droppings and dogs entering the wetland area. Future signage may be installed to discourage this behaviour, if required.
 - To encourage and ensure responsible pet ownership in Knox, controls for dogs in public places were introduced on 10 April 2006. It is important for all dog owners to understand their role as dog owners for the safety and wellbeing of everyone and their dogs. Dogs may be off lead in a public park or reserve within Knox (unless it is a bushland conservation area) as long as they are under effective control.

- **New Play Space:**
 - Those attending were appreciative that, the playground fencing along Pinehill Drive will be retained.
 - They would also be pleased to see the play space upgraded.

- **Existing overland flow path:**
 - It was noted that, this area of the site usually gets quiet wet and boggy. Will be good to increase vegetation and the wetlands to reduce overland flows and stagnant water.
 - Council confirmed that this is a Melbourne Water owned asset and will be considered in the development of the wetland.

- **New Path Connections:**
 - It was noted that, the park has great path networks and is very popular.
 - Minor path connections will further enhance the connectivity.

- **Additional Comments:**
 - New trees to be planted will be the 'right tree for right place' – a combination of indigenous and native species to enhance the existing Site of Biodiversity, as well as a mix of suitable exotic, native and indigenous species to compliment the Reserve character.
 - It was queried if additional lighting will be installed on site for additional security. Additional lighting is not part of the current draft master plan scope. It was noted that, with the inclusion of additional facilities and amenity's on site generally equates to additional site passive surveillance. There is the option to install additional lighting at a later date.

Upon endorsement of the Draft Masterplan by Council, the endorsed Masterplan will be published on Council's website with an indicative timeline for staging of works.

Consultation with the community will continue, as part of the implementation of the Masterplan.

4. ENVIRONMENTAL/AMENITY ISSUES

The implementation of this project will have a long-term positive effect on the local amenity and environment by improving Council's assets and providing greater access and improved recreational opportunities to local residents.

The introduction of a wetland system will increase biodiversity, fauna habitat values and attract bird life. The additional planting of trees and shrubs will also contribute to attracting a range of fauna species and further enhance the much-loved green and leafy character of Knox.

As part of the construction process an Environmental Management Plan, specific to the proposed works, will be developed and will include items such as, dust suppression, erosion control, stormwater management and vegetation protection, which will be considered prior to any construction works.

A Vegetation Protection Overlay – Schedule 1 (VPO 1) applies to a cross shaped section of Peregrine Reserve. This area includes a significant grouping of remnant vegetation and trees.

The Draft Masterplan looks to retain all significant trees and enhance the protected vegetation by creating a wetland system. An arborist report has been prepared with recommended distances for future works.

The Draft Masterplan has taken into consideration CEPTED Principles (Crime Prevention Through Environmental Design), Universal Design Guidelines, accessibility requirements in accordance with Australian Standards AS1428, where possible.

5. FINANCIAL & ECONOMIC IMPLICATIONS

A staged implementation approach is recommended for the delivery of the Peregrine Reserve Masterplan and is in accordance with the current five (5) year Capital Works Program.

It is proposed that the Masterplan may be best delivered in four (4) stages, as follows:

Stage 1 2017/18	<ul style="list-style-type: none"> • Demolish junior and senior play equipment. • Construct new playspace in existing junior playspace location providing a play space for children, parents and carers to all participate and enjoy. (Works will be commencing early in the 2018/19 financial year). 	\$120,000
SUB TOTAL		\$120,000
Stage 2 2018/19	<ul style="list-style-type: none"> • Detail design and documentation for the key items in the draft Masterplan (excluding the wetland). 	\$100,000

Stage 3 2019/20	<ul style="list-style-type: none"> • Construction of the social space including: <ul style="list-style-type: none"> - Full basketball court with additional line marking - Integrate skateable area - Install picnic shelter, barbeque facilities, drinking fountain and picnic tables and seats. - Provide other active community activities eg. table tennis table. - New path connections - Install gym equipment stations - Install additional seating - Planting new trees 	\$450,000
Stage 4 2020/21	<ul style="list-style-type: none"> • Construction of junior BMX pump track and associated landscape amenity. Including earthworks, material and surface compaction, drainage, access paths and tree planting. 	\$400,000
SUB TOTAL		\$950,000
Stage 5	<ul style="list-style-type: none"> • Design and construction of wetland system, viewing platform and associated landscaping – subject to grant funding and in conjunction with Melbourne Water. 	\$750,000
SUB TOTAL		\$750,000 (Melbourne Water & Council funded)

A total cost estimate of \$1,790,000 (excluding GST), includes design, project management fees and a contingency allowance. The costing is consistent with projects of a similar nature.

Council has allocated \$100,000 in the 2018/19 financial year for design and documentation drawings.

The remaining \$820,000 will be referred to the Capital Works forward program for Council consideration.

Implementation of the wetland will be subject to successful grant applications and funding contributions from Melbourne Water.

6. SOCIAL IMPLICATIONS

Peregrine Reserve is a well-used community asset. The Masterplan aims to increase the use of the site by encouraging a wider range of age group use by incorporating new features such as picnic facilities, playground, basketball court and pumptrack as well as fitness equipment and wetland viewing area.

As the needs of the residents in Rowville and surrounding community members, continue to grow and change, it is important that the provision of well-designed, useable and functional open space meets these changing needs.

The engagement process undertaken by Council has provided an opportunity for community members to interact and participate in a process, which has resulted in the Draft Masterplan.

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

The provision of good public open space is an essential requirement of a healthy community and is reflected in the Knox Community and Council Plan 2017-2021 as:

Goal 1 – We value our natural and built environment.

Strategy 1.1 – Protect and enhance our natural environment.

Goal 4 – We are safe and secure.

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

Goal 6 – We are healthy, happy and well

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

8. CONFLICT OF INTEREST

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

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

Author – Sierra Slater, Senior Landscape Architect - In providing this advice as the Author, I have no disclosable interests in this report.

9. CONCLUSION

The Peregrine Reserve Draft Masterplan has been developed in consultation with the local community, who have indicated their support for the proposal.

The Draft Masterplan is consistent with the Knox Open Space Plan 2012-2022.

Implementing the Draft Masterplan will ensure that the local community has access to quality passive recreational opportunities and the green and leafy character of Knox is enhanced and maintained for current and future generations.

10. CONFIDENTIALITY

There are no confidentiality issues with the report.

Report Prepared By: Senior Landscape Architect – Open Space & Landscape Design (Sierra Slater)

Report Authorised By: Director – Engineering and Infrastructure (Ian Bell)

Vision

The Vision for Peregrine Reserve, Rowville is to retain the large open grassy parkland character, whilst enhancing key existing elements of the reserve, including the natural bushland area, active recreation and play opportunities for the local community.



1

Open green space

Retain existing large open grass space for informal sports, dog walking and leisure.



2

Significant Vegetation

Retain and protect existing remnant indigenous trees and vegetation. This reserve is identified as a Site of Biological Significance within Knox and there is a Vegetation Protection Overlay (VPO) over key areas within the reserve.



3

Junior pumptrack

Mounded asphalt circuit style 'Pump Track' aimed at junior riders providing an adventurous activity for BMX bikes and scooters.



Legend

-  Vegetation Protection Overlay (VPO)
-  Overland Flow Path (Melbourne Water)
-  Fitness Stations
-  New seats
-  Remove senior playground equipment
-  Proposed trees
-  Existing path network
-  New path connection
-  New fence



4

Wetlands

New wetland system to capture surrounding stormwater and overland flows into a new shallow wetland with Indigenous and native low grasses and ground cover. More seating and viewing platform will be included to enjoy the wetland. Fencing will be along the south end nearest to the playspace.



5

Upgraded playspace

Upgrade the existing junior playspace to include all ages equipment. Playspace area will have additional trees for shade and amenity. The existing egg sculptures will be retained and a nature play area created around them.



6

New social space

Full sized basketball court/multi court with drinking fountain. Family oriented shelter space with barbeque and picnic tables. Social space will include informal seating and community activities such as table tennis table.

INVESTIGATING THE POSSIBLE OPPORTUNITIES

- Lighting
- Traffic
- Parking
- Maintenance
- Biodiversity
- Water
- Community
- Play
- Art Identity
- Sports

CONSTRAINTS

- Water
- Planting

ACTIVITY AND ACCESS AREAS

- Play Spaces
- Path Network
- Bushland



LEGEND

- Existing Path
- Swale/Overland Flow path
- Proposed Shelter
- Basket ball Court 32mx19m including buffers
- Soccer 90X120m and 45x90m without runoff area
- Proposed Re-vegetation Area
- Proposed Social Gathering Space
- With Playspace
- Hard court area
- Seating Areas
- Picnic Tables
- Shelter
- Drinking fountain
- Art work
- Vegetation Protection overlay

PROPOSED IDEAS



Improving opportunities



Shelters/seating



Multipurpose court



Gym Equipment



Nature Play

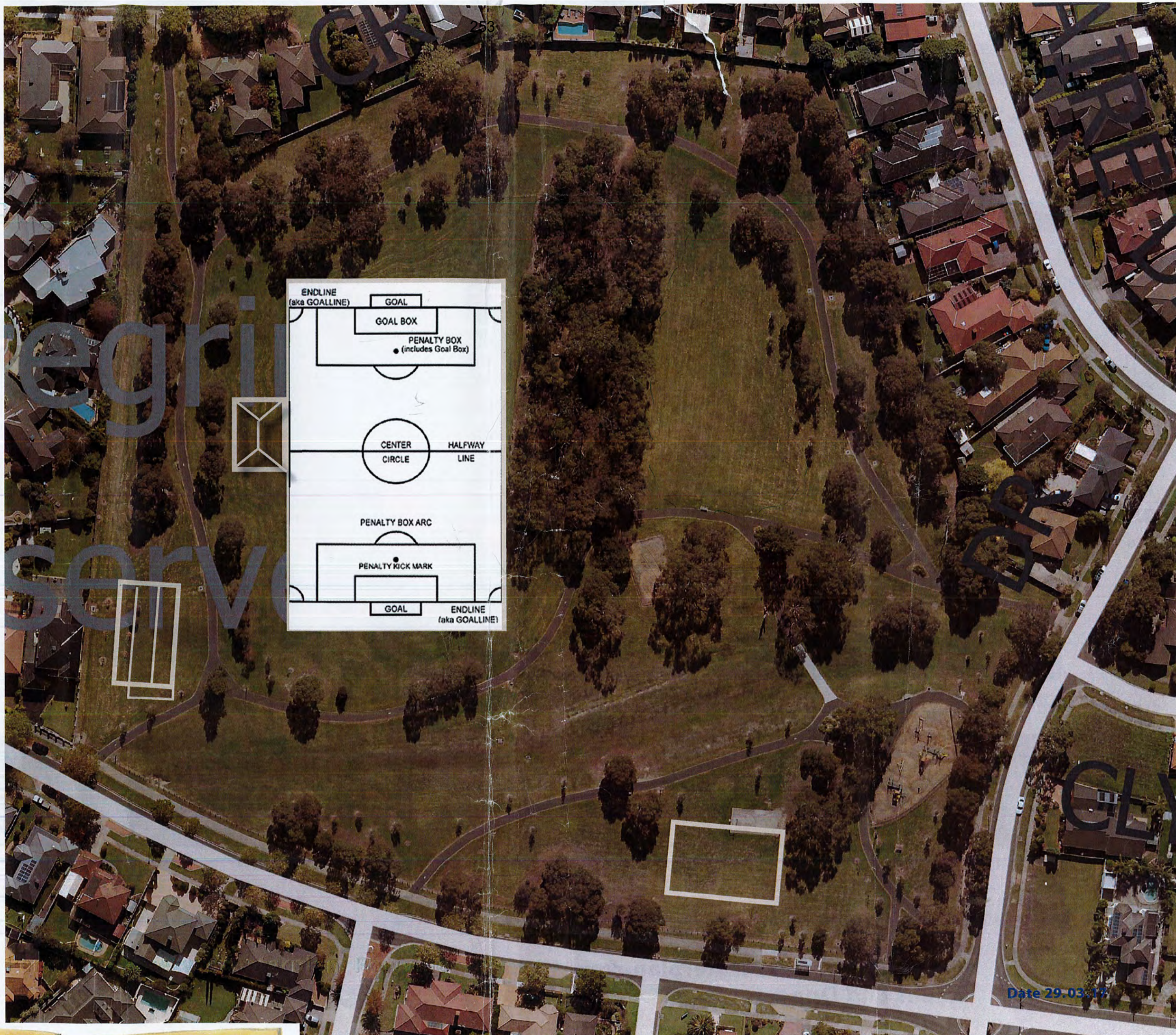


Art work

Facilities

- Changing facilities/toilets
- Practice pitch with soccer /football goal posts
- Carparking 24 spaces
- Extend existing play space
- Hard court area Half basketball court with line marking
- Nature play indoperated
- Shelter/BBQ and seating
- Line marking on Path networks
- Shared-path connection.
- Public transport connections
- Potential overland flow from north east pipe at the top of reserve.

1:1000



Date 29.03.17

EXISTING OPPORTUNITIES

- LARGE OPEN SPACE FOR BALL PLAY
- EXISTING BUSHLAND
- EXISTING PLAY SPACES
- EXISTING PATH NETWORK
- PASSIVE SURVEILLANCE

CONSTRAINTS

- OVERLAND FLOOR PATH
- TRAFFIC



LEGEND

- Existing Playspaces
- Existing Path
- Swale/Overland Flow path
- Existing Playspaces
- Existing Path
- Basket ball Court 32mx19m including buffers
- Soccer 90X120m and 45x90m without runoff area
- Proposed Re-vegetation Area
- Vegetation Protection overlay

SITE PHOTOS



Draft Masterplan Peregrine Reserve, Rowville

1st Feb 2018

Vision for Peregrine Reserve

The Vision for Peregrine Reserve, Rowville is to retain the large open grassy parkland character, whilst enhancing key existing elements of the reserve, including the natural bushland area, active recreation and play opportunities for the local community.

Council has prepared a Draft Master Plan for Peregrine Reserve and we are seeking your views and comments on the proposed works.

1. Significant Vegetation

Retain and protect existing remnant indigenous Eucalyptus ovata Swamp Gum and other remnant vegetation. (No works within 15m radius of tree). This reserve is identified as a Site of Biological Significance within Knox and there is a Vegetation Protection Overlay (VPO) over key areas of significant vegetation within the reserve.



2. Proposed BMX track

Establish a 'Pump Track' with mounded dirt and asphalt, providing an adventurous activity for BMX bikes and scooters.



3. Fitness Equipment Stations

The existing asphalt path provides a comfortable circuit loop of approximately 700m. Outdoor exercise stations can be installed in targeted locations to provide visitors with the opportunity to actively exercise outdoors and within a natural parkland setting.



4. Social/Active Recreation Space

Establish a full basketball court with additional line marking to accommodate other hard surface ball games eg. handball. Integrate skateable area with concrete block/skateable items. Install picnic shelter, BBQ facilities, drinking fountain and picnic tables and seats to accommodate small and large groups. Provide other active community activities e.g. table tennis table.



LEGEND							
	SITE BOUNDARY		EXISTING TREES		PROPOSED TREES		EXISTING ASPHALT PATH
	MELBOURNE WATER MAIN DRAIN		VEGETATION PROTECTION OVERLAY (VPO)		PROPOSED VEGETATED SWALE /GARDEN BEDS		PROPOSED NEW PATH
	TREE TO BE REMOVED		OVERLAND FLOW PATH		PROPOSED SEAT		PROPOSED FITNESS STATIONS
	EXISTING SENIOR PLAY EQUIPMENT TO BE REMOVED						



5. Proposed wetland

Investigate opportunities (with Melbourne Water) to capture surrounding stormwater and overland flows into a new shallow wetland area that provides increased aquatic and terrestrial habitat, amenity and stormwater quality treatment points. Indigenous and native low grasses and ground cover planting to enhance the adjoining natural bushland character (the Site of Biological Significance). Provide additional seating and a viewing platform over the wetland. Ensure clear sight lines are maintained and that Crime Prevention Through Environmental Design (CPTED) principles are implemented.



6. New Play Space

Enhance and expand the existing play space to include junior play and senior play areas with additional tree planting for shade and amenity. Play opportunities will be provided for visitors of all ages and will include; swings, climbing structures, slides, balance apparatus, seating in shaded locations and areas for imagination play. The existing egg sculptures will be retained and a nature play area created around them.

7. Existing Overland Flow Path

Retain existing Melbourne Water overland flow path. Investigate options to enhance planting with native grasses and low ground covers.

8. New Path connections

Provide additional paths to improve connections and links within the reserve.

Let us know what you think:

Have Your Say

In person:
Knox City Council Civic Centre
511 Burwood Hwy,
Wantirna South VIC 3152

By Phone: Open Space and Landscape Design team
03 9298 8000

By Email: openspace@knox.vic.gov.au

All feedback received by **05.03.2018** will be considered in guiding the updated design.
To obtain an electronic copy of the plans, please go to www.knox.vic.gov.au/parks





Peregrine Reserve Draft Master Plan 'Drop In' Meeting

Held Thursday 12th April 2018 at Knox Civic Centre, Wantirna South

Present

Councillor Darren Pearce	Taylor Ward
Andrea Szymanski, Coordinator Open Space	Knox City Council
Sierra Slater, Landscape Architect	Knox City Council
SP Local Resident	
BJ Local Resident	
MJ Local Resident	
GA Local Resident	

Minutes

Coordinator of Open Space & Landscape Design, Andrea Szymanski welcomed all to the meeting and thanked Councillor Darren Pearce for attending the meeting.

Andrea provided a brief introduction about the project and proceeded to run through each of the Draft Master Plan dot points as presented on the poster. The 'Drop In' Meeting was an informal discussion between all present.

The following is a list of key concerns/ideas shared by the residents:

1. Significant Vegetation

- A lot of visitors enjoy walking through this space, especially with their kids/grandchildren.
- There is evidence of a make-shift BMX track through the vegetation.
- Residents would like to see that area of significant vegetation protected and enhanced.

2. Proposed BMX track

- Clarification was given to the BMX track, that its design is for younger kids to use their bikes and scooters on the circuit.
- The exact size might end up being smaller than the indicative graphic that portrayed in the plan – it defiantly won't be larger.
- The exact location could be shifted slightly to east to reduce any potential visual or acoustic disturbance to the properties to the west. Additional vegetation could also be planted to assist with screening of the track from adjoining properties, if required.
- All residents agreed it would be a valuable asset to the park and be well used by the local community members.

3. Fitness Stations

- All agreed these would be great asset to the park.

4. Social/Active Recreation Space

- It was noted that the existing basketball court is very popular, so a full sized court would be great.
- The inclusion of a picnic shelter and BBQ was welcomed. It was noted that just prior to Christmas, there appeared to be lots of family and friend gatherings, using the park and bring their own BBQ and pop up shelters.
- There was noted that the proposed skate features seemed above and beyond of what would be needed on the site, especially with the inclusion of the BMX track.

5. Proposed Wetland

- Key concerns for the wetland feature included; collecting point for rubbish, breeding site for mosquitos, safety of kids around the water especially with the playground so close, dogs getting into the wetland to chase birds, flooding on the site.
- It was raised at the meeting, that a number of comments from residents who could not attend, also had concerns regarding the wetland proposal.
- It was noted that all wetland space constructed by Council, need the approval of Melbourne Water. All wetlands and associated works (construction, drainage, paths, fencing, planting, etc.) must be designed and constructed to the current Australian and Melbourne Water standards – this includes depths of the pools.
- Extra information including the density of the wetland edge vegetation, flood mitigation works and rubbish traps were discussed and explained. Residents were pleased with this information.
- Cr Pearce noted that Knox City Council have construed a number of similar wetlands in the municipality, with great success. The most recent Mint Street wetland is a great example of how wetlands can treat storm water and importantly enhance the local flora and fauna biodiversity.
- Attached is a flyer that was available for viewing at the meeting.
- Concerns were raised of families/kids feeding future potential ducks and water birds. It was agreed that signage regarding the importance of biodiversity and the habitat area. Future signage can be installed to discourage this behaviour, as required.
- Similar concerns were raised regarding dog droppings and dogs entering the wetland area. Future signage can be installed to discourage this behaviour, as required.
- To encourage and ensure responsible pet ownership in Knox, rules about dogs in public places were introduced on 10 April 2006. It is important for all dog owners to understand their role as dog owners for the safety and wellbeing of everyone, their dog and also for other dogs. Dogs may be off lead in a public park or reserve within Knox (unless it is a bushland conservation area) as long as they are under effective control.

6. New Play Space

- The residents were appreciative that the playground fencing along Pinehill Drive will be retained.
- The residents were excited to see the playspace be upgraded.

7. Existing overland flow path

- It was noted that this area of the site usually gets quiet wet and boggy. Will be good to increase vegetation and the wetlands to reduce overland flows and stagnant water.
- Council confirmed that this is a Melbourne Water owned asset and will be considered in the development of the wetland.

8. New path connections

- It was noted that there is already great path networks within the park and is very popular.
- Minor path connections will further enhance the connectivity.

Other Comments

- New trees to be planted will be 'right tree for right place' – a combination of indigenous and native species to enhance the existing Site of Biodiversity, as well as a mix of suitable exotic, native and indigenous species to compliment the parkland character.
- It was queried if additional lighting will be installed on site for additional security. Council confirmed that additional lighting is not part of the current draft master plan scope. It was noted that with the inclusion of additional facilities and amenity's on site generally equates to additional site passive surveillance. There is the option to install additional lighting at a later date if required.

Next Steps

- The Draft Master Plan will be presented to Council in July 2018 and will seek endorsement.
- The playground renewal is scheduled for construction in late 2018.
- Following endorsement of the Master Plan, the items and features as identified on the plan will aim to be delivered over 2-3 years, subject to future budget and funding confirmation.

Final Comments

- Knox Council staff thanked all for the time and comments at the meeting.
- Cr. Pearce also sincerely thanked all for their comments and time.
- Cr. Pearce welcomed any other comments regarding the Draft Master Plan or any other concerns, to be directed to himself for further discussion.

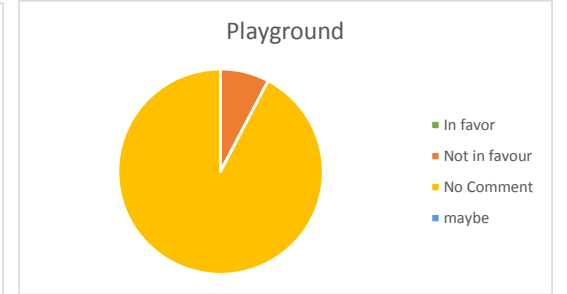
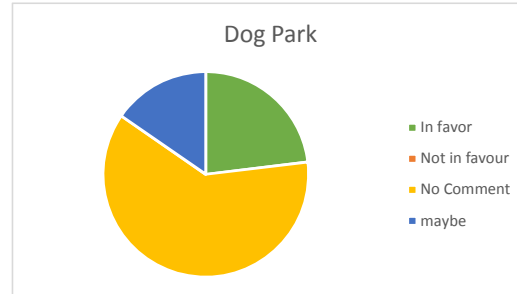
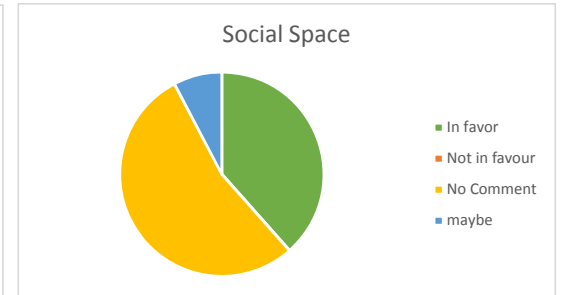
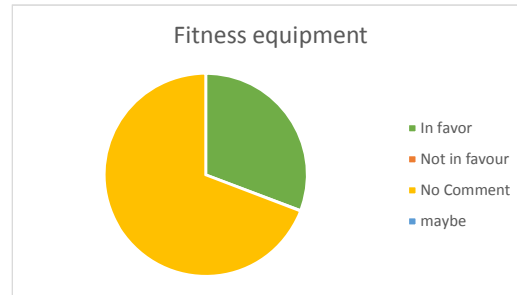
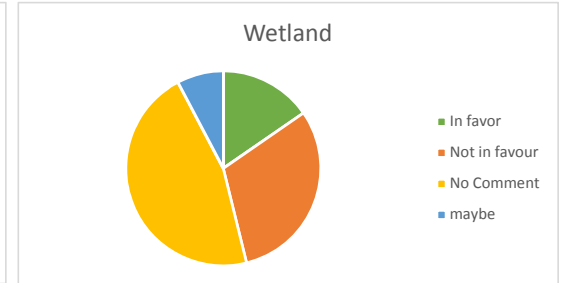
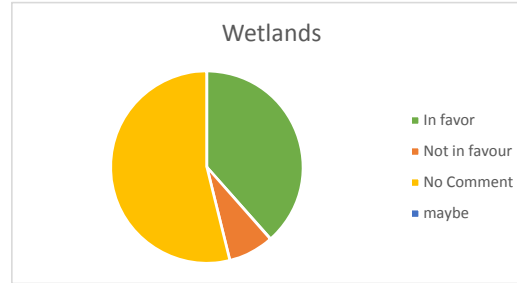
Meeting Closed.

Peregrine Reserve Draft Masterplan feedback

Total number who made comments excluding Facebook

Area of interest	In favor	Not in favour	No Comment	maybe	total
Wetland	5	1	7		13
BMX	2	4	6	1	13
fitness equipment	4		9		13
Social Space	5		7	1	13
Dogs	3		8	2	13
Playground		1	12		13
Amenities					
Toilets		1			
Seats					
Bins		1			
parking		1			
drinking fountain		1			

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ALL WARDS

8.3 PEOPLE AND DOGS IN PARKS - THREE (3) CONCEPT OPTIONS FOR FUTURE DOG PARKS IN KNOX

SUMMARY: *Coordinator – Open Space & Landscape Design
(Andrea Szymanski)*

As a part of the 2017/18 Capital Works Program, Council has allocated \$20,000 to investigate and identify additional off-leash areas (dog parks) in Knox.

This report presents three (3) concept options and seeks Council endorsement, for the purpose of seeking feedback from the community and stakeholders, for the three (3) sites.

RECOMMENDATION

That Council:

1. note the report 'People and Dogs in Parks – Provision Framework' as shown in Appendix A which provides a guide for the provision of dog parks;
2. endorse the three (3) concept options for proposed dog parks to Llewellyn Reserve, Wantirna South, Emerson Place Rowville and Wantirna Reserve, Wantirna, as shown in Appendix B for the purpose of seeking feedback from the community and stakeholders; and
3. receive a further report, following feedback, with a recommendation and funding proposal for design and delivery of the proposed dog parks.

1. INTRODUCTION

Council has allocated \$20,000 in the 2017/18 budget to investigate and identify additional off-leash areas (dog parks) in Knox.

Consultants, LMH Consulting Group, were engaged to assist in this investigation and provide a report (Appendix A).

The scope for the *People and Dogs in Parks Provision Framework* included:

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

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

Preliminary site consideration was on size (< 3000 m²) and capacity to fence-off a suitable area. Smaller areas (less than 3000m²) tends to intensify the impact of inappropriate dog behaviour and of dog owners who do not adequately control their dogs

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

- Emerson Place Reserve, Rowville
- Llewellyn Reserve, Wantirna South
- Wantirna Reserve, Wantirna
- Marie Wallace Bayswater Park, Bayswater
- Liverpool Road Retarding Basin
- Knox Dog Park, Ferntree Gully.

The Healesville Freeway Reserve and the State Basketball Centre, were also considered but not pursued further due to pending future planning and development.

Also, the approved Marie Wallace Bayswater Park Masterplan has a requirement to consider a dog off-leash area and potential fencing. This site was considered but does not satisfy the area requirement (the selected site is less than 3000m²) and has access and parking constraints. Therefore, the site was not considered further.

2. DISCUSSION

Following an assessment of the proposed sites – which included seeking feedback from Councillors - it was determined that three (3) of the six (6) initial sites proceed to public consultation.

The three (3) sites are:

1. *Llewellyn Reserve, Wantirna South*
2. *Emerson Place, Rowville*
3. *Wantirna Reserve, Wantirna*

The three (3) sites are presented to Council for consideration and endorsement for the purpose of seeking stakeholder and community feedback.

Subject to Council approving the three (3) sites, it is proposed that the option(s) be presented to Council for further consideration, prior to funding, design and delivery.

2.1 Existing Dog Park situation in Knox

It is noted that Knox currently has one (1) fully-fenced dog park (in Ferntree Gully) which was established in 2010 and includes basic amenities, i.e. seating, rubbish bins and water outlets. Council has no specific amenities for dogs at any other Council park or reserve.

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

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

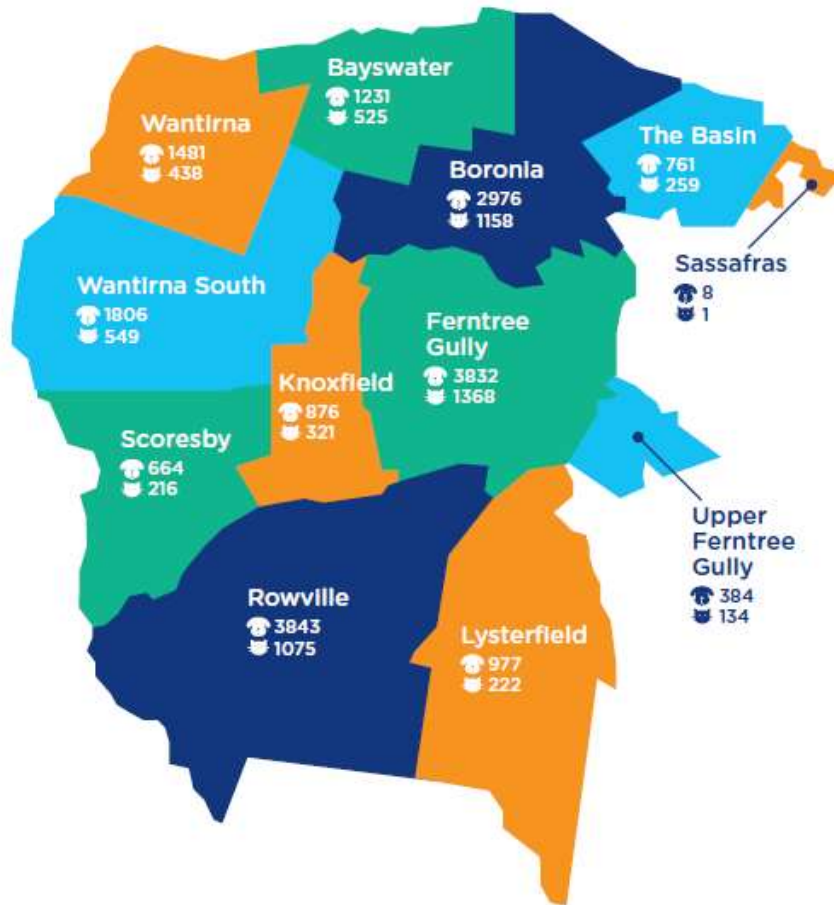
As Council currently has few limits or restrictions for dog off-leash activities, across the majority of its open spaces, there is, debatably, less need for defined dog parks. It is not suggested that Council moves towards the introduction of further controls across its open space with respect to dogs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

There are approximately 18,851 dogs on Council's database, as of data available from 2016/2017.

Rowville has the highest number of dog registrations with 3,843, followed closely by Ferntree Gully with 3,832 registered dogs.

For a full list of Knox dog registrations by suburb refer to Plate One below.

Knox dog and cat registrations by suburb



Domestic Animal Management Plan 2017-2021

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Plate One – Dog and Cat Registration by Suburb (2016/17)

It has been found that people who own dogs want access to public spaces to let their dogs off-leash. This is placing pressure on Councils to service these demands.

However, Councils also seek to meet the needs and expectations of those members of the community who do not want to interact with free-running dogs.

In order to accommodate these divergent needs as best as possible, local government is trending towards zoning parks and reserves for dog off-leash activities, fencing areas for off-leash activities and time-share arrangements.

2.2 Concept Options

Three (3) concept options have been prepared and following Councillor consideration may be exhibited for public comment and feedback. (Refer Appendix B):

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

Consideration of all three (3) options will be cognitive of such factors as:

- access to the site (vehicular and pedestrian);
- safety of those accessing and patronising the site;
- compatibility between existing reserve uses;
- provision of additional parkland infrastructure;
- the combination of accessible public open space and fenced off areas, and;
- immediate and ongoing costs;

The options have been presented to best site these elements and consider the current constraints of the site, eg. topography, vegetation, drainage, access, utilities and residential interface.

All options seek to encourage visitation to the site from the broader local community, maximising the opportunity for the community to connect with others, to nature and be outdoors.

2.3 Concept Options Summary

<p>Llewellyn Reserve, Wantirna South</p>	<ul style="list-style-type: none"> • Existing dog off lead activity. • Land is owned and managed by Council. • Good pedestrian connectivity adjacent to shared trail. • A destination place to enhance visitation. • Enhance public passive surveillance. • Sufficient car parking available. • Supportive infrastructure including signage, access gates, fencing, seating, paths and enhanced landscape amenity. • Proposed Neighbourhood scale Dog Park.
<p>Emerson Place Reserve, Rowville</p>	<ul style="list-style-type: none"> • A destination place to enhance visitation. • Enhance public passive surveillance. • Good pedestrian connectivity adjacent to shared trail. • Adjacent to Wellington Village Shopping Precinct. • Existing dog off lead activity. • Land is owned and managed by Council. • Existing parkland character is appealing. • No current car parking available. • Additional infrastructure will be required including drainage, fencing, seating, paths and provision for car parking. • Proposed Neighbourhood scale Dog Park.

<p>Wantirna Reserve, Wantirna</p>	<ul style="list-style-type: none"> • Identified on the current Draft Masterplan • Unused public open space. • Currently negotiating Committee of Management Land arrangements with Parks Victoria. • Good pedestrian connectivity. • No other locations in Knox for a dog park of this 'municipal' scale. • A destination place to enhance visitation. • Enhance public passive surveillance. • Sufficient car parking available. • Additional infrastructure will be required including drainage, fencing, seating, paths and carpark improvements. • Proposed Municipal or Neighbourhood Dog Park.
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3. CONSULTATION

Consultation has occurred with Councillors as well as key staff (Parks, Biodiversity, etc).

Subject to Council endorsement, the three (3) concept option plans will be made public for the purpose of stakeholder and community feedback. It is proposed that comments will be sought for a period of 3-4 weeks.

Upon receipt of community and stakeholder feedback, it is proposed that the preferred option(s) will be presented to Councillors at a briefing, for further consideration and future budget allocation, for design and delivery.

4. ENVIRONMENTAL/AMENITY ISSUES

Existing areas of significant environmental values (eg. Sites of Biological Significance) were not considered appropriate.

Other key considerations in the site assessment were:

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

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

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

An initial opinion of probable costs has been prepared for the three (3) option plans. These costs are indicative only.

5.1 Establishment (construction) Costs

Funding for design and implementation of the proposed parks is as follows:

1. Llewellyn Reserve, Wantirna South – Approx. \$185K

There is capital funding identified in 2018/19 and provisionally in 2019/20 to undertake design and construction of dog park facilities at Llewellyn Reserve.

2. Emerson Place Reserve, Rowville – Approx. \$130K

There is no current, capital funding for design or construction of dog park facilities at Emerson Place Reserve, Rowville.

3. Wantirna Reserve, Wantirna – Option 3a. \$210K Option 3b. \$140K

The Wantirna Reserve Masterplan is currently in development and initial consultation has identified the desire for establishment of a dog park at this location.

There is capital funding, provisionally, in the 2019/20 financial year with implementation of the masterplan to follow the subsequent years.

5.2 Maintenance, Operation and Renewal Costs

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

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

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

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

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

An initial cost of \$5,000 was invested into the establishment of the Knox Dog Park, Ferntree Gully. Since that time and additional \$50,000 has been invested to provide additional drainage, fencing, concrete paths, furniture, tunnel, rocks and sand surface.

Ongoing maintenance is approximately \$5,000-\$8,000 per annum.

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

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

It is estimated that the ongoing maintenance and operational costs for the three parks would be between \$8,000 and \$10,000 each.

6. SOCIAL IMPLICATIONS

It is anticipated that public open spaces will become an increasingly valued and necessary, particularly in consideration of future development within Knox.

For many dog owners, their pet dog is a source of companionship, motivation to exercise and the channel through which they meet and engage with people.

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

Council can create opportunities for dogs in public spaces in recognition of the benefits these opportunities provide for dog owners their dogs and the wider community.

Making provision for owners and their dogs also recognises that dog owners are often key users of public open space.

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

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

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

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

The provision of good public open space is an essential requirement of a healthy community and is reflected in the Knox Community and Council Plan 2017-2021 as:

Goal 1 – We value our natural and built environment.

Strategy 1.1 – Protect and enhance our natural environment.

Goal 4 – We are safe and secure.

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

Goal 6 – We are healthy, happy and well

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

8. CONFLICT OF INTEREST

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

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

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



People and Dogs in Parks Provision Framework

2018

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GLOSSARY OF TERMS			
Term	Definition	Term	Definition
Destination site	A site that attracts visitors from across the city. It is not necessarily fenced	Off-leash areas	Areas where dogs are permitted to run off-leash but only if they are under effective control
Dog parks	Dog off-leash areas that are fully enclosed or fenced	On-leash areas	Areas where dogs have to be on a leash at all times
Dog owner	The person responsible for the overall care and wellbeing of a dog	Parks / reserves / open space	Areas that include open parkland, play spaces, sporting areas, trails, natural environments
DAMP	Domestic Animal Management Plan 2017/2021	Dog litter	Dog droppings or excrement
KCC	Knox City Council		

1. Purpose of the Project

The purpose of the project is to:

- Investigate the opportunity to establish additional fenced off-leash areas within the municipality.
- Determine appropriate service levels (design criteria) for successful dog parks based on the level and type of use proposed for a category of site.
- Review the existing Knox Dog Park and provide recommendations.

The project was undertaken as a result of numerous requests for additional dedicated dog parks in Knox.

2. Background Information

2.1 Why We Value Dog Ownership

For many dog owners, their pet dog is a source of companionship, motivation to exercise and the channel through which they meet and engage with people.

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

This is a nationwide trend with two thirds of Australian households regarding their pets as members of the family.¹

Knox pet owners responding to the community survey also acknowledged the social and wellbeing benefits of their pets. The great majority of pet owners said they exercise more, and talk to more people because they have a pet. They also stated that their pets give them great comfort in times of need, and are important because of the unconditional affection they give.

This anecdotal information from Knox pet owners is supported by research that pet ownership correlates with a number of health benefits pet owners are likely to have over non-pet owners, including fewer doctor visits, lowered stress and increased levels of engagement with the community.²

2.2 Planning for People with Dogs

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

For many dog owners, exercise undertaken with their dogs is their primary form of physical activity. For older people the health and wellbeing benefits associated with owning a dog are highlighted in a 2017 U.K. study³. This study indicates that dog owners involved in the study, on average walked 22 minutes more per day compared to people who didn't own a dog, and the pace of the walking was significantly higher than for non-dog owners.

The Importance of Knox Pets

What Knox respondents said about their pets:

- I talk to more people because I have a pet (65% / 511 respondents)
- My pets give me a strong reason for living (66% / 520 respondents)
- My pets give me comfort in times of need (78% / 610 respondents)
- My pets are important because they give me unconditional affection (81% / 633 respondents)

Ref: Community DAMP survey - % of respondents

¹ Pet Ownership in Australia, 2016, p49

² Pet Ownership in Australia, 2016, p54

³ The influence of dog ownership on objective measures of free-living physical activity and sedentary behaviour in community-dwelling older adults: a longitudinal case-controlled study; BMC Public Health BMC series; 2017

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

Equally, planning for the inclusion of dogs in parks must consider the needs of those who do not want to interact with dogs as part of their visit to parks and reserves.

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

Written comments from research undertaken for the DAMP indicated that even pet owners are frustrated about the lack of control many dog owners have over their dogs. They are also disturbed at the lack of consideration many dog owners have for other people using parks.

To address these matters consideration should be given to educational and promotional campaigns, possibly in conjunction with other local adjoining Councils.

2.3 Council Policies and Documents Relevant to the Planning of Off-leash Areas

There are three documents that are particularly relevant to the Knox Dog Park Report. Apart from the Council and Community Plan 2016-2020, these are the Open Space Plan 2012-2022, the Domestic Animal Management Plan 2017-2021, and the Knox Leisure Strategy.

The Knox Open Space Plan is particularly relevant because it refers the service levels⁴ that apply to the three categories of parks identified in the plan. These categories are:

Municipal level open space

Municipal open spaces are defined primarily by their relationship to an activity centre, their unique character or unique function of the space. Generally, they accommodate a large number of people and can be considered a destination that people would travel from across the municipality or beyond to visit. Municipal open spaces have a place based relationship.

This level of open space will generally have the capacity to accommodate amenities and facilities that are specific dog off-leash amenities.

This level of open space will generally have the capacity to accommodate specific dog off-leash amenities and facilities such as large fenced areas for dogs. The type and level of provision will depend on the space available, competing parkland activities, and other off-leash options available in the catchment.

Neighbourhood level open space

Neighbourhood open spaces are large parks that are used by a suburb-scale catchment. They can accommodate multiple users and types of activities. They should have some special features unique to the suburb. These open spaces have place based relationship involving immediate family, neighbours and friends.

This level of open space may have the capacity to accommodate specific dog off-leash amenities and facilities, including fencing. As with municipal level open space the type and level of provision will depend on the space available, competing parkland activities, and other off-leash options available in the catchment.

Local level open space

Local open space serves the local neighbourhood and can vary in size, one to the other. Generally, local open space is designed to accommodate a maximum of 3 groups or activities. These open space areas have a place based relationship that may involve immediate family and neighbours.

This report assumes that it is unlikely that 'local' level parks and reserves will have any features that are specific to dog off-leash activities.

Section 5.1 identifies more specifically the elements that council may consider in off-leash areas in each of the category of park or open space.

⁴ Service Levels define the type and level of landscape (e.g. plantings, rockscapes) and infrastructure (e.g. trails, shelters, toilets) that council may provide at a given classification of park (open space)

The Domestic Animal Management Plan 2017-2021 identified the following recommendations in relation to off-leash areas:

- Establish design and management protocols associated with Knox Dog Parks
- Progress the development and establishment of additional designated, 'destination' off-leash dog parks for the primary use of dog owners⁵

It also proposes proactive patrols at off-leash and on-leash parks will be scheduled as part of routine work.⁶

2.4 Industry Approach to Dog Off-Leash Areas

Generally, Councils define their approach to dogs in parks in terms of areas where:

- dogs are not permitted,
- where they are permitted on-leash only, and;
- where they are permitted off-leash.

However, the solution is not always this simple because of the growing number of sport and recreation activities vying for open space in parks and reserves, some of which are not compatible with dogs being run off-leash.

In addition, the changing attitudes towards dogs means the way in which Councils accommodate them in public spaces is also changing. People who own dogs and want access to public spaces to let their dogs off-leash, are placing pressure on Councils as are those people who do not want to interact with free running dogs.

In order to accommodate, as best as possible, these divergent needs Councils are resorting to zoning of parks for dog off-leash activities, fencing of areas for off-leash activities, and time share arrangements.

Areas where dogs are not allowed	These are areas where dogs are not allowed either on or off-leash e.g. habitat area for wildlife; sensitive environmental area; within the confines of a playground
Areas where dogs are allowed but only on-leash	These are generally in areas where there is a reasonable possibility of conflict between dogs and other activities, or where the safety of dogs could be jeopardised e.g. along walking and cycling trails; sporting ovals during active games, areas adjoining wildlife or conservation zones
Areas where dogs are allowed off-leash	These may include: <ul style="list-style-type: none"> ▪ 24 hr off-leash access These areas may be unfenced (majority of sites); fully fenced; or partially fenced and/or with landscape features that provide a physical and visual buffer between off-leash areas and adjoining parkland areas ▪ Time-share-Daily e.g. in off-leash areas in close proximity to schools for safety reasons; or on sports fields where sport has priority during competition and training times ▪ Time share – Seasonal e.g. on beach or lake foreshore areas where off-leash activities may be disallowed during summer or restricted to certain hours.

⁵ Domestic Animal Management Plan, p2

⁶ Domestic Animal Management Plan, p26

3. The Current Situation in Knox

3.1 Dog Ownership in Knox

There are approximately 18,851 dogs on Council's database. Research released in 2016⁷ indicates there could be up to 20 dogs for every 100 people across Australia. Based on the Knox population of 159,541 this means there could well be 30,908 dogs living in the city, 11,318 more than are on the registration database.

The research recognises that the number of pets living in an area will be influenced by:

- Household type – Families are more likely to have pets than other types of households
- Age - Older people are less likely to have pets than people in younger age groups
- Type of housing - People in houses are more likely to have a pet than people living in other types of accommodation. However, it should be noted there is a large proportion of apartment dwellers who own pets.

The following table highlights suburbs with the largest registered dog population and the ratio of dogs to people by suburb.

	2016			2031	
	Population	Number of dogs on registration database	Est Dog population	Est Population	Est Dog population
Bawysater	12,390	1231	2478	15,366	3073
Boronia,	23,852	2976	4770	27,114	5422
Ferntree Gully	27,466	3832	5493	29,238	5847
Lysterfield	6,599	997	1319	6,730	1346
Knoxfield	7,495	876	1499	8,941	1788
Rowville	34,983	3843	6996	38,025	7605
Scoresby	6,058	664	1211	10,797	2159
The Basin	4,444	761	888	4,315	863
Upper Ferntree Gully	2,590	384	518	2,563	512
Wantirna	14,494	1481	2898	15,970	3194
Wantirna South	22,797	1806	4559	25,763	5152
	163,168	18,851	32,633	184,822	36,964

3.2 Dog Off-Leash Areas in Knox

Knox is one of the few LGAs that permit dogs to be off-leash in all parks and reserves (650 parks) except:

- In 10 parks or areas within parks areas that are nominated as 'conservation areas'
- On sports fields when sport is being played (training and competition)

Knox Council's local laws require dogs to be on a leash:

- at a reserve where an organised sporting is being conducted
- in a playground or play equipment area
- at an organised public meeting
- in a permanent barbecue or picnic area
- When in the area of a public event.

⁷ Pet Ownership in Australia in 2016

Knox has one fully fenced dog park in Ferntree Gully which includes basic amenities including, seating, rubbish bins and water outlets. The park was established in 2010.

Apart from the Knox Dog Park, there are no specific amenities or features for dogs at any other parks or reserves.

Table 3 provides a summary of off-leash areas in nearby Council areas.

