



KNOX CITY COUNCIL

AGENDA

Ordinary Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 27 March 2017

KNOX CITY COUNCIL

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

**ON
MONDAY 27 MARCH 2017 AT 7.00 P.M.**

BUSINESS:

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TONY DOYLE
CHIEF EXECUTIVE OFFICER

5. REPORTS BY COUNCILLORS

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5.2 Ward Issues

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

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

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

RECOMMENDATION

That the planning applications decided under delegation report (between 1 February to 28 February 2017) be noted.

REPORT

Details of planning applications decided under delegation from 1 February to 28 February 2017 are attached. The applications are summarised as follows:

Application Type		No
Building & Works:	Residential	7
	Other	5
Units		16
Tree Removal/Pruning		18
Subdivision		10
Fencing		2
Change of Use		1
Vary Covenant		1
TOTAL		60

Report Prepared By: *Acting Manager – City Planning & Building (Peter Steele)*

Report Authorised By: *Director – City Development (Angelo Kourambas)*

Knox City Council
Planning Applications Decided by Responsible Officer

1 – 28 February 2017

Ward	No/Type	Address	Description	Decision
Baird	2016/6894	11 Tormore Road BORONIA VIC 3155	Five (5) Lot Subdivision (Approved Unit Site)	07/02/2017 Approved
Baird	2016/6650	11 Pine Crescent & 12 Cypress Avenue BORONIA VIC 3155	Construction of twelve three (3) storey dwellings and vegetation removal	24/02/2017 Refused
Baird	2016/6836	212 Boronia Road BORONIA VIC 3155	Alteration and extension to the existing building 1, building 2 and administration building	20/02/2017 Approved
Baird	2017/9013	43 Paton Crescent BORONIA VIC 3155	Remove one dead Eucalyptus obliqua	16/02/2017 Approved
Baird	2017/6024	9/65 Barry Street BAYSWATER VIC 3153	Change of Use (Ice-cream manufacturing)	23/02/2017 Approved
Chandler	2017/9008	1090 Mountain Highway BORONIA VIC 3155	Removal of one (1) Eucalyptus ovata (Swamp Gum tree)	6/02/2017 Approved
Chandler	2017/6056	75 Olive Grove BORONIA VIC 3155	Remove 5 trees and prune two trees	10/02/2017 Approved
Chandler	2016/6946	2 Wedmore Road BORONIA VIC 3155	Buildings and works to construct a shed and alterations to existing building	13/02/2017 Approved
Chandler	2016/6931	18 Rowan Avenue BORONIA VIC 3155	Addition and alterations to single dwelling	15/02/2017 Approved
Chandler	2017/6080	1 Cottessmore Court BORONIA VIC 3155	Removal and pruning of trees	27/02/2017 Approved
Chandler	2017/9019	24 Stewart Street BORONIA VIC 3155	Removal of One Pine Tree	23/02/2017 Approved
Chandler	2017/9023	10 Pope Avenue BORONIA VIC 3155	Removal of One (1) tree (Eucalyptus saligna)	28/02/2017 Approved
Chandler	2017/9017	17 Blythe Avenue BORONIA VIC 3155	Habitat pruning of Eucalyptus obliqua tree	22/02/2017 Approved
Chandler	2017/9014	4 Stewart Street BORONIA VIC 3155	Front fence	22/02/2017 Approved
Chandler	2017/9020	43 Miller Road THE BASIN VIC 3154	Removal of One (1) tree	28/02/2017 Approved
Chandler	2016/6846	8 Claremont Avenue THE BASIN VIC 3154	Buildings and works (construction of a replacement carport)	22/02/2017 Approved
Chandler	2017/6029	17 Marie Street BORONIA VIC 3155	Removal of Two Eucalpytus radiata trees	01/02/2017 Approved
Collier	2016/6495	544-548 Boronia Road WANTIRNA VIC 3152	Development of land for a five (5) storey apartment building containing fifty-seven (57) dwellings and alteration of access to a Road Zone Category 1	15/02/2017 Refused

Ward	No/Type	Address	Description	Decision
Collier	2016/6590	2 Badminton Court WANTIRNA VIC 3152	The construction of two (2) double storey dwellings on the land.	24/02/2017 Notice of Decision
Collier	2017/6086	1A Burwood Highway WANTIRNA VIC 3152	Removal of Two Gum Trees	28/02/2017 Approved
Dinsdale	2016/6731	12 Bent Court WANTIRNA SOUTH VIC 3152	Development of the land for three (3) dwellings	1/02/2017 Notice of Decision
Dinsdale	2017/6031	4 Victoria Road BAYSWATER VIC 3153	Two Lot subdivision (Approved Unit Site)	7/02/2017 Approved
Dinsdale	2016/6685	53 Pentlowe Road WANTIRNA SOUTH VIC 3152	Development of the land for two (2) single storey dwellings	7/02/2017 Approved
Dinsdale	2016/6655	3 Lewis Road WANTIRNA SOUTH VIC 3152	Development of the land for two double storey dwellings	8/02/2017 Approved
Dinsdale	2016/6455	9 Alwyn Street BAYSWATER VIC 3153	Construction of nine (9) three storey dwellings	13/02/2017 Refused
Dinsdale	2016/6430	226 Scoresby Road BORONIA VIC 3155	Development of the land for one (1) double storey and one (1) single storey dwelling and alter access to a road in a Category 1, Road Zone	20/02/2017 Notice of Decision
Dinsdale	2016/6235	23 Maida Avenue BAYSWATER VIC 3153	Development of a double storey dwelling to the rear of the existing dwelling	23/02/2017 Notice of Decision
Dinsdale	2015/6800	3 Grieve Street, BAYSWATER VIC 3153	The construction of a double storey dwelling to the rear of the existing and two lot subdivision of the land	28/02/2017 Approved
Dobson	2016/6526	27 The Crescent FERNTREE GULLY VIC 3156	2 Lot Subdivision, removal of vegetation and the construction of access and associated retaining walls.	3/02/2017 Notice of Decision
Dobson	2017/6044	4/16 Chatham Avenue FERNTREE GULLY VIC 3156	Removal of three (3) Eucalyptus ovata trees.	6/02/2017 Approved
Dobson	2017/6044	1/16 Chatham Avenue FERNTREE GULLY VIC 3156	Removal of three (3) Eucalyptus ovata trees.	6/02/2017 Approved
Dobson	2016/6807	9 Hilltop Road UPPER FERNTREE GULLY VIC 3156	Extension to a single dwelling on the lot	13/02/2017 Approved
Dobson	2016/6746	174 Forest Road BORONIA VIC 3155	The construction of two side fences and a front fence	15/02/2017 Notice of Decision
Dobson	2017/6079	66 McIver Street FERNTREE GULLY VIC 3156	Removal of two trees	27/02/2017 Approved

Ward	No/Type	Address	Description	Decision
Dobson	2017/6063	35 Winwood Drive FERNTREE GULLY VIC 3156	Removal and pruning of trees	16/02/2017 Approved
Dobson	2016/6713	8 Dorothy Grove FERNTREE GULLY VIC 3156	Construction of a single dwelling and removal of 2 trees.	27/02/2017 Approved
Dobson	2017/9011	25 Albert Street UPPER FERNTREE GULLY VIC 3156	Remove one tree	16/02/2017 Approved
Dobson	2016/6852	4 Stockton Avenue FERNTREE GULLY VIC 3156	Construction of a deck and verandah	21/02/2017 Approved
Dobson	2016/6781	25 McIver Street FERNTREE GULLY VIC 3156	Construction of a two storey dwelling to the rear of the existing dwelling, and vegetation removal	28/02/2017 Notice of Decision
Friberg	2016/6712	33 Gaydon Street FERNTREE GULLY VIC 3156	Construction of a double storey dwelling to the rear of the existing	8/02/2017 Approved
Friberg	2016/6866	10 Henderson Road KNOXFIELD VIC 3180	20 Lot Subdivision (Approved Industrial Development)	15/02/2017 Approved
Friberg	2016/6328	25 Conn Street FERNTREE GULLY VIC 3156	4 Lot Subdivision (Approved Unit Site)	10/02/2017 Approved
Friberg	2017/9009	14 Ferguson Court FERNTREE GULLY VIC 3156	Two lot subdivision	23/02/2017 Approved
Friberg	2017/6072	60 Kathryn Road KNOXFIELD VIC 3180	Remove two dead/dying trees	28/02/2017 Approved
Friberg	2016/6698	8 Dobson Street FERNTREE GULLY VIC 3156	The construction of two (2) double storey dwellings and one (1) single storey dwelling on the land (three (3) dwellings in total)	27/02/2017 Approved
Scott	2016/6943	15 Newstead Way WANTIRNA SOUTH VIC 3152	Construction of a single storey dwelling	1/02/2017 Approved
Scott	2017/6020	3 Valetta Crescent KNOXFIELD VIC 3180	Two lot subdivision (Approved Unit Site)	10/02/2017 Approved
Scott	2017/6034	21 Avoca Way WANTIRNA SOUTH VIC 3152	Two lot subdivision (approved unit site)	10/02/2017 Approved
Scott	2016/6702	115 Harley Street North KNOXFIELD VIC 3180	Construction of a double storey dwelling to the rear of the existing dwelling	8/02/2017 Notice of Decision
Scott	2016/6917	191 George Street WANTIRNA SOUTH VIC 3152	Three (3) new buildings (office, lunch room and toilet)	15/02/2017 Approved
Scott	2016/6286	24 Blind Creek Lane WANTIRNA SOUTH VIC 3152	2 Lot Subdivision (Approved Unit Site)	21/02/2017 Approved

Ward	No/Type	Address	Description	Decision
Scott	2017/9021	89 Norma Crescent KNOXFIELD VIC 3180	Removal of One (1) tree (Acmena smithii)	28/02/2017 Approved
Taylor	2016/6719	69 Heany Park Road ROWVILLE VIC 3178	Development of one (1) double storey dwelling to the side of the existing dwelling	3/02/2017 Notice of Decision
Taylor	2017/6046	Quarry 1140 Wellington Road ROWVILLE VIC 3178	Removal of two Eucalyptus trees	7/02/2017 Approved
Taylor	2016/6562	63 Oaktree Rise LYSTERFIELD VIC 3156	Building and Works (Construction of a tennis court)	23/02/2017 Notice of Decision
Tirhatuan	2016/6776	19 Koornang Road SCORESBY VIC 3179	To vary covenant F184379 by removing part J	6/02/2017 Approved
Tirhatuan	2016/6505	24 Avalon Road ROWVILLE VIC 3178	The construction of a double storey dwelling to the rear of the existing dwelling	8/02/2017 Approved
Tirhatuan	2016/6872	64 Bridgewater Way ROWVILLE VIC 3178	Construction of free standing storage shed	8/02/2017 Approved
Tirhatuan	2017/9018	60 Arnold Drive SCORESBY VIC 3179	Two Lot Subdivision	22/02/2017 Approved
Tirhatuan	2016/6579	Stamford Park Est 970-980 Stud Road ROWVILLE VIC 3178	Earthworks and the removal of vegetation	21/02/2017 Approved

Total: 60

SCOTT WARD

6.2 APPLICATION FOR THE DEVELOPMENT OF A DOUBLE STOREY DWELLING TO THE REAR OF THE EXISTING DWELLING AND SECOND STOREY EXTENSION TO THE EXISTING DWELLING AT 10 BUNNETT ROAD, KNOXFIELD (APPLICATION NO. P/2016/6601)

1. SUMMARY:

Land:	10 Bunnett Road, Knoxfield
Applicant:	Eastcad Design Pty Ltd
Proposed Development:	Development of a double storey dwelling to the rear of the existing dwelling and second storey extension to the existing dwelling
Existing Land Use:	Single Dwelling
Area/Density:	975sqm/ 1: 487
Zoning:	General Residential Zone – Schedule 2
Overlays:	None
Local Policy:	Municipal Strategic Statement (MSS) Development in Residential Areas and Neighbourhood Character Policy
Application Received	26 August 2016 (Amended 19 October 2016)
Objections:	Eleven (11)
PCC Meeting:	21 February 2017

Assessment:

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

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

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

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

6.2 10 Bunnett Road, 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 is located on the western side of Bunnett Road, in Knoxfield.
- The site currently contains a single storey weatherboard dwelling and associated outbuildings.
- A scattering of vegetation exists throughout the property, generally within the front and rear site boundaries.
- Vehicle access to the site is via a single crossover along the northern boundary, that connects to a concrete driveway providing access to a garage.
- The subject site and surrounds are located within an established residential area, with generous landscaped front setbacks and mixed built form consisting of single and double storey dwellings.

2.2 The Proposal

(Refer to attached plans at Appendix B)

It is proposed to construct a double storey dwelling to the rear of the existing dwelling and construct a second storey extension to the existing dwelling. Details are as follows:

- The existing dwelling (Dwelling 1) on site is to have an upper floor extension, contain four (4) bedrooms and be provided with a double carport. Private open space is to be located to the rear of the dwelling and accessed via the dining room and laundry.
- The proposed Dwelling 2 is to be double storey in height, contain four (4) bedrooms and be provided with a double garage. Private open space is to be located to the rear of the dwelling and accessed via the family room.
- Access to both dwellings is proposed along the northern boundary via the existing crossover.
- The existing front setback of 9.1m remains unchanged.
- Dwelling 1 is to have a weatherboard finish while Dwelling 2 is to have a brick finish on the ground floor with a render finish on the upper floor. Both dwellings are to have a pitched concrete tile roof.

6.2 10 Bunnett Road, Knoxfield (cont'd)

- The maximum building height on site is to be 7.61 metres.

3. CONSULTATION

3.1 Advertising

The application was advertised by way of a sign on the site and notices sent to adjoining property owners and occupiers. Eleven (11) objections to the application were received, and are summarised below:

Neighbourhood character

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

Overdevelopment

- *The proposed development achieves the requirements of the Knox Planning Scheme, including Council's Development in Residential Areas and Neighbourhood Character Policy, ResCode, the Schedule to the General Residential 2 Zone and car parking. As such, it is not considered an overdevelopment of the land. Refer to Section 4 of this report.*

Increase in traffic congestion and inadequate parking

- *Council's Traffic Engineers have not raised any concerns with the capacity of the street or surrounding street network to absorb the additional traffic that would be generated by the proposed development.*
- *Car parking is provided in accordance with the ratio required by Clause 52.06. Two (2) car parking spaces are provided to both dwellings. Visitor parking is not required.*

6.2 10 Bunnett Road, Knoxfield (cont'd)

Access to emergency vehicles

- *The driveway has been designed to ensure that emergency vehicles can access the site.*

Bulk and massing of buildings

- *The first floors of the dwellings have been setback from ground floor areas, particularly adjacent to sensitive residential interfaces consistent with Council's Development in Residential Areas and Neighbourhood Character Policy. In addition, setbacks to boundaries exceed the minimum required by ResCode Standard B17 and wall lengths are not excessive, adjacent to sensitive residential interfaces. As such, it is not considered that the proposal will result in adverse amenity impacts through visual bulk, to adjoining residential properties.*

Overshadowing

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

Overlooking

- *The proposal has generally been designed to avoid overlooking, however some overlooking may occur from the proposed development. A condition of any permit to issue will require full compliance with Standard B22. Refer to Section 4.4 of this report.*

Impact on views

- *This is not a valid planning consideration.*

Loss of vegetation and landscape character

- *The existing vegetation within the front setback of the site is proposed to be retained. Additionally, a condition of any permit to issue will require the submission of a landscape plan. It is considered that there are adequate areas for additional landscaping opportunities on site. The additional landscaping will contribute to the landscape character of the area.*

6.2 10 Bunnett Road, Knoxfield (cont'd)

Increase in noise

- *Any noise associated with the dwellings would be typical for a residential area, and it is not expected to create any unreasonable amenity impacts.*

3.2 Planning Consultative Committee Meeting

A Planning Consultative Committee (PCC) Meeting was held at the Civic Centre on 21 February 2017. Four (4) objectors attended the meeting. Objectors expressed the following main concerns with the proposal:

- Bulk and massing of the dwellings
- Overshadowing
- Overlooking
- Existing site vegetation
- Proposed vegetation

There was one negotiated outcome at the conclusion of the meeting. The applicant agreed to screen the west facing southern end bedroom of Dwelling 1.

The applicant has also agreed to discuss landscaping outcomes and the selection of appropriate species to the rear of the site, with the adjoining neighbours.

3.3 Referrals

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

Traffic Engineer

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

Drainage Engineer

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

Assets

- *No objection.*

6.2 10 Bunnett Road, Knoxfield (cont'd)

Landscape

- *The existing gravel area in the front setback to be removed and replaced with landscaping.*

Parks

- *Street trees can be retained and will not be impacted by this development. Tree protection fencing to be implemented.*

Arborist

- *The Eucalyptus leucoxylon in the front setback is a healthy tree with high retention value and should be retained.*

4. DISCUSSION

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

4.1 Zoning and Overlays

4.1.1 Zone

General Residential 2 Zone

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

A development must meet the requirements of Clause 55 of the Scheme.

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

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

6.2 10 Bunnett Road, Knoxfield (cont'd)

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

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

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

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

- *Complies. The existing 1.1m high front fence is to remain.*

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

- *Complies. The proposed dwellings have a maximum height of 7.61 metres.*

4.1.2 Overlays

No overlays apply to the land.

4.2 Policy Consideration

4.2.1 State Planning Policy Framework

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

6.2 10 Bunnett Road, Knoxfield (cont'd)

Key Policies:

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

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

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

- *The proposal contributes to the consolidation of urban development through the provision of increased density within an existing residential area with good provision of urban services.*
- *The development has also considered solar orientation within the design along with the provisions of eaves and water tanks.*

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

- *Neighbourhood character - This is discussed at Section 4.2.2 of the report.*
- *Housing choice – The development provides for dwellings with smaller open space areas than typical for the area.*

6.2 10 Bunnett Road, Knoxfield (cont'd)

- Integration with infrastructure – *The site is located in a fully serviced area. Drainage plans will be required as a condition on any permit to issue.*
- Energy efficiency – *This has been discussed above under Clause 15.02.*
- Location – *While the site is not located within an Activity Centre or key development site, it is considered that the proposal is respectful of the neighbourhood character and will add to housing choice. Refer to the assessment against Council's Development in Residential Areas and Neighbourhood Character Policy at Section 4.2.2 below.*

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

- *The site is located within 480 metres of Scoresby Road/Burwood Highway bus stop, which is serviced by Bus Routes 732 and 755.*
- *Bus Route No. 732 operates from Box Hill to Upper Ferntree Gully via Vermont South, Knox City and Mountain Gate. The route operates between 4:38am and 12:45am the following day Monday to Friday, between 4:34am and 12:59am the following day on Saturdays, and between 6:31am and 12:43am the following day on Sundays at various intervals.*
- *Bus Route No. 755 operates from Bayswater station to Knox City SC via the Basin, Boronia and Ferntree Gully. The route operates between 5:53am and 9:27pm Monday to Friday, between 7:47am and 9:18pm on Saturdays, and between 8:55am and 9:20pm on Sundays at various intervals.*

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 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.

6.2 10 Bunnett Road, Knoxfield (cont'd)

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

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

- *While the land is not in an Activity Centre, the proposal respects the preferred neighbourhood character and is consistent with the requirements of the MSS.*
- *An assessment against Council's Development in Residential Areas and Neighbourhood Character Policy (Clause 22.07) is below. The development complies with the open space requirements and provides opportunities for meaningful landscaping.*
- *As highlighted above, the site is located in an established urban area reasonably close to urban services and open space areas.*

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

6.2 10 Bunnett Road, Knoxfield (cont'd)

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

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

- *The site is not located in an Activity Centre. However, the site is sufficiently large to accommodate two (2) dwellings while achieving the open space and landscaping outcomes sought for the Knox Neighbourhood Character Area.*

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

- *The development would provide residents with alternative forms of housing styles and sizes to cater for the changing needs of the community.*

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

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

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

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

6.2 10 Bunnett Road, Knoxfield (cont'd)

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

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

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

The desired future character of this area is to:

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

The key design objectives are:

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

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

To avoid dominance of buildings from the street.

- *The existing dwelling that fronts Bunnett Road will retain the existing setback of 9.1 metres. The upper floors of both dwellings have been designed to be recessed further, and will not dominate the street.*

To avoid the loss of front and rear garden space.

- *With the exception of Dwelling 2 garage, dwellings are setback from the side and rear boundaries, which will ensure adequate area for canopy tree planting within the front and rear gardens.*

6.2 10 Bunnett Road, Knoxfield (cont'd)

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

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

To retain large backyards for landscaping and open space.

- *Dwellings are provided with a minimum of 118sqm of open space and the setbacks and open space areas will accommodate new canopy tree planting.*

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

- *Dwellings are not excessive in scale or bulk. Upper floor areas are recessed to better integrate with the surrounds.*

4.3 Particular Provisions

Clause 52.06 – Car Parking

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

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

To each dwelling at a ratio of one car space to each one or two bedroom dwelling and two spaces for each dwelling with three or more bedrooms (with studies or studios that are separate rooms counted as bedrooms).

- *Each dwelling contains four bedrooms and each dwelling has been provided with 2 car spaces.*
- *Dwelling 1 has been provided with a double carport while Dwelling 2 has been provided with a double garage.*
- *In this regard, the proposal satisfies the car parking requirement of the Scheme and no car parking reduction is required.*
- *No visitor car space is required.*

6.2 10 Bunnett Road, Knoxfield (cont'd)

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

Design Standard 1: Access ways – *Complies.*

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

Design Standard 3: Gradients – *Complies.*

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

Design Standard 5: Urban Design – *Complies.*

Design Standard 6: Safety – *Complies.*

Design Standard 7: Landscaping – *Complies.*

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

Neighbourhood Character and Infrastructure

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

Residential Policy – *Complies.*

Infrastructure – *Complies. A drainage plan will be required as a condition on any permit to issue.*

Integration with the Street – *Complies.*

Site Layout and Building Massing

Street Setback – *Complies, setback is to remain unchanged.*

Building Height – *Complies.*

Site Cover/Permeability – *Complies.*

Energy Efficiency – *Complies.*

Open Space – *Complies*

Safety – *Complies.*

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

6.2 10 Bunnett Road, Knoxfield (cont'd)

Access – *Complies.*

Parking Location – *Complies.*

Amenity Impacts

Side and rear setbacks – *Complies.*

Walls on boundaries – *Complies.*

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

Overshadowing open space – *Complies.*

Overlooking – *Can comply subject to conditions.*

A condition of any permit to issue will require the east and south facing retreat room windows of Dwelling 2 and the west facing southern end bedroom of Dwelling 1 to be screened with fixed obscured (non-openable) glazing or window sill heights to at least 1.7 metres above finished floor levels. Film will not be accepted and the windows can be openable above 1.7 metres.

A condition of any permit issued will require that the northern boundary fencing have a minimum height of 1.8m.

A condition of any permit will also require an annotation that the west facing bedroom 3 and bedroom 4 windows of Dwelling 2 will be screened with fixed obscured (non-openable) glazing. Film will not be accepted and the windows can be openable above 1.7 metres.

Internal views – *Complies.*

Noise Impacts – *Complies.*

On-Site Amenity and Facilities

Accessibility – *Complies.*

Daylight to new windows – *Complies.*

Private Open Space – *Complies.*

Solar access – *Complies.*

Storage – *Complies.*

Detailed Design

Design Detail – *Complies.*

6.2 10 Bunnett Road, Knoxfield (cont'd)

Site Services – *Complies.*

Front fence – *Complies.*

4.5 General Decision Guidelines

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

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

5. CONCLUSION

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

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

6.2 10 Bunnett Road, Knoxfield (cont'd)**6. CONFIDENTIALITY**

There are no confidentiality issues associated with this report.

RECOMMENDATION

That Council issue a Notice of Decision to grant a Planning Permit for the development of a double storey dwelling to the rear of the existing dwelling and second storey extension to the existing dwelling at 10 Bunnett Road, Knoxfield, 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 existing gravel area in the front setback to be removed and reinstated with landscaping.
 - 1.2 Annotation stating that all structures including letter boxes, meter boxes and landscaping shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances.
 - 1.3 Annotation stating that the west facing bedroom 3 and bedroom 4 windows of Dwelling 2 will be screened with fixed obscured (non-openable) glazing. Film will not be accepted and the windows can be openable above 1.7 metres
 - 1.4 The east and south facing retreat room windows of Dwelling 2 and the west facing southern end bedroom of Dwelling 1 to be screened with fixed obscured (non-openable) glazing or window sill heights to at least 1.7 metres above finished floor levels. Film will not be accepted and the windows can be openable above 1.7 metres.
 - 1.5 The northern site boundary fencing to be replaced with a new fence to a minimum height of 1.8m.

6.2 10 Bunnett Road, Knoxfield (cont'd)**Recommendation (cont'd)**

- 1.6 Tree Protection fencing in accordance with Conditions 6-13.
- 1.7 Drainage plans in accordance with Condition 2.
- 1.8 Landscape plans in accordance with Condition 3.

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.

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.

6.2 10 Bunnett Road, Knoxfield (cont'd)**Recommendation (cont'd)**

- 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.**
- 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 A minimum of five (5) additional indigenous or native canopy trees and at least fifteen (15) additional medium- large shrubs chosen from Appendix 4 or 5 of Council's Landscape Guidelines for Planning Permits in the following areas:**
 - 3.8.1 One (1) medium canopy tree and one (1) large feature shrub in the front setback**
 - 3.8.2 Two (2) medium canopy trees and one (1) large feature shrub in the P.O.S of existing dwelling**
 - 3.8.3 One (1) medium canopy tree and four (4) large feature shrubs with a mature height of 4-5 metres in the P.O.S of Dwelling 2**

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.**

6.2 10 Bunnett Road, Knoxfield (cont'd)**Recommendation (cont'd)****Tree protection**

- 6. All works, including excavation, within the critical root zone areas of the street trees must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.**
- 7. Prior to any works commencing on the site, the street trees must be fenced off to create a protection zone. The protection zone must extend a minimum 3 metres from the trunk and be boarded by the footpath and the road.**
- 8. The fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.4 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.**
- 9. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.**
- 10. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.**
- 11. Prior to erecting the fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.**
- 12. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:**
 - 12.1 Construction activities.**
 - 12.2 Dumping and/or storage of materials, goods and/or soil.**
 - 12.3 Trenching or excavation**

6.2 10 Bunnett Road, Knoxfield (cont'd)**Recommendation (cont'd)**

- 12.4 Lopping branches, nailing or affixing signs, service lines, lights etc to the trees.
- 13. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.

General

- 14. All development must be in accordance with the endorsed plans.
- 15. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority. This does not apply to:
 - 15.1 An open-sided pergola or verandah to a dwelling with a finished floor level not more than 800mm above ground level and a maximum building height of three metres above ground level; or
 - 15.2 A deck to a dwelling with a finished floor level not more than 800mm above ground level.

Where the total floor area of decks, pergolas and verandahs for each dwelling does not exceed 16m².
- 16. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
- 17. 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.
- 18. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.

Car Parking & Accessways

- 19. Before the dwellings are occupied, driveways and car parking areas must be:
 - 19.1 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
 - 19.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and

6.2 10 Bunnett Road, Knoxfield (cont'd)**Recommendation (cont'd)**

19.3 Treated with an all-weather seal or some other durable surface; and

To the satisfaction of the Responsible Authority.

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

Fencing

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

22. 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

23. 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:

23.1 the appearance of building, works or materials on the land

23.2 parking of motor vehicles

23.3 transporting of materials or goods to or from the site

23.4 hours of operation

23.5 stockpiling of top soil or fill materials

23.6 air borne dust emanating from the site

23.7 noise

23.8 rubbish and litter

23.9 sediment runoff

23.10 vibration

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

6.2 10 Bunnett Road, Knoxfield (cont'd)**Recommendation (cont'd)****Stormwater**

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

Permit Expiry

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

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

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

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

NOTES

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

- Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.
- The total Permissible Site Discharge for the property including all dwellings is 3.8L/s to the existing Council drainage system for a 5 year ARI event.

6.2 10 Bunnett Road, Knoxfield (cont'd)**Recommendation (cont'd)**

- **Applicant is to direct all stormwater to the south-west of the property as this represents the Legal Point of Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system. The internal drains for the dwellings are to be independent of each other.**
- **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, eg water storage tanks, swale drains, etc.**

Other Notes:

- **Council encourages the consideration of water storage tanks for all existing and proposed residential developments.**
- **A building permit must be obtained before development is commenced.**
- **Buildings are not allowed to be built over Council easements without build over easement consent.**
- **The dwelling/s must achieve a minimum 6-Star Energy Rating.**
- **Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.**
- **Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.**

6.2 10 Bunnett Road, Knoxfield (cont'd)**Recommendation (cont'd)**

- Letterboxes and all other structures (including meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances. Letterboxes shall face towards the street frontage.
- Internal public lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS1158. This would generally be low height or bollard type lighting to avoid spill-over into adjacent properties. It may be sensor activated, to avoid all night running costs.
- 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.

Report Prepared By: Planner (Ollie Graovac)

***Report Authorised By: Director – City Development
(Angelo Kourambas)***



Knox City Council
REPORT APPENDIX: A

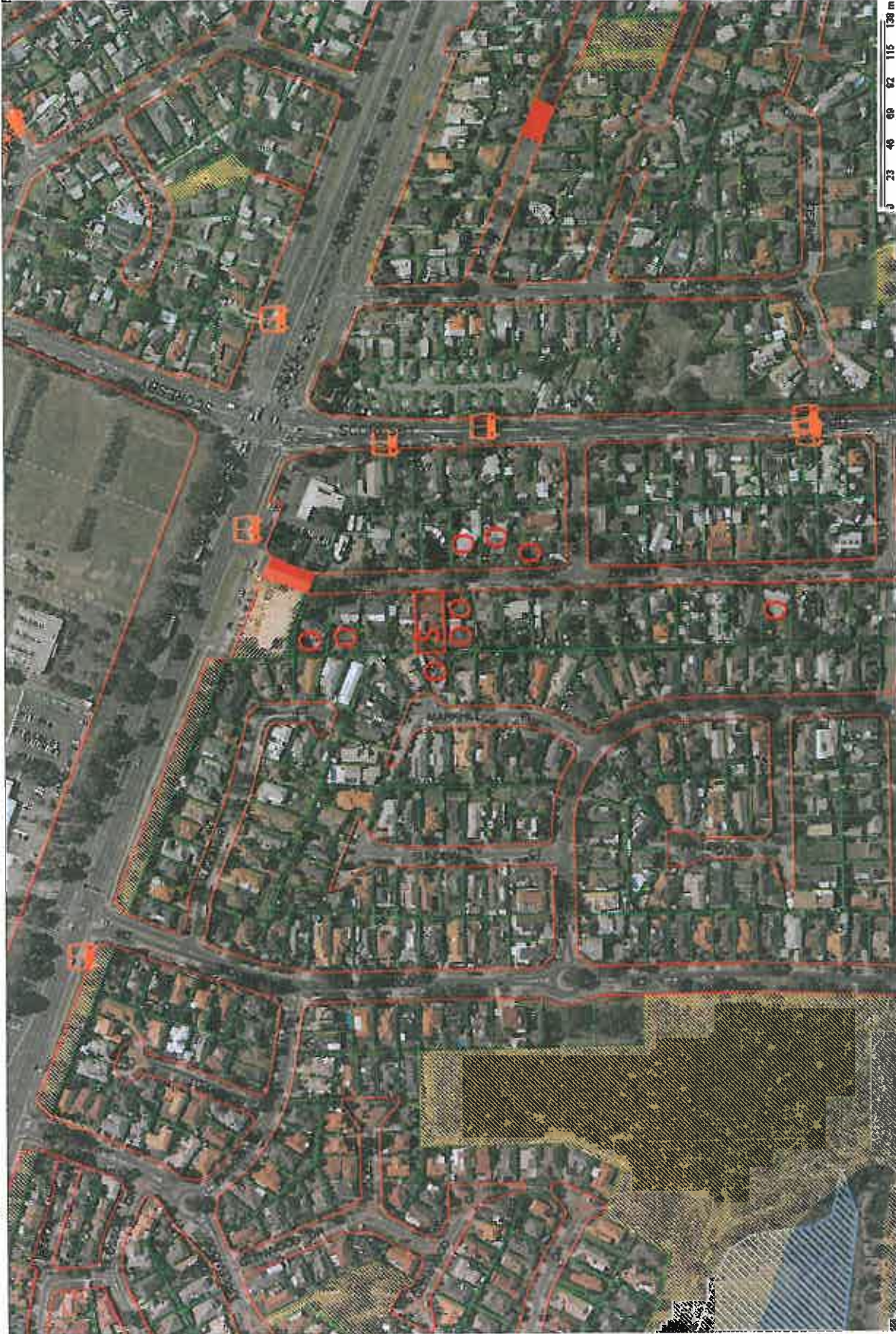
Property - Address	10 Burnnett Road, KNOXFIELD
Application Number	P/2016/6601
Description	Development of a double storey dwelling to the rear of the existing dwelling and second storey addition to the existing dwelling
Wardname	Scott

LEGEND:

- Title Boundary
- Road Boundary
- City Boundary
- Bus Route
- Reserves
- Commercial Areas
- Tertiary Schools
- Primary Schools
- Secondary Schools
- P-2 School
- Bus Stop
- Dipstick
- Ural Development
- Subject Property
- Folien



Scale: 1:3000



DISCLAIMER:

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

1. Whilst every endeavor has been made to ensure that the mapping information is current and accurate, no responsibility or liability is taken by Knox City Council or any of the above organizations in respect to inaccuracy, errors, omissions or for actions based on this information.

2. Planning information should be used only as a means of preliminary investigation. For accurate overlay information please obtain a Planning Certificate from the Department of Infrastructure.

