



KNOX CITY COUNCIL

MINUTES

Ordinary Meeting of Council

Held at the
Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 28 August, 2017

KNOX CITY COUNCIL**MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD AT THE
CIVIC CENTRE, 511 BURWOOD HIGHWAY, WANTIRNA SOUTH**

ON
MONDAY, 24 JULY 2017 AT 7.02 P.M.

PRESENT:

<i>Cr D Pearce (Mayor & Chairperson)</i>	<i>Taylor Ward</i>
<i>Cr J Mortimore (Deputy Mayor)</i>	<i>Chandler Ward</i>
<i>Cr P Lockwood</i>	<i>Baird Ward</i>
<i>Cr J Taylor</i>	<i>Collier Ward</i>
<i>Cr A Gill</i>	<i>Dinsdale Ward</i>
<i>Cr J Keogh</i>	<i>Dobson Ward</i>
<i>Cr T Holland</i>	<i>Friberg Ward</i>
<i>Cr N Seymour</i>	<i>Tirhatuan Ward</i>
<i>Mr T Doyle</i>	<i>Chief Executive Officer</i>
<i>Dr I Bell</i>	<i>Director – Engineering & Infrastructure</i>
<i>Mr A Kourambas</i>	<i>Director - City Development</i>
<i>Mr. M Fromberg</i>	<i>Director – Corporate Development</i>
<i>Ms K Stubbings</i>	<i>Director – Community Services</i>
<i>Ms F Cousins</i>	<i>Manager - Governance & Innovation</i>

**THE MEETING OPENED WITH A PRAYER, STATEMENT OF ACKNOWLEDGEMENT
AND A STATEMENT OF COMMITMENT**

***“Knox City Council acknowledges we are on the
traditional land of the Wurundjeri and Bunurong people
and pay our respects to elders both past and present.”***

BUSINESS:**Page Nos.****1. APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE**

Cr Lisa Cooper

2. DECLARATIONS OF CONFLICT OF INTEREST

Pursuant to Section 79 of the Local Government Act 1989 (the Act), Councillor Seymour declared an indirect interest by close association pursuant to Section 78 of the Act in Item 10.6 – Minor Grants on the grounds that she has a close relationship with the Scoresby 55+ Group in that she has been an ambassador and facilitator of this group. Further, Councillor Seymour has been asked to be an ambassador for the Melbourne Boomers.

3. CONFIRMATION OF MINUTES

MOVED: CR. HOLLAND

SECONDED: CR. KEOGH

3.1 *Confirmation of Minutes of Ordinary Meeting of Council held on Monday 24 July 2017*

CARRIED

MOVED: CR. HOLLAND

SECONDED: CR. KEOGH

3.2 *Confirmation of Minutes of Strategic Planning Committee Meeting held on Monday 14 August 2017*

CARRIED

4. PETITIONS AND MEMORIALS

Nil.

5. REPORTS BY COUNCILLORS

5.1 *Committees & Delegates* **1.**

5.2 *Ward Issues* **1.**

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| | Scott Ward | |
| 6.2 | Development Of A Four (4) Storey Apartment Building Containing 26 Apartments And Alteration Of Access To A Road Zone Category 1 At 438 Stud Road, Wantirna South (Application No. P2016/6898) | 12. |
| | Taylor Ward | |
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15. QUESTIONS WITHOUT NOTICE x.

5. REPORTS BY COUNCILLORS

5.1 Committees & Delegates

5.1.1 COUNCILLOR JAKE KEOGH

Councillor Keogh attended the following Meetings

- Upper Ferntree Gully Juniors Thank You Night
- National Tree Day – Community Planting Event
- Morning Tea to Welcome New Director, Corporate Development
- Taylor Ward Reception
- Ferntree Gully Football Club Sportsman Night
- Upper Ferntree Gully Football Club Cheque Presentation
- Knox Disability Advisory Committee
- Young Leaders Presentation Night
- Knox Central Advisory Committee
- CEO Staff Briefing
- Netball Grant Final Presentations
- One Tree Per Child – Lysterfield Primary School
- Citizenship Ceremony
- Knox Multicultural Advisory Committee
- Knox Adult Learners Weeks Awards
- Audit Committee
- Women on the Go Breakfast

5.1.2 COUNCILLOR JACKSON TAYLOR

Councillor Taylor attended the following Meetings

- Councillor Media Training
- Knox Community Safety Advisory Committee
- Farewell Afternoon Tea for Acting Director, Corporate Development
- Knox Central Advisory Committee
- Community Development Fund Evaluation Panel Assessments x 4
- Breakthrough Church

5.1.3 COUNCILLOR NICOLE SEYMOUR

Councillor Seymour attended the following Meetings

- Meeting with Bridges
- Stamford Development Community Drop in Sessions
- Meeting with Scoresby Residents
- Stamford Park Steering Committee
- Community Development Fund Evaluation Panel Assessments x 4
- Scoresby CFA 75th Anniversary
- Early Years Advisory Committee
- Knox Scouts DA Meeting
- Stamford Park Men's Shed

5.1 Committees & Delegates (cont'd)**5.1.4 COUNCILLOR JOHN MORTIMORE**

Councillor Mortimore attended the following Meetings

- Eastern Alliance for Greenhouse Action
- Metropolitan Waste Management Group (MWMG)
- Community Safety Advisory Committee

5.1.5 COUNCILLOR DARREN PEARCE (MAYOR)

Councillor Pearce attended the following Meetings

- Boronia CFA Dinner
- Morning Tea to Welcome New Director, Corporate Development
- Taylor Ward Reception
- Municipal Association of Victoria - Mayors and CEOs Forum
- Young Leaders Presentation Night
- Knox Infolink Sharing the Joy Appeal Launch
- The Knox School 35th Anniversary Assembly
- Knox Central Advisory Committee
- Waterman Chadstone VIP Launch
- CEO Staff Briefing
- Reception for Fairhills High School Japanese Exchange Students
- Rowville Football Club
- Stamford Park Steering Committee
- St Simon's Primary School – Award Presentation
- Beauty and the Beast – Wantirna College
- Boronia Football Club – Chairman's Lunch
- Heany Park Scout Group Family Fun Day and Presentation
- Scoresby CFA 75th Anniversary
- The Links at Waterford – Opening of Workshop and Art Studio
- Citizenship Ceremony
- Knox Adult Learners Week Awards
- Audit Committee
- Women on the Go Breakfast
- OMNI Meeting
- Eastern Regional Group of CEOs and Mayors
- Mayor and Councillor Pop Up with Cr Cooper

5.2 Ward Issues

5.2.1 COUNCILLOR KEOGH (DOBSON WARD)

- Councillor Keogh noted that quite a few residents have recently reached out to him asking for the installation of play equipment at Quarry Park. Councillor Keogh acknowledged that he has previously raised the possibility of including barbeque facilities in the park and that he believes these facilities could increase the usage of the park.
- Councillor Keogh raised the current community consultation that is occurring in relation to the Draft Knox Parking Strategy and the feedback he has received from residents so far. Councillor Keogh stated that the Parking Policy is a great policy with the potential to benefit the entire City of Knox. Councillor Keogh concluded by encouraging everyone to participate in the current community consultation process.

5.2.2 COUNCILLOR TAYLOR (COLLIER WARD)

- Councillor Taylor informed his fellow Councillors that he has been receiving emails relating to graffiti and vandalism in the community. Councillor Taylor continued by voicing his excitement at the possibility of new reporting equipment that will change the way this type of data is collected and sent to Victoria Police.
- Councillor Taylor acknowledged the works currently underway at the Boronia Road and Mountain Highway intersection. Councillor Taylor expressed his gratitude to the State Government for committing to funding the project and thanked his fellow Councillors for their advocacy work leading to the funding being provided.

5.2.3 COUNCILLOR MORTIMORE (CHANDLER WARD)

- Councillor Mortimore raised the issue of dog poo not being cleaned up by responsible pet owners. Of particular concern are dogs being let onto sporting fields and then not being cleaned up after. Councillor Mortimore explained that this is a concern as children, youth and other community members then play on the field and may fall in it. Councillor Mortimore suggested Council launch a new media campaign and install signage that explains to people the consequences of not cleaning up their dogs mess.
- Councillor Mortimore noted his attendance at the opening of the Boronia Bowls Club and was honoured to have the first bowl of the season. Councillor Mortimore then discussed the "One Tree Per Child" program and commended Council's bushland team for making the events so exciting and inspiring for the children who attend. To conclude, Councillor Mortimore noted his attendance at the Sri Vakrathuna Vinayagar Temple for dinner on a Friday night and recommended it for anyone who wanted a real taste of India.

5.2 Ward Issues (cont'd)**5.2.4 COUNCILLOR PEARCE (TAYLOR WARD)**

- Councillor Pearce noted that the Taylor Ward Reception was held on 2 August and stated that it was great to see so many local community members involved.

Official Minutes of Knox City Council

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 July to 31 July 2017) be noted.

REPORT

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

Application Type	No
Building & Works: Residential	20
Other	2
Units	21
Subdivision	20
Tree Removal/Pruning	11
Single Dwelling	5
Change of Use	2
Liquor Licence	1
Fence	1
Reserve	1
TOTAL	84

COUNCIL RESOLUTION

MOVED: CR. HOLLAND

SECONDED: CR. KEOGH

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

CARRIED

Knox City Council
Planning Applications Decided by Responsible Officer
1 – 31 July 2017

Ward	No/Type	Address	Description	Decision
Baird	2017/6288	4 Valerie Street BORONIA VIC 3155	Three lot subdivision (approved unit development)	3/07/2017 Approved
Baird	2016/6937	15-17 Duncan Avenue BORONIA VIC 3155	The construction of four (4) double storey dwellings and two (2) single storey dwellings (total of six (6) dwellings)	5/07/2017 Approved
Baird	2016/6763	51 Western Road BORONIA VIC 3155	Development of the land for three (3) double storey dwellings and removal of vegetation	5/07/2017 Notice of Decision
Baird	2016/6804	1 & 2/6 Cypress Avenue BORONIA VIC 3155	The construction of six (6) double storey dwellings on the land	7/07/2017 Approved
Baird	2017/6328	4/26 Longstaff Road BAYSWATER VIC 3153	Two Lot Subdivision	25/07/2017 Approved
Baird	2017/9105	4 Kristen Court BORONIA VIC 3155	Removal of one Eucalyptus goniocalyx tree	27/07/2017 Approved
Baird	2017/6425	23 Malua Road FERNTREE GULLY VIC 3156	Two lot subdivision (Approved Unit Site)	27/07/2017 Approved
Baird	2017/6321	1 Falconer Road BORONIA VIC 3155	Three lot subdivision (Approved Unit Development)	27/07/2017 Approved
Baird	2017/6313	2 Fuchsia Street FERNTREE GULLY VIC 3156	Two (2) lot subdivision (Approved Unit Site)	26/07/2017 Approved
Baird	2016/6868	2/13 Flower Street FERNTREE GULLY VIC 3156	Development of the land for double storey dwelling to the side of the existing dwelling.	26/07/2017 Notice of Decision
Baird	2016/6599	10 Pinnacle Avenue FERNTREE GULLY VIC 3156	Develop the land for the construction of three (3) dwellings comprising of two (2) double storey dwellings and one (1) single storey dwelling	27/07/2017 Notice of Decision
Baird	2017/6305	203 Boronia Road BORONIA VIC 3155	Seven lot subdivision (Approved Unit Site)	26/07/2017 Approved
Chandler	2017/6212	83 Bayview Crescent THE BASIN VIC 3154	Buildings and Works (Single dwelling associated earthworks), tree removal and water tank	4/07/2017 Approved
Chandler	2017/9085	17 Rome Beauty Avenue THE BASIN VIC 3154	Removal of one (1) Eucalyptus scoparia	6/07/2017 Approved

Ward	No/Type	Address	Description	Decision
Chandler	2017/9091	29 Pope Avenue BORONIA VIC 3155	Remove one (1) dying Eucalyptus sideroxylon tree	12/07/2017 Approved
Chandler	2017/6221	5 Hovea Court BORONIA VIC 3155	Buildings and works (construction of a carport and spa)	5/07/2017 Approved
Chandler	2017/9078	7 Keats Court BORONIA VIC 3155	Shed	10/07/2017 Approved
Chandler	2017/6125	16 Old Forest Road THE BASIN VIC 3154	Buildings and works (extension to an existing dwelling and removal of one (1) Eucalypt tree (Exocarpos cupressiformis) and the pruning of the crown of one (1) Eucalyptus macrorhyncha)	6/07/2017 Approved
Chandler	2017/6331	6 Owen Street BORONIA VIC 3155	Buildings and works (extension to existing dwelling, decking and carport)	25/07/2017 Approved
Chandler	2017/9099	28 Landscape Drive BORONIA VIC 3155	Verandah to front and rear of existing dwelling	21/07/2017 Approved
Chandler	2017/6144	23 Stewart Street BORONIA VIC 3155	Creation of reserve for municipal purposes over all of the land	27/07/2017 Approved
Chandler	2017/9102	1404 Mountain Highway THE BASIN VIC 3154	Side and rear boundary fence	26/07/2017 Approved
Chandler	2017/9104	55 Daffodil Road BORONIA VIC 3155	Removal of Cedrus atlantica f. glauca. (Blue Atlas Cedar)	28/07/2017 Approved
Chandler	2017/6251	30 Miller Road THE BASIN VIC 3154	Development of the land for a double storey dwelling	27/07/2017 Approved
Collier	2017/9084	13 Milan Street WANTIRNA VIC 3152	Two (2) lot subdivision	3/07/2017 Approved
Collier	2016/6827	561-563 Boronia Road WANTIRNA VIC 3152	Development of the land for twelve (12) double storey dwellings and alteration to a Road Zone - Category 1	4/07/2017 Approved
Collier	2016/6618	9 St Davids Drive WANTIRNA VIC 3152	Development of the land for two (2) double storey dwellings and one (1) single storey dwelling, and alteration to a Category 1 Road Zone	25/07/2017 Approved
Collier	2017/6093	11 Freshfield Avenue WANTIRNA VIC 3152	The construction of a double storey dwelling to the rear of existing dwelling	26/07/2017 Notice of Decision
Collier	2017/6102	288-290 Wantirna Road WANTIRNA VIC 3152	The construction of nine (9) two storey dwellings and alteration of access to a Road Zone - Category 1	26/07/2017 Notice of Decision

Ward	No/Type	Address	Description	Decision
Dinsdale	2016/6861	2 Highmoor Avenue BAYSWATER VIC 3153	Development of the land for sixteen (16) dwellings within a three (3) storey building and the associated subdivision of the land into sixteen (16) lots	5/07/2017 Notice of Decision
Dinsdale	2016/6874	151 Stud Road WANTIRNA SOUTH VIC 3152	Develop the land for the construction of seven (7) double storey dwellings and the alteration to road in a Road Zone Category 1	7/07/2017 Notice of Decision
Dinsdale	2017/6091	1 Armstrong Road BAYSWATER VIC 3153	Development of the land for two (2) double storey and one (1) single storey dwelling (Total 3 dwellings)	5/07/2017 Notice of Decision
Dinsdale	2017/6393	6 Highmoor Avenue BAYSWATER VIC 3153	Removal of ten (10) trees	19/07/2017 Approved
Dinsdale	2017/9097	23A & 23B Gertonia Avenue BORONIA VIC 3155	Two lot subdivision	21/07/2017 Approved
Dinsdale	2017/9092	741 Mountain Highway BAYSWATER VIC 3153	Buildings and Works (Pergola and roller door) and advertising sign	Approved
Dinsdale	2016/6840	1 Elm Street BAYSWATER VIC 3153	Construction of nine (9) double storey dwellings, vegetation removal and reduction of car parking	21/07/2017 Notice of Decision
Dinsdale	2016/6928	181 Stud Road, Wantirna South	Development of the land for seven (7) three storey dwellings and a reduction in the car parking requirement (one visitor space)	31/07/2017 Approved
Dinsdale	2017/6342	15 Sasses Avenue, Bayswater	Three (3) lot subdivision (Approved Unit Site)	27/07/2017 Approved
Dinsdale	2017/6307	13 Darwin Road BORONIA VIC 3155	Two lot subdivision (Approved Unit Site)	13/07/2017 Approved
Dinsdale	2017/6338	28 Tate Avenue WANTIRNA SOUTH VIC 3152	Two (2) lot subdivision (Approved Unit Site)	28/07/2017 Approved
Dobson	2016/6823	91 Hancock Drive FERNTREE GULLY VIC 3156	The development of the land for a double storey dwelling to the side of the existing dwelling	4/07/2017 Approved
Dobson	2017/6110	5 Montalto Rise LYSTERFIELD VIC 3156	Use and Development for the construction of a Double Storey Dwelling	4/07/2017 Approved
Dobson	2017/9087	37 Bruce Crescent FERNTREE GULLY VIC 3156	Remove one (1) Brachychiton populneus (Kurrajong)	11/07/2017 Approved

Ward	No/Type	Address	Description	Decision
Dobson	2017/6172	2/8 Doysal Avenue FERNTREE GULLY VIC 3156	Construction of a single storey dwelling	12/07/2017 Approved
Dobson	2017/6265	17 Barton Avenue FERNTREE GULLY VIC 3156	Buildings and works (extension to an existing dwelling and removal of two (2) Pittosporum undulatum)	6/07/2017 Approved
Dobson	2017/6014	21 Selman Avenue FERNTREE GULLY VIC 3156	Use and development of a two storey child care centre and the removal of vegetation	7/07/2017 Notice of Decision
Dobson	2017/6148	16 Barrett Street UPPER FERNTREE GULLY VIC 3156	Building and works associated with the construction of a single storey dwelling and 1.8 metre high timber paling fence.	7/07/2017 Approved
Dobson	2017/9090	39 Margot Street FERNTREE GULLY VIC 3156	Garage	14/07/2017 Approved
Dobson	2017/6355	Glengollan 97 Underwood Road FERNTREE GULLY VIC 3156	Buildings and works (construction of a deck attached to the Clubhouse of the Retirement Village)	18/07/2017 Approved
Dobson	2017/9093	2/26 George Street FERNTREE GULLY VIC 3156	Proposed Carport	18/07/2017 Approved
Dobson	2017/6386	17 Wynette Avenue UPPER FERNTREE GULLY VIC 3156	Buildings and Works (Construct additions and alterations to existing dwelling)	Approved
Dobson	2017/9094	22 George Street FERNTREE GULLY VIC 3156	Remove one (1) Eucalyptus ovata tree	13/07/2017 Approved
Dobson	2017/9096	1/11 Talaskia Road UPPER FERNTREE GULLY VIC 3156	Removal of one (1) Liquidambar styraciflua	18/07/2017 Approved
Dobson	2017/6243	1 Barclay Avenue UPPER FERNTREE GULLY VIC 3156	Development of the land for a single dwelling	14/07/2017 Approved
Dobson	2017/6406	4 Johns Street UPPER FERNTREE GULLY VIC 3156	Remove two dead conifers	18/07/2017 Approved
Dobson	2017/6220	12 Tarana Avenue UPPER FERNTREE GULLY VIC 3156	Dwelling Additions and Vegetation Removal	26/07/2017 Approved
Dobson	2017/9103	16/152 Underwood Road FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus obliqua (messmate Stringybark tree)	26/07/2017 Approved

Ward	No/Type	Address	Description	Decision
Dobson	2017/6416	30 Helmsley Avenue LYSTERFIELD VIC 3156	Removal of fifty-three (53) trees (one Eucalyptus leucoxyton, one Eucalyptus nicholii, one Gleditsia triacanthos, one Pittosporum tenuifolium, nine Waterhousia floribunda, sixteen Pittosporum eugenoides Variegatum and twenty-four Syzygium paniculatum)	27/07/2017 Approved
Dobson	2017/9086	24 Blucher Street FERNTREE GULLY VIC 3156	Buildings and works (construction of a retaining wall, deck and verandah)	25/07/2017 Approved
Dobson	2017/6076	9 Logan Court LYSTERFIELD VIC 3156	Construction of a two storey dwelling	28/07/2017 Approved
Friberg	2017/6223	29 Folkstone Crescent FERNTREE GULLY VIC 3156	Development of a double storey dwelling to the rear of the existing dwelling	4/07/2017 Notice of Decision
Friberg	2017/6177	SH 52A Mountain Gate Shop Centre FERNTREE GULLY VIC 3156	Liquor license and car parking reduction associated with a restaurant	25/07/2017 Approved
Friberg	2017/6400	9 Anne Road KNOXFIELD VIC 3180	Two lot subdivision (Approved Unit Site)	21/07/2017 Approved
Friberg	2017/6241	12/7 Samantha Court KNOXFIELD VIC 3180	Change of use to a place of assembly and worship. Waiver of car parking requirements	19/07/2017 Notice of Decision
Friberg	2017/9073	2 Wyola Court ROWVILLE VIC 3178	Verandah and carport	19/07/2017 Approved
Friberg	2016/6597	24 Conn Street FERNTREE GULLY VIC 3156	Development of four (4) double storey dwellings	18/07/2017 Refused
Friberg	2017/6310	37 Adele Avenue FERNTREE GULLY VIC 3156	Three (3) lot subdivision (Approved Unit Site)	13/07/2017 Approved
Friberg	2017/9098	4 Thomas Street FERNTREE GULLY VIC 3156	Buildings and Works	28/07/2017 Approved
Friberg	2017/6129	28 Silverton Drive FERNTREE GULLY VIC 3156	Four lot subdivision (Approved Unit Site)	25/07/2017 Approved
Scott	2017/6240	12 Avoca Way WANTIRNA SOUTH VIC 3152	Development of the land for two double storey dwellings	19/07/2017 Notice of Decision
Scott	2017/6399	378 Scoresby Road FERNTREE GULLY VIC 3156	Two lot subdivision (Approved Unit Site)	21/07/2017 Approved

Ward	No/Type	Address	Description	Decision
Scott	2017/6339	107 Harley Street North KNOXFIELD VIC 3180	Two (2) lot subdivision (Approved Unit Site)	28/07/2017 Approved
Taylor	2016/6753	1 Goulburn Drive ROWVILLE VIC 3178	The construction of a double storey dwelling to the side of the existing dwelling	19/07/2017 Approved
Tirhatuan	2017/6032	14-16 Lidgate Avenue ROWVILLE VIC 3178	Nine lot subdivision (Approved Unit Site)	3/07/2017 Approved
Tirhatuan	2016/6883	43 - 45 Deschamp Crescent ROWVILLE VIC 3178	8 lot subdivision (Development Site)	6/07/2017 Approved
Tirhatuan	2017/6333	842 Wellington Road ROWVILLE VIC 3178	Buildings and works (increased height and capacity of Silo 3)	14/07/2017 Approved
Tirhatuan	2017/9089	34 Seebeck Road ROWVILLE VIC 3178	Two lot subdivision	13/07/2017 Approved
Tirhatuan	2017/6285	2/20 Henderson Road KNOXFIELD VIC 3180	Buildings and works to existing warehouse and reduction in car parking requirements	14/07/2017 Approved
Tirhatuan	2017/9088	2/20 Henderson Road KNOXFIELD VIC 3180	Building and works to an existing warehouse	14/07/2017 Approved
Tirhatuan	2017/6378	Lot 1 Caribbean Drive SCORESBY VIC 3179	The development of the land for a warehouse and office	26/07/2017 Approved
Tirhatuan	2017/6197	718 Stud Road SCORESBY VIC 3179	Construction of two (2) double storey dwellings on the land and Creation of Access to a Road Zone, Category 1.	26/07/2017 Approved
Tirhatuan	2017/6048	709 Stud Road SCORESBY VIC 3179	Development of the land for three (3) three storey dwellings and alteration of access to a road in a Category 1 Road Zone	27/07/2017 Approved
Tirhatuan	2017/6320	35 Grayson Drive SCORESBY VIC 3179	Two lot subdivision (Approved Unit Development)	26/07/2017 Approved
Tirhatuan	2017/9095	2/36 Koornang Road SCORESBY VIC 3179	Buildings and works for a mezzanine floor and a reduction in car parking	28/07/2017 Approved

Total: 84

SCOTT WARD

6.2 DEVELOPMENT OF A FOUR (4) STOREY APARTMENT BUILDING CONTAINING 26 APARTMENTS AND ALTERATION OF ACCESS TO A ROAD ZONE CATEGORY 1 AT 438 STUD ROAD, WANTIRNA SOUTH (Application No. P2016/6898)

1. SUMMARY:

Land:	438 Stud Road, Wantirna South
Applicant:	Ask Planning Services Pty Ltd
Proposed Development:	Development of a four (4) storey apartment building containing 26 apartments and alteration of access to a Road Zone Category 1
Area/Density:	2,066m ² / 1:79m ²
Zoning:	Residential Growth Zone – Schedule 1
Overlays:	No Overlays
Local Policy:	Municipal Strategic Statement (MSS) Development in Residential Areas and Neighbourhood Character Policy (Clause 22.04)
Application Received:	14 December 2016
Application Amended:	22 March 2016
Number of Objections:	38
PCC Meeting:	N/A

Assessment:

The proposal for a four (4) storey apartment building is considered to be consistent with the purpose of the Residential Growth Zone – Schedule 1, State Planning Policy, the Municipal Strategic Statement and Local Planning Policies.

The design has minimised off-site amenity impacts and will make a positive contribution to the urban fabric of the surrounding area.

The provision of car parking is consistent with the car parking requirements of the Knox Planning Scheme at Clause 52.06.

Subject to conditions, the proposal meets the objectives of Clause 55 (ResCode) of the Knox Planning Scheme.

On balance it is considered that the proposal is consistent with the Knox Planning Scheme, subject to modifications as discussed. It is recommended that a Notice of Decision to Grant a Planning Permit should issue, subject to conditions.

6.2 438 Stud Road, Wantirna South (cont'd)

2. BACKGROUND

2.1 Amendment C150

Amendment C150 proposes to restructure and update the local section of the Knox Planning Scheme, including: a new Municipal Strategic Statement (MSS); new and updated local policies; updates to some zone and overlay schedules; updates to some particular provisions; and some map changes.

Amendment C150 proposes to correct an error on the Map to Clause 21.05, which identifies the subject site within a Knox Neighbourhood Area. The subject site should have been identified within an Activity Area, in accordance with the strategic direction at Clause 21.05-3 (Municipal Strategic Statement - Housing).

As Amendment C150 was adopted by Council on 26 May 2017 it is seriously entertained, and will correct the error to the Map as it relates to the subject site. Therefore, this report will assess the proposal against the Activity Area requirements of Clause 21.05 and Clause 22.07 (Local Policy – Development in Residential Areas and Neighbourhood Character).

2.2 Subject Site and Surrounds

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

- The subject site is located on the western side of Stud Road, approximately 150 metres north of the intersection with High Street Road, in Wantirna South.
- The land was formally used as a restaurant, with associated parking, limited landscaping, and is currently vacant.
- The site is accessed via a dual access carriageway onto Stud Road, which also services a four (4) storey apartment complex to the north, and a single and two storey multi-dwelling development to the south.
- A common property driveway is located between the subject site and the apartment complex to the north, while the land directly abuts the secluded private open space of residential dwellings to the south and west.
- On the eastern side of Stud Road properties are developed for residential purposes. There is a service station on the north-west corner of Stud Road and High Street.
- Swinburne University and the Knox Central Principal Activity Centre are located further to the north.

6.2 438 Stud Road, Wantirna South (cont'd)

2.3 The Proposal

(Refer to attached plans at Appendix B)

The application seeks approval for the development of the land for a four (4) storey apartment building containing 26 apartments.

Details of this application are as follows:

- The application proposes a basement level (access via the rear of the site) that will contain 51 residential car parking spaces (28 spaces to be provided as double car stackers). A lift, storage, waste collection, bike racks and other services are also contained within the basement. Six visitor car parking spaces are located at ground level.
- The ground floor contains a lobby, accessed via the front of the site, services and seven (7) dwellings. Dwellings at ground floor have access to ground floor open space in excess of 40 square metres. Each dwelling contains three bedrooms, open living and kitchen, butler's pantry/laundry and two bathrooms. Decorative screen fencing is provided along the boundaries abutting the common property areas, with landscaping. The ground floor is setback a minimum 2 metres from the southern boundary.
- At first floor, a total of seven dwellings are provided, with increased setbacks to the ground floor area. The setback to the southern boundary increases to a minimum 4.28 metres. Six of the dwellings contain three bedroom, with open living and kitchen, butler's pantry/laundry and two bathrooms. The two bedroom dwelling contains an open kitchen and living area, laundry and single bathroom. Each dwelling has a terrace with a minimum area of 15 square metres.
- The second floor replicates the first floor. The third floor is further setback from the second floor, with the setback to the southern boundary increased to a minimum 7.25 metres. The third floor contains 5 dwellings, all containing three bedrooms, open living and kitchen, laundry and two bathrooms. Each dwelling has a terrace with an area of 15 square metres. Dwelling 22 has a secondary terrace with an area of 9 square metres.
- The building has a maximum height of 12.5 metres and is finished in a variety of materials including glazing, textured pre-cast concrete, lightweight cladding, metal cladding, render and paint finishes. All vegetation is proposed to be removed from the site.
- The size of apartments ranges from 75m² to 140m², with the majority being above 100m².

6.2 438 Stud Road, Wantirna South (cont'd)

3. CONSULTATION

3.1 Advertising

The application was advertised by way of signs on site and notices were sent to adjoining property owners and occupiers. Thirty eight (38) objections have been received and are summarised below:

Parking and traffic

- *Car parking for the proposed development complies with Clause 52.06 of the Knox Planning Scheme. Concerns with the current adjoining development's car parking provision does not alter this outcome and would not preclude a development.*
- *A Traffic Impact Assessment has been carried out by the applicant. The intersection analysis indicates that the proposed development would have minimal impacts on the operation of the road network.*

Oversupply of apartment accommodation

- *This is not a valid planning consideration.*

Devaluation of existing properties

- *This is not a valid planning consideration.*

Loss of privacy to adjoining properties

- *Subject to conditions, the proposal will comply with the ResCode overlooking Standard at Clause 55 of the Knox Planning Scheme. All habitable room windows within 9 metres of adjoining habitable room windows or secluded private open space on adjoining properties will be adequately screened. The proposal will not result in a loss of privacy.*

Access to emergency vehicles

- *The proposal does not alter the existing access arrangements into the common property access areas. Existing parking issues need to be addressed with the relevant body corporate.*

Waste management

- *Waste storage and collection will be managed through a private contractor, and a Waste Management Plan will need to be approved with the detail, including how the waste truck will access the site.*

6.2 438 Stud Road, Wantirna South (cont'd)

Overshadowing and access to daylight to windows

- *The setbacks to the southern boundary have ensured that shadows at the September Equinox (in accordance with the ResCode Standard) do not exceed the current boundary fence shadows. The shadows will not affect existing north facing windows. Setbacks to the southern boundary comply with the ResCode Standard to protect north facing habitable room windows.*
- *Shadows to the residential properties to the west comply with the ResCode Standard.*

Streetscape character through design and bulk

- *The height, setbacks, massing and appearance of the proposed building are consistent with the outcomes sought by the Residential Growth Zone – Schedule 1 and State and Local Planning Policy, while minimising impacts to adjoining residential properties.*
- *There is an existing four (4) storey building directly to the north, and the proposed setbacks will provide for an appropriate transition to the adjoining single storey dwellings to the south and west.*

Noise pollution

- *Noise associated with the use would be residential in nature and is not expected to create any noise that would not be experienced in a residential context.*
- *Noise during construction would need to comply with Environmental Protection Agency requirements. Construction activities will be managed through a Construction Management Plan.*

3.2 Referrals

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

Traffic Engineer

- *For car parking spaces abutting physical obstruction, spaces no. 5, 6, 18, 19, an extra 300mm clearance must be provided increasing the width to 3.2m.*
- *Two mirrors must be installed at the ramp and intersection control treatment is required at the t-intersection with the common property roadway.*
- *A continuous accessible path must be provided from the public street footpath into the site, as per the Disability Access Assessment Report.*

6.2 438 Stud Road, Wantirna South (cont'd)

- *Car Stacker Management Plan must be provided and to the satisfaction of the Responsible Authority.*
- *Lighting provision should be made for on-site public lighting where a possible conflict between pedestrians and vehicles may occur.*

Drainage Engineer

- *Standard conditions to be included on any permit to issue.*
- *Connection is to the Melbourne Water drainage system.*

Sustainability Officer

- *The submitted Sustainable Design Assessment meets Council's requirements and is considered to be satisfactory.*

Waste Officer

The Waste Management Plan (WMP) for this development has been reviewed and further information should be provided in relation to:

- *The provision of bins on each level of the complex, including their storage, appearance, health/sanitary aspects and who will be responsible for their transfer to/from the bin room for collection.*
- *Storage of hard waste, as currently only 2m² has been set-aside, and this is inadequate. In accordance with Council's Waste Management in MUDs Policy and Procedure, 0.5m²/dwelling needs to be provided at the development for this purpose.*
- *Collection methodology and frequency for hard waste, including specifying exactly how and when a private contractor will access the hard waste store and collect materials, and who is responsible for arranging this service.*

City Futures

- *The proposed 4 storey apartment building aligns with the broad strategic framework for the site and area, including general compliance with height, dwelling diversity and private open space requirements.*
- *The proposal should improve the landscape outcomes immediately adjacent to the Stud Rd frontage, in order to contribute to a landscape link along Stud Road (Clause 21.04) and to retain Knox's green and leafy character when viewed from the street (Clause 22.07-6).*
- *Accessibility should be improved by provision of a marked pedestrian path from the development to the Stud Rd pedestrian path.*

6.2 438 Stud Road, Wantirna South (cont'd)

Landscape

The Landscape Plan is generally acceptable subject to the following:

- *Three native canopy trees located across the frontage of the site.*
- *The proposed canopy tree located on the southern boundary toward the front of the site to be deleted.*
- *The retaining wall along the southern boundary to be moved close to boundary fence and trellis and climbers shown along southern boundary outside of retaining wall and adjacent to habitable windows.*
- *The two metre space on the west side of visitors car park to be garden bed with small-medium canopy trees.*
- *The kiosk substation to be moved to the south as far as possible and the new tree canopy continued along the west boundary from the visitors car parks to kiosk. The area in front (east) of the trees should be functional open space such as lawn with benches/tables.*
- *Tree planting diagram/detail and other details to comply with Knox Council's Landscape Plan Guidelines.*

VicRoads

- *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 Residential Growth Zone – Schedule 1. A permit is required for the construction of two or more dwellings on the land pursuant to Clause 32.07-5 of the Residential Growth Zone – Schedule 1. The maximum building height in the Residential Growth Zone – Schedule 1 should not exceed 13.5 metres.

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

6.2 438 Stud Road, Wantirna South (cont'd)

- *The proposal will provide a transition between areas of more intensive use and development and other residential areas, through increased setbacks to adjoining residential properties to the south and west, and also minimising overshadowing and overlooking to achieve compliance with the relevant ResCode Standard.*
- *The maximum building height does not exceed 13.5 metres.*

Schedule 1 to the Residential Growth Zone varies the ResCode requirements for Standard B6 (Minimum street setback) which requires a minimum setback to the front street of the average distance of the setbacks of the front walls of the existing buildings on the abutting allotments, or 6 metres, whichever is the lesser.

- *The subject site does not have direct street frontage (due to a 20m wide common property along the Stud Road frontage) and therefore the minimum street setback does not apply.*
- *The proposed setback to the front title boundary means that the proposed building is slightly behind the front setback of the existing buildings on the adjoining properties. This is considered to be acceptable outcome.*

Schedule 1 to the Residential Growth Zone varies the ResCode requirements for Standard B13 (Landscaping) which requires a minimum of one canopy tree per 250 square metres of the site area including a minimum of one canopy tree the front setback per 5 metres of width of the site. Each tree should be required to be surrounded by 20 square metres of permeable surface with a minimum radius of 3 metres. Up to 50 per cent of the permeable surface may be shared with another tree.

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

Schedule 1 to the Residential Growth Zone also varies the ResCode requirements for Standard B28 (Private Open Space) which requires the provision of private open space consisting of a minimum area of 40 square metres including one part of secluded private open space at the side or rear of the dwelling with a minimum area of 25 square metres with a minimum dimension of 3 metres with convenient access from a living room; or a balcony of 15 square metres with a minimum width of 1.8 metres.

- *Each dwelling at ground level has been provided with a minimum of 40 square metres of private open space, and each dwelling on the first to third floor has been provided with a terrace with a minimum area of 15 square metres. Access is from a living room. The proposed development complies with this requirement.*

6.2 438 Stud Road, Wantirna South (cont'd)

4.1.2 Overlays

No overlays apply to the land.

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.

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.

Context – Development must take into account the natural, cultural and strategic context of its location.

- *The site is located in an area that is identified in Clause 21.05 as an Activity Area, where increased residential densities are encouraged. The site is also located on a main road with connection to public transport and services. The location is ideal for the type of residential development proposed, and the design has ensured that amenity impacts area reasonable, with no increase to overshadowing or overlooking.*

Safety – New development should create urban environments that enhance personal safety and property security and where people feel safe to live, work and move in at any time.

- *The design proposes pedestrian friendly facades that are either activated or visually interesting, vastly improving on the existing site conditions. The increase in density with numerous balconies facing the Stud Road and the surrounding common property areas will also increase activity and passive surveillance to the area.*

Landmarks, views and vistas – Landmarks, views and vistas should be protected and enhanced or, where appropriate, created by new additions to the built environment.

- *The proposed development will contribute positively to the built environment, creating an identifiable and distinctive element to a visible site.*

6.2 438 Stud Road, Wantirna South (cont'd)

Consolidation of sites and empty sites – New development should contribute to the complexity and diversity of the built environment.

- *The proposed development will contribute to the complexity and diversity of the built environment and makes use of a site that is currently underutilised.*

Energy and resource efficiency – All building, subdivision and engineering works should include efficient use of resources and energy efficiency.

- *The proposal increases density within an Activity Area where there is access to public transport and services. This is an important component of sustainable land use planning, and in addition, the sustainable design concepts used in the building design itself have been noted as satisfactory by Council's Sustainable Design Officer.*

Architectural quality – New development should achieve high standards in architecture and urban design.

- *It is considered that the proposal has achieved good standards of architecture and urban design. The building is setback to all levels to the southern interface, with the balconies and habitable room windows oriented to the less sensitive interfaces to the north and west. Design details including materials, articulation and fenestration to all facades will create a building that will sit proudly within this section of Stud Road.*

Landscape architecture – Recognition should be given to the setting in which buildings are designed and the integrating role of landscape architecture.

- *Existing landscaping is limited within the site and surrounding areas, apart from the verge along Stud Road. A Landscape Plan has been prepared which will provide a suitable landscape design to integrate the proposed development into the surrounding area, subject to conditions on any permit to issue.*

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

- *The proposal contributes to the consolidation of urban development through the provision of increased density within an existing residential area with good provision of urban services and transport.*
- *Council's Sustainability Officer has advised that the submitted Sustainable Design Assessment meets Council's requirements. A condition on any permit to issue will require the development to be constructed in accordance with the approved Sustainable Design Assessment.*

6.2 438 Stud Road, Wantirna South (cont'd)

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

- Neighbourhood character - *This is discussed at Section 4.2.2 of the report.*
- Housing choice – *The development provides for a range of dwelling sizes with smaller open space areas than typical for the area, contributing to housing choice.*
- Integration with infrastructure – *The site is located in a fully serviced area. Satisfactory drainage plans will be required as a condition on any permit to issue.*
- Energy efficiency – *This has been discussed above under Clause 15.02.*
- Location – *The site is located within an Activity Area as defined in Clause 21.05, where increased residential densities are encouraged. The location of the subject site is ideal for this type of development, and the design has minimised amenity impacts to adjoining residential properties. The proposal meets Council's Development in Residential Areas and Neighbourhood Character Policy, see assessment at Section 4.2.2 below.*

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

- *The site is located on Stud Road, which is serviced by Bus Routes 681/682 and Smart Bus 901, and 170 metres walking distance to High Street Road, which is serviced by Bus Route 737.*
- *Bus Route No. 681/682 from Lysterfield to Knox City via Wantirna, Scoresby and Rowville, operates between 9:20am and 10:15pm Monday to Friday, between 9:20am and 7:45pm Saturdays, and between 11:20am and 5:20pm on Sundays at various intervals.*
- *Bus Route No. 737 from Croydon to Monash University via Boronia, Knox City and Glen Waverley operates between 5:56am and 10:07pm Monday to Friday, between 6:30am and 10:21pm Saturdays, and between 7:55am and 10:12pm on Sundays at various intervals.*
- *Smart Bus Route No. 901 from Frankston to Melbourne Airport operates between 4:51am and 12:04am Monday to Friday, between 5:20am and 12:06am Saturdays, and between 6:45am and 9:38pm on Sundays at various intervals.*

6.2 438 Stud Road, Wantirna South (cont'd)

4.2.2 Local Planning Policy Framework (LPPF)

Municipal Strategic Statement (MSS)

Clause 21.04 Urban Design – Ensure all development responds 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.

- *The proposed development has taken into consideration the residential interfaces and proposed a building that is setback from boundaries, provides landscaping opportunities and is of a height and massing consistent with existing development, acknowledging the site's location as a preferred location for increased densities, while transitioning to adjoining residential properties.*

Clause 21.06 Environment (Objective 10 Sustainability) – Knox aims to foster sustainable design and reduce energy usage in all developments, contribute to a reduction in greenhouse gas emissions, encourage reduced water usage and reduced usage of non-renewable natural resources in residential and non-residential development.

- *Energy efficient devices and practices have been applied through the application of a Sustainable Design Assessment. The proposal provides an increased density within walking distance of shops and services, entertainment, and transport.*

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

The desired future character of this area is to:

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

The key (relevant) design objectives are:

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

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

Retain existing canopy trees, wherever possible.

6.2 438 Stud Road, Wantirna South (cont'd)

- *There is limited landscaping within the subject site, which was used as a restaurant*

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

- *Car parking facilities are located in the basement and will not be visible from the street.*

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

- *The upper floor levels of the development have been setback to reduce the impacts of the height of the building and reduce overshadowing. The levels are broken up with a mix of materials, colour and fenestration.*

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

- *The proposal activates frontages that were previously used as car parking, with numerous balconies that face Stud Road and internal common property area, creating passive surveillance opportunities and a safer environment.*

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

- *The design proposes 2 and 3 bedroom dwellings. A high proportion contain 3 bedrooms, which results in much larger apartments than is typically seen within Knox. The size of the living and dining areas are commensurate with the number of bedrooms. These dwellings could cater for families or singles/couples wanting a larger dwelling within an apartment complex.*
- *The ground floor dwellings are considered to be 'accessible dwellings' although the proposed lifts would ensure most dwellings are accessible to persons with limited mobility.*

Applications must also consider:

Sustainable Design

- *A Sustainable Design Assessment was submitted with the application and is considered to be satisfactory.*

6.2 438 Stud Road, Wantirna South (cont'd)

Architectural Design

- *The proposal will contribute positively to the existing urban fabric through a built form that has considered adjoining residential properties, with increased setbacks to boundaries, large balconies and habitable room windows to Stud Road and internal common property areas. The built form through materials, colours, articulation and fenestration will provide a complementary built form and visually pleasing building on this visible section of Stud Road.*

Housing for Aged Persons and Accessible Design

- *The proposed development considers the need of people with limited mobility. The ground floor dwellings are considered to be 'accessible dwellings' although the proposed lifts would ensure most dwellings are accessible to persons with limited mobility.*

4.3 Particular Provisions

Clause 52.06 Car Parking

The purpose of Clause 52.06 is to ensure the provision of an appropriate number of car parking spaces, to support sustainable transport alternatives to the motor car, consolidation of car parking, protect the amenity of the locality and ensure that the design and location of car parking is of a high standard, creates a safe environment and enables easy and efficient use.

- *The proposal satisfies the car parking requirements at Clause 52.06 of the Knox Planning Scheme. Each three bedroom dwelling is provided with 2 car parking spaces within the basement, and each two bedroom dwelling is provided with 1 parking space. There is 1 additional residential parking space within the basement. A total of 5 visitor parking spaces are required, and 6 have been provided. Therefore the car parking requirements of Clause 52.06 have been met.*

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

Design Standard 1: Accessways – *Complies.*

Design Standard 2: Car Parking Spaces – *Complies subject to conditions on any permit to issue, as identified by Council's Traffic Engineers.*

Design Standard 3: Gradients – *Complies.*

Design Standard 4: Mechanical Parking – *Complies. A Car Stacker Management Plan to the satisfaction of the Responsible Authority will be required as a condition on any permit to issue, in accordance with Council Policy.*

6.2 438 Stud Road, Wantirna South (cont'd)

Design Standard 5: Urban Design – *Complies.*

Design Standard 6: Safety – *Complies.*

Design Standard 7: Landscaping – *Complies, the basement carpark will not reduce landscaping potential on the site, which will be improved from the existing conditions.*

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 4 or more storeys, 1 resident bicycle parking space is required per 5 units, and 1 visitor bicycle parking space is required per 10 units.

- *This proposal generates a requirement for a total of 5 bicycle spaces for residents and 2 bicycle spaces for visitors. An allocation of 4 bicycle spaces in the basement for residents and 2 bicycle spaces at the entry has been provided. A condition on any permit to issue can require 1 additional resident bicycle space to comply with this requirement.*

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

Neighbourhood Character and Infrastructure

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

Residential Policy – *Complies. The proposal is in direct compliance with State and Local Planning Policies.*

Infrastructure – *Complies. A condition on any permit to issue will require the submission and approval of an appropriate drainage plan to the satisfaction of the Responsible Authority.*

Integration with the Street – *Complies. The proposed development does not have direct frontage to Stud Road. A clearly defined entry is provided as well as balconies facing Stud Road and common property areas.*

Site Layout and Building Massing

Street Setback – *Complies. The subject site does not have direct street frontage, however the building façade is setback behind the line of the adjoining residential dwellings to the south and apartment building to the north.*

6.2 438 Stud Road, Wantirna South (cont'd)

Building Height – *Complies. Maximum building height is 12.5 metres, which is less than the allowable height in the Residential Growth Zone – Schedule 1.*

Site Cover/Permeability – *Complies. Maximum site coverage is 59.92% and permeability is 21.7%.*

Energy Efficiency – *Complies. The design of the dwellings allows for cross ventilation and daylight access. A condition on any permit to issue will require the proposed development to be constructed in accordance with an approved Sustainable Design Assessment.*

Open Space – *Communal open space is not provided.*

Safety – *Complies. All vehicles will be able to exit the site in a forwards direction. The entry to the building is clearly defined and the proposal will increase surveillance to surrounding areas.*

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

Access – *Complies.*

Parking Location – *Complies.*

Amenity Impacts

Side and rear setbacks – *Complies. Setbacks to boundaries exceed the minimum setbacks required by the Standard.*

Walls on boundaries – *Complies. A condition on any permit to issue will require walls on boundaries to be cleaned and finished to the satisfaction of the Responsible Authority.*

Daylight to existing windows/north facing windows – *Complies. Existing north facing windows are setback a minimum 3 metres from the boundary, therefore complying with the Standard. Nonetheless, shadow diagram plans indicate that the proposal will not impact on access to daylight to these windows at the September equinox.*

Overshadowing open space – *Complies. The shadow diagram plans indicate that overshadowing to the properties to the south will not exceed the current fencing shadows. This complies with the Standard.*

Overlooking – *Can comply subject to a conditions on any permit to issue.*

Southern Elevation – The lobby and hallway windows to Dwellings 12 and 19 are to be provided with fixed obscure glazing to 1.7 metres above the finished floor level. The habitable room windows on the third floor are likewise to have fixed obscure glazing to 1.7 metres above the finished floor level, in lieu of metal screens. Highlight windows need to nominate the sill height. Boundary fencing is sufficient to limit overlooking from ground floor level.

6.2 438 Stud Road, Wantirna South (cont'd)

Western Elevation – The balconies must be provided with screens to a height of 1.7 metres with no more than 25% transparency. The habitable room windows on the third floor are to have fixed obscure glazing to 1.7 metres above the finished floor level, in lieu of metal screens. Boundary fencing is sufficient to limit overlooking from ground floor level.

Eastern Elevation – Views to Stud Road are encouraged to increase surveillance to the street network. There are no habitable room windows or secluded private open space within this outlook.

Northern Elevation – The apartment building to the north is located in excess of 9 metres away. As such, the Standard does not require any screening to habitable room windows or balconies. There are also advantages to increasing surveillance to the common property areas, from a security and community aspect. As such, screening to the northern elevation is not recommended.