Council Area	Number of designated dog off-leash areas	Other restrictions re Dogs
Casey City	All parks are designated as off-leash except for 17 nominated reserves	<ul style="list-style-type: none"> ▪ Not permitted within 10m of a playground
Greater Dandenong City	14 designated off-leash parks	<ul style="list-style-type: none"> ▪ Dogs must be on-leash within 20m of a playground ▪ Must remain on-leash if any club or school sport is being played at the park/reserve ▪ Dogs must not be allowed within 20m of a designated cycling path or track, unless they are separated from the track by a fence at least 1.2m in height
Maroondah City Council	35 designated off-leash parks	<ul style="list-style-type: none"> ▪ Dogs must be on-leash while on a shared path and within 15m of playgrounds or play equipment, barbeque or picnic facilities, organised sporting events or training sessions.
Monash City	31 designated off-leash parks	<p>Dogs must be on-leash within 20m of:</p> <ul style="list-style-type: none"> ▪ a playground ▪ organised public meeting ▪ organised sporting or practice event ▪ an occupied permanent barbeque or picnic area
Whitehorse City	19 designated off-leash parks	<ul style="list-style-type: none"> ▪ Dogs must be on-leash within 2.5m of: <ul style="list-style-type: none"> ▪ a playground ▪ permanent barbeque or picnic area ▪ the principal location of a public meeting ▪ Dogs are not permitted to enter any sports ground, field or court during an organised sporting event or within 2.5m of the perimeter of such events.
Yarra Ranges Shire	23 designated off-leash areas	<ul style="list-style-type: none"> ▪ Dogs are not permitted: <ul style="list-style-type: none"> ▪ on all ovals/sports fields except with the agreement of a Committee of Management for the purposes of dog obedience training ▪ within 20m of all fixed playground equipment ▪ within 20m of all fixed fitness equipment ▪ within 20m of permanent BBQ or picnic area ▪ on designated beach areas ▪ Dogs are not permitted in National Parks ▪ Dogs must be on lead in all Parks Victoria, Melbourne Water or DELWP reserves unless otherwise stated

⁸ Various local government websites

4. Future Provision

4.1 Vision for Open Space

The Knox Open Space Plan establishes a framework for the planning and management of all open space assets. The planning and development of off-leash areas will be in line with the vision, objectives and open space categories established in the Open Space Plan.

THE VISION FOR OPEN SPACE

Knox open space will be sustainable, attractive and green. It will provide for a diversity of leisure activities, and enable people to enjoy nature, engage with others, learn and play. Our open space network will be well-connected and accessible. Put simply, this means:

- Share our open spaces
- Nurture our natural places
- Activate community use
- Plan for great open spaces

Reference: Open Space Plan, p15

The Principles that Guide the Planning and Management of Off-Leash Areas

The 'People and Dogs in Parks Report' recommends that Council consider adopting the following principles to guide provision for dog owners and their dogs:

Topic - Why Council makes provision for dog owners and their dogs in parks

1. Council makes provision for dog owners and dogs in parks because:
 - of the physical, social, economic and emotional benefits of dog (pet) ownership
 - dog activities in parks can foster neighbourhood networks and friendships, particularly important for people who may not have other opportunities to form these relationships.
2. Council recognises that some people do not want to interact with dogs when in public places, and/or may be fearful of dogs and we will take this into account when planning opportunities for dog owners.

Topic - The planning of off-leash areas

3. The needs of people who do not want to interact with dogs in parks will be addressed when planning off-leash areas and when developing management protocols.
4. Where possible, the same open space planning and management principles will be applied to off-leash areas as for other open space assets such as sports reserves and play spaces.
5. Generally, dog off-leash areas will accommodate a number of activities (e.g. walking, sport, and picnicking), not only off-leash activities.
6. Where possible Council will provide a variety of off-leash opportunities across the city, however not all off-leash areas will have the same features and amenities, or be fenced.
7. The physical, social, sensory and educational needs of dogs will be considered when planning for dogs in parks.

Topic - The control of dogs:

8. Dog owners must respect the rights of other park users by:
 - being in full control of their dog at all times
 - not letting inappropriate dogs to be off-leash or dogs that have exhibited inappropriate behaviour
 - preventing their dogs from making any unsolicited approach to other dogs or people
9. Dog owners must comply with relevant Council and state government policies and legislated requirements.

Topic - Resourcing of off-leash areas

10. Fenced dog off-leash areas require a higher level of maintenance and monitoring than unfenced off-leash areas.
11. Council will only consider additional fenced off-leash areas if or when:
- there is the budget to enable a viable level of provision in line with proposed service levels (Refer section 5.1)
 - there is the requisite ongoing budget available for maintenance

5.1 Levels of Service

The existing Knox Dog Park in Ferntree Gully is the only fenced off-leash area in Knox. This site previously functioned as a water retarding basin. However, following improvements to surrounding stormwater drainage systems, it no longer has to provide this function.

Because the site is low lying and surrounded by earth retaining walls as a result of its previous function, it is often boggy in the winter months. The intense use of the lower sections of the area means that it is regularly denuded of grass in the summer months.

The amenities in all off-leash areas, other than at the Ferntree Gully Dog Park, are standard parkland amenities (e.g. seating, large open spaces, water fountains) that are used equally by dog owners and other park users. There are not any features in parks that are specifically for the benefit of dog owners and their dogs.

The Open Space Strategy includes guidelines about the type, number and extent of facilities that Council will consider for the various classifications or levels of open space; and for the various activities these areas cater for.

For example, a 'Neighbourhood' level sporting reserve will have a smaller pavilion than a 'Municipal' level sporting reserve. Similarly, this report identifies the type and level of infrastructure that council may consider providing at 'Local', 'Neighbourhood' and 'Municipal' level off-leash parks.

Table 4 provides a summary of the type of features or facilities that Council might consider at different classifications of off-leash areas. The following design notes are based on guidelines provided in 'Planning, Designing and Managing the Dog Park'⁹

Element	Classification of Park			Comments
	Municipal	N'hood	Local	
Core Infrastructure				
Open unfenced off-leash area	✓	✓	✓	▪ Off-leash access permitted in all parks, other than restrictions listed in section 3.2
Fencing (Generally, 1.2 mtr high fencing. Consider higher for safety reasons)	✓ As required	✓ As required	✗	▪ Consider if fencing is really needed/ other options for addressing site requirements. Should only be considered for reasons of safety, to provide a barrier between parkland activities
Enclosures (options for): ▪ large main area ▪ time out area ▪ small dog area ▪ dog training area	✓ ✓ ✓ ✓	✓ ✗ ✗ ✗	✗	▪ Internal fencing should only be considered if you have the space. Creating small areas increased the possibility of overcrowding and defensive behaviours in dogs
Double gated entries / exits	✓	✓	✗	▪ A minimum of 2. Additional may be required if the dog park is large

⁹ 'Planning, Designing and Managing the Dog Park' – Information Notes (Paws4Play/LMH Consulting, 2012)

Table 4 – The type of features or facilities that council might consider at different classifications of off-leash areas (excluding fenced sports ovals)				
Element	Classification of Park			Comments
	Municipal	N'hood	Local	
Maintenance/ emergency access gateway	✓	✓	✗	
Pathways <ul style="list-style-type: none"> ▪ approach pathways ▪ internal pathways ▪ textured pathways 	✓ ✓ ✓	As required/ can be accommodated	✗	<ul style="list-style-type: none"> ▪ Where ever possible do not run external pathways along fence line ▪ Opportunities for different textural surface (confidence development for dogs), jogging track and to optimise 'universal access' features
Signage <ul style="list-style-type: none"> ▪ Rule & regulations ▪ Park etiquette ▪ Instructional (training equipment) 	✓ ✓ ✓	✓ ✓ As required	✓ ✓	<ul style="list-style-type: none"> ▪ Should include: <ul style="list-style-type: none"> ▪ rules & regulations ▪ 'park etiquette' ▪ instructional signage associated with any education equipment
Amenities				
Seating (no tables)	✓	✓	✓	<ul style="list-style-type: none"> ▪ Seating in 'sociable' formation. Consider including square dog/person perch platform in combination with standard seating. (Tables will communicate 'picnic' when food should be discouraged in the dog park)
Drinking water – people & dogs	✓	Maybe	✗	
Shade structures	✓	Maybe	✗	<ul style="list-style-type: none"> ▪ Ensure they are effective e.g. provide shade at peak times and take into account prevailing weather conditions/wind direction ▪ Locate where owners can fully observe dogs
Off street car parking	✓	✗	✗	
Toilets	✓		✗	<ul style="list-style-type: none"> ▪ Associated with provision for the wider parkland
Activity Areas				
Rock scramble areas	✓ Min of 2	✓	✗	<ul style="list-style-type: none"> ▪ Flat topped rock mounds with granitic sand infill (to remove paw entrapments)
Dry creekbed or similar feature	✓	Maybe	✗	<ul style="list-style-type: none"> ▪
Sensory vegetation plantings	✓	✓	✓	<ul style="list-style-type: none"> ▪ Rummaging / play areas for dogs. Sensory development/stimulation important environmental enrichment consideration ▪ Do not plant vegetation poisonous to dogs
Digging pit (sand)	✓ (if area fenced)	Maybe	✗	
Open play area	✓	✓	✗	
Water play	Maybe	✗	✗	
Educational Equipment (based on agility design)	✓	Maybe	✗	<ul style="list-style-type: none"> ▪ Educational / obedience skill development. Some equipment (e.g. 'sit stay' platforms) double as ▪ platform seating for owners ▪ Not for competition purposes

Table 4 – The type of features or facilities that council might consider at different classifications of off-leash areas (excluding fenced sports ovals)				
Element	Classification of Park			Comments
	Municipal	N'hood	Local	
Landscaping			x	
Natural shade / tree plantings	✓	✓	✓	<ul style="list-style-type: none"> ▪ Should be the priority ▪ Enhances amenity of the area and minimises maintenance costs associated with built shade structures
Vegetation along approach fencing	✓	As required	x	
Vegetation to create outdoor 'rooms/visual barriers' within the dog park	✓	As required	x	<ul style="list-style-type: none"> ▪ Helps manage formation of large packs of dogs running together and provides owners with opportunity to take their dog away from the pack if required
Drainage	As required	As required	x	<ul style="list-style-type: none"> ▪ As required ▪ Consider opportunities to incorporate into environmental features e.g. dry creekbed
Under surfacing * ¹⁰ <ul style="list-style-type: none"> ▪ Turf ▪ Mulch ▪ Granitic sand 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	Generally, turf	x	<ul style="list-style-type: none"> ▪ Consider universal / disability access and opportunities to expose dogs to as many textures/environmental enrichment opportunities as possible ▪ The type of under surfacing will also be determined by the level of use
Other infrastructure			x	
Dog litter bag dispensers	✓	x	x	<ul style="list-style-type: none"> ▪ Provision depends on council policy
Dog litter bins	✓	✓	x	<ul style="list-style-type: none"> ▪ Provision depends on council policy
Lighting	Maybe	x	x	<ul style="list-style-type: none"> ▪ Provision depends on council policy
Dog training and/or event area – external to the dog park	Maybe	x	x	<ul style="list-style-type: none"> ▪ Only if dog obedience / training activities operate from the park / reserve and the reserve has the capacity to host events ▪ Need to consider wider open space planning requirements associated with car parking etc.
Dog club pavilion / storage	As required	x	x	<ul style="list-style-type: none"> ▪ Only if a dog club/s operate from the park / reserve

5.2 Classification of off-leash areas

This report proposes that dog off-leash areas be classified in line with the requirements of the Knox Open Space Plan and the function they serve in the off-leash network of sites.

Currently off leash areas are assumed to be 'local level' primarily because there are no characteristics that distinguish one from another in terms of service levels. The exception is the Knox Dog Park which has features that are specific to its primary use as a dog park.

This report recommends that a number of sites be considered for enhancing/upgrading to 'municipal' and 'neighbourhood' level sites.

¹⁰ Depends on level of use and amenity requirements

6. Opportunities to Enhance Provision

6.1 Shortlisted Sites – Availability of Space

Council's database of parks and reserves was examined in order to identify sites that might have the space available to accommodate enhanced provision for dog off-leash activities, and in particular fenced off-leash areas.

Sites with less than 3,000 sq meters available were not considered as options for enhancement or fencing, due to their small size, which could potentially be a high risk management issue in relation to dog and people safety.

As a result, sites at Marie Wallace Park, Emmerson Reserve – (Zone 2, Braeburn Rd corner), were not considered any further as an option for a fenced of 'destination' off-leash area.

Table 5 lists these sites and their ownership and management status.

	SITE	Size of Area in the park*	Suitable Area Available?	Ownership of site	Management of site
1	Emmerson Reserve - Zone 1 (south west fenceline)	4,200 sq. m	Yes	KCC	KCC
2	Emmerson Reserve - Zone 2 (Braeburn Rd corner)	1,850 sq. m	No On the basis of size	KCC	KCC
3	Llewellyn Reserve (the zone designated for a fenced off-leash area in the Llewellyn Park Master Plan)	8,500+ sq. m	Yes	KCC	KCC
4	Wantirna Reserve - Zone 1 (adjacent to Mountain Hwy)	7,750 sq. m	Yes	KCC	KCC
5	Wantirna Reserve - Zone 2 (west of oval)	14,500 sq. m	Yes	Parks Victoria	Parks Victoria
6	Marie Wallace Park	800 sq. m	No On the basis of size	KCC	KCC
7	Liverpool Retarding Basin	NR	Yes	Melbourne Water	Melbourne Water
8	Knox Dog Park (Ferntree Gully)	4,800 sq m	Yes	KCC	KCC
* Size of the Area selected for potential increased service levels					

Six sites were then assessed for their suitability to accommodate a fenced off-leash area in line with the primary and secondary evaluation criteria¹¹. The sites that satisfied the primary evaluation criteria were then assessed according to the secondary evaluation criteria.

Primary Site Evaluation Criteria

- Proposed off-leash area does not impact unreasonably on adjoining park activities and appropriate buffers are possible between proposed fenced/enhanced off-leash area
- Size and configuration of the area
- Surveillance into and over the whole site
- Environmental sensitivity

¹¹ 'Planning, Designing and Managing the Dog Park' – Information Notes (Paws4Play/LMH Consulting, 2012) Criteria Checklist with modifications to accommodate needs/ issues specific to the City of Knox

- Appeal of the site
- Land ownership and management considerations
- Land form considerations.

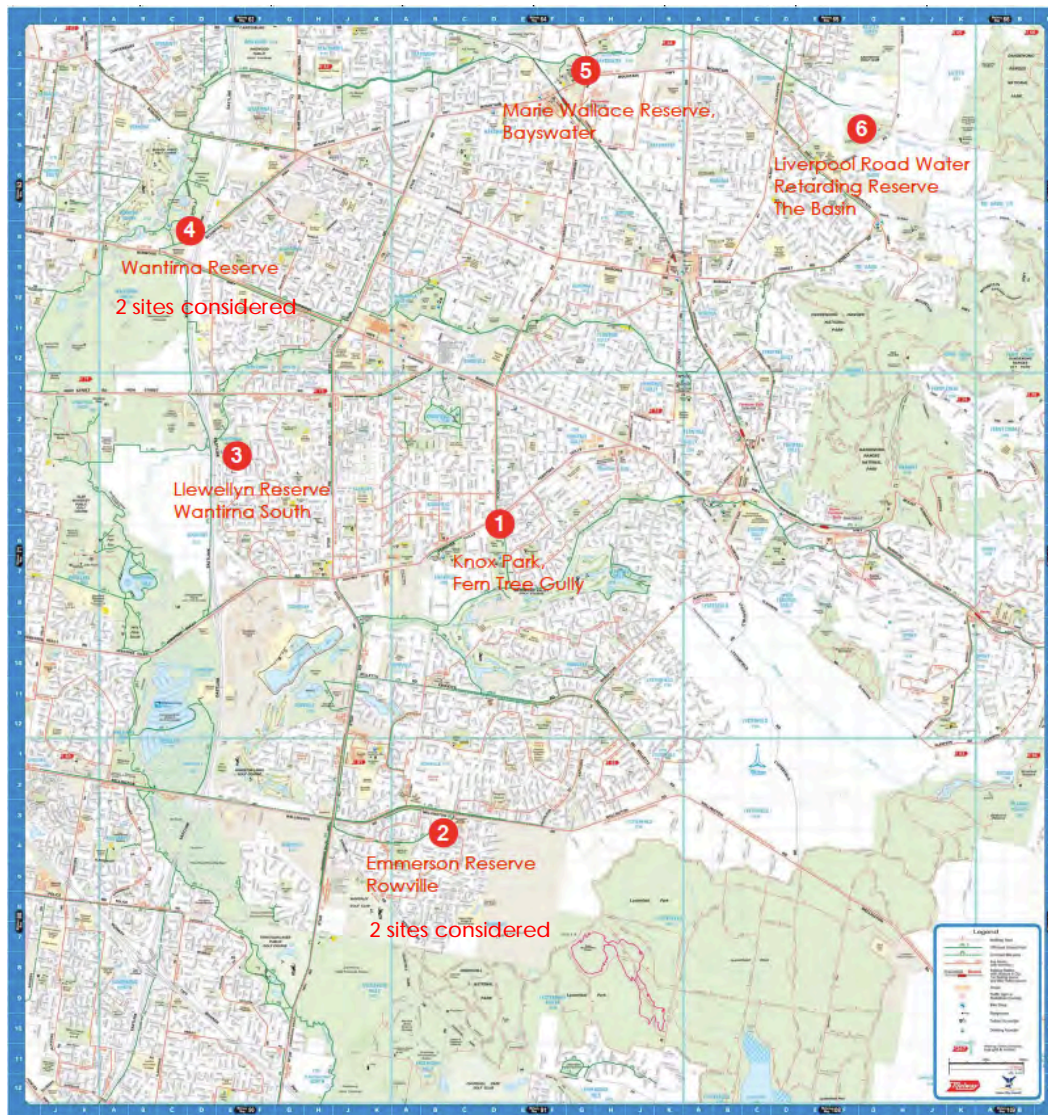
Secondary Evaluation Criteria – Site Considerations

- Proposed off-leash area is well integrated with other park activities
- Accessibility of infrastructure such as toilets, water, power
- Neighbourhood linkages via footpaths, trails, road network, car parking availability
- Readiness of the site for works.

Secondary Evaluation Criteria – Demographic Considerations

- Popularity of the site
- Proximity of residential areas
- Likely surrounding population increases.

Location of Shortlisted Sites



7.1 Site Location Maps

The following site maps indicate the general area considered for fenced off-leash area/ enhancing provision for dog owners and their dogs.

SITES 1 AND 2 - EMMERSON RESERVE SITES – ROWVILLE



Emmerson Reserve – Zone 1 looking southeast



Emmerson Reserve – Zone 1 looking north-west

SITE 3 - LLEWELLYN RESERVE – WANTIRNA SOUTH



SITES 4 AND 5 - WANTIRNA RESERVE SITES



SITE 6 - MARIE WALLACE PARK – BAYSWATER

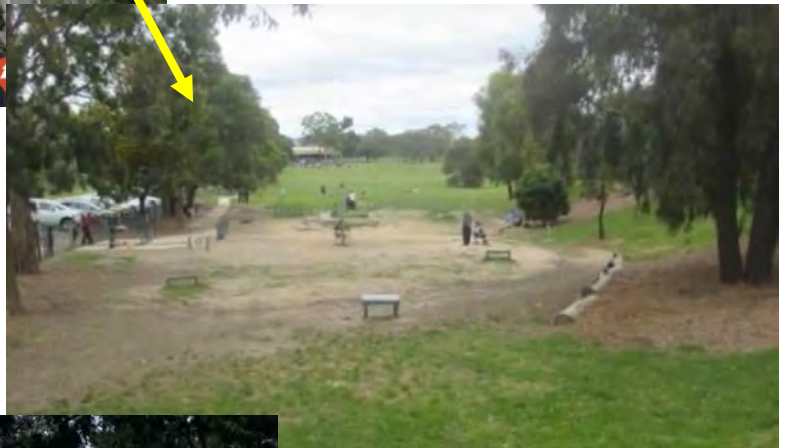
In accordance with the endorsed Master Plan for Martie Wallace Park, the site was investigated for its potential to accommodate a fenced off-leash area in line with site selection criteria (Refer section 6.1)



SITE 7 - LIVERPOOL ROAD RETARDING BASIN – THE BASIN



SITE 8 - KNOX FENCED OFF-LEASH AREA (Existing) – FERNTREE GULLY



7.2 Site Evaluation Summary

Eight sites were considered in line with the primary and secondary evaluation criteria. Table 6 summarises the evaluation of these sites.

Marie Wallace Bayswater Park was eliminated from consideration because it did not satisfy size requirements. A detailed summary of the evaluation is included in Appendix 1.

	SITE	Area available	Primary Eval Criteria (/40)	Secondary Eval Criteria		Total (/99)
				Site Criteria (/35)	Demographic Criteria (/10)	
1	Emmerson Reserve - Zone 1 (south west fenceline) Rowville	Yes	50	15	5	70
2	Emmerson Reserve - Zone 2 (Braeburn Rd corner) Rowville	No	Did not satisfy area requirements therefore not considered any further			
3	Llewelyn Reserve Wantirna South	Yes	54	10	4	68
4	Wantirna Reserve - Zone 1 (Rear scouts) Wantirna	Yes	44	17	5	66
5	Wantirna Reserve - Zone 2 (west of oval) Wantirna	Yes	50	17	5	72
6	Marie Wallace Park Bayswater	No	Did not satisfy area requirements therefore not considered any further			
7	Liverpool Retarding Basin The Basin	Yes	46(a)	7	4	57
8	Knox Dog Park Ferntree Gully	Yes	50	9	7	66

7.3 Site Evaluation Commentary

This section provides a summary of each site including the area within the park or reserve available for potential increased service levels/service level enhance

EMMERSON RESERVE

SITE 1 - Zone 1 - Emmerson Reserve (south west fence line)

- Advantages of the site
 - Land owned and managed by Council
 - Activates a low use area of the reserve
 - Good neighbourhood connectivity along shared trail and footpaths
 - The site:
 - provides opportunities for additional amenities and landscaped environments specific for use by dog owners and their dogs
 - is open with reasonable sight lines across the park, however this area of the park is fairly isolated as evident by the vandalism to tables and seating. Fencing of a dog off-leash

area may help to activate the area, which is largely used as a thoroughfare to the adjacent Wellington Village Shopping Precinct.

- is an attractive and popular reserve, with an existing reasonably consistent level of use by dog owners
- Challenges/Potential associated with the site
 - It is not a large site, which means if it is fenced, that the ground cover will need to be robust enough to accommodate the intense use that is likely to follow
 - The site is large enough to include a separate 'Time Out' enclosure, which can also be used as by small dogs. There is not likely to be the area to include both a "time Out' and 'Small Dog' enclosure without negatively impacting on the space available for the main open run-about area. This can be a risk management issue
 - Isolation of the site at the rear of the reserve. No drive-by monitoring or surveillance opportunity
 - Will need intermittent but consistent monitoring by local laws staff to minimise the likelihood of people leaving their dogs unattended while they attend the nearby shopping centre
 - Perceptions of adjoining residents associated about noise. Note that very little/if any noise will result from dogs in the park. Dogs in adjoining properties are more likely to bark in response to park dogs sniffing fencelines
 - Low lying areas will need fill and/or drainage works
 - No onsite/immediate parking. Some roadside parking. Parking may be an issue if the site is fenced, because of the likely popularity of the facility
- Other considerations to be taken into account
 - Resident/community sentiment may need to be tested if fencing of the area is to be considered

SITE 2 - ZONE 1 - EMMERSON RESERVE (site alongside Braeburn Road)

- Did not satisfy site size requirements

Recommendation for Emerson Reserve

- Consider a 'Neighbourhood Level' fenced off-leash area in Zone 2 if it is determined to enhance off-leash amenities at the park
 - Options
 1. Leave unfenced but introduce landscape and sensory elements specific to dogs such as rock clamber area, sensory vegetation, dry creekbed
 Considerations:
 - May not significantly increase appeal for dog owners if unfenced
 2. Fence and design appropriately to ensure the intensity of use does not degrade the amenity of the reserve.
 Considerations
 - Cost of fencing
 - Would need to ensure robust ground surface
 - Design and management considerations as detailed in section 5.1.

SITE 3 - LLEWELYN RESERVE

- Advantages of the site
 - Land owned and managed by Council
 - The site is currently used for informal dog off-leash activities and the Llewellyn Park Master Plan identified that a fenced off-leash area be developed on the site
 - Large open tracts of land used only occasionally for organised sport and unstructured recreation activities. As a result, fencing is not required in order to prevent off-leash activities from impacting on other reserve activities, or to prevent dogs from running onto roads.

- Because of the size of the reserve and it being largely surrounded by residential fences fencing is not a priority
- Multiple options for locating enhanced dog off-leash activities or environments
- Enhanced off-leash opportunities/activities may help activate an underused reserve
- On site car parking available
- The site would benefit from increased passive surveillance.
- Challenges/Potential challenges associated with the site
 - The site is extremely isolated and because of its large expanse and lack of interface with the local road/footpath network and there is no opportunity for drive-by monitoring and casual surveillance by local residents
 - Due to the subsurface limitations, the reserve cannot support any additional sporting infrastructure (e.g. excavation, drainage, irrigation etc. and will not be developed as a major sporting centre. The city's sporting hubs have already been established at other sites such as the Knox Regional Sports Park, Knox Park, and the Knox Netball Centre.
 - Buildings at the site are highly prone to vandalism. The proposed works identified in the Mater Plan, aim to increase passive open space use and in turn increase passive surveillance
 - The site adjoins the Blind Creek waterway corridor. The biodiversity values of the site need to be considered, particularly in terms of how use by dogs may impact.
- Options
 1. Consider general environmental enhancement opportunities that will also enhance the attractiveness of the site for dog walkers. e.g. rocky outcrop mounds
 2. Design features in a section of the park that will provide different sensory, physical activity and educational elements for dog owners/dogs e.g. climbing mounds, digging pit, dog education equipment

An option to fence or leave unfenced.
- Recommendation for Llewelyn Reserve
 - Consider general environmental enhancement opportunities that will also enhance the attractiveness of the site for dog walkers. e.g. rocky outcrop mounds

SITE 4 – ZONE 1 WANTIRNA RESERVE (Rear of scouts pavilion)

- Advantages of the site
 - The proposed site is owned and managed by Council
 - A use for an area that will potentially have a low level of activity if the reserve master plan recommends that the playspace be relocated
 - Has the potential to be of a shape that will enable flexibility of design
 - Car parking can be accommodated nearby
 - A reasonable level of passive surveillance from the oval and associated car parking
 - Partial fencing is already in place (reserve perimeter fencing)
- Challenges/Potential challenges associated with the site
 - The timing of the development of the off-leash area will be dependent on the timing for the relocation of the playspace
 - Will require drainage works if the site is landscaped
 - Will need at least partial fencing along the north/north-west side of the proposed area due to the close proximity to internal car traffic
 - Access to the reserve is primarily by car or bicycle because of the distance to residential areas.

 SITE 5 – ZONE 2 WANTIRNA RESERVE (West of oval)

- Advantages of the site
 - Presents options for enhanced amenities for dog owners/dogs whether it is fenced or not. If it is to be fenced then it is large enough to incorporate separate spaces for small dogs and a 'Time Out' zone
 - Good open shape such that the design of a fenced area can minimise pinch points
 - Car parking available immediately adjacent the site which improves accessibility for people with limited mobility
 - The site is centrally located in the park with good passive surveillance from sporting users and trail walkers/cyclists
 - The site is not used for other activities at this time because of the uneven terrain and low-lying areas
 - The area will be significantly activated with the proposed development of a community hub between the site and the sports oval. This will provide additional security for dog owners.
- Challenges/Potential challenges associated with the site
 - All of the site is owned and managed by Parks Victoria. Council is seeking to enter into a lease agreement with Parks Victoria for this section of land
Note that Parks Victoria has established a fenced off-leash area at Banksia Park in Bulleen
 - Will require significant fill and drainage treatment to alleviate issues associated with low-lying areas on the site. This will significantly add to the cost of developing the site as an off-leash area
 - Will need at least partial fencing or barrier landscaping in order to manage the interaction between dogs and traffic in the car park, the adjacent shared trail, and sporting activities
 - Access to the reserve is primarily by car or bicycle because of the distance to residential areas.
- Recommendation for Wantirna Park
 - That the Zone 2 site be developed as a municipal level fenced off-leash area and designed:
 - In line with service levels in section 5.1
 - So as to incorporate different activity and sensory zones; and separate areas for small dogs and 'time out' respite
 - With a robust ground cover to withstand intense use

SITE 6 – MARIE WALLACE PARK, BAYSWATER

- Did not satisfy site size and configuration requirements. Fencing such a small area would expose Council to a high risk management issues associated with potential dog behavior.

SITE 7 - LIVERPOOL ROAD RETARDING BASIN

- Advantages of the site:
 - Parkland and waterbody very popular off-leash area in an appealing parkland setting
 - Park attracts a significant level of walkers. People travel to the park primarily by car because of the distance of the site from residential areas
 - Site large enough and away from main roads such that fencing would not have to be a priority/necessity. However, there are a number of opportunities for fencing of a space
 - A number of site options for enhancing environments for dog owners/dogs e.g. rock clamber areas
 - Potential for partnership development with Maroondah and Yarra Ranges given proximity to borders
- Challenges/Potential challenges associated with the site
 - A site of 'biodiversity significance'

- The site is isolated and remote from nearby residential areas as a result the park does not cater for a high level of pedestrian visitation. However, the site does attract a reasonable level of visitation
- All of the site is owned and managed by Melbourne Water
 - Currently dogs access the water via a small area of graded embankment.
 - Currently no signage that restricts use of the waterbody by dogs, however, anecdotal information suggests this existed in the past
- Small onsite car parking near where main off-leash activities occur. Car parking is at the gate off Liverpool Road
 - No amenities e.g. formal shade shelter, toilets
- Other considerations to be taken into account
 - Dog owners met on site requested a shade shelter and more natural shade and 'pleaded for the retention of access to the water'
- Options
 - Meet with Melbourne Water to discuss
 - Option 1 – Enhancing of existing opportunities, on the basis that Melbourne Water agrees to allow dogs to continue to access the waterbody, including:
 - Rockscaping of the entry to the waterbody to improve amenity and manage erosion
 - Planting of shade trees and/or shade structure within sight of the water entry¹²
 - Landscaping elements for dogs e.g. rockscape clamber feature/dry creekbed; digging pit; education elements etc.
 - Considerations
 - Due to the size of the park and area available away from the road, fencing is not a priority/necessity
 - Option 2 – Fencing of an area of the park
- Recommendation for Liverpool Road Retarding Basin
 - Undertake discussions with Melbourne Water regarding options to enhance provision for dog owners at the reserve.

SITE 8 – EXISTING KNOX DOG PARK, FERNTREE GULLY

- Advantages of the site
 - Already a recognised destination off-leash area with fencing
 - Space works well for the level of use. Does not impact on other activities/self-contained site
 - No natural or contamination sensitivity
 - Good location within a significant park. High profile site with reasonable level of opportunity for passive surveillance
 - Good natural shade around perimeter
- Challenges/Potential challenges associated with the site
 - In the past had a Special Building Overlay (SBO) which limited the type and level of development that could be considered. The overlay has been removed following improved drainage works and updated flood mapping works.
 - Very popular off-leash area. Has some management issues that need to be addressed
- Recommendation for the fenced Ferntree Gully Off-leash area (existing)
 - That the Zone 2 site be retained/upgraded, as much as possible given the restrictions associated with the site, to a 'neighbourhood level' fenced off-leash area and designed in line with service levels in section 5.1.
 - Address animal management issues associated with the site. Refer section 9.

¹² Will need to take into account requirements relating to flood/surface water management

Appendix 1 – Site Evaluation Commentary

Site Evaluation Criteria	Emmerson Reserve - Zone 1 (south west fenceline)	Emmerson Reserve - Zone 2 (Braeburn Rd corner)	Llewelyn Reserve	Wantirna Reserve - Zone 1 (Rear scouts)	Wantirna Reserve - Zone 2 (west of oval)	Liverpool Retarding basin	Marie Wallace Park/Bayswater Park	Knox Dog Park
PART 1 - Availability of space								
Enough area available and shape of space can safely accommodate fencing if required. Sites with less than 3,000 sq mts were not considered further, particularly if alternative sites were available at the park/reserve	Small area could not encourage more than 'local' level use- overcrowding could become a safety issue. Not the space to accommodate multiple 'activity zones' for dogs/dog owners; timeout/small dog areas	Small area could not encourage more than 'local' level use- overcrowding could become a safety issue. Not the space to accommodate multiple 'activity zones' for dogs/dog owners; timeout/small dog areas	Large isolated, open tracts of land with low/minimal activity apart from that associated with sport (low grades/overflow). Site receives minimal visitation for unstructured recreation activity. Dog walkers/walkers primarily use the site to access creekland trails. Given the large open areas would not be a need to fence unless wanting to provide for older dog owners, people with disabilities etc. However, due to the isolated nature of the site it is not likely to attract these users. Space available to create multiple 'activity zones' for dogs/dog owners	Small area. If play space is relocated then larger area would be available, however area may be better suited/needed to provide for sport spectator needs and/or scouting requirements and/or for amenity	Space available to create multiple 'activity zones' for dogs/dog owners. Current Master Plan works are investigating the options for the development of a 'community hub' with fully integrated facilities. A destination DP would add to the offering at the site	Potential space and amenity suitable as a destination site	Very small area could not facilities dog park use - overcrowding could become a safety issue. Not the space to accommodate multiple 'activity zones' for dogs/dog owners; timeout/small dog areas	Already a significant destination off leash area with fencing,
Primary Site Evaluation Criteria (10) - PART 2 - OTHER								
The designated area for a 'destination' and/or fenced DP does not unreasonably impact on the space available for existing park activities or park amenity; and enables a buffer between adjoining activities / properties / roads etc.	A small area of relatively low use space available.	A small area of relatively low use space available.	Large site that would benefit from activities/activity that increased use. However, would need full scale activation plan to ensure significant scale of activity that would overcome issues associated with the isolation of the site, in particular vandalism. This level of activation would be associated with a recreation facility or facilities that attract a constant level of reasonably high use across most of the day and into evening. It is unlikely this type of facility would be considered for the site as other sites have perform this regional/municipal function e.g. Knox Regional Sports Park; Knox Park; Knox Netball Centre Reserve master plan identifies a dog park for the site	Refer above Would require agreement from Parks Victoria	Large unused site that would benefit from activities/activity that increased use Would require agreement from Parks Victoria	Extensive parkland with possible access to water (dependent on agreement with Melb Water)	-	Space works well for the level of use. Does not impact on other activities/self contained site
The size, configuration of the area provides for greater flexibility/opportunities in terms of design and design for safety	The area is narrow, which may be further compounded if a buffer is deemed necessary along residential property boundaries. This restricts design opportunities in terms of managing risk associated with dog activity	A small area under 3,000 sq mts. If an alternative site is available then size would make this site a low priority	Space available provides great flexibility in terms of design and incorporation of zoned areas and elements, and separate fenced areas for small dogs	The area is narrow. This restricts design opportunities in terms of managing risk associated with dog activity	Space available provides great flexibility in terms of design and incorporation of zoned areas and elements, and separate fenced areas for small dogs	Space available provides great flexibility in terms of design and incorporation of zoned areas and elements, and separate fenced areas for small dogs	An extremely small area that is unsuitable for fencing	Although of a reasonable size much of the area is not available for significant enhancement due to the function of the site as a water retarding basin and the associated steep sides of the basin

Site Evaluation Criteria	Emmerson Reserve - Zone 1 (south west fenceline)	Emmerson Reserve - Zone 2 (Braeburn Rd corner)	Llewelyn Reserve	Wantirna Reserve - Zone 1 (Rear scouts)	Wantirna Reserve - Zone 2 (west of oval)	Liverpool Retarding basin	Marie Wallace Park/Bayswater Park	Knox Dog Park
The site has good passive surveillance across the whole park site via high level of visitation/soon to be proposed; overlooking by adjoining residential properties. Goes to personal safety/perceptions of safety; vandalism etc.	Is open with reasonable sight lines across the park, however this area of the park is fairly isolated as evident by the vandalism to tables and seating. Fencing of a dog off-leash area may help to activate the area, which is largely used as a thoroughfare	Good profile to Braeside Road Good sightlines across the reserve	The site is extremely isolated and because of its large expanse and lack of interface with the local road/footpath network and there is no opportunity for drive-by monitoring and casual surveillance by local residents Good sightlines across the reserve Buildings at the site are highly prone to vandalism	Reasonable sightlines from car parking areas and sports oval because of position on the rise.	A central site with good all-round sightlines Passive surveillance will further increase with the building of the community hub	The site is extremely isolated and because of its large expanse and lack of interface with the local road/footpath network and there is no opportunity for drive-by monitoring and casual surveillance by local residents Good sightlines across the reserve		Some drive by surveillance
No environmental sensitivity associated with the proposed DP site/reserve such as the close proximity of wildlife areas, landfill, proximity to residential properties OR environmental issues can be addressed	Proximity to residential properties could be a perceptual barrier. Note that noise from dogs in the DOL not generally a significant issue. No known environmental issues. Existing established vegetation to be retained and parts protected. Land is zoned PRRZ (Public Park and Recreation Zone)	No known environmental issues. Located away from residential properties. Busy road may impact on amenity and concerns about safety. Land is zoned PRRZ (Public Park and Recreation Zone)	Land largely cleared. Former land fill site - restricts some excavation/construction works. Areas of significant vegetation and sites of biological significance along the adjoining Blind Creek and bushland areas. Land is zoned PRRZ (Public Park and Recreation Zone)	Land is zoned PRRZ (Public Park and Recreation Zone) Areas of significant vegetation and sites of biological significance adjoining the open space.	Land is zoned PRRZ (Public Park and Recreation Zone) Areas of significant vegetation and sites of biological significance adjoining the open space.	Is a Site of Biodiversity Significance. Land is zoned PUZ1 (Public Use Zone 1)	Land is zoned PRRZ (Public Park and Recreation Zone) Areas of significant vegetation and sites of biological significance adjoining the open space.	No natural or contamination sensitivity
The reserve and proposed DP site is appealing e.g. shade, location not isolated, not in industrial area	Parkland character is appealing for local users, existing areas of shade and existing picnic infrastructure facilities. Adjacent to local Wellington Village shops.	Parkland character is appealing for local users, existing areas of shade and existing picnic infrastructure facilities. Adjacent to local Wellington Village shops.	Isolated site. Current minimal passive surveillance; Facilities prone to extreme vandalism. Could be considered as a site for dog clubs if the demand/need is identified	Parkland character is appealing for local users, existing areas of shade and existing carpark infrastructure facilities. Some road noise	Parkland character is appealing for local users, existing areas of shade and existing carpark infrastructure facilities.	Very appealing parkland character.	-	Has appealing features - treed embankment. Set back from road with sufficient carparking facilities.
No/minimal land ownership/management barriers/potential barriers OR barriers can be addressed	Land owned and managed by council	Land owned and managed by council	Land owned and managed by council	Land owned and managed by council	Part of the land owned and managed by Council. Would need to negotiate with Parks Victoria for access to PV portion of the site	Land owned and managed by Melbourne Water. Would need to negotiate access with MW	Land owned and managed by council.	Land owned and managed by council
No/minimal land formation issues e.g. significant fill drainage works required for the proposed DP site	Some low-lying areas that can be addressed with minor drainage and landscape works	Some low-lying areas that can be addressed with minor drainage and landscape works	Minimal to no excavation works are permitted on the site.	Good grade to assist with drainage	Significant depressions on the site. Would need significant fill and drainage works to eliminate low areas	Some improvements to water edge access would be required to enhance beach area and reduce further bank erosion	Adjacent to steep drainage reserve	Land subject to inundation. Because of function as a drainage basin drainage issues cannot be addressed. Limited opportunity in terms of enhancing/extending provision
Secondary Criteria - Site considerations (5)								
The proposed DP site is not isolated from other parkland activities OR has good level of visitation (activation/passive surveillance)	Site has good profile. Actively used site. Opportunity to activate a more isolated and less used part of the reserve	Site has good profile. Good road frontage. Actively used site. Opportunity to activate a less used part of the reserve	Current low-level visitation/poor passive surveillance/isolated site	Current medium to low level visitation/potential for enhancement with the development of the Wantirna Reserve Master Plan.	Current medium to low level visitation/potential for enhancement with the development of the Wantirna Reserve Master Plan.	High level of use by dog walkers. Very popular. Access to the water makes it a unique setting	-	Good location within a significant park. High profile site that can be easily observed. A key location for adjoining municipalities; Yarra Ranges and Maroondah.
The reserve has existing and accessible infrastructure such as - car parking, toilets, picnic areas / shelters OR will do in the future	Road car parking only. Adjacent to Wellington Village Shopping Precinct with café facilities and public toilets. Existing picnic infrastructure facilities.	Road car parking only. Adjacent to Wellington Village Shopping Precinct with café facilities and public toilets.	Poor/no provision re toilets, picnic amenities etc.	Sufficient existing gravel car parking available. Currently no public toilets	Sufficient existing gravel car parking available. Currently no public toilets	Small car parking only. No picnic or toilet facilities	-	Good level of infrastructure in place. No public toilets.

Site Evaluation Criteria	Emmerson Reserve - Zone 1 (south west fenceline)	Emmerson Reserve - Zone 2 (Braeburn Rd corner)	Llewelyn Reserve	Wantirna Reserve - Zone 1 (Rear scouts)	Wantirna Reserve - Zone 2 (west of oval)	Liverpool Retarding basin	Marie Wallace Park/Bayswater Park	Knox Dog Park
The proposed DP site has good natural features including natural shade, attractiveness of the landscape	Some established trees around perimeter of proposed site. Further plantings recommended for shade and sensory development for dogs.	Some established trees around perimeter of proposed site. Further plantings recommended for shade and sensory development for dogs.	Poor vehicle access or link to main roads.	Attractively parkland landscape character, good natural tree shade.	Attractively parkland landscape character, good natural tree shade.	Appealing reserve. Attractive parkland landscape character, good natural tree shade.	-	Good natural shade around perimeter of the site
The proposed DP site has good linkages to the site such as trails and footpaths	Reserve has good footpath connectivity to adjoining residential areas and connected to a shared trail linking to Liberty Ave Reserve and Wellington Road Linear Reserve.	Reserve has good footpath connectivity to adjoining residential areas and connected to a shared trail linking to Liberty Ave Reserve and Wellington Road Linear Reserve.	Trail along freeway/Blind Creek to the west of the site	Good linkage to the Dandenong Creek Trail, Koomba Park and shared trail along East Link Trail	Good linkage to the Dandenong Creek Trail, Koomba Park and shared trail along East Link Trail	No pedestrian connectivity.	-	Good road and pathway linkages
The readiness of the proposed DP site to accommodate a dog park in the near future e.g. no land ownership issues, does not require relocation of infrastructure. Not likely to be significant public objection as far as known etc.	Minimal known barriers at this time. Community consultation will determine community acceptance	Minimal known barriers at this time. Community consultation will determine community acceptance	Known land fill barriers to any future development	No barriers to immediate development	Currently owned and managed by Parks Victoria.	Owned and managed by Melbourne Water Would need to negotiate access with MW	-	Already operates as a fenced dog park
Secondary Criteria - Demographic considerations (5)								
The proposed DP site/reserve is already a popular dog off-leash / on-leash area (formal or informal). This indicates the site is already well used and well like for dog off-leash activities.	Anecdotal information indicates the reserve is a reasonably popular DOL area	Anecdotal information indicates the reserve is a reasonably popular DOL area	Previous master plan consultation indicated the reserve had reasonably popular demand for a DOL area. Dog off-leash area can still operate without fencing or enhancements	Recent consultation resulted a very high use or future demand for DOL area at the reserve	Recent consultation resulted a very high use or future demand for DOL area at the reserve	High level of use by dog walkers. Very popular. Access to the water makes it a unique setting	Anecdotal information indicates the reserve is known for occasional dog walking.	Very popular off leash area. Has some management issues that need to be addressed
The number of people living near the reserve and who would potentially be able to walk to the site	Reserve has good residential catchment	Reserve has good residential catchment	Western side is flanked by the freeway. Residential areas to the east and south only	Reserve does not have an immediate 'walkable population' catchment	Reserve does not have an immediate 'walkable population' catchment	Reserve does not have an immediate 'walkable population' catchment	Reserve does not have an immediate 'walkable population' catchment	Well located to residential area



297 Dog Park Sites

Which one would you use most?

Dog Parks in Knox

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

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

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

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

Key Features

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

Have your say

on the Dog Parks in Knox

To view submit your feedback, visit knox.vic.gov.au/haveyoursay or call **03 9298 8000** and ask for the Open Space team.

All feedback recieved by 30 August 2018 will be reviewed and presented to Council for consideration.

1. Llewellyn Reserve, Wantirna South



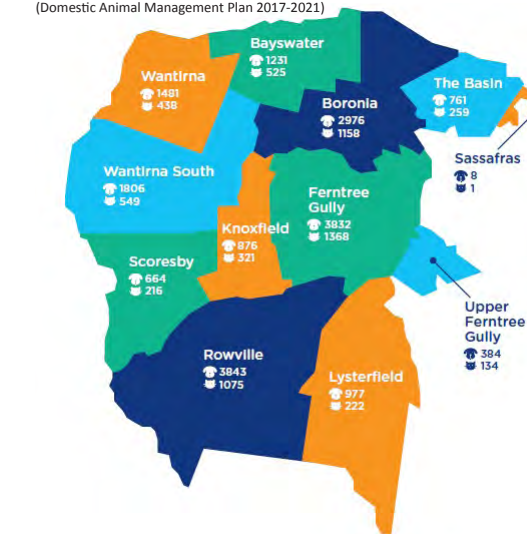
2. Emerson Place Reserve, Rowville



3. Wantirna Reserve, Wantirna



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

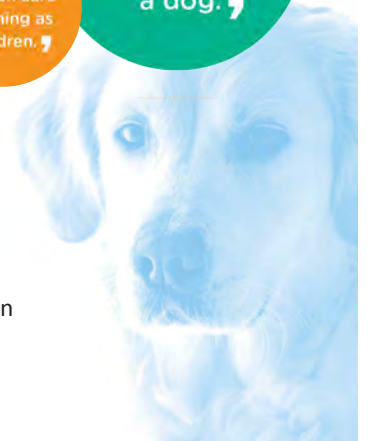


Legend

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

Pets need as much care & training as children.

We cannot imagine life without a dog.



ALL WARDS**9.1 2020 CENTRAL ENROLMENT PROJECT**

SUMMARY: Manager – Family and Children’s Services (Janine Brown)

Council’s current Funded Preschool Policy and Procedure is due to sunset in 2019. The Victorian Government has commenced a statewide Kindergarten Central Enrolment Project and in order for Council to meet current and future State Priority of Access criteria for children enrolled in funded preschool, notable changes to Council’s Funded Preschool Policy 2015 and Procedure are required. This report provides information regarding proposed changes in order for Council to meet mandatory requirements in its delivery of 4-year-old funded preschool programs by 2020.

RECOMMENDATION

That Council:

- 1. Approves the draft Funded Preschool Policy and Procedure to apply to children registered and enrolled for 2020 as outlined in Appendix A;**
- 2. Continues to actively contribute to the State Government Central Enrolment Project; and,**
- 3. Advocates to the Victorian Government as part of the Central Enrolment Project, consideration of a more centralised strategy that is led and administered by the Victorian Government to ensure consistency of its own policy across the state.**

1. INTRODUCTION

Council’s Funded Preschool Policy is due to sunset in 2019. In January 2018, the Victorian Government announced a Kindergarten Central Enrolment Project as part of its Kindergarten Reform Package, which aims to standardise central enrolment for funded preschool services across the state. Knox City Council receives partnership funding from the Victorian Government to deliver funded 4 year-old preschool services to approximately 1250 families each year and is required to meet State Priority of Access (SPOA) criteria for all children enrolled in these service delivered by Council. In 2018 approximately 685 of the 1210 children enrolled in Council Preschool Services are eligible to meet the SPOA as Priority One.

The Victorian Government announcement informed a decision to bring forward the review of Council’s current approved Funded Preschool Policy and Procedure from 2019 to 2018 in order to ensure that Council’s central registration and enrolment program complied with the State Priority of Access criteria in time for families to enrol and attend the 2020 preschool year.

It is proposed that changes as described in the attached new draft Policy and Procedure are applied to Council's 2019 May update process to enable changes to be implemented for enrolment allocations for the 2020 preschool year (Appendix A).