3. This print contains information from Vicmap Property (Copyright State of Victoria). The State of Victoria does not warrant the accuracy or completeness of information in this product. Any person using or relying on this information does so on the basis that the State of Victoria shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

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



Knox City Council
REPORT APPENDIX: A

Property -
Address
10 Bunnett Road,
KNOXFIELD

Application Number
P/2016/6601

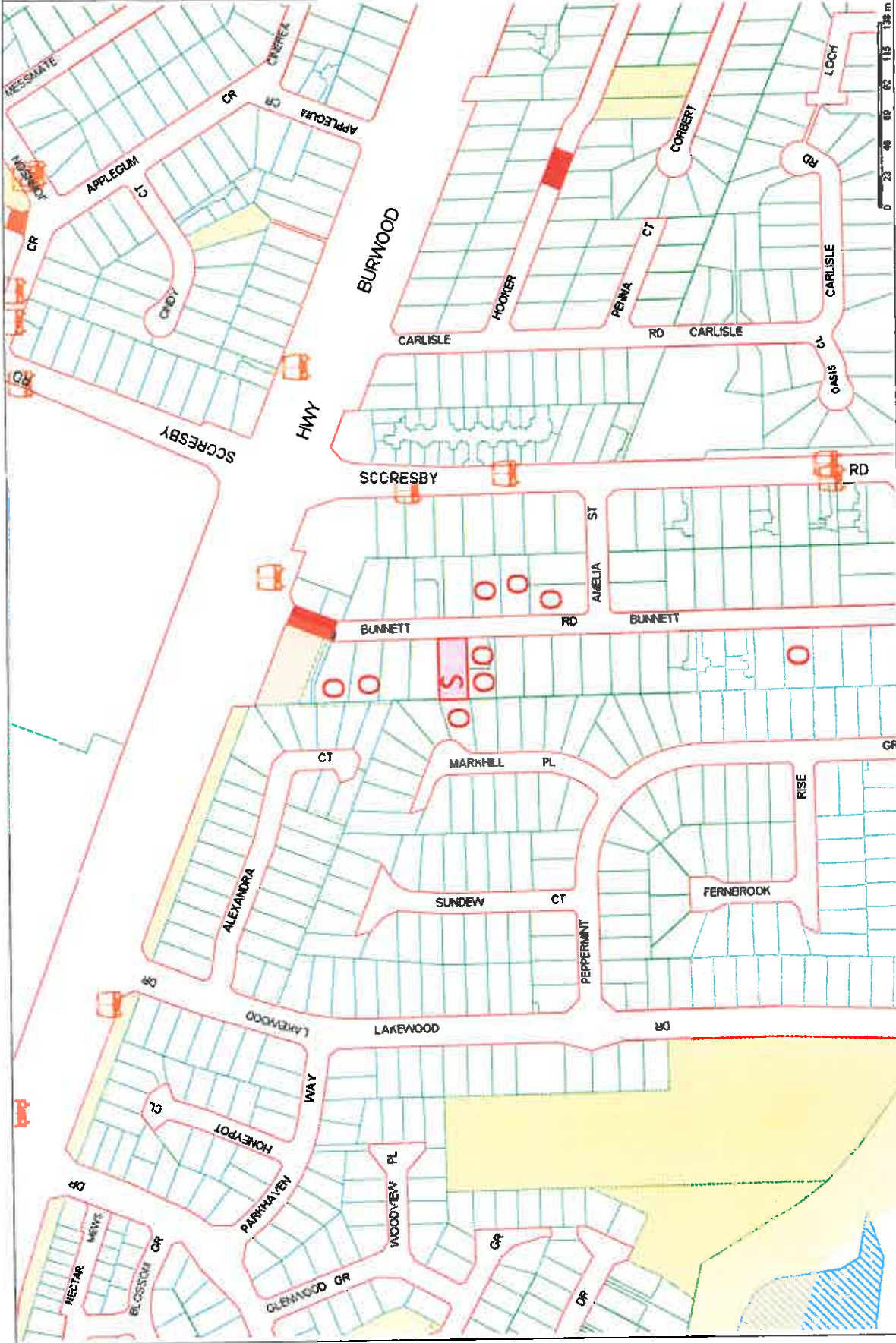
Description
Development of a double storey dwelling to the rear of the existing dwelling and second storey addition to the existing dwelling

Wardname
Scott

LEGEND:

- Title Boundary
- Road boundaries
- City Boundary
- Bus Route
- Reserves
- Commercial Areas
- Tertiary Schools
- Primary Schools
- Secondary Schools
- P-12 School
- Bus Stop
- Dipstick
- Unit Development
- Subject Property
- Follion

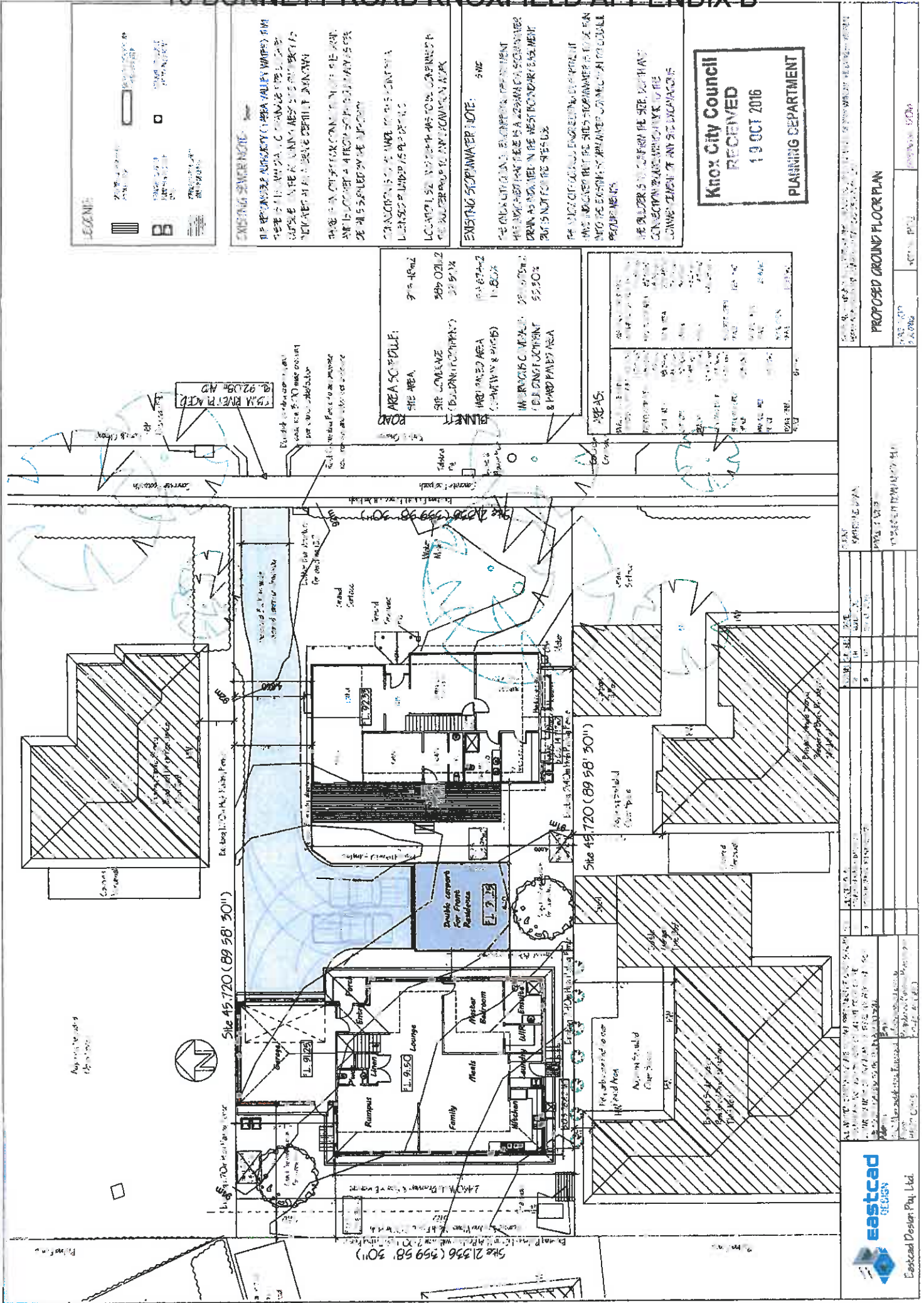
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DISCLAIMER:
Roads and Title Boundaries - State of Victoria, Knox City Council
Planning Scheme Information - DPCD, Knox City Council
Aerial Photography - AAM (Flown January 2013 - unless otherwise stated)
Melbourne Water: Drainage Information - Melbourne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

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10 BUNNETT ROAD KNOXFIELD APPENDIX B



10 BUNNETT ROAD KNOXFIELD APPENDIX B

LEGEND

- EXISTING WALL
- EXISTING WINDOW
- EXISTING DOOR
- EXISTING ROOF
- EXISTING FLOOR
- EXISTING CEILING
- EXISTING STAIR
- EXISTING SERVICES
- EXISTING STRUCTURE
- EXISTING LANDSCAPE
- EXISTING DRIVEWAY
- EXISTING PATIO
- EXISTING PORCH
- EXISTING BALCONY
- EXISTING TERRACE
- EXISTING DRIVE
- EXISTING PATH
- EXISTING FENCE
- EXISTING GARDEN
- EXISTING PLANTING
- EXISTING TREES
- EXISTING SHRUBS
- EXISTING GRASS
- EXISTING DRIVEWAY
- EXISTING PATIO
- EXISTING PORCH
- EXISTING BALCONY
- EXISTING TERRACE
- EXISTING DRIVE
- EXISTING PATH
- EXISTING FENCE
- EXISTING GARDEN
- EXISTING PLANTING
- EXISTING TREES
- EXISTING SHRUBS
- EXISTING GRASS

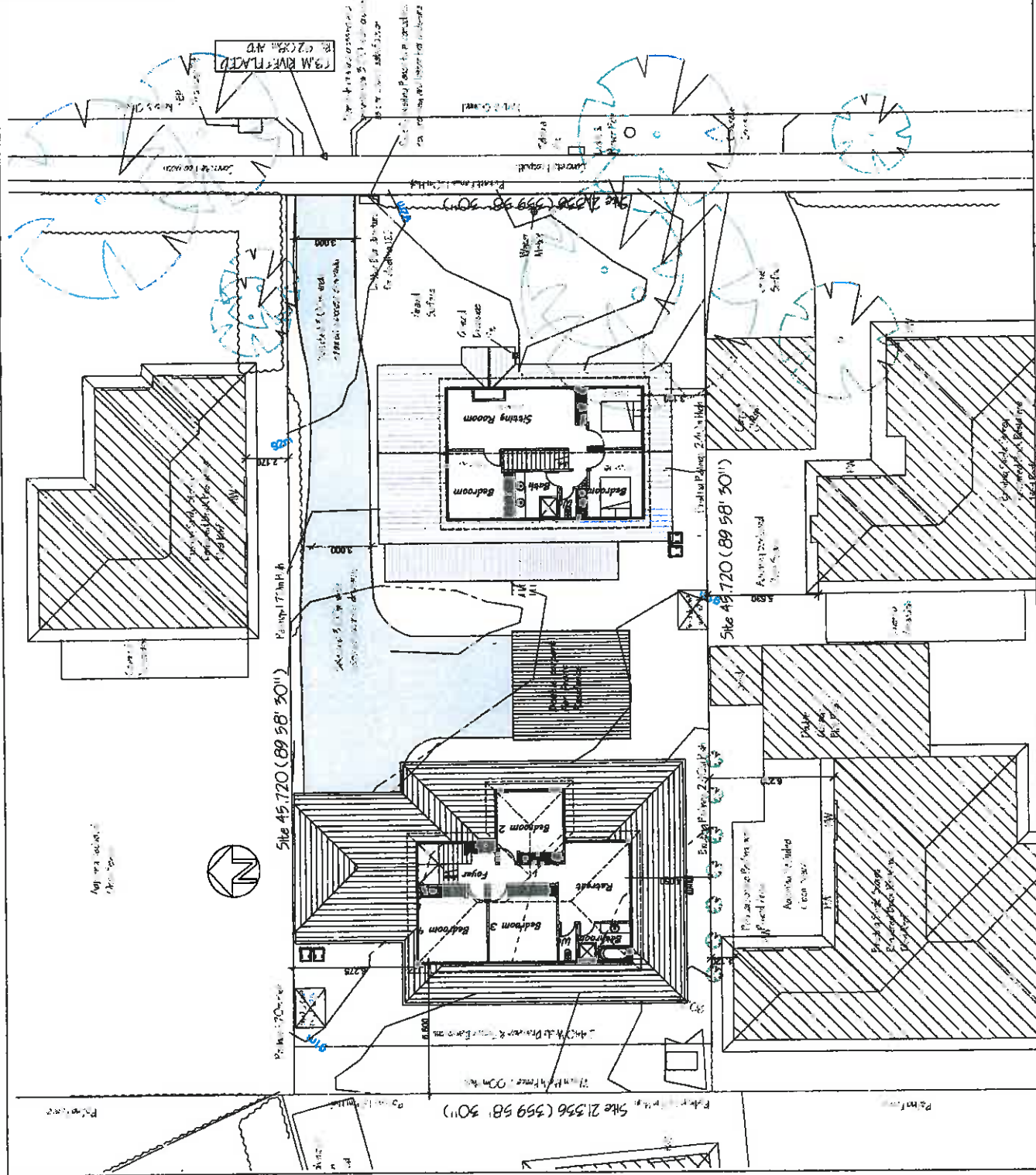
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EXISTING SUMMER NOTE

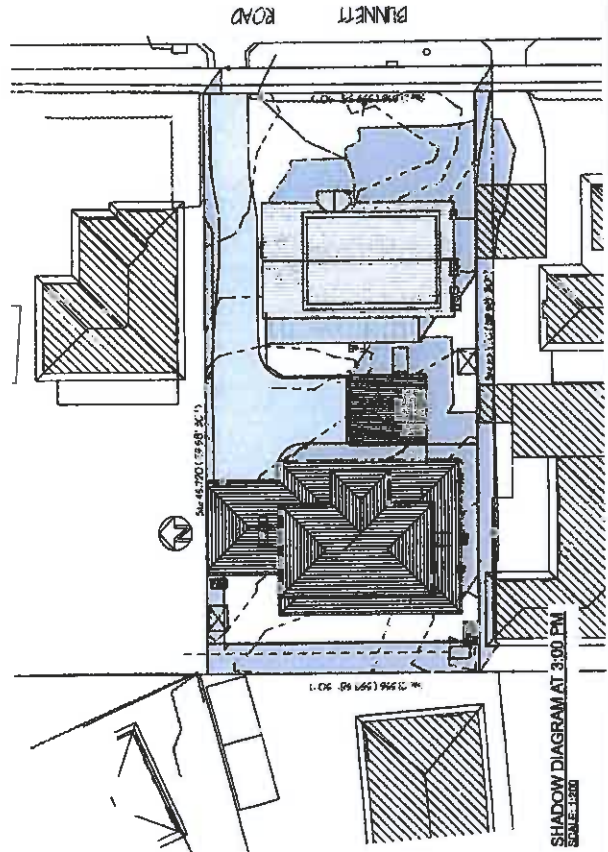
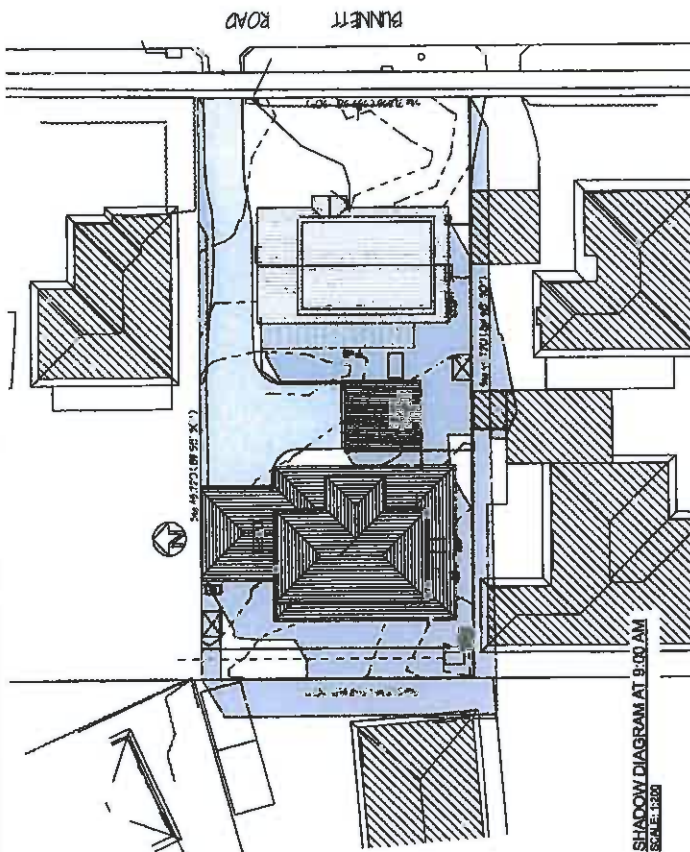
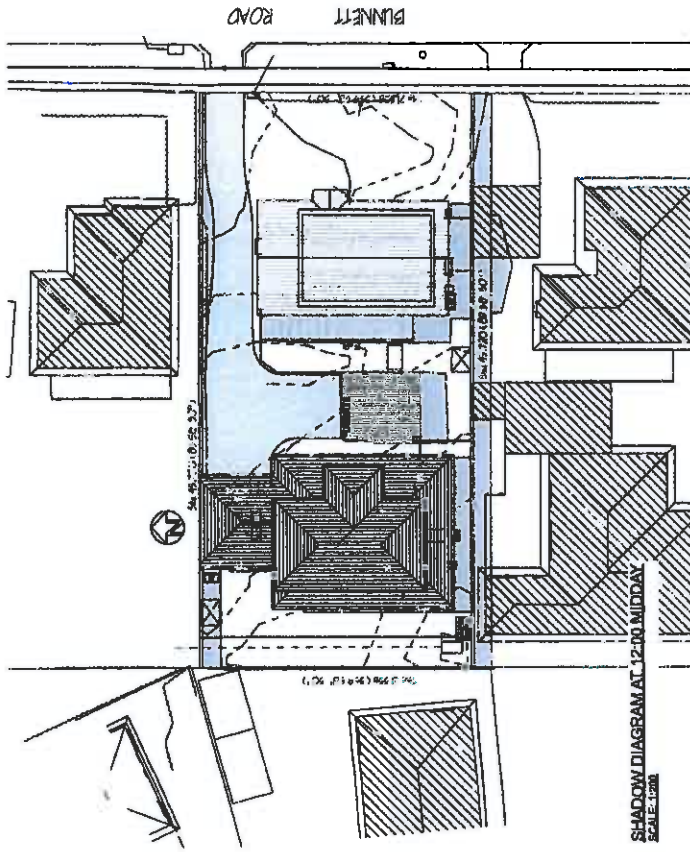
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Knox City Council
RECEIVED
19 OCT 2016
PLANNING DEPARTMENT



<p>ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE SPECIFIED. DIMENSIONS TO FACE UNLESS OTHERWISE SPECIFIED.</p>	
<p>DATE: 19 OCT 2016</p>	<p>PROJECT: 10 BUNNETT ROAD</p>
<p>SCALE: 1:100</p>	<p>CLIENT: EASTCAD DESIGN</p>
<p>PROJECT NO: 10 BUNNETT ROAD</p>	<p>DESIGNER: EASTCAD DESIGN</p>
<p>DATE: 19 OCT 2016</p>	<p>PROJECT: 10 BUNNETT ROAD</p>
<p>SCALE: 1:100</p>	<p>CLIENT: EASTCAD DESIGN</p>
<p>PROJECT NO: 10 BUNNETT ROAD</p>	<p>DESIGNER: EASTCAD DESIGN</p>

10 BUNNETT ROAD KNOXFIELD APPENDIX B



SHADOW LEGEND

9:00 AM / 12:00 PM / 3:00 PM
AZIMUTH 315 / 315 / 315
AZIMUTH 315 / 315 / 315
AZIMUTH 315 / 315 / 315
AZIMUTH 315 / 315 / 315

RESIDING PERIMETER SHADOWS
EXISTING FENCE SHADOWS

NOTE:

SHADOWS ARE CAST ON THE FENCES ZONE (LEGEND)

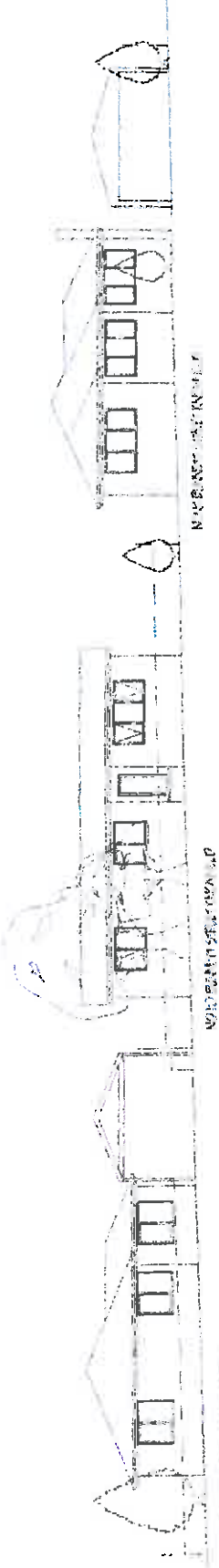
PERIMETER SHADOWS ARE CAST ON THE PERIMETER FENCE AND BUILDING

EXISTING FENCE SHADOWS ARE CAST ON THE PERIMETER FENCE

SHADOWS ARE CAST INSIDE THE PERIMETER FENCE

Knox City Council
RECEIVED
19 OCT 2016
PLANNING DEPARTMENT

NO.	DATE	DESCRIPTION	BY	CHKD
1	19/10/2016	RECEIVED		
2	19/10/2016	RECEIVED		
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4	19/10/2016	RECEIVED		
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EXISTING STREETSCAPE BUNNETT ROAD KNOXFIELD



PLANNING NOTES:

- THE PROPOSED DEVELOPMENT IS TO BE CONSIDERED AS A SUBSTANTIAL CHANGE TO THE EXISTING STREETSCAPE.
- THE PROPOSED DEVELOPMENT IS TO BE CONSIDERED AS A SUBSTANTIAL CHANGE TO THE EXISTING STREETSCAPE.

NEIGHBOURHOOD CHARACTER:

- THE NEIGHBOURHOOD IS CHARACTERISED BY A MIXTURE OF SINGLE STOREY AND TWO STOREY RESIDENTIAL DEVELOPMENT.
- THE NEIGHBOURHOOD IS CHARACTERISED BY A MIXTURE OF SINGLE STOREY AND TWO STOREY RESIDENTIAL DEVELOPMENT.

LEVELS NOTE:

- THE PROPOSED DEVELOPMENT IS TO BE CONSIDERED AS A SUBSTANTIAL CHANGE TO THE EXISTING STREETSCAPE.
- THE PROPOSED DEVELOPMENT IS TO BE CONSIDERED AS A SUBSTANTIAL CHANGE TO THE EXISTING STREETSCAPE.

EXISTING COASTLINE DESCRIPTION:

- THE PROPOSED DEVELOPMENT IS TO BE CONSIDERED AS A SUBSTANTIAL CHANGE TO THE EXISTING STREETSCAPE.
- THE PROPOSED DEVELOPMENT IS TO BE CONSIDERED AS A SUBSTANTIAL CHANGE TO THE EXISTING STREETSCAPE.

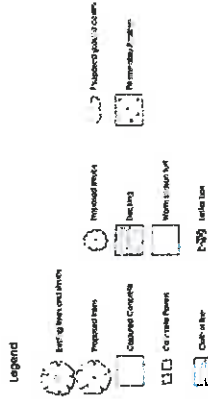
Knox City Council
RECEIVED
19 OCT 2016
PLANNING DEPARTMENT

NEIGHBOURHOOD AND SITE DESCRIPTION PLAN

		EASTCAD DESIGN Pty. Ltd. 10/11 BUNNETT ROAD, KNOXFIELD, VIC 3114		PROJECT NO: 10/11 BUNNETT ROAD DATE: 10/11/2016		SCALE: 1:1000 DRAWING NO: 1000	
NEIGHBOURHOOD AND SITE DESCRIPTION PLAN				SHEET NO: 1000			
PROJECT NO: 10/11 BUNNETT ROAD				DATE: 10/11/2016			
DRAWING NO: 1000				SCALE: 1:1000			

10 BUNNETT ROAD KNOXFIELD APPENDIX B

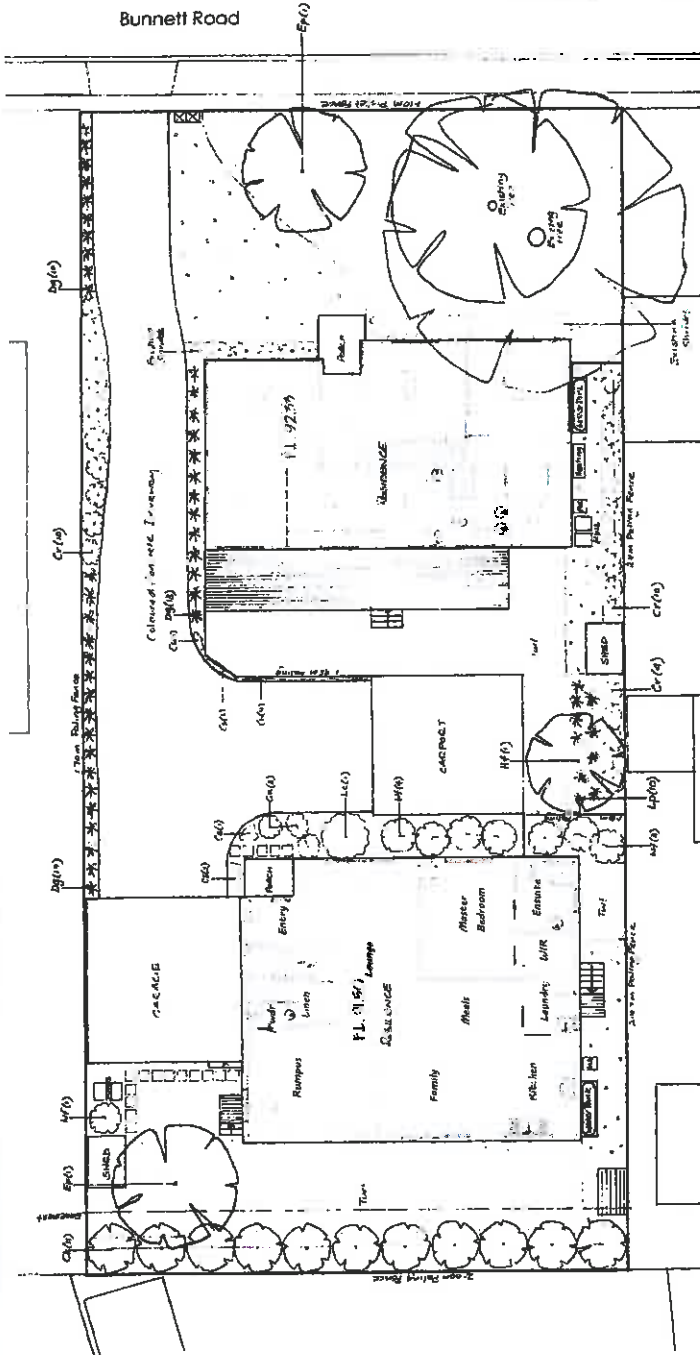
KNOX CITY COUNCIL
 RECEIVED
 19 OCT 2016
 PLANNING DEPARTMENT



Advanced Tree Planting



Shrub planting



NOTES

Existing Vegetation
 Existing trees and shrubs indicated for retention are to be protected. Refer to schedule 1 report and/or council permit conditions for tree protection and management. No trees to be removed without consultation from owner or local council.

Garden Beds
 Cultivate existing soil to 200mm that pH of soil and ensure it is in the optimal neutral range (pH 5.5 - 7.0). Adjust soil pH with the application of lime (1kg per 100sqm) or sulphur (1kg per 100sqm) as required. Use a 10:1:10 NPK fertiliser for lawns, improve soil structure and drainage. Build up garden beds with garden blend soil mix if required. Garden beds to be mulched with 50-75mm 10mm bark mulch.

Planting
 Low water use plants, system to all trees and shrubs to run from water tank. Programmable timer located as directed by owner.

PLANT SCHEDULE

Code	Botanical Name	Common Name	Size	Size at Maturity (H(m) W(m))	Qty
Ep	Eucalyptus pauciflora 'Ulla's Showman'	Snow Gum	1.5 m	7 5	2
R	Rhus menziesiana	Native Frangipani	1.5 m	10 4	1

Code	Botanical Name	Common Name	Pat Size	Size at Maturity (H(m) W(m))	Qty
Ck	Callistemon King's Past Special	Bottlebrush	20cm	4.00 2.00	11
Ct	Cornus rubra	Native Nuthatch	14cm	1.00 1.00	24
Cs	Convolvulus zaboriki	Convolvulus	14cm	0.20 0.20	10
Dg	Diuris grandiflora	Native Iris	14 cm	0.40 0.40	27
Ga	Gardenia augusta 'Rivida	Gardenia	14 cm	1.00 1.00	7
Lc	Laropetalum chilense	Native Range Flower	14 cm	0.30 0.30	10
Lp	Lonicera sibirica	Native Range Flower	14 cm	0.50 0.50	10
Wt	Warriglea Myrticola 'Gem'	Native Rosemary	14 cm	1.50 1.50	8



North Young Garden Design
 PO Box 236
 Red Hill South VIC 3137
 ABN 37 075 287 084
 Mobile: 0431 018 495
 Email: northyoung.com.au
 www.northyoung.com.au

LANDSCAPE PLAN

10 A. Bunnett Road
 Knoxfield

DRAWN BY: Navi Young, Murethor (Mabi)
 PROJECT: Bunnett
 VERSION
 Original: 18 October 2016



SCALE 1:100 @ A1

SCOTT WARD**6.3 APPLICATION FOR THE CONSTRUCTION OF 38 DOUBLE STOREY DWELLINGS AND VARIATION TO DRAINAGE, SEWERAGE AND CARRIAGEWAY EASEMENT AT 62 BUNNETT ROAD, FERNTREE GULLY (APPLICATION NO. P/2016/6708)****1. SUMMARY:**

Land:	62 Bunnett Road, FERNTREE GULLY
Applicant:	Taylor's Development Strategists
Proposed Development:	The construction of 38 double storey dwellings and variation to drainage, sewerage and carriageway easement
Existing Land Use:	Existing residential development
Area/Density:	1.04 hectares / 1:273m ²
Zoning:	General Residential Zone – Schedule 2
Overlays:	Nil
Local Policy:	Municipal Strategic Statement (MSS) Development in Residential Areas and Neighbourhood Character Policy
Application Received:	3 October 2016
Number of Objections:	69
PCC Meeting:	21 February 2017

Assessment:

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

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

Subject to modifications, the development can comply with Council's Neighbourhood Character Policy and ResCode.

The proposal complies with the purpose of the General Residential Zone – Schedule 2.

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)

On balance it is considered that the proposal responds reasonably to State and Local Planning Policies, subject to modifications. If Council were in a position to decide on the application, it is recommended that a Notice of Decision to Grant a Planning Permit, subject to conditions would have been issued.

2. BACKGROUND

2.1 Subject Site and Surrounds

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

- The subject site is a large single allotment located on the west side of Scoresby Road, known as 62 Bunnett Road, Ferntree Gully. The subject site is irregular in shape and has an approximate 4.5m slope from the north to south.
- The east side of the site contains an existing aged care facility accessed from Scoresby Road. The west side of the site is occupied by 11 single storey dwellings with associated car parking and landscaping. For the purposes of this application, the site is referred to as the residential component which is separate to the aged care facility.
- The site area of the residential component is 10,459m². The site is accessed via Bunnett Road to the north and west however no vehicular through access is provided. Pedestrian access between the two Bunnett Road entrances exists which is protected by a carriageway, drainage and sewerage easement. No further easements exist on the site.
- No covenants are registered on the copy of title.
- No significant existing vegetation exists on the site.
- The subject site and surrounds are located within an established residential area, predominately single storey, with some double storey dwellings and landscaped setbacks. Knox Park Primary School is located approximately 290m to the west of the subject site.

2.2 The Proposal

(Refer to attached plans at Appendix B)

The proposal seeks permission for the construction of 38 double storey dwellings and variation to drainage, sewerage and carriageway easement.

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)

Details on the proposal are as follows:

- All existing single storey dwellings will be removed (planning permit not required for demolition).
- The construction of 38 double storey dwellings comprising: 4 x 2-bedroom dwellings, 29 x 3-bedroom dwellings and 5 x 4-bedroom dwellings.
- Dwellings 2, 3 and 11 are provided with a single garage with a tandem car parking space and the rest of the dwellings are provided with a double garage.
- The provision of 8 visitor car parking spaces.
- Vehicle access to the site is maintained via the Bunnett Road frontages, with no through vehicular access provided.
- Pedestrian access through the site will be maintained; however, it is proposed to vary the drainage, sewerage and carriageway easement.
- The proposed materials include: brick, render, cladding and roof tiles.
- The development will not exceed 9m in height.

3. CONSULTATION

3.1 Advertising

The application was advertised by way of three (3) signs on the site and notices sent to adjoining property owners and occupiers. 69 objections were received and are summarised below.

Over-development and insufficient infrastructure

- *The proposal is not considered to be an overdevelopment of the site with the dwellings generally complying with ResCode Standards (Clause 55), in particular site coverage, landscaping, overlooking and overshadowing. Private open space areas and car parking have been provided at ratios consistent with the Knox Planning Scheme. Further, the proposal is considered to achieve the neighbourhood character design objectives of the Knox Neighbourhood Area in terms of providing adequate areas within the development for the establishment of additional landscaping, and upper level walls are broken up from lower walls with a mix of building materials and colours, reducing building bulk.*

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)

- *Conditions on any permit issued would ensure the site is adequately drained so as not to put any additional pressure on the existing drainage system.*

Neighbourhood Character

- *An assessment of the proposed development against Clause 22.07 Neighbourhood Character Policy is provided at Section 4.2.2 of this report.*

Car parking / impact on traffic

- *Car parking has been provided at ratios consistent with Clause 52.06 (Car Parking) of the Knox Planning Scheme. Car parking provision is considered to be adequately catered for in the proposed design as noted in Section 4.3 of this report. Further, the proposed development is not expected to cause an unreasonable increase in traffic flows within the local street network.*

Child safety / general public safety

- *The car parking and access way areas have been designed in accordance with Clause 52.06 (Car Parking) of the Knox Planning Scheme (as discussed below under Section 4.3 of this report). The development provides appropriate sightlines, particularly surrounding the pedestrian footpath.*

Waste management (including hard waste)

- *The application was referred to Council's Waste Management Department who did not object to the proposed development. A condition of approval will require the submission of a Waste Management Plan to the satisfaction of the Responsible Authority.*

Spread of disease

- *This is not a valid planning concern.*

Possibility of poorly controlled animals

- *This is not a valid planning concern.*

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)

Amenity impacts (including noise)

- *The site is located within an established residential area where associated noise is a common feature of urban areas. The development will not result in an unreasonable increase in residential noise. Standard construction amenity conditions will be placed on any permit issued.*

Damaged roads due to heavy vehicles travelling to and from the site

- *This is not a valid planning concern.*

The dwellings will be rented out

- *This is not a valid planning concern.*

Impact on property values

- *This is not a valid planning concern.*

Pedestrian access through the site to be maintained

- *It is proposed to maintain the pedestrian access through the site. However, it is noted that the existing carriageway easement is proposed to have a reduced width.*

Non-compliances with ResCode (i.e. infrastructure, site coverage/permeability, overshadowing, overlooking, private open space, solar access)

- *An assessment of the proposed development against Clause 55 (ResCode) is provided at Section 4.3 of this report.*

Displacement of existing tenants

- *This is not a valid planning concern. A condition of approval will require the submission of a Construction Management Plan to the satisfaction of the Responsible Authority to minimise disruption during construction.*

Access for emergency services / Fire hazards

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

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)

- *Further, the design of the access ways complies with the Design Standards of Clause 52.06 (Car Parking) of the Knox Planning Scheme. A response to Clause 52.06 is provided at Section 4.3 of this report.*

Vegetation removal and lack of landscaping / Loss of bird life due to vegetation removal

- *As noted above, the site was recently cleared of vegetation and a permit was not required.*
- *Council's Landscape Officer has advised that there is sufficient space across the site to accommodate a minimum of 21 large upper canopy trees, 43 medium/large canopy trees and 68 small canopy trees. A landscape plan to the satisfaction of the Responsible Authority will be a condition of any permit to issue.*

Impact on existing services (i.e. sewerage, electricity, communications)

- *The impact of the development on the existing sewerage system is not a planning consideration. Prior to the commencement of the development, the developer must enter into a development agreement with South East Water. The development agreement will outline whether the sewerage system needs to be upgraded or whether the existing system is adequate.*
- *The impact on electricity and communication services is not a planning consideration. Should an application for subdivision be applied for in the future, the developer must enter into an agreement with the existing service providers.*

Stormwater runoff

- *Drainage plans to the satisfaction of the Responsible Authority will form part of any permit to issue. Further, a standard condition of permit will ensure that stormwater runoff from all buildings and hardstand surfaces shall be properly collected and discharged in a complete and effective system of drains within the property and shall not cause or create a nuisance to abutting properties.*

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)

Internal car parking arrangement (i.e. 4m radius provided to each dwelling)

- *Most dwellings have been provided with a 4m turning radius, however application of turning templates indicate that there will be some difficulty for some vehicles to exit the site in a forward direction. This will be discussed further at Section 4.3 of this report.*

3.2 Planning Consultative Committee Meeting

A Planning Consultative Committee (PCC) Meeting was held at the Civic Centre on 21 February 2017. The meeting was attended by 33 objectors and the objections listed above were discussed. The following issues were also discussed in detail:

- Security lighting, especially along the pedestrian footpath
- Overdevelopment of the site
- Solar access of the dwellings
- Cars parked on the existing roads will obstruct emergency vehicles
- Traffic and car parking
- Passive surveillance within the development
- Tree removal
- Overshadowing
- Traffic and car parking
- Insufficient infrastructure
- Amenity impacts (including noise)
- Waste
- Obstruction of carriageway easement during construction

There was no agreed outcome at the conclusion of the Planning Consultative Committee (PCC).

