



KNOX CITY COUNCIL MINUTES

Ordinary Meeting of Council

Held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Wednesday 27 January 2016

KNOX CITY COUNCIL

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

ON

WEDNESDAY 27 JANUARY 2016 AT 7.00 PM

PRESENT:

<i>Cr T Holland (Mayor & Chairperson)</i>	<i>Friberg Ward</i>
<i>Cr P Lockwood</i>	<i>Baird Ward</i>
<i>Cr J Mortimore</i>	<i>Chandler Ward</i>
<i>Cr J Cossari</i>	<i>Collier Ward</i>
<i>Cr K Orpen</i>	<i>Dobson Ward</i>
<i>Cr D Pearce</i>	<i>Taylor Ward</i>
<i>Cr N Seymour</i>	<i>Tirhatuan Ward</i>
<i>Ms J Truman</i>	<i>Acting 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>Ms K Oakley</i>	<i>Acting Director – Corporate Development</i>
<i>Ms K Parton</i>	<i>Acting 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 Cooper.

2. DECLARATIONS OF CONFLICT OF INTEREST

Nil.

3. CONFIRMATION OF MINUTES

MOVED: CR. COSSARI
SECONDED: CR. LOCKWOOD

- 3.1 Confirmation of Minutes of Ordinary Meeting of Council held on Tuesday 15 December 2015

CARRIED**4. PETITIONS AND MEMORIALS**

- 4.1 Councillor Pearce presented a petition with 22 signatories from residents of Woodside Drive, Rowville requesting a different species of tree to those offered in Council's Streetscape Policy when replacing the trees on their street.

The Petition lay on the table.

5. REPORTS BY COUNCILLORS

- | | | |
|-----|------------------------|----|
| 5.1 | Committees & Delegates | 1. |
| 5.2 | Ward Issues | 2. |

6. CONSIDERING AND ORDERING UPON OFFICERS' REPORTS WITHIN THE CITY DEVELOPMENT GROUP

- | | | |
|-----|---|-----|
| | All Wards | |
| 6.1 | Report Of Planning Applications Decided Under Delegation | 4. |
| | Scott Ward | |
| 6.2 | Application for Alterations and Additions to the Existing Child Care Centre and a Reduction in the Car Parking Requirements at 33-35 Lakewood Drive, Knoxfield, (Application No. P/2015/6111) | 11. |

6. CONSIDERING AND ORDERING UPON OFFICERS' REPORTS WITHIN THE CITY DEVELOPMENT GROUP (cont'd)

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|-----|--|------------|
| | <i>Baird Ward</i> | |
| 6.3 | <i>Application to Develop the Land for Nine (9) Double Storey Dwellings at 18 Sundew Avenue, Boronia (Application No. P/2015/6405)</i> | 33. |
| | <i>All Wards</i> | |
| 6.4 | <i>Municipal Emergency Management Plan 2016-2019</i> | 69. |

7. PUBLIC QUESTION TIME

(Following the completion of business relating to Item 6, City Development, the business before the Council Meeting will be deferred to consider questions submitted by the public). **74.**

8. CONSIDERING AND ORDERING UPON OFFICERS' REPORTS WITHIN THE ENGINEERING & INFRASTRUCTURE GROUP

- | | | |
|-----|--|-------------|
| | <i>All Wards</i> | |
| 8.1 | <i>Supply of Retail Electricity, Public Lighting, Natural Gas and Associated Services</i> | 75. |
| | <i>All Wards</i> | |
| 8.2 | <i>Draft Public Toilet Management Policy</i> | 82. |
| | <i>Dinsdale Ward</i> | |
| 8.3 | <i>Contract No. 2162 – Reconstruction of Elm Street, Maple Street and Orange Grove, Bayswater (Melway Ref. 64 E4, D5 & E5)</i> | 101. |

9. CONSIDERING AND ORDERING UPON OFFICERS' REPORTS WITHIN THE COMMUNITY SERVICES GROUP

- | | | |
|-----|--|-------------|
| | <i>All Wards</i> | |
| 9.1 | <i>Annual Report – Early Years Advisory Committee and Municipal Early Years Plan 2011-15</i> | 108. |
| | <i>All Wards</i> | |
| 9.2 | <i>Eastern Regional Libraries Corporation – Annual Report</i> | 120. |
| | <i>All Wards</i> | |
| 9.3 | <i>The Achievements of the Knox Youth Council 2014-15 and the Proposed Evaluation of Current Model</i> | 128. |
| | <i>All Wards</i> | |
| 9.4 | <i>Knox Youth Strategic Plan 2012-2017 – 2015 Annual Report</i> | 140. |
| | <i>All Wards</i> | |
| 9.5 | <i>Licence Agreements for Users of Council's Family and Children's Services Facilities</i> | 153. |

10. CONSIDERING AND ORDERING UPON OFFICERS' REPORTS WITHIN THE CORPORATE DEVELOPMENT GROUP

10.1	<i>Appointment of Acting Chief Executive Officer</i>	<i>All Wards</i>	<i>163.</i>
10.2	<i>Conduct of 2016 Municipal General Elections</i>	<i>All Wards</i>	<i>165.</i>
10.3	<i>Confidential Information Register</i>	<i>All Wards</i>	<i>172.</i>
10.4	<i>Untied Funding Allocation Policy</i>	<i>All Wards</i>	<i>176.</i>
10.5	<i>Incidental Community Grants Program Applications</i>	<i>All Wards</i>	<i>180.</i>

11. ITEMS FOR INFORMATION

11.1	<i>Assemblies of Councillors</i>	<i>All Wards</i>	<i>185.</i>
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12. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN 194.**13. SUPPLEMENTARY ITEMS** 194.**14. URGENT BUSINESS** 194.

14.1 *Urgent Business* 194.

14.2 *Call Up Items* 194.

15. QUESTIONS WITHOUT NOTICE 194.

JOANNE TRUMAN
ACTING CHIEF EXECUTIVE OFFICER

5. REPORTS BY COUNCILLORS

5.1 Committees & Delegates

5.1.1 COUNCILLOR NICOLE SEYMOUR

Councillor Seymour attended the following Meetings

- Scoresby Primary School Awards Presentation

5.1.2 COUNCILLOR LISA COOPER

Councillor Cossari attended the following Meetings

- Knox Local Australia Day Awards 2016

5.1.3 COUNCILLOR DARREN PEARCE

Councillor Pearce attended the following Meetings

- Opening of Floodlighting Upgrade, Park Ridge Reserve, Rowville
- Knox Local Australia Day Awards 2016

5.1.4 COUNCILLOR JOE COSSARI

Councillor Cossari attended the following Meetings

- Knox Local Australia Day Awards 2016

5.1.5 COUNCILLOR PETER LOCKWOOD

Councillor Lockwood attended the following Meetings

- Australia Day Awards Committee (x 2)
- Eastern Transport Coalition
- Knox Local Australia Day Awards 2016
- Citizenship Ceremony

5.1.6 COUNCILLOR JOHN MORTIMORE

Councillor Mortimore attended the following Meetings

- Concert in the Park, The Basin Triangle
- Knox Local Australia Day Awards 2016

5.1.7 COUNCILLOR KARIN ORPEN

Councillor Orpen attended the following Meetings

- Australia Day Awards Committee
- Knox Local Australia Day Awards 2016

5.1.8 COUNCILLOR TONY HOLLAND (MAYOR)

Councillor Holland attended the following Meetings

- Opening of Floodlighting Upgrade, Park Ridge Reserve, Rowville
- Knox Local Australia Day Awards 2016
- Citizenship Ceremony

5.2 Ward Issues

5.2.1 COUNCILLOR SEYMOUR (TIRHATUAN WARD)

- Councillor Seymour provided an update on the approved Scoresby Village Precinct Masterplan. Councillor Seymour noted that there has been a delay in one element of the plan, however, works will be commencing with a delay in Stage 1 completion. Councillor Seymour further noted that the Masterplan has provided some exciting wins for both the traders and the local residents.

5.2.2 COUNCILLOR PEARCE (TAYLOR WARD)

- Councillor Pearce advised of his recent attendance at the official launch of the new floodlights at Park Ridge Reserve, Rowville. Councillor Pearce noted the successful combined funding arrangement between the previous State Government, Council and the sporting clubs. Councillor Pearce further noted that soccer is becoming an increasingly popular sport in Knox and that once the ground has been redone it will be an exceptional reserve for soccer games. The event was also attended by the Mayor, Councillor Holland and representatives from the Knox United and Rowville Eagle soccer clubs.

5.2.3 COUNCILLOR ORPEN (DOBSON WARD)

- Councillor Orpen advised that the Upper Gully Plan has received Ministerial approval to commence public exhibition of the plan. Councillor Orpen further advised that public exhibition of the plan will begin in February and last approximately six weeks. Councillor Orpen encouraged everyone to have a thorough look at the plan and there may be details that they may not have expected.
- Councillor Orpen noted that parts of Knox are currently in a fire danger period. Councillor Orpen stated that the ingress and egress of the Dandenong Ranges is quite hazardous as there is only one way in and one way out. Councillor Orpen further noted that members of the CFA have informed her that the best way to address this issue is in the Municipal Emergency Management Plan which is why she will be proposing an alternate motion in item 6.4.

5.2 Ward Issues (cont'd)

5.2.4 COUNCILLOR MORTIMORE (CHANDLER WARD)

- Councillor Mortimer advised of his attendance at the Jazz in the Park session held at The Basin Pavilion in The Basin Triangle Park. Councillor Mortimer advised that the jazz program was well received by all and that it was a wonderful event. Councillor Mortimore invited everyone to attend the upcoming country themed event.
- Councillor Mortimore provided an update on the Alchester Village improvements. Councillor Mortimore advised that there has been some disagreement surrounding the location of the proposed public toilet and noted that there will be a consultation meeting within the next two weeks to discuss the new public toilet, the upgrade to the park and the street lighting upgrade.

5.2.5 COUNCILLOR HOLLAND (FRIBERG WARD)

- Councillor Holland advised of his attendance at the official launch of the new floodlights at Park Ridge Reserve, Rowville. Councillor Holland stated that the lights are an asset to the reserve and that they illuminate the playing field excellently. Councillor Holland further advised that once the ground has been redone the reserve will be an option to host State soccer games.
- Councillor Holland noted his attendance at the Knox Local Australia Day Awards. Councillor Holland advised that it was a fantastic event with incredibly entertaining award recipients.
- Councillor Holland advised of his attendance at the Australia Day citizenship ceremony. Councillor Holland advised that the change of venue was a roaring success as it meant that the recipients could bring more people to the celebration and they stayed longer after the ceremony.

ALL WARDS**6.1 REPORT OF PLANNING APPLICATIONS DECIDED UNDER DELEGATION**

SUMMARY: *Manager – City Planning (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 December to 31 December 2015) be noted.

REPORT

Details of planning applications decided under delegation from 1 December to 31 December 2015 are attached. The applications are summarised as follows:

Application Type	No
Building & Works: Residential	15
Other	2
Tree Removal/Pruning	12
Units	35
Subdivision	29
Change of Use	3
Signage	2
Single Dwelling	5
Liquor Licence	2
Industrial Development	2
TOTAL	107

COUNCIL RESOLUTION

MOVED: CR. ORPEN

SECONDED: CR. PEARCE

That the planning applications decided under delegation report (between 1 December to 31 December 2015) be noted.

CARRIED

Knox City Council
Planning Applications Decided by Responsible Officer

1 December – 31 December 2015

Ward	No/Type	Address	Description	Decision
Baird	2015/6579	12 Aubrey Grove BORONIA VIC 3155	The construction of a single storey dwelling to the rear of the existing dwelling and a 2 lot subdivision	24/12/2015 Notice of Decision
Baird	2015/6577	24A Westley Street FERNTREE GULLY VIC 3156	The construction of two (2) single storey dwellings on the land	29/12/2015 Approved
Baird	2015/6164	27 Duncan Avenue BORONIA VIC 3155	Development of the land for three (3) single storey dwellings	22/12/2015 Notice of Decision
Baird	2015/6625	2 Fuchsia Street FERNTREE GULLY VIC 3156	The construction of a double storey dwelling to the rear of the existing dwelling, and a second storey extension to the existing dwelling	1/12/2015 Notice of Decision
Baird	2015/6332	924 Mountain Highway BAYSWATER VIC 3153	Buildings and Works, associated reduction in car parking for industry use, and alteration of access to a Road Zone Category 1	21/12/2015 Approved
Baird	2015/6721	6 Loretto Avenue FERNTREE GULLY VIC 3156	Development of land for two double storey dwellings	16/12/2015 Approved
Baird	2015/6476	5 Conway Court BORONIA VIC 3155	5 Lot Subdivision (Approved Unit Development)	31/12/2015 Approved
Baird	2015/6741	52 Sinclair Road BAYSWATER VIC 3153	2 Lot Subdivision (Approved Unit Development)	4/12/2015 Approved
Baird	2015/6739	157 Boronia Road BORONIA VIC 3155	On premises liquor licence	23/12/2015 Approved
Baird	2015/6667	1 Valerie Street BORONIA VIC 3155	Construction of a two storey dwelling at the rear of existing dwelling	21/12/2015 Approved
Baird	2015/6785	11 Clendon Road FERNTREE GULLY VIC 3156	2 Lot Subdivision (Boundary Re-Alignment)	4/12/2015 Approved
Baird	2015/6840	1/843 Mountain Highway BAYSWATER VIC 3153	Business identification signage	9/12/2015 Approved
Baird	2015/6038	3 Henry Street BORONIA VIC 3155	Development of the land with a three (3) storey apartment building containing 15 dwellings	23/12/2015 Notice of Decision
Baird	2015/6811	115 Burke Road FERNTREE GULLY VIC 3156	2 Lot Subdivision (Approved Unit Development)	24/12/2015 Approved
Baird	2015/6769	1/39 Power Road BAYSWATER VIC 3153	5 Lot Subdivision of Existing Buildings	4/12/2015 Approved
Baird	2015/6728	35 Cypress Avenue BORONIA VIC 3155	4 Lot Subdivision (Approved Unit Development)	3/12/2015 Approved

Ward	No/Type	Address	Description	Decision
Baird	2015/6377	9 Genista Avenue BORONIA VIC 3155	The construction of seven (7) double storey dwellings on the land	8/12/2015 Notice of Decision
Chandler	2015/6885	14 Judith Avenue BORONIA VIC 3155	Buildings and works (extension and alteration to existing dwelling)	29/12/2015 Approved
Chandler	2015/6801	35 Market Street BORONIA VIC 3155	Building and works (additions to existing dwelling)	23/12/2015 Approved
Chandler	2015/6673	65 Basin-Olinda Road THE BASIN VIC 3154	Buildings and works (enclose a carport and construct a verandah)	22/12/2015 Approved
Chandler	2015/6612	11 Petersfield Court BORONIA VIC 3155	Construction of a dwelling and vegetation removal	14/12/2015 Approved
Chandler	2015/6441	7 & 9 Wedmore Road BORONIA VIC 3155	The construction of five (5) double storey and three (3) single storey dwellings (total eight (8) dwellings)	1/12/2015 Refused
Chandler	2015/6947	62 Torresdale Drive BORONIA VIC 3155	Removal of 3 Trees	21/12/2015 Approved
Chandler	2015/9112	7 Gwyn Crescent BORONIA VIC 3155	Removal of 1 Liquidambar styraciflua	31/12/2015 Approved
Chandler	2015/6878	79 Underwood Road FERNTREE GULLY VIC 3156	Removal of four trees (2 x Eucalyptus botryoides, Eucalyptus leucoxylon & Melaleuca linariifolia)	3/12/2015 Approved
Chandler	2015/6192	16 Rosella Avenue BORONIA VIC 3155	Construction of five (5) double storey dwellings and the removal of one (1) callistemon salignus and one (1) banksia marginata.	7/12/2015 Notice of Decision
Chandler	2015/6688	5 Buna Court BORONIA VIC 3155	Construction of additions and alterations to existing dwelling	17/12/2015 Approved
Chandler	2015/6585	6 Augusta Road THE BASIN VIC 3154	2 Lot Subdivision and variation of easement	24/12/2015 Approved
Chandler	2015/6763	468 Dorset Road BORONIA VIC 3155	3 Lot Subdivision (Approved Unit Development)	11/12/2015 Approved
Chandler	2015/6744	8 Bushview Glade BORONIA VIC 3155	Construction of a deck to the frontage of the dwelling	23/12/2015 Approved
Chandler	2015/6723	201 Ferndale Road SASSAFRAS VIC 3787	Use of the land for Agriculture	31/12/2015 Approved
Chandler	2015/9106	41 Torresdale Drive BORONIA VIC 3155	Removal of one (1) Corymbia maculata	9/12/2015 Approved
Chandler	2015/9107	6 Augusta Road THE BASIN VIC 3154	Removal of one (1) Eucalyptus nicholii	9/12/2015 Approved
Chandler	2015/6896	130 Albert Avenue BORONIA VIC 3155	Remove two (2) Leyland Cypress trees	9/12/2015 Approved
Chandler	2015/6705	8 Winby Court THE BASIN VIC 3154	Buildings and works (construction of garage and retaining wall)	16/12/2015 Approved
Collier	2015/9110	281 Wantirna Road WANTIRNA VIC 3152	2 Lot Subdivision	24/12/2015 Approved
Collier	2015/6903	1 Edna Court WANTIRNA VIC 3152	Construction of a Verandah and Deck	18/12/2015 Approved
Collier	2015/6636	14 Kingloch Parade WANTIRNA VIC 3152	Development of land for a double storey dwelling to the rear of the existing dwelling	16/12/2015 Approved

Ward	No/Type	Address	Description	Decision
Collier	2015/6784	13 Rachele Drive WANTIRNA VIC 3152	3 Lot Subdivision (Approved Unit Development)	17/12/2015 Approved
Collier	2015/6534	376 Mountain Highway WANTIRNA VIC 3152	Development of the land for two (2) double storey dwellings and alteration of access to a Road Zone Category 1	7/12/2015 Approved
Collier	2015/6330	5 Cumberland Avenue BAYSWATER VIC 3153	The construction of two (2) double storey dwellings on the land	10/12/2015 Approved
Dinsdale	2015/6909	37 King Street BAYSWATER VIC 3153	11 Lot Subdivision (Approved Unit Development)	31/12/2015 Approved
Dinsdale	2015/6581	61 Phyllis Street BAYSWATER VIC 3153	2 Lot Subdivision (Approved Unit Development)	22/12/2015 Approved
Dinsdale	2015/6413	48 Scoresby Road BAYSWATER VIC 3153	The construction of a double storey dwelling to the rear of the existing dwelling, alteration of access to a Road in a Road Zone Category 1 and a two lot subdivision of the land	22/12/2015 Approved
Dinsdale	2015/6719	733 Mountain Highway BAYSWATER VIC 3153	Liquor Licence (Restaurant and Cafe licence)	16/12/2015 Approved
Dinsdale	2015/6768	12 Grogan Court BAYSWATER VIC 3153	2 Lot Subdivision (Approved Unit Development)	17/12/2015 Approved
Dinsdale	2015/6796	5 Surrey Court BAYSWATER VIC 3153	2 Lot Subdivision (Approved Unit Development)	22/12/2015 Approved
Dinsdale	2015/6573	62 Scoresby Road BAYSWATER VIC 3153	The development of the land for two double storey dwellings and alteration and access to a Road Zone Category 1	7/12/2015 Approved
Dinsdale	2015/6603	21 Rathmullen Road BORONIA VIC 3155	The construction of a double storey dwelling to the rear of the existing dwelling	24/12/2015 Notice of Decision
Dinsdale	2015/6432	1-4/62 Station Street BAYSWATER VIC 3153	The construction of nine (9), three (3) storey dwellings	9/12/2015 Approved
Dinsdale	2015/6767	10 Victoria Road BAYSWATER VIC 3153	2 Lot Subdivision (Approved Unit Development)	7/12/2015 Approved
Dinsdale	2015/6814	27 King Street BAYSWATER VIC 3153	11 Lot Subdivision (Approved Unit Development)	4/12/2015 Approved
Dinsdale	2015/6479	89 Lewis Road WANTIRNA SOUTH VIC 3152	Construction of 14 warehouses with ancillary offices, landscaping and reduction of car parking	1/12/2015 Approved
Dinsdale	2015/6454	7 Princess Street BAYSWATER VIC 3153	The construction of a double storey dwelling to the rear of the existing dwelling	7/12/2015 Approved
Dinsdale	2015/6610	551 Burwood Highway KNOXFIELD VIC 3180	Use of the land for a Place of Worship and caretakers residence	15/12/2015 Approved
Dobson	2015/6609	1B Lords Court LYSTERFIELD VIC 3156	The construction of a double storey dwelling	29/12/2015 Approved

Ward	No/Type	Address	Description	Decision
Dobson	2015/6713	2/126 Glenfern Road FERNTREE GULLY VIC 3156	Buildings and works (construction of dwelling) and access to a Road Zone, Category 1	30/12/2015 Approved
Dobson	2015/6718	5C Bergner Court LYSTERFIELD VIC 3156	Use of the land for a single dwelling and buildings and works for the construction of a single dwelling, shed and pool.	30/12/2015 Approved
Dobson	2015/6905	55 Forest Oak Drive UPPER FERNTREE GULLY VIC 3156	Dwelling Addition	24/12/2015 Approved
Dobson	2015/6759	16 Alexandra Street UPPER FERNTREE GULLY VIC 3156	Construction of additions to existing dwelling (deck)	9/12/2015 Approved
Dobson	2015/6817	17 Birdwood Avenue FERNTREE GULLY VIC 3156	Buildings and works (construction of a garage)	22/12/2015 Approved
Dobson	2015/6641	6 Jean Street UPPER FERNTREE GULLY VIC 3156	Buildings and works (construction of a single dwelling)	30/12/2015 Approved
Dobson	2015/6678	57 Austin Street FERNTREE GULLY VIC 3156	Change of Use to Veterinary Centre, associated buildings and works and car parking	15/12/2015 Notice of Decision
Dobson	2015/6392	17 Mclver Street FERNTREE GULLY VIC 3156	2 Lot Subdivision (Approved Unit Development)	22/12/2015 Approved
Dobson	2015/6411	22 Mason Street FERNTREE GULLY VIC 3156	Buildings and works (addition to dwelling)	21/12/2015 Approved
Dobson	2015/6753	1172 Burwood Highway UPPER FERNTREE GULLY VIC 3156	22 Lot Subdivision (Approved Unit Development)	24/12/2015 Approved
Dobson	2015/6474	39 Chestnut Avenue FERNTREE GULLY VIC 3156	The construction of a garage, deck and open verandah	17/12/2015 Approved
Dobson	2015/6650	36 Walbundry Avenue FERNTREE GULLY VIC 3156	Buildings and works (construction of a garage, carport and associated retaining wall)	29/12/2015 Approved
Dobson	2015/6624	14 Hansen Road BORONIA VIC 3155	Buildings and works (second storey addition and open pergola)	3/12/2015 Approved
Dobson	2015/6697	3 Laanecoorie Drive LYSTERFIELD VIC 3156	The construction of a double storey dwelling to the rear of the existing dwelling	8/12/2015 Approved
Dobson	2015/6872	18 Frederick Street FERNTREE GULLY VIC 3156	Removal of five dead/dying Eucalyptus trees & the pruning of fourteen Eucalyptus trees	2/12/2015 Approved
Dobson	2015/9105	19 Clow Avenue UPPER FERNTREE GULLY VIC 3156	Removal of 1 Liriodendron tulipifera	3/12/2015 Approved
Dobson	2015/6843	55 The Avenue FERNTREE GULLY VIC 3156	Buildings and works (extension to existing dwelling)	1/12/2015 Approved
Dobson	2015/9108	7 William Street UPPER FERNTREE GULLY VIC 3156	Removal of one Araucaria heterophylla (Norfolk Island pine)	16/12/2015 Approved

Ward	No/Type	Address	Description	Decision
Dobson	2015/9103	23 The Crescent FERNTREE GULLY VIC 3156	Habitat pruning of one Eucalyptus goniocalyx.	3/12/2015 Approved
Dobson	2015/6443	11 Nathan Street FERNTREE GULLY VIC 3156	The construction of a single dwelling on the land	10/12/2015 Approved
Dobson	2015/9109	1/1288 Burwood Highway UPPER FERNTREE GULLY VIC 3156	Removal of one Eucalyptus globulus (Blue Gum)	16/12/2015 Approved
Friberg	2015/6825	82 David Street North KNOXFIELD VIC 3180	3 Lot Subdivision (Approved Unit Development)	31/12/2015 Approved
Friberg	2015/6622	10 David Street KNOXFIELD VIC 3180	The construction of two (2) double storey dwellings on the land	1/12/2015 Notice of Decision
Friberg	2015/6761	18 Adele Avenue FERNTREE GULLY VIC 3156	The construction of four (4) double storey dwellings on the land	21/12/2015 Approved
Friberg	2015/6789	12 The Ridge West KNOXFIELD VIC 3180	2 Lot Subdivision (Approved Unit Development)	22/12/2015 Approved
Friberg	2015/6836	894 Burwood Highway FERNTREE GULLY VIC 3156	Re-Location of Existing Sign	31/12/2015 Approved
Friberg	2015/6533	28 Silverton Drive FERNTREE GULLY VIC 3156	Development of property for four (4) double storey attached dwellings	15/12/2015 Approved
Friberg	2015/9111	1/31 David Street KNOXFIELD VIC 3180	Removal of 1 Eucalyptus ovata in the front setback	31/12/2015 Approved
Friberg	2015/6725	30 Ross Street FERNTREE GULLY VIC 3156	3 Lot Subdivision (Approved Unit Development)	3/12/2015 Approved
Friberg	2015/6266	12-14 Adele Avenue FERNTREE GULLY VIC 3156	Development of the land for fourteen (14) double storey dwellings	8/12/2015 Notice of Decision
Friberg	2015/6776	70 Kathryn Road KNOXFIELD VIC 3180	2 Lot Subdivision (Approved Unit Development)	11/12/2015 Approved
Friberg	2015/6423	1-17 Henderson Road KNOXFIELD VIC 3180	The construction of a warehouse (including office and sales area), the use of the land for manufacturing sales in association with the warehouse, and reduction of car parking requirements	17/12/2015 Approved
Friberg	2015/6604	35 Adele Avenue FERNTREE GULLY VIC 3156	The construction of three (3) dwellings on the land (two (2) double storey and one (1) single storey	10/12/2015 Approved
Friberg	2015/6783	66 Norma Crescent KNOXFIELD VIC 3180	4 Lot Subdivision (Approved Unit Development)	16/12/2015 Approved
Scott	2015/6655	50 Cornelius Drive WANTIRNA SOUTH VIC 3152	Construction of a two storey dwelling to the rear of the existing dwelling and additions to the existing dwelling	31/12/2015 Refused
Scott	2015/6428	15 & 1-2/17 White Road WANTIRNA SOUTH VIC 3152	The construction of a three storey apartment building containing 24 dwellings	1/12/2015 Notice of Decision

Ward	No/Type	Address	Description	Decision
Scott	2015/6459	14 Dayan Drive WANTIRNA SOUTH VIC 3152	The construction of a double storey dwelling to the rear of the existing dwelling	1/12/2015 Refused
Scott	2015/6429	1 Jackson Road WANTIRNA SOUTH VIC 3152	The construction of a three storey apartment building containing ten (10) dwellings and associated basement carpark	7/12/2015 Notice of Decision
Taylor	2014/7066	11 Boyne Street ROWVILLE VIC 3178	The construction of a double storey dwelling to the rear of the existing dwelling	1/12/2015 Notice of Decision
Tirhatuan	2015/6730	5 Stamford Crescent ROWVILLE VIC 3178	The construction of seven (7) double storey dwellings on the land	21/12/2015 Approved
Tirhatuan	2015/6421	525 Stud Road WANTIRNA SOUTH VIC 3152	The construction of seventeen (17) double storey dwellings and a waiver of visitor parking requirements (Stage 10AC)	23/12/2015 Approved
Tirhatuan	2015/6082	6 Watson Close ROWVILLE VIC 3178	2 Lot Subdivision (Approved Unit Site)	23/12/2015 Approved
Tirhatuan	2015/6803	1435 Ferntree Gully Road SCORESBY VIC 3179	2 Lot Subdivision (Approved Unit Development)	22/12/2015 Approved
Tirhatuan	2015/6745	46 Rosehill Street SCORESBY VIC 3179	2 Lot Subdivision (Approved Unit Development)	9/12/2015 Approved
Tirhatuan	2015/6806	842 Wellington Road ROWVILLE VIC 3178	Buildings and Works (increased height and capacity of Silo 7)	1/12/2015 Approved
Tirhatuan	2015/6478	24 Frudal Crescent KNOXFIELD VIC 3180	The construction of a double storey dwelling to rear of the existing dwelling	1/12/2015 Approved
Tirhatuan	2015/6456	663 Stud Road SCORESBY VIC 3179	The construction of four (4) double storey dwellings on the land and alteration of access to a road in a Road Zone Category 1	16/12/2015 Notice of Decision
Tirhatuan	2015/6738	13 Gilbert Court SCORESBY VIC 3179	2 Lot Subdivision (Approved Unit Development)	4/12/2015 Approved
Tirhatuan	2015/6809	525 Stud Road WANTIRNA SOUTH VIC 3152	9 Lot Subdivision (Stage 10 AG)	4/12/2015 Approved
Tirhatuan	2015/6747	68 Seebeck Road ROWVILLE VIC 3178	2 Lot Subdivision (Approved Unit Development)	11/12/2015 Approved
Tirhatuan	2015/6489	3 Eureka Crescent ROWVILLE VIC 3178	The construction of two single storey dwellings on the land and removal of vegetation	10/12/2015 Notice of Decision

Total: 107

SCOTT WARD

6.2 APPLICATION FOR ALTERATIONS AND ADDITIONS TO THE EXISTING CHILD CARE CENTRE AND A REDUCTION IN THE CAR PARKING REQUIREMENTS AT 33-35 LAKEWOOD DRIVE, KNOXFIELD, (Application No. P/2015/6111)

1. SUMMARY:

Land:	33-35 Lakewood Drive, Knoxfield
Applicant:	Anthony Akritidis
Proposed Development:	Alterations and additions to the existing Child Care Centre and a reduction in the car parking requirements
Existing Land Use:	Child Care Centre
Zoning:	General Residential Zone – Schedule 2
Overlays:	Nil
Local Policy:	Municipal Strategic Statement (MSS) Clause 21.07 (Economic Development)
Application Received:	4 March 2015
Number of Objections:	27 objections
PCC Meeting:	18 August 2015

Assessment:

It is considered that the expansion of the existing Child Care Centre will not provide for an appropriate balance between the need for community services in the Knoxfield area and the amenity of adjoining residents.

It is considered that the amenity of the area would be detrimentally affected by this proposal and therefore the proposal fails to meet the purpose of the General Residential Zone.

It is considered that there is insufficient car parking provided and the layout is not functional for future users and fails to comply with Clause 52.06 (Car Parking).

On balance it is considered that the proposal does not respond reasonably to State and Local Planning Policies. It is recommended that a Notice of Decision to Refuse to Grant a Planning Permit be issued.

6.2 33-35 Lakewood Drive, Knoxfield (cont'd)

2. BACKGROUND

2.1 Subject Site and Surrounds

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

- The subject site comprises of two (2) allotments located on the corner of Lakewood Drive and Peppermint Grove, Knoxfield.
- The land is currently used as a Child Care Centre (64 children).
- The site currently contains two (2) detached buildings that are used in conjunction for the Child Care Centre. No. 35 Lakewood is occupied by a single storey building (building 1) and No. 33 Lakewood Drive is occupied by a double storey building (building 2).
- There is also a car parking area, containing nine (9) spaces that is accessed via Lakewood Drive. Two (2) additional spaces are provided off Peppermint Grove.
- The site is located within an established residential area, predominately single storey, with some double storey dwellings and landscaped setbacks. Lakewood Reserve is situated to the west of the subject site.
- The property does not contain any significant vegetation.

2.2 Permit History

Planning Permit P96/4120 was issued to use No. 33-35 Lakewood Drive as a Child Care Centre catering for 45 children and a shop.

Planning Permit P2001/7117 was issued to delete the shop and extend the Child Care Centre into the shop. The permit allows for sixty-four (64) children to be cared in the Centre, with eleven (11) car parking spaces on site.

2.3 The Proposal

(Refer to attached plans at Appendix B)

The proposal seeks permission to extend the existing Child Care Centre buildings and increase the number of children permitted on the site. It is also proposed to reduce the car parking requirements associated with the increased number of children on the site.

6.2 33-35 Lakewood Drive, Knoxfield (cont'd)

The Child Care Centre is to operate as follows:

- The Centre is to care for ninety-three (93) children. An increase of twenty nine (29) children.
- The Centre will be open between 6.30am and 6.30pm.
- Fifteen (15) staff are proposed to be on the site at any one time.

Details of the proposed works are as follows:

- The existing single storey building (building 1) is to be extended to create a first floor.
- The ground floor of building 1 is to be modified to accommodate an external lift and stairwell in the existing play area.
- At the first floor it is proposed to introduce a number of elevated play areas (balconies) that will have a total area of 247.7m². This is to comprise of:
 - A mostly covered balcony (nominated as play area 3) to the north of building 1. The first floor balcony will have an area of 164.4m².
 - A 29m² extension to the existing balcony on the east side of building 2 to connect to play area 2 and 3.
 - A covered balcony to the west of the building 2. The balcony will have an area of 53.3m².
- The extensions would have an overall building height of 8m (to the lift well) with the balcony roof having a maximum height of 7.1m.
- The new balcony would be in part located on the eastern side boundary of the site (shared with No. 6 Peppermint Grove) and set back a minimum of 2m from Peppermint Grove and 21m from Lakewood Drive.
- It is not proposed to remove any vegetation from the site.

Car parking

- The existing car parking will be extended to provide an additional two (2) spaces.
- A total of thirteen (13) spaces will be provided on the site, in lieu of the seventeen (17) required by the Scheme.
- Therefore the proposal seeks a four (4) space reduction from the requirements of the Scheme.

6.2 33-35 Lakewood Drive, Knoxfield (cont'd)

3. CONSULTATION

3.1 Advertising

The application was advertised by way of mail notices to adjoining and nearby property owners and occupiers, and a notice was erected on the site. Council received twenty seven (27) objections to the proposal. The primary concerns expressed can be summarised as follows:

Increased traffic, parking and road congestion, including:

- Safety for pedestrians, residents and children
 - Parent traffic creating congestion and illegal parking during peak drop off/pick up
 - Staff parking along Lakewood Drive
 - Emergency and large service vehicle access along Lakewood Drive
- *Council's Traffic Engineers have considered the proposal and objected to any further reduction in the car parking requirements for the Centre. It is considered that the layout of the proposed car park is inadequate and the increased numbers at the Centre would further contribute to parking congestion in the area and would have a negative impact on traffic movements in Lakewood Drive and Peppermint Grove. This is discussed at Section 4.3 of this report.*

Impact on residential environment and amenity and increased noise

- *It is considered that the proposed use will impact on the residential amenity of the area. This is discussed at Sections 4.1 and 4.2 of this report.*

Decrease in property values

This is not a valid planning consideration.

Compliance with Department of Education and Training regulations for Child Care

- *This is not an appropriate planning consideration. Child Care regulations are not regulated by the Planning Scheme and separate approvals will be required to be obtained by the applicant.*

3.2 Planning Consultation Committee (PCC)

A PCC was held on 18 August 2015. Nine (9) people were in attendance and the issues listed above were discussed.