2. DISCUSSION

2.1 Background

In September 2012, Council endorsed the inaugural Funded Preschool Policy and Procedure. Since then this Policy and Procedure has been revised and approved by Council in 2014 and in 2015. Over this time, there has been a number of changes to central registration and enrolment policies relating to early years reform agendas of State and Commonwealth governments. These changes have also required adjustments and updates to the administration of central registration through Council's software platform KEYS Online.

Knox Council has a Funding and Service Agreement with Department of Education and Training (DET). As part of this agreement, DET requires that the State Priority of Access (SPOA) for funded preschool services (referred to as 'Kindergarten' by the Victorian Government) is met and administered by organisations that operate funded preschool services.

The Victorian Government has commenced a statewide Kindergarten Central Enrolment Project that aims to strengthen the transparency and consistency of enrolment processes and application of the SPOA across all service settings delivering funded preschool services throughout Victoria. This initiative responds to the Victorian Government's own assessment that there are significant inconsistencies in how the current State Priority of Access is administered for preschool enrolments across the different organisations delivering funded kindergarten programs to communities in partnership with the Victorian Government.

In order for Council to meet current and future SPOA requirements, notable changes to Council's currently approved Funded Preschool Policy and Procedure are required. As such, it is proposed that the former Policy and Procedure is retired and a new draft Policy and Procedure is considered and approved by Council.

As part of this new draft Policy and Procedure, it is proposed that a clearer distinction is made between the Policy (which describes the policy intent and outcomes for the Knox community through the delivery of funded preschool services), and the Procedure (which describes how this Policy will be implemented). This will provide for the capacity and flexibility that is required to adjust application and administration of Council's central enrolment Procedure to ensure compliance with Victorian Government direction as it evolves over the timeframe of the approved Policy.

Appendix A provides a copy of the proposed new draft Policy and Procedure for Council's consideration. Appendix B provides a copy of the current Policy and Procedure for comparison.

A number of different organisations deliver funded preschool services across Victoria. It is the responsibility of each organisation as the Approved Provider of licensed and funded preschool (Kindergarten) services to ensure that their enrolment processes meet the funding and service requirements for enrolment and priority of access for each year as described through the Victorian Government's Kindergarten Funding Guidelines.

Types of organisations include:

- *Single site preschool services managed and operated by local Committees of Management* and often located in local council facilities with a licence agreement in place. The Committee of Management is the Approved Provider of the licensed service (e.g. Alchester Preschool);
- *Groups of local preschool services managed and operated by local Committees of Management that establish an Association to administer preschool enrolments on their behalf.* Officers for the Association may be drawn from existing Committees of Management and an administration officer may be employed to assist in enrolment processes. These services are often located in local council facilities with a licence agreement in place. Some Associations may also be supported through small community grants from their local Council (e.g. Whitehorse Preschool Association and Maroondah Integrated Kindergarten's Association). The Committee of Management at each preschool service site is the Approved Provider and is ultimately responsible for the correct administration and application of the preschool enrolment and priority of access processes at their service;
- *Preschool services that are part of a non-local government Early Years Management (EYM) arrangement across various municipalities.* These services have a parent advisory group at the local service level that may administer enrolment processes on behalf of the EYM entity. The service may be operating from a local council facility with a licence agreement between the Early Years Manager and Council (not with the Parent Advisory Group). Whilst individual services may be spread across a number of municipalities, it is the responsibility of the EYM entity to ensure that enrolment processes at the local service level meet the Victorian Government's enrolment and priority of access criteria (e.g. Best Chance/Colchester Preschool);
- *Preschool services that are part of a local government Early Years Management arrangement.* Knox City Council falls into this category. In this instance, Council is the Approved Provider and has responsibility for ensuring that enrolment processes and priority of access meet the Victorian Government funding and service and priority of access requirements;

Services are delivered from Council facilities and parents are involved through various parent advisory group structures but are not typically involved in the administration of enrolment processes across the service directly delivered by Council.

At present, there are 26 Local Governments directly delivering funded preschool services as EYM entities across Victoria. The size of each EYM varies, but similar EYMs to Knox City Council include City of Casey and Hume City Councils.

2.2 Victorian Government Central Enrolment Project

Announced in January 2018, and further described in the 2017-2018 State Budget, the Victorian Government allocated \$5.5m over four years to support Local Government to adopt, expand and enhance kindergarten central enrolment (CE) for kindergarten (preschool) services.

This initiative emerged from an assessment that whilst enrolment and priority of access is clearly set by Victorian Government through its Kindergarten Funding Guidelines:

- Enrolment processes are variable across municipalities;
- State Priority of Access guidelines are applied inconsistently across municipalities and services;
- Kindergarten enrolment processes and registration fees can be complicated for families and a barrier to access;
- Central enrolment schemes are costly for Councils to implement and manage;
- Allocation of kindergarten places is not always equitable particularly where there is no central enrolment; and,
- There are a variety of central enrolment systems in place, which inhibits system integration.

Through this initiative, the Victorian Government has identified Local Government as a key influencer, overseer and provider of future central enrolment for funded kindergarten services across Victoria.

The Municipal Association of Victoria (MAV) is working in partnership with DET to scope and plan for each phase of the project, communicate its progress, and act as the contact point for councils in relation to the project. A key role for MAV in the partnership is to establish and facilitate a Central Enrolment Working Group of which Council's Preschool Services Coordinator is a member.

The proposed outcomes for this statewide Central Enrolment project are described in short (1-2 years), medium (3-7 years) and long term (8-10) segments. The overall outcomes are described as:

- Central Enrolment is expanded to more LGAs and funded kindergarten programs in Victoria, with the ultimate goal of covering all LGAs and most funded kindergarten programs;
- Vulnerable families (including eligible Early Start Kindergarten children) are identified early, proactively engaged and enrolled in high-quality, funded kindergarten programs, through direct linkages with Maternal and Child Health (MCH) Services and through other innovative engagement strategies;

- Central Enrolment schemes, including Priority of Access Guidelines, are implemented consistently and transparently across all participating LGAs, with the aid of a ‘model’ central enrolment scheme being implemented (including system requirements, processes, business rules, documentation etc.); and
- Accurate, consistent and timely kindergarten demand data (current and future) is collected across all participating LGAs and used by councils and DET in partnership, to monitor and proactively manage capacity and utilisation of services.

DET has indicated that this project will also include:

- A Family Engagement Framework to better engage vulnerable families and establish direct links with MCH Services;
- A consistent central enrolment model, including policies, processes, procedures, systems/business rules, guidelines, data requirements, communication materials etc, that can be readily adopted by councils looking to implement central enrolment from scratch or to align existing central enrolment processes;
- Development grants to support eligible councils to implement elements of the revised central enrolment model;
- Ongoing financial contribution to councils to provide central enrolment (including both existing and new providers of central enrolment) in line with the new model, which will require councils to adopt a methodology for the management of central enrolment that is transparent, equitable and consistent; and
- Ongoing financial contribution to councils to waive central enrolment registration fees for families eligible for Kindergarten Fee Subsidy (KFS) and Early Start Kindergarten (ESK).

2.3 Implications for Knox City Council’s Central Enrolment Policy and Procedure

Council’s current Funded Preschool Policy and Procedure is due to sunset in February 2019. The timing of this sunset period aligns with the progression of the Victorian Government Kindergarten Central Enrolment Project, which nominates 2019 as the year where a more integrated, and consistent statewide central enrolment process is established. A revision of Council’s Funded Preschool Policy and Procedure should be considered in light of the Victorian Government’s future directions relating to Kindergarten Central Enrolment.

2.3.1 Priority of Access

There is a strong direction to align and standardise central enrolment across the state, whatever the organisation delivering funded preschool services. In particular, it is clear that the Victorian Government’s intention is to standardise the application of the State Priority of Access for eligible enrolments.

State Priority of Access

The SPOA currently gives first priority to any enrolment where a child is:

- At risk of abuse or neglect, including children in Out-of-Home Care;
- Aboriginal and/or Torres Strait Islander;
- Asylum seeker and refugee;
- Eligible for the Kindergarten Fee Subsidy;
- With additional needs, defined as children who:
 - require additional assistance in order to fully participate in the kindergarten program;
 - require a combination of services which are individually planned;
 - have an identified specific disability or developmental delay.

The SPOA has been identified in Council's proposed Funded Preschool Procedure as 'High Priority- Priority One'. This means that families who are eligible for the SPOA would be offered their preferred preschool location and session times in the First Round Offers (Appendix A - Draft Procedure).

Based on enrolment statistics from the current preschool year, just over 50% (685) of children attending Council's funded 4 year old preschool services this year are assessed as meeting the SPOA Priority One.

Local Factors - Order of Offers to Families

All children enrolled to attend a funded preschool service must be assessed against the SPOA. Those identified as *High Priority* would be offered available places first across the service locations identified by families. As advised, based on the current enrolments for 2018, this would mean that just over 50% of children would meet the *High Priority* criteria.

Following the application of the SPOA, the DET Kindergarten Guide also provides for local criteria for children not identified as *High Priority*, which can be included in a central enrolment process to determine the order in which offers are made to remaining families.

Any number of factors can be considered in relation to the capacity to apply Local Factors, providing these factors do not discriminate against children or their families in relation to the right to attend a funded preschool service in the year they are eligible to attend.

Council Officers have conducted a number of comparisons relating to local POA approaches with other funded preschool providers, reviewed current enrolment data and family feedback for Knox City Council operated preschool services, and considered feedback from Councillors at the 4 June 2018 Issues Briefing. This has provided context to a recommended approach to local Priority of Access factors which could be included in the draft Funded Preschool Policy and Procedure 2020.

Key considerations to be included emerged as:

- Prior attendance by siblings;
- Attendance of siblings in the same funded preschool year;
- Proximity of a funded preschool service to where a family resided;
- Walkability and transport options in local areas for local families;
- Potential level of connectedness for families through First Parent Groups and local Playgroup activities;
- Families who are residents of Knox; and,
- Families who are working in Knox.

Recommendation for Local Factors- Order of Offer to Families

As outlined in the diagram below, it is recommended that Council consider the inclusion of a criteria which prioritises access to available funded preschool places for:

- Families who live within a defined Local Community Area; or
- Families where an older sibling has attended the preferred service location in the past 3 years.

These criteria would be included in the second Priority of Access hierarchy, immediately after the State Priority of Access (Priority One).

Priority	Criteria	Priority of Access Factors
Priority One High Priority children	<ul style="list-style-type: none"> • Children at risk of abuse or neglect, including children in out of home care • Aboriginal and/or Torres Strait Islander children • Asylum seeker and refugee children • Children eligible for the kindergarten Fee Subsidy • Children with additional needs, defined as children who: <ul style="list-style-type: none"> * require additional assistance to participate * require a combination of services which are individually planned * has an identified disability or development delay 	State Priority of Access
Priority Two	All eligible Knox children in a defined Local Community Area in which they reside	Local Priority of Access Factors
Priority Three	All eligible children who are Knox residents	
Priority Four	Non Knox residents who works or studies in Knox	
Priority Five	Non Knox residents	

The process for enrolment for a particular preschool year begins in May in the year prior to the nominated preschool year. As part of the commencement of the formal enrolment process, families will be requested to select the most applicable category within a POA Priority Area relating to their particular circumstances and provide the required evidence to substantiate these circumstances. Should there be an occasion where there is competition for a single place, an automatic ballot would be generated to allocate the place. This approach is in keeping with how all over subscribed places at a preferred centre are allocated throughout the Central Enrolment process for any Priority of Access category.

Local Community Area

A Local Community Area approach recognises that families who reside within a local area in Knox will often indicate a preference to attend a local preschool service location, which in turn, has a higher likelihood of strong links to primary schools also located in that area. This approach references the Maternal and Child Health service's current allocation of zones as a guiding tool.

It considers local transport and walkability factors and builds in flexibility by making adjustments according to emerging local demographics based on birth notifications each year. Families who live in these Local Community Areas have a greater chance of already associating with each other if they have attended first parent groups and local community and supported playgroups.

The capacity to adjust the local area boundaries to reflect emerging local demographics would go some way to reducing the challenges for Council of maximising sustainable staffing and resource allocation across the municipality in its role as an Early Years Manager. It also supports local area planning and coordination through the EYM Parent Group Model.

The Local Community Area would require regular review and communication to eligible families each year. However, families from other Local Community Areas would not have equal priority to service locations outside their zone unless they are able to link with the second POA criteria recommended for Priority Two - Prior Attendance by Older Siblings.

Prior Attendance by Older Siblings

Many families build connections with a particular preschool service and often invest in the development of that service and community. These families may or may not live in the Local Community Area. They wish to continue to have strong ties to this local community and want to see subsequent children also attend the service location. The provision of criteria that allows families to choose a preferred preschool location because an older sibling has attended in the past three years is recommended as a way to support this family preference.

2.3.2 Advocacy Opportunities for Council

It is clear that the Victorian Government views Local Government as a key player in the future development and delivery of Kindergarten Central Enrolment. There is an opportunity to engage with and advocate to the Victorian Government about the potential impact and appropriate role for Local Government in this aspiration.

There remain significant inconsistencies in how the SPOA is administered across different entities across the state. It is a substantial challenge to implement and monitor compliance and quality of this policy across the diverse providers of funded preschool programs within a municipality. There is scope to advocate to the Victorian Government to consider a more centralised strategy that is led and administered by the Victorian Government to ensure consistency of its own policy across the state.

2.3.3 Proposed Changes-Funded Preschool Policy and Procedure for 2020

As detailed in Appendix A and Appendix B, the proposed key changes for the draft new Funded Preschool Policy and Procedure include:

- Procedural matters described in the current Policy have now been removed and placed in the Procedure section;
- Priority of Access criteria and administration has been updated and streamlined to reflect the State Priority of Access requirements in the Victorian Government's Funding and Service Agreement with Council and future directions for Kindergarten Central Enrolment;
- A Local Community Area approach and provision for prior attendance by older siblings for Knox resident families;
- Numerical values for each Priority of Access criteria have been removed and there is a more detailed description of each POA criteria;
- Whilst the current approved Policy and Procedure describe two different processes to apply POA to children enrolled in sessional and longer day settings, the same POA will be applied for children registered to attend funded preschool services whatever the service setting; and,
- In keeping with the Victorian Government's SPOA requirements, deferred children will not be given higher POA when they return in the following year unless they are assessed as Priority One in their subsequent re-enrolment.

2.3.4 Next Steps

The proposed changes to Council's POA will require changes to the software platform for KEYS Online. The KEYS Online vendor advises that a minimum of six to eight months is required to adjust and fully test changes to the software platform before Council could confidently use KEYS Online to administer the enrolment process for children registered for 2020.

Following the process of Council's consideration and Policy and Procedure approval, specifications that reflect adherence to the State Priority of Access and any other Priority of Access criteria approved by Council will be written, and a quotation obtained as to the cost associated with modifying the existing KEYS Online software system.

A timely communication strategy will also be created to advise relevant families, Parent Groups, staff and the broader Knox community about the changes to Council's Central Enrolment process.

3. CONSULTATION

Council Officers from the Family and Children's Services Department are closely monitoring and actively contributing to the development and progress of the Kindergarten Central Enrolment Project. The Coordinator Preschool Services is a member of the MAV Central Enrolment Working Group and the Manager Family and Children's Services is a member of the Early Years Strategic Advisory Group, which is a working group of the Early Years Compact between State and Local Governments.

Planning has commenced for communication with all relevant stakeholders if Council approves the proposed draft Funded Preschool Policy and Procedure.

A benchmarking exercise was undertaken across a number of different organisations delivering funded preschool services to determine their current approach to preschool registration and enrolment and their administration of the State Priority of Access.

Officers from the Family and Children's Services Department are working closely with colleagues from the ICT Department to ensure a smooth and timely process to adjust, test and implement any changes to the KEYS Online software system.

4. ENVIRONMENTAL/AMENITY ISSUES

Local government plays a key legislated role in strategically planning, coordinating and directly delivering early years services within a municipality. Local Councils also provide significant investment in the provision and maintenance of purpose built early years facilities.

Council delivers funded preschool services to eligible children in both sessional and centre-based service settings. As such, Council designs and delivers funded preschool services to be delivered at a local community level to meet funding and policy frameworks set by the Victorian Government. In 2019, Council will be operating 30 sessional preschool services in its role as an Early Years Manager from purpose built facilities and this will include the two new hubs where sessional and long day/extended hours funded preschool programs will be located.

5. FINANCIAL & ECONOMIC IMPLICATIONS

In the 2017-18 budget year, the approved budget for the Family and Children's Services Department featured \$18,336,182 expenditure, offset by income of \$10,196,496 from partnership grants with other levels of government and \$3,815,790 of parent fee income, resulting in a net cost to Council funded through rates of \$4,323,896.

This included an investment of \$996,691 in the Family and Children's Services Department budget in 2017-18 to deliver preschool services across 30 service locations with a staffing group of approximately 130.

Costs relating to the provision of central enrolment have been incorporated into the 2018-2019 Budget and Long Term Financial Forecast. However, the proposed changes resulting from Council's approval of the new Funded Preschool Policy and Procedure are expected to require resources for the associated IT platform over and above the annual maintenance fee currently paid to the Vendor to support the KEYS Online software.

At this stage, the expenditure required to make these alterations has not been fully quantified, as specifications need to be written reflecting Council's approved Policy and Procedure prior to the Vendor costing the changes. However, based on previous work undertaken to adjust Priority of Access criteria for KEYS Online, an estimation of resources required would be in the range of \$15-25k. DET has indicated as part of the Kindergarten Central Enrolment project, grants will be available to Local Governments from 2018 to modify or commence central enrolment projects. Details about these proposed grants are yet to be distributed.

6. SOCIAL IMPLICATIONS

Knox City Council directly delivers and works in partnership with a broad range of other early years and specialist services including centre-based early childhood education and care services, Maternal and Child Health Services, Community and Supported Playgroups, NDIS Early Childhood Intervention Services, Preschool Field Officer Service, 3-year-old preschool services, Family Support Services and local Primary Schools.

Council is also a partner in the Early Years Compact with the Victorian Government. Established in 2017, the Compact is a 10-year agreement aimed at driving better outcomes, creating a more empowered and coherent early childhood system, strengthening place-based governance and planning, promoting early childhood and service quality and ensuring a more inclusive service system.

The period from birth to eight is a critical period in a child's life. It is the time when children acquire essential foundation skills and knowledge and when brain development is at its optimal level. There is a broad range of research supporting the benefits of investment in early childhood education. Research into dynamic skills formation has established that early childhood interventions that support cognitive and non-cognitive skills development place children in a much better position for success in future life (Cunha et al 2006).

It is recognised that increased access to quality early childhood programs impacts upon:

- Improving children's learning, health and behaviour with positive impacts extending into adult life;
- Enabling children and families to access high quality development al program which supports families to shape opportunities for learning and development; and
- Supporting successful transition to formal schooling.

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

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

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

Goal 6 - We are healthy, happy and well

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

Goal 8 - We have confidence in decision-making.

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

8. CONFLICT OF INTEREST

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

Officer Responsible – (Janine Brown, Manager Family and Children’s Services) - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – (Gillian Shelley, Coordinator Preschool Services) - In providing this advice as the Author, I have no disclosable interests in this report.

9. CONCLUSION

In order for Council to meet current and future State Priority of Access requirements in the delivery of its funded 4 year old preschool services, notable changes to Council’s currently approved Funded Preschool Policy and Procedure are required. As such, it is proposed that the former Policy and Procedure is retired and a new draft Policy and Procedure is considered and approved by Council.

As part of the review and alignment of the Priority of Access, it is proposed that Priority Two include:

- Families who live within a defined Local Community Area; or
- Families where an older sibling has attended the preferred service location in the past 3 years.

The new draft Funded Preschool Policy and Procedure is designed to apply to those children registered and enrolled for Council’s funded preschool programs in 2020.

Appendix A

FUNDED PRESCHOOL POLICY

Policy Number:	Issued by Governance	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Manager Family and Children's Services
Approval Date:	July 2018	Version Number:	1
Review Date:	July 2020		

1. Purpose

The purpose of this policy is to guide and direct the operations of Knox City Council's funded preschool services central enrolment process in its role as Early Years Manager (EYM).

2. Context

Council delivers high quality funded preschool services for eligible children in partnership with the State Government in the year before school including Early Start Kindergarten and Access to Early Learning in its designated role as an Early Years Manager. Operating as an EYM and under the Education and Care Services National Law and Regulations as an Approved Provider, Council:

- Administers a funded preschool central registration and enrolment process;
- Employs, supervises, trains and supports staff employed across different preschool service settings;
- Provides and maintains educational and operational equipment and supplies;
- Manages operational support activities and services across multiple preschool service settings;
- Maintains, renews and establishes purpose built early years facilities across the Knox community; and
- Works with families to develop responsive, family-centered services in local community settings.

2.1 Broader Roles of Council in the Early Years

Knox City Council plays a number of varied roles in relation to early years services in the Knox community. These roles include:

- *Direct Service Delivery and Community Infrastructure* of a variety of early years services, and fit-for-purpose infrastructure;
- *Advocacy* on behalf of, and with, the community with other levels of government and other organisations;
- *Research and Planning* for services and facilities to meet community needs and service gaps, including planning for the significant changes occurring in the early years sector;
- *Community Capacity Building* including direct investment in early years services and staff, support of volunteer committees and families, and funding and services partnerships with other levels of government;
- *Governance and Stewardship* in relation to the funding, development, support and monitoring of services and facilities, staff and volunteer committees, physical assets, and funding and service partnerships; and

- *Regulatory controls* ensuring compliance with quality and regulatory requirements for early years services, including facilities, and program characteristics.

2.2 The Role of Legislative and Quality Frameworks

All of Council's funded preschool services are approved children's services under the Australian Education and Care Services National Law Act (2010) and Regulations (2011). As an Approved Provider, Council is responsible for meeting the National Quality Framework (NQF) requirements for standards and practices described in the 7 Quality Areas.

Council is also committed to creating a Child Safe environment as described in the Child Safe Standards in the Child Wellbeing and Safety Amendment Act 2015 and Child Wellbeing and Safety Regulations 2017.

2.3 We work in Partnership with Others

Partnerships with children is central to the delivery of high quality and engaging preschool programs. Children are naturally motivated to play. A play-based program builds on this motivation, using play as a context for learning. In this context, children can explore, experiment, discover and solve problems in imaginative and playful ways. A play-based approach involves both child-initiated and teacher-supported learning. The teacher encourages children's learning and inquiry through interactions that aim to stretch their thinking to higher levels. Play-based learning has traditionally been the educational approach implemented by teachers in Australian preschool programs. It underpins State and Commonwealth Government early learning frameworks.

Research demonstrates that quality early childhood education programs improve children's learning, health, wellbeing and behaviour and supports a successful transition to school. These impacts extend into adult life with improved life outcomes for individuals and whole communities.

Partnerships with families is a key focus in delivering preschool programs to local communities. This partnership is expressed through such activities as:

- Regular engagement, communication and planning with individual families about their child attending and participating in the preschool program at individual service settings;
- Opportunities for individual families to be part of local service Parent Groups that work together to strengthen connections and achieve common objectives together to support the preschool service their child attends;
- Opportunities for individuals from across a number of services in local community precincts to work together to strengthen connections across local areas and to work together on common, larger objectives that support families attending preschool services and preschool services themselves;
- Opportunities to represent families from local community precincts in advising and guiding Council in its considerations about service design and service delivery.

Partnerships with Other Service Providers. The following principles will guide Council's interactions with various service and community partners in the delivery of funded preschool services:

- Where Council is the Approved Provider, Council will deliver preschool services to the community consistent with Council's EYM roles and legislative responsibilities;
- All early years service providers working in partnership with Council should support a whole-of-municipality approach to the delivery of early years services, in accordance with Council's endorsed vision, direction, and priorities for early years services and facilities;
- Service design and delivery should wherever possible, consider the potential for effective co-located and collaborative service delivery and practice;
- Services delivered in partnership with Council support Council's goal to prioritise access to early years services by vulnerable families; and

- Any agreement with Council to co-locate complementary services through a license or lease agreement in a purpose built Council facility, ensures Council is able to prioritise access to that facility to deliver funded preschool services as required as part of Council's role as an EYM.

Partnerships across the Early Years Service System. Council also directly delivers and works in partnership with a broad range of other early years and specialist services including centre-based early childhood education and care services, Family Day Care, Maternal and Child Health Services, Community and Supported Playgroups, NDIS Early Childhood Early Intervention Services, Preschool Field Officer Service, 3-year-old preschool services, Family Support Services and local Primary Schools.

Partnership with Victorian Government. Council's funded preschool services are delivered in the year before school in partnership with the State Government.

From January 2019, Council will fully administer its funded preschool programs in accordance with the Early Years Management model. The EYM model is part of the funding and service agreement to deliver funded preschool services in partnership with the State Government.

Council delivers funded preschool services to eligible children in both sessional and centre-based service settings. As such, Council designs and delivers funded preschool services to be delivered at a local community level to meet funding and policy frameworks set by the State Government.

Council is also a partner in the Early Years Compact with State Government established in 2017. The compact is a 10 year agreement aimed at driving better outcomes; creating a more empowered and coherent early childhood system; strengthening place-based governance and planning; promoting early childhood and service quality and ensuring a more inclusive service system.

3. Scope

This policy applies to Council delivered funded preschool programs for eligible children in the year before they enter school for which Council receives in partnership funding subsidy from the State Government. This includes sessional funded preschool programs and long day/extended hours funded preschool programs in centre-based services.

4. References

4.1 Community & Council Plan 2017-2021

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

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

Goal 6 - We are healthy, happy and well.

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

Goal 8 - We have confidence in decision-making.

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

4.2 Council's Key Life Stages Plan 2017-2021

Council's vision for children and families in Knox is that:

- Knox children are enjoying a fun, happy, safe childhood where they are loved, supported and nurtured. They are engaged towards optimal health, wellbeing and are active participants in their own learning, development and community;
- Childhood in Knox is an important and recognised stage of life, where children play and explore and are part of neighbourhoods, as their learning is supported by their family, friends and wider community; and

- Knox families are richly diverse, and their role as their child's first and most important teachers is acknowledged and valued. They are supported, encouraged, connected, informed and empowered to be nurturing, confident and thriving families.

4.3 Relevant Legislation

- Education and Care Services National Law 2010;
- Education and Care Services National Regulations 2011 incorporating Amendments 2017;
- Child Wellbeing and Safety Amendment Act 2015;
- Child Wellbeing and Safety Regulations 2017;
- Disability Discrimination Act 1992;
- Disability Services Act 2006;
- Occupational Health and Safety Act 2004; and
- Occupational Health and Safety Regulations 2017.
- No Jab No Play Legislation.

4.4 Relevant Policy and Data Sources

- National Quality Framework for Early Childhood Education;
- National Partnership Agreement for Early Childhood Education;
- National Partnership Agreement for Indigenous Early Childhood Development;
- National Partnership Agreement on the National Quality Agenda for Early Childhood Education and Care;
- National Early Years Learning Framework;
- National Quality Standards for Early Childhood;
- Australian Early Development Census;
- Victorian Early Years Compact 2017-2021;
- Victorian Kindergarten Early Years Management Policy Framework;
- Victorian Kindergarten Policy, Procedures and Funding Criteria;
- Victorian Department of Education and Training Funding and Service Agreement;
- Victorian Early Years Learning and Development Framework;
- Education State Early Childhood Reform Plan;
- MAV Central Enrolment Working Group;
- Victorian Child Safe Standards;
- Reportable Conduct Scheme.

4.5 Charter of Human Rights

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

4.6 Related Council Policies

- Local Government Act 1989 – Conflict and Interest Provisions

4.7 Related Council Procedures

- Funded Preschool Procedure Early Childhood Education and Care Settings

5. Definitions

In this Policy:

Term	Definition
Approved Provider	Means a person who holds a provider Approval for an Approved Service/s, through the Education and Care National Law and Regulations.
Approved Capacity	Is the maximum number of children a preschool service location is permitted and licensed by DET to have on premises, as part of a preschool group at any one time.
Council	Means Knox City Council, whether constituted before or after the commencement of this Policy.
Definition of Vulnerability	The definition of vulnerability applies to those who are designated 'High Priority' children for Priority of Access purposes as nominated vulnerable by the Victorian State Government.
Early Years Management (EYM)	A model that groups individual preschools under one single body responsible for the management of the preschools, including employment of staff.
Early Years Services / Early Childhood Education and Care Services (ECEC)	Services provided for children from age 0-6 years and their families.
Early Years Compact 2017-2021	A ten year agreement established in 2017 between the Department of Education and Training (DET) the Department of Health and Human Services (DHHS) and local government - represented by the Municipal Association of Victoria (MAV).
Eligible Children	Children who are eligible for a funded year of four year old preschool, whose parent/guardian have nominated a Knox City Council funded preschool program for their child's preschool service.
Enrolment	Is when a family completes the required enrolment information for the funded preschool service and the child commences at the funded preschool service.
National Quality Framework (NQF)	Is the framework used to assess the quality of preschool and other early childhood services against seven Quality Areas of the National Quality Standards and the National Act and Regulations.
Parent Group	A group of parents and family members of children attending a Knox City Council early years service who provide daily support for and participate in the educational program; work with other parent groups and local services towards achieving common objectives for children; and provide representation for families in the community to Council guide Council's work in the early years.

Preschool	Is also referred to as Kindergarten in Victoria (frequently in State Government documentation).
Registration	Preschool registration applications are accepted from birth of a child and ongoing whilst the child is eligible for a funded preschool place.

6. Council Policy

In the delivery of funded four year old preschool services to Knox children and families, Council will endeavour at all times to provide a service that is:

- **Inclusive:** able to provide for all children regardless of their abilities, backgrounds and needs and particularly acknowledges the lifelong positive impact that access to high quality early years services can have for children and families experiencing vulnerability;
- **Accessible:** easy to reach, supportive of all participants, embracing of diversity, promoting acceptance, aware of people's different needs and responsive to the inequalities in people's control over resources;
- **Integrated:** well connected with other early years and community services understanding that the responsibility for positive outcomes for those who have difficulty participating fully is a shared one;
- **Strengths-based:** focused on strengths of families and children;
- **Collaborative:** providing opportunities to develop relationships with, and between families, communities and other service providers;
- **Building Capacity:** maximising potential to build capacity within families, individuals and organisations to enhance participation in preschool for all;
- **Sustainable:** implementing actions which are sustainable for all in terms of environmental, social and economic sustainability; and
- **Compliant with Relevant Mandatory Legislation, Quality Standards and Funding Agreements:** Council's commitment to the provision of compliant quality, sustainable services that impact positively on the future of children and families.

In providing funded four-year-old preschool services the following parameters will apply:

- **Eligible Children:** Children who are eligible for a funded four-year-old preschool place will be assessed in accordance with the State Government's Priority of Access and Funding and Service Agreement requirements. These requirements may change from time to time;
- **Priority of Access:** Council will ensure that Council managed funded preschool services are accessible to Knox residents, reflect the State Government Priority of Access requirements and Commonwealth and State Government funding requirements;
- **Places:** the number of preschool places to be available within each preschool group across the municipality in any given year will be determined by Council based on matters such as approved capacity, available staffing to operate the service and demand for the service in particular communities;
- **Administration of Central Registration and Allocation** the administration of Council's Central Registration and Allocation process is described in the 'Funded Preschool Procedure;' and
- **The Funded Preschool Procedure is reviewed and adjusted** on a regular basis to reflect any changes required by the Victorian Kindergarten Policy, Procedures and Funding Criteria. Council administers registration and allocation through its KEYS Online portal.

6.1 Priority of Access to Approved Playrooms

It is Council's policy to:

- Maximise current and future 4 year old preschool enrolments now and into the future by prioritising access to purpose-built Council facilities to deliver funded 4 year old preschool programs; and
- Provide priority of access to community playgroups in *existing un-licensed* Council facilities. However, where the increased enrolment demands for 4-year-old preschool in a local community exceeds the current capacity of approved preschool places, and Council chooses to create additional approved space to meet this demand, it is recognised that the non-approved space may need to be upgraded to approved space as the most efficient use of Council's resources. Where this occurs, Council will work to ensure that an early years service is relocated to a suitable facility.

7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Where any change or update may materially change the intent of this policy, it must be considered by Council.

Funded Preschool Procedure

Policy Number:	Issued by Governance	Directorate:	Community Services
Approval by:	CEO	Responsible Officer:	Janine Brown
Approval Date:	July 2018	Version Number:	1
Review Date:	As Required and July 2020		

1. Purpose

The purpose of this procedure is to guide and direct the administration of Council's central registration, allocation and enrolment process relating to funded preschool for eligible children in the year prior to school including Early Start Kindergarten and Access to Early Learning in its designated role as an Early Years Manager. This Procedure should be read in conjunction with the Knox Funded Preschool Policy.

2. Context

This procedure describes how eligible children will be registered, allocated and enrolled for funded preschool places across the service settings managed by Council in its role as an Early Years Manager.

- The Procedure will apply the State Priority of Access criteria for funded preschool services outlined in the Victorian Kindergarten Policy, Procedures and Funding Criteria;
- The Procedure will also consider demand in local community settings in relation to group size, sustainable service provision, levels of support required at particular service locations relating to the nature of children and families registered, and workforce availability and allocation;
- The Procedure will support a transparent, automated and efficient registration and allocation process delivered through the KEYS Online software portal; and
- The Procedure will adhere to all relevant legislation and be responsive to changes in Priority of Access made by the Department of Education and Training through the Funding and Service Agreement to deliver funded preschool services in partnership with Council.

3. Scope

This Procedure applies to Council delivered funded preschool programs for eligible children in the year before they enter school for which Council receives in partnership funding subsidy from the State Government. This includes sessional funded preschool programs and long day/extended hours funded preschool programs in centre-based services.

4. References

4.1 Community & Council Plan 2017-2021

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

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

Goal 6 - We are healthy, happy and well.

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

Goal 8 - We have confidence in decision-making.

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

4.2 Council's Key Life Stages Plan 2017-2021

Council's vision for children and families in Knox is that:

- Knox children are enjoying a fun, happy, safe childhood where they are loved, supported and nurtured. They are engaged towards optimal health, wellbeing and are active participants in their own learning, development and community;
- Childhood in Knox is an important and recognised stage of life, where children play and explore and are part of neighbourhoods, as their learning is supported by their family, friends and wider community; and
- Knox families are richly diverse, and their role as their child's first and most important teachers is acknowledged and valued. They are supported, encouraged, connected, informed and empowered to be nurturing, confident and thriving families.

4.3 Relevant Legislation

- Education and Care Services National Law 2010;
- Education and Care Services National Regulations 2011 incorporating Amendments 2017;
- Child Wellbeing and Safety Amendment Act 2015;
- Child Wellbeing and Safety Regulations 2017;
- Disability Discrimination Act 1992;
- Disability Services Act 2006;
- Occupational Health and Safety Act 2004;
- Occupational Health and Safety Regulations 2017; and
- No Jab No Play Legislation.

4.4 Relevant Policy and Data Sources

- National Quality Framework for Early Childhood Education;
- National Partnership Agreement for Early Childhood Education;
- National Partnership Agreement for Indigenous Early Childhood Development;
- National Partnership Agreement on the National Quality Agenda for Early Childhood Education and Care;
- National Quality Framework;
- National Early Years Learning Framework;
- National Quality Standards for Early Childhood;
- Australian Early Development Census;
- Victorian Early Years Compact;

- Victorian Kindergarten Early Years Management Policy Framework;
- Victorian Kindergarten Policy, Procedures and Funding Criteria;
- Victorian Department of Education and Training Development Funding and Service Agreement;
- Victorian Early Years Learning and Development Framework;
- Education State Early Childhood Reform Plan;
- MAV Central Enrolment Working Group;
- Victorian Child Safe Standards;
- Reportable Conduct Scheme.

4.5 Charter of Human Rights

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

4.6 Related Council Policies

- Local Government Act 1989 – Conflict and Interest Provisions.

4.7 Related Council Procedures

- Funded Preschool Procedure Early Childhood Education and Care Settings.

5. Definitions

In this Procedure:

Term	Definition
ACECQA	Australian Children’s Education and Care Quality Authority (ACECQA) is an independent statutory authority who provides national leadership in promoting quality and continuous improvement in early childhood education and care and school age care in Australia.
Approved Capacity	Is the maximum number of children a preschool service location is permitted and licensed by the Department of Education and Training to have on premises, as part of a preschool group at any one time.
Approved Provider	Means a person who holds a provider Approval for an Approved Service/s, though the Education and Care Services National Law and Regulations.
Annual Service Plan	The Annual Service Plan describes the operations of Knox City Council’s Preschool Services for the following year. This includes the preschool centres offering funded sessional preschool, the number of preschool groups planned and preschool session times.
Ballot	Is a process of random selection to determine which registered applicants are granted a place in one of their nominated preschool groups at a Knox City Council preschool service location. In situations where there are a greater number of registrations with the same Priority of Access under the Priority

	of Access Procedure than there are places available in the preferred preschool service group.
Council	Means Knox City Council, whether constituted before or after the commencement of this Procedure.
Deferral	Means an application where an Official Offer is issued for a place in a nominated Knox City Council preschool group or where Council Officers have been informed by parents/guardians of the child that they have decided to defer the commencement of preschool until the following year.
Definition of Vulnerability	The definition of vulnerability applies to those who are designated 'High Priority' children for Priority of Access purposes as nominated vulnerable by the Victorian State Government.
Department of Education and Training (DET)	The State Government department responsible for funding, service approvals and regulations of approved early years services in Victoria.
Early Start Kindergarten (ESK) Access to Early Learning (AEL)	ESK specifically provides funding for vulnerable or Aboriginal and/or Torres Strait Islander children to attend preschool for two years before school at no cost. This allows children who turn 3 years of age before 30 April in the year they register to attend a funded four-year-old preschool program for two years. The AEL program is supported by the same criteria.
Early Years Management (EYM)	A model that groups individual preschools under one single body responsible for the management of the preschools, including employment of staff.
Early Years Services / Early Childhood Education and Care Services (ECEC)	Services provided for children from age 0-6 years and their families.
Eligible Children	Children who are eligible for a funded year of 4-year-old preschool, whose parent/guardian have nominated a Knox City Council funded preschool program for their child's preschool service.
First Preference	Is the process by which Council Officers assess the first preference applications for preschool places in Knox City Council preschool service locations, applying the Priority of Access.
Funded Preschool service	Means any funded 4-year-old preschool service provided by Knox City Council, before or after the commencement of this policy, unless otherwise stated.
Integrated Services	Bringing together services for improved service provision in arrangements that include co-location and local area collaboration.
KEYS Online	Is the online portal where families can register for their child/ren for 4-year-old preschool.
Local Community Area	A cluster of services in a local area which is based on the service boundaries allocated for the Maternal and Child Health Service. It considers local transport and walkability factors and local first parent and playgroup activities in that local area. The local area is reviewed and adjusted regularly to reflect emerging local demographics based on birth notification trends for that local area.

May Update	For all eligible registered applications made prior to 30 April for preschool attendance in the following calendar year. Families will be contacted to: <ul style="list-style-type: none"> • make changes make to their original registration if required; • confirm they still require the registration; • complete Priority of Access information and required evidence; • nominate up to 5 preferred preschool groups.
Offer	Is a formal offer issued by Council offering a registered applicant a place in a preferred preschool service group.
Preschool	Is also referred to as Kindergarten in Victoria (frequently in State Government documentation).
Priority of Access Criteria (POA)	POA defines how preschool places are allocated to registrants.
Registration	Preschool registration applications are accepted from birth of a child and ongoing whilst the child is eligible for a funded preschool place.
Rounds of Offer	There are several Rounds of Offers made once the allocation process commences in September as families make decisions regarding whether they will accept, defer or wait for a more preferred preschool group offer.
Waiting List	Is the list of registered applicants to Knox City Council preschool services who have: <ul style="list-style-type: none"> • Not been offered a place in a nominated preschool service group and who have chosen to wait for a place in that group rather than accept a place in another preschool service group. • Not been offered a place in any nominated preschool service group and who have chosen to wait for a place in any Knox City Council preschool service group rather than go elsewhere.

6. Procedure

All children registered to enrol in a Knox City Council Funded Preschool service must be eligible to attend preschool in the year they intend to enrol. This means eligible children must:

- Be at least 4 years of age by April 30 in the year they attend a funded preschool service, or
- Be eligible for Early Start Kindergarten or Access to Early Learning as defined in the Victorian Kindergarten Policy, Procedures and Funding Criteria; and
- Be fully immunised and be able to provide relevant document to prove immunisation status as described in the No Jab No Play legislation when they commence at a funded preschool service.

Families can register to attend a Council funded preschool service at any time from birth onwards in Council's KEYS Online Portal. Families are encouraged to indicate five (5) service and group locations as part of the registration process to ensure every opportunity is provided to align preferences with available places across services identified by families to meet their particular preferences and needs.

The process for enrolment for a particular preschool year begins in May in the year prior to the nominated preschool year. As part of the commencement of the formal enrolment process, families will be requested to select the most applicable category within a POA Priority Area relating to their particular circumstances and provide the required evidence to substantiate these circumstances.

6.1 Priority of Access Procedure – Funded Preschool Settings

Upon commencement of the enrolment process in May of the year prior to the nominated preschool year, the Priority of Access Criteria is applied to all registered and eligible enrolments.

1. *The Priority of Access assessment process determines which registrants are granted a ‘High Priority’ place in a specific preschool service setting and group.*
‘High Priority’ children as described in the Victorian Kindergarten Policy, Procedures and Funding Criteria are allocated as Priority 1. Registrations meeting the Priority 1 criteria will be prioritised to be offered a preschool place in all Rounds of Offer for a preschool group.
2. *All registrations for nominated preferred preschool groups will be processed using the Priority of Access criteria.*
Following the application of the POA, and where the number of registrations exceeds the number of available places in a preschool group, a random automated ballot will occur with registrations under the Priority of Access Procedure. This ballot will determine which registrations are offered to a nominated preferred service group place.
3. Registrants who are not offered a place in the preschool service group listed as their first preference, may be offered a place at their second, third, fourth or fifth preferred preschool service group.

FUNDED PRESCHOOL PRIORITY OF ACCESS CATEGORIES AND SUPPORTING DOCUMENTATION REQUIRED

PRIORITY AREA	CRITERIA	DESCRIPTION	SUPPORTING DOCUMENTATION REQUIRED
PRIORITY 1 (High Priority Children as described in the Victorian Kindergarten Policy, Procedures and Funding Criteria)	Children at risk of abuse or neglect, including children in Out-of-Home Care.	The child is: <ul style="list-style-type: none"> - attending a preschool program through Early Start Kindergarten or Access to Early Learning; or - is referred by Child Protection, Child and Family Services (Family Services referral and support team, Child FIRST/integrated family services/Services Connect case worker), Maternal and Child Health nurse, Out-of-Home Care provider. 	Attach supporting documentation <u>or</u> contact from relevant professional for supporting documentation eg: <ul style="list-style-type: none"> - a letter of support a referral
	Aboriginal and/or Torres Strait Islander children.	Families identify as Aboriginal and/or Torres Strait Islander.	No supporting documentation required
	Asylum seeker and refugee children.	An appropriate visa identifies the child and/or parents as a refugee or asylum seeker.	Attach a copy of supporting documentation eg: Visa

	Children eligible for the Kindergarten Fee Subsidy.	A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or for multiple birth children (triplets, quadruplets).	Attach a copy of supporting an eligible concession card.
	Children with additional needs, defined as children who: <ul style="list-style-type: none"> - require additional assistance in order to fully participate in the kindergarten program; - require a combination of services which are individually planned; - have an identified specific disability or developmental delay. 	The child is: <ul style="list-style-type: none"> - is assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten; - holds a Child Health Care Card; - has previously been approved for Kindergarten Inclusion Support Package, or referred by: <ul style="list-style-type: none"> ▪ the National Disability Insurance Scheme; ▪ Early Childhood Intervention Service; ▪ Preschool Field Officer; or ▪ Maternal and Child Health nurse. 	Eligibility according to DET criteria must be met. This requires agreement from both the parent/guardian and Teacher Educator at the conclusion of Term 3. <p>Attach supporting documentation or contact from relevant professional for supporting documentation eg:</p> <ul style="list-style-type: none"> - a letter of support - a referral
PRIORITY 2	All eligible Knox resident children whose sibling attended a preferred Knox Council operated preschool service within the last 3 years.	The same Knox Council operated preschool service as an elder sibling attended is selected as the first preference preschool service for the eligible Knox resident child.	Provide the sibling's name and address at the time of attendance. Council will cross check with previous central enrolment records.
	All eligible Knox resident children in a defined Local Community Area in which they reside.	Preferred funded preschool program located in defined Local Community Area that includes where the child and family reside.	Attach one supporting document eg: Rates notice, Licence or utility account
PRIORITY 3	All eligible children who are Knox Residents.	Children of residents living in Knox.	Attach one supporting document eg: Rates notice, Licence or utility account

PRIORITY 4	Non Knox Resident.	Who works or studies in Knox.	Attach one supporting document eg: Rates notice, Licence or utility account
PRIORITY 5	Non Knox Resident.	No connection with Knox.	No supporting documentation required

6.2 Local Community Areas

A Local Community Area is cluster of services in a local area, which is based on the service boundaries allocated for the Maternal and Child Health Service. It considers local transport and walkability factors together with local first parent and playgroup activities in that area. The Local Community Area is reviewed and adjusted regularly to reflect emerging local demographics based on birth notification trends in that area.

6.3 Other Considerations

- **Multiple birth children or siblings in the same preschool year**

Multiple birth children or siblings applying for their first and same year of preschool attendance at the same nominated preschool service will be awarded equal priority as any one of these siblings who are eligible for a higher priority category.

If a ballot is required at the nominated preschool service for siblings to attend then when the first sibling is selected from the ballot for the nominated service the other siblings are immediately eligible **for the same nominated service.**

- **Second year funded children**

DET provides funding to support children to access a preschool program in the year before they begin school. When considering whether a second year of funded preschool will benefit a child, the early childhood teacher and parent/guardian must ensure the child meets the eligibility criteria for a second year of funded preschool which is outlined in DET's Funding Guide.

- **Deferred children**

Children who are deferred from their first eligible year of a funded preschool program will be required to re-register for prior to the May Update of that year in order to be processed for Priority of Access to attend preschool in the following year.

- **Funded Preschool in Council's Centre-Based Services**

The Priority of Access will be applied for all registrants accessing long day/extended hours funded preschool programs in Council's centre-based services.

6.4 Central Registration and Allocation Procedure

Registration

1. Families of eligible children may register their child in a Knox City Council preschool from birth. Registrations will be accepted throughout the year prior to the child commencing preschool and in the year they are due to commence preschool.
2. For all eligible registered applications made prior to 30 April for preschool attendance in the following calendar year, families will be contacted to:
 - make changes make to their original registration if required
 - confirm they still require the registration

3. As part of the May Update process families will be able to nominate up to 5 preferences from the list of proposed preschool groups for the following year.
 - Families of eligible children enrolled in Council's centre-based services will be asked to confirm if they will nominate the centre-based service as their preferred funded preschool programs, or nominate preferences for a enrolling in a sessional preschool service location.
4. Once families have received this email or letter (known as the 'May Update') they are asked to return their registration update/s and any supporting evidence required to Knox City Council primarily through the KEYS Online Family Web Portal or to the Preschool Coordination Unit.
5. Registrations for preschool attendance in the following calendar year will be processed against the Priority of Access Procedure in the months of June and July.
6. A draft Annual Service Plan is developed in June using the First Preference Assessment process and this will be used as a guide to establishing staff allocations and number of proposed groups at each location for the following year.

Second Year of Funded Preschool

7. Families who are considering a second year of funded preschool in consultation with the Teacher Educator for their child/ren will provide written notification commencing from July to Council's Preschool Coordination Unit. Once Council receives a notification of a proposed second year, families will then be required to update their registration in KEYS for the following preschool year. Once the registration for a proposed second year has been completed and Rounds of Offers for the following year have commenced an allocation offer will be made with the proviso that the Teacher Educator agrees to sign the required Declaration of Eligibility for Second Funded Year of Preschool at the conclusion of 3rd term.