Internal views – Complies.

Noise Impacts – Complies. A condition on any permit to issue will require noise attenuation to the dwellings with aspect to Stud Road to limit noise impacts on these dwellings.

On-Site Amenity and Facilities

Accessibility – Complies. Access at ground level does not require a ramp and lift access is provided to all levels.

Daylight to new windows – Complies.

Private Open Space – Complies. All dwellings are provided with at least the minimum secluded private open space required in the Schedule to the Residential Growth Zone.

Solar access – Complies.

Storage – Complies. All dwellings have access to external storage.

Detailed Design

Design Detail – Complies.

Site Services – Complies. All site services have been shown and are appropriately screened where located in a visible location, or incorporated into the design of the building.

Front fence – Complies. A 1.8 metre high decorative perforated metal screen with 25% transparency is proposed along the northern and eastern boundaries. The height of the front fence complies, and the design will complement the proposed building.

6.2 438 Stud Road, Wantirna South (cont'd)

4.5 General Decision Guidelines

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

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

5. CONCLUSION

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

- *The proposal is consistent with Council's Municipal Strategic Statement, State Planning Policy and Local Planning Policy, including Development in Residential Areas and Neighbourhood Character (Clause 22.07).*
- *The proposal is consistent with the purpose of the Residential Growth Zone – Schedule 1.*
- *The proposed design achieves an outcome consistent with ResCode (Clause 55).*
- *The proposal is consistent with the car parking requirements at Clause 52.06.*

6. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

6.2 438 Stud Road, Wantirna South (cont'd)**RECOMMENDATION**

That Council issue a Notice of Decision to Grant a Planning Permit for the development of a four (4) storey apartment building containing 26 dwellings and access to a Road Zone Category 1 438 Stud Road, Wantirna South subject to the following conditions:

Amended Plans

1. Prior to the commencement of any buildings or works, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with application but modified to show:
 - 1.1 Car parking within the basement to be numbered accurately and allocated to each dwelling.
 - 1.2 A laundry to Dwelling 22.
 - 1.3 One (1) additional resident bicycle space.
 - 1.4 Noise attenuation measures to limit noise associated with common property areas and Stud Road into habitable rooms.
 - 1.5 Screening/fencing to the electricity kiosk.
 - 1.6 On the south elevation, the lobby windows and hallway windows to Dwellings 12 and 19 to be provided with fixed obscure glazing to 1.7 metres above the finished floor level.
 - 1.7 The balconies on the western elevation to be screened to a height of 1.7 metres above the finished floor level. Screens must not be more than 25% transparent.
 - 1.8 Metal screens to habitable room windows to be replaced with fixed obscure glazing to 1.7 metres above the finished floor level.
 - 1.9 The sill height to any highlight windows, which must be not less than 1.7 metres above the finished floor level.
 - 1.10 Southern and western boundary fencing must have a height of at least 1.8 metres, and if existing fencing is less than 1.8 metres, replaced with new fencing to a minimum height of 1.8 metres.
 - 1.11 Car parking spaces No. 5, 6, 18 and 19 abutting a physical obstruction, to be provided with an extra 300mm clearance, increasing the width to 3.2m.

6.2 438 Stud Road, Wantirna South (cont'd)**Recommendation (cont'd)**

- 1.12 Two mirrors must be installed at the ramp such that motorists along the basement parking aisle can see motorists coming down from the ramp and vice versa.
- 1.13 Installation of an intersection control treatment at the basement exit (e.g. giveaway/stop signs and line marking) to ensure the road safety of the intersection.
- 1.14 A continuous accessible path must be provided from the public street footpath into the site, in accordance with the Disability Access Assessment prepared by Equal Access (ref: 17042TP). A pedestrian entry could be provided at the south east corner of the site into the courtyard area. A pedestrian crossing is to be installed on the common property driveway to assist with pedestrian access.
- 1.15 On-site public lighting where a possible conflict between pedestrians and vehicles may occur.
- 1.16 Sufficient clearance for the garbage truck entering the basement.
- 1.17 The kiosk substation to be moved to the south as far as possible and the new tree canopy continued along the west boundary from the visitors car parks to the kiosk. The area in front (east) of the trees should be functional open space such as lawn with benches/tables.
- 1.18 The retaining wall located as close to the boundary fence as possible, with free standing trellis and climbers shown along the southern boundary outside the retaining wall and adjacent to habitable room windows.
- 1.19 The two metre setback on the western side of the visitor car spaces to be garden beds with small-medium canopy trees.
- 1.20 An area within the basement for the garbage truck to turn around to facilitate the truck exiting the basement in a forwards direction. Swept paths must be shown.
- 1.21 Drainage plans in accordance with Condition 2 of this Permit and any necessary modifications.
- 1.22 Amended Landscape plans in accordance with Condition 4 of this Permit and any necessary modifications.
- 1.23 A Car Stacker Management Plan in accordance with Condition 20 of this Permit.
- 1.24 A Construction Management Plan in accordance with 21 of this Permit.

6.2 438 Stud Road, Wantirna South (cont'd)**Recommendation (cont'd)**

- 1.25 An amended Waste Management Plan in accordance with Condition 24 of this Permit.

To the satisfaction of the Responsible Authority.

Drainage

2. Prior to commencement of any buildings or works, three copies of drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage is to be in accordance with these plans. The plans must show the following:
- 2.1 All stormwater drainage discharge from the site connected to a legal point of discharge.
- 2.2 The internal drains of the dwellings to be independent of each other.
- 2.3 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.
- 2.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.
- 2.5 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.
- 2.6 All levels to be to AHD (Australian Height Datum).

To the satisfaction of the Responsible Authority.

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

Landscaping

4. Prior to the commencement of any buildings or works, a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:
- 4.1 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.

6.2 438 Stud Road, Wantirna South (cont'd)**Recommendation (cont'd)**

- 4.2 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Appendix 2 of Council's Landscape Guidelines for Planning Permits).
- 4.3 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary.
- 4.4 Details of the surface finishes of pathways and driveways.
- 4.5 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.
- 4.6 A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
- 4.7 Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).
- 4.8 All vegetation to be removed.
- 4.9 Three native canopy trees located across the frontage of the site.
- 4.10 The proposed canopy tree located on the southern boundary toward the front of the site to be deleted.
- 4.11 The retaining wall along the southern boundary to be moved as close to boundary fence as possible and free standing trellis and climbers shown along southern boundary outside the retaining wall and adjacent to habitable windows.
- 4.12 The two metre space on the west side of visitors car park to be garden bed with small-medium canopy trees.
- 4.13 Trees and shrubs are to be chosen from Plant List 1 or 2 of Council's Landscape Guidelines for Planning Permits. Canopy trees must be a minimum two metres tall when planted.

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.

6.2 438 Stud Road, Wantirna South (cont'd)**Recommendation (cont'd)**

General

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

6.2 438 Stud Road, Wantirna South (cont'd)**Recommendation (cont'd)**

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

To the satisfaction of the Responsible Authority.

14. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.
15. Visitor spaces are to be accessible to visitors at all times and are to be line marked/paved and signed.

Fencing

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

Amenity During Construction

18. Upon commencement and until conclusion of the development, the developer shall ensure that the development does not adversely affect the amenity of the area in any way, including:
- 18.1 The appearance of building, works or materials on the land
- 18.2 Parking of motor vehicles
- 18.3 Transporting of materials or goods to or from the site
- 18.4 Hours of operation
- 18.5 Stockpiling of top soil or fill materials
- 18.6 Air borne dust emanating from the site
- 18.7 Noise
- 18.8 Rubbish and litter
- 18.9 Sediment runoff
- 18.10 Vibration

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

6.2 438 Stud Road, Wantirna South (cont'd)**Recommendation (cont'd)**

Stormwater

19. Stormwater runoff from all buildings and hard standing surfaces shall be properly collected and discharged in a complete and effective system of drains within the property and shall not cause or create a nuisance to abutting properties.

Car Stacker Management Plan

20. Prior to the development commencing a Car Stacker Management Plan covering matters such as access and safety (eg 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.

Construction Management Plan

21. Before the commencement of any buildings and works, a Construction and Traffic Management Plan (CMP) to the satisfaction of the Responsible Authority, must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed as evidence of its approval and will then form part of the permit and shall thereafter be complied with. The CMP must specify and deal with, but is not limited to, the following:
 - 21.1 A detailed schedule of works including a full project timing;
 - 21.2 A traffic management plan for the site, including when or whether any access points would be required to be blocked, an outline of requests to occupy public footpaths or roads, or anticipated disruptions to local services; and preferred routes for trucks delivering to the site.

The traffic management measures must minimise disruption to the operation of roadway during construction.
 - 21.3 The location for the parking of all construction vehicles and construction worker vehicles during construction;
 - 21.4 A fully detailed plan indicating where construction hoardings would be located;
 - 21.5 A waste management plan including the containment of waste on site, disposal of waste, stormwater treatment and on-site facilities for vehicle washing;

6.2 438 Stud Road, Wantirna South (cont'd)**Recommendation (cont'd)**

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

6.2 438 Stud Road, Wantirna South (cont'd)**Recommendation (cont'd)****Waste Management Plan**

23. Before the development commences, an amended 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. The amended plan must also detail:

- 23.1 The provision of bins on each level of the complex, including their storage, appearance, health/sanitary aspects and who will be responsible for their transfer to/from the bin room for collection.
- 23.2 Storage of hard waste in accordance with Council's Waste Management in MUDs Policy and Procedure, (0.5m² per dwelling).
- 23.3 Collection methodology and frequency for hard waste, including specifying exactly how and when a private contractor will access the hard waste store and collect materials, and who is responsible for arranging this service.

To the satisfaction of the Responsible Authority.

Permit Expiry

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

- 24.1 The development is not started within two years of the date of this permit.
- 24.2 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.

6.2 438 Stud Road, Wantirna South (cont'd)**Recommendation (cont'd)**

NOTES

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

- Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on request), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.
- Applicant is to direct all stormwater discharge from property to a point nominated by Melbourne Water as this will represent the Legal Point of Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system. The internal drains for the dwellings are to be independent of each other.
- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.
- Drainage works in the Road reserve or in the Council easement will require a road opening permit.
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.
- Water Sensitive Urban Design (WSUD) should be addressed as part of this development, e.g. water storage tanks, swale drains, etc.

Other Notes:

- Road Opening Permit shall be required for any works within or affecting the road reserve.
- Council encourages the consideration of water storage tanks for all existing and proposed residential developments.
- A building permit must be obtained before development is commenced.
- Buildings are not allowed to be built over Council easements.
- The dwelling/s must achieve a minimum 6-Star Energy Rating.
- In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.

6.2 438 Stud Road, Wantirna South (cont'd)**Recommendation (cont'd)**

- Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.
- All letterboxes shall face towards the street frontage and if located adjacent to the driveway the letterboxes and any associated structures shall not be greater than 900mm in height.
- Internal public lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS1158. This would generally be low height or bollard type lighting to avoid spill-over into adjacent properties. It may be sensor activated, to avoid all night running costs.
- Raised concrete slabs on the existing footpath fronting the site should be grounded.
- All litter and rubbish associated with the construction must be contained on site at all times.

COUNCIL RESOLUTION**MOVED: CR. PEARCE****SECONDED: CR. HOLLAND****That Council:**

Issue a Notice of Refusal to Grant a Planning Permit for a four (4) storey apartment building containing 26 apartments and alteration of access to a Road Zone Category 1 at 438 Stud Road, Wantirna South on the following grounds:

- 1. The proposal fails to satisfy relevant State and Local Planning Policy Framework strategies and objectives, as it is not considered to be respectful of the preferred neighbourhood character. The design response does not adequately respect the adjoining context having particular regard (but not limited to) the built form of the adjoining single storey dwellings, through the scale and siting of the building and does not adequately address amenity impacts, including car parking in common areas.**

6.2 438 Stud Road, Wantirna South (cont'd)**Resolution (cont'd)**

- 2. The proposal fails to satisfy relevant Local Planning Policy Framework objectives and strategies, particularly Clause 15 (Built Environment and Heritage), Clause 21.04 (Urban Design), Clause 21.05 (Housing) and Clause 22.07 (Development in Residential Areas and Neighbourhood Character) of the Knox Planning Scheme.**
- 3. The proposal does not satisfy the purpose of the Residential Growth Zone, as the proposed development will not provide a scale of development that transitions between the residential areas to the south and west, and will result in adverse amenity impacts to the adjoining residential properties.**
- 4. The proposal does not satisfy the objectives of Clause 55 of the Knox Planning Scheme, in particular:**
 - Clause 55.02-1 – Neighbourhood Character**
 - Clause 55.02-2 – Residential Policy**
 - Clause 55.02-3 – Dwelling Diversity**
 - Clause 55.02-5 – Integration with the Street**
 - Clause 55.04-1 – Side and Rear Setbacks**
 - Clause 55.04-3 – Daylight to Existing Windows**
 - Clause 55.04-4 – North-facing Windows**
 - Clause 55.04-6 – Overlooking**
 - Clause 55.05-5 – Solar Access to Open Space**

and therefore represents an overdevelopment of the site. The design fails to respond appropriately to its opportunities and constraints resulting in unreasonable impact on the character of the area and amenity of adjoining properties.

CARRIED

Property - Address	438 Stud Road, WANTIRNA SOUTH
Application Number	P/2016/6898
Description	The construction of a four (4) storey apartment building containing 26 apartments and alteration of access to a Road Zone Category 1
Wardname	Scott

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



Knox City Council REPORT APPENDIX: A

Property - Address	438 Stud Road, WANTIRNA SOUTH
Application Number	P/2016/6898
Description	The construction of a four (4) storey apartment building containing 26 apartments and alteration of access to a Road Zone Category 1
Wardname	Scott

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

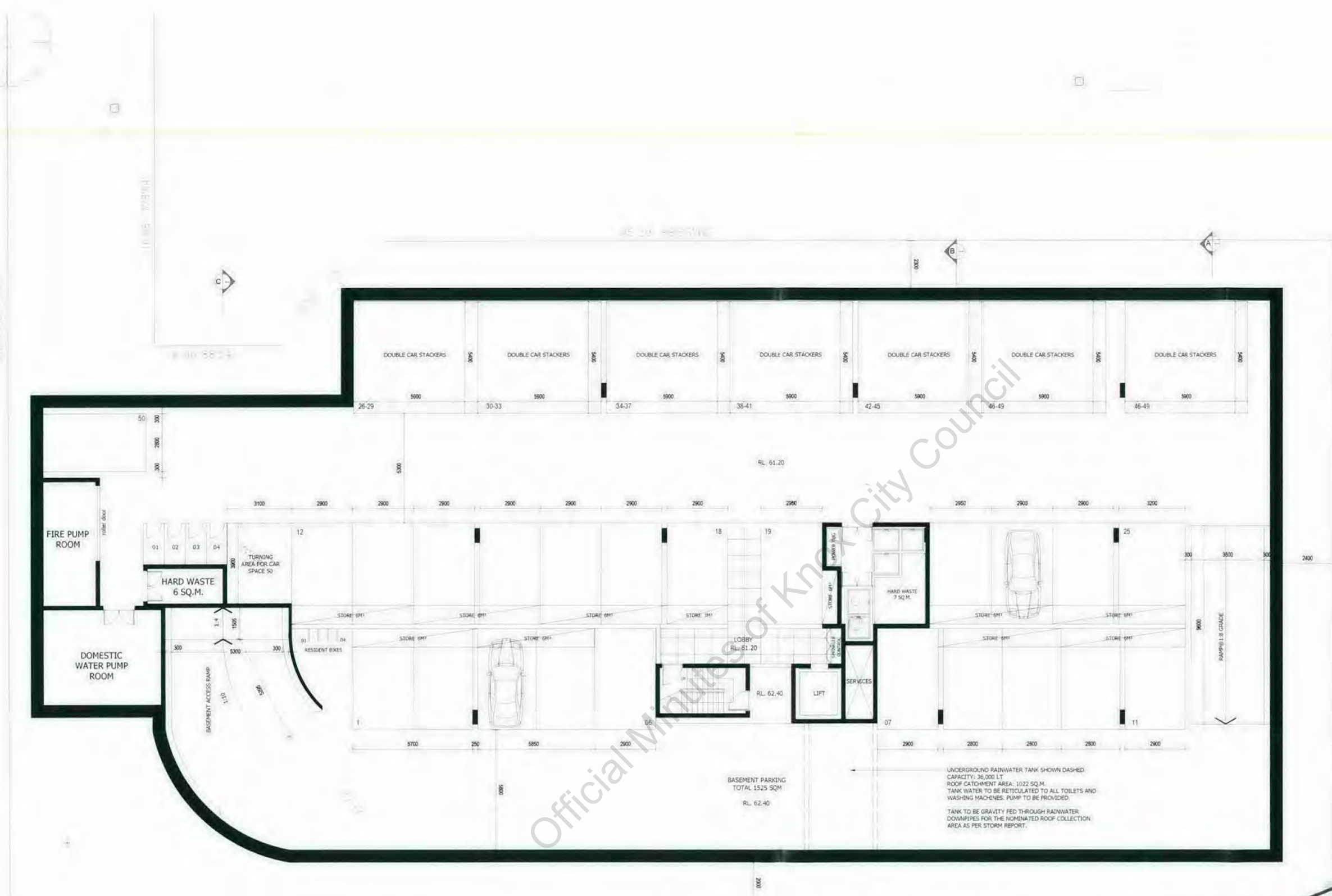
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2. Planning information should be used only as a means of preliminary investigation. For accurate overlay information please obtain a Planning Certificate from the Department of Infrastructure.
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4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.



Knox City Council







FINISHES LEGEND

- BLUE STONE PAVING
- LAWN/ GRAVEL TOPPING/ MULCH
- TEXTURED PRECAST CONCRETE
- PREFINISHED LIGHTWEIGHT CLADDING
- METAL CLADDING IN FLAT LOCK SYSTEM
- RENDER & PAINT FINISH
- POWDERCOATED ALUMINIUM WINDOWS
- POWDERCOATED METAL BALUSTRADE
- POWDERCOATED FIXED METAL LOUVER SCREENS
- POWDERCOATED METAL CLADDING & GARAGE DOOR
- GLASS BALUSTRADE
- METAL SHEET ROOF

DEVELOPMENT SUMMARY
438 STUD ROAD, WANTIRNA SOUTH

SITE AREA	2066 SQM	
SITE COVERAGE	1238 SQM	59.92%
PERMEABILITY	449 SQM	21.70%
APARTMENTS	2 BED APT	02
	3 BED APT	24
	TOTAL	26
BIKES	RESIDENT	04
	VISITORS	02
	TOTAL	06
CAR PARKS	RESIDENT	50
	VISITORS	06
	TOTAL	56
6 CU M STORAGE	TOTAL SPACES	26

APARTMENT SIZES: GROUND FLOOR

APARTMENT NOS.	AREA	COURTYARDS
APT. 01	140 SQM	61 SQM
APT. 02	135 SQM	68 SQM
APT. 03	136 SQM	68 SQM
APT. 04	140 SQM	90 SQM
APT. 05	103 SQM	73 SQM
APT. 06	124 SQM	72 SQM
APT. 07	132 SQM	73 SQM

APARTMENT SIZES: FIRST & SECOND FLOORS

APARTMENT NOS.	AREA	POS / TERRACE
APT. 08 & 15	139 SQM	28 SQM
APT. 09 & 16	136 SQM	16 SQM
APT. 10 & 17	134 SQM	16 SQM
APT. 11 & 18	135 SQM	16 SQM
APT. 12 & 19	125 SQM	32 SQM
APT. 13 & 20	75 SQM	15 SQM
APT. 14 & 21	114 SQM	18 SQM

APARTMENT SIZES: THIRD FLOOR

APARTMENT NOS.	AREA	POS
APT. 22	96 SQM	24 SQM
APT. 23	103 SQM	15 SQM
APT. 24	108 SQM	15 SQM
APT. 25	114 SQM	15 SQM
APT. 26	106 SQM	15 SQM

**Knox City Council
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22 MAR 2017
PLANNING DEPARTMENT**

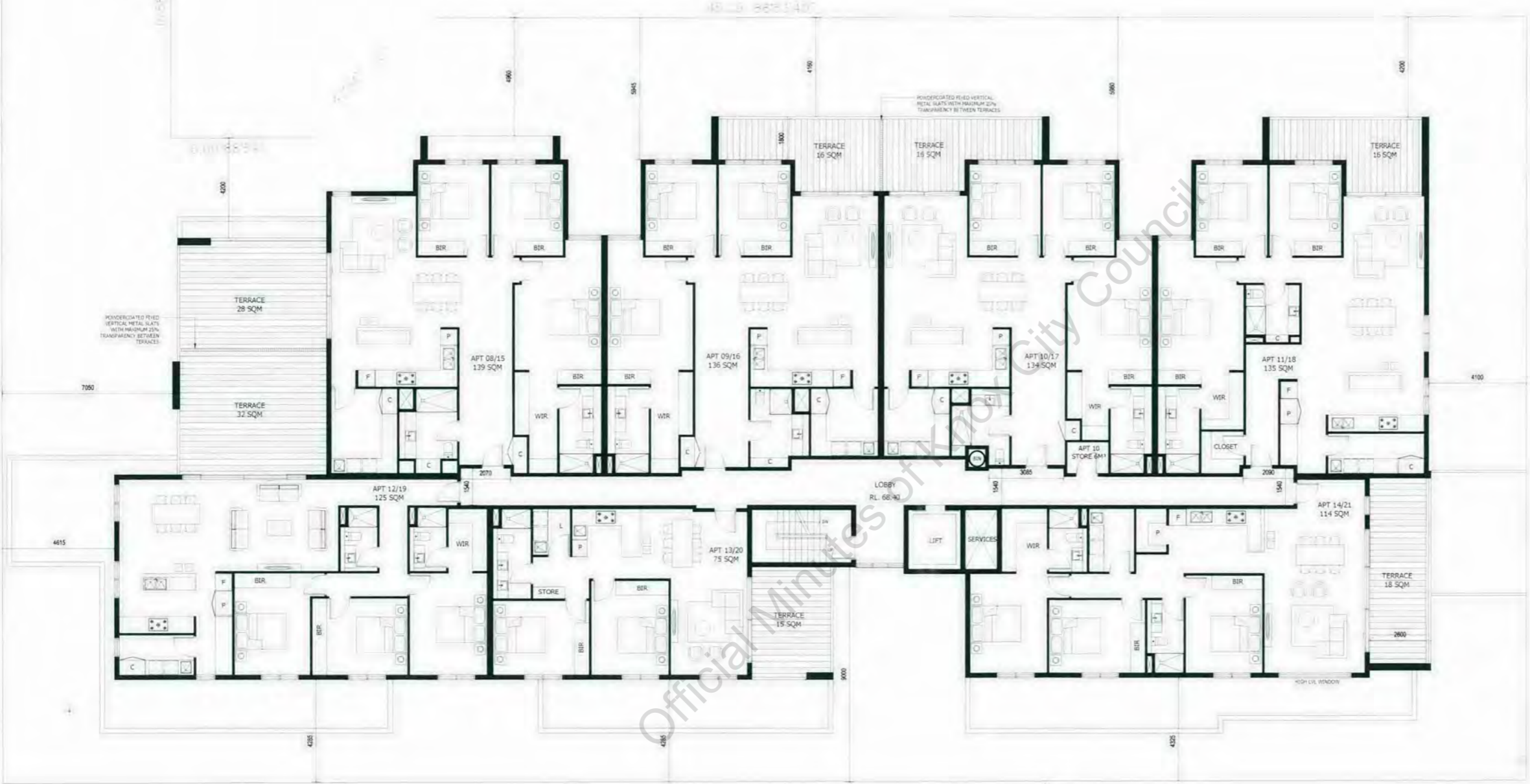
BASEMENT FLOOR PLAN
PRELIMINARY NOT FOR CONSTRUCTION

Disclaimer: The drawings are to be viewed with regard to the scale at which the document has been issued and for the specific purposes of the issue. The information contained herein is intended to be taken as the basis of construction. It is not intended to be used for any other purpose. The drawings are not to be used for any other purpose. The drawings are not to be used for any other purpose. The drawings are not to be used for any other purpose.

Project: PROPOSED APARTMENT DEVELOPMENT
Address: 438 STUD ROAD, WANTIRNA SOUTH, VIC
Client: ON & ON DEVELOPMENTS

Architect: **r architecture**
Drawing No: TPO3
Revision: B
Scale: A1: 1:100
Scale: A3: 1:200

50



FINISHES LEGEND

- BLUE STONE PAVING
- LAWN/ GRAVEL TOPPING/ MULCH
- TEXTURED PRECAST CONCRETE
- PREFINISHED LIGHTWEIGHT CLADDING
- METAL CLADDING IN FLATLOCK SYSTEM
- RENDER & PAINT FINISH
- POWDERCOATED ALUMINIUM WINDOWS
- POWDERCOATED METAL BALUSTRADE
- POWDERCOATED FIXED METAL LOUVER SCREENS
- GLASS BALUSTRADE
- METAL SHEET ROOF

DEVELOPMENT SUMMARY
438 STUD ROAD, WANTIRNA SOUTH

SITE AREA	2066 SQM	
SITE COVERAGE	1238 SQM	59.92%
PERMEABILITY	449 SQM	21.70%
APARTMENTS	2 BED APT	02
	3 BED APT	24
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	VISITORS	02
	TOTAL	06
CAR PARKS	RESIDENT	50
	VISITORS	06
	TOTAL	56
6 CU M STORAGE	TOTAL SPACES	26

APARTMENT SIZES: GROUND FLOOR

APARTMENT NOS.	AREA	COURTYARDS
APT. 01	140 SQM	61 SQM
APT. 02	135 SQM	68 SQM
APT. 03	136 SQM	68 SQM
APT. 04	140 SQM	90 SQM
APT. 05	133 SQM	73 SQM
APT. 06	124 SQM	72 SQM
APT. 07	132 SQM	73 SQM

APARTMENT SIZES: FIRST & SECOND FLOORS

APARTMENT NOS.	AREA	POS / TERRACE
APT. 08 & 15	139 SQM	28 SQM
APT. 09 & 16	136 SQM	16 SQM
APT. 10 & 17	134 SQM	16 SQM
APT. 11 & 18	135 SQM	16 SQM
APT. 12 & 19	125 SQM	32 SQM
APT. 13 & 20	75 SQM	15 SQM
APT. 14 & 21	114 SQM	18 SQM

APARTMENT SIZES: THIRD FLOOR

APARTMENT NOS.	AREA	POS
APT. 22	96 SQM	24 SQM
APT. 23	103 SQM	15 SQM
APT. 24	108 SQM	15 SQM
APT. 25	114 SQM	15 SQM
APT. 26	106 SQM	15 SQM

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Title: **FIRST FLOOR PLAN**
PRELIMINARY NOT FOR CONSTRUCTION

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Project: **PROPOSED APARTMENT DEVELOPMENT**
Address: **438 STUD ROAD, WANTIRNA SOUTH, VIC**
Client: **ON & ON DEVELOPMENTS**

Architect: **r architecture**
www.rarchitecture.com.au
455 455 455 (VIC) 455 455 455 (VIC)
100 Ross Street, Wantirna South, VIC 3108
ABN 61 616 616 616
GPN 7160310211 copyright © architecture

Drawing No: **TP05**
Revision: **B**
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- FINISHES LEGEND**
- 11 BLUE STONE PAVING
 - 12 LAWN/ GRAVEL TOPPING/ MULCH
 - 13 TEXTURED PRECAST CONCRETE
 - 14 PREFINISHED LIGHTWEIGHT CLADDING
 - 15 METAL CLADDING IN FLATLOCK SYSTEM
 - 16 RENDER & PAINT FINISH
 - 17 POWDERCOATED ALUMINIUM WINDOWS
 - 18 POWDERCOATED METAL BALUSTRADE
 - 19 POWDERCOATED FIXED METAL LOUVER SCREENS
 - 20 POWDERCOATED METAL CLADDING & GARAGE DOOF
 - 21 GLASS BALUSTRADE
 - 22 METAL SHEET ROOF

ELEVATIONS
 PRELIMINARY NOT FOR CONSTRUCTION

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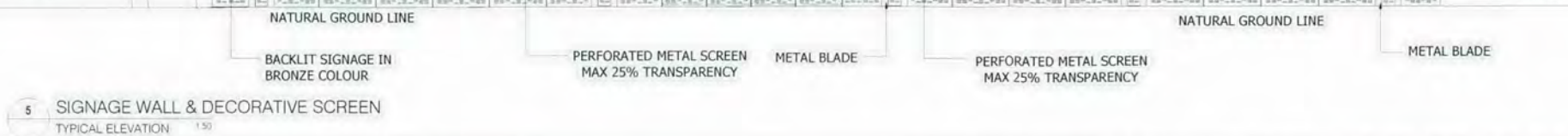
Drawing No TP08.1
Revision B
Scale in A1 1:100
Scale in A3 1:200



3 NORTH ELEVATION SIDE STREET 1:100



4 SOUTH ELEVATION 1:100



5 SIGNAGE WALL & DECORATIVE SCREEN TYPICAL ELEVATION 1:50

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FINISHES LEGEND

01	BLUE STONE PAVING
02	LAWN/ GRAVEL TOPPING/ MULCH
03	TEXTURED PRECAST CONCRETE
04	PREFINISHED LIGHTWEIGHT CLADDING
05	METAL CLADDING IN FLATLOCK SYSTEM
06	RENDER & PAINT FINISH
07	POWDERCOATED ALUMINIUM WINDOWS
08	POWDERCOATED METAL BALUSTRADE
09	POWDERCOATED FIXED METAL LOUVER SCREENS
10	POWDERCOATED METAL CLADDING & GARAGE DOOR
11	GLASS BALUSTRADE
12	METAL SHEET ROOF

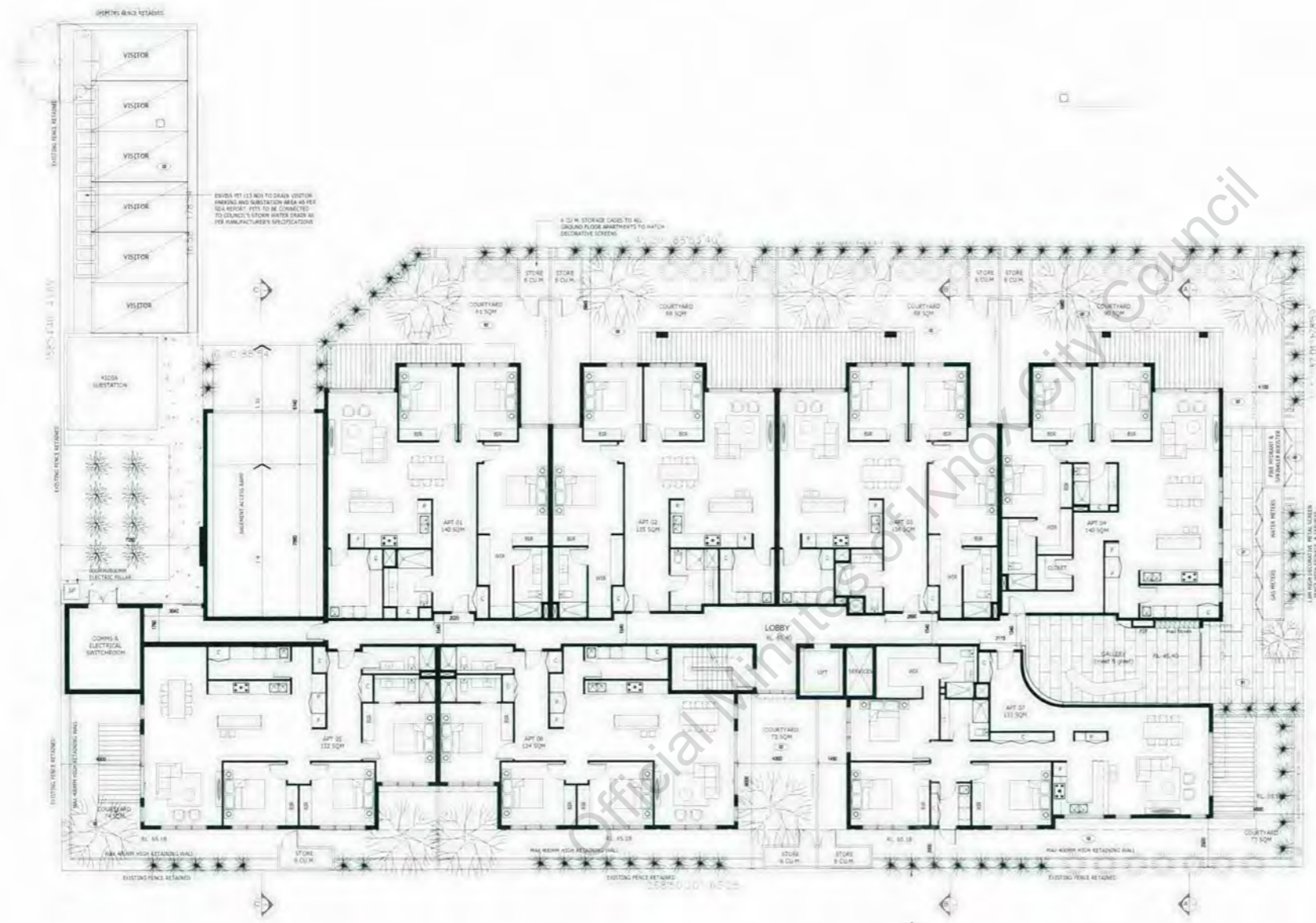
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ELEVATIONS
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SITE PLAN
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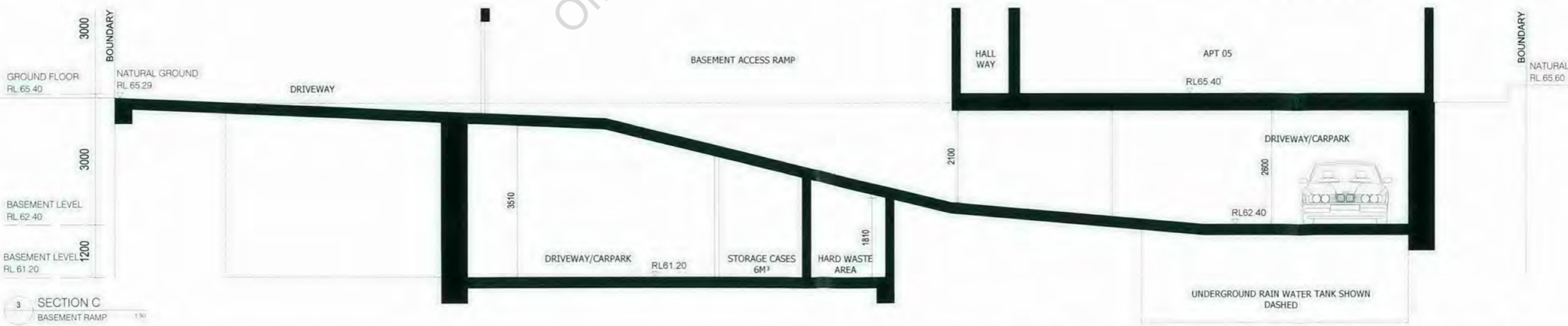
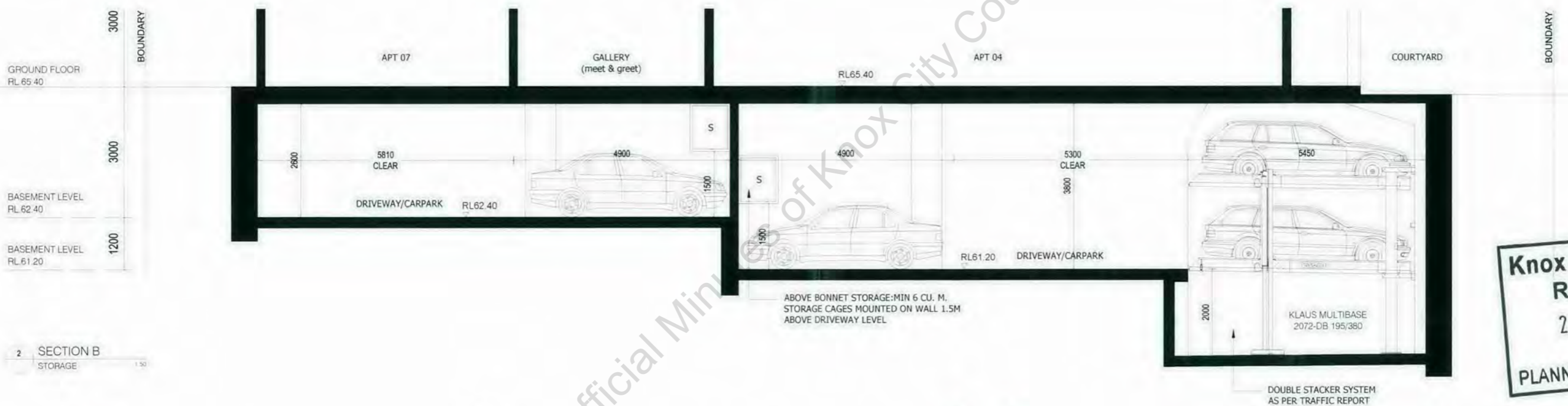
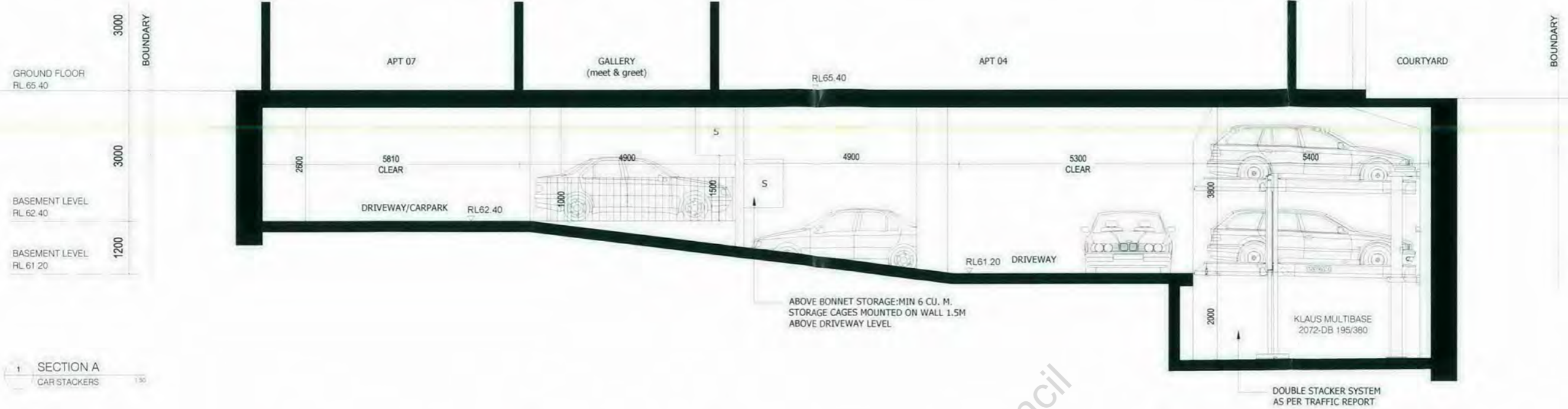
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438 STUD ROAD WANTIRNA SOUTH APPENDIX B (ii)



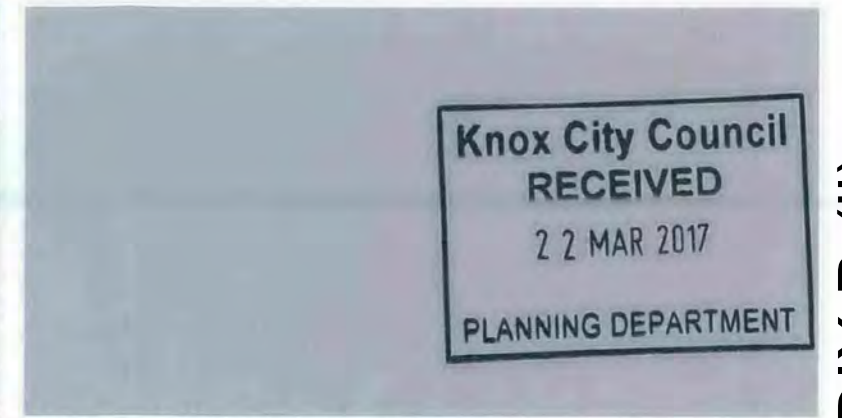
PRECEDENT- TEXTURED PRECAST CONCRETE



PRECEDENT- EQUITONE CLADDING



MATERIAL- EQUITONE CLADDING



MATERIAL- RENDER AND PAINT FINISH



MATERIAL- TEXTURED PRECAST CONCRETE



MATERIAL- GLASS BALUSTRADE



MATERIAL- METAL CLADDING IN FLATLOCK SYSTEM



MATERIAL- POWDERCOATED METAL BALUSTRADE & SCREEN



PRECEDENT- PORTAL WITH METAL CLADDING (FLATLOCK)



PRECEDENT- METAL CLADDING IN FLATLOCK SYSTEM



MATERIAL- POWDERCOATED METAL LOUVERS



MATERIAL- POWDERCOATED ALUMINUM WINDOWS

Title: MATERIALS & PRECEDENTS
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NO.	REV.	DESCRIPTION	DATE
1	1	ISSUED FOR PRELIMINARY REVIEW	10/03/2017

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TAYLOR WARD**6.3 APPLICATION FOR THE DEVELOPMENT OF THE LAND FOR FOUR (4) DOUBLE STOREY AND TWO (2) SINGLE STOREY DWELLINGS AT 30 MURRAY CRESCENT, ROWVILLE (Application No. P2017/6082)****1. SUMMARY:**

Land:	30 Murray Crescent, Rowville
Applicant:	Linedesign
Proposed Development:	Development of the land for four (4) double storey and two (2) single storey dwellings
Existing Land Use:	Single Dwelling
Area/Density:	2000sqm/1:333sqm
Zoning:	General Residential Zone – Schedule 2
Overlays:	Nil
Local Policy:	Municipal Strategic Statement (MSS) Development in Residential Areas and Neighbourhood Character Policy
Application Received:	20 February 2017
Number of Objections:	4
PCC Meeting:	N/A

Assessment:

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

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

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

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

2. BACKGROUND**2.1 Call Up**

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

2.2 Subject Site and Surrounds

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

- The subject site is located on the southern side of Murray Crescent, in Rowville.

6.3 30 Murray Crescent, Rowville (cont'd)

- The site is regular in shape with an overall area of 2000 square metres.
- The site currently contains a single dwelling with associated outbuildings and swimming pool.
- Access to the site is via two single crossovers, located at each side boundary.
- The site contains established vegetation with large trees along the rear boundary.
- The land is surrounded by residential properties, developed generally with large dwellings on large lots.

2.3 The Proposal

(Refer to attached plans at Appendix B)

It is proposed to construct six (6) dwellings on the land. Four (4) dwellings will be double storey, and two (2) dwellings will be single storey.

Details on the proposal are as follows:

- Dwellings 1 and 2 front Murray Crescent and will be setback a minimum 9 metres from the front boundary.
- Dwellings 1, 2, 3 and 4 are to be double storey with a maximum height of 8.46 metres. Dwellings 5 and 6 (located to the rear) are to be single storey in height.
- Dwelling 1, 2, 3, 4 contain four (4) bedrooms, while Dwellings 5 and 6 contains three (3) bedrooms.
- A proposed driveway and crossover, centrally located, provides shared access to all dwellings.
- All dwellings are provided with a double garage. A visitor parking space is located to the rear of the shared driveway between Dwellings 5 and 6.
- Private open space has been provided at ground level for each dwelling, with a minimum area of 80 square metres.
- The dwellings are to be constructed with face brickwork at ground level, rendered first floors and pitched tiled roofs.
- Existing boundary fencing is nominated to be replaced with new 1.8 metre high fencing.
- All existing vegetation is shown to be removed.

6.3 30 Murray Crescent, Rowville (cont'd)

3. CONSULTATION

3.1 Advertising

The application was advertised by way of a sign on the site and notices sent to adjoining property owners and occupiers. Four (4) objections to the application were received, and are summarised below:

Neighbourhood character

- *Council's Development in Residential Areas and Neighbourhood Character Policy identifies the subject site within a Knox Neighbourhood Area, where areas will continue to be low-scale, characterised by detached houses, dual occupancies and some villa unit developments on lots greater than 1000m². These areas will also continue to retain their green and leafy identity through retention of front and back yards and the establishment of a garden setting, including canopy trees. The proposal would provide for a villa unit development on a block greater than 1000m², with front, side and rear garden areas in the form of private open space, that can accommodate the planting of canopy trees to establish a garden setting. It is considered that the proposal is consistent with Council's preferred future character for the Knox Neighbourhood Area. An assessment against this Policy and the design guidelines is at Section 4.2.2 of this Report.*

Relocation of crossover

- *The proposal has been referred to Council's Traffic and Assets departments for comment. No concerns have been raised in response to the proposed location of the crossover on the site.*

Loss of vegetation and trees and impact on fauna

- *The proposal seeks to remove all existing vegetation from the subject site. Council's Arborist did not object to the proposed vegetation removal. It is noted the site is not a designated area of biological significance and no tree controls apply. The vegetation on site is not considered to be significant and does not warrant retention.*
- *A condition of any permit issued will require a landscape plan in accordance with Council's Landscape Guidelines for Planning Permits. This will ensure adequate planting occurs within the front, side and rear open space areas of the proposed development.*

Overdevelopment

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

6.3 30 Murray Crescent, Rowville (cont'd)

Overlooking and reduction on privacy for adjoining neighbours

- *The proposal has generally been designed to avoid overlooking and complies with the overlooking requirements of Standard B22 of ResCode.*

Overshadowing

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

Increase in traffic/parking congestion and inadequate parking

- *Council's Traffic Engineers have not raised any concerns with the capacity of the street or surrounding street network to absorb the additional traffic that would be generated by the proposed development.*
- *Car parking is provided in accordance with the ratio required by Clause 52.06. Two (2) car parking spaces are provided for each proposed dwelling and one (1) visitor parking space has been provided.*

Safety for pedestrians and traffic

- *Council's Traffic Engineers have not raised any concerns in relation to pedestrian or traffic safety that would be generated by the proposed development. All vehicles will be able to exit in a forwards direction (apart from Dwelling 2, which has a short driveway to reverse). A passing area will be required as a condition on any permit to issue.*

Increased noise

- *The site is located within an established residential area where associated noise is a common feature of urban areas. The development will not result in an unreasonable increase in residential noise. Standard construction amenity conditions ensure that unreasonable impacts can be addressed if necessary.*

The proposal will impact on the lifestyle of the area

- *The area will remain a residential area.*

Waste management

- *The application was referred to Council's Waste Management Department who did not object to the proposed development. A Waste Management Plan will be required as a condition on any permit to issue.*

6.3 30 Murray Crescent, Rowville (cont'd)

Impact on infrastructure

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

Access for emergency services

- *The application has been referred to Council's Traffic Department who have not raised any issues relating to access for emergency services.*

3.2 Referrals

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

Traffic Engineer

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

Drainage Engineer

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

Assets

- *Crossovers to be reconstructed to Council standards.*

Parks

- *The street tree can be retained with the design.*

Waste

- *A Waste Management Plan is required.*

Sustainability

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

Arborist

- *None of the trees proposed for removal require a planning permit. None of the vegetation on adjoining properties will be affected. There are four mature Eucalyptus trees toward the rear that are not worthy of retention:*
 - *Tree 3 – Eucalyptus leucoxylon (H: 16m x 7m x 60cms Ø) Large stem broke at about 7 metre height; only one stem remains and this is nearly dead. Extensive browsing of what little foliage remains by possums. Very poor health and condition. Low retention value. Recommend remove.*

6.3 30 Murray Crescent, Rowville (cont'd)

- *Tree 4 - Eucalyptus leucoxylon (H: 18m x 14m x 80cms Ø) Large wound on the bole at 2m height; another large wound occurs on the other side of the bole where a codominant stem broke off exposing the heartwood to decay. Epicormic growths present. The tree has very poor stem unions where the stems bifurcate. Poor structure; low retention value. Recommend remove tree.*
- *Tree 5 - Eucalyptus leucoxylon (H: 18m x 12m x 72cms Ø) a large tear-out wound occurs on the trunk when a codominant stem failed in the past. The wound is deep and undermines the structural integrity of two large stems. Hazard tree; potential risk very high, recommend remove tree. Low retention value.*
- *Tree 6 - Eucalyptus botryoides (H: 20m x 16m x 90cms Ø) the structure has dead branches and branches that are overly long with poor taper along their length. The branches that grew over the neighbour's property have been cut back to the fence line. An elliptical shaped wound occurs on an upper stem and the wound extends into a stem bifurcation union. Low retention value. Recommend remove.*

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

General Residential 2 Zone

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

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

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

6.3 30 Murray Crescent, Rowville (cont'd)

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

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

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

- *Complies, no front fence is proposed.*

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

- *Complies. The maximum building height on site is to be 7.8 metres.*

4.1.2 Overlays

No overlays apply to the land.