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)

3.3 Referrals

The application has been referred to Melbourne Water, South East Water and internal departments for comment. The following is a summary of relevant advice:

Melbourne Water

- *Melbourne Water did not object to the proposal, subject to conditions which will be included in any permit issued.*

South East Water

- *South East Water did not object to the proposal, subject to conditions which will be included in any permit issued.*

Traffic Engineer

- *Standard conditions to be included on any permit issued.*
- *The easement must be at least 2.5m wide to allow for a 500mm buffer on either side of the pedestrian footpath.*

Stormwater

- *Inadequate overland flow path through the property is shown. The applicant must demonstrate how overland flow for the 100 year ARI will be appropriately managed to Council's satisfaction.*
- *Standard conditions to be included on any permit issued.*

Landscape Officer

- *There is sufficient space across the site to accommodate a minimum of 21 large upper canopy trees, 43 medium/large canopy trees and 68 small canopy trees from Appendix 4 or 5 of the Knox City Council 'Landscape Guidelines for Town Planning Permits'.*
- *Standard conditions to be included on any permit issued.*

Arborist

- *A Eucalyptus nicholii and Photina fraseri are located on the adjoining property to the north (no. 60 Bunnett Road) which will be impacted by Dwelling 4. Dwelling 4 encroaches 29.3% and 33.2% (respectively) into the tree protection zones of the trees which does not comply with the Australian Standards.*

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)

- *Given the limited space surrounding the dwelling, it is unlikely that the dwelling can be redesigned to minimise its impact on the trees. Therefore, the only suitable option is for Dwelling 4 to be deleted from the plans. This will be included as a condition of any permit to issue.*

ESD Officer

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

Waste Management

Council's Waste Management Department have reviewed the Waste Management Plan (WMP) that was submitted with the application and have advised the following:

- *Council's bin-based and non bin-based waste services may be able to be provided to this site with internal collections, provided centralised bin, green waste and hard waste placement areas are created/available along the internal driveways, there are on-site turning areas for 9.6m long waste collection vehicles and a renewed indemnity is signed to permit Council access to the site.*
- *Hard waste collections, whether private or Council will need to be provided within the site and at no time shall this material be placed on the nature strip of Bunnett Road, in accordance with Council's Waste Management in MUDs Policy and Procedure*
- *Standard conditions to be included on any permit issued.*

Assets

- *No objection to the proposal.*

Property Management

- *No objection to the proposal.*

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.

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)

4.1 Zoning and Overlays

4.1.1 Zone

The site is located within the General Residential Zone – Schedule 2. A permit is required for the construction two or more dwellings on a lot.

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

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

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

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

- *Complies. All dwellings are provided with 80m² of private open space, including 60m² of secluded private open space with a minimum dimension of 5m.*

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

- *No front fence is proposed.*

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

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)

- *Complies. The development will not exceed 9m in height.*

4.1.2 Overlays

The land is not affected by any overlays.

4.2 Policy Consideration

4.2.1 State Planning Policy Framework

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

Key Policies:

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

- *The design of the development will make a positive contribution to the surrounding area, with built form considered to be appropriate in form and scale. The development incorporates important neighbourhood character features such as pitched roofs, brick finishes, eaves and car parking located behind or alongside the proposed dwellings. Upper levels along the periphery of the site are smaller than the ground floor levels, reducing building bulk and mass to the adjoining residential properties.*

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

- *The proposal contributes to the consolidation of urban development through the provision of increased density within an existing residential area with good access to urban services and transport.*
- *The Sustainable Design Assessment submitted with the application is satisfactory.*

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)

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

- Neighbourhood character - *This is discussed in a later section of the report (Section 4.2.2).*
- Housing choice – *The development provides 4 x 2-bedroom dwellings, 29 x 3-bedroom dwellings and 5 x 4-bedroom dwellings, providing a range of housing choices.*
- Existing infrastructure – *The site is located within a fully serviced area.*
- Energy efficiency – *This has been discussed above under Clause 15.02.*
- Location – *While the site is not located within an Activity Centre, it has access to a number of urban services within an established area. The subject site is capable of accommodating the proposed dwellings whilst making a positive contribution to the character of the area. Refer to the assessment against Council's Neighbourhood Character Policy at Section 4.2.2 below.*

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

- *The site is located within a 368m walk of bus stops on the 753 and 755 bus routes along Scoresby Road.*
 - *The 753 bus route has a direct service between Glen Waverley and Bayswater. This service operates between 6:23am and 9:18pm Monday to Friday; between 7:51am and 9:30pm on Saturdays; and between 8:51am to 9:30pm Sundays, at various intervals.*
 - *The 755 bus route has a direct service between Bayswater and Knox Shopping Centre. This service operates between 6:03am and 8:54pm Monday to Friday; between 7:47am to 8:52pm Saturdays; and 8:55am to 8:54pm Sundays, at various intervals.*

6.3 62 Bunnett Rd, Ferntree Gully (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 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, where existing infrastructure is readily available.*
- *The Sustainable Design Assessment submitted with the application is satisfactory.*

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

- *While the land is not in an Activity Centre, the proposal respects the preferred neighbourhood character and is consistent with the requirements of the MSS.*
- *An assessment against Council's Development in Residential Areas and Neighbourhood Character Policy (Clause 22.07) is below. The development complies with the open space requirements and provides opportunities for landscaping consistent with the requirements of the General Residential Zone – Schedule 2.*

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)

Clause 21.05 – Housing – The Housing theme implements the Knox Housing Strategy 2015. In managing the City of Knox's current and future housing needs, Council supports a scaled approach to residential development. This scaled approach recognises that some parts of the City will need to accommodate change, due to population growth and the community's changing household needs. Development in residential areas will need to respond positively to the desired future character of the local area and take account of the particular built form and natural environmental elements that make up the neighbourhood character of Knox. The strong landscape character is the unifying element of the neighbourhood character of Knox.

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

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

- *The site is not located in an Activity Centre. However, the site is a large allotment that can accommodate a larger number of dwellings while achieving the open space and landscaping outcomes sought for the Knox Neighbourhood Character Area.*

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

- *The development will provide residents with alternative forms of housing styles and sizes, and includes a mix of 2, 3 and 4 bedroom dwellings.*

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)

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

- *Each dwelling is provided with areas of private open space that will allow for canopy tree planting.*

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

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

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

- *As noted above, the development will provide residents with alternative forms of housing styles and sizes. The development provides 4 x 2-bedroom dwellings, 29 x 3-bedroom dwellings and 5 x 4-bedroom dwellings, providing a range of housing choices.*

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

The desired future character of this area is to:

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

The key (relevant) design objectives are:

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

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)

- *The proposal includes appropriate setbacks and large private open space areas to provide for canopy tree planting.*

Retain existing canopy trees and understorey planting, wherever possible.

- *The proposed development ensures ample opportunities for meaningful landscaping throughout the site and will include the provision of canopy trees that will contribute to the long term amenity of the area.*
- *As noted above, a condition of any permit to issue will require the deletion of Dwelling 4 to ensure the canopy trees on the adjoining property to the north are not detrimentally impacted by the proposal.*

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

- *The development provides for the planting of indigenous canopy trees in accordance with the schedule to the zone.*

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

- *It is considered that the intent of this design objective is applicable to developments of three or more dwellings that are constructed in a tandem layout. The subject site is a large lot that can accommodate a larger number of dwellings. Subject to modifications, the design of the proposal respects the sensitive interfaces.*

Provide single crossovers for driveways.

- *The development is accessed via existing crossovers.*

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

- *The configuration of the lot means dwellings do not front the external road network and therefore garages do not present to the external road network.*
- *Garages are recessed behind the entry courtyard areas to minimise dominance within the development.*

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)

Minimise the amount of paving in front yards and driveways.

- *Dwellings are provided with landscaping at the front to soften the built form and driveway areas. The extent of driveways has been minimised where possible.*

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

- *The dwellings incorporate a pitched roof.*

Significantly setback first floor levels from the ground floor level.

- *It is acknowledged that a number of the dwellings (located centrally within the development) do not have upper levels that are significantly setback from the ground floor level. However, the development has been designed to respond to adjoining properties with upper levels reasonably setback from the side and rear boundaries to offset amenity impacts to neighbouring properties.*

Provide no, low or transparent front fencing

- *No front fencing is proposed.*

Applications must also consider:

Accessible Design

- *The proposal caters for the needs of people with limited mobility as a clear and accessible path from the street to each front door has been provided. Further, there are dwellings with bedrooms, kitchen, dining/living and bathrooms at ground level.*
- *A satisfactory accessibility report was submitted with the application.*

Sustainable Design

- *The development incorporates passive solar design with north facing living areas and private open space areas.*
- *The Sustainable Design Assessment submitted with the application is satisfactory.*

Architectural Design

- *The design and scale of the proposed development is generally consistent with the housing types encouraged in the Knox Neighbourhood Area.*

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)

- *The development provides an appropriate degree of visual interest and articulation to present an appropriate scale to adjoining sites.*
- *Large blank walls and facades have been avoided through the incorporation of varied building materials and finishes.*

Housing for Aged Persons

- *The development has not been specifically designed as a form of housing for aged persons.*

4.3 Particular Provisions

Clause 52.06 – Car Parking

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

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

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

- *The proposal satisfies the car parking provision as each dwelling is provided with two (2) car parking spaces and 8 visitor car parking spaces are provided on-site.*

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

Design Standard 1: Access ways – *Generally complies. Application of turning templates to the reversing areas for the garages to Dwelling's 10, 18 and 23 cannot ensure that vehicles can conveniently turnaround from the car spaces and exit the site in a forward direction. A condition of any permit to issue will require the provision of a reversing area for the abovementioned garages.*

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)

A standard condition of approval will require all footpaths to be constructed to satisfy the Disability Discrimination Act (DDA). This includes minimum footpath widths of 1.5m, a continuous path of travel, kerb ramps and Tactile Ground Surface Indicators, where appropriate.

Design Standard 2: Car Parking Spaces – Can comply. A condition of any permit to issue will require the tandem car parking spaces to Dwellings 2, 3 and 11 to be shown on the plans.

Design Standard 3: Gradients – Complies.

Design Standard 4: Mechanical Parking – Not applicable.

Design Standard 5: Urban Design – Complies.

Design Standard 6: Safety – Generally complies. For pedestrian safety, a condition of any permit to issue will require low height or bollard type lighting to be installed along access ways and footpaths in accordance with the Australian Standards (AS1158).

Design Standard 7: Landscaping – Complies.

Clause 52.02 Easements, Restrictions and Reserves - To enable the removal and variation of an easement or restrictions to enable a use or development that complies with the planning scheme after the interests of affected people are considered.

A permit is required to create, vary or remove an easement or restriction.

- The application was referred to Melbourne Water and South East Water under Section 55 of the Act. Melbourne Water and South East Water did not object to the proposal, subject to conditions which will be included in any permit issued.*
- The application was also referred to Council's Drainage, Traffic and Property Management departments who did not object to the proposal.*
- As noted above, it is proposed to vary the drainage, sewerage and carriageway easement. A condition of any permit to issue will require the easement to be reduced to have a minimum width of 2.5m to encompass the footpaths linking each connection to Bunnett Road.*

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)

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

Neighbourhood Character and Infrastructure

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

Residential Policy – *Complies, refer to Section 4.2 above.*

Infrastructure – *Complies.*

Integration with the Street – *Complies.*

Site Layout and Building Massing

Street Setback – *Complies, the site does not have direct road frontage.*

Building Height – *Complies. The development will not exceed 9m in height, however it is noted that the overall building heights have not been shown for every dwelling on the elevation plans. This will be rectified via conditions on any permit to issue.*

Site Cover/Permeability – *Complies.*

Energy Efficiency – *Complies.*

Open Space – *Not applicable.*

Safety – *Complies. Entrances to the dwellings are not obscured or isolated from the common access way. Further, ground floor windows will provide passive surveillance along the north boundary.*

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

Access – *Complies. The access ways and crossovers have been designed to ensure safe vehicle movements throughout the site. The access ways are appropriately dimensioned to allow sufficient vehicle manoeuvring.*

Parking Location – *Complies.*

Amenity Impacts

Side and rear setbacks – *Complies. The proposed development is setback from all side boundaries, with first floor elements recessed from the boundaries to ensure that the proposed development does not adversely impact adjoining properties.*

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)

Walls on boundaries – *Complies.*

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

North-facing windows – *Complies.*

Overshadowing open space – *Complies. The majority of shadow cast by the proposal will fall within the subject site however; the proposal will marginally overshadow adjoining properties to the south and west. These properties will still receive a minimum of five hours of sunlight between 9am and 3pm on 22 September, in accordance with Clause 55.04-5 (Overshadowing) of the Knox Planning Scheme and therefore complies with the overshadowing standard.*

Overlooking – *Generally complies, as discussed below:*

Ground floor level

- *An existing 2m high paling fence exists along the north, east and west boundaries which will prevent ground floor overlooking.*
- *It is noted that an existing 1.7m high paling fence exists along the southern boundary which will not prevent ground floor overlooking. A condition of any permit to issue will require the existing 1.7m high fence to be replaced with a new 2m high fence. This will ensure the development complies with Standard B22 (Overlooking) of ResCode.*

First floor level

- *There are opportunities for overlooking from the upper floor windows of a number of the dwellings. A condition of any permit to issue will require all habitable room windows within 9m of adjoining secluded private open space areas (measured at ground level) and/or adjoining habitable room windows are to be screened in accordance with Standard B22 (Overlooking) of ResCode.*

A condition of any permit to issue will require a notation on the plans stating that windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7m above finished floor level. The window may be clear and openable above 1.7m. Adhesive film must not be used.

Internal views – *Complies.*

Noise Impacts – *Complies. No mechanical plants and the like are proposed to be located near bedrooms of immediately adjacent existing dwellings.*

On-Site Amenity and Facilities

Accessibility – *Complies.*

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)

Daylight to new windows – *Complies.*

Private Open Space – *Complies, as discussed above in Section 4.1.1 of this report.*

Solar access – *Complies. Private open space areas are appropriately orientated to provide for sufficient solar access for each dwelling.*

Storage – *Complies. A combination of external storage sheds and internal storage within the garages has been provided.*

Detailed Design

Design Detail – *Complies.*

Common Property – *Complies.*

Site Services – *Complies.*

Front fence – *Complies, no front fence is proposed.*

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:

- *Subject to conditions, the development is consistent with State Policy, Clause 21.07 (Municipal Strategic Statement), and Clause 22.07 (Development in Residential Areas and Neighbourhood Character Policy) of the Knox Planning Scheme.*
- *The proposal complies with the General Residential Zone - Schedule 2.*

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)

- *The development is generally compliant with ResCode subject to conditions of any permit issued.*
- *Subject to conditions the development can provide an appropriate balance between the need for additional housing within an established residential area while ensuring the amenity of occupants and adjoining residents is not compromised.*

6. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

RECOMMENDATION

That were Council in a position to make a decision in the prescribed timeframes of the Planning and Environment Act 1987, it would have issued a Notice of Decision to Grant a Planning Permit for the development of the land for 37 double storey dwellings and variation to drainage, sewerage and carriageway easement at 62 Bunnett Road, Ferntree Gully, 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 prepared by Terry Harper Architects but modified to show:**
 - 1.1 Deletion of Dwelling 4. The ground floor footprints of Dwellings 1, 2 and 3 can be modified provided the dwellings do not encroach more than 10% into the tree protection zones of the Eucalyptus nicholii and Photinia fraseri located on the adjoining property to the north (TPZ = 7m and 4.2m respectively).**
 - 1.2 The easement reduced to have a minimum width of 2.5m to encompass the footpaths linking each connection to Bunnett Road.**
 - 1.3 The overall building height shown for each dwelling on the elevation plans.**

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)**Recommendation (cont'd)**

- 1.4 Annotation stating, 'all structures (including fences, letterboxes and meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.' Letterboxes must front the street.
- 1.5 The provision of a reversing area for the garages to Dwelling's 10, 18 and 23 to ensure vehicles can conveniently turnaround and exit the site in a forward direction.
- 1.6 All footpaths to be constructed to satisfy the Disability Discrimination Act (DDA). This includes minimum footpath widths of 1.5m, a continuous path of travel, kerb ramps and Tactile Ground Surface Indicators, where appropriate.
- 1.7 The tandem car parking spaces to Dwellings 2, 3 and 11 to be shown on the plans.
- 1.8 Low height or bollard type lighting to be installed along access ways and footpaths in accordance with the Australian Standards (AS1158).
- 1.9 The provision of a new 2m high fence along the southern boundary (to replace the existing 1.7m high fence).
- 1.10 All habitable room windows within 9m of adjoining secluded private open space areas (measured at ground level) and/or adjoining habitable room windows are to be screened in accordance with Standard B22 (Overlooking) of ResCode.
- 1.11 A notation on plan stating that the windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7m above finished floor level. The window may be clear and openable above 1.7m. Adhesive film must not be used.
- 1.12 Any changes required to comply with Condition 2.5.
- 1.13 Drainage Plans in accordance with Condition 2.
- 1.14 Landscape Plans in accordance with Condition 4.

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)**Recommendation (cont'd)**

1.15 Tree protection measures shown on the plans in accordance with Conditions 7-14.

1.16 A Waste Management Plan in accordance with Condition 24.

1.17 Construction Management Plan in accordance with Condition 36.

To the satisfaction of the Responsible Authority.

Drainage plans

2. Prior to commencement of any buildings or works, three copies of drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage is to be in accordance with these plans. The plans must show the following:

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

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

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

2.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.

2.5 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.

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

To the satisfaction of the Responsible Authority.

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

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)**Recommendation (cont'd)****Landscape plans**

4. Prior to the commencement of any buildings or works, a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:

- 4.1 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.**
- 4.2 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Appendix 2 of Council's Landscape Guidelines for Planning Permits).**
- 4.3 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary.**
- 4.4 Details of the surface finishes of pathways and driveways.**
- 4.5 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.**
- 4.6 A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.**
- 4.7 Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).**
- 4.8 The plans must also show the provision of at least 21 large upper canopy trees, 43 medium/large canopy trees and 68 small canopy trees 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.

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)**Recommendation (cont'd)**

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

Tree Protection

7. All works, including excavation, within the critical root zone areas of the tree/s to be retained and other critical root zones on the land must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.
8. Prior to any works commencing on the site, all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees canopy drip-line unless an alternative tree protection zone has been approved by the responsible authority.
9. The fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.4 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.
10. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.
11. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)**Recommendation (cont'd)**

12. Prior to erecting the fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.
13. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:
 - 13.1 Construction activities.
 - 13.2 Dumping and/or storage of materials, goods and/or soil.
 - 13.3 Trenching or excavation.
 - 13.4 Lopping branches, nailing or affixing signs, service lines, lights etc to the trees.
14. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.

Sustainable Design Assessment

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

Variation of Easement

16. A plan of Variation of Easement must be prepared and submitted to the Relevant Authority for approval.
17. The plan of Variation of Easement must be submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of the Act.
18. Prior to the occupation of the development, the variation of easement must be completed.

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)**Recommendation (cont'd)****Melbourne Water**

19. **Pollution and sediment laden runoff shall not be discharged directly or indirectly into Melbourne Water's drains or waterways.**
20. **Prior to Certification, the Plan of Subdivision must be referred to Melbourne Water, in accordance with Section 8 of the Subdivision Act 1988.**

South East Water

21. **The owner of the subject land must enter into an agreement with South East Water for the provision of potable water supply and fulfil all requirements to its satisfaction.**
22. **The owner of the subject land must enter into an agreement with South East Water for the provision of sewerage and fulfil all requirements to its satisfaction.**
23. **Prior to certification, the Plan of Subdivision must be referred to South East Water, in accordance with Section 8 of the Subdivision Act 1988.**

Waste Management Plan

24. **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, in accordance with Council's Waste Management in MUDs Policy and Procedure. Garbage and recyclables storage and collection must be undertaken in accordance with the approved plan/documentation to the satisfaction of the Responsible Authority.**

General

25. **All development must be in accordance with the endorsed plans.**
26. **The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)**Recommendation (cont'd)**

27. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
28. 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.
29. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.

Car parking and Driveways

30. Before the dwellings are occupied, driveways and car parking areas must be:
 - 30.1 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
 - 30.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and
 - 30.3 Treated with an all-weather seal or some other durable surface; and
 - 30.4 Line-marked or provided with some other adequate means of showing the car parking spaces.

To the satisfaction of the Responsible Authority.

31. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.
32. Car parking areas must not be used for storage.
33. 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 62 Bunnett Rd, Ferntree Gully (cont'd)**Recommendation (cont'd)****Fencing**

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

Construction Management Plan

- 36. Prior to the commencement of construction or any works on the site (including demolition and material removal) the applicant must submit for approval to the responsible authority a Construction Management Plan to the Responsible authority. The plan must be to the satisfaction of the responsible authority and must address, but not be limited to the following:**
 - 36.1 containment of dust, dirt and mud within the site and method and frequency of clean-up procedures in the event of build-up of matter outside of the site;**
 - 36.2 onsite facilities for washing construction vehicles;**
 - 36.3 parking arrangements for construction workers;**
 - 36.4 delivery and unloading points and expected frequency;**
 - 36.5 a liaison officer for contact by residents and the responsible authority in the event of relevant queries or problems experienced;**
 - 36.6 an outline of requests to occupy public footpaths or roads, or anticipated disruption to local services;**
 - 36.7 a plan outlining the stages the development will be constructed/completed with demonstration how the pedestrian access between Bunnett Roads will be available to the public during construction at all times.**

To the satisfaction of the Responsible Authority.

- 37. Construction activity at the site is to accord with this approved Construction Management Plan.**

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)**Recommendation (cont'd)****Construction Amenity**

38. 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:

- 38.1 the appearance of building, works or materials on the land**
- 38.2 parking of motor vehicles**
- 38.3 transporting of materials or goods to or from the site**
- 38.4 hours of operation**
- 38.5 stockpiling of top soil or fill materials**
- 38.6 air borne dust emanating from the site**
- 38.7 noise**
- 38.8 rubbish and litter**
- 38.9 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.

Permit Expiry

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

- 39.1 The development is not started within two years of the date of this permit.**
- 39.2 The development is not completed within four years of the date of this permit.**
- 39.3 The Variation of Easement is not started within two years of the date of this permit as evidenced by a Plan of Variation of Easement being certified by the Council within that time limit;**

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)**Recommendation (cont'd)**

39.4 The Certified Plan of Variation of Easement is not registered within five years from the date of the certification of the plan.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within six 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 Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.**
- **The total Permissible Site Discharge for the property including all dwellings is 47.1L/s to the existing Council drainage system for a 100 year ARI event.**
- **Applicant is to direct all stormwater to the north-eastern corner of the property as this represents the Legal Point of Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system. The internal drains for the dwellings are to be independent of each other.**
- **The applicant is required to construct approximately 70m of outfall drain from the north eastern corner of the property to the adjacent 525mm diameter Council Stormwater pipe. The outfall drain is to be constructed to Council standards and satisfaction. The applicant is to submit detailed design plans of the outfall drain to Council for approval.**
- **The development is to provide adequate clearance for the overland flow path through the property to Council's satisfaction. Details of regarding overland flow must be included in the engineering stormwater design plans.**

6.3 62 Bunnett Rd, Ferntree Gully (cont'd)**Recommendation (cont'd)**

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

Other Notes:

- A building permit must be obtained before development is commenced.
- Road opening permit must be obtained before development is commenced.
- Buildings are not allowed to be built over Council easements without Council consent.
- In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.
- The dwellings must achieve a minimum 6-Star Energy Rating.
- 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 litter and rubbish associated with the construction must be contained on site at all times.

Report Prepared By: Senior Planner (Nancy Neil)

***Report Authorised By: Director – City Development
(Angelo Kourambas)***



Knox City Council
REPORT APPENDIX: A

Property - Address

62 Burnett Road,
FERNTREE GULLY

Application Number

P/2016/6708

Description

The construction of 38 double storey dwellings on the land and variation to drainage, sewerage and carriage way easement

Wardname

Scott

LEGEND:

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



Scale: 1:3000



DISCLAIMER:

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

1. Whilst every endeavor has been made to ensure that the mapping information is current and accurate, no responsibility or liability is taken by Knox City Council or any of the above organizations in respect to inaccuracy, errors, omissions or for actions based on this information.

2. Planning information should be used only as a means of preliminary investigation. For accurate overlay information please obtain a Planning Certificate from the Department of Infrastructure.

3. This print contains information from Vicmap Property (Copyright State of Victoria). The State of Victoria does not warrant the accuracy or completeness of information in this product. Any person using or relying on this information does so on the basis that the State of Victoria shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

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



Knox City Council REPORT APPENDIX: A

Property -
Address

62 Bunnett Road,
FERTREE GULLY

Application
Number

P/2016/6708

Description
The construction of
38 double storey
dwellings on the
land and variation
to drainage,
sewerage and
carriageway
easement

Wardname

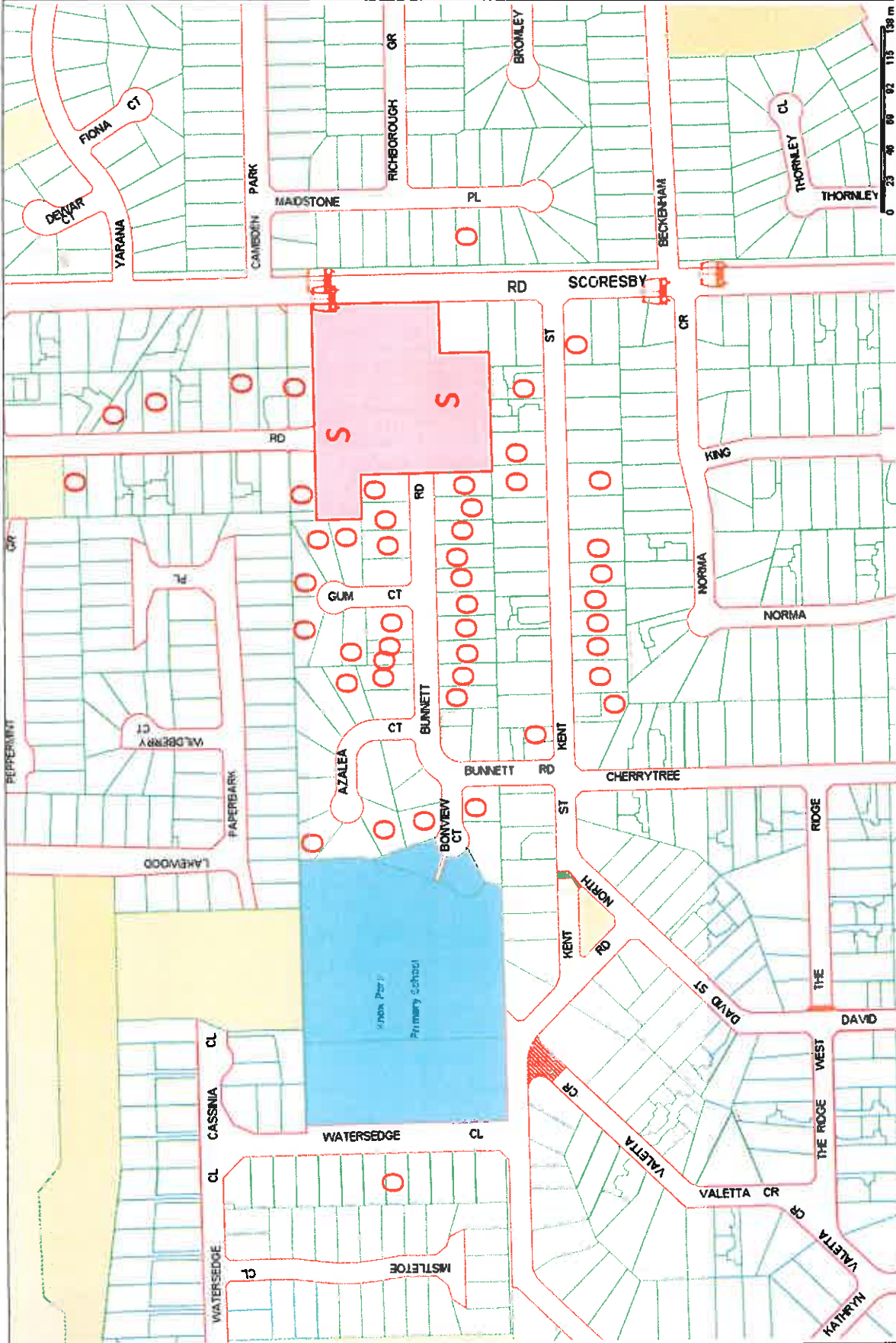
Scott

LEGEND:

- Title Boundary
- Road Boundary
- City Boundary
- Bus Route
- Reserves
- Commercial Area
- Tertiary Schools
- Primary Schools
- Secondary Schools
- P-12 School
- P.A. Sites
- Diploder
- Unk Development
- Subject Property
- Pollion

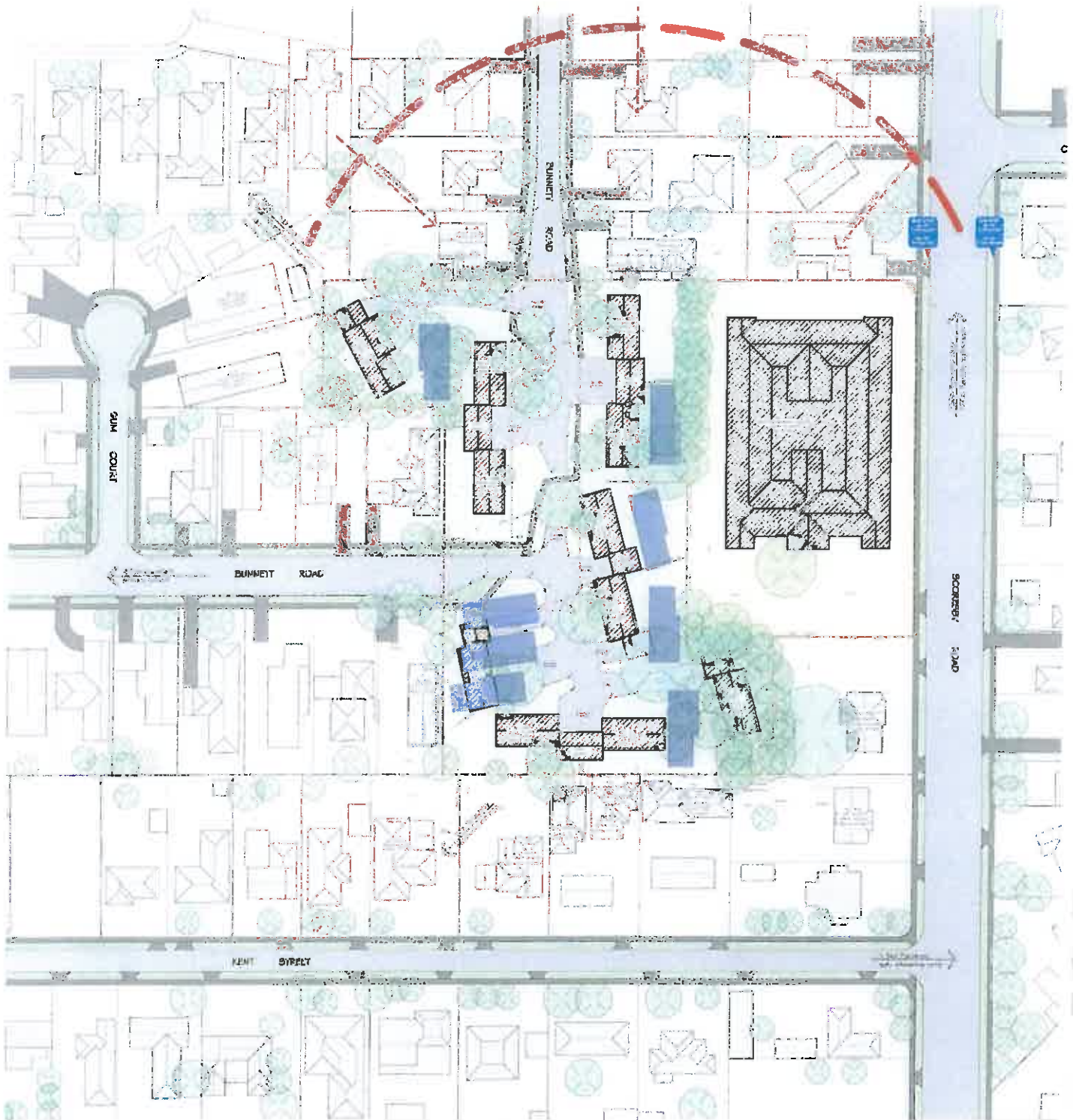


Scale: 1:3000



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 Planning Scheme Information - DP/CD, Knox City Council
 Aerial Photography - AAM (flown January 2013 - unless otherwise stated)
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NEIGHBOURHOOD & SITE DESCRIPTION

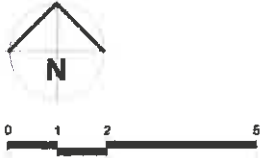
1. The site is proposed to be located at 62 Bunnett Road.
2. The site is situated on the east side of Bunnett Road, approximately 100m north of the intersection with Kent Bypass. The site is bounded to the north by the existing 62 Bunnett Road.
3. The site is situated on a block of land that is approximately 100m wide and 150m deep. The site is bounded to the east by the existing 62 Bunnett Road, to the south by the existing 62 Bunnett Road, and to the west by the existing 62 Bunnett Road.
4. The site is situated on a block of land that is approximately 100m wide and 150m deep. The site is bounded to the north by the existing 62 Bunnett Road, to the south by the existing 62 Bunnett Road, and to the west by the existing 62 Bunnett Road.

5. The site is situated on a block of land that is approximately 100m wide and 150m deep. The site is bounded to the north by the existing 62 Bunnett Road, to the south by the existing 62 Bunnett Road, and to the west by the existing 62 Bunnett Road.
6. The site is situated on a block of land that is approximately 100m wide and 150m deep. The site is bounded to the north by the existing 62 Bunnett Road, to the south by the existing 62 Bunnett Road, and to the west by the existing 62 Bunnett Road.
7. The site is situated on a block of land that is approximately 100m wide and 150m deep. The site is bounded to the north by the existing 62 Bunnett Road, to the south by the existing 62 Bunnett Road, and to the west by the existing 62 Bunnett Road.

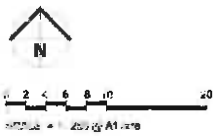
8. The site is situated on a block of land that is approximately 100m wide and 150m deep. The site is bounded to the north by the existing 62 Bunnett Road, to the south by the existing 62 Bunnett Road, and to the west by the existing 62 Bunnett Road.
9. The site is situated on a block of land that is approximately 100m wide and 150m deep. The site is bounded to the north by the existing 62 Bunnett Road, to the south by the existing 62 Bunnett Road, and to the west by the existing 62 Bunnett Road.
10. The site is situated on a block of land that is approximately 100m wide and 150m deep. The site is bounded to the north by the existing 62 Bunnett Road, to the south by the existing 62 Bunnett Road, and to the west by the existing 62 Bunnett Road.