No resolution to the concerns raised by residents was reached.

6.2 33-35 Lakewood Drive, Knoxfield (cont'd)

3.3 Referrals

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

Traffic Engineer

- *Council's Traffic Engineer objected to a further dispensation of the car parking requirements for the child care centre. Council's Engineer noted that there is an existing car parking congestion problem in the area, which is compounding by the 7m width of Lakewood Drive, which limits the road space to allow cars to park on both sides of the road while maintaining traffic flow.*
- *Council's Traffic Engineer noted that the proposed car park layout would not comply with the Design Standards of Clause 52.06 of the Scheme.*

Building

- *Advised that there may be insufficient daylight access to the ground floor rooms of building 1 (toddler room and pre-kinder room) and the new balconies may overshadow No. 6 Peppermint Grove.*

Health

- *No objection, subject to the inclusion of conditions requiring any noise emissions from the site comply with State Environmental Protection Authority (EPA) Regulations.*

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 Zone – Schedule 2

The site is zoned General Residential Zone – Schedule 2 of the Knox Planning Scheme. The purpose of which is to provide for residential development at a range of densities with a variety of dwellings to meet the housing needs of all households, encourage residential development that respects the neighbourhood character and to allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.

6.2 33-35 Lakewood Drive, Knoxfield (cont'd)

- *Pursuant to Clause 32.08-6 a permit is required to extend a building or carry out works associated with a Section 2 Use. A child care centre is a Section 2 Use within the General Residential Zone.*

Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider as appropriate:

Whether the use or development is compatible with residential use

- *The Child Care is an existing use on the land and is generally compatible with the surrounding residential uses. However, the proposed increase in the scale of the Centre is inappropriate and will be detrimental to amenity of adjoining residential uses.*

Whether the use generally serves local community needs.

- *It is acknowledged that the expansion of the Child Care Centre would generally serve a need for the local community.*

The scale and intensity of the use and development.

- *The application proposes a 45% increase in the number of children cared for on the site. It is considered the scale of the centre proposed would be inappropriate given the constraints of this site and the surrounding low scale residential context.*
- *Adverse outcomes are evidenced by the lack of car parking on-site, the reliance on elevated play areas for the children, the resulting inappropriate building form and the lack of reasonable setbacks from No. 6 Peppermint Grove.*

The design, height, setback and appearance of the proposed buildings and works

- *The extension of the first floor by more than 200m² for an outdoor balcony is visually bulky and intrusive when viewed from Peppermint Grove. The design is not sympathetic to the low scale residential setting; is inappropriately close to the No. 6 Peppermint Grove and the construction would remove the detached appearance of the buildings.*
- *New works emphasize the commercial nature of the use, relying on steel cladding, obscure glazing and a flat roof for the extension.*

The proposed landscaping

- *There is no substantial change to the landscaping opportunities along the Peppermint Grove or Lakewood Drive frontages.*

6.2 33-35 Lakewood Drive, Knoxfield (cont'd)

The provision of car and bicycle parking and associated accessways

- *There is insufficient car parking on the site to meet the needs of the Centre and the car park layout is inadequate to meet the needs of parents and staff. This is further discussed at Section 4.3 of this report.*

Proposed loading and refuse collection facilities

- *This has not been addressed. Should a permit be issued, this could be addressed through permit conditions.*

The safety, efficiency and amenity effects to traffic to be generated by the proposal

- *As previously noted Council's Traffic Engineers have objected to any further reduction in the car parking reduction for the Centre as the overflow parking will unreasonably contribute to parking congestion and compromise traffic flow in Lakewood Drive and Peppermint Grove. This is further discussed at Section 4.3 of this report.*

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.

Key Policies:

Clause 15 Built Environment and Heritage – Ensure all new land, land use and development appropriately responds to its landscape, valued built form and cultural context, and protects places and sites with significant heritage, architectural, aesthetic, scientific and cultural value.

- *A Child Care Centre of this scale, and facing the spatial constraints of the site would be more appropriately located within or on the periphery of a retail activity centre or major community facilities as directed by Clause 21.07-2 Objective 9 (Non residential uses in residential areas), given the potential amenity impacts associated with the use.*

6.2 33-35 Lakewood Drive, Knoxfield (cont'd)

Clause 17 Economic Development and Clause 17.01-1 (Business) - encourages development which meet the communities' needs for retail, entertainment, office and other commercial services and provides net community benefit in relation to accessibility, efficient infrastructure use and the aggregation and sustainability of commercial facilities.

- *It is acknowledged that the expansion of the Centre would support the economic growth and development of the area by providing for additional community services. However, this needs to be balanced with the need for development that is appropriate in established residential environs.*

4.2.2 Local Planning Policy Framework

Clause 21 – Municipal Strategic Statement (MSS). The City of Knox currently plays an important role in the economic prosperity of Melbourne's south-east with a strong business base and reputation as a high employment generator. Council's Municipal Strategic Statement aims to facilitate and maintain local employment by maintaining and increasing employment opportunities in the municipality. It also seeks to ensure sufficient land is set aside for industrial and production uses and consolidate retail activities into the nominated Activity Centres.

Clause 21.07-2 Economic Development Objectives and Strategies

Objective 9 relates to non residential uses in residential areas, and has the following strategies:

Objective 9 (Non residential uses in residential areas) - To allow non-residential uses in residential areas which provide services to the community without significant detriment to residential amenity.

Locate non-residential uses on declared arterial, link or collector roads carrying a minimum of 3,000 vehicles per day on the periphery of retail activity centres or major community facilities.

- *Lakewood Drive is not a declared arterial, link or collector road. Therefore, Clause 21.07-2 does not encourage a new non-residential use on this site. However, it is recognised that this is an existing Child Care Centre and at an appropriate scale will serve the needs of the local community.*

Locate uses which intend to be open late at night near other compatible late night uses.

- *The Centre would operate 6.30am to 6.30pm. The early morning hours of the Centre are in excess of standard business operating hours and general EPA guidelines for residential noise.*

6.2 33-35 Lakewood Drive, Knoxfield (cont'd)

- *Operating hours of this nature would be more suited to a use located on the periphery of a retail activity centre or major community facilities as directed by Clause 21.07-2 Objective 9 (Non residential uses in residential areas).*

New development is to be similar in character, size, setback and height to the development in the surrounding neighbourhood.

- *The extension of the first floor by more than 200m² for an outdoor balcony is visually bulky and intrusive when viewed from Peppermint Grove. The design is not sympathetic to the low scale residential setting; is inappropriately close to the No. 6 Peppermint Grove and the construction would remove the detached appearance of the buildings.*

New development is to harmonise with the surrounding area through its use of materials, colours and landscaping.

- *The proposed building will not harmonise with the surrounding area. New works emphasize the commercial nature of the use, relying on steel cladding, obscure glazing and a flat roof for the extension.*

Limit signage to identification purposes and traffic management only.

- *No new signage is proposed.*

Support the expansion of existing non-residential activities so long as amenity is not detrimentally affected

- *Increasing the capacity of Child Care Centre by 45% will be detrimental to the amenity of the area.*
- *Adverse outcomes are evidenced by the lack of car parking on-site, the reliance on elevated play areas for the children, the resulting inappropriate building form and the lack of reasonable setbacks from No. 6 Peppermint Grove.*
- *Council's Traffic Engineers have noted that traffic and parking congestion is already an issue in the area and the overflow car parking associated with the proposal would also significantly impact on the on-street parking network and traffic flow in the area.*

6.2 33-35 Lakewood Drive, Knoxfield (cont'd)

Design developments to minimise any intrusion to residential amenity in terms of overlooking, overshadowing and excessive noise.

- *While it is acknowledged that the site is constrained by the existing built form and compliance with State Government regulations, the elevated play areas are problematic in terms of noise spill. The applicant has not sought to address noise concerns through fencing or building materials and has inappropriately sited the balcony adjacent to the shared boundary at No. 6 Peppermint Grove.*
- *Overlooking has been managed through obscure glazing and is generally acceptable.*
- *The new built form is not anticipated to increase overshadowing of adjoining properties.*

4.3 Particular Provisions

Clause 52.06 Car Parking

Pursuant to Clause 52.06-5 the proposal to increase the child care centre numbers by twenty nine (29) children requires six (6) additional parks to be provided on the site (0.22 spaces to each child).

The applicant has provided two (2) additional spaces on the site, and therefore seeks a four (4) space reduction against the requirements of the Scheme.

In support of the proposal the applicant has provided a Traffic Impact Assessment, prepared by ML Traffic Engineers which included a car parking availability survey and traffic impact analysis on the operation of the roundabout at the Peppermint Grove and Lakewood Drive intersection. In summary, the ML Traffic Engineers concluded that a reduction of the requirements was acceptable for the following reasons:

- During peak hours there were in excess of 74 on-street car spaces within 120m from child care centre.
- The additional children at the centre would likely generate a maximum of 32 trips per hour during pick up and drop off times. Modelling undertaken for the roundabout indicated that the additional traffic would continue to move through the intersection without unreasonable delay.

6.2 33-35 Lakewood Drive, Knoxfield (cont'd)

Council Traffic Engineer's objected to the proposal and concluded that a further reduction in the car parking requires for the site was unacceptable for the following reasons:

- The on-street car parking network is already congestion.
- The 7m width of Lakewood Drive limits the road space to allow cars to park on both sides of the road while maintaining traffic flow.
- The on-site car parking layout and functionality is inadequate and would likely impact on parents and staff ability to use the provided spaces.

When considering to reduce the number of spaces required by the Scheme, the responsible authority must consider the decision guidelines at Clause 52.06-6 of the Scheme.

- *Having regarding to the decision guidelines, Council Officers consider that it would be inappropriate to further reduce the car parking requirements to allow more children to be cared for at the centre.*
- *Due the corner location of the site there is limited on-street parking in front of the child care centre, with the centre predominately needing to rely on on-street parking adjacent to residential properties and the park in Lakewood Drive and Peppermint Grove.*
- *Council's Traffic Engineer has confirmed there have been complaints regarding parking and congestion in Lakewood Drive, and this is reflected in the objections received. This appears to be predominately caused by the narrowed width of Lakewood Drive and it is noted that Council has installed parking bays on the naturestrip to improve the traffic flow. Line-marking in 2011 has also extended the no parking area in Peppermint Grove on approach to the roundabout.*
- *The additional car parking demand generated by the additional twenty nine (29) children would unreasonably add to the parking and traffic congestion in Lakewood Drive, to the detriment of this highly pedestrian environment and amenity of residents. As a result of the increased parking congestion, it is expected that there will be considerable impacts to the traffic flow on Lakewood Drive and Peppermint Grove.*

Clause 52.06-8 requires that car parking layouts meet the particular Design Standards. The modified car parking layout compromises the functionality of the existing car parking area and the proposed intensification of the use will unreasonably compromise the car park which is already inadequate. A brief assessment of each of the design standards is provided below:

Design Standard 1:

Accessways – No change to the existing conditions.

6.2 33-35 Lakewood Drive, Knoxfield (cont'd)

Design Standard 2:

Car Parking Spaces – *The width of all spaces have been reduced from the standard 2.6m to 2.5m in order to fit an additional car parking bay. Given the nature of the users, being parents and children, a reduction beyond the minimum requirements of the Scheme is not supported. Space 11 would also be further compromised by the siting of the fence, with insufficient clearance provided to allow vehicle doors to open sufficiently.*

Council's Traffic Engineer has also noted that the dimensions of the garage and car space accessed via Peppermint Grove (spaces 12 and 13) do not meet minimum Design Standards. However, this is an existing approved condition.

Design Standard 3:

Gradients – *Complies. No change to the existing conditions. Gradients of the driveway and car space accessed via Peppermint Grove do not comply with Clause 52.06 of the Scheme.*

Design Standard 4:

Mechanical Parking – *N/A.*

Design Standard 5:

Urban Design – *While less than ideal, there will be no substantial change to how the car park will be perceived from the street.*

Design Standard 6:

Safety – *While there is no significant change to the location and form of the car park, the pedestrian route through car parking areas and the location of the main entry to the centre is inadequate. Further consideration of how the pedestrian route can be separated from traffic is required.*

Design Standard 7:

Landscaping – *The extended car park would reduce the existing landscaping opportunities, adjacent to the building.*

4.4 General Decision Guidelines

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

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

6.2 33-35 Lakewood Drive, Knoxfield (cont'd)**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 use / development is inappropriate given the following:

- *The proposal fails to meet the relevant state and local planning policies contained within the Knox Planning Scheme.*
- *A child care centre of this scale and design would be inappropriate given the constraints of this site and the surrounding low scale residential context.*
- *The amenity of the surrounding residential area would be detrimentally affected by the proposal.*
- *There is insufficient car parking provided and the layout is not functional for future users and fails to comply with Clause 52.06 (Car Parking).*
- *A further reduction in the car parking requirements for this use would unreasonably contribute to parking congestion and compromise traffic flow in Lakewood Drive and Peppermint Grove.*

6. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

RECOMMENDATION

That Council issue a Notice of Decision to Refuse to Grant a Planning Permit for the alterations and additions to the existing Child Care Centre and a reduction in the car parking requirements at 33-35 Lakewood Drive, Knoxfield, on the following grounds:

- 1. The proposal is inconsistent with the relevant State and Local Planning Policy Framework (including the Municipal Strategic Statement), contained within the Knox Planning Scheme, particularly Clause 21.07 (Economic Development) which relates to non residential uses in residential areas.**
- 2. The proposed expansion to the Child Care Centre will cause unreasonable detriment to the surrounding area, and therefore is inconsistent with the purpose and decision guidelines of the General Residential Zone – Schedule 2 of the Knox Planning Scheme.**

6.2 33-35 Lakewood Drive, Knoxfield (cont'd)**Recommendation (cont'd)**

- 3. The development would result in an undesirable design outcome that would be visually intrusive, bulky at first floor, fails to provide sufficient setbacks and fails to respond to the residential character of the surrounding area.**
- 4. There is insufficient and inadequate car parking provided and the proposal does not comply with requirements and design standards of Clause 52.06 of the Knox Planning Scheme.**
- 5. The proposed expansion to the Child Care Centre will have a detrimental impact on the amenity of adjoining and surrounding properties and insufficient amenity protection measures have been incorporated into the design.**
- 6. The proposal is considered to be an overdevelopment of the site.**

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

That the recommendation be adopted.

CARRIED



Knox City Council
REPORT APPENDIX: A

Location
Melway 73 C2

Property - Address
33 & 35
Lakewood
Drive,
KNOXFIELD

Application Number
P/2015/6111

Description
Alterations and Additions to Existing Child Care Centre and reduction of car parking requirements

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
 - Unk Development
 - Subject Property
 - Petition

Scale: 1:3000



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

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



Knox City Council
REPORT APPENDIX: A

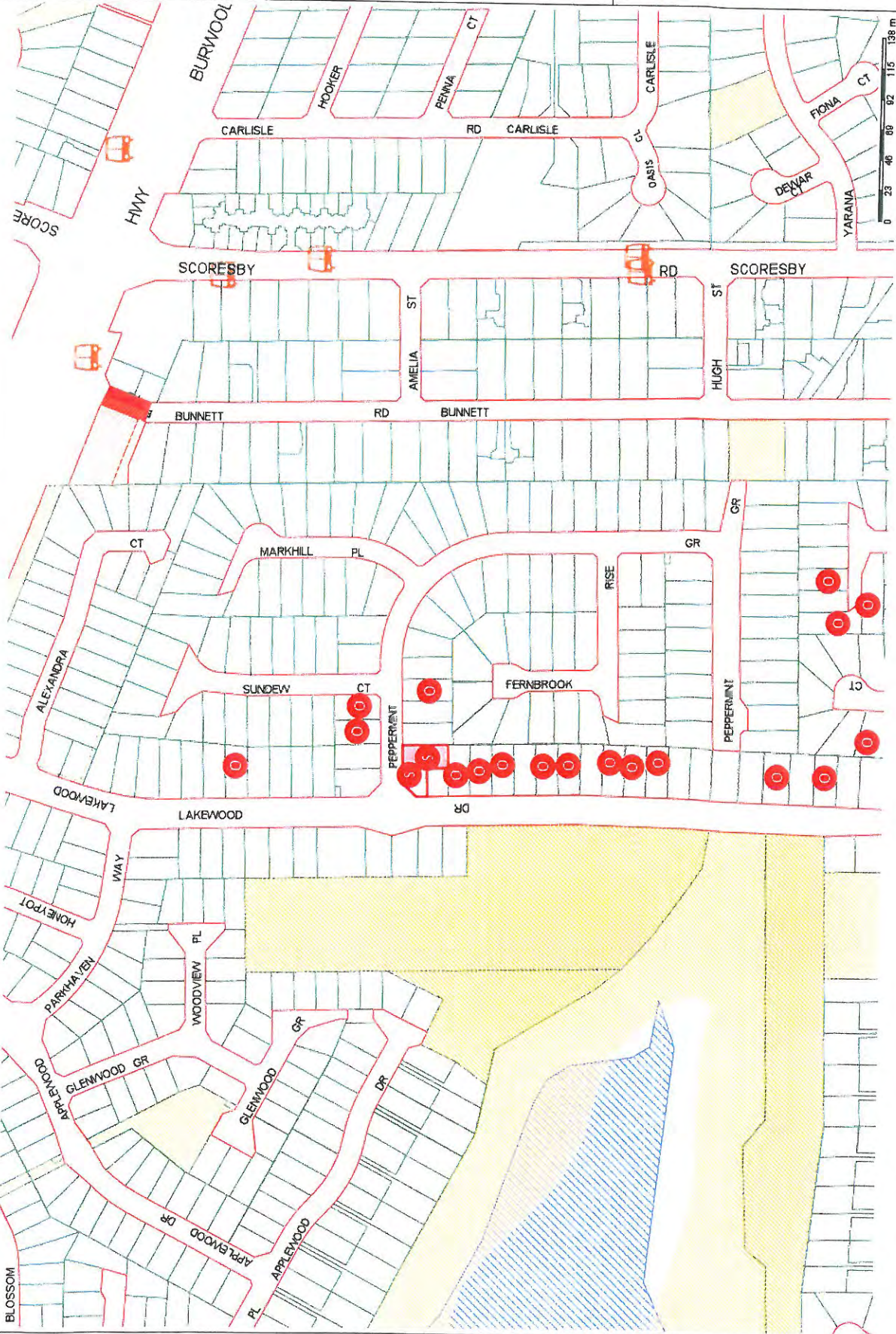
Location Melway	73 C2
Property - Address	33 & 35 Lakewood Drive, KNOXFIELD
Application Number	P/2015/6111
Description	Alterations and Additions to Existing Child Care Centre and reduction of car parking requirements
Wardname	Scott

LEGEND:

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



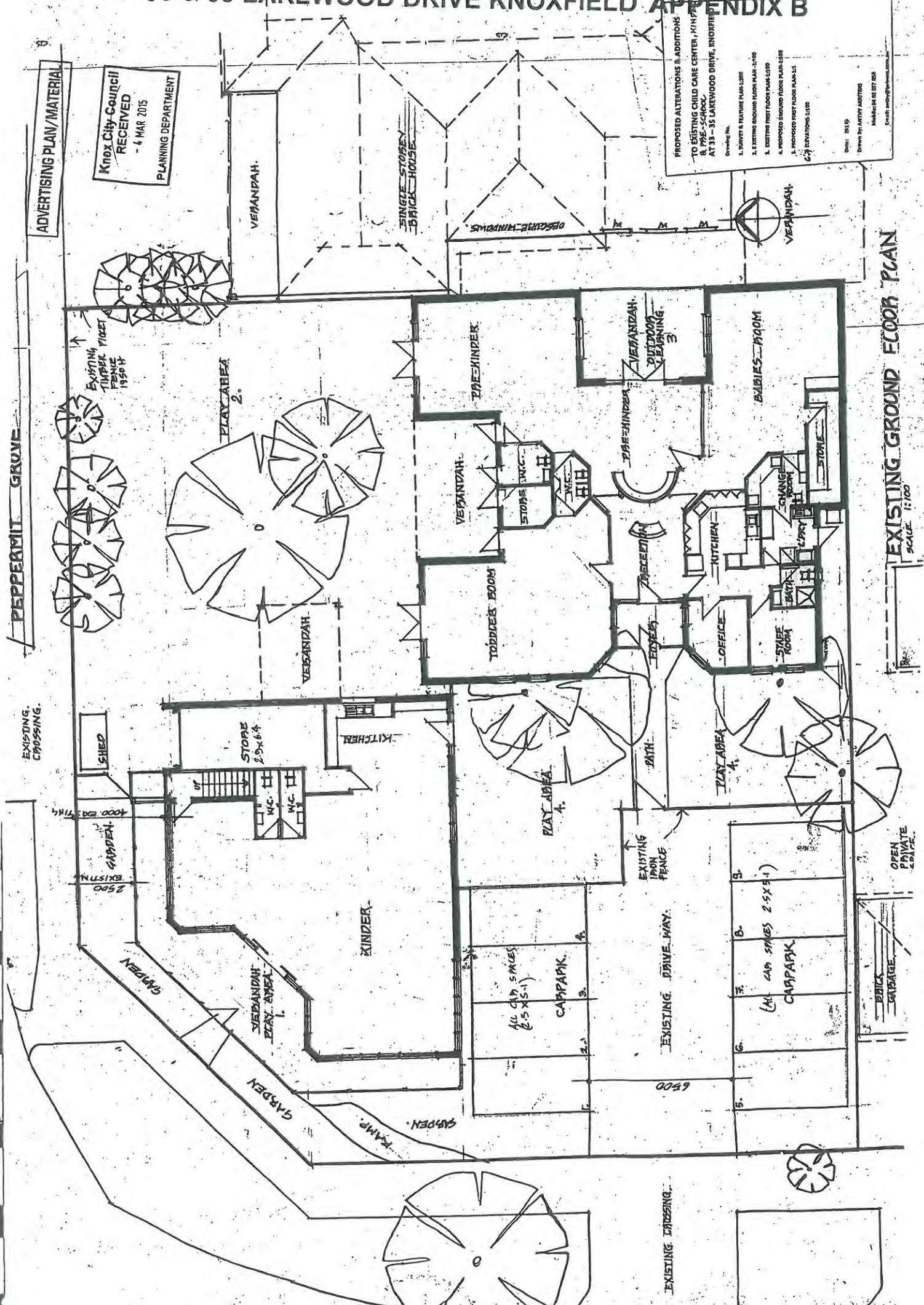
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Planning Scheme Information - DPCD, Knox City Council
Aerial Photography - AAM (Flown January 2013 - unless otherwise stated)
Melbourne Water Drainage Information - Melbourne Water

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33 & 35 LAKEWOOD DRIVE KNOXFIELD APPENDIX B



PROPOSED ALTERATIONS & ADDITIONS
 TO EXISTING CHILD CARE CENTER, KINDER
 & PRE-SCHOOL
 AT 33 - 35 LAKEWOOD DRIVE, KNOXFIELD

Drawing No. _____
 Date: 2015
 Drawn By: ANTHONY ANDRETTI
 Modified On: 07/05/2015
 Email: andy@andretti.com.au

1. SURVEY & FEATURE PLAN 1:500
2. EXISTING GROUND FLOOR PLAN 1:100
3. EXISTING FIRST FLOOR PLAN 1:100
4. PROPOSED CHANGE FLOOR PLAN 1:100
5. PROPOSED FIRST FLOOR PLAN 1:100
6. UTILITIES 1:100

EXISTING GROUND FLOOR PLAN
 SCALE 1:100



33 & 35 LAKEWOOD DRIVE KNOXFIELD APPENDIX B

ADVERTISING PLAN/MATERIAL

Knox City Council
RECEIVED
- 4 MAR 2015
PLANNING DEPARTMENT

PROPOSED ALTERATIONS & ADDITIONS
TO EXISTING CHILD CARE CENTER, KINDERGARTEN
& PRE-SCHOOL
AT 33 - 35 LAKEWOOD DRIVE, KNOXFIELD

Drawing No.

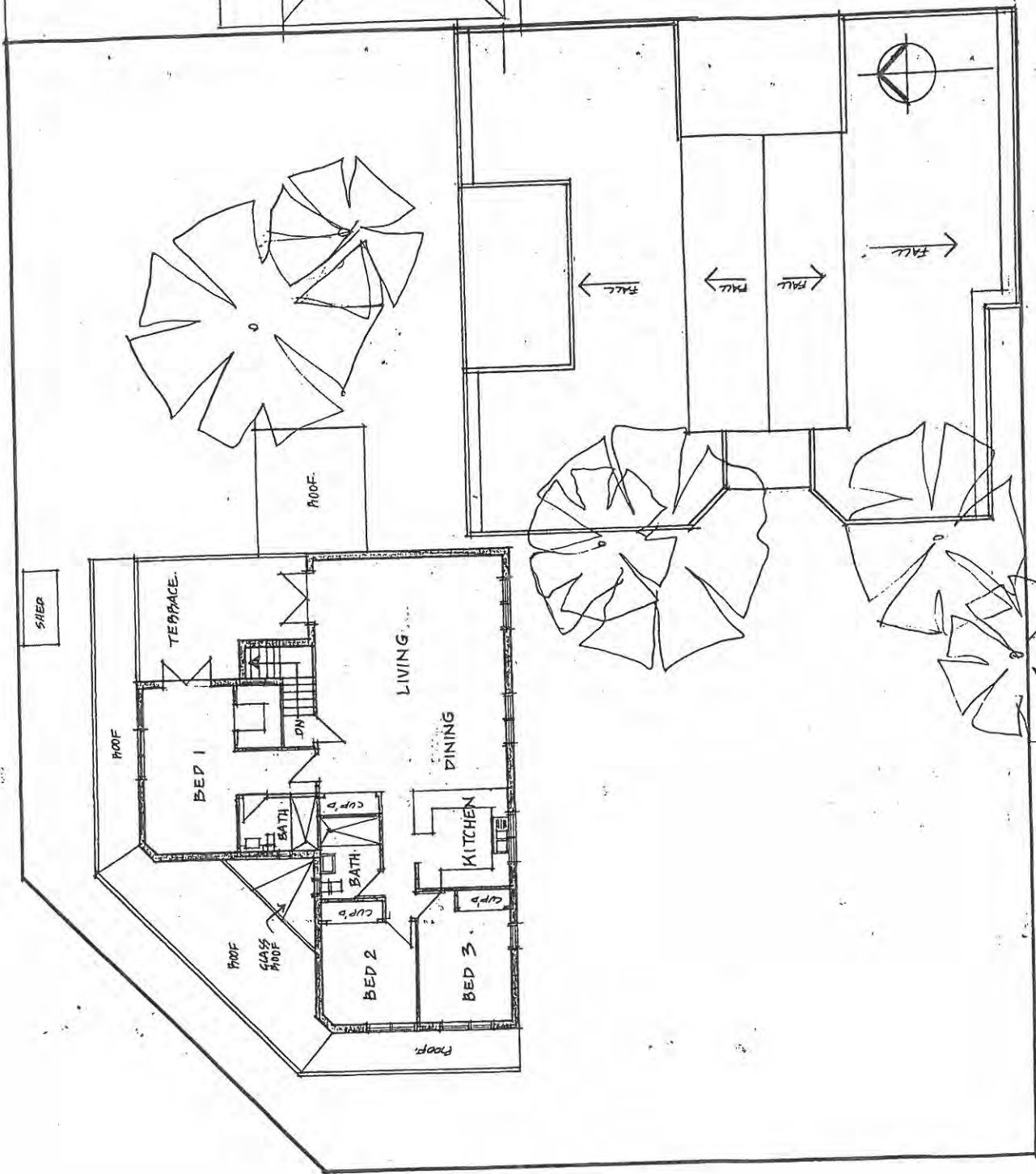
- 1. SURVEY & FEATURE PLAN-1:200
- 2. EXISTING GROUND FLOOR PLAN -1:100
- 3. EXISTING FIRST FLOOR PLAN-1:100
- 4. PROPOSED GROUND FLOOR PLAN-1:100
- 5. PROPOSED FIRST FLOOR PLAN-1:1
- 6. ELEVATIONS-1:100

Date: 2015

Drawn By: ANTHONY AKRITIDIS

Mobile: 04 02 057 058

Email: anthy@iprimus.com.au



EXISTING FIRST FLOOR PLAN
SCALE 1:100

BAIRD WARD**6.3 APPLICATION TO DEVELOP THE LAND FOR NINE (9) DOUBLE STOREY DWELLINGS AT 18 SUNDEW AVENUE, BORONIA (Application No. P/2015/6405)****1. SUMMARY:**

Land:	18 Sundew Aveune, Boronia
Applicant:	HWD Homes
Proposed Development:	Development of the land for nine (9) double storey dwellings
Existing Land Use:	Single dwelling
Area/Density:	1,174m ² / 1:130m ²
Zoning:	General Residential Zone - Schedule 4
Overlays:	Design and Development Overlay Schedule 7 Vegetation Protection Overlay Schedule 2
Local Policy:	Municipal Strategic Statement (MSS) Boronia Major Activity Centre Local Policy Housing Policy
Application Received:	25 June 2015
Number of Objections:	15
PCC Meeting:	Not applicable

Assessment:

Subject to conditions the development can provide an appropriate balance between the need for additional housing within a designated Activity Centre, the amenity of occupants and adjoining residents, and the establishment of new landscaping.

The proposal is consistent with the Design and Development Overlay Schedule 7 and Clause 22.06 (Boronia Major Activity Centre Policy).

The proposal can comply with the Housing Policy, the General Residential Zone – Schedule 4 and ResCode, subject to conditions.

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

6.3 18 Sundew Avenue, Boronia (cont'd)

2. BACKGROUND

2.1 Planning Scheme Amendments

Amendment C131 implements the findings of the Knox Housing Strategy 2013, the Knox Residential Guidelines, the Rowville Plan (2013) and the new residential zones.

At the time this application was submitted Amendment C131 was adopted by Council and therefore has been assessed against the provisions proposed by the Amendment, in accordance with the Council resolution dated 24 February 2015.

2.2 Subject Site and Surrounds

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

- The site is irregular in shape, located on the eastern side of Sundew Avenue, Boronia and has a total area of 1,174m². The site is located within the boundaries of the Boronia Activity Centre.
- The site contains a single dwelling, setback approximately 6.6 metres from Sundew Avenue, with access from the south western corner of the site. One large tree is located in the same corner of the property, minor vegetation is located within the rear setback.
- The adjoining properties to the north, west and south are zoned for residential use and have been developed accordingly. The land is zoned General Residential 4 Zone and is part of the Boronia Activity Centre. Development is a mix of single dwellings on a lot and medium density units. Land to the east of the site is part of the Belgrave rail line.

2.3 The Proposal

(Refer to attached plans at Appendix B)

It is proposed to remove the existing dwelling and construct nine (9) double storey dwellings on the land. Details are as follows:

- Dwellings contain 2 bedrooms each. A living, dining area, kitchen, amenities and a single car garage.
- Dwellings 1 to 8 are provided with balcony private open space areas and a courtyard on the ground floor. Dwelling 9 is provided with ground floor private open space only.
- Dwellings 1 to 8 are attached with separation provided to Dwelling 9 at the rear of the site.

6.3 18 Sundew Avenue, Boronia (cont'd)

- Access is via a single access way located along the southern boundary utilising the existing crossover. The existing large tree adjacent the driveway is proposed to be retained.
- The maximum building height is 7.6 metres. Dwellings are proposed to be constructed of brick and render with various types of cladding. Roofs are a combination of flat and pitched.

3. CONSULTATION

3.1 Advertising

The application was advertised by way of a sign on the site's frontage and notices were sent to adjoining property owners and occupiers. Council received objections from 15 properties that can be summarised as follows:

Inconsistent with neighbourhood character (height and density); overdevelopment

- *It is considered that two storey development is a normal part of the suburban residential fabric. The proposed development has a maximum height of 7.6 metres and generally complies with the height requirements of the DDO7. Due to the location of the site within an Activity Centre the character of the area is expected to change in the future. It is therefore considered that the proposal is not an overdevelopment of the land. A condition on any permit issued will require that the maximum building height be 7.5 metres.*

Traffic and parking issues

- *No issues have been raised by Council's Traffic Department in regard to the provision of parking or local traffic issues. The proposed development satisfies the car parking requirements of Clause 52.06, including the provision of visitor parking.*

Overlooking of adjoining properties / Privacy

- *A condition on any permit issued will require that unreasonable views to adjoining properties from upper floor windows be screened to a minimum height of 1.7 metres above finished floor level. This will ensure that there will be no unreasonable amenity impacts resulting from overlooking in accordance with Planning Scheme requirements.*

Construction over easement

- *A separate approvals process exists for this determination. However the applicant has provided consent from Southeast Water to construct over the easement.*

6.3 18 Sundew Avenue, Boronia (cont'd)

Provision of open space

- *Open space provided complies with the provisions of ResCode.*

Housing diversity

- *The proposed development provides 2 bedroom dwellings only. The predominant housing stock within Knox is 3 bedroom dwellings at approximately 85%. Therefore the proposed development is considered to provide dwelling diversity.*

External noise from rail and adjoining animals

- *A condition on any permit would require appropriate acoustic treatment of the proposed dwellings in relation to noise from the rail line.*
- *Increased densities can create the potential for additional conflict with regard to animal noise from adjoining properties. This however would not be a satisfactory reason to negate higher density development within a Major Activity Centre. Noise attenuation measures for the rail line may alleviate the potential for issues to some extent, although is not a failsafe against noise issues in the future.*

Waste collection

- *A waste management plan would be a condition on any permit issued. It is not expected however that individual bins will be collected from the street.*

Inadequate landscaping

- *No significant vegetation is proposed to be removed. The existing large tree at the front of the site is proposed to be retained. The site provides opportunities to plant vegetation along the side and rear boundaries. A satisfactory landscape plan would need to be submitted to Council as a condition of any permit issued.*

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 issued.*

Drainage Engineer

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

Assets

- *No objections.*

6.3 18 Sundew Avenue, Boronia (cont'd)

Landscape

- *No objections. A concept plan was submitted that would require changes before final approval.*

4. DISCUSSION

4.1 Zoning and Overlays

4.1.1 Zone

The site is located within the General Residential Zone – Schedule 4. Within the General Residential Zone – Schedule 4, a Planning Permit is required to construct more than one dwelling on a lot.

- *The proposed development is consistent with the purpose of the zone, providing for additional housing in an existing residential area with access to shops and services.*
- *An assessment of the proposal against the provisions of Clause 55 of the planning scheme has been undertaken below (Section 4.4).*

Schedule 4 to the General Residential Zone modifies ResCode Standards B6 (Minimum Street Setback), B13 (Landscaping), and B28 (Private Open Space).

- *The development complies with the minimum 6 metre front setback requirement, provides space for the minimum 4 canopy trees, and provides balcony and courtyard open space areas.*

4.1.2 Overlays

Design and Development Overlay - Schedule 7

The site is affected by the Design and Development Overlay - Schedule 7 which implements the Boronia Structure Plan. Under the provisions of the Overlay, a permit is required for buildings and works.

To achieve the design objectives in the Schedule, any proposed development must meet the requirements contained within the Schedule. These include preferred and mandatory building heights, design standards, materials and colours, landscape design and signage.