4.2 Policy Consideration

4.2.1 State Planning Policy Framework

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

Key Policies:

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

- *The design of the development will make a positive contribution to the surrounding area, with built form considered to be appropriate in form and scale. The development incorporates important neighbourhood character features such as pitched roofs, brick finishes and car parking located behind or on the side of the proposed dwellings. Upper levels are reasonably articulated and are smaller than the ground level to reduce building bulk and mass.*

6.3 30 Murray Crescent, Rowville (cont'd)

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

- *The proposal contributes to the consolidation of urban development through the provision of increased density within an existing residential area. The development provides for dwellings with smaller open space areas than typical for the area contributing to housing choice.*
- *Should a permit be issued, the development is required to be constructed in accordance with an 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. Locate new housing in or close to activity centres and employment corridors and at other strategic development sites that offer good access to services and transport.

- *Neighbourhood character - This is discussed in a later section of the report (Section 4.2.2).*
- *Housing choice – The development provides for dwellings with smaller 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 – While the site is not located within an Activity Centre, it has access to a number of urban services within an established residential area. Subject to modifications, the subject site is capable of accommodating the proposed dwellings whilst making a positive contribution to the preferred character of the area. Refer to the assessment against Council's Neighbourhood Character Policy at Section 4.2.2 below.*

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

- *Bus route 691 is available along Eildon Parade to the north-east of the subject site.*

6.3 30 Murray Crescent, Rowville (cont'd)

- *The site is located within 330m of the following bus stop:*
 - *The 691 bus route provides a service between Waverley Gardens and Boronia via Stud Park and Ferntree Gully. This service operates between 6:01am and 9:22pm Monday to Friday; between 7:30am and 6:59pm on Saturdays; and between 8:47am to 7:26pm Sundays, at various intervals.*

4.2.2 Local Planning Policy Framework (LPPF)

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

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

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

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

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

6.3 30 Murray Crescent, Rowville (cont'd)

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

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

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

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

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

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

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

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

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

6.3 30 Murray Crescent, Rowville (cont'd)

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

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

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

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

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

The desired future character of this area is to:

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

The key design objectives are:

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

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

To avoid dominance of buildings from the street.

- *The development has proposed a setback of 9m along Murray Crescent. The setbacks allows for adequate canopy tree provisions to ensure buildings do not dominate the street frontage.*

To avoid the loss of front and rear garden space.

- *The proposed dwellings are generally setback from the side and rear boundaries, which will ensure adequate areas for canopy tree planting within the front, side and rear of the development.*

6.3 30 Murray Crescent, Rowville (cont'd)

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

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

To retain large backyards for landscaping and open space.

- *The dwellings are provided with a minimum of 80sqm of open space, the setbacks and open space areas will accommodate new canopy tree planting.*

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

- *Dwellings are not excessive in scale or bulk. Upper floor areas are recessed to better integrate with the surrounds and single storey is provided to the rear.*

4.3 Particular Provisions

Clause 52.06 – Car Parking

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

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

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

- *Each dwelling has been provided with a double garage.*
- *One (1) visitor parking space is located toward the rear between Dwellings 5 and 6.*

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

Design Standard 1: Access ways – *Complies subject to a condition requiring a passing area at the front of the site.*

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

Design Standard 3: Gradients – *Complies.*

6.3 30 Murray Crescent, Rowville (cont'd)

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

Design Standard 5: Urban Design – *Complies*.

Design Standard 6: Safety – *Complies*.

Design Standard 7: Landscaping – *Complies*.

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

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

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

Infrastructure – *Complies*.

Site Layout and Building Massing

Street Setback – *Complies*.

Building Height – *Complies, maximum building height is 8.46 metres*.

Site Cover/Permeability – *Complies*.

Energy Efficiency – *Complies. A condition of approval will require the submission of a satisfactory Sustainable Design Assessment*.

Open Space – *Complies*.

Safety – *Complies. Entrances to the dwellings are not obscured or isolated from the internal access way*.

Landscaping – *Complies, a condition on any permit issued will require that appropriate landscape plans are submitted to the satisfaction of the Responsible Authority*.

Access – *Complies*.

Parking Location – *Complies*.

Amenity Impacts

Side and rear setbacks – *Complies*.

Walls on boundaries – *Complies. All walls on boundaries do not exceed the garage height or length specified in Standard B18*.

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

Overshadowing open space – *Complies*.

6.3 30 Murray Crescent, Rowville (cont'd)

Overlooking – *Complies.*

Internal views – *Complies.*

Noise Impacts – *Complies.*

On-Site Amenity and Facilities

Accessibility – *Complies.*

Daylight to new windows – *Complies.*

Private Open Space – *Complies.*

Solar access – *Complies.*

Storage – *Complies.*

Detailed Design

Design Detail – *Complies.*

Site Services – *Complies.*

Front fence – *Complies.*

4.5 General Decision Guidelines

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

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

5. CONCLUSION

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

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

6.3 30 Murray Crescent, Rowville (cont'd)

- *The proposed dwellings are generally consistent with Council's Development in Residential Areas and Neighbourhood Character Policy (Clause 22.07 of the Knox Planning Scheme) in that the design has ensured the retention of front and rear yard open space, first floors are reasonably setback from ground floor areas and the dwellings incorporate materials consistent with the area. In addition to this, 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.

RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for four (4) double storey and two (2) single storey dwellings at 30 Murray Crescent Rowville, subject to the following conditions:

AMENDED PLANS

1. Prior to the commencement of any buildings or works, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - 1.1 A 5m wide and 7m long passing area to be provided at the front title boundary, maintaining a 3 metre clearance to the street tree.
 - 1.2 Location of waste storage in accordance with the Waste Management Plan.
 - 1.3 Location of the combined electrical supply metre box, which must not be located in the corner splay.
 - 1.4 Drainage plans in accordance with Condition 2 of this Permit and any necessary modifications to the plans.
 - 1.5 Landscape plans in accordance with Condition 3 of this Permit and any necessary modifications to the plans.
 - 1.6 Waste Management Plan in accordance with Condition 12 of this Permit and any necessary modifications to the plans.

To the satisfaction of the Responsible Authority.

6.3 30 Murray Crescent, Rowville (cont'd)**Recommendation (cont'd)**

Drainage

2. Prior to commencement of any buildings or works, three copies of drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage is to be in accordance with these plans. The plans must show the following:
 - 2.1 All stormwater drainage discharge from the site connected to a legal point of discharge.
 - 2.2 The internal drains of the dwellings to be independent of each other.
 - 2.3 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.
 - 2.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.
 - 2.5 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.
 - 2.6 All levels to be to AHD (Australian Height Datum).

To the satisfaction of the Responsible Authority.

Landscaping

3. Prior to the commencement of any buildings or works, a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:
 - 3.1 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.
 - 3.2 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Appendix 2 of Council's Landscape Guidelines for Planning Permits).
 - 3.3 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary.
 - 3.4 Details of the surface finishes of pathways and driveways.
 - 3.5 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.
 - 3.6 A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.

6.3 30 Murray Crescent, Rowville (cont'd)**Recommendation (cont'd)**

- 3.7 Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).

To the satisfaction of the Responsible Authority.

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

General

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

Sustainable Design Assessment

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

Waste Management Plan

12. 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 to the satisfaction of the Responsible Authority.

6.3 30 Murray Crescent, Rowville (cont'd)**Recommendation (cont'd)**

Tree Protection

13. All works, including excavation, within the critical root zone areas of the street tree to be retained and other critical root zones on the land must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.
14. Prior to any works commencing on the site, the street tree to the east must be fenced off to create a protection zone. The protection zone must extend around the trees canopy drip-line unless an alternative tree protection zone has been approved by the responsible authority.
15. The fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.4 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.
16. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.
17. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.
18. Prior to erecting the fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.
19. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority.
 - 19.1 Construction activities.
 - 19.2 Dumping and/or storage of materials, goods and/or soil.
 - 19.3 Trenching or excavation.
 - 19.4 Lopping branches, nailing or affixing signs, service lines, lights etc to the trees.
20. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.

6.3 30 Murray Crescent, Rowville (cont'd)**Recommendation (cont'd)**

Car Parking & Accessways

21. Before the dwellings are occupied, driveways and car parking areas must be:
 - 21.1 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
 - 21.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and
 - 21.3 Treated with an all-weather seal or some other durable surface; and
 - 21.4 Line-marked or provided with some other adequate means of showing the car parking spaces.

To the satisfaction of the Responsible Authority.

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

Fencing

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

Amenity During Construction

25. Upon commencement and until conclusion of the development, the developer shall ensure that the development does not adversely affect the amenity of the area in any way, including:
 - 25.1 the appearance of building, works or materials on the land
 - 25.2 parking of motor vehicles
 - 25.3 transporting of materials or goods to or from the site
 - 25.4 hours of operation
 - 25.5 stockpiling of top soil or fill materials
 - 25.6 air borne dust emanating from the site
 - 25.7 noise
 - 25.8 rubbish and litter
 - 25.9 sediment runoff
 - 25.10 vibration

6.3 30 Murray Crescent, Rowville (cont'd)**Recommendation (cont'd)**

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

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

Permit Expiry

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

- 27.1 The development is not started within two years of the date of this permit.
- 27.2 The development is not completed within four years of the date of this permit.

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

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

NOTES

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

- Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.
- The total Permissible Site Discharge for the property including all dwellings is 14L/s to the existing Council drainage system for a 5 year ARI event.
- Applicant is to direct all stormwater to the kerb and channel in Murray Crescent near the north-east corner of the property as this represents the Legal Point of Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system. The internal drains for the dwellings are to be independent of each other.

6.3 30 Murray Crescent, Rowville (cont'd)**Recommendation (cont'd)**

- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.
- Drainage works in the Road reserve or in the Council easement will require a road opening permit.
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.
- Water Sensitive Urban Design (WSUD) should be addressed as part of this development, e.g. water storage tanks, swale drains, etc.

Other Notes:

- Council encourages the consideration of water storage tanks for all existing and proposed residential developments.
- A building permit must be obtained before development is commenced.
- Buildings are not allowed to be built over Council easements.
- The dwelling/s must achieve a minimum 6-Star Energy Rating.
- In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.
- To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.
- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.
- A minimum of 80% of all new vegetation (both canopy trees and understorey) should be indigenous species.
- 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.

6.3 30 Murray Crescent, Rowville (cont'd)**COUNCIL RESOLUTION****MOVED: CR. PEARCE****SECONDED: CR. SEYMOUR****That Council:**

Issue a Notice of Refusal to Grant a Planning Permit for four (4) double storey and two (2) single storey dwellings at 30 Murray Crescent, Rowville on the following grounds:

- 1. The proposal fails to satisfy relevant State and Local Planning Policy Framework strategies and objectives, as it is not considered to be respectful of the preferred neighbourhood character. The design response does not adequately respect the adjoining context having particular regard (but not limited to) the built form of the dwellings.**
- 2. The proposal fails to satisfy relevant Local Planning Policy Framework objectives and strategies, particularly Clause 15 (Built Environment and Heritage), Clause 21.04 (Urban Design), Clause 21.05 (Housing) and Clause 22.07 (Development in Residential Areas and Neighbourhood Character) of the Knox Planning Scheme.**
- 3. The proposal fails to satisfy Clause 21.05-2 Housing Objectives and Strategies - Objective 1, to support residential development in accordance with the *Knox Housing Strategy 2015*, which identifies a scaled approach to residential development.**
- 4. The design outcome is not considered to be respectful of the existing or preferred neighbourhood character, due to scale and siting of buildings, impact on vegetation, and resultant impact on the amenity of adjoining residential properties.**
- 5. The proposal does not satisfy the objectives of Clause 55 of the Knox Planning Scheme, in particular:**
 - Clause 55.02-1 - Neighbourhood Character**
 - Clause 55.02-2 – Residential Policy**

and therefore represents an overdevelopment of the site. The design fails to respond appropriately to its opportunities and constraints resulting in unreasonable impact on the character of the area.

CARRIED



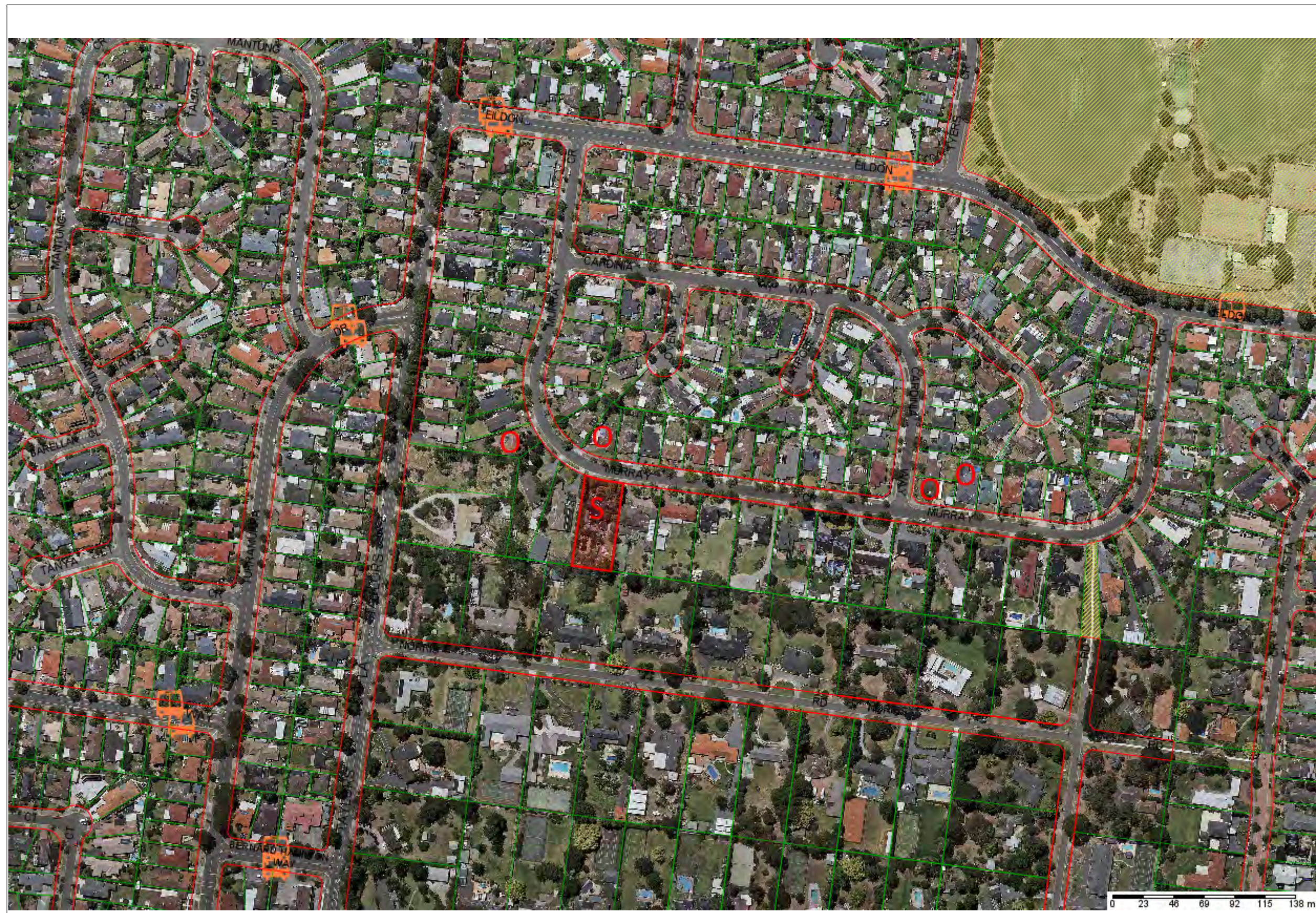
Knox City Council
REPORT APPENDIX: A

Property - Address	30 Murray Crescent, ROWVILLE
Application Number	P/2017/6082
Description	Development of the land for four (4) double storey dwellings and two (2) single storey dwellings (total six (6) 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



80

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

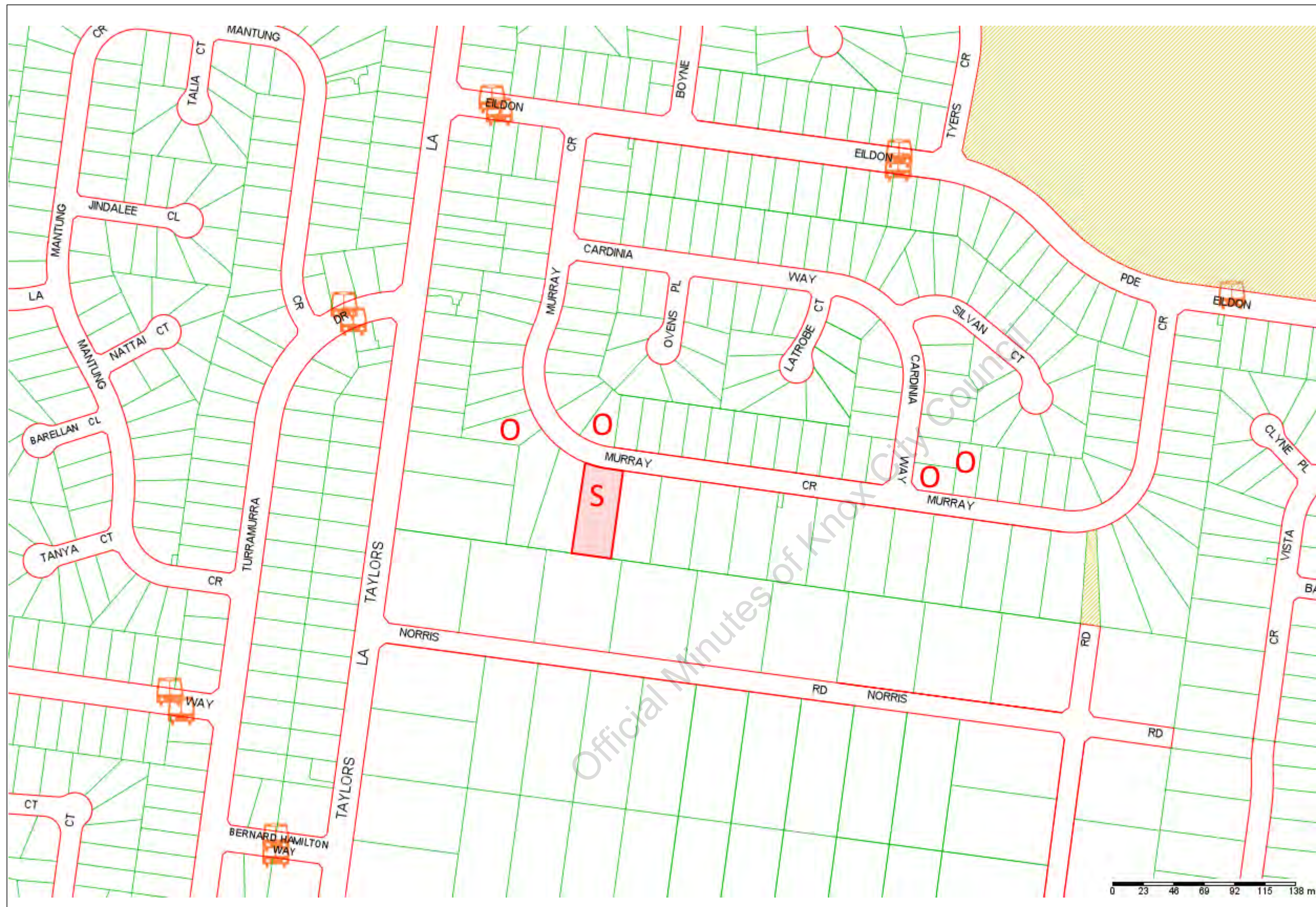
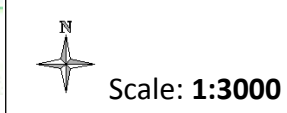
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4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.



Knox City Council
REPORT APPENDIX: A

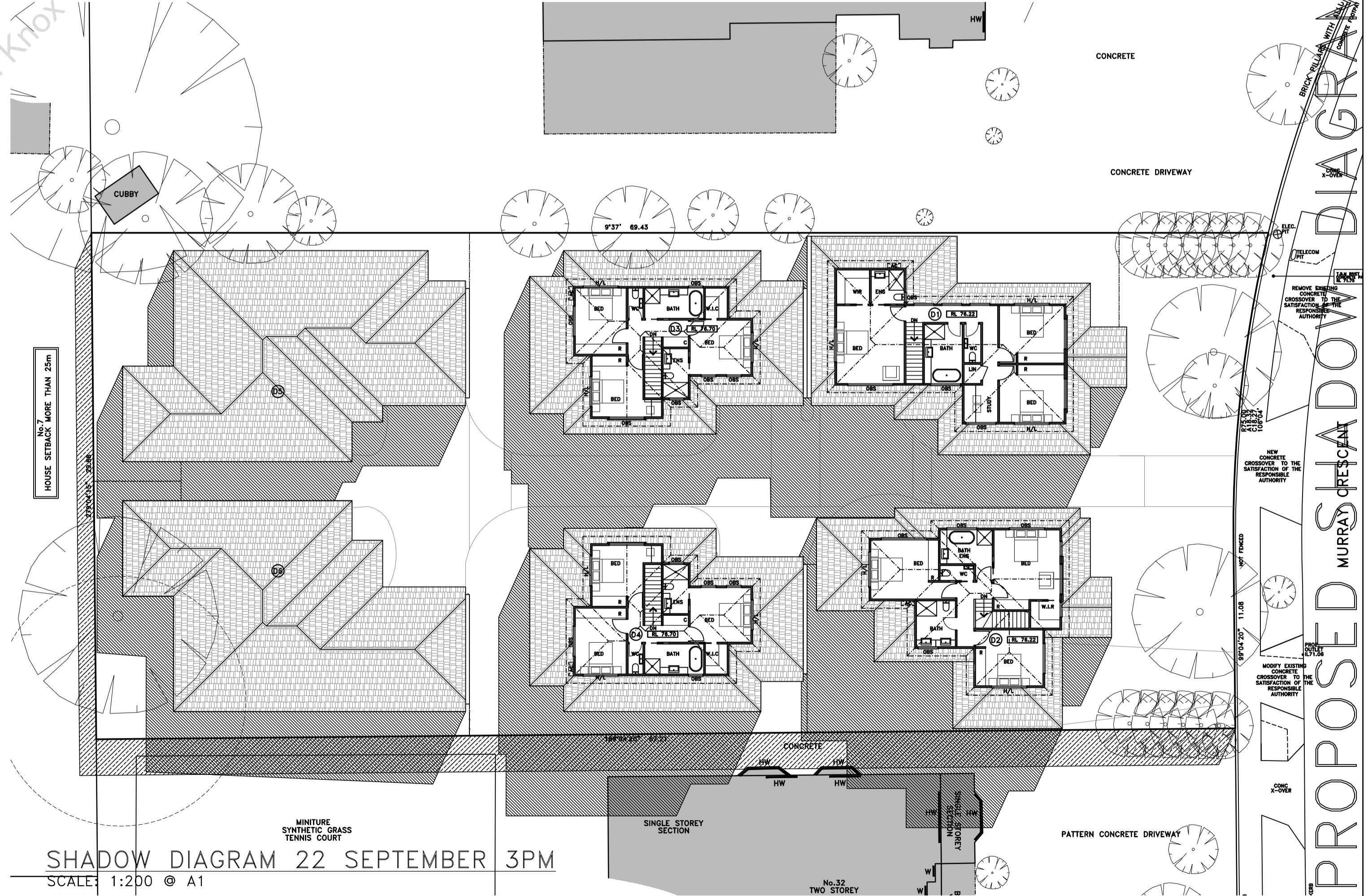
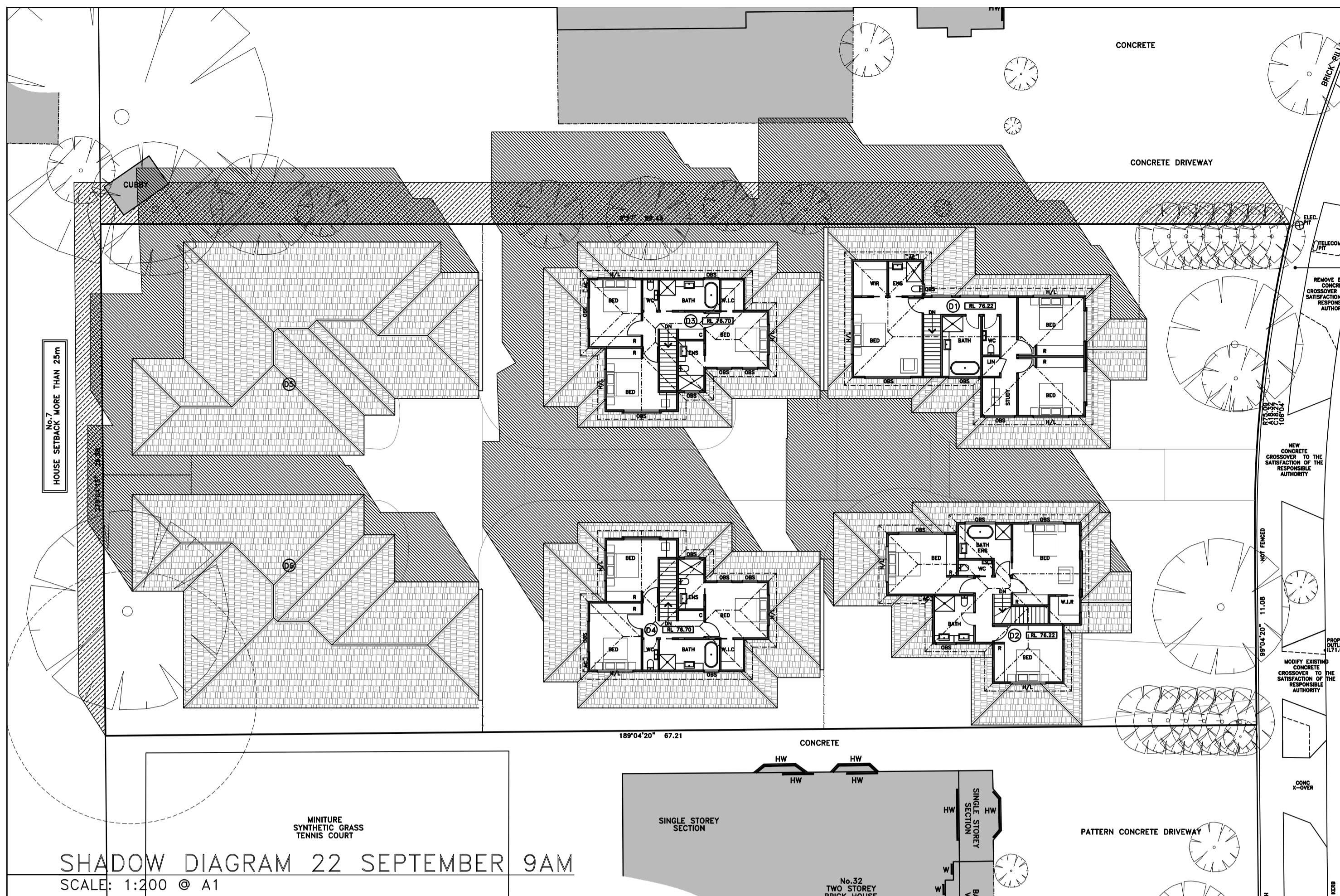
Property - Address	30 Murray Crescent, ROWVILLE
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Wardname	Taylor

- LEGEND:**
- Title Boundary
 - Road Boundaries
 - City Boundary
 - Bus Route
 - Reserves
 - Commercial Areas
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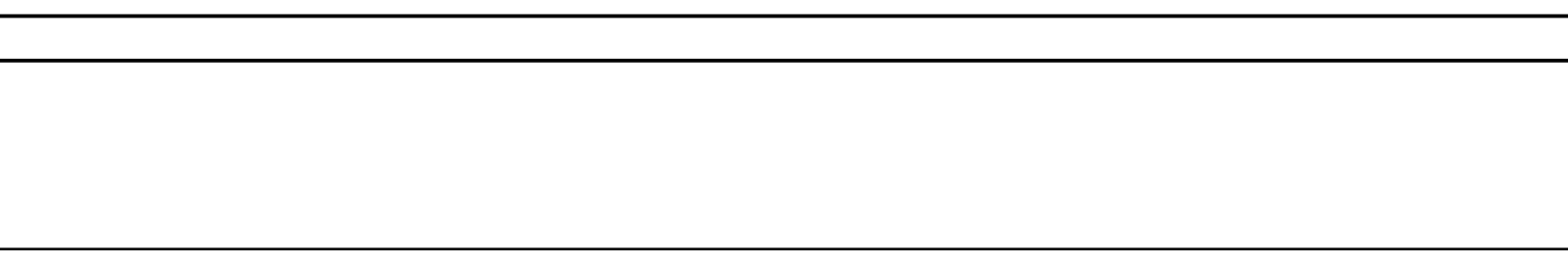
SHADOWS FOR 22 SEPTEMBER			LEGEND	
SUNLIGHT TO PRIVATE OPEN SPACE:				
EQUINOX DATUM: 22nd SEPTEMBER MELBOURNE, VICTORIA				
TIME	SUN ALTITUDE (DEGREES)	SHADOW LENGTH PER METRE HIGH		
8 A.M.	52°	1.80 M		
10 A.M.	67°	1.35 M		
12 NOON	82°	0.90 M		
2 P.M.	67°	1.35 M		
4 P.M.	52°	1.80 M		

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DATE: 21.04.17

REVISION: TPB



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Bayswater Vic 3153
MBS 10 653 307 790 / 07 4019111
T (03) 9720 9111
E admin@linedesign.net.au
www.linedesign.net.au

PROPOSED DEVELOPMENT AT
30 MURRAY CRESENT, ROWVILLE
FOR: UNIK CONSTRUCTIONS

DESIGN	A.T	DATE	21.04.17
SCALE	1:200	DWG. No.	216363 TPB
DRAWN	A.T	CHECKED	B.P
SHEET		8 OF 10	



SITE CONTEXT PLAN
SCALE 1:300@A1

- PROMINENT FEATURES & SERVICES LOCATED EAST OF THE SITE**
1. OUR SAVIORS CHURCH -4.7KM
 2. WESTFIELD KNOX -2.5KM
 3. HILLSIDE PARK -1.0KM
 4. RANGEROOD PRIMARY -2.0KM
 5. KETTLES ROAD MEDICAL CENTRE -0.8KM
- PROMINENT FEATURES & SERVICES LOCATED WEST OF THE SITE**
1. CATHOLIC ARCHDIOCESE OF MELBOURNE -9.2KM
 2. GOA ROWVILLE LAKES -0.5KM
 3. ELDON PARK -0.5KM
 4. ROWVILLE SECONDARY COLLAGE -1.5KM
 5. ROWVILLE HEALTH -1.1KM
- PROMINENT FEATURES & SERVICES LOCATED NORTH OF THE SITE**
1. FAITH CHRISTIAN CHURCH -0.8KM
 2. WELLINGTON VILLAGE SHOPPING CENTRE -0.8KM
 3. ACADIA RESERVE -0.5KM
 4. ST SIMON THE APOSTLE PRIMARY -0.5KM
 5. ROWVILLE MEDICAL CLINIC -0.8KM
- PROMINENT FEATURES & SERVICES LOCATED SOUTH OF THE SITE**
1. CRAIG CHURCH -0.8KM
 2. STUD PARK RESERVE -0.8KM
 3. STUD PARK SHOPPING CENTRE -0.8KM
 4. ROWVILLE PRIMARY SCHOOL -0.7KM
 5. ALSALAM MEDICAL CENTRE -0.6KM

- PUBLIC TRANSPORT**
BUSES WITHIN 1.00M
1. 891 BORONIA-WAVERLEY
 2. 881 LISTERFIELD-KNOX
 3. 754 ROWVILLE-GENAWERLEY
 4. 900 ROWVILLE-CALFIELD
- FERNTREE GULLY TRAIN STATION WITHIN 5.00M
MELBOURNE CBD -33KM
- SITE DESCRIPTION & NEIGHBORHOOD DESIGN RESPONSE**
- THE PROPOSED SITE IS LOCATED CENTRAL TO A NUMBER OF WELL ESTABLISHED, BUSY SHOPPING STRIPS INCLUDING WELLINGTON VILLAGE SHOPPING CENTRE AND WESTFIELD KNOX CITY SHOPPING CENTRE.
- THERE IS AMPLIFIED TRANSPORT OPTIONS INCLUDING 891 BORONIA-WAVERLEY, 881 LISTERFIELD-KNOX, 754 ROWVILLE-GENAWERLEY, 900 ROWVILLE-CALFIELD AND FERNTREE GULLY TRAIN STATION WITHIN 5.00M.
- THERE IS AN ABUNDANCE OF EXISTING INFRASTRUCTURE INCLUDING SCHOOLS AND RESERVES/PARKS SUITABLE FOR AN EXPANDING POPULATION.
- THE PROPOSED SITE IS LOCATED IN AN AREA THAT IS CONSISTENT WITH SUBURBIA DEVELOPMENTS. THERE ARE A NUMBER OF UNIT SITES LOCATED IN THAT AREA.
- THE EXISTING NEIGHBORHOOD CONSISTS OF SINGLE AND DOUBLE STOREY BRICK VENER HOUSES AND UNIT SITES. TILED ROOFS ARE CONSISTENT IN THE AREA. LANDSCAPING AND NO FRONT FENCES ARE COMMON.
- THE FRONT SETBACKS IN THE AREA RANGE FROM AS CLOSE AS 6.0M TO 17.0M WITH THE DWELLINGS PREDOMINANTLY CONSTRUCTED CENTRAL TO THE PROPERTY.
- THE PROPOSED SITE IS LOCATED ON MURRAY CRE. THE BLOCK IS RECTANGULAR IN SHAPE WITH A SITE AREA OF 2000.0M² (APPROX). THE SITE IS ORIENTED NORTH TO SOUTH WITH THE FRONT OF THE SITE FACING NORTH. PROPOSED DWELLINGS HAVE BEEN DESIGNED TO HAVE PRIVATE OPEN SPACE WITH NORTHERN EXPOSURE.
- THERE IS AN EASEMENT TO THE REAR SOUTHERN BOUNDARY ON THE REAR ADJOINING SITE OF THE PROPERTY THAT WILL NOT BE BUILT OVER.
- THE SITE HAS THE POTENTIAL TO BE DEVELOPED AS IT IS LOCATED IN A GRIFF ZONE LOCATED CLOSE TO MANY BUSY SHOPPING AND COMMUNITY CENTERS AND SCHOOLS DIRECTLY ACROSS THE ROAD.
- THE EXISTING RESIDENCE IS TO BE DEMOLISHED AND A DOUBLE STOREY AND 2 SINGLE STOREY DWELLING ARE PROPOSED TO BE CONSTRUCTED. THE SITE PROPOSAL IS IN KEEPING WITH NEIGHBORHOOD CHARACTER.
- THE PROPOSED UNITS ARE ARTICULATED AND HAVE PRIVATE OPEN SPACE THAT COMPLIES WITH THE ZONING. LIVING AREAS DIRECTLY OPEN INTO PRIVATE OPEN SPACE ON ALL DWELLINGS THAT ARE NORTH FACING. ALL DWELLINGS HAVE GOOD SECURITY WITH DOMINANT ENTRIES TOWARDS THE FRONT OF THE SITE AND WINDOWS FACING THE STREET THAT IS GOOD FOR SECURITY.
- THERE ARE PLENTY OF LANDSCAPING OPPORTUNITIES TOWARDS THE FRONT OF THE DWELLINGS. ALSO DOWN BOTH SIDES OF THE DRIVEWAY AND LARGE CHUNKS OF POS WHICH WILL ALLOW OPPORTUNITY FOR CANOPY TREES TO BE PLANTED.

**Knox City Council
RECEIVED
20 FEB 2017
PLANNING DEPARTMENT**

SITE CONTEXT PLAN

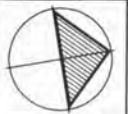
30 MURRAY CRESCENT ROWVILLE APPENDIX B

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GROUND FLOOR PLAN
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MURRAY CRESCENT GROUND FLOOR PLAN & SITE
30 MURRAY CRESCENT ROWVILLE APPENDIX B



FIRST FLOOR PLAN
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MURRAY CRESENT
 PROPOSED FIRST FLOOR PLAN

30 MURRAY CRESENT ROWVILLE APPENDIX B



NORTH ELEVATION
SCALE: 1:100 @ A1



SOUTH ELEVATION
SCALE: 1:100 @ A1



EAST ELEVATION
SCALE: 1:100 @ A1



WEST ELEVATION
SCALE: 1:100 @ A1

H/L HIGHLIGHT WINDOW ABOVE 1.7M HT
OBS OBSCURED GLAZING TO 1.7M HT

PROPOSED INTERNAL WALLS
REINSTATED WALLS
EXISTING WALLS
PROPOSED WALLS

DENOTES SITE LEVELS TO THE AUSTRALIAN HEIGHT DATUM
VISUAL SPLAY OBSTRUCTIONS WITHIN TRIANGLE TO BE MAX 900MM HIGH

COLOUR SCHEDULE

HATCH	MATERIAL	COLOUR
[Hatch]	TILE	CHARCOAL
[Hatch]	BRICK	CREAM
[Hatch]	FEATURE BRICK	BROWN
[Hatch]	RENDER (ROUGHCAST)	CONCRETE GREY
[Hatch]	RENDER (SMOOTH)	CREAM
[Hatch]	WEATHERBOARD	SURFMIST
[Hatch]	TIMBER	SURFMIST
[Hatch]	GARAGE DOOR	SURFMIST
[Hatch]	ALUMINIUM WINDOWS	SURFMIST
[Hatch]	FASCIA GUTTER SPOULTING	SURFMIST

NOTE: THE COLOURS LISTED ABOVE ARE NOMINAL & MAY VARY PENDING ON SUPPLIER & AVAILABILITY OF MATERIALS

TREE SCHEDULE

EXISTING TREE TO BE REMOVED
EXISTING TREE TO BE RETAINED
PROPOSED TREE/PROPOSED SHRUB

SITE ANALYSIS

UNIT	FLOOR	AREA	UNIT	FLOOR	AREA
SITE AREA: 2000.4 m ² (APPROX)					
NUMBER OF DWELLINGS: 6					
NUMBER OF CAR SPACES: 13					
UNIT 1:					
GROUND FLOOR	99.42	m ²	GROUND FLOOR	83.41	m ²
FIRST FLOOR	87.89	m ²	FIRST FLOOR	84.82	m ²
GARAGE	35.73	m ²	GARAGE	37.04	m ²
PORCH/PATIO	25.99	m ²	PORCH/PATIO	16.58	m ²
TOTAL	249.03	m²	TOTAL	201.85	m²
SPOS:	80.00	m ²	SPOS:	86.11	m ²
FRONT YARD:	90.75	m ²	POS:	92.65	m ²
UNIT 2:					
GROUND FLOOR	84.94	m ²	GROUND FLOOR	83.41	m ²
FIRST FLOOR	79.72	m ²	FIRST FLOOR	84.82	m ²
GARAGE	37.65	m ²	GARAGE	37.04	m ²
PORCH/PATIO	18.75	m ²	PORCH/PATIO	16.58	m ²
TOTAL	221.06	m²	TOTAL	201.85	m²
SPOS:	65.25	m ²	SPOS:	86.11	m ²
FRONT YARD:	67.53	m ²	POS:	98.55	m ²

UNIT 5:	GROUND FLOOR	130.62	m ²
6	GARAGE	36.38	m ²
	PORCH/PATIO	16.37	m ²
TOTAL		183.37	m²
SPOS:		78.49	m ²
POS:		107.17	m ²
UNIT 6:			
GROUND FLOOR	124.82	m ²	
GARAGE	36.98	m ²	
PORCH/PATIO	16.35	m ²	
TOTAL	178.15	m²	
SPOS:	77.22	m ²	
POS:	110.38	m ²	
SITE AREA 2000.4 m ² (100.0%)			
SITE COVER 1087.55 m ² (54.36%)			
TOTAL HARD SURFACE: 1400.48 m ² (70.00%)			
PERMEABLE SURFACE 599.92 m ² (29.99%)			

NOTE: ALL AREAS ARE INDICATIVE ONLY AND NEED TO BE CHECKED AND VERIFIED BY A QUANTITY SURVEYOR

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INTERNAL EAST ELEVATION (D5)
SCALE: 1:100 @ A1



INTERNAL WEST ELEVATION
SCALE: 1:100 @ A1



INTERNAL SOUTH ELEVATION
SCALE: 1:100 @ A1



INTERNAL NORTH ELEVATION
SCALE: 1:100 @ A1



INTERNAL SOUTH ELEVATION
SCALE: 1:100 @ A1



INTERNAL NORTH ELEVATION
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PROPOSED ELEVATIONS

30 MURRAY CRESCENT ROWVILLE APPENDIX B



PROPOSED CAR EXITING SWEEP PATHS
SCALE: 1:100 @ A1

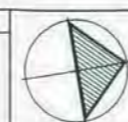
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MURRAY CRESENT
 PROPOSED CAR EXITING SWEEP PATHS
 30 MURRAY CRESENT ROWVILLE APPENDIX B



SITE CUT NOTE CUT AND FILL AREAS ARE ONLY ESTIMATED AND MAY VARY ON SITE
 SITE FILL

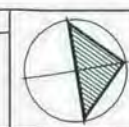
PROPOSED CUT AND FILL PLAN
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PROPOSED CUT AND FILL
 30 MURRAY CRESENT ROWVILLE APPENDIX B

ALL WARDS**6.4 COUNCIL POLICY – PARKING INFRINGEMENT PENALTY**

SUMMARY: *Manager – City Safety and Health (Steven Dickson)*

This report proposes to confirm Council’s position on the setting of parking infringement penalties, which is currently provided for within Council’s Determination of Fees and Charges policy. The Determination of Fees and Charges policy has been reviewed and deemed to be no longer required, with the exception of the provision relating to the setting of parking infringement penalties.

It is proposed that Council confirm the parking infringement penalties provision provided for under the Road Safety Act 1986 through a Council resolution, and revoke the Determination of Fees and Charges policy.

RECOMMENDATION

That Council

1. Pursuant to Section 87(4) of the *Road Safety Act 1986* fix 0.5 penalty units for all parking infringements in contravention of a Regulation under the *Road Safety Act 1986* where the penalty prescribed under the Regulations is less than 0.5 penalty units.
2. Revoke the Determination of Fees and Charges policy in Appendix A.

1. INTRODUCTION

The *Road Safety (General) Regulations 2009* outlines the infringement penalty attributable to each parking infringement offence in Victoria. Consistent with other Victorian legislation, each penalty is set as a proportion of a penalty unit, to enable the amount to be adjusted annually by the State Treasurer setting the value of a penalty unit. The Treasurer has set the penalty unit effective 1 July 2017 at \$158.57 for offences under Victorian legislation.

There are a range of parking infringements under Regulations pursuant to the *Road Safety Act 1986* which are set at 0.2 penalty unit (or \$32.00 for 2017-18). In recognition that this fee does not reflect the cost and effort involved in the issuing and management of these types of parking infringements, the *Road Safety Act 1986* provides that a Council may resolve to fix the higher penalty of 0.5 penalty unit for these offences (or \$79.00 for 2017-18).

Council has previously sought to apply the highest maximum penalty through the following policy clause contained in Council’s *Determination of Fees and Charges Policy*:

- 6.1 Where the amount of a fee or charge is set by legislation, where practical, the maximum amount permitted under legislation should be charged, eg Parking Infringements, Election Fines.

6.4 Council Policy – Parking Infringement Penalty (cont'd)

2. DISCUSSION

The *Determination of Fees and Charges Policy* was adopted by Council on 22 April 2003 to provide general guidelines to ensure that all Fees and Charges are transparent, equitable and that Council's financial interests remain sustainable.

A review of the policy has found that the setting of fees and charges is resolved by Council on an Annual basis as part of Council's Budget process, and the only clause within the Policy requiring Council's determination is the charging of a higher penalty until value under the *Road Safety Act 1986*.

The type of offences, that are the subject of this report include:

- Stopped contrary to a no parking sign;
- Parked for a period longer than indicated;
- Parked not complete within a parking bay.

It is recommended that Council determine to charge the increased penalty unit value by resolution and revoke the *Determination of Fees and Charges Policy*. The higher 0.5 penalty is consistent with historic and Council's current penalty structure and consistent with other Councils parking infringement penalties.

3. CONSULTATION

Consultation was undertaken with all Council departments, providing an opportunity for feedback and commentary on the proposed revocation of Council's *Determination of Fees and Charges Policy*.

All responses provided advised there would be no impact to their respective department's fee and charge setting, through the proposed revocation of this Council policy.

4. ENVIRONMENTAL/AMENITY ISSUES

The adoption of the recommendations of this report will provide a policy neutral outcome, which will have no environmental or amenity impacts.

Failing to apply a 0.5 penalty unit to the applicable parking offences would have an adverse impact on the amenity of the municipality. Parking fines for overstaying the timed period as signposted is a required deterrent to support business and traders to attract customers throughout the day. Current community concerns relating to parking around train stations and hospitals within the municipality would be expected to increase without appropriate parking deterrence in the form of appropriate penalty amounts.

6.4 Council Policy – Parking Infringement Penalty (cont'd)**5. FINANCIAL & ECONOMIC IMPLICATIONS**

In the 2016-17 financial year, Council issued 2,450 parking infringements that are subject to this policy. These infringements were issued at \$78.00 per fine, accruing \$191,100 income to Council. If these infringements applied the minimum penalty of \$31.00 per fine, this would have accrued \$75,950, being a \$115,150 reduction in income to Council in the year.

For 2017-18, the maximum penalty rate for offences under 0.5 penalty unit is set at \$79.00, set by the State Treasurer in accordance with the *Monetary Units Act 2004*. The application of the 0.5 penalty unit for these parking offences is consistent with other Local Municipal Councils in Victoria.

6. SOCIAL IMPLICATIONS

There are no direct social implications arising from this report.

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

The recommendations in this report assist Council in meeting Goal 3 *We can move around easily* under the Knox Community and Council Plan 2017-2017. Parking enforcement is an essential part of managing high levels of car-dependency in the municipality. This also supports Council's objectives under Goal 5 of the Plan, being a *Strong regional economy, local employment and learning opportunities*.

8. CONCLUSION

In reviewing the *Determination of Fees and Charges Policy*, it has been determined that the Policy is not required. The only relevant position of this policy is in the setting of a 0.5 penalty unit for relevant parking controls under the *Road Safety Act 1986*, where the penalty prescribed under the Regulations is less than 0.5 penalty units. It is recommended Council set this 0.5 penalty fee by resolution, which is consistent with historic and current Council penalty structures and other local government authorities parking infringement penalties.

9. CONFIDENTIALITY

This report does not contain any confidential information.

6.4 Council Policy – Parking Infringement Penalty (cont'd)**COUNCIL RESOLUTION****MOVED: CR. MORTIMORE****SECONDED: CR. KEOGH**

That Council

1. Pursuant to Section 87(4) of the *Road Safety Act 1986* fix 0.5 penalty units for all parking infringements in contravention of a Regulation under the *Road Safety Act 1986* where the penalty prescribed under the Regulations is less than 0.5 penalty units.
2. Revoke the Determination of Fees and Charges policy in Appendix A.

CARRIED

Official Minutes of Knox City Council

APPENDIX A

KNOX POLICY



DETERMINATION OF COUNCIL FEES AND CHARGES

Policy Number:		Group Area:	Finance & Governance
Authority:	Council	Responsible Officer:	Manager Finance
Policy Type:	Council	Version Number:	
Approval Date:		Sunset/Review Date:	3 years from adoption

1. PURPOSE

This policy has been developed to provide guidelines for the setting of Council Fees & Charges.