LEGEND

- Proposed Building
- Proposed Landscaping
- Proposed Driveway
- Proposed Footpath
- Proposed Boundary
- Proposed Setback
- Proposed Fencing
- Proposed Retaining Wall
- Proposed Site Access
- Proposed Site Elevation
- Proposed Site Features



Site & Neighbourhood Description
 Proposed Town Houses
 62 Bunnett Road, Knoxfield
 10/15/2015
 TP 01
 10/15/2015



Site plan - Ground Floor Level

Proposed Residential Development
 62 Bunnett Road, Centre, Gully

Project: 18-10 Client: Gully TP 03 Date: 11.11.2016
 Scale: 1:500

HARRY HARPER ARCHITECTS Suite 215, Village of Base College, 4 Westgate Drive Phone: 09 449 1500 Fax: 0449 9617 Website: hharperarch.com



Site plan - First Floor Level

Proposed Residential Development
 62 Bunnett Road, Fernvale Gully

PROJECT 16/13 DOCUMENT NO. TP 04 REVISIONS A DATE 15/11/2017

TERRY HARPER ARCHITECTS 64/127 16/24/2017 15/11/2017 15/11/2017



No 70
TILE ROOF
BRICK HOUSE
SINGLE STOREY

No 68
SINGLE STOREY
BRICK HOUSE
TILE ROOF

Site Area A - Ground Floor Level
Proposed Residential Development

62 Bunnett Road, Fenwick Gully
 SHEET 18 13 OF 18
 DATE 18/10/2018
 PROJECT TP 05
 CLIENT A
 DRAWN BY
 CHECKED BY
 PROJECT MANAGER

ERRATA
 1. 18/10/2018
 2. 18/10/2018
 3. 18/10/2018
 4. 18/10/2018
 5. 18/10/2018
 6. 18/10/2018
 7. 18/10/2018
 8. 18/10/2018
 9. 18/10/2018
 10. 18/10/2018

LARRY HARPER ARCHITECTS
 Suite 3 10 Macquarie Street Sydney NSW 2000
 Phone: 02 9550 5000 Fax: 02 9550 5001
 Email: info@larryharper.com.au Website: www.larryharper.com.au

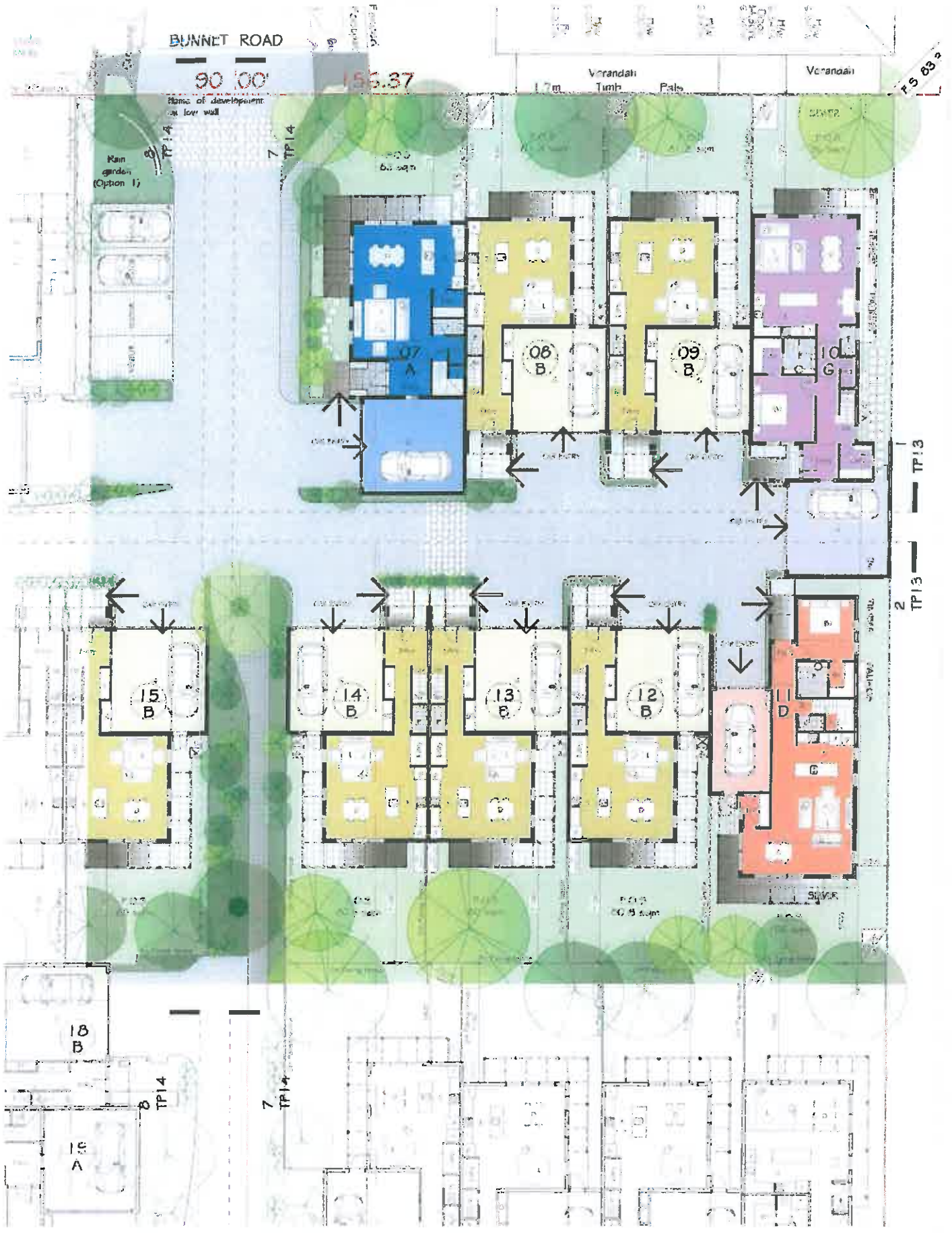
62 BUNNETT ROAD KNOXFIELD APPENDIX B



Site Area A - First Floor Level

Proposed Residential Development
 62 Bunnett Road, Fenitree Gully
 250941 18-12 DPA-PA No. TP 06 12/02/2016 A D:\00 11/2016

TERRY HARPER ARCHITECTS
 100/110 PHEASANT DRIVE, KNOXFIELD VIC 3114
 (03) 450 1000 F 60 300 0000 www.terryharper.com.au



Site Area B - Ground Floor Level

Proposed Residential Development
 62 Bunnett Road, Ferntree Gully

PROJECT: 16-13 DRAWING: TP-07 DATE: 28/10/2016
 TERRY HARPER ARCHITECTS

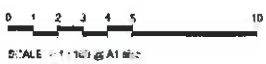


Site Area B - First Floor Level

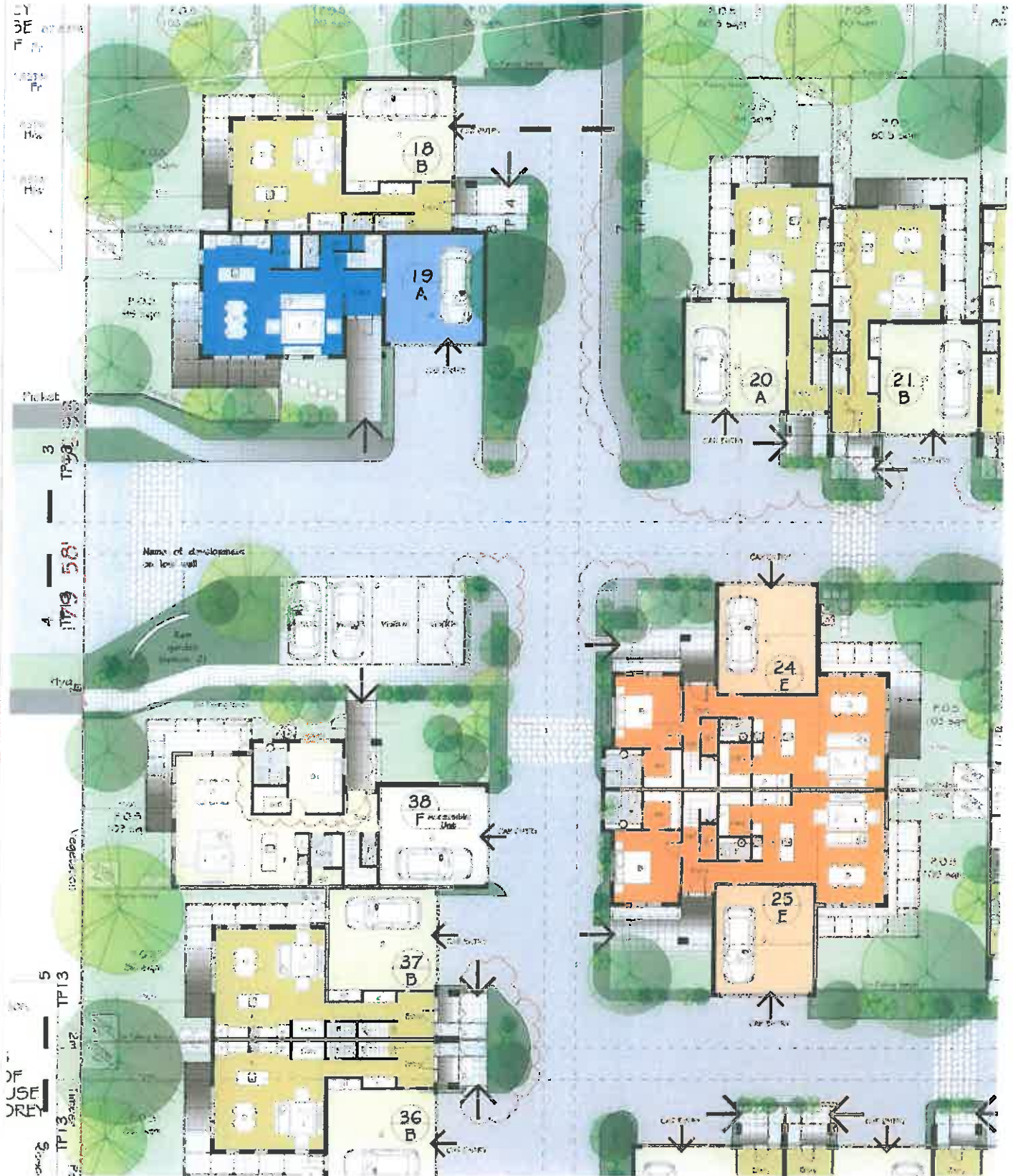
Proposed Residential Development
 62 Bunnett Road, Fernvale Gully

PROJECT 16-13 ARCHITECT TP 08

DATE 2024



SCALE 1:100 (A1 size)



Site Area C - Ground Floor Level

Proposed Residential Development

62 Bunnett Road, Ferntrae Gully

PROJECT: 16-12 CLIENT: TP 09 REGION: A DATE: 11/10/26

REVISION: A DRAWN BY: JAMES HARPER ARCHITECTS SCALE: 1:500

HPA

HEARY HARPER ARCHITECTS

11/10/26 11:50



Site Area C - First Floor Level

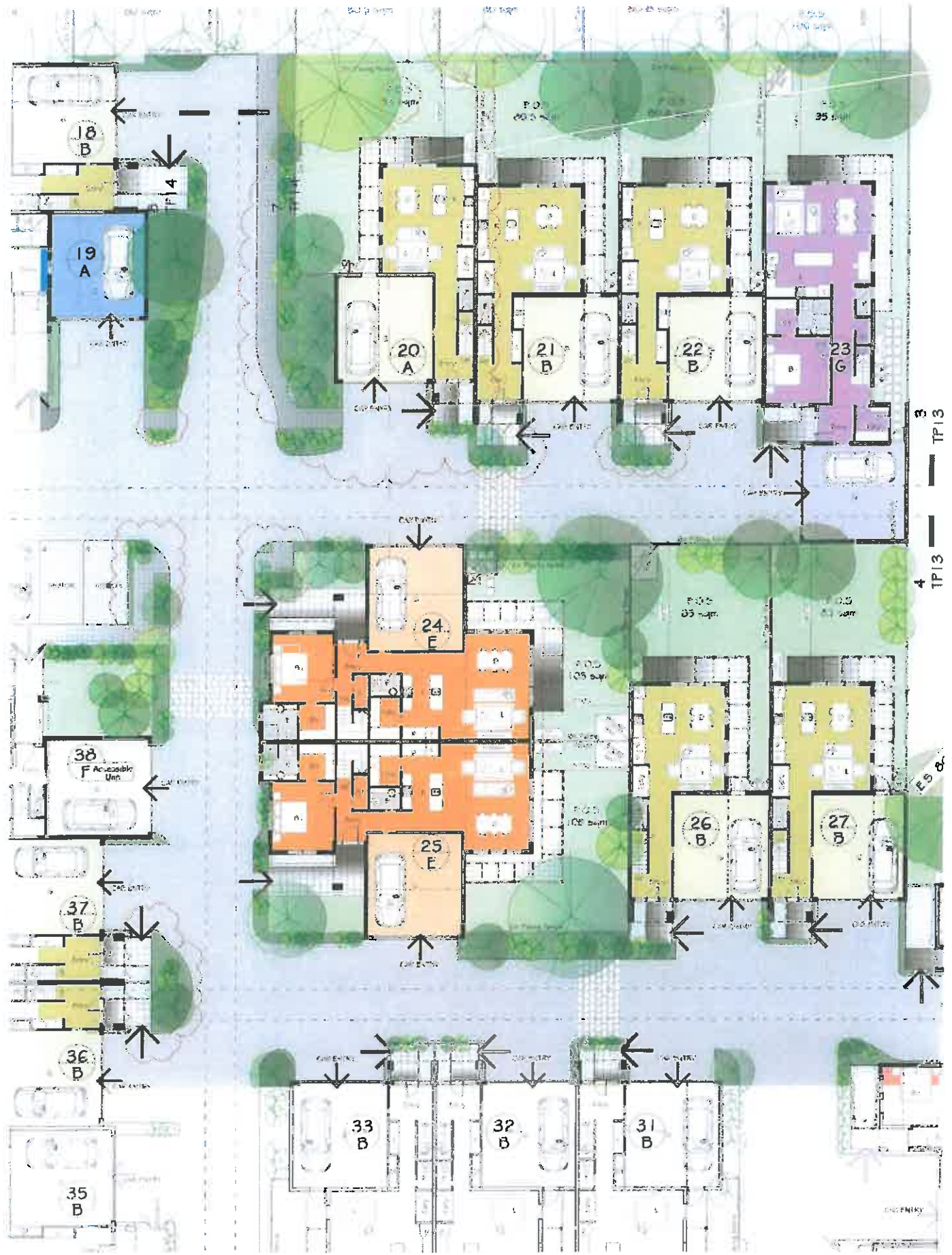
Proposed Residential Development
 62 Bunnett Road, Fernside Gully

PROJECT: 16-13 DRAWING NO: TP 10 DESIGNER: A DATE: 11/11/2016
 ARCHITECT: HARRY HARPER ARCHITECTS CONSULTANT: JENNIFER GIBSON



HARRY HARPER ARCHITECTS 16/17-18 Wellington Street, Colyton, North Otago 9001 TEL: 03 441 5588 FAX: 03 441 5578 www.harryharper.co.nz





Site Area D - Ground Floor Level

Proposed Residential Development

62 Bunnett Road, Fernies Gully

PROJECT: 10-13 DRAWING: TP 11

DATE: 01/01/2012

TERRY HARPER ARCHITECTS



62 BUNNETT ROAD KNOXFIELD APPENDIX B



Site Areas D - First Floor Level

Proposed Residential Development

62 Bunnett Road, Fernree Gully

PROJECT 16-13

DATE 12/12/16

TP 12

REVISION A

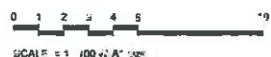
DATE

11/11/2016

JOB#

1152

TERRY HAMPER ARCHITECTS 62/64 Bunnett Road, Fernree Gully, QLD 4282 0755481156 0755481156 terry@terryhamper.com.au





Site Areas E - Ground Floor Level

Proposed Residential Development
 62 Bunnett Road, Fairtree Gully

PROJECT 16-13 DRAWING NO. TP 13 REFERENCE A

DATE 11/12/2016

BY JERRY HARPER ARCHITECTS

SCALE = 1:100 @ A1 size



Site Areas E - First Floor Level

Proposed Residential Development

87 Bunnett Road, Fernside Gully

PROJECT	16-13	REVISION	TP 14	REVISION	A	DATE	11/15/2016
DESIGNER	10/10/16	APPROVED	10/10/16	DATE	10/10/16	BY	10/10/16

JERRY HARPER ARCHITECTS 2177 West 10th Street, Vancouver, BC V6L 2K6 TEL: 604-275-5588 FAX: 604-275-5589



62 BUNNETT ROAD KNOXFIELD APPENDIX B



Site Areas F - Ground Floor Level

Proposed Residential Development
 62 Bunnett Road - Friess Gully

PROJECT: 16-15 DRAWING: TP-15 SHEET: A DATE: 11/22/20
 REVISION: A 11/18 ARCHITECT: [Signature]

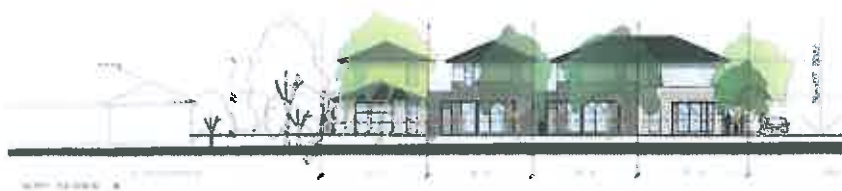
TERRY HARPER ARCHITECTS 62 Bunnett Road - Friess Gully, Knoxfield, VIC 3164



Site Areas F - First Floor Level

Proposed Residential Development
 62 Bunnett Road, Fernhill Gully
 Project: 18-13 Date: 10/10/2018 TP 16 Revision: A
 11/10/2018 1:100

FERRY HARPER ARCHITECTS 10/10/2018 1:100 11/10/2018 1:100



- LEGEND**
- Brick Masonry
 - Brick Facade
 - Window Frame
 - Glass Panel
 - Wall Cladding (Horizontal)
 - Wall Cladding (Vertical)
 - Roof Sides (Pitch)
 - Tiles to match Neighbour
 - Glass Panel (Double Glazed)
 - Glass Panel (Single Glazed)
 - Glass Panel (Tinted)



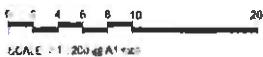
Elevations North & East

Proposed Residential Development

62 Bunnett Road Fernvale Gully

Project No: 16-13 Planning Act: TP 10

Revision: A Date: 15/10/2016



FERRY HARPER ARCHITECTS

10/27/16 10/27/16 10/27/16 10/27/16 10/27/16 10/27/16 10/27/16 10/27/16 10/27/16 10/27/16

SCOTT, COLLIER AND DINSDALE WARDS**6.4 DRAFT KNOX CENTRAL STRUCTURE PLAN AND PLANNING SCHEME AMENDMENT C149 – CONSIDERATION OF SUBMISSIONS**

SUMMARY: *Co-ordinator, Strategic Planning (Nicole Vickridge)*

This report provides a summary of the 106 submissions received in relation to the draft Knox Central Structure Plan and Planning Scheme Amendment C149. The report recommends a number of changes in response to submissions and recommends that Council refer all submissions to an Independent Planning Panel.

The report also recommends that Council endorse a position for the ‘Strategic Development Site’ (Corner Burwood Highway & Scoresby Road) as the basis for Council’s submission to the rezoning of this site which will be delivered via the State Government Fast Track rezoning process.

RECOMMENDATION

That Council:

- 1. Consider the submissions received in response to Amendment C149 to the Knox Planning Scheme;**
- 2. Adopt the recommendations detailed in ‘Amendment C149 Summary of Submissions and Recommended Response’ (Appendix A).**
- 3. Endorse the changes to Amendment C149 (Appendix B);**
- 4. Endorse the changes to the draft Knox Central Structure Plan (March 2017) (Appendix C);**
- 5. Request the Minister for Planning to appoint an independent Planning Panel to consider Amendment C149, all submissions received, and the proposed revised changes as detailed in Appendix B (refer to 2 and 3 above);**
- 6. Endorse section on the ‘Strategic Development Site (Corner Burwood Highway & Scoresby Road)’ in the draft Knox Central Structure Plan (March 2017) as the basis for Council’s submission to the future rezoning of this site.**
- 7. Authorise the Director – City Development to make a submission to the future rezoning of the ‘Strategic Development Site (Corner Burwood Highway & Scoresby Road)’ consistent with Council’s endorsed position.**
- 8. Note the Ecological Assessment of the Floodplain at - 609-621 Burwood Highway, Knoxfield A report to Knox City Council by Dr Graeme Lorimer, Biosphere Pty Ltd (Appendix D).**

6.4 Draft Knox Central Structure Plan and Planning Scheme Amendment C149 – Consideration of Submissions (cont'd)

9. Authorise the Director – City Development to make minor changes to the draft Knox Central Structure Plan (March 2017) and Amendment C149 documentation prior to the Planning Panel, where changes do not affect the purpose or intent of the Amendment.

1. INTRODUCTION

Knox Central is Knox's largest activity centre and comprises a wide range of land uses including: retail, office, commercial/industrial, residential, education, Government/Civic and open space/recreation. Knox Central serves a broad community, both within Knox and across the eastern suburbs of Melbourne.

Since 2005, when Council adopted the *Knox Central Urban Design Framework*, the intention has been for Knox Central has been to accommodate a far greater level of activity and development. It is intended that the *Knox Central Structure Plan* will provide an *enabling* planning framework that supports the intensification of activity and development within Knox Central.

The draft Knox Central Structure Plan and proposed Amendment C149 were placed on public exhibition from Monday 7 November 2016 to Friday 16 December 2016. A summary of the exhibition process is provided in Section 3 of this report.

2. DISCUSSION

2.1 Summary of Submissions

A summary of all submissions, and recommended response is provided in Appendix A to this report. This section provides an overview of the issues raised in submissions and summarises submissions relating to major sites. The submission from Places Victoria in relation to the development site on the corner of Burwood Highway and Scoresby Road is discussed in detail in section 2.2 below.

Referral Authorities

The following agencies and departments provided comment:

- CFA
 - Acknowledge that this amendment does not increase bushfire risk.
- Department of Economic Development, Jobs, Transport and Resources (*VicRoads and Public Transport Victoria*)

Generally supportive of the structure plan for this area. However, they don't support the Integrated Transport Study that formed part of the Knox Central Structure Plan and C149, as they were not involved in its preparation, methodology and input assumptions.

6.4 Draft Knox Central Structure Plan and Planning Scheme Amendment C149 – Consideration of Submissions (cont'd)

They also note that a number of the actions in the Structure Plan involve 'lobbying' State Transport Agencies (for example the extension of the route 75 tram).

In response to the submission a number of changes are recommended to the Structure Plan, specifically being clear about the role of the Integrated Transport Study, as distinct to Council's adopted Integrated Transport Plan. It is recommended that references to lobby are changed to 'advocate'.

In addition, following conversations with Council's Traffic and Transport team actions which are included within Integrated Transport Plan will not be duplicated and the role of this Plan clarified.

- Melbourne Water

Melbourne Water reviewed the structure plan and amendment considering requirements for stormwater drainage, flood management and river health; and provided comments as the landowner of the Blind Creek retarding basin; which has a catchment flood management role.

Melbourne Water is 'satisfied that Structure Plan objectives meet Melbourne Water's key interests and objectives'.

With regards to the Strategic Development Site Melbourne Water note that a more detailed review of this site is needed once hydraulic calculations, modelling and other information is provided for formal assessment; and that given the catchment area (under 60ha), Council would likely be responsible for any asset constructed to meet these requirements.

- EPA

Supports the proposal to apply the Environmental Audit Overlay to the Mixed Use Precinct. They also refer to the relevant State Environment Protection Policies, which are referred to in the proposed planning scheme amendment.

- Department of Environment, Land, Water & Planning (DELWP)

No objection. However, they offer comments as the ongoing occupiers of part of the site at the corner Burwood Highway and Scoresby Road. They state that no access will be available through their site, and they are seeking protection of a number of trees and retention of view lines.

Scentre Group (Westfield)

This submission raised a number of concerns relating to the detailed drafting of proposed planning provisions contained in Amendment C149.

6.4 Draft Knox Central Structure Plan and Planning Scheme Amendment C149 – Consideration of Submissions (cont'd)

Council officers have met with representatives of Scentre Group and recommend a number of revisions to improve clarity and workability of the planning controls as summarised in Appendix A.

These changes include:

- restructuring the proposed Development Plan Overlay for clarity (and to reduce duplication);
- changes to the Design and Development Overlay to reduce the layering of controls that apply to this site;
- Clarification that building heights are 'preferred', and are not mandatory maximums.

Should Council adopt the recommended changes in Appendix A, the following issues remain unresolved:

- The provision of 'active interfaces' to Burwood Highway.
- The approach to height controls for this site; as Scentre Group consider the building heights as proposed are unreasonably restrictive for a higher order activity centre.

Built Form

Eighteen submissions raised concerns associated with the proposed extent of development within the centre – particularly along Burwood Highway. Concerns relating to this aspect of the draft Structure Plan and Amendment C149 relate to:

- Character (including height) with concerns that higher density development is not suitable in Knox due its outer suburban location and green and leafy character.
- Traffic and parking impacts concerns relating to an increase in traffic and parking pressures due to an increase in resident population.
- Direct amenity impacts on adjoining/nearby properties, including potential impacts such as overlooking, overshadowing and visual bulk.

The Structure Plan provides a framework for future development *and improvements* in the Knox Central Activity Centre. This Activity Centre has long been identified as an area where changes in the types of housing provided and an increase in resident population is encouraged through a range of Council policies including the 2015 Knox Housing Strategy.

6.4 Draft Knox Central Structure Plan and Planning Scheme Amendment C149 – Consideration of Submissions (cont'd)

The Knox Central Integrated Transport Study, which informed the preparation of the draft Structure Plan recommends that, in the short term, parking provisions for new development should be in accordance with current statutory requirements contained in the Knox Planning Scheme (see Clause 52.06 of the Knox Planning Scheme), which ensures the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated from development, the activities on the land and the nature of the locality.

The maintenance and protection of existing residential amenity and interfaces - addressed through design objectives in the proposed planning controls - is considered appropriate to address concerns. The review of building heights for the activity centre, identified key views to the Dandenong Ranges and concluded that the general built form framework and scale of development would not significantly impact on these views.

Some submissions have requested specific changes – such as the extension of areas identified as a ‘sensitive residential interface’. It is recommended that these changes be accepted. It is not recommended that any changes to street setbacks are changed as these setbacks are recommended to achieve specific landscape outcomes.

Mixed Use Precinct and Lewis Road Industrial Precinct

Nine submissions were received regarding the Mixed Use Area. All of these submissions were in support of the amendment. Some submitters raised concerns about managing the transition of the area, and want to be kept informed of changes within this precinct to assist with making commercial and lease decisions.

Two submitters raised concerns about residential encroachment (with residential development proposed on two additional sides of the Industrial area). Another two submitters requested that their industrial property (outside of the Mixed Use Precinct) be rezoned to Mixed Use.

A wholesale shift of the whole Lewis Road industrial precinct is not supported. This area is functioning well and provides a significant employment base for the activity centre. In addition to the rezoning of the Mixed Use Area there is sufficient supply of residential development capacity within the centre, particularly given opportunities within the Places Victoria development site, the Burwood South Precinct and the Commercial Core. The release of more land for residential development will not result in orderly planning or achieve the desired densities within precincts designated for medium and higher density residential development in the short to medium term.

Requests for changes to the Activity Centre boundary

There were four submissions for changes to the Activity Centre boundary, and one minor correction identified as a result of exhibition.

6.4 Draft Knox Central Structure Plan and Planning Scheme Amendment C149 – Consideration of Submissions (cont'd)

- Stockland Retirement – requested the inclusion of their two sites within the Activity Centre. It is recommended that the Knox Village site be included within the Activity Centre boundary – the front of this site is already included within the Activity Centre and the entire site is within a Residential Growth Zone. It is not considered appropriate to include the Wantirna Village in the Activity Centre, as it is within the General Residential Zone – consistent with the surrounding residential land. Its designation as ‘Knox Neighbourhood’ means it has a different policy context to the Activity Centre.
- One resident submitted that expanding the Activity Centre boundaries would reduce density and not concentrate increased traffic in one small area.
- The Tennis Club at Coleman reserve sought to be included within the Activity Centre – it is recommended that this is supported.
- A property owner on Stud Road (adjacent to the Activity Centre) also sought to be included within the centre. It is recommended that this is not supported. The site is already within a Residential Growth Zone and sufficient guidance is included within the Housing Strategy.
- 79 Lewis Road, adjacent to the Lewis Road Industrial Precinct is currently being developed for residential uses. It is recommended that this site, which was rezoned from Industrial to Residential as part of Amendment C71 is not included within the Activity Centre.

Other

Submissions were also received from:

- The owners of 258 Scoresby Road, highlighting that the ‘Open space and recreation precinct’ does not have objectives and visions. It is recommended that this oversight is corrected and that the relevant vision for this site is included within the Structure Plan and Local Planning policy. They are also seeking changes to the 12m height proposed for this site. No changes are recommended to the height controls.
- Fairhills High School (requesting some minor changes to the Structure Plan, all of which are recommended to be accepted);
- Villa Maria, seeking some clarification to height controls and other specific design requirements, all of which are recommended to be accepted.
- Knox Community Gardens, offering general support and noting concerns about the maximum height controls (12m) for an adjoining site.

6.4 Draft Knox Central Structure Plan and Planning Scheme Amendment C149 – Consideration of Submissions (cont'd)

- A property owner on Jackson Road is seeking for the proposed height controls (12m) to be amended to match the current zoning (13.5m within the Residential Growth Zone). It is recommended that a preferred height limit of 13.5m be applied to properties in White, Jackson and Tyner Road (within the Residential Growth Zone). This will provide greater clarity within the planning scheme as it is consistent with the zone (which includes discretionary height controls).

In addition, there are a number of changes recommended to the Structure Plan to improve the overall clarity of the document. Some actions have been redrafted for clarity and to reduce duplication. It is also recommended that within the Open Space and Recreation Precinct that reference to the Vineyard as a specific land use be removed.

2.2 Strategic Redevelopment Site (corner Scoresby Road and Burwood Highway)

The Strategic Development Site is owned by Places Victoria, who have made a lengthy and detailed submission to the draft structure plan and proposed planning scheme amendment. They attached a draft Stormwater Management Plan to their submission.

In addition, forty-seven submissions were received from Friends of Lake Knox Sanctuary (FOLKS) and another 12 individual submissions that raised concerns with this site. These submissions are primarily concerned about the future of the waterbody on this site, and development adjacent to the Wantirna Lea estate.

The 2005 Knox Central Urban Design Framework (KCUDF) provided high level guidance for this site. The guidance provided in the draft Structure Plan largely reflects the KCUDF, but provides some more specific direction given the majority of this site has been declared surplus to State Government requirements and sold to Places Victoria. A notable departure from the KCUDF is the support for residential development adjacent to the Wantirna Lea estate. This addition was made in order to maximise surveillance and safety of the open space to be provided on the site. No changes are recommended to this.

The draft Structure Plan *as exhibited* supported the retention of the water body. There is a large amount of community support for the retention of the water body on site and the preservation of the biodiversity that it supports. The *Friends of Lake Knox Sanctuary (FOLKS)* has recently established in support of the retention of the waterbody.

Following exhibition of the draft Structure Plan and proposed planning scheme amendment, Council now has additional information about this site and the waterbody. Since exhibition Council officers have meet with Places Victoria to continue to progress the planning of this site.

6.4 Draft Knox Central Structure Plan and Planning Scheme Amendment C149 – Consideration of Submissions (cont'd)

While directions for this site are provided in the draft Structure Plan, Amendment C149 does not propose to rezone this site (refer to section 2.3 of this report for a summary of the rezoning process for this site). In addition, Council commissioned a Preliminary Ecological Assessment of the Floodplain within this site – as it is within an Environmental Significance Overlay (ESO2). This report is included in Appendix D.

As a result of the Preliminary Ecological Assessment and consultation with Council's Stormwater and Biodiversity teams it is recommended that Council's position with regards to the retention of the waterbody is modified to:

- Clarify the biodiversity values and that these must be retained and enhanced.
- Acknowledge that retention of the waterbody in its current state is not recommended. There are a number of safety and management issues given waterbody was not designed as an urban water body with unrestricted public access. Additionally, the waterbody provides limited flood storage and is not engineered to provide stormwater treatment. It currently receives (untreated) stormwater.

The Preliminary Ecological Assessment for this site revealed that the vegetation on the northern shore of the waterbody is highly significant in its own right and as habitat for Blue-billed Ducks, pond life and other water birds.

The report strongly recommends that: *“the vegetated part of the dam's northern shore be left unmodified as much as possible and that even if some of the dam is filled in, that should not extend to the northern shore.”* The assessment does note opportunities relating to the provision of gently sloping edges as a result of modifications would: *“improves safety, provides habitat for far more fringing plants and provide the cover and plant material that many waterbirds need for nesting.”*

In terms of the submission from Places Victoria it is recommended that the masterplan shown in the Structure Plan continue to represent Council's position for this site – subject to some modifications:

- Identification of the Environmental Significance Overlay.
- Identification that the biological values of the existing waterbody are to be retained and enhanced.
- Changes to preferred entry points to the site (based on submissions from DEDJTR and DELWP).

It is recommended that Council maintain the expectations in the Structure Plan regarding setbacks to Burwood Highway, buildings on the corner of Burwood Highway and Scoresby Road addressing both frontages, the provision of future shared path connections, and the upgrading of bus stops.

6.4 Draft Knox Central Structure Plan and Planning Scheme Amendment C149 – Consideration of Submissions (cont'd)

2.2.1 Process for rezoning of Strategic Redevelopment Site (former Government Land)

The majority of this site (19ha) was declared surplus to Government needs and sold in June 2016. The remainder, including much of the Burwood Highway frontage has been retained by the State Government and is occupied by DELWP.

The site has been identified for a number of years as a development site and this has been acknowledged in the Knox Central Urban Design Framework 2005 and the Knox Housing Strategy 2015. Now that the site has been sold, the development of the site is closer to being a reality and it is important for Council to establish its preferred outcomes for the site.

The rezoning of the site will be undertaken through the *Fast Track Government Land Service*. This process is a State Government initiative to apply planning scheme changes to surplus government sites. Part of this process involves consideration of proposed rezoning by the *Government Land Standing Advisory Committee*.

As a result of this process Council will not be the Planning Authority for the planning scheme amendment for this site. Rather, Council will be a party to the process. Moving forward, the guidance provided in the Structure Plan for this site will inform Council's submission to this process. It is therefore important for Council to resolve its position on the preferred outcome for this site through the structure plan process, and be informed by submissions made relating the specifics of the site.

For this reason, it is recommended that Council's position with regards to the 'Strategic Development Site (Corner Burwood Highway & Scoresby Road)' is defined in the draft Knox Central Structure Plan (March 2017) as the basis for Council's submission to the future rezoning of this site.

2.3 Other statutory planning processes underway

A number of separate planning processes currently underway are relevant to Knox Central.

Interim planning policy

Clause 22.04 of the Knox Planning Scheme is an interim policy '*Knox Central Principal Activity Centre*' that gives effect to key land use and development objectives contained within the 2005 *Knox Central Urban Design Framework*. It was recently extended and has an expiry date of 30 January 2018.

Amendment C150 (Planning Scheme re-write)

Amendment C150 to the Knox Planning Scheme proposes a significant restructure of the Knox Planning Scheme. This amendment was the subject of a Planning Panel in March 2017.

6.4 Draft Knox Central Structure Plan and Planning Scheme Amendment C149 – Consideration of Submissions (cont'd)

Amendment C150 does not have an impact on the directions for Knox Central; however, the relevant content from Amendment C149 will need to be translated into the new structure proposed as part of Amendment C150.

Better Apartments Design Standards

The *Better Apartments Design Standards 2016* (Design Standards) were recently finalised by the State Government. Schedule 13 to the Design and Development Overlay, proposed as part of amendment C149 provides guidance for apartment building design elements and application assessment requirements for matters such as: minimum ground and upper level setbacks and building heights specific to Knox Central. These will be supported by the internal amenity elements contained in the Design Standards.

Development applications for apartments will be assessed against the relevant zone, overlays, local planning policies, provisions in Clause 55 of the Knox Planning Scheme ('ResCode') and the new Design Standards.