Allocation

8. First Round Offers are prepared based on the Priority of Access, First Preference Assessment process, and draft Annual Service Plan.
9. Where the demand for registrations for a proposed group exceeds the current available places and where a group of families have equal Priority of Access criteria following the application of the Priority of Access Procedure, a random automated ballot will be conducted prior to First Round Offers to determine those families who will be offered available places.
10. In late August of each year, First Round Offers are emailed through the KEYS Online Portal (or if requested posted) directly to families. Families are asked to respond to the First Round Offers within 10 working days.
11. Once families have received this First Round Offer email or letter they are asked to reply through the KEYS Online Portal as the primary process or if they require additional support through the Preschool Coordination Unit to update registration status for families throughout the First Round Offer process.
12. First Round Offers family responses are analysed and the draft Annual Service Plan is updated following the completion of First Round Offers. Remaining vacant places are then identified and matched against the number of remaining registrations.
13. Where the demand for registrations of a preschool group exceeds the current available places and following the application of the Priority of Access Procedure, a random automated ballot will be conducted prior to Second Round Offers being made to families.

14. Families are offered available places in Second Round Offers in September and families are asked to respond to the Second Round Offers within 10 working days through KEYS Online Portal Preschool as the primary process, or if they require additional support, through Council's Preschool Coordination Unit. In accordance with employment requirements, preliminary discussions are then undertaken with staff across Council's Early Years Management team in relation to provisional work locations for the following preschool year.
15. Second Round Offers family responses are analysed and the draft Annual Service Plan is updated in October.
16. Subsequent Rounds of Offers will be undertaken as required.
17. All children registered for attendance in the 2020 preschool year onwards will be processed under this Funded Preschool Procedure.

Allocation of places to individual preschool groups

1. Where the number of first preference applications for a specific preschool group is greater than the number of available places, and the applications have the same priority under the Priority of Access Procedure, a random automated ballot overseen by the Manager, Family and Children's Services (or delegate), will determine places.
2. Council will hold a selected number of places each year in preschools for late enrolling vulnerable families. These places remain open until the end of January prior to the beginning of Term 1 of each year.
3. The specific number of places held open for vulnerable children will be determined by the Manager, Family and Children's Services (or delegate).

Knox Preschool Service Waiting List

A waiting list of applicants will be maintained who:

1. Have not been offered a place at their nominated preferred preschool groups and who have chosen to wait for a place in a preferred group rather than accept a place at in another preschool group.
2. Have not been offered a place at any Knox City Council nominated preferred preschool group and who have chosen to wait for a place in any Knox preschool group rather than go elsewhere.
3. As and when places in Knox City Council preschool service groups become available, offers will be made to registrants on the Knox City Council Preschool Service Waiting List after the application of Priority of Access criteria.
4. Where two or more applicants on the waiting list have been allocated the same priority under the Priority of Access Procedure, a random automated ballot overseen by the Manager, Family and Children's Services (or delegate), will determine places.

Key Dates for the Central Registration, Allocation and Enrolment Process

DATE	ACTION
February	Policy and associated procedures presented to Volunteer Preschool Parent Group training meeting.
May	<ul style="list-style-type: none"> • Educators and families informed of proposed groups for following year. • Council begins contacting families to confirm registration details and for families to nominate up to 5 proposed preferred preschool groups prior to first round offer process.
June –July	POA applied after May Update information from registrants.
July	<ul style="list-style-type: none"> • A draft Annual Service Plan is developed using the First Preference and this information commences planning for staff allocations and number of proposed groups at each location for the following year. • Memo to Executive Management Team (EMT) informing them of proposed preschool service provision for the following year with a Draft Annual Service Plan attached. • Registration of children for a proposed second year commences.
Late August	First Round Offers are emailed or sent to families.
September-February	Ongoing offers provided to families.
February onwards	Enrolment form is completed for chosen funded preschool program and funded preschool programs commence.

Administrative Updates

From time to time, circumstances may change leading to the need for administrative changes to this procedure. Knox City Council has a Funding and Service Agreement with DET and as part of this Agreement 'High Priority' children as designated by DET must be placed as the highest priority in a nominated preschool group.

From time to time, there may be some adjustments to Priority of Access requirements required as part of the Funding and Service Agreement with DET.

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



KNOX POLICY

FUNDED PRESCHOOL POLICY 2015

Policy Number:	2003/08	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Manager – Family & Children’s Services
Approval Date:	24 February 2015	Version Number:	3
Review Date:	24 February 2019		

1. PURPOSE

The purpose of the Knox Funded Preschool Policy is to guide and direct the operations of Knox Council’s Early Childhood Education and Care (ECEC) Services in its role as Kindergarten Cluster Manager in the context of evidence-based practice, community choice, policy, legislation and funding for preschool services including State and Commonwealth government policy reforms.

2. CONTEXT

In its role as a Kindergarten Cluster Manager and as one of the largest 4 year old preschool service providers in the Knox community, Council delivers a high quality preschool service which features a central enrolment process, employment and management of staff, maintenance and renewal of early years facilities and training and ongoing support for volunteer preschool committee partners.

2.1 Broader Roles of Council in the Early Years

Knox Council plays a number of varied roles in relation to early years services in the Knox community. These roles include:

- *Direct Service Delivery and Community Infrastructure* of a variety of early years services, and fit-for-purpose infrastructure.
- *Advocacy* on behalf of, and with, the community with other levels of government and other organisations.
- *Research and Planning* for services and facilities to meet community needs and service gaps, including planning for the significant changes occurring in the early years sector.
- *Community Capacity Building* including direct investment in early years services and staff, support of volunteer committees and families, and funding and services partnerships with other levels of government.
- *Governance and Stewardship* in relation to the funding, development, support and monitoring of services and facilities, staff and volunteer committees, physical assets, and funding and service partnerships.
- *Regulatory controls* ensuring compliance with quality and regulatory requirements for early years services, including facilities, and program characteristics.

2.2 Municipal Early Years Plan 2011-15 (MEYP) Guides our Approach

The guiding principles for the Knox Preschool Policy are based around the Strategic Priority Areas outlined in the Knox City Council MEYP *Off to a Flying Start*. These are:

- *An all-of-community approach to raising children;*
- *Children as citizens;*
- *Access to quality services, facilities and places;*
- *Vulnerable children and families; and*
- *Partnerships.*

2.3 The Role of Legislative and Quality Frameworks

January 2012 saw the introduction of the National Quality Framework (NQF) for Early Childhood Education and Care Services, a significant national reform initiative of the Council of Australian Governments (COAG). The NQF aims to raise quality and drive continuous improvement and consistency in early childhood education and care (ECEC) services across Australia through the Education and Care Services National Law Act (2010) and Regulations (2011). Council's licensed children's services are required to operate under this legislative and quality framework. Funded four-year-old preschool services are included in this requirement.

2.4 We work in Partnership with Others

- Volunteer Preschool Committees: Council has a long-standing and highly valued partnership with volunteer preschool committees in the delivery of 4 year old preschool services to the Knox community. Council places great value on the work done by volunteer preschool committees. At the same time it is recognised that the relationship between Council and volunteer preschool committees will evolve over time as the circumstances for service change. Council therefore commits to regularly review and reshape its relationship with volunteer preschool committees in order to support the best outcomes for children and to support the provision of quality preschool services. Council also recognises the importance of, and opportunities to, build the capacity of volunteer preschool families as community leaders, and to respond to community expectations, roles and responsibilities in the light of the changing early years service environment.
- Other early years services: in addition to preschool services, Council operates or has links with a broad range of other early years and specialist services including Centre-based long day and occasional ECEC, Family Day Care, Maternal and Child Health Services, Playgroups, Early Childhood Intervention Services, Preschool Field Officer Service, 3-year-old preschool services and local Primary Schools.
- The Victorian Government: the Victorian Government's policy platform with regards to early childhood education is detailed in 'The Victorian Blueprint for Education and Early Childhood Development', which outlines an integrated reform agenda to improve performance and promote excellence across Victoria's schools and early childhood services. The role of the Victorian Government in the early childhood sector is underpinned by the following regular funding commitments:
 - A per capita grant for each eligible child for services offering 4 year old kindergarten (preschool) with a minimum of 20 enrolments; and

- An indexed kindergarten fee subsidy paid per term to funded services offering a kindergarten program, for each child who meets the Victorian Government's eligibility criteria.

In addition, the Victorian Government also provides:

- Annual Kindergarten Cluster Management funding grants for cluster managers operating a set number of multiple approved preschool services, paid monthly and calculated on the basis of the number of approved services operated and a grant to supplement the salary costs of teacher educators who have attained higher salary classifications.
- The Commonwealth Government: has set out a plan to make early years a national priority, involving a range of reforms to early childhood education and care, and a greater focus on early childhood development. Key aspects of this plan related to kindergarten (preschool) include:
 - Universal Access to preschool (15 hours commencing 2013);
 - National Quality Standards;
 - A National Quality Ratings System;
 - Education and Care Services National Law 2010;
 - Education and Care Services National Regulations 2011; and
 - Early Years Learning Framework.

3. SCOPE

This policy applies to Council delivered funded preschool programs for 4 year old children in the year before they enter school for which Council receives in partnership funding from the State Government and in addition families' fees.

The policy provides a clear direction regarding priority of access to preschool services and facilities and the number of Council funded preschool places to be allocated within each preschool group in any given year, taking into account the individual needs of each preschool service location, and the Knox community. It provides Council and partner organisations with a set of principles that guide Council's interaction with the wide range of service and community partners in the delivery of preschool services

4. REFERENCES

4.1 Council Plan

- ***Democratic and Engaged Communities***

Strategy: A City with a Council that operates in an efficient and effective manner, applies contemporary practices, has processes that are transparent and accountable, and exercises sound financial management.

Objective 5.3: Ensure Council is well governed and demonstrates effective leadership.

4.2 Relevant Legislation

- Education and Care Services National Law 2010;
- Education and Care Services National Regulations 2011;
- Child Wellbeing and Safety Act 2005;
- Disability Discrimination Act 1992;
- Disability Services Act 2006;
- Occupational Health and Safety Act 2004; and
- Occupational Health and Safety Regulations 2007.

4.3 Relevant Policy and Data Sources

- National Quality Framework for Early Childhood Education;
- National Partnership for Early Childhood Education;
- National Partnership for Indigenous Early Childhood Development;
- National Partnership Agreement on the National Quality Agenda for Early Childhood Education and Care;
- Victorian Kindergarten Cluster Management Policy Framework;
- Victorian Kindergarten Policy, Procedures and Funding Criteria;
- Victorian Blueprint for Education and Early Childhood Development 2008;
- Victorian State – Local Government Agreement;
- Knox City Council Municipal Early Years Plan 2011-15;
- Knox City Council BBB Project Interim Report and Evaluation Report – Stage1;
- Australian Early Development Index; and
- Department of Education and Training Development Funding and Service Agreement.
- Victorian Early Years Learning and Development Framework;
- National Quality Framework;
- National Early Years Learning Framework;
- National Quality Standards for Early Childhood; and
- Victorian Department of Education and Training Development Funding and Service Agreements and Program Standards.

4.4 Charter of Human Rights

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

4.5 Related Council Policies

- Funded Preschool Procedure Early Childhood Education and Care Settings 2015
- Municipal Early Years Plan 2011-2015;
- Knox Community Health and Wellbeing Strategy 2013-17.

5. DEFINITIONS

Detail any definitions within the policy.

ACECQA	Australian Children's Education and Care Quality Authority (ACECQA) is an independent statutory authority who provides national leadership in promoting quality and continuous improvement in early childhood education and care and school age care in Australia.
Ballot	Is a process of random selection to determine which applicants are granted a first preference place in a Knox preschool service location in situations where there are a greater number of first preference applications which have been allocated the same Priority of Access under the Priority of Access Procedure than there are places available in the preschool service location.
Council	Means Knox City Council, whether constituted before or after the commencement of this Policy.
Council of Australian Governments (COAG)	COAG is the peak intergovernmental forum in Australia comprising the Prime Minister, State Premiers, Territory Chief Ministers and the President of the Australian Local Government Association (ALGA).
Deferral	Means an application where an Official Offer is issued for a place in a Knox preschool service location or where Preschool Program Support Officers have been informed by parents/guardians of the child that they have decided to defer the commencement of preschool until the following year.
Definition of Vulnerability	The definition of vulnerability applies to those who nominate or are otherwise identified as vulnerable through criteria set out by the Victorian State Government- in many cases this will mean that the family/child will hold a Healthcare Card, a Pensioner Concession Card or a designated Visa, and/or written referral and recommendation from a health or welfare professional.
Department of Education and Training (DET)	The State Government department responsible for funding, licensing and regulation of approved children's services in Victoria.
Early Years Services / Early Childhood Education and Care Services	Services provided for children from age 0-6 years and their families.
Eligible Children	Children who are eligible for a funded year of four year old preschool, whose parent/guardian have nominated a Knox City Council funded preschool program for their child's preschool service.
Enrolment	Preschool enrolment applications are accepted from birth of a child and ongoing whilst the child is eligible for a <i>funded</i> preschool place.

Exemption	Is a waiver granted to a preschool service location to operate a preschool group of a smaller size than its maximum licence capacity.
First Preference Assessment	Is the process by which Council officers assess the first preference applications for places in Knox preschool service locations, applying the Priority of Access and Service and Group Viability Procedures.
First Round Offer	Is the process by which an Official Offer is issued to those who have applied for a place in a Knox preschool service location and after the Priority of Access Policy has been applied a First Round Offer of a preschool place is able to be made.
Funded Preschool service	Means any funded 4-year-old preschool service provided by Knox City Council, before or after the commencement of this policy, unless otherwise stated.
Integrated Services	Bringing together services for improved service provision in arrangements that include co-location and local area collaboration.
Kindergarten Cluster Management	A model that groups individual preschools under one single body responsible for the management of the preschools, including employment of staff.
Official Offer	Is a formal offer issued by Council offering an applicant a place in a Knox preschool service location.
Approved Capacity	Is the maximum number of children a preschool service location is permitted and licensed by DET to have on premises, as part of a preschool group at any one time.
May Update	For all eligible enrolment applications made prior to 30 April for preschool attendance in the following calendar year, families will be contacted and asked if they have any changes they would like to make to their original application or do they still require the application to proceed and to submit the evidence as required by this Policy . This is known as the 'May Update'.
June Update	Families will be required to re-enrol children for funded preschool attendance the following year who are eligible for the 3-5 year old designated child care room. They will also be requested to nominate whether this will be their child's funded preschool placement. This will be known as the 'June Update'.
National Quality Framework (NQF)	Is the framework used to assess the quality of preschool and other early childhood services against seven Quality Areas of the National Quality Standards and the National Act and Regulations.
Partner organisation	Means any organisation with which Council has entered into partnership.
Preschool	Is also referred to in Victoria (frequently by State Government documentation) as Kindergarten.
Preschool Service and Group Viability Matrix	Used to allocate points to determine which Knox City Council preschool centres operate, defer or close in any given year in consultation with the Ward Councillor, preschool committee and local community. The Matrix identifies a set of assessment criteria based on

	projected utilisation, demand and first preferences from families, available funding (including Council contribution), demographics, location of service, level of local committee support, access to public transport and exceptional circumstances such as proximity of other suitable early childhood services. This Matrix may be reviewed from time to time to reflect local community priorities and service and funding requirements with other levels of government.
Volunteer Preschool Committee	Are elected committees (most often of parents/guardians of children attending a Knox preschool service) who have a range of responsibilities in the support of the preschool.
Vulnerability Criteria	Applies to those who self nominate or are otherwise identified as vulnerable through the definition and process set out in the Preschool Policy.
Waiting List	Is the list of applicants to Knox preschool services who have: <ul style="list-style-type: none"> a. Not been offered a place at <i>their chosen preschool service location</i> and who have chosen to wait for a place at that location rather than accept a place at another preschool service location. b. Not been offered a place at <i>any</i> Knox preschool service location and who have chosen to wait for a place in <i>any</i> Knox preschool service rather than go elsewhere.

6. COUNCIL POLICY

In the delivery of funded four year old preschool services to Knox children and families, Council will endeavour at all times to provide a service that is:

- **Inclusive:** able to provide for all children regardless of their abilities, backgrounds and needs;
- **Accessible:** easy to reach, supportive of all participants, embracing of diversity, promoting acceptance, aware of people's different needs and responsive to the inequalities in people's control over resources;
- **Integrated:** well connected with other early years and community services understanding that the responsibility for positive outcomes for those who have difficulty participating fully is a shared one;
- **Strength based:** focused on strengths of families and children;
- **Collaborative:** providing opportunities to develop relationships with, and between families, communities and other service providers;
- **Building Capacity:** maximising potential to build capacity within families, individuals and organisations to enhance participation in preschool for all;
- **Sustainable:** implementing actions which are sustainable for all in terms of environmental, social and economic sustainability; and
- **Compliant with Relevant Mandatory Legislation, Quality Standards and Funding Agreements:** Council's commitment to the provision of compliant quality, sustainable services that impact positively on the future of children and families.

In providing funded four-year-old preschool services the following parameters will apply:

- **Eligible Children:** Children who are eligible for a funded four-year-old preschool place will be assessed in accordance with the State Government's Funding and Service Agreement which Knox City Council has with the State of Victoria.
- **Priority of Access:** Council will ensure that Council managed funded preschool services are accessible to Knox residents, reflect Priority of Access Guidelines including the required Commonwealth Priority of Access for child care services, Commonwealth and State Government funding requirements, and reflect the needs and expectations of the Knox community, including those identified as vulnerable.
- **Places:** the number of preschool places to be available within each preschool group across the municipality in any given year will be determined by Council based on matters such as approved children's places, available staffing to operate the service and demand for the service in particular communities.

6.1 PRIORITY OF ACCESS – SESSIONAL PRESCHOOL SETTINGS

The Priority of Access assessment process determines which applicants are granted a first preference place in a specific preschool service location.

In sessional preschool settings where the number of applicants exceeds the number of available places a ballot will occur with applications that have the same number of points under the Priority of Access Procedure. The ballot will determine which applicants are granted a first preference place in the preschool service location.

Applicants who are not offered a place in the preschool service location listed as their first preference, may be offered a place at their second, third, fourth or fifth preferred preschool service location. This process is undertaken as part of the 2nd round of preschool offers and is also determined by the Priority of Access system.

A transition process has been established to move to the revised Priority of Access process outlined in this Policy. Children who are enrolled for the 2015 preschool year and beyond will have points allocated from a **single category** in the *Priority of Access Category* table below.

Application of multiple categories/cumulative points will not apply, other than the additional points allocated under the Vulnerability Criteria.

Sessional Preschool Priority of Access Categories

<p>Priority One: 120 points</p>	<p>a. Eligible children who are Knox residents whose parents/guardians have deferred their current enrolment from their eligible preschool funded year until the commencement of the following preschool year.</p> <p>b. Eligible children who are Knox residents who are enrolled for Early Childhood Intervention Service /or on Wait List for Central Intake for Early Childhood Intervention Service.</p>
<p>Priority Two: 80 points</p>	<p>Eligible children who are Knox residents, whose parents/guardians have enrolled them in a Knox City Council preschool service and the child has attended either a Knox municipality Maternal and Child Health, Playgroup or 3 year old preschool or activity group service prior to the relevant preschool year of enrolment.</p>
<p>Priority Three: 70 points</p>	<p>Eligible children who are Knox residents, whose parents/guardians have enrolled them in a Knox City Council preschool service.</p>
<p>Priority Four 40 points</p>	<p>Eligible children who are non-Knox residents, whose family or carer works or studies in Knox.</p>
<p>Priority Five: 35 points</p>	<p>a. Eligible children who are non-Knox residents, and whose siblings have attended a Knox City Council managed preschool service in the past 3 years.</p> <p>b. Eligible children who are non-Knox residents, whose family accessed either a Knox municipality Maternal and Child Health, Playgroup or 3 year old preschool or activity group service prior to the relevant preschool year of enrolment.</p>
<p>Priority Six: 30 points</p>	<p>All other eligible children who are non-Knox residents will be allocated in the order of closest to furthest residential proximity to the preschool service location.</p>

The Preschool Procedure outlines how the following aspect of the Policy will be implemented:

- **Vulnerability:**

In 2004, the Victorian Government provided a definition of vulnerable families through its 'Breaking Cycles, Building Futures' program. It states, "*children and/or families may be experiencing vulnerability if they are from:*

- *families with low income,*
- *young parent families,*
- *sole parent families,*
- *Indigenous families,*
- *families from certain culturally or linguistically diverse communities,*
- *families experiencing unstable housing or homelessness,*
- *families experiencing domestic violence,*

- *families with parents with a disability, problematic substance use or mental health problem and*
- *families who have been in contact with child protection services”.*

Whilst this is a comprehensive description of what is likely to constitute a ‘vulnerable family’, there may be other circumstances which are not described in this statement.

The Preschool Policy requires families to provide evidence of vulnerability. This may include:

- a. Confirmation or referral letter from the Family Assistance Office of the Department of Human Services or other support agency; and
- b. Families with a Healthcare Card, Pensioner Concession Card, Temporary Protection/Humanitarian/Refugee/Bridging Visas (as outlined in the Victorian Kindergarten Guide, 2014- *Eligible cards will be defined by the State Government and are therefore subject to change*);
- c. Written referral and recommendation from a health or welfare professional.

For those families who are identified as vulnerable, an additional 30 points will be added to the appropriate category score.

- **Multiple birth children or siblings:**

Multiple birth children or siblings applying for their first and same year of preschool attendance at the same nominated preschool service will be awarded equal points as any one of these siblings who are eligible for a higher point’s category.

If a ballot is required at the nominated preschool service for siblings to attend then when the first sibling is selected from the ballot for the nominated service the other siblings are immediately eligible for the same nominated service.

- **Second year funded children:**

DET provides funding to support children to access a preschool program in the year before they begin school. When considering whether a second year of funded preschool will benefit a child, the early childhood teacher and parent/guardian must ensure the child meets the eligibility criteria for a second year of funded preschool.

Providing the eligibility criteria is met, and with parent/guardian agreement, a *Declaration of Eligibility for a Second Year Funded Kindergarten (DET process)* is required to be completed and submitted by the last week of Term Three by the teacher.

When a *Declaration of Eligibility for a Second Year Funded Kindergarten* has been submitted to DET, the nominated second year child/ren will have the Priority of Access points-based methodology for enrolment in a Knox Council managed preschool service applied to access a preschool service for the following year from the 3rd round of preschool offers (October of each year).

6.2 SERVICE PRIORITY OF ACCESS- CHILD CARE SETTINGS

The Service Priority of Access assessment process determines which applicants are granted a first preference place in a specific child care service location.

All children attending child care services must meet the Commonwealth Priority of Access criteria in order to qualify for Childcare Benefit (CCB) when attending a Commonwealth funded childcare service. The Knox Council Service Priority of Access for funded preschool in child care ECEC services will build on this assumption.

In child care settings where the number of applicants exceeds the number of available places a ballot will occur for applications that have the same priority under the Service Priority of Access Procedure for funded preschool in child care settings. The ballot will determine which applicants are granted a first preference place in a preschool service location.

A transition process has been established to move to the revised Service Priority of Access process for funded preschool in child care settings outlined in this Policy. Children who are enrolled for the 2016 funded preschool year and beyond will be allocated to a 3-5 year old room using the Service Priority of Access for funded preschool in child care settings.

Service Priority of Access Table for Funded Preschool in Child Care Settings

Priority One:	First priority to the 3-5 yr. old room will be given to children who are eligible and attract State Government funded preschool per capita funding and the centre-based preschool program is nominated as the child's 'funded preschool year' location.
Priority Two:	Second priority to the 3-5 yr. old room will be given to children who are not of funded preschool eligible age who have previously attended the service in the 0-2 rooms;
Priority Three:	Priority will then be given to all other children who wish to enrol in the 3-5 year old room- including children who are of funded preschool age but have not nominated the service as the 'funded preschool year'.

6.3 CENTRAL ENROLMENT –EARLY CHILDHOOD EDUCATION AND CARE SETTINGS (PRESCHOOL AND CHILD CARE SERVICES)

Council's Central Enrolment process will meet Human Rights requirements, as outlined in the process by which families enrol their children in a Knox Preschool Service.

Families with children who are eligible for four-year-old preschool in the City of Knox and turning four by April 30 the following year are able to enrol their child in a Knox preschool. Where possible, families will be allocated to the Knox preschool location of their choice.

The Funded Preschool Procedure Early Childhood Education and Care Settings outlines how this aspect of the Policy will be implemented.

6.4 PRESCHOOL SERVICE AND GROUP VIABILITY- SESSIONAL PRESCHOOL SETTINGS ONLY

A Preschool Service and Group Viability Matrix will be used to allocate points to determine which Knox City Council preschool centres operate, defer or close in any given year in consultation with the Ward Councillor, preschool committee and local community.

The Matrix identifies a set of assessment criteria based on projected utilisation, demand and first preferences from families, available funding (including Council contribution), demographics, location of service, level of local committee support, access to public transport and exceptional circumstances such as proximity of other suitable early childhood services. This Matrix may be reviewed from time to time to reflect local community priorities and service and funding requirements with other levels of government.

The Preschool Service and Group Viability Procedure Matrix is applied by 30 June each year. This incorporates conducting an assessment of preschools at this time using the Matrix in addition to developing an Annual Service Plan

A rating of 19 points or less through the application of the Preschool Service and Group Viability Matrix, after the third year of deferment, will lead to the closing of the preschool service for the delivery of 4 year old preschool. However, this will only occur after consultation with the Ward Councillor, preschool committee and local community and does not preclude the early years facility being utilised for the delivery of other early years services to that local community.

6.5 PRESCHOOL GROUP SIZE- SESSIONAL PRESCHOOL SETTINGS

The maximum group size at any Knox Council sessional preschool service location will be 22 children unless otherwise determined by the Manager, Family and Children's Services (or delegated authority). Decisions outside this approach will be based on demand for preschool places, staff availability to deliver services to larger group sizes or particular needs of the children enrolled.

6.6 PRESCHOOL GROUP SIZE- FUNDED PRESCHOOL IN CHILD CARE SETTINGS

For families with children over 3 years of age who wish to continue on at the service up to and including eligible preschool age, group sizes will require a Service Priority of Access procedure to be applied. The group size will be matched to the child: staff ratio.

6.7 PRIORITY ACCESS TO APPROVED PLAYROOMS - SESSIONAL PRESCHOOL SETTINGS

It is Council policy to:

- Provide priority of access to existing approved facilities for 4 year old funded preschool programs, in order to maximise current and potential 4 year old preschool enrolments now and into the future; and
- Priority of access to playgroups in *existing un-licensed* Council facilities. However, where the increased enrolment demands for 4 year old preschool in a local community exceeds the current capacity of licensed places, and Council chooses to create additional licensed place space to meet this demand, it is recognised that unlicensed space may need to be upgraded to licensed space as the most efficient use of Council's resources. Where this occurs, Council will work to ensure that an early years service is relocated to a suitable facility.

6.8 PRIORITY ACCESS TO APPROVED PLAYROOMS – CHILD CARE SETTINGS

It is Council policy to:

Provide priority of access to existing approved facilities for 4 year old funded preschool programs, in order to maximise current and potential 4 year old preschool enrolments now and into the future.

For families with children over 3 years of age who wish to continue on at the service up to and including eligible preschool age, priority of access to the smaller rooms and group sizes will require the Service Priority of Access policy to be applied.

6.9 PARTNERSHIPS

The following principles will guide Council's interactions with various service and community partners in the delivery of funded preschool services for which Council receives grant funding from the Department of Education and Training (DET) in addition to preschool fees:

1. That the partnership continues to allow Council to deliver preschool services to the community consistent with Council's Kindergarten Cluster Management roles and legislative responsibilities.
2. Services delivered under the partnership should support a whole-of-municipality approach to the delivery of early years services, in accordance with Council's endorsed vision, direction, and priorities for early years services and facilities.
3. The partnership supports the potential for effective co-located and collaborative service delivery and practice.
4. Services delivered under the partnership reflect and support Council's goal to prioritise access to early years services by vulnerable families.
5. Any agreement for Council to lease a facility, and the associated partnership documents, ensures Council's long term security of tenure in the leased facility, and capacity to provide Early Years service in the long term in the locality.



KNOX PROCEDURE

FUNDED PRESCHOOL (EARLY CHILDHOOD EDUCATION AND CARE SETTINGS) PROCEDURE 2015

Policy Number:	2003/08	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Manager – Family & Children’s Services
Approval Date:		Version Number:	
Review Date:			

1. PURPOSE

The purpose of the Knox Funded Preschool Procedure is to guide and direct the operations of all aspects of Knox Council’s Early Childhood Education and Care Settings in its role as Kindergarten Cluster Manager. This Procedure should be read in conjunction with the Knox Funded Preschool Policy.

This Procedure is the administrative method by which the Funded Preschool Policy requirements are implemented in respect to:

- Priority of Access;
- Central Enrolment;
- Preschool Service and Group Viability; and
- Preschool Group Size.

2. PRIORITY OF ACCESS PROCEDURE- SESSIONAL PRESCHOOL SETTINGS

Council will utilise a points based system to prioritise enrolments received for places in a Knox Council preschool service. Evidence will be required to be provided when returning the ‘May Update’ preschool enrolment preferences for a child’s entry into preschool in the following year. Evidence relating to this points based system will include:

1. Families who identify as vulnerable as part of their enrolment must provide supporting evidence, which may include a:
 - a. Confirmation or referral letter from the Family Assistance Office of the Department of Human Services or other support agency; and
 - b. Families with a Healthcare Card, Pensioner Concession Card, Temporary Protection/Humanitarian/Refugee/Bridging Visas (as outlined in the Victorian Kindergarten Guide, 2013. *Eligible cards will be defined by the State Government and are therefore subject to change*);
 - c. Written referral and recommendation from a health or welfare professional.
2. Families identifying themselves as residents or ratepayers in the City of Knox must provide supporting evidence which specifically identifies them as a resident or ratepayer.

3. Families who have accessed either a Knox municipality Maternal and Child Health, Playgroup and or 3 year old preschool or activity group will need to provide supporting evidence that indicates attendance at one of these services.
4. Parents or Carers identifying themselves as working or studying and have either accessed a Knox municipality Maternal and Child Health, Playgroup or 3 year old preschool or activity group must provide supporting documentation, which may include:
 - a. Letter from their educational institution;
 - b. Letter from their employer; and
 - c. Letter from the relevant early years service provider.

3. SERVICE PRIORITY OF ACCESS- FUNDED PRESCHOOL IN CHILD CARE SETTINGS

All children attending long day and occasional ECEC services must meet the Commonwealth Priority of Access criteria in order to qualify for Childcare Benefit (CCB) when attending a Commonwealth funded child care service. The Knox Council Service Priority of Access for funded preschool in long day and occasional ECEC services will build on this assumption.

Council will utilise a Service Priority of Access Procedure to prioritise enrolments received for places in a three to five year old room setting at a Knox Council funded child care service.

4. CENTRAL ENROLMENT PROCEDURE-SESSIONAL PRESCHOOL SETTINGS

Enrolments

1. Families of eligible children may enrol their child in a Knox preschool from birth. Enrolments will be continued to be accepted throughout the year prior to the child commencing preschool and in the year they are due to commence preschool.
2. For all enrolment applications made prior to 30 April for preschool attendance in the following calendar year families will be asked if they have any changes they would like to make to their original application or do they still require the application to proceed.
3. Once families have received this letter or email (known as the 'May Update') they are asked to return their enrolment update/s and any supporting evidence required to Knox City Council primarily through the KEYS Online Family Web Portal or to the Preschool Coordination Unit.
4. Applications for preschool attendance in the following calendar year will be processed against the Priority of Access Procedure and Service and Group Viability Procedure in the months of June and July.
5. Each preschool location will be analysed against the First Preferences for that service location and the procedures relating to Priority of Access and Service and Group Viability Matrix (Appendix 1a) in June.
6. Following this preliminary First Preference Assessment, where there are individual service locations where viability is a concern, the relevant Ward Councillor and communities are advised and support is provided in an attempt to increase enrolments for the following year.
7. In addition, Preschool staff will be surveyed in June to estimate how many families from across the current year's enrolments may be considering a formal application for a second year of preschool. This data is considered in the draft Annual Service Plan.

8. A draft Annual Service Plan is developed in June using the First Preference Assessment process and this will be used as a guide to establishing staff allocations and number of proposed groups at each location for the following year.
9. First Round Offers are prepared based on the Priority of Access and Service and Group Viability Procedures, First Preference Assessment process, and draft Annual Service Plan.
10. Where the demand for enrolments at a service location exceeds the current available places and where a group of families have equal scores following the application of the Priority of Access Procedure, a ballot will be conducted prior to First Round Offers to determine those families who will be offered available places.
11. When a *Declaration of Eligibility for a Second Year Funded Kindergarten* has been submitted to DET the nominated second year child/ren will have the Priority of Access points-based methodology for enrolment in a Knox preschool service applied to access a preschool centre for the following year from the 3rd round of preschool offers (October).
12. In August of each year, First Round Offers are emailed or posted to families. Families are asked to respond to the First Round Offers within 10 working days.
13. Once families have received this First Round Offer letter or email they are asked to reply through the KEYS Online Family Web Portal as the primary process or if they require additional support through the Preschool Coordination Unit to update enrolment status for families throughout the First Round Offer process.
14. First Round Offers family responses are analysed and the draft Annual Service Plan is updated. In accordance with employment requirements, preliminary discussions are then undertaken with staff across Council's Kindergarten Cluster Services in relation to provisional work locations for the following preschool year.
15. Following the completion of First Round Offers remaining vacant places are identified and matched against the number of remaining enrolments.
16. Where the demand for enrolments at a service location exceeds the current available places and following the application of the Priority of Access Procedure, a ballot will be conducted prior to Second Round Offers being made to families.
17. Families are offered available places in Second Round Offers in September and families are asked to respond to the Second Round Offers within 10 working days through KEYS Online Family Web Portal Preschool as the primary process or if they require additional support through the Preschool Coordination Unit.
18. Second Round Offers family responses are analysed and the draft Annual Service Plan is updated in October.
19. Subsequent Rounds of Offers will be undertaken as required.
20. All children enrolled for the 2015 preschool year onwards will be processed under this Central Enrolment Procedure.

Allocation of places to individual preschools

21. Where the number of first preference applications for a specific preschool is greater than the number of available places, and the applications have the same number of points under the Priority of Access Procedure, places will be determined by ballot overseen by the Manager, Family and Children's Services (or delegate).
22. Council will hold a selected number of places each year in preschools for late enrolling vulnerable families. These places remain open until the end of January prior to the beginning of Term 1 of each year.
23. The specific number of places held open for vulnerable children at each preschool will be determined by the Manager, Family and Children's Services (or delegate).

Knox Preschool Service Waiting List

24. A waiting list of applicants will be maintained who:

- a. Have not been offered a place at their chosen preschool service location and who have chosen to wait for a place at that location rather than accept a place at another preschool service location;
 - b. Have not been offered a place at any Knox preschool service location and who have chosen to wait for a place in any Knox preschool service rather than go elsewhere.
25. As and when places in Knox preschool service locations become available, offers will be made to applicants on the Knox Preschool Service Waiting List based on the application of the Priority of Access and Service and Group Viability Procedures.
26. Where two or more applicants on the waiting list have been allocated the same number of points under the Priority of Access Procedure, places will be determined by ballot overseen by the Manager, Family and Children's Services (or delegate).

5. ENROLMENT PROCEDURE- CHILD CARE SETTINGS FOR FUNDED PRESCHOOL Enrolments

- Families of eligible children may enrol their child in a Knox child care service from birth. Enrolments will be continued to be accepted throughout the year.
- For all enrolment applications made prior to 30 June for funded preschool attendance in child care settings for the following calendar year, families will be asked to nominate whether they will be accessing funded preschool in their child care setting.
- Applications for funded preschool attendance in the following calendar year will be processed against the Service Priority of Access Procedure for Funded Preschool In Child Care Settings. Each funded preschool setting in a child care service will be analysed against the family's enrolment preference for that service location and the procedure relating to the Service Priority of Access in July.
- First Round Offers are prepared based on the Service Priority of Access.
- Where the demand for funded preschool enrolments at a service location exceeds the current available places and where a group of families have equal Service Priority of Access following the application of the Service Priority of Access Procedure, a ballot will be conducted prior to First Round Offers to determine those families who will be offered the available places.
- In August of each year, First Round Offers will be emailed or posted to families. Families are asked to respond to the First Round Offers within 10 working days.
- First Round Offers family responses are analysed. In accordance with employment requirements, preliminary discussions are then undertaken with staff across Council's Kindergarten Cluster Services in relation to provisional work locations for the following preschool year.
- Following the completion of First Round Offers remaining vacant places in the 3-5 year old room are identified and matched against the number of remaining enrolments.
- Where the demand for enrolments in the 3-5 year old room at a service location exceeds the current available places and following the application of the Service Priority of Access Procedure, a ballot will be conducted prior to Second Round Offers being made to families.
- Second Round Offers family responses are analysed.
- Subsequent Rounds of Offers will be undertaken as required.
- All children enrolled for the 2016 preschool year onwards will be processed under the Central Enrolment Procedure.

5.1 Knox Funded Preschool Service in Child Care Settings Waiting List

A waiting list of applicants will be maintained who:

- Have not been offered a place at their chosen 3-5 year old room child care service and who have chosen to wait for a place at that location rather than accept a place at another service location;
- Have not been offered a place at any Knox 3-5 year old room child care service and who have chosen to wait for a place in any Knox child care service rather than go elsewhere.
- As and when places in Knox child care service locations become available, offers will be made to applicants on the Knox Child Care Service Waiting List based on the application of the Service Priority of Access Procedure.
- Where two or more applicants on the waiting list have been allocated the same Service Priority of Access under the Service Priority of Access Procedure, places will be determined by ballot.

6. PRESCHOOL SERVICE AND GROUP VIABILITY PROCEDURE- SESSIONAL PRESCHOOL SETTINGS- ONLY

1. Preschool services will receive a score against a list of assessment criteria outlined in the Preschool Service and Group Viability Matrix (Appendix 1a).
2. Preschool centres will aim to achieve a score of 20 points or more. Those preschool centres, which score a rating of 20 points or more, continue to operate their service for the period of 12 months.
3. Preschool centres that score a rating of 19 points or less through the Preschool Service and Group Viability Matrix may have their preschool service deferred for the subsequent year. This would occur only after identification of preschools of concern, support and consultation with the Ward Councillor, preschool committee and local community. This action does not preclude the early years facility being utilised for the delivery of other early years services to that local community during the suspension of 4-year-old preschool services.
4. Preschool centres that score a rating of 19 points or less through the Central Enrolment process and application of the Preschool Service and Group Viability Matrix after Year 1 will continue deferment for a further year. Council will continue to support the Ward Councillor, preschool committee and the local community in identifying strategies to strengthen the preschool service enrolments. This action does not preclude the early years facility being utilised for the delivery of other early years services to that local community during the suspension of 4-year-old preschool services.
5. Preschool centres that score a rating of 19 points or less through the Preschool Service and Group Viability Matrix after Year 2, will continue deferment for a further year. Support will be provided to the Ward Councillor, preschool committee and the local community in identifying strategies to strengthen the preschool enrolments. This action does not preclude the early years facility being utilised for the delivery of other early years services to that local community during the suspension of 4-year-old preschool services.
6. Preschool centres that score a rating of 19 points or less through the Central Enrolment process and application of the Preschool Service and Group Viability Matrix, after the third year of deferment, will lead to the closing of the service for the delivery of 4 year old preschool. However, this will only occur after consultation with the Ward Councillor, preschool committee and local community and does not preclude the early years facility being utilised for the delivery of other early years services to that local community.
7. Preschool centres that close operation also adhere to the Preschool Service and Group Viability Deferral and Closure Flowchart (Appendix 1b).

Key Dates for the Central Enrolment and Allocation Process

	ACTION
February	Policy and associated procedures explained at Volunteer Preschool Parent Committee training meeting.
March	Volunteer Preschool Committees informed of numbers of potential enrolments for the following year. Committees alerted to concerns about enrolment numbers. Relevant Councillors contacted re possible preschool of concern. All Preschool Committees provided with ideas for publicity/marketing campaign.
1st May	Council begins contacting families to confirm enrolment details prior to first round process.
May	Councillors, Preschool Committees and local community from preschool of concern invited to consult and discuss strategies with Council.
May/June	Council Preschool Program Support Officers complete updates for KEYS Online information from preschool preference update information and any supporting evidence required provided by families through KEYS Online Family Web Portal or to the Preschool Coordination Unit. The application of the Priority of Access Procedure is then commenced for all eligible children who have been enrolled.
June	Further consultation with Ward Councillor, Preschool Committee and local community from preschool of concern and to discuss strategies.
June	A draft Annual Service Plan is developed using the First Preference Assessment tool and this is used to guide to establishing staff allocations and number of proposed groups at each location for the following year.
30 June	Preschool Service and Group Viability Matrix applied to all preschools.
July	Committees informed of proposed groups for following year.
July	Memo to Councillors informing them of planned preschool service provision for the following year with an updated Draft Annual Service Plan attached.
1 August	First Round Offers are sent or emailed to families.
September-February	Ongoing offers provided to families.

7. SERVICE AND GROUP VIABILITY PROCEDURE- CHILD CARE SETTINGS

Key Dates for the Central Enrolment and Allocation Process

	ACTION
February	Policy and associated procedures provided to families attending Council's child care services
June	Families of eligible children contacted and requested to nominate whether or not they will be accessing funded preschool at their child care service
July	The application of the Service Priority of Access Procedure is then commenced for all eligible children who have been enrolled.
1 August	First Round Offers are sent or emailed to families.
September-February	Ongoing offers provided to families.

8. PRESCHOOL GROUP SIZE PROCEDURE- SESSIONAL PRESCHOOL SETTINGS

1. A preschool service location may qualify for an exemption from the Preschool Group Size policy component if:
 - a. Total enrolments, including reserved places, are less than the maximum licence capacity of the preschool service location and following the application of the Priority of Access Procedure and Preschool Service and Group Viability Procedure, the service location is identified as having a high proportion of vulnerable families who would be potentially disengaged and disadvantaged through the suspension of the preschool service in that community; and,
 - b. A recommendation is made to 'cap' a preschool group size following an assessment of enrolments for that preschool service location in consultation with specialist early years, early intervention, allied health, family support or medical practitioners.
2. Exemptions to the Preschool Group Size Procedure must be applied as part of the development of the first Draft Annual Service Plan and be updated throughout the Central Enrolment process.
3. Exemptions to Preschool Group Size Procedure are granted by the Manager, Family and Children's Services (or delegate).

9. GROUP SIZE PROCEDURE- CHILD CARE SETTINGS

Child Care services manage group sizes for the ages of children in child care in relation to the demonstrated demand for services for children of that age. The group size will be matched to the child: staff ratio.

APPENDICES:

1. Sessional Preschool Service and Group Viability Matrix (Appendix 1a)
2. Sessional Preschool Service and Group Viability Deferral and Closure Flowchart (Appendix 1b)

ALL WARDS**9.2 PROPOSED TRADING NAMES FOR COUNCIL'S NEW EARLY YEARS HUBS**

SUMMARY: *Manager – Family and Children's Services
(Janine Brown)*

Council has been considering names for its new early years hubs since July 2017. This has included community consultation on proposed names and proposed base names, as required by relevant policy and legislation.

In January 2018, Council approved base names for the two locations to enable work to proceed to register Council's new facilities with the Office of Geographic Names for gazettal, and registration in VICNAMES and Vicmap. This has ensured that the services are included in relevant mapbases for emergency services and other organisations.

Since approval of the base names, further research has been undertaken to develop options for trading names. The outcome of this process and a recommended trading name for each early years hub site is provided for Council's consideration.

RECOMMENDATION

That Council, having undertaken required consultation and relevant research:

1. Assigns the 'trading name' of "Knox Children & Family Centre (Bayswater)" to the early years hub in Bayswater (site assigned the base name of Phyllis Street Children and Family Centre).
2. Assigns the 'trading name' of "Knox Children & Family Centre (Wantirna South)" to the early years hub in Wantirna South (site assigned the base name of Argyle Way Children & Family Centre).

1. INTRODUCTION

As part of planning for opening and the operations of Council's early years hubs, work has been undertaken in regards to trading names for the new facilities. In January 2018, Council approved "base names" for each site. Once Council determines official trading names for its new early years hubs, a process will be required to link these trading names to the "base names" and recorded for these facilities.

This report presents the research undertaken in developing options for the official trading name for each of Council's early years hubs.

2. DISCUSSION

2.1 Summary of Process

In July 2017, community consultation was undertaken on the following four proposed trading names:

Wantirna South	Bayswater
Balam-Balam Children & Family Centre (<i>Balam-Balam = butterfly (Wurundjeri)</i>)	Kurn-Brook Children & Family Centre (<i>Kurn-Brook = flower (Wurundjeri)</i>)
Wantirna South Children & Family Centre	Bayswater Children & Family Centre
Knox Gardens Children & Family Centre	Blue Hills Children & Family Centre
Argyle Way Children & Family Centre	Phyllis Street Children & Family Centre

The consultation process was designed to meet the requirements of relevant State Government legislation, and Knox City Council policies and guidelines related to naming of Council-owned facilities.

Following the community engagement, Council requested Officers to further explore a suite of names that could be used to select an official trading name for these hubs. Whilst working on a suitable trading name, Council agreed to commence community engagement on proposed ‘base names’ so that Council could proceed with registering these new facilities with the Office of Geographic Names and commence the required process to seek licenses for the facilities as licensed early years centres.

Further community consultation was undertaken in November 2017 regarding the following base names:

- Argyle Way Children and Family Centre (Wantirna South)
- Phyllis Street Children and Family Centre (Bayswater)

In January 2018, Council approved these “base names” for the two early years hubs.

Each “base name” for each site has now been gazetted for Council’s new facilities with the Office of Geographic Names, and registration in VICNAMES and Vicmap. This ensures that the services are included in relevant mapbases for emergency services and other organisations.

Once Council determines official trading names for its new early years hubs, these trading names will be linked to the “base names” and recorded for these facilities.

2.2 Further Research

In response to feedback from Councillors in September 2017, desktop research was undertaken on options for trading names with consideration given to Council's branding and Visual Identity Strategy.

The desktop research included:

- IP Australia - an agency of the Department of Industry, Innovation and Science that administers intellectual property rights and legislation relating to patents, trademarks, registered designs and plant breeder's rights in Australia.
- Australian Business Register - as many businesses do not appear to register their trademarks.
- mychild.gov.au - the Australian Government online early childhood portal. This website catalogues information on different types of early childhood services, information about fee subsidy, and includes a database of early childhood services in the local area.
- Google – focusing on the nominated local government organisations that own and/or operate early years facilities.

Summary of findings

The desktop research revealed some common trends in the naming conventions including:

Location based name

Both government and private service providers tend to include locations in their trading names. Municipality, suburb, street and park names are commonly used.

Council logo and suburb name is the mostly frequently used style in the trading names of council-run facilities, followed by street names (rather than suburbs).

Person's name

Using people's names is not very common.

Indigenous names

The use of indigenous names is more common than the use of people's names but it is still not widely adopted.

Knox

The Visual Identity community focus groups conducted in 2017 identified the strong connection residents had to Knox as a place identifier. The research also explored how many other early years services in the municipality started with 'Knox' to ensure that Council services would be clearly identified.