2. BACKGROUND

The purpose of this policy is to provide general guidelines for the setting of Council Fees and Charges to ensure that all Fees and Charges are transparent, equitable and to ensure that Council's financial interests are safeguarded.

3. SCOPE

This policy applies to all Council Fees and Charges and will become effective commencing with the 2003/2004 financial year.

Interim Arrangements

Due to the implications of this policy on existing resources, it is proposed that the policy be phased in over a two year period for all items not covered under items 1 and 2 of this policy.

Managers are to indicate during the 2003/04 Budget process which fees are to be reviewed as part of the 2003/04 Budget or the 2004/05 Budget.

4. REFERENCES

There are a number of other factors which provide more detailed instruction for the setting of particular Fees and Charges. They are as follows:

Existing Policies:

- 1997/8 - Grounds Allocation and User Charges Policy
- 1997/6 - Schools Use of Active Reserves
- 1998/9 - Home & Community Care (HACC) Fees (Reviewed during 2002/03 Budget process)
- 1997/9 - Pre-school Fee Policy (Reviewed during 2002/03 Budget process)
- 1997/23 - Council Child Care Centre Fees (Reviewed during 2001/02 Budget process)

Government Legislation and Guidelines:

- Commonwealth Department of Health and Aged Care guidelines: Amaroo Accommodation Bonds
- Centrelink: Amaroo Daily Care Fees. Commonwealth advise on annual fee increases
- Department of Human Services Health and Aged Care Guidelines: Home and Community Care Fees
- Public Health Fees: These fees are set taking into consideration the recommendations from the Municipal Association of Victoria (MAV) Food Safety Services Costing Project.

Other General References:

- A New Tax System (Goods & Services Tax Act) 1999
- Trade Practices Act
- National Competition Policy and Competitive Neutrality Policy Victoria 2000

5. DEFINITIONS

Not Applicable.

6. COUNCIL POLICY

Council sets Fees and Charges for the numerous goods and services that it provides to the community. There are a number of issues to be considered in setting the respective Fees and Charges when they are reviewed for Budget or other purposes. The purpose of this policy is to determine general guidelines for this process.

1. Where the amount of a fee or charge is set by legislation, where practical, the maximum amount permitted under legislation should be charged, eg Parking Infringements, Election Fines.
2. Where a service is governed as a result of legislation, the appropriate requirements of the legislation must be considered, including any particular levies or special conditions, eg Amaroo Fees, HACC Fees.
3. All Fees and Charges must be GST inclusive where applicable.

4. Unless otherwise determined by Council, all goods sold by Council must as a minimum be on the basis of full cost recovery, which in addition to the cost of the product will include the recovery of labour costs as well as recovery of administration overheads incurred in delivering the product and include all relevant National Competition Policy adjustments, eg Vaccines.
5. Unless otherwise determined by Council, all services provided by Council must as a minimum also be on the basis of full cost recovery, ensuring that all relevant labour, direct material and other costs, any subcontractor charges as well as an appropriate level of administration overhead costs are recovered and include all relevant National Competition Policy adjustments, eg Food Safety Plan Fees, Road Opening Inspection Fees.
6. Where the service delivery requires the use of Council assets, all relevant depreciation and asset maintenance costs must also be included, eg Hall Hire, Meeting Room Hire.

All Fees and Charges are to take into consideration the requirements of the National Competition Policy.

7. RELATED DOCUMENTS

Related documents to this policy are as follows:

- Adopted Annual Budget including detailed Fees and Charges schedule.

7. PUBLIC QUESTION TIME

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

Question Time commenced at 7.24pm

The following questions were raised with Council:

Question 1	NDIS
Answer	The Mayor, Councillor Pearce, stated that as the questioner was not present in the Chamber to elaborate on the question, a response was not able to be provided during the meeting.
Question 2	Will Knox City Council support Marriage Equality?
Answer	The Mayor, Councillor Pearce, responded that Council has recently approved a draft Community Access and Equity Implementation plan that recognises the diverse members of the Knox Community; including members of the LGBTI community. Council will continue to look for ways to support all groups within Knox to be part of an inclusive community. Councillor Pearce concluded by stating that the Marriage Act is Commonwealth legislation and should therefore be dealt with at the federal level.
Question 3	Refer to 6.2 438 Stud Road, Wantirna South – Access to emergency vehicles. “The proposal does not alter the existing access arrangements into the common property access area. Existing parking issues need to be addressed with the relevant body corporate.” I am in the body corporation committee and work together with our Body Corporation since years ago regarding parking issues. And the issue never be resolved, as the number of cars is more than the number of car park and we have only 6 car visitor parks. This happens because two bedroom house has always two cars while one house has one car resident park. Our visitor car park is occupied with resident cars. More, visitors from other apartment park in our visitor car park as they have 6 visitor car park. With the new development that has 5 / 6 car park, and they have three bedroom apartment - more resident cars and more visitors. And we are not allowed to park on the nature strip! I have no doubt the visitors will park on 436 and 440 Stud Rd visitor car park. And it will create more car parking issues in our area. This is beyond our capability to solve this issue. I don't object with the development, just need to consider the number of people, cars, visitor cars that will occupied this area. Match calculation for the number of car park seems can't be applied in reality as especially in a tiny land and restricted nature strip park. I need you wisdom to solve this problem.
Answer	The questioner informed Council that as this issue had already been resolved at tonight's meeting no further response was required.

Question 4	When will the recent ALGA conference (Canberra) report be available to the community?
Answer	The Mayor, Councillor Pearce, responded that all motions put forward and carried at the conference are detailed in the official record by ALGA. Councillor Pearce continued by explaining that while in Canberra the Councillors in attendance were using their political contacts secure face to face meetings with Ministers and Shadow Ministers in order to discuss important local issues. Councillor Pearce informed that Gallery that in previous years this advocacy has achieved great results for the City of Knox.

Question Time concluded at 7.28pm

Official Minutes of Knox City Council

ALL WARDS**8.1 ARTERIAL ROAD PROJECT PRIORITIES 2017**

SUMMARY: *Senior Traffic Engineer – Sustainable Infrastructure (Deborah Wilding)*

Each year Council has submitted a prioritised list of projects to VicRoads for consideration in its arterial road programs. This report provides a summary of Council's priorities for arterial road projects to be submitted to VicRoads for future funding consideration.

RECOMMENDATION

That Council

1. adopts the priority order for the Arterial Road Projects Priorities 2017 as shown in this report (Appendix B);
2. submits the priority list to VicRoads;
3. sends a copy of the priority list to Local State Members of Parliament; and
4. continues to advocate for funding to improve transport infrastructure in Knox.

1. INTRODUCTION

VicRoads is the responsible authority for the arterial road network and seeks input from local councils when considering funding new projects. VicRoads has previously separated these projects into several categories ranging from road improvements on arterial roads, such as road duplications, through to improvements to bicycle and pedestrian facilities. Additionally, Black Spot and Black Length funding is also available for sites which have three or more casualty crashes over the past five years.

Each year Council submits a list of projects for funding consideration.

This report presents the proposed projects to be submitted to VicRoads using ranking criteria based on the objectives of the Transport Integration Act 2010.

2. DISCUSSION

VicRoads is the responsible authority for the arterial road network under the Road Management Act 2004. Up until 2012, VicRoads would invite councils to submit a list of priority projects for funding consideration.

These invitations to submit projects outlined different funding programs for arterial road projects such as bicycle facilities, pedestrian facilities, road safety, arterial roads and municipal roads. Council's annual list to VicRoads was developed to align with these various categories.

8.1 Arterial Road Project Priorities 2017 (cont'd)

While VicRoads has not, in the last five years sought projects from councils, Knox Council has continued to prepare a list and submitted it to VicRoads. The list is useful not only for submission to VicRoads but also for distribution to Local Members of Parliament to support Council's advocacy objectives.

VicRoads is now looking at different ways to engage with councils and external stakeholders and a different methodology on how it priorities projects. In July 2017, VicRoads organised a workshop for Melbourne's southeast region to help shape VicRoads plan for future transport needs.

VicRoads invited councils to provide feedback on:

- transport priorities (such as sustainable transport, access and safety);
- identifying transport needs (eg. Council plans, accidents sites);
- how Council prioritises projects;
- how Council applies for funding; and
- criteria used to identify and rank transport issues in the region.

During the workshop, VicRoads advised that funding in future years will be based on the movement of transport modes as well as the identity of a place. Projects will be allocated funding based on an integrated package of works for a particular area. VicRoads are interested in the reason projects are put forward and whether they are ready for design and construction should funding become available.

The Bayswater Level Crossing removal was one of the first projects to be assessed under VicRoads movement and place program. The process looked at, not just the traffic movements through Bayswater, but also the place, assessing what was required for Bayswater to thrive. As Council would be aware, this resulted in wider footpaths, better pedestrian facilities and a change in lane configuration along Mountain Highway.

The level of available funding is not known at this time and VicRoads have not sent out a formal request for projects, however it is formulating a new framework for project assessment. In the interim, Council's list seeks to group projects in relation to safety, type of road and transport mode.

2.1 Transport Integration Act (2010) Based Ranking Criteria

In 2010, the Transport Integration Act (2010) was passed by the State Parliament. The Transport Integration Act incorporated a vision for '*...an integrated and sustainable transport system that contributes to an inclusive, prosperous and environmentally responsible State*'.

The six key objectives stated in the Transport Integrated Act (2010) are:

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

8.1 Arterial Road Project Priorities 2017 (cont'd)

In order for a meaningful list of projects to be submitted to VicRoads, Council's criteria for ranking transport projects needs to align with the Transport Integration Act objectives used by the State Government. Council's current ranking criteria aligns with these objectives and is detailed in Appendix A. Council also uses these criteria for ranking Major Transport Projects in Knox.

2.2 Priority List for 2017

In preparing Council's list of priorities, projects are identified based on traffic investigations, accident statistics, public enquiries, Council plans and strategies (such as the Principal Pedestrian Network). Projects are also identified through community advocacy to Council. Two projects that have been brought to Council's attention include a request for pedestrian signals to Scoresby Road, Bayswater and to Forest Road, The Basin.

All projects are ranked using the adopted ranking criteria based on the Transport Integration Act (2010) and divided into four categories. These categories are Arterial Roads, Municipal/Arterial Roads, Bicycle Facilities and Pedestrian Facilities (see Appendix B). This year, a column on identified need/background has been included to provide further information on the reason for the project in anticipation of changes to future VicRoads funding requirements.

In relation to safety concerns, the latest VicRoads Crashstats data identifies that there are over 346 intersections within Knox where injury accidents have been recorded. There are 92 intersections where three (3) or more accidents have been recorded over the last five years. VicRoads is responsible for 90 of these intersections and have their own system for prioritising works. Only two sites are at local intersections whereby Council might directly apply for funding to the program. However the two intersections in question have traffic treatments and there is no discernible trend in the type of crashes occurring.

Whilst Council receives regular requests from residents for improvements on arterial roads, it will ultimately be a VicRoads responsibility.

2.3 Recently Completed Projects

In 2016, the duplication of High Street Road between Burwood Highway and Stud Road was completed. This project included pedestrian operated signals at High Street Road/Wallace Road (west), signals at the intersection of High Street Road/Tyner Road and provision of a left turn slip lane from Lewis Road to Burwood Highway. In addition, an off-road shared use path was provided along its length. This project had previously been listed as a priority arterial road project since 2012.

This year, dynamic school speed zone signs (flashing 40 during school times) were installed on Dorset Road outside the Eastern Ranges School for autistic children.

8.1 Arterial Road Project Priorities 2017 (cont'd)

Further, VicRoads is currently undertaking modification to two of the left turn lanes at the intersection of Mountain Highway and Boronia Road. This includes replacing a zebra crossing with fully controlled pedestrian operated signals.

2.4 Funding for Future Projects

Continued advocacy for Arterial Road Projects allows Council to reinforce its priorities with VicRoads, creating opportunities for improvements to road infrastructure.

In addition to submitting a priority list to VicRoads, funding is available through other programs such as the Federal Government's Black Spot Programme. While the Federal Government funds this program, VicRoads administer it.

Through this program, Council has been successful in receiving funding for the construction of a dedicated right turn lane on Colchester Road at Beresford Drive during the 2016/17 financial year. VicRoads is currently seeking applications for Council roads that meet the Black Spot Program criteria.

The eligibility criteria for the Black Spot program for 2018/19 requires a minimum Benefit: Cost ratio for proposals of 2:1. In addition, the minimum crash history of sites is three (3) casualty crashes over five years or 0.2 casualty crashes per kilometre per year over five years.

An assessment of sites that may meet the criteria is currently being undertaken and any sites meeting the criteria will be submitted for consideration.

3. CONSULTATION

All consultation relating to projects announced for funding will be undertaken by the State Government through VicRoads.

Knox Council will be involved during the implementation of each project and has an opportunity to comment during the detail design process.

Discussions, including site meetings, are an integral part of VicRoads' consultation process between Council and VicRoads Officers. Some projects may include and warrant public meetings and questionnaires to the residents directly affected. The level of consultation required is determined and assessed on a needs basis for each project.

4. ENVIRONMENTAL/AMENITY ISSUES

Transport services affect the quality of life of residents and it is therefore important that there are transport choices and sustainable transport options available. Projects which have significant environmental or amenity benefits generally result in a higher priority within Council's ranking due to the triple-bottom-line approach taken.

8.1 Arterial Road Project Priorities 2017 (cont'd)**5. FINANCIAL & ECONOMIC IMPLICATIONS**

Funding for the projects proposed would be provided by the State Government.

6. SOCIAL IMPLICATIONS

Transport provides opportunities for all members of the community to access employment, education and other local services and activities, thereby improving community capacity and minimising social isolation.

Projects that are ranked higher should yield greater benefits for the community with regards to improved safety and efficiency of the road network.

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

Under Goal 3 'We can move around easily', the Arterial Road Project Priorities list will support Strategy 3.1 'enable improved transport choices supported by integrated and sustainable transport systems and infrastructure'.

The Traffic and Transport service team provides local traffic management advice ensuring the community expectations for road safety and access is met through continuous improvements to the road network.

8. CONCLUSION

The Transport Integration Act objectives provide a framework for the provision of an integrated and sustainable transport system for the State. Council's ranking criteria aligns with these objectives and is used to rank projects accordingly.

The projects prioritised and presented in Appendix B of this report are proposed to be forwarded to VicRoads for future funding consideration.

9. CONFIDENTIALITY

There are no confidential issues associated with this report.

8.1 Arterial Road Project Priorities 2017 (cont'd)**COUNCIL RESOLUTION****MOVED: CR. MORTIMORE****SECONDED: CR. KEOGH****That Council**

- 1. adopts the priority order for the Arterial Road Projects Priorities 2017 as shown in this report (Appendix B);**
- 2. submits the priority list to VicRoads;**
- 3. sends a copy of the priority list to Local State Members of Parliament; and**
- 4. continues to advocate for funding to improve transport infrastructure in Knox.**

CARRIED

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APPENDIX A – ARTERIAL ROAD PROJECT PRIORITIES 2017**RANKING CRITERIA USING TRANSPORT INTEGRATION ACT 2010**

Criteria	Points
<p>Social and economic inclusion. The transport system enables people to access social and economic opportunities by minimising barriers to access so that the transport system is available to as many people as wish to use it and tailored infrastructure and services for those who find it difficult to use the transport system.</p> <p style="text-align: right;"><i>Significant</i> <i>Moderate</i> <i>Minor</i></p>	<p>10 6 2</p>
<p>Economic prosperity. The transport system enables efficient and effective access for people and goods to places of employment and improved efficiency through reduced transport costs.</p> <p style="text-align: right;"><i>Significant</i> <i>Moderate</i> <i>Minor</i></p>	<p>10 6 2</p>
<p>Environmental sustainability. The transport system should avoid harm to the local environment through emissions and pollutants and promote forms of transport which have the least impact on the environment.</p> <p style="text-align: right;"><i>Significant</i> <i>Moderate</i> <i>Minor</i></p>	<p>10 6 2</p>
<p>Integration of transport and land use. The transport system should integrate transport and land use to improve accessibility and transport efficiency and ensure decisions made regarding transport or land use consider the current and future impacts on the other.</p> <p style="text-align: right;"><i>Significant</i> <i>Moderate</i> <i>Minor</i></p>	<p>10 6 2</p>
<p>Efficiency, coordination and reliability. The transport system should facilitate network-wide efficient, coordinated and reliable movements of people and goods at all times, including facilitating seamless travel within and between different modes of transport.</p> <p style="text-align: right;"><i>Significant</i> <i>Moderate</i> <i>Minor</i></p>	<p>10 6 2</p>
<p>Safety and health and wellbeing. The transport system should be safe and support health and wellbeing.</p> <p style="text-align: right;"><i>Significant</i> <i>Moderate</i> <i>Minor</i></p>	<p>10 6 2</p>
Possible Maximum	60

APPENDIX B – ARTERIAL ROAD PROJECT PRIORITIES 2017**KNOX CITY COUNCIL ARTERIAL ROAD PRIORITIES 2017****Arterial Road**

Location	Project	Identified need/background	Score
Dorset Road Extension, Burwood Highway to Napoleon Road	New four-lane road. 2kms	Missing north-south arterial road link. Existing road network congested & amenity of residential areas being compromised. Opportunity to improve bus connections through this route (ie. to Boronia Station).	36
Dorset Road Extension, Napoleon Road to Lysterfield Road	New four-lane road dependant on Land Acquisition. 1km	Extension of the missing north-south arterial road link.	36
Wellington Road, west of Stud Road (Stud Road to Eastlink)	Bus priority	900 SmartBus is delayed every day during the morning and evening peaks due to congestion.	28
Burwood Highway (a) Eastlink to Stud Road (both directions)	Third lane/bus priority/On-road bike lane	Congestion during peak periods is causing delays to a number of key bus routes such as the 732 and Knox transit link. Existing shoulder being used as defacto lane at times causing concerns for safety.	28
Scoresby Road/Malvern Street	Right turn/passing lanes	Malvern Street provides access into the Bayswater Industrial area and with no current right turn lane there is a risk of rear end accidents.	26
Ferntree Gully & Henderson Road	Extend Right Turn Lane	Existing right turn lane is not sufficient in length for the current volume. As this industrial area develops and the Henderson Road bridge is built next year (providing access to Rowville), this problem will only increase.	22
Ferntree Gully Road, Stud Road to Scoresby Road	4 to 6 lanes.	Congestion during peak periods causing delays for businesses in the Knoxfield/Scoresby Industrial precinct, residents trying to access the freeway network and bus services along Ferntree Gully Road.	20
Scoresby Road/Applegum Road	Right turn/passing lanes	Intersection close to Scoresby Road/Burwood Highway and right turning traffic not expected. Bus undertakes this manoeuvre.	18
Napoleon Road, Lysterfield Road to Kelletts Road	Duplication. 2.5kms	Single lane in either direction, carrying high traffic volumes. Main route for residents from Rowville travelling towards Ferntree Gully.	16
Napoleon Road, Lysterfield Road to Kelletts Road	Duplication. 2.5kms	Single lane in either direction, carrying high traffic volumes. Main route for residents from Rowville travelling towards Ferntree Gully.	16

Location	Project	Identified need/background	Score
Napoleon Road, Wellington Road to Kelletts Road	Duplication, including conversion by VicRoads to main road classification. 2kms	Single lane in either direction, carrying high traffic volumes as it is performing the role of an arterial road. Main route for residents from Rowville travelling towards Ferntree Gully.	16
Scoresby Road/Salmon Road/Jordan Court	Right turn/passing lanes	Access into residential estates from arterial road, which is a 'priority traffic' route.	16
Lysterfield Road, Napoleon Road to Wellington Road	Duplication 4.2kms	Road used by residents of Casey and Yarra Ranges to access Knox. Currently a very windy road with a history of crashes.	14
Wantirna Road (at bridge)	Widen bridge to four lanes	Squeeze point as traffic tries to form two lanes in each direction over the bridge.	6

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Municipal/Arterial Roads

Location	Project	Identified need/background	Score
Boronia Rd/Lewis Road	Traffic signals	Provides access into Knox Central precinct. Bus turns right from Lewis Road, which can be difficult during peak periods.	48
Ferntree Gully at Rushdale Road	Traffic signals and redesign	Industrial area with a history of crashes. Difficult for heavy vehicles to exit at times. Intersection is confusing for some motorists so needs to be redesigned to a traditional one with signals.	48
Burwood Highway/McMahons Rd/Clyde Street	Traffic signals	Busy intersection with a history of crashes. Difficulties crossing the road as a pedestrian as well to access buses etc.	48
Kelletts Road at Henderson Road	Traffic Signals	Federal funding will see a bridge built to connect the two ends of Henderson Road. It is already difficult for vehicles exiting Henderson Road onto Kelletts Road due to the heavy left turn from Stud Road. There is also a truck ban requiring trucks to turn right out of Henderson. Conditions will only be exacerbated when the bridge is built next year.	44
Burwood Highway/Cathies Lane	Traffic Signals	Cathies Lane intersection is just beyond a crest in Burwood Highway making it difficult to judge speeds. Drivers are taking risks turning right in and out of Cathies Lane and there has been a history of crashes.	34
High Street Road/Mowbray Drive	Traffic Signals (Scoped 2011 by Council)	Historic concern for residents exiting the residential estate onto High Street Road. Difficult for pedestrians to cross to the bus stop on the opposite side of the road.	34
Stud Road, near Police Road	Traffic signals	Raised as part of the WalkSpot survey. Hindu temple has concerns with turning into Police Road.	28
Stud Road and Avalon Road	Widen to 2 lanes exit from Avalon Road	Currently only line marked as one lane out of Avalon Road but 2 vehicles can squeeze in here. Kerb could be pulled back to widen & mark two lanes and improve access from the residential estate.	12
Liverpool Road, near Mountain Highway	Install dynamic speed zone signage to support The Basin Primary School	60km/h busy road with a history of drivers ignoring the school speed limit.	6

Bicycle Facilities

Location	Project	Identified need/background	Score
Ferntree Gully Road, Stud Road to Henderson Road	Off-road shared path	There is currently no provision for cyclists or pedestrians on the southern side of Ferntree Gully Road. Connection is required to link the existing shared path from Henderson Road through to Stud Road & Ferntree Gully Road paths. Feeds industrial precinct.	56
Burwood Highway (c) Eastlink bridge to Morack Road	Off-road shared path & bridge (scoped 2011)	There is currently no provision for cyclists or pedestrians on either side of Burwood Highway. A path on the south side is identified as part of the Principal Bicycle Network and would connect existing shared paths between Knox and Whitehorse.	44
Ferntree Gully Station (Spot Treatment)	Dedicated shared path through carpark	Existing shared path stops at the station and requires cyclists to mix with vehicles in the carpark. This is a safety concern and constructing this path would complete a missing link in the Rail Trail.	40
Stud Road (a) Ferntree Gully Road to George Street	On-road bike lane through service roads west side	A significant gap in the Stud Road cycle network on the west side. Bike facilities are required along the service road. VicRoads have previously developed plans for this link.	32
Burwood Highway (b) Lewis Road to Ferntree Gully Road	On-road bike lane	Westfield Knox will be constructing shared paths along the north side of Burwood Highway from Stud Road to the Council offices. Council is looking to construct the section up to Lewis Road. A bike lane through the service road and along Burwood Highway to Scoresby Road would connect the network to the north/south path on Scoresby Road.	32
Railway Path, Upper Ferntree Gully (Southern boundary of National Park, within Yarra Ranges)	Railway Ave near Upper Ferntree Gully Fire Station to 1000 steps and Bridge over Burwood Hwy /Mt Dandenong Tourist Rd. 3 metre off-road path.	While Knox has constructed a path to the boundary along Burwood Highway from the Upper Ferntree Gully Station, there is no constructed path to the 1000 steps. Constructing this would improve access to this popular attraction.	30
Boronia Road, Dandenong Creek to Stud Road	On-road bike lane or wide kerbside lane	There is a wide kerbside lane with bike markings on Boronia Road in Whitehorse up to the Knox boundary. A facility needs to be provided through to Stud Road to link with existing paths.	28
Dandenong Creek trail, Wantirna Road to Koomba Park	Upgrade to 3m	Existing path is only approx. 2.4m wide and with increased use, it is not wide enough to accommodate pedestrians and cyclists adequately.	8
Dandenong Creek trail, Bayswater to Wantirna Road	Upgrade to 3m	Existing path is only approx. 2.4m wide and with increased use, it is not wide enough to accommodate pedestrians and cyclists adequately.	8

Location	Project	Identified need/background	Score
Blind Creek Trail-Scoresby Road to Stud Road	Off-road shared path - widen to 3m	Existing path is only approx. 2.4m wide and with increased use, it is not wide enough to accommodate pedestrians and cyclists adequately.	8
Blind Creek Trail-Scoresby Road to Dorset Road	Off-road shared path - widen to 3m	Existing path is only approx. 2.4m wide and with increased use, it is not wide enough to accommodate pedestrians and cyclists adequately.	8

Pedestrian Facilities

Location	Project	Identified need/background	Score
Mountain Highway at Albert Avenue	Pedestrian operated signals	Mountain Hwy can be difficult to cross near Albert Avenue. Residents from the Beresford Drive estate cannot easily access their local activity centre and the much needed services.	36
Stud Road at Rosa Street	Pedestrian operated signals	Pedestrians crossing to bus stops or the high school have difficulties finding a suitable gap due to the high volume of traffic. Stud Road is 2 lanes each direction plus bus lanes in either direction. It is also an 80km/h speed limit making pedestrian safety a concern. This is a popular SmartBus route.	34
Scoresby Road, near Cambden Park Parade	Pedestrian operated signals	There is more than 1.5km between pedestrian facilities on Scoresby Road. Scoresby Road has no median to assist pedestrians crossing in this area either. There are primary schools off Scoresby Road in this vicinity, bus stops, a shared path on the east side and a retirement village on the west.	34
Forest Road at Wright Street	Pedestrian operated signals	Single lane undivided road plus bike lanes which during peak periods can be difficult to cross. Pedestrians cross in this location to access the shops and bus stop.	32
Scoresby Road - 300m south of Mountain Highway	Pedestrian operated signals	A café which opened on the east side of the road has resulted in a large number of pedestrians crossing the four lane undivided road.	28
Mountain Highway, near Beresford Drive	Pedestrian operated signals replacing flagged school crossing	The school crossing is the location where the shared path crosses to the opposite side of Mountain Highway. While there is some control when the school crossing is in operation, outside of these times (particularly morning and evening peaks) is uncontrolled. High volume and speed in this location.	24
Kelletts Road, near Lakesfield Drive	Pedestrian operated signals replacing flagged school crossing	High speed environment with a shared path on the north side of Kelletts Road.	24

Location	Project	Identified need/background	Score
Brenock Park Drive (at St Joseph college)	Pedestrian operated signals replacing flagged school crossing	Very wide road (12m) with only one lane each direction, undivided. Crossing supervisor has reported numerous occasions when drivers have not stopped at the crossing. This crossing point is used when there are events either at the reserve or at school.	24
Glenfern Road south of Brennock Park Drive	Pedestrian operated signals replacing flagged school crossing	Extremely busy undivided road, making it extremely difficult to cross particularly during peaks between residential areas and the strip shopping centre and bus stops.	24
Stud Road, near Evans Street	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths	SmartBus route with bus stops either side of Stud Rd. No gaps in median for pedestrians who may use a mobility device or have a pram or trolley.	20
Burwood Highway, near McMahons Road	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths (interim)	Popular 732 bus service but no gaps in median for pedestrians who may use a mobility device or have a pram or trolley.	20
Boronia Road, west of Sasses Avenue	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths	No gaps in median for pedestrians who may use a mobility device or have a pram or trolley.	20
Stud Road, near Glenifer Avenue	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths	SmartBus route with bus stops either side of Stud Rd. No gaps in median for pedestrians who may use a mobility device or have a pram or trolley.	20
Stud Road, near Lakeside Drive	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths	SmartBus route with bus stops either side of Stud Rd. No gaps in median for pedestrians who may use a mobility device or have a pram or trolley.	20
Burwood Highway, near Burke Road	Median breaks including the construction of	Popular 732 bus service but no gaps in median for pedestrians who may use a mobility device or have a pram or trolley.	20

Location	Project	Identified need/background	Score
	DDA Pram Crossings and linking to existing footpaths		
Stud Road, near Kingsley Close	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths	SmartBus route with bus stops either side of Stud Rd. No gaps in median for pedestrians who may use a mobility device or have a pram or trolley.	20
Burwood Highway, near Hartington Drive	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths	Popular 732 bus service but no gaps in median for pedestrians who may use a mobility device or have a pram or trolley.	20
Boronia Road, near Edinburgh Road	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths	No gaps in median for pedestrians who may use a mobility device or have a pram or trolley.	20
Stud Road, near Rosa Street	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths (interim)	SmartBus route with bus stops either side of Stud Rd. No gaps in median for pedestrians who may use a mobility device or have a pram or trolley.	20
Burwood Highway, near Lightwood Drive	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths	Popular 732 bus service but no gaps in median for pedestrians who may use a mobility device or have a pram or trolley.	20

ALL WARDS**8.2 2016/17 CAPITAL WORKS PROGRAM DELIVERY REPORT**

SUMMARY: *Coordinator – Capital Works (Gene Chiron)*

This report informs Council of the delivery outcomes of the 2016/17 Capital Works Program, as well as progress towards strategic objectives of asset renewal, sustainability initiatives, Environmentally Sustainable Development (ESD) initiatives and the Integrated Stormwater Solutions Program in 2016/17.

RECOMMENDATION

That the Capital Works Delivery Report for 2016/17 be received and noted by Council.

1. INTRODUCTION

The Capital Works Program is essentially the biggest service Council delivers to the community. The outcome derived from the Capital Works Program supports service delivery and continues to improve the health and wellbeing of the Knox community. To ensure this program is administered appropriately and that good governance and project management practices are observed, this report documents the outcomes of the 2016/17 Capital Works Program and Council's progress in actioning a number of associated policies.

Council's Sustainable Buildings Policy, approved 26 April 2013, requires that:

- the Director – Engineering & Infrastructure demonstrate achievements in ESD as part of the annual reporting on the delivery of the Capital Works Program; and
- a report is prepared on the achievements of ESD within Council facilities as part of Council's report on achievements on the Sustainable Water Use Plan and Climate Change Response Plan.

Further, Council adopted a policy for Water Sensitive Urban Design (WSUD) (revised 2012). This policy also requires that achievements in WSUD be incorporated as a part of the annual report on the delivery of the Capital Works Program. The achievements for 2016/17 are provided in this report.

This report is seen as a framework for not only reporting on the delivery of the program but also as a means of improving the efficiency and effectiveness of future program delivery.

8.2 2016/17 Capital Works Program Delivery Report (cont'd)

2. DISCUSSION

2.1 2016/17 Capital Works Outcomes and Achievements

The 2016/17 Key Result Area (KRA) measurement for Capital Works aims for delivery of 100% of the legal compliance program, 95% of the renewal program and 80% of the new and upgrade program.

The Capital Works Program Adjusted Budget totalled \$68.53M after the Budget Review increase of \$17.98M, additional out of budget funding of \$1.08M, and savings of \$3.66M were achieved.

Out of a total of 189 projects, 89% or 168 projects of the total number of Capital Works projects were completed or committed in 2016/17, being completed, commenced or tendered within the year. A number of projects were in progress at year end, some of which will be completed by the end of August 2017. Nine additional projects were included in the Program during the course of the year, with an extra \$1.08M unscheduled, out of budget funding from various grants, contributions and trust fund transfers becoming available after the Quarterly Budget Update.

In overall financial terms, 62.2% of the Capital Works Adjusted Budget was committed in 2016/17 and 53.0% expended. Of the budget not committed or expended, \$21.482M or 31.4% related to major projects including Knox Central (\$7.966M), Stamford Park (\$3.753M) and the Wantirna South Early Years Hub (\$6.041M).

Variances experienced during the year were mainly due to delays associated with lead times required to commence projects, including consultation with stakeholders, developers, service and statutory authorities. The additional workload generated from the various Major Projects currently underway also placed considerable demand on Council's Capital Works delivery resources.

A small number of high value projects have been delayed due to a significant level of project complexity, some external influence from government utilities and adverse weather. Wet weather at the beginning of the 2016/17 financial year hindered progress in several projects.

Some others have been subject to necessary deliberations by Council.

CAPITAL WORKS PROGRAM COMPARISONS

	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17
Adjusted Budget	\$23.4M	\$26.8M	\$29.9M	\$29.2M	\$31.3M	\$35.5M	\$34.5M	\$37.5M	\$49.5M	\$68.5M
Budget expended (%)	95%	91%	94%	81%	87%	79%	81%	82% (\$30.75M)	63.9% (\$31.6M)	53% (\$36.3)
Projects Committed (%)	98%	98%	100%	97%	93%	98%	96%	98%	98%	89%

8.2 2016/17 Capital Works Program Delivery Report (cont'd)

Of note, the Capital Works Program for 2016/17 was significantly increased from 2015/16 (\$49.5 to 68.5M). It is further noted that the budget expenditure for 2016/17 was \$36.3M with 89% of projects being completed, commenced or tendered within the year.

It is further noted that there has been only a minimal increase in staff resources to support the delivery of the capital works program. This is being closely monitored to ensure existing staff are supported in the delivery of the program and additional resources are brought in as required.

It is considered however, that the issue of an increasingly large and complex program and the possible impacts on staff resources presents a number of risks that need to be considered by Council. These include:

- Capacity to deliver within required timeframes.
- Possible adverse impacts on quality due to the pressure to deliver.
- Integration opportunities missed due to the focus on project delivery.

2.2 Continuous Improvement Initiatives

Significant inroads have been made into refining systems and processes such as pre-planning and preparation to support timely delivery of capital works projects. Over recent years, the following initiatives have been introduced and are being continually improved upon:

- Ranking of projects within each program based on relevant criteria which are reviewed by Program Coordinators and endorsed by Council annually.
- Program Business Cases are prepared including 5 year programs to reflect revised project priority lists and based on the current Long Term Financial Forecast (LTFF).
- Introduction of 4 year rolling non- discretionary New / Upgrade Programs to ensure certainty in funding and program delivery. In the 2013/14 budget deliberations, this approach was initiated to address the new and upgrade backlog associated with both the footpath and drainage programs
- Pre-planning (scoping and design phases) were introduced to identify complex projects and where necessary, allow for staging over two or three years. Complexities include extensive ongoing consultation with stakeholders, investigation with external authorities, acquisition of land and permits, preparation of concept and detailed plans and preparation of contract documentation to allow adequate time for efficient and economic project delivery at minimum disruption to the community.
- Program and Project Delivery Coordinators with their Managers are included in integration workshops to share knowledge of proposed programs, understand priorities, and check for synergies between projects and investigate opportunities to combine or coordinate works.

8.2 2016/17 Capital Works Program Delivery Report (cont'd)

- Discussions with Councillors are held through the business planning cycle about project priority lists early in the program development process to allow Program Coordinators time to undertake initial investigations to establish the scope and deliverability of each prospective project prior to the commencement of the budget process.
- Improved monitoring and reporting with the introduction of the new ProjectsPro Capital Works reporting system incorporating lead indicators, which allow ongoing and responsive feedback for improved project management.
- Improved management reporting including monthly progress briefings with the Executive Management Team and monthly meetings of Program and Project Delivery Coordinators to actively facilitate the delivery of the Capital Works Program.
- Streamlining the process to develop lifecycle costings for each new/upgrade project to assist Councillors to make an informed decision as to the true cost of the proposed works and impact on the operational maintenance budget.
- Regular condition audits over all significant asset categories.
- Restructure of management responsibilities to streamline project delivery.
- The establishment of the dedicated Major Initiatives Unit to project manage the planning and implementation of the major and complex project initiatives and to deliver the more challenging projects.

These initiatives and the capital works process in its entirety is being reviewed on an ongoing basis in the pursuit of continuous improvement and integrated program delivery.

2.3 Asset Renewal Program

The Asset Renewal Program Adjusted Budget for 2016/17 totalled \$30.0M of which 94% was expended or committed. The expenditure percentage was affected by the need to carry forward \$5.45M from 2016/17 for the completion of various asset renewal works committed and underway.

Renewal projects and programs that were undertaken during the year include the following:

- Road Pavement and Kerb and Channel Reconstruction Program including: Mountain Gate Drive, Ashton Road and Kingston Street, Ferntree Gully, Elm Street, Orange Grove and Maple Street, Bayswater and numerous designs for future works
- In excess of 100 streets have been treated under the 2016/17 Road Resurfacing Program.
- Shared path rehabilitation including Ferny Creek Shared Path, between Hancock Drive and Glenfern Road. Rehabilitation programs for footpaths, buildings, road surfaces, bridges, playgrounds, open space and reserves.

8.2 2016/17 Capital Works Program Delivery Report (cont'd)

- Replacement of various fleet vehicles.
- Street Tree Renewal Program.
- Drainage Pit and Pipe Renewal Program.
- Active Sporting Facilities including oval renewals at Park Ridge Reserve, Templeton Reserve and Knox Gardens Oval No. 2.

There are four key Asset Renewal Programs which are the focus of this report (see table below). These programs have been informed by Asset Management Plans adopted by Council, and subsequent forecasting undertaken. During the development of each of these Asset Management Plans, extensive audits were undertaken to establish the condition rating, life expectancy and the amount of funding required to deliver these assets to the community at the desired service level.

Each adopted Plan outlined service level targets to renew the worst condition assets (condition 5 – very poor, and condition 4 – poor) in the optimum achievable time to optimise service delivery, mitigate risk to Council, minimise maintenance costs and establish sustainable rehabilitation programs.

While the focus was ensuring that sufficient renewal funding was available to address the initial backlog, it was recognised that a sustainable level of ongoing funding would be required into the future to ensure Council's asset network continued to remain at an acceptable condition level.

The following table indicates progress to date with these programs and suggests when the initial backlog of condition 5 (very poor) and 4 (poor) assets may be eliminated based on current projected funding and forecasted deterioration rates. In general, Council is maintaining good progress in meeting the target timeframes.

ASSET MANAGEMENT PLAN – CAPITAL RENEWAL PROGRESS

Renewal Program	Year Commenced	Asset Category	% network in condition 4 & 5 at initial audit	% network in condition 4 & 5 at most recent audit	Year of most recent audit	Next audit data due	Initial target year for elimination of condition 4 & 5 assets	Comments on progress of renewal program against service targets
1001 Road Sub-Structure and Kerb & Channel	2005/06	Road Pavement	7.8%	1.0%	2015	2019	2016	Initial target achieved in 2015*. Funding now maintained at a level to match deterioration. Future audits will assist in validating this.
		Kerb & Channel	0.1%	0%	2015	2019	2016	Initial target achieved in 2015*. Funding now maintained at a level to match deterioration. Future audits will assist in validating this.
1002 Road Surface	2006/07	Road Surface	19.9%	2.7%	2015	2019	2014	Initial target achieved in 2012*. Aiming to remove condition 3 segments by 2022 in accordance with Road Asset Management Plan targets.

8.2 2016/17 Capital Works Program Delivery Report (cont'd)

Renewal Program	Year Commenced	Asset Category	% network in condition 4 & 5 at initial audit	% network in condition 4 & 5 at most recent audit	Year of most recent audit	Next audit data due	Initial target year for elimination of condition 4 & 5 assets	Comments on progress of renewal program against service targets
1004 Footpaths	2005/06	Footpath	6.1%	0.1%	2015	2018	2011	Initial target achieved in 2012*. Funding now maintained at a level to match deterioration. Future audits will assist in validating this
1005 Bicycle / Shared Paths	2005/06	Shared Path	51.6%	3.6%	2014	2017	2020	Initial target achieved in 2011*. Funding now maintained at a level to match deterioration. Future audits will assist in validating this.

* Given the timing of audits relative to the programs of renewal, a result of less than 4% effectively means Council has addressed and contained its backlog assets.

Progress for other asset categories (Buildings, Drainage, Bridges, Carparks, and Playgrounds) will be reported in future years once multiple condition audits have been completed, to validate impact.

Considerable effort has gone into educating officers above the importance of focussing on failed assets in a systematic approach. Council and residents now understand that priority must continue to be given to funding the renewal of the worst condition (category 5 and 4 assets) and that sustained funding is required (even when initial targets have been reached) in order to maintain asset networks at agreed condition levels.

Council has undertaken condition audits in the last two years for the assets listed in the table above. Audit data has proven to be a means of measuring progress against renewal objectives – the data has suggested Council is progressing on or ahead of schedule – while at the same time enabling a revision of future funding requirements. Where initial targets have been met, the focus for Council now becomes addressing those assets that have deteriorated (and continue to deteriorate) in the intervening period. Regular condition audits allow further analysis of data, more detailed financial modelling to occur and assumptions to be validated, all with greater confidence.

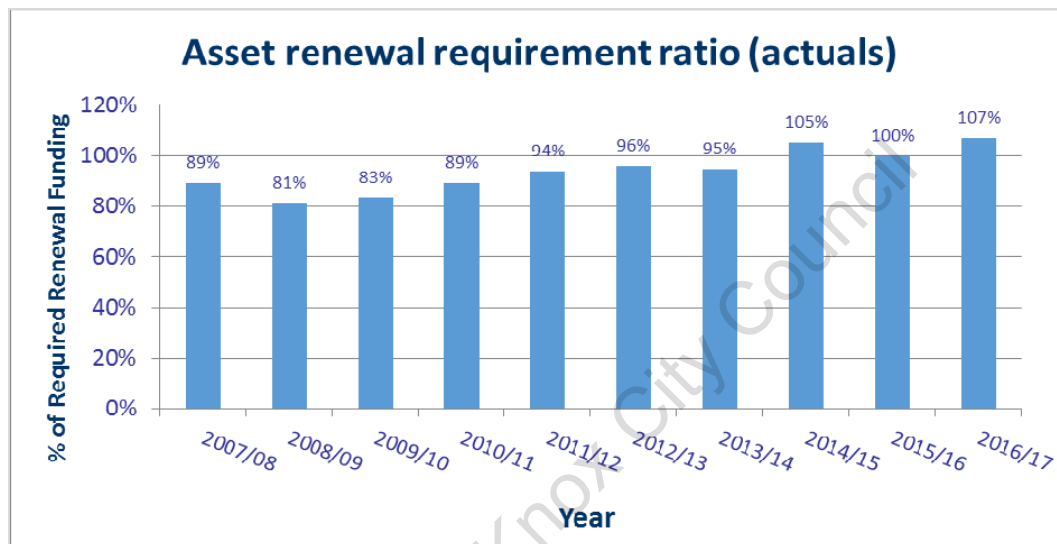
The Long Term Financial Forecast incorporates asset renewal projections in line with recommendations of the following Asset Management Plans, as well as subsequent renewal modelling:

- Footpath and Shared Path Asset Management Plan
- Road Asset Management Plan
- Building Asset Management Plan
- Drainage Asset Management Plan
- Open Space Asset Management Plan
- Carpark Asset Management Plan
- Bridge Asset Management Plan

8.2 2016/17 Capital Works Program Delivery Report (cont'd)

- Playground Asset Management Plan
- Street Tree Asset Management Plan

Over recent years, Council has continued to close the funding gap to meet renewal requirements. This is demonstrated in the following graph:



Note: Figures calculated from the ratio of asset renewal *budget* to asset renewal *requirements* (for all asset classes)

Council's goal is to reach a level of asset replacement at an optimum time to minimise risks and maintenance costs, whilst still providing for new infrastructure to meet community needs. While indications suggest that Council is meeting its initial renewal targets, it is important to note that an ongoing commitment to asset renewal funding is required to reduce the current backlog of deteriorated assets, in order to sustainably manage Council's asset network and ensure overall condition does not deteriorate below accepted standards. Such an approach also ensures that service provision to the community is not compromised. Regular audits and revisions to financial forecasting will ensure that Council's Long Term Financial Forecast continues to reflect appropriate and sustainable funding.

There is also the opportunity to incorporate a number of key asset renewal programs as a part of the Developer Contribution Plan Policy work – currently being progressed by Council. This may provide an opportunity to provide an alternative funding source for the management and renewal of Council's assets.

2.4 New/Upgrade Program

The Asset New/Upgrade Program Adjusted Budget totalled \$11.9M of which 69% was expended or committed. The expenditure percentage is impacted upon by the need to carry forward \$5.27M from 2016/17 for the completion of various asset New/Upgrade works committed and underway.

New/Upgrade projects and programs that were completed or commenced during the year included the following:

8.2 2016/17 Capital Works Program Delivery Report (cont'd)

New, Upgrade and Expansion Assets

- Walker Reserve, Multipurpose Facility Stage 2 - Netball
- Rollings Road, Upper Ferntree Gully, Ferntree Gully Road, Ferntree Gully, Glenfern Road, Ferntree Gully - Footpaths
- Mountain Highway, Boronia - Footpath Bus Stop Connection
- Knox Skate & BMX Park - Floodlighting
- Dobson Park Stormwater Harvesting completion
- Wantirna Mall & Alchester Village Shopping Centre – Public Toilets
- Energy and Greenhouse Program for Council Facilities
- Pre School Office and Storage Upgrades
- Preschools and Playground Upgrades – Shade Sail Installations
- The Basin Progress Hall Redevelopment – Stage 4 of 4
- Marie Wallace Reserve, Bayswater Masterplan Implementation
- Tim Neville Arboretum lake structure upgrade - completion
- Eildon Park Pavilion Upgrade
- Scoreboard Design and Installation
- Karoo Road, Rowville – Construction
- CSR Quarry Reserve Stage 4 - Implementation

2.5 Major Projects Programs

The Major Projects Program Adjusted Budget totalled \$26.18M of which \$5.72M was expended or committed. The program was under-expended due to delays to the commencement of multi-purpose Early Years facilities at the Wantirna South Hub, ongoing design development to support delivery of the Bayswater Hub and proposed Knox Central land purchases and library related activities which have not yet been completed.

Other Major Projects include the ongoing development of the Stamford Park Estate, the final stage of the Street Light Replacement Program and scoping analysis to support delivery of the Henderson Road Bridge.

2.6 Environmentally Sustainable Development (ESD) Achievements

As required by Council's *Sustainable Buildings Policy*, a summary of ESD elements incorporated into new Council buildings and substantial renovations, renewals and upgrades of buildings in 2016/17 is provided in Section 2.7.

Council facility upgrades, renewals and new projects are to use components that provide at least 25% efficiency improvements over existing standards for both water and energy.

8.2 2016/17 Capital Works Program Delivery Report (cont'd)

2.7 Implementing ESD in Council Building Projects

Key ESD achievements from the implementation of the ESD policy in the 2016/17 Capital Works Program includes:

Sustainability Initiatives Capital Works Program 2016-17	
<p>Bulk replacement of Streetlights with LED lights</p>	<p>The replacement of 10,000 80-Watt Mercury Vapour lights across the city with 22W LED lights. The lights are not only more energy efficient, they last four times longer and significantly decreases maintenance requirements. This initiative is expected to save over \$17m in energy and maintenance savings over a 20 year period and result in 74,000 tonnes of CO₂.</p>
<p>Lighting Replacement at Knox Sporting Clubs participating in the Save it for the Game program</p>	<p>Replacement of 364 Fluorescent and incandescent lights with LED lights at the following sites:</p> <ul style="list-style-type: none"> • Bayswater Football/Cricket Club • The Basin Football/Cricket Club • Knox Regional Football Centre • Knox City Football Club • Upper Ferntree Gully Baseball Club • Wantirna South Cricket/Football Club • Templeton Tennis Club • Eildon Park Tennis Club <p>The upgrades were identified as part of an energy audit carried out under the Save It For the Game program, which provided each of the participating clubs with opportunities to save energy and assess the potential to install solar panels.</p>

2.8 Integrated Stormwater Solutions Program Achievements 2016/17

In accordance with Council's *WSUD Policy* (revised 2015), the *WSUD & Stormwater Management Strategy* (2010); the *Sustainable Water Use Plan* (2008-2015); the *Drainage Asset Management Strategy* (2010); and the *Flood Modelling and Mapping* work being undertaken since 2014, stormwater drainage programs are more integrated to provide the greatest overall benefit to the Knox community for the best value.

8.2 2016/17 Capital Works Program Delivery Report (cont'd)

Projects are now strategically planned as “Integrated Stormwater Solutions” that incorporate water sensitive urban design, best practice techniques to resolve for flood protection; waterway health; biodiversity enhancements; stormwater harvesting for irrigation (preservation) of open space assets (active & passive); reductions in heat related stress in urban precincts; water conservation; and stormwater drainage designs that create aesthetic landscapes as a destination for broader community enjoyment.