- *The proposed town house design comprises both attached and detached built form and is considered to provide an appropriate design for a site that is in close proximity to transport and services. The site is located approximately 200 metres walking distance from Boronia station.*

6.3 18 Sundew Avenue, Boronia (cont'd)

- *The site is located within a 7.5 metre (two storey) building height area. The proposal for two (2) storey dwellings with a maximum height of 7.6 metres (in one area only). A condition on any permit issued will require the maximum building height to be 7.5 metres.*
- *Materials and colours have been nominated that are generally considered acceptable to the Boronia area. A variety of colours and materials have been utilised to break up the continuity of the design.*

Vegetation Protection Overlay - Schedule 2

The site is affected by the Vegetation Protection Overlay – Schedule 2. A Planning Permit is required to remove vegetation listed in the schedule to the zone.

- *No vegetation listed in the schedule is located on the subject land or impacted by the proposal.*

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 11.01-2 Activity Centre Planning – Encourage the concentration of retail, residential, commercial, administrative, entertainment and cultural developments into Activity Centres.

- *The proposal provides for residential development at a density which will increase housing choice and diversity within the Boronia Activity Centre. The site has good access to Boronia Station, shops, and services.*

6.3 18 Sundew Avenue, Boronia (cont'd)

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 Activity Centre. The dwellings have been designed to be energy efficient and a satisfactory Sustainable Design Assessment would be required as a condition on any permit issued. The design of the buildings is modern and provides some aspects of visual interest.*
- *The front and side setbacks are appropriate and allow for smaller canopy tree planting, therefore development is not expected to dominate the streetscape.*

Clause 15.02 Sustainable Development – Encourage land use and development that 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 Activity Centre area in close proximity to urban services and transport. Should a permit be issued, the development would be 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.

- *Neighbourhood character - This is discussed in a later section of the report (Section 4.2.2).*
- *Housing choice – The provision of dwellings on smaller lots is considered to increase housing choice. The proposal provides two bedroom dwellings in close proximity to urban services.*
- *Integration with infrastructure – As detailed in Section 3.2 above, the development is considered to be satisfactorily integrated into the existing road network. Drainage plans will be required as a condition of any permit issued.*
- *Energy efficiency – This has been discussed at Clause 15.02.*
- *Location – The site is located within the Boronia Major Activity Centre.*

6.3 18 Sundew Avenue, Boronia (cont'd)

Clause 18 Transport – To create a safe and sustainable transport system by integrating land use and transport.

- *The site is located 200 metres walking distance from Boronia Train Station and bus interchange which is serviced by Bus Routes No. 737, 745B, 753, 755, 691 and 690.*
- *Boronia Station is part of the Belgrave train line which travels directly through the eastern suburbs to Melbourne's CBD and operates Monday to Saturday, 4.30am to 1.30am at various intervals and Sunday 6.00am to 12.00 am at various intervals. The Belgrave line is subject to the new 24 hours train initiative on Friday and Saturday nights. Timetables were not available at the time of this report.*
- *Route No. 690 from Croydon Station to Boronia Station via Kilsyth operates at various intervals from 5.49am to 9.26pm Monday to Friday, Saturday from 7.41am to 9.30pm, and Sunday from 9.00am to 9.26pm.*
- *Route No. 691 operates between Waverley Garden Shopping Centre and Boronia Railway Station between 5.22am and 9:59pm Monday to Friday, between 7.29am and 8pm Saturdays and Sundays at various intervals.*
- *Route No. 737 from Croydon Station to Glen Waverley via Knox City and Monash University operates at various intervals from 6.03am to 9.52pm Monday to Friday, Saturday from 6.10am to 9.52pm, and from 8.12am to 9.49pm on Sunday.*
- *Route No. 745B from Bayswater to Boronia operates two services between 2.45pm and 6.40pm Monday to Friday.*
- *Route No. 753 provides direct access between the Glen Waverley and Bayswater activity centres, and operates between 5:51am and 9:10pm Monday to Friday, between 7:37am and 9:25pm on Saturdays, and between 9:14am and 9pm on Sundays at various intervals.*
- *Route No. 755 from Bayswater to Knox City via The Basin, Boronia, Ferntree Gully operates between 6:07am and 9:19pm Monday to Friday, between 8:16am and 9:21pm Saturdays, and between 9:19am and 9:24pm on Sundays at various intervals.*

6.3 18 Sundew Avenue, Boronia (cont'd)

4.2.2 Local Planning Policy Framework

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 within this clause 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 close to urban services and open space areas. The development provides additional housing on an existing residential allotment where existing infrastructure will be utilised.*
- *The submission of a satisfactory sustainable design assessment would be a condition on any permit issued.*

Clause 21.04 Urban Design - Municipal Strategic Statement (MSS) – (Amendment C131) 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.

- *The site is located within the Boronia Activity Centre. The design is considered to comply with the built form requirements of the Design and Development Overlay – Schedule 7 and the Boronia Major Activity Centre Policy.*

Clause 21.05 – Housing (Amendment C131) – The Housing theme implements the *Knox Housing Strategy 2013*. In managing the City of Knox's current and future housing needs, Council supports a scaled approach to residential development. This scaled approach recognises that some parts of the City will need to accommodate change, due to population growth and the community's changing household needs. Development in residential areas will need to respond positively to the desired future character of the local area and take account of the particular built form and natural environmental elements that make up the neighbourhood character of Knox. The strong landscape character is the unifying element of the neighbourhood character of Knox.

The subject site is located within an "Activity Area", which contains a range of shops, services and employment and have good access to a range of public transport options. A greater range and increased densities of residential development are encouraged within these areas.

6.3 18 Sundew Avenue, Boronia (cont'd)

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

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

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.

Objective 4 is to protect and enhance the landscape and environmental values of the nature areas of significance within the municipality. Strategies include recognising the environmental and landscape significance of the Dandenong Foothills and directing significant growth in housing stock to locations outside of the Bush Suburban areas.

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 location of the site is identified in the Housing Framework Map to be in a Major Activity Centre and within an "Activity Area" where a greater range and increased densities of residential development are encouraged.*
- *The intensity of the proposed development is consistent with the strategy of increased residential development within a Major Activity Centre. The proposal is considered to be consistent with the preferred neighbourhood character as set out in the requirements of the Boronia Major Activity Centre Local Policy.*
- *Landscaping can be accommodated within the front setback, along the driveway and within private open space areas, contributing to the green and leafy image of Knox.*
- *The development provides 2 bedroom dwellings on smaller lots, differing from the typical housing stock in Knox.*

6.3 18 Sundew Avenue, Boronia (cont'd)

Clause 21.07 – Economic Development

A hierarchy of activity centres is encouraged which allows for a balanced approach to urban development with a mix of housing densities sited in appropriate locations. An increased proportion of population and business growth is directed to principal and major activity centres and major transport routes.

Bayswater, Boronia, Mountain Gate and Stud Park Activity Centres are Major Activity Centres that will serve a smaller catchment than the principal activity centre and provide scope for investment and change in retail, office, service and residential activities. The subject site is located within the Boronia Major Activity Centre.

Key issues in major activity centre development include increasing the scale and level of activity within the centre, while ensuring views of the Dandenong Ranges are protected and enhanced.

- *The location of the site is identified in the City of Knox Housing Strategic Framework Plan to be in an area that is a 'Major activity centre: opportunities for new infill development'.*
- *The proposal is considered to be respectful of the future character as set out in the Boronia Structure Plan and the local policy on the Boronia Major Activity Centre at Clause 22.06 of the Scheme. The design of the proposal takes advantage of the circumstances of the subject site and can provide a development that will result in overall benefit to the occupiers as well as the surrounding area.*

Clause 22.06 Boronia Major Activity Centre Policy: This policy seeks to address a lack in availability of a variety of housing types within the Boronia Major Activity Centre, and identifies opportunities for higher density development within the centre to benefit from close proximity to social services and infrastructure.

The site is located within a “*Dispersed infill residential*” area within the Land Use Framework Plan. Development that provides increased densities in close proximity to services and public transports are encouraged.

- *The development proposes townhouses with built form in accordance with the DDO7 within 200 metres walking distance of Boronia station, shops and services.*

6.3 18 Sundew Avenue, Boronia (cont'd)

Clause 22.10 Housing Policy: The Housing Policy at Clause 22.10-1 recognises that the population of Knox will grow by 12,000 persons and 15,000 households to 2030.

In response to this forecast, the Housing Policy directs the provision of a diversity of housing types and forms; housing that meets the needs of all groups within the community; accessible housing that is well designed and responsive to the local character and environment; and housing that recognises that the environment and landscape significance of the Dandenong

Foothills outweigh the need for urban consolidation in the Foothills.

Before deciding on an application, the responsible authority will consider, as appropriate, whether:

The proposed development will contribute to a diversity of housing in Knox.

- *The proposed development proposes 2 bedroom dwellings, which will contribute to housing diversity in Knox.*

The proposed development makes a positive contribution to the desired future urban fabric, amenity and neighbourhood character.

- *The site is located within an Activity Centre with good access to urban services. The development is considered to be consistent with the Activity Centre policies and overlays applying to the site and can achieve the desired future character.*

There is access to frequent public transport services between 6.00am and 11.00pm daily, seven days a week.

- *The site does not have access to public transport that operates between 6.00am and 11.00pm daily, seven days a week, although is located 200 metres from Boronia Station.*

6.3 18 Sundew Avenue, Boronia (cont'd)

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.

Parking for a dwelling is to be provided at a ratio of 2 spaces for every 3 bedroom, 1 space for every 2 bedroom dwelling, plus 1 visitor parking space is required for every 5 units.

- *The proposal satisfies the car parking provision with 1 car space provided for each two bedroom dwelling. One visitor car parking space has been provided.*

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 – *Does not comply. As the accessway services 10 car parking spaces there is a requirement that a 5 metre wide and 7 metre long passing area be provided at the entrance to the site. In this case there are several areas where passing can occur along the driveway, and due to the relatively low number of spaces serviced, the current layout was considered to be acceptable. This was discussed with Council's Traffic Department who noted that the minor non-compliance did not warrant the relocation of the power pole in the nature strip, given vehicles could pass on the driveway.*

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

Design Standard 3: Gradients – *Complies.*

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

Design Standard 5: Urban Design – *Complies.*

Design Standard 6: Safety – *Complies.*

Design Standard 7: Landscaping – *Complies.*

6.3 18 Sundew Avenue, Boronia (cont'd)**4.4 Clause 55 – Two or More Dwellings on a Lot and Residential Buildings (ResCode)**

The proposal generally complies with the provisions of Clause 55 of the Knox Planning Scheme, an assessment of the key criteria; including any areas of non compliance are considered below:

Neighbourhood Character and Infrastructure

Neighbourhood Character – *Generally Complies. Refer to assessment and recommended conditions above at Section 4.2.2.*

Residential Policy – *Complies.*

Dwelling Diversity – *Complies.*

Infrastructure – *Complies. A drainage plan will be a condition on any permit issued.*

Integration with the Street – *Complies.*

Site Layout and Building Massing

Street Setback – *Complies - The setback is 6 metres as specified in Schedule 4 to the General Residential Zone.*

Building Height – *The site is located in an area with an area with a 7.5 metre height limit. A condition on any permit issued will require the maximum building height to be 7.5 metres.*

Site Cover/permeability – *Complies.*

Energy Efficiency – *Complies.*

Safety – *Complies.*

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

Access – *Complies.*

Parking Location – *Complies.*

6.3 18 Sundew Avenue, Boronia (cont'd)Amenity Impacts

Side and rear setbacks – *Complies.*

Walls on boundaries – *Complies.*

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

Overshadowing open space – *Complies.*

Overlooking – *Generally complies. There are some views outside the 9 metre arc directly into the private open space of adjoining units to the south. A condition will require these windows be screened to 1.7 metres above finished floor level.*

A condition will require that balconies be screened with obscure glass in place of louver screens where applicable.

Noise – *Can comply. The site backs onto the rail line and therefore the potential for excessive noise in dwellings exists. A condition on any permit issued should require that appropriate measure be taken to ensure that external noise impacts to habitable rooms from the railway line is kept to an appropriate level in accordance with EPA guidelines.*

On-Site Amenity and Facilities

Accessibility – *Complies.*

Dwelling Entry– *Complies.*

Daylight to new windows – *Complies.*

Private Open Space – *Complies.*

Solar access – *Complies.*

Storage – *Complies.*

Detailed Design

Detailed Design – *Complies.*

Front fence – *Complies.*

Common Property – *Complies.*

Site Services – *Complies.*

6.3 18 Sundew Avenue, Boronia (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 appropriate given the following:

- *The proposed development is generally consistent with the Housing Policy and Boronia Major Activity Centre Policy. As discussed above, the site is located within an Activity Centre with access to public transport urban services.*
- *The design of the new dwellings is generally consistent with the preferred character objectives with sufficient room for landscaping while allowing for additional dwellings within an Activity Centre and providing a transition into the foothills area.*
- *The development complies with the DDO7 subject to a condition in regard to building height. The design of the development does not impact on the Vegetation Protection Overlay 2.*
- *The development is generally compliant with ResCode subject to changes via conditions on any permit issued.*

6. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

6.3 18 Sundew Avenue, Boronia (cont'd)**RECOMMENDATION**

That Council issue a Notice of Decision to Grant a Planning Permit for nine (9) double storey dwellings at 18 Sundew Avenue, Boronia, 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 The upper floor east facing bedroom window of Dwelling 9 to be screened with obscure glass to a minimum height of 1.7 metres above finished floor level. The window may be clear and openable above this height. No adhesive film is to be used.
 - 1.2 All north facing balconies to be screened with obscure glass to a minimum height of 1.7 metres above finished floor level.
 - 1.3 All dwellings to be provided with glazing and insulation so that noise from the use of the rail line to the rear of the site is within acceptable tolerances within habitable rooms of each dwelling.
 - 1.4 All windows screened with external louvers shown to be screened with obscure glass to a minimum height of 1.7 metres above finished floor level. The window may be clear and openable above this height. No adhesive film is to be used.
 - 1.5 The northern and southern boundary fences to be replaced with new fences to a minimum height of 2 metres. The fences are to be splayed to 1 metre high forward of Dwelling 1.
 - 1.6 An annotation on the plans stating that window treatment and insulation will be used to ensure that noise levels in habitable rooms of all dwellings complies with the EPA noise control guidelines.
 - 1.7 The maximum building height to be 7.5 metres.
 - 1.8 Drainage plans in accordance with Condition 2.

6.3 18 Sundew Avenue, Boronia (cont'd)**Recommendation (cont'd)**

- 1.9 Landscape plans in accordance with Condition 3.**
- 1.10 A Sustainable Design Assessment in accordance with Condition 10.**
- 1.11 A Waste Management Plan in accordance with Condition 18.**

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.

6.3 18 Sundew Avenue, Boronia (cont'd)**Recommendation (cont'd)****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. 80% of vegetation is to be indigenous.

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

3.8 The plans must also show the provision of at least 7 additional indigenous or native trees and at least 14 additional large shrubs chosen from Appendix 4 or 5 of Council's Landscape Guidelines for Planning Permits. These canopy trees must be a minimum two metres tall when planted.

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.

6.3 18 Sundew Avenue, Boronia (cont'd)**Recommendation (cont'd)****General**

- 6. All development must be in accordance with the endorsed plans.**
- 7. The development 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.**

Sustainable Design Assessment

- 10. Prior to the commencement of any buildings or works, a Sustainable Design Assessment detailing Sustainable Design initiatives to be incorporated into the development must be submitted to and approved by the Responsible Authority. The Sustainable Design Assessment must outline the proposed sustainable design initiatives to be incorporated throughout the development such as (but not limited to) energy efficiency, water conservation, stormwater quality, waste management and material selection, to the satisfaction of the Responsible Authority.**
- 11. Prior to the occupation of the development, the development must be constructed in accordance with the Sustainable Design Assessment.**

Car Parking & Accessways

- 12. Before the dwellings are occupied, driveways and car parking areas must be:**
 - 12.1 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**
 - 12.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and**
 - 12.3 Treated with an all-weather seal or some other durable surface; and**
 - 12.4 Line-marked or provided with some other adequate means of showing the car parking spaces.**

To the satisfaction of the Responsible Authority.

6.3 18 Sundew Avenue, Boronia (cont'd)**Recommendation (cont'd)**

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

Fencing

- 14. All costs associated with the provision of the fencing are to be borne by the owner/developer under this permit.**
- 15. 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

- 16. 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:**

16.1 The appearance of building, works or materials on the land

16.2 Parking of motor vehicles

16.3 Transporting of materials or goods to or from the site

16.4 Hours of operation

16.5 Stockpiling of top soil or fill materials

16.6 Air borne dust emanating from the site

16.7 Noise / vibration

16.8 Rubbish and litter

16.9 Sediment runoff

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

Stormwater

- 17. 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.**

6.3 18 Sundew Avenue, Boronia (cont'd)**Recommendation (cont'd)****Waste Management Plan**

- 18. Before the development commences, a waste collection and management plan must be submitted to and approved by the Responsible Authority, demonstrating how waste collection will be undertaken on site, including the operation of the garbage and recyclables storage area.**

Garbage and recyclables storage and collection must be undertaken in accordance with the approved plan/documentation, and must be undertaken by a private contractor, to the satisfaction of the Responsible Authority. Council will not collect waste from the proposed development.

Permit Expiry

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

- 19.1 The development is not started within two years of the date of this permit.**
- 19.2 The development is not completed within four years of the date of this permit.**

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within three months afterwards.

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 to the southeast corner of the property. The outfall pipe is to be upgraded to the satisfaction of the Responsible Authority. 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 18 Sundew Avenue, Boronia (cont'd)**Recommendation (cont'd)**

- The total Permissible Site Discharge for the property including all dwellings is 6.6 L/s to the existing Council drainage system for a 5 year ARI event.
- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.
- 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.
- 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.

6.3 18 Sundew Avenue, Boronia (cont'd)**Recommendation (cont'd)**

- **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. LOCKWOOD
SECONDED: CR. MORTIMORE

That the recommendation be adopted.

CARRIED



Location

Property Address

18 Sundew Avenue, BORONIA

Application Number

P/2015/6405

Description

The construction of nine (9) double storey dwellings on the land

Wardname

Baird

LEGEND:

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



Scale: 1:3000



DISCLAIMER:

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

1. Whilst every endeavor has been made to ensure that the mapping information is current and accurate, no responsibility or liability is taken by Knox City Council or any of the above organizations in respect to inaccuracy, errors, omissions or for actions based on this information.
2. Planning information should be used only as a means of preliminary investigation. For accurate overlay information please obtain a Planning Certificate from the Department of Infrastructure.
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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.



Location
18 Sundew Avenue, BORONIA P/2015/6405

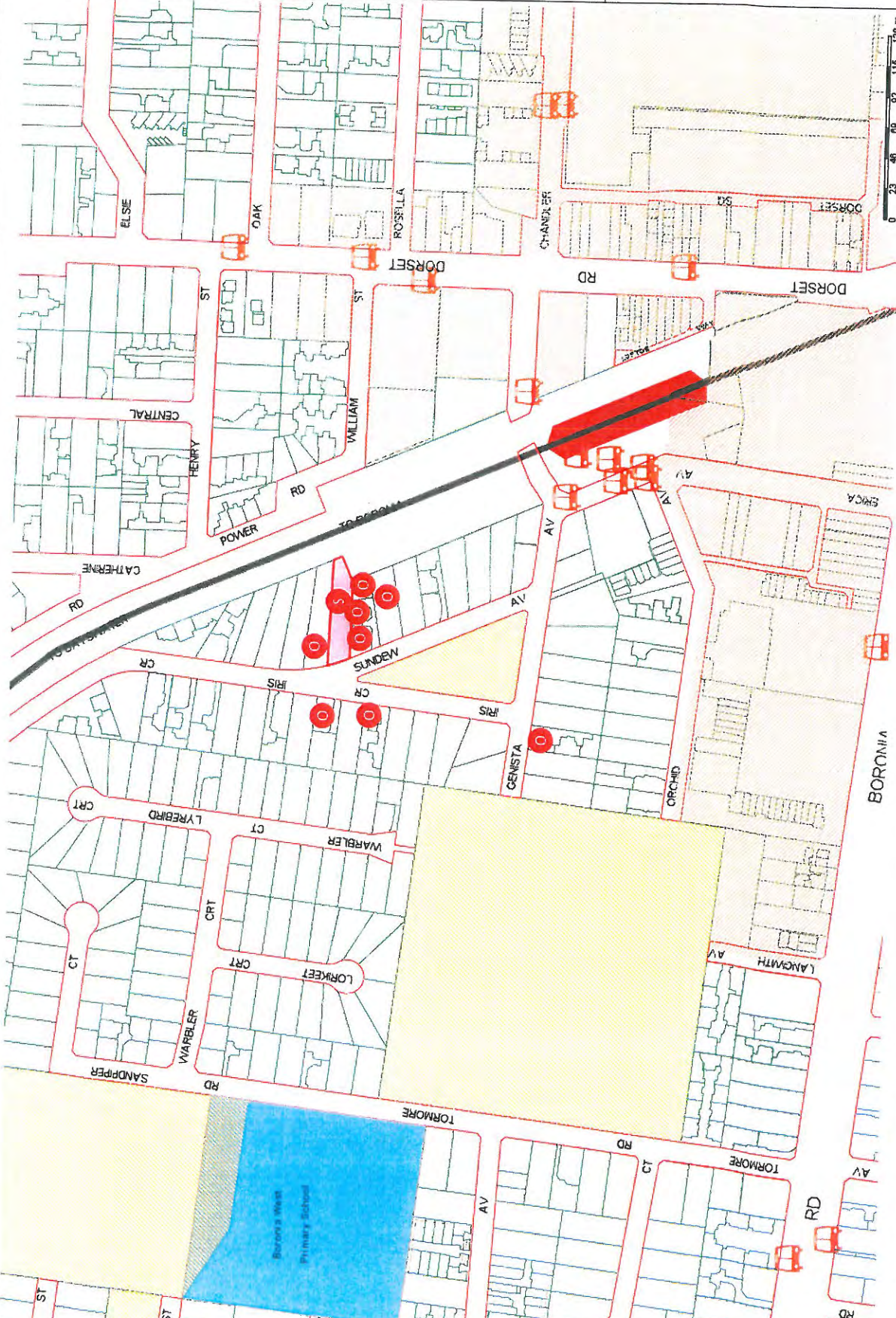
Property Address
The construction of nine (9) double storey dwellings on the land

Application Number
Baird

LEGEND:

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

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Aerial Photography - AAM (Flown January 2013 - unless otherwise stated)
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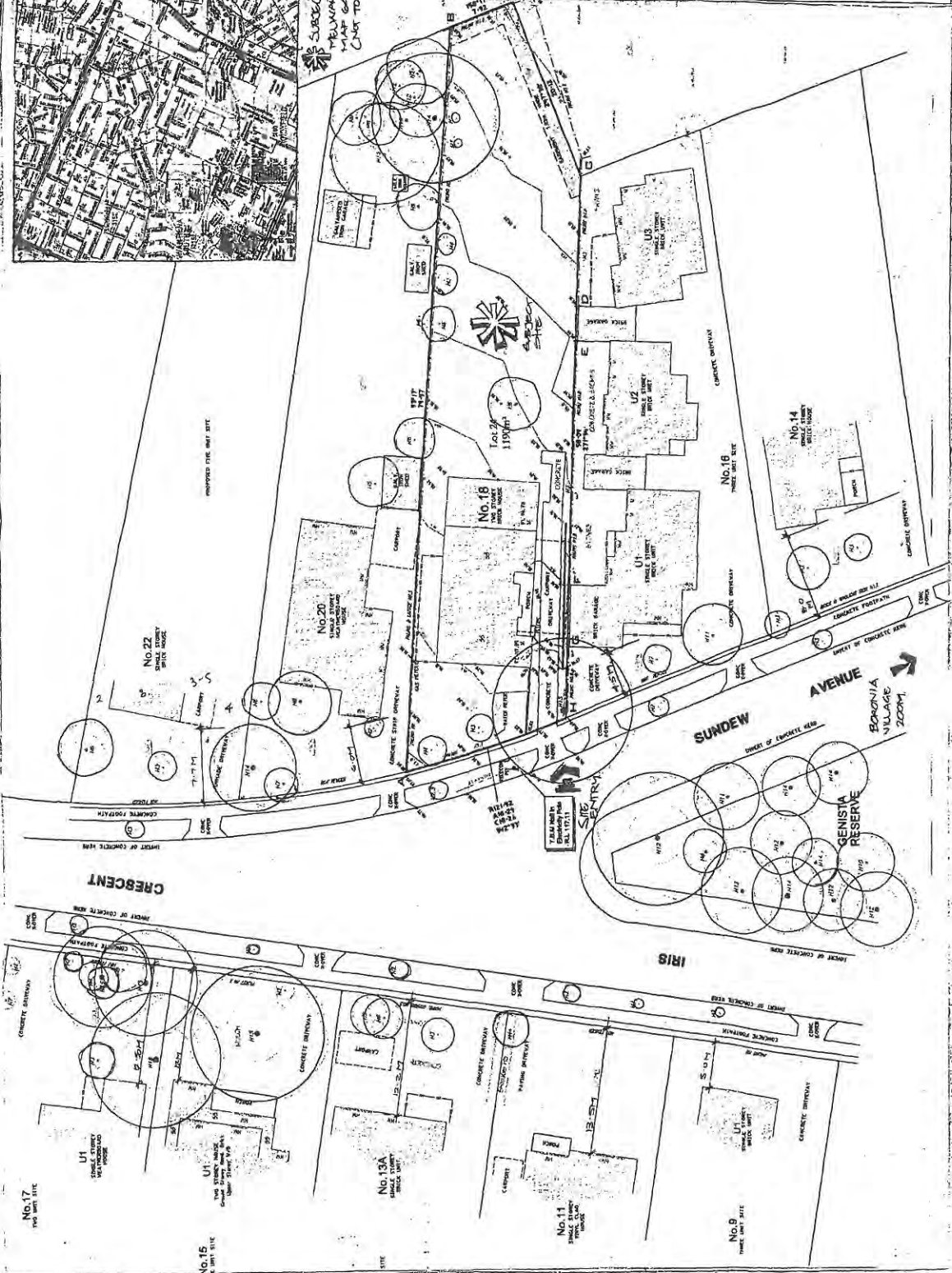
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SUBJECT SITE
RANGWOOD - BELGRAVE
MAY 64 1/8
CMT TO 5/15

The site is located in the Ringwood-Belgrave area, which is a residential zone. The site is bounded by Sun Dew Avenue to the north, Iris Crescent to the west, and the Ringwood-Belgrave boundary to the east. The site is currently vacant and is proposed for development as a residential lot. The proposed development includes a single-story house with a garage and a driveway. The site is shown on the attached site plan, which includes details of the proposed building, driveway, and landscaping. The site is also shown on the attached map, which shows the site's location within the Ringwood-Belgrave area. The site is bounded by Sun Dew Avenue to the north, Iris Crescent to the west, and the Ringwood-Belgrave boundary to the east. The site is currently vacant and is proposed for development as a residential lot. The proposed development includes a single-story house with a garage and a driveway. The site is shown on the attached site plan, which includes details of the proposed building, driveway, and landscaping. The site is also shown on the attached map, which shows the site's location within the Ringwood-Belgrave area.

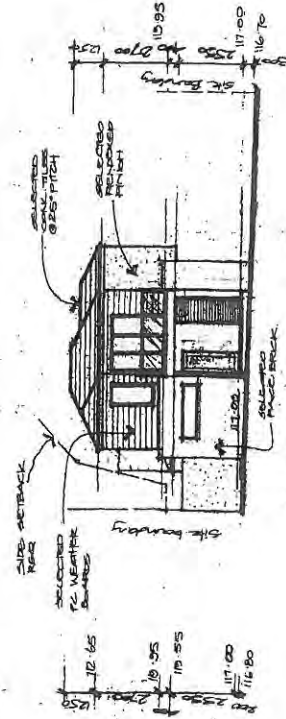
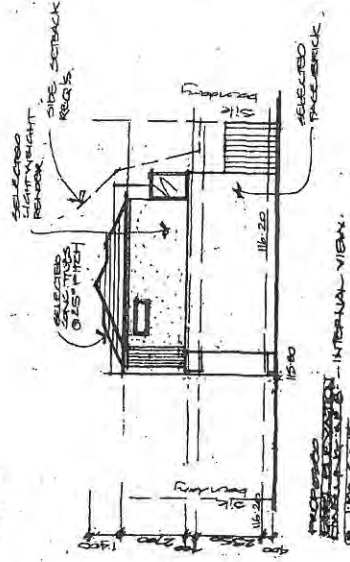
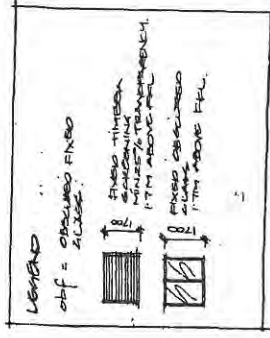
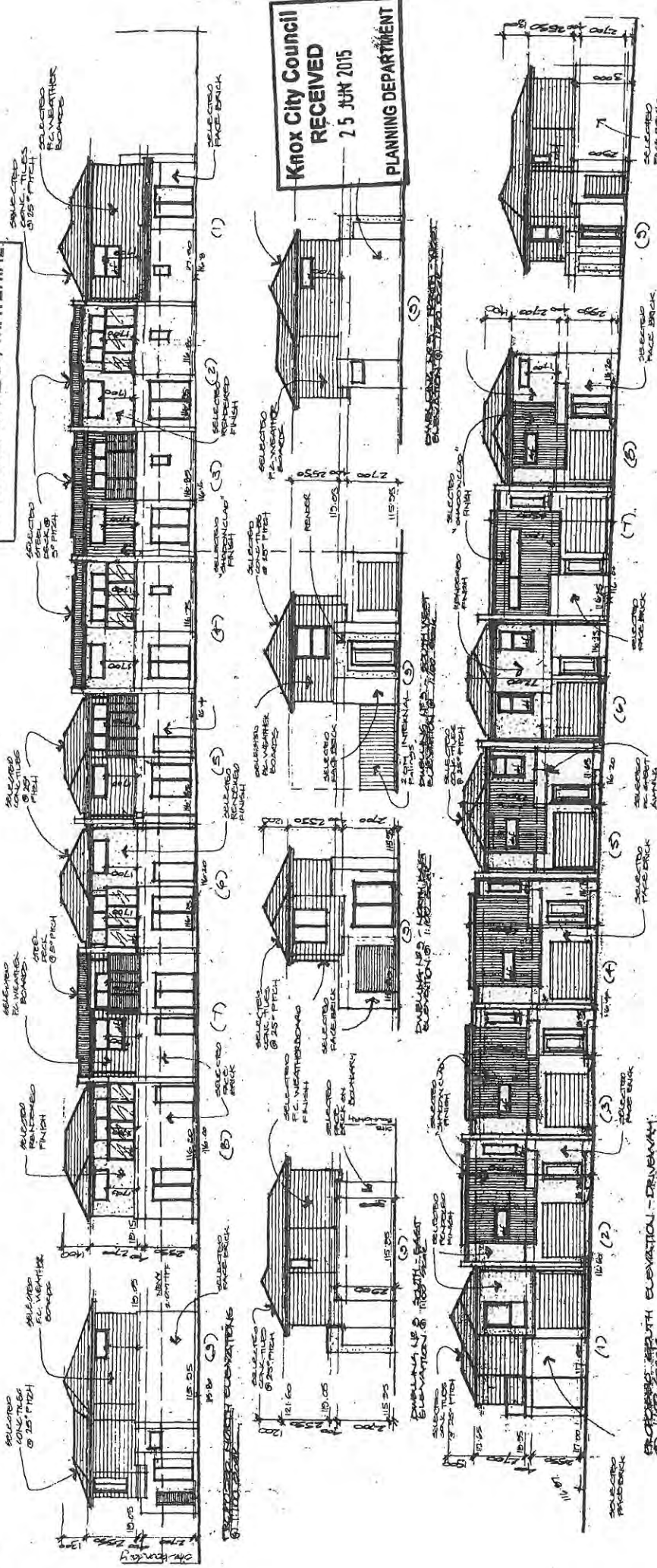


ADVERTISING PLAN/MATERIAL

18 SUNDEW AVENUE BORONIA APPENDIX B

ADVERTISING PLAN/MATERIAL

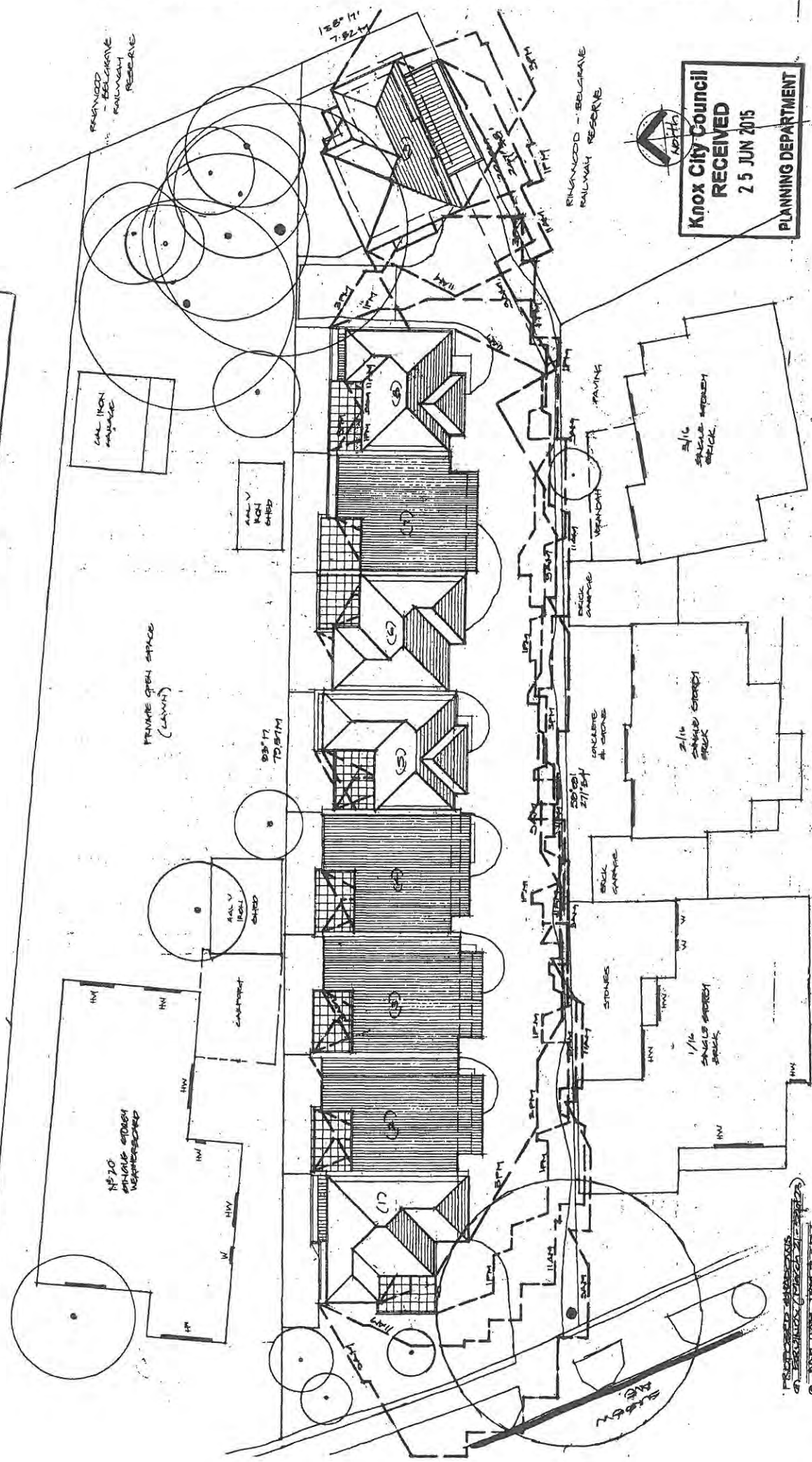
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INTERNAL VIEW
SUNDEW AVE. VIEW