It is proposed that in addition to Council's logo and Visual Identity, "Children and Family Centre" will differentiate the early years hubs and is a simple description which indicates that services offered within the facilities are different to early learning or out of school hours services operated by non-Council providers.

Consistently Branded Signage

Council logos are widely used by many Council-owned and operated early years facilities, clearly signalling that the respective Council operates them.

This finding supports Council's Masterbrand Strategy, which was adopted in April 2017 as part of the new Visual Identity – where Knox City Council is dominant in all our signage and collateral and the actual service or program is secondary.

Over the last few years, feedback from consultation and surveys in the Family and Children's area has indicated that the Knox City Council is a trusted and identifiable brand. If this naming style is adopted, using "Knox" in service and/or facility names will build on Council's brand.

Recommended Trading Name

Taking into account all the findings, the following names were considered as options:

Wantirna South	Bayswater
1. Knox Children and Family Centre <i>(Wantirna South)</i>	1. Knox Children and Family Centre <i>(Bayswater)</i>
2. Knox Early Childhood and Family Centre <i>(Wantirna South)</i>	2. Knox Early Childhood and Family Centre <i>(Bayswater)</i>
3. Knox Early Years Family Centre <i>(Wantirna South)</i>	3. Knox Early Years Family Centre <i>(Bayswater)</i>

The trading name for each site recommended is:

Wantirna South	Bayswater
Knox Children and Family Centre <i>(Wantirna South)</i>	Knox Children and Family Centre <i>(Bayswater)</i>

The research supports the following considerations:

- Location based name clearly indicates where the facility is.
- Using the Council logo will clearly signal both early years hubs are affiliated to Knox City Council. Future signage can follow the same naming and brand image conventions to show consistency for other facilities.
- The proposed names do not conflict with any existing names. This has been supported by the Google, IP Australia and ABN searches undertaken.
- None of these options is listed on the Australian Business Register or is in use by another organisation.
- All these recommended trading names use Knox City Council's well-known and trusted brand, are in accordance with Council's Visual Identity Strategy, clearly reflect the facilities' purpose and are consistent across both early years hubs.

3. CONSULTATION

Consultation has been undertaken in relation to naming Council's early years hubs as outlined below:

- The Wurundjeri Tribe Land and Compensation Cultural Heritage Council Inc (Wurundjeri Council) recommended a suitable word from the Woi wurrung language that closely related to the concept design of the two early years hubs, including providing a certificate of approval to use the names.
- Feedback on the proposed names was sought from the community, staff and interested parties between 24 July and 25 August 2017.
- Feedback on the "base names" was sought from the community, staff and interested parties between 13 November and 15 December 2017.
- Advertisement of Council's decision to assign the "base names" in February 2018.

These processes to consult with and inform the community were designed to meet the requirements set out by the State Government's Office of Geographic Names, and Council's *Naming and Renaming of Council-Owned Facilities Policy*.

The Family and Children's Services Department and Communications Department have worked together to develop options for trading names that align with Council's branding and Visual Identity.

4. ENVIRONMENTAL/AMENITY ISSUES

The decision of a trading name for each site is now a time critical activity to ensure that the name can be included in the construction schedule for each site; and to include in the communication, engagement and promotion activities leading up to the completion and opening of both service sites in early 2019.

The design for both facilities includes placement of the facility name on the building.

In recognition that both sites where the early years hubs are being constructed have been places where early years services were located for many years, Officers are considering options to acknowledge the history of each site. Consultation with interested members of the community is planned for later in 2018 as the construction of each hub is finalised.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The costs associated with this proposal relate to correspondence, consultation and signage. These costs are included as part of Council's current resource allocations for the Early Years Hubs project within Council's operational budget.

6. SOCIAL IMPLICATIONS

A trading name is necessary to establish an identity for Council's early years hubs. An official name will also support members of the community to identify with the hubs and create a sense of place; maximising the engagement of families, staff and the broader community as they transition to the new facilities.

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

The proposal to name the early years hubs aligns to the Community and Council Plan 2017–2021.

Goal 5 – We have a strong regional economy, local employment and learning opportunities.

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

Council Initiative – Construct and open two early years hubs in Wantirna South and Bayswater to support early education, lifelong learning and improved physical and mental health.

Goal 6 – We are healthy, happy and well.

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

Council Initiative – Finalise and implement the Key Life Stages Implementation Plan focusing on early years, youth and older people.

8. CONFLICT OF INTEREST

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

Officer Responsible – (Janine Brown, Manager – Family and Children’s Services) - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

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

9. CONCLUSION

Following extensive consultation and research, it is proposed that the trading names for the newly constructed early years be:

- “Knox Children and Family Centre (*Wantirna South*)” for the early years hub in Wantirna South, and
- “Knox Children and Family Centre (*Bayswater*)” for the early years hub in Bayswater.

10. CONFIDENTIALITY

There are no confidentiality issues relating to this report.

Report Prepared By: *Coordinator – Early Years Strategy, Planning and Evaluation (Angela Morcos)
Manager – Family and Children’s Services (Janine Brown)*

Report Authorised By: *Director – Community Services (Kerry Stubbings)*

ALL WARDS**9.3 REVIEW OF IMMERSE ART EXHIBITION PROGRAM**

SUMMARY: *Coordinator Arts & Cultural Services (Elissa Pachacz) and Community & Public Art Officer (Jeannie Mueller)*

This report presents the key findings of a recent review undertaken on the Immerse Exhibition Program, following the conclusion of Immerse Program 2017. The review has explored service model options to enable the sustainability of this program in future years. Recommendations were developed after extensive consultation with the Knox Arts and Culture Advisory Committee, Council officers, arts industry and local community stakeholders.

RECOMMENDATION

That Council

1. Note the findings of the Immerse Review outlined in this report; and
2. Approve the proposed biennial Immerse Service Model as detailed in Appendix A: Option Two, to support the long term sustainability of this program.

1. INTRODUCTION

The Knox Immerse Exhibition Program (“Immerse”) commenced in 2015 and is now a successful art exhibition program, which has provided 30 exhibitions in 30 local Knox venues for 30 days from mid-November to mid-December over the past three years.

Immerse makes contemporary arts available to the Knox community in familiar, yet unexpected places, through displaying the work of local and regional artists work within community, civic and business settings throughout the municipality.

In 2017, Immerse was delivered through a cultural planning framework, which articulated the objectives of the program, key stakeholders, delivery model and key performance indicators. This was developed as a means by which the program could be more effectively evaluated at the close of the 2017 program.

Since its inception, Immerse has grown exponentially, with continued increase in the number and breadth of artists, curators, program partners and host venues involved in the program. Whilst this growth has positioned the program as regionally significant, attracting local, regional, state and national acclaim, a review of the program conducted in 2018 has revealed that Immerse, with this growth trajectory, has become unsustainable in terms of Council's financial resources, officer capacity, and quality control. Unfortunately the program is no longer viable using its current service delivery model and has negatively impacted the ability of Council's Arts and Cultural Service to undertake other important Community and Council Plan action items.

A review of the Immerse program has been undertaken, comprising the following activities:

- Program outcomes measured against Key Performance Indicators;
- Stakeholder surveys with Immerse artists, curators, venues, and audiences;
- Feedback from key internal officers;
- Consultation with the Knox Arts and Culture Advisory Committee;
- Program SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis;
- Financial and operational resource analysis; and
- Development of a review discussion paper.

The key findings derived from the above review methodologies are summarised in Section 3.1. A summary of the community survey results are attached as Appendix B.

Following this review and analysis, a suite of recommendations were developed that aim to achieve a high quality, engaging and sustainable Immerse program, that also allows for the delivery of other important aspects of the Community and Public Arts portfolio, as listed above, in future years.

2. DISCUSSION

2.1 Key Findings of Review

The review of Immerse established the following key findings:

- Immerse is now positioned as one of the most significant public exhibition programs in the Eastern region, attracts quality artists, curators and venues to participate, is highly engaging to local and regional audiences, and is considered a leader in arts space activations amongst other suburban Councils;
- Immerse in its current annual service model and size (30 venues, 30 exhibitions over 30 days) is no longer a sustainable program in terms of human and financial resources, and prohibits the delivery of other core aspects of Council's adopted service plan for Community and Public Arts.
- Consultation indicates that Immerse artists, curators, venues and key officers involved in the program, require longer planning time, with a preference for 'quality over quantity'. There is a united expressed need for more preparation time, to enable improved selection of artists and venues, space activation management, public programming planning, improved promotions and an annual review of the program; and that this level of 'cultural planning and development' is not possible with the annual turnaround timeframe;

- There is support for moving towards either a Biennial or Alternating the Annual Program (as detailed in Appendix A) to enable a more sustained and strategic delivery of the program; and
- The proposed service delivery models are unlikely to reduce the impact, awareness and engagement in the program, with its strong market positioning, alongside good indicators from other local government areas which deliver similar programs on a biennial timeframe with high levels of success.

Some of the other areas of program and service delivery that are required by the Arts and Cultural Services that are currently compromised by the ever-increasing focus on the Immerse program include:

- Implementation of the recently adopted Civic Art Collection management Policy and the many actions this entails including collection audit, valuation, relocation from Millers and displays.
- New Public Art and Placemaking Projects in key neighbourhood renewal precincts such as Boronia and Stamford Park, with many significant projects being scoped for these sites, whilst limited staff or budget resources available to support these important initiatives.
- Arts sector development initiatives such as creative industry networking, business training, cultural tourism and arts promotion – activities that contribute to local economic development outcomes in the sector (noting that Knox rates within the top 30% of Victorian Councils for residents employed within the Creative Industries).
- Cultural and community development projects with schools, community groups, youth services, multicultural groups, seniors and other key partners that would benefit from community development projects using the arts as a tool for engagement.

2.2 Service Model Future Options

The learnings from the review process have led to a proposal to explore the following two frameworks as two sustainable models for future Immerse service delivery. Both models would retain the strong local and regional presence, provide necessary planning and development time required for a program of this scope and nature, and enable a more sustainable delivery within existing resources. Both options also enable the delivery of other key parts of the Community and Public Art portfolio, as explored in section 3.1 and in line with the Community and Council Plan actions for the service, alongside the Knox Arts and Culture Plan.

The two identified options for sustainable service delivery of Immerse are:

1. Annual Alternating Immerse Program
2. Biennial Immerse Exhibition Program

The Biennial Immerse Exhibition Program (Option 2) has been identified by Officers, Knox Arts and Cultural Advisory Committee and key external stakeholders as the preferred model, as it offers the following benefits:

- **Retains the original intent and branding of the program**, with a month-long, large scale exhibition program, – whereas the annual alternating option requires downscaling and rebranding on alternate years;
- **Enables adequate planning, engagement, delivery and review cycles** – creating “anticipation” rather than “fatigue” in stakeholders and program patrons;
- **Increases the potential for more strategic partnerships** with host venues using a cultural hub model to increase space activation, public programming, cultural tourism and economic development outcomes at key village and civic cluster sites;
- **Supports increased placemaking activity** through the development of new and permanent works, designed to respond to the site and support community safety, neighbourhood renewal and space activation objectives;
- **Enables the delivery of other key Arts and Cultural Development outcomes** within the Community and Public Arts portfolio; and
- **Sustainably delivers a large scale program** within existing financial and staffing resources.

Appendix A provides a detailed plan of the proposed service model options.

3. CONSULTATION

Consultation has occurred with the Knox Arts and Culture Advisory Committee (KACAC). The committee includes Cr Peter Lockwood, Cr Jackson Taylor, local arts industry leaders, artists and general community members, alongside Council officers from the Arts and Cultural Service. Consultation indicated a variety of responses with the most common responses showing support for a biennial program as members are keen to retain the existing profile of the program, but on a two year service cycle, feeling that a reduced cycle will not impact this strongly positioned program.

A survey was developed to gain considerable insight into the experiences of key Immerse stakeholders. Key stakeholders were identified as venue owners, artists, curators and audience members. Each stakeholder group received a tailored survey that was specific to their group, aiming to capture how well the program aligned to their objectives, including arts and professional development, cultural and economic development, exposure and promotion. Surveys were also completed by participants of Council’s Immerse Seniors Bus Tour that ran in conjunction with the Active Ageing program Over 55s Zest for Life.

70% of participants in the program completed a survey (with exception of audience members who were considerably lower). The themes emerging through the survey feedback is reflected within the proposed service models offered in Appendix A, with the majority of stakeholders responses showing strong support for Option Two: Immerse Biennial service model.

4. ENVIRONMENTAL/AMENITY ISSUES

No environmental or amenity issues are related to this issue.

5. FINANCIAL & ECONOMIC IMPLICATIONS

In its current annual service model and size (30 venues, 30 exhibitions over 30 days) the Immerse program is not sustainable within Council's existing financial and staffing resources. The following table outlines the costs of the 2017 Immerse Program excluding staff costs.

Current Immerse Program Model Operating Expenses

Funding Source	Actual Spend 2017/18
Public Art - Capital Works budget	\$28,000
Artwork Renewal - Maintenance Budget	\$10,000
Arts Development - Operating Budget	\$7,000
Community & Public Art - Operating Budget	\$52,000
Total Cost of Immerse 2017	\$97,000

There have been significant costs associated with the extended officer hours required to deliver the program in its current service model. This situation has been caused by an ever growing programming, and the large administrative workload associated with liaising with thirty venues, over fifty artists and curators, as well as the collaboration required to manage marketing, procurement and governance processes.

In order to deliver other projects associated with the Community and Public Arts Officer role (e.g. Stamford Park, Wall to Wall public art, Civic and Public Arts as detailed in section 3.1), the operating budget requires broader application than just the delivery of Immerse.

The financial implications of changing the Immerse program to a Biennial Program or Annual Alternating Service Model allows for the program to be primarily delivered within the *Community and Public Art Operating Budget*, with Public Art Capital works and maintenance budgets accessed only where permanent Immerse projects require renewal/repair, or an Immerse public art submission is approved in line with Council's Public Art Policy.

A move to a two year program cycle would enable other projects within the Community and Public Art portfolio role to be delivered within existing operating budget, allowing approximately \$48,000 for these projects through the Community and Public Art operating budget.

Appendix A offers a detailed budget allocation for each proposed service model.

6. SOCIAL IMPLICATIONS

A strong well-resourced public art program affects a wide range of communities across the City. Further, as acknowledged in Council's key strategic documents, a strong and vibrant cultural community contributes to the health and wellbeing of the community. Direct involvement with art builds social capital by getting people involved and by connecting organisations, individuals and groups to each other.

Altering the Immerse service model to a biennial program, or introducing an "Immerse Projects" alternate year would enable better planning for cultural tourism activities and a more strategic approach to audience engagement and arts sector development. Activities with a strong social outcome could include:

- Cultural Development Projects: Audience and Arts Engagement initiative such as school touring programs, artists floor talks, pop-up workshops to support existing Immerse artworks / hubs;
- Cultural Tourism Projects such as trail maps, guided walks, App development etc. to highlight the work developed in previous years through Immerse (noting that the scope of this will require further consideration); and
- Arts sector development i.e. workshops for artists and venues on marketing, partnering with Council's Economic Development team.

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

7.1 Knox Community and Council Plan 2017 – 2021

The Immerse Exhibition program contributes to the following Community and Council Plan (2017 – 2021) items:

Goal 4. We are safe and secure

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

Goal 6. We are healthy, happy and well

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

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

Strategy 7.3 Strengthen community connections.

7.2 Relevant Policies and Plans

- Arts and Cultural Plan 2012-2022.
- Public Art Policy 2018-2022.
- Public Art Implementation Plan 2018-2022.

8. CONFLICT OF INTEREST

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

Officer Responsible – (Jeannie Mueller, Community & Public Art Officer) - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

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

9. CONCLUSION

The Immerse Exhibition Program is a successful public art exhibition program that has significant local, regional, national and even international recognition as a dynamic platform to promote local and regional artists within venues across the municipality under the concept of ‘art in unexpected places’.

A recent review of the program has identified that the current annual service model of delivering 30 exhibitions in 30 venues over 30 days, is no longer sustainable within the existing resources indicated through rising financial allocations to the program; over-allocated staff resourcing, creating excessive overtime accumulation; artists, curators and venues becoming fatigued with the program and not necessarily meeting their own objectives through participating; and the inability to deliver other key aspects of Council’s Community and Public Art activities given the increasing focus on Immerse management.

The recent review of the Immerse program identified two service delivery options that would enable the long term sustainability of this program, being either an alternating annual program, or a biennial (two year) program.

The “Immerse Biennial” option has been widely supported by the community, key stakeholders, and Knox Arts and Cultural Advisory Committee Councillors as the preferred option due to the benefits of this model in terms of sustained program delivery, as detailed in section 3.2.

The adoption of the biennial service model for Immerse means that 2018 is a review, planning and engagement year, with increased promotional campaigning commencing from approximately October 2018 to commence engagement with Immerse curators, artists and venues, with the exhibition program delivered in the month of August 2019 under the tag line of “Art in Unexpected Places”.

10. CONFIDENTIALITY

There are no confidential issues associated with this report.

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

***Report Authorised By: Director – Community Services
(Kerry Stubbings)***

APPENDIX A – Immerse Service Model Review

Option ONE	Key Features
<p><u>Annual Alternating Immerse Program</u></p> <p><i>Retain an annual cycle for Immerse, alternating between a “projects” year and an “exhibition year.”</i></p> <p>Delivery Delivery during the months of August/September</p> <p>Key Benefits Annual visibility of the program is retained, branded differently each of the two years.</p> <p>The ‘Immerse Projects year’ helps grow the cultural tourism and cultural development methodology more effectively.</p> <p>Spreads out the delivery of Arts and Cultural programs across a year.</p> <p>Challenges Need to develop sub-branding of Immerse Projects.</p> <p>Balancing the many other outcomes required of the Community and Public Arts role within the annual Immerse model i.e. progressing the Community and Council Plan.</p> <p>Providing enough time in the projects year to also plan and review the program.</p>	<p>Year One: IMMERSE PROJECTS</p> <p>A sustainable mix of the following project ideas:</p> <ul style="list-style-type: none"> • Cultural Tourism Projects such as trail maps, guided walks, App development etc. to highlight the work developed in previous years through Immerse (scope of this requires further consideration); • Cultural Development Projects: Audience and Arts Engagement initiative such as school touring programs, artists floor talks, pop-up workshops to support existing Immerse artworks / hubs; • Arts sector and development i.e. workshops for artists and venues on marketing, partnering with Council’s Economic Development team; • Review of previous year Immerse, planning for following year, engage with artists, venues and curators for following year, commence media campaign planning. <p>Year Two: IMMERSE EXHIBITION</p> <ul style="list-style-type: none"> • Immerse art exhibition program, delivered with a sustainable mix of exhibitions, artists, venues, projects and public programming, which would be delivered to the same scale proposed in Option Two.

Option One Service Model Budget Proposal

Budget Source	Year 1 : Planning / Project Year	Year 2: Exhibition Year
Public Art Projects Capital Works	\$0	\$13,000 (approx.)
Artwork Renewal	\$0	\$5,000 (approx.)
Community & Public Art Operating Budget	\$20,000	\$52,000
TOTAL:	\$20,000	\$70,000

APPENDIX A – Immerse Service Model Review (cont'd)

Option TWO	Key Features
<p><u>Biennial Immerse Exhibition Program</u></p> <p><i>Move the current exhibition program to a biennial cycle (every two years) to allow for appropriate levels of planning, engagement, delivery and evaluation.</i></p> <p>Delivery Delivery during the months of August/September</p> <p>Based on the concept of “Art in unexpected places” rather than 30 / 30 / 30.</p> <p>Key Benefits Promotions and branding remains consistent, just on a biennial cycle;</p> <p>Allows for the delivery of increased, more considered public programming to accompany the exhibition program</p> <p>Allows a focus on other major components of the Community and Public Art Officer role, particularly on alternate years.</p> <p>Challenges Ensuring the momentum of the brand is maintained through planned promotional campaigns in the alternate year.</p>	<p>A sustainable exhibition program that includes all of the following aspects:</p> <ul style="list-style-type: none"> • Immerse art exhibition program, delivered with a sustainable mix of exhibitions, artists, venues and projects. • Considered, relevant public programming such as artist floor talks, walking tours etc. • Space activation utilising local performance artists and musicians • Arts sector and development i.e. workshops for artists and venues on marketing, partnering with Council’s Economic Development team • Feature arts project and partnerships with major institutions and organisations such as Universities (e.g. Untitled House) where financially viable. • Aim to sustainably grow the public programming and keynote projects (future business case / external funding dependent).

Option Two Service Model Budget

Budget Source	Year One: Planning Year	Year 2: Exhibition Year
Public Art Projects Capital Works	\$0	\$13,000 (approx.)
Artwork Renewal	\$0	\$5,000 (approx.)
Community & Public Art Operating Budget	\$10,000	\$52,000
TOTAL:	\$10,000	\$70,000

This appendix has been designated by the CEO as confidential information under section 77(2)(c) of the Local Government Act 1989. This document has been declared confidential in accordance with Section 89(2)(h) of the Local Government Act due to any other matter which the Council or special committee considers would prejudice the Council or any person.

Section 77 Confidential Information and 76BA General Councillor conduct principles apply to all information and documents produced by Knox City Council.

APPENDIX B – Immerse Service Model Review

Artist Survey Results

- 48% of the artist applicants (55/114) were accepted into the 2017 program, with 58% of applicants not fulfilling the selection criteria adequately;
- 25% of the applicants being artists local to Knox;
- 72% of Immerse artists found the arts development workshop ‘highly valuable’;
- 50% said that they would participate in Immerse again, and of the 50% that did not wish to partake again, cited their reason as ‘*not enough time to prepare between EOI and exhibition*’ and/or ‘*venues selected are not ideal for an exhibition*’ as their main reasons for not re-applying;
- 87% said they need more time to prepare work for Immerse once accepted into the program;
- 67% said that felt that their inclusion in Immerse helped to develop their profile as an artist;
- 72% were ‘*partially satisfied*’ or ‘*satisfied*’ with their allocated Immerse venue, with only 18% ‘very satisfied’;
- 89% of artists said they wanted more time with the curator, and more professional development training as part of the program.

Audience Survey and Engagement Data

- Of the 19 respondents, 83% of those who responded to the audience survey enjoyed attending Immerse;
- 78% would attend Immerse again;
- 89% would like to see more events like Immerse at Knox;
- Over 300 guests attended the opening of Immerse;
- *Untitled House*: approximately 500 guests attended the tours;
- 35% to the *Untitled House* of visitors were local to Knox and 65% from postcodes outside of Knox;
- 24 participants attended the Seniors bus tour;
- 3,189 votes cast via the website on people’s choice award; and
- Knox Arts and Events Facebook posts for Immerse generated over 800 likes and shares.

Curator Survey Results

- 100% of curators stated that they would prefer more time in artist selection and venue matching, exhibition planning, and participating in annual review cycles of the program;
- 100% of curators enjoyed their role in the program and would re-apply in future years; and
- 100% of curators felt that a the program would benefit from improved marketing, improved venue selection, increased public programming to support the exhibitions, and longer lead times from the EOI to the exhibition period.

Venue Survey Results

Of the venues that responded to the survey (14/30):

- 100% did not feel that there was a significant increase in visitation to their venue as a result of Immerse;
- 100% did not feel that their social media accounts saw an increase in activity during Immerse;
- 100% would have liked more input from council regarding promotional strategies, and ways to increase engagement at their venue; and
- 100% want more time to prepare their venue better for an exhibition.

ALL WARDS**9.4 REVIEW OF COUNCIL'S MAJOR FESTIVALS AND EVENTS PROGRAM 2017-18**

SUMMARY: *Coordinator Arts and Cultural Services (Eli Pachacz)
Festival and Events Officer (Jeremy Angerson)*

This report provides an overview of Council's 2017-18 Major Festivals and Events Program comprising the Stringybark Sustainability Festival, Carols by Candlelight, and the Knox Festival. It provides a reflection on key areas of the program delivery in the past year, acknowledges the contribution made by volunteers and community groups, presents proposed dates for the 2018-19 Festival and Events season, and presents a recommended Action Plan that responds to the recurring themes emerging through community and Council consultation.

RECOMMENDATION

That Council

1. Note the report and review of Council's Major Festivals and Events Program for 2017-18;
2. Acknowledge the Program outcomes, and the contribution made by the community and Council volunteers for the critical role they play in the delivery of Council's Major Festivals and Events Program 2017-18;
3. Approve the dates for the 2018-19 Major Festivals and Events Program including Stringybark Festival on 21 October 2018(single day only), Knox Carols by Candlelight on 1 December 2018, and the Knox Festival on 2-3 March 2019; and
4. Approve the Future Directions Plan outlined in Appendix A, which reflects consultation themes, and continuous improvement for the program.

1. INTRODUCTION

The Knox Festivals and Events Program delivers three major events within the municipality, comprising Stringybark Sustainability Festival, Carols by Candlelight and Knox Festival. These events provide a strong mechanism for connections across diverse communities, enabling partnerships and collaborations between Council units, local businesses, service providers, community organisations and schools.

This suite of large-scale events is delivered by a small events team of 2.6 EFT (including the Coordinator), with the support from a variety of other Council officers, program partners, and range of significant contractor roles including Site Manager, Production Manager and a variety of Event Programming.

The past year has seen an increase in data collection and feedback through surveys with the community, stakeholders and stallholders at Knox events. This has enabled the identification of key themes emerging consistently across all areas, and has informed a suite of actions which respond and address the key themes. Refer to the Action Plan located in Appendix A: Festivals and Events Program Action Plan 2018-2021.

1.1 Program Objectives

The Festivals and Events Program supports the Arts and Cultural Plan objectives:

- Increasing Community participation in the Arts.
- Creating Vibrant Public Spaces.
- Leadership and Advocacy.
- Increasing Capacity in Knox City Council.

The program supports these objectives through:

- Providing a key point of connection between Council, community groups and local organisations and businesses;
- Providing avenues, activities, and opportunities for the community to engage with arts and culture;
- Celebrating the diversity of cultures within Knox;
- Providing an inclusive, accessible, healthy and active program of activities and experiences;
- Supporting cultural development in Knox keynote projects and program partnerships; and
- Creating a diverse range of opportunities for the community to come together, share ideas, promote services, and respond to the social, cultural, economic and environmental interests of the Knox community.

1.2 Key Outcomes

The Festivals and Events Program is a highly successful program of Council, evidenced through the following outcomes in 2017/18:

- Reached over 40,000 people (excluding Carols which was cancelled due to extreme weather conditions) which represents an increase of 12.5% attendance from the previous year;

- Engaged 393 stakeholders including local community groups, service clubs, schools, programmer and artists, emergency services and a diverse range of suppliers and stallholders;
- Increased engagement with local cultural groups by 11% from the previous year, primarily through food sites, community and market stalls, and performances;
- Included over 230 volunteers including local service clubs, emergency services and residents;
- Attracted \$31,000 cash sponsorship via four sponsorship agreements;
- Attracted in-kind sponsorship valued at \$13,500;
- Built upon University partnerships (Holmesglen and Swinburne), valued at \$35,546 of in-kind event staffing support;
- Fostered collaboration across 23 Council teams;
- Delivered a broad suite of arts, cultural and community development programming involving partnerships with local artists, schools, businesses, and community groups; and
- Positive community feedback through community and stallholder surveys, with average rating for all events being four out of five stars.

2. DISCUSSION

2.1 Program Stakeholders

The Major Festivals and Events Program engaged 393 stakeholders, comprising Knox-based community groups, service clubs, performers, service providers, industry suppliers and businesses in 2017–18, detailed within Appendix B: Summary of Key Stakeholders.

The Community and Council Plan 2017-2021 aims to increase engagement with multicultural groups through festival programming, and with this as a high priority through event planning. This year's Program saw direct engagement with 19 cultural groups by way of performances, food, market sites and community stalls. This represents an increase of 11% since the previous year, enabled by target marketing and engagement through the Knox Multicultural eNews.

Table One on the following page provides a summary of the stakeholders engaged through the 2017-18 Festivals and Events Program.

Table One: Stakeholders engaged within the 2017-18 Festival and Events Program

Category	Description	Number
Community Groups	Includes community groups, sporting clubs and special interest groups, not for profit organisations, churches and emergency services	86
Cultural Groups	Multicultural groups from a variety of backgrounds including Chinese, Greek, African, Maori, Italian and Polish participated in the program as performers, stallholders, food stalls and market sites.	19
Local market stallholders (artists, craft, hobbyists) and local business stallholders	This includes commercial stallholders selling or promoting goods and services and hobbyists and craftspeople selling or promoting goods	60
Schools	This includes Primary and Secondary Schools, Kindergarten and Early Learning Centres, Tertiary Institutions and other learning centres	28
Commercial food vendors	This includes stallholders selling food made or prepared at the event, or to be consumed at the event	27
Internal departments	This includes individual Council Units which contribute to the events with funds, resources, staff, advice, programming, compliance and approvals: Economic Development - Community Safety – Sustainability – Construction – Risk - Operations - Access and Equity – Leisure – Youth - Corporate Communications - Active Ageing – Finance - Cultural Services - City Programs – Health Services – Parks - Open Spaces - Traffic and Transport - Family and Children’s Services – eServices – Safety Risk and Wellbeing - Emergency Management - Finance – Community Strengthening	23
Sponsors	Commercial Sponsors and in-kind sponsor partners	6
Suppliers	Engaged to provide service on site, equipment hire, and materials.	59
University Partnership	Volunteer support (Holmesglen) and programming partner (Swinburne)	2
Program/Artist	Engaged as on stage performer, for key program delivery, MC duties, roving entertainment, site decoration, workshop facilitation, set construction, design	83
Total Stakeholder Engagement 2017-18		393

2.2 Programming Overview

Each year, the festivals and events programming is developed through five key engagement types:

- Program Partnerships - a local community group or service provider delivers an activity in partnership with Council through collaborative program and site development;
- Cultural Development Projects – arts projects involving workshops leading into the event, that bring together community partners, such as schools, artists, cultural groups to creatively explore a shared issue or topic, and culminates as a program activity, display or performance within the events program;
- Stallholders – engaged through an Expression of Interest process, they pay a small fee to set up their own site at the event;
- Performers/Entertainment – professional and community performers and presenters on stage, roaming or activating a site; and
- Attractions – contracted activities such as rides and active attractions.

There is a growing demand for program partnerships and cultural development style projects across Council and the community that engage the community in meaningful ways to become involved in the Program, build partnerships and share ideas, using the arts. These types of event programs take considerably more time in the planning, development and implementation, however, they ensure that festival programming is highly engaging, meaningful, and locally relevant – reflective of local needs, interests and values. The following sections explore each major event, its focus and programming highlights, noting the type of engagement platforms used for each program activity.

Appendix C: Festival Highlights offers an overview of all the featured programming highlights of Stringybark Festival 2017 and Knox Festival 2018.

2.3 Stringybark Festival 2017

2.3.1 Event Snapshot

When	14 and 15 October 2017
Where	Rowville Community Centre, Rowville
Attendees	15,000 ⁷ (no change from 2016)
Nett cost of event (income less expenditure)	\$100,305 (does not include staffing)
Number of staff working at event	15
Number of contractors	23
Number of volunteers (Community)	9
Number of volunteers (KCC)	1
Number of event students	15

⁷ Figure derived from police estimates and entry count

2.3.2 Event Focus

Stringybark Festival is an “all of community” event that is designed to attract audiences from all over Knox, with a program focus on sustainability, captured in the branding of “Make – Do – Play – Connect”. This theme encourages stallholders, programmers, and stakeholders to offer a contribution towards active, creative, collaborative and playful activities across this undulating site and large sports precinct, with a modern take on sustainability to include social, cultural and environmental sustainability. The sustainability message is also driven home by a selection of keynote programmers and stallholders, including Oz Harvest, Mulgrave Farmers Market, Sea Shepherd, Australian Electric Vehicle Association, The Dolphin Institute of Australia and South East Water. These stakeholders are industry leaders in sustainability and provide education, entertainment and free activities throughout the weekend.

A community survey at the event this year, revealed that 88% of participants come to the festival because of its sustainability theme, with many respondents looking for even stronger links to the sustainability messaging throughout the event. This enthusiasm for reinforcing the sustainability theme is corroborated by online post discussion on Council’s Facebook pages.

Knox Arts and Cultural Advisory Committee (KACAC) suggest that the event scope and location be reviewed (as detailed in section 3.3, page 18), suggesting that Rowville Community Centre, an undulating site with large carparks and sporting infrastructure, may not be the most suitable venue for a ‘sustainability’ themed event. It is proposed that Stamford Park, when redevelopment is complete, may offer a more suitable location for this event, with its flat, more natural environment. The Committee also noted that Stringybark, being a “boutique” themed event, may not need to be two days, as “one large community festival is enough”, opting for a spread of resources to fund smaller pop-up events throughout the municipality rather than a second large-scale event like Stringybark. These ideas are further explored in the Consultation and Financial sections on pages 19 to 21.

Feedback from internal stakeholders, as well as community members and members of KACAC also offered two common themes; that the mechanical rides at the event are not a good fit for the event, only active style attractions (climbing walls, bungee swings, inflatable interactive attractions) should be presented within this Program in future years, and that the event should be more strongly focussed upon multicultural communities and messages of local cultural celebration through stage programming and community stalls.

In summary, the feedback from the consultation indicated the following ideas:

- *Stringybark “sustainability” programming will be enhanced through higher visibility of existing sustainability programming; removal of mechanical rides at this event; targeted engagement of sustainability based stallholders, food sites and contractors; support for community and cultural groups in delivering on the sustainability theme; improved on-site practices for waste and water management (with the support of Council’s Sustainability team); increased presence of multicultural groups and activities at this event; and a sustainability focussed marketing campaign.*

- *Changes to the scope and location of Stringybark would benefit from a full review to determine a strategic approach to program improvements and best location fit.*

2.4 Knox Festival 2018

2.4.1 Event Snapshot

When	3 and 4 March, 2018
Where	Wally Tew Reserve, Ferntree Gully
Attendees	25,000 ⁸ (up from 25% in 2017)
Nett cost of event (income less expenditure)	\$145,778 (does not include staffing)
Number of staff working at event	8
Number of volunteers (Community)	67
Number of volunteers (KCC)	6
Number of event students	21

2.4.2 Event Focus

Knox Festival is Council’s largest event and aims to be an ‘all of community’ attraction, on a recurring theme to attract audiences or program participation. Each year, however, a programming concept is developed from which programming is built, to enable a consistent atmosphere throughout the event, and identify a key message for the year. This year’s Knox Festival theme was “Activate Knox” which aimed at engaging spaces where people could move, dance, play and interact, and was selected as a means to support the Council and Community Plan 2017-2021 objective for our community to be “healthy, happy and well”.

The theme was further enhanced by a revised site layout that enabled easy movement throughout the 20 acre site and helped improved accessibility to all areas; enabled open space games areas; and the improved grouping of programming into natural precincts, which was applauded by the community through social media posts as “the best event program and site layout yet”. The improved layout also enabled greater exposure for community sites which were located within relevant programming zones, and improved location for food trucks who enjoyed a busy, well positioned central location.

Whilst the daytime activities attracted large crowds, the evening program attracted a relatively small audience of around 1,500⁹ people, with surveys indicating that attendees are primarily at the evening program to support a family member on stage, with the program featuring Dance Fusion, Knox Factor, Twilight Cinema and a fireworks display.

With lower numbers attending the evening program, key stakeholders organising Dance Fusion and Knox Factor, have provided feedback that they would rather present these programs within the Carols by Candlelight pre-show, which offers a larger crowd, larger stage, and is also better timed at the end of the year for student participation.

⁸ & ³ Figure derived from police estimates and entry count

The cost of staging the evening program infrastructure, sound system, movie screen, security, event site contractors and event staffing, is approximately \$36,000 - a significant spend, considering it attracts a relatively small audience, also evidenced through community survey data that indicate the movie is the least important aspect for festival patrons.

Consultation with Knox Arts and Cultural Advisory Committee further reinforced the preference for removing the evening program at Knox Festival, agreeing that the transference of the Dance Fusion and Knox Factor to the Carols pre-show was an optimal fit (noting that two members of the Committee are programmers of these items). The Committee suggested that the outdoor movie would be better staged at another location in Knox as a separate event, to spread out events across different local areas. A new “pop up” event such as this would require additional resources.

Victoria Police also provided feedback that the evening program is the most significant risk and security issue at Knox Festival, whereby many youths remain at the ‘fringe’ of the cinema precinct, engaging in disruptive behaviours, resulting in considerable security and police intervention. They would rather support the biennial torchlight parade and fireworks as a single focused activity in partnership with other emergency services.

In summary, the feedback from the consultation indicated the following proposals:

- *The removal of the evening movie program and transfer of other aspects of the evening program to Carols by Candlelight. Implementing this change for 2019 will require a change management process, with a communication program regarding the benefits of this decision, including the potential to relocate the cinema program to a stand-alone event elsewhere in the community.*
- *The biennial “Torchlight Parade and fireworks display” would continue to be offered as on the Saturday evening biennially (2018, 2020, 2022, 2024 etc.). This is a stand-alone event run by the emergency services in Knox, and supported by Council through event logistics and event staffing support. The Parade does not rely on other Knox Festival evening programming to be successful, as it traditionally attracts a large, separate audience from the evening movie and stage program. The Parade can commence earlier in the evening at dusk, rather than holding off until 9:45 pm after the evening program, which will be beneficial to the many young families involved in the Parade.*

2.5 Carols by Candlelight

Due to extreme weather events (electrical storms and heavy rainfall/site flooding), the scheduled Carols event on Saturday 2 December 2017 at Wally Tew Reserve, Ferntree Gully, was cancelled. This decision was made by an emergency task force of Senior Council officers, who acted on the advice received from Emergency Services to cancel the event in the interests of public safety.

Many avenues were explored for rescheduling the event, however having contacted the many stakeholders involved in the event, it was deemed untenable due to the unavailability of major aspects such as infrastructure providers, emergency services, community choirs, bands and headline artists, all of whom had other bookings in the month of December. Knowing that the event generally attracts over 12,000 people, getting the right infrastructure was essential to support such large crowd safely, deliver quality entertainment and offer the appropriate level of site amenity.

The manner in which multiple units across Council collaboratively managed this large-scale event cancellation was outstanding, demonstrating leadership in quick and effective risk and emergency management responses.

Council's Marketing and Communications team effectively notified the community of the event cancellation, with the majority of residents who commented on social media, stating that they supported the decision. The Festivals and Events team successfully reached all event performers, contractors and stakeholders to inform them of the decision.

The program planned for 2017 however has the capacity to be rescheduled for the 2018 event, a welcomed opportunity to the many artists who rehearsed and anticipated performing at this large event. The 2017 artists for reschedule in 2018 include:

- Headline artist, R&B and soul singer sensation, Miss Murphy (The Voice);
- 14 piece gospel choir URBAN PRAISE;
- Knox Factor Finalist Taylah Paull; and
- Royal Australian Navy Band, Melbourne Attachment.

Officers undertook a full audit of all outgoing costs for Carols, nominating those contractors and suppliers who were engaged and had been involved in purchasing, rehearsing, hiring and sub-contracting to support the event, or had already set up for the event on site, as eligible for either part or all of their payment, in line with event agreement conditions

As such, Council was eligible for an insurance payment to cover the out of pocket expenses, and received the full entitlement of \$121,660 as reimbursement.

The consultation process has indicated the following idea:

- *The proposed transference of the Dance Fusion and Knox Factor programs from the Knox Festival evening program to Carols by Candlelight will require earlier community engagement into this program, supported by a strong communications campaign around the change, and has the potential to reduce the cost of Carols, as the pre-show will comprise high quality local performers rather than professional, more costly performers.*

2.6 Volunteers and Students

Supporting the program were event management volunteers, consisting mainly of local community groups, Council staff and students from Holmesglen TAFE.

Volunteers present a significant mutual benefit, providing both an opportunity for individuals to be involved in a positive community experience, and enabling Council to successfully deliver largescale events with a small team. Volunteers participated this year at both the Stringybark and Knox Festivals and formed three distinct categories:

- Students from Holmesglen Event Management course, who enjoyed a mentoring relationship with key event professionals;
- Service Clubs, providing key tasks such as welcome and gate crews;
- Individual volunteers coming forward to enjoy helping out with various tasks such as arts and crafts and flyer distribution; and
- Emergency Services: SES, CFA, St Johns, Victoria Police.

Council's partnership with Holmesglen TAFE is essential to the on-going success of both Stringybark and Knox Festival. For Holmesglen, practical placements are a vital component of their student's educational experience. For Council, these students provide a dedicated, semi-skilled labour resource. The partnership between Holmesglen Institute and Knox City Council provides each student with invaluable hands on training and development opportunities, as well as meeting Holmesglen's student assessment objectives and outcomes.

"Students have the opportunity to engage with an array of event professionals, communicate with varied festival stakeholders, see first-hand event planning documentation and processes, as well as create and develop a number of festival components."¹⁰

The key to partnership success with universities is to ensure that the learning needs of the students are satisfactorily met whilst working alongside Council's events team, and that the governance structure by which we engage student's sits well within Council policy and rostering frameworks.

The effective management of volunteers and students relies upon considerable staff time to produce agency agreements, position descriptions, complex rosters, suitable mentoring and reporting mechanisms. This area requires regular evaluation to ensure we are meeting our role of supervisor adequately.

The consultation and review process has indicated the following:

- *Council's Volunteer Coordinator will continue to provide advice regarding the engagement of volunteers and students, recommending the appropriate framework, documentation, and rostering practices to ensure Council manages and supports volunteers within event effectively and consistently with Council policy.*

¹⁰ Holmesglen Events Faculty News

2.7 Security, Risk and Emergency Management

Largescale events require considerable compliance with local, state and industry legislation. The following core documents underpin the safe, compliant and well governed delivery of each event produced by Council. This information is shared with event contractors and emergency services personnel during briefings prior to every major festival or event, who contribute to its practical application, as well as inform improvements through an event debrief. Table Two below summarises the key event documents that support effective security, risk and emergency management at all three events.

Table Two: Key Event Documents Summary

Site and Area Maps	Emergency Evacuation Maps	Occupancy Permits	Fireworks Permits	Traffic Management Plans
Staff/Contractor/Volunteer/ Stallholder Register	Security Timetable	Evacuation Procedures	Crowd Control Plans	Emergency and Risk Management Plans
Site Induction Documentation	Volunteer Induction Documentation	POPE	Signage Maps	Job Safe Analysis (Amusements, infrastructure)
Safety Reports	Contractor Brief/debrief documentation	WWCC	Police Checks	VicRoads MOA
Waste Management Plan	Stallholder/Performer EOI's and Booking Agreements	Bump in/out schedules	Staging/ electrical and marquee grids/maps	Volunteer & Student PD's, Task lists and Roster

Table Three outlines the future considerations provided by all emergency services at event debriefs during 2017-18 that will ensure future compliance with security risk strategies adopted by State Emergency Services.

Table Three: Security, Risk and Emergency Future Considerations

Key Issues	Suggested Actions
Security	<ul style="list-style-type: none"> • More security is required in its existing format. • Preference for large events in Knox to remain at Wally Tew Reserve, as Emergency Services have now developed a site specific response within this reserve.
Event Documentation	<ul style="list-style-type: none"> • <i>Protecting Crowded Places</i> to be our framework for event security in future • VicPol provide an overview of the current Public Safety Plan for Vehicle Born Attack (VBA) and Active Armed Offenders (AAO).
Disruptive Youth	<ul style="list-style-type: none"> • The most vulnerable site for VicPol and event staff/security is the evening program of Knox Festival, with large perimeters to secure, and anti-social behaviours just outside the event exclusion zone. One option explored was to move the evening program to the pre-show at Carols, as Carols is a more manageable scoped event, with a smaller, more manageable evening exclusion zone.

Key Issues	Suggested Actions
Emergency Services	<ul style="list-style-type: none"> • The use of fire trucks (CFA) and emergency services vehicles (SES) at festivals will need planning and consideration in future. These vehicles are technically still in 'active service' during the events and require sufficient entry/exit points across the site in the event of an emergency.
Infrastructure	<ul style="list-style-type: none"> • Items such as bollards, water barriers, concrete blocks will now need to be used at Carols and Knox Festival. • Consider provision for additional or permanent fencing along Wally Tew creek line. • Additional security required for evening program at Knox Festival • CCTV Camera installation on perimeter of Wally Tew Reserve is advised by VicPol.

2.8 Marketing and Communications

2.8.1 Campaign Monitoring

Community surveys, internal and external consultation, and online engagement data for 2017-2018 indicates the following:

- Council successfully developed a recognisable brand/logo within the scope of the Knox Visual Identity;
- Social media engagement is growing, particularly through the new Knox Arts & Events Facebook page which has assisted building a targeted social media audience engagement; and
- Social Media and roadside signage are the most effective marketing tools for all events, whilst the community newspapers also showed positive reach, other paid advertising such as the Leader advertisements, along with Council's website did not prove to be as effective in reaching local audiences

A report on social media data analytics was developed to help inform optimal methods of future online engagement for the program.

2.8.2 Online Engagement

Social Media for Stringybark this year was the first time that the Festival and Events team had direct control over Facebook coverage. The capacity to respond in real time to community questions provided event staff and the festival with a powerful and fluid tool for the exchange of often vital information. Applications for this coverage will continue to grow and develop in the future but in the meantime contractors, stallholders and patrons can post and share photos and comments on both the Event Page and the Knox Arts and Events Page.

The Facebook event page was a highly successful channel in terms of both reach and engagement. The regular posting of content highlighting different elements of the Festival Program was a good strategy to develop and also maintain interest in the event on event pages, then shared to the main Council Facebook pages.

The feedback themes provided by the community through online engagement is explored further in Section 4.

2.8.3 New Audience Development

On the back of Council's success in developing the first ever Carols Access Key for people with disability, a new key was also implemented for Knox Festival. These two new Access Keys were specifically created to assist people living with or experiencing accessibility issues. In a little over 12 days AccessAbilityAustralia received 75 downloads for Knox Festival (66 full colour and 9 large print format) - a substantial conversion and uptake for this event in a very short period of time. Direct marketing distribution went to over 2,000 recipients including Victorian NDIS providers, mainstream primary schools, special development schools and other Victorian Local Government Agencies. These actions effectively attracted a new audience to Council events.

Engaging with diverse cultural communities was also a key action to explore within the Arts and Cultural Service Plan and Community and Council Plan. The engagement of multicultural groups was effective within the 2017/18 Program, and further targeting these groups in marketing campaigns will assist in increased engagement in the future.

The consultation and review process has indicated the following proposals:

- *Increased engagement of local multicultural groups through stallholders, program partnerships, food trucks and stage performances will be a key focus of both Knox Festival and Stringybark Festival in the future, utilising targeted marketing strategies to reach diverse communities for participation and engagement in the program.*
- *Continued improvements to ensure all Knox events are accessible will continue to be of high priority.*

3. CONSULTATION

A number of consultation activities were undertaken during the 2017/18 season, including patron and stallholder surveys and social media feedback collection. This community consultation showed some consistent themes and issues emerging, which are detailed within Appendix D: Patron Survey Results, Appendix E: Stallholder Survey Reports and Appendix F: Community Feedback on Social Media.

A summary of the key consultation themes and issues emerging through this consultation were discussed within the April 2018 meeting of Knox Arts and Cultural Advisory Committee, many of whom are key event stakeholders. The committee offered a range of suggestions in response to these themes and issues, as outlined in Table Four.