The following is a summary of construction achievements for 2016/17:

Tim Neville Arboretum & Dobson Park Integrated Stormwater Harvesting Scheme (Ferntree Gully) - Completed.

This project is Knox’s first fully integrated stormwater harvesting initiative; and was part funded by the Victorian Government. The integrated approach to this project has resolved flooding of local streets to the rear of the Arboretum by capturing and redirecting this excess water to replenish the arboretum lakes. A wetland system has been integrated within the Arboretum to protect local waterways by treating stormwater runoff from surrounding streets. This water is then stored for irrigation needs at Dobson Park sports oval and Tim Neville Arboretum.

Consistent with the highest priority actions identified in the *Tim Neville Arboretum Management Plan (2008)*; the directives of the *Knox Sustainable Water Use Plan (2008)*; and the requirements of the State Government’s *Water for Victoria* policy, the project involved:

- enlargement, bank stabilization and clay lining both lakes to prevent water losses;
- diversion of flood flows from local streets into the lakes to maximize water available for irrigation, habitat enhancements and lake amenity;
- replaced potable (drinking) water with treated stormwater for irrigation of both sites, providing water savings of approx. \$90,000 per annum;
- conversion of the ‘top’ lake into a stormwater quality treatment wetland with 6000+ aquatic plants for water cleansing, wildlife habitat, safe nesting and food supply;
- installation of a seasonally responsive computer program for all pumps and water circulation between the Oval and Arboretum to prevent stagnation, risks of algal blooms, and build site resilience through climate extremes;
- installation of pathogen (UV) treatment system for public health & safety; and
- new landscape enhancements, seating, paths, boardwalk viewing platforms and new water play area for safe water interactions.

8.2 2016/17 Capital Works Program Delivery Report (cont'd)

This integrated project combines civil engineering with freshwater science, and enhanced landscaping to better promote an active and connected community life.

Dobsons Creek Catchment Project Partnership, The Basin

Knox City Council (KCC) has been in partnership with Melbourne Water (MW), South East Water (SEW) and The Basin community to improve the health and quality of Dobsons Creek for the last 7 years. This is the first project of its kind nationally. The project is improving the ecological values of Dobsons Creek by disconnecting runoff from roofs and roads entering into the creek.

Ecologically, the Dobsons Creek is the highest value waterway within Knox and has attracted approximately \$3.5M of investment from Melbourne Water to date.

A suite of eleven (11) treatment systems on public land have been constructed to treat stormwater runoff, including Wicks Reserve bio-filtration system, the Golden Grove tiered raingardens, the Bowen Avenue treatment swale and raingarden, Sheffield Road raingarden and several curb cuts and treatment swales along Basin-Olinda Road. In addition, more than three hundred (300) rainwater tanks have been installed on private properties (at no community cost) to date; with 55% plumbed directly to toilets for water conservation.

A second round offer for the “Tanks for Helping Our Creek” program is also complete; resulting in a further thirty four (34) private properties harvesting roof rainwater preventing it from impacting the creek. This tank program and the partnership with Knox Council recently won another industry award in the Victorian Stormwater Awards for Excellence (July 2016), for the category of Research & Innovation.

The Dobsons Creek Project is now in its final stage, and as such Council was successful in receiving another Living Rivers Grant from Melbourne Water for a dedicated, part time position (over two years), to technically review and evaluate this seven (7) year pilot initiative. The project evaluation commenced in October 2015 and is scheduled to be completed by June 2018, providing a comprehensive assessment and engagement with project partners (MW, KCC, SEW, residents) and researchers from the University of Melbourne to inform future waterway initiatives across the Greater Melbourne region.

Enhancing Our Dandenong Creek (EODC) Projects

The Integrated Stormwater Solutions projects listed below, have been predominantly funded by Melbourne Water’s Enhancing Our Dandenong Creek (EODC) project. The EODC initiative is a partnership between Knox City Council, Maroondah City Council, Melbourne Water and key community environment and cultural heritage groups.

8.2 2016/17 Capital Works Program Delivery Report (cont'd)

These projects originally were part of Council's forward 5-year program (2015-2020) under the former *Water Quality Improvements Program 4022*. However, the EODC investments from Melbourne Water has resulted in the delivery of this 5-year program within two years (over 2015/16-2017/18).

The suite of projects will improve the overall health, amenity and biodiversity of the Dandenong Creek system; and complement the partnership work to date in the Dobsons Creek Catchment, which feeds into the Dandenong creek system. Information boards will be installed to tell the history of the creek from indigenous times through to current day.

This suite of integrated stormwater solutions combine civil engineering, with freshwater science, and enhanced landscaping to better promote an active and connected community life.

Colchester Reserve Wetlands, Boronia

This Council/EODC project incorporated the re-design and expansion of two (2) existing stormwater treatment wetlands at Colchester Reserve, Boronia. The project:

- takes excess stormwater from the network into the wetlands for treatment before entering Dandenong Creek
- enhanced biodiversity attributes of the pre-existing wetlands and preservation of threatened wetland flora (plants)
- has returned much needed irrigation to existing stands of indigenous vegetation; in decline since the millennium drought
- improved overall amenity of the creek cycle/pedestrian paths and Colchester Reserve
- complements the completed sports field improvement works designed to improve playing conditions of the grounds with better drainage and broader irrigation benefits.

Mint Street Wetlands (Construction Stage) and Cash Fues Place (Design Stage), Wantirna

These projects involve the design and construction of two (2) new wetlands within the Dandenong Creek floodplain, at the end of Mint St and Cash Fues Place, Wantirna respectively. The projects are Council/EODC funded. The projects have multiple benefits including:

- Increased capacity of the floodplain to hold stormwater during storms to relieve pressure on the creek (flood mitigation).
- Provides natural treatment of urban stormwater runoff before it enters the local creek (water quality treatment).
- Provides suitable habitat to recover the nationally threatened Dwarf Galaxias and Yarra Pygmy Perch (native fish species recovery), and other aquatic wildlife such as frogs and waterbirds.

8.2 2016/17 Capital Works Program Delivery Report (cont'd)

- Enhances diversity of local flora (plants) to improve natural cooling mechanisms across the city (canopy cover and reduction in urban heat islands) for improved community wellbeing during summer extremes.
- Creates a destination for people to visit, nature discovery and safe water interactions.

Suffern Reserve Wetlands, Bayswater (Design stage)

Flood mitigation works were completed in Waldheim Road, Bayswater in 2014-15 to protect properties subject to flooding. Given proximity to the Dandenong Creek system, Suffern Reserve (adjacent to Waldheim Rd) was identified as an ideal location to also deliver the water quality treatment requirements of stormwater runoff in line with State Government improvement targets. A new stormwater treatment wetland will complement the flood works by holding water within the wetland to take pressure off the local pipe system; filter out urban pollutants before discharging it to Dandenong Creek.

The new wetland will offer the same improvement attributes as per the Mint Street and Cash Fues Place wetland systems. In all cases, these wetlands have been designed to enhance habitat quality for aquatic species of birds; turtles; frogs; threatened native fish species; and returning lost aquatic flora (plant species) back to the Knox region. Seating areas, natural play elements for bush discoveries; new path links; viewing platforms to bring people closer to water environments and associated wildlife form part of these designs.

3. CONSULTATION

Communication and decision making is aided by monthly progress briefings with the Executive Management Team and monthly facilitation meetings with Program and Delivery Coordinators.

Timely and ongoing liaison between Council staff and stakeholders is an integral task required to prepare and deliver Council's Capital Works Program.

For projects that may be of particular interest or have potential to impact residents, Council's Communications Department is involved to provide information in the most relevant mode.

Also, prior to the construction phase of the projects, letter drops to affected residents informing of impending works and a Council contact have proven invaluable to inform local residents about upcoming works and to minimise complaints received by Council.

4. ENVIRONMENTAL/AMENITY ISSUES

A long term strategic approach to supporting surface maintenance, renewal and construction has continued with the implementation of warm season grasses conversions and the establishment of an ongoing Capital Works Program focussed on delivering sustainable outcomes for structured sports (water harvesting).

8.2 2016/17 Capital Works Program Delivery Report (cont'd)

The introduction of the Council's Sustainable Buildings Policy, approved 26 April 2013, to succeed the Environmentally Sustainable Development (ESD) Policy, which applies to all new Council buildings and where possible, substantial renovations, renewals and upgrades to Council buildings, enables Council to deliver targets established in the Sustainable Water Use Plan, Greenhouse Action Plan and the Integrated Transport Plan.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Of the Revised Capital Works Program budget \$68.53M, a net amount of \$32.20M is proposed to be carried forward to the 2017/18 budget to enable the completion of projects committed or underway. This comprises \$21.5M in Major Projects, \$5.4M in Asset Renewal and \$5.3M for New and Upgrade.

This investment in Capital Works is also estimated to have increased the Knox Economic output including all direct, industrial and consumption effects by up to \$109 million and increased jobs by 228 (Source: REMPLAN Knox 2016). Finally, the introduction of Developer Contribution Plans (DCPs) has the potential to support Council's investment in Capital Works – particularly in asset renewal. Council is currently working through a process to determine the feasibility of introducing DCPs – which includes asset renewal works.

6. SOCIAL IMPLICATIONS

The timely provision, upgrade and renewal of roads, drains, footpaths and bicycle paths in Knox, such as the Mountain Gate Drive, Ashton Road and Kingston Street, Ferntree Gully, and bicycle paths at Ferny Creek Shared Path, between Hancock Drive and Glenfern Road facilitate Council's goal to value our natural and built environment

Similarly, the upgrade and renewal of Knox's sporting facilities and reserves such as Colchester Reserve Rugby Pitches promotes community health and well-being.

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

The Capital Works Program and its management are consistent with the goals of the Knox Community and Council Plan 2017-2021:

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

8.2 2016/17 Capital Works Program Delivery Report (cont'd)**8. CONCLUSION**

At the conclusion of 2016/17, Council successfully completed, committed or commenced 89% of capital works projects (of the total program of projects).

Council performed well in the Renewal and Legal Requirements Programs where 94% and 100% of the adjusted revised budget was expended or committed respectively.

Some challenges were experienced in the delivery of the New/Upgrade Program where 69% of expenditure was expended or committed. A small number of high value projects have been delayed due to a significant level of project complexity and some external influence from government utilities. Wet weather in the early part of the 2016/17 financial year hindered progress in several projects.

The establishment of the dedicated Major Initiatives Unit to project manage the planning and implementation of the increasing number of major and complex project initiatives, will assist greatly in delivering projects in the future.

The continued emphasis on asset renewal in order to meet Council's objective to eliminate the backlog, has all but closed the infrastructure renewal gap and achieving a sustainable Renewal Program. Also, the continuation of Council's inroads into environmental and sustainability measures have placed an important and challenging dimension on future Capital Works Programs.

Finally, it is noted that there has been only minimal increase in staff resources to support the delivery of the expanded capital works program (\$37.5m in 2014/15, \$49.5m in 2015/16, \$68.5m in 2016/17). This is being closely monitored to ensure existing staff are supported in the delivery of the program – which may include additional resources being brought in as required.

9. CONFIDENTIALITY

There are no confidential issues associated with this report.

COUNCIL RESOLUTION

MOVED: CR. SEYMOUR

SECONDED: CR. TAYLOR

That the Capital Works Delivery Report for 2016/17 be received and noted by Council.

CARRIED

ALL WARDS**8.3 CONTRACT NO. 2276 – ROAD RESURFACING AND ASSOCIATED SERVICES**

SUMMARY: *Acting Coordinator – Construction (Nathan Hadfield)*

This report considers tender submissions for Procurement Australia Contract 2006/0329 – Road Resurfacing and Associated Services – Eastern RPEN, a collaborative contract for the Councils in the Eastern Regional Procurement Excellence Network (Eastern RPEN) of which Knox City Council is a participating member.

RECOMMENDATION

That Council

1. accepts the schedule of rates tenders submitted by:

Alex Fraser Asphalt Pty Ltd;
 Asphaltech (VIC) Pty Ltd;
 Boral Resources (Vic) Pty Ltd;
 Downer EDI Works Pty Ltd;
 Fulton Hogan Industries Pty Ltd;
 May Asphalt Group Pty Ltd;
 Prestige Paving Pty Ltd; and
 RABS Paving Services Pty Ltd

for Contract No. 2276 – Road Resurfacing and Associated Services included in the Appendix A Confidential Attachment to this report.

2. authorises the use of the above contractors though the Deed of Standing Offer awarded by Procurement Australia in accordance with Procurement Australia Contract 2006/0329 Road Resurfacing and Associated Services – Eastern RPEN for the term of 1 August 2017 until 31 July 2020 with the option of 2 one year extensions at Council's discretion; and
3. advises all tenderers accordingly.

1. INTRODUCTION

In the spirit of cooperation, an Eastern Regional Procurement Excellence Network (Eastern ERPEN) has been established for Eastern Metropolitan Regional Councils to work collaboratively for the procurement of services to gain economies of scale.

As a result of the regional category forum on road resurfacing services, Boroondara City Council, Knox City Council, Nillumbik Shire Council, Manningham City Council, Monash City Council, Whitehorse City Council and Yarra Ranges Shire Council have collaborated to tender for the provision of road resurfacing services, saving on tender administration costs, agreeing on a common specification and reducing the cost for supplier engagement.

8.3 Contract No. 2276 – Road Resurfacing and Associated Services (cont'd)

Knox City Council, through recommendation from the Eastern RPEN, agreed to appoint Procurement Australia to act as tendering agent for the purpose of seeking tenders for 'Contract 2006/0329 – Road Resurfacing and Associated Services – Eastern RPEN'.

The Eastern RPEN developed a comprehensive Schedule of Rates that addresses the needs of all the councils involved, including Knox City Council. The contract will enable the supply of asphalt resurfacing services for rehabilitation of Council's asphalt infrastructure including roads, bicycle/shared paths and carparks.

Knox City Council is not required to award any contracts to utilise Procurement Australia Contract '2006/0329 Road Resurfacing and Associated Services - Eastern RPEN'. Contracts have been awarded by Procurement Australia and participating councils now have the opportunity to engage contractors on the panel. The contract commenced 1 August 2017 and is due to expire 31 July 2020 with the potential for two 12 month extensions at the discretion of participating councils.

The services offered through the proposed collaborative contract were previously delivered under 'Contract 2062 – Asphalt Resurfacing and Associated Services', which expired 30 June 2017. It is proposed that Procurement Australia Contract '2006/0329 Road Resurfacing and Associated Services - Eastern RPEN' replace the expired Contract 2062.

Council also has 'Contract 2114 – Minor Road Pavement & Shared Path Maintenance' for asphalt pavement maintenance activities. Contract 2114 is due to expire 30 June 2018 with the option to extend until 30 June 2020. The Eastern RPEN, including Knox City Council, has recently established collaborative contracts for linemarking and cracksealing.

All of these contracts, including Contract '2006/0329 Road Resurfacing and Associated Services - Eastern RPEN', will complement each other and work well concurrently to provide services required by Knox City Council.

2. DISCUSSION

2.1 Proposed Service

The contract includes a comprehensive Schedule of Rates that covers the following services:

- Supply Ex Bin (pick up from asphalt plant by Council vehicle)
- Supply and Deliver (deliver asphalt to Council depot or site but not lay)
- Supply, Deliver & Lay
- Profiling
- Seal Treatments
- Asphalt Patching
- Plant and Labour
- Traffic Control
- Linemarking
- Utilities (raising/lowering of Utility covers)

8.3 Contract No. 2276 – Road Resurfacing and Associated Services (cont'd)

2.2 Tenders Received

The market has been engaged by way of public tender issued by Procurement Australia. The tender for 'Contract 2006/0329 – Road Resurfacing and Associated Services – Eastern RPEN' was advertised in the Herald Sun on Wednesday 29 March 2017 with a tender closing date of 26 April 2017. A formal request by some potential tenderers to extend the tender closing date by one week was made due to the Easter holidays and the extensive number of pricing schedules for compilation. This request was granted and Tenders closed at 3.00pm AEST on Wednesday 3 May 2017.

The following tenders were received:

Tenderer 1	Alex Fraser Asphalt Pty Ltd
Tenderer 2	Asphalt & Civil Construction Pty Ltd
Tenderer 3	Asphaltech (VIC) Pty Ltd
Tenderer 4	Boral Resources (Vic) Pty Ltd
Tenderer 5	Downer EDI Works Pty Ltd
Tenderer 6	Elite Roads Pty Ltd
Tenderer 7	Fulton Hogan Industries Pty Ltd
Tenderer 8	May Asphalt Group Pty Ltd
Tenderer 9	Metro Asphalt Pty Ltd
Tenderer 10	Prestige Paving Pty Ltd
Tenderer 11	Pro Pave Asphalt Services Pty Ltd
Tenderer 12	QR Constructions (Gippsland) Pty Ltd
Tenderer 13	RABS Paving Services Pty Ltd
Tenderer 14	Safe T Surfaces Pty Ltd
Tenderer 15	Victoria Asphalt Pty Ltd

2.3 Tender Evaluation

2.3.1 Pre-Evaluation Checks

All tenderers had conforming tender submissions in accordance with the advertised Tender Conditions.

2.3.2 Tender Evaluation Panel

The Tender Evaluation Panel consisted of the following members:

Andrew Dardaganis	Procurement Australia (Chair)
Nathan Hadfield	Knox City Council
Ian Pearson	Yarra Ranges Shire Council
Steve Boukouvalas	Whitehorse City Council
Munir Rahimi	Manningham City Council
Cid Mariani	Boroondara City Council
Barry Jenkins	Nillumbik City Council
Georgie Christopher	Monash City Council

8.3 Contract No. 2276 – Road Resurfacing and Associated Services (cont'd)

All members of the Panel signed the Procurement Australia Conflict of Interest Declaration Form indicating that they had no conflict of interest or association with any tenderers - refer Appendix A, Procurement Australia Tender Evaluation Report.

2.3.3 Evaluation Criteria

The tenders were evaluated against the following criteria:

Price	50%
Capability & Capacity	40%
Quality & Sustainability	10%

2.4 Tender Evaluation Results

2.4.1 Preferred Tenderers

The tender evaluation panel agreed that Procurement Australia should award contracts to the following tenderers for use by participating councils at individual council discretion:

- Alex Fraser Asphalt Pty Ltd
- Asphalt & Civil Construction P/L
- Asphaltech (VIC) Pty Ltd
- Boral Resources (Vic) Pty Ltd Trading as Boral Asphalt
- Downer EDI Works Pty Ltd
- Fulton Hogan Industries Pty Ltd
- May Asphalt Group Pty Ltd
- Metro Asphalt Pty Ltd
- Prestige Paving Pty Ltd
- QR Constructions (Gippsland) Pty Ltd
- RABS Paving Services Pty Ltd
- Safe T Surfaces Pty Ltd
- Victoria Asphalt Pty Ltd

Tenderers were required to specify which of the participating councils they could provide services to and the types of services they would offer. For example, a company may have chosen not to provide services to some councils based on geographic locations or the type of services required. To this end, Knox City Council will be able to utilise the following:

- Alex Fraser Asphalt Pty Ltd
- Asphaltech (VIC) Pty Ltd
- Boral Resources (Vic) Pty Ltd Trading as Boral Asphalt
- Downer EDI Works Pty Ltd
- Fulton Hogan Industries Pty Ltd
- May Asphalt Group Pty Ltd
- Prestige Paving Pty Ltd
- RABS Paving Services Pty Ltd

8.3 Contract No. 2276 – Road Resurfacing and Associated Services (cont'd)

Council will utilise the contract rates to evaluate price in relation to specific projects as they arise. Projects will be allocated based on lowest price to achieve maximum cost benefit to the community.

Further information about the tender evaluation process and preferred tenderers can be found in the Confidential Attachment incorporated as Appendix A. This includes Council's Procurement Report, the Procurement Australia Tender Evaluation Report and the submitted Schedule of Rates.

3. CONSULTATION

Consultation has occurred with potential tenderers and stakeholders during the phases of tender preparation and advertising and also with the current contract officer, relevant Council staff and representation of other Councils during the evaluation phase to ensure a successful tendering process was achieved.

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 residents.

Any surplus material from these works will be disposed of at a licenced disposal centre or returned to asphalt plants for recycling by the contractor.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Council's current expenditure is approximately \$4 million per annum on road resurfacing and associated services that would be delivered in accordance with the contract. The contract will be utilised for capital works and operational programs.

Council has managed to secure very competitive prices by engaging the market as a group through the Eastern RPEN. Tendered rates are lower than what Council achieved by engaging the market alone through 'Contract 2062 – Asphalt Resurfacing and Associated Services'. A significant majority of this type of work has been delivered by RABS Paving Services Pty Ltd for the past several years. Council will achieve a 6% cost saving for a typical road resurfacing program by continuing to use RABS which is an excellent financial outcome for Council.

Council currently does not have contracted rates for 'Supply Ex Bin' for pick up from asphalt plant by Council vehicle. Tendered rates for 'Supply Ex Bin' are lower than what Council has received in the past without a contract. This is an excellent outcome for Council as we will now be able to rehabilitate more assets with the same funding by adopting the collaborative contract.

8.3 Contract No. 2276 – Road Resurfacing and Associated Services (cont'd)**6. SOCIAL IMPLICATIONS**

Council's asphalt resurfacing programs have social implications during construction in terms of temporary inconvenience and access restrictions.

However, disruptions will be kept to a minimum and prior notification will be given of any restrictions.

The asphalt resurfacing programs improve road, carpark and shared path network conditions, improving amenity and community experience.

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

The road resurfacing and associated services contract is consistent with the goals of the Knox Community and Council Plan 2017-2021:

Goal 3 – We can move around easily

Goal 4 – We are safe and secure

Goal 5 – We have a strong regional economy, local employment and learning opportunities

Goal 8 – We have confidence in decision making

8. CONCLUSION

Following the tendering process it has found that preferred tenderers for Contract No. 2276 – Road Resurfacing and Associated Services are:

- Alex Fraser Asphalt Pty Ltd
- Asphaltech (VIC) Pty Ltd
- Boral Resources (Vic) Pty Ltd Trading as Boral Asphalt
- Downer EDI Works Pty Ltd
- Fulton Hogan Industries Pty Ltd
- May Asphalt Group Pty Ltd
- Prestige Paving Pty Ltd
- RABS Paving Services Pty Ltd

The preferred tenderers have sufficient resources and are expected to be available to undertake this contract within the constraints of time, quality and cost as detailed in the contract documentation.

9. CONFIDENTIALITY

The Procurement Report is provided separately to this report.

8.3 Contract No. 2276 – Road Resurfacing and Associated Services (cont'd)**COUNCIL RESOLUTION****MOVED: CR. HOLLAND****SECONDED: CR. MORTIMORE****That Council**

1. **accepts the schedule of rates tenders submitted by:**

**Alex Fraser Asphalt Pty Ltd;
Asphaltech (VIC) Pty Ltd;
Boral Resources (Vic) Pty Ltd;
Downer EDI Works Pty Ltd;
Fulton Hogan Industries Pty Ltd;
May Asphalt Group Pty Ltd;
Prestige Paving Pty Ltd; and
RABS Paving Services Pty Ltd**

for Contract No. 2276 – Road Resurfacing and Associated Services included in the Appendix A Confidential Attachment to this report.

2. **authorises the use of the above contractors through the Deed of Standing Offer awarded by Procurement Australia in accordance with Procurement Australia Contract 2006/0329 Road Resurfacing and Associated Services – Eastern RPEN for the term of 1 August 2017 until 31 July 2020 with the option of 2 one year extensions at Council's discretion; and**
3. **advises all tenderers accordingly.**

CARRIED

8.3 Contract No. 2276 – Road Resurfacing and Associated Services (cont'd)

Confidential Appendix A is circulated under separate cover.

Official Minutes of Knox City Council

ALL WARDS**8.4 DRAFT PUBLIC TOILET IMPLEMENTATION PLAN**

SUMMARY: *Manager – Community Infrastructure (David Yeouart)*

Following the adoption of a Public Toilet Management Policy (the Policy) in January 2016, Council funded the review of the 2007 Public Toilet Plan (the 2007 Plan).

This report presents a Draft Public Toilet Implementation Plan 2017 – 2022 (the Draft Plan), which reviews the 2007 Plan, operationalises the Policy into a Program of Works and incorporates a number of proposed priority actions.

RECOMMENDATION

That Council adopts the Draft Public Toilet Implementation Plan 2017 – 2022.

1. INTRODUCTION

Following adoption of the Policy, a Draft Plan has been developed which reflects and operationalises the direction of the Policy and reviews the 2007 Plan.

The basic direction of the Policy is to promote and enhance the wellbeing of residents and visitors to Knox by increasing the focus on parent and child friendly facilities, particularly where there are high levels of use.

The Draft Plan considers the Policy and recommends a number of Priority Actions, including a Program of Works which reflect the principles and objectives of the Policy.

The Draft Plan also provides a methodology for prioritising the provision of public toilets and their ongoing management.

2. DISCUSSION

At the 22 April 2014 Council meeting, a Call Up item was received requesting a report be made available outlining Council policies and relevant standards that apply to public facilities and amenities to ensure they are child and parent friendly and considers what can be done to improve these policies and standards.

At the 24 June 2014 Ordinary Meeting, Council received the report and resolved to:

1. *develop a Public Toilet Management Policy based on contemporary approaches to parent and child friendly facilities, particularly where there are high levels of use and present it to the 2 September 2014 Issues Briefing meeting; and*
2. *refer a review of the Knox Public Toilet Plan (adopted 2007) to the 2015/16 Budget process.*

8.4 Draft Public Toilet Implementation Plan (cont'd)

At the September 2014 Issues Briefing, Council received a Draft Public Toilet Management Policy which was then referred to the Early Years Advisory Committee, the Knox Disability Advisory Committee and the Knox Active Ageing Advisory Committee for consultation.

Council adopted the Public Toilet Management Policy at the Ordinary Council Meeting of 27 January 2016 (Appendix A).

Further, Council allocated \$30k towards a review of the Knox Public Toilet Plan 2007.

The 2007 Plan had been developed to address community dis-satisfaction with public toilets across the municipality, which was reflected in the Annual Customer Satisfaction Surveys undertaken from 1996 and rated public toilets as the lowest satisfaction level of all Council services.

The 2007 Plan recommended a three-year capital investment program (\$800k), including improved facilities at Alchester Village Shopping Centre.

The 2007 Plan also recommended a number of operational improvements including Disability Discrimination Act compliance, Graffiti removal, a cleaning schedule review and inclusion of a number of best practice design principles.

A significant number of the recommendations in the 2007 Plan have been implemented and others reconsidered within the framework of the new Policy and the Draft Plan (eg. Rowville Lakes).

Since the endorsement of the 2007 Plan, Council has continued to upgrade and update its public toilet network, via the Capital Works Program. New facilities include, Studfield Shopping Centre, Tim Neville Arboretum, The Basin Triangle, Wantirna Mall and Mountain Gate Shopping Centre.

However, it is proposed that the new Plan be broader in its outlook and establishes a set of principles directly related to the Policy, which in turn, redefines a number of priorities and actions.

The Draft Plan proposes a five-year timeline and will guide Council's public toilet provision and service until a proposed review in 2022 (Appendix B).

3. CONSULTATION

During the development of the Public Toilet Management Policy, various Council Advisory Committees were consulted, including the Early Years Advisory Committee, the Knox Disability Advisory Committee and the Knox Active Ageing Advisory Committee.

8.4 Draft Public Toilet Implementation Plan (cont'd)

The development of the new Plan has included internal focus group workshops from the impacted service areas, ie. Family and Children's Services, Community Wellbeing, Active Ageing and Disability Services and Facilities.

The outcome of these workshops recommended a number of actions including:

1. The installation and upgrade of public toilets in line with a recommended Program of Works.
2. Reviewing management agreements where public toilets are co-located with sports pavilions.
3. Installing signage on new and existing public toilets which shows gender provision, opening hours and contact information.
4. Exploring opportunities to partner with local business, potentially through a pilot program, to increase the provision of toilets in activity centres.
5. Installing automated locking doors to improve maintenance efficiencies.
6. Developing a Council policy regarding the provision of Changing Places toilets and establish two Changing Places toilets in key locations.
7. Reviewing the maintenance timetabling and scheduling, to ensure the continued efficient and responsive cleaning of high use facilities.
8. Reviewing planning provisions and agreements for toilets in private buildings, to ensure net community benefit.
9. Undertaking annual audits of all Council public toilet facilities to monitor the delivery of the Action Plan and to assist in prioritising future maintenance and investment.
10. Considering the inclusion of public toilet upgrades as part of the master planning process for reserves, playgrounds or sporting pavilions.

Given the internal and external consultation undertaken in the development of the Policy and the Draft Plan, it is recommended that Council formally considers the Draft Plan.

4. ENVIRONMENTAL/AMENITY ISSUES

The endorsement of the Draft Plan will be beneficial for the environment and improve amenity, as it incorporates best practice principles of environmentally sustainable design and management and recognises the importance of safety, cleanliness and locality for community wellbeing.

8.4 Draft Public Toilet Implementation Plan (cont'd)**5. FINANCIAL & ECONOMIC IMPLICATIONS**

In 2017/18 Council has approved the following investment in public toilets:

2017/18	Item
\$465,640	Maintenance (includes cleaning, repairs, water, electricity and sewerage charges)
~\$150,000	Renewals
\$220,000	New/Upgrades (Stud Park, Rowville)
\$3,500	Basin Triangle – Install Change Table
~\$839,140	

The Draft Plan proposes the following investment profile:

2017/18	2018/19	2019/20	2020/21	2021/22	Item
\$150,000					Stud Park, Rowville
	\$180,000				Wicks Reserve, The Basin
		\$120,000			Liberty Avenue, Rowville
		\$100,000			Brenock Park Drive, Ferntree Gully
			\$100,000		Lewis Park, Wantirna South
			\$100,000		* Rowville Lakes Shopping Centre, Rowville Lakes
				\$200,000	** Railway Car Park, Upper Ferntree Gully
~\$100,000	~\$100,000				Two Changing Places Initiative (\$200k over 2 years plus grants)
\$250,000	\$280,000	\$220,000	\$200,000	\$200,000	Annual Totals

Costs exclude design/supervision fees and ancillary works (eg. signage, utility connections, demolition) which are included in the proposed Capital Works Program eg. 2017/18 expected cost of toilet provision to be \$150k; total project cost to be \$220k (refer 2017/18 Capital Budget)

* The recommended installation of a public toilet at Rowville Lakes Shopping Centre is subject to a further needs analysis prior to any programmed works and is likely to require the negotiation of a lease as there is no public land within the Centre. Consideration should also include the potential for private contributions/partnering.

8.4 Draft Public Toilet Implementation Plan (cont'd)

** The public toilet adjacent to the Upper Ferntree Gully railway carpark is sited on VicTrack land and the Upper Gully Structure Plan considered the potential relocation of these toilets. These toilets are very well used, particularly by visitors to the market. Again, prior to any works, the potential for relocation to a nearby site would be investigated. This has been noted in the Upper Ferntree Gully Streetscape Design Concept Plans (2015).

The recommended Program of Works has been developed through community consultation, staff input and an existing Council literature review (eg. The 2007 Plan).

However, the Draft Plan includes a methodology for considering new public toilets for additional sites, where they may be appropriate (eg. adjacent walking paths, activity centres, playgrounds and sports facilities) and for improved condition assessments for existing toilets.

Consequently, it is proposed that the Program of Works should be reviewed annually against the recommended criteria and as the recommended actions come into effect eg. *'Considering the inclusion of public toilet upgrades as part of the master planning process for reserves, playgrounds or sporting pavilions'*.

6. SOCIAL IMPLICATIONS

Improving public facilities is likely to increase usage and improve community satisfaction levels.

The Policy and the Draft Plan focus upon the provision of family friendly facilities to support the community in the enjoyment of the extensive parklands, shopping and meeting spaces across the municipality.

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

The Draft Public Toilet Implementation Plan contributes to the implementation of the Knox Community and Council Plan 2017-21 goals:

- Goal 1 – values our natural and built environment;
- Goal 3 – enables moving around easily;
- Goal 4 – assists safety and security; and
- Goal 7 – is inclusive.

The Draft Plan sits within Council's planning framework as an Implementation Plan, guided by the Community and Council Plan.

8. CONCLUSION

In accordance with the resolution of Council at the 24 June 2014 Ordinary Meeting, a Public Toilet Management Policy was adopted at the 27 January 2016 Ordinary Council Meeting.

8.4 Draft Public Toilet Implementation Plan (cont'd)

Following adoption of the Policy, Council resolved to review the 2007 Public Toilet Plan with reference to the new Policy, which is focused on parent and child friendly facilities, particularly where there are high levels of use.

The Draft Plan and Policy sought input from a number of focus groups and Council staff and this report presents the Draft Plan for Council consideration.

The Draft Plan recommends a five-year Program of Works and a list of actions associated with the ongoing management of public toilets.

9. CONFIDENTIALITY

There are no confidential issues with this report.

COUNCIL RESOLUTION**MOVED: CR. SEYMOUR****SECONDED: CR. KEOGH**

That Council adopts the Draft Public Toilet Implementation Plan 2017 – 2022.

CARRIED

8.4 Draft Public Toilet Implementation Plan (cont'd)

The following appendices are circulated under separate cover:

Appendix A – Public Toilet Management Policy

and

Appendix B – Public Toilet Implementation Plan 2017-2022

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CHANDLER WARD**9.1 THE BASIN COMMUNITY HOUSE REDEVELOPMENT**

SUMMARY: *Service and Facility Planner (Laurie Mitchell)
Coordinator Property Management (Angela Mitchell)*

The Basin Community House was established in 1989 and is located at 1221 Mountain Highway, The Basin adjacent to The Basin Primary School. Under a Licence Agreement with Council, for use of the land and buildings, the Community House is responsible for designated maintenance responsibilities, payment of utilities and delivery of a diverse range of programs, services and accredited training to support the health and wellbeing of residents.

In October 2010, Council commenced a joint study with The Basin Community House, The Basin Primary School, the then Department of Education and Early Childhood Development to assess the feasibility of developing a multipurpose facility in The Basin.

In July 2016, Department of Education and Training (DET) committed \$2 million for a new facility (The Basin Community House) on The Basin Primary School site, to be identified as 21 Liverpool Road, The Basin.

Council at the meeting on 26 June 2017, resolved to declare 1221 Mountain Highway, The Basin as surplus to Council's requirements and, subject to receiving authorisation from the Minister for Planning, Amendment C161 would be placed on public exhibition, to rezone 1221 Mountain Highway, The Basin from Public Use Zone to Neighbourhood Residential Zone. Council further resolved that following Ministerial approval a further report will be received outlining the process for the sale of this property.

This report recommends that the proceeds from the sale of 1221 Mountain Highway, The Basin be used to fund the one-off provision of furniture, fixtures and equipment (FFE), and over a 20 year period, fund asset renewals, maintenance and Council's operational and management costs for the new facility located on The Basin Primary School site.

Roles and responsibilities related to the new facility are being negotiated through a lease between Council and the Department of Education and Training.

RECOMMENDATION

That Council:

1. Supports The Basin Community House Redevelopment through allocating the funds derived from the sale of 1221 Mountain Highway, The Basin, to the new facility on The Basin Primary School site. The provision of funds will be for:

9.1 The Basin Community House Redevelopment (cont'd)**Recommendation (cont'd)**

- 1.1 Once-off funding up to an amount of \$150K for furniture, fixtures and equipment (FFE); and
- 1.2 Funding asset renewals, maintenance and Council's operational and management costs over the terms of the 20 year lease, estimated at \$522,440.
2. Confirm that The Basin Community House Inc. will contribute up to a maximum of 50% of the maintenance costs for the new facility over the term of the 20 year Lease, in addition to a 'peppercorn rental' through a sub-lease between Council and The Basin Community House Inc.
3. Enters into a 20-year lease with the Department of Education and Training (DET) for the new facility with Council as the tenant and The Basin Community House Inc. as the sub tenant, including:
 - 3.1 An option to have first right of renewal of the lease at the end of the twenty year term; and
 - 3.2 A 'clawback' clause requiring reimbursement of Council funds for the new facility at 21 Liverpool Road, The Basin should DET sell the school site in the future or seek to take over use of the facility.
4. Advocate to the Planning Minister to expedite the rezoning of 1221 Mountain Highway, The Basin to minimise the delay in the proposed sale.
5. Note that due to the delay between the sale of 1221 Mountain Highway, The Basin and construction of the new facility, Council will need to allocate funds for FFE to ensure the service can commence operations. This allocation is to be offset by the future sale of 1221 Mountain Highway, The Basin.
6. Receives a report in early 2018 outlining the lease and sub-lease conditions.

1. INTRODUCTION

The Basin Community House was established in 1989 and is located adjacent to The Basin Primary School and accessed from Mountain Highway. Under a Licence Agreement with Council, for use of the land and buildings, the Community House is responsible for designated maintenance responsibilities, payment of utilities and delivery of a diverse range of programs, services and accredited training to support the health and wellbeing of residents.

In October 2010, Council commenced a joint study with The Basin Community House, The Basin Primary School, the then Department of Education and Early Childhood Development to assess the feasibility of developing a multipurpose facility in The Basin.

9.1 The Basin Community House Redevelopment (cont'd)

In July 2016, the Department of Education and Training (DET) committed \$2 million for a new facility (The Basin Community House) on The Basin Primary School site, to be identified as 21 Liverpool Road, The Basin.

As a result of this commitment, Council established a Project Control Group (comprising members from DET, The Basin Community House Inc. and Council) to coordinate and address issues and facilitate the project. The Project Control Group has been collaborating to progress the project including provision of specialist expertise on matters such as lease negotiations, architectural design, issues to be addressed during the pre-construction phase and roles and determination of responsibilities post-construction.

Council's proposed financial contribution towards the project is based upon the rezoning and sale of 1221 Mountain Highway, The Basin. DET is funding the design and construction of the new facility, with all members of the Project Control Group supporting the design and floorplan of this new facility. The building design supports multipurpose and flexible spaces, complies with accessibility requirements and is expected to provide an improved and fit for purpose facility. A siteplan and floorplan for the new facility is provided for information as Appendix A.

1.1 Lease Conditions

The State Government requires the lease be established between DET and Council. The draft State Government Lease requires Knox City Council (as the tenant) to maintain the facility (referred to as the Premises), including promptly attending to any necessary repairs, maintenance and/or capital replacements to:

- a) The structure of, or fixtures in, the Premises;
- b) All fencing on or around the Premises;
- c) Plant and equipment at the Premises; or
- d) Appliances or fittings, relating to the provision of gas, electricity, water, drainage or other services within the Premises.

The draft lease outlines that the Landlord will have no responsibility for any repairs or maintenance, whether structural or otherwise, within the Premises or the Tenant's Works for the infrastructure and Services, except where it can be conclusively determined.

It is proposed that shared operational arrangements, such as cleaning companies, security, fencing, parking etc. be addressed through a Memorandum of Understanding.

9.1 The Basin Community House Redevelopment (cont'd)

1.2 Council's Role

Council's role in the new Basin Community House and its ongoing operation will be:

- To support the community services provided through the provision of a Council Operational Grant to The Basin Community House Inc.;
- To maintain the facility; and
- To undertake all repairs and asset renewals.

A lease between Council and DET is expected to be completed early in 2018, and will be presented to Council for approval for commencement once Council has exclusive occupation of the new building.

At the same time, Council will negotiate and develop a sub-lease with The Basin Community House Inc. to occupy the facility as a sub-tenant. A Memorandum of Understanding developed at the same time will deal with shared arrangements around operational matters such as security, cleaning, fencing, parking, etc.

It is expected that the facility will be completed for occupation by the end of September 2018.

2. DISCUSSION

2.1 Rezoning and Sale of 1221 Mountain Highway, The Basin

Council's financial contribution to The Basin Community House Redevelopment is based upon the funding to be realised through the rezoning and sale of 1221 Mountain Highway, The Basin.

At the June 2017 Council meeting, Council resolved as follows:

"...declare 1221 Mountain Highway, The Basin surplus to Council's requirements and resolved to seek authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C161 to rezone 1221 Mountain Highway, The Basin from Public Use Zone to Neighbourhood Residential Zone..."

A report will be presented to Council following the rezoning process to progress the sale of this asset, which is estimated to achieve between \$500 - \$600K. Funds from the proposed sale will be allocated to the new facility.

Council's 2017/18 Budget acknowledges this linked funding and includes an allocation of \$500K, for the contribution for FFE.

9.1 The Basin Community House Redevelopment (cont'd)

2.2 Building Cost and Design

The proposed facility will have a total area of 603m². The building comprises the following spaces: office areas, consultation room (for counselling, provision of advice), kitchen, break out meeting room (which may be flexibly used as part of the entrance foyer), craft room, computer lab, and two flexible training rooms along with toilets and deck (refer Appendix A).

The Project Control Group has achieved the final proposed design within the allocated budget of \$2M, which includes mechanical heating and cooling for comfort and basic storage under the deck. The design and construction of the facility is DET funded. Landscaping is not included in the proposed allocated budget, and The Basin Community House has agreed to provide this through its programs.

Whilst DET has committed to providing space for parking adjacent to the building on compacted road base, a sealed surface is currently unbudgeted. DET note that sealed parking and external lighting may be provided through the cost plan contingency, depending on tender cost proposals. DET has identified there will be shared parking on the existing school car parking site to support the requirements for this new service and the existing school operations. As outlined previously, it is recommended these operational arrangements are formalised through a Memorandum of Understanding as a separate document to lease documents.

2.3 Project Timing

The following table outlines the overall timing for the project including the construction and completion estimates provided by DET, and the estimated timing for the rezoning and sale process. As the project proceeds, contingency requirements will need to be monitored and adjustments made if required.

Project Stage	Estimated Timeline
DET's Internal Design Development Approval	24 July 2017
Complete tender documentation	2 September 2017
Call tenders	7 September 2017
Close tenders	28 September 2017
Acceptance of tenders	13 October 2017
Commence construction	30 October 2017
Exhibition for the Rezoning of 1221 Mountain Highway, The Basin	28 August 2017 – 2 October 2017

9.1 The Basin Community House Redevelopment (cont'd)

Project Stage	Estimated Timeline
Council resolution to adopt rezoning of 1221 Mountain Highway, The Basin from Public Use Zone to Neighbourhood Residential Zone (Amendment C161)	June 2018
Ministerial decision on rezoning of 1221 Mountain Highway, The Basin	June 2018 – August 2019, dependent on ministerial discretion
Complete construction	30 September 2018 (Exact date subject to tender negotiations with builders) Fit out and furniture installation will be installed immediately after or prior to the final construction date subject to progress on site.
Commencement of lease with DET	October 2018 (exact date dependant on exclusive occupation of the building)
Execution and commencement of lease with The Basin Community House Inc.	October 2018 (exact date dependant on exclusive occupation of the building)
The Basin Community House Service opening	October 2018
Anticipated sale of 1221 Mountain Highway, The Basin	Late 2019

2.4 Site of Biological Significance and Vegetation Protection Overlay

Although the proposed location of the new facility is within a Site of Biological Significance (Site 99: Dandenong Ranges Buffer) and Vegetation Protection Overlay, DET is **exempt** from compliance requirements to apply for planning permits, overlays or paying financial contributions to offset the loss of native and remnant vegetation.

DET provided an Arborist Report and Ecological Report in February 2017, which noted that in December 2016, seven trees were removed by the school from an area surrounding the proposed site for the purposes of parking expansion.

Nine additional trees are anticipated to be lost due to the new building footprint.

DET proposed replanting options with Council's Biodiversity Team in June 2017 and this will be captured in the lease.

9.1 The Basin Community House Redevelopment (cont'd)

2.5 Lease

The draft State Government Lease outlines that although DET owns the land and building, Council will assume the role of landlord of the new facility at a rental of \$1 per annum for the term of twenty years (ten years with an option of further ten years). DET has confirmed that in 'normal' circumstances, a rental would be required to yield a 3%-5% return on investment, which for the \$2M building, would be in the order of \$60K-\$80K per annum.

Other key points of the lease in relation to Council's responsibilities include:

- Undertaking capital repairs, repairs/renewals and maintenance to the facility, which is standard practice for DET leases;
- All insurances – public liability, building and glass insurance, which is standard practice for DET leases;
- Managing the facility; and
- The right to sublet the facility to a community organisation without the approval of DET.

It should be noted that the proposed lease terms are similar to the terms agreed between Council and DET for the Bayswater Primary School and Early Learning Centre (Birch Street Preschool).

Additional clauses to be provided for in the lease for the new facility relate to Council having first right of renewal at the end of the twenty year term and a reimbursement of Council funding should DET sell the school or seek to take over the use of the facility in the future.

2.5.1 Outstanding Issues

A number of outstanding matters are being addressed through ongoing Project Control Group meetings. These include:

- DET has highlighted an error in the proprietorship of the title and are in the final stage of correcting this at the Land Titles Office;
- There are risks that tender prices received for the project do not allow for contingency provision of sealed parking space or exterior lighting. DET has committed to ensuring all DDA and safety compliance on this site; and
- Over the past two years, the Basin Primary School Principal and School Council President have raised a number of road safety issues related to Liverpool Road, specifically asking for Council to build a right turn lane into the school carpark. Council has requested that DET make provision for road safety improvements generated by the school. Council is continuing to investigate this matter.

9.1 The Basin Community House Redevelopment (cont'd)**3. CONSULTATION**

Extensive consultation has occurred since 2009, to determine a vision of The Basin Community House and a future community house facility to ensure it responds to both current and future community needs. Consultation included Council staff, community members, Ward Councillor Cr John Mortimore, Manager of The Basin Community House, Principal of The Basin Primary School, State Government department representatives and community service organisations.

A Project Control Group was established in 2016 to support the project consisting of representatives from Council, DET, project consultants and The Basin Community House Inc. DET is directly liaising with the Principal of The Basin Primary School regarding project requirements and a meeting has recently been held between the Principal, Council staff and The Basin Community House representatives.

4. ENVIRONMENTAL/AMENITY ISSUES

The new Basin Community House facility will be located within a Site of Biological Significance (Site 99: Dandenong Ranges Buffer) and Vegetation Protection Overlay. In terms of the “Native Vegetation Net Gain Policy” (2011) applicants are required to first consider relocating the development and only if no option is available, applicants are to pay a financial contribution for the retention of remnant vegetation. As the site is within DET owned land, these conditions do not apply.

Availability and accessibility of community facilities affects the quality of life of residents within the Knox community. The design and layout of the existing facility does not enable further expansion to provide for a growing need for the services and activities it provides.

The project provides an opportunity for The Basin Community House and adjacent primary school to develop strong relationships, partnerships and programs responsive to community needs. The design of this new facility and co-location of the new facility will maximise exposure to parents and school visitors - potentially increasing community participation and use of this important facility.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Council currently provides an operational grant of \$13,858 per annum to The Basin Community House Inc. under a three year agreement concluding on 30 June 2018. The Community House is under a licence agreement with Council at the community group rate for the facility at 1221 Mountain Highway, The Basin. The Basin Community House Inc. also receives operating grant funds from State Government through the Department of Health and Human Services, Neighbourhood House Coordination Program.

9.1 The Basin Community House Redevelopment (cont'd)

5.1 Costs for the new facility

Taking into consideration the once-off provision of funding for FFE, lifecycle costs for the new facility and Council costs, officers discussed the option for The Basin Community House Inc. to contribute towards maintenance of the new facility. Officers have been advised that whilst there is limited capacity to support maintenance costs, The Basin Community House Inc. would be prepared to contribute up to a maximum of 50% of annual estimated maintenance costs for the term of the lease. In addition The Basin Community House Inc. would be required to pay the annual licence fee annually determined in Council's Fees and Charges. The current annual licence fee for 2017-18 is \$180.

Based on a 20-year term at the redeveloped facility on The Basin Primary School site, estimated costs are outlined below:

Table 1: Future Estimated Council Expenditure over 20 Years

The Basin Community House Redevelopment (Liverpool Road)	Estimate Expenditure over 20 Years	Estimates per annum
Furniture, Fixtures & Equipment	\$150,000 (once-off)	-
Asset renewals	\$200,000	\$10,000
Estimated Maintenance Costs	\$160,000*	\$8,000 (Basin Community House contribution = \$4,000)
Management / Council costs	\$162,440**	\$8,122
TOTAL	\$672,440***	\$26,122

* Excludes the operational grant, all insurances, building security and utilities e.g. water, electricity.