PROJECT NO. 15-0001	DATE: 11/10/14	BY: SAJAH	APP: SAJAH	DATE: 11/10/14	BY: SAJAH	APP: SAJAH	DATE: 11/10/14	BY: SAJAH	APP: SAJAH
PROJECT NAME: 18 SUNDEW AVENUE, BORONIA	PROJECT TYPE: RESIDENTIAL DEVELOPMENT	PROJECT LOCATION: SUNDEW AVENUE, BORONIA	PROJECT STATUS: APPROVED	PROJECT NO.: 15-0001	DATE: 11/10/14	BY: SAJAH	APP: SAJAH	DATE: 11/10/14	BY: SAJAH
PROJECT NO.: 15-0001	DATE: 11/10/14	BY: SAJAH	APP: SAJAH	DATE: 11/10/14	BY: SAJAH	APP: SAJAH	DATE: 11/10/14	BY: SAJAH	APP: SAJAH

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TA
 SHEET
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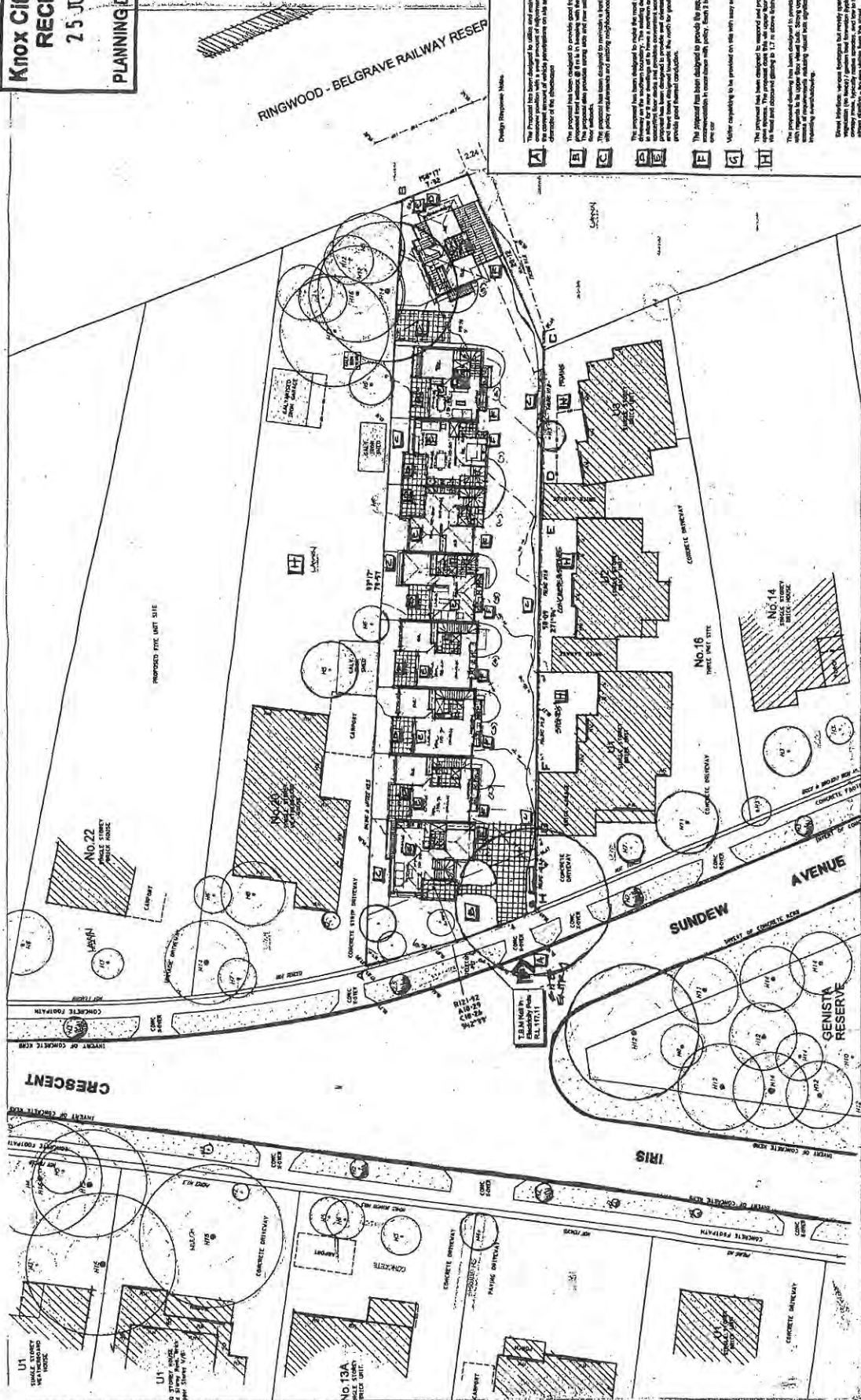
PROPOSED ADDRESS
 18 SUNDEW AVENUE BORONIA VIC 3083
 PREPARED BY
 ARCHITECT
 18 SUNDEW AVENUE BORONIA VIC 3083
 PREPARED FOR
 18 SUNDEW AVENUE BORONIA VIC 3083

PROPOSED ADDRESS
 18 SUNDEW AVENUE BORONIA VIC 3083

PROPOSED ADDRESS
 18 SUNDEW AVENUE BORONIA VIC 3083

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Design Response Notes

A The proposal has been designed to address and comply with the Council's amenity provisions with a view to minimizing the impact on the amenity of the surrounding area and to ensure that the proposed development is in accordance with the character of the neighborhood.

B The proposal has been designed to provide a high level of amenity. The proposed development is designed to be in accordance with the amenity provisions of the Council's amenity provisions and to provide a high level of amenity to the surrounding area.

C The proposal has been designed to provide a high level of amenity. The proposed development is designed to be in accordance with the amenity provisions of the Council's amenity provisions and to provide a high level of amenity to the surrounding area.

D The proposal has been designed to provide a high level of amenity. The proposed development is designed to be in accordance with the amenity provisions of the Council's amenity provisions and to provide a high level of amenity to the surrounding area.

E The proposal has been designed to provide a high level of amenity. The proposed development is designed to be in accordance with the amenity provisions of the Council's amenity provisions and to provide a high level of amenity to the surrounding area.

F The proposal has been designed to provide a high level of amenity. The proposed development is designed to be in accordance with the amenity provisions of the Council's amenity provisions and to provide a high level of amenity to the surrounding area.

G The proposal has been designed to provide a high level of amenity. The proposed development is designed to be in accordance with the amenity provisions of the Council's amenity provisions and to provide a high level of amenity to the surrounding area.

H The proposal has been designed to provide a high level of amenity. The proposed development is designed to be in accordance with the amenity provisions of the Council's amenity provisions and to provide a high level of amenity to the surrounding area.

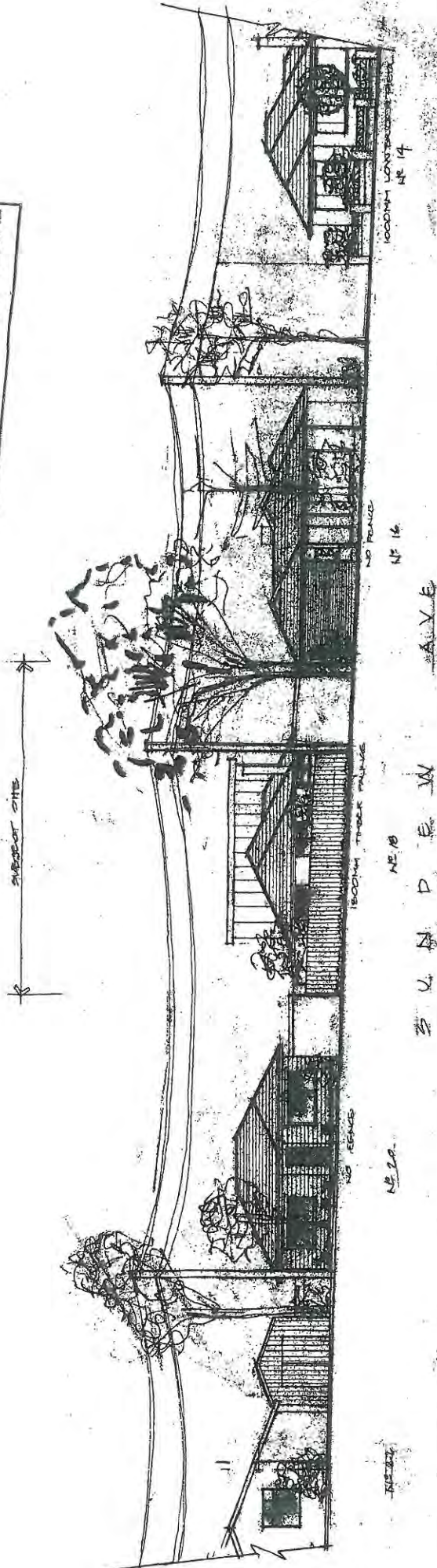
TPD
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Memo (Study) No. 14
P.O. Box 1187
Knox City Council
2500 Boronia Road
Boronia, Vic 3083

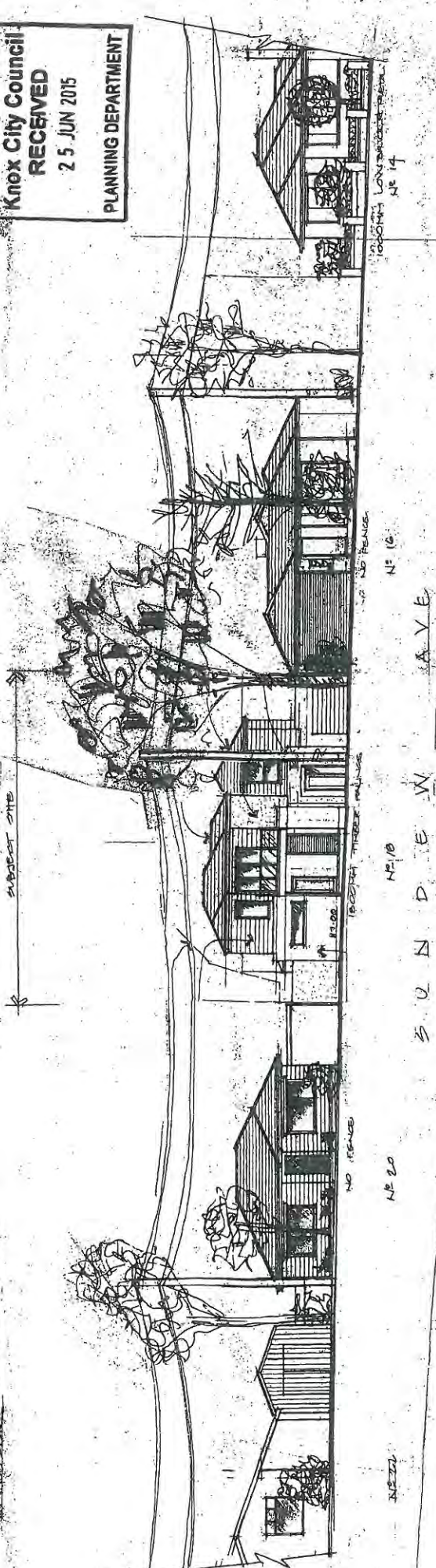


DATE PREPARED: 15/06/2015
DRAWN BY: J. BARNUM
SCALE: 1:200
PROJECT: 18 SUNDEW AVENUE BORONIA
APPENDIX B
DESIGN RESPONSE

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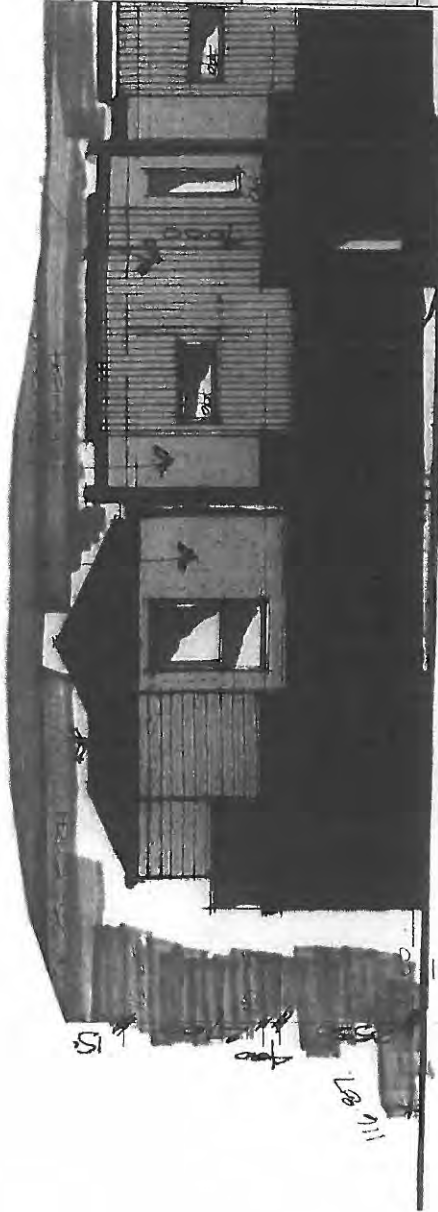


170
B

James Smith, P.E., Ltd.
1000 North 10th Street
Boronia, TN 37025
Phone: (615) 892-8881
Fax: (615) 892-8882
www.james-smith.com

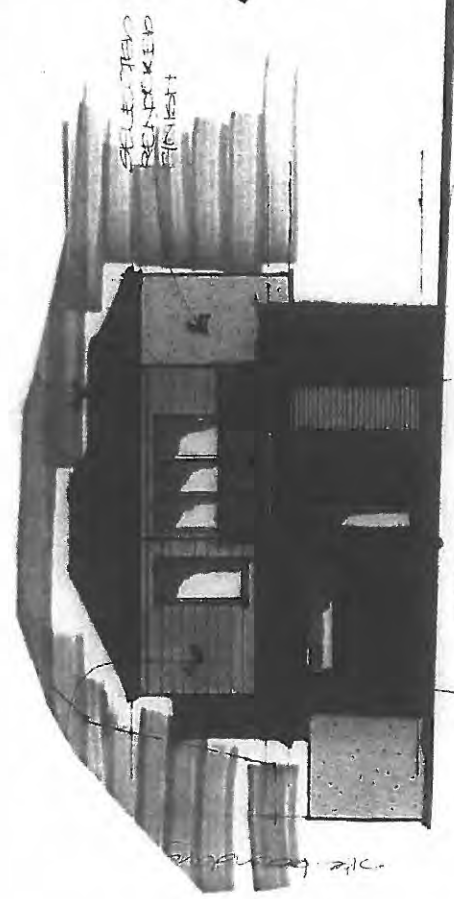
PREPARED BY: JAMES SMITH, P.E., LTD.	DATE: 05/20/15	PROJECT: 18 SUNDEW AVENUE BORONIA	SCALE: AS SHOWN	STATUS: APPROVED
DESIGNED BY: JAMES SMITH, P.E., LTD.	DATE: 05/20/15	PROJECT: 18 SUNDEW AVENUE BORONIA	SCALE: AS SHOWN	STATUS: APPROVED
CHECKED BY: JAMES SMITH, P.E., LTD.	DATE: 05/20/15	PROJECT: 18 SUNDEW AVENUE BORONIA	SCALE: AS SHOWN	STATUS: APPROVED
APPROVED BY: JAMES SMITH, P.E., LTD.	DATE: 05/20/15	PROJECT: 18 SUNDEW AVENUE BORONIA	SCALE: AS SHOWN	STATUS: APPROVED

18 SUNDEW AVENUE BORONIA APPENDIX B



(1) 1:100 scale
SELECTED FACE BRICK

PROPOSED SOUTH ELEVATION - DRIVEWAY
@ 1:100 scale



(2) 1:100 scale

PROPOSED WEST ELEVATION
@ 1:100 scale
- SUNDEW AVE VIEW

PROPOSED DEVELOPMENT
NO 18 SUNDEW AVENUE BORONIA

Refer to plan for location of render

ADVERTISING PLAN/MATERIAL

Date May 2015
Scale 1:100 @ A3

ITEM	IMAGE/COLOUR	SUPPLIER	DESCRIPTION
Brick		COMPANY: Austral	RANGE: Homestead COLOUR: Blackwood
Concrete tiles		COMPANY: Boral	COLOUR: Twilight PROFILE: Slim-line
Gutter & Downpipes		COMPANY: Colorbond	COLOUR: Monument
Garage door		COMPANY: Steel-line Doors	COLOUR: Colorbond Monument PROFILE: Panel lift Slim-line
Render		COMPANY: Dulux	COLOUR: Warm Granite CODE: PN2CG

Knox City Council
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ALL WARDS**6.4 MUNICIPAL EMERGENCY MANAGEMENT PLAN 2016-2019**

SUMMARY: *Manager – City Safety and Health (Steven Dickson)
Acting Coordinator – Emergency Management
(John Salter)*

Under the Emergency Management Act 1986 (the Act) and in line with the Emergency Management Manual of Victoria (EMMV), in partnership with relevant agencies, Council has a legislative responsibility to facilitate the development and maintenance of the Municipal Emergency Management Plan (MEMP) which is subject to Audit under the Act every three years.

The Knox Municipal Emergency Management Plan 2016–2019 (the Plan) has been formally reviewed and endorsed by the Municipal Emergency Management Planning Committee (MEMPC). To meet Council’s legislative requirements and to enable the Plan to be audited, endorsement of this plan is required by Council.

RECOMMENDATION

That Council:

- 1. Endorse the Knox Municipal Emergency Management Plan 2016–2019 as attached to this report (Appendix A).**
- 2. Authorise the Director, City Development to make minor changes to the MEMP that may be identified through the audit of the MEMP by VICSES, and where the changes do not affect the purpose or intent of the Plan.**

1. INTRODUCTION

The Municipal Emergency Management Plan, (the Plan) has been produced pursuant to Section 20(1) of the *Emergency Management Act 1986*¹, which requires all municipal Councils to prepare and maintain a Municipal Emergency Management Plan. Section 21A of the Act requires the Plan to be audited by VICSES every three 3 years.

¹ Both the *Emergency Management Act 1986* and the *Emergency Management Act 2013* are to be read and construed as one Act, until such time as the *1986 Act* is repealed.

6.4 Municipal Emergency Management Plan 2016-2019 (cont'd)

The Emergency Management Manual Victoria (EMMV) contains policy and planning documents for emergency management in Victoria, and provides details about the roles different organisations play in the emergency management arrangements.

The Plan has been updated to ensure compliance with *the Act* and EMMV. It is due for audit by Victoria State Emergency Service in March 2016. Endorsement of this Plan will ensure a positive result at audit.

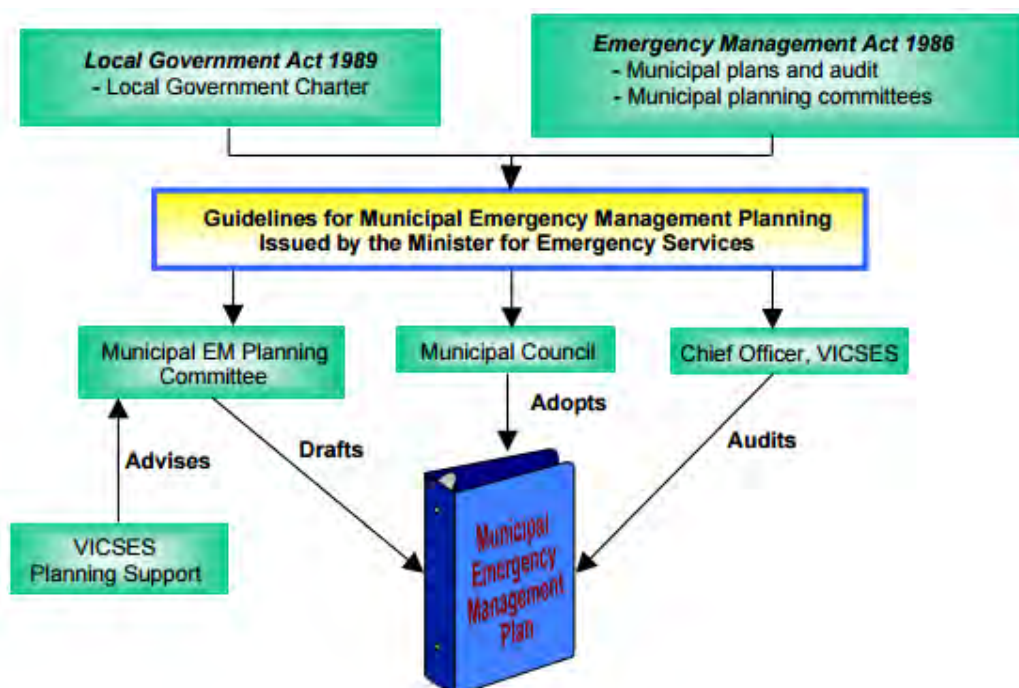
2. DISCUSSION

Municipal emergency management planning involves the identification and documentation of the overall multi-agency arrangements in place for the prevention of, response to and recovery from emergencies that affect the municipal district.

Pursuant to the aforementioned legislative requirements this Plan has been reviewed to ensure the adequate management of all aspects of emergency management from response to recovery.

The Plan has been formally endorsed by the membership of the MEMPC on 4 December 2015. The MEMPC comprises of representatives from CFA, VICSES, Ambulance Victoria, Victoria Police, Victorian Council of Churches, St John Victoria, DELWP, DHHS, Parks Victoria, VicRoads, VicTrack, Metro Trains, Westfields, South East Water, Eastern Health and Knox Council's Emergency Management Team.

The following diagram shows the emergency management planning structure, including legislation, Council and audit requirements.



6.4 Municipal Emergency Management Plan 2016-2019 (cont'd)

3. CONSULTATION

Stakeholder participation is an integral part of planning for emergencies. Key stakeholders represented on the MEMPC have provided significant input into the review process.

This Plan is consistent with the multi agency approach taken to manage all hazards across the municipal district and incorporates engagement principles as outlined in the International Association of Public Participation Australasia (IAP2).

4. ENVIRONMENTAL/AMENITY ISSUES

Planning in emergency management is undertaken with regard for environmental and amenity issues to ensure the balance of safety and protection of both the environment and the community,

5. FINANCIAL & ECONOMIC IMPLICATIONS

Council currently allocates resources to support Emergency Management programs in the annual Council budget. The Emergency Management sector is undergoing significant reform which has the capacity to create some implications for Council that are currently not clear.

The Emergency Management team continue to seek opportunities for external funding and the building of partnerships with other municipalities and agencies to establish efficiencies that work to negate any financial impacts. Undertaking the planning and works outlined in this Plan assists in reducing the risk of economic impacts associated with emergency events for Council and the community.

6. SOCIAL IMPLICATIONS

The Plan and associated activities aim to reduce the social implications associated with losses from emergency events in the Knox community.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

The Plan relates to the City Plan in the following categories:

- Ensuring Council is well governed and demonstrates effective leadership,
and
- Contributing to a safe community with strong community connections and where learning and volunteering are valued and supported.

6.4 Municipal Emergency Management Plan 2016-2019 (cont'd)**8. CONCLUSION**

The Plan has been reviewed and endorsed by the MEMPC, which comprises a group of committed emergency services personnel representing their agencies and communities, to ensure the adequate management of emergency events across the municipal area.

This report seeks Council's endorsement of the Plan to meet legislative and audit requirements.

9. CONFIDENTIALITY

There are no known confidentiality issues related to this report.

COUNCIL RESOLUTION

MOVED: CR. ORPEN
SECONDED: CR. MORTIMORE

That Council

1. Endorse the Knox Municipal Emergency Management Plan (MEMP) 2016–2019 as attached to this report (Appendix A) subject to the following:
 - Request the Municipal Emergency Management Planning Committee to specifically address the issue of traffic management and public access in the Dandenong Foothills areas during a significant emergency event (including preventative actions) and update the Municipal Emergency Management Plan 2016-2019 accordingly.
2. Authorise the Director - City Development to address the matter outlined above and make minor changes to the MEMP that may be identified through the audit of the MEMP by VICSES, and where the changes do not affect the purpose or intent of the Plan.

CARRIED

6.4 Municipal Emergency Management Plan 2016-2019

APPENDIX A – Municipal Emergency Management Plan 2016-2019
distributed separately

7. PUBLIC QUESTION TIME

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

Question Time commenced at 7.32 pm.

The following question was raised with Council:

Question 1	Has Council considered applying to the EPA's "Inspiring Environmental Solutions" community funding program, to fund some of its environmental and water sensitive urban design projects?
Answer	The Director - Engineering & Infrastructure, Dr Ian Bell advised that he would take the question on notice and provide a written response.

Question Time Concluded at 7.36 pm.

ALL WARDS**8.1 SUPPLY OF RETAIL ELECTRICITY, PUBLIC LIGHTING, NATURAL GAS AND ASSOCIATED SERVICES**

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

This report considers and recommends the appointment of a tenderer for the supply of retail electricity (including public lighting) and natural gas to large and small market sites for Knox City Council.

RECOMMENDATION

That Council

- 1. accept the offer of AGL, via the Procurement Australia Contract No. 1906/0625, for the supply of electricity (large and small market sites) and associated services for the period of thirty (30) months from 1 January 2016, plus two (2) 12-month options, transitioning from 30 June 2016;**
- 2. accept the offer of AGL, via the Procurement Australia Contract No. 1906/0625, for the supply of natural gas (large and small market sites) and associated services for the period of thirty (30) months from 1 January 2016, plus two (2) 12-month options, transitioning from 31 March 2016;**
- 3. accept the offer of AGL, via the Procurement Australia Contract No. 1906/0625, for the supply of Public Lighting and associated services for the period of thirty (30) months from 1 January 2016, plus two (2) 12-month options, transitioning from 31 July 2016; and**
- 4. authorise the Chief Executive Officer to sign the formal agreements with AGL.**

1. INTRODUCTION

Maps Group Ltd, trading as Procurement Australia, is a public company which negotiates and facilitates public tenders for its members, in the provision of goods and services, including electricity and gas.

Knox City Council is a participating member of this group and has engaged Procurement Australia, as its agent, to undertake a tender process for the ongoing supply of electricity and gas.

This report considers and recommends the appointment of a tenderer to undertake the new service contracts.

8.1 **Supply of Retail Electricity, Public Lighting, Natural Gas and Associated Services (cont'd)**

2. DISCUSSION

The service involves the retail supply of electricity (including public lighting) and natural gas to large market and small market sites and covers a period of thirty (30) months from 1 January 2016, plus two (2) 12-month options, exercisable at Procurement Australia's discretion.

Due to the number of participating members in this tender (approximately 144 organisations from 3 States) the contract was determined to have a transition from 1 January 2016 to accommodate the differing agreements currently held and to accommodate new members.

Tenders were invited for the supply of:

- Electricity (for large and small sites);
- Natural Gas (for large and small sites); and
- Public Lighting.

Tenders were then evaluated on a Value for Money basis, using both price and non-price criteria, which reflects Council's current tender evaluation ethos.

Non-price criteria included customer focus, corporate governance, environmental initiatives, working practices, etc. and specialist analysis was undertaken, independently of Procurement Australia.

Tenders were received from seven (7) retailers and four (4) were shortlisted.

Procurement Australia has now completed their tender process and has recommended AGL to Council, for consideration.

Council's existing contracts, although currently with AGL (via Procurement Australia) have differing durations, options and completion times which will require transitions to the new contract (Procurement Australia Contract Number 1906/0625):

- Contract Number 1606/0607 for Retail Electricity and Associated Services, initial term due to expire on 30 June 2016;
- Contract Number 1212/1107 for Natural Gas and Associated Services, due to expire 31 March 2016; and
- Contract Number 1407/0614 for Electricity Supply to Public Lighting, due to expire 31 July 2016.

The Retail Electricity and Associated Services contract has two (2) extension options available but it was advantageous to decline the option (cost reduction) and amalgamate the contracts into a single contract i.e. with natural gas and public lighting.

8.1 **Supply of Retail Electricity, Public Lighting, Natural Gas and Associated Services (cont'd)**

Procurement Australia asks for the Energy Supply Agreements with the recommended retailer to be signed and returned, where possible, by 15 January 2016 for the new contract to take full effect or within a reasonable time following this date.

The Energy Supply Agreement is a standard document used to confirm energy supply between the retailer (AGL) and Council, via the Procurement Australia contract.

3. CONSULTATION

Procurement Australia has engaged with suppliers in determining the possible options for the supply of electricity and gas.

No public consultation was undertaken.

4. ENVIRONMENTAL/AMENITY ISSUES

Environmental impact, environmental system accredited to ISO 140001, and environmental initiatives (e.g. providing or promoting renewable energy) were included in the evaluation criteria.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Historic Energy Costs for Knox City Council:

Utility	2011/12	2012/13	2013/14	2014/15	2015/16 Forecast
Electricity	\$507,992	\$706,282	\$812,086	\$563,742	\$632,490
Gas	\$78,819	\$64,356	\$151,820	\$73,993	\$97,460
Public Lighting	\$1,707,999	\$1,979,135	\$2,127,161	\$2,078,077	\$2,002,540

8.1 Supply of Retail Electricity, Public Lighting, Natural Gas and Associated Services (cont'd)

Pricing Results of the Procurement Australia Tender Process							Difference between existing & new tariffs, at contract commencement	
Unit c/kWh*	Peak	Off Peak	Peak	Off Peak	Peak	Off Peak	Peak	Off Peak
Large Market (LM) electricity	Current Contract to 31 March 2016		New Contract to 30 June 2016		New Contract 2016/17			
	7.1116	5.0302	5.305	3.162	5.273	3.116	25.4% less	37.1% less
LM gas	Current Contract to 31 March 2016		New Contract 1 April to 30 June 2016		New Contract 2016/17			
	5.9012	5.9012	5.2091	5.2091	5.973	5.973	11.7% less	11.7% less
Public Lighting	Current Contract to 31 July 2016		New Contract 1 Aug 2016 to 30 June 2017		New Contract 1 July 2017 to 30 June 2018			
	2.8924	2.8924	3.3797	3.3797	3.5587	3.5587	16.8% more	16.8% more
Small Market (SM) electricity Discount	39%	39%	43% equivalent at contract commencement				4%	4%
SM gas discount	16%	16%	31% at contract commencement				15%	15%

*c/kWh = cents per kilowatt hour

8.1 Supply of Retail Electricity, Public Lighting, Natural Gas and Associated Services (cont'd)

Electricity and gas prices for large and small sites are expected to reduce with the introduction of the new contract (increase expected in 2017/18)

Public lighting, although the least cost per kWh, will increase by ~17%.

While the public lighting cost shows a significant increase, the current contract has no extension options and will expire on 31 July 2016.

Hence, a new supplier for public lighting electricity needs to be sourced.

Current market tariffs for public lighting were set in min-2014, when the wholesale market was at a low point. Since that time, wholesale prices have risen, driven by market concerns over supply and demand, to reflect the current tendered prices.

When the tendered prices are applied to the current 2015/16 forecast, the estimated budget figures for 2016/17 will be as follows:

Utility	2015/16 Forecast	2016/17 Projection (excluding any discounts and off-peaks)	Difference
Electricity	\$632,490	\$468,970	(\$163,520)
Gas	\$97,460	\$98,630	\$170
Street Lighting	\$2,002,540	\$2,338,970	\$336,430
			\$173,080 net additional cost

Council's future budgets will need to reflect these changes in tariffs.

6. SOCIAL IMPLICATIONS

This contract will contribute to the functionality of Council's facilities and the travelling public.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

The provision of gas and electricity for the municipality is a basic, essential element of any and all Council services.

8.1 **Supply of Retail Electricity, Public Lighting, Natural Gas and Associated Services (cont'd)**

8. CONCLUSION

Procurement Australia, on behalf of its members, has undertaken a project development, briefing and tendering process to obtain competitive prices and value for money services for the supply of electricity and gas.

AGL is Council's current retailer and supplies electricity and gas to large scale users including businesses, government departments and local authorities.

Consequently, Council can be confident it is offered these services at a competitive rate.

Also, Procurement Australia has provided a process, as Council's agent, which complies with the requirements of the Local Government Act for purchases in excess of \$100,000 and has been evaluated by those with appropriate expertise.

9. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

COUNCIL RESOLUTION

MOVED: CR. LOCKWOOD

SECONDED: CR. COSSARI

That Council

1. accept the offer of AGL, via the Procurement Australia Contract No. 1906/0625, for the supply of electricity (large and small market sites) and associated services for the period of thirty (30) months from 1 January 2016, plus two (2) 12-month options, transitioning from 30 June 2016;
2. accept the offer of AGL, via the Procurement Australia Contract No. 1906/0625, for the supply of natural gas (large and small market sites) and associated services for the period of thirty (30) months from 1 January 2016, plus two (2) 12-month options, transitioning from 31 March 2016;
3. accept the offer of AGL, via the Procurement Australia Contract No. 1906/0625, for the supply of Public Lighting and associated services for the period of thirty (30) months from 1 January 2016, plus two (2) 12-month options, transitioning from 31 July 2016; and
4. authorise the Chief Executive Officer to sign the formal agreements with AGL.

CARRIED

8.1 Supply of Retail Electricity, Public Lighting, Natural Gas and Associated Services (cont'd)SUBSEQUENT MOTIONMOVED: CR. PEARCESECONDED: CR. ORPEN

That Council write to the Australian Competition and Consumer Commission requesting an investigation into the cost increase for the provision of street lighting power as quoted by AGL.

CARRIED

ALL WARDS**8.2 DRAFT PUBLIC TOILET MANAGEMENT POLICY**

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

This report presents the Draft Public Toilet Management Policy for Council's consideration.

RECOMMENDATION

That Council

- 1. adopts the Public Toilet Management Policy; and**
- 2. proceeds to review the Knox Public Toilet Plan 2007, to reflect the new Policy.**

1. INTRODUCTION

At the 24 June 2014 Ordinary Meeting Council 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 2007 to the 2015/16 Budget process.*

In September 2014, at the Issues Briefing meeting Council received a Draft Public Toilet Management Policy. As a part of Council's feedback, the Draft Policy was referred to the following Council advisory committees for consultation:

- Early Years Advisory Committee;
- Knox Disability Advisory Committee; and
- Knox Active Ageing Advisory Committee.

Further, a proposal to review the Knox Public Toilet Plan was referred to and subsequently funded, as part of the 2015/16 budget by Council at the 23 June 2015 Ordinary Meeting of Council (\$30k).

8.2 Public Toilet Management Policy (cont'd)

2. DISCUSSION

Council has directed that consideration be given to parent and child friendly facilities, particularly where there are high levels of use.

While high levels of use may be a factor in determining the number of facilities, it is also important to consider the type of use in the configuration of public toilets and the predominant users.

Consequently, while all public toilets should have parent and child friendly facilities, it is recommended that the mix and number of facilities (including gender-specific) should be determined by usage levels and type of use.

The Knox Public Toilet Plan, which was adopted in February 2007, focused upon good design practice in the provision of public toilet facilities and included some parent/child friendly features, such as change tables, suitability for male and female caregivers and accessibility.