2.4 Summary of recommended changes

Appendix A contains a summary of submissions received – and recommended responses. In summary the main changes proposed are:

- Changes to Council's position for the Strategic Development site – primarily clarifying the biodiversity values and that these must be retained and enhanced, and acknowledging that retention of the waterbody (in its current state) is not supported;
- Clarification of the role and status of the Integrated Transport Study that informed the preparation of the Structure Plan, and placing greater emphasis on Councils 2015 *Integrated Transport Plan*.
- Changes to the Development Plan Overlay (that applies to Westfield/Scentre Group) to provide greater clarity and reduce duplication;
- Minor changes to the boundary of the Activity Centre;
- Clarification that all heights are discretionary.

3. CONSULTATION

Public Exhibition of the draft Structure Plan and proposed planning scheme amendment occurred between 7 November and 16 December 2016. Approximately 2,200 owners and occupiers in and around the Activity Centre were notified by direct mail. Given the amendment proposes to rezone a number of sites, follow up correspondence was sent in early December to 314 owners and occupiers to ensure that they were specifically aware that the amendment proposed to rezone their site.

6.4 Draft Knox Central Structure Plan and Planning Scheme Amendment C149 – Consideration of Submissions (cont'd)

Council's social media channels were used to reach the broader Knox community beyond owners and occupiers of land within the activity centre. This was a successful campaign which resulted in a reach of 27,888. Most of the above engagement was through organic (unpaid) reach, demonstrating the interest in the community. Some paid reach occurred towards the end of the consultation period.

Two drop-in sessions were held at Council on Tuesday 29 November. Approximately 100 people attended and the overall feedback from this event was positive. Council officers also attended a small number of meetings with landowners and interested parties to discuss particular sites.

A large number of parties with an interest in the proposed Lewis Road Mixed Use area made contact with Council officers to discuss the implications of the proposed rezoning. Only a small number of formal submissions were received following these conversations.

4. ENVIRONMENTAL/AMENITY ISSUES

The draft Knox Central Structure Plan has a particular focus on enhancing the environmental characteristics and values of the Activity Centre. In particular, it seeks to encourage greater activation of Lewis Park and the Blind Creek corridor, through appropriate development interfaces. Furthermore, the draft Structure Plan encourages the enhancement of these elements through development of the Lewis Park Masterplan in partnership with Melbourne Water.

The draft Structure Plan encourages development at a scale which is greater than any other area in Knox. In doing so it provides an area of significant change as part of Council's strategy to support the ongoing character and amenity of Knox's neighbourhood areas. The Structure Plan supports development that has regard to internal amenity for new dwellings and appropriate interfaces to sensitive residential areas.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The finalisation of the draft and final Structure Plan and Planning Scheme Amendment C149 will be funded through Council's operating budget.

There are likely to be financial implications for sites within the Activity Centre that are proposed to be rezoned from Industrial to the Mixed Use Zone. Targeted communication has been undertaken with these landowners to ensure they are aware of the implications of this rezoning.

Opportunities for funding to implement projects identified in the draft Structure Plan may exist through partnerships with a broad range of partners and State government agencies. However, these have not been explored at this point.

6.4 Draft Knox Central Structure Plan and Planning Scheme Amendment C149 – Consideration of Submissions (cont'd)

6. SOCIAL IMPLICATIONS

A key objective of the Structure Plan is to create an activity centre that is the social and cultural heart of Knox. It is envisaged that the Activity Centre will also attract visitors, residents and workers from across eastern Melbourne.

The provision of higher density housing options in Knox Central will contribute to housing diversity for the Knox community and will establish a local community in close proximity to the amenities and services located within the Activity Centre.

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

The Knox Central Structure Plan will assist in implementing the Knox Vision across all City Plan objectives, but in particular will implement objectives from:

- Theme 1: Healthy, Connected Communities;
- Theme 2: Prosperous, Advancing Economy;
- Theme 3: Vibrant and Sustainable Built and Natural Environments;
- Theme 4: Culturally Rich and Active Communities.

8. CONCLUSION

Knox Central is Knox's premier activity centre and has long been the strategic focus for intensification of activity and development in Knox. The draft Knox Central Structure Plan and Amendment C149 seek to support the change envisaged for Knox Central. It is recommended that Council adopt the recommendations detailed in 'Amendment C149 Summary of Submissions and Recommended Response' (Appendix A), endorse the changes to the draft Knox Central Structure Plan (March 2017) (Appendix C) and request the Minister for Planning to appoint an independent Planning Panel to consider Amendment C149. Additionally, it is recommended that Council endorse section on the 'Strategic Development Site (Corner Burwood Highway & Scoresby Road)' in the draft Knox Central Structure Plan (March 2017) as the basis for Council's submission to the future rezoning of this site.

9. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

Report Prepared By: *Co-ordinator, Strategic Planning (Nicole Vickridge)*

Report Authorised By: *Director – City Development (Angelo Kourambas)*

6.4 Draft Knox Central Structure Plan and Planning Scheme Amendment C149 – Consideration of Submissions (cont'd)

The following appendices are circulated under separate cover:

APPENDIX A – Amendment C149 Summary of Submissions and Recommended Response

APPENDIX B – Changes to Amendment C149

APPENDIX C – Draft Knox Central Structure Plan (March 2017)

APPENDIX D – Ecological Assessment of the Floodplain at - 609-621 Burwood Highway, Knoxfield. A report to Knox City Council by Dr Graeme Lorimer, Biosphere Pty Ltd

7. PUBLIC QUESTION TIME

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

ALL WARDS**8.1 LOCAL AREA TRAFFIC MANAGEMENT (LATM) PROGRAM REVIEW**

SUMMARY: *Transport & Traffic Engineer (David Chow) & Student Engineer (Kelsey Bayles)*

The annual review of the Council priority listing of streets on the Local Area Traffic Management (LATM) program has recently been undertaken. This report presents an overview of current practice and procedures and considers issues such as safety, excessive speed and volume.

RECOMMENDATION

That Council

1. adopts the revised LATM Priority List as shown in Appendix A;
2. adopts the Isolated Traffic ‘Hot Spot’ Treatment Priority list as shown in Appendix B; and
3. notes that ongoing prioritisation and presentation of the Local Area Traffic Management program occur within the budget process.

1. INTRODUCTION

In May 1984, Council adopted a Local Area Traffic Management (LATM) Program for Knox. This program is regularly reviewed to maintain current traffic information and other related data for assessment of priorities.

The provision of LATM schemes in Knox is aimed to create safer and quieter streets which would be more attractive and liveable to residents.

This report provides Council with an overview of current traffic management measures.

While engineering focussed solutions using physical devices can have a significant effect in reducing traffic speeds and volumes in local streets, it is also important to incorporate educational and enforcement opportunities as a long term, low cost measure.

Unfortunately, there is no single solution to stop all motorists speeding in local streets, but a number of measures can be utilised to control and reduce the frequency of such behaviour.

The 2011 LATM Program Review incorporated options for treating specific sites or ‘hot spots’ and the use of a variable message speed advice trailer, as opposed to a full road treatment. It was considered that these alternative approaches can provide a safer road environment at isolated locations and at lower costs.

8.1 Local Area Traffic Management (LATM) Program Review (cont'd)

2. DISCUSSION

2.1 Previous LATM Reviews and Current Practice

Knox City Council currently undertakes an annual review of its LATM program and its priority street listing.

The program is prioritised by a technical comparison between streets, looking at factors such as traffic volumes and speeds, state accident records, road geometry and the types of land uses/activity along the road. These combined factors produce a priority based system for budget consideration.

Prior to the 2011/12 budget, funding for traffic treatments had been provided for one street per year within an approximate budget range of \$200,000 - \$300,000 per annum. No subsequent funding has been provided for major LATM devices.

Since 2011/12, Council has provided funding for Isolated Traffic Treatments each year for various projects ranging from \$4000 in 2012/13 to \$75,000 in 2016/17.

2.2 LATM Programs for 2017 and beyond

The LATM Capital Works Programs have been based on the installation of physical traffic devices, on a street by street basis, in accordance with the annual LATM priorities as adopted by Council each year.

The previous LATM schemes treating on a street by street basis have worked well, however, in some situations, it may be necessary to investigate a whole precinct for treatment and prepare a Precinct Plan where the installation of treatments on one road could result in an increase in traffic volumes and speeds in a nearby street.

The LATM priority list has been reviewed this year using the latest available crash statistics from VicRoads and results are detailed in Appendix A.

The priority list provides the framework from which to base and develop future programs and to respond to general resident requests. Typically, the LATM works are implemented in accordance with AustRoads guidelines and Australian Standards.

In recent years, speed cushions have been widely used as these devices address resident concerns about speed, allow convenient passage for trucks, are preferred and accepted by the local bus companies and better accommodate cyclists.

8.1 Local Area Traffic Management (LATM) Program Review (cont'd)

The construction costs of speed cushions are low relative to other types of LATM treatments such as chicanes, speed humps or modified T-intersections. A project to only install speed cushions on a narrow street (i.e. without the need to realign kerbing, plant landscaping and install additional street lights) for a continuous street length of 1km is approximately \$50,000 (for 12 sets of cushions @ \$4000 per set). Examples of narrow streets in the LATM priority list include Anne Road, Kathryn Road in Knoxfield and Stewart Street in Boronia.

Programs that target safety issues through education and enforcement also need to be part of the LATM approach, as motorists exceeding the speed limit is essentially a social issue which cannot be addressed by engineering solutions alone.

A Council report has been produced each year to accompany the revised priority lists for the LATM and ITT Program. The report presents an overview of the program including the accepted current practices for implementing the program. It is recommended that future revisions of the LATM and ITT priority lists are considered in Council's future budget processes without this report until new practices are recommended to be adopted.

2.3 Targeted 'Hot Spots' - Isolated Traffic Treatments (ITTs)

Prior to the 2011/12 financial year, funding was provided to construct traffic devices along the full length of one street per year.

In reviewing the LATM Program it was identified that, in some cases, there may not be the need to treat the whole length of the street. As an alternative to this approach, Council at its meeting in March 2011 resolved to incorporate the identification of 'hot spots' or critical locations on streets within the LATM program using a draft criteria. The criteria have since been modified to incorporate all Council responsible roads and intersections.

Isolated Traffic Treatments (ITTs) are typically sites which have recorded multiple accidents of a similar type over a relatively short distance and where a recognised treatment is viable in reducing the severity and/or likelihood of the future accidents of the recorded type. It may also include locations where there is a high risk of accidents or where property damage accidents occurred. Property damage accidents are not included in the crash statistics from VicRoads.

In addition to the traditional treatments from LATM schemes, the types of treatment on an ITT Program may incorporate the uses of traffic signals, signs, pedestrian crossings, road channelisation or linemarking.

The treatment may also be part of a staged LATM scheme or Precinct Plan.

8.1 Local Area Traffic Management (LATM) Program Review (cont'd)

This accident orientated process enables the full capture of sites within the municipality, including streets that are assessed under the LATM Program, for locations that have a high risk for accidents. The list with potential projects is then assessed with other ranking criteria to produce a priority listing similar to the LATM Program.

It should be noted that traffic calming devices do not stop 'hoon' behaviour.

2.4 'Hoon' Behaviour

It has been found that LATMs generally address the overall average speed of motorists but are ineffective for the hoon or irresponsible driver who may regard the devices as a driving challenge.

'Hoon' behaviour is the responsibility of the Police and residents are advised to contact the Police when this is witnessed. Policing powers complement the LATM program and Council works to change driver behaviour through requests for surveillance in streets when a particular issue relating to 'hoon' behaviour or excessive speeding occurs.

The typical complaints from residents tend to be about hoons speeding and performing tyre burn outs. LATMs are not a solution to these types of problems. The Police, enforcing the State Government's anti 'hoon' laws are the appropriate solution for these offences.

2.5 Speed Trailers

The use of speed trailers is also an effective supplement to the LATM program. It is evident that motorists who are exceeding the speed limit, slow down when reminded of their speed or believe that the trailer may be linked to a speed camera. In 2016/17, funding has been allocated for the use of a speed trailer to target streets on the LATM program.

Additional funding of \$1,000 was also received from RoadSafe Eastern Metro's Not So Fast – Speed Trailer Grant to Councils in 2016.

2.6 LATM Ranking System and Review

In order to ensure that streets are considered for treatment equitably, a technically based ranking system has been applied as detailed in the following table. The aim of the system is to objectively weight the various factors alongside each other.

8.1 Local Area Traffic Management (LATM) Program Review (cont'd)

Table One – Assessment Criteria

ASSESSMENT CRITERIA			
Factor	Points	Factor	Points
Accident Statistics (Last 5 yrs)		Reserves	
Minor Injury	6	Passive (No play equip)	1
Serious Injury	8	Active (Sporting ground)	1
Fatality	10	Recreational (With play equip)	2
Traffic Volumes (7am-7pm)		Schools	
0 – 1000	0	Pre-school	2
1001-2000	1	Secondary	2
2001-3000	3	Primary	4
3001 or more	5	Existing School Crossing	1
Speeds (85th %ile)		Road Geometry	
0 – 50.0 km/h	0	Straight	0
50.1 – 55 km/h	1	Curvilinear	2
55.1 – 60.0 km/h	2	Significant Local Impacts	
60.1 – 65.0 km/h	3	Shop	1
65.1 – 70.0 km/h	5	Church	1
70.1 km/h or more	7	Scout/Guide Hall	1
		Bike path crossing	1
		Hospital	1
		On-road bike path	2
		Retirement Village	2
		Child Care Centre	2

(Note: The speed assessment criteria shown above is based on a street with a speed limit of 50km/h. The criteria are varied accordingly when streets are assessed with a different speed limit).

A full review has been undertaken of all the streets currently on the LATM program. In addition to the streets listed from previous years, additional streets are assessed for inclusion in the program when enquiries are received from residents. The majority of those additional streets assessed fall well below the cut off of 20 points and are therefore not included on the priority program. One hundred and fifty five (155) streets have been assessed and reviewed as part of the LATM program. At present there are 17 streets that meet the criteria for consideration.

Table Two outlines the current priority list, including the ranking, points total and the previous ranking of the street in 2015. A detailed analysis of each street can be found in Appendix A.

8.1 Local Area Traffic Management (LATM) Program Review (cont'd)

Table Two – Priority List

2016 Priority	Street Name	Points Total	2015 Ranking
1	Anne Road, Knoxfield	52	2
2	Kathryn Road, Knoxfield	39	1
3	Wentworth Avenue, Rowville	31	20
4	Stewart Street, Boronia	28	25
5	Berrabri Drive, Scoresby	26	7
6	Rosehill Street, Scoresby	26	15
7	Clauscen Drive, Rowville	25	13
8	Somerset Street, Wantirna South	25	53
9	Buckingham Drive, Rowville	24	8
10	Eildon Parade, Rowville	23	11
11	Liberty Avenue, Rowville	22	4
12	Wallace Road (west of no. 68), Wantirna South	22	23
13	Adele Avenue, Ferntree Gully	21	71
14	Templeton Street, Wantirna	20	5
15	Murrindal Drive, Rowville	20	6
16	Taylor's Lane (between Kelletts Road and northern end), Rowville	20	28
17	Daffodil Road, Boronia	20	32

(Note: The remaining streets are not shown as they do not meet the warrants for treatment and consequently, are not in the seventeen highest ranking streets).

Quite clearly the above indicates that traffic issues do change over the years and while a street may have been a high priority one year, it can have a lower priority the next. This can be influenced by changes in accident data, vehicle speed and traffic volume.

8.1 Local Area Traffic Management (LATM) Program Review (cont'd)

2.7 Isolated Traffic 'Hot Spot' Treatments (ITT's)

Using the accepted ranking system for ITT's (refer Table 3), a list of priorities has been determined and is shown in Table 4.

Table Three – Assessment Criteria

ASSESSMENT CRITERIA			
Factor	Points	Factor	Points
For intersection Crash/es recorded in CrashStats Reported 'near misses' No Accidents	10 5 0	Schools (within 200m) For each Primary School. For each Pre-school. For each Secondary School. For each existing School Crossing.	4 2 2 1
For mid Block site Speeds (85th %ile) 5.1 – 10 km/h over Speed Limit 0 – 5 km/h over Speed Limit	10 5		
Excessive Speeds (cumulative criteria) 20 – 30 km/h over Speed Limit (≥ 7 recorded vehicles) > 30 km/h over Speed Limit (≥ 2 recorded vehicles)	5 5	Reserves (within 200m) For each Recreational (With play equip). For each Active (Sporting ground). For each Passive (No play equip).	2 2 1
Accident Statistics (Last 5 yrs) For each Fatality Accident. For each Serious Injury Accident. For each Minor Injury Accident.	10 8 6	Significant Local Impacts (within 200m) For each Child Care Centre. For on-road bike path. For each Retirement Village. For each Shop. For each Church. For each Scout/Guide Hall. For each Hospital.	2 2 2 1 1 1 1
		Road Geometry Curvilinear Straight	3 0

8.1 Local Area Traffic Management (LATM) Program Review (cont'd)

Table Four – Recommended ITT List

2016 Priority	Street Name	Points Total	2015 Ranking
1	On STEWART STREET	46	-
2	FOREST ROAD btw DORIAN AVENUE and RAILWAY ROAD	29	-
3	On WENTWORTH AVENUE btw SHADY GROVE and EGGLETON RISE	24	-
4	At Int of MOONAH ROAD and TATE AVENUE	12	-

A list of the detailed point scores and possible treatment locations is attached as Appendix B.

2.7.1 Completed Works (2015/16 Financial Year)

In the 2015/16 financial year, funding was provided for the installation of speed cushions on Anthony Drive, Lysterfield and a channelised right turn lane on Miller Road at the Dorrigo Drive intersection.

2.8 Current Works

The 2016/17 Capital Works Program allocated funding to treat the highest ranking site from the 2015 Isolated Traffic Treatment Program to provide a dedicated right turn lane on Colchester Road at Beresford Drive in order to address a recurring problem with right turning motorists being hit from behind.

An application for Federal Government funding under the 2016/17 Infrastructure Investment Black Spot Program was subsequently made and was successful. The funding allocated by Council for the Colchester Road project have been allocated to treat the remaining projects listed in the 2016/17 Capital Works Program.

The works to be carried out include linemarking projects on Templeton Street, Timmothy Drive, Henderson Road, Bergins Road and Wigan Road. The installation of speed cushions on Stewart Street is the priority ITT for the next financial year.

Stewart Street is also the 4th ranked street on the 2016 LATM Program and the entire street is proposed to be treated with speed cushions to reduce traffic speeds and the consequences of accidents at speed.

Council can consider the funding of priority LATM and Isolated Traffic 'Hot Spot' Treatments as a part of the 2017/2018 budget process.

8.1 Local Area Traffic Management (LATM) Program Review (cont'd)

2.9 General Discussion

The implementation of LATM schemes has been effective in reducing traffic speeds and recently, speed cushions have become the preferred treatment as buses and commercial vehicles are not inconvenienced.

The lower construction costs of speed cushions could allow for several narrow streets to be treated within a budget that has previously been allocated to treat one street.

The lower construction costs also improve the benefit to cost ratio of the treatments. The human and related losses from a road fatality in 2013 is estimated to be around \$2.4 million and \$0.55 million for a serious injury crash. As such, there are economic benefits for society and individuals with the installation of treatments that assists in reducing the likelihood and severity of crashes.

A proposal to install speed cushions may be opposed by some members of the community, especially when the device is located immediately outside the resident's property.

The common issues raised by the community opposing the installation of speed cushions includes: noise and vibration caused by vehicles negotiating the devices and health issues of residents where the jolting caused by transversing the speed cushion leads to pain or discomfort.

It is considered that these side effects of speed cushions, which are unavoidable, may be minimised with good design. Council's current design for asphalt speed cushions allows passengers of cars to traverse the humps more comfortably compared with the previously installed rubber cushions.

3. CONSULTATION

Good public consultation is a key component to any successful Local Area Traffic Management Plan and Council has a well developed consultation process whenever a Traffic Management Plan or traffic calming scheme is being developed or delivered.

Collaboration and consultation with the Police, VicRoads, RACV, bus companies and emergency services is also undertaken.

4. ENVIRONMENTAL/AMENITY ISSUES

Safer driving and quieter roads contribute to a more pleasant environment for residents. Traffic management treatments are designed to reduce speeds, improve safety and residential amenity on local roads. However, some devices can be 'noisy' for those residents who have a device in front of their property.

8.1 Local Area Traffic Management (LATM) Program Review (cont'd)

5. FINANCIAL & ECONOMIC IMPLICATIONS

Funding for \$70,000 has been allocated in the 2017/18 draft budget to treat one location with Isolated 'Hot Spot' Traffic Treatments.

The cost of a LATM scheme based on an estimated rate per kilometre as identified from previous schemes, is generally in the order of \$200,000 to \$300,000 per year.

Allocation of funding for an LATM scheme and/or Isolated Traffic 'Hot Spot' Treatments is recommended for consideration as a part of the 2017/2018 budget process.

The reduction in accidents on roads treated with LATM devices also provides an economic benefit for society and individuals.

6. SOCIAL IMPLICATIONS

It is expected a safer, quieter road encourages more people to use alternative transportation modes such as cycling and walking, and also encourages social interaction between neighbours as they are more likely to spend more time out in the streets.

Council engaging with the community on the various educational programs will foster good relations and promote better communication.

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

The LATM Program fits within the City Plan Themes and City Strategies:

Theme 1: Healthy, Connected Communities

1.1.4 Improve personal and community safety and perceptions of safety in Knox, including addressing family violence and child abuse.

Theme 3: Vibrant and Sustainable Built and Natural Environments

3.3.1 Significantly improved integrated and sustainable transport systems and infrastructure are provided to improve opportunity, choice and access for all.

8.1 Local Area Traffic Management (LATM) Program Review (cont'd)

8. CONCLUSION

Council's LATM program has the principal objectives of regulating traffic speeds thus creating safer, quieter, more attractive and liveable local streets. A comprehensive technical assessment has been used to establish a criteria-based priority list for potential LATM Schemes.

In order to more effectively manage the LATM program and potentially address traffic issues in more streets, the current priority list has been reviewed to determine the placement of streets on the LATM program and/or on an associated Isolated Traffic Treatment program.

In addition to the installation of permanent, physical devices, more needs to be done to encourage drivers to travel at the appropriate speed. Speed trailers are proving to be effective in advising motorists and are a cost-effective, highly mobile approach in the delivery of speed reduction.

Similarly, improved signage and local education programs assist in creating awareness of local speeding issues and building resident confidence.

Council should also continue to work closely with the Police and the community to address 'hoon' behaviour.

It is recommended that Council considers future funding of the priority LATM and Isolated Traffic Treatments and 'Hot Spot' program directly through the budget process.

9. CONFIDENTIALITY

There are no confidential issues associated with this report.

Report Prepared By: *Transport & Traffic Engineering (David Chow) & Student Engineer (Kelsey Bayles)*

Report Authorised By: *Director - Engineering & Infrastructure (Ian Bell)*

KNOX CITY COUNCIL
LOCAL AREA TRAFFIC MANAGEMENT PROGRAM

APPENDIX A

2016 Ranking	2015 Ranking	Street Name	Street Length (km)	Traffic Count Date	Address	Traffic Volume (7am-7pm: 12 Hr) Week Day Average	(1) Traffic Points	Speed (85th %ile)	(2) Speed Points	School or Crossing (4)	(3) School/Crossing	Reserve	(4) Reserve Points	Other Injury	Serious Injury	Fatality	End Road (*)	(5) Accident Points (*)	Accident points per km	Significant Local Impacts	Road Geometry	(6 & 7) Other Points	Bus Route	Points Total
1	2	Anne Road, Knoxfield	1.7	31/07/2014	120	2001	3	60	2	XG	1	R	2	4	2			40	23.53	CCC	CV	4	753	52
2	1	Kathryn Road, Knoxfield	1.6	18/05/2016	19	2989	3	54	1	PS, PR, XGx2	8	Px2, A	3	2	1			20	12.50	Sh (x2)	CV	4	-	39
3	20	Wentworth Avenue, Rowville	1.2	28/07/2016	24	1925	1	51	3	PR, XGx2 SE	8	-	0	1		1		16	13.33	Sh	CV	3	691	31
4	25	Stewart Street, Boronia	1.1	11/11/2015	43A	1247	1	60	2	-	0	P	1	2		1		22	20.00	RV	ST	2	-	28
5	7	Berrabri Drive, Scoresby	1.5	23/10/2014	105	1370	1	55	1	PS	2	Rx2 P	5	1	1			14	9.33	Sh	CV	3	757	26
6	15	Rosehill Street, Scoresby	0.9	25/07/2014	28	799	0	51	1	-	0	AR	3	1	2			22	23.66	-	ST	0	753.0	26
7	13	Clauscen Drive, Rowville	1.0	4/02/2016	10	4554	5	54.0	1	-	0	P	1		2	4		16	16.00	-	CV	2	-	25
8	53	Somerset Street, Wantirna South	0.7	29/07/2014	39	807	0	58	2	-	0	-	0	1	2			22	29.73	Sh	ST	1	-	25
9	8	Buckingham Drive, Rowville	0.7	10/11/2015	26	1313	1	60.2	3	PR XG	5	-	0	2				12	17.14	Sh	CV	3	-	24
10	11	Eildon Parade, Rowville	0.9	29/07/2014	64	3086	5	56	2	PS	2	A R	3	1				6	6.67	Sh, CCC	CV	5	691.0	23
11	4	Liberty Avenue, Rowville **	1.4	29/07/2014	111	2731	3	55	1	PS PR XG	7	R	2	1				6	4.29	Sh	CV	3	681, 682	22
12	23	Wallace Road (West of No. 68), Wantirna South	0.8	25/07/2014	108	2793	3	55	1	XG	1	A	1	1	1	4		14	17.50	-	CV	2	758	22
13	71	Adele Avenue, Ferntree Gully	1.2	10/11/2015	50	1595	1	51	3	PR	4	-	0	2				12	10.00	Sh	ST	1	-	21
14	5	Templeton Street, Wantirna	0.9	18/05/2016	44	4095	5	52.0	1	PS, XG	3	A R	3		1	5		8	8.89	-	ST	0	738.0	20
15	6	Murrindal Drive, Rowville	1.9	18/05/2016	146	1603	1	55.0	1	PSx2, PR, XG	9	Px2	2				0	0.00	BP, Sh, CCC	CV	7	-	20	
16	28	Taylors Lane (between Kelletts Road and northern end), Rowville	0.5	27/05/2016	140	414	0	57.0	2	PS	2	R	2	2		3		12	24.00	Sh	ST	2	681, 682	20
17	32	Daffodil Road, Boronia	1.2	12/05/2016	6	363	0	54	1	-	0	P,R	3	1	1			14	11.67	-	CV	2	-	20
18	111	Holme Road, Ferntree Gully	0.6	30/07/2015	21	719	0	56.0	2	-	0	A	1		2			16	26.67	-	ST	0	-	19
19	9	Turrumurra Drive, Rowville	1.3	5/08/2015	111	2508	3	50.0	2	XGx2, SE	4	P	1	1		6		6	4.62	-	CV	2	681, 682	18
20	27	Seebeck Road, Rowville	1.5	28/07/2016	57	869	0	53	1	-	0	R	2	2		1		12	8.00	Sh	CV	3	-	18
21	36	Jenola Parade, Wantirna South	1.2	25/07/2014	112	1090	1	51	1	-	0	-	0	1	1	1		14	11.97	-	CV	2	-	18
22	17	Tyner Road, Wantirna South (west)	1.3	28/07/2016	27	1654	1	46	2	XG, PR	5	AR	3			5		0	0.00	Sh, CCC, Sc	CV	6	758	17
23	41	Power Road (South of Woodmason), Boronia	1.1	25/07/2014	83	1993	1	59	2	-	0	-	0	1	1			14	12.73	-	ST	0	664, 691	17
24	3	Pine Road, Bayswater	0.6	29/07/2014	20	1813	1	52	1	PR	4	-	0	1				6	10.00	Sh, Ch	CV	4	664	16
25	19	Crestdale Road, Wantirna	0.58	29/04/2015	8	1188	1	45	1	PS, XG	5	-	0	1				6	10.34	Sh	CV	3	-	16
26	22	Timbertop Drive, Rowville	1	23/10/2014	38	1593	1	63	3	-	0	R	2		1	1		8	8.00	-	CV	2	-	16
27	10	Cambden Park Parade, Ferntree Gully	1.0	10/11/2015	89	1920	1	59.5	2	XG	1	R	2	1		6		6	6.00	Sh	CV	3	-	15
28	12	Alma Avenue, Ferntree Gully	1.1	29/07/2014	12	641	0	58	5	PR	4	R P	3					0	0.00	Ch	CV	3	-	15
29	24	Phyllis Street, Bayswater	0.8	19/02/2016	10	1146	1	56	2	PS, PR XG	7	R	2					0	0.00	Sc	CV	3	-	15
30	52	Milpera Crescent, Wantirna	1.3	3/02/2015	110	864	0	54	1	PR	4	R	2	1		1		6	4.62	-	CV	2	-	15
31	26	Zerfas Street, Scoresby	0.43	28/07/2016	24	1640	1	49	2	SE	2	A	1	1				8	18.60	-	ST	0	753	14
32	29	Sundew Avenue, Iris Crescent and Herbert Street, Boronia	1	4/02/2016	36	1606	1	52	1	-	0	Rx2	4	1		1		6	6.00	-	CV	2	-	14
33	31	Tyers Crescent, Rowville	1.9	30/07/2015	10	392	0	46.0	0	-	0	AR	3		1			8	4.21	-	CV	2	-	13
34	33	Lakesfield Drive, Lysterfield	1.3	10/11/2015	100	598	0	51	3	PR, XG	5	R	2			3		0	0.00	Ch	CV	3	-	13
35	73	Taylors Lane (Between Bexsarm Crecent and Kelletts Road)	0.1	3/02/2015	132	2176	3	49.0	0	-	0	R	2	1		4		6	60.00	SH, CH	ST	2	681,682	13
36	86	Pia Drive, Rowville	0.6	29/07/2014	56	1410	1	52	1	-	0	P	1		1			8	13.56	-	CV	2	-	13
37		Alderford Drive, wantirna	1.1	25/02/2016	45	1193	1	51.0	1	-	0	P	1		1			8	7.27	-	CV	2	-	13
38	14	Anthony Drive, Lysterfield	0.5	13/05/2016	42	400	0	52.0	1	-	0	R	2	1		1		6	12.00	Sh	CV	3	681, 682	12
39	34	Amesbury Avenue, Wantirna	1.0	29/07/2014	87	1918	1	50	2	PR, SE, XG	7	-	0			3		0	0.00	-	CV	2	-	12
40	38	Ormonde Road (West of Rounabout), Ferntree Gully	0.5	28/07/2016	63	3654	5	55	1	-	0	-	0	1		3		6	12.00	-	ST	0	-	12
41	101	High Street, Bayswater (btw Pine Rd & Scoresby Rd)	0.3	4/02/2016	31	1686	1	51.0	1	-	0	-	0		1	3		8	26.67	-	CV	2	-	12
42	35	Army Road, Boronia	1.4	30/07/2015	26	847	0	54.0	1	-	0	R	2		1			8	5.71	-	ST	0	-	11
43	43	Darwin Road, Boronia	0.7	29/07/2014	32	535	0	47	2	PS, XG	5	R	2					0	0.00	-	CV	2	-	11
44	44	Birchfield Crescent, Wantirna	0.9	29/07/2014	39	885	0	43	1	PS, PR, XG	7	P	1					0	0.00	-	CV	2	-	11
45	45	Victoria Knox Avenue, Rowville	0.9	8/08/2014	85	1950	1	53	1	-	0	P	1	1		1		6	6.67	-	CV	2	-	11
46	77	Marie Street, Boronia	0.5	10/11/2015	16	1088	1	57	2	-	0		0	1		3		6	12.00	Bowling	ST	2	-	11
47	81	Waradgery Drive, Rowville	1.9	23/10/2014	140	898	0	54	1	-	0	R	2	1		2		6	3.13	-	CV	2	-	11
48	18	Dobson Street, Ferntree Gully	0.9	29/07/2014	20	1454	1	54	1	PR, XG, kind	7	P	1			1		0	0.00	-	ST	0	-	10
49	47	Democrat Drive, The Basin	0.8	25/07/2014	37	622	0	58	2	-	0		0	1				6	7.50	-	CV	2	-	10
50	49	Lockwoods Road, Boronia	0.7	5/08/2014	38	474	0	51	3	PR, PS, XG	7	-	0			1		0	0.00	-	ST	0	-	10
51	50	Karoo Road (Kelletts Road to Landsborough Avenue), Rowville	0.7	21/07/2014	190	1789	1	54.1	1	-	0	-	0		1	3		8	11.43	-	ST	0	681/682	10
52	72	Birch Street, Bayswater	0.5	10/11/2015	27	374	0	51	3	PR, XG	5	-	0					0	0.00	-	CV	2	-	10
53	80	Goulburn Drive, Rowville	0.9	10/11/2015	19	1223	1	52.0	1	-	0		0	1		1		6	6.67	-	CV	2	-	10
54	92	Mount View Road, Boronia	1.0	25/07/2014	33	696	0	56	2	-	0	-	0	1		2		6	6.00	Ret V	ST	2	-	10
55	98	Lakeview Avenue, Rowville	0.9	23/10/2014	23	772	0	57	2	-	0	-	0	1		7		6	6.67	-	CV	2	-	10
56	54	Ashton Road, Ferntree Gully	0.7	4/02/2016	20	1447	1	54.0	1	-	0	A	1	1		2		6	8.57	-	ST	0	-	9
57	55	Sinclair Road, Bayswater	0.6	12/05/2016	21	364	0	51.0	1	-	0	R	2	1		1		6	10.00	-	ST	0	-	9
58	57	Bellfield Drive, Lysterfield	0.7	10/11/2015	17	557	0	53.7	1	PR, XG	5		0					0	0.00	Ch	CV	3	-	9
59	58	Orson Street, Scoresby	0.5	25/07/2014	25	984	0	50	2	PR, XG	5	-	2					0	0.00	-	ST	0	-	9
60	59	Laura Road, Knoxfield	1.0	25/07/2014	6	767	0	48	2	PR, XG	5	-	0					0	0.00	-	CV	2	758	9
61	94	Devenish Road, Boronia	1.0	30/07/2015	17	1584	1	56.0	2	-	0	-	0	1				6	6.00	-	ST	0	-	9
62	30	Hancock Drive, Ferntree Gully	1	18/05/2016	73	4468	5	51.0	1	-	0	R	2					0	0.00	-	ST	0	-	8
63	60	Harley Street North, Knoxfield	1.3	28/07/2016	77	383	0	45	0	PS	2	-	0	1				6	4.62	-	ST	0	753	8
64	62	Taunton Crescent, Scoresby	0.4	25/07/2014	15	2667	3	53	1	-	0	R	2					0	0.00	-	CV	2	757	8
65	63	Old Orchard Drive, Wantirna South	1.1	5/08/2014	45	333	0	52	1	PS	2	RP	3			1		0	0.00	-	CV	2	757	8
66	65	Johnson Drive, Ferntree Gully	0.9	28/07/2016	46	1300	1	47	0	XG	1	-	0	1				6	6.67	-	ST	0	753	8
67	61	Braeburn - Yvette to Gearon	0.3	4/02/2016	30	2773	3	50.0	0	-	0	R	2					0	0.00	-	CV	2	-	