** Calculated on a Band 6 C x 3 weeks per annum over 20 years and include cost escalation.

*** Excludes annual licence fee payable to Council.

6. SOCIAL IMPLICATIONS

The new Basin Community House facility at 21 Liverpool Road, The Basin provides an opportunity to address constraints with current service delivery and expected growth as a result of limitations with the current facility whilst enabling greater service provision to community members within The Basin and its surrounds. This facility will also enable strengthened community participation and social capital in The Basin and neighbouring suburbs.

9.1 The Basin Community House Redevelopment (cont'd)

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

The new facility will assist achievement of the following goals and strategies within the Knox Community and Council Plan 2017-2021, as outlined below:

Goal 5 – We have a strong regional economy, local employment and learning opportunities

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

Goal 6 – We are healthy, happy and well

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

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

Strategy 7.3: 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. CONCLUSION

The Basin Community House Redevelopment is the successful culmination of a joint partnership between The Basin Community House Inc., Knox City Council and DET, spanning almost a decade. It will enhance the services provided by The Basin Community House Inc. and enable an innovative approach to strengthened community house service delivery.

Through linking the sale of the site currently utilised by the Community House to fund the new facility, Council will continue to support the services provided by The Basin Community House, whilst ensuring fiscal responsibility to the Knox community for the term of the lease.

Council officers will continue to negotiate the lease with DET to include the first right of renewal and a 'clawback' clause. Once the lease is executed by DET, Council will prepare a sub-lease with The Basin Community House Inc. as the sub-tenant.

A report setting out the lease conditions between DET and Knox City Council, and the sub-lease between Knox City Council and The Basin Community House Inc. for the new facility at 21 Liverpool Road, The Basin will be presented early in 2018.

9. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

9.1 The Basin Community House Redevelopment (cont'd)**COUNCIL RESOLUTION****MOVED: CR. MORTIMORE****SECONDED: CR. TAYLOR****That Council:**

- 1. Supports The Basin Community House Redevelopment through allocating the funds derived from the sale of 1221 Mountain Highway, The Basin, to the new facility on The Basin Primary School site. The provision of funds will be for:
 - 1.1 Once-off funding up to an amount of \$150K for furniture, fixtures and equipment (FFE); and**
 - 1.2 Funding asset renewals, maintenance and Council's operational and management costs over the terms of the 20 year lease, estimated at \$522,440.****
- 2. Confirm that The Basin Community House Inc. will contribute up to a maximum of 50% of the maintenance costs for the new facility over the term of the 20 year Lease, in addition to a 'peppercorn rental' through a sub-lease between Council and The Basin Community House Inc.**
- 3. Enters into a 20-year lease with the Department of Education and Training (DET) for the new facility with Council as the tenant and The Basin Community House Inc. as the sub tenant, including:
 - 3.3 An option to have first right of renewal of the lease at the end of the twenty year term; and**
 - 3.4 A 'clawback' clause requiring reimbursement of Council funds for the new facility at 21 Liverpool Road, The Basin should DET sell the school site in the future or seek to take over use of the facility.****
- 4. Advocate to the Planning Minister to expedite the rezoning of 1221 Mountain Highway, The Basin to minimise the delay in the proposed sale.**
- 5. Note that due to the delay between the sale of 1221 Mountain Highway, The Basin and construction of the new facility, Council will need to allocate funds for FFE to ensure the service can commence operations. This allocation is to be offset by the future sale of 1221 Mountain Highway, The Basin.**
- 6. Receives a report in early 2018 outlining the lease and sub-lease conditions.**

CARRIED

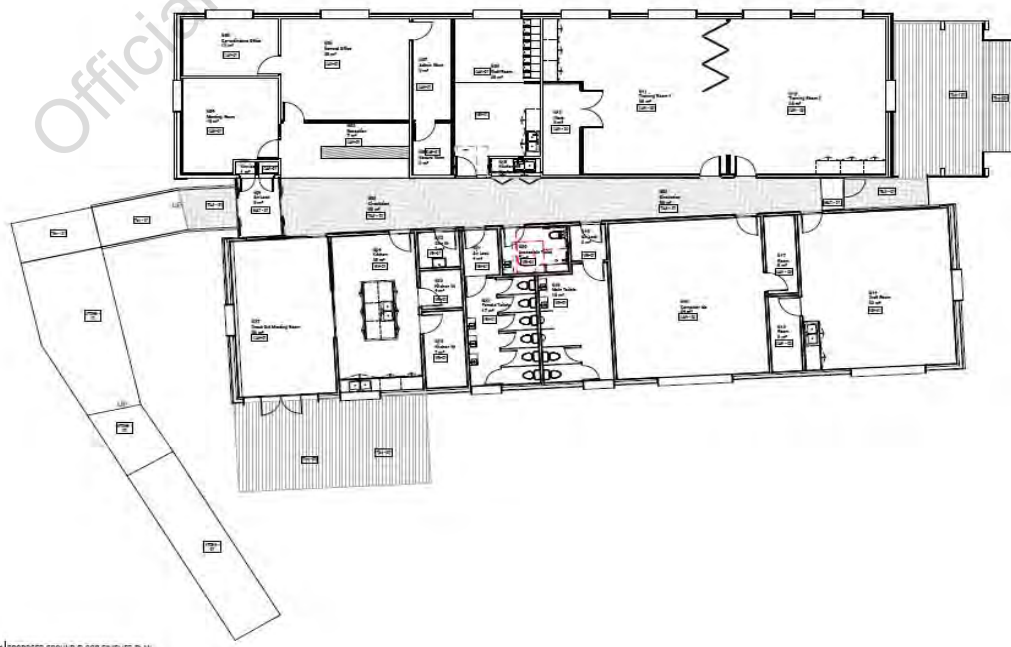
9.1 The Basin Community House Redevelopment (cont'd)

Appendix A: Siteplan and Floorplan of the new Community House

Siteplan – New Basin Community House



Floorplan – New Basin Community House



...PROPOSED GROUND FLOOR ENRICHED PLAN

DOBSON WARD**10.1 ACQUISITION OF 88-100 STATION STREET, FERNTREE GULLY**

SUMMARY: *Coordinator Property Management (Angela Mitchell)*

This report seeks to authorise the Chief Executive Officer to finalise the acquisition of 88-100 Station Street, Ferntree Gully.

RECOMMENDATION

That Council authorise the Chief Executive Officer to sign and seal all documentation to finalise the acquisition of 88-100 Station Street, Ferntree Gully identified in Certificate of Title Volume 10407 Folio 626.

1. INTRODUCTION

Council resolved at the meeting of 22 May 2017 to appoint buyers' advocates to acquire 88-100 Station Street, Ferntree Gully on behalf of Council. At the public auction on 25 May 2017, Council was the successful bidder and acquired the property for \$2,900,000 with settlement due 22 September 2017.

2. DISCUSSION

The property at 88-100 Station Street, Ferntree Gully was acquired by Council at the public auction on 25 May 2017 by Buyers' Advocate David Morrell from Morrell and Koren Pty Ltd. In order to finalise the acquisition it is now appropriate to authorise the Chief Executive Officer to sign and seal all documentation.

The site currently has six shops with five currently tenanted. Agents have been appointed to manage this property on behalf of Council. The site was acquired to allow construction of a multipurpose community facility.

3. CONSULTATION

There has been discussions with Valuers, Council's Planning Officers and more recently with real estate agents in order to manage the tenancies on Council's behalf.

4. ENVIRONMENTAL/AMENITY ISSUES

Investigations were undertaken as part of the due diligence process prior to acquiring the property.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The property was acquired at public auction on 25 May 2017 for \$2,900,000 with settlement occurring on 22 September 2017.

10.1 Acquisition of 88-100 Station Street, Ferntree Gully (cont'd)**6. SOCIAL IMPLICATIONS**

Whilst there are no direct social implications associated with this report the site will ultimately be used to enable an integrated, multiuse community facility.

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

This report relates to the following goals and strategies within the Knox Community and Council Plan 2017-2021 as outlined below:

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. CONCLUSION

It is recommended that Council authorise the Chief Executive Officer to sign and seal all documentation to finalise the acquisition of 88-100 Station Street, Ferntree Gully, identified in Certificate of Title Volume 10407 Folio 626.

9. CONFIDENTIALITY

There are no confidential issues associated with this report.

COUNCIL RESOLUTION

MOVED: CR. KEOGH

SECONDED: CR. SEYMOUR

That Council authorise the Chief Executive Officer to sign and seal all documentation to finalise the acquisition of 88-100 Station Street, Ferntree Gully identified in Certificate of Title Volume 10407 Folio 626.

CARRIED

COLLIER WARD**10.2 SALE OF COUNCIL PROPERTY – 62 BRENTWOOD DRIVE, WANTIRNA (MELWAY REF: 63 K8)**

SUMMARY: *Coordinator Property Management (Angela Mitchell)*

This report is presented following the closing of public submissions for the proposed sale of 62 Brentwood Drive, Wantirna (vacant land). No submissions were received by the closing date of submissions. All relevant legislative provisions under the Local Government Act 1989 to enable the sale have now been completed.

RECOMMENDATION

That Council, having completed the statutory processes under section 189 and 223 of the Local Government Act 1989 required to sell the land known as 62 Brentwood Drive, Wantirna, being Lot 1 on proposed plan of subdivision no. PS747971V (previously known as Reserve 2 on LP 96422), being the whole of the land contained in Certificate of Title Volume 9031 Folio 834 (Land):

1. Proceed with the sale of the Land by public auction.
2. Authorises the Chief Executive Officer to sign and seal all documents necessary to sell the Land, including any contract of sale and transfer of land documents.

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. This Land is an example of resources tied up in an asset which Council can deploy to deliver community outcomes in areas of priority.

2. DISCUSSION

62 Brentwood Drive, Wantirna, being Lot 1 on proposed plan of subdivision no. PS747971V (previously known as Reserve 2 on LP 96422), being the whole of the land contained in Certificate of Title Volume 9031 Folio 834 (Land), was transferred to Council in 1973 in accordance with Section 569B(1) of the Local Government Act 1958 and has remained as a vacant site (refer Appendix A). The Land has an area of 375m².

Council at its meeting on 26 June 2017 resolved as follows:

“That Council, being of the opinion that the property known as 62 Brentwood Drive, Wantirna and currently identified as Reserve 2 on LP 096422 and contained within Certificate of Title Volume 9031 Folio 834 as shown on the attached plan as Appendix A (subject land), is surplus to Council's requirements:

10.2 Sale of Council Property – 62 Brentwood Drive, Wantirna (cont'd)

1. Commence the statutory process, under Section 189 of the Local Government Act 1989, to sell the Subject Land by public auction and that under Section 223 of the Local Government Act 1989, give public notice of the proposed sale of the subject land in the Knox Leader.
2. Hears submissions in accordance with Section 223(1)(b) of the Local Government Act 1989 and appoint the following Committee of Council comprising Cr Taylor, Cr Cooper and Cr Holland to consider submissions on Monday 21 August at 5.00pm.
3. Receives a further report at the conclusion of the statutory process.”

Following this resolution, Council officers commenced the administrative procedures associated with the proposed sale of the Land, including publication of a public notice declaring Council’s proposal to sell the Land by public auction. The notice also outlined the process for members of the public to make a submission in relation to the proposed sale. At the closure of the submission period, no submissions were received and therefore there was no requirement for the Committee of Council to meet.

Council may now resolve to sell the Land by public auction.

Council’s Policy on the Sale of Land and Buildings provides that the sale of land will occur through a public process unless Council resolves that circumstances exist that justify an alternative method of sale. This Policy also provides that the public process selected from the options of public auction, public tender or registration of expressions of interest will be determined by the Chief Executive Officer on recommendation from the Director Corporate Development and be based on achieving the optimum economic return to Council.

A sale by public auction will allow a transparent and public process and may yield the best return in this instance.

3. CONSULTATION

Council has undertaken public consultation in respect of the proposal to sell the Land, pursuant to sections 189 and 223 of the Local Government Act 1989, which included giving public notice of the proposal.

At the conclusion of the submission period no submissions were received.

Correspondence was forwarded to abutting property owners regarding the proposal to remove the reserve status from title to the Land, in accordance with the Subdivision Act 1988.

4. ENVIRONMENTAL/AMENITY ISSUES

These are addressed in the Assessment Criteria set out in Appendix B of this report.

10.2 Sale of Council Property – 62 Brentwood Drive, Wantirna (cont'd)**5. FINANCIAL & ECONOMIC IMPLICATIONS**

A valuation dated June 2017 is attached as Confidential Appendix C. A further report will be presented to Council seeking a resolution to establish a reserve price at a later meeting. This process is consistent with Council's policy and allows Council to determine the reserve price as close as possible to auction day.

6. SOCIAL IMPLICATIONS

These are addressed in the Assessment Criteria set out in Appendix B of this report.

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

This report relates to the following goals and strategies within the Knox Community and Council Plan 2017-2021 as outlined below:

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. CONCLUSION

As this Land has been assessed as surplus to Council's requirements and as Council has now complied with its public notice obligations under Section 189 and 223 of the Local Government Act 1989, it is recommended that Council commence the process to sell the Land by public auction.

9. CONFIDENTIALITY

A confidential valuation is attached as Appendix B to this report.

10.2 Sale of Council Property – 62 Brentwood Drive, Wantirna (cont'd)**COUNCIL RESOLUTION****MOVED: CR. TAYLOR****SECONDED: CR. GILL**

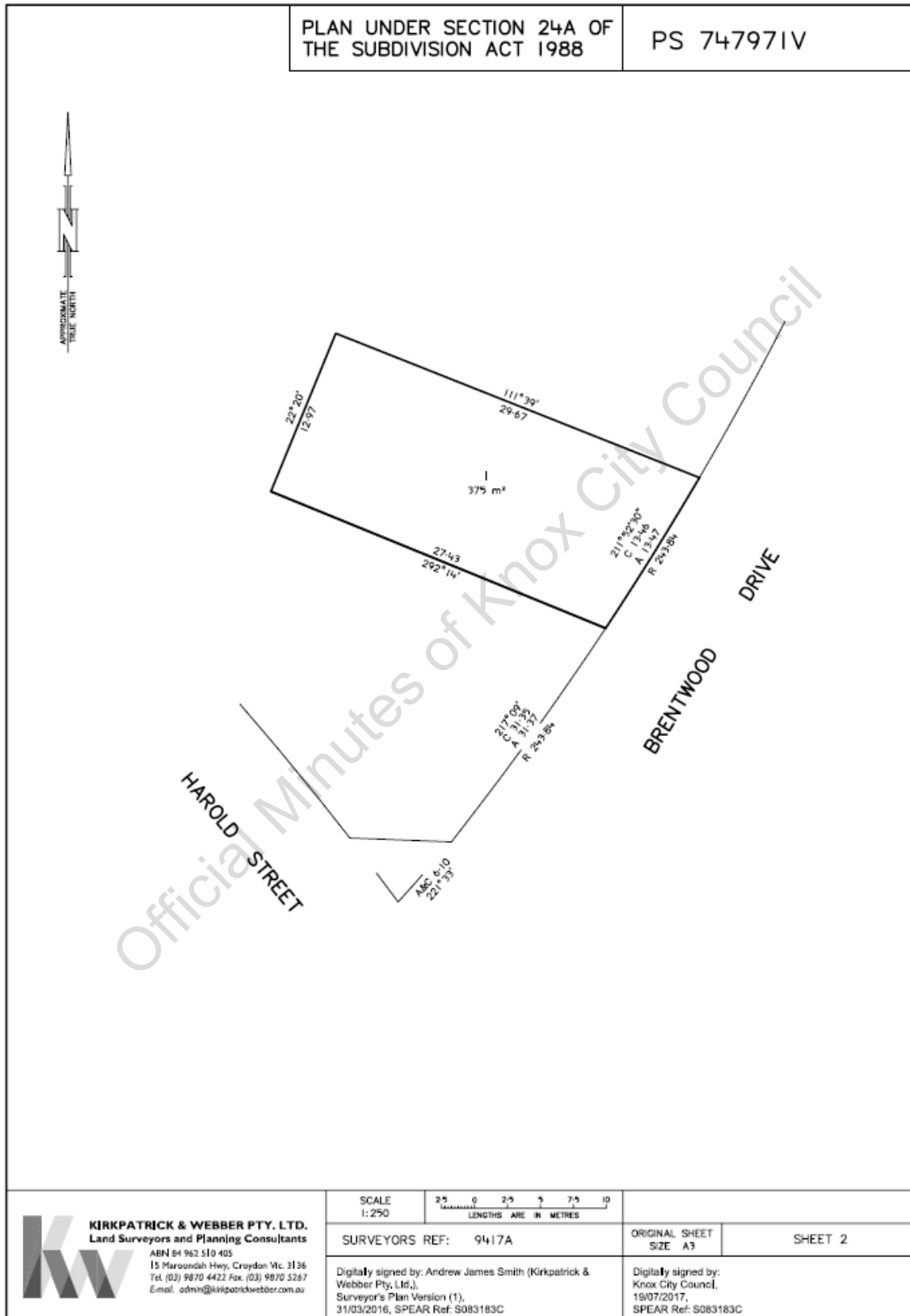
That Council, having completed the statutory processes under section 189 and 223 of the Local Government Act 1989 required to sell the land known as 62 Brentwood Drive, Wantirna, being Lot 1 on proposed plan of subdivision no. PS747971V (previously known as Reserve 2 on LP 96422), being the whole of the land contained in Certificate of Title Volume 9031 Folio 834 (Land):

1. Proceed with the sale of the Land by public auction.
2. Authorises the Chief Executive Officer to sign and seal all documents necessary to sell the Land, including any contract of sale and transfer of land documents.

CARRIED

Official Minutes of Knox City Council

APPENDIX A – Sale of Council Property 62 Brentwood Drive, Wantirna



APPENDIX B – Sale of Council Property 62 Brentwood Drive, Wantirna

ASSESSMENT CRITERIA**ENVIRONMENTAL**

Principle:	Council will sell surplus land where retention will not enhance or protect its environmental value.
Assessment:	62 Brentwood Drive, Wantirna has not been identified in any study as a Site of Biological Significance with no vegetation protection overlays. The site is vacant land with one tree that is able to be removed.

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>The site is not required for the development of new assets or the improvement of existing assets. In preparation for sale, the site is now serviced with the following undertaken to comply with the planning permit:</p> <ol style="list-style-type: none"> 1. A vehicle crossing has been constructed to service the lot. 2. Agreement with South East Water for the provision of potable water supply to fulfil all requirements to their satisfaction. 3. Agreement with South East Water for the provision of sewerage to fulfil their requirements. 4. Stormwater discharge from the property directed to the Council stormwater pit in the road reserve.

RECREATION

Principle:	Council will sell surplus land where it is not required in the foreseeable future for recreational purposes.
Assessment:	62 Brentwood Drive, Wantirna has not been identified in the Knox Open Space Plan. The local area is considered to be served well by recreational facilities and services.

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 grounds for the retention by Council of 62 Brentwood Drive, Wantirna.

SOCIAL

Principle:	Council will sell surplus land where alternative social uses have not been identified.
Assessment:	<p>The Knox Affordable Housing Action Plan 2015-2020 (KAHAP) outlines the roles of Council in increasing the supply of affordable and social housing in Knox as a planner, provider, partner and advocate.</p> <p>Council as a 'partner' seeks to develop constructive partnerships to increase the supply of affordable housing in Knox by collaborating with the community/registered housing sector or developers to encourage development opportunities that create affordable and social housing outcomes. Council's policies and processes support the development of affordable/social housing. Council's policy on the disposal of Council land enables consideration of affordable/social housing outcomes for sites suitable for residential development. Whilst this site is suitable for residential development it has not been identified in Council plans as a site specific for affordable/social housing. This site is suitable for residential development.</p>

10.2 Sale of Council Property – 62 Brentwood Drive, Wantirna (cont'd)

Confidential Appendix C is circulated under separate cover.

Official Minutes of Knox City Council

SCOTT WARD**10.3 SALE OF RESERVE – 2R MOWBRAY DRIVE, WANTIRNA SOUTH
(ABUTTING 1344 HIGH STREET ROAD, WANTIRNA SOUTH)****SUMMARY: Coordinator Property Management (Angela Mitchell)**

This report is presented following the hearing of submissions for the sale of 2R Mowbray Drive, Wantirna South. Having completed the statutory procedures it is recommended to sell this property to M.F.D. Thomas Pty Ltd (as trustee for the M.F.D. Trust) and Wantirna South Developments Pty Ltd (as trustee Wantirna South Developments Trust) ABN 80 289 366 005 (joint).

RECOMMENDATION

That Council having undertaken the statutory procedures in accordance with the Local Government Act 1989

1. Authorises the sale of 2R Mowbray Drive, Wantirna South currently identified as Reserve 2 on Plan of Subdivision 120186 contained within Certificate of Title Volume 9316 Folio 649 (subject property), refer Appendix A, to M.F.D. Thomas Pty Ltd (as trustee for the M.F.D. Trust) and Wantirna South Developments Pty Ltd (as trustee Wantirna South Developments Trust) ABN 80 289 366 005 (joint) for \$350,000 (plus GST) with the following conditions:
 - a. The sale of land to be subject to registration of a plan of subdivision to remove the reservation from the land;
 - b. That settlement be six months from the date of contract;
 - c. As a condition of sale, the purchaser is to enter into a Section 173 Agreement to be registered on title, to provide that the land may only be used as a childcare centre; and
 - d. The purchaser to meet Council's costs associated with the sale of this property. These costs to include legal, subdivision, valuation and lodgement fees.
2. Authorise the Chief Executive Officer to sign and seal all necessary documentation associated with the sale of the subject property.
3. Advise the submitters of Council's decision.

1. INTRODUCTION

Council was approached by the property owners of 1344 High Street Road, Wantirna South to purchase the municipal reserve abutting their property known as 2R Mowbray Drive, Wantirna South.

10.3 Sale of Reserve – 2R Mowbray Drive, Wantirna South (abutting 1344 High Street Road, Wantirna South (cont'd)

The property currently forms part of Certificate of Title Volume 9316 Folio 649, which contains Reserves 1 and 2 on Plan of Subdivision 120186, with this property identified as Reserve 2. The property is included within General Residential Zone – Schedule 2 (GRZ2) and is not subject to any overlays.

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 is an example of resources tied up in an asset considered to be surplus to Council's needs which Council can deploy in other areas of priority.

2. DISCUSSION

Council at its meeting on 22 May 2017 resolved as follows:

"That Council, being of the opinion that the property known as 2R Mowbray Drive, Wantirna South and currently identified as Reserve 2 on Plan of Subdivision 120186 contained within Certificate of Title Volume 9316 Folio 649, as shown on attached plan as Appendix A (Subject Land), is surplus to Council's requirements:

1. Proceed to remove the reserve status from the Subject Land pursuant to Section 24A of the Subdivision Act 1988.
2. Commence the statutory process, under Section 189 of the Local Government Act 1989, to sell the Subject Land to the owner of 1342-1344 High Street Road, Wantirna South by private treaty for no less than a value determined by an independent valuer appointed by Council plus GST (plus Council's costs in relation to this sale).
3. Under Section 223 of the Local Government Act 1989, give public notice of the proposed sale of the Subject Land in the Knox Leader newspaper.
4. Hear submissions in accordance with Section 223(1)(b) of the Local Government Act 1989 and appoint the following Committee of Council comprising Cr Seymour, Cr Cooper and Cr Gill to consider submissions at 5.00pm on 10 July 2017.
5. That a further report be presented to Council following the conclusion of the statutory process."

Following this meeting, Cr Cooper and Cr Gill advised that they were unable to attend the meeting on 10 July 2017. At the meeting on 26 June 2017, Cr Holland and Cr Taylor were appointed to the Committee of Council.

At the conclusion of the submission period, one submission was received from the owner of 1342-1344 High Street Road, Wantirna South.

10.3 Sale of Reserve – 2R Mowbray Drive, Wantirna South (abutting 1344 High Street Road, Wantirna South (cont'd))

The submitter outlined the following:

- Requested to acquire this property to construct a childcare centre.
- Provided draft plans and formal offer to purchase land.
- Indicated that Council area of land would be used as open space/play area.

The Committee of Council considered this submission and is now recommending the following:

- That 2R Mowbray Drive, Wantirna South currently identified as Reserve 2 on Plan of Subdivision 120186 contained within Certificate of Title Volume 9316 Folio 649 (subject property) be sold to M.F.D. Thomas Pty Ltd (as trustee for the M.F.D. Trust) and Wantirna South Developments Pty Ltd (as trustee Wantirna South Developments Trust) ABN 80 289 366 005 (joint) for \$350,000 (plus GST) with the following conditions:
 - a. The sale of land to be subject to registration of a plan of subdivision to remove the reservation from the land;
 - b. That settlement be six months from the date of contract;
 - c. As a condition of sale, the purchaser is to enter into a Section 173 Agreement to be registered on title, to provide that the land may only be used as a childcare centre; and
 - d. The purchaser to meet Council's costs including legal, subdivision, valuation and lodgement fees associated with the sale of this property.

3. CONSULTATION

Public notice was given in the Knox Leader on 30 May 2017. At the conclusion of the 28 day submission period one submission was received requesting to be heard in support of their submission. The submission hearing was held on 10 July 2017.

4. ENVIRONMENTAL/AMENITY ISSUES

These have been addressed in the Assessment Criteria attached as Appendix B of this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

It is recommended that 2R Mowbray Drive, Wantirna South be sold for \$350,000 (plus GST) plus Council's costs including legal, subdivision, valuation and lodgement fees. This is in accordance with a valuation range provided by an independent valuer appointed by Council.

6. SOCIAL IMPLICATIONS

These have been addressed in the Assessment Criteria attached as Appendix B of this report.

10.3 Sale of Reserve – 2R Mowbray Drive, Wantirna South (abutting 1344 High Street Road, Wantirna South (cont'd)

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

This report relates to the following goals and strategies within the Knox Community and Council Plan 2017-2021 as outlined below:

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. CONCLUSION

Following the hearing of submissions by the Committee of Council and having undertaken the required statutory procedures, it is recommended to sell 2R Mowbray Drive, Wantirna South, currently identified as Reserve 2 on Plan of Subdivision 120186 contained within Certificate of Title Volume 9316 Folio 649 for \$350,000 (plus GST) plus Council's costs. In addition to this, as a condition of sale, the purchaser enter into a Section 173 Agreement to be registered on title to provide that the land may only be used as a childcare centre.

9. CONFIDENTIALITY

There are no confidential issues associated with this report.

COUNCIL RESOLUTION

MOVED: CR. SEYMOUR

SECONDED: CR. TAYLOR

That Council having undertaken the statutory procedures in accordance with the Local Government Act 1989

1. Authorises the sale of 2R Mowbray Drive, Wantirna South currently identified as Reserve 2 on Plan of Subdivision 120186 contained within Certificate of Title Volume 9316 Folio 649 (subject property), refer Appendix A, to M.F.D. Thomas Pty Ltd (as trustee for the M.F.D. Trust) and Wantirna South Developments Pty Ltd (as trustee Wantirna South Developments Trust) ABN 80 289 366 005 (joint) for \$350,000 (plus GST) with the following conditions:

- a. The sale of land to be subject to registration of a plan of subdivision to remove the reservation from the land;**
- b. That settlement be six months from the date of contract;**

10.3 Sale of Reserve – 2R Mowbray Drive, Wantirna South (abutting 1344 High Street Road, Wantirna South (cont'd)

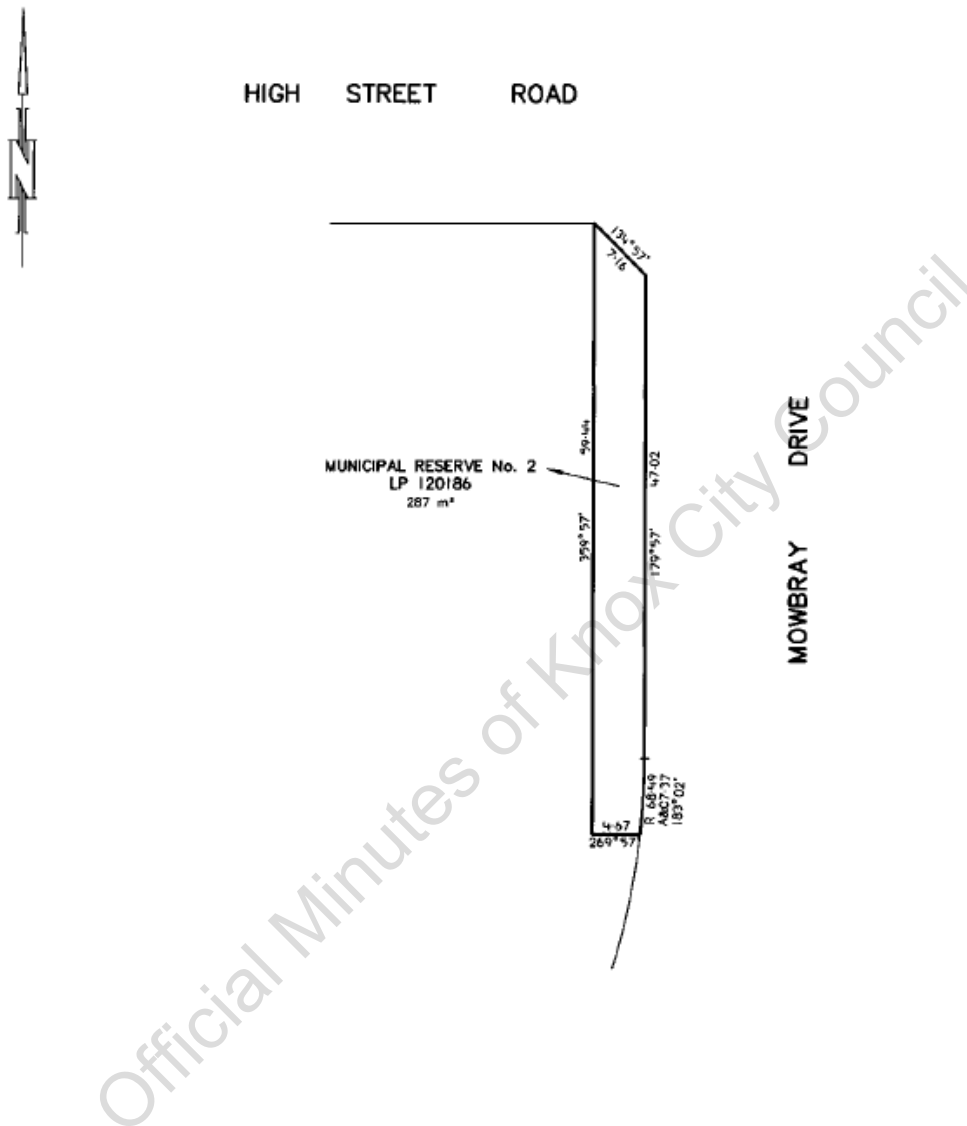
Resolution (cont'd)

- c. As a condition of sale, the purchaser is to enter into a Section 173 Agreement to be registered on title, to provide that the land may only be used as a childcare centre; and
 - d. The purchaser to meet Council's costs associated with the sale of this property. These costs to include legal, subdivision, valuation and lodgement fees.
2. Authorise the Chief Executive Officer to sign and seal all necessary documentation associated with the sale of the subject property.
3. Advise the submitters of Council's decision.

CARRIED

Official Minutes of Knox City Council

APPENDIX A - Sale of Reserve – 2R Mowbray Drive, Wantirna South



NOTATIONS:	SITE PLAN MUNICIPAL RESERVE No. 2 ON LP 120186 PARISH OF SCORESBY		LOCATION: 2R MOWBRAY DRIVE, WANTIRNA SOUTH.	
	SCALE LENGTHS ARE IN METRES		CERTIFICATE OF TITLE: VOL. 9316 FOL. 649	
KIRKPATRICK & WEBBER PTY. LTD. Land Surveyors and Planning Consultants ABN 84 962 510 405 15 Maroonah Hwy, Croydon Vic. 3136 Tel. (03) 9870 4422 Fax. (03) 9870 5267 E-mail. admin@kirkpatrickwebber.com.au	SURVEYORS REF. 9558A	F E D C B A	SURVEY: A/S	LEVEL DATUM: N/A
	03psubv.dwg	REV. DATE COMMENTS APP.	DRAWN: GRON	DATE: 23/2/17
			ORIGINAL	

APPENDIX B - Sale of Reserve – 2R Mowbray Drive, Wantirna South**ASSESSMENT CRITERIA****ENVIRONMENTAL**

Principle:	Council will sell surplus land where retention will not enhance or protect its environmental value.
Assessment:	The property is not affected by any overlay. There have been some plantings undertaken in this tree reserve. In addition to this, any prospective purchaser will be advised that new trees will be planted in the naturestrip and future infrastructure is to be built to withstand potential drying effects of tree roots as per the 2011 AS Building and Foot Standards.

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:	There is no identified requirement for this site.

RECREATION

Principle:	Council will sell surplus land where it is not required in the foreseeable future for recreational purposes.
Assessment:	This site has not been identified in the Knox Open Space Plan.

LAND USE PLANNING

Principle:	Council will sell surplus land where there are not compelling land use planning grounds for retention.
Assessment:	Concern has been raised relating to the use of Mowbray Drive for access for any development at 1342-1344 High Street Road. Traffic management issues require further investigation from other authorities eg VicRoads. Any potential purchaser should undertake further discussions with Council's Traffic and Transport Department and VicRoads. Any access from Mowbray Drive will also require community consultation.

SOCIAL

Principle:	Council will sell surplus land where alternative social uses have not been identified.
Assessment:	As a stand-alone site it is not suitable for residential development, however consolidated with the adjacent land would enable residential and other uses appropriate to the zoning.

COUNCILLOR KEOGH VACATED THE CHAMBER AT 7.55PM DURING DISCUSSION ON ITEM 10.4

COUNCILLOR KEOGH RETURNED TO THE CHAMBER AT 7.57PM PRIOR TO THE VOTE ON ITEM 10.4

ALL WARDS

10.4 2016-17 ANNUAL PLAN PROGRESS REPORT TO 30 JUNE 2017

SUMMARY: Business Intelligence Officer (Carrie Hudson)

This report provides the fourth quarter progress on initiatives identified in the 2016-17 Annual Plan. The Annual Plan for 2016-17 was adopted by Council at the Ordinary Meeting of Council on 28 June 2016 as part of the 2016-17 Annual Budget. The Annual Plan satisfies the requirements of the Local Government Act 1989 by outlining the services provided by Council and the initiatives that Council will complete in the 2016-17 year.

The Annual Plan progress report only reports on those initiatives identified in the Annual Plan and Annual Budget process, it is not a comprehensive report on all of Council's activities.

RECOMMENDATION

That Council receive and note the 2016-17 Annual Plan progress report for the period ending 30 June 2017.

1. INTRODUCTION

An Annual Plan was established for the 2016-17 financial year to assist in the achievement of the objectives of the Knox City Plan (incorporating the Council Plan) 2013-17 and the Knox Vision. The 2016-17 Annual Plan progress report to 30 June 2017 (see Appendix A) reports on the initiatives that support those objectives.

2. DISCUSSION

Appendix A (attached) provides the Annual Plan progress report for the fourth quarter of 2016-17.

Q4 2016-17 Results:

Of the 32 initiatives included in the 2016-17 Annual Plan:

- 25 initiatives are 100 per cent complete
- 7 initiatives are not yet complete. Of these:
 - 2 initiatives have progressed to between 25-50 per cent
 - 1 initiative has progressed to between 51-75 per cent
 - 4 initiatives have progressed to more than 75 per cent

10.4 2016-17 Annual Plan Progress Report to 30 June 2017

The following initiatives, categorised by Theme, had not been completed at the end of the fourth quarter of financial year 2016-17.

Theme 1: Healthy, Connected Communities

1. Develop an integrated life stage plan that merges the Municipal Early Years, Knox Youth Strategic plan and Healthy Ageing plan and promotes the benefits of intergenerational connections. **(70%)**
2. Develop a Community Access and Equity strategic plan integrating multicultural, indigenous, disability, other equity issues and strategic plans to support an integrated approach and response to a diverse range of access and equity issues. **(90%)**

Theme 2: Prosperous, Advancing Economy

1. Progress preparation of a structure plan in collaboration with the Metropolitan Planning Authority to guide future investment and development for the Wantirna Health and Medical Precinct. **(45%)**

Theme 3: Vibrant and Sustainable Built and Natural Environment

1. Progress a strategic review of land for business and employment in the municipality to reinforce Knox's important areas for employment and the role and function of its Activity Centres. **(90%)**

Theme 4: Culturally Rich and Active Communities

1. Develop a Knox Aquatic Strategy to determine future aquatic needs and service facility provision for the Knox community **(30%)**

Theme 5: Democratic and Engaged Communities

1. Complete a minimum of ten service reviews as part of the implementation of Year Four of Council's four-year rolling service review program. **(80%)**
2. Implement a customer focused business improvement approach to drive improved customer experiences and organisational efficiencies. **(95%)**

Progress comments on all initiatives, including those not yet completed, can be found in Appendix A.

3. CONSULTATION

The 2016-17 Annual Plan actions are linked to, and support the delivery of, the Knox Vision and the Knox City Plan 2013-17. The community took part in developing the Knox Vision, which provided the context for the Knox City Plan 2013-17 (Incorporating Council Plan).

The Annual Plan 2016-17, including the initiatives, was approved as part of the Annual Budget after public consultation on 28 June 2016.

10.4 2016-17 Annual Plan Progress Report to 30 June 2017**4. ENVIRONMENTAL/AMENITY ISSUES**

Objectives for the environment are reflected in the Knox City Plan and relevant initiatives are reflected in the 2016-17 Annual Plan. The majority of initiatives supporting the environment and local amenity fall within Theme 3 – Vibrant and Sustainable Built and Natural Environments.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The initiatives for 2016-17 were developed in conjunction with the 2016-17 Annual Budget and all initiatives are funded.

6. SOCIAL IMPLICATIONS

There are no direct social implications arising from this report. A number of initiatives within the 2016-17 Annual Plan seek to have a positive social impact within the Knox municipality.

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

The Annual Plan aligns to **Goal 8: We have confidence in our decision making**, of the Community and Council Plan 2017-21. Monitoring performance against the plan allows us to have confidence in our decision making. The fourth quarter Annual Plan Progress report supports the delivery of the Knox City Plan 2013-17.

8. CONCLUSION

There has been sufficient progress on most of the Annual Plan Actions for 2016-17 with the majority of initiatives complete by the end of June 2017.

9. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

COUNCIL RESOLUTION

MOVED: CR. LOCKWOOD

SECONDED: CR. SEYMOUR

That Council receive and note the 2016-17 Annual Plan progress report for the period ending 30 June 2017.

CARRIED

10.4 2016-17 Annual Plan Progress Report to 30 June 2017**SUBSEQUENT MOTION****MOVED: CR. LOCKWOOD****SECONDED: CR. GILL**

1. That future reports on the annual plan show a measure in milestones as well as percentages.
2. That future reports on the annual plan indicate that initiatives are on or over budget.

CARRIED

Official Minutes of Knox City Council

Knox City Council

Annual Plan Report

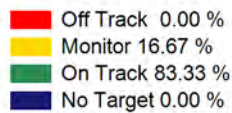
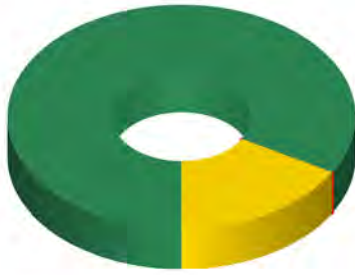
June Quarter 2017

Official Minutes of Knox City Council



Healthy, Connected Communities

Action Status



Action Performance



Actions reported on	6
At least 90% of action target achieved	5
Between 70% and 90% of action target achieved	1
Less than 70% of action target achieved	0
Actions with no target set	0


Initiatives for 2016/17

Action Description	Start Date	End Date	Status	%
■ Implement the transition of the Knox Home and Community Care (HACC) Assessment Service to full operation within the MyAgedCare system and provide recommendations and implement action regarding the transition of HACC services to the Commonwealth Home Support Program (CHSP).	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Tanya Clark-Manager Active Ageing and Disability Services		Department	Active Ageing and Disability Services
Progress Comments	<p>The Eastern Regional Assessment service is fully implemented with the Knox Council regional auspice agency. The Knox assessment service is fully operational under MyAgedCare protocols for over 65's and the HACC Program for Younger People has also been fully implemented. All Knox over 65 services are now operating under the Commonwealth Home Support Programme (CHSP) Guidelines.</p> <p>Knox Council's Active Ageing CHSP services were audited by the Australian Aged Care Quality Agency in May 2017 for compliance against the National Standards and achieved full compliance.</p> <p>An Aged Reform update and opportunities for Council's role in supporting older people was presented to Council in May 2017 for consideration.</p> <p><i>Last Updated : 01/08/2017</i></p>			


Action Description	Start Date	End Date	Status	%
■ Increase utilisation of Councils current Senior Citizens Centre facilities through assessment of demand and capacity of Clubs across the municipality to respond to the ageing population, the implementation of a Senior Citizens Support Network, rebranding of existing Seniors Clubs and establishment of an Asset development plan for Councils 5 designated centres.	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Tanya Clark-Manager Active Ageing and Disability Services		Department	Active Ageing and Disability Services
Progress Comments	<p>The Asset Plan for Council's Senior Citizens Centres was completed and includes a detailed analysis of current utilisation data, population trends and options for future use. A report was prepared and presented to Council in May 2017 for feedback and support of recommendations. Outcomes of the report will inform rebranding of the existing facilities and a detailed communication and engagement plan will be developed from July 2017. Ongoing engagement with the Senior Citizens Clubs and groups supporting older people continues through the Seniors Support Officer and the Knox Seniors Bright Ideas Network.</p> <p><i>Last Updated : 01/08/2017</i></p>			

Theme 1

Healthy, Connected Communities

Action Description	Start Date	End Date	Status	%
 Commence planning for the two Early Years Hubs in Wantirna South and Bayswater. The work during 2016-17 would include developing a detailed design (for the Wantirna South and Bayswater hubs), planning for the relocation of existing services (preschool, MCH and playgroup at both hubs), and commencing construction and planning for the transition and establishment phase to commence operation at the Wantirna South Hub in 2017-18. (Subject to Council's consideration of the feasibility and scoping)	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Kerry Stubbings-Director Community Services		Department	Family and Children Services
Progress Comments	<p>Knox Gardens Preschool was closed in December 2016 and educational equipment was distributed to local preschools in collaboration with the outgoing Knox Gardens Volunteer Committee.</p> <p>Following the appointment of the successful tenderer a Breaking Ground Ceremony was held for the Wantirna South Early Years Hub in Wantirna on 29 May 2017. Construction has now commenced.</p> <p>The tender for detailed design for the Early Years Hub in Bayswater was conducted in June 2017 and a Community Information Session was held on Saturday 17 June 2017.</p> <p>Operational planning relating to the naming of the two services, support to temporarily relocate existing services operating from Blue Hills Children and Family Centre and transitional arrangements for the relocation of six childcare services to the Hub locations once complete is now underway.</p> <p><i>Last Updated : 08/08/2017</i></p>			

Action Description	Start Date	End Date	Status	%
 Develop an integrated life stage plan that merges the Municipal Early Years, Knox Youth Strategic plan and Healthy Ageing plan and promotes the benefits of intergenerational connections.	01/07/2016	30/06/2017	In Progress	70%
Responsible Person	Kerry Stubbings-Director Community Services		Department	Family and Children Services
Progress Comments	<p>The first stage of the Integrated Life Stages Plan has been completed with a focus of aligning the framework of the Plan with the Community and Council Plan 2017-2021.</p> <p>Following Council's endorsement of the Community and Council Plan, a proposed overarching Outcome Statement and set of Key Life Stages Principles was developed to guide the next phase of the project focusing on the development of a more detailed Implementation Plan. This Plan will be informed by research and evidence relating to where intervention will have the greatest benefit and sits in the context of the most recent data about Knox people across the life stages.</p> <p>A draft Key Life Stages Implementation Plan will be taken to Issues Briefing on 2nd October 2017.</p> <p><i>Last Updated : 01/08/2017</i></p>			

Action Description	Start Date	End Date	Status	%
 Develop a plan to assist council prepare for the Victorian roll out of the National Disability Insurance Scheme within the Eastern Metropolitan Region in November 2017.	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Kathy Parton-Manager Community Wellbeing		Department	Community Wellbeing
Progress Comments	<p>This initiative was completed in quarter three 2016-17. Position descriptions are now under development to enable recruitment of the disability focused positions within the Municipal Strategic Disability plan 2017-2019 following Council's final approval of the 2017-18 budget on 26 June 2017.</p> <p><i>Last Updated : 01/08/2017</i></p>			

Theme 1

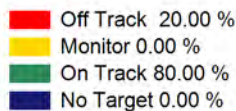
Healthy, Connected Communities

Action Description	Start Date	End Date	Status	%
<input type="checkbox"/> Develop a Community Access and Equity strategic plan integrating multicultural, indigenous, disability, other equity issues and strategic plans to support an integrated approach and response to a diverse range of access and equity issues.	01/07/2016	30/06/2017	In Progress	90%
Responsible Person	Kathy Parton-Manager Community Wellbeing		Department	Community Wellbeing
Progress Comments	The Community Access and Equity Implementation Plan 2017-2022 has been developed and a draft plan was approved by Council on 26 June 2017 for community consultation. A finalised plan will be presented to Council on 25 September 2017 for final approval.			
	<i>Last Updated : 01/08/2017</i>			

Official Minutes of Knox City Council

Prosperous, Advancing Economy

Action Status



Action Performance



Actions reported on	5
At least 90% of action target achieved	4
Between 70% and 90% of action target achieved	0
Less than 70% of action target achieved	1
Actions with no target set	0

Initiatives for 2016/17


Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Attract and assist new investment and assist existing businesses to grow through the Knox Investment Facilitation Service.	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Trish Winterling-Acting Manager City Futures		Department	City Futures
Progress Comments	<p>As at the end of the 2016-17 financial year, four investment enquiries remain open awaiting further information and assistance from businesses, in addition to assisting local businesses with two new planning applications.</p> <p>Implementation of the Regional Investment Attraction Strategy Implementation Framework for Melbourne's East continues into 2017-18. During 2016-17, work included the development of a digital strategy for the region and strengthening of the 'About ME' website that promotes key investment sites within the region.</p> <p><i>Last Updated : 01/08/2017</i></p>			

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Continue delivery of the Business Visits and Engagement Program to improve Council's understanding of the business community and their needs in terms of skills, growth, labour force, technology and infrastructure requirements.	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Trish Winterling-Acting Manager City Futures		Department	City Futures
Progress Comments	<p>128 business visits and 39 business engagement opportunities have occurred since 1 July 2016. Connecting directly with businesses through visits and at various events provides an opportunity to promote Council's Business and Economic Development Service and to better understand the challenges and opportunities facing Knox businesses.</p> <p><i>Last Updated : 13/07/2017</i></p>			


Theme 2

Prosperous, Advancing Economy

Action Description	Start Date	End Date	Status	%
 Continue to advance Council's place based planning to achieve business growth, attract investment and boost employment in key strategic precincts, specifically Bayswater Employment/Industrial Precinct.	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Trish Winterling-Acting Manager City Futures		Department	City Futures
Progress Comments	<p>A new Bayswater precinct co-ordinator was appointed to the project in April 2017. The Precinct Coordinator has conducted a review of the project to date and is working with the Project Control Group to establish a robust governance framework and project plan, which will drive the delivery of key outcomes.</p> <p>57 Business Visits in the Bayswater Business Precinct have been completed. In addition, eight promotional and network business events have occurred facilitating engagement with over 100 businesses.</p> <p><i>Last Updated : 08/08/2017</i></p>			

Action Description	Start Date	End Date	Status	%
 Proactively participate in regional forums and initiatives with Melbourne East Regional Development Australia Group and the Regional Metropolitan Planning Group to achieve regional collaboration, build networks across Government and business and increase joint advocacy.	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Trish Winterling-Acting Manager City Futures		Department	City Futures
Progress Comments	<p>The Melbourne East regions Councils (including seven Councils) and the Victorian Government, under an Memorandum of Understanding, have set up a model of collaborative working with the Melbourne East Regional Economic Development Group (MEREDG), and reports through to the Eastern Metropolitan CEOs Group. This group's priority is to advance the implementation framework for delivery against the Regional Investment Attraction Strategy and related major regional economic development initiatives.</p> <p>Progress has continued based on the confirmed regional priorities established late last year. This has included the development of a digital strategy for the region, which includes a strengthening of the 'About ME' website that promotes key investment sites within the region. Maroondah Council will take on the management of the website leading the future direction with Councils providing additional input into content.</p> <p>Planning for a regional conference in October 2017 has commenced. This event will target businesses throughout Melbourne's East.</p> <p>MEREDG are preparing a brief for a Melbourne East Employment Precinct – Economy Business and Land Use Capacity Analysis that will be funded from the Bayswater Business Precinct Budget.</p> <p><i>Last Updated : 08/08/2017</i></p>			