While the 2007 Knox Public Toilet Plan considered Location; Environmental Sustainability; External/Internal Design; Materials & Fittings; Maintenance and Decommissioning, the Draft Policy expands upon these elements by providing purpose and context in the installation of new toilets and upgrading existing facilities.

For example, the Policy proposes Basic, Standard and High Use designations to help determine the facility configuration.

The adoption of the Draft Public Toilet Management Policy (refer Appendix A) will inform and assist the proposed review of the Knox Public Toilet Plan.

3. CONSULTATION

The following Council advisory committees were engaged in the development and review of the Draft Policy:

- Early Years Advisory Committee (October 2014)
- Knox Disability Advisory Committee (December 2014)
- Knox Active Ageing Advisory Committee (May 2015)

During the course of engaging with the advisory committees, feedback was provided, which was considered by Council at an Issues Briefing meeting on 11 November 2015.

8.2 Public Toilet Management Policy (cont'd)

Feedback included:

- The standard door widths in Self Managed Public Toilets (SMPTs) make it difficult for wheelchair access; it is difficult to get wheelchairs close to the toilet bowl and pushing the required buttons was difficult for wheelchair users.
- It was suggested that Council could develop an 'app' which lists all accessible toilets/locations and that this could be reflected on the Council website.
- While finding public toilets was identified as an issue, internal signage covering the use of SMPT self flushing toilets was also mentioned (hand washing and correct use of the toilet).
- Preference was made for the inclusion of children's size toilets and larger cubicle sizes to make them family friendly.

Stainless steel bowls were felt to be too big for the elderly and more hand rails were needed.

- Changing facilities and accessibility for disabled adults was raised and it was suggested that Council consider 'Changing Places' type facilities at selected locations. Changing Place facilities are described as:

'Changing Places toilets are different to standard accessible toilets in that they have extra features and more space to meet these needs.

People with profound and multiple learning disabilities, as well as spinal injuries, spina bifida, motor neurone disease, multiple sclerosis or an acquired brain injury, often need extra facilities to allow them to use toilets comfortably.

Each Changing Places toilet provides:

- *a height adjustable adult-sized changing bench;*
- *a tracking hoist system;*
- *enough space; and*
- *a safe and clean environment.'*

Reference: Changing Places, Transforming Lives. Association for Children with a Disability, August 2014.

8.2 Public Toilet Management Policy (cont'd)

The Changing Places Project advocates for the installation of Changing Places toilets in all main public buildings across Victoria. Knox City Council is a Consortium Member of the Changing Places Project.

These facilities are in addition to standard accessible toilets and are above and beyond the current legislative requirements.

- Cleanliness was identified as an issue by all nominated committees.
- It was suggested that the walls and flooring be different colours and that facilities be well lit, internally and externally.
- It was felt that Clause 6.6 of the Draft Policy - Servicing and Cleanliness, was ambiguous and 'maintenance' needed more definition.
- It was felt that Clause 6.8 of the Draft Policy – Lifecycle, needed rewording and that some of the criteria for decommissioning were misleading.
- Upon review, it was proposed that the Draft Policy, Clause 6.9 – Management, become an appendix to the Policy, as this is an operational element rather than policy criteria.

Council considered the feedback at its briefing on 11 November 2015; made refinements to the Draft Policy or referred items to the Knox Public Toilet Plan review (see Appendix B)

During the briefing, Council also initiated changes directly, to the Draft Policy, which included '*Where four or more toilets are provided, at least one toilet will be female only*' be inserted for High Use Facilities (see Clause 6.2, Function and Scale).

The new Knox Public Toilet Plan will address the various design elements associated with the Policy, eg wall to floor gaps, door widths, seating, architectural features, colours, modular elements, signage, style manual, etc.

4. ENVIRONMENTAL/AMENITY ISSUES

The introduction of a Public Toilet Management Policy will be beneficial for the environment and improve amenity, in that, the Policy will incorporate best practice principles of environmentally sustainable design and management and recognise the importance of safety, cleanliness and locality.

8.2 Public Toilet Management Policy (cont'd)

5. FINANCIAL & ECONOMIC IMPLICATIONS

Council has approved the installation of five (5) public toilets in the 2015/16 budget at an estimated cost of \$180 – \$190k per installation (total budget \$930k) and a review of the Knox Public Toilet Plan (\$30k).

The introduction of the Policy will require a number of operational and associated actions to be taken, eg location signage to be reviewed, social media information/publications, etc. There is currently no budget allocation for these elements, which would need to be referred to Council's budget process for consideration.

It is also anticipated that the Knox Public Toilet Plan review will contain a number of operational elements which will require future budget considerations, eg. inspections, security and management.

6. SOCIAL IMPLICATIONS

Improving the management and standards of public facilities is likely to increase both usage and satisfaction levels.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

The Public Toilet Management Policy supports the theme of culturally rich and active communities with particular reference to:

- 1.2 *Increase use of public spaces and infrastructure for the purposes of cultural expression and physical activity.*

8. CONCLUSION

Council initiated the development of a contemporary Draft Public Toilet Management Policy in September 2014, which has since been through a public consultation process.

The process has brought a number of observations and recommendations to Council, which have been considered, incorporated into the Draft Policy or referred to the review of the Knox Public Toilet Plan.

Following consideration and adoption of the Draft Policy by Council, the Knox Public Toilet Plan will be reviewed to reflect the new Policy and contemporary design/management.

8.2 Public Toilet Management Policy (cont'd)**9. CONFIDENTIALITY**

There are no confidential matters associated with this report.

COUNCIL RESOLUTION

MOVED: CR. PEARCE
SECONDED: CR. SEYMOUR

That Council

1. adopts the Public Toilet Management Policy; and
2. proceeds to review the Knox Public Toilet Plan 2007, to reflect the new Policy.

CARRIED

KNOX POLICY



DRAFT PUBLIC TOILET MANAGEMENT POLICY

Policy Number:	Issued by Governance	Directorate:	Engineering & Infrastructure
Approval by:	Council or EMT	Responsible Officer:	Manager - Community Infrastructure
Approval Date:	Meeting Date	Version Number:	Version 1
Review Date:	3 Years from Meeting Date		

1. PURPOSE

The purpose of this Policy is to enable Council's provision of durable, accessible and contemporary Public Toilet facilities to meet community needs and provide a framework to manage Public Toilets.

2. CONTEXT

There is no statutory requirement for Council to provide public toilets other than those required within Council buildings to meet Building Regulations.

However, it is generally expected that Council has a role in the provision of public toilets to support active participation by its community in social, recreational and commercial activities.

Council has toilet blocks, in numerous locations, to improve the amenity of the municipality and to support access to various activities.

Public toilets should be accessible for residents, travellers and visitors of all ages and abilities and accommodate groups with specific needs, eg. families with young children, people living with health problems and those experiencing homelessness.

A lack of user friendly toilets can impact negatively upon quality of life by restricting freedom of travel, whereas the provision of clean, safe, accessible public toilets reduces this risk and helps play a major role in the image of a Council or neighbourhood.

As the population of Knox increases, the location, function and number of public toilet facilities will need to be reviewed on a regular basis.

Toilets in Knox's major parks attract high usage by families with children and are usually in demand between sunrise and sunset, with peak times occurring at weekends and public holidays.

Toilets located in reserves are often only accessible during sports clubs' hours of use.

3. SCOPE

This Policy applies to all public toilets within the Knox municipal area that are managed by Council.

It excludes toilets in non-Council controlled buildings and permanently staffed Council buildings, recreation centres, within sports facilities and those managed by community groups.

The service level for public toilets is determined by the principles, roles and standards outlined in the Knox Public Toilet Plan.

4. REFERENCES

4.1 Council Plan

- Social and Environmental Responsibility

4.2 Relevant Legislation

- Disability Discrimination Act 2006

4.3 Charter of Human Rights

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

4.4 Related Council Policies

- Nil

4.5 Related Council Procedures

- Nil

4.6 Related Strategic Documents

- Knox Public Toilets Plan 2007
- Knox Open Space Plan 2012 – 2022
- Access and Inclusion Plan 2011 – 2015
- Knox Play Space Plan

5. DEFINITIONS

Council	means Knox City Council, whether constituted before or after the commencement of this Policy.
Public Toilet	means a Council-managed toilet, change room, rest room or family room provided for use by members of the general community. It excludes toilet facilities provided in permanently staffed community buildings, community centres, libraries and recreation centres.
Self Managing Public Toilet (SMPT)	means a toilet which contains one or more of the following features: <ul style="list-style-type: none"> • automatically operated doors; • self-cleaning pan and/or floor; • fault and usage reporting; • emergency sensors and security intercom; and • unisex use.
Children's Toilet	means a toilet that is of a size and height that may be used by a toddler or pre-school age child.

6. COUNCIL POLICY

6.1 Availability

Public toilet facilities will be well distributed, appropriately located and open at times to meet the reasonable needs of residents, travellers and visitors.

Council aims to ensure that public toilets are available at all local centres and major neighbourhood parks and will consider a new public toilet when a major new activity is established, eg. a playground.

6.2 Function and Scale

The size and features provided in a public toilet will vary according to the expected level of patronage, available space and the types of activities occurring in the vicinity of the public toilet.

To provide cost effective and appropriate public toilets, the following configurations will be generally adopted:

Basic facility; installed where consistently low level use is expected (eg. local park):

- Unisex/family accessible toilet with baby change facilities.

Standard facility; installed in commercial areas and neighbourhood parks:

- Two unisex/family accessible toilets with baby change facilities.

High use facility; installed in high use parks (eg. municipal open space with municipal level playground).

- Two or more unisex/family accessible toilets with baby change facilities and children's toilet.
- Where four or more toilets are provided, at least one toilet will be female only.

SMPTs; will be considered when potential odours and hygiene may be of issue, when security is paramount and/or when other mechanical features are required (eg. sensors, alarms, panic lighting).

The number of designated-gender toilet facilities will be assessed on a site-by-site basis, particularly for areas of high demand and where the separate facilities assist in the efficient turnover of cubicles.

Council will consider new or additional facilities where there is a shortfall in capacity at an existing public toilet facility, ie. when the demand for toilet use at any venue is shown to be inadequate on a regular basis.

6.3 Inclusive Access

Public toilets will be accessible and connected to pedestrian areas, public transport and gathering places such as picnic shelters or frequented playgrounds.

At least one toilet in each block of toilets will meet disability access standards and incorporate design features for people with special needs, eg. instructions for access and exit for people who are visually impaired.

6.4 Safety

The location, orientation and design of public toilet facilities will meet best-practice principles of Crime Prevention through Environmental Design, ie. be highly visible, clearly accessible, well lit, close to other active buildings, well oriented and remain unobscured.

All public toilets will have needle and syringe receptacles.

Consideration will be given to the installation of video surveillance cameras in locations where there has been a history of anti-social behaviour, as a means of discouraging such behaviour.

6.5 Easy to Find and Use

The public toilet network will be well publicised and promoted through a variety of media to ensure toilets and information about the toilet network is accessible to the community, eg. Council's website.

Signage will be consistent with international standards and include external signage to help locate the toilets and their facilities, with additional, internal signage to fulfil specific needs.

6.6 Servicing and cleanliness

Reactive maintenance and servicing standards, together with programmed life cycle renewal of building elements will be considered, to meet community expectations.

6.7 Build quality and sustainability

Council's public toilets will be well designed and built using robust, high quality, vandal-resistant materials and fixtures that reflect the character of their setting.

They will incorporate best practice principles of Environmentally Sustainable Design and management.

6.8 Life Cycle

Facilities will be considered for upgrade or replacement where existing facilities no longer meet community expectations or regulatory requirements.

Public toilets will be considered for decommissioning when they are:

- located at inappropriate locations;
- no longer fulfilling their primary purpose; and/or
- assessed to be surplus to need.

6.9 Application of the Policy

This Policy will be applied when Council is replacing or refurbishing public toilet facilities that have reached the end of their useful life as a part of the asset renewal program or to inform the design and installation of new public toilets.

APPENDIX A

Management

Automatic locking mechanisms (auto locks) will be the preferred opening/closing mechanism for all public toilet facilities across the Municipality.

Public Toilets are currently classified and managed as follows:

Club Managed

Public Toilets located on reserves used primarily by sports clubs at specific times are manually opened and locked by those clubs.

Extended Day Use

This applies to a limited number of public toilet facilities where usage is high during irregular hours.

Toilets that cannot be auto locked will remain open permanently or self managing public toilets will be considered. The number of permanently open public toilets will be limited.

Day Access Only

This will be applied to public toilets located on reserves that cater for general community day use situated in long stay reserves such as those with barbeques and picnic facilities or highly active sporting reserves and areas that are not club managed or permanently open.

Facilities that have auto lock mechanisms will open at 6:00am and close at 9:00pm unless otherwise authorised by Council.

Those without auto lock mechanisms will be manually unlocked between 7:00am – 8:00am and remain open until 8:00pm – 9:00pm (1 November to 31 March) and until 7:00pm – 8:00pm (1 April to 31 October).

KNOX POLICY



DRAFT PUBLIC TOILET MANAGEMENT POLICY

Policy Number:	Issued by Governance	Directorate:	Engineering & Infrastructure
Approval by:	Council or EMT	Responsible Officer:	Manager - Community Infrastructure
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The purpose of this Policy is to enable Council's provision of durable, accessible and contemporary Public Toilet facilities to meet community needs and provide a framework to manage Public Toilets.

2. CONTEXT

There is no statutory requirement for Council to provide public toilets other than those required within Council buildings to meet Building Regulations.

However, it is generally expected that Council has a role in the provision of public toilets to support active participation by its community in social, recreational and commercial activities.

Council has toilet blocks, in numerous locations, to improve the amenity of the municipality and to support access to various activities.

Public toilets should be accessible for residents, travellers and visitors of all ages and abilities and accommodate groups with specific needs, eg. families with young children, people living with health problems and those experiencing homelessness.

A lack of user friendly toilets can impact negatively upon quality of life by restricting freedom of travel, whereas the provision of clean, safe, accessible public toilets reduces this risk and helps play a major role in the image of a Council or neighbourhood.

As the population of Knox increases, the location, function and number of public toilet facilities will need to be reviewed on a regular basis.

Toilets in Knox's major parks attract high usage by families with children and are usually in demand between sunrise and sunset, with peak times occurring at weekends and public holidays.

Toilets located in reserves are often only accessible during sports clubs' hours of use.

3. SCOPE

This Policy applies to all public toilets within the Knox municipal area that are managed by Council.

It excludes toilets in non-Council controlled buildings and permanently staffed Council buildings, recreation centres, within sports facilities and those managed by community groups.

The service level for public toilets is determined by the principles, roles and standards outlined in the Knox Public Toilet Plan.

4. REFERENCES

4.1 Council Plan

- Social and Environmental Responsibility

4.2 Relevant Legislation

- Disability Discrimination Act 2006

4.3 Charter of Human Rights

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

4.4 Related Council Policies

- Nil

4.5 Related Council Procedures

- Nil

4.6 Related Strategic Documents

- Knox Public Toilets Plan 2007
- Knox Open Space Plan 2012 – 2022
- Access and Inclusion Plan 2011 – 2015
- Knox Play Space Plan

5. DEFINITIONS

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Self Managing Public Toilet (SMPT)	means a toilet which contains one or more of the following features: <ul style="list-style-type: none"> • Automatically operated doors; • Self-cleaning pan and/or floor; • Fault and usage reporting; • Emergency sensors and security intercom, and • Unisex use.
Children's Toilet	means a toilet that is of a size and height that may be used by a toddler or pre-school age child.

6. COUNCIL POLICY

6.1 Availability

Public toilet facilities will be well distributed, appropriately located and open at times to meet the reasonable needs of residents, travellers and visitors.

Council aims to ensure that public toilets are available at all local centres and major neighbourhood parks and will consider a new public toilet when a major new activity is established, e.g. a playground.

6.2 Function and Scale

The size and features provided in a public toilet will vary according to the expected level of patronage, **available space** and the types of activities occurring in the vicinity of the public toilet.

To provide cost effective and appropriate public toilets, the following configurations will be generally adopted:

Basic facility; installed where consistently low level use is expected (eg. local park):

- Unisex/family accessible toilet with baby change facilities.

Standard facility; installed in commercial areas and neighbourhood parks:

- Two unisex/family accessible toilets with baby change facilities.

- 4 -

High use facility; installed in high use parks (e.g. municipal open space with municipal level playground).

- Two or more unisex/family accessible toilets with baby change facilities and children's toilet.

• ~~Possible change rooms.~~

SMPTs; will be considered when potential odours and hygiene may be of issue, when security is paramount and/or when other mechanical features are required (e.g. sensors, alarms, panic lighting).

The number of designated-gender toilet facilities will be assessed on a site-by-site basis, particularly for areas of high demand and where the separate facilities assist in the efficient turnover of cubicles.

Council will consider new or additional facilities where there is a shortfall in capacity at an existing public toilet facility, i.e. when the demand for toilet use at any venue is shown to be inadequate on a regular basis.

6.3 Inclusive Access

Public toilets will be accessible **for everyone** and connected to pedestrian areas, public transport and gathering places such as picnic shelters or frequented playgrounds.

At least one toilet in each block of toilets will **meet ~~comply with~~** disability access standards and incorporate design features for people with special needs, e.g. instructions for access and exit for people who are visually impaired. ~~This toilet will be labelled with signage encouraging access for those with all abilities/family toilets.~~

6.4 Safety

The location, orientation and design of public toilet facilities will meet best-practice principles of Crime Prevention through Environmental Design, ie. be highly visible, clearly accessible, well lit, close to other active buildings, well oriented and remain unobscured.

All public toilets will have needle and syringe receptacles.

Consideration will be given to the installation of video surveillance cameras in locations where there has been a history of anti-social behaviour, as a means of discouraging such behaviour.

6.5 Easy to Find **and Use**

The public toilet network will be well publicised and promoted through a variety of media to ensure toilets and information about the toilet network is accessible to the community, eg. Council's website.

- 5 -

Signage will be consistent with international standards and include external signage to help locate the toilets and their facilities, with additional, internal signage to fulfil specific needs.-

6.6 Servicing and cleanliness

~~Maintenance and servicing standards will ensure that Council's public toilet network meets community expectations.~~

Reactive maintenance and servicing standards, together with programmed life cycle renewal of building elements will be considered, to meet community expectations.

6.7 Build quality and sustainability

Council's public toilets will be well designed and built using robust, high quality, vandal-resistant materials and fixtures that reflect the character of their setting.

They will incorporate best practice principles of Environmentally Sustainable Design and management.

6.8 Life Cycle

Facilities will be considered for upgrade or replacement ~~where community needs are high and decommissioned at locations with no demonstrated need-~~ where existing facilities no longer meet community expectations or regulatory requirements.

Public toilets will be considered for decommissioning when they are:

- ~~in poor structural condition;~~
- located at inappropriate locations;
- no longer fulfilling their primary purpose ~~due to sustained anti-social behaviour and measures to alleviate this behaviour have been unsuccessful,~~ and/or
- assessed to be surplus to need ~~due to the availability of more suitable public toilets in the vicinity.~~

~~6.9 Management~~

~~Automatic locking mechanisms (auto locks) will be the preferred opening/closing mechanism for all public toilet facilities across the Municipality.~~

~~Public Toilets are classified and managed as follows:~~

~~Extended Day Use~~

~~This will apply to a limited number of public toilet facilities where usage is high during irregular hours.~~

~~Toilets that cannot be auto locked will remain open permanently or self managing public toilets will be considered. The number of permanently open public toilets will be limited.~~

~~Day Access Only~~

~~This will be applied to public toilets located on reserves that cater for general community day use situated in long stay reserves such as those with barbeques and picnic facilities or highly active sporting reserves and areas that are not club managed or permanently open.~~

~~Facilities that have auto lock mechanisms will open at 6:00am and close at 9:00pm unless otherwise authorised by Council.~~

~~Those without auto lock mechanisms will be manually unlocked between 7:00am – 8:00am and remain open until 8:00pm – 9:00pm (1 November to 31 March) and until 7:00pm – 8:00pm (1 April to 31 October).~~

~~Club Managed~~

~~Public Toilets located on reserves used primarily by sports clubs at specific times during the week are to be managed, cleaned and maintained by those clubs.~~

6.409 Application of the Policy

This Policy will be applied when Council is replacing or refurbishing public toilet facilities that have reached the end of their useful life as a part of the asset renewal program or to inform the design and installation of new public toilets.

APPENDIX A

Management

6.9 Management

Automatic locking mechanisms (auto locks) will be the preferred opening/closing mechanism for all public toilet facilities across the Municipality.

Public Toilets are **currently** classified and managed as follows:

Club Managed

Public Toilets located on reserves used primarily by sports clubs at specific times are manually opened and locked by those clubs.

Extended Day Use

This ~~will apply~~ **applies** to a limited number of public toilet facilities where usage is high during irregular hours.

Toilets that cannot be auto locked will remain open permanently or self managing public toilets will be considered. The number of permanently open public toilets will be limited.

Day Access Only

This will be applied to public toilets located on reserves that cater for general community day use situated in long stay reserves such as those with barbeques and picnic facilities or highly active sporting reserves and areas that are not club managed or permanently open.

Facilities that have auto lock mechanisms will open at 6:00am and close at 9:00pm unless otherwise authorised by Council.

Those without auto lock mechanisms will be manually unlocked between 7:00am – 8:00am and remain open until 8:00pm – 9:00pm (1 November to 31 March) and until 7:00pm – 8:00pm (1 April to 31 October).

Club Managed

Public Toilets located on reserves used primarily by sports clubs at specific times during the week are to be managed, cleaned and maintained by those clubs.

DINSDALE WARD**8.3 CONTRACT NO. 2162 – RECONSTRUCTION OF ELM STREET, MAPLE STREET AND ORANGE GROVE, BAYSWATER (MELWAY REF. 64 E4, D5 & E5)**

SUMMARY: Coordinator – Project Delivery (Hans Pelgrim)

This report considers and recommends the appointment of a tenderer for the reconstruction of Elm Street, Maple Street and Orange Grove, Bayswater as part of the 2015/16 Capital Works (Renewal) Program and recommends the provision of funds from the 2016/17 Capital Works (Renewal) Program to complete the works.

RECOMMENDATION

That Council

- 1. accepts the adjusted tender submitted by Etheredge Mintern Pty Ltd for the lump sum price of \$1,315,869.50 excluding GST (\$1,447,456.45 including GST) for Contract No 2162 – Reconstruction of Elm Street, Maple Street and Orange Grove, Bayswater;**
- 2. approves the provision of \$250,000 to complete the reconstruction project, from Program 1001(A) – Road Sub-structure and Kerb and Channel Renewal in the 2016/17 Capital Works renewal fund program;**
- 3. authorises the Chief Executive Officer to formalise the contract documentation under delegated authority; and**
- 4. advises all tenderers accordingly.**

1. INTRODUCTION

This contract is for the renewal of three (3) local road projects in the Bayswater area, to be delivered as one (1) contract, as the streets are adjacent to one-another and could be expected to deliver economies of scale.

The road projects are on Council's 2015/16 Capital Works Program as Program Number 1001 (Road Sub-Structure and Kerb & Channel Renewal Program) as Job Nos. 610 Elm Street, Bayswater, 611 Orange Grove, Bayswater, & 612 Maple Street, Bayswater.

In line with Council's Procurement Policy and Contract Management Manual, after considering the complexity, value and risk associated with this contract it was determined to call for tenders.

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

8.3 **Contract No. 2162 – Reconstruction of Elm Street, Maple Street and Orange Grove, Bayswater (Melway Ref. 64 E4, D5 & E5) (cont'd)**

2. DISCUSSION

2.1 Proposed Works

The proposed works, covering a period of twenty four (24) weeks, involves the following works for each of the nominated roads.

Removal and reinstatement of kerb and channel; asphalt overlay including pavement patching where necessary; removal and reinstatement of driveways and footpath; drainage pit modifications; line marking and other associated works.

In the case of Orange Grove, the works will also include the removal, rationalisation and reinstatement of existing traffic calming devices, e.g. roundabouts, speed humps and islands.

2.2 Expressions of Interest

Expressions of Interest were not called for these works.

2.3 Tenders Received

The contract for this project was advertised as a single Lump Sum Quality Assured contract.

A compulsory pre-tender meeting was held to clarify the complexities of the contract.

In accordance with Council's Contract Management procedures, tenderers were invited to attend the tender opening process. No tenderers were identified at the opening.

Tender prices were not disclosed or recorded at the opening.

The following tenders were received:

Tender 1	Jotomex Civil Contracting Pty Ltd
Tender 2	Etheredge Mintern Pty Ltd
Tender 3	Vcrete Contractors Pty Ltd
Tender 4	Parkinson Group (Vic) Pty Ltd
Tender 5	Earthlink Contractors Pty Ltd

2.3.1 Pre Evaluation Checks

Pre evaluation checks appeared satisfactory.

8.3 Contract No. 2162 – Reconstruction of Elm Street, Maple Street and Orange Grove, Bayswater (Melway Ref. 64 E4, D5 & E5) (cont'd)

2.3.2 Evaluation Panel

The Tender Evaluation Panel consisted of the following members:

Mark Gardner, Team Leader – Project Delivery
 Ken Yam, Design Engineer – Project Delivery
 Sinisa Misic, Project Manager – Project Delivery
 Matt Balderston, Coordinator – Knox Construction Group

The panel was advised by Council's Contracts & Probity Advisor.

All members of the Panel signed the Tender Evaluation Panel Declaration Form indicating that they had no conflict of interest or association with any tenderers.

2.3.3 Evaluation Criteria

The evaluation criteria, as listed in the Conditions of Tender, have been assigned the following weightings:

Financial Benefit	50%
Integrated Management System	10%
Evidence of Capability	10%
Appropriate Resources	10%
Sustainability/Green Product Usage	5%
Traffic Management	5%
Conformity with Tender Documents	5%
Current/Future Workload	5%

2.4 Tender Evaluation Results

The panel arrived at the following summary results:

Ranking Order	Tenderer
1	Etheredge Mintern Pty Ltd
2	Jotomex Civil Contracting Pty Ltd
3	Vcrete Contractors Pty Ltd
4	Parkinson Group (Vic) Pty Ltd
5	Earthlink Contractors Pty Ltd

Clarifications were sought from both Etheredge Mintern Pty Ltd and Jotomex Civil Contracting Pty Ltd in relation to their tender bid. This is detailed in the Confidential Report associated with this report.

8.3 Contract No. 2162 – Reconstruction of Elm Street, Maple Street and Orange Grove, Bayswater (Melway Ref. 64 E4, D5 & E5) (cont'd)

2.4.1 Preferred Tender

Etheredge Mintern Pty Ltd is the recommended tenderer with the highest evaluation score and an adjusted tender price of \$1,315,869.50 (excluding GST).

The rates submitted for these works are competitive and reflects the current market for this type of project.

Etheredge Mintern Pty Ltd is known to Council, is an experienced contractor and has carried out many contract works for Council. Currently they have the Contract for the Reconstruction of Illawarra Avenue, Rowville and last year, completed contract works for the Reconstruction of Hadlow Drive and Roxburgh Avenue, Bayswater.

Etheredge Mintern Pty Ltd is currently undertaking construction works for Whitehorse City Council. Reports from the supervisors of these works indicate Etheredge Mintern Pty Ltd is performing very well with no items of concern.

It is anticipated that Etheredge Mintern Pty Ltd would give satisfactory performance and successfully deliver the project.

2.4.2 Second Preferred Tender

The tender from Jotomex Civil Contracting Pty Ltd scored the second highest against the tender evaluation criteria.

Their rates are also regarded as very competitive and reasonable for this type of work and Jotomex Civil Contracting Pty Ltd has shown an excellent appreciation of the scope of works required under this contract.

Jotomex Civil Contracting Pty Ltd is also known to Council but has not recently won contracts with Council. It is anticipated that Jotomex Civil Contracting Pty Ltd would also give satisfactory performance and successfully deliver the project.

3. CONSULTATION

No further consultation was necessary in the evaluation of this contract.

In relation to consultation on this group of projects, the abutting owners have been notified of the proposed works via a letter drop and will be further notified of proposed start/completion dates and the relevant contact details when a contractor has been appointed and the works program is known.

The successful contractor and Council will also liaise closely with the abutting owners and Council's waste collection contractor immediately prior to and during the works.

8.3 Contract No. 2162 – Reconstruction of Elm Street, Maple Street and Orange Grove, Bayswater (Melway Ref. 64 E4, D5 & E5) (cont'd)

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.

The works were considered for Water Sensitive Urban Design improvements but due to narrow nature strips, services and location of tree planting they were deemed unsuitable.

5. FINANCIAL & ECONOMIC IMPLICATIONS

5.1 Projected Costs

The projected project cost and funding is summarised below:

Description	Cost (excluding GST)
Contract Lump Sum Price	\$1,315,869.50
Project Management Fee	\$53,600.00
Service alterations	9,045.00
Advertising and Tender Documentation	\$3,500.00
Contingencies (~10%)	<u>\$132,985.50</u>
Total Project Cost:	<u>\$1,515,000.00</u>

5.2 Funds Available

Funds available from Council's Capital Works Program for the Road Sub-Structure and Kerb & Channel Renewal program for the 2015/2016 financial year, as adjusted following the receipt of additional Roads to Recovery Grant funds, are as follows:

Program No. 1001 – 610: Elm Street, Bayswater	\$540,000.00
Program No. 1001 – 611: Maple Street, Bayswater	\$320,000.00
Program No. 1001 – 612: Orange Grove, Bayswater	<u>\$405,000.00</u>
Total Funds 2015/16:	<u>\$1,265,000.00</u>

The level of available funding is inadequate to cover the entire project i.e. \$250,000 shortfall.

8.3 **Contract No. 2162 – Reconstruction of Elm Street, Maple Street and Orange Grove, Bayswater (Melway Ref. 64 E4, D5 & E5) (cont'd)**

However, given that the projects are within the renewal category of Council's Capital Works Program and the contract is anticipated to take twenty-four (24) weeks to complete, it is recommended that the unfunded portion of this contract be considered for construction in 2016/17 and the required, additional funding amount is approved (\$250,000).

Funds to be made available from Council's Capital Works Program for the Road Sub-Structure and Kerb & Channel Renewal program for 2016/2017.

Hence:

Total Funds Currently Available (2015/16)	\$1,265,000
Provision for 2016/17	\$250,000
Total Funds	\$1,515,000

6. SOCIAL IMPLICATIONS

This project will have social implications during the 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.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

This item has relevance to Council's 2013-2017 City Plan under the theme of 'Vibrant and Sustainable Built and Natural Environments' with the strategic objective being "Public infrastructure and open space is maintained and improved to support a vibrant community life in Knox."

8. CONCLUSION

The tender representing best value for money was presented by Etheredge Mintern Pty Ltd for the lump sum price of \$1,315,869.50 (\$1,447,456.45 including GST).

The company is adequately resourced and available to successfully undertake this contract within the constraints of time, quality and cost as detailed in the Contract documentation.

A current funding shortfall exists of \$250,000 which may be funded from the 2016/17 Capital Works renewal fund program, given the project will extend into the next financial year and it would be funded from the renewals section of the Capital Program.

8.3 Contract No. 2162 – Reconstruction of Elm Street, Maple Street and Orange Grove, Bayswater (Melway Ref. 64 E4, D5 & E5) (cont'd)

9. CONFIDENTIALITY

A confidential summary of the tendered prices, evaluation matrix and completed Panel Evaluation Form is provided separately to this report.

COUNCIL RESOLUTION

MOVED: CR. LOCKWOOD

SECONDED: CR. MORTIMORE

That Council

1. accepts the adjusted tender submitted by Etheredge Mintern Pty Ltd for the lump sum price of \$1,315,869.50 excluding GST (\$1,447,456.45 including GST) for Contract No 2162 – Reconstruction of Elm Street, Maple Street and Orange Grove, Bayswater;
2. approves the provision of \$250,000 to complete the reconstruction project, from Program 1001(A) – Road Sub-structure and Kerb and Channel Renewal in the 2016/17 Capital Works renewal fund program;
3. authorises the Chief Executive Officer to formalise the contract documentation under delegated authority; and
4. advises all tenderers accordingly.

CARRIED

ALL WARDS**9.1 ANNUAL REPORT – EARLY YEARS ADVISORY COMMITTEE AND MUNICIPAL EARLY YEARS PLAN 2011-15**

SUMMARY: Manager – Family and Children’s Services (Janine Brown)

The Knox Municipal Early Years Plan 2011-15 (MEYP) is Council’s current life stage action plan relating to children and families which sunsetted in 2015. The future of the MEYP is being explored in light of the development of Council’s Integrated City Strategy and Implementation Plan 2015-17 and the decision to develop an integrated life stage plan that would merge the MEYP, Knox Youth Plan and Healthy Ageing Plan and would promote the benefits of intergenerational connections.

Council’s Early Years Advisory Committee (EYAC) plays a role in advising Council on the implementation of the MEYP and about emerging issues affecting families and young children within the Knox municipality.

This report provides Council with an overview of the key discussion topics and achievements of the EYAC over the past year in line with the Key Objectives of the MEYP and progress against the 2014-15 MEYP Action Plan.

The report also provides recommendations for minor changes to the Terms of Reference (TOR) for the EYAC to align administration procedures with the Policy for Council Committees.

RECOMMENDATION

That Council

- 1. Notes the key discussion topics and achievements of the Early Years Advisory Committee between December 2014 and November 2015.**
- 2. Notes the progress against the 2014-15 Municipal Early Years Plan Action Plan Report as provided in Appendix A.**
- 3. Notes that Council’s MEYP sunsetted at the conclusion of 2015 and that the future of the MEYP will be considered in light of Council’s Integrated City Strategy and the development of an integrated life stage plan.**
- 4. Approves the minor changes to the Early Years Advisory Committee Terms of Reference as provided in Appendix B.**

9.1 Annual Report – Early Years Advisory Committee and Municipal Early Years Plan 2011-15 (cont'd)

1. INTRODUCTION

Knox community has a proud history of pioneering the way in providing early years services in Victoria. In the 1960s and 1970s Knox City Council developed and delivered the model of early years centres with Maternal and Child Health, Playgroup and Preschool rooms co-located under one roofline. Council has always been active in engaging local community in the delivery of services and in particular early years. Because of this level of participation, the Knox community has also developed a strong interest and 'ownership' of early years services in Knox.

The Municipal Early Years Plan (MEYP) is the local area plan designed to inform strategic directions for the development and coordination of early years programs, activities and other local community development processes that impact on children aged 0-8 years.

Off to a Flying Start is Council's Municipal Early Years Plan 2011-15 and was approved by Council on 26 July 2011. The Plan outlines the Council and community's vision for Knox children, families and childhood over this period of time. It identifies five strategic priority areas, a series of 4 year objective statements, and Annual Plans outlining the actions Council will take to address stated priorities. It also articulates Council's role in service and infrastructure provision, planning and advocacy, and community development for children in the early years.

The purpose of Council's Early Years Advisory Committee (EYAC) is to provide advice to Council on the implementation of the MEYP 2011-15 and emerging issues affecting families and young children within the Knox municipality.

The MEYP and EYAC have been invaluable in providing Council with a lens to gain and analyse information and data in relation to the broad range of policy, funding and legislative changes impacting on young children and their families since 2007. These changes include educator child ratio changes in early childhood education and care programs in both 2014 and 2016, 15 hours of funded Preschool in 2013 and the withdrawal of Family Day Care Commonwealth operational funding in 2015. The EYAC has also proved an effective platform for engaging with the community to hear and gain a deeper understanding of the potential impacts of these national level changes, the influence of local circumstances and emerging issues for local families and children.