Table Four: KACAC Feedback on Festivals and Events Program

Feedback Themes	KACAC Suggestions
Entry Fees	<ul style="list-style-type: none"> • Retain the fee as it offers significant financial support for the programming (\$45,827 in 2017/18), but look at ways to make the day cheaper for families, such as a reduced entry fee (children free), and a wristband for weekend entry – only pay once.
Cost of Event: Rides	<ul style="list-style-type: none"> • Negotiate cheaper tickets for rides with contractor, seek a sponsor to subsidise this cost (current rides average \$6-12 per ride). • Explore wristband approach (package deal) in conjunction with individual ticket sales. • Offer small children’s rides free of charge. • Explore increasing quantity of free rides at Knox Festival.
Stringybark Scope	<ul style="list-style-type: none"> • Explore the option to alter this event to a one day event held at Stamford Park. This will help fund realign for possible various Council supported neighbourhood pop up events. • Remove mechanical rides from Stringybark – not a good fit with the sustainability theme.
Knox Festival Evening Program	<ul style="list-style-type: none"> • Remove the evening program (Movie Screening and Fireworks) as this is attracting smaller numbers (approximately 1,500) and costs \$35,000, which can contribute to resourcing other areas of “pop up” event delivery throughout the municipality. • Move Knox Factor and Dance Fusion to the Carols pre-show, better timed for groups, and the stage is ideal for this presentation.
More small pop up neighbourhood events	<ul style="list-style-type: none"> • Scope feasibility for establishing smaller, “pop up” style events (including multicultural events) spread across the municipality with consideration to resources, budgetary implications, business partnerships, sponsorship, and site suitability. • The new Community and Civic Events Officer role is key to supporting this development, as well as increased program partnerships with groups wishing to start new activities in Knox.

The consultation and review process overall has indicated the following ideas:

- *Entry fees: Whilst the elimination of entry fees will reduce income off-setting costs, the discussion regarding entry fees continues on social media within the community (33 posts regarding the topic in 2017-18). To respond to the community feedback, the entry fee structure should be reviewed and the shuttle bus also be free, encouraging those who take active options and reduce the parking issues at events. Income targets will need to be reduced to reflect the loss of gate takings.*
- *Reduced cost of rides: Requesting the amusement ride provider to reduce ticket prices and provide more free rides will in turn have a direct impact on the negotiated site fee applied to this supplier, and therefore will directly reduce event income through stallholder site fees.*
- *Knox Festival evening program: The discussion at KACAC involved two key stakeholders directly involved in organising the Dance Fusion and Knox Factor aspects of the Knox Festival evening program. The recommendation to transfer these aspects of evening program to Carols by Candlelight is therefore well supported by key community stakeholders; and it was deemed that the removal of the movie screening (and possible relocation to a separate stand-alone event elsewhere in the community) would be well received also.*

The consultation conducted this year has informed the Future Directions Plan 2018-2021 as detailed in Appendix A. It is proposed that approval of this plan will support continuous improvement of the program and accurately reflect the strong themes coming through consultation with the Council and the community.

4. ENVIRONMENTAL/AMENITY ISSUES

The Major Festivals and Events Program contributes directly and indirectly to improving Knox's environment and amenity. All three events actively promote the amenity, safety and accessibility of outdoor and indoor public space through the staging of large scale events, which engage substantial numbers of the Knox community.

The Stringybark Sustainability Festival adopted best practice for sustainable event delivery with initiatives such as, Wash against Waste, interchangeable signage, recycling, Bin Ninjas and Waste Management activities prior to 2015, and there may be cause to increase this good practice once again, in response to general feedback from the community in this regard.

Both Stringybark Sustainability and Knox Festival events promoted the use of Knox's bike paths, walking and public transport, resulting in reduced parking and traffic congestion.

The rationale for future relocation of Stringybark to an alternate, more natural site, such as Stamford Park when that precinct is complete, will need further review in the year ahead, should Council support this idea in principle.

5. FINANCIAL & ECONOMIC IMPLICATIONS

5.1 Financial Summary

The cost to deliver the logistics and infrastructure to support implementation of Council's Major Festivals and Events Program is principally met through Council's operating budget.

Council has a very small events team delivering these large-scale events, which attract over 55,000 people annually. The events team comprises 1.0 EFT Coordinator, 1.0 EFT Festivals and Events Officer (Team Leader), and 1.0 EFT Events Administration Officer, with general support from the Coordinator Arts and Cultural Services and the Department's administration officers, and is further supplemented by contractors for key roles such as Site Management, Production, and Volunteer Management. These contractors all come at significant cost to Council, with a future option to deliver these activities in-house upon further cost – benefit analysis.

Table Five (below) offers a financial summary of the Festivals and Events program for 2018-19.

Table Five: Festivals and Events Financial Summary

SUMMARY FINANCIALS (Labour not included)

Event	2016-17 Actuals	2017-18 Actuals
Stringybark Sustainability	\$102,281	\$110,305
Knox Festival	\$155,931	\$148,377
Carols by Candlelight	\$122,286	\$0
Total Program Net Cost	\$380,498	\$258,682

STRINGYBARK FINANCIAL DETAILS (Labour not included)

Income/Expense	2017-18 Actuals
Entry Fee Takings	(\$17,137)
Stallholder Fee Takings	(\$12,736)
Sponsorship Income (cash)	(\$15,500)
Internal Transfers	(\$2,280)
Total Income	(\$47,653)
Total Expenditure	\$157,958
Total Event Net Cost	\$110,305

KNOX FESTIVAL FINANCIAL DETAILS (Labour not included)

Income/Expense	2017-18 Actuals
Entry Fee Takings	(\$28,827)
Stallholder Fee	(\$41,452)
Sponsorship Income (cash)	(\$15,500)
Total Income	(\$85,779)
Total Expenditure	\$234,362
Total Event Net Cost	\$148,583

CAROLS BY CANDLELIGHT SUMMARY (Labour not included)

Activity	2017-18 Net Cost
Carols by Candlelight	\$121,660
Less Carols Insurance Reimbursement	(\$121,660)
Total Event Net Cost	Nil

5.2 Event Sponsorship

The engagement of sponsors forms an integral aspect of event resourcing and involves significant officer time to cultivate these relationships. From June 2018, Council has engaged a specialist consultant who will provide strategic advice for the future of longer term financial partnership with sponsors for the festivals and events program. This is likely to enable skills development and much needed support for realising more sustainable financial partnerships with local businesses.

The following sponsors comprise the cash sponsorship agreements across the three major events in 2017-18, with some arrangements spanning across all three events:

Ray White	\$11,000
Bendigo Bank	\$10,000
Stocklands	\$ 5,000
Smarts Amusements	<u>\$ 5,000</u>
Total Cash Sponsorship	\$31,000

Table Six below offers a summary of the total income generated through sponsorship across the 2017-18 financial year, and details of arrangements for each of the two major events, noting that Carols' sponsors were either repaid, or transferred into Knox sponsorship arrangements.

Table Six: Sponsorship Revenue**SPONSORSHIP – INCOME THROUGH CASH CONTRIBUTION**

Event	Total
Stringybark Sustainability Festival	\$15,500
Knox Festival	\$15,500
Total	\$31,000

SPONSORSHIP – INKIND CONTRIBUTION

Event	\$ Amount
Ray White (billboard contribution)	\$1,750
Ray White (billboard contribution)	\$1,750
Ray White (billboard contribution)	\$1,750
Ray White (billboard contribution)	\$1,750
Bendigo Bank activation	\$2,000
Smart Amusements x 3 free rides	\$4,500
TOTAL	\$13,500

Whilst it is not considered a “sponsorship” arrangement, the agreement with Holmesglen represents a direct in-kind value of \$35,546 of student time at events.

5.3 Entry Fees

Over the past two years, the topic of festival entry fees has been a regular feature at Council through service planning, as well as within the community via comments shared on Council’s social media pages. The general feedback calls for either the elimination of entry fees, or a reduction in entry fees and other cost, such as rides, to reduce the cost for families attending Council’s events.

The current fee schedule for event entry to Stringybark and Knox Festival (Carol’s is free), is as follows:

- Adult: \$5.00 per person.
- Children: \$2.50 per person.
- Family: \$12.00 (2 adults/3 children).
- Concession Card Holders: \$4.00 per person.

The income raised through gate entry fees is used to support the costs of infrastructure, programming and increasing contractor costs of the two festivals, with income through the entry fees for each event as follows:

Stringybark Festival Entry Fee Takings 2017-18	\$17,137
Knox Festival Entry Fee Takings 2017-18	\$28,827
Total income through entry fees 2017-18	45,964
LESS costs associate with setting up gates x 2 events	\$9,900
Nett income through 2 x gates 2017-18	\$36,064

A cost benefit analysis of collecting entry fees was undertaken in November 2017 and at that time, it was deemed that eliminating to entry fees entirely, was not advisable as it presents a much needed financial resource that directly supports the programming, infrastructure and rising contractor costs associated with staging large scale events. It was also noted that the increased numbers at events suggested that entry fees were not directly prohibitive to participation, and that other Council’s were now scoping or apply small entry fees for their events in the current “user pays” environment.

However, further consultation with Councillors and key stakeholders, including the Knox Arts and Cultural Advisory Committee, suggests that Council could cease entry fees and negotiate reduced costs for rides with contractors so event attractions were more accessible, alongside increasing the promotions of the many free activities offered. The combined impact of these proposed changes will need to be further assessed during 2018-19 to inform future Council budget processes.

There also continues to be focus on reducing the number of Council-run large scale festivals (through the reduction of scope for Stringybark Festival in 2018, and its possible amalgamation with Knox Festival); and increasing the number of neighbourhood pop up events offered by Council, as well as considerable increase in financial and event support servicing for community-run events in Knox.

The following changes are being proposed. Some will require further analysis and consideration during 2018-2019 while some can be implemented immediately:

- *Eliminating entry fees for festivals and events in Knox;*
- *Reducing the price of ride tickets, introducing wrist band for unlimited rides, and offering move free active attractions for younger children;*
- *Further explore sponsorship opportunities;*
- *The removal of the evening program of Knox Festival will enable \$35,000 of reallocated funds, possibly to enable other “pop up” events across all areas in Knox as discussed at KACAC (e.g. move the cinema program to another Knox area as a stand-alone event);*
- *Assess the probable need to increase infrastructure at events in response to new “security risks” which will negatively impact festival budgets, with a phased approach through Council’s budget process and to allow for sound financial planning;*
- *The KACAC suggestion to reduce Stringybark to a one-day event for 2018 or moving towards the possible amalgamation of this event with Knox Festival as of 2019/20. These changes would reduce current event costs from 2018/19 by approximately \$15,000; and*
- *Council’s commitment to increase a program of neighbourhood “pop up” events, as well as increased financial and event support for community-run events. These activities will require additional funding beyond the current operational budgets (even with the reduction of Stringybark scope in 2018 and possible amalgamation of this event into Knox Festival as of 2019-2020) and may require a budget variation as of 2018-2019 in order to deliver a number of small events of this kind throughout the municipality.*

These changes will also need to be considered in terms of future budget allocations for Council’s Festivals and Events Program and reflect the preferred state identified through the consultation.

6. SOCIAL IMPLICATIONS

Council’s Major Festivals and Events attract participation from a wide cross-section of the community, most notably schools, families, young people, and an increasing number of people with accessibility needs.

All events contribute to community participation and community connectivity. There are opportunities for fundraising for organisations, the promotion of volunteerism, the provision of staging facilities for local performers, equal access to people of all abilities, healthy catering choices and appropriate activities for people of all ages.

These include the Knox and District Woodworkers Club, the Knox Environmental Society, Knox Community Gardens, Scouting groups, Mountain District Women's Co-op and Knox Historical Society. Many local primary and secondary schools are also involved with festival programs. The Program is also supported by numerous internal Council teams, making it a critical platform for community development and engagement within Council's diverse service portfolios.

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

The Knox Community and Council Plan 2017-2021 identifies a number of objectives within strategies as outlined below:

Goal 6. We are healthy, happy and well.

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

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

Strategy 7.2 Celebrate our diverse community.

Strategy 7.3 Strengthen community connections.

The Major Festivals and Events Program encourages expression of community values, enhancing and activating public spaces, contributing to local sense of place, increased feelings of safety, exploring local heritage and contemporary stories plus presenting artworks and a range of activities that are engaging and challenging. These outcomes all contribute directly to achieving the Community and Council Plan.

8. CONFLICT OF INTEREST

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

Officer Responsible – (Elissa Pachacz, Coordinator Arts & Cultural Services) - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

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

APPENDIX A: FESTIVAL AND EVENTS FUTURE PLAN

In order to respond to the recurring themes presented through Community and Council feedback on the current festival and events portfolio, the following steps will be undertaken to ensure a responsive, sustainable and engaging service model is established for the festivals and events service portfolio in future years. Some of these actions will require further analysis and consideration over 2018-2019, including revisions to the budget in current and future years.

- a) Develop a Knox Festivals and Events Plan to guide the future of Council event delivery, pop ups and increased partnership with Community-run Events;
- b) Reduce Stringybark in 2018 to a one day event if viable (this is confirmed as viable as of 10-07-18);
- c) Consider amalgamating Stringybark within Knox Festival as of 2019, bringing the best aspects of this event program into Knox Festival, possibly as a “Sustainability Village” – expanding Knox Festival as the keynote Council event with increased promotional to all of Knox residents;
- d) All events to be free entry as of 2018/19 season; and consider alternate options for revenue raising such as VIP Carols Gold Class Tickets as well as working towards more strategic sponsor partnerships in the future;
- e) Revise the Festivals and Events portfolio to reflect the finally agreed Events Plan;
- f) Move the “Knox Factor and Dance Fusion” evening program at Knox Festival to the Carols Stage as of 2018; and remove Cinema evening program altogether from Knox Festival – pop up Cinema can be staged at other sites in the municipality as pop up neighbourhood events in future;
- g) Keep the Knox Festival evening program of rides, food and music open until 7pm annually, and commence the biennial torchlight parade at 7pm;
- h) Increase engagement with multicultural and youth communities for all events, and in particular, partner with these groups to help inform new pop up events and community-run event partnerships;
- i) Take up the Emergency Services recommendations as outlined in the Report within Table 3, pages 11-12;
- j) Cease mechanical rides at Stringybark in 2018 – only free, active attractions such climbing walls, jumping castles and games to be provided;
- k) Large mechanical rides at Knox Festival are enjoyed by many patrons, however there is a need to reduce the ticket prices through introducing an unlimited rides wrist band (approximately \$40 to \$50 for once day). This will require reduced site fees for ride providers and impact income levels, which will require budget variations during 2018-2019;
- l) Events and Festivals to include free rides and activities for younger children (up to 6years) and a “Free Children’s Play Space” precinct;

- m) Introduce new pop up events in neighbourhood precincts throughout the municipality (e.g. cinema, food truck festivals, makers markets, buskers festivals, possibly an Australia Day event), planning the location, timing, number, genre, key partnerships and program scope within the Strategic Event Plan alongside neighbourhood renewal, placemaking and local activity centre strategies;
- n) Increase partnerships with community run events to help local groups activate and sustain their own events, supported by the new centralised service model for “Community Event Support Services”. This will also require increased operational funding as noted in item (e), and will form part of the Community Development Fund review discussions on increasing the pool of funding offered through the Community Events stream of funding within this program; and
- o) Review the current outsourcing of programming, arts project facilitation and production contractor roles, with the option to deliver these tasks in-house in future.

APPENDIX B: Festival and Event Stakeholders 2017-18

The following list of stakeholders has been involved with the planning and running of the Stringybark Festival 2017 and Knox Festival 2018. The list includes contractors, performers, artists, service providers, sponsors, media partners, community and sporting groups, not for profit organisations, local primary and secondary schools and higher education institutes, commercial businesses and traders, emergency services and internal Council teams.

Stakeholder	Stakeholder	Stakeholder
13CABS	Bring n Braai	Bethany Fisher
2 Castles Bakery	Budget Car and Truck Rental	Big Donut, The
2nd 3rd Bayswater scout group	Bunnings Scoresby	BirdLife Australia
4th Knox Scout Group	Carlie Clothing and Accessories	Blue Bay Cheese
AccessAbilityAustralia	Cheryl Witchell School of Dance	Blue Pear Pantry
Ace Packaging	Chill Zone	Body Shop At Home, The
Action 4	Chojo Features Trees	Bomba Music
Active Traffic Management	Church of Jesus Christ of Latter Day Saints	Boronia Basin Community News
Afterglow Creations	Churchill-Waverley Golf & Bowls Club	Boronia Hawks Football Netball Club
Agreena	Cirillo Music	Boronia K12
Alexander Esennaro Santafe	Claude Ciccone	Boronia West Primary School
Aliki	Communal Oven, The	Brad Ellis
Alizarin Tribal Belly Dancers	Company of the Tavern	Brent Leeden Maintenance
Alyssa Allet	Coonara Community House	Bricks 4 Kidz - Knox
Alzzy	CRIS' B.B.Q	Dunnys R Us
APRA	CSV Academy	Dysmorphic Designs Airbrushing
April Himmelreich	Cultural Infusion	EACH
Archery Attack	Cykler Box Bike	Eastbound Buzz
Arrow Hire	Dance Xpress	Eastern Football League
Asanti Dance Theatre	Dandenong Fancy Pigeon Society Inc.	Eastern Raptors
Australian Breastfeeding Association	Dandenong Ranges Renewable Energy Association Inc	Eddie Maher
Australian Electric Vehicle Association	Dandenong Ranges Toastmasters	EDL Electrical
Australian Hearing	Daniel Wong	EMACH Easter Makers and Creators Hub
Balanced Life Health Care	Dann Event Hire	Emily Paterson - Artist
Basin Primary School, The	Decibelle Entertainment	Emily Soon- Artist
Bayswater South Primary School	Dippin' Dots Ice Cream	Emotion 21
Bayswater West Primary School	Divine Henna Stall	Eva Glac - Artist
Bean Project, The	D'LISH Turkish Street Food	Falun Dafa Association
Belleview Farm	Dolphin Research Institute	Double Happiness
Ben Whiting Music	Donut Panic	Drinks with Myrtle
Bendigo Bank	Kelra Enterprises P/L Trading as Ice Indulgence	Ink-Redible Calamari
Berries Direct Pty Ltd	Kevin Nugara	InnerOrigin
Ferntree Gully Arts Society Inc.	Instant Marquee	IC Robotics

Stakeholder	Stakeholder	Stakeholder
Ferntree Gully CFA	Instinctive Chiropractic Wantirna	Identiseal
Ferntree Gully News	Isabella Formichelli Band	Idiomatics Arts
Fiesta Events & Catering	Janet Duncan	Illoura House
Fiona Seers	JAP Photography	Infectious Singing and Smiles
Flight Centre Wantirna	Jarryn Phegan Music	Inking Kombi
Football Federation Victoria	Jayde Robertson	KCC Procurement
Form-A-Sign	Jazara Connley-Walker	KCC Sustainability
Four Seasons Gutter Protection	Jessie Maz Music	KCC Traffic and Transport
Franklin Coffee	Jillian Stephenson	KCC Waste Management
Freedom Music Studios	JJ Richardson	KCC Youth Services
Froth n Flames	John Atsiaris	Kelmatt
FutureV Pty Ltd	John Waters	Street Dance Studios
Game of Cones	Julian Clavijo	Studfield Wantirna Comm News
Gardening 4 Kids	JUMP! Swim Schools Ferntree Gully	Subway Wantirna
Gecko Decko	Karen Andrews	Maroondah Produce
Genesis Wantirna	Kari Presant Jams	Matt Patton
George Kamikawa	Karl Kaiser-Schmidt	Maya Dance Group
Golf Victoria	Karoo Calisthenics College	Meerkatz Music
Gordon Fernandez	Karting Madness	Rowville Police
Gozleme Station, The	Kati Allo	Rowville Secondary College
GR and DL Scott Consulting	Katrina Tan Design	Rowville Tennis Club
Grumpy Gary's Hot Sauces	KCC Access and Equity	Rowville-Lysterfield News
Happy Glamper	KCC Active Communities	Roland Fraval
Harajuku Crepes on Wheels	KCC Active Open Space	Rowville Knights Community Football Club
headspace Knox	KCC Biodiversity	Rowville Lysterfield Community News
Heany Park Scout Group	KCC Building	KCC Passive Open Space
Heavenly Inspirations	KCC Community Laws	Hunter Express, The
Helloworld Travel Rowville	KCC Customer Service	Maja Savic
Hells Breath	KCC Economic Development	Marbry Supplies
Henna Art	KCC Facilities	Market and Fairs Australia
Highway Press	KCC Financial Accounting	Wild Action
Hine Hire	KCC Health Compliance	Wizid
Holmesglen	KCC Leisure Services	Wun Hung Lo Dumpling Co
Holy Trinity Primary School	KCC Management Accounting	Wurundjeri Tribe Council
Honey Dee Loukoumades	KCC Marketing and Campaigns	Your Brand Unleashed
Hornet Press	KCC Media and Digital	Your Scarfs
Ki Fusion Akido	Melbourne Eastern Suburbs Hackers Inc.	Roya the Destroya
Kids Gear	Melbourne Taekwondo Centre	Royal Australian Navy Band, The
Kidzpack	Melody's Performing Arts Studio	RSD Dance Studios
Kim Annette Dance Studios	Meredith Merrall	Ruccis
King Kids Rowville	MILSPEC550	Ryoji Niwa
Kings Swim School	Miniature Guitars	S E Water
Knox & District Woodworkers' Club	Miss May	Sadie Mustoe
Knox Basketball	Miss Molly's Cakes	Salts of the Earth Boronia

Stakeholder	Stakeholder	Stakeholder
Knox BMX	Mission Australia Early Learning	Sampath Hewa Nalagamage
Knox CFA	Mobile Ice Cream	Samson Hire
Knox Chiropractic & Wellness	Mono Designs	Samurai Karate Boronia
Knox City Football Club	Mountain District Women's Centre	Sara Catena
Knox Community Baptist Church	Mountain Gate Primary School	Scoresby Magpies Juniors Football Club
Knox Community Gardens Society Inc	Park Ridge Primary School	Scott BMX Bike Trick Show
Knox Environment Society	Party Boom	Sea Shepherd Australia - Melb Chapter
Knox Gardens Primary School	Pastor Jenny Phillips	Sensory Connect
Knox Girl Guides	Paul Ryan	Sew Good Company, The
Knox Hockey Club	Paul Sadler Swimland Rowville	Sherbrooke Athletics
Knox Leader, The	Peter Grant	Signs Galore
Knox Leisureworks	Phil Pandongan	SLAMS
Knox Little Athletics Centre Inc.	Phil Smith	Smart Amusements
Knox Police	Pinnacle Health Club	Sophie Young and Mitchell Hurrey
Knox SES	Pizza de Wheels	Soul Stories
Knox U3A Inc	Poppy Dreams	Sounds of Polynesia
Kreationz	Powa Productions	Southern Cross Fireworks
KS Environmental	Promotor Distribution	Splashdown Toilets
Kulfi Bar + Soup'd Up	Public Safety Australia	Sports and Rec Victoria- Premiers Active April
Kwik Kopy Services	Puffing Billy Railway	St John Ambulance
Lady Paella	Ranges Organic	St Joseph's Parish
Learn to Swim F.T.G	Ray White Bayswater	St Jude's Parish
Lever Waste Services	Ray White Ferntree Gully	St Simons Primary School
Lighthouse Events Group	Ray White Rowville	St. John the Baptist Primary School
Lilee and Willow	Ray White Wantirna	St. Joseph's Catholic Primary School
Lillie Giang	Ready Steady Go Kids	St. Luke's Primary School
Lions Club of Rowville	Renee Taggart	St. Mary's College for Hearing Impaired Students
Little Red Strawberry	Renta2way	StateGuard Protective Services
Lysterfield Primary School	Roadshow	Stef Stamatiou
Timboon Fine Ice Cream	Timeless Toys	tr@k (Towards Reconciliation at Knox)
Made By Earth T/A Kingdom Of Crystals	Stockland	Travelling Bean, The
Magical Mirror Garden Art	Upper Ferntree Gully Primary School	T-REX BAR-B-QUE
Robert Shook	Upper Gully Junior Football Club	TriNature
Rock Steady Services	Upwey Tecoma Junior Football Club	Tupperware
Sweet Stop Australia Pty Ltd	Urban Praise	Thermomix
Swinburne - VCAL	Vars Cleaning	Villa Maria Catholic Homes
Taka Kottu	Vertigo Designs	Wadaiko Rindo Taiko Drumming
Wheeler's Hill Soaps	Wheelton Investments	Wantirna South Primary School
Two Fat Indians Food Truck	Tyller Fisher	Westfield
Tennis Victoria	VicRoads	Victorian. And proud of it.
That Feather Chick	Victorian Ferret Society Inc	The Knox School
Taylah Paul	Vic Urban Fire	

APPENDIX C: FESTIVAL HIGHLIGHTS 2017-18**Program Type Code****(A)** Attractions/Amusements**(B)** Program Partnerships;**(C)** Cultural Development Projects**(D)** Stallholders **(E)** Entertainment/Performers**Stringybark 2017 Highlights**

Program	Description	Type	Program Partner
The Maker Space	An artist facilitated 'assemblage zone' where the challenge was to resurrect, refashion and repurpose life into the stuff we routinely discard.	B	Knox community
I.C.Robotics	Playfully fusing science, art and technology, 5 themed pods explored gravity, sound, vibration, robotics and propulsion in imaginative and compelling ways.	D	I.C.Robotics - Local Community Group (CDF recipient)
Giants of Knox	Festival goers were invited into a Knox 'in miniature', a world of streets and buildings, parklands and playgrounds, intersections and carriage ways. Into this giant play space we invited giant thinking, radical ideas, hands on learning and some crazy blue sky dreaming.	B	Knox community
Backyard Buzz	We welcomed back our Backyard Buzzers in 2017 with a new offering of handmade curios and workshops.	B	Knox community
Compost Revolution	Composting and Council's new composting systems took center stage in addressing methods to potentially increase the diversion of food waste from landfill.	C	Sustainability (KCC)
Kitchen Revolution	Council's <i>Compost Revolution</i> sat hand in glove with <i>Kitchen Revolution</i> and took much of its inspiration from the recent ABC series, <i>War on Waste</i> . The Stringybark kitchen became the staging ground for major industry and local community collaboration proving that real change is small, practical and manageable.	B	Oz Harvest, Sustainability Victoria, Deep Green Permaculture, Victorian Farmers Market, Wantirna Primary, Knox Community Gardens, WOOLWORTHS, Asian Inspiration
Jurassic Knox	Jurassic Knox was where archeology, paleontology, science and history intersected on a grand scale. In this 15 X 15 meter site, trowels, shovels, tape measures and brushes were busily used to unearth Knox's prehistoric past.	B	Festivals and Events /the broader Knox community
Tribal Stage	The focus of this stage was to offer the community a rare glimpse into the practices, customs and rituals of First Nations peoples from across the world.	E	Festivals and Events /the broader Knox community
Van Life	Turning their backs on the mainstream and sharpening their gaze at a life of wanderlust and adventure, a new generation of pioneer's shared their experiences of life made and lived on the road.	A	Festivals and Events /the broader Knox community

Knox Festival 2018 Highlights

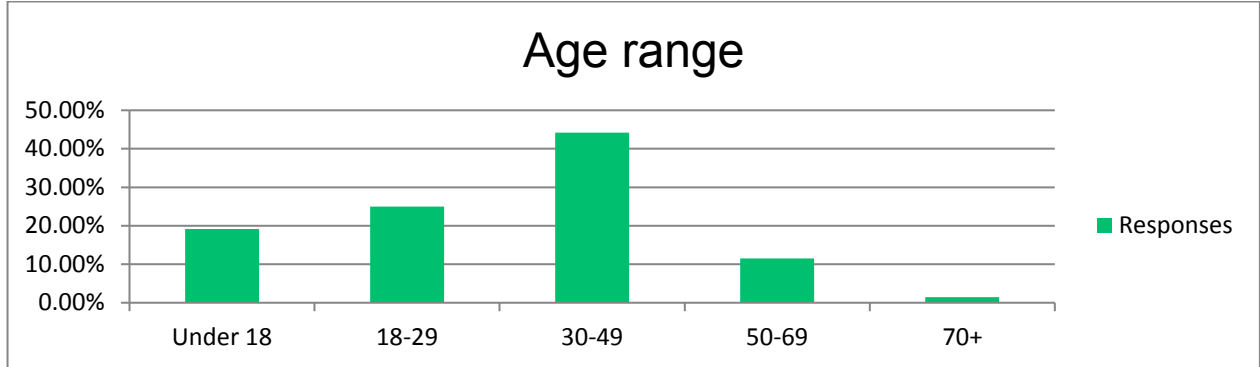
Knox Festival 2018	Description	Type	Program Partner
Backyard Bonanza	The Backyard was the symbolic heart of Knox Festival in 2018. Filled with physical focused activities, it celebrated a time when being outdoors, getting active and coming together was the Australian way of life.	B	Festivals and Events /the broader Knox community
Big Top Knox Stage	BTK unearthed some of the more unusual, whacky, some might say rarest of talents from right here in our own backyard.	E	Festivals and Events /the broader Knox community
Community and Canopy Stages	This year's main stages at Knox Festival embraced a distinctly local flavour. Songwriters, bands, emerging talent, solo artists and those that have 'made it', came together to share their magic and passion for music with the people of Knox.	E	Various performers
Sense of Self and the Secondary Schools Art Making Competition	SOS was a large multi-disciplinary art installation that explored and unpacked the nature of our 5 senses for children with special needs. The space also included artwork from students from this year's <i>Secondary School Art Making Competition</i> . Over 120 young people contributed to the site, each designing their own 'nocturnal nests' that provided the perfect backdrop to the broader piece.	C	Festivals and Events, Sara Catena, The Knox School, Scoresby Secondary, Rowville Secondary, AYCE, St Joseph's College, Mountain district Learning Centre, Sara Catena and AccessAbilityAustralia
The Knox Gift	Now in its third year, a new cohort of budding Bolts drew up to the start line with the hope of being crowned fastest man, woman, boy and girl in Knox. The Knox Gift category winners included: Boys (Open): Mitchell Gamel (Winner); Jakeb Pearson (Second); Jacob Allison (Third); Girls (Open) : Melissa Butler (Winner); Natasha Kindler (Second); Kyla Chapman (Third); Woman (Open): Rebecca Carpenter (Winner); Gemma Terrill (Second); Tracey Carpenter (Third); Mens (Open) : Jakeb Pearson (Winner); Stewart Dobrzynski (Second); Dylan Adams (Third)	B	Festivals and Events /Sherbrooke Athletics/the broader Knox community
The Knox Factor	This year The Knox Factor introduced a category-based audition system, allowing the Knox Factor to host a greater range of music categories. The extension to the age bracket, included singers aged 5 – 25 years of age competing in the following categories. 16-25yrs: Amy Smith (winner); Molly Cormack (second); James Cormack Brown (third); 11-15yrs: Charlotte Finnin (Winner); Dominique Burgess (second); Paige Reinheimer (third); 5-10yrs: Akeira Somphanpanya (Winner); Ashlee Reinheimer (second); Daniella Nikolaou (third); People's choice Milla Macallan	C	Knox Community Arts Centre, ASV Academy /the broader Knox community

Knox Festival 2018	Description	Type	Program Partner
Flavours of Knox Community Kitchen	In this year's Knox Kitchen, touch, taste and smell took centre stage. Flavours of Knox enticed festival goers to come in and sample some of Knox' tastiest offerings while 'Activating' their taste buds.	C	Wun Hung Dumpling Co, Higgs and Co, Hells Breath, Knox Community Gardens, Asian Inspiration, Nicolas Olives, Castles Bakery, Blue Bay Cheese
Virtual Reality	Comprising a multi-sensory techno-hub featuring surround sound, air propulsion, as well 90-360 degree movement.	A	Contractor
Circus RUCCIS	Perennial favourite RUCCIS came with an incredible array of presentations and workshops for the community including: crate stacking, slack lining, trapeze and two live performances.	B	RUCCIS Circus
Primary Schools Banner Competition	18 schools participated in this year's Primary Schools Banner Competition, bringing together up to 400 children and their families. Prizes were awarded in the following categories: People's Choice – Wantirna South Most Original – The Knox School Encouragement – Mountain Gate Best Materials – Bayswater West	C	18 local Primary Schools
Waterslide Central - CFA	CFA tankers and volunteers spent their weekend hosing down giant inflatable slippery slides to the delight of water drenched girls and boys.	D	CFA
A Journey Through Time	The Knox community were invited to step back in time to explore and uncover the riches of our collective past. KCC worked with a community of passionate time warriors who performed their role as historical reenactors with passion, authenticity and integrity.	B	Local Community Group (CDF recipient)
Sporting Zone	Shaping up more like a 'Knox Olympiad', this year's sporting Come and Try Zone was the biggest yet.	B	Community groups, local business, sporting clubs
The OPPY Bike Ride	All OPPY routes remained open during the course of festival with free entry provided to riders attending festival on the Sunday.	B	Knox community
AccessAbilityAustralia	On the back of Council's success in developing the first ever Carols Access Key for people with disability, a new key was also implemented for Knox Festival.	B	Community Access and Equity, Access Ability Australia (AAA)
Twilight Cinema/Program	Dance Fusion (7 local dance academies featuring over 100 students) thrilled audiences with their grace, poise and creativity. Followed by the amazing 12 Knox Factor finalists, who hit perfect pitch in front of a highly appreciative audience. The Twilight Cinema Zootopia attracted around 1,500 people, with a giant fireworks display completing the evening.	B & D	7 local dance academies, local singers aged between 5 and 25, Lead artist/musician (Knox AMPLIFIED), ASV Academy, Knox Community Arts Centre

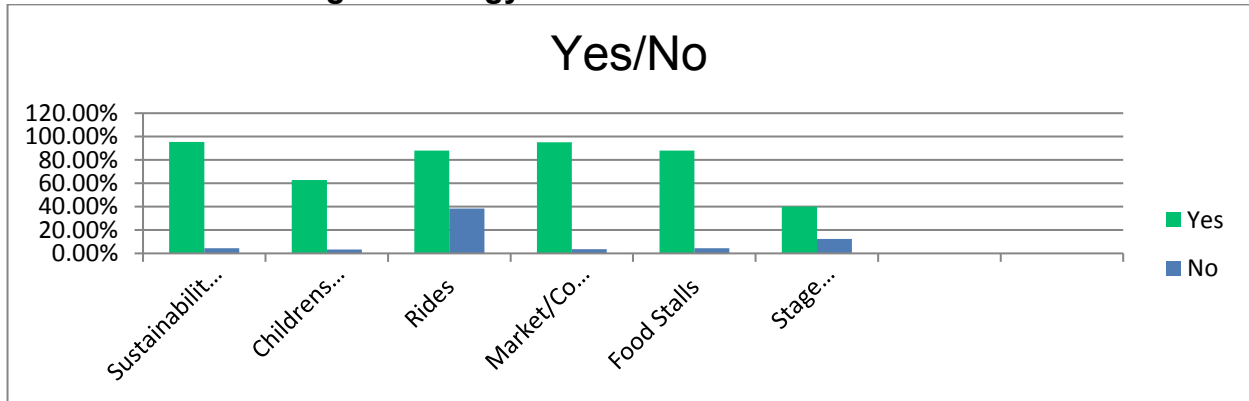
APPENDIX D: PATRON SURVEY REPORTS

1) Stringybark Festival 2017 Patron Survey Report

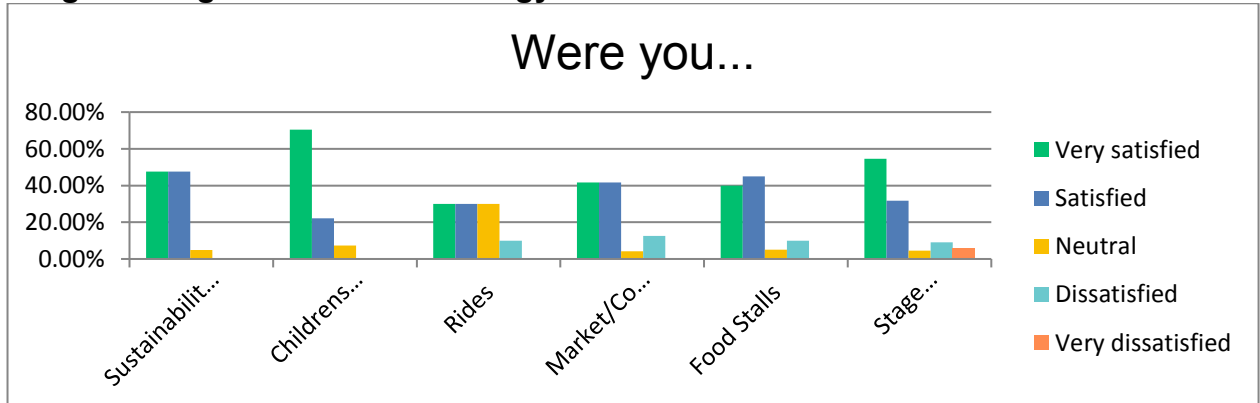
Audience Profile



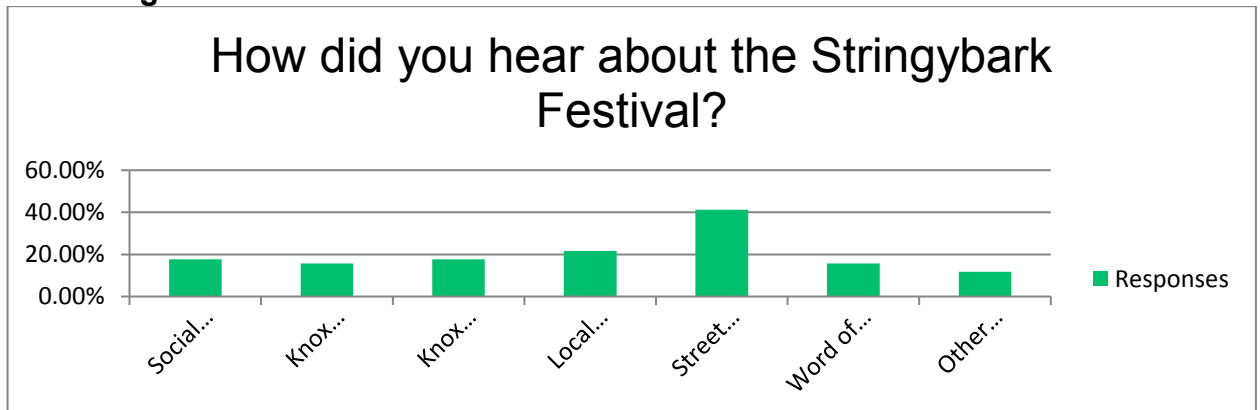
Reasons for attending the Stringybark Festival



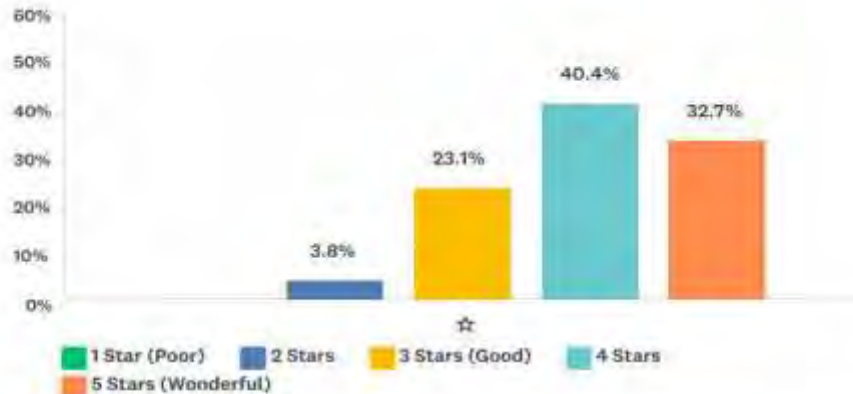
Programming Satisfaction – Stringybark Festival



Marketing Reach:

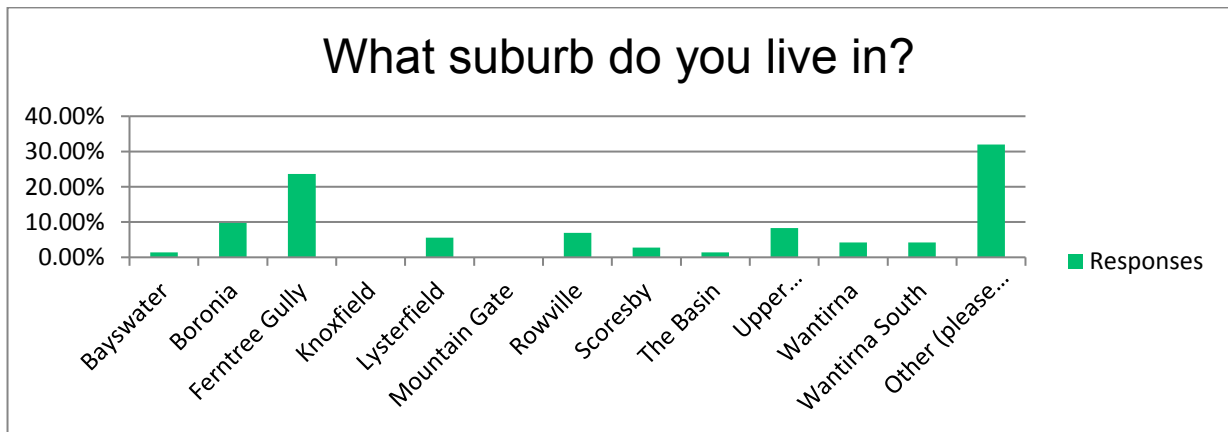


Patron Satisfaction Rating – Stringybark Festival

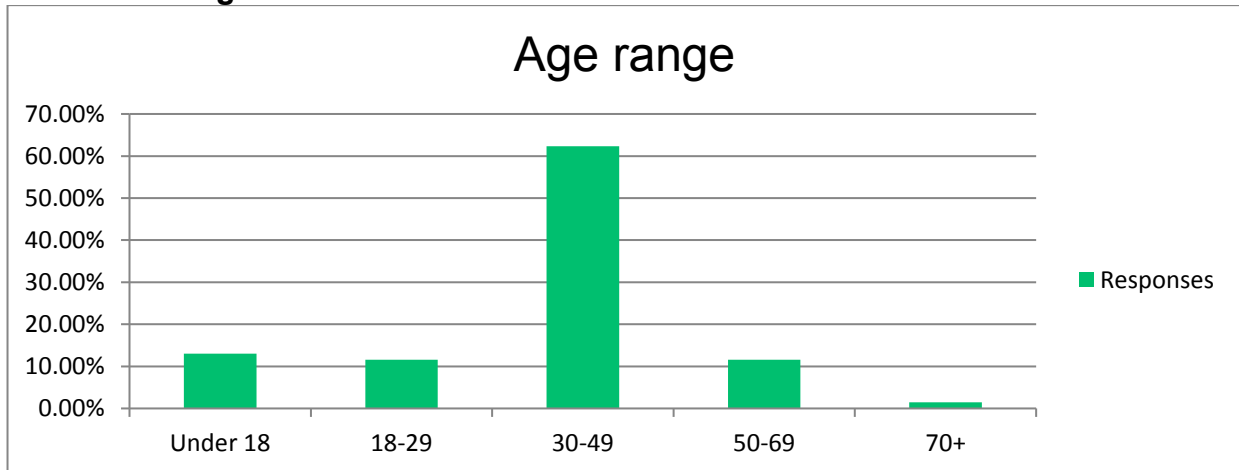


☆	1 STAR (POOR)	2 STARS	3 STARS (GOOD)	4 STARS	5 STARS (WONDERFUL)	TOTAL	WEIGHTED AVERAGE
☆	0.0%	3.8%	23.1%	40.4%	32.7%	52	4.02
	0	2	12	21	17		

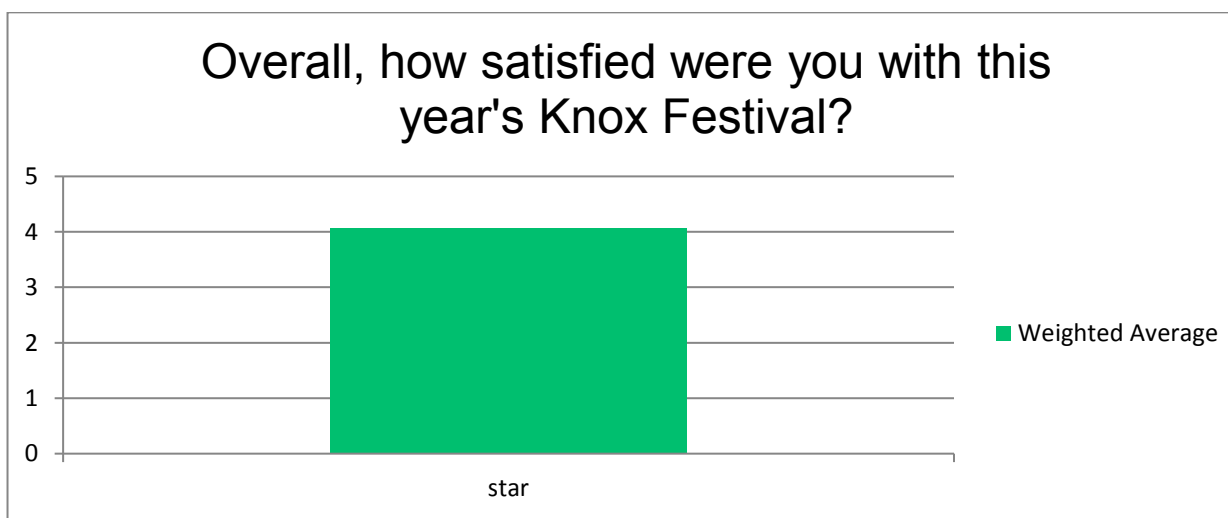
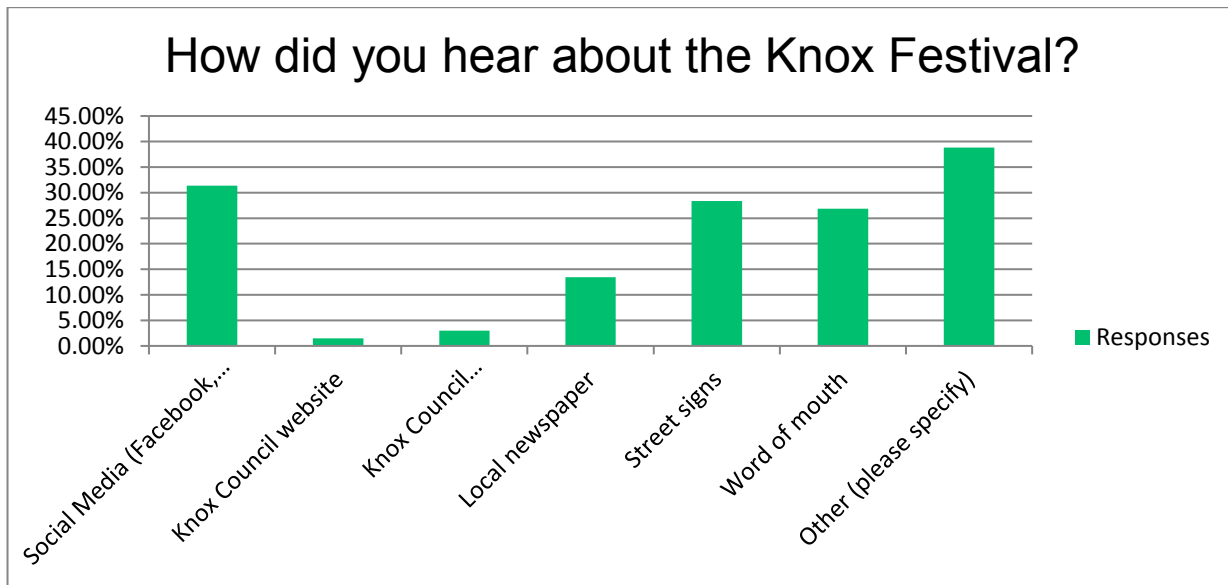
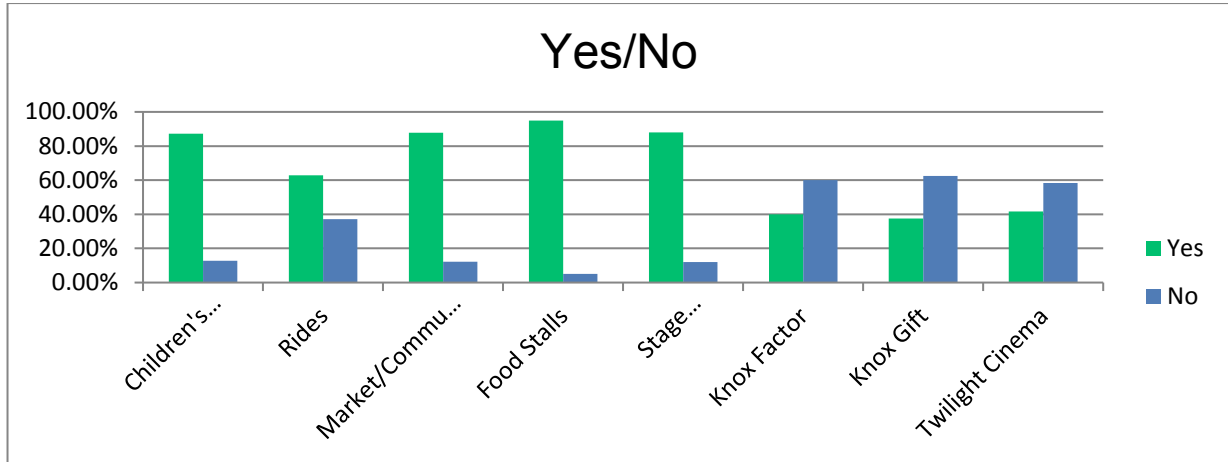
2) Knox Festival 2018 Patron Survey Report



Who is coming to Knox Festival?