2016 Ranking	2015 Ranking	Street Name	Street Length (km)	Traffic Count Date	Address	Traffic Volume (7am-7pm: 12 Hr Week Day Average)	(1) Traffic Points	Speed (85th %ile)	(2) Speed Points	School or Crossing (4)	(3) School/Crossing	Reserve	(4) Reserve Points	Other Injury	Serious Injury	Fatality	End Road (*)	(5) Accident Points (*)	Accident points per km	Significant Local Impacts	Road Geometry	(6 & 7) Other Points	Bus Route	Points Total
74	75	Allora Avenue, Ferntree Gully	0.7	10/11/2015	5	1141	1	52.0	1	-	0	R	2				2	0	0.00	-	CV	2	-	6
75	76	Bexsarm Crescent, Rowville	0.5	23/10/2014	22	1444	1	51	1	-	0	R	2				1	0	0.00	-	CV	2	681,682	6
76	143	Ormonde Road East, Ferntree Gully	0.7	28/07/2016	63	3654	5	55	1	-	0	-	0				3	0	0.00	-	ST	0	-	6
77	40	Kidderminster Drive, Wantirna	1.0	3/02/2015	50	924	0	53.0	1	-	0	-	0					0	0.00	RV	CV	4	-	5
78	42	Maryborough Road, Boronia	0.5	30/07/2015	24	1417	1	57.0	2	-	0	-	0					0	0.00	-	CV	2	753	5
79	67	Rosewood Boulevard, Lysterfield	0.6	28/07/2016	11	1962	1	60	2	-	0	R	2				1	0	0.00	0	ST	0	681,682	5
80	79	Harcourt Road, Boronia	0.7	10/11/2015	15	662	0	57.0	2	SE	0	P	1					0	0.00	-	CV	2	-	5
81	82	Roberts Street, Ferntree Gully	0.7	13/05/2016	12	456	0	54.0	1	-	0	R	2					0	0.00	CCC	ST	2	-	5
82	84	Somes Street, Wantirna South	0.8	10/11/2015	12	657	0	52	1	-	0	R	2				1	0	0.00	-	CV	2	-	5
83	85	Western Road, Boronia	0.7	12/05/2016	50	1231	1	52.0	1	-	0	-	0				1	0	0.00	Sh	CV	3	753	5
84	88	Victoria Road, Bayswater	0.8	29/07/2014	5	1416	1	51	1	XG	1	R	2				1	0	0.00	-	ST	0	745	5
85	90	Cavell Street, Scoresby	0.2	25/07/2014	9	645	0	47	2	SE	2	-	0					0	0.00	Sh	ST	1	-	5
86	91	Wyandra Way, Rowville	0.5	27/10/2014	29	1838	1	57.0	2	-	0	-	0				5	0	0.00	-	CV	2	-	5
87	21	Timothy Drive, Wantirna South	0.5	9/08/2016	40	2190	3	54	1	-	0	-	0					0	0.00	-	ST	0	-	4
88	37	Jubilee Drive, Rowville	1.0	29/07/2014	84	421	0	45	0	-	0	R	2					0	0.00	-	CV	2	-	4
89	64	Hastings Avenue, Boronia	0.4	25/11/2015	7	1832	1	48.6	0	-	0	P	1					0	0.00	-	CV	2	691	4
90	78	Fonteyn Drive, Wantirna South	0.8	28/07/2016	60	1231	1	51	1	-	0	P	1				1	0	0.00	Sh	ST	1	-	4
91	83	Currawa Drive, Boronia	0.7	30/07/2015	16	269	0	49.0	0	-	0	R	2				1	0	0.00	-	CV	2	-	4
92	87	Deschamp Crescent, Rowville	0.6	28/07/2016	31	727	0	47.0	0	-	0	Px2	2				1	0	0.00	-	CV	2	-	4
93	89	Orchard Road, Bayswater	0.8	28/07/2016	16	930	0	49	2	SE	2	-	0					0	0.00	-	ST	0	-	4
94	95	Elsie Street, Boronia	0.9	5/05/2015	59	476	0	59	2	-	0	-	0				1	0	0.00	-	CV	2	-	4
95	99	Brentwood Drive, Wantirna	0.7	28/07/2016	36	1552	1	54	1	-	0	-	0					0	0.00	-	CV	2	-	4
96	100	Waratah Avenue, The Basin	0.5	23/10/2014	17	194	0	52	1	-	0	17	0				1	0	0.00	RV	ST	3	-	4
97	102	Pine Crescent, Boronia	0.9	23/10/2014	50	163	0	52	1	-	0	-	0				1	0	0.00	Ch	CV	3	-	4
98	103	Leonard Street, Bayswater	0.7	10/11/2015	54	214	0	53.0	1	-	0	-	0					0	0.00	Sh	CV	3	-	4
99	104	Teddington Way, Wantirna	0.2	30/07/2015	9	1127	1	53	1	-	0	R	2				2	0	0.00	-	ST	0	-	4
100	105	Willow Avenue, Rowville	1.0	16/05/2014	76	455	0	52	1	-	0	P	1					0	0.00	-	CV	2	-	4
101	107	Wolf Street, Wantirna South	0.3	25/07/2014	10	1329	1	50	0	-	0	P	1					0	0.00	-	CV	2	758	4
102	108	Park Crescent, Boronia	0.5	28/07/2016	10	1871	1	49	0	PS	2	A	1				4	0	0.00	-	ST	0	753	4
103	114	Renwick Road, Ferntree Gully	0.6	30/07/2015	24	455	0	56.0	2	-	0	P	0					0	0.00	-	CV	2	-	4
104	16	Stradbroke Road, Boronia	0.3	2/08/2016	22	1137	1	53	1	-	0	-	0					0	0.00	Ch	ST	1	-	3
105	48	Narcissus Avenue, Boronia	0.9	4/02/2016	5	1628	1	49.0	0	-	0	-	0					0	0.00	-	CV	2	-	3
106	51	Valleyview Drive, Rowville	0.6	3/02/2015	44	556	0	52.0	1	-	0	-	0					0	0.00	-	CV	2	-	3
107	96	Woodmason Road, Boronia	0.7	12/05/2016	21	567	0	54.0	1	-	0	R	2				1	0	0.00	-	ST	0	-	3
108	97	Bona Vista Road, Bayswater	0.9	5/08/2016	49	1489	1	53	1	-	0	-	0					0	0.00	Sc,	ST	1	-	3
109	106	Bryden Drive, Ferntree Gully	0.8	18/05/2016	84	256	0	47.0	0	-	0	P	1					0	0.00	-	CV	2	-	3
110	109	Kent Street, Knoxfield	0.4	23/10/2014	9	1404	1	53	1	XG	1	-	0				1	0	0.00	-	ST	0	-	3
111	110	Kilcunda Drive, Rowville	0.6	3/02/2015	38	624	0	54	1	-	0	-	0					0	0.00	0	CV	2	-	3
112	112	Elm Street, Bayswater	0.6	29/07/2014	28	760	0	56	2	-	0	-	0					0	0.00	CH	ST	1	-	3
113	113	Victoria Street, Ferntree Gully	0.3	23/10/2014	10	198	0	53	1	-	0	R	2				1	0	0.00	-	ST	0	-	3
114	115	Grayson Drive, Scoresby	0.9	25/07/2014	38	571	0	54	1	SE	2	-	0				1	0	0.00	-	ST	0	753	3
115	116	Farnham Road, Bayswater	1.1	25/07/2014	56	296	0	53	1	-	0	-	0				1	0	0.00	-	CV	2	-	3
116	117	Trafalgar Street, Ferntree Gully	0.6	5/05/2015	13	565	0	51.2	1	-	0	-	0					0	0.00	-	CV	2	-	3
117	118	Roxburgh Road, Wantirna	0.3	28/07/2016	10	659	0	54	1	-	0	-	0				2	0	0.00	-	CV	2	-	3
118	120	Mareeba Crescent, Bayswater	0.5	7/08/2014	33	248	0	49	0	-	0	P	1					0	0.00	-	CV	2	737, 745 ABC	3
119	121	Norfolk Avenue, Wantirna South	0.4	3/02/2015	9	418	0	54.0	1	-	0	R	2					0	0.00	-	ST	0	-	3
120		Dunbarton Drive, Wantirna	0.7	4/02/2016	32	978	0	53.0	1	-	0	-	0					0	0.00	-	CV	2	745	3
121		Pope Avenue Boronia	0.4	4/02/2016	17	463	0	47.0	0	-	0	-	0					0	0.00	Sh	CV	3	-	3
122	46	Tanderra Crescent, Wantirna	0.5	29/07/2014	11	327	0	48	0	-	0	-	0					0	0.00	-	CV	2	-	2
123	56	Woodvale Road, Boronia	0.65	10/11/2015	38	749	0	47.0	0	-	0	-	0					0	0.00	-	CV	2	-	2
124	93	Olivebank Road, Ferntree Gully	0.7	4/02/2016	42	478	0	55	1	-	0	P	1				1	0	0.00	-	ST	0	-	2
125	122	Pach Road, Wantirna South	0.3	2/05/2015	11	558	0	58.4	2	-	0	11	0					0	0.00	-	ST	0	-	2
126	123	Longstaff Road, Bayswater	0.3	28/07/2016	15	652	0	56	2	-	0	-	0				1	0	0.00	-	ST	0	-	2
127	124	Flower Street, Ferntree Gully	0.6	3/02/2015	5	822	0	57.0	2	-	0	-	0				1	0	0.00	-	ST	0	-	2
128	125	Janville Street, Boronia	0.2	21/02/2014	5	365	0	53	1	-	0	-	0					0	0.00	Ch	ST	1	-	2
129	126	Doysal Avenue, Ferntree Gully	0.6	12/05/2016	31	250	0	47.0	0	-	0	-	0				1	0	0.00	-	CV	2	-	2
130	127	Cherrytree Rise, Knoxfield	0.4	25/07/2014	25	321	0	49	0	-	0	-	0					0	0.00	-	CV	2	-	2
131	128	Ayr Street, Ferntree Gully	0.2	30/07/2015	4	635	0	47.0	0	-	0	-	0					0	0.00	-	CV	2	-	2
132	129	Larne Avenue, Bayswater	0.4	29/07/2014	28	306	0	47	0	-	0	R	2					0	0.00	-	ST	0	-	2
133	130	Tintern Crescent, Wantirna South	0.3	28/07/2016	26	425	0	43	0	-	0	-	0				1	0	0.00	-	CV	2	757	2
134	131	Mantung Crescent, Rowville	0.9	1/05/2015	84	755	0	44.8	0	-	0	-	0				1	0	0.00	-	CV	2	-	2
135	132	Toorak Avenue, The Basin	0.5	28/07/2016	29	197	0	45	0	-	0	-	0				1	0	0.00	0	CV	2	-	2
136	133	Clarence Road, Wantirna	1.1	23/10/2014	36	704	0	56	2	-	0	-	0				2	0	0.00	-	ST	0	-	2
137	134	Helpmann Street, Wantirna South	0.4	28/07/2016	38	1128	1	44	0	-	0	A	1					0	0.00	-	ST	0	-	2
138		Reita Avenue, Wantirna South	0.5	27/11/2015	44	416	0	50.0	0	-	0	-	0					0	0.00	-	CV	2	-	2
139		Mason Street, Ferntree Gully	0.4	4/02/2016	14	352	0	53.0	1	-	0	-	0					0	0.00	Sh	ST	1	-	2
140		Reservoir Crescent, Rowville	0.5	4/02/2016	16	88	0	46.0	0	-	0	-	0					0	0.00	-	CV	2	-	2
141		Wilhelma Avenue Boronia	0.4	28/07/2016	18	227	0	49.0	0	-	0	-	0					0	0.00	RV	ST	2	-	2
142		Winwood Drive, Ferntree Gully	0.5	2/08/2016	19	321	0	59.0	2	-	0	19	0					0	0.00	-	ST	0	-	2
143	119	Yvette Drive, Rowville	0.4	4/02/2016	12	1549	1	49	0	-	0	-	0					0	0.00	-	CV	0		

2016 Ranking	2015 Ranking	Street Name	Street Length (km)	Traffic Count Date	Address	Traffic Volume (7am-7pm: 12 Hr) Week Day Average	(1) Traffic Points	Speed (85th %ile)	(2) Speed Points	School or Crossing (4)	(3) School/Crossing	Reserve	(4) Reserve Points	Other Injury	Serious Injury	Fatality	End Road (*)	(5) Accident Points (*)	Accident points per km	Significant Local Impacts	Road Geometry	(6 & 7) Other Points	Bus Route	Points Total
151	141	Moroney Street, Boronia	0.6	3/02/2015	33	140	0	48.0	0		0		0					0	0.00		ST	0	-	0
152	142	Stonehaven Avenue, Boronia	0.5	10/08/2016	5	293	0	47	0	-	0	-	0					0	0.00	-	ST	0	-	0
153	144	Rodney Drive, Knoxfield	0.3	30/07/2015	45	187	0	46.0	0	-	0	-	0					0	0.00	-	ST	0	-	0
154	145	Joelson Avenue, Scoresby	0.3	25/07/2014	14	435	0	44	0	-	0	-	0					0	0.00	-	ST	0	-	0
155	146	Armin Street, Scoresby	0.3	25/07/2014	12	238	0	42	0	-	0	-	0				1	0	0.00	-	ST	0	-	0

KNOX CITY COUNCIL
ISOLATED TRAFFIC TREATMENT PROGRAM - 2016 REVIEW

POINT ALLOCATION & LEGEND

APPENDIX B

2016 Ranking	2015 Ranking	Street Name	Speed (85 %ile)	Speed Limit^ (km/h)	{1} Hotspot Points	{2} Excessive Speed Points	Other Injury	Serious Injury	Fatality	{3} Accident Points (*)	Schools	Reserves	Significant Local Impacts	{4} Pedestrian Activity Points	Road Geometry	{5} Other Points	Points Total
1	-	On STEWART STREET	60.0	50	10	10	2		1	22			2	2	CV	2	46
2	-	On FOREST ROAD btw DORIAN AVENUE and RAILWAY ROAD	54.1	50	5	10	2			12				0	CV	2	29
3	-	On WENTWORTH AVE btw SHADY GV and EGGLETON RISE	51.0	40	10	10				0				4	ST	0	24
4	-	At Int of MOONAH ROAD and TATE AVENUE	43.5	50	0	0	2			12				0	ST	0	12

{1} Midblock - Speed (85th %ile)	
0-5km/h over Speed Limit	= 5
5.1km/h-10km/h over Speed Limit	= 10
Intersection - Accident History	
No Accidents	= 0
Reported 'near misses'	= 5
Crash/es recorded in CrashStats	= 10
{2} Individual Speeds (cumulative)	
20-30km/h over Speed Limit (≥ 7 recorded vehicles)	= 5
30.1km/h over Speed Limit (≥ 2 recorded vehicles)	= 5
{3} State Accident Record	
Other (minor) Injury	= 6
Serious Injury	= 8
Fatality	= 10
{4} School or Reserves	
Primary (PR)	= 4
Senior School (SE)	= 2
Passive (P)(no play equip)	= 1
Active (A)(sporting ground)	= 2
Significant Local Impacts	
Scout Hall (Sc), Church (Ch), Hospital (H)	= 1
Shop (Sh)	= 1
Retirement Village (RV),	= 2
Child Care Centre (CCC)	= 2
On-Road Bike Path (ORB)	= 2
{5} Road Geometry	
Straight (ST)	= 0
Curvilinear (CV)	= 2

* VicRoads CrashStats Data Used, Time Frame -
01/07/2011-30/06/2016

^ Speed of Through Road or Major Traffic Route (if at
cross-intersection)

ALL WARDS**8.2 PROGRESS REPORT ON IMPLEMENTATION OF ASSET MANAGEMENT**

SUMMARY: *Manager – Sustainable Infrastructure (Matt Hanrahan)*

Council makes significant investment in its asset management practices in the acknowledgement that well managed infrastructure underpins quality service provision. The purpose of this report is to provide Council with an update on how Council is progressing its asset management journey.

RECOMMENDATION

That Council receives this report and notes the status of asset management implementation at Knox.

1. INTRODUCTION

As an organisation, Council has made significant steps in establishing an asset management framework, introducing proactive asset management practices and adopting a whole of organisation approach to asset planning and management. Much of this has come about from the recognition that improved asset management practices have multiple long term benefits for both the organisation and the community.

Council commenced its asset management journey in 1995 with the introduction of fundamental asset management practices within the organisation. In 2003, the original *Strategic Asset Management Plan* was developed. It was acknowledged at that time that Council needed to further invest in asset management and the Assets Department (now the Sustainable Infrastructure Department) was subsequently established. The drive behind the formation of this Department was the recognition that Local Government, as a steward of community assets, did not (at that time) have the tools required to manage assets effectively and sustainably. Council has progressed considerably since those early days and has undertaken a substantial body of work aimed at ensuring that Council assets support service delivery both now and into the future.

As a result, asset management has become a key component of Council's long term budget planning and overall corporate planning to the extent that Council is able to demonstrate improved financial sustainability and service delivery to the organisation and the community.

This report is presented in accordance with the reporting requirements of the *Asset Management Policy* (2013) and the *Strategic Asset Management Plan* (2014), and provides an update on the status of implementation of asset management at Knox.

8.2 Progress Report on Implementation of Asset Management (cont'd)

Recognising the broad nature of asset management activities and responsibilities, the focus of this report (as in previous years) is on the following key aspects of asset management implementation:

- A. Results of the National Asset and Financial Management Assessment Framework
- B. Progress on key documentation forming part of Council's Asset Management Framework (*Asset Management Policy, Strategic Asset Management Plan, Asset Management Plans*)
- C. Implementation of Asset Management Improvement Actions

Other aspects of asset management performance (including, but not limited to, maintenance performance, capital renewal targets and condition audit results) are reported through other forums.

2. DISCUSSION

2.1 MAV STEP Program & National Asset and Financial Management Assessment Framework

Council has been participating in the Municipal Association of Victoria's (MAV) STEP Program since 2002. The Program was designed to improve asset management capacity in Local Government and stemmed from a number of drivers (listed below) which highlighted that Local Government, as a custodian of a substantial asset portfolio, did not have good practices in place to effectively manage its community assets:

- The Department of Infrastructure's report *Facing the Renewal Challenge* (1998)
- The Victorian Auditor General's report *Management of Roads by Local Government* (2002)
- Abolition of the non-feasance rule by a High Court decision.

The STEP program is now incorporated within the National Asset and Financial Management Assessment Framework (Framework). The Framework was endorsed in 2007 by the Federal Government in order to develop a nationally consistent asset management framework to support improvement in Local Governments' asset management performance and sustainability. The MAV was engaged to administer and provide support for the Framework on behalf of the Federal Government in 2010.

Council has embraced the STEP audit and the NAMA Framework as its overarching assessment and improvement program, recognising that it provides a means of assessing its progress and status with respect to asset management. Furthermore, this program allows consistent and structured measurement over time, effective alignment with the status assessment principles of the *International Infrastructure Management Manual* and the ability to benchmark against similar councils.

8.2 Progress Report on Implementation of Asset Management (cont'd)

As part of this program, Council uses a process of self assessment and external audit to measure its progress towards core competency and to identify improvement actions to enhance asset management practices. Self assessment and audits are undertaken on an annual basis, with the results being reported internally, as well as being forwarded to the Federal Government via the MAV and the Australian Centre of Excellence for Local Government (ACELG).

The Framework comprises eleven elements, as follows:

1. Strategic Planning
2. Annual Budget
3. Annual Report
4. Asset Management Policy
5. Asset Management Strategy
6. Asset Management Plans
7. Governance & Management
8. Levels of Service
9. Data & Systems
10. Skills & Processes
11. Evaluation

All Local Governments within Australia are assessed against these elements.

The Framework is essentially divided into two competency ratings, *Core* and *Advanced*. The *Core* Maturity Rating requires a council to respond to 76 questions and the advice from the MAV is that a score of 1000/1100 (91%) effectively constitutes the attainment of *Core* Maturity.

The *Advanced* Maturity Rating requires a council to consider and complete a questionnaire of 143 questions. At this stage there is no Federal Government requirement to achieve *Advanced* status. In the updated *Strategic Asset Management Plan* adopted in 2014, Council committed to assessing against the *Advanced* status and achieving a target average score of 80% by 2019.

The advanced assessment builds on the requirements of the *Core* assessment. Whilst there are a number of additional questions across all elements, the key differences relate to the following:

- Longer term planning horizons for Long Term Financial Forecast, Council Plan, etc.
- Better alignment to service planning
- Better comprehension and utilisation of lifecycle costing in decision making
- Improved audit and monitoring processes
- Improved costing of targeted levels of service
- Better collection and usage of asset related data

Aiming to address aspects of the advanced assessment is an incremental exercise, and can largely be undertaken using existing resources, as part of business improvement opportunities.

8.2 Progress Report on Implementation of Asset Management (cont'd)

Figure 1 below presents the results from Council’s most recent Asset Management *Core Competency* assessment completed in January 2016. Council achieved an average score of 95% across the eleven assessment elements. Figure 2 displays Council’s scores from previous assessments. The chart indicates that Knox continues to make steady improvement since 2011, despite achieving the MAV’s attainment score of 91% for *Core* maturity in 2013. This latest assessment identifies areas for continuous improvement including the development of asset management staff skills registers and enhanced community engagement when defining service level standards. These items, combined with implementation of outstanding high priority improvements from asset management plans (listed in Attachment 1), will be the focus for this year’s actions.

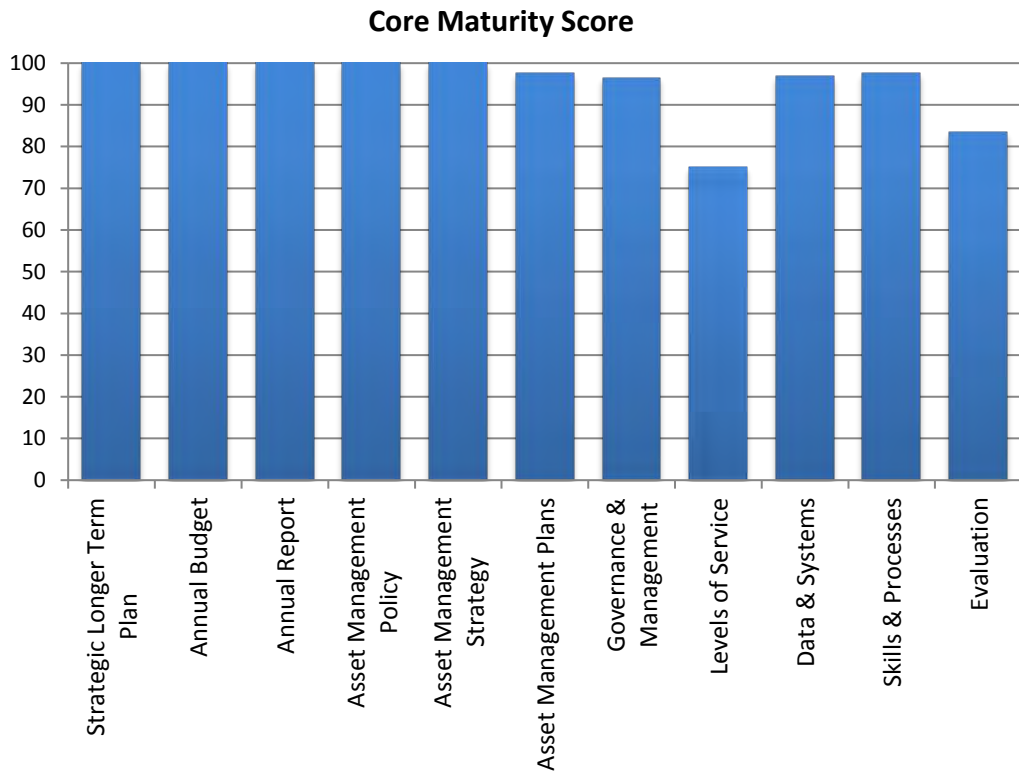


Figure 1 – Core Competency Scorecard (January 2016)

8.2 Progress Report on Implementation of Asset Management (cont'd)

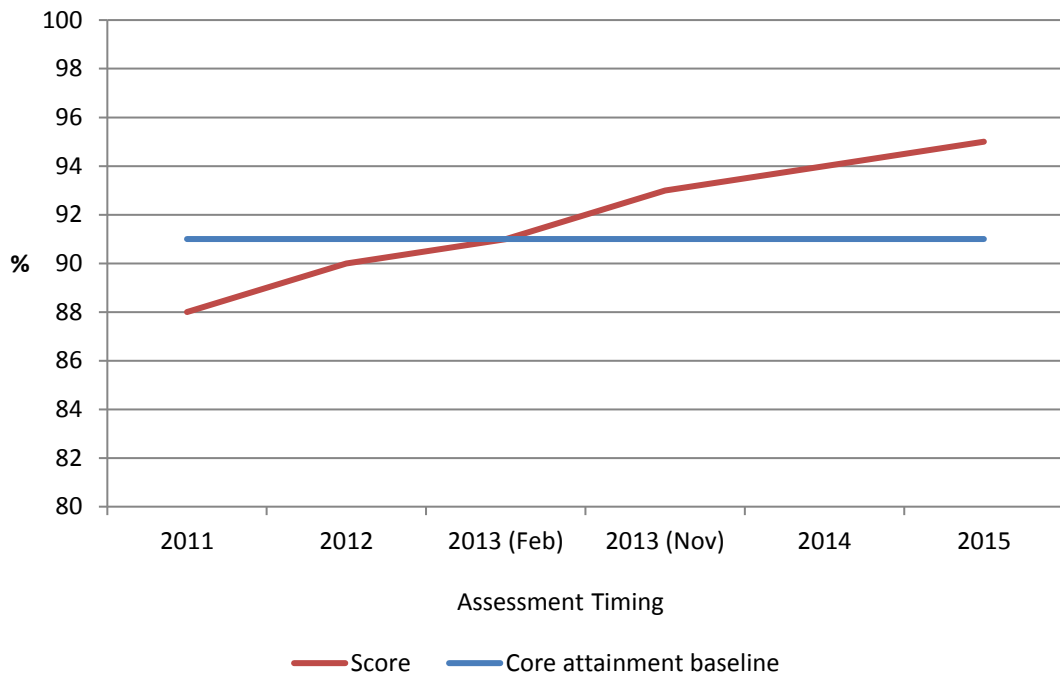


Figure 2 Core Competency Scorecard results (2011 to 2016)

Council's commitment to assessing against the *Advanced* status and achieving a target average score of 80% by 2019 is on track. In the latest assessment council achieved an average score of 79% across the eleven assessment elements.

2.2 Asset Management Policy

Council's *Asset Management Policy* was prepared in 2009, and was reviewed and updated in 2013. The policy:

articulates Council's commitment to asset management and establishes a framework to ensure asset management is undertaken in a structured, coordinated, cost effective and financially sustainable manner across the whole of the organisation.

Aside from forming a key component of the asset management framework at Knox, the *Asset Management Policy* outlines some key auditing and reporting requirements, which are covered in this report.

2.3 Strategic Asset Management Plan

In 2003, Council's original *Strategic Asset Management Plan* was developed. This Plan provided a snapshot of performance of each asset class, an overall assessment of renewal backlog and some general guidelines regarding the implementation of asset management at Knox.

8.2 Progress Report on Implementation of Asset Management (cont'd)

The review and update of the *Strategic Asset Management Plan* in 2014 has allowed Council to review its progress over the last ten years, refine its broad objectives and actions regarding asset management, set the direction for the next ten year period and ensure that Council continues to comply with the core requirements of the National Asset Management Assessment Framework.

As a result, the purpose of this current *Strategic Asset Management Plan* is:

1. To support the implementation of Council's Asset Management Policy, and guide continuous improvement in Council's asset management practices.
2. To support the integration of service planning principles with asset management.
3. To align with external guidelines, and expectations, regarding asset management frameworks and documentation.

2.4 Asset Management Plan Development

Individual Asset Management Plans have been developed for the majority of Council's infrastructure assets as an outcome of the *Strategic Asset Management Plan*. The structure and content of these Plans have evolved, and matured, as Council's asset management capabilities have improved.

It has been the intent to ensure Asset Management Plans align with the principles of the *International Infrastructure Management Manual* (IIMM), and meet the requirements of the National Asset Management Assessment Framework. Council produced its first individual Asset Management Plan in 2005 for Footpaths and Shared Paths. The *Road Asset Management Plan* followed in 2007, followed by Buildings in 2009, Drainage in 2010, Open Space in 2011 and Bridges, Car Parks and Playgrounds in 2013. During 2016 Council adopted the *Street Tree Asset Management Plan* and conducted its first review of the original *Footpath & Shared Path Asset Management Plan*. During 2016/2017 Council intends to review its *Road Asset Management Plan* and *Building Asset Management Plan*.

In general, the development of these plans has achieved:

- Improved asset information
- Improved asset data management practices
- More transparent financial reporting
- Prioritisation of capital works and links to long term financial planning
- Clearer definitions of responsibilities
- Discrete improvement projects aimed at improving asset management practices and understanding.

8.2 Progress Report on Implementation of Asset Management (cont'd)

Council's Asset Management Plans have been categorised as either 'Major' or 'Minor' reflective of the value of the asset under consideration and/or the risk associated with the asset class.

The staging of the development of the Asset Management Plans has been to address the Major asset classes as a priority. With the review of the *Footpath & Shared Path Asset Management Plan*, Council is beginning the process of updating the Asset Management Plans.

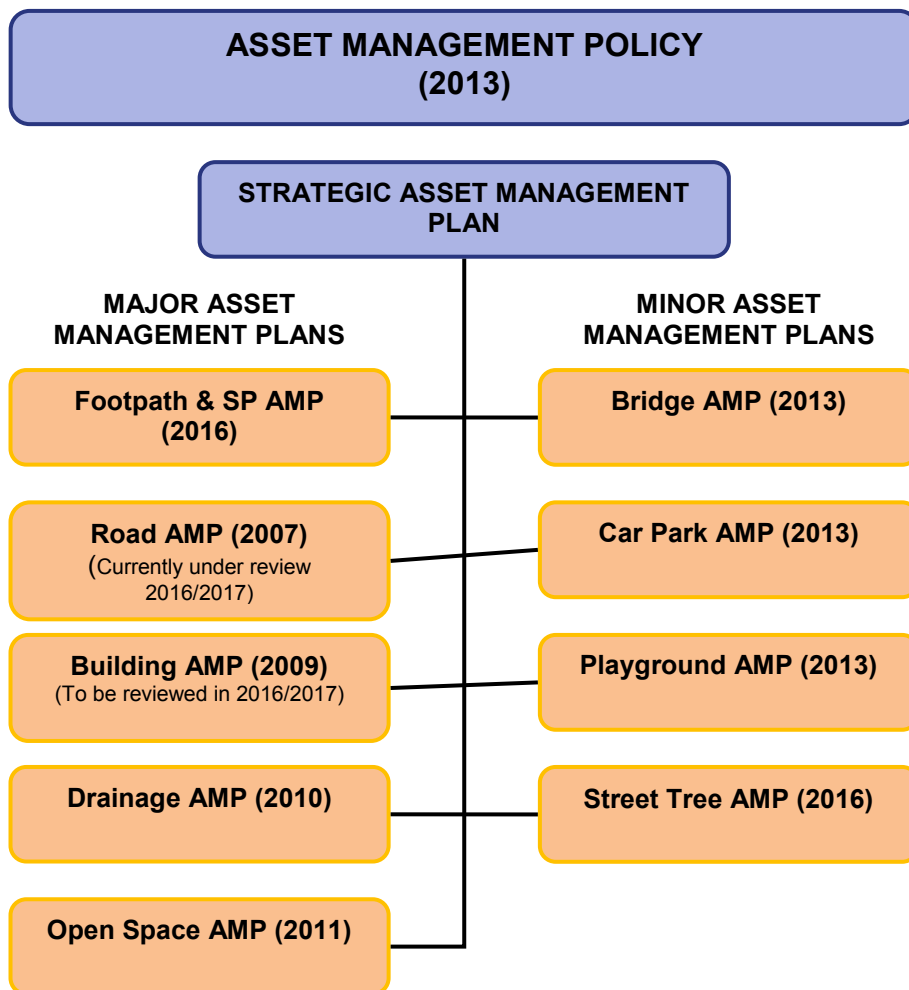


Figure 3 – Knox Asset Management Plan Classification within Asset Management Framework

8.2 Progress Report on Implementation of Asset Management (cont'd)

2.5 Completion of Improvement Actions

As part of the development of each Asset Management Plan, an Improvement (Action) Plan was identified, typically using a twenty year implementation timeframe (for both capital and operational aspects).

Due to the evolving format of Asset Management Plans, Improvement Plans weren't initially part of the *Footpath & Shared Path Asset Management Plan*, nor the *Road Asset Management Plan*. However, these were retrospectively created when asset management monitoring commenced in 2010.

The Improvement Plans identify prioritised actions with responsibility for implementation distributed amongst various recommended project leaders across the organisation. Each year, an assessment is undertaken on the status of the improvement actions that were identified in both the *Strategic Asset Management Plan* and the various Asset Management Plans.

The implementation of the revised *Strategic Asset Management Plan* Improvement Plan currently sits at 20% completion, since the Plan was endorsed in December 2014. All actions are currently in progress. In terms of the individual Asset Management Plans, there continues to be good progress every year in the implementation of Improvement Plans, with the completion status outlined in Figure 4 below.

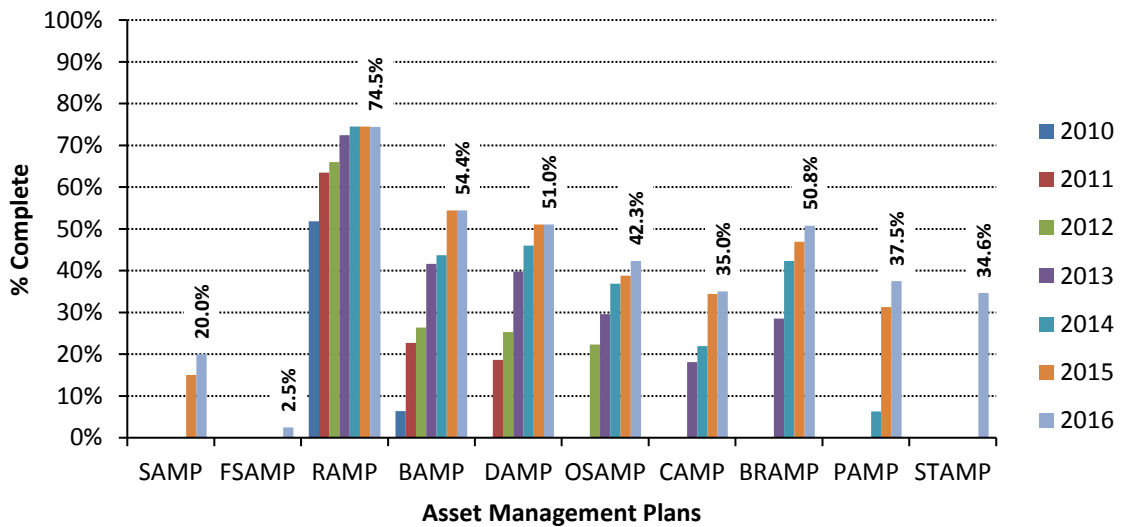


Figure 4 – Implementation Completion Status of Endorsed Asset Management Plans

Analysis of the status of Improvement Plans for each of the individual Asset Management Plans is based on the percentage of actions completed, in progress and not started. A percentage of completion for the in progress actions was also calculated. The results are summarised in Table 1.

8.2 Progress Report on Implementation of Asset Management (cont'd)

Plan	Complete	In Progress	State of "In Progress"	Not Started
Strategic Asset Management Plan - 2015	0	5	(average of 20% complete)	0
Footpath and Shared Path Asset Management Plan - 2016	0	1	(average of 20% complete)	7
Road Asset Management Plan - 2007	19	13	(average of 66% complete)	5
Building Asset Management Plan - 2009	24	37	(average of 48% complete)	16
Drainage Asset Management Plan - 2010	10	25	(average of 50% complete)	9
Open Space Asset Management Plan - 2011	7	7	(average of 57% complete)	12
Carpark Asset Management Plan - 2013	3	5	(average of 52% complete)	8
Bridge Asset Management Plan - 2013	5	5	(average of 32% complete)	3
Playground Asset Management Plan - 2013	2	3	(average of 33% complete)	3
Street Tree Asset Management Plan - 2016	2	9	(average of 32% complete)	3

Table 1 – Current status of Asset Management Plan improvements

2.6 Monitoring and Review of Implementation

The responsibility of continually reviewing the progress of the implementation of the Asset Management Plans has been allocated to the Asset Management Steering Group (AMSG), with key support from the Sustainable Infrastructure department. This practice has now been embedded as an ongoing task to monitor Council's progress.