9.1 Annual Report – Early Years Advisory Committee and Municipal Early Years Plan 2011-15 (cont'd)

2. DISCUSSION

2.1 Early Years Advisory Committee

The EYAC includes representatives who are interested in and passionate about the issues impacting young children and their families in Knox. Members have been appointed by Council and are a mixture of professionals from organisations whose work impacts the lives of young children and their families, as well as diverse range of community members who play a community leadership role and/or want to make a difference in the lives of young children and their families.

The EYAC meets once every two months. The meetings are structured with a combination of presentations to further develop the members' understanding of early years services and the overarching service system, and provide opportunities for members to raise issues and topics of interest for further discussion. A particular focus has been on the needs and engagement of children and families facing disadvantage, the continued implementation of relevant reforms including the National Early Years Reform Agenda and the State Government's Vulnerable Children's Inquiry and the importance of sustainable high quality early years and family support services in Knox.

Presentations and information sharing at EYAC meetings over 2015 have focused on:

- Early years education for sustainability;
- Volunteers in early years services and implication for the future in Knox;
- Victorian Government partnerships and initiatives in the early years;
- Impact of mandatory reporting and Failure to Disclose for families and committees in Knox;
- Diversity and inclusion for vulnerable children in Knox; and
- Health promotion initiatives in the early years sector in Knox led by Healthy Together Knox.

Identifying Current Issues:

As part of its role in providing advice to Council on issues affecting families and young children within the Knox municipality, the EYAC raised the following key issues during the year:

- Concern for family violence and the impact on young children;
- The importance of the service system supporting families with young children, particularly those experiencing vulnerability;
- The impact of the new hard rubbish collection system in Knox on the safety of young children;
- Demand for playgroups in growth areas of Knox;

9.1 Annual Report – Early Years Advisory Committee and Municipal Early Years Plan 2011-15 (cont'd)

- The impact of the National Disability Insurance Scheme (NDIS) for families with young children with a disability;
- Support and service access for stay at home fathers in Knox; and
- The impact of the staff child ratios changes in licensed services in 2016 on families enrolling for childcare and 4 and 3 year old preschool services.

The issues raised are important considerations for Council, other levels of government, and non-Council organisations in regards to achieving a holistic approach to supporting the healthy development of infants, young children and their families.

This broad range of issues relate to all five Strategic Priority Areas in the MEYP:

1. An all of community approach to raising children;
2. Children as citizens;
3. Access to quality services, facilities and places;
4. Vulnerable children and families; and
5. Partnerships.

Identifying Emerging Issues:

In planning the key issues the Committee would like to explore during 2016 as part of its role in liaising between the community and Council on emerging issues affecting families and young children within the Knox municipality, the EYAC has raised the following key issues:

- The service system: universal and targeted services and how policy evolves and is implemented into practice;
- Early Childhood networks and supports in the Knox Community - access for families to the right support at the right time;
- Barriers to participation and understanding the role of integrated service systems;
- The factors around risk and resilience for young children and their families;
- Child mental health; and
- Family Violence.

9.1 Annual Report – Early Years Advisory Committee and Municipal Early Years Plan 2011-15 (cont'd)

2.2 Update on MEYP Annual Action Plan

A summary of Council's contribution to the 2014-15 MEYP Action Plan is included in Appendix A. Council's MEYP sunsetted at the end of 2015.

Key highlights for the period 2014 - December 2015 include:

- Planning for the changes to educator: child ratios in 2016 and the redevelopment of group sizes in Preschools and 3-5 year age rooms in Childcare to respond to these;
- Implementation of the Integrated Committee Training for Playgroup, Preschools and Childcare in relation to governance;
- Eighty nine percent of Knox Preschools and Childcare services responding to the Healthy Together Knox Achievement Program Framework;
- The implementation of a new Preschool Central Enrolment IT system which reflects contemporary legislative and funding requirements to enable Council to continue to enrol over 1200 families every year in its preschool services across the Knox Community;
- The significant review process for three early years services provided by Council, these being Childcare and Occasional Care, Family Day Care and Council's Early Childhood Intervention Service Illoura;
- Active participation in the regional Children and Youth Area Partnership Group, focussing on young children in Out of Home Care and their connections to universal service systems in the Knox community;
- The scoping and feasibility of potential Children's and Family Services Hubs in Wantirna South and Bayswater;
- The refurbishment of the Scoresby West facility to operate once again as a funded 4 year Preschool facility in 2016;
- The refurbishment of the Flamingo Preschool and Kinderlea facilities to operate three year old Preschool groups licensed with the Department of Education and Training in 2016;
- Participation in the development of the Council Report 'Preventing Violence Against Women in the Community';
- The implementation of the Maternal and Child Health (MCH) Child Development Information System (CDIS) database which will enable families to more easily link into their child's health and well being information across the municipality and across Victoria;
- Ninety percent of Council Preschools assessed under the National Quality Framework achieved an Exceeding Rating; and
- Provision of professional development in the area of 'Failure to Report' and 'Failure to Disclose' obligations for Senior Coordinators and Team Leaders across Council's Family and Children's Services.

9.1 Annual Report – Early Years Advisory Committee and Municipal Early Years Plan 2011-15 (cont'd)

Emerging themes and challenges for future planning include:

- Proactive development and coordination of services and services systems for families facing vulnerabilities;
- Developing sustainable services for the future;
- Providing models which enable services to respond quickly to changes in funding levels, policies and community needs; and
- Eligibility for funding to support initiatives for disadvantaged families in Knox when most of this funding type from State and Commonwealth governments is aimed at disadvantaged communities across larger geographic or remote areas.

2.3 MEYP Review and Sunset Period

The Municipal Association of Victoria works with Councils and the State Government in the areas of early childhood policy development and implementation to ensure a strong voice for local government and improved outcomes for families and children. A framework for developing Municipal Early Years Plans was jointly developed between MAV and State Government allowing all local Councils to develop their own plans on education, care and health activities for young children and their families.

Council's MEYP was due for review at the end of the 2015. In July 2015, Council endorsed an Integrated City Strategy and Implementation Plan 2015-17 with the aim to improve alignment between a range of Council plans and strategies. Specifically, Action 6.2.1 states, "Develop an integrated life stage plan for the Knox community that merges the Municipal Early Years Plan, Knox Youth Strategic Plan and Healthy Ageing Plan and promotes the benefits of intergenerational connections". The Integrated Life Stage Plan is to be developed over 2016-17. The Integrated City Strategy will provide the lens through which the EYAC considers all matters of its work in relation to children and families. The TOR for the EYAC have been amended to reflect this development for 2016-2019.

2.4 EYAC Terms of Reference Adjustment

The TOR for the EYAC have been reviewed to assess their fit with the revised Council Committees Policy.

The current TOR for the EYAC include:

- its meetings are not open to the public;
- the requirement for agendas to be provided to the committee not less than 48 hours before the time fixed for the next meeting;
- silence in relation to the requirements for minutes; and
- silence in relation to contact with the media.

9.1 Annual Report – Early Years Advisory Committee and Municipal Early Years Plan 2011-15 (cont'd)

The Draft TOR for the EYAC have been amended to be consistent with the following requirements of the Council Policy for Advisory Committees:

- its meetings are not required to be open to the public;
- the agenda be provided to members of the committee not less than 7 days before the time fixed for the holding of the meeting;
- draft minutes to be:
 - (a) submitted to the Committee Chairperson for confirmation within 7 days of the meeting;
 - (b) distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting;
 - (c) submitted to the next meeting of the Committee for formal endorsement;
- community members to defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee; and
- agendas and minutes to be made available on the Intranet following formal Committee endorsement.

The eligibility for voting membership in the category of Community or Professional appointment to the EYAC has also been clarified in relation to interested persons and potential applicants who are concurrently employed by Knox City Council. The EYAC is supported in its role and function by nominated Officers who are employed by Council to carry out this role. The TOR have been adjusted to clarify that direct employment by Knox City Council will make a person ineligible to be appointed as an EYAC Community or Professional member eligible to vote on the Committee.

It is recommended that the Terms of Reference be amended to include the above requirements as outlined in Appendix B. Appendix C provides the amendments as 'tracked changes'.

3. CONSULTATION

The EYAC plays an important role in supporting the implementation of the MEYP 2011-15. It is consulted by other departments when they are undertaking work that will impact on children and families during its bi-monthly meetings.

9.1 Annual Report – Early Years Advisory Committee and Municipal Early Years Plan 2011-15 (cont'd)

4. ENVIRONMENTAL/AMENITY ISSUES

The MEYP includes recognition of the important roles the physical and natural environments play to support families and the healthy development of children. These include such things as footpaths, recreation reserves, playgrounds and local parks. It also includes reference to the importance of families and children having access to accessible, good quality community facilities including specialised early years facilities which meet the required legislative standards and more general community facilities such as libraries and recreation facilities.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The MEYP offers the Knox community and Council the opportunity to work together to create a child-friendly and respectful community.

Council's contribution to the MEYP Strategy has been represented in a rolling Annual Action Plan. Council makes a significant contribution to children and families in a number of roles identified in the MEYP as Funder, Service Provider, Planner, Facilitator and Advocate.

Actions relating to these roles focus on and include:

- early years services and facilities;
- immunisation services;
- arts, leisure and cultural programs;
- community capacity building;
- public infrastructure, including roads, footpaths and cycle-paths;
- advocacy;
- open space, playgrounds, and reserves; and
- environmental sustainability programs.

Whilst there are services for children and families delivered by Council across the organisation, the major area of direct service delivery to children and families is managed through the Family and Children's Services Department. The Department's budget for the 2015-16 year is \$19.7 million. A number of partnership grants and family fees totalling \$14.8 million are received. Council has allocated \$4.9 million to fund early years services including Maternal and Child Health, Early Childhood Education and Care programs (4 year old Preschool; Centre based & Family Day Care services), inclusion support for children with special needs, support for community playgroups and parent education. A portion of this funding is also allocated to strategic planning and policy development for early years services delivered by Council to enhance Council's ability to provide efficient and effective services.

9.1 Annual Report – Early Years Advisory Committee and Municipal Early Years Plan 2011-15 (cont'd)

Funding contributions by other levels of government are also significant through a wide range of universal services and more specialised services such as child protection services. There is also a range of non-Council services, community organisations and individuals which provide important programs to ensure families and children have access to the right opportunities, services and supports.

6. SOCIAL IMPLICATIONS

The most recent demographic data indicates that Knox will have growth in the population of young children over the next 20 years. This growth is concentrated in the Scoresby, Knoxfield and Wantirna South areas and also in Bayswater and Boronia. It is therefore important that families with young children continue to be considered during municipal-level planning and the planning and resourcing of service delivery activities.

Evidence clearly demonstrates that investing in the early years contributes to higher levels of education and stable employment, lower levels of crime and better long-term health and wellbeing for whole communities. The research confirms communities which place children central to their thinking and planning for the future and uphold their place within the family, community and culture, gain significant and life-long benefits result for the whole community.

The MEYP is informed by the evidence which highlights the benefits of investing in all children and families and not just targeted to groups traditionally considered vulnerable. Vulnerability relates to more than socio-economic status. All families and children face vulnerability at a time in their life. Natural disasters, medical conditions, accidents, community violence, financial conditions and family breakdowns bring levels of trauma and stress which disposition, cultural history and or lack of extended family support may exacerbate for a family.

9.1 Annual Report – Early Years Advisory Committee and Municipal Early Years Plan 2011-15 (cont'd)

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

The MEYP and EYAC assist in achieving a range of objectives identified in the City Plan incorporating the Council Plan 2013-17. The core objectives that the MEYP and EYAC support are related to the City Plan themes of 'Healthy, Connected Communities', 'Culturally Rich and Active Communities', and 'Democratic and Engaged Communities'. The City Plan objectives relevant to the MEYP are as follows:

- The Knox community benefits from good health and wellbeing at all life stages (Objective 1.1);
- A safe community with strong community connections and where learning and volunteering are valued and supported (Objective 1.2);
- Increase the use of public spaces and infrastructure for the purposes of cultural expression and physical activity (Objective 4.2);
- Improve community leadership and participation in Knox (Objective 5.1);
- Increase opportunities for the Knox community to participate in public decision-making processes (Objective 5.2); and
- Ensure Council is well governed and demonstrates effective leadership (Objective 5.3).

8. CONCLUSION

During a time of significant reform for all types of early years and family support services, there has been much achieved for Knox children and families as part of the work Council is undertaking to realise the vision outlined in the MEYP.

Now at the start of its fourth term, Council's Early Years Advisory Committee continues to offer valuable insights and information about issues impacting children and their families within Knox.

9. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

9.1 Annual Report – Early Years Advisory Committee and Municipal Early Years Plan 2011-15 (cont'd)**COUNCIL RESOLUTION**

MOVED: CR. SEYMOUR

SECONDED: CR. COSSARI

That Council

1. Notes the key discussion topics and achievements of the Early Years Advisory Committee between December 2014 and November 2015.
2. Notes the progress against the 2014-15 Municipal Early Years Plan Action Plan Report as provided in Appendix A.
3. Notes that Council's MEYP sunsetted at the conclusion of 2015 and that the future of the MEYP will be considered in light of Council's Integrated City Strategy and the development of an integrated life stage plan.
4. Approves the minor changes to the Early Years Advisory Committee Terms of Reference as provided in Appendix B.

CARRIED

9.1 Annual Report – Early Years Advisory Committee and Municipal Early Years Plan 2011-15

APPENDICES A-C Distributed Separately

ALL WARDS**9.2 EASTERN REGIONAL LIBRARIES CORPORATION - ANNUAL REPORT**

SUMMARY: *Manager Youth, Leisure & Cultural Services
(Peter Gore)*

The Eastern Regional Libraries Corporation delivers library services to the Knox community on Council's behalf.

This report provides Council with the key highlights and initiatives of Knox Libraries for 2014-15. It also sets out key initiatives to be delivered in 2015-16.

RECOMMENDATION

That Council

1. **Notes the key highlights of the services delivered to the Knox community by Council's library services during 2014-15 (Appendix A – 2014-15 Annual Report); and**
2. **Notes the library initiatives delivered in 2014-15 and those to be progressed during 2015-16 (Appendix B).**

1. INTRODUCTION

Council at its Ordinary Council meeting of 23 November 2010 resolved that it receive an annual report on the Eastern Regional Libraries Corporation's annual performance for Knox's library service together with opportunities to improve library services in the future.

This report covers services delivered in 2014-15, initiatives for the same period and initiatives for 2015-16.

2. DISCUSSION**2.1 Background**

Local Government is the recognised provider of public library services across Victoria. It makes available buildings for library branches and it is the principal funder of the service.

The Eastern Regional Libraries Corporation delivers library services to the Knox community on Council's behalf. The service provides resources and programs and a variety of media for education, information, leisure and personal development. The library service provides a welcoming environment available to all the community and supports the development of a well connected community.

9.2 Eastern Regional Libraries Corporation – Annual Report (cont'd)

The service delivery points are branches at Bayswater, Boronia, Ferntree Gully, Rowville and Wantirna South along with an outreach vehicle that visits nineteen locations throughout Knox (Appendix C). The service is managed by the Eastern Regional Libraries Corporation, a formal partnership between Maroondah, Yarra Ranges and Knox Councils.

2.2 Performance of Service

Attached at Appendix A is the Annual Report for 2014-15 prepared by ERLC and approved by the ERLC Board on 17 September 2015.

The report provides the following (amongst other information):

- Service statistics (eg. Membership/borrowings and wifi sessions);
- Programming initiatives;
- Customer feedback;
- Technology initiatives; and
- The financial contributions made by Council, State Government and ERLC along with the expenditure in Knox on library materials and equipment.

Highlights to note in the 2014-15 Annual Report include the following:

- 811,060 visitors to Knox libraries;
- Outreach program visits to schools, maternal and child health centres;
- Launch of the Literacy for Life strategy;
- Increase in online training focused on business and information technology; and
- A new 'Pop up library' program at Bunnings.
- An increase in elearning and Wifi usage

Performance Outcomes

- | | |
|---|--------------------|
| • Customer Service | Satisfaction Score |
| ○ Staff courteous and helpful | 8.5/10 |
| ○ Staff knowledge | 8.5/10 |
| ○ Reference and information services | 8.18/10 |
| • Regional Library Agreement & Statutory requirements | 100% |

Appendix B details initiatives undertaken in 2014–15 and adopted initiatives for 2015–16.

9.2 Eastern Regional Libraries Corporation – Annual Report (cont'd)

The Knox Library Service plan was adopted by Council in December 2015. This will provide a framework for specific initiatives, aimed at improving access, increasing attendances and the feasibility of new technology.

Council's library service will continue to undertake the next stage of service planning in coming years to examine key issues and make recommendations for improvement that will maintain the sustainability and viability of the service outcomes.

Council's ERL Board Representatives

Knox City Councillors on the Eastern Regional Library Board during this time have been Councillor Adam Gill, Councillor Peter Lockwood and Councillor Tony Holland.

3. CONSULTATION

The ERLC has been consulted on the content of this report.

4. ENVIRONMENTAL/AMENITY ISSUES

ERLC is committed to a Green Procurement approach by supporting the principles of sustainable procurement within the context of purchasing on a value for money basis.

The Knox Library Infrastructure and Service Plan guides the future directions for the five library facilities in Knox. During 2015-16 preliminary work has been undertaken on potential upgrades to Ferntree Gully and Boronia libraries (concept plan development). Progressing these to a detailed design and construction stage will be subject to Council consideration and future investment priorities.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Council's contribution and that of other stakeholders, including percentage contributions, to the library services is as follows:

	2014-15	
Stakeholders Contribution		
Knox City Council	\$3,767,090	75.7%
State Government*	\$925,895	18.6%
ERLC (Charges, Fees, etc.) **	\$284,934	5.7%
Total	\$4,977,919	100%

9.2 Eastern Regional Libraries Corporation – Annual Report (cont'd)

6. SOCIAL IMPLICATIONS

The contribution of public libraries to the wellbeing of Knox residents and to the education and economic development of communities is universally recognised across the developed world. Support for this role has underpinned the commitment of Knox City Council and ERLC to the provision of high quality public library services over many years.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

Within the Theme of Healthy, Connected Communities the delivery of library services assist Council to achieve the following:

City Plan Objective

A safe community with strong community connections and where learning and volunteering are valued and supported.

City Strategy

Increase the number of people that participate in lifelong learning opportunities.

8. CONCLUSION

This report details the positive contribution the Council's library service has provided to the Knox community over 2014-15. It also highlights a number of service initiatives to be undertaken by the Eastern Regional Libraries Corporation on Council's behalf over 2015-16.

9. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

COUNCIL RESOLUTION

MOVED: CR. LOCKWOOD
SECONDED: CR. MORTIMORE

That Council

1. Notes the key highlights of the services delivered to the Knox community by Council's library services during 2014-15 (Appendix A – 2014-15 Annual Report); and
2. Notes the library initiatives delivered in 2014-15 and those to be progressed during 2015-16 (Appendix B).

CARRIED

9.2 Eastern Regional Libraries Corporation – Annual Report (cont'd)**APPENDIX A – Eastern Regional Libraries Corporation – Annual Report
Distributed Separately**

9.2 APPENDIX B – Eastern Regional Libraries Corporation – Proposed Initiatives 2014-15 and 2015-16

Initiatives delivered in 2014-2015

INITIATIVE	OUTCOME
<p><u>Library Service Review</u></p> <p>ERLC will provide support to council officers in relation to the library service review.</p>	All requested information and support provided.
<p><u>Knox Shopping Centre Library</u></p> <p>in association with Council officers, and subject to response by Knox Shopping Centre Management, preparatory work to establish a new Knox Branch Library (the current lease expires in 2017).</p>	Ongoing
<p><u>Boronia Branch Library</u></p> <p>ERLC will provide support to Council officers in a planning study to consider the location and opportunities for the co-location of other services at the Boronia Branch Library.</p>	All requested information and support provided.
<p><u>Bayswater Library</u></p> <p>Depending on the review of usage, fund extended opening hours.</p>	Bayswater now open on a Saturday until 1.00 pm
<p><u>CALD Programs</u></p> <p>Continue to develop CALD programs based on advice from relevant Council departments.</p>	Rowville & Knox Chinese Friendship Groups operating successfully
<p><u>Two Community Events</u></p> <p>Support two community events or activities of Council's choice.</p>	Knox & Stringybark Festivals supported

Initiatives to be delivered in 2015-16

INITIATIVE	ACTION
<p><u>Library Service Review</u></p> <p>ERLC will provide support to Council officers in relation to the library service review.</p>	<p>All requested information and support provided. Report to Council completed in December 2015.</p>
<p><u>Delivery of Digital Navigation and Literacy Programs</u></p> <p>Develop partnerships with community education providers to facilitate the delivery of digital navigation and literacy programs for the community in Knox libraries.</p>	<p>Form a partnership with a Community House to deliver monthly 'taster' digital training sessions.</p> <p>Work with Centrelink on MyGov sessions in libraries.</p> <p>Work with Mountain District Learning Centre on literacy network project (includes digital).</p>
<p><u>Knox Shopping Centre Library</u></p> <p>In association with Council officers undertake preparatory work to establish initially a temporary relocation of the library, and in the longer term a new Knox Branch Library (the current lease expires in 2017).</p>	<p>Ongoing</p>
<p><u>Boronia Branch Library</u></p> <p>ERLC will provide support to Council officers in relation to the Boronia Library redevelopment project.</p>	<p>All requested information and support provided to help finalise concept plans and report.</p>
<p><u>Ferntree Gully Branch Library</u></p> <p>ERLC will provide support to Council officers in relation to the Ferntree Gully Community Arts Centre & library redevelopment project.</p>	<p>All requested information and support provided to help finalise concept plans and report.</p>
<p><u>Rowville</u></p> <p>In association with Council officers, working with Lend Lease on the possible upgrade to, and relocation of, the Rowville Branch Library.</p>	<p>Ongoing due to change in centre ownership.</p>
<p><u>Two Community Events</u></p> <p>Support two community events or activities of Council's choice.</p>	<p>Knox & Stringybark Festivals supported</p>

9.2 - APPENDIX C – Eastern Regional Libraries Corporation – Outreach Library Vehicle Locations in Knox

1. **Neilsen Street**, 21 Neilson Street, Bayswater
2. **Sasses Avenue Reserve**, Terama Crescent, Bayswater
3. **The Basin**, near bus stop in Forest Road (behind Progress Hall)
4. **Martin Luther Hostel for the Aged**, 67 Mount View Road, The Basin
5. **Glengollan Village**, 97 Underwood Road, Ferntree Gully
6. **Dorset Road Complex**, Cnr Burwood Highway & Dorset Road, Ferntree Gully
7. **Rushdale Street**, Cnr Gilbert Park Drive & Rushdale Street, Knoxfield
8. **Knoxfield**, Knoxfield Shopping Centre Service Road, Off Ferntree Gully Road, Knoxfield
9. **Knox Toy Library**, 11-13 Gerda Street, Scoresby (off Ferntree Gully Road, Knoxfield)
10. **Wellington Village Shopping Centre**, 1100 Wellington Road, Rowville
11. **Waterford Valley Lakes Retirement Village**, 175 Kelletts Road, Rowville
12. **Parmalat**, 842 Wellington Road, Rowville
13. **Isomar Retirement Home**, 1273 Wellington Road, Lysterfield
14. **Wantirna Caravan Park**, 203 Mountain Highway, Wantirna
15. **Salford Park Retirement Village**, 100 Harold Street, Wantirna
16. **Kingloch Parade**, 54 Kingloch Parade, Wantirna
17. **Knox Retirement Village**, 466 Burwood Highway, Wantirna South
18. **Wantirna Retirement Village**, 2 Old Stud Road, Wantirna South
19. **Balmoral Gardens Retirement Village**, Ridge Road, Wantirna South
20. **Villa Maria**, 355 Stud Road, Wantirna South

ALL WARDS**9.3 THE ACHIEVEMENTS OF THE KNOX YOUTH COUNCIL 2014 – 15 AND THE PROPOSED EVALUATION OF CURRENT MODEL**

SUMMARY: *Youth Development Workers –
(Kate Arnott and Michelle Pascoe)*

This report outlines the achievements of the Knox Youth Council from January 2014 to December 2015. It also recommends Council support a period of evaluation and review of the current model of the Knox Youth Council.

RECOMMENDATION

That Council

- 1. Note the achievements of the Knox Youth Council for the period January 2014 – December 2015; and**
- 2. Approve the deferment of the Knox Youth Council in 2016 for six months to enable an evaluation of the current model as a mechanism for consultation and development of young people, with a report to Council with recommendations by 26 July, 2016.**

1. INTRODUCTION

The Knox Youth Council (KYC) originated from Council's 'Youth Plan 2001 – 2003' where it was identified that there was a need for Council to ensure that the interests of the young people of the Knox municipality were being represented, and that their views were being considered in the planning, development, coordination and provision of services delivered by Council.

A report detailing the proposed 'Knox Youth Council' model was presented and endorsed at Council's Strategic Planning Committee meeting on the 13 August 2002. This report detailed the 'Terms of Reference' and how the role of the Knox Youth Council would be determined. The Terms of Reference allow for up to 20 young people aged between 12 and 25 years to be involved for a term of two years.

Aim:

The Knox Youth Council aims to provide an avenue for meaningful youth participation in decision making at a local level, as well as providing support and resources for skills and personal development for a maximum group of 20 young people aged between 12 – 25 years.

The work of the Knox Youth Council supports Council's 'Youth Strategic Plan 2012 – 2017'. Strategic Focus Area 6.5 "Engaging, Empowering and Encouraging Young People".

9.3 The Achievements of the Knox Youth Council 2014 – 15 and the Proposed Evaluation of the Current Model (cont'd)

In this report, the activities and achievements of the Knox Youth Council 2014 – 2015 are discussed (Appendix A) and the current Terms of Reference are provided (Appendix B). In addition, this report also contains a proposal to defer the initiation of a new KYC for six (6) months to allow Council to evaluate and review the current model for engagement with young people.

2. DISCUSSION

The KYC has provided Council with:

- An advisory committee comprising of young people;
- An opportunity for youth participation in decision making opportunities across Council;
- An opportunity for young people to take up leadership opportunities in their own communities;
- An opportunity for young people to determine their own methods of consultations and make decisions about how they want to use their time as youth representatives; and as
- An avenue for Council to consult with a group of young people in its local government area.
- The youth representatives have been able to gain skills development in:
 - Formal meeting procedures;
 - Consultations with Council departments;
 - Consulting with members of their local communities;
 - Facilitating workshops and activities at Knox & Stringybark Festivals;
 - Understanding the role of government at local, state and federal levels;
 - Representing the City of Knox at other Local Governments (including rural areas); and
 - Attending interstate conferences to attend and/or present their findings after consulting with young people.
- Membership:
 - Current membership is composed of the following young people:

• Glen Noakes	• Jasmine McNair	• Jessica Dumble
• Joanna Takawira	• Sabrina Shattock	• Desiree Amarh-Ashitei
• Rachael Mak	• Evelyn Zammit	• Amanda Amarh-Ashitei
• Ruby Rawlings	• Sarah Bresnehan	• Luke Samios
• Pragneet Sagoo	• Rebecca Gason	• Alyssa Scott

9.3 The Achievements of the Knox Youth Council 2014 – 15 and the Proposed Evaluation of the Current Model (cont'd)

Youth representatives have provided a list of positive reflections and feedback of their time on the Knox Youth Council including:

“The opportunity to meet other young people, Council members and the many guest speakers has been fantastic! I have learnt so much about what happens in a council and the issues relevant to youth. I am looking forward to assisting in other events like the Knox Festival, which was a great experience!”

“It’s been good meeting new people with different opinions & personalities, but also sharing my own opinion on issues and what I would like to see happen to our community as well as building self confidence and time management.”

“It was a most fulfilling journey to get in close touch with the rest of the youth in Knox City and be able to collect information about what matters and worries them most. Moreover, it is widely agreed amongst us that it was truly an honourable pleasure to be able to make a difference and help the youth feel more at home in Knox City.”

Issue:

While there have been positive outcomes for KYC participants, there has been a growing concern that the participation levels have declined over time. KYC youth representatives and Council’s Youth Services staff have observed a diminishing number of youth representatives being able to attend regular meetings for a two year period. In 2015, there were eight (8) active members, where originally in the KYC there were fifteen (15) members. The declining membership has been noted over the past three terms of the KYC. This decline was highlighted by a number of KYC youth representatives at the combined KYC and Youth Issues Advisory Committee meeting, held on 2 December 2015, as well as at the KYC presentation night for Councillors, family and friends, held on 9 December 2015.

In order for the KYC and the Terms of Reference to remain relevant, and continue to meet the objectives of the City Plan 2013 – 2017 and the Youth Strategic Plan 2014 – 2017, it is timely to evaluate and review the model of Youth Council and the Terms of Reference. Council’s Youth Services will consult with young people, other Local Governments and youth service providers to make recommendations in a report to Council on 26 July 2016.

3. CONSULTATION

Throughout their two year term, the KYC representatives have been involved in ongoing reflection and evaluation regarding their time on the KYC. The present KYC members supported the review of the current model of the Youth Council

Young people will be consulted on the future and continuing relevance of the KYC and this will be undertaken during the deferment period as part of the evaluation and review process.

9.3 **The Achievements of the Knox Youth Council 2014 – 15 and the Proposed Evaluation of the Current Model (cont'd)**

Consideration will be given to:

- The issues raised by the KYC in regards to 2 year membership and active attendance;
- The aims and effectiveness of the current Youth Council model;
- Opportunities for improvements and/or alternative models to support youth leadership and Council's engagement with young people;
- The other forums in which young people are able to participate i.e. other Council Advisory committees, including the Youth Issues Advisory Committee, and other youth agency committees i.e. headspace etc; and
- Related skills development programs and facilitation of these programs by Council, both in schools and the wider community (e.g. Young Leaders program).

4. ENVIRONMENTAL/AMENITY ISSUES

There are no known environmental or amenity issues arising from this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The KYC is provided for within Council's approved budget. There are no direct financial implications arising from this report.

6. SOCIAL IMPLICATIONS

Council supports the importance of engagement with young people and young people's own leadership development.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

The relevance to the City Plan 2013 – 17 relates to:

Healthy, Connected Communities

The future Knox... *'A place that nurtures its children and young people, and values and supports its older adults. The community embraces learning for all ages, is engaged in meaningful work – be it paid or unpaid – and values the efforts of its volunteers'*.

Democratic and Engaged Communities

The future Knox... *'Engages and values opportunities to be actively involved in community life. Community members regularly participate in community groups and organisations, and have a genuine opportunity to influence decision-making'*.

9.3 The Achievements of the Knox Youth Council 2014 – 15 and the Proposed Evaluation of the Current Model (cont'd)

8. CONCLUSION

This report provides a summary of activities undertaken by the 2014-15 KYC and demonstrates the commitment and valuable contributions to the Knox community undertaken by youth representatives of the KYC.

Due to the changing needs of young people in Knox and Council's commitment to continuous improvement, it is recommended that an evaluation and review of the current KYC model take place. Knox City Council Youth Services staff will consult with young people, Councillor's, the community and other youth organisations about the effective methods and structures for consultation and engagement with young people, as well as supporting the leadership experience and skills of young people. The outcomes of the review and recommendations will be presented to Council for consideration by 26 July, 2016.

9. CONFIDENTIALITY

There are no confidential issues associated with this report.

COUNCIL RESOLUTION

MOVED: CR. LOCKWOOD

SECONDED: CR. COSSARI

That Council

1. Note the achievements of the Knox Youth Council for the period January 2014 – December 2015; and
2. Approve the deferment of the Knox Youth Council in 2016 for six months to enable an evaluation of the current model as a mechanism for consultation and development of young people, with a report to Council with recommendations by 26 July, 2016.

CARRIED

SUBSEQUENT MOTION

MOVED: CR. SEYMOUR

SECONDED: CR. ORPEN

That the future Knox Youth Council strategic plan and model be considered having regard to the Integrated City Strategy and the development of an integrated life stage plan.

LOST

9.3 **Appendix A: The Activities and Achievements of the Knox Youth Council 2014 – 15**

The Knox Youth Council 2014 - 2015 has met on a monthly basis for formal meetings. At times additional working groups and interim meetings have been established and the group has met on an as needs basis to plan events and activities for young people within the Knox municipality.

The Knox Youth Council is supported and resourced by Knox City Council's Youth Services staff. The staff have provided youth representatives with support and opportunities for:

- Public speaking;
- Meeting procedures;
- Minute taking;
- Chairing a meeting;
- Group facilitation;
- Enhancing presentation skills;
- Decision making skills;
- Consultation skills;
- Understanding the role of Local Government;
- Working with the Media; and
- Participating in event management.

March – December 2014

- Two (2) full day training days for new KYC youth representatives. Training comprised of 'what is Local Government', Media, Marketing & Promotion, Team work, advisory committees, governance and a trip around the City of Knox.
- AMF Bowling Team building session, April 2014
- Eleven (11) formal monthly meetings 2014.
- Six (6) Interim / Planning Meetings.
- Informal catch-up with Councillors, April 2014.
- Consulted with young people through the 'Knox Youth Council Survey'
- The Knox Library Service Plan review, in consultation with the Youth Issues Advisory Committee.
- Council's Open Spaces & Landscape design group consulted Knox Youth Council on the Open Spaces Plan, Play Space Plan, the Marie Wallace and Ferntree Gully Structure Plans.
- Consulted by Council's Community Safety Unit on the Knox Community Safety Plan and the Knox Community Health and Wellbeing Strategy;
- Planning days during School Holiday periods at the Youth Information Centre for the Stringybark Festival.

9.3 **Appendix A: The Activities and Achievements of the Knox Youth Council 2014 – 15**

- “What is Acceptance” consultation at Stringybark Festival 2014 where over 100 young people participated in the consultation.
- Youth Council representatives participated in the Youth Issues Advisory Committee Meetings on a rotational basis.
- Break-up Holiday / Team building Session: Dinner and Laser Tag at Timezone Knox.

January – December 2015

- Twelve (12) Monthly meetings.
- Eight (8) Interim / Planning Meetings.
- Council’s Cultural Services consulted Knox Youth Council on the Stringybark Festival.
- Youth Council representatives participated in the Youth Issues Advisory Committee Meetings on a rotational basis.
- Team Building Dinner and Timezone Challenges, April 2015.
- Consulted with young people through the “BE HEARD” consultation on ‘how young people should be consulted in Knox’ and ‘what you would like to see more of in Knox’ at the Knox Festival, March 2015. Over 150 young people aged 10 – 25 years participated and gave feedback on topics important to them.
- Planned and developed the ‘Little Acts’ resource which promotes the idea that young people in Knox can BE HEARD through the ‘little things’ e.g. smiling at strangers, lending a helping hand, creating big changes through these little acts’. This project was created through the youth representatives consultations with young people at the Knox and Stringybark Festivals throughout their term. Due to low attendance at formal meetings, this project has yet to be finalised after a vote by the remaining youth representatives.
- Hosted a further consultation at the Stringybark Festival 2015, on the best way ‘Council can consult young people’, KYC spoke with over 100 young people throughout the day as well as providing engagement activities for young people to participate in and promoting Knox Youth Services. The information from this consultation will form part of the proposed review on the KYC model.