Reasons for attending the Knox Festival:

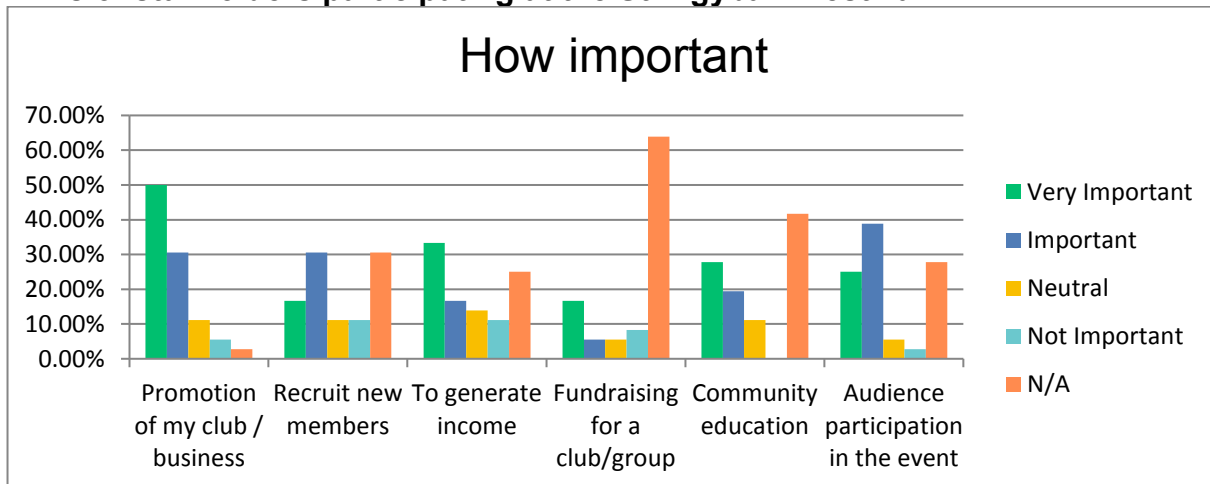


APPENDIX E: STALLHOLDER SURVEY REPORTS

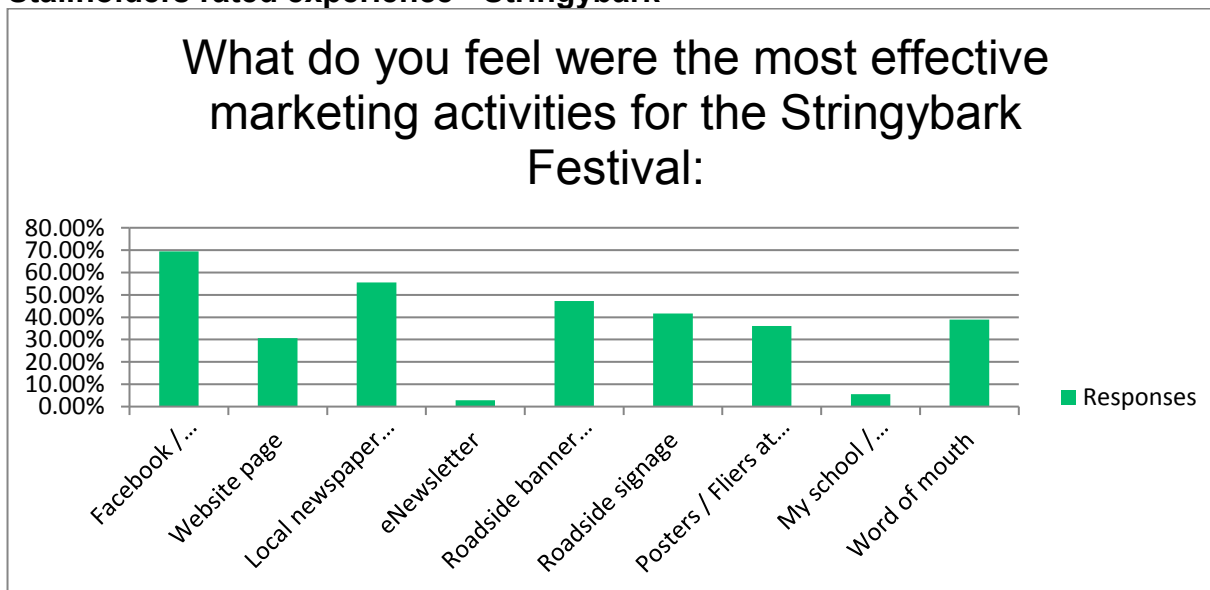
1) Stringybark Festival 2017 Stallholder Survey Report

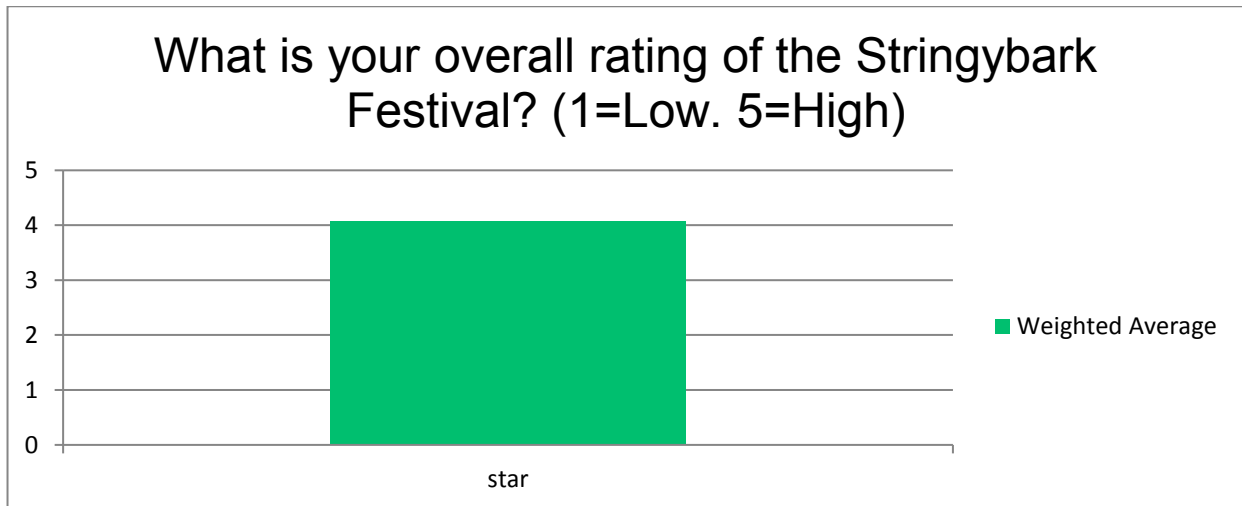
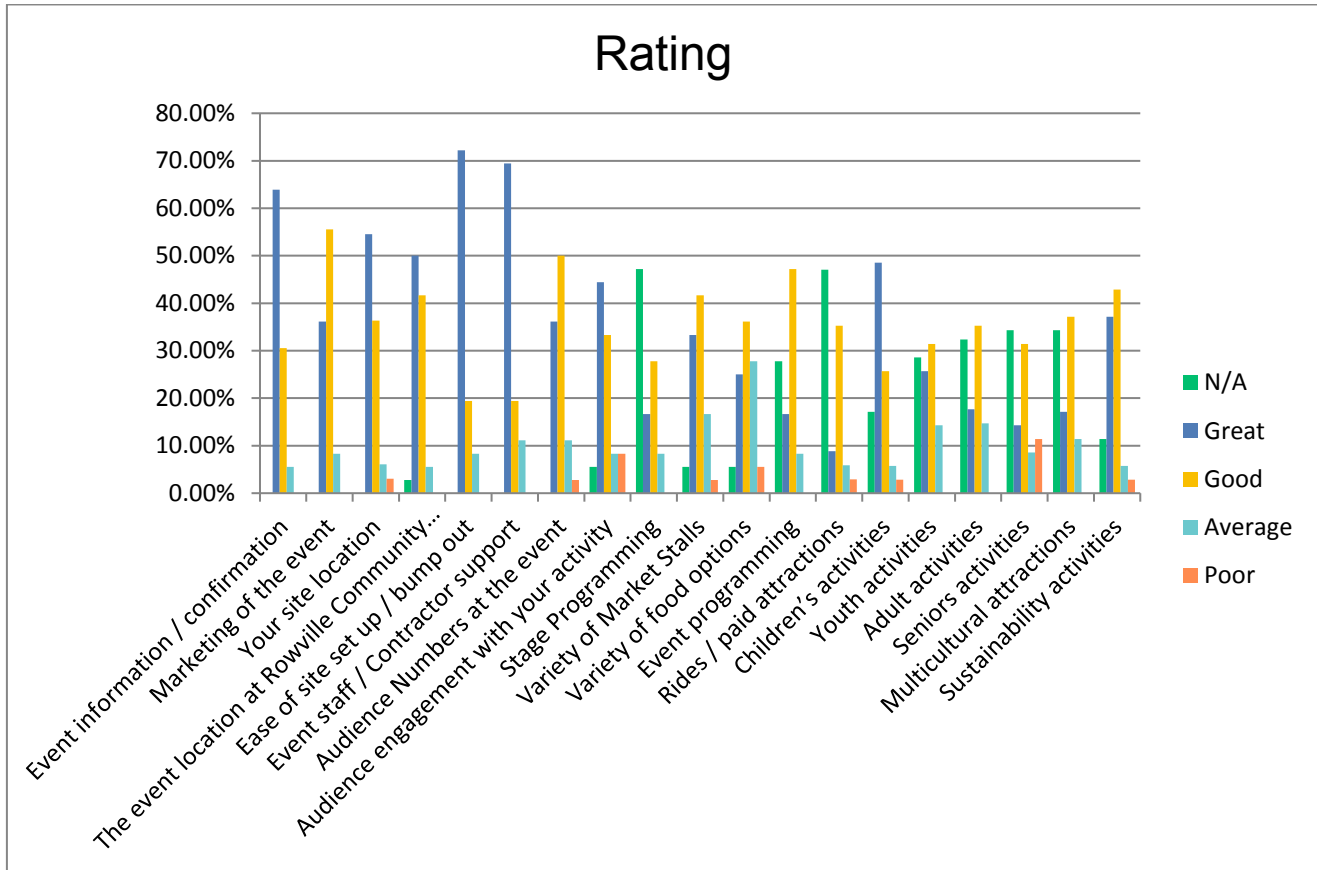


Aims of stallholders participating at the Stringybark Festival



Stallholders rated experience - Stringybark

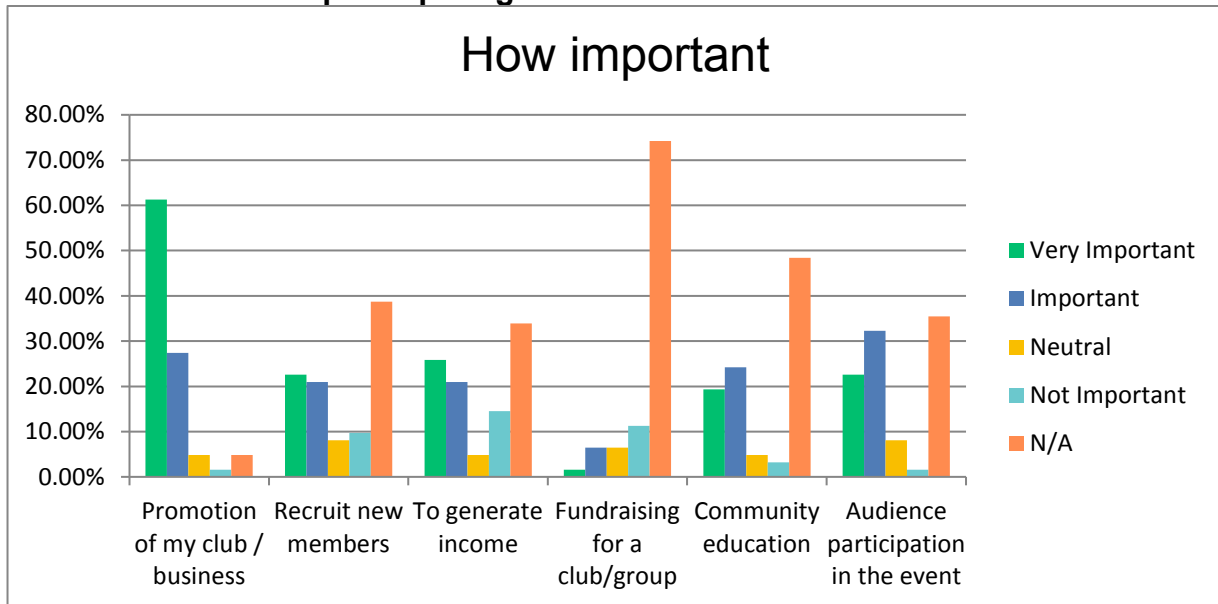




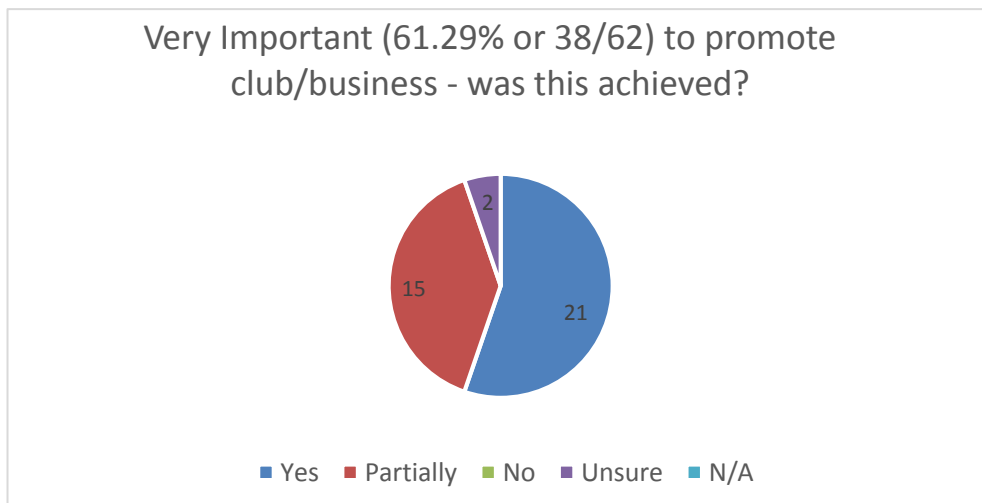
2) Knox Festival 2017 Stallholder Survey Report



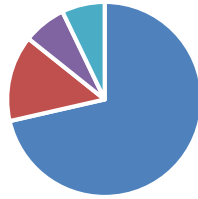
Aims of stallholders participating at Knox Festival



How well did you achieve the important things?

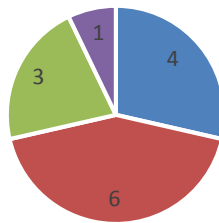


Very Important (22.58% or 14/62) to include audience participation - was this achieved?



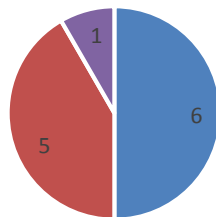
■ Yes ■ Partially ■ No ■ Unsure ■ N/A

Very Important (22.58% or 14/62) to recruit new members - was this achieved?



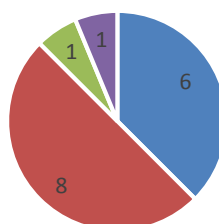
■ Yes ■ Partially ■ No ■ Unsure ■ N/A

Very important (19.35% or 12/62) to provide community education - was this achieved?

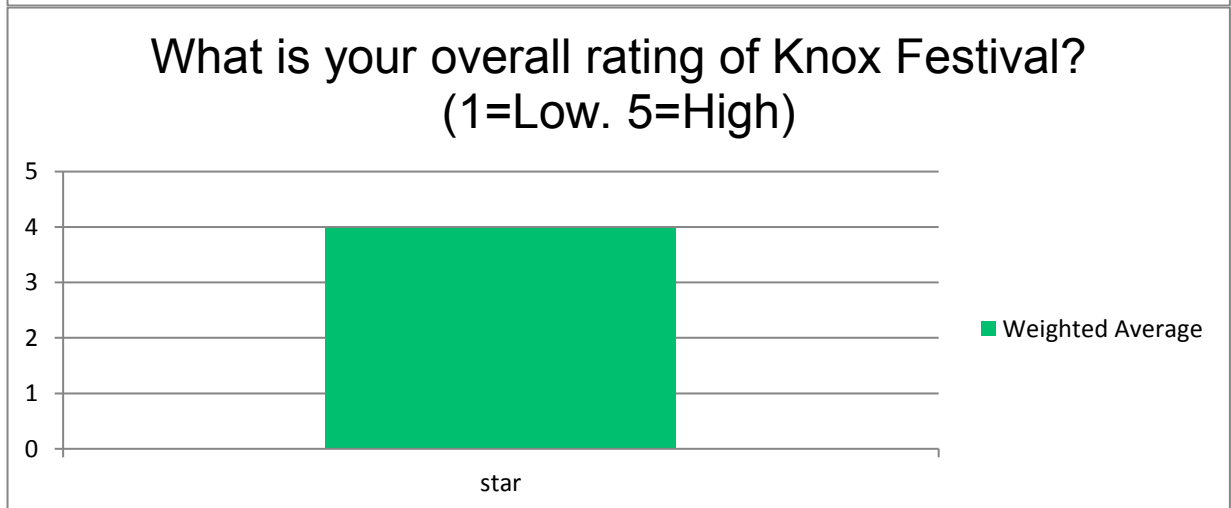
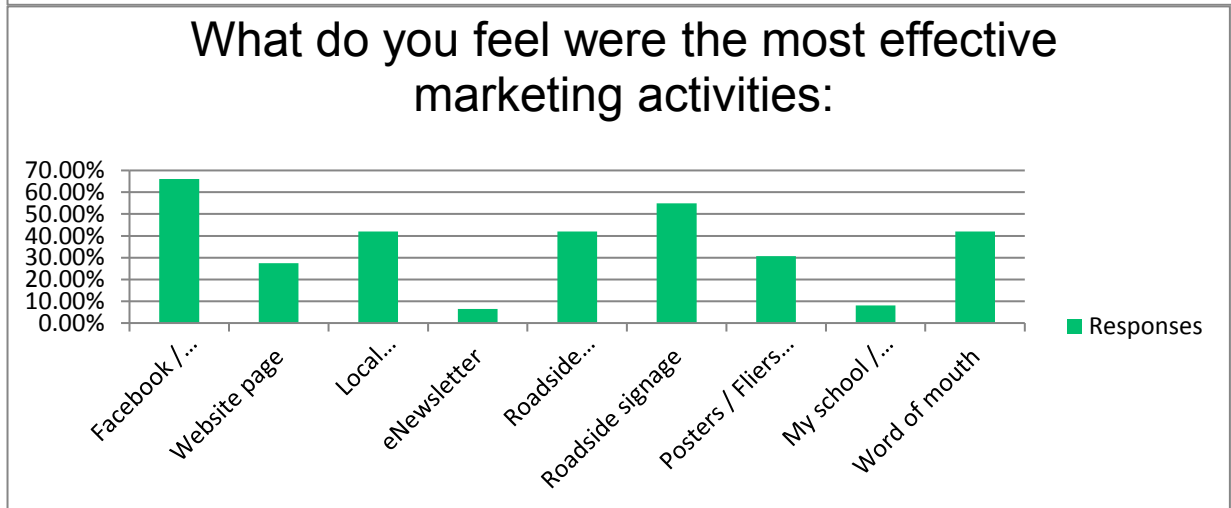
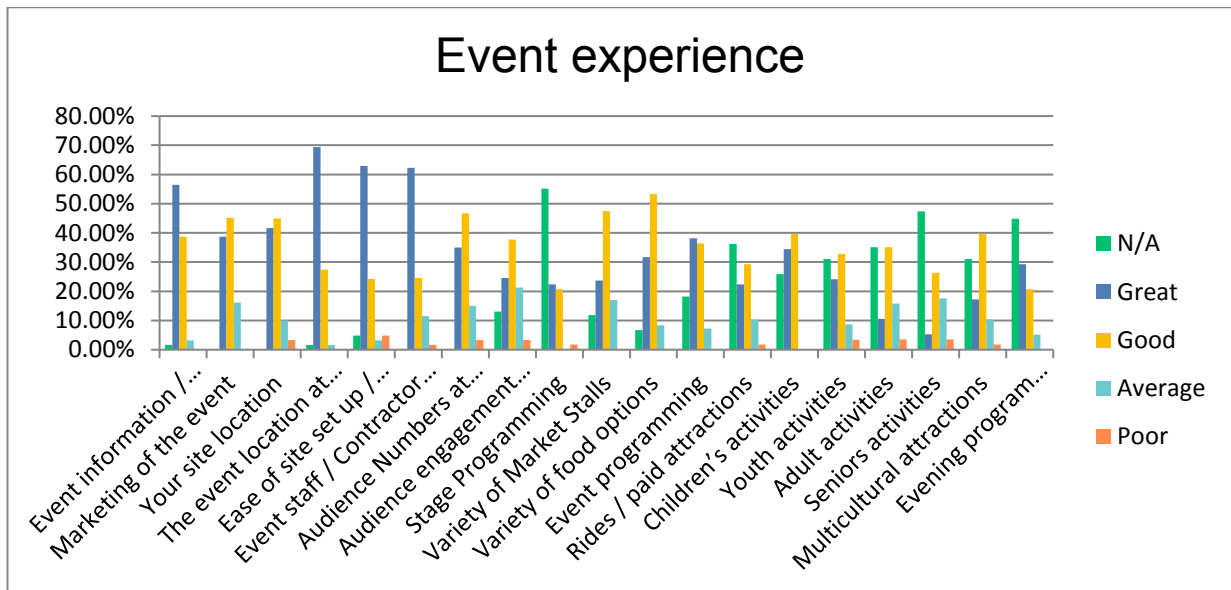


■ Yes ■ Partially ■ No ■ Unsure ■ N/A

Very Important (25.81% or 16/62) to generate income - was this achieved?



■ Yes ■ Partially ■ No ■ Unsure ■ N/A



APPENDIX F: Community Feedback Analysis**Online (Social Media) Feedback**

- Many positive comments about the new site layout of Knox Festival and programming for both events well received;
- Request for basic food stalls for kids, such as hot dogs and chips, and face-painting at Knox Festival (a simple inclusion);
- Knox Festival 2018 received feedback from 39 people regarding the cost of rides being too high.
- Knox Festival 2018 we received feedback from 33 people regarding the cost of entry fees, with most of these posts querying if children were free entry, and if shuttle bus and bike riders were free entry;
- Stringybark Festival 2017 received feedback from 18 people regarding the cost of rides being too high;
- Poor choice of rides at Stringybark: not a good fit with event theme / mechanical rides not needed at Stringybark Festival;
- Stringybark Festival 2017 received feedback from 7 people regarding the cost of entry fees, predominantly requesting that younger children being free and bike rides should be free all weekend, not just the Sunday;
- Sustainability stallholder theme at Stringybark not strong enough, too many 'run of the mill' stalls;

Festival Surveys

Intercept and post event surveys were conducted for both Stringybark and Knox Festivals, and are included in Appendix D: Patron Survey Report. This feedback is summarised as follows:

Stringybark Festival Survey Results:

- Most survey participants are aged 30 – 49 years (with young families)
- Most survey participants come to the event for the sustainability activities, market stalls and community stalls
- 70% of survey participants were most satisfied with the children's activities, 60% satisfied with the stage programming, and 40% with the sustainability activities.
- Most survey participants heard about the event through street signage
- 73% of survey participants gave the event 4 or 5 stars out of 5 stars.

Knox Festival Survey Results:

- Most survey participants (35%) do not live in Knox, but within Yarra Ranges, and 20% live in Ferntree Gully.
- Most survey participants said that the children’s activities, food, market and stage performances are all equally important reasons to come (80% respectively)
- Most survey participants heard about the event via ‘other’ - being primarily electronic signboards, with 40% hearing about the event via social media
- The average rating for the event was 4 out of 5 stars.

Stallholder Survey Results

The stallholder feedback report for both Stringybark and Knox Festivals is located in Appendix E: Stallholder Survey Report, with the following key findings:

- Survey participants were predominantly community stallholders (40%), market stallholders (40%) or food stallholders (20%);
- Most survey participants felt that social media and roadside signage were the most effective promotional tools for the events;
- 60% of stallholders participate primarily to promote their club/business, with around 25% also seeking to generate income of fundraise, and ‘achieved’ or ‘partially achieved’ this objective on average;
- Majority of stallholders stated their experience of the event management was either ‘good’ or ‘great’
- Stallholders rated both events on average 4 out of five stars.

Knox Arts and Cultural Advisory Committee (KACAC) Feedback

Several recurring themes of the Festivals and Events program were discussed at length at the April 2018 meeting of Knox Arts and Cultural Advisory Committee. Table Four on page 14 offered a summary of the suggestions as recorded within the minutes.

3.4 Service Planning Feedback

The Arts and Cultural Service Plan identified similar issues and recommended:

- reviewing program activities and the current operation and outcomes of its Festival and Events program to ensure their relevance at a grass roots level as well as their sustainability within a competitive environment;
- working to develop place based community initiatives; and
- greater engagement with Knox’s culturally and linguistically diverse communities and breaking down existing access and inclusion constraints.

DOBSON WARD**10.1 AMENDMENT TO SUBMISSION HEARING DATE - PROPOSED SALE OF 2A FRANCIS CRESCENT, FERNTREE GULLY**

SUMMARY: *Coordinator Property Management (Angela Mitchell)*

This report seeks to amend the submission hearing date for the proposed sale of the Council property 2A Francis Crescent, Ferntree Gully from 7 August 2018 to 27 August 2018.

RECOMMENDATION

That Council, in accordance with Section 223(1)(b) of the Local Government Act 1989, hear submissions for the proposed sale of 2A Francis Crescent, Ferntree Gully at 5.00pm on 27 August 2018 at the Knox Civic Centre, 511 Burwood Highway, Wantirna South and appoint the following Committee of Council comprising Cr _____, Cr _____ and Cr _____.

1. INTRODUCTION

Council at its meeting on 25 June 2018 resolved in part:

“3. Hear submissions in accordance with Section 223(1)(b) of the Local Government Act 1989 and appoint the following Committee of Council comprising Cr Keogh, Cr Holland and Cr Lockwood to consider submissions at 5.00pm on 7 August 2018.”

2. DISCUSSION

Due to an administrative error, the date for the hearing of submissions for the proposed sale of 2A Francis Crescent, Ferntree Gully is required to be amended from 7 August to 27 August 2018.

The 27 August 2018 date will meet the statutory requirement of the required 28 day advertising period for this proposed sale.

3. CONSULTATION

There is no requirement to undertake consultation.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental issues associated with this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial or economic implications associated with this report.

6. SOCIAL IMPLICATIONS

There are no social implications associated with this report.

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

This report relates to the following goal and strategy within the Knox Community and Council Plan 2017-2021 as outlined below:

Goal 8 We have confidence in decision making

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

8. CONFLICT OF INTEREST

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

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

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

9. CONCLUSION

Due to an administrative error in the resolution of Council dated 25 June 2018, relating to the date of the submissions hearing for the proposed sale of 2A Francis Crescent, Ferntree Gully, it is recommended that Council amend the date to hear submissions from 7 August 2018 to 27 August 2018.

10. CONFIDENTIALITY

There are no confidential issues associated with this report.

Report Prepared By: *Coordinator Property Management
(Angela Mitchell)*

Report Authorised By: *Acting Director – Corporate Services
(Dale Monk)*

DOBSON WARD**10.2 PROPOSED SALE OF COUNCIL PROPERTY – 3 THE AVENUE, FERTREE GULLY**

SUMMARY: *Coordinator Property Management (Angela Mitchell)*

This report presents a recommendation for the proposed sale of the Council property at 3 The Avenue, Ferntree Gully following the conclusion of the statutory process.

RECOMMENDATION

That Council, having completed the statutory process in accordance with the Local Government Act 1989

1. Proceed with the sale of 3 The Avenue, Ferntree Gully, identified in Certificate of Title Volume 7527 Folio 110 as Lot 3 on PS 20631 and Certificate of Title Volume 7090 Folio 816 as Lot 17 on PS 10154.
2. Commence the process to sell 3 The Avenue, Ferntree Gully to EACH (ABN 46 197 549 317) for \$1.1 million plus GST with a settlement period of 60 days from the date of contract.
3. Authorise the Chief Executive Officer to finalise the negotiations and sale of this property and sign and seal all documentation pertaining to this sale.

1. INTRODUCTION

One of Council's core responsibilities is to manage its assets in order to optimise their value to the community. Part of this responsibility involves evaluating any unused or redundant assets and releasing the funds tied up in these assets in order to acquire, develop or improve other assets. The subject land (refer Appendix A) is an example of resources tied up in an asset, which Council can deploy in other areas of priority.

Another role of Council is to consider how Council assets can be used in the best interests of the community and to progress achievement of the Community and Council Plan. A key goal of the Community and Council Plan is Goal 2: We have housing to meet our changing needs.

2. DISCUSSION

Council at its meeting held on 23 April 2018 resolved as follows:

“That Council, being of the opinion that the property known as 3 The Avenue, Ferntree Gully is surplus to Council's requirements:

1. Commence the statutory process under Section 189 of the Local Government Act 1989, to sell the property, known as 3 The Avenue, Ferntree Gully, identified in Certificate of Title Volume 7527 Folio 110 as Lot 3 on PS 20631 and Certificate of Title Volume 7090 Folio 816 as Lot 17 on PS 10154, by way of private treaty to Eastern Access Community Health Limited for no less than market value (plus GST) as determined by a certified valuer.
2. Hear submissions in accordance with Section 223(1)(b) of the Local Government Act 1989 and appoint the following Committee of Council comprising Cr Keogh, Cr Lockwood and Cr Gill to consider submissions on Tuesday, 12 June 2018 at 5.00pm.
3. That a further report be presented to Council following the conclusion of the statutory process.”

Appendix B provides an assessment of the property against Council’s Sale of Land and Building Policy principles.

Following Council’s resolution, the administrative procedures associated with the proposed sale were commenced, including publication of a public notice declaring Council’s intent to sell the property. The notice also outlined the process for people to make a submission about the proposed sale.

At the conclusion of the submission period, no submissions were received.

EACH, which has been a long term tenant of this property, had previously indicated interest in acquiring this property for Specialist Disability Accommodation. EACH has now confirmed its agreement to acquire 3 The Avenue, Ferntree Gully for \$1.1 million plus GST. A valuation obtained by certified valuers indicates the market value for this property is \$1.1 million plus GST. This meets Council’s resolution of 23 April 2018.

2.1 Local Government Best Practice Guidelines

The Local Government Best Practice Guidelines for the Sale and Exchange of Land, published by the former Department of Planning and Community Development, provides that where Council is proposing to sell a significant land asset, the sale of such land should be conducted through a public process (ie public auction, public tender or expressions of interest), unless circumstances exist that justify an alternative method of sale (ie private treaty).

Selling public assets by a public process is regarded as best practice for the following reasons:

1. the public process enable the entire market to respond to the proposal; and
2. the process enables Council to transparently demonstrate that it is achieving the best possible return from the sale.

If Council determines to sell the property by private treaty, it should have compelling reasons for doing so, and would need to be satisfied that:

1. the proposal offered to Council cannot be enhanced by undertaking a public procurement process; or
2. the proposal is so unique that it cannot be achieved by any other proponent.

As this site has been identified as surplus to Council's requirements, a sale by private treaty to EACH meets the criteria of the Best Practice Guidelines through the following:

- Council's stated aim in the Affordable Housing Action Plan to support an increase in the availability of social housing, knowing that a gap in provision exists.
- That there is a high need for affordable, supported housing for people with disabilities and the new NDIS Specialist Disability Accommodation (SDA) program offers a new opportunity for Council to support an experienced, local provider to implement this program in Knox.
- By using market valuation, Council can ensure a fair market price, which can be used to invest in other Council priority projects for the municipality in line with the Community and Council Plan.

The sale of this site to EACH is at market value, therefore is on an unencumbered basis, ie with no restrictions (s173 Agreement) on title.

2.2 Methods of Disposal

Council's Policy on the Sale of Land and Buildings and the Local Government Best Practice Guidelines provides that a sale will occur through a public process unless Council resolves that circumstances exist that justify an alternative method of sale.

In this case, an alternative method of sale by private treaty has been undertaken to sell the property by private treaty to EACH for no less than market value with the market value being assessed by a certified valuer.

EACH has agreed to purchase 3 The Avenue, Ferntree Gully at market value.

3. CONSULTATION

A public consultation program has been undertaken to fulfil both statutory and community engagement obligations.

4. ENVIRONMENTAL/AMENITY ISSUES

Vegetation Protection Overlay Schedule 3 (VP03) of the Knox Planning Scheme affects the site. This overlay seeks to protect remnant overstorey vegetation. As indicated in the assessment (refer Appendix B), there are three trees identified to have 'retention' value and afforded planning protection. The outcome is a slightly reduced developable site area.

Amenity issues such as impact on neighbouring properties and landscaping will be considered as part of any future planning process when the property is proposed to be redeveloped.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The proposed sale of 3 The Avenue, Ferntree Gully at the market value of \$1.1 million plus GST, will meet Council's financial objectives and provide significant proceeds from the asset. A valuation dated 3 July 2018 has been obtained and is circulated under separate cover as confidential Appendix C.

6. SOCIAL IMPLICATIONS

The EACH proposal for 3 The Avenue, Ferntree Gully could assist to address a significant lack of social housing for people with disabilities in Knox. It would also continue a long association of this site with support services for people with disabilities.

Disposal of the asset would provide resources for Council to invest in various projects identified in the Council and Community Plan.

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

This report relates to:

Goal 2. We have housing to meet our changing needs

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

Goal 5. We have a strong regional economy, local employment and learning opportunities

Strategy 5.2 - Plan for a range of key strategic centres that provide a diversity of employment, services and amenities to support the changing needs of our community

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

Strategy 7.3 - Strengthen community connections

Goal 8. We have confidence in decision making

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

Strategy 8.2 - Enable the community to participate in a wide range of engagement activities

8. CONFLICT OF INTEREST

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

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

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

9. CONCLUSION

3 The Avenue, Ferntree Gully has been identified as surplus to Council's requirements. The sale by private treaty for market value as assessed by a Certified Valuer to EACH for the construction of SDA's on this site would assist in the current undersupply of social housing within Knox and support Council's objectives within the Knox Affordable Housing Action Plan and Community and Council Plan.

10. CONFIDENTIALITY

A confidential valuation is attached as Appendix C to this report.

Report Prepared By: **Coordinator Property Management
(Angela Mitchell)**

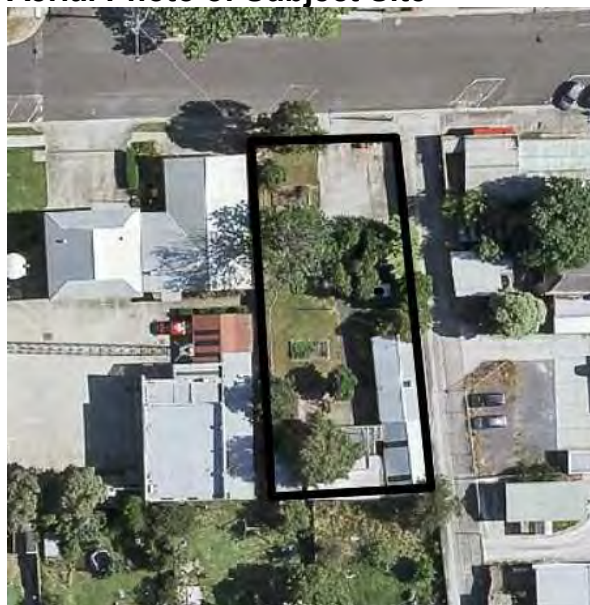
Report Authorised By: **Acting Director – Corporate Services
(Dale Monk)**

APPENDIX A

Location Map



Aerial Photo of Subject Site



APPENDIX B**ASSESSMENT CRITERIA****ECONOMIC**

Principle:	Council evaluation of surplus property will consider the value the land as well as the cost of retaining the land; ongoing maintenance, utilities and any foregone revenue; as well as any potential return available from use for alternative purposes.
Assessment:	There is currently no revenue from this site as the buildings have been assessed as unusable. The cost to undertake repairs is not feasible, particularly that this site has been assessed as surplus to Council's requirements.

ENVIRONMENT

Principle:	Council will sell surplus land where retention will not enhance or protect its environmental value.
Assessment:	There is no objection from Biodiversity to the sale. However, a tree audit of the site has been undertaken (refer Appendix B). The outcome is that three trees are identified to have medium retention value and should be considered within any future land development project.

PHYSICAL WORKS

Principle:	Council will sell surplus land where it is not required in the foreseeable future for the development of new assets or the improvements of existing assets.
Assessment:	<p>Traffic - There are no issues relating to traffic for this property.</p> <p>Stormwater - There are no flood management issues/needs for this parcel. The existing drainage is located within a declared easement.</p> <p>Buildings - Building inspection on 29 August 2017 identified a number of building compliance issues that present a medium to high risk for the service staff and clients. Continued occupancy presents a considerable risk to Council, as the buildings on the site are well past their lifecycle and are becoming increasingly unsafe.</p>

RECREATION

Principle:	Council will sell surplus land where it is not required in the foreseeable future for recreational purposes.
Assessment:	The site is not required for Open Space or for other specific recreational use.

LAND USE PLANNING

Principle:	Council will sell surplus land where there are not compelling land use planning grounds for retention.
Assessment:	There are no compelling land use planning reasons that would obstruct the sale of the land.

SOCIAL

Principle:	Council will sell surplus land where alternative social uses have not been identified.
Assessment:	<p>The Council and Community Plan identifies a need for increasing social housing and supporting vulnerable people and people with disabilities.</p> <p>A report (2018) prepared by SGS Economics and Planning Pty Ltd into the demand of Specialist Disability Accommodation (SDA) under the NDIS identifies Knox as an area with high potential demand with low relative supply of SDA's.</p> <p>The Knox Disability Housing Network has also endorsed that there is an undersupply of Specialist Disability Accommodation within Knox.</p> <p>The site has the potential to accommodate specialist disability accommodation and social housing.</p> <p>It could also accommodate other community services, however Council's purchase of land in Ferntree Gully Village may make this unnecessary.</p>

Confidential Appendix C is circulated under separate cover.

ALL WARDS**10.3 MINOR GRANTS PROGRAM APPLICATIONS**

SUMMARY: *Governance Officer - (Kirstin Ritchie)*

This report summarises the recommended grants from the Minor Grants Program. All applications have been assessed against the criteria as set out in the Minor Grants Program Policy.

RECOMMENDATION

That Council:

- 1. Approve the six (6) recommended Minor Grants Program application for a total of \$11,939.80 as detailed below:**

Applicant Name	Project Title	Amount Requested	Amount Recommended
Knox Italian Community Club	Funding towards the "Special Needs be Active" sports project to increase the attendance of special needs people playing bocce. Involves replacing manual roller door, building a mobility ramp and new storage cabinet.	\$3,000.00	\$3,000.00
Knox Photographic Society	Purchase of 3 batteries and a dual battery charger to eliminate cables on the floor and make the set-up of the LED lights safer and easier to use.	\$1,000.00	\$1,000.00
Taylor's Lane Preschool Committee	Funding towards the reupholstering of noticeboards within the Preschool.	\$2,120.80	\$2,120.80
Lysterfield Cricket Club	Funding to replace the club's old and broken bowling machine.	\$3,000.00	\$3,000.00
Girl Guides Association of Victoria - Knox District	Funding to replace the Girl Guides Hall broken hot water unit.	\$819.00	\$819.00
The Basin Fire Brigade	Funding towards the catering costs of The Basin Fire Brigade Annual Presentation Dinner.	\$2,000.00	\$2,000.00
	TOTAL	\$11,939.80	\$11,939.80

2. Note the one (1) Minor Grants Program application approved and paid under delegated authority for a total of \$500.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
West Gully Preschool Inc	Purchase of new learning resources, to be used within the preschool program, to replace broken/damaged learning resources that had to be disposed of earlier in the year.	\$500.00	\$500.00
	TOTAL	\$500.0	\$500.00

3. Refuse the one (1) Minor Grants Program application for a total of \$945.01 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Alice Johnson 3 Year Old Pre School	Financial assistance to cover annual cost of public liability insurance.	\$945.01	\$945.01
	TOTAL	\$945.01	\$945.01

4. Note that inclusive of the above grants, a total of \$12,439.80 has been awarded under the Minor Grants Program in 2018-19 in support of a variety of community based organisations and their programs.

1. INTRODUCTION

At the Strategic Planning Committee meeting held on 10 July 2017 the Committee endorsed the Minor Grants Program Policy (the Policy), effective from 25 July 2017.

Minor Grant applications must be for the purposes of meeting requests for small, incidental funding requests from eligible organisations within Knox and not exceed \$3,000.00.

Under the Minor Grants Program Policy an eligible organisation must:

- provide services, projects and programs that directly benefit residents of the City of Knox;
- be a not for profit legal entity that provides services, support or activities to the Knox community. This expressly excludes educational institutions and State and Federal government departments and agencies; but does not exclude related not for profit organisations, including school councils/auxiliaries/parent groups who otherwise qualify under the Policy;

- be incorporated or be auspiced by an incorporated body (for grants over \$500 only);
- have an Australian Business Number or complete a Statement by Supplier form;
- have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant (for grants over \$500 only);
- hold adequate public liability insurance appropriate to the activity outlined in the application;
- be able to supply permits and plans appropriate to the funded activity where requested by Council;
- have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.

This report presents to Council recommended grant applications in accordance with the Policy.

2. DISCUSSION

Council established the Minor Grants Program to ensure that funding could be provided to community groups who request ad hoc, incidental, community based, one-off grants.

The Policy sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the *Local Government Act 1989*.

In accordance with the Policy, applications for funding up to \$500 are assessed and determined under delegation by the Chief Executive Officer, or delegate. Applications for funding between \$501 and \$3,000 have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

All recipients of Minor Grants must provide proof of expenditure or purchase. In addition, Minor Grants over \$1,000.00 must meet all funding agreement requirements.

This report outlines the grant applications received since the 25 June 2018 Ordinary Council meeting. It recommends six grants for Council's approval, notes one grant that has been approved and paid under delegated authority and recommends one application for refusal.

The Minor Grants Program application recommended for refusal does not comply with the requirements of section 6.25 of the Policy. This section states that applications for the same or substantially the same project or initiative by the same applicant that has been approved within the current or previous financial year may not be supported. A Minor Grant was approved by Council for Alice Johnson 3 Year Old Kinder to pay for their public liability insurance on 23 October 2017.

3. CONSULTATION

No consultation has been undertaken in relation to the grant applications detailed in this report as the policy specifies assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues associated with this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The approval of minor grants is managed within Council's adopted budget.

6. SOCIAL IMPLICATIONS

The Minor Grants program allows Council the flexibility to respond to requests from community groups within Knox at a municipal level. These grants provide applicants the opportunity to participate and support a variety of community based programs.

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

Provision of the Minor Grants program assists Council in meeting the following objectives under the Knox Community and Council Plan.

Goal 6. We are healthy, happy and well

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

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

- Strategy 7.3 - Strengthen community connections.

Goal 8. We have confidence in decision making

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

8. CONFLICT OF INTEREST

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

Officer Responsible – Michael Fromberg, Director Corporate Development - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Kirstin Ritchie, Governance Officer - In providing this advice as the Author, I have no disclosable interests in this report

9. CONCLUSION

This report contains the recommendation for funding through the Minor Grants program.

10. CONFIDENTIALITY

Confidential Appendix A contains each of the individual grant applications for Council's consideration.

Report Prepared By: Governance Officer (Kirstin Ritchie)

***Report Authorised By: Director – Corporate Services
(Michael Fromberg)***

Confidential Appendix A is circulated under separate cover.

ALL WARDS**11.1 WORKS REPORT AS AT 3 JULY 2018**

SUMMARY: *Coordinator – Capital Works (Gene Chiron)*

The Works Report shows projects on Council's Capital Works Program and indicates the status of each project as at 3 July 2018.

RECOMMENDATION

That Council receive and note the Works Report, as at 3 July 2018.

1. INTRODUCTION

This report summarises Council's Capital Works Program for the 2017/2018 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 3 July 2018, is attached as Appendix A.

Highlights of the Works Report as at 3 July 2018 include:

- Road Renewal Program for 2017/18 complete.
- Drainage Renewal Program for 2017/18 complete.
- Footpath Renewal Program for 2017/18 complete.
- Bicycle/Shared Path Program for 2017/18 complete.
- New Footpath Construction Program for 2017/18 complete.
- Stormwater Upgrades Program for 2017/18 complete.

Report Prepared By: *Coordinator – Capital Works (Gene Chiron)*

Report Authorised By: *Director – Engineering & Infrastructure
(Ian Bell)*

03-Jul-2018

Total Approved
Budget**Knox City Council Project Status Report**

Project Number	Project Name	
1	Bridges Renewal Program	\$599,093
All Wards	The Burwood Highway-Ferntree Gully Community Arts and Library Bridge is currently being designed. The design for the Blind Creek Bridge that was destroyed by the Knox Transfer Station fire is being finalised. This program is approximately 75% expended with remaining funds to be Carry Forward to complete these works.	
4	High Risk Road Failures	\$500,000
All Wards	Program for 2017/18 is completed.	
7	Road Surface Renewal Program	\$4,000,000
All Wards	Program for 2017/18 is completed.	
8	Drainage Pit and Pipe Renewal Program	\$2,000,000
All Wards	Program for 2017/18 is completed.	
9	Footpath Renewal Program	\$1,900,000
All Wards	Program for 2017/18 completed.	
10	Bicycle / Shared Path Renewal Program	\$500,000
All Wards	Program for 2017/18 completed.	
16	Building Renewal Program	\$6,094,500
All Wards	Program is 99% committed/expended. Works nearing completion include Knox Leisureworks - pool plant renewal works, State Basketball Centre - airconditioning renewal works, Electronic Locking Systems to various sites, Stud Park toilet block demolition, Kevin Avenue Factory - roof plumbing renewal, fence renewal, door/roller door replacement. Some funds Carry Forward will be required.	
17	Playground Renewal Program	\$1,434,367
All Wards	The 2016/17 program playgrounds have been installed and completed. Knox Playspace Renewal 2017/18 program, tender has been awarded and the contract documents have been signed for Ainsdale, Segarta, Agora and Templeton Reserves. Tender for Tabilk, Army, Westburn and Philipdale Reserves are currently in tender evaluation stage.	
22	Fire Hydrant Replacement Program	\$250,000
All Wards	Program completed.	
24	Car Park Renewal	\$550,000
All Wards	Program for 2017/18 completed.	