In accordance with the Asset Management Steering Group's Charter, there was considerable focus in 2013 to investigate ways to expedite the delivery of Improvement Actions that are derived from Council's adopted Asset Management Plans.

In May 2013, the AMSG reviewed all outstanding Improvement Actions and agreed on those of high priority. This review was undertaken from a risk perspective (focusing on key Council risk categories of Safety, Operational Performance and Regulatory) and an assessment of the criticality of actions in improving asset management performance.

As an outcome of this assessment (as at September 2016), there are only six (6) outstanding high priority actions. Five of these actions are already significantly progressed. Ongoing monitoring of asset management implementation is achieved by the inclusion of a standing agenda item for AMSG meetings.

8.2 Progress Report on Implementation of Asset Management (cont'd)

2.7 Ongoing Review of Asset Management Plans

Council's objective to complete Asset Management Plans for each of its main asset classes was realised in early 2016 with the release of the *Street Tree Asset Management Plan*. Achieving this objective is significant as it marks a point where Council's asset management plan focus changes, from development and implementation, to review and continuous improvement. In 2016 Council's first review of its *Footpath and Shared Path Asset Management Plan* was completed. As Council becomes more sophisticated in its management practices and its repository of performance data increases, continuous review and adjustments will ensure municipal assets will sustainably support the Knox community into the future.

A program of reviews has been incorporated within the *Strategic Asset Management Plan*.

3. CONSULTATION

Internal consultation on the progress of asset management implementation has occurred throughout the year with key department managers and the Executive Management Team. The MAV STEP Program audit has enabled Council's performance to be discussed with these groups in the context of the wider local government sector.

The Audit Committee has also requested that an annual report be presented to track Council's progress – this requirement is also documented in Council's *Asset Management Policy*. As a result, a status report was presented to the Audit Committee on 15 December 2016 outlining Council's progress in the implementation of asset management.

4. ENVIRONMENTAL/AMENITY ISSUES

Responsible and effective asset management aims to integrate with existing Council policies, strategies and plans aimed at protecting and reducing the impact Council has on the environment as an asset owner. This is largely addressed through individual Asset Management Plans.

5. FINANCIAL & ECONOMIC IMPLICATIONS

A key principle of asset management is to ensure Council makes informed decisions and acts in a financially responsible manner as a custodian of community assets. Sound asset management planning provides input into Council's Long Term Financial Forecast as well as providing guidance on how Council manages the provision of assets and services to the community, now and into the future.

8.2 Progress Report on Implementation of Asset Management (cont'd)

6. SOCIAL IMPLICATIONS

Infrastructure assets support the many services provided to the community by Council. These assets are the foundation of community support, interaction, economic activity and have a direct impact on the quality of life experienced by residents. Ensuring assets and services are functional, and provided in a sustainable manner, will ensure the community continues to be a prosperous and thriving municipality.

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

The City Plan 2013-17 is a description of the strategic objectives and strategies for the City as a whole to support attainment of the City Vision. The implementation and delivery of the following theme and objective from the City Plan are supported by a sound asset management planning framework.

<i>Theme</i>	<i>City Plan Objective</i>	<i>City Plan Strategy</i>
<i>5. Democratic and Engaged Communities</i>	<i>5.3 Ensure Council is well governed and demonstrates effective leadership</i>	<i>5.3.1 Maintain accountable and transparent governance practices, and Council's sound stewardship of the community's finances and assets.</i>

8. CONCLUSION

Council has made significant progress in asset management since 1994 and has been recognised within the local government sector as one of the leaders. This has been evidenced by Knox hosting a number of local and interstate councils seeking guidance as to how best implement aspects of asset management into their organisations.

This report acknowledges Council's achievements in embedding measures to ensure the long term sustainability of the municipality's infrastructure assets is preserved and the quality of service provision is maintained or (where possible) improved.

This annual report also ensures Council complies with the Federal Government's requirement to exercise a reporting mechanism so that elected officials are kept abreast of the municipality's progress towards attaining a desirable level of asset management maturity. This information also assists Councillors in making sound financial decisions when considering service provision for the community.

This report demonstrates how Council continues to develop and update its key asset management planning documents in accordance with the *Asset Management Policy* and *Strategic Asset Management Plan*. Council is now entering into a phase of review for many of the Plans.

National Framework Core Competency Report Card

APPENDIX A

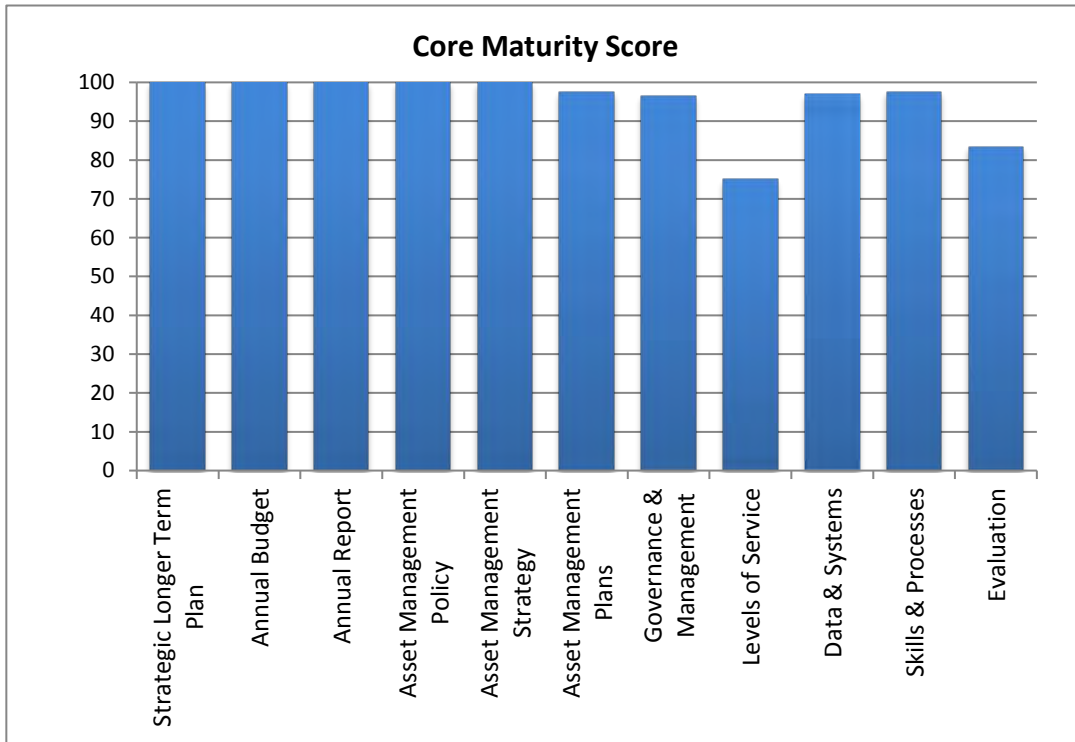
National Framework Core Competency Report Card	
<i>Based on 11 Key Framework Elements</i>	
Council:-	Knox City Council
	Review Date: 29/01/2016
Summary Sheet	
<u>Outcomes to be Achieved:</u>	
A strategic alignment between technical levels of service and community levels of service, as validate by the community.	
<u>Priority Council Actions:</u> (maximum of 5 key actions to be identified)	
Action 1:	EMT and Asset Strategy to identify Asset Management educational materials for new Councillors to coincide with the Council election process.
Action 2:	Define community levels of service as part of service planning and incorporate into AM Plans as they are developed or reviewed.
Action 3:	Validate proposed changes to service levels through community dialogue.
Action 4:	Continue final round of service planning reviews.
Action 5:	
<u>Performance Scorecard:</u>	
	<u>Core</u>
1 Strategic Planning	100 Excellence
2 Annual Budget	100 Excellence
3 Annual Report	100 Excellence
4 Asset Management Policy	100 Excellence
5 Asset Management Strategy	100 Excellence
6 Asset Management Plans	98 Excellence
7 Governance & Management	96 Excellence
8 Levels of Service	75 Proficient
9 Data & Systems	97 Excellence
10 Skills & Processes	98 Excellence
11 Evaluation	83 Excellence
Signed:	Date:
CEO	

National Framework Core Competency Report Card
Based on 11 Key Framework Elements

Council:- Knox City Council

Review Date: 29/01/2016

Council Performance - Core Competencies Gap Analysis (Basic Level)



ALL WARDS**9.1 COMMUNITY DEVELOPMENT FUND EVALUATION PANEL UPDATED TERMS OF REFERENCE AND COMMUNITY DEVELOPMENT FUND POLICY**

SUMMARY: *Community Resourcing Officer (Deb Robert)*

This report presents recommendations for changes to the Terms of Reference for the Community Development Fund Evaluation Panel (the Panel) to reflect the change in composition initiated by Council at the Statutory Meeting in November 2016.

The changes will enable the advertising and recruitment of community representatives to fill current vacancies in time for the commencement of the 2017-18 Community Development Fund (CDF) grants round.

The Community Development Fund Policy is due for review in May and is presented here with some minor amendments recommended to reflect current operations and best practice.

RECOMMENDATION

That Council

- 1. Approve the Community Development Fund Evaluation Panel Terms of Reference as provided in Appendix A.**
- 2. Approve the Community Development Fund Policy as provided in Appendix B.**

1. INTRODUCTION

The Community Development Fund (CDF) is a Council funded grants program established in 1999. It provides project-specific grants to locally focused, not-for-profit organisations involving and supporting Knox community members. The CDF program is administered in accordance with the Knox CDF Policy and Guidelines and the CDF Evaluation Panel Terms of Reference.

Following the allocation of grants for each round the Panel meets to reflect on the successes and challenges of the round, and to discuss opportunities for innovation and improvement of the administration and implementation of the program. Any significant changes that are recommended by the Panel are referred to Council.

This report presents changes to the composition of the Panel to increase the representation of Councillors from two to three members. At the annual reflection meeting of the Panel in November 2016, it was agreed to recommend to Council that the community member representation should also be increased from two to three to maintain a balance of representation.

9.1 Community Development Fund Evaluation Panel Updated Terms of Reference and Community Development Fund Policy (cont'd)

The CDF Policy has been reviewed with some minor updates, including a recommendation from the Panel in relation to grant acquittal.

2. DISCUSSION

2.1 Community Development Fund Evaluation Panel Terms of Reference

Knox Council's *Council Committees Policy* requires Council's approval for amendments to Terms of Reference for a Council Specific Purpose Committee.

The current Terms of Reference specify Community Development Fund Evaluation Panel membership in Clause 3, as follows:

- Two (2) Councillors who will have voting rights
- Two (2) community representatives who will have voting rights
- Two (2) Council officers participating in the Panel through the preliminary assessment of applications, provision of advice and administrative support. Council officers do not have voting rights.

The current Council representation on the Panel was expanded to three at the Councillors' Statutory Meeting on 8 November 2016.

At the subsequent Community Development Fund Evaluation Panel annual reflection meeting on 30 November 2016, it was agreed that community representative numbers should also be increased to align with Councillor representation.

It is recommended that the Terms of Reference should refer to the fact that Council officers support the Panel assessment process and the meetings rather than specifying two officers.

The Terms of Reference specify the period of membership for community members and the method of appointment. These specifications do not need to change to accommodate an additional community representative.

The expansion of the Panel membership will provide a greater diversity of perspective in the assessment of requests for community grants. It will also ensure a more robust Panel structure in the event of occasional unavoidable absences by voting members.

2.2 Community Development Fund Policy

The CDF Policy has been updated to incorporate references to the pending Community Plan 2017-2021 and replace reference to the Ward Contingency Fund. Clarity has been provided in regards to capital works not being eligible for funding.

9.1 Community Development Fund Evaluation Panel Updated Terms of Reference and Community Development Fund Policy (cont'd)

A further clause has been added to strengthen accountability and acquittal of grants, in response to discussions at the most recent Panel meeting.

There is also a new standard clause to enable minor updates to be done without requiring a return to Council.

3. CONSULTATION

Recommended changes to the Panel Terms of Reference were discussed and recommended by the Panel at its reflection meeting in November 2016.

Changes proposed in the reviewed CDF Policy also reflect input from the Panel membership.

Council officers responsible for supporting the Panel have consulted Council's Governance department and conducted peer reviews amongst other local governments to ensure the changes are in keeping with industry best practice for grant makers.

The recruitment of two community representatives to the Panel will be promoted in local papers and through social media in April 2017 to fill a current vacancy as well as the proposed third position.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental/amenity issues associated with this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The financial implications associated with this report is the increase in catering costs incurred due to the increased number of members at after-hours Panel meetings which will be managed within existing budgets.

All Panel meetings – up to six per year - are held in the evening to accommodate the commitments of Councillors and community representatives. Meals are provided in accordance with Council's Meals and Beverages Policy.

6. SOCIAL IMPLICATIONS

The CDF grant program facilitates engagement between Council and a diverse range of community groups. It strengthens existing relationships, broadens understanding of community need and activity and initiates new collaborations. It also enables the delivery of projects/programs by community organisations to support the objectives of the *Knox City Plan 2013 -17*.

Increasing the membership on the CDF Evaluation Panel will contribute to sound decision making and a shared understanding of community activity and aspirations in Knox. It will also facilitate greater breadth of experience, diversity of perspective and a more robust assessment of grant proposals to benefit the Knox community.

9.1 Community Development Fund Evaluation Panel Updated Terms of Reference and Community Development Fund Policy (cont'd)**7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)**

The CDF grants program primarily contributes to the *City Plan 2013-17* themes of 'Healthy, Connected Communities' and 'Culturally Rich and Active Communities'.

8. CONCLUSION

The Community Development Fund Evaluation Panel Terms of Reference are recommended to be updated to reflect the recommendations of the Panel. The revised documents will ensure that the Community Development Fund continues to make an effective and positive contribution to the achievement of Council objectives and provide a valuable interface with community organisations in Knox.

9. CONFIDENTIALITY

There are no confidentiality issues in relation to this report.

Report Prepared By: Deb Robert (Community Resourcing Officer)

***Report Authorised By: Director – Community Services
(Kerry Stubbings)***

TERMS OF REFERENCE



COMMUNITY DEVELOPMENT FUND EVALUATION PANEL

Directorate	Community Services
Responsible Officer	Community Resourcing Officer
Committee Type	Specific Purpose Committee
Approval Date:	10 May 2016 27 March 2017
Review Date:	10 May 2020 27 March 2021

1. PURPOSE

The Community Development Fund Evaluation Panel (the 'Panel') exists to:

- Annually assess applications for Council's Community Development Fund grants and to make recommendations to Council regarding the allocation of the grants budget in accordance with Council's Community Development Fund Policy.
- Evaluate the ongoing implementation of the Community Development Fund at the conclusion of each funding round and recommend *any appropriate changes in policy and procedure* to Council.

2. OBJECTIVES

The objectives of the Panel are to:

- Ensure that Community Development Fund grants are assessed in a fair and transparent manner in the best interests of the Knox community in accordance with Council's Community Development Fund Policy.
- Advise Council on the recommended allocation of funding under the Community Development Fund.
- Ensure that the annual recommended Community Development Fund grant allocations support relevant Council policies, programs and strategies.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

The Panel shall comprise the following:

- ~~Two (2)~~ **Three (3)** Councillors who will have voting rights
- ~~Two (2)~~ **Three (3)** community representatives who will have voting rights
- ~~A minimum of two (2) Council officers participate in the Panel through preliminary assessment of applications, provision of advice and administrative support. Council officers do not have voting rights.~~

The annual meeting to review the preceding grant process may include the Councillors and community representatives from that period to facilitate the crossover of ideas.

Community Members

- Community representatives **members** will be appointed to the Panel for a period of four (4) years based on a registration of interest and selection process.
- Successive re-applying is permitted as part of the Council Committee recruitment and selection process.
- Incumbent Panel community representatives **members** reapplying for a successive term can be appointed for a **further** period of **no more than** two (2) years.
- Vacancies for community positions on the Panel will be advertised in local newspapers and on Council's website **and through social media.**
- Casual vacancies which occur due to community ~~or professional/industry~~ members being unable to complete their appointments may be filled by co-opting suitable candidates from the most recent selection process for the remainder of the previous incumbent's term. Staff in consultation with the Chairperson will make a recommendation to the Chief Executive Officer who has delegated authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term. Where there are no suitable candidates identified, a formal expression of interest and selection process is required.
- New applicants will be required to submit an application addressing specified selection criteria and to attend a selection panel interview upon request.
- The selection panel will consist of Council staff and Councillors who are current representatives on the Panel, and will make recommendations of appointment of community representatives to Council.
- Previous community representatives may re-apply via the advertised process.

Councillors

- Council will appoint Councillor representation annually.
- The Mayor, by virtue of the Office, is ex officio member of any committee which may be established by Council from time to time. The Mayor has no voting rights as an ex officio member of the Panel.

Council Officers

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

4. DELEGATED AUTHORITY AND DECISION MAKING

The Panel acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

In making decisions, the Panel must comply with Council's policies, procedures and guidelines. Decisions become recommendations and may be implemented by a staff member who has the appropriate delegation and level of authority.

In accordance with section 76E of the Local Government Act 1989, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function.

The Panel cannot make decisions outside the agreed scope detailed in its Terms of Reference.

5. MEETING PROCEDURES

The Panel will meet approximately 4-5 **five to six (5-6)** times per year, predominantly during the submission assessment period.

*To proceed with a meeting a minimum of ~~four (4)~~ **five (5)** members are required to be present, including ~~one (1)~~ a Council officer, ~~one (1)~~ **two (2)** Councillors and **two (2)** community representatives.*

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

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

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

6. CHAIR

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

~~Where there is one Councillor representative on the committee (Panel) that Councillor stands as chair. Where~~ **As** there is more than one Councillor **on the Panel** the chair is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the chair.

~~A committee (The Panel) may determine, with consent of the Councillor representative/s, to appoint another member other than the Councillor representative/s as Chairperson.~~

If the Chairperson is not present at a meeting, any other Councillor shall be appointed Chairperson.

The ~~committee~~ (Panel) must advise the Governance Team of the name of the chairperson within one week of appointment. These details will then be updated on Council's intranet.

7. AGENDAS AND MINUTES

The Panel minutes will contain details of the proceedings and resolutions made, they will be clear and self-explanatory and will incorporate relevant reports considered at the meeting.

Minutes will be provided to the Chairperson for confirmation within 7 days of the meeting and distributed to all Panel members following confirmation from the chairperson within 14 days of the meeting.

The minutes will be submitted to be formally endorsed at the subsequent meeting.

The Agenda must be provided to members of the committee not less than 7 days before the time fixed for the holding of the meeting. The committee must determine whether minutes are to be made available to the public.

8. VOTING

When the Panel is unable to determine a matter by consensus, the matter will be determined by a vote.

Councillors and community members have voting rights.

Council staff provide support and advice to the Panel and have no voting rights.

In the event of an equality of votes, the Panel should endeavour to achieve consensus through discussion and further consideration of the applications.

Where an outcome is not resolved, the Chairperson will have a second vote.

9. CONDUCT AND INTEREST PROVISIONS

In performing the role of Evaluation Panel member, a person must:

- act with integrity;
- impartially exercise his or her responsibilities in the interests of the local community;
- not improperly seek to confer an advantage or disadvantage on any person;
- treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- commit to regular attendance at meetings; and
- not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the Panel will potentially form an Assembly of Councillors. When this occurs, Councillors and officers are required to comply with the conflict of interest provisions as set down in the Local Government Act 1989. Community representatives are also required to disclose any conflicts of interest (as defined in the Local Government Act).

Where a member of the Panel declares a conflict of interest in relation to a matter in which the committee is concerned, they 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. The member must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager – Governance within **five (5)** working days of the meeting. This information will be published at the next available Ordinary Council Meeting.

10. REPORTING

The Panel will provide its recommendations as an annual report to the Council.

11. ADMINISTRATION SUPPORT

Administration support will be provided by relevant officers in Council's Community Services directorate.

12. CONTACT WITH THE MEDIA

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

13. SUNSET CLAUSE AND REVIEW DATE

The Panel will conclude in ~~May 2016~~ **March 2021** unless Council endorses a recommendation to continue the Panel's role for a further period. If the Panel continues to have a relevant function, a report must be presented to Council prior to ~~May 2016~~ **March 2021** that includes a review of the Panel's Terms of Reference and seeks endorsement from Council to continue to act in an advisory capacity for a further period.

14. MEALS

The provision of refreshments during the course of Panel meetings will be in accordance with the Meals and Beverages for Council Committees Policy.

15. ADMINISTRATIVE UPDATES

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

KNOX POLICY

COMMUNITY DEVELOPMENT FUND

Policy Number:	2012/32	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Manager Community Wellbeing
Approval Date:	27 May 2014	Version Number:	3 4
Review Date:	27 May 2017		

1. PURPOSE

The purpose of this policy is to guide the annual allocation of the Community Development Fund grants to not-for-profit community organisations in Knox.

The aim of the Community Development Fund is to develop, enhance and support the involvement of community groups in activities and projects which respond to identified needs in the Knox community.

2. CONTEXT

Each year Council provides funding for the allocation of once-off project grants and annual event grants to not-for-profit community groups. The grants are assessed and allocated in response to the local community needs identified in the submissions received.

The Community Development Fund has been underpinned by the following principles:

- funded projects/activities will provide benefit to the Knox community and help meet Council's objectives;
- co-operation and collaboration between groups will be encouraged;
- grants processes will be consistent, equitable and transparent;
- grants processes will support and strengthen community groups in developing local solutions to local needs.

3. SCOPE

The policy will apply to submissions received and grants allocated in the annual Community Development Fund funding round each year.

The Community Development Fund program is not designed to supplement, subsidise or replace existing Council Budget allocations.

4. REFERENCES

4.1 Council Plan

- ~~City Plan (incorporating Council Plan) 2013-17~~ **Community Plan 2017-21**

4.2 Relevant Legislation

- Local Government Act 1989 – Conflict and Interest Provisions

4.3 Charter of Human Rights

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

4.4 Related Council Policies

- Community Health and Wellbeing Strategy
- ~~Ward Contingency Fund~~ **Incidental Community Grants**

4.5 Related Council Documents

- Community Development Fund Guidelines
- Community Development Fund Evaluation Panel Terms of Reference

5. DEFINITIONS

Council	Means Knox City Council, whether constituted before or after the commencement of this Policy.
Individual(s)	Means a resident(s) of the Knox Municipality.
Community Group(s)/Organisation(s)	Means a legal entity which provide services, support or activities to the Knox community.
Funding Agreement	An agreement between the grant recipient and Council that documents the agreed objectives of the funded project/activity and the reporting and accountability requirements of the grant.
Community Representative	A member of the community appointed by Council to participate in the Evaluation Panel
Evaluation Panel	Title of the specific purpose committee to provide recommendations to Council on Community Development Fund grants allocations
Not-For-Profit group	An organisation that does not operate for the profit or gain of its individual members

6. COUNCIL POLICY

6.1 Council will provide an allocation in each annual budget to fund the Community Development Fund Program.

6.2 The Community Development Fund provides grants in three categories:

- Category 1 - up to and including \$2,000
- Category 2 - \$2,001 up to \$20,000
- Category 3 - up to \$5,000 for annual community events* established for more than three years

**An annual community event is defined as an event that is open to the entire Knox community.*

6.3 Eligibility & Exclusion Criteria

6.3.1 Organisation Eligibility

- Submitting organisations must be a not-for-profit organisation established under one of the following;
 - the Victorian Associations Incorporation Reform Act 2012,
 - the Victorian Co-operatives Act 1996,
 - the Aboriginal Councils and Associations Act 1976,
 - Corporations Act 2001,
 - an Act passed by the Legislative Assembly of Victoria, or
 - in another form considered appropriate by Knox Council.

Applications will also be considered from organisations under the auspice of another organisation which meets any of these criteria.

NB: Schools are not eligible for funding, however School Parent's Associations that are incorporated, (or similar), and attached to a not-for-profit school are eligible.

- Submitting organisations must have a Committee of Management, or similar, that can accept responsibility for a grant, ensure the project is carried out, and meet the evaluation and reporting requirements.
- Organisations granted funding must have either an Australian Business Number (ABN) or provide a Statement by Supplier (SbS) declaration.
- Submitting organisations must provide direct services, support or benefit to people living in the City of Knox.
- Submitting organisations must clearly demonstrate a need for financial support to achieve the proposed project.
- Organisations that show a strong connection to their local community will be favourably considered.

6.3.2 Organisations Exclusions

Organisations are not eligible to apply to the Community Development Fund if:

- They have a delinquent account with Knox Council, i.e. an amount owed to Council that was not paid by the due date;
- They have outstanding acquittal documentation, i.e. the acquittal documentation for a previous grant has not been handed in by the agreed due date.

6.3.3 Application Exclusions

Applications that are submitted after the submission period closes are ineligible and will not be assessed.

6.3.4 Project and Event Eligibility

- Projects and events must have a definitive start and finish date.
- It is preferable that the project start and finish within the 12 month funding period, however projects up to three years can be considered.
- Projects and events must clearly support Council's strategic objectives and priorities which are captured in the ~~City Plan (incorporating the Council Plan) 2013-17~~ **Community Plan 2017-21**.
- Projects and events must aim to meet a demonstrated need within the Knox community.
- Projects and events must be conducted within the boundaries of the City of Knox and have significant participation of Knox residents.

NB: School Parent Associations must be able to demonstrate their proposed project is for the benefit of the Knox community, not just for the benefit of the School community, i.e. CDF cannot fund a project that will only benefit school students, student's families and/or staff of the school.

Projects and events which involve collaboration with other organisations and services, share resources within the community, and involve volunteers will be favourably considered.

Projects with well defined and clearly communicated aims and outcomes, along with clear and succinct detail regarding how the project will be implemented will be favourably considered

6.3.5 Project and Event **Ineligibility**

The following types of projects and items **cannot** be funded through the Community Development Fund:

- **Fundraising:** For example, but not limited to: purchase of raffle prizes, purchase of items for auction, purchase of items for re-sale, direct contributions to charity organisations, payment for facilitators and prizes for fundraising events such as trivia nights, movie nights, karaoke night, fashion parades etc.
- **Capital or facility maintenance works:** Capital works projects are considered to be those that primarily focus on improvement, replacement, disposal or addition to fixed assets such as land, building and facilities. For examples ~~permanently fixed play structures~~, major structural building improvements.
- **State or Federal government responsibilities:** Projects may not be an event or activity that is the core program funding responsibility of another level of government. Example: curriculum-based activities for schools.
- **Retrospective funding:** A CDF grant may not be used to reimburse an organisation for expenses already paid; i.e. if money has been spent on the project or event prior to the organisation receiving the grant cheque, grant monies may not be allocated to this expense.
- **Consecutive project submissions:** Applications for projects that have been funded by the CDF for three consecutive years are not eligible.
- **Operational expenses:** A CDF grant may not be used to fund the day-to-day expenses incurred in carrying out the usual business of the submitting organisation. This includes expenses such as salaries for existing positions, insurance and utilities.

- 6.4 The annual submission round will be widely publicised and promoted to the Knox community.
- 6.5 Assessment of submissions will be undertaken by the Community Development Fund Evaluation Panel that will comprise Councillors, Community Representatives and Council officers in accordance with the Community Development Fund Panel Terms of Reference
- 6.6 Specific ranking criteria are endorsed by the Panel for utilisation in the project assessment process to establish how recommendations for funding approval are determined.
- 6.7 A report shall be presented to Council for each funding round (annually) to consider and endorse the recommendations from the Panel.
- 6.8 Council will host an annual event to acknowledge the allocation of grants to successful applicants.
- 6.9 All funded projects require a signed funding agreement which will specify relevant accountability requirements relating to the delivery of the project and financial reporting.
- 6.10 Organisations with inadequate grant acquittal documentation after two (2) years from the original grant approval date will be referred to Council's Finance Department for debt retrieval.
- 6.11 Any unallocated funds from the ~~Ward Contingency Fund~~ **Incidental Community Grants** program in any year are to be carried forward and allocated to the Community Development Fund for the following financial year.

7. ADMINISTRATIVE UPDATES

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

ALL WARDS**10.1 KNOX COMMUNITY PANEL FINAL REPORT**

SUMMARY: *Manager – Governance & Innovation (Fleur Cousins)*

This report presents to Council the Knox Community Panel Final Report.

RECOMMENDATION

That Council endorse the Knox Community Panel Final Report for public release.

1. INTRODUCTION

The current City Plan (incorporating Council Plan) will expire in June 2017. The development of a new plan for Knox for the coming four years is being informed by evidence based research and extensive community engagement.

The Knox Community Panel formed an important part of the community engagement. The Panel provided Council the opportunity to engage and have a dialogue with community members.

Panel members gained a greater understanding of the opportunities and challenges faced by Council, and in turn, Council listened to the Community Panel and their feedback has informed the development of the new Community Plan (incorporating the Council Plan) 2017-21.

2. DISCUSSION

Early in 2016, Knox City Council undertook a series of research and engagement projects to inform the development of a new plan for the Knox community.

At the Council meeting on 20 December 2016, Council endorsed for public release reports about the research and engagement done to date:

- 2nd Edition State of Knox Report - providing a narrative (informed by data) that identifies and explores the key social, health, political, cultural, environmental and economic issues in Knox, and how these have changed since the first edition.
- Municipal Survey – asking the community what's important to them about Knox; how satisfied they are with the area; how things have changed over the four years; areas that need to be focused on for the future; and priority areas for Knox Council to focus on for the future.
- Focus Groups - to further explore the preliminary findings of the State of Knox research and Municipal Survey.

Beginning in August 2016, Council officers met with a group of Knox residents to discuss the challenges facing local government, and Knox in particular, now and into the future.

10.1 Knox Community Panel Final Report (cont'd)

The aim was to connect with a group of people that represented the different aspects of the Knox community and

- discuss community priorities based on the engagement activities conducted to date;
- discuss in detail the challenges Council faces over the next few years; and
- provide feedback on how to approach those challenges including an indication of priorities in order to inform the development of the new Community Plan.

Councillors were provided the opportunity to meet with one of the Community Panel members on Monday 6 February 2017, who gave them an indication of the types of discussions held over the five full day sessions and a personal account of the experience.

The Knox Community Panel Final Report (Appendix A) provides an indepth analysis of the discussions of the group and includes an evaluation of the panel.

This Knox Community Panel Final Report (Appendix A) is presented to Council for endorsement for public release. This document will be published and made available via Council's website with the other research and engagement reports as outlined above.

3. CONSULTATION

The Knox Community Panel was a new engagement model for this municipality. It was regarded as a best practice approach for deliberative community engagement and provided an opportunity to both share greater information with panel members on the challenges faced by Council and its operating environment as well as hear from panel members on the aspirations and priorities for the Knox municipality and the role Council should have in achieving these. The Knox Community Panel was well received by participants and their networks and the feedback from the Knox Community Panel has informed the development of the new Community Plan.

4. ENVIRONMENTAL/AMENITY ISSUES

The Community Panel is a critical engagement activity that has provided some feedback on the importance of the amenity of Knox as well as identified priorities and areas of focus for Council to consider for enhancing and protecting our natural environment.

10.1 Knox Community Panel Final Report (cont'd)

5. FINANCIAL & ECONOMIC IMPLICATIONS

Costs associated with development of the draft Community Plan 2017-21, including the Knox Community Panel, were included in the 2016-17 Annual Budget. A total of \$55,034 was invested to run the Knox Community Panel including independent recruitment of panel members and external facilitation.

The Knox Community Panel was also supported by a range of internal staff in addition to the costs above.

6. SOCIAL IMPLICATIONS

The Community Panel was a critical engagement activity to support the identification of priorities and Council objectives relating to improving the health and social connectivity of the Knox community and ensuring cultural diversity, activity and service availability.

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

This report concerns the development and adoption of the new Community Plan (incorporating the Council Plan) for 2017-21, which will replace the existing plan.

8. CONCLUSION

The Knox Community Panel provided a unique opportunity for both Council and representatives of the Knox community to have a dialogue about the current and future issues facing Council, local government in general and the community, consider what is important and what the priorities for Council should be over the next four years.

It drew on the findings of previous research and engagement activities and built a picture of the what the future of Knox could and should look like.

9. CONFIDENTIALITY

There are no confidentiality issues.

Report Prepared By: *Manager – Governance & Innovation
(Fleur Cousins)*

Report Authorised By: *Director – Corporate Development
(Joanne Truman)*



Knox Community Panel

**Final Report
January 2017**

Introduction & Background

Introduction

Throughout 2016, a range of data was collected and community engagement activities conducted to inform the development of a new plan for the City of Knox. The research and activities conducted have provided insight into the community's priorities and areas they believe Council should invest and direct effort toward over the next four years.

The Community Panel was an important part of Knox's community engagement. Beginning in August 2016, Council officers met with a group of Knox residents to discuss the challenges facing local government, and Knox in particular, now and into the future.

The richness of the conversations as described in the following report will be a significant input into Council's planning process and was an extremely valuable exercise for Council and the Panel members alike.

Background

Local government in Victoria is faced with a number of challenges, of which the most recent is rate capping, the considerable shifts in federal and state policy and funding arrangements impacting on services delivered by councils, and significant cost shifting. These more recent pressures are causing councils across Victoria to re-examine their role and purpose, their relationship to other tiers of government, and the services they deliver.

In addition to these trends, local government exists in a larger, ongoing environment of change, including change within its communities, changes in expectations of local government, technological changes, and a changing natural environment. And even more recently the state government began a review of the Local Government Act, suggesting further changes.

In Victoria, Councils are legislatively required to adopt a Council Plan every four years, by 30 June after the election of a new Council. Knox currently has the *Knox City Plan (incorporating the Council Plan) 2013-17* which describes the outcomes required to progress the City towards the achievement of the aspirations described in the Knox Vision and it expires on 30 June 2017.

The Integrated City Strategy was developed in 2014 and sought to create a single point of focus to implement the City Plan, removing competing strategic activities and duplication of effort, and ultimately achieve the Knox Vision. The Integrated City Strategy will be included in the new planning document, creating a single point of reference for the city.

State of Knox Report

The State of Knox Report – Second Edition provides a narrative (informed by data tables) that identifies and explores the key social, health, political, cultural, environmental and economic issues in Knox. It explores how things have changed since the first edition State of Knox Report and compares Knox with metropolitan (or in some cases, State) averages.