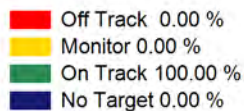
Prosperous, Advancing Economy

Action Description	Start Date	End Date	Status	%
 Progress preparation of a structure plan in collaboration with the Metropolitan Planning Authority to guide future investment and development for the Wantirna Health and Medical Precinct.	01/07/2016	30/06/2017	In Progress	45%
Responsible Person	Trish Winterling-Acting Manager City Futures		Department	City Futures
Progress Comments	<p>This initiative has experienced delays as a consequence of the recent release of Plan Melbourne Refresh and uncertainty around Victorian Planning Authority's priorities. Progress on this initiative reflects the multi-stakeholder nature of the undertaking, its scale, dependency on external funding sources, and cooperation of Department of Health and Human Services.</p> <p>Recent progress includes the following:</p> <ul style="list-style-type: none"> • Council established a core 'planning' alliance with the Victorian Planning Authority (formerly MPA), Regional Development Australia Metro East (RDA ME), Eastern Health, Invest Victoria and Department Health & Human Services (DHHS). • A preliminary discussion paper will developed following a forum involving public and private sector policy and investment interests. This forum originally scheduled for end May is now scheduled for late 2017. This is as a result of delays in Department of Health and Human Services master planning for a pivotal 10ha site situated in the middle of the precinct area. Monies (including The Regional Development Australia Committee for the Melbourne East funding) dedicated to this undertaking will be carried forward. • A 'Precinct Investment Planning' project scope has been completed. This document coupled with the outcomes of the forum will serve to coordinate the overall precinct investment planning process. 			
	<p><i>Last Updated : 01/08/2017</i></p>			

Official Minutes of Knox City Council

Vibrant and Sustainable Built and Natural Environments

Action Status



Action Performance



Actions reported on	9
At least 90% of action target achieved	9
Between 70% and 90% of action target achieved	0
Less than 70% of action target achieved	0
Actions with no target set	0

Initiatives for 2016/17

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Progress the development of Developer Contributions Planning and its feasibility as a new model for alternative infrastructure funding.	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Trish Winterling-Acting Manager City Futures		Department	City Futures
Progress Comments	There has been significant progress made in the development of Developer Contributions Planning. The mapping of the second draft long-term capital works renewal program is complete. The 20-year Street Tree Replacement Renewal Program; and the 20-year Major Projects and New and Upgrade Schedule are finalised and ready for mapping. A specialist consultant has been engaged to review and validate associated project mapping, and undertake feasibility and cost analysis of these long-term capital works projects in the first quarter of 2017-18.			
	<i>Last Updated : 01/08/2017</i>			
Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Continue preparation of a detailed structure plan and Planning Scheme Amendment to guide and support future development within the Knox Central Activity Centre.	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Trish Winterling-Acting Manager City Futures		Department	City Futures
Progress Comments	Council adopted the draft Structure Plan and proposed planning scheme amendment for exhibition at Council's Strategic Planning Committee (SPC) meeting in September 2016. The amendment was exhibited from November to December 2016. Following consideration of 106 submissions on 27 March 2017, Council resolved to refer all submissions to an Independent Planning Panel. The Panel hearing was held over four days in early June 2017. Council is now waiting the recommendations from the Panel.			
	<i>Last Updated : 08/08/2017</i>			

Theme 3

Vibrant and Sustainable Built and Natural Environments

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Progress a strategic review of land for business and employment in the municipality to reinforce Knox's important areas for employment and the role and function of its Activity Centres.	01/07/2016	30/06/2017	In Progress	90%
Responsible Person	Trish Winterling-Acting Manager City Futures		Department	City Futures
Progress Comments	<p>Additional revisions were sought of the consultants regarding the Land for Business Review and draft Future Directions Plan which have been progressively actioned. Various work is being done in order to present and report on the Review, draft Future Directions Plan and proposed Planning Scheme Amendment to Council in the first quarter of 2017-18.</p> <p>To support the Land for Business Review and Future Directions Plan Project, a planning scheme amendment process will be initiated to facilitate the key planning findings and recommendations. This separate project will principally occur during 2017-18.</p> <p><i>Last Updated : 01/08/2017</i></p>			

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Complete the bulk streetlight replacement program to achieve significant energy and cost savings and promote energy efficiency in the community.	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Trish Winterling-Acting Manager City Futures		Department	City Futures
Progress Comments	<p>The first phase of the bulk streetlight replacement program, which has seen the replacement of all Standard 80W Mercury Vapour lights with 18W LED street lighting across the Knox municipality has been completed. Works have commenced on the second phase which will see the replacement of an additional 690 decorative lights, with works expected to be completed by October 2017. Postcards informing residents about the program and promoting energy efficiency in the community were developed and delivered between May and June 2016.</p> <p><i>Last Updated : 13/07/2017</i></p>			


Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Continue to work collaboratively with Stockland to progress the development of the residential parcel, advance planning of the parkland and progress the restoration of the Stamford Homestead, in accordance with the Stamford Park Master Plan.	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Trish Winterling-Acting Manager City Futures		Department	City Futures
Progress Comments	<p>Stockland is continuing with earthworks to construct the residential pad. The earthworks are now planned to be completed by August 2017. Civil works for stage one are planned to commence mid to late August 2017.</p> <p>A concept and associated costings for the implementation of Council owned public open space was presented to Council for endorsement at its meeting on 10 July 2017.</p> <p>Underpinning works are continuing on the Homestead and concept design has commenced on the Homestead Gardens.</p> <p><i>Last Updated : 01/08/2017</i></p>			

Theme 3

Vibrant and Sustainable Built and Natural Environments

Action Description		Start Date	End Date	Status	%
<input checked="" type="checkbox"/>	Following on from the release of Stage 2 of the Rowville Rail Study, continued advocacy to seek a commitment from the state government to improve existing bus services, to protect a land corridor for the future train line, and expedite delivery of the Rowville Rail.	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Matthew Hanrahan-Manager Sustainable Infrastructure	Department	Sustainable Infrastructure		
Progress Comments	<p>Council continues to advocate on these issues including preparing a submission to Infrastructure Victoria's 30 year infrastructure strategy, calling for a more holistic approach to transport planning for metropolitan Melbourne. Council's response included a specific section to support the proposed Rowville Rail line and the need for appropriate planning measures to be put in place to protect the corridor against future development. A private delegation was made on behalf of Eastern Transport Coalition representatives to support the proposal and a formal letter calling for protection of the corridor was presented to the State Government.</p> <p><i>Last Updated : 01/08/2017</i></p>				
Action Description		Start Date	End Date	Status	%
<input checked="" type="checkbox"/>	Continue to participate in the implementation of the Bayswater Level Crossing Renewal Project to provide an integrated product that satisfies both the state government's business case and Council's objectives, as outlined in the Bayswater Structure Plan.	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Matthew Hanrahan-Manager Sustainable Infrastructure	Department	Sustainable Infrastructure		
Progress Comments	<p>The station works have been completed and opened with the level crossings removed on Mountain Hwy and Scoresby Road in December 2016. Recent works nearing completion are the landscaping works and tree planting in proximity to the station, car park and immediate surrounds on Station St.</p> <p>The Mountain Hwy streetscape works, being delivered by the Level Crossing Removal Authority, were delayed as approvals for undergrounding of power line were sought from Ausnet services. The streetscape works along Mountain Hwy commenced in mid-June with work expected to take two to three months to complete.</p> <p><i>Last Updated : 01/08/2017</i></p>				
Action Description		Start Date	End Date	Status	%
<input checked="" type="checkbox"/>	Actively participate in an advocacy program for improved public transport through membership of the Eastern Transport Coalition.	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Matthew Hanrahan-Manager Sustainable Infrastructure	Department	Sustainable Infrastructure		
Progress Comments	<p>Council actively participates in the Eastern Transport Coalition (ETC) programs and initiatives, and currently serves as Chair. ETC recently prepared a submission to Infrastructure Victoria in response to their "All Things Considered" document which sought to identify infrastructure priorities in Victoria over the next 30 years.</p> <p>A key focus in the year to date is securing enhanced outcomes through the grade separation projects.</p> <p><i>Last Updated : 01/08/2017</i></p>				

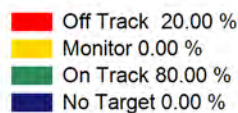
Vibrant and Sustainable Built and Natural Environments

Action Description	Start Date	End Date	Status	%
 Continue to prioritise Council's Integrated Transport Plan to inform reviews of the Pedestrian Plan, the Bicycle Plan, Mobility Study Implementation Plan and Road Management Plan.	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Matthew Hanrahan-Manager Sustainable Infrastructure		Department	Sustainable Infrastructure
Progress Comments	<p>Priority actions from the Integrated Transport Plan include the development of parking policy and parking precinct plans across the municipality, which have recently been endorsed by Council to progress through a public consultation phase. The program of proposed path connections for 2016-17 has now been completed with two projects carrying forward to next financial year to support evaluation of environmental factors.</p> <p>Council made a successful submission to the Transport Accident Commission (TAC) to improve on road bicycle facilities in George St, Scoresby. An information letter was sent to residents in March. Detailed design work has commenced with construction proposed to begin in January 2018.</p> <p>A review of Council's Principle Pedestrian Network has been completed with a draft plan developed to be presented to Council and to subsequently inform Council's Capital Works planning, Works associated with the Mobility Implementation Plan are ongoing delivering a combination local treatments and path connections in proximity to activity centres.</p> <p>Future years works programs are currently being evaluated. A review of Council's Road Management Plan was presented to Council within six months of the recent election. This will inform the next update of the plan.</p> <p><i>Last Updated : 17/08/2017</i></p>			

Official Minutes of Knox City Council

Culturally Rich and Active Communities

Action Status



Action Performance



Actions reported on	5
At least 90% of action target achieved	4
Between 70% and 90% of action target achieved	0
Less than 70% of action target achieved	1
Actions with no target set	0

Initiatives for 2016/17

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Implement a Knox mentoring program for Year 11 female students from local secondary schools that connect participants with inspiring local business women to support their personal career development.	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Peter Gore-Manager Youth, Leisure and Cultural Services		Department	Youth, Leisure and Cultural Services
Progress Comments	Implementation of the Knox mentoring program is now complete. 13 young women were involved and 13 business women mentors. A presentation by facilitators and participants occurred at the Knox Women on the Go breakfast.			
	<i>Last Updated : 08/08/2017</i>			
Action Description	Start Date	End Date	Status	%
<input type="checkbox"/> Develop a Knox Aquatic Strategy to determine future aquatic needs and service facility provision for the Knox community	01/07/2016	30/06/2017	In Progress	30%
Responsible Person	Peter Gore-Manager Youth, Leisure and Cultural Services		Department	Youth, Leisure and Cultural Services
Progress Comments	Community consultation has been completed and findings discussed with an internal steering group. Options and an opportunity briefing paper are being developed. It is anticipated that the final report will be presented to Council in April 2018.			
	<i>Last Updated : 08/08/2017</i>			
Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Progress the development of a temporary library facility within Knox City Shopping Centre	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Peter Gore-Manager Youth, Leisure and Cultural Services		Department	Youth, Leisure and Cultural Services
Progress Comments	Heads of Agreement is signed between Westfield and Council. The detailed design process is underway and the relocation program and schedule are being finalised.			
	<i>Last Updated : 08/08/2017</i>			

Theme 4

Culturally Rich and Active Communities

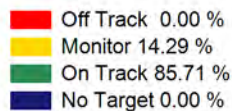
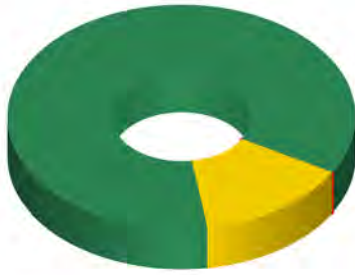
Action Description		Start Date	End Date	Status	%
<input checked="" type="checkbox"/>	Continue the development of the 'Immerse' exhibition program in Knox to promote visual arts in Council, community and commercial venues	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Peter Gore-Manager Youth, Leisure and Cultural Services	Department	Youth, Leisure and Cultural Services		
Progress Comments	The Immerse program for 2016-17 was successful and completed with significant positive feedback from community and the Arts sector in Knox. <i>Last Updated : 08/08/2017</i>				

Action Description		Start Date	End Date	Status	%
<input checked="" type="checkbox"/>	Promote positive attributes of young people identified in the Knox Youth Social Profile through social and print media outlets to strengthen the positive image of young people in Knox.	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Peter Gore-Manager Youth, Leisure and Cultural Services	Department	Youth, Leisure and Cultural Services		
Progress Comments	Fact sheets on the Youth Social profile were developed and distributed. Promotion of the Green Foot Flicks Film Festival was conducted through social media with the event held on 5 April 2017 at Village Cinemas Knox. The Knox School Expo held in March was also promoted through social media and school newsletters. <i>Last Updated : 01/08/2017</i>				

Official Minutes of Knox City Council

Democratic and Engaged Communities

Action Status



Action Performance



Actions reported on	7
At least 90% of action target achieved	6
Between 70% and 90% of action target achieved	1
Less than 70% of action target achieved	0
Actions with no target set	0

Initiatives for 2016/17

Action Description	Start Date	End Date	Status	%
■ Prepare the new City Plan and Council Plan 2017-21 through the use of a range of community engagement approaches including the introduction of a Community Panel, for Council adoption by 30 June 2017.	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Fleur Cousins-Manager Governance and Innovation		Department	Governance and Innovation
Progress Comments	Council adopted the new Council and Community Plan on 26 June 2017. This significant, forward looking plan was developed over the past 18 months and involved input from many community organisations, businesses, groups and individuals including an appointed Community Panel. <i>Last Updated : 01/08/2017</i>			
Action Description	Start Date	End Date	Status	%
■ Conduct the 2016 Council general elections and a comprehensive induction program for the new Council.	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Fleur Cousins-Manager Governance and Innovation		Department	Governance and Innovation
Progress Comments	The conduct of the general election has been finalised with the tabling of the General Election Report prepared by the Victorian Electoral Commission (VEC) at the February meeting of Council. The VEC continues to progress the enforcement of penalties for those who did not vote in the 2016 General Election. <i>Last Updated : 01/08/2017</i>			
Action Description	Start Date	End Date	Status	%
■ Complete a minimum of ten service reviews as part of the implementation of Year Four of Council's four-year rolling service review program.	01/07/2016	30/06/2017	In Progress	80%
Responsible Person	Fleur Cousins-Manager Governance and Innovation		Department	Governance and Innovation
Progress Comments	The Year 4 Service Planning program has progressed, with 10 services included in the 2016-17 year. Six of the 10 services have included a focus on process improvement using Lean principles. Regular meetings to support the service analysis stage with key staff have been held. Eight of the ten service analyses for the final year have been presented to Councillors at an Issues Briefing in June 2017. Two services have been delayed and will be presented to Councillors in the first quarter of 2017-18. <i>Last Updated : 01/08/2017</i>			

Theme 5

Democratic and Engaged Communities

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Implement a customer focused business improvement approach to drive improved customer experiences and organisational efficiencies.	01/07/2016	30/06/2017	In Progress	95%
Responsible Person	Fleur Cousins-Manager Governance and Innovation	Department	Governance and Innovation	
Progress Comments	<p>An Expression of Interest (EOI) process to implement a customer focused business improvement approach based on Lean and Six Sigma principles was conducted in November 2016 with a strong response received. A number of short listed submissions were invited to present to the Executive Management Team in December 2016. A more detailed project specification was developed and released for stage two of the EOI process. The tender evaluation panel has made a recommendation on the preferred supplier and the approval process is underway. In the meantime, a number of pilot improvement processes have been implemented. Other activities that have occurred include:</p> <ul style="list-style-type: none"> • The customer focused business improvement approach was discussed at the Strategic Leadership Forum held on 10 April 2017. • An innovation space has been created to support teams in their process improvement and innovation ideas. • A 'Shark Tank' initiative was held in June 2017, where eight staff groups 'pitched' an idea to a panel. Each idea was focused on improving operational effectiveness and efficiency and supporting improved community outcomes. <p><i>Last Updated : 01/08/2017</i></p>			

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Continue the preparation of a Digital Plan that focuses on increasing customer interaction including options for self service through technology.	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Lesley Milburn-Manager Information Management	Department	Information Management	
Progress Comments	<p>The Digital /ICT strategy is complete and awaiting adoption by Council. The Data Management Plan and the Information Management Plan have been endorsed by Council's Executive Management Team.</p> <p><i>Last Updated : 01/08/2017</i></p>			

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Continue to advance Council's Advocacy Strategy to guide Council's advocacy priorities and efforts.	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Jude Whelan-Acting Manager Communications and Customer Service	Department	Communications and Customer Service	
Progress Comments	<p>A draft Advocacy Framework has been developed and is being presented to Senior Management Team meeting on 24 August for feedback and case study discussion. Following this meeting, the Framework will go to Council's Executive Management Team for endorsement and a decision about next steps.</p> <p><i>Last Updated : 01/08/2017</i></p>			

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Commence the replacement of Council's Electronic Document and Records Management System (EDRMS).	01/07/2016	30/06/2017	Completed	100%
Responsible Person	Lesley Milburn-Manager Information Management	Department	Information Management	
Progress Comments	<p>Replacement of Councils Electronic Document and Records Management system (EDRMS) with Knox Explorer (KX) is now complete. The removal of the network drive is underway to ensure that Council records will always be preserved as a part of Knox Corporate memory. Council has also introduced the Mobility Application with Knox Explorer, which means that Knox Explorer can be accessed via a mobile device.</p> <p><i>Last Updated : 01/08/2017</i></p>			

ALL WARDS**10.5 UNAUDITED 2016-17 ANNUAL FINANCIAL STATEMENTS AND PERFORMANCE STATEMENT**

SUMMARY: **Manager Financial Services (Dale Monk)**

The unaudited Annual Financial Statements and Performance Statement for the year ended 30 June 2017 are presented for consideration and approval in principle. These Statements were reviewed and endorsed by Council's Audit Committee at its meeting on Thursday 24 August 2017.

RECOMMENDATION

That Council

1. Receive and adopt in principle the Unaudited 2016-17 Annual Financial Statements (Appendix A) and Performance Statement (Appendix B) for the year ending 30 June 2017.
2. Authorise the Principal Accounting Officer to make changes to the Financial Statements and Performance Statement as determined by the Auditor-General, and that the Audit Committee be consulted prior to making any material amendments to these Statements as determined by Auditor-General, and that material amendments be communicated to Council as soon possible.
3. Nominate and authorise Councillor and Councillor to certify (on behalf of Council) the 2016-17 Annual Financial Statements and Performance Statement, in the final form.

1. INTRODUCTION

Crowe Horwath (agents of the Victorian Auditor-General's Office) has undertaken the external audit of the 2016-17 Annual Financial Statements and Performance Statement.

The Annual Financial Statements consisting of Financial Statements and Notes (refer Appendix A) has been prepared in accordance with Australian Accounting Standards and Interpretations, the Local Government Act 1989 (the Act) and the Local Government (Planning and Reporting) Regulations 2014 (the Regulations).

The Audit Committee at its meeting of Thursday 24 August 2017 having reviewed the Annual Financial Statements and Performance Statement, recommended that Council adopt the unaudited 2016-17 Annual Financial Statements and Performance Statement on an in principle basis and submit them to the Victorian Auditor-General for final audit.

In accordance with Sections 131(4) and 131(5) of the Act, and Sections 18 and 21 of the Regulations, the completed Annual Financial Statements and Performance Statement are to be certified by the Principal Accounting Officer,

10.5 Unaudited 2016-17 Annual Financial Statements and Performance Statement (cont'd)

Chief Executive Officer and two Councillors (on behalf of Council) having regard to the recommendations, if any, from the Victorian Auditor-General.

The Victorian Auditor-General's certification is anticipated in September 2017.

2. DISCUSSION

Annual Financial Statements

The unaudited Financial Statements indicate the performance for the year and the financial position of Council as at 30 June 2017 (refer Appendix A). While the external audit has not yet been finalised, it is expected there will be no major changes to the Statements as presented.

Council ended the financial year in a strong financial position. Council's surplus for 2017 was \$18.451 million, which was a favourable variance of \$8.485 million when compared to the 2016-17 Adopted Budget surplus of \$9.966 million. The key variances were:

- 50% prepayment of 2017-18 Victoria Grants Commission Grants in June 2017 (\$3.072 million for General Purpose Grants and \$0.539 million for Local Road Funding) following the cessation of the freezing of indexation on these grants.
- Higher than budgeted supplementary rates and charges income (\$2.250 million).
- No contributions – non-monetary during the year as a result of the timing of completed development infrastructure (\$2.000 million). This has been recognised as a contingent asset and will be accounted for upon completion and transfer to Council.
- Higher than anticipated contributions – monetary (\$2.022 million) reflective of the level of development across the municipality.
- The strategic early extinguishment of Council's loan portfolio in September 2016 resulted in higher than budgeted borrowing costs of \$1.024 million. This will be more than offset by savings in interest expense in the short term.
- Lower than budgeted employee costs (\$0.954 million) and materials and services (\$2.756 million).
- The Balance Sheet reflects a strong position with a Working Capital ratio (liquidity) of 2.36:1 or 236%.
- Total cash holdings (cash on hand and term deposits) were \$67.530 million at a balance date.

10.5 Unaudited 2016-17 Annual Financial Statements and Performance Statement (cont'd)

Performance Statement

Section 131(2) (b) of the Local Government Act 1989 requires the annual report to include an audited Performance Statement. The Performance Statement report results of indicators established by the Victoria Local Government Performance Reporting Framework (LGPRF).

The Performance Statement (refer Appendix B) includes the indicators, measures and results for the prescribed indicators of sustainable capacity, service performance and financial performance. To provide context to the results, the Statement must also contain a description of the municipal district including its size, location and population.

The Performance Statement provides 2 years of comparatives (2014-15 and 2015-16) to provide trend data.

The Local Government (Planning and Reporting) Regulations 2014 require councils to provide commentary for all material variations in the results between the current year and previous years. Management has set its material threshold at plus or minus 10% of the previous year's result. Based in this materiality threshold, 15 results for the prescribed indicators are reporting a material variance requiring comment. Of these, 8 were positive variances. Council has provided comments to assist readers in interpreting the results.

3. CONSULTATION

This report does not require consultation. The 2016-17 Annual Financial Statements and Performance Statement will be publicly available as part of the 2016-17 Annual Report.

4. ENVIRONMENTAL/AMENITY ISSUES

This report does not have any environmental or amenity issues for discussion.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The 2016-17 Annual Financial Statements and Performance Statement report on Council's financial and non-financial performance for the financial year.

6. SOCIAL IMPLICATIONS

This report does not have any social implications for discussion.

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

The 2016-17 Annual Financial Statements and Performance Statement are a historical reflection of Council's 2016-17 financial performance and performance against key initiatives identified in the City Plan (incorporating the Council Plan 2013-17).

10.5 Unaudited 2016-17 Annual Financial Statements and Performance Statement (cont'd)**8. CONCLUSION**

The 2016-17 Annual Financial Statements indicate that Council's overall financial position is strong. The 2016-17 Performance Statement highlights Council's performance successes over the financial year.

9. CONFIDENTIALITY

This report is not confidential.

COUNCIL RESOLUTION

MOVED: CR. HOLLAND

SECONDED: CR. KEOGH

That Council

4. Receive and adopt in principle the Unaudited 2016-17 Annual Financial Statements (Appendix A) and Performance Statement (Appendix B) for the year ending 30 June 2017.
5. Authorise the Principal Accounting Officer to make changes to the Financial Statements and Performance Statement as determined by the Auditor-General, and that the Audit Committee be consulted prior to making any material amendments to these Statements as determined by Auditor-General, and that material amendments be communicated to Council as soon possible.
6. Nominate and authorise Councillor Pearce and Councillor Mortimore to certify (on behalf of Council) the 2016-17 Annual Financial Statements and Performance Statement, in the final form.

CARRIED

10.5 Unaudited 2016-17 Annual Financial Statements and Performance Statement (cont'd)

The following appendices are circulated under separate cover:

Appendix A - Unaudited 2016-17 Annual Financial Statements

and

Appendix B - Performance Statement

Official Minutes of Knox City Council

COUNCILLOR SEYMOUR VACATED THE CHAMBER AT 8.01PM PRIOR TO DISCUSSION ON ITEM 10.6

Pursuant to Section 79 of the Local Government Act 1989 (the Act), Councillor Seymour declared an indirect interest by close association pursuant to Section 78 of the Act in Item 10.6 – Minor Grants on the grounds that she has a close relationship with the Scoresby 55+ Group in that she has been an ambassador and facilitator of this group. Further, Councillor Seymour has been asked to be an ambassador for the Melbourne Boomers.

ALL WARDS

10.6 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 eight recommended Minor Grants Program applications for a total of \$14,446.15 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Alchester Village Preschool	Community event to celebrate 50 years in operation for the pre-school.	\$1,000.00	\$1,000.00
Knox Inter-faith Network Inc	One year's public and products liability insurance premium.	\$550.00	\$550.00
Mountain Gate Cricket Club Inc	Financial assistance towards required new planning uniforms.	\$1,000.00	\$1,000.00
Rowville Neighbourhood Learning Centre	The appointment of a facilitator who will assist the Scoresby 55+ Social Group to develop a robust governance framework.	\$2,671.15	\$2,671.15

10.6 Minor Grants Program Applications (cont'd)**Recommendation (cont'd)**

Upper Ferntree Gully Football Club	Purchase Trophies for the 2017 season.	\$3,000.00	\$3,000.00
Knox Historical Society	Purchase of new signage to advertise the museum.	\$600.00	\$600.00
Knox Unit SES	Funding catering for trivia night to be attended by community members.	\$2,625.00	\$2,625.00
Melbourne Boomers Foundation Limited	Contribution to the purchase and installation of portable LED courtside signage for Melbourne Boomers WNBL team home matches.	\$3,000.00	\$3,000.00
Total		\$14,446.15	\$14,446.15

2. Refuse the one Minor Grants Program application for a total of \$3,000.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Melbourne Boomers Foundation Limited	Contribution towards the tinting or covering of two court length sky lights in the roof above the show court at the State Basketball Centre.	\$3,000.00	\$3,000.00
Total		\$3,000.00	\$3,000.00

1. INTRODUCTION

At the Strategic Planning Committee meeting held on 10 July 2017 the Committee endorsed the Minor Grants Program 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.

10.6 Minor Grants Program Applications (cont'd)

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 Minor Grants Program Policy.

2. DISCUSSION

Council established the Minor Grants Program to ensure that funding may be provided to individuals and community groups who request ad hoc, incidental, community based, one-off grants.

The Minor Grants Program 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 Minor Grants Program Policy, applications for funding up to \$500 are assessed and determined under delegation. Applications for funding between \$501 and \$3,000 have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

10.6 Minor Grants Program Applications (cont'd)

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 commencement of the policy on 25 July 2017, and recommends eight grants for Council's approval.

A second Minor Grant Application, to the amount of \$3,000, was submitted by Melbourne Boomers Foundation Limited for a contribution towards the tinting or covering of two court length sky lights in the roof above the show court at the State Basketball Centre. This application has been recommended for refusal pursuant to section 6.22 of the Minor Grant Program Policy as it would increase the total funding provided to the Melbourne Boomers Foundation Limited to more than \$3,000 in the current financial year.

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 CEO, 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 Incidental Community 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.

10.6 Minor Grants Program Applications (cont'd)

Goal 8 - We have confidence in decision making
 Strategy 8.1 – Build, strengthen and promote good governance practices across government and community organisations.

8. CONCLUSION

This report contains the recommendation for funding through the Minor Grants program.

9. CONFIDENTIALITY

Confidential Appendix A contains each of the individual grant applications for Council's consideration.

COUNCIL RESOLUTION

MOVED: CR. KEOGH
SECONDED: CR. TAYLOR

That Council:

1. Approve the eight recommended Minor Grants Program applications for a total of \$14,446.15 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Alchester Village Preschool	Community event to celebrate 50 years in operation for the pre-school.	\$1,000.00	\$1,000.00
Knox Inter-faith Network Inc	One year's public and products liability insurance premium.	\$550.00	\$550.00
Mountain Gate Cricket Club Inc	Financial assistance towards required new planning uniforms.	\$1,000.00	\$1,000.00
Rowville Neighbourhood Learning Centre	The appointment of a facilitator who will assist the Scoresby 55+ Social Group to develop a robust governance framework.	\$2,671.15	\$2,671.15

10.6 Minor Grants Program Applications (cont'd)**Resolution (cont'd)**

Upper Ferntree Gully Football Club	Purchase Trophies for the 2017 season.	\$3,000.00	\$3,000.00
Knox Historical Society	Purchase of new signage to advertise the museum.	\$600.00	\$600.00
Knox Unit SES	Funding catering for trivia night to be attended by community members.	\$2,625.00	\$2,625.00
Melbourne Boomers Foundation Limited	Contribution to the purchase and installation of portable LED courtside signage for Melbourne Boomers WNBL team home matches.	\$3,000.00	\$3,000.00
Total		\$14,446.15	\$14,446.15

2. Refuse the one Minor Grants Program application for a total of \$3,000.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Melbourne Boomers Foundation Limited	Contribution towards the tinting or covering of two court length sky lights in the roof above the show court at the State Basketball Centre.	\$3,000.00	\$3,000.00
Total		\$3,000.00	\$3,000.00

CARRIED

10.6 Minor Grants Program Applications (cont'd)

Confidential Appendix A is circulated under separate cover.

Official Minutes of Knox City Council

COUNCILLOR SEYMOUR RETURNED TO THE CHAMBER AT 8.02PM AFTER THE VOTE ON ITEM 10.6 AND PRIOR TO DISCUSSION ON ITEM 10.7

ALL WARDS

10.7 RELEASE OF ICT FUNDING AND ESTABLISHING ICT GOVERNANCE COMMITTEE

SUMMARY: *Director Corporate Development (Michael Fromberg)*

The ICT Strategy and Roadmap is designed to provide direction for future technology investment decisions in line with Council's adopted Council and Community Plan priorities. The ICT strategy works have been included in Councils approved FY17/18 budget.

Council has been progressing the development of the Strategy and has provided feedback, sought additional information and requested the establishment of a robust governance framework to support the delivery and implementation. Council has resolved two Notices of Motion (Appendix A) and this report responds to a number of elements of these resolutions.

In-line with the resolutions the following is sought from Council:

- *Release \$2,270,000 of the ICT capital renewal funding to enable essential business operations and the continuation of current contractual arrangements,*
- *Release \$220,500 in new and upgrade capital funding to progress the further scoping of 3 new initiatives and conduct a business and benefits analysis, and*
- *Endorse the establishment of the ICT Governance Committee, Terms of Reference, proposed annual fee for independent external members and to commence the recruitment of all independent members.*

RECOMMENDATION

That Council

1. Release the allocation of \$2,270,000 for essential business operations renewal items to be delivered and ensure continuance of effective, ongoing IT service delivery to the Council and to support existing systems.
2. Release funds to the amount of \$220,500 to enable initial scoping of CRM/Citizen Portal, website initiatives/systems and finance system.
3. Approve the formation of an ICT Governance Committee as an Advisory Committee of Council.
4. Approve the Terms of Reference for the ICT Governance Committee.
5. Approve in principle the payment of a fee to the 3 proposed independent external members appointed to the ICT Governance Committee.

10.7 Release of ICT Funding and Establishing ICT Governance Committee (cont'd)

Recommendation (cont'd)

6. Commence a recruitment process for the independent external members in accordance with the Terms of Reference.
7. Establish a selection panel comprising of the Mayor, Cr Darren Pearce, Chief Executive Officer, Tony Doyle and Director Corporate Development, Michael Fromberg, to review all applications, recommend preferred candidates for appointment and recommend an appropriate fee for the independent members for approval by Council.

1. INTRODUCTION

The Digital Strategy and ICT Strategy and Roadmap have been developed to provide direction for future technology investment decisions in line with Council's adopted Council and Community Plan priorities. It promotes a strong focus on improving customer focus and lean business processes and has been the subject of a number of Councillor Briefings in February 2017 and as part of Budget briefings.

The strategy is a key enabler for Council's Customer Focussed Business Improvement (CFBI) approach. It is designed to guide and shape how Council can make best use of current and evolving digital technology solutions that will deliver better and more efficient service provision.

Following Councillor briefings Council resolved 2 Notices of Motion, the first in May 2017 and the second in June 2017, refer Appendix A, resulting in Council quarantining new capital and renewal funds to ensure application of appropriate governance, risk and benefits realisation frameworks to support the works program.

2. DISCUSSION

2.1 Background

The development of the Digital and ICT Roadmap was a response to a clear understanding that Council's current IT capacity is lagging behind and has suffered from a lack of investment over time. Siloed legacy systems, cumbersome and paper-based processes, ageing IT Infrastructure and a lack of customer focus in our provision of services had culminated in an out-dated approach to service delivery.

The digital strategy is outcomes-focused and seeks to make use of up to date digital technologies to transform the internal and customer-facing processes and services at Council. The Digital strategy and ICT roadmap have been developed to ensure Council has an integrated, robust, and secure IT platform focused on providing value for money (by reusing existing IT infrastructure investment where appropriate) and enabling Council to realise the outcomes of the digital strategy.

10.7 Release of ICT Funding and Establishing ICT Governance Committee (cont'd)

The Digital Strategy and ICT Road map are essentially a customer service focussed, business strategy underpinned by a number of principles that seek to move the Council systems from single purpose, poorly integrated systems relying heavily on manual functions to fully integrated, and customer focussed efficient systems.

The strategy proposes a few key new solutions that build on and contemporise Council's current core systems, the largest of these being the development of a CRM, Citizen portal and a new Website.

2.2 Request for Funding Approval

To ensure the Council provides effective, ongoing IT service delivery as per the Council and Community Plan 2017-21, \$2,270,000 is requested for release from the budgeted 2017/18 capital renewal fund. The release of these funds will ensure the IT business systems remain functioning to support the organisation, many of these initiatives are subject to existing contracts, maintenance or licence agreements as identified in the Council annual renewal budget for 2017-2018.

In addition to maintaining the existing infrastructure, the roadmap identifies a number of new initiatives. In order to achieve Council's intent articulated in the Council resolutions, further scoping of the first three new projects within the Digital ICT Strategy is requested as well as funds to complete a business and benefits analysis of the Digital ICT Strategy and Roadmap. This equates to \$220,500 with breakdown of each project is listed below.

No.	ITEM	REQUIREMENT FOR FUNDING	FUNDS REQUESTED
1	Proposed New Project - CRM System	Project Scoping and Business Case development	\$59,400
2	Proposed New Project - Website (and Intranet) Redevelopment project	Project Scoping and Business Case Development	\$30,000
3	Proposed New Project - Finance /HR System project	Project Scoping and Business Case development	\$56,100
4	Business Strategy and Benefits Identification	Business Analyst to map core business processes, business improvements and business, service, financial and customer benefits to support the Strategy and Road Map.	\$75,000
Total of funds requested for scoping of "Projects introducing new capabilities" – New Investment			\$220,500

10.7 Release of ICT Funding and Establishing ICT Governance Committee (cont'd)

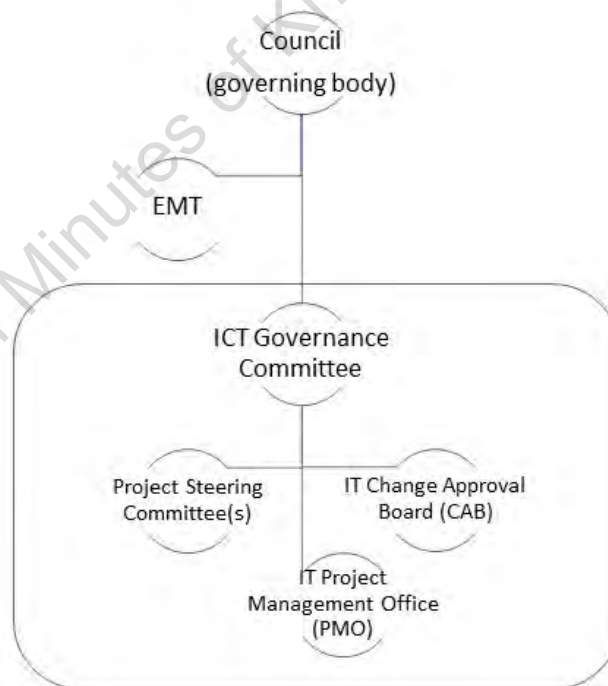
2.3 Governance Framework

In line with the Council's resolutions, a proposed IT Governance Framework and process has been developed, refer Appendix B, adopting both the:

- AS ISO/IEC 38500:2016 (*Information Technology – Governance of IT for the organisation*) which is a governance enterprise framework that allows an approach to governance for information technology across the whole organisation (not just IT projects).
- AS/NZS 8016:2013 (*Governance of IT-enabled Projects*)

Given the organisational and project specific nature of the standards, no conflict is expected however if conflict between the standards were to occur AS/NZS 8016:2013 would take precedence.

The following diagram outlines the various components of the proposed ICT Governance Framework that will ensure the delivery of the Digital Strategy and ICT Roadmap through the application of both Australian Standards.



Under the proposed governance framework, Council has been defined as the governing body, a new ICT Governance Committee will be established. An existing ICT governance group will have its responsibility extended and project control entities will be formalised to ensure a more connected, transparent and enterprise-wide approach to ICT governance.

10.7 Release of ICT Funding and Establishing ICT Governance Committee (cont'd)

The ICT Governance Framework and approach provides robust accountability, risk management and transparency in decision making for the significant investment proposed through the Digital Strategy and ICT Roadmap. As IT cost/benefit and risk analysis are primarily based on the particular technologies selected to meet business needs, this approach supports project-by-project business case-driven analysis.

The proposed ICT governance framework includes a robust risk management approach that will:

- Introduce a new approach to managing business risks, by confirming and the establishment of an ICT Governance Committee responsible for reviewing all new proposed IT-enabled projects before proceeding to final decision making and implementation.
- Introduce a new approach to managing technology risks, by expanding the responsibility of the current IT Change Advisory Board (CAB), to review and approve IT solution designs prior to recommending the approved solution (the CAB is an existing internal group of technicians).
- Enhance the current approach to managing project/delivery risks, by formalising the role of individual Project Steering Committees (PSC's) across all IT projects and creating a structured project status reporting process between the PSC's and the ITGC; and
- Introduce a new project risk management process that complements the KCC integrated risk management framework.

The establishment of an ICT Governance Committee will contribute to the performance of the organisation through:

- Alignment of IT investment with Council and Community Plan, Digital strategy and objectives
- Efficient allocation of resources
- Clarity of responsibility and accountability for IT supply and demand
- Measuring and managing the amount spent and the value received from IT
- Controlling IT-enabled innovation in services and day-to-day business

It is proposed the ICT Governance Committee be an advisory committee to Council with a membership composition of the following roles:

- Mayor
- 2 Councillors
- 1 Independent member from the Audit Committee (where an Audit Committee Member is unavailable for membership, an additional independent member will be recruited)
- 2 independent external members

10.7 Release of ICT Funding and Establishing ICT Governance Committee (cont'd)

The Terms of Reference for the ICT Governance Committee, attached at Appendix C, have been developed in alignment with Council's Committees Policy and are being presented to Council for approval.

The ICT Governance Committee will operate similarly to the Knox Audit Committee and will pay a fee for the independent external members.

This report also seeks Council endorsement to commence a recruitment process for the independent external members and for all applications to be reviewed by a selection panel comprising of the Mayor, Cr Darren Pearce, Chief Executive Office, Tony Doyle and Director Corporate Services, Michael Fromberg. A recommendation from the selection panel will be made to Council for appointment of these members to the ICT Governance Committee. The recommendation will include an appropriate fee for these independent members.

3. CONSULTATION

The Digital ICT Strategy and Roadmap has been developed and informed through a range of consultation internally and with external consultants and other local governments.

The proposed Governance Framework has been reviewed by the Knox Audit Committee and discussed with Councillors at an Issues Briefing held on 7 August 2017.

4. ENVIRONMENTAL/AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

This report requests the release of funds from the 2017/18 budget. The request comprises the release of \$2,270,000 from capital renewal funds, for ongoing business as usual operations related to existing systems that are essential to the business or subject to current contracts, and \$220,500 from capital new and upgrade funds for the further scoping of three new initiatives and the Digital ICT Strategy business and benefits analysis.

The ICT Governance Committee proposes to pay 2 independent external members and 1 independent audit committee member as members of this committee. These fees will be funded through the Digital ICT Strategy program of works following approval.

6. SOCIAL IMPLICATIONS

The proposed ICT governance framework will provide the Council with a robust system of control for IT investments. This will ensure the risks are effectively managed and Council's reputation is upheld within the community.

10.7 Release of ICT Funding and Establishing ICT Governance Committee (cont'd)**7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

This report relates directly to Goal 8 of the Council and Community Plan 2017-2021 – “We have confidence in decision making”, specifically initiative 8.1.4 (Implement staged delivery of the ICT Roadmap to support organisational efficiency and effectiveness and to increase capacity for customer self-service) within strategy 8.1, which seeks to “(build, strengthen and promote good governance practices across government and community organisations”.

8. CONCLUSION

This report responds to a number of elements outlined in Council’s resolutions of the 8 May 2017 and 13 June 2017, including the release of quarantined funds and the establishment of a governance framework for the oversight of the implementation of the Digital ICT Strategy and Roadmap.

Council is requested to release \$2,270,000 in renewal funding to continue to fund business operations related to existing systems that are essential to the business or subject to current contractual arrangements and \$220,500 in new and upgrade capital funding to progress the further scoping of 3 new initiatives and conduct a business and benefits analysis. The further scoping of projects will be presented to the newly established ICT Governance Committee.

This report seeks to establish an ICT Governance Committee (ICTGC), approve the ICTGC Terms of Reference and commence the recruitment of all independent members to the ICTGC. Approval in principle of the payment of a fee for all independent external members is also sought.

9. CONFIDENTIALITY

There are no confidentiality matters associated with this report.

10.7 Release of ICT Funding and Establishing ICT Governance Committee (cont'd)**COUNCIL RESOLUTION****MOVED: CR. LOCKWOOD****SECONDED: CR. GILL**

That Council

1. Release the allocation of \$2,270,000 for essential business operations renewal items to be delivered and ensure continuance of effective, ongoing IT service delivery to the Council and to support existing systems.
2. Release funds to the amount of \$220,500 to enable initial scoping of CRM/Citizen Portal, website initiatives/systems and finance system.
3. Approve the formation of an ICT Governance Committee as an Advisory Committee of Council.
4. Approve the Terms of Reference for the ICT Governance Committee with the following amendments to section 3:
 - a. delete reference to One Independent member from the Knox Audit Committee in membership composition
 - b. increase the number of Independent external members to three
 - c. remove the paragraph that reads:
Where an independent member from the Audit Committee is unable to fulfil the ICTGC membership position, an additional independent external member will be recruited.
5. Approve in principle the payment of a fee to the 3 proposed independent external members appointed to the ICT Governance Committee.
6. Commence a recruitment process for the independent external members in accordance with the Terms of Reference.
7. Establish a selection panel comprising of the Mayor, Cr Darren Pearce, Chief Executive Officer, Tony Doyle and Director Corporate Development, Michael Fromberg, to review all applications, recommend preferred candidates for appointment and recommend an appropriate fee for the independent members for approval by Council.

CARRIED



Knox City Council

STRATEGIC PLANNING COMMITTEE MEETING – 8 MAY 2017

NOTICE OF MOTION - No. 61

Knox Digital Strategy

I hereby give notice that it is my intention to move at the Strategic Planning Committee Meeting on 8 May 2017 the following motion:

- 1) That all ICT upgrade investments (identified as computers and telecommunications capital investment) as proposed in 2017-18 and forward years 2018-19 to 2020-21 be quarantined, until items 2-8 have been completed and reported back to Council.
- 2) The Knox Digital Strategy and ICT Roadmap be reported to Council identifying preliminary scoping and intended expenditure for proposed;
 - a. renewal of KCC's current ICT systems; and
 - b. the implementation and new investment required of the remainder of the ICT Strategy
- 3) Scoping for 2(b) should include discussions with at least 2 other Councils, not necessarily in the eastern region group (ERG) on establishing standard platforms;
- 4) Provide a cost benefit analysis for the Knox Digital Strategy;
- 5) Provide a risk analysis for the Knox Digital Strategy which must be reviewed by the Audit Committee prior to consideration by Council;
- 6) Introduce a governance structure using Australian standard **AS/NZS 8016:2013 Governance of IT enabled projects** as a reference;
- 7) Provide business cases for all the project components proposed for 2017/2018 identified in point (2) above;
- 8) That the outcome of the above be the subject of a report to Council at the appropriate 2017 Council Meeting and at this meeting Council endorse the allocation of 2017/2018 and forward years 2018/19 to 2020/21 budget.

Cr

Date: 8 May 2017

STRATEGIC PLANNING COMMITTEE MEETING – 13 JUNE 2017



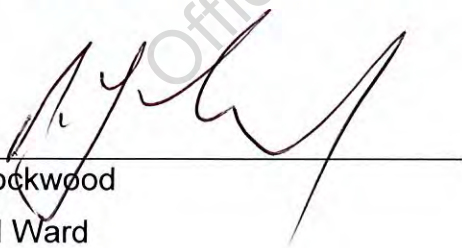
NOTICE OF MOTION - No. 65

Knox Digital Strategy – Australian Standard 8016:2013

I hereby give notice that it is my intention to move at the Strategic Planning Committee Meeting on 13 June 2017 the following motion:

That Council notes Notice of Motion number 61, Knox Digital Strategy, adopted by Council on 8 May 2017, and moves further that:

1. Knox City Council commits itself to the highest standards of probity and integrity;
2. Australian Standard 8016:2013 Governance of IT Enabled Projects be adopted by Council;
3. the “Governing Body” referred to in the standard be understood as the Council (councillors);
4. the Governance Committee report directly to Council;
5. at least 2 councillors, including the Mayor of the Day, be included in the Governance Committee;
6. at least one external person with suitable ICT expertise and experience be included in the membership of the Governance Committee.


Cr Lockwood
Baird Ward

13 June 2017





ICT Governance Framework
(incorporating governance of ICT - enabled projects)

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1 Purpose

The purpose of this document is to provide detail of the KCC ICT governance framework. This framework has been derived from AS ISO/IEC 38500:2016 (Information Technology – Governance of ICT for the organisation) and adopts AS/NZS 8016:2013 (Governance of IT-enabled Projects).

1.1 Document version history

Version	Date	Description
0.1	23/05/2017	Initial Version
0.2	16/08/2017	Update the decision matrix and reflection of ICT Governance Committee as an advisory committee of Council.

1.2 Document approval

Version	Name	Role	Date of Approval	Signature
0.1				

2 Overview

2.1 IT governance defined

For the purpose of the KCC ICT governance framework, ICT governance is defined as “a system whereby decision rights, accountabilities and projects regarding current use of ICT and/or future investment in changed or new ICT capability are directed and controlled to achieve desired business outcomes”.