Project Number	Project Name	Total Approved Budget
25	Plant & Machinery Replacement Program	\$2,985,330
All Wards	Fleet Renewal Program 82% of funding committed. Carry Forward of \$896,200 for capital purchase to be delivered in new financial year.	
26	Street Tree Replacement Program	\$755,000
All Wards	Tree planting program completed.	
31	Stamford Park Redevelopment	\$9,256,618
Tirhatuan	Homestead – works are nearing completion. Aiming to complete accessible toilet and remaining minor works in July 2018. Works in accordance with heritage conservation report. Homestead Gardens - contract has been awarded and works have commenced. Parklands - progressing with design works and have commenced planning process. Designs to be finalised late 2018.	
43	Shade Sails & Play Structure Maintenance	\$3,193
All Wards	Project completed.	
104	Roadside Furniture Renewal Program	\$100,000
All Wards	Program for 2017/18 completed.	
147	Energy & Greenhouse Program for Council Facilities	\$70,000
All Wards	Program for 2017/18 completed.	
229	Building Code Australia Compliance	\$100,000
All Wards	Program completed.	
345	Asbestos Removal	\$100,000
All Wards	Program completed.	
347	Miscellaneous Industrial Roads - Pavement Rehabilitation	\$250,000
All Wards	Program for 2017/18 completed.	
409	Parks Furniture Renewal	\$50,000
All Wards	Program for 2017/18 completed.	
410	Parks Signage Renewal	\$20,000
All Wards	Program for 2017/18 completed.	

Project Number	Project Name	Total Approved Budget
412	Water Sensitive Urban Design Renewal	\$366,061
All Wards	A contractor has been assigned to undertake the water depthing survey for lakes 1-3 at Waterford Valley Gold Course, which is scheduled to commence by early July.	
441	Tim Neville Arboretum Renewal	\$280,000
Dobson	Lake shelter installation to occur in early July 2018.	
443	Reserves Paths Renewal	\$60,000
All Wards	Program for 2017/18 completed.	
459	Dobson Street Reserve Retarding Basin	\$738,692
Friberg	Project completed.	
492	Food Act Compliance - Kitchen Retrofitting	\$50,000
All Wards	Program for 2017/18 completed.	
494	Cathies Lane - Landfill Rehabilitation Works	\$175,000
Scott	<p>Reinstatement of inadequate capping around gas wells exposed in cells 1 and 2 and also topsoiling of exposed areas of capping and depressions completed in February.</p> <p>Recommendation from consultant's investigations is that there is no current requirement to lower leachate at the site. Investigations underway on stability of embankment near leachate pond. Installed drains at top and toe of embankment and undertaking periodic surveys over twelve months to ascertain if the embankment is moving.</p> <p>Investigation underway to determine if high carbon dioxide levels in landfill gas monitoring bores are from the landfill or other sources. EPA have issued a Post Closure Pollution Abatement Notice which will govern the management of the site.</p>	
516	Rumann and Benedikt Reserves - Open Space Upgrade	\$176,094
Tirhatuan	Contract awarded and it is anticipated construction will commence in August 2018.	
536	Parkland Asset Renewal	\$64,000
All Wards	Program for 2017/18 complete.	
537	Bush Boulevard Renewal	\$30,000
All Wards	Carry Forward required due to contractor availability and site handover of Stud Road/High Street yet to be complete.	

Project Number	Project Name	Total Approved Budget
543	Llewellyn Park - Landfill Rehabilitation Works	\$175,000
Scott	<p>Drainage improvements on the site completed in December 2017. Investigation is being undertaken to determine if a landfill gas extraction system is required. This is being done by installing replacement monitoring bores further away from the landfill, as those originally installed are now deemed in some locations to be too close. The replacement bores on the south side were installed in November 2016 and are being monitored. Investigating placement of bores in private property on east side due to close proximity of landfill to property boundaries.</p> <p>Work to remove exposed waste in the south west and North West areas of the site was completed in December 2017. Investigation being undertaken on high carbon dioxide readings in monitoring bores to determine if this is from the landfill or background sources.</p>	
566	Artwork Renewal	\$30,463
All Wards	<p>Restoration of Placemakers Legacy artworks continues with original artist.</p> <p>Minor works to be completed by end of this financial year, however some works remain incomplete, with a Carry Forward required.</p>	
576	Early Years Facility Emergency Warning System	\$50,000
All Wards	Project for 2017/18 completed.	
587	Upper Ferntree Gully Neighbourhood Activity Centre - Design	\$472,867
Dobson	Project on hold at Council request with funds to be Carry Forward to 2018/19. Awaiting further direction.	
589	KEYS - Application Review and Solution Remediation	\$70,000
All Wards	Part of the enhancements identified are scheduled to occur in 2018/19.	
593	Marie Wallace Reserve - Masterplan Implementation	\$416,876
Dinsdale	<p>(1) Access road carpark - works completed.</p> <p>(2) Pedestrian bridge - survey and concept plans completed with approval received from Melbourne Water. Works to include the renewal of existing shared use pedestrian bridge as well as design of a new bridge between ovals. Design and construct documentation proposed to be tendered mid-July 2018.</p>	
607	Ashton Road, FTG - Reconstruction	\$350,000
Friberg	Stage 2 of Ashton Road works packaged with Stage 2 of Kingston Street. Construction nearing completion with asphaltting works anticipated to occur by mid-July 2018 with practical completion inspection to follow.	
608	Kingston Street, FTG - Reconstruction	\$265,000
Friberg	Stage 2 of Kingston Street road works packaged with Stage 2 of Ashton Road. Construction works essentially complete. Awaiting completion of Ashton Road works to arrange practical completion inspection anticipated for mid-July 2018.	

Project Number	Project Name	Total Approved Budget
630	Early Years Hubs - Bayswater	\$5,925,571
Dinsdale	(1) Works progressing, but inclement weather causing critical element delays. Steelwork 80% completed with roofing to commence by early July. (2) Hub carpark - Geotech investigation has commenced with detailed design due to be completed by end August 2018. Aim to commence construction by early 2019.	
649	Scoresby (Exner) Reserve - Masterplan Implementation	\$430,000
Tirhatuan	Knox Construction appointed and car park works essentially completed with final line-marking to be installed.	
660	Mountain Highway (No. 598), Bayswater Drainage - Design	\$15,015
Dinsdale	Project completed (design).	
664	Stormwater Harvesting Program Development	\$92,961
All Wards	Work is currently underway to provide solutions for Eildon and Batterham Reserves.	
667	Dobson Creek Catchment - Streetscape Water Sensitive Urban Design	\$186,587
Chandler	Stage 2 - Project has been delayed. Project is minor renewal works and will not impact the program. It is scheduled to be completed end of November 2018.	
668	Knox Active Aging Management System (KAAMS)	\$36,266
All Wards	Project completed.	
675	Public Art Project	\$160,858
All Wards	No further public artworks will be delivered this financial year, with the remaining funds to be Carry Forward.	
689	Lewis Park, Wantirna South Oval 1 Renewal	\$700,000
Dinsdale	Fence installation is complete. Extra work is required to level area around cricket wicket.	
708	Cricket run ups and goal squares	\$44,000
All Wards	Program for 2017/18 completed.	
710	Colchester Reserve Rugby Pitches	\$17,160
Chandler	Project completed.	
716	Early Years Hubs - Wantirna South	\$13,511,821
Scott	Inclement weather has slowed extent of works being carried out simultaneously. Construction program will be reviewed to ensure delivery date remains achievable.	

Project Number	Project Name	Total Approved Budget
717	Knox Central Package	\$8,085,000
Dinsdale	Residual funding from the Operations Centre land acquisition to remain allocated to the project.	
718	Bulk Replacement of Street Lights with LED	\$500,000
All Wards	Project completed.	
721	Eildon Park Reserve (Pavilion upgrade), Rowville	\$97,600
Taylor	Project completed.	
724	Knox (Interim) Library	\$674,215
Dinsdale	Awaiting confirmed start date from Westfield.	
725	Placemakers Site - Design	\$222,263
Dobson	Project to be Carry Forward.	
727	Knox Community Arts Centre - Outdoor Furniture	\$9,517
Dinsdale	Project completed.	
733	Preschool Office/Storage - Minor Works	\$50,000
All Wards	Project completed.	
735	Family & Children Services Buildings Door Jamb Protectors	\$25,000
All Wards	Project completed.	
737	Meals on Wheels site reconfiguration - Stage 2	\$50,000
Dinsdale	Strategic review of Meals on Wheels configuration is underway. Plan to be developed over the next six months. Funds to be Carry Forward.	
746	Revegetation Plan	\$100,000
All Wards	All planting works for 2017/18 have been completed.	
747	Chandler Park, Boronia - Masterplan Implementation	\$57,128
Chandler	Project completed.	
751	Tim Neville Arboretum - Lake Structure Upgrade	\$141,750
Dobson	Lake shelter installation to occur early July 2018.	

Project Number	Project Name	Total Approved Budget
752	Mountain Gate Shopping Centre Reserve - Implementation	\$154,425
Friberg	Contractor has been awarded. Works to begin in July 2018.	
755	Talaskia Reserve, Upper Ferntree Gully - Masterplan	\$300,000
Dobson	This project is currently out to tender.	
757	Carrington Park, Knoxfield - Masterplan	\$88,644
Friberg	Carry Forward remaining budget required. Open space and Leisure to implement site works in 18/19 financial year.	
761	Dandenong Creek Gateways - Strategic Road Corridors Revegetation	\$95,795
All Wards	Currently preparing site specific design responses.	
769	Mint Street Wetland System - Stage 2a	\$364,038
Collier	Project completed.	
771	Colchester Road, Boronia – Wetland and Raingarden	\$40,000
Chandler	Project completed.	
773	Suffern Avenue (Waldheim Street) Wetland	\$368,345
Dinsdale	Project completed.	
785	Printer Upgrade	\$43,000
All Wards	Multi Function Printer device rollout completed. Carry Forward \$43,000 to accommodate rollout of remaining automated faxing receipt initiative to be delivered in 2018/19.	
786	Microsoft Office 365	\$200,000
All Wards	MS Office 365 rollout 95% completed (only Councillors remaining). Carry Forward \$200,000 to accommodate rollout of supporting business productivity tools including Skype for Business, Yammer to be delivered in 2018/19.	
787	Website Redevelopment	\$0
All Wards	Project closed – Incorporated into project #945.	
788	Network Drive Migration	\$225,000
All Wards	Network drive migration (G: drive) 10% completed. Carry Forward \$200,000 to accommodate remaining activities to be delivered in 2018/19.	

Project Number	Project Name	Total Approved Budget
789	Facilities Booking Review/Upgrade	\$71,300
All Wards	Car, Internal Meeting and Function Room Booking system project 5% completed. Carry Forward \$68,300 to complete remaining activities scheduled to be delivered in 2018/19.	
791	Computer Lease	\$120,000
All Wards	Project completed.	
792	PC/Device Rollout Lease	\$280,000
All Wards	Project completed.	
793	Non Leased Software and Hardware	\$120,000
All Wards	Non Leased Software and Hardware initiative 65% completed. Carry Forward \$57,000 to accommodate remaining initiatives to be delivered in 2018/19.	
794	Switch Replacement Program (Leased)	\$250,000
All Wards	Switch Replacement program 25% completed. Carry Forward \$164,000 to accommodate rollout of remaining replacement activities to be delivered in 2018/19.	
796	Park Crescent, Boronia - Reconstruction	\$383,040
Baird	Project completed.	
798	Woodvale Road, Boronia - Reconstruction	\$114,240
Baird	Project completed.	
799	Windermere Drive, Ferntree Gully - Reconstruction	\$305,446
Friberg	Project completed.	
800	Smithfield Square, Wantirna - Reconstruction	\$281,205
Collier	Project completed.	
801	Sasses Avenue, Bayswater - Reconstruction	\$344,202
Dinsdale	Project completed.	
802	Erica Avenue, Boronia - Reconstruction	\$70,725
Baird	Project completed.	
803	Macquarie Place, Boronia - Reconstruction	\$270,289
Chandler	Project completed.	

Project Number	Project Name	Total Approved Budget
804	Dorset Road (169), Boronia - Flood Mitigation	\$97,000
Baird	Project completed.	
806	Cash Fues Place Wetland System - Design	\$60,765
Collier	Project completed.	
809	Bayswater Activity Centre Streetscape Improvements	\$1,620,411
Dinsdale	Streetscape works are nearing completion. There are some minor defect works to be completed. The works associated with the undergrounding of the power lines is progressing well. It is expected power poles and overhead wires will be completely removed in August 2018. The 'Aeroplane Boy' sculpture has been installed.	
812	Asset Management System	\$20,000
All Wards	Asset Management initiative 2% completed. Initial planning in progress. Carry Forward \$20,000 to accommodate remaining initiative to be delivered in 2018/19.	
813	Information architecture design and planning	\$280,000
All Wards	Information Architecture design and planning approximately 5% completed. Carry Forward \$280,000 to accommodate continued development of datasets and data mappings to be delivered in 2018/19.	
814	Standard Operating Environment Upgrade	\$130,336
All Wards	Standard Operating Environment established for new devices. Carry Forward \$130,000 to accommodate rollout of Windows/10 to existing devices across the Council to be delivered in 2018/19.	
815	Pathway Smartclient implementation	\$90,000
All Wards	Project closed – Project being reported under #977.	
816	ePathway Payment enhancements/extension	\$80,000
All Wards	Project closed – Project being reported under #977.	
817	WAN Network Enhancements	\$50,000
All Wards	Project completed.	
818	DRP Update and full test	\$0
All Wards	Project closed – Incorporated into project #1026.	

Project Number	Project Name	Total Approved Budget
819	IT Security Audit (policies & procedures)	\$50,000
All Wards	IT Security Audit 5% completed. Carry Forward \$45,000 to accommodate extensive system(s) penetration testing to be delivered in 2018/19.	
820	Mobile phone refresh (iPhone)	\$20,000
All Wards	Mobile phone refresh ongoing replacement. Carry Forward \$20,000 to accommodate planned replacements to be delivered in 2018/19.	
821	Storage	\$60,000
All Wards	Project completed.	
822	Security, Email Filtering and Firewall	\$57,581
All Wards	Security, Email and Filtering 5% completed. Carry Forward \$57,000 to accommodate remaining initiatives to be delivered in 2018/19.	
823	Computer Room AC & UPS	\$200,000
All Wards	Computer Room upgrade 90% completed. Air-conditioning and Uninterrupted Power Supply (UPS) works completed at Civic Centre Computer room. Carry Forward \$70,000 to accommodate planned improvement works for 2018/19.	
825	Microsoft Licensing (True Up)	\$150,000
All Wards	MS True Up completed for 2017/18. Carry Forward \$200,000 to accommodate preparation and True Up contingency for 2018/19.	
826	Microsoft SQL Licence	\$220,000
All Wards	MS SQL Licence fees 5% completed. Carry Forward \$220,000 to accommodate licencing for databases and software required for ICT Strategy initiatives to be delivered in 2018/19.	
827	Intranet Update (2018/9)	\$615,000
All Wards	Intranet Upgrade/Replacement project 1% completed. Carry Forward \$615,000 to accommodate rollout of remaining initiative to be delivered across 2018/20.	
829	Knox Community Art Centre, Bayswater	\$10,000
Dinsdale	Project completed.	
830	Park Ridge Reserve, Rowville - Oval Renewal	\$56,500
Taylor	Project completed.	
831	Templeton Reserve, Wantirna - Oval Renewal	\$38,000
Collier	Project completed.	

Project Number	Project Name	Total Approved Budget
832	Knox Gardens Reserve, Wantirna South - Oval 2 Renewal	\$14,788
Scott	Project completed.	
833	Knox Gardens Reserve, Wantirna South - Tennis Court Renewal	\$294,000
Scott	Leisure and club consulted on design. Contractor appointed and anticipate construction commencement in late July 2018 with surface works expected to be undertaken in October/November 2018 subject to suitable ambient temperature.	
834	Oversowing of Sports Fields	\$30,000
All Wards	Program for 2017/18 completed.	
837	Westfield (Permanent) Library - Design	\$200,000
Dinsdale	Awaiting outcomes of discussions with Westfield.	
838	Bayswater Community Hub - Scoping	\$120,000
Dinsdale	EMT meeting 5 April discussed status of the current activities occurring with Bayswater Activity Centre and opportunities for enhanced coordination. Current activities related to this site include: <ul style="list-style-type: none"> - Capacity assessment of potential of four sites for Multipurpose Community Facility - Community planning and engagement regarding Multipurpose Community Facility - Public art installation - Grade separation finalisation works - Bayswater Business precinct transformation project. To be reported to Council in September 2018 for further direction.	
839	Preschool Bathroom Upgrades - Bena Angliss Preschool	\$222,000
All Wards	Project completed.	
842	Knox Athletics - Hammer Throw Cage Upgrade	\$56,549
Friberg	Project packaged with discus cage. Athletics Club have requested construction commencement be delayed until the period 6 June to 20 July 2018. Contract works underway with discus cage project expected to be completed by end of August.	
844	Score Boards - Design and Installation	\$390,000
All Wards	Approved projects have been commenced and all but one completed by the end of June. Some Carry Forward required.	
845	Carrington Park Leisure Centre - Basketball Rings	\$35,000
Friberg	Project completed.	

Project Number	Project Name	Total Approved Budget
846	Knox Gardens Reserve - Lower Oval Shelters	\$39,015
Scott	Project completed.	
847	Boronia Basketball Stadium - Safety Padding	\$36,000
Baird	Project completed.	
849	Repurposing Scoping of Facilities from Hub Projects.	\$93,550
All Wards	Scoping the future use of Family and Children's Services Child Care Centres is tracking late with low impact due to other early years priorities. Once scoping is complete, information will go to Council for further advice mid-late 2018.	
851	Senior Citizens Centres - Facilities Development Plan	\$60,000
All Wards	Project completed.	
853	Aimee Seebeck Hall, Amenities Design	\$20,000
Taylor	Project completed.	
854	Knox Community Gardens/Vineyard Pergola Upgrade	\$10,000
Dinsdale	Knox Community Gardens Group informed Council officers that the upgrade to the pergola is no longer required.	
860	Bergins Road, Rowville - Fowler Road to Kalimna Court Footpath	\$125,000
Taylor	Project completed.	
862	Burwood Highway Shared Path - Traydal Close to Knox School	\$137,900
Collier	Decking to be installed in 2018/19.	
866	Ferntree Gully Village Square - Masterplan Implementation	\$183,585
Dobson	On hold. Design subject to future development plans at the site, following Council purchase of adjoining land.	
867	Knox Regional Netball Centre, Ferntree Gully - Masterplan	\$131,872
Dobson	Feasibility study to be presented to EMT in August 2018.	
868	H V Jones, Ferntree Gully Masterplan Implementation	\$143,000
Friberg	Draft masterplan to seek additional consultation phase.	

Project Number	Project Name	Total Approved Budget
869	Gilbert Park, Knoxfield - Masterplan Review	\$177,000
Friberg	Council Report is currently being prepared.	
871	Energy Performance Audit for Community Buildings	\$418,636
All Wards	Additional information is being sought by Officers on a number of initiatives proposed through the Energy Performance Contract, resulting in a delay in the final Detailed Facility Study being presented to Council. It is anticipated that this will now be brought to Council in September 2018.	
874	Fulham Road, Rowville Reconstruction	\$125,000
Tirhatuan	Project complete.	
875	Parkhurst Drive, Knoxfield Reconstruction	\$120,000
Dinsdale	Detailed design completed. Carry Forward of funding required for this project to the 2018/19 financial year as it is packaged with other road renewal projects as a single tender. Recommendation for appointment to be presented to July 2018 Council meeting.	
876	Eastgate Court, Wantirna South Reconstruction	\$295,000
Dinsdale	Project nearing completion with some Carry Forward required.	
877	Rosehill Street, Scoresby Reconstruction	\$530,000
Tirhatuan	Contract works completed.	
878	Alma Avenue, Ferntree Gully Reconstruction	\$330,000
Dobson	Contract packaged with Winwood Drive and Helene Court projects. Contract works completed.	
879	Winwood Drive, Ferntree Gully Reconstruction	\$398,000
Dobson	Contract packaged with Alma Avenue and Helene Court projects. Contract works completed with practical completion inspection imminent.	
880	Helene Court, Boronia Reconstruction	\$337,000
Chandler	Contract packaged with Winwood Drive and Alma Avenue projects. Contract works completed.	
884	Glenfern Road Footpath - Burwood Highway to Brenock Park Drive	\$36,961
Dobson	Project completed.	
886	Schultz Reserve - Internal Pavilion Upgrades (Female Friendly)	\$100,000
Collier	Project completed.	

Project Number	Project Name	Total Approved Budget
888	Batterham Reserve Floodlighting Upgrade	\$200,000
Chandler	Project completed.	
889	Wally Tew Reserve Floodlighting Upgrade	\$200,000
Dobson	Project completed.	
891	Henderson Road Bridge - Preconstruction	\$545,900
Friberg	(1) Bridge works - Melbourne Water have agreed in-principle to concept design. (2) Valleyview Drive LATM: Concept being developed. Survey due by early July 2018 and detailed design to follow.	
907	JW Manson Reserve WSUD - Construction	\$240,793
Collier	Council is undertaking an internal process to acquire the land through the Planning Department. Once the process is completed the delivery of the project can proceed through the Stormwater Department.	
923	679 Boronia Road - Service Road, Wantirna - Reconstruction	\$10,000
Collier	Project deferred indefinitely to allow for scoping and complex title investigations.	
924	Cherrington Square, Wantirna - Design	\$15,000
Collier	Detailed design completed with minor modifications to off-street parking design underway following resident feedback. It is proposed to package project with other road renewal projects as a single tender. Recommendation for appointment to be presented to July 2018 Council meeting. Works to be carried out over the 2018/19 financial year.	
925	1101 Burwood Hwy, Ferntree Gully - Design	\$5,000
Dobson	Project completed (design).	
926	Windermere Drive, Ferntree Gully - Design	\$25,000
Friberg	Detailed design complete.	
927	Selman Avenue, Ferntree Gully - Design	\$30,000
Dobson	Detailed design completed and feedback provided by VicRoads. This project will be packaged with other road renewal projects as a single tender. Recommendation for appointment to be presented to July 2018 Council meeting. Works to be carried out over the 2018/19 financial year.	

Project Number	Project Name	Total Approved Budget
928	Barmah Drive, Wantirna - Design	\$5,000
Collier	Detailed design complete.	
929	Albert Avenue, Boronia - Design	\$55,000
Chandler	Detailed design completed. This project will be packaged with other road renewal projects as a single tender. Recommendation for appointment to be presented to July 2018 Council meeting. Works to be carried out over the 2018/19 financial year.	
930	Forest Road, Ferntree Gully - Design	\$40,000
Dobson	Detailed design complete.	
931	Underwood Road, Ferntree Gully - Design	\$30,000
Dobson	Detailed design completed. This project is packaged with other road renewal projects as a single tender. Recommendation for appointment to be presented to July 2018 Council meeting. Works to be carried out over the 2018/19 financial year.	
932	Burwood Highway - service road, Ferntree Gully - Design (1)	\$10,000
Dobson	Scope of detailed design extended with design Carry Forward into 2018/19.	
933	Burwood Highway - service road, Ferntree Gully - Design (2)	\$5,000
Dobson	Scope of detailed design extended with design Carry Forward into 2018/19.	
934	Sheraton Cres, Ferntree Gully - Design	\$20,000
Friberg	Detailed design complete.	
935	Scoresby (Exner) Reserve - Tennis Court Renewals	\$250,000
Tirhatuan	Contract works well underway with majority of works expected to be completed by end of July 2018 with surfacing deferred to October/November 2018 when ambient temperatures are more suitable. Discussions underway with club to increase club contribution so as to enable additional works to be included.	
936	Carrington Park Reserve - Tennis Court Renewals	\$155,000
Friberg	Contractor appointed with works expected to start 23 July 2018 and be completed by mid-August 2018.	
937	Kings Park Baseball Diamond - Safety Fencing	\$60,000
Dobson	Project funds to be Carry Forward for works in July/August 2018.	

Project Number	Project Name	Total Approved Budget
938	Kings Park Reserve - Drainage Renewal Works Oval #1	\$150,000
Dobson	Project completed.	
939	Millers Reserve - Oval Renewal - Design	\$15,000
Chandler	Project completed (design).	
940	Wally Tew Reserve - Cricket net renewals - Design	\$10,000
Dobson	Funding will be carried over into 2018/19 and combined with delivery funding.	
941	Knox Regional Netball Centre - Court Renewals	\$20,000
Dobson	Detailed design completed for the eastern courts.	
942	Tree Management	\$100,000
All Wards	Works to be carried out as required.	
943	Early Years Security Keypads	\$30,000
All Wards	Project completed.	
944	Knox Central (Operations Centre Relocation)	\$500,000
Dinsdale	Planning application has been lodged. Aiming for detailed design completion in late July 2018 in preparation for construction tender. Remediation and assessment works (relating to contaminated soil at current Centre) are progressing on site in conjunction with an independent environmental auditor.	
945	ICT - Website Redevelopment (Part of Project 787)	\$860,500
All Wards	Request to Carry Forward funds as project will recommence in 2018/19 with an RPQ/RFP planned.	
946	Boronia Precinct Planning	\$390,000
Baird	Transport study has been delayed and will run beyond the current financial year. Stage 1 has been completed and further resource cost will be incurred throughout stage 2 Strategy Development.	
947	Knox Skate & BMX Park - New Youth Pavilion	\$75,000
Friberg	Concept design and cost plan is being prepared for 2018/19 SRV application.	
948	Modular Building Program (Modern Construction Systems)	\$550,000
All Wards	Contractor is progressing for 2018/19 completion of Batterham and Knox Gardens pavilions. Building permit has been issued and construction off site is well underway.	

Project Number	Project Name	Total Approved Budget
949	The Basin Neighbourhood House Redevelopment at The Basin Primary School	\$500,000
Chandler	Priority list of fittings, furniture and equipment quoted. Carry Forward required.	
950	Family & Childrens Services Buildings & Facilities	\$270,000
All Wards	Project completed.	
951	Community Toilet Replacement Program	\$220,000
All Wards	Construction at Stud Park (Rowville) well underway with majority of works completed. Some Carry Forward required.	
952	HV Jones Reserve Floodlighting Upgrade	\$250,000
Friberg	Project complete.	
953	Schultz Reserve - New Floodlighting	\$150,000
Collier	Project complete.	
954	Knox BMX Track - New Storage & Start Gate Structure	\$200,000
Friberg	Funds to be Carry Forward to allow project to be delivered in new financial year.	
955	Gilbert Park Skate Park Lighting	\$25,000
Friberg	Project completed.	
956	Knox Athletics Track - Discus Cage Upgrade	\$75,000
Friberg	Project packaged with Hammer-Throw cage. Athletics Club have requested construction Commencement be delayed until the period 6 June to 20 July. Contract works underway with Discus project prioritised and expected to be completed by late July.	
957	Kings Park - New Floodlighting (Oval 2) - Design	\$2,000
Dobson	Project completed (design).	
958	Liberty Avenue Reserve - New Floodlighting - Design	\$2,000
Taylor	Project completed (design).	
959	Rowville Community Centre - Lighting Upgrade	\$50,000
Taylor	Project completed.	

Project Number	Project Name	Total Approved Budget
960	Knox Regional Netball Centre Improvements to Outdoor Amenities	\$150,000
Dobson	Project completed.	
961	Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8	\$200,000
Dobson	The project is on hold. Waiting for revised masterplan from Leisure Services and Open Space & Landscape team.	
962	Knox Regional Sports Park Signage	\$130,000
Scott	Concept design is completed. New location has been confirmed. Awaiting authority consent (VicRoads) to proceed to request for quotation. Funds to be Carry Forward to allow delivery of project in the new financial year.	
963	Family & Children Services - Site Master Plans - Stages 1 & 2	\$50,000
All Wards	Project complete.	
964	Relocate Preschool Bag Lockers	\$32,000
All Wards	Project complete.	
965	Billoo Park Preschool - Toilet and Storage Upgrade Design	\$10,000
Collier	Project to be placed on hold until the childcare has relocated to the new Hub and then revisit the facility to scope works.	
966	Alexander Magit Preschool - Verandah Replacement Design	\$10,000
Friberg	Project completed (design).	
967	Goodwin Estate Preschool - Verandah Replacement Design	\$10,000
Chandler	Project completed (design).	
968	Flamingo Preschool - Verandah Replacement Design	\$10,000
Collier	Project completed (design).	
969	Orana Neighbourhood House Kitchen Upgrade	\$5,000
Dinsdale	Funds to be Carry Forward to complete delivery phase of project in the new financial year.	
970	Bayswater Scout Hall at Marie Wallace	\$150,000
Dinsdale	Project implementation subject to provision of a State Government Grant.	

Project Number	Project Name	Total Approved Budget
971	Mountain Highway, The Basin Footpath (Basin Primary School)	\$10,000
Chandler	Project completed.	
972	Mountain Highway, The Basin Footpath (Dorrigo Drive)	\$40,000
Chandler	Project completed.	
973	Mountain Highway, The Basin Footpath (Wicks Road and Basin Shops)	\$340,000
Chandler	Project complete.	
974	Bergins Road right turn lane	\$150,000
Taylor	Project completed.	
975	AV Equipment for Function Rooms	\$150,000
All Wards	Function Room AV upgrade project 25% completed. RFP completed and report provided to Council. Carry Forward \$127,000 to accommodate rollout of equipment, consulting and services to be delivered in 2018/19.	
976	iChris - Chris21 Upgrade	\$117,400
All Wards	iChris (Payroll) Upgrade project 0% completed. Carry Forward \$117,000 to accommodate rollout of initiative to be delivered in 2018/19.	
977	Pathway Online Applications / Permits / Registrations	\$127,000
All Wards	Pathway Online Applications program of works approximately 25% completed. Carry Forward \$241,000 to accommodate rollout of remaining Online initiatives to be delivered in 2018/19.	
978	Microsoft Exchange Upgrade	\$150,000
All Wards	MS Exchange (Cloud) completed. Carry Forward \$150,000 to accommodate planned Exchange related improvements to be delivered in 2018/19.	
979	GIS Phase 3	\$200,000
All Wards	LIDAR Data Capture project is expected to be started in June/July 2018. An RFQ for Vicmap Swapover Project is out to bidders with expected start date in late July 2018. Scoping of 3D GIS Boronia Pilot is underway.	
981	Applications Support - Mobile Computing & Information Integrity (EFT) (2018/19)	\$90,000
All Wards	Mobile computing and Information Integrity 10% completed. Carry Forward \$90,000 to accommodate remaining Mobile computing initiatives including device replacements to be delivered in 2018/19.	

Project Number	Project Name	Total Approved Budget
982	Anne Road, Knoxfield LATM	\$10,000
Friberg	Contractor is preparing the design.	
983	Stewart Street LATM	\$90,000
Chandler	Traffic devices on all three roads completed and threshold treatments at the intersections with Dorset Road about to start	
984	Napoleon Road, Lysterfield Shared Path	\$200,000
Taylor	Concrete works 50% complete and expected to be finalised shortly. Remaining works will then be the retaining walls and fencing.	
985	Napoleon Road, Lysterfield, Shared Path 4 - Design	\$10,000
Taylor	Detailed design between Catalpa Close and bus-stop on Napoleon Road completed with design review to follow. Plans sent to Traffic & Transport, Public Transport Victoria (PTV) and bus companies and awaiting feedback.	
986	Boronia Road Activity Centre Bike Parking	\$1,500
Baird	Project completed.	
987	Wayfinding Signage for Cyclists	\$5,000
All Wards	Signage currently being manufactured by Contractor.	
988	Marie Wallace Bicycle Repair Station	\$3,000
Dinsdale	Project completed.	
989	George Street, Scoresby Bicycle Improvements	\$139,000
Scott	Project complete.	
990	Tyner Rd, Wantirna South New School Crossing	\$28,000
Scott	Project completed.	
991	Wellington Road, Rowville Footpath Connection	\$40,000
Tirhatuan	Project completed.	
992	Karoo Rd, Rowville Footpath Connection	\$25,000
Friberg	Project completed.	

Project Number	Project Name	Total Approved Budget
993	Ferntree Gully Road, Scoresby Footpath Connection	\$10,000
Tirhatuan	Design completed.	
994	Picketts Reserve, Ferntree Gully Masterplan Implementation	\$100,000
Baird	Project completed.	
995	Peregrine Reserve, Rowville - Masterplan Implementation	\$45,000
Taylor	Council Report is currently being prepared.	
996	Arcadia Reserve, Rowville - Masterplan Implementation	\$100,000
Tirhatuan	Project completed.	
997	Llewellyn Reserve, Wantirna South - Masterplan Implementation	\$100,000
Scott	Planting completed along Llewellyn Park Drive. Revegetation planting scheduled for July 2018.	
998	Templeton Reserve, Wantirna - Masterplan Implementation	\$170,000
Collier	Project completed.	
999	Lewis Park, Wantirna South - Masterplan	\$200,000
Dinsdale	Draft masterplan due to Council for internal review early 2018/19.	
1000	Stud Park Reserve, Rowville - Masterplan	\$40,000
Tirhatuan	Consultants engaged to undertake detailed documentation.	
1001	Scoresby Village Reserve - Masterplan	\$20,000
Tirhatuan	Consultants engaged to undertake detailed documentation.	
1002	RD Egan Lee Reserve, Knoxfield	\$45,000
Scott	The RD Egan Lee draft masterplan has been sent out to stakeholders and local residence for consultation and review.	
1003	Wantirna Reserve - Masterplan	\$50,000
Collier	Project is on hold. Awaiting confirmation of land management with Parks Victoria prior to exhibiting the draft masterplan.	
1004	Knox Park, Knoxfield - Relocation of Playground	\$20,000
Friberg	Project completed.	

Project Number	Project Name	Total Approved Budget
1005	Neighbourhood Green Streets	\$50,000
All Wards	Open Space team to undertake site specific plans.	
1006	Bush Boulevards	\$50,000
All Wards	Open Space team to undertake site specific plans.	
1007	Koolunga Reserve (Catchment 910) - Feasibility	\$50,000
Dobson	Concept design underway. Detailed design is scheduled for 2018/19.	
1008	Mont Albert to Forest Roads (catchment 910) - Feasibility	\$20,000
Dobson	Parks Victoria has responded with a request for a site meeting to assess the project application. Meeting is scheduled for 23 August 2018. The progress of the project is based on Parks Victoria's response after the site meeting.	
1009	Talking Tanks Initiative - Flood Protection	\$30,000
All Wards	Flood modelling to date is showing it is very difficult to mitigate flooding in this catchment without a combination of tanks on site, network upgrades, pumps and detention basins. Knox has many catchments similar to this one where traditional methods of flood mitigation is not possible. Flood risk will increase in these areas due to further infill development and climate change. Stage 1 modelling is now complete. Stage 2 modelling of a combination of options is now underway in partnership with South East Water.	
1010	Dam Condition Audit & Concept Design Solutions	\$50,000
All Wards	An internal review found that the additional retarding basins within the municipality do not meet the ANCOLD definition of a large dam and thus no dam condition audits are required at these sites.	
1011	The Basin Triangle Public Toilet - Installation of Change Table	\$3,500
Dobson	Project completed.	
1013	Marie Wallace Bayswater Solar Panel Installation	\$40,910
Dinsdale	Project completed.	
1014	Batterham Reserve Solar Panel Installation	\$12,513
Chandler	Project completed.	
1015	Tormore Reserve Solar Panel Installation	\$40,910
Baird	Project completed.	

Project Number	Project Name	Total Approved Budget
1016	Kings Park Solar Panel Installation	\$89,091
Dobson	Awaiting on the club to complete verandah project before solar panels can be installed. The solar panel works will need to be Carry Forward into the new financial year.	
1024	ICT - Information architecture design and planning (Part of Project 813) (2018/9)	\$0
All Wards	Project closed – Incorporated into project #813.	
1025	ICT - Pathway Smartclient implementation (Part of Project 815)	\$0
All Wards	Project closed – Incorporated into project #815.	
1026	ICT - DRP Update and Full Test (Part of Project 818)	\$140,000
All Wards	Disaster Recovery Update and Full Test 75% completed. Knox Disaster Recovery centre relocated to South Melbourne and operational. Carry Forward funding to accommodate full DR testing and validation to be delivered in 2018/19.	
1027	Integrated Agenda & Minutes Management system	\$80,000
All Wards	Integrated Agenda and Minutes Management system 65% completed. Carry Forward \$64,000 to accommodate completion of initiative to be delivered in 2018/19.	
1028	ICT - Intranet Upgrade (Part of Project 827) (2018/9)	\$0
All Wards	Project closed – Incorporated into project #827.	
1029	ICT - iChris - Chris21 upgrade (Part of Project 976)	\$0
All Wards	Project closed – Incorporated into project #976.	
1030	ICT - Microsoft Exchange Upgrade (Part of Project 978)	\$0
All Wards	Project closed – Incorporated into project #978.	
1031	ICT - Data Integration - Spatial (2018/9)	\$70,000
All Wards	Data Integration (Spatial) initiative 0%. Carry Forward \$70,000 to accommodate rollout of remaining initiative to be delivered in 2018/19.	
1032	ICT - CRM Citizen Portal for Web	\$65,000
All Wards	CRM Citizen Portal for Web 0% completed. Carry Forward \$65,000 to accommodate rollout of remaining initiative to be delivered in 2018/19.	
1033	ICT - CMS Integration and Portal (2018/9)	\$160,000
All Wards	CMS Integration and Portal 0% completed. Carry Forward \$160,000 to accommodate rollout of remaining initiative to be delivered in 2018/20.	

Project Number	Project Name	Total Approved Budget
1034	ICT - CRM Pilot, Enterprise Solution	\$1,100,000
All Wards	CRM Pilot and Enterprise Wide Solution 0% completed. Carry Forward \$1,100,000 to accommodate initiative to be delivered in 2018/20.	
1035	ICT - Payment Gateway	\$150,000
All Wards	Payment Gateway initiative 0% completed. Carry Forward \$150,000 to accommodate development of remaining initiative to be delivered in 2018/20.	
1036	ICT - HR System Enhancements	\$300,000
All Wards	HR System Enhancements initiative 5% completed. Preparation of Business Case currently underway. Carry Forward \$270,000 to accommodate rollout of the remaining program of works to be delivered in 2018/20.	
1037	ICT - Key Project Initiation Documentation	\$145,500
All Wards	Key Project Initiation documentation initiative 5% completed. Carry Forward funding to accommodate investigation and analyse of key projects to be delivered in 2018/19.	
1038	ICT - Business Strategy and Benefits Identification	\$75,000
All Wards	Business Strategy and Benefits Identification consulting and documentation completed by Pario Consulting. Carry Forward \$15,000 to accommodate supporting activities to be delivered in 2018/19.	
1039	ICT - IT Network Security Evaluation and Upgrade (2018/9)	\$554,000
All Wards	Network Security Evaluation and upgrade 0% completed. Carry Forward \$554,000 to accommodate remaining initiative to be delivered in 2018/19.	
1040	Dandenong Creek Amenity Improvements	\$50,000
All Wards	Installation of gym stations scheduled for early July 2018.	
1041	11 Nathan Street, Ferntree Gully - Flood Mitigation	\$97,000
Dobson	Project completed.	
1045	Egan Lee Reserve - Pavilion Upgrades (Female Friendly)	\$3,000
Scott	Application to SRV was successful. Council has secured \$100,000 for this project.	
1046	Scoresby Recreation Reserve - Pavilion Lift Installation	\$34,460
Tirhatuan	Project completed.	
1047	Colchester Reserve Safety Fencing	\$5,800
Chandler	Project completed.	

Project Number	Project Name	Total Approved Budget
1052	Coonara House Solar Panels	\$13,636
Dobson	Project completed.	
1053	Eildon Park - New Shade Structure	\$26,227
	Project completed.	
1054	Knox Regional Sports Park - Masterplan	\$150,000
Scott	Community consultation complete. Report to go to Council in August/September 2018 for finalisation of masterplan.	
1063	Sasses Reserve Safety Fencing	\$20,500
Dinsdale	Project completed.	
1068	Rowville Recreation Reserve - Multipurpose Community Workshop	\$350,000
Taylor	The design development is on hold until the overall master planning of the site is complete. This will allow Council officers to investigate possibilities in combining Council projects for a better long-term outcome.	
1071	Park Ridge Reserve Floodlighting Timer	\$940
Taylor	Project completed.	
1084	Goal Post Relocation Project	\$80,228
All Wards	Project completed.	
1097	Wally Tew Reserve - Changing Places Facility	\$200,000
Dobson	Detailed design expected to commence early July 2018.	
1098	Batterham Park, Oval 2 - Floodlighting Relocation	\$75,000
Chandler	Project expected to be completed end of July 2018.	
1104	Boronia CCTV System Installation	\$39,200
Baird	Project will be delivered in the new financial year and will require funds to be Carry Forward.	
	Total:	\$92,698,102

ALL WARDS**11.2 ASSEMBLIES OF COUNCILLORS**

SUMMARY: *Manager Governance and Strategy (Phil McQue)*

This report provides details of Assembly of Councillors for the period 12 June 2018 to 2 July 2018, as required under section 80A(2) of the Local Government Act.

RECOMMENDATION

That Council

1. Note the written record of Assemblies of Councillors as attached to this report.
2. Incorporate the records of the Assemblies into the minutes of the meeting.

1. INTRODUCTION

Under section 80A(2) of the Local Government Act, the Chief Executive Officer must present a written record of an Assembly of Councillors to an ordinary meeting of Council as soon as practicable after an Assembly occurs. This written record is required to be incorporated into the minutes of the meeting.

Report Prepared By: *Manager Governance and Strategy
(Phil McQue)*

Report Authorised By: *Director – Corporate Services
(Michael Fromberg)*

Complete this Section

Date of Assembly: 12/6/2018

Name of Committee or Group (if applicable): CEO Performance Evaluation Committee

Time Meeting Commenced: 5.00pm

Name of Councillors Attending:

Cr John Mortimore, Mayor

Cr Peter Lockwood

Cr Darren Pearce

Name of Members of Council Staff Attending:

Tony Doyle

Matters Considered:

1. Confirmation of Minutes – Meeting held 8 April 2018
2. CEO Key Performance Indicators Report to 30 June 2018

Any conflict of interest disclosures made by a Councillor attending: *Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No
			Yes/No

Name of Person Completing Record: Tony Doyle

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

Complete this Section

Date of Assembly: 12/6/2018

Name of Committee or Group (if applicable): Special Issues Briefing

Time Meeting Commenced: 7.41pm

Name of Councillors Attending:

Cr John Mortimore, Mayor

Cr Tony Holland

Cr Jake Keogh

Cr Lisa Cooper

Cr Peter Lockwood

Cr Darren Pearce

Cr Jackson Taylor

Cr Nicole Seymour

Cr Adam Gill

Name of Members of Council Staff Attending:

Tony Doyle

Kerry Irwin (Item 1)

Ian Bell

Samantha Stanton (Item 2)

Tanya Clark

Corrie Considine (Item 2)

Michael Fromberg

Jude Whelan (Item 3)

Kathy Parton

Carlee Vanderberg (Item 3)

Paige Kennett

Angela Morcos (Item 3)

Ralph Anania

Angela Mitchell (Item 5)

Matters Considered:

1. Bayswater Football Club
2. Victorian Child Safe Standards and the Reportable Conduct Scheme
3. Proposed Trading Names for Council's New Early Years Hubs
4. Draft Meeting Procedure and Use of Common Seal Local Law 2018
5. Lease – 72 Francis Crescent, Ferntree Gully (Illoura House)

Any conflict of interest disclosures made by a Councillor attending: *Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No
			Yes/No

Name of Person Completing Record: Paige Kennett

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

Complete this Section

Date of Assembly: 14/6/2018

Name of Committee or Group (if applicable): Knox Community Safety, Health & Wellbeing Advisory Committee

Time Meeting Commenced: 9.00am

Name of Councillors Attending:

Cr John Mortimore, Mayor

Cr Jackson Taylor

Name of Members of Council Staff Attending:

Kathy Parton

Lisette Pine

Yvonne Rust

Tony Justice

Rosie Tuck

Samantha Spooner

Matters Considered:

1. Boronia Structure Plan Presentation and Discussion
2. Proposal to Develop a Mental Health Forum
3. Planned Yearly Schedule for Safety, Health and Wellbeing Department
4. Update of Advisory Committee Recruitment
5. Organisation and Community Member Updates

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: Lisette Pine

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

Complete this Section

Date of Assembly: 26/6/2018

Name of Committee or Group (if applicable): Knox Multicultural Advisory Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Peter Lockwood

Name of Members of Council Staff Attending:

Joan Pepi

Joy Temple

Peter Johnston

Matters Considered:

1. National Disability Insurance Scheme
2. The Project - Cultural Diversity Short Films - Feedback
3. Reports from Knox Multicultural Advisory Committee Members
4. Knox City Council Community Access and Equity Implementation Plan Report

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: _____

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

Complete this Section

Date of Assembly: 28/6/2018

Name of Committee or Group (if applicable): Early Years Advisory Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Adam Gill

Cr Lisa Cooper

Name of Members of Council Staff Attending:

Vicki Kindilien

Robyn Renkema

Janine Brown

Matters Considered:

1. Confirmation of Minutes of Previous Meeting
2. Together for Equality and Respect Strategy 2017
3. Reform in the Child and Family Services System
4. Early Years Advisory Committee Round Table Discussion
5. Increase in Mental Health Issues for our (Early and Middle Years) Children

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: Beck Wright

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

Complete this Section

Date of Assembly: 2/7/2018

Name of Committee or Group (if applicable): Issues Briefing

Time Meeting Commenced: 6.35pm

Name of Councillors Attending:

Cr John Mortimore, Mayor

Cr Peter Lockwood

Cr Darren Pearce

Cr Nicole Seymour

Name of Members of Council Staff Attending:

Tony Doyle Sam Stanton (Item 1)

Ian Bell Kathy Parton (Item 2)

Michael Fromberg Tanya Clark (Item 3)

Julia Oxley Yvonne Rust (Item 3)

Kerry Stubbings Judy Chalkley (Item 4)

Phil McQue Robbie Leslie (Item 4)

Paige Kennett

Matters Considered:

1. Leading on Gender Equity in Knox's Workforce
2. Family Violence and Gender Equity Implementation Plan 2018-2021
3. Boronia Renewal Project – Progress/Update
4. Knoxfield/Carrington Park Senior Citizens Centre Scoping Analysis and Concept Design
5. Knox Basketball Inc Cost Benefit Analysis

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: Paige Kennett

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

12. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN**13. SUPPLEMENTARY ITEMS****13.1 PUBLIC TRANSPORT ADVOCACY**

A supplementary report will be circulated under separate cover and will be available prior to the meeting.

14. URGENT BUSINESS**14.1 URGENT BUSINESS****14.2 CALL UP ITEMS****15. QUESTIONS WITHOUT NOTICE**