9.3 APPENDIX B – Knox Youth Council – Terms of Reference 2014 - 2015

TERMS OF REFERENCE

KNOX YOUTH COUNCIL

Directorate	Community Services
Responsible Officers	Youth Development Worker – Groups & Youth Participation & Policy Worker
Committee Type	Advisory
Approval Date:	22 October 2013
Review Date:	December 2015

1. PURPOSE

The purpose of the Knox Youth Council (KYC) is to assist Council with its community engagement processes and to provide valuable information to support the decision making of Council. The establishment of the KYC supports Council's commitment to engage with its community on issues that affect the lives and wellbeing of its young people.

2. OBJECTIVES

To provide a forum for Knox City Council to consult with and receive advice from a representative Youth Council; similarly for a Youth Council to consult with and receive information put forward by Council; and to

- 2.1 Promote and encourage the involvement of young people in the planning, development, coordination and provision of Council services;
- 2.2 Ensure that the views of youth are canvassed and conveyed to Council;
- 2.3 Provide advice to Council on issues pertaining to young people;
- 2.4 Advise Council of any concerns regarding the implementation of the Council's Youth Action Plan;
- 2.5 Provide advice to Council on matters of planning and infrastructure which may have a direct impact on young people;
- 2.6 Be consulted by Council on matters pertaining to strategic development in areas relevant to young people.
- 2.7 Provide advice to Council on matters of planning and infrastructure which may have a direct impact on young people; and
- 2.8 Be consulted by Council on matters pertaining to strategic development in areas relevant to young people.

9.3 APPENDIX B – Knox Youth Council – Terms of Reference 2014 - 2015**3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT**

3.1 The Knox Youth Council will comprise a minimum of twelve (12) and a maximum of twenty (20) members aged between 12 – 25 years, who live, work, study or recreate within the City of Knox. A majority of the members must reside within the City of Knox. It is expected that the membership will provide broad representation with consideration given to, but not limited to:

- Gender
- Disability
- Geographical location
- Education (students enrolled in secondary education/TAFE/University)
- Individuals employed and unemployed
- Individuals from culturally and linguistically diverse backgrounds
- Individuals partaking in Council's student information officers and young leaders programs

3.2 Of the maximum twenty (20) Youth Council representative there will be one (1) Chairperson and one (1) Minute Taker nominated for each meeting (see clause 6).

This will be done on a rotational basis allowing for skill development and participation of all members. In addition, there will be two (2) positions available to represent young people and the Knox Youth Council on the Youth Issues Advisory Committee. This will also be done on a rotational basis to allow for a range of representative views and also to develop skills of all the Knox Youth Council representatives. Their role on this advisory committee will be to report the activities of the Knox Youth Council and feedback any relevant issues that may come out of the Youth Issues Advisory Committee meetings.

3.3 Membership is open to persons up to 23 years. This will allow for the young people to finish their term up until the age of 25 years. If in an instance the member turns 25 years before the end of their term, the member/s will vacate their position.

3.4 If a youth representative is unable to complete their appointment and resigns from their position on the Knox Youth Council, the position may be filled by a suitable candidate sought from the most recent selection process. The following process will occur:

- The candidate will then be approved by the Chairperson of the Youth Issues Advisory Committee.
- The Chairperson will make a recommendation to the Chief Executive Officer (CEO).
- The CEO will have the authority to appoint the recommended candidate to the Knox Youth Council for the remainder of the previous youth representative's term.

9.3 APPENDIX B – Knox Youth Council – Terms of Reference 2014 - 2015

3.5 Nomination for Membership:

- Knox City Council shall call for expressions of interest from 12 – 23 year olds across the Knox municipality.
- Public nominations will be invited following advertisements in Knox's community and local news publications.
- Candidates for appointment must lodge written and signed nomination forms with Knox City Council in accordance with the requirements of the public nomination process.

If the number of candidates exceeds the number of candidates to be appointed, an evaluation committee comprising of the following will consider all expressions of interest received and provide a recommendation to Council of suggested appointments:

- One (1) Councillor and one (1) community representative of the Youth Issues Advisory Committee (YIAC)
- Two (2) Knox Council Youth Services staff; and
- Two (2) Representatives from the previous or current Knox Youth Council.

A Council resolution is required to formally appoint members to the Knox Youth Council.

4. DELEGATED AUTHORITY AND DECISION MAKING

4.1 Knox Youth Council has no delegated authority

5. MEETING PROCEDURES

5.1 A minimum of six (6) meetings are to be held annually. The Knox Youth Council meetings must be conducted in accordance with Council's Advisory Committee Policy.

5.2 Failure to attend meetings on three (3) consecutive occasions by a Youth Council member (unless otherwise negotiated) will result in the automatic loss of membership to the Youth Council.

5.3 Two (2) Knox Youth Council representatives will be required to attend Youth Issues Advisory Committee meetings.

5.4 Knox City Council Councillors may attend meetings of the Knox Youth Council in an observer capacity.

6. CHAIR

6.1 Of the maximum twenty (20) Youth Council representatives, there will be one (1) Chairperson and one (1) Minute Taker nominated for each meeting. These appointments will be made by the Knox Youth Council.

6.2 The appointments referred to in 6.1 will be done on a rotational basis allowing for skill development and participation of all members.

9.3 APPENDIX B – Knox Youth Council – Terms of Reference 2014 - 2015

6.3 Chairperson

The Role of the Chairperson will be to:

- Chair meetings of the Knox Youth Council;
- In the absence of the Youth Council Chairperson, the Youth Council shall appoint another representative to chair that particular meeting.

6.4 Minute Taker

The Role of the Minute Taker will be to:

- Record the minutes of Knox Youth Council meetings;
- In the absence of the Youth Council Minute Taker, the Youth Council shall appoint another representative to take minutes at that particular meeting.

7. AGENDAS AND MINUTES

7.1 The Agenda for each meeting is determined by the Knox Youth Council representatives, in cooperation with Council's Youth Services staff.

7.2 The Minutes and the Agenda of the meeting will be distributed by Council's Youth Services staff on behalf of the Knox Youth Council.

8. VOTING

8.1 All youth representatives appointed to the Knox Youth Council shall have equal voting rights. Councillors and Council staff shall participate in an ex-officio capacity.

8.2 A quorum will be fifty percent of the membership plus one.

9. CONFLICT AND INTEREST PROVISIONS

9.1 In performing the role of Advisory 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.

Where a member of the committee has an interest or conflict of interest in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the member must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.

Problem Solving and Dispute Resolution

9.2 In the first instance any complaint, unresolved problem or serious dispute is to be brought to Knox Youth Services staff for resolution. If appropriate and with the agreement of all parties, the matter may involve a mediation process.

9.3 APPENDIX B – Knox Youth Council – Terms of Reference 2014 - 2015

9.3 Any complaint, unresolved problem or serious dispute that involves Youth Services staff is to be brought to Knox Youth Services Coordinator for resolution. If appropriate and with the agreement of all parties, the matter may involve a mediation process.

10. REPORTING

10.1 A report will be presented to Council in December each year which reviews the operation and achievements of the committee against the Terms of Reference. This report will be prepared by Youth Services staff members.

10.2 A presentation by the Knox Youth Council representatives to Council on their experiences and findings will occur a minimum of once during the two year term. The format of the presentation will be prepared by the youth representatives, utilising their skills, abilities and interests.

10.3 In partnership between Knox City Council's Youth Services and Knox Youth Council, an evaluation report of Knox Youth Council's activities will be arranged and presented to the Knox City Council at the conclusion of each Knox Youth Council term.

11. ADMINISTRATION SUPPORT

11.1 Knox Council's Youth Services Team will oversee the administration of the Knox Youth Council.

11.2 Specific purpose working groups may be appointed and convened by the Knox Youth Council. The Knox Youth Council may call upon the expertise and knowledge of the Youth Issues Advisory Committee, Youth Services department and other youth organisations within the municipality as required, to assist with specific task at their discretion.

12. CONTACT WITH THE MEDIA

12.1 As with all Council advisory committees, members cannot in any way purport to represent Council or the views of Council to the media.

13. REVIEW DATE

13.1 The Knox Youth Council's role, function and membership shall be reviewed every two years by Council. **The Knox Youth Council will sunset on 31 December 2015.**

14. MEALS

14.1 The provision of refreshments during the course of a Committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.

ALL WARDS**9.4 KNOX YOUTH STRATEGIC PLAN 2012-2017 – 2015 ANNUAL REPORT**

SUMMARY: *Youth Participation and Policy Worker (Pip Smith)*

This report provides Council with an update on the implementation of the Knox Youth Strategic Plan 2012-17. The plan identifies three focus areas as follows:

- *Acknowledging and respecting young people*
- *Engaging, empowering and encouraging young people*
- *Promoting, advocating and responding with and for young people*

The three focus areas have identified priorities and associated success measures. In 2015 Council has continued to engage and strengthen the community, including young people. This work has been undertaken by numerous departments across the organisation, however this report focuses on the key progress made to date by Council's Youth Services on the Strategic Plan actions during 2015.

RECOMMENDATION

That Council notes this report which provides information on the key progress to made to date by Council's Youth Services against the three strategic focus areas in Council's Knox Youth Strategic Plan 2012-2017.

1. INTRODUCTION

The Knox Youth Strategic Plan 2012–2017 (the 'Plan'), adopted by Council in August 2012 ensures that youth needs, issues and aspirations are embedded into existing and future functions and resources of Council. The Plan is a 'whole-of-Council' response to young people and their needs, and is linked to the Council Plan and associated Council strategic plans.

The Plan connects current and future actions to each of the guiding principles contained within the Youth Charter, adopted by Council in June, 2007 (Appendix A).

2. DISCUSSION

The Plan identified nine key themes that cover the areas of most concern for young people in Knox. Using these themes as a foundation, three strategic focus areas were identified. For each of the focus areas, priorities and success measures have been developed. A range of actions have been undertaken prior to the current reporting period and were reported to Council in January 2014. It is acknowledged that Council has delivered a wide range of activities that have engaged and involved the whole community including young people. Appendix B provides details of Council's Youth Services activities in 2015.

9.4 Knox Youth Strategic Plan 2012-2017 – 2015 Annual Report (cont'd)

Key activities in the strategic focus areas in 2015 include:

- **Acknowledging and respecting young people:**
 - Developing and creating social media profiles and the continued use of these engagement and communication tools.
 - Active engagement of young people as volunteers and participants in Council's festivals and events.

- **Engaging, empowering and encouraging young people:**
 - The second year of the Youth Resilience Survey gained responses from over 4300 young people from 23 schools in Knox. Based on this data, programs to strengthen young people's health, wellbeing and resilience have been developed in partnership with local schools;
 - Provision of professional training in Mental Health First Aid, Anxiety, Gender Diversity and Mindfulness with the aim of increasing sector capacity to better respond to complex needs of young people.

- **Promoting, advocating and responding with and for young people:**
 - Advocacy for individual young people through counselling and support sessions.
 - Advocacy for the continuation of funding for the School Focused Youth Service resulting in the program being refunded until December 2017.
 - Supporting service and community networks including the Youth Service Provider Network, the QEast Alliance (Youth and Community workers who support same sex attracted and gender diverse young people), and the Primary and Secondary school Wellbeing networks.
 - Improving service access for young people through strategic partnerships with neighbouring local governments, community service organisations and statewide bodies including the Youth Affairs Council of Victoria (YACVic).

Council's Youth Services' Service Plan was finalised in November 2014 and outlined the following roles which support the implementation of the Youth Strategic Plan:

- **Leadership and engagement**
- **Capacity building**
- **Supporting individuals and**
- **Coordination and planning**

9.4 Knox Youth Strategic Plan 2012-2017 – 2015 Annual Report (cont'd)

The Service Plan identified the following areas of focus and actions being undertaken to address these matters are also detailed in Appendix B:

- **Supporting families impacted by Autism Spectrum Disorder (ASD), both declared and non-declared;**
- **Developing online responses to engage and support clients;**
- **Supporting peer and complex relationships (including online behaviours);**
- **Transitions (significant changes impacting on education, employment/training); and**
- **Strengthening and further develop Council's partnerships with local community agencies.**

3. CONSULTATION

The Knox Youth Issues Advisory Committee (YIAC), the Knox Youth Council (KYC), families and youth service providers including schools were consulted in the development of the Knox Youth Strategic Plan.

Council continues to consult through the implementation phase of the Plan with YIAC, KYC, young people, parents, schools, agencies and networks to develop effective programs and responses to key issues identified for action.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no known environmental or amenity issues arising from this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The Plan provides guidance for Council's programs that are delivered within allocated resources. The Plan also assists Council in seeking external resources and the development of partnerships in order to achieve the Plan's goals.

Activities noted in this annual report have occurred within existing budgets, or by gaining additional funds from external sources. Sources of external funding include Engage and Youth Week funding from the State Government's Office of Youth, the Department of Health and Human Services, and partial sponsorship for the Green Foot Flicks Film Festival from Bendigo Bank - Wantirna Community Bank.

6. SOCIAL IMPLICATIONS

The continued implementation of the Plan supports young people, their families, and those working with young people including service providers and schools.

9.4 Knox Youth Strategic Plan 2012-2017 – 2015 Annual Report (cont'd)

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

The Knox City Plan 2013-17 identifies a number of objectives within themes as outlined below:

Theme 1 Healthy, Connected Communities

- 1.1 The Knox community benefits from good health and wellbeing at all life stages.
- 1.2 A safe community with strong community connections, and where learning and volunteering are valued and supported.

Theme 2 Prosperous, Advancing Economy

- 1.2 Improve local opportunities for people to live, work, learn and play in Knox.

Theme 3 Vibrant and Sustainable Built and Natural Environments

- 1.1 The changing needs of a diverse community are supported through planned growth and change, in housing and infrastructure, that respects both built form and natural systems, and resource availability.
- 1.3 Infrastructure networks provide transport choice, affordability, and connectivity

Theme 4 Culturally Rich and Active Communities

- 1.1 Improve the acceptance and valuing of diversity and difference in the Knox community.
- 1.2 Increase use of public spaces and infrastructure for the purposes of cultural expression and physical activity.

Theme 5 Democratic and Engaged Communities

- 1.1 Improve community leadership and participation in Knox.
- 1.2 Increase opportunities for the Knox community to participate in public decision-making processes.

8. CONCLUSION

As set out in Appendix B, progress has been achieved with the implementation of the Knox Youth Strategic Plan. This, along with the implementation of Youth Services Service Plan, has enabled Council to continue to develop and improve services and responses to young people, parents, family, schools and community organisations.

9.4 Knox Youth Strategic Plan 2012-2017 – 2015 Annual Report (cont'd)**9. CONFIDENTIALITY**

This report does not contain any confidential information.

COUNCIL RESOLUTION

MOVED: CR. LOCKWOOD
SECONDED: CR. MORTIMORE

That Council notes this report which provides information on the key progress to made to date by Council's Youth Services against the three strategic focus areas in Council's Knox Youth Strategic Plan 2012-2017.

CARRIED

9.4 APPENDIX A - Knox City Council Youth Charter

promote council so young people know and understand more about what we do
Being upfront and clear about who we are and what we can and can't do for the community.

promote positive images of young people in the community
Working with local media and our own publications to reflect a more balanced representation of young people as valued members of the community.

actively encourage and respect young people's contributions to the community
Recognising and acknowledging that contributions to the community happen in many different ways and supporting young people to contribute in ways they feel comfortable and happy about.

acknowledge & celebrate the diversity of young people in knox
Recognising both the differences and similarities in the passions, dreams and realities of all young people.

hear young people's opinions and respond
Considering and acknowledging young people's feedback and ideas.

create opportunities for young people to have a say about what we do and how we do it
Providing different ways for young people to have a 'voice' – tell us what young people like and don't like about our services and programs.

continue to respond to the needs of young people and provide adequate and appropriate support and services
Our support and services for young people will be relevant and within our capacity, reflect what young people, their families and local agencies want and need.

foster links within the community, and develop resources and opportunities for young people to explore their interests and passions
Connecting interested young people into the appropriate agencies or services to assist them to reach their full potential and goals. Working with the community to develop resources and opportunities to meet these needs.

continue to explore more effective ways of letting young people know what is happening
Using different mediums, technology and formats to provide information to young people and receive their feedback.

work with young people to come up with new and interesting ways to do things
Young people's fresh ideas and different perspectives will assist us to be innovative and broaden our horizons in our work.

knox city council youth charter

Council & Community: A Partnership in Progress

9.4 APPENDIX B - Knox Youth Strategic Plan Annual Report- 2015

2.1 Strategic Focus Area One: Acknowledging and Respecting Young People

Strategic Priority	Council's Youth Services Activities/Outcomes in 2015
Investigate and deliver the use of new and existing technologies and media to communicate young people's messages.	<p>Ongoing use of Facebook as a communication tool with young people and broader community.</p> <p>Increased use of Instagram as a means of communicating with young people, including running competitions such as the #summerinknox Photography Project, exhibited at the Youth Information Centre.</p>
Develop effective communication strategies to create positive change in community perceptions of young people in Knox.	Actively promoting positive representations of young people through social media, involving young people in Stringybark and Knox Festivals, Green Foot Flicks Film Festival, Knox Youth Council, Knox Youth Events Crew and exhibition space at the Knox Youth Information Centre.
Explore and use a wide variety of promotional tools to share young people's experiences with the community.	<p>Use of Facebook (both Youth Services' and Council's pages) and Instagram.</p> <p>Promotion to parents through activities including Schools Expo and Parent Information Nights.</p> <p>Green Foot Flicks short film festival showcasing young people's creative works.</p> <p>Youth led activities at Council festivals.</p>
Foster media connections within Knox to encourage both realistic and positive images of young people through local media.	<p>Utilising social media to represent the diversity of young people engaged in Council's programs.</p> <p>Continued promotion of programs and activities through alternative avenues such as Council Ward newsletters.</p>

APPENDIX B - Knox Youth Strategic Plan Annual Report - 2015 (cont'd)**2.2 Strategic Focus Area Two: Engaging, Empowering and Encouraging Young People**

Strategic Priority	Council's Youth Services Activities/Outcomes in 2015
<p>Advocate and provide processes that encourage youth participation across Council, and the broader community.</p>	<p>Advocacy and secondary consultation on youth participation involving Council's Economic Development, Healthy Together Knox, Traffic and Transport, Community Wellbeing, Leisure and Cultural Services areas.</p> <p>External advocacy has included participation on the Knox headspace Consortium, active engagement with the Youth Affairs Council of Victoria and extensive secondary consultation with schools to enhance youth participation processes.</p>
<p>Research and develop resources that support inclusive practices and diversity of young people across Council, and the broader community.</p>	<p>Delivery of gender diversity training and 'Celebrating Diversity' Training to Council staff and external agency staff across the region.</p> <p>Development and delivery of diversity training to sporting clubs and supporting young people to led diversity awareness raising activities at schools.</p> <p>Ongoing relationship with Mullum Mullum Indigenous Gathering Place.</p>
<p>Continue to provide information sharing activities for service providers and young people in Knox, and investigate new and innovative ways of disseminating information to the community through social media.</p>	<p>Use of Yammer to distribute information to the Knox Youth Service Providers Network.</p> <p>Use of social media to disseminate information to young people; and Council's Facebook page to promote parent and community activities such as Schools Expo and Green Foot Flicks.</p> <p>Service provision from the Youth Information Centre, 'walk-in' information and referral service.</p> <p>Video resources uploaded to Youtube for parents and young people about school transitions.</p> <p>Coordination of the Community Space at Westfield Knox during National Youth Week, involving community engagement activities in partnership with headspace Knox, Youthlaw, Eastern Community Legal Service and Interchange Outer East.</p>

APPENDIX B - Knox Youth Strategic Plan Annual Report -2015 (cont'd)**2.2 Strategic Focus Area Two: Engaging, Empowering and Encouraging Young People (cont'd)**

Strategic Priority	Council's Youth Services Activities/Outcomes in 2015
<p>Develop and implement innovative resilience, and skill development training for a diverse group of young people, teachers, workers and parents.</p>	<p>Through School Focused Youth Service (SFYS) professional development sessions for teachers have included;</p> <ul style="list-style-type: none"> - Building Resilient Classroom Relationships - Mindfulness Course: 'Why attention matters in education' - No Worries: Helping Anxious Kids <p>Activities to enhance young people's awareness of community resources delivered at the Youth Information Centre.</p> <p>Delivered 'Young People and the Law' forum for workers supporting young people and a community workshop on the new Failure to Disclose/Fail to Protect laws.</p> <p>Planned and facilitated the Outer Eastern Youth Service Providers Network Worker Wellbeing event, together with youth services from Knox, Maroondah and Yarra Ranges.</p> <p>Delivered Mental Health First Aid and Youth Mental Health First Aid training to both Council and community service organisation staff.</p>
<p>Investigate and advocate for cultural diversity inclusion, and bullying prevention responses for young people.</p>	<p>Coordinated the Resilience Survey with just over 4300 young people from 23 schools in Knox responding. The data will help identify incidence of bullying and levels of resilience and wellbeing and has been used by schools to develop action plans.</p> <p>Working with Council's Social Policy and Planning team to interpret the municipal level Resilience Survey results.</p> <p>SFYS have funded a number of schools to undertake projects focusing on bullying prevention.</p> <p>SFYS and Youth Services presented 'Building resilience in schools: a local government approach' at the international <i>No 2 Bullying Conference</i>.</p>

APPENDIX B - Knox Youth Strategic Plan Annual Report - 2015 (cont'd)**2.2 Strategic Focus Area Two: Engaging, Empowering and Encouraging Young People (cont'd)**

Strategic Priority	Council's Youth Services Activities/Outcomes in 2015
<p>Develop programs, community projects and resources that foster protective factors in self esteem and resilience for vulnerable young people.</p>	<p>The second year of the Resilience Survey delivered to 23 schools with responses from just over 4300 students. The survey will help identify levels of resilience and wellbeing and to identify key factors to explore through localised responses.</p> <p>A Resilience Data Analysis day was held for Principals and wellbeing staff in partnership with Resilient Youth Australia and Thriving Youth Australia.</p> <p>Development and delivery of 'Mental Health and Us' program – a joint initiative of Knox, Maroondah, Yarra Ranges and Whitehorse. A number of facilitators have been trained and the pilot program has been delivered in three secondary schools in Knox. The program for year 9 and 10 students aims to increase their knowledge and understanding of mental health and reduce the stigma associated with mental illness.</p> <p>Delivered 'Girls with Positive Attitude' (GWPA) for young women experiencing difficulties dealing with their emotions, and struggling with significant relationships, in partnership with UnitingCare Connections.</p> <p>Parent sessions to support the strategies given to the GWPA participants and provide external support to the parents/caregivers of the girls attending the program were also provided.</p> <p>Delivered Student Representative Council/Leadership training to primary schools in Knox.</p> <p>Supporting youth led workshops on robotics as a way of engaging young people in science, technology, engineering and mathematics.</p> <p>Delivery of the Core of Life program, a health education program about pregnancy, birth and early parenting to year 10 students.</p> <p>Facilitated Young Parents Group to support positive parenting skills, attachment and healthy relationships and provide an opportunity for children and parents to strengthen social connections.</p>

APPENDIX B - Knox Youth Strategic Plan Annual Plan - 2015 (cont'd)**2.3 Strategic Focus Area Three: Promoting, Advocating, Responding with and for Young People**

Strategic Priority	Council's Youth Services Activities/Outcomes in 2015
<p>Identify service delivery gaps for young people, and advocate for resources and funding to respond to these needs for the community.</p>	<p>SFYS funding confirmed until December 2017. The new funding is likely to require a more targeted focus on supporting vulnerable young people.</p> <p>SFYS pilot project conducted with Mountain District Learning Centre to support students at risk of disengaging from education by providing a youth worker one day per week for additional support.</p> <p>Participation in supporting parents of children with Autism Spectrum Disorder (ASD) network coordinated by Metro Access.</p> <p>Collaboration with Eastern Ranges School to deliver ASD specific information session: <i>Addressing Functional Independence for Young People with ASD</i>.</p>
<p>Continue to develop and implement strategic partnerships to further enhance service delivery for young people: i.e. mental health services, case management and referral.</p>	<p>SFYS project, 'Mental Health and Us', delivering a mental health project in conjunction with schools across the Outer East region.</p> <p>Ongoing work with State, Independent, and Catholic primary and secondary schools.</p> <p>Member of the headspace Knox Consortium and partnered with headspace to deliver holiday activities for young carers at the Youth Information centre.</p> <p>Ongoing interactions with Department of Health and Human Services, headspace, Centrelink, EACH and Eastern Health regarding enhancing service provision to young people including referrals and case management.</p> <p>Partnering with Westfield and Council's Economic Development service to support young people in alternative education to access work experience.</p> <p>Working with Eastern Regional Libraries to support youth led Robotics programs and the establishment of a local homework support group.</p> <p>Partnered with Anglicare Victoria to deliver Water Safety and First Aid skills programs for young parents.</p>

APPENDIX B - Knox Youth Strategic Plan Annual Report - 2015 (cont'd)**2.3 Strategic Focus Area Three: Promoting, Advocating, Responding with and for Young People (cont'd)**

Strategic Priority	Council's Youth Services Activities/Outcomes in 2015
<p>Provide effective, responsive and innovative youth services to meet the needs of young people, and their families.</p>	<p>Provision of responsive and flexible counselling and support sessions for young people and their families.</p> <p>Provision of age appropriate support groups for same sex attracted and gender diverse young people.</p> <p>Schools Expo for parents with young people transitioning from primary into secondary school.</p> <p>Design and implementation of a new Service Record System to support data collection, client management and evidence based decision making for Council's Youth Services.</p> <p>Young Parents Groups delivered, focussing on holistic support and transition into community playgroups.</p> <p>Working with Gay Lesbian Bisexual Transgender and Intersex (GLBTI) young people and their families through group work, individual support, training, skill development, and secondary consultation.</p> <p>Provision of film workshops during the school holidays to engage young people 12-15 years in the creative use of technology</p> <p>Council's Economic Development and Youth Services teams working together with local business leaders to deliver the 'Be Inspired Mentors' program for young women.</p>
<p>Share and support emerging needs and innovative service practices and responses with local agencies, other local government youth services and schools.</p>	<p>Participating in state wide local government working groups related to the Resilience Survey and young people and technology.</p> <p>Participation in QEAST Alliance, Outer East Youth Coordinators Group, Playgroups and Children services internal networks.</p> <p>Convened and facilitated Primary and Secondary School Wellbeing Networks.</p> <p>Convened five Knox Youth Service Providers Network meetings this year.</p> <p>In partnership with Maroondah and Yarra Ranges Youth Services delivered Outer Eastern Youth Service Providers forum.</p>

APPENDIX B - Knox Youth Strategic Plan Annual Report - 2015 (cont'd)**2.3 Strategic Focus Area Three: Promoting, Advocating, Responding with and for Young People (cont'd)**

Strategic Priority	Council's Youth Services Activities/Outcomes in 2015
Advocate and influence State and Federal Government and peak youth organisations' policies, for young people and their families.	<p>Successful advocacy together with Eastern Region local governments to secure SFYS funding until December 2017.</p> <p>Participation in Local Government Youth Services Forum on family violence, education and employment pathways, coordinated by the Youth Affairs Council of Victoria (YACVic).</p> <p>Active member of YACVic.</p>
Enhance the skills, professional development and knowledge of Council staff, schools, and agencies, to address current and emerging needs of young people and their families.	<p>Workshops, seminars and professional development sessions have been run on the following topics:</p> <ul style="list-style-type: none"> - Mindfulness - Building resilient classrooms - Helping anxious kids - Analysing resilience survey data - Mental Health First Aid - Youth Mental Health First Aid - Young people and the law (failure to disclose/failure to protect)
Advocate for improved public transport options for young people in Knox.	Advocacy for improved public transport for the community including young people has been led by Council's Transport and Traffic unit, including active representation on the Eastern Transport Coalition and the development of the Knox Integrated Transport Plan.
Implementation strategies to improve the safety of young people, and the wider community.	<p>'Communities that Care' initiatives, in partnership with EACH to support and promote safety of young people and the wider community.</p> <p>Regular collaboration between Council's Youth Services and Community Safety units.</p>
Encourage greater youth involvement in sport, music and the arts through program development.	<p>Active involvement in cross-Council activities such as Council's public art initiative 'Immerse'.</p> <p>Supporting the Knox Youth Events Crew and the creation of programs such as youth activities at Council's community festivals, #summerinknox and the Green Foot Flicks Film Festival.</p> <p>Utilising the Youth Information Centre as exhibition space to actively promote young people's creative expressions, for example #summerinknox.</p>

ALL WARDS**9.5 LICENCE AGREEMENTS FOR USERS OF COUNCIL'S FAMILY AND CHILDREN'S SERVICES FACILITIES**

SUMMARY: *Manager - Family and Children's Services (Janine Brown)*

Council has 47 purpose built, early years facilities which are used for a variety of early years and family support services and programs. These 47 facilities are managed through the Family and Children's Services (F&CS) Department. Most facilities have multiple user groups (often with a mixture of community and Council operated programs). A Tenancy Model Framework and associated Licence Agreements guide the use of early years facilities community users, in accordance with Council's Tenancy by Community Groups of Council Buildings Policy as endorsed by Council in May 2011.

Prior to the renewal cycle of 33 licences over the next two years, the Tenancy Model Framework and associated Licence Agreement templates have been reviewed and updated.

This report recommends Council approve the reviewed F&CS Tenancy Model Framework and associated licence templates, and delegate appropriate signing and sealing of all Licence Agreements relating to Council's early years facilities to the Chief Executive Officer.

RECOMMENDATION

That Council:

- 1. Approve the reviewed Family and Children's Services Tenancy Model Framework of the Licence (Appendix 1) and Sub-licence Agreements (Annexure E).**
- 2. Provide delegation for the CEO to execute all Licence (Appendix 1) and Sub-licence Agreements (Annexure E) relating to Council's early years facilities developed in accordance with the 2016 Family & Children's Services Tenancy Model Framework for Council's early years facilities (referred to in point 1. above).**
- 3. Waive the annual Licence (Appendix 1) and Sub-licence (Annexure E) Fees that would otherwise be applicable to the tenant groups, in recognition of the historical arrangement where community user groups in Council's early years facilities have not been charged an annual fee.**

9.5 Licence Agreements for Users of Council’s Family and Children’s Services Facilities (cont’d)

1. INTRODUCTION

Following the anticipated sale of the Koolyangarra facility in early 2016, Council’s Family and Children’s Services Department will have responsibility for 46 purpose-built early years facilities. Most of these facilities have multiple user groups (often with a mixture of community and Council operated programs) providing a variety of early years and family support services and programs.

Council has a history of supporting and directly delivering early childhood services to the Knox community. The majority of Council’s early years facilities are occupied by preschool and playgroups (Council operated and community-led programs), with sub-licence arrangements to programs such as 3 year-old preschool programs and short-term users.

An important part of supporting and directly delivering these services is the partnership approach in working with volunteer committees. This approach encourages the growth and development of community leaders through capacity building, develops shared responsibility and a sense of community ownership of facilities and services.

A trial of the proposed Tenancy Model Framework for Council’s early years facilities was conducted in 2009 and 2010 and approved by Council in May 2011. Since May 2011 Licence Agreements have been established with 30 playgroup groups and 2 non-Council operated preschools.

2. DISCUSSION

Licence Agreements support Council to manage and allocate the use of and access to Council’s early years facilities in a fair and equitable way across the community. They allow Council to meet its responsibilities as a direct service provider of early years and family support programs services whilst working collaboratively with other community groups wishing to provide early years services in Council owned facilities.

Volunteer committees directly associated with Council operated services do not have a Licence Agreement but rather ‘Committee Guidelines’ that have many similar components to the Licence Agreement.

2.1 The Reviewed Family and Children’s Services Tenancy Model Framework

The foundation for this Tenancy Model is a framework that outlines roles and responsibilities for each facility user whether they are a voluntary committee working with Council employees, a voluntary playgroup committee with a Licence Agreement with Council or an early years program with a Sub-licence Agreement with a volunteer committee. The framework also includes a code of conduct and a requirement for user groups to undertake a collective and integrated approach to facility issues and service provision.

9.5 Licence Agreements for Users of Council's Family and Children's Services Facilities (cont'd)

Taking into consideration the current profile of early years services across Council's 46 early years facilities it is estimated that Council will need to establish or renew 33 licences over the next 2 years.

A review of the Tenancy Model Framework and licence documentation was conducted to assess whether the needs of Council and the community continued to be met. The review also provided the opportunity to simplify documentation for the community and identify where additional information was needed or information was duplicated and could be reduced.

Tenancy Model Framework

The key components in the Tenancy Model Framework are recommended to continue to be:

- where no Council operated service exists at the facility, a Licence Agreement with annexures will exist between Council and a group, and
- where a Council operated Preschool exists at the facility, a Sub-licence Agreement with annexures will exist between the preschool committee of the Council operated service and other group/s.

Council has developed an Integrated Early Years Committee Guidelines handbook which, from February 2016, will be provided to each group operating at an early years facility. This provides comprehensive information on roles and responsibilities, governance, committee operation, facility operation including roles of committee members, responsibilities of Council, Council services, governance issues including model rules, privacy, Occupational Health and Safety (OHS) and emergency management.

Licence Agreements

The key principles in the Licence Agreement are as follows:

Length of Licence

It is proposed there be no change to the licence term. Licences would continue to be for five years, comprising an initial term of two years followed by further terms of two and one years, subject to the tenant fulfilling roles and responsibilities in accordance with the terms and conditions of the Licence Agreement.

Annual Licence Fee

Council's Tenancy by Community Groups of Council Buildings Policy outlines that an annual fee of \$170 excluding GST (indexed annually with CPI during the five years of the licence) is applicable for these Licence Agreements.

9.5 Licence Agreements for Users of Council's Family and Children's Services Facilities (cont'd)

It is proposed there be no change to the long-standing arrangement where user groups in Council's early years facilities have not been charged an annual licence fee and that the annual fee continue to be waived in consideration of historical arrangements and the community service provided by early years programs. Playgroups using the facilities cater for families at a time when financial and social pressures of raising young children are significant and the support gained through playgroup contact plays a very valuable role in building resilient communities.

Licence Agreement

A summary of the licensee's responsibilities and requirements in the Licence Agreement are as follows:

1. Recognise in signage and in written and published materials by the Licensee, the significant contribution Council makes to the service and facility.
2. Provide to Council after the Annual General Meeting, a report containing information the Council may require, including Committee office bearers.
3. Maintain equipment.
4. Be responsible for cleaning of the facility.
5. Pay utilities costs as outlined in the agreement.
6. Comply with Council's Building Maintenance and Minor Works Protocol.
7. Provide evidence of public liability insurance.
8. Adhere to the specified hours the Licensee may use the facility and the type of activity authorised.
9. Comply with all relevant legislative and policy requirements.
10. Pay an annual fee (if applicable) as determined by Council's annual fees and charges process.

Changes to the previous Licence Agreement include the addition of:

- a section requiring licencees to hold \$20 million in public liability insurance and the support provided to groups from Playgroup Victoria in relation to insurance;
- a section prohibiting gaming machines and gambling in the premises of;
- a statement requiring compliance with Council's No Smoking Policy in addition to government legislation;
- a statement the groups with a licence or sub-licence will close operations over Victorian school holidays;
- the building plan as an annexure to clarify the space being used by the group;

9.5 Licence Agreements for Users of Council’s Family and Children’s Services Facilities (cont’d)

- a copy of a blank sub-licence agreement for the information of licencees; and
- an annexure in relation to insurance providing details of several aspects of insurance in relation transport of children, personal accident and multi-risk.