2.2 Objectives

The objectives of this ICT governance framework are:

- To identify current ICT governance practises (both formal and informal) that are effective and ensure these are either included and maintained, or included and formalised
- To determine opportunities to improve current ICT governance practises
- To establish a set of principles for effective ICT governance
- To establish ICT governance mechanisms that are not currently in place
- To specify decision-making rights and responsibilities regarding ICT investment decisions
- To define and implement ICT governance entities and their accountabilities
- To ensure alignment with the KCC project management framework
- To encourage desirable behaviour across the organisation with regard to the management and use of IT
- To support the realisation of desired business outcomes

2.3 Benefits of effective ICT governance

IT is costly, pervasive and emerging technologies constantly present new opportunities. Effective ICT governance ensures that the use of ICT and new investment in IT, positively contributes to the performance of the organisation through:

- Alignment of ICT investment with business strategy and objectives
- Efficient allocation of resources
- Clarity of responsibility and accountability for ICT supply and demand
- Measuring and managing the amount spent and the value received from IT
- Controlling IT-enabled innovation in services and day-to-day business
- Continually learning and sharing information about ICT investments
- Managing and mitigating risk

2.4 The ICT governance framework

AS/NZS 8016:2013 sets out a framework for good ICT governance within an organisation. In developing the framework, consideration was given to the key elements of this framework, to identify gaps within current ICT governance practises and determine opportunities for improvement (to be incorporated within the framework). The figure below demonstrates the application of the AS/NZS 8016:2013 to the KCC ICT governance context:



***Text highlight in this format denotes IT governance opportunities that will be realised within this model

2.5 IT governance principles

In accordance with AS ISO/IEC 38500:2016, the framework has adopted the following principles to enable effective ICT governance:

No.	Principle	Description
01	Responsibility	Individuals and groups within the organisation understand and accept their responsibilities in respect of both supply of, and demand for IT. Those with responsibility for actions also have the authority to perform those actions.
02	Strategy	The organisation's business strategy includes current and future ICT capabilities and the strategic plans for ICT to satisfy the current and ongoing needs of the organisation's business strategy.
03	Acquisition	IT acquisitions are made for valid reasons, on the basis of appropriate and ongoing analysis, with clear and transparent decision-making. There is appropriate balance between benefits, opportunities, costs and risks, in both the short term and the long term.
04	Performance	IT is fit for purpose in the supporting the organisation, providing the services, level of service and service quality required to meet current and future business requirements.
05	Conformance	IT complies with all mandatory legislation and regulations. Policies and practices

No.	Principle	Description
		are clearly defined, implemented and enforced.
06	Human behaviour	IT policies, practices and decisions demonstrate respect for human behaviour, including the current and evolving needs of all the 'people in the process'.

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3 Decision rights

The approach used in the design of the KCC ICT governance framework regarding decision rights sort to address three key questions¹:

1. Who should make these decisions?
2. What decisions must be made to ensure effective management and use of IT?
3. How will these decisions be made, monitored and communicated?

3.1.1 Who needs to make these decisions?

To enable an effective ICT governance framework, it is important to identify the types of groups who can be involved in making the decisions outlined above within government organisations:

No.	Group	Description
01	Council	Governing Body
02	Executive Management Team	Executive Leaders with certain decision making authority and financial delegation
03	ICT Governance Committee	Advisory Committee making recommendation to Council on ICT investment and IT-enabled projects
04	Senior Management Team	Senior Managers from across the organisation
05	ICT Change Advisory Board (CAB)	Head of ICT and associated line managers plus ICT subject matter experts
06	Individual Business Units	Business units outside of IT

3.1.2 What decisions need to be made?

For this ICT governance framework, five interrelated ICT decisions have been identified for effective ICT governance. The Figure below arranges these five decisions to emphasise their critical interconnections. ICT Principle decisions sit atop the framework because these establish the direction for all other decisions. If principles are not clear, it is unlikely that the other decisions will coalesce meaningfully. ICT architecture decisions translate ICT principles into requirements for integration and standardisation and then delineate a technical roadmap for providing needed capabilities. ICT investment and prioritisation decisions marshal resources to

¹ NB: This approach was adopted from the MIT Sloan School of Management Centre for Information Systems Research (CISR) study into the IT governance practises of over 300 enterprises in more than 20 countries.

convert principles into systems. Decisions on infrastructure and applications can flow “top down” from the principles and be influenced by the architecture and the investment criteria. In that case, the infrastructure creates needed ICT capabilities, and applications leverage the capabilities. Just as often, business needs and opportunities identify the need for ICT applications, which can arise to create new infrastructure requirements.

Ultimately, investment decisions select and fund infrastructure and application initiatives, which implement architecture designed to embody ICT principles - and ultimately business principles.

ICT Principles		
Clarifying the business role of IT (High level statements about how ICT is used in the business)		
ICT Architecture	ICT Infrastructure	ICT investment and prioritisation
Defining integration and standardisation requirements (Organising logic for data, applications and infrastructure captured in a set of policies, relationships and technical choices to achieve desired business and technical standardisation and integration)	Determining shared and enabling services (Centrally coordinated, shared ICT services that provide the foundation for the enterprises' ICT capability)	Choosing which initiatives to fund and how much to spend (Decisions about how much to invest in IT, where to invest, including project approvals, justification techniques and strategic alignment)
	ICT applications Determining the types of tools, we need to do business (Specifying the business need for purchased or internally developed ICT applications)	

3.1.3 How will these decisions be made?

For this framework, relevant archetypes have been plotted against the five key ICT decision domains to create a governance arrangements matrix specific to KCC (see below):

	Decision →	IT Principles		IT Architecture		IT Infrastructure		Business Application Needs		IT Investment	
		INPUT	DECISION	INPUT	DECISION	INPUT	DECISION	INPUT	DECISION	INPUT	DECISION
KCC Group ↑	Council		•								•
	ICT Governance Committee	•		•		•				•	
	CAB				•		•		•	•	
	Individual Business units	•		•		•		•		•	

Under this matrix, Council will establish and maintain strategic control of ICT Principles and ICT investment decisions and be advised by the ICT Governance Committee. Decisions for ICT Architecture, ICT Infrastructure and Business Application needs will be the responsibility of the ICT CAB and informed by individual business units across the organisation.

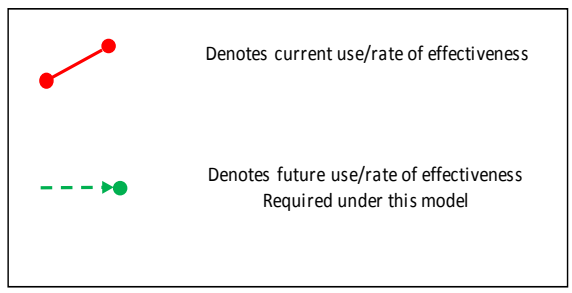
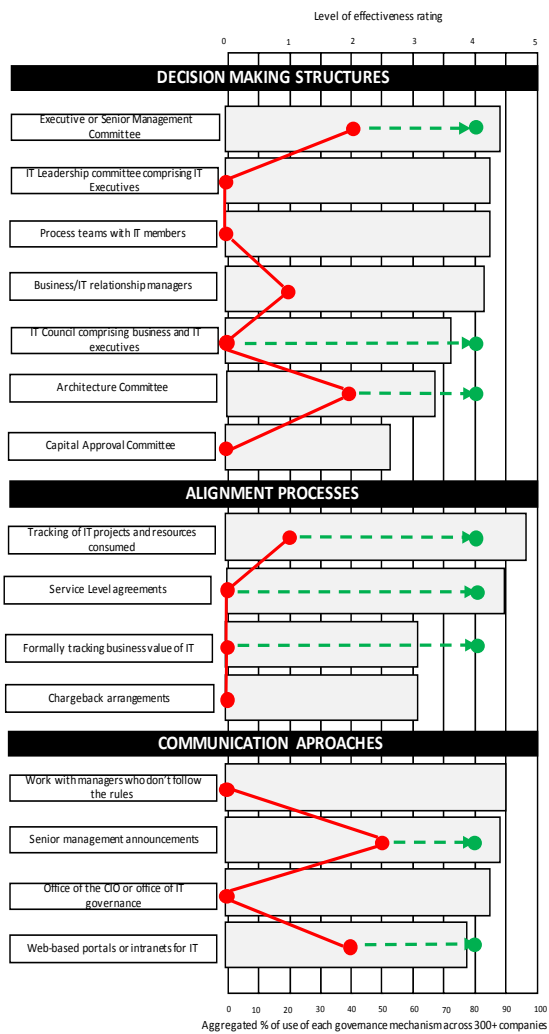
3.1.4 How will the benefit of these decisions be monitored?

Once the types of decisions and the archetypes for making those decisions are mapped out, a transparent and coordinated set of ICT governance mechanisms are required to ensure everyone understands and follows prescribed processes for proposing, implementing and using IT.

Enterprises typically use three kinds of governance mechanisms: (1) decision-making structures, (2) alignment processes and (3) formal communications. The table below outlines popular governance mechanisms across these three areas, including:

- An indication of the rate of usage of particular governance mechanisms
- A mapping of the current utilisation of particular governance mechanisms at KCC
- A mapping of the future utilisation of particular governance mechanisms in accordance with this framework
- A rating of the level of effectiveness required against specific governance mechanisms required by this framework

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4 ICT governance entities and their accountabilities

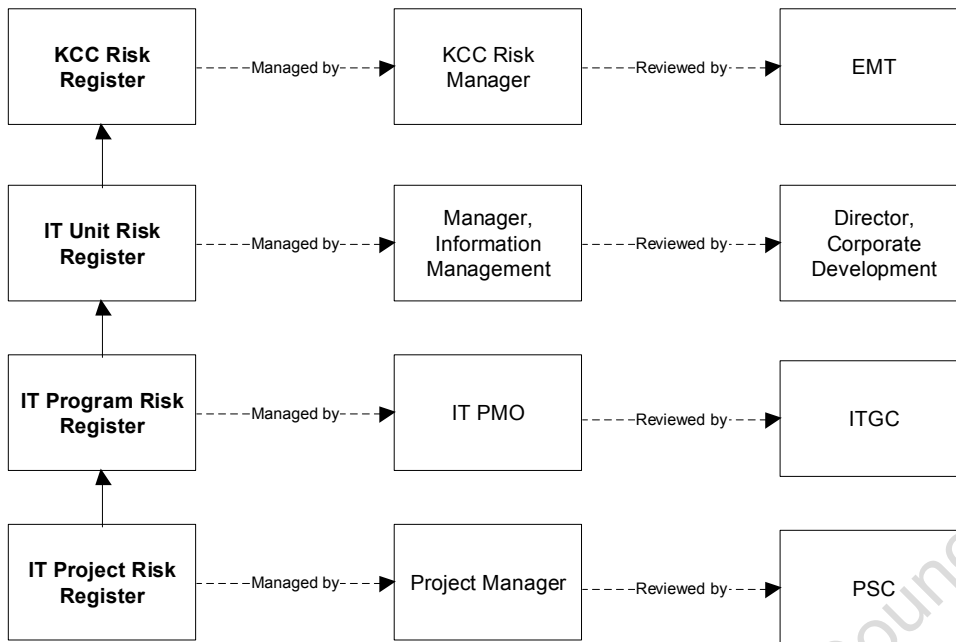
4.1 Overview

Prior to this framework being developed, KCC utilised various governance mechanisms to evaluate, prioritise and control IT-enabled projects, mostly within the ambit of the CEO and Corporate Development Directorate. Under this framework, a governing body and a new ICT governance entity will be established, an existing ICT governance group will have its responsibility extended and project control entities will be formalised to ensure a more connected, transparent and enterprise-wide approach to ICT governance.

4.2 Strengthening ICT risk management

This governance framework establishes a robust risk management approach that will:

- introduce a new approach to managing business risks, by confirming Council as the 'governing body' for IT-enabled projects and establishing the ITGC as the responsible entity for reviewing all proposed IT-enabled projects before approval
- introduce a new approach to managing technology risks, by expanding the responsibility of the current ICT Change Advisory Board (CAB) to review and approve ICT solution designs prior to signing contracts with vendors
- ensure comprehensive Business Case development in line with a new template
- enhance the current approach to managing project/delivery risks, by formalising the existing role of Project Steering Committees (PSC's) across all ICT projects utilising the structured project status reporting process between project teams, PSC's and the ITGC; and
- introduce a new project risk management process that complements the KCC integrated risk management framework, as shown below:



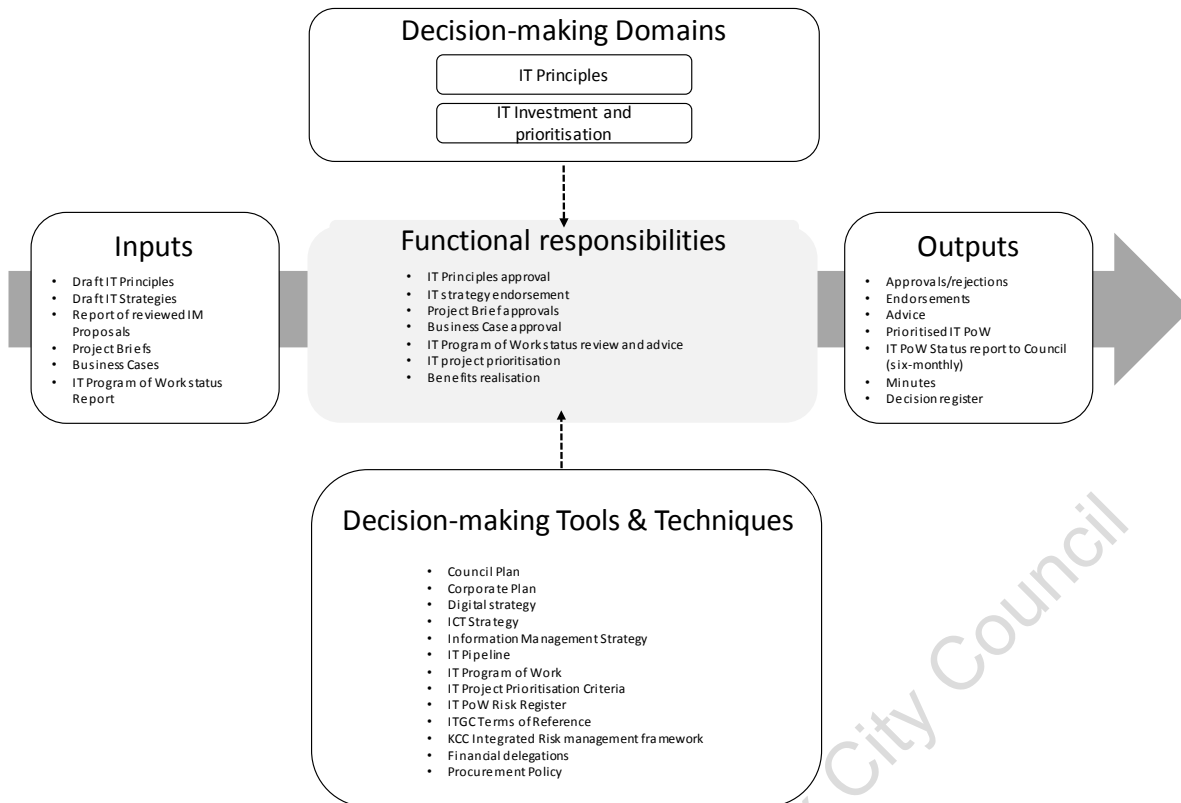
4.3 The role of Council

4.3.1 Overview

This framework has adopted AS/NZS 8016:2013 (Governance of ICT-enabled Projects) and as such, the Council (the Councillors) are the 'governing body' for ICT-enabled projects. The Council will be responsible for evaluating and approving all new ICT projects via a review of project briefs and business cases demonstrating strategic alignment, ICT solution options, risk management strategies and return on investment predictions. The governing body will also set the direction regarding how ICT projects are managed, decision making responsibilities and ICT investment priorities and will direct strategic advice to Project Steering Committees where appropriate.

4.3.2 How the governing body will work?

The diagram below depicts the scope of decision making authority of the Council, the required inputs for the Council, the areas of functional responsibility, the tools and techniques used in exercising the scope of decision making authority and the outputs produced.



4.4 The role of the ICT Governance Committee

4.4.1 Overview

Under this framework, an ICT Governance Committee will be established. This committee will be responsible for evaluating and providing Council (the governing body) with advice, endorsements and recommendations regarding ICT-enabled projects via a review of project briefs and business cases. The ICTGC will also have oversight responsibilities for project steering committees and will monitor the status of the entire ICT Program of Work. The ICTGC will meet a maximum of six times per year and will report directly to Council.

4.4.2 Composition (Roles and responsibilities)

The ICTGC will comprise a mix of broad representation from across KCC business areas, including the following roles:

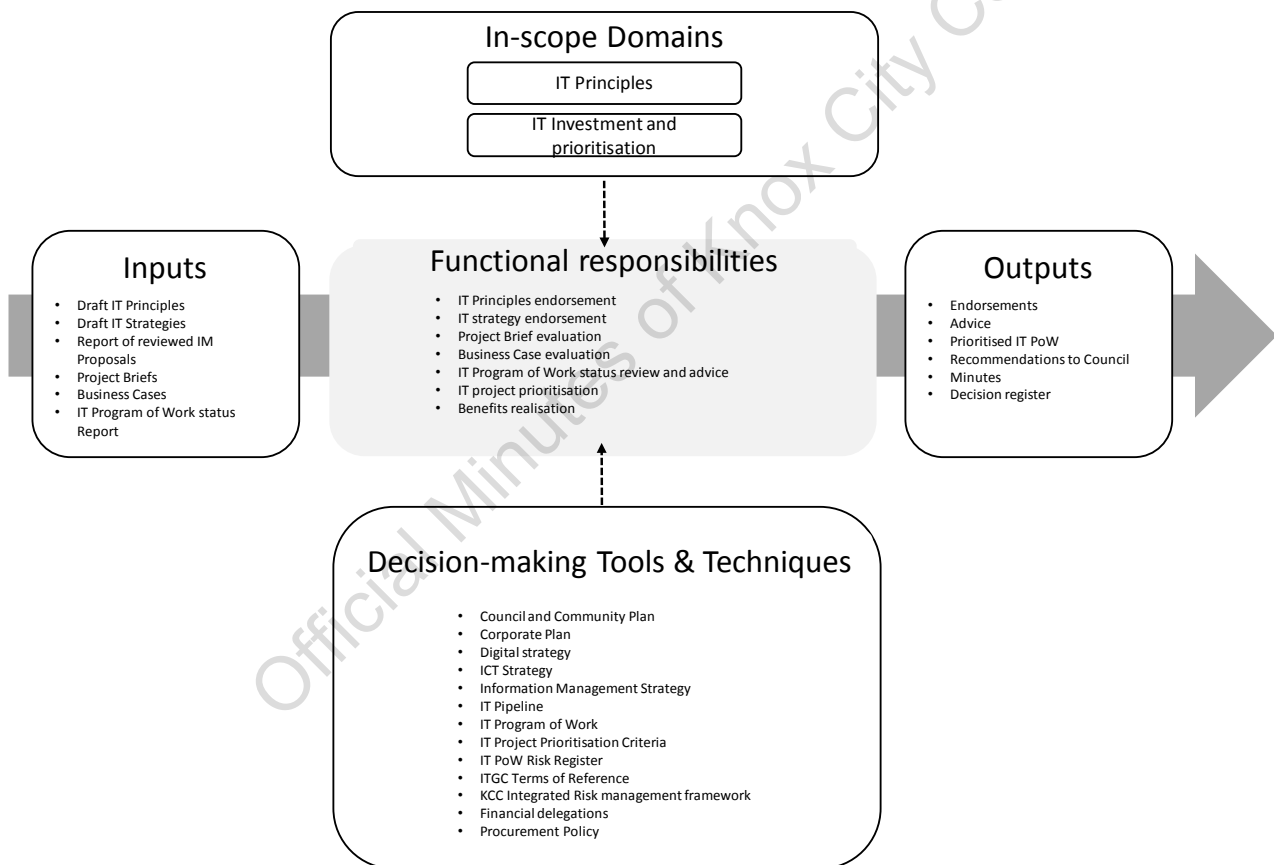
No.	Position	Role	Responsibility
1	Mayor of the Day	Member	As per the ICTGC ToR
2	Two Councillors	Member	As per the ICTGC ToR
3	1 x Independent Member from the Audit Committee	Member	As per the ICTGC ToR
4	2 x Independent External Members	Member	As per the ICTCG ToR

The ICTGC will be chaired by an Independent External Member and will be appointed by the Committee at the commencement of each calendar year.

The ICTGC will be supported by a number of Council staff who will attend the meeting including the Chief Executive Officer, Director Corporate Development and Manager Information Management as well as any other staff relevant to the discussion topics of the meeting.

4.4.3 How the ICTGC will work

The diagram below depicts the scope of decision making authority of the ICTGC, the required inputs for the ICTGC, the areas of functional responsibility, the tools and techniques used in exercising the scope of decision making authority in order to make recommendations to Council and the outputs produced.



4.4.4 Additional information

Additional information regarding the ICTGC is provided in the ICTGC Terms of Reference.

4.5 The role of ICT Change Advisory Board (CAB)

4.5.1 Overview

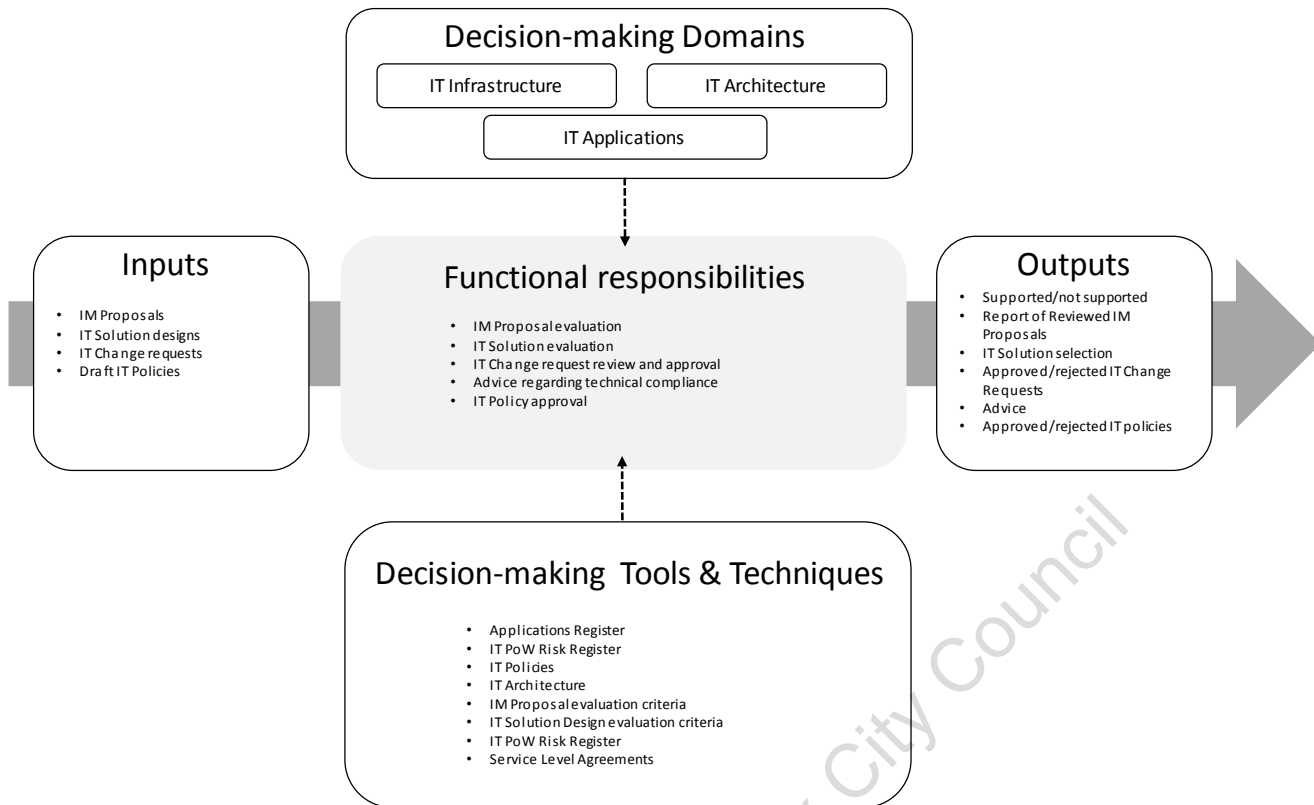
KCC has established a CAB to control (review and approve) all changes to the 'live' ICT environment. Under this framework, the responsibility of CAB will review of all IM Proposals received regarding ICT projects, innovations, or ideas. This review will include an assessment of the request against KCC's current and future state ICT architecture and if supported by CAB, will trigger advancement of the IM proposal to the next stage in the governance process – the development a 'project brief'. Additionally, CAB will have responsibility to review the ICT solutions put forward by vendors during the market approach process (e.g. RFQ/RFT process) and provide the project team with technical advice to support/inform vendor evaluation and selection. CAB will also retain its current responsibility for approving changes to the 'live' ICT environment, providing continuity of oversight between solution design and delivery across all ICT projects.

4.5.2 Composition (Roles and responsibilities)

No.	Position	Role	Responsibility
1	Senior ICT Technician	Chair	Technical advice
2	IT Project Officer	Deputy Chair	General project advice (dependencies, risks, scope)
3	Technical Analyst	Member	Technical advice
4	Coordinator, Information Systems	Member	Technical/Architecture advice
5	Business Systems Analyst	Member	Technical advice
6	IT Business Engagement Lead	Member	Program/project management advice
7	Manager, Information Management	Member	Strategic and operational management advice

4.5.3 How the CAB will work under this framework

The diagram below depicts the function of CAB under this framework, including the scope of decision making authority, the inputs required, the areas of functional responsibility, the tools and techniques used in exercising the scope of decision making authority and the outputs produced.



4.6 Formalising the role of the ICT Program Management Office

4.6.1 Overview

An ICT PMO typically provides an administrative control/oversight function across all the ICT projects (i.e. the “IT Program of Work”) to enable appropriate resource planning and identify and remove program ‘bottlenecks’ (e.g. ensure projects do not have the same deadline). Prior to this framework, this function was informally performed by the ICT Business Engagement Lead. Under this framework, the ICT PMO function is formally assigned to the team under the ICT Business Engagement Lead and will perform ICT Program administration to ‘link’ the individual project teams with their respective PSC’s and the ICTGC. The ICT PMO will also perform administrative support for the ICTGC (e.g. compile reports, agendas, minutes, etc.).

4.7 Formalising the role of Project Steering Committees

4.7.1 Overview

Project Steering Committees (PSCs) are already in use at KCC for most ICT projects. Under this ICT governance framework, a PSC must be established for each IT-enabled project via Terms of Reference (to be approved by the ICTGC). Each project (via its project manager and the ICT PMO) will report project status across progress-to-schedule, scope, cost, quality, key risks and issues to its PSC on a fortnightly basis. Each PSC will meet on a fortnightly basis to review this project status report and other items as appropriate. The PSC will provide a monthly report on project status to the ICTGC (via the ICT PMO). The PSC will also be responsible for

approving scope and cost variances within certain tolerances as per their approved Terms of Reference.

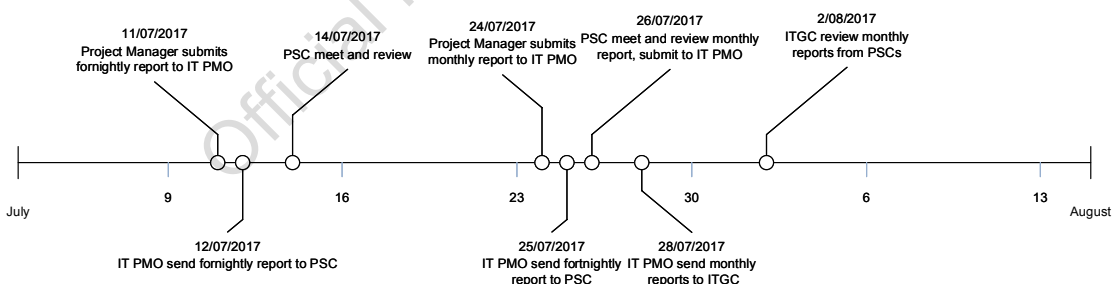
4.7.2 Composition (Roles and responsibilities)

The individual compositions of the PSCs will vary for each project, but should include the following roles as a guide:

No.	Position	Role	Responsibility
1	Project Sponsor	Chair	As per the PSC ToR
2	Business sponsor	Member (Deputy Chair)	As per the PSC ToR
3	Manager, Information Management	Member	As per the PSC ToR
4	Project Manager	Member	As per the PSC ToR
5	Vendor project manager (if applicable)	Member	As per the PSC ToR
6	Business Subject Matter Experts x 2	Member	As per the PSC ToR
7	Internal Communications/change manager	Member	As per the PSC ToR

4.7.3 How the PSCs will work under this framework

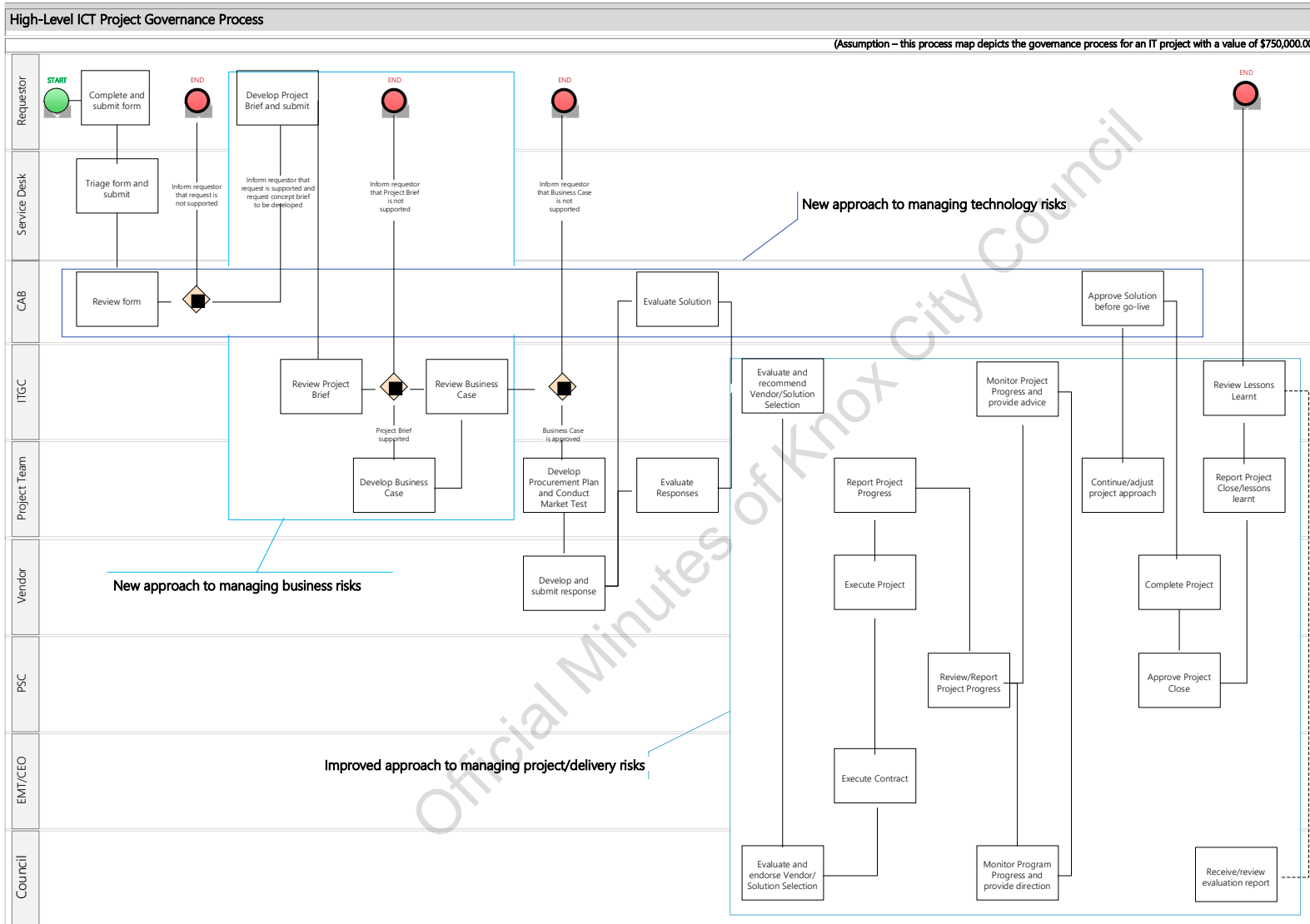
The diagram below depicts how the PSCs will operate under this framework and their interactions/reporting obligations with other ICT governance entities



4.8 The ICT governance process

The process for the governance of IT-enabled projects under this framework is shown below:

ICT Governance Framework (incorporating governance of ICT - enabled projects)



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4.9 Administration

The Director, Corporate Development is the owner of this framework. From time to time, circumstances may change leading to the need for minor administrative changes to this framework. Where an update does not materially alter the framework, such a change will 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 the framework, it must be considered by the ICTGC and the governing body.

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TERMS OF REFERENCE

INFORMATION COMMUNICATION TECHNOLOGY (ICT) GOVERNANCE COMMITTEE

Directorate	Corporate Development
Responsible Officer	Director Corporate Development
Committee Type	Advisory
Approval Date:	28 August 2017
Review Date:	28 August 2021

1. PURPOSE

The Knox City Council ICT Governance Committee (“ICTGC”) is an Advisory Committee of Knox City Council. The Committee’s purpose is to evaluate, recommend and monitor IT-enabled projects regarding future investment in changed or new IT capability in accordance with AS/NZS 8016:2013 (Governance of IT-enabled Projects).

2. OBJECTIVES

The objectives of the ICTGC are to:

- Oversee the implementation of the Digital Strategy, the ICT Strategy and ICT Roadmap
- Evaluate and recommend IT-enabled projects regarding future investment in changed or new IT capability, via a review of project briefs and/or business cases demonstrating strategic alignment, IT solution options, risk management plans and return on investment predictions and making recommendations to Council.
- Provide guidance and recommendations regarding strategic investment priorities, decision making responsibilities and project methodologies, provide strategic advice to project teams via their Project Steering Committee.
- Provide oversight and monitor the implementation of the approved IT program of work including key risks and dependencies and review budget, schedule and scope changes to ensure the organisation realises benefit and value from its IT investments
- Provide oversight and support the principles of IT governance as detailed in AS ISO/IEC 38500:2016 and the Knox City Council IT Governance Model.
- Provide recommendations to inform the decision making process of Council (the governing body) regarding investment in IT-enabled projects.
- Report to Council all recommendations as determined by the ICTGC, and

any other matter or issue considered appropriate and within the ICTGC's Terms of Reference.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

The membership of the Committee shall comprise:

- Mayor
- Two Councillors
- ~~One Independent member from the Knox Audit Committee~~
- ~~Three~~Two Independent external members

~~Where an Independent Member from the Audit Committee is unable to fulfil the ICTGC membership position, an additional independent external member will be recruited.~~

Independent external members will have a background in the ICT industry and or governance. An awareness of local government would be an advantage.

Any Councillor, not appointed to the Committee, may attend the meeting and will not have any voting entitlement.

3. 1. METHOD OF APPOINTMENT OF COUNCILLORS TO THE COMMITTEE

Councillors will be appointed to the Committee through Council's annual Committee appointment process.

3. 2. METHOD OF APPOINTMENT OF INDEPENDENT MEMBERS TO THE COMMITTEE

The appointment of independent members will be by way of public expression of interest process. The evaluation of potential members will be undertaken by the Mayor, or Councillor nominated by the Mayor, Chief Executive Officer and the Director Corporate Development using appropriate selection criteria. The appointment of independent members will be recommended following evaluation, through a report to Council.

3. 3. TERM OF APPOINTMENT OF INDEPENDENT MEMBERS

The term of an independent member will be for a maximum period of three years from the date of appointment following which the Council may reappoint the member or advertise for expressions of interest to appoint a new member.

Where an independent member has not been in attendance for two consecutive meetings, without submitting an apology or been granted a leave of absence, a casual vacancy will be created.

Where a casual vacancy is created with the departure of an independent member from the Committee the position will be filled using the independent member's appointment process, except where a casual vacancy occurs within

12 months of an expression of interest (EOI) process. In this case, a direct appointment can be made by Council from the shortlisted candidates from the most recent EOI process.

3.4. INDEPENDENCE OF MEMBERS

Any Committee member can submit an issue to the Director Corporate Development for placement on the Agenda for the next appropriate meeting of the ICTGC Committee, where the Committee Member may be afforded the opportunity to address the meeting. In addition, the Chairperson may submit any report prepared by the Committee to be tabled at the next Ordinary meeting of the Council.

3.5. INDUCTION OF INDEPENDENT MEMBERS

Council shall provide a detailed independent member induction that will highlight the current issues that are applicable to the ICTGC within Council and detailed written reference material.

4. DELEGATED AUTHORITY AND DECISION MAKING

Advisory Committees act in an advisory capacity only and have no delegated authority to make decisions as if they were the Council. Advisory Committees provide advice to Council and staff to assist them in their decision making.

The ICTGC, by resolution, may request to meet with other Council Committees or external parties in consideration of a specific matter before the ICTGC.

5. MEETING PROCEDURES

- The Committee will meet a maximum of six times per annum. A schedule of meetings will be developed and agreed to by the members at the first meeting each year.
- Due to the sensitive nature of the material routinely considered by the (ICTGC) Committee meetings are not open to the public and all meeting agendas, minutes and proceedings are deemed confidential.
- Extra meetings may be scheduled on request of the Chairperson or any three members of the Committee after consultation with the Director Corporate Development.
- The Committee can request through the Director Corporate Development other staff members or any other person if deemed necessary to attend meetings as may be required.
- Where practicable, the responsible Director or Manager will be present for tabling of a business case for a proposed IT-enabled projects.
- Other Council staff may attend meetings at the CEO's request where issues require clarification.
- The quorum for each meeting is a majority of members.

6. CHAIR

The members of the Committee will appoint a Chairperson annually at the

commencement of the first meeting each calendar year. The Chairperson is to be an independent member of the Committee. The members of the Committee may also appoint a Deputy Chairperson who is to be an independent Committee member, to undertake the duties of the Chairperson where the elected person may not be able to undertake their duties.

When appointing the Chairperson, the Committee should consider a candidate's relevant professional and personal skills required to undertake this role.

7. AGENDAS AND MINUTES

Minutes will be taken of each Committee meeting and will include issues discussed, general outcomes of discussions and formal resolutions of the Committee. The attendance of Committee members and Council officers will be recorded.

Minutes will be presented for formal endorsement at the next meeting of the Committee.

The endorsed minutes of each meeting will be made available to all Councillors as soon as practicable after the meeting.

8. VOTING

When the ICTGC is unable to determine a matter by consensus, the matter will be determined by a vote.

Councillor and independent members have voting rights.

Staff provide support and advice to the Committee only and have no voting rights.

In the event of an equality of votes the Chairperson has a second, casting vote.

9. CONFLICT AND INTEREST PROVISIONS

Committee members are subject to the provisions of S76D (Misuse of Position) and S79 (Conflict of Interest) of the Local Government Act. Independent members of the Committee are also required to submit Primary or Ordinary Returns (reference: S81, Local Government Act).

- In performing the role of a Committee member, a person must:
- act honestly;
- exercise reasonable care and diligence;
- not make improper use of their position; and
- not make improper use of information acquired because of their position.

10. REPORTING

The ICTGC will provide an annual report to the Council on its activities and achievements in accordance with the objectives stated in these Terms of Reference.

11. ADMINISTRATION SUPPORT

Administration support will be provided by the Corporate Development Directorate.

12. CONTACT WITH THE MEDIA

Contact with the media by members of the Committee will be conducted in accordance with the Councillor and Staff Media Policies.

13. REVIEW DATE

The Terms of Reference will be reviewed within 4 years of the date of adoption.

14. MEALS

The provision of refreshments will be in accordance with the Meals and Sustenance Policy.

15. ADMINISTRATIVE UPDATES

From time to time, circumstances may change leading to the need for minor administrative changes to these Terms of Reference (ToR). Where an update does not materially alter the ToR, 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 the ToR, it must be considered by Council.

ALL WARDS**11.1 ASSEMBLIES OF COUNCILLORS**

SUMMARY: *Manager – Governance and Innovation (Fleur Cousins)*

This report provides details of Assembly of Councillors established under section 80A of the Local Government Act as required under section 80A(2) of the Act.

RECOMMENDATION

That Council

1. Note the written record of Assemblies of Councillors as attached to this report.
2. Incorporate the records of the Assemblies into the minutes of the meeting.

1. INTRODUCTION

Under section 80A(2) of the Local Government Act, the Chief Executive Officer must present a written record of an Assembly of Councillors to an ordinary meeting of Council as soon as practicable after an Assembly occurs. This written record is required to be incorporated into the minutes of the meeting.

Details of Assemblies of Councillors that have occurred between Monday 10 July 2017 and Sunday 13 August 2017 are attached to this report.

COUNCIL RESOLUTION

MOVED: CR. LOCKWOOD

SECONDED: CR. SEYMOUR

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.**

11.1 Assemblies of Councillors**AMENDMENT****MOVED: CR. LOCKWOOD****SECONDED: CR. GILL**

1. Note the written record of Assemblies of Councillors as attached to this report, with the following amendment:
 - a. the record of the Knox Community Development Fund Evaluation Panel, held on 18 July 2017, be changed to show that Councillor Seymour was Not Required to leave the Assembly during a matter in which she declared a conflict of interest.
2. Incorporate the records of the Assemblies, including the above amendment, into the minutes of the meeting.

THE AMENDMENT WAS PUT AND CARRIED**THE AMENDMENT BECAME THE MOTION****THE MOTION WAS PUT AND CARRIED**

Official Minutes of Knox City Council

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 18/7/2017	
Name of Committee or Group (if applicable): Knox Community Development Fund Evaluation Panel	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr Tony Holland	
Cr Jackson Taylor	
Cr Nicole Seymour	
Council Staff in Attendance:	
Pip Smith	
Deb Robert	
Jodie Heriot	
Cassie Wright	
Matters Considered:	
1. Process for assessing the 2017-18 Community Development Fund grant applications	
2. Update on progress/acquittals of previously funded projects	
3. Conflict of interest in relation to the assessment of grants were declared	

Conflict of Interest Disclosures: Yes		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered
Cr Nicole Seymour	In relation to a specific grant applicant	Not required to leave

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 19/7/2017	
Name of Committee or Group (if applicable): Knox Arts & Culture Advisory Committee	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr Peter Lockwood	
Cr Jackson Taylor	
Cr Jake Keogh	
Council Staff in Attendance:	
Elissa Pachacz	
Matters Considered:	
1. Top Three Highlights	
2. Arts & Cultural Grants Review	
3. Knox Arts Awards	
4. Presentation – Bamco (virtual reality software program)	
5. General Business (discussion around filling the two current vacancies on this Committee)	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 31/7/2017	
Name of Committee or Group (if applicable): Confidential Special Issues Briefing	
Time Meeting Commenced: 6:37pm	
Councillors in Attendance:	
Cr Darren Pearce, Mayor	Cr Jackson Taylor
Cr John Mortimore, Deputy Mayor	Cr Lisa Cooper
Cr Tony Holland	Cr Nicole Seymour
Cr Adam Gill	
Council Staff in Attendance:	
	Kim Rawlings
Tony Doyle	Fleur Cousins
Angelo Kourambas	Peter Gore, Elissa Pachacz, John Griffiths (Item 1)
Michael Fromberg	Lorrie Mitchell and Angela Mitchell (Item 2)
Kathy Parton	Dale Monk and Angela Mitchell (Item3)
Ian Bell	Geoff McMeeken (Item 4)
	Paul Dickie (Item 5)
Matters Considered:	
1. Service Planning: Year 3, Stage 4 – Guidance on Proposed Direction	
2. The Basin Community House Redevelopment Project	
3. Leasing and Licensing Policy	
4. Contract 2000 – Waste Collection Services – Non Bin Based Hard and Green Waste Services	
5. Request to Remove Public Acquisition Overlay Affecting Hanson Quarry	
6. Forward Report Schedule	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 3/8/2017	
Name of Committee or Group (if applicable): Knox Community Safety Advisory Committee	
Time Meeting Commenced: 9:30am	
Councillors in Attendance:	
Cr John Mortimore	
Cr Jackson Taylor	
Council Staff in Attendance:	
Lisette Pine	
Tony Justice	
Samantha Spooner	
Matters Considered:	
1. CCTV Funding	
2. Family Violence Project	
3. Graffiti	
4. Community Safety Grants	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 3/8/2017	
Name of Committee or Group (if applicable): Knox Disability Advisory Committee	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr Jake Keogh	
Cr Nicole Seymour	
Council Staff in Attendance:	
Felicity Smith	
Amanda Wiggs	
Jane Kuchins	
Michelle Penney	
Matters Considered:	
1. Presentation on the Knox Community and Council Plan 2017-2021	
2. Feedback on the Knox Community Access and Equity Implementation Plan	
3. Update on the National Disability Insurance Scheme	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 7/8/2017	
Name of Committee or Group (if applicable): Confidential Issues Briefing	
Time Meeting Commenced: 6:33pm	
Councillors in Attendance:	
Cr Darren Pearce, Mayor	Cr Tony Holland
Cr John Mortimore, Deputy Mayor	Cr Lisa Cooper
Cr Peter Lockwood	Cr Jake Keogh
Council Staff in Attendance:	
Tony Doyle	Fleur Cousins
Angelo Kourambas	Kim Rawlings and Lesley Milburn (Item 1)
Michael Fromberg	Nicole Hunter, Jayna Liew and David Yeouart (Item 2)
Janine Brown	
Ian Bell	
Matters Considered:	
1. Digital ICT Strategy	
2. Boronia Renewal Project	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 8/8/2017	
Name of Committee or Group (if applicable): Knox Central Advisory Committee	
Time Meeting Commenced: 6:00pm	
Councillors in Attendance:	
Cr Darren Pearce, Mayor	
Cr Peter Lockwood	
Cr Tony Holland	
Cr Jackson Taylor	
Cr Lisa Cooper	
Cr Jake Keogh	
Council Staff in Attendance:	
Tony Doyle	
Ian Bell	
Angelo Kourambas	
Samantha Mazer	
Nicole Vickridge	
Matters Considered:	
1. Project Delivery Update: - Operations Centre Relocation - Site Design and Development - Civic Amenity	
2. SES	
3. Knox Central Structure Plan/C149	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 9/8/2017	
Name of Committee or Group (if applicable): Stamford Park Project Steering Committee	
Time Meeting Commenced: 6:25pm	
Councillors in Attendance:	
Cr Darren Pearce, Mayor	
Cr Tony Holland	
Cr Nicole Seymour	
Council Staff in Attendance:	
Tony Doyle	Nicole Hunter
Angelo Kourambas	Justin Schreuder
Monica Micheli	Rodney McKail
Andrew Chadder	Rick Berry
Matters Considered:	
1. Stamford Park Residential Estate – Update on Progress	
2. Homestead Restaurant – Update on Heads of Agreement for Lease	
3. Lake Kiosk – Business Models and Design of Kiosk	
4. Stamford Homestead Garden Concept and Cost Estimate for Construction	
5. Homestead – Site Management and OHS	
6. Homestead Renovations – Kitchen, Accessible Toilet and Accessible Access	
7. Parklands – Aquifer Storage and Recovery	
8. Lakeview Avenue Reserve – Carpark Concept and Costing	
9. Stamford Park Men’s Shed/Multipurpose Community Facility	
10. Community Reference Group – Next Meeting	
11. Media	
12. Financial Report	

Conflict of Interest Disclosures: Nil		
Councillor’s Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

12. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN

Nil.

13. SUPPLEMENTARY ITEMS

Nil.

14. URGENT BUSINESS**14.1 URGENT BUSINESS**

Nil.

14.2 CALL UP ITEMS**14.2.1 SIGNIFICANT TREES****COUNCIL RESOLUTION****MOVED: CR. KEOGH****SECONDED: CR. MORTIMORE**

That Council receive a report at the 13 November 2017 Strategic Planning Committee outlining the status of the Knox Significant Tree Register and the relevant planning scheme provisions relating to significant vegetation protection.

CARRIED

14.2.2 PEDESTRIAN PAVING TO THE STUDFIELD SHOPPING CENTRE**COUNCIL RESOLUTION****MOVED: CR. GILL****SECONDED: CR. KEOGH**

That a report be prepared for the October 2017 Ordinary Meeting of Council that investigates the status of the pedestrian brick paving to the Studfield Shopping Centre, with the report addressing the following areas:

1. Advice as to when the brick paving was installed.
2. The expected life of brick paving in this type of environment.
3. The customer service history of this paving in terms of requests and complaints.
4. The maintenance history of this area of paving.
5. The contemporary approach to the provision of pedestrian paving in high use areas such as strip shopping centres.
6. The anticipated replacement time for this area of paving through Council's Asset Renewal Program.

CARRIED**15. QUESTIONS WITHOUT NOTICE**

Nil.

MEETING CLOSED AT 8.14PM

Minutes of Meeting confirmed at the
Ordinary Meeting of Council
held on
Monday 25 September 2017

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Chairperson