Deleted from the Licence Agreement are the Conditions of Use and Annual Reporting Guidelines Annexures, as these are now covered within the Licence Agreement. The Operating Agreement Annexure has been removed as the new Integrated Early Years Committee Guidelines includes this information. The Legislative and Policy Compliance Information for Licensees has been deleted as the responsibility for this information rests with the Department of Education and Training which will provide up to date and accurate interpretations of legislation and policy. The safety checklist has been removed as each group at each facility is encouraged to consider their own needs and conduct individual risk assessments.

Due to the legal nature of the Licence and Sub-licence Agreements it has been difficult to simplify the language, however, where possible, this has been done and a Frequently Asked Questions page has been developed to assist in translating the terminology.

3. CONSULTATION

The Licence Agreement has been reviewed with relevant Council Officers (Governance, Facilities, Finance, Community Wellbeing, and Family and Children’s Services Program Areas). A working Group was established with representation from these Council Departments to review the Licence and Sub-licence Agreements, the Annexures and supporting documentation. The project aimed to ensure legal requirements were met and where at all possible the documents were streamlined and worded in simple English.

The wide consultation has provided learnings to inform an effective Tenancy Framework. Support from the Family and Children’s Committee and Facility Liaison Officers will be provided to community representatives from each service as the Licence Agreements are renewed or requested to facilitate a clear understanding of the agreement.

Integrated training for volunteer early years committees working with Council in providing services in Council facilities is provided each year by Family and Children’s Services to build capacity in governance and working together in collaborative ways. Committees also have the opportunity to access Council’s Skills Workshops for additional skills and knowledge.

9.5 Licence Agreements for Users of Council’s Family and Children’s Services Facilities (cont’d)

4. ENVIRONMENTAL/AMENITY ISSUES

All levels of government are actively encouraging the development of integrated early years service models and facilities. Council already has many early years facilities where the design and layout of the building enables a more integrated approach to providing services for children and families in a local community.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The Tenancy by Community Groups of Council Buildings Policy indicates the licence fee payable by user-groups in Council-owned facilities. It states that if the market rental of a facility is above \$5,000 the licence is to be referred for Council’s consideration. The market rental for Early Years facilities, is considered to be under the \$5,000 threshold as community groups access for an average 2 hours per week, and the facilities are purpose built for, and restricted to early years programs.

Council works in partnership with volunteer committees who are responsible for purchasing equipment for the program, cleaning, maintaining and enhancing the outdoor learning environment, paying for the cost of utilities, fundraising activities, working bees, minor maintenance, and administrative tasks associated with being an Incorporated Association. This approach develops shared responsibility for Council-owned facilities used by the community and plays a critical role in supporting Council to maintain purpose-built early years facilities which are accessible by the community.

6. SOCIAL IMPLICATIONS

The need for mechanisms to support flexible and responsive community use of Council’s early years facilities is increasing due to the National Early Years Reform Agenda and the Universal Access to 15 Hours of preschool. Increasing numbers in the 0-6 year old population in Knox is seeing changing patterns of use and for example, significant increases in demand for playgroup access in some areas. The child educator ratios changes for 2016 have seen increased four year old preschool groups impacting on some 3 year old preschool session access.

The Knox community has a high level of participation, interest and ownership of early years services. With evolution in the early years service system, there may be both excitement and apprehension about early years facility access. Single, poorly located services may need to relocate to other, more viable locations. Committees with a single service focus are increasingly being asked to work in more collaborative and integrated ways, to be part of larger committees, or to share facilities in new ways with other early years services.

9.5 Licence Agreements for Users of Council’s Family and Children’s Services Facilities (cont’d)

Increased clarity from Knox City Council about the terms and conditions of facility use can be expected to assist in this change process and to provide a framework and guidelines for community volunteer committees to work in partnership with Council into the future. This approach also encourages the growth and development of community leaders through capacity building, and develops a shared responsibility and a sense of community ownership of facilities and services.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

The *City Plan* objectives for the future City of Knox relevant to this report are:

Theme 1 Healthy, Connected Communities

- 1.1 The Knox community benefits from good health and wellbeing at all life stages.
- 1.2 A safe community with strong community connections and where learning and volunteering are valued and supported.

Theme 5 Democratic and Engaged Communities

- 1.1 Improve community leadership and participation in Knox.
- 1.2 Increase opportunities for the Knox community to participate in public decision-making processes.
- 1.3 Ensure Council is well governed and demonstrates effective leadership.

Knox City Council’s Municipal Early Years Plan (MEYP) ‘Off to a Flying Start’ responds to the outcomes ascribed in the City Plan, Council Plan and Council’s Health and Wellbeing Strategy.

The MEYP outlines Knox’s vision for children and families and is captured in three key statements below:

- **Knox Children:** Are enjoying a fun, happy, safe childhood where they are loved, supported and nurtured. They are engaged towards optimal health, wellbeing, and are active participants in their own learning, development and community.
- **Childhood in Knox:** Is an important and recognised stage of life, where children play and explore and are part of neighbourhoods, as their learning is supported by their family, friends and wider community.
- **Knox Families:** Are richly diverse, and their role as their child’s first and most important teachers is acknowledged and valued. They are supported, encouraged, connected, informed and empowered to be nurturing, confident and thriving families.

9.5 Licence Agreements for Users of Council’s Family and Children’s Services Facilities (cont’d)

In July 2015 Council endorsed an Integrated City Strategy and Implementation Plan 2015-17 with the aim to improve alignment between the City Plan and related Council plans and strategies. Under Strategy 6 of the Integrated City Strategy there is a planned action to develop an integrated life stage plan which would incorporate a number of previous age specific plans including the early years plan. It is envisaged, that this will include increased access to Early Facilities for community groups.

Under Strategy 8 of the Integrated City Strategy there is a planned action to increase the integration and multi-purpose use of all Council facilities, including Early Years facilities.

8. CONCLUSION

This report recommends that Council approves the proposed Tenancy Model Framework for Council’s early years facilities, and delegates appropriate execution to the Chief Executive Officer.

Appropriate Licence Agreements will support Council to manage and allocate the use of and access to Council’s early years facilities in a fair and equitable way across the community. It will also allow Council to meet its responsibilities as a direct service provider of early years and family support programs services whilst working collaboratively with other community groups wishing to provide early years services in Council owned facilities.

9. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

COUNCIL RESOLUTION

MOVED: CR. ORPEN
SECONDED: CR. SEYMOUR

That Council:

1. Approve the reviewed Family and Children's Services Tenancy Model Framework of the Licence (Appendix 1) and Sub-licence Agreements (Annexure E).
2. Provide delegation for the CEO to execute all Licence (Appendix 1) and Sub-licence Agreements (Annexure E) relating to Council’s early years facilities developed in accordance with the 2016 Family & Children’s Services Tenancy Model Framework for Council’s early years facilities (referred to in point 1. above).

9.5 Licence Agreements for Users of Council's Family and Children's Services Facilities (cont'd)**Council Resolution (cont'd)**

3. Waive the annual Licence (Appendix 1) and Sub-licence (Annexure E) Fees that would otherwise be applicable to the tenant groups, in recognition of the historical arrangement where community user groups in Council's early years facilities have not been charged an annual fee.

CARRIED

9.5 Licence Agreements for Users of Council's Family and Children's Services Facilities

APPENDICES A – F
Distributed separately

ALL WARDS**10.1 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER**

SUMMARY: *Director Corporate Development (Joanne Truman)*

The purpose of this report is for Council to appoint an Acting CEO for the period commencing 5:00pm Friday, 29 January 2016 until a new CEO can be appointed in accordance with the Local Government Act 1989.

RECOMMENDATION

That Council appoint _____ to the position of Acting Chief Executive Officer for the period commencing 5:00pm Friday 29 January 2016 until a new CEO commences employment with Knox City Council.

1. INTRODUCTION

Council's current Chief Executive Officer (CEO) Dr Graeme Emonson officially ceases employment with Knox City Council at 5:00pm on 29 January 2016. Council has commenced the process to recruit a new CEO, however in the interim, Council needs to appoint an Acting CEO.

2. DISCUSSION

The Local Government Act 1989 (the Act) allows Council to appoint a person to be the Acting CEO for a period of up to 12 months, and provides that the appointment of a new CEO must be made by Council at a Council meeting. At the Council meeting held on 15 December, Council commenced the process to recruit a new CEO. This process is now underway, however the timing of the process means that a new CEO may not be available to commence with the organisation until May or June 2016. It is therefore necessary for Council to appoint an Acting CEO.

3. CONSULTATION

No consultation was required in the preparation of this report.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues associated with this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Payment of the remuneration package to the Acting CEO can be met from Council's 2015/16 budget.

6. SOCIAL IMPLICATIONS

There are no social implications associated with this report

10.1 Appointment of Acting Chief Executive Officer (cont'd)**7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)**

The appointment of an Acting CEO is consistent with Theme 5 – Democratic and Engaged Communities, specifically ensuring Council is well governed and demonstrates effective leadership

8. CONCLUSION

It is recommended that Council formalise the Acting CEO arrangements, in accordance with the provisions of the Act.

9. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

COUNCIL RESOLUTION

MOVED: CR. ORPEN
SECONDED: CR. PEARCE

That Council appoint Ms Joanne Truman to the position of Acting Chief Executive Officer for the period commencing 5:00pm Friday 29 January 2016 until 5:00pm Friday 15 April 2016 and Ms Kerry Stubbings for the period 5:00pm Friday 15 April 2016 until a new Chief Executive Officer commences employment with Knox City Council.

CARRIED

ALL WARDS**10.2 CONDUCT OF 2016 MUNICIPAL GENERAL ELECTIONS**

SUMMARY: *Governance Officer (Kirstin Ritchie)*

This report seeks Council endorsement of the method of voting for the conduct of the 2016 municipal general elections for Knox City Council. The report considers data about voter turnout, informal voting rates and comparative costs relative to both attendance and postal voting systems. In accordance with section 41A(2) of the Local Government Act 1989 ('the Act') voting at a general election must be conducted by the same means as the previous general election unless Council determines otherwise.

RECOMMENDATION

That the 2016 Municipal General Elections for Knox City Council be conducted by means of attendance voting.

1. INTRODUCTION

Section 31 of the Act requires that a general election for all councils be held on the fourth Saturday in October 2012 and thereafter on the fourth Saturday in October in the fourth year after the last general election, being 2016.

Section 41A of the Act provides that Council can determine whether the council's general election is to be conducted by attendance voting or by postal voting. Councils are required to pass a resolution at least eight months before election day (22 February 2016) if they intend to change the method of voting from the method used at the previous general election.

This report considers the two voting methodologies available for the consideration of Council; attendance voting and postal voting.

Recent amendments to the Act through the Local Government Amendment (Improved Governance) Act 2015, designated the Victorian Electoral Commission as the statutory service provider for Victorian Local Government elections.

Council's decision on its preferred voting system will inform how Council officers and the Victorian Electoral Commission (VEC) prepare for the next general election scheduled for Saturday, 22 October 2016.

2. DISCUSSION**2.1 Method of Voting**

Knox City Council has traditionally conducted its municipal elections by attendance voting; with two exceptions being the 2004 and 2015 By-Elections which used postal voting.

10.2 Conduct of 2016 Municipal General Elections (cont'd)

Since postal elections were introduced to local government in Victoria there has been a trend towards the postal method, as can be seen in the table below:

Postal and Attendance Elections		
Year	Number of Postal	Number of Attendance
1999-2000	37	5
2000-2001	3	0
2001-2002	15	2
2002-2003	47	7
2003-2004	0	0
2004-2005	22	3
2005-2006	48	6
2006-2007	0	0
2007-2008	0	0
2008-2009	70	9
2009-2010	0	0
2010-2011	0	0
2011-2012	0	0
2012-2013	70	8
Total	312	40
Source: Victorian Electoral Commission		

The VEC states that this is due to the benefits of postal voting, such as lower cost, lower rates of informal voting, and generally higher voter turnout rate.

The balance of this report presents information about the two methods of voting available to Council.

10.2 Conduct of 2016 Municipal General Elections (cont'd)

2.1.1 Attendance Voting

Attendance voting requires most voters to cast their vote at one of a number of voting centres on election day. It is also possible to vote early by voting at an early voting centre or by applying for a postal vote. Attendance voting provides greater choice and flexibility to the voter in casting their vote.

Based on literature research and officers' experience, the following advantages and disadvantages are associated with attendance voting:

Advantages	Disadvantages
Same system used for Federal and State elections	Increased costs associated with running election
Demonstrates the commitment from a candidate towards nomination	Lower average voter participation rates
Candidates have an opportunity to influence voters right up to election day	Higher average informal voting rate
Opportunities for community interaction and fund raising at voting centres.	Less convenient for ratepayers residing outside of municipality
Includes pre-poll and postal voting options for those who cannot attend.	Increased resources required by Council to provide multiple polling locations

2.1.2 Postal Voting

Postal voting requires voters to return their ballots by mail. Each voter is sent a ballot pack that contains the voting instructions, candidate statements, ballot papers and an envelope for returning the completed ballot paper. Voting for postal elections closes at 6.00pm on the Friday before election day.

10.2 Conduct of 2016 Municipal General Elections (cont'd)

Based upon literature research and officers' experience, the following advantages and disadvantages are associated with postal voting:

Advantages	Disadvantages
Increased average voter participation rates	Perception of decreased security and confidentiality
Decreased average informal voting rates	Alleged increase in 'dummy' candidates
Greater convenience for voters	Lack of face-to-face interaction between voters and candidates at voting centres.
Opportunity to provide voters with information regarding candidates concurrently with ballot material	
All election material is delivered in one package	
Voting centres are not required	
Reduced reliance on print media	
Better enables aged, infirm and disabled voters to participate in an election	

2.2 Voter turnout and Informal Voting Rates

As identified by the VEC in their *Report on conduct of the 2012 Local Government Elections*, the voter turnout and incidence of informal voting is impacted by the method of voting used by Council.

Voter turnout is measured as the number of formal and informal votes received by the close of voting, as a percentage of voters on the roll. At the local government elections in 2012, voter turnout for all those entitled to vote (excluding elections for Melbourne City Council's Leadership Team and Geelong City Council's Mayor) was 70.96%. The rate for postal elections (72.53%) was higher than that for attendance elections (63.62%).

An informal vote is one where the voter has not completed their ballot paper according to the instructions or where their voting intention is not clear. Ballot papers that do not comply with the formality rules are not admitted to the count. The incidence of informal voting at the local government elections in 2012 was 5.51%. The rate of informal voting remained significantly higher for attendance elections, at 10.09% compared to postal elections, with a rate of 4.65%.

10.2 Conduct of 2016 Municipal General Elections (cont'd)

Statistically, Knox is somewhat of an anomaly with higher than average voter turnout and lower than average informal voting experienced in the conduct of attendance elections . At the October 2012 municipal general elections voter turnout was 73.88% with 7.61% of the vote being informal.

2.3 By-Elections

The first Scott Ward By-Election was declared on 11 December 2004 and followed the resignation of a Councillor. Council resolved to conduct this By-Election via postal voting. This was the first time that Knox City Council had conducted an election using this methodology.

The second Scott Ward By-Election was declared on 26 April 2015 and Council again resolved to conduct this By-Election via postal voting.

Provided below are some key statistics relating to the conduct of both Scott Ward By-Elections in comparison to the general elections held in 2005, 2008 and 2012.

	Postal Elections		General Elections conducted by Attendance		
	Scott Ward By-Election (2004)	Scott Ward By-Election (2015)	March 2005	November 2008	October 2012
Voter Turnout	81.03%	70.53%	76.26%	76.37%	73.88%
Informal Vote	4.08%	2.02%	6.83%	6.37%	7.61%

The above table shows that there has been an overall decline in voter turnout for both voting methods over time, although the decline is not as significant for those elections conducted by attendance. It also reveals that those elections conducted by post have resulted in lower levels of informal votes when compared to attendance elections.

In general the data demonstrates that Knox has, relative to the local government average for voter turnout, an electorate that engages well with the current attendance voting methodology.

3. CONSULTATION

The election process itself requires substantial advertising throughout the electoral period which will be carried out on behalf of Council by the Victorian Electoral Commission.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no direct environmental or amenity issues associated with this report.

10.2 Conduct of 2016 Municipal General Elections (cont'd)

5. FINANCIAL & ECONOMIC IMPLICATIONS

It is important to note that the *Local Government Amendment (Improved Governance) Act 2015* was recently passed by the Victorian Parliament. This amendment established the VEC as the statutory election service provider to the local government sector and as the agency responsible for non-voter follow-up.

Council's decision on the voting system to be adopted for the election will inform how Council officers and the Victorian Electoral Commission prepare for the October 2016 municipal general elections and therefore the cost of the election.

Council has received a cost estimate from the VEC for running an election utilising the attendance method of voting. This estimate has been prepared using key parameters that were agreed with Knox City Council for the conduct of the 2012 general elections.

The estimate provided by the VEC is in two parts. The first part is an estimate for the preparation of the municipal voters' roll and conduct of the elections, which will be invoiced during 2016-17 financial year. The second part is an estimate for compulsory voting enforcement, which will be invoiced during the 2016-17 and 2017-18 financial years with the possibility that some contingency costs (i.e. prosecution of non-voters) will continue into the out-years.

If Council were to conduct an attendance election in 2016 and all nine Wards were contested, the VEC has estimated that the total cost would be in the order of \$694,463 (excluding GST).

The VEC has stated that based on estimates prepared for each council, the average cost per voter is \$7.15 (excluding GST) for attendance elections and \$5.94 (excluding GST) for postal elections. Consequently, if Council utilised the postal method the cost estimate would be reduced by an estimated \$140,000 to \$554,463 (excluding GST).

6. SOCIAL IMPLICATIONS

This report supports Council's commitment to being open, fair, equitable and transparent in the conduct of Council elections and will further enhance good governance practices.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

Municipal elections and any associated by-elections are conducted in accordance with the Local Government Act 1989 and form the basis of Council's good governance in the sound stewardship of the City.

10.2 Conduct of 2016 Municipal General Elections (cont'd)**8. CONCLUSION**

Voting at a general election must be conducted by the same means as the previous general election unless Council determines otherwise. This report is presented to Council to determine whether Council wishes to change the method of voting for the 2016 municipal general election to postal voting, or retain the attendance voting method.

Council recently endorsed attendance voting for municipal elections in its submission to the Local Government Act review, therefore attendance voting is the voting method recommended for the 2016 municipal general election.

9. CONFIDENTIALITY

There are no confidential issues associated with this report.

COUNCIL RESOLUTION

MOVED: CR. LOCKWOOD

SECONDED: CR. ORPEN

That the 2016 Municipal General Elections for Knox City Council be conducted by means of attendance voting.

CARRIED

ALL WARDS**10.3 CONFIDENTIAL INFORMATION REGISTER**

SUMMARY: *Manager – Governance and Innovation (Fleur Cousins)*

This report seeks a Council resolution to declare information confidential in accordance with the requirements of section 77(2)(b) of the Local Government Act 1989.

RECOMMENDATION

That Council, in accordance with section 77(2)(b) of the Local Government Act 1989,

1. Declare the information referred to in Confidential Appendix A as confidential information on the grounds as specified in the attachment.
2. Declare Confidential Appendix A as confidential information in accordance with the grounds specified in section 89(2)(h) of the Local Government Act 1989, as a matter which the Council considers would prejudice the Council or any person.

1. INTRODUCTION

Section 77(2)(c) of the Local Government Act 1989 enables the Chief Executive Officer to designate information that is confidential, specifying the relevant ground/s applying under section 89(2) of the Act. Such information is designated confidential for a period of 50 days only and requires a Council resolution in order to remain confidential in perpetuity.

2. DISCUSSION

The definition of ‘confidential information’ in section 77 of the Local Government Act is as follows:

- “(2) For the purposes of this section, information is “confidential information” if-
- (a) the information was provided to the Council or a special committee in relation to a matter considered by the Council or special committee at a meeting closed to members of the public and the Council or special committee has not passed a resolution that the information is not confidential; or
 - (b) the information has been designated as confidential information by a resolution of the Council or a special committee which specifies the relevant ground or grounds applying under section 89(2) and the Council or special committee has not passed a resolution that the information is not confidential; or

10.3 Confidential Information Register (cont'd)

- (c) subject to sub-section (3), the information has been designated in writing as confidential information by the Chief Executive Officer specifying the relevant ground or grounds applying under section 89(2) and the Council has not passed a resolution that the information is not confidential.
- (3) Confidential information referred to in sub-section (2)(c) ceases to be confidential at the expiry of the period of 50 days after the designation is made unless sub-section (2)(a) or (2)(b) applies to the information.”

Under section 77(3), if the Chief Executive Officer has designated in writing that the information is confidential information, the information will cease to be confidential at the expiration of 50 days after the designation was made.

A Council resolution is now required to ensure the confidential status and legislative protection of documents designated as confidential by the Chief Executive Officer in accordance with Section 77 of the Act. It is important to note, that confidential information can, by subsequent resolution of Council, become non confidential.

3. CONSULTATION

No consultation has occurred in relation to the preparation of this report, however, a Council resolution to declare information confidential in accordance with the requirements of section 77(2)(b) of the Local Government Act 1989 is consistent with Council's Confidential Information Policy and Procedure.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental/amenity issues associated with the preparation of this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial implications associated with this report.

6. SOCIAL IMPLICATIONS

There are no social implications associated with this report.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

This process supports the City Plan aspiration of Democratic and Engaged Communities by ensuring good governance through the application of appropriate processes and protocols to facilitate effective and democratic government.

10.3 Confidential Information Register (cont'd)**8. CONCLUSION**

In adopting the attached confidential schedule, Council ensures that documents that have previously been declared confidential by the Chief Executive Officer remain confidential in perpetuity.

9. CONFIDENTIALITY

Due to the confidential nature of the information to be included in the register, a detailed listing of the documents for adoption by Council has been circulated separately as Confidential Appendix A.

COUNCIL RESOLUTION

MOVED: CR. PEARCE

SECONDED: CR. COSSARI

That Council, in accordance with section 77(2)(b) of the Local Government Act 1989,

1. Declare the information referred to in Confidential Appendix A as confidential information on the grounds as specified in the attachment.
2. Declare Confidential Appendix A as confidential information in accordance with the grounds specified in section 89(2)(h) of the Local Government Act 1989, as a matter which the Council considers would prejudice the Council or any person.

CARRIED

10.3 Confidential Information Register

Confidential Appendix A Distributed Separately

ALL WARDS**10.4 UNTIED FUNDING ALLOCATION POLICY**

SUMMARY: *Manager – Finance and Property Services (Jon Gorst)*

This report seeks Council's endorsement of its Untied Funding Allocation Policy which has been reviewed. The Untied Funding Allocation Policy outlines Council's approach in allocating untied funding across competing projects and services through the annual budget process.

The Policy has been endorsed for Council's consideration by Council's Audit Committee at its meeting held on 10 December 2015.

RECOMMENDATION

That Council adopt the revised Untied Funding Allocation Policy attached as Appendix A to this report.

1. INTRODUCTION

The purpose of the Untied Funding Allocation Policy is to outline Council's approach in allocating untied funding across competing projects and services through the annual budget process.

2. DISCUSSION

The Untied Funding Allocation Policy is one of six policies that provide overall financial governance and guidance to Council. The six policies are:

- Financial Governance Policy
- Fraud Policy
- Risk Management Framework (this includes the Risk Management Policy)
- Loan Borrowing and Return on Investment Policy
- Investment Policy
- Untied Funding Allocation Policy

In addition to these policies there are a range of legislative requirements, administrative policies and processes and advisory committees, such as the Audit Committee, that provide an extensive framework for the sustainable management of Council's financial framework and identified financial risks.

The Untied Funding Allocation Policy was originally developed to capture and document Council's decision making for prioritising financial allocations through Council's budget process. The policy is now due for review and a comprehensive review was undertaken to ensure that the policy accurately reflects Council's current practices.

10.4 Untied Funding Allocation Policy (cont'd)

Since its original development, Council has modified a number of its processes and approaches in adopting its annual budget. Over this period, Council has embarked upon a service planning approach to analyse and identify future directions in the provision of services across Council. This impacts on the management of both service and asset needs across Council. In addition, Council has fine-tuned its Capital Works deliberation process by shifting from a one year horizon to a longer term five year horizon in line with Council's Long Term Financial Forecast.

The updated Untied Funding Allocation Policy is attached as Appendix A. The former Untied Funding Allocation Policy showing tracked changes is attached as Appendix B.

3. CONSULTATION

This report does not require community consultation. The Untied Funding Allocation Policy is one of the six Council policies that are required to have Audit Committee endorsement prior to submission to Council. This provides Council with an additional level of independent expert advice.

This Policy was presented to the Audit Committee on 10 December 2015. The Audit Committee has endorsed this Policy for consideration by Council.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues regarding this matter.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The Untied Funding Allocation Policy is a strategic management tool to guide Council's approach in allocating untied funding across competing projects and services through the annual budget process.

6. SOCIAL IMPLICATIONS

There are no social implications arising from this policy.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

Through the adoption of the Untied Funding Allocation Policy, Council ensures that it is contributing towards meeting its objectives under Theme 5 – Democratic and Engaged Communities of the 2013-17 City Plan.

8. CONCLUSION

That Council endorse the reviewed and updated Untied Funding Allocation Policy attached as Appendix A. This Policy will be utilised as a guide for Council in allocating untied funding across competing projects and services.

10.4 Untied Funding Allocation Policy (cont'd)**9. CONFIDENTIALITY**

This report does not contain confidential information.

COUNCIL RESOLUTION

MOVED: CR. PEARCE

SECONDED: CR. ORPEN

That Council adopt the revised Untied Funding Allocation Policy attached as Appendix A to this report.

CARRIED

10.4 Untied Funding Allocation Policy

Appendix A distributed separately

ALL WARDS**10.5 INCIDENTAL COMMUNITY GRANTS PROGRAM APPLICATIONS**

SUMMARY: *Governance Officer - (Kirstin Ritchie)*

This report summarises the recommended grants from the Incidental Community Grants Program.

All applications have been assessed against the criteria as set out in the Incidental Community Grant Program Policy.

RECOMMENDATION

That Council approve the one recommended Incidental Community Grant as detailed in Appendix A for a total value of \$1,000.

1. INTRODUCTION

At the 24 November Ordinary Council meeting, Council endorsed the Incidental Community Grants Policy effective from 1 December 2015. The following criteria are used in determining applications for Incidental Community Grants under the policy:

- All requests for funding must be in writing and on the relevant funding application form; and
- Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community; and
- All applications for funding must provide a demonstrated benefit to the Knox community and be in keeping with the objectives and directions of the City Plan; and
- Applications for financial donations and general fundraising activities will not be supported through the Incidental Community Grants Program; and
- The maximum grant limit is \$1,000.

This report presents to Council recommended grant allocations in accordance with this policy.

2. DISCUSSION

Council has established the Incidental Community Grants program to ensure that funding can be provided to individuals and community groups who request ad hoc, incidental, community based, one-off grants.

10.5 Incidental Community Grants Program Applications (cont'd)

The Incidental Community Grants Policy (the Policy) sets out an open and transparent grant program that meets the principles of good governance and is compliant with the Act. The Policy sets out new criteria that all grant applications must meet.

This report outlines the grant applications received since the previous Ordinary Council meeting held on 15 December 2015 and recommends one grant for Council's approval.

No applications have been received for grants under \$500 for the current period.

3. CONSULTATION

No consultation has been undertaken in relation to this report. This information is presented as part of Council's accountability to the community.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues associated with this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

In 2015-16 Council included \$144,900 in the budget for the purpose of managing the Ward Contingency Fund. When the Ward Contingency Fund policy was rescinded by Council resolution on 24 November 2015, a total of \$44,450 had been allocated through approved requests for funding under the Ward Contingency Fund.

As a transitional arrangement, \$15,000 of the remaining budgeted funds was allocated for the Chief Executive Officer to subsidise applications that do not meet the new criteria of the Incidental Community Grants Policy, but would have complied with the criteria of the superseded Ward Contingency Fund.

The remaining \$85,450 will be divided equally across the remaining seven months (\$12,200 per month) of the financial year in response to ad hoc, incidental, one-off community based funds requests.

6. SOCIAL IMPLICATIONS

The Incidental Community Grants program allows Council the flexibility to respond to requests from individual's and/or 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 CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

Provision of the Incidental Community Grants program assists Council in meeting its general objectives under the Council Plan.

10.5 Incidental Community Grants Program Applications (cont'd)**8. CONCLUSION**

This report contains the recommendation for funding through the Incidental Community Grants program in Attachment A.

This recommendation is presented to Council for consideration and endorsement.

9. CONFIDENTIALITY

Confidential Appendix B contains the individual grant application for Council's consideration.

COUNCIL RESOLUTION

MOVED: CR. SEYMOUR

SECONDED: CR. COSSARI

That Council approve the one recommended Incidental Community Grant as detailed in Appendix A for a total value of \$1,000.

CARRIED

APPENDIX A – Incidental Community Grants Applications

Applicant Name	Project Title	Amount Requested	Amount Recommended	Transitional Subsidy recommended by CEO
Lysterfield Netball Club	Purchase of equipment and deposit on uniforms for new club	\$1,000	\$1,000	n/a
	Total	\$1,000	\$1,000	n/a

10.5 Incidental Community Grants Program Applications

Confidential Appendix B Circulated Separately

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 30 November 2015 and Sunday 10 January 2016 are attached to this report.

COUNCIL RESOLUTION

MOVED: CR. SEYMOUR
SECONDED: CR. LOCKWOOD

That Council

1. Note the written record of Assemblies of Councillors as attached to this report with the following amendment:

The Record of Assembly for the Knox Community Sports Centre Management Committee dated 1 December 2015 be amended to reflect Councillor Lisa Cooper in attendance and Cr Nicole Seymour be removed from this record.
2. Incorporate the records of the Assemblies into the minutes of the meeting.

CARRIED

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 1/12/2015	
Name of Committee or Group (if applicable): Knox Community Sports Centre Management Committee	
Time Meeting Commenced: 4:30pm	
Councillors in Attendance:	
Cr Lisa Cooper	
Council Staff in Attendance:	
Marco D'Amico	
Peter Gore	
Matters Considered:	
1. Financial (monthly)	
2. Hockey Club Issues	
3. Annual Financial Statements	
4. Master Planning	

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: 1/12/2015	
Name of Committee or Group (if applicable):	
Issues Briefing	
Time Meeting Commenced: 6:35pm	
Councillors in Attendance:	
Cr Tony Holland, Mayor	
Cr John Mortimore	
Cr Karin Orpen	
Cr Lisa Cooper	
Cr Darren Pearce	
Cr Nicole Seymour	
Council Staff in Attendance:	
	Kathy Parton (Item 1)
Graeme Emonson	Susan Thompson (Item 1)
Ian Bell	Stevie Meyer (Items 1 & 3)
Angelo Kourambas	Janine Brown (Item 2)
Kerry Stubbings	Angela Morcos (Item 2)
Joanne Truman	Monica Micheli (Item 2)
Fleur Cousins	Monique Reinehr (Item 3)
Matters Considered:	
1. Draft Electronic Gaming Policy	
2. Early Years Hub Feasibility Project	
3. Plan Melbourne Refresh – Knox Submission	
4. 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: 2/12/2015	
Name of Committee or Group (if applicable):	
Youth Issues Advisory Committee	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr Lisa Cooper	
Council Staff in Attendance:	
Peter Gore	
Tony Justice	
Pip Smith	
Kate Arnott	
Michelle Pascoe	
Matters Considered:	
1. 2014-2015 Knox Youth Council Presentation	
2. Introduction to the Knox Youth Strategic Plan	
3. Consultation on the Youth Information Centre Evaluation	

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: 3/12/2015	
Name of Committee or Group (if applicable): Community Safety Advisory Committee	
Time Meeting Commenced: 9:30am	
Councillors in Attendance:	
Cr John Mortimore	
Council Staff in Attendance:	
Kathy Parton	
Lisette Pine	
Sam Spooner	
Elizabeth Lim	
Matters Considered:	
1. Knox Liquor Accord Launch	
2. Mental Health Cards Working Group	
3. Sharing of Information	

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: 3/12/2015	
Name of Committee or Group (if applicable): Knox Disability Advisory Committee	
Time Meeting Commenced: 6:00pm	
Councillors in Attendance:	
Cr Nicole Seymour	
Council Staff in Attendance:	
Robbie Leslie	
Peter Johnston	
Dianne Thomas	
Amanda Wiggs	
Matters Considered:	
1. Declarations of Conflict of Interest	
2. Confirmation of Minutes of Previous Meeting	
3. Business Arising from Previous Minutes: - Bus Stop Upgrades - Knox Disability Advisory Committee Recruitment - Guide to Services - Human Rights Road Show - Postponed until 2016 - Multi-purpose Taxi Program	
4. Presentation - Neami National in Croydon	
5. Presentation - Knox City Council Communication Team	
6. General Discussion: - Information to Share - Emerging Community Issues and Themes - National Disability Insurance Scheme - Thank You to Leaving Members	

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: 8/12/2015	
Name of Committee or Group (if applicable): Community Health and Wellbeing Reference Group	
Time Meeting Commenced: 9:30am	
Councillors in Attendance:	
Cr John Mortimore	
Cr Nicole Seymour	
Council Staff in Attendance:	
Rosie Tuck	
Darlene Swan	
Michelle Hollingworth	
Kathy Parton	
Matters Considered:	
1. Confirmation of Minutes of Previous Meeting	
2. Declaration of Conflict of Interest	
3. Feedback from Previous Workshop	
4. Community Health and Wellbeing Advisory Committee Terms of Reference	
5. Knox Integrated City Strategy 2015-2017	
6. Updates from All	
7. Community Health and Wellbeing Advisory Committee Meetings 2016	

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: 8/12/2015	
Name of Committee or Group (if applicable): Special Issues Briefing	
Time Meeting Commenced: 7:08pm	
Councillors in Attendance:	
Cr Tony Holland, Mayor	Cr Karin Orpen
Cr John Mortimore	Cr Lisa Cooper
Cr Joe Cossari	Cr Nicole Seymour
Cr Adam Gill	
Council Staff in Attendance:	
Graeme Emonson	Janine Brown (Item 1)
Ian Bell	Kathy Parton (Item 1)
Angelo Kourambas	Tanya Clark (Item 1)
Kerry Stubbings	
Joanne Truman	
Fleur Cousins	
Matters Considered:	
1. National Disability Insurance Scheme Update	
2. Stamford Park Update	
3. Grade Separation Update	

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: 9/12/2015	
Name of Committee or Group (if applicable): Environment Advisory Committee	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr John Mortimore	
Council Staff in Attendance:	
Angelo Kourambas	
Trish Winterling	
Sam Sampanthar	
Matters Considered:	
1. Bulk Replacement of Streetlights Update	
2. Tim Neville Arboretum Update	
3. Resource Recovery Facility Tour Update	
4. Updates from Regional Committee Meetings	
5. Stamford Park Greenstar Communities	
6. Environment Advisory Committee Annual Report and Annual Survey	

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

Nil.

15. QUESTIONS WITHOUT NOTICE

Nil.

MEETING CLOSED AT 8.23 PM

Minutes of Meeting confirmed at the
Ordinary Meeting of Council
held on
Tuesday 23 February 2016

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Chairperson