Community Engagement

The community engagement input for the new City Plan included the following components:

Municipal Survey:

Knox City Council, in consultation with newFocus Research, developed a Municipal Survey to help capture community opinions. The survey included three components:

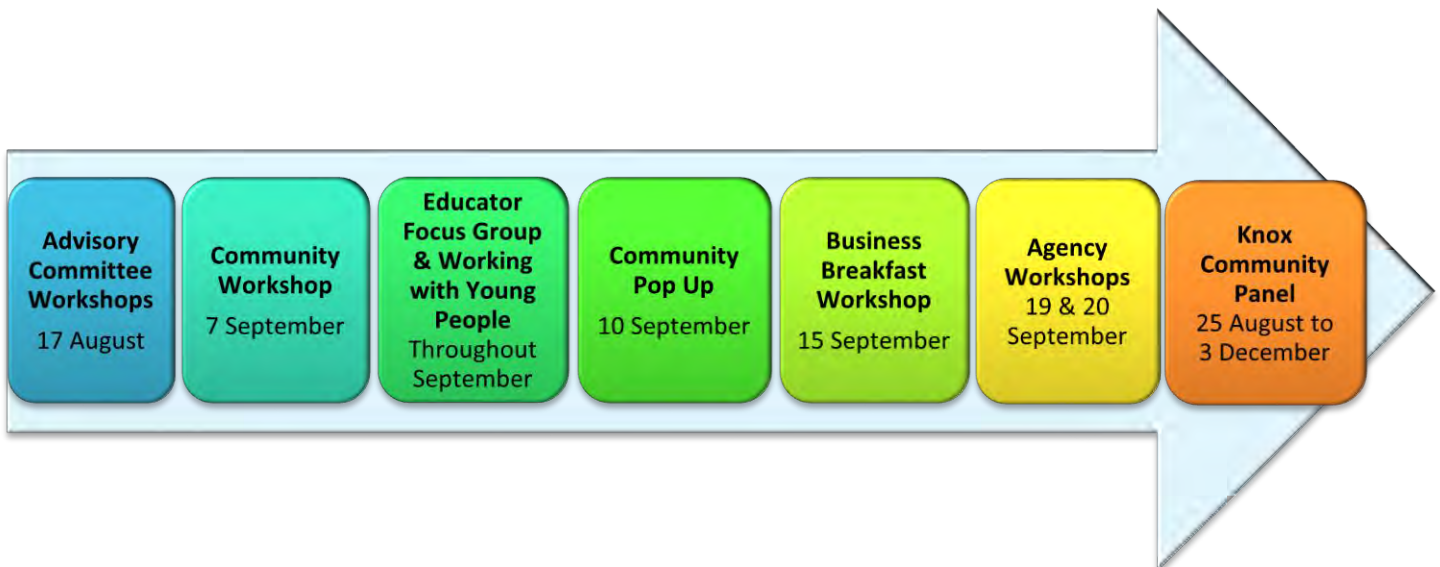
1. A random sample telephone survey was conducted of 800 Knox residents and 200 Knox business owners.
2. An open online survey that included a general version as well as specific versions tailored to representatives of community groups, young people 14-18 years old, and Knox staff and elected officials.
3. Supplementary in-person interviews specifically for groups that may not participate in telephone or online surveys.

Over 1,650 surveys were received, including over 110 staff members at Council.

The results of the survey combined with the data from the State of Knox provided a sound starting point to identify:

- what's important to people about Knox;
- how satisfied people are with the area;
- how things have changed over the four years;
- areas that need to be focused on for the future; and
- priority areas for Knox Council to focus on for the future.

The face-to-face consultations designed to inform the draft Community Plan 2017-2021 involved a range of activities, staged between August and December 2016:



Workshops, Focus Groups & Community Pop-ups:

These activities were conducted predominantly in August and September with members of the general public, members of Council's advisory committees, educators, young people, business people and key agencies and stakeholders. In broad terms, these consultation activities sought to:

- set the scene by providing an overview of the State of Knox, Municipal Survey and other research contributing to the development of the Community Plan;
- prioritise critical issues as reflected in this current/emerging context; and

- have a conversation about the future direction and partnership opportunities, in a preliminary way, by identifying and discussing the work of key agencies and stakeholders.

Knox Community Panel:

The Knox Community Panel was a new initiative undertaken by Knox City Council and was a little different to other types of engagement activities such as Citizens Juries in that it was not a decision making body. It also allowed for the Panel members to gain a deeper understanding of the Knox City Council and local government in general. The purpose of the Panel was to provide input into the future direction of Council's services, activities and infrastructure, within the context of growing financial constraints.

The aim was to connect with a group of people that represented the different aspects of the Knox community and

- discuss community priorities based on the engagement activities conducted to date;
- discuss in detail the challenges Council faces over the next few years; and
- provide feedback on how to approach those challenges including an indication of priorities in order to inform the development of the new Community Plan.

About the Knox Community Panel

Establishment of the Knox Community Panel

Knox benchmarked a number of different councils in Melbourne and Sydney and found they had consistently recruited 40 participants to similar engagement projects. This number was considered large enough to allow for a representative sample featuring the major population characteristics of a municipality, but not so large that the group cannot be well facilitated through discussions on complex topics. This is the number that Knox also aimed to recruit for the Knox Community Panel.

The emphasis of the Knox Community Panel (the Panel) was to provide an opportunity for the 'average' community member or business owner to participate in a process to discuss priorities and provide feedback on Council's challenges. The panel membership aimed to be as representative as possible of the major characteristics of the Knox community. Therefore, the suggested characteristics to recruit for the Panel were that the members be representative of:

- different service age groups from 18+ years
- gender balance
- cultural diversity (born overseas versus born in Australia)
- people with and without children
- employed versus unemployed
- business owners as well as community members

It was also decided that Panel members should not include:

- those who have a connection to Knox Council currently or in the past in relation to the following roles – employee, Councillor, advisory committee members
- current office bearers in any Knox community group

Council endorsed the criteria for selection of Knox Community Panel members, however recruitment was conducted by a professional recruitment company. This was to ensure that the membership was chosen through an independent and arms length process.

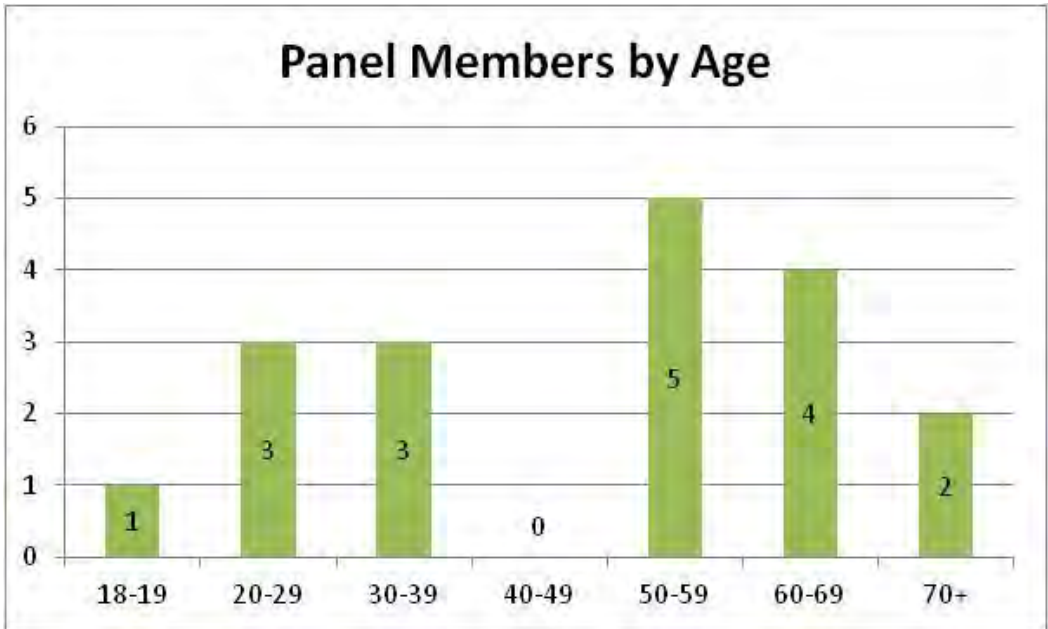
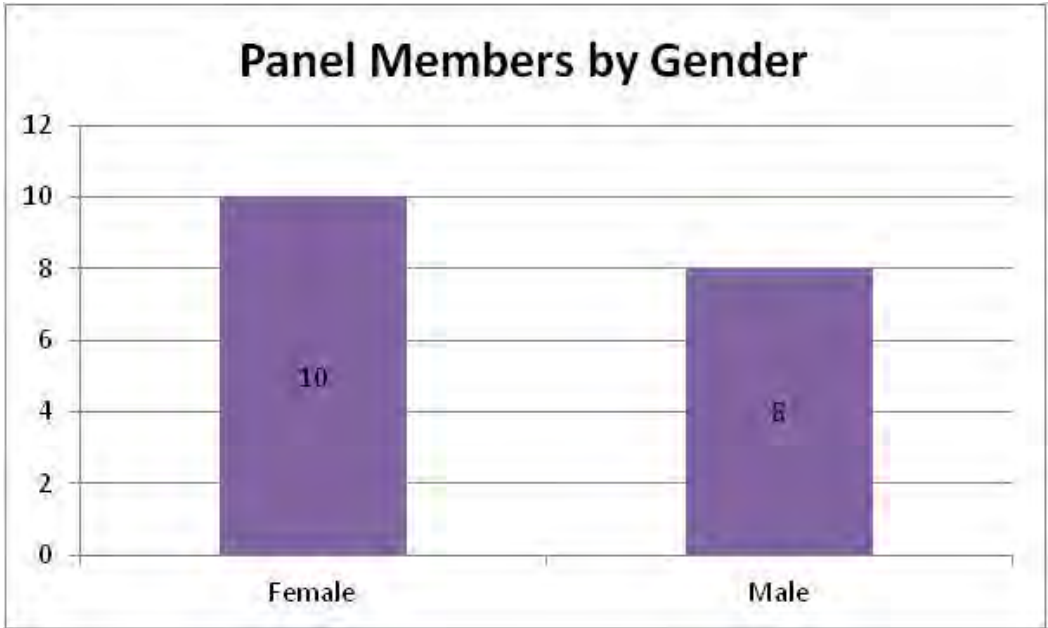
Council appointed a market research recruitment agency, Focus People, to conduct the recruitment for the Knox Community Panel. Focus People made telephone contact with over 2500 people who either lived or owned a business in the municipality, as well as using email and Facebook posts to recruit.

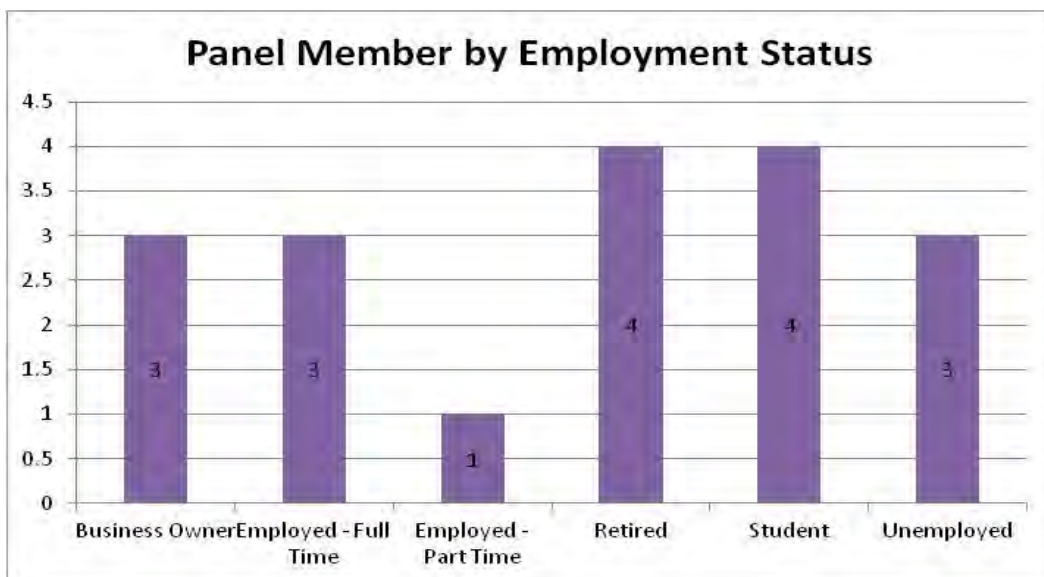
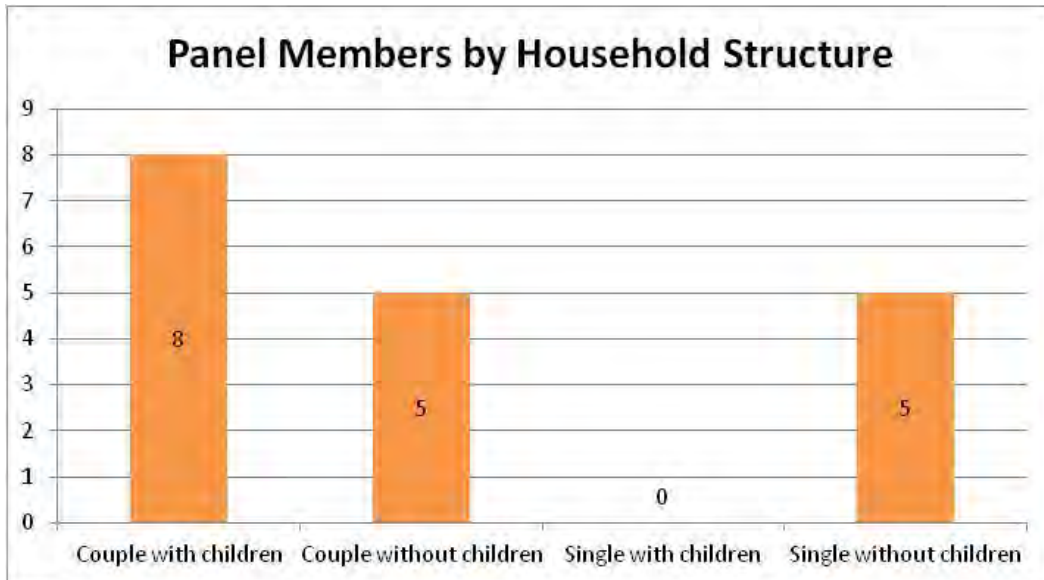
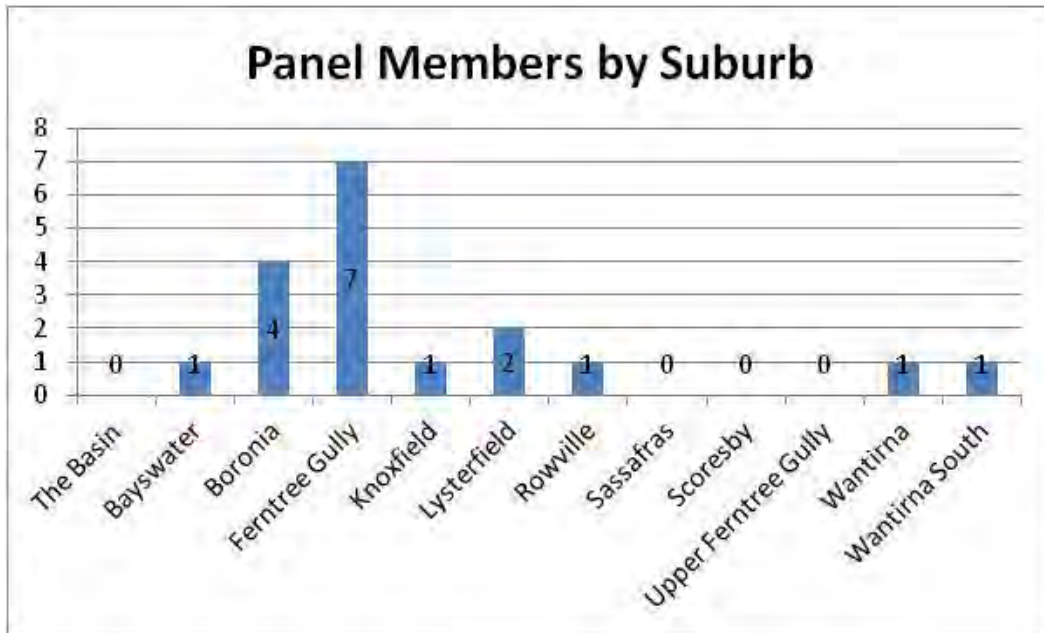
Despite their best efforts, only 29 people initially agreed to be part of the Knox Community Panel, however only 24 people attended on Day 1. The reasons given for not wanting to be part of Knox's community engagement project included not being paid enough (participants were paid \$100 per day) or not being paid at the end of each day (participants were not paid until the end of the project in December).

It must be acknowledged that the Knox Community Panel was a big commitment with participants agreeing to participate in five full day sessions, held on Saturdays spanning three months having been given limited information about the Panel's scope of discussions. This approach was done intentionally to be able to reach community members and business owners that may not necessarily have had much contact with Council before.

Community Panel Profile

Over the course of the five days, the Knox Community Panel membership fell slightly in numbers. Five people did not return to the Community Panel on Day 2, and one further person did not return on Day 3. 18 people (10 females and 8 males) remained with the Panel for the full five days. The demographics of those members of the Panel were as follows:





One of the members identified as being from a Culturally and Linguistically Diverse (CALD) background (Mandarin speaking) and there was one business owner on the Community Panel. These groups, CALD and business owners, were identified by Focus People as the most difficult to recruit for this project.

Role and Responsibilities

Applicants were interviewed and assessed by the recruiter, Focus People, to ensure they fully understood the commitment of the time required for the Knox Community Panel.

The Knox Community Panel sessions were held from 10am to 4pm on the following days:

- Saturday 27 August
- Saturday 10 September
- Saturday 5 November
- Saturday 19 November
- Saturday 3 December

Due to the Council Election Period, the Panel process was suspended for approximately eight weeks.

The Panel members arrived on Day 1 and were given more information about the process, the topics to be covered and information about their role and responsibility.

The Panel was asked to propose feedback and give suggestions in relation to Council's challenges, particularly with regard to the environment of financial constraint. They had **no authority** to:

- make decisions;
- determine the service Council is or is not providing; or
- propose the amount of any future rate cap variations that may be applied for.

They were also asked to act with integrity and respect, have no contact with the media, and maintain in strictest confidence all information that was marked as confidential.

Facilitation and Panel Support

The Knox Community Panel was coordinated and administered by a number of Knox Council staff members. However each day was facilitated by a consultant, Chris Kotur who was supported by a professional writer Alma Ryrie-Jones.

Chris Kotur - facilitator

Chris is well known in local government circles for her dedication to and highly successful work with communities, and with councils and their diverse range of stakeholders.

Chris is an expert in governance, strategy and leadership development and is currently Leader in Residence at Leadership Victoria. She is a strategic advisor to local government providing professional services for planning, strengthening culture and developing what councils need to know and be able to solve complex problems and bring about successful change during challenging or risky times.

Chris facilitated consultations for the 2009 Bushfires Royal Commission during the difficult months after Black Saturday. She was then asked to undertake this role for the 2011 Flood Review and for the Emergency and Fire Services Commissioners in communities affected by the Harrietville fires and again for the Hazelwood Mine Fire Inquiries. During 2015 she conducted consultations for the Royal Commission into Family Violence and the EPA Review.

Chris was an invaluable facilitator of and contributor to the Knox Community Panel. She worked with council staff to develop agendas for each of the days with the Panel. Due to her significant experience, she was able to capture the attention of the Community Panel, speak to them at a level that made them feel comfortable and facilitate the sessions with ease. As seen in the evaluation section of this report (pages 19 and 20), she was very well received.

Alma Ryrie-Jones – writer

Alma provides consultancy and writing and editing services for a variety of government and non-government organisations. As an instructional designer in a university, she worked directly with industry and business to develop programs in leadership and management, as well as training and assessment programs in technical fields such as medicine, engineering and science. For many years she was a policy analyst in the Victorian Government, and has written policy advice and speech materials for a number of Ministers.

Alma has collaborated with Chris Kotur on many projects and was able to observe and document the progress and outcomes of the Knox Community Panel. Alma captured the sentiment of the group each day in her summaries, as well as connecting with many of the Panel members.

Panel Discussions

Below is a summary of each of the Knox Community Panel sessions held from August to December 2016.

Day 1 – 27 August 2016

Knox City Council CEO Tony Doyle welcomed members of the Community Panel and outlined the importance of their work as part of Council's community engagement processes. He thanked them for their willingness to be involved and for contributing their thoughts and ideas on the priorities that matter to local communities, noting the vital importance of community input to the development of the City Plan (incorporating the Council Plan) for the next four years.

Broadly reflective of the demographic structure and range of localities across the City, the Panel quickly demonstrated their interest in knowing about the issues that matter to their community, and in representing the views, not only of themselves as individuals, but of other residents and ratepayers. In particular the need to consult and engage young people – those who will live with the consequences of decisions made in the present – was expressed, and Panel members shared the view that governments must learn to communicate with young people and take every opportunity to consult and involve them in planning and decision making processes.

Getting started

The Panel was provided with a high level overview of their City – its people, its earnings and economic activity profile, and its patterns of growth and change. The role of local government was then put in the broader context of Australia's three-tier system, and the many layered legislative frameworks that affect the way Council carries out its responsibilities and makes decisions. Members were given details of the scale of the City's assets, which must be managed for the benefit of the community, and the scope and nature of the expenses that must be met. The City's planning process was explained, from a focus on a Vision at the highest level, through the strategic and operational plans that are there to help achieve it, right through to the action plans that govern the work of individual departments on specific programs and initiatives. Community Panel members are being invited to have their say at a high level, helping to inform the thinking of Council as it sets priorities and considers how best to respond to new challenges. Panel members commented that the challenge is not only to plan well and implement well, but to make sure the community has a good understanding of what Council does and why. This session concluded with light-hearted participation in a Quiz on the City and its services, and some friendly competition between the Panel and Council staff.

Understanding the context

Panel members were then given a series of case studies that illustrate the context in which Council's planning must take place – some of the major challenges and possible opportunities for innovation. The case studies showed how programs and services can be affected by a changed policy, financial and operational environment. The need for local governments to decide whether a set of services or programs should continue in their present form, be replaced by others or be carried out in a different way presents a complex task. Panel members received insights into the choice Council has made in relation to the roll out of the National Disability Insurance Scheme which has a market based approach for direct service provision. Council's decision has been that it will not become an NDIS direct service provider and compete with other NDIS providers. Instead it will focus on its role in supporting people with disabilities to have access to good service options and access to a wide range of community opportunities in Knox. This will include working with the NDIS, the community and various competing service providers to ensure people will have access to the best fit for their individual needs and to link them into a range of community opportunities. This was an example of a response to a change in funding arrangements towards competitive arrangements.

Other challenges were also illustrated, with examples of changed levels of subsidy over time, resulting in a shift of the cost burden towards local government. The projected effects of the introduction of rate capping on Council's major source of revenue was also outlined, so that Panel members were able to gain a good understanding of the difficulties local governments face in ensuring that services and programs are sustainable. Again the Panel pointed to the need for the community to be fully informed.

Getting stuck in

Acknowledging that there is frequently no simple right or wrong decision, but that there is a need to make on-balance judgments that recognise the value of different services and programs, Panel members worked together in a prioritizing task. They discussed the value of the different areas of Council activity about which residents have been surveyed and shared their views informally. They also experienced something of the difficulties faced by Council in its consideration of where the funding emphasis should be, given that many services and programs are highly valued by the community, but current funding levels may be unsustainable. Panel members were also invited to think outside the square and to comment on any areas they considered important but not evident in the range of areas under discussion.

A 'voting' exercise, without any sense of final commitment, threw up some interesting areas of informal consensus, and was followed by a debrief where members could explain the thinking behind their preferences. Rated most highly by the group were Health, including mental health, and services in the area of Age and Disability, followed closely by Education (including education in the broader sense of life skills and job readiness training), and Employment. At the other end of the spectrum, members indicated a lack of support for investment in Arts and Culture. Panel members expressed interest in youth services and drug rehabilitation as areas of importance they would like to see discussed further.

During the debrief Panel members drew attention to the importance of working out the connections between different areas of activity and the underlying sources of social problems that can be addressed at a local level. For example, a member mentioned drawing connections between the areas he cared most about, and discovering that they tended to cluster around mental health and education. He suggested that if effort went into building the resilience and self-reliance of people through a focus on health and life skills education, many other services may not be so necessary.

Drilling down

At the end of Day 1 the Community Panel was thanked warmly for its contribution and for the valuable insights offered during the day. Day 2 will involve a deeper and more detailed look at key areas of activity and some consideration of what Council's role could be in them. Members will also hear the outcomes of other engagement activity and begin to gain a sense of the range of views across the community.

Day 2 – 10 September

Facilitator Chris Kotur welcomed Panel members back for a second day of working together, this time with the aim of gaining a deeper understanding of their Council, its responsibilities and the broad range of its activities and services. Asked to reflect a little on the outcomes of Day 1, members commented on the positive way in which this initiative is being received and the value of the media coverage achieved in the Knox Leader. Their friends and neighbours in the community have welcomed this engagement activity and other efforts by the Council, such as the pop-ups and focus groups, to be in touch with the community. In discussion members noted that no group can hope to fully understand the experience of people in all situations, and so must be careful to listen to the views of others and take as many perspectives as possible into account.

Confronting the future

The Panel was presented with some brief videos of the future, outlining the pace of change and the advent of technological change on a scale previously unimagined. The Panel noted that the timelines predicted by some observers are not very far away and that we must think about how needs may change and how solutions will have to change to meet them. The possible downside of major technological change was also discussed – particularly its potential to de-skill people and displace them from useful roles, and perhaps to compromise their individuality, privacy and personal independence.

What we've heard so far

Panel members were given an overview of the preliminary findings of other investigations into community needs and data indicating how well Knox is doing in comparison with the Melbourne metropolitan area and with other municipalities. The preliminary outcomes of the latest *State of Knox* report were presented in terms of major strengths – including health, community connectedness, personal and economic wellbeing, and the quality of the environment and the arts, culture, leisure and recreation that can be enjoyed in the City.

Areas of relative concern were also outlined, including emerging issues of substance abuse among young people, a perception of increased crime, a lower than average acceptance of cultural diversity. At the same time, the figures are trending in the right direction for the major health risks such as smoking, alcohol consumption, unhealthy food intake and lack of exercise and in some cases showing improvement well over the metropolitan average. Preliminary results of this year's Municipal Survey were also shared, providing data on what the community considers most important and how they feel about their City. The survey showed that in general people are very satisfied with Knox, in particular with its sport and recreation facilities, as well as the ease of getting around. There was some resonance between these findings and views expressed by Panel members in the process so far.

Understanding what Council does

Recognising that the role of Council is not always well understood, Panel members began to explore the range of ways Council can choose to deliver services to the community – everything from being a full service provider to stepping back and empowering others to deliver a service. Members recognised that it is sometimes more efficient for Council to fund other agencies to deliver, to partner with other Councils, governments or private providers to get something done, or to bring other groups together to manage a service.

The statutory roles of Council were also outlined, especially in planning and regulation. To illustrate the variety of roles and to give members insight into the complexity of decision-making and prioritising in specific areas, Council staff with expert knowledge were on hand to give detailed briefings on service provision in four areas:

- economic development
- planning
- youth, leisure and cultural services
- sustainable infrastructure.

The role of Council in helping to start and grow businesses in Knox so that local jobs are available was discussed. Members heard about the contribution of this region to manufacturing and Australian export effort – a reminder of the importance of getting young people interested in the high technology workplaces that modern manufacturing now involves. Some members were surprised by the range of activities and communication channels provided to businesses.

Next, the Panel heard about the Council's statutory role as a planning authority and the many ways in which the planning function affects all aspects of community life, because it is concerned with balancing the need for development and change, against other equally important community needs. The importance of consultation, negotiation and information for the community was emphasised.

The range of services provided under the heading of Youth, Leisure and Cultural Services came as a surprise to some members, with examples of the major reach achieved by facilities such as Knox Leisureworks, the community involvement and connection achieved through cultural festivals, the value of services to young people, and the importance the community places on libraries. It became clear that this area of services is challenged not by a lack of interest by the community but by the opposite: growing participation means an increasing demand for high quality facilities, spaces and activities.

Finally, members received a valuable overview of the challenges involved in capital works, which involves both a renewal program to maintain and replace infrastructure as needed, and the development of new projects – buildings, facilities, roads and paths. The concept of the 'movement space' and the 'engagement space' helped explain how planners and urban designers work to make places where people will meet and talk to each other – a key aspect of a healthy community.

These sessions were packed with information and stimulated a good deal of discussion as members considered and commented on various aspects of the different roles of Council.

Towards Day 3

Members were again thanked for their commitment and the quality of their input to the process so far. After a break to allow for a caretaker period and the conduct of Council elections, the Panel will reconvene to undertake more detailed investigation of existing services and to contribute their ideas to the new City/Council plan for the next four years.

Day 3 – 5 November

Facilitator Chris Kotur welcomed Panel members to the third day of working together, after a long gap to allow for the conduct of Council elections and declaration of the poll. The aim for this third day was to gain greater understanding of the decision-making process and to grapple with some of the challenges of balancing consideration of the interests and concerns of current residents and ratepayers with those of the future community in a changing society.

Asked to reflect a little on the process so far members commented on a growing empathy with the difficulties local elected officials and Council officers face in dealing with complex issues in which different groups have an interest. In commenting on the recent election, Knox City's preference for attendance voting was noted (with postal and other options also available) and the relatively low profile the local elections appear to have in the community.

Some members were saddened by an apparent lack of engagement in the process of electing a new Council and considered this an untenable attitude if people want to be well governed and have a say in how their local community develops in the future. Members were interested to hear the outcomes of the election and are hopeful that Councillors will continue to be interested in direct input from this community engagement activity.

'Falcon Hills Park'

Panel members were then handed a challenging assignment. Working in small teams, they received a briefing on a fictional, but quite common, situation – a green reserve currently designated as an activity centre, set in the middle of an industrial area, and currently home to a cultural centre, sports facilities, a library and childcare centre and a youth activity centre, with open space used by football teams and others. As is the case in real life for many publicly owned and maintained facilities, several issues have arisen at the site, calling for responsible investment to maintain, upgrade, renew or replace ageing buildings and to ensure that the site itself is adequately drained to mitigate flood risk and risks to structural integrity.

With a number of competing aspects to be taken into account, members had to deal with some additional challenges along the way – a development proposal that tested their sense of what is appropriate development. They had to consider development that will serve not only the interests of those who may immediately benefit, but the interests of those who come after us, who will want to enjoy the open spaces we own, and who will appreciate our wisdom in preserving green areas for their wellbeing.

Even with the necessarily limited information that a one-day simulation exercise involves, members recognised that this decision-making process shared a great deal with the real-life issues that arise for the consideration of Council.

Making difficult decisions

In developing their ideas about what should happen on the site members sought to balance environmental concerns with the need for housing for those attracted to the area; the claims of current users against the potential benefits of new development, new opportunities for employment and improved future amenity; the value of current infrastructure and the role it plays in community life, against the potential value of a redeveloped site responsive to the needs of new residents.

Comparing the outcomes of their discussions, teams discovered that they were in agreement about the importance of open space; the value of designated areas for sport, including sporting areas adapted for use in girls' sport; the role of a public library as a place that offers services and access for all; the need for places that are accessible to as wide a range of people as possible; and equipment and facilities for fitness. They also agreed on height restriction as one indicator of appropriateness in development, preferring to negotiate solutions that would result in low- or mid-rise development, rather than high rise residential or community facilities.

Uniqueness was identified as one way of judging the importance of new development. Teams were not keen to see new facilities built where similar facilities already existed either nearby or in the region, preferring to pay attention to those facilities which are not so widely available. They also agreed on the need for negotiation, collaboration and joint venture, with users, developers and the Council all having a role to play in coming up with good solutions and carrying out projects.

Asked to outline what they relied on in their decision-making, and how they set about prioritising one solution over another, members spoke of the values that came into play. These included an overall concern for community stability and cohesion, and a commitment to accessibility and openness – spaces and facilities that will bring as many people as possible into contact with each other as equals in a safe, mutually respectful community. There was also the recognition that in any decision there needs to be concern for those who may lose a benefit they currently have or be excluded from access to a community-owned asset. Members spoke of the need to ensure access for people with a disability and to build this in as a requirement of any new project.

Good communication

Asked for advice on the best way of communicating decisions, members emphasised transparency, directness and honesty in all communications. They suggested that although it is impossible to make decisions that will be welcomed by all, it is possible to be open and honest in communicating those decisions, and in helping people see the problems that a decision is intended to address.

Towards Day 4

Following this session, described by some as 'serious brain work', members were again thanked for their commitment and the quality of their input to the process so far.

The Panel reconvenes in two weeks to consider in much more detail several areas of policy and service delivery, and to provide advice on prioritising within those specialist areas, as a way of continuing to contribute their ideas to the new Council's planning for the next four years.

Day 4 – 19 November

Facilitator Chris Kotur welcomed Panel members to the fourth day of the Community Panel process. The aim for this day was to build on the last day's exercise in decision-making by a more detailed look at Council's areas of activity and role, and to undertake the difficult task of beginning to prioritise them.

Asked to reflect on the decision-making processes of Day 3, members commented on how challenging and complex a process it was, trying to meet competing needs and find solutions that will offer the best outcome for the community. Others commented on the way the exercise had increased their awareness of the community and environment around them, and how it had led them to look around and think about the way buildings need to fit with the visual beauty of the area. In considering this, they also recognised that planning and development issues have a social and human dimension and that it is easy to be overprotective of the city as it is, at the expense of those who need housing. It was acknowledged that there are many aspects of community life over which local government does not exercise specific control; for example, the scale and demographic impact of immigration and other aspects of social and economic policy.

The next ten years

Panel members were then asked to work in groups, with the challenge of thinking about the City of Knox ten years on – what kind of improvements, features, services and facilities would they want to see in their city? There were many different ideas, but four areas were strongly represented in the views of all groups:

- *Community connections* - members emphasised the need for events, processes, places and opportunities that would bring people together, making sure there were opportunities for young and old, and people of different cultures to know each other, be together, and learn from each other.
- *Community infrastructure* - this was closely related to the first theme, but more focused on the built and natural environment. Members spoke about libraries, community hubs of different kinds, sporting facilities and 'all-engaging' places that will make it possible for people to be together and support each other.
- *Transport* - the need for an improved public transport system was a key part of Members' thinking, not just for the value of good transport in itself, but for the connection this has to issues of access and ease of movement for an ageing population. The need for the road system to be improved and maintained was also seen as important, and connected to issues of public safety.
- *Strong leadership* - this was seen as an essential part of a healthy community. Members referred not just to Councillors who would lead well and with integrity, but to leadership in the wider community as well. Good, open communication was seen as part of this aspect of community life.

Other themes were presented by members, with a good deal of support across the groups:

- *Safety* - including the need to make people feel safe, especially in areas they now identify as unsafe.
- *Health and community services* - with good access to hospitals and medical services that are affordable and that will help prevent social problems.
- *Sustainable environment* - with a concern for both the built and natural environment.
- *Inter-governmental relations* - recognising the importance of relationships with state and federal policy makers.
- *Planning* - understanding how important it is both to plan for future needs and to exercise care in managing growth for the city and its centres of activity.

The Role of Council

Following this, members continued to collaborate in groups, this time with a specialist perspective and with access to a Council officer able to listen, answer questions of fact, and interpret or explain any issues. The areas of specialism were Community and Culture, Development and Safety, and Sustainable Infrastructure and Environment. Groups were given detailed information on their areas, including human resources and budget allocations, as well as information on the current range of services and programs, generally based on Knox Council. Their task was to think again about the next ten years, bringing their own personal viewpoints to the task – their values, experience and aspirations – and also an informed perspective of their specialist area. The exercise required detailed attention to real-life decisions, understanding that all services have value, yet not all may be sustainable and priorities need to be set.

In considering not only the actions Council could take for the future but the role it should have, members drew on their knowledge of the range of ways in which Council can operate. Directly providing services in an area, with full responsibility for funding them and delivering them, is not the only role available. Council can advocate and influence, partner or form alliances with other agencies, provide funding to enable others to carry out delivery, educate individuals and groups in the community to enable them to carry out activity for themselves. Council can also support and shape the community through its planning and regulatory functions.

This work allowed members to talk in more detail about the areas they see as important for the city's future and to identify areas in which they thought Council should be the active provider, other areas where advocacy was more important, and those where partnering would make sense – areas in which other government or nongovernment agencies already have an important role. The question of having no role at all was also posed – were there any areas in which members thought that Council could withdraw from providing services? In response to this, some members questioned the role of Council in the provision of kindergartens and considered that this might be an area for which the state government should be responsible, as are primary and secondary education. There was also interest in co-location and rationalising of services, where there may be opportunities to gain efficiencies, such as combining school and public libraries or other similar resources. Good information and communication continued to be a topic of interest, with members suggesting various proactive steps Council could take to talk to and listen to rate payers and other residents.

Towards Day 5

The Panel reconvenes in two weeks for its closing session, in which it will finalise its contribution to Council's planning for the next four years.

Day 5 – 3 December

On the closing day of an engagement process that has spanned three months, the Panel members were welcomed by Jo Truman, Director, Corporate Development, who introduced the Mayor, Cr Darren Pearce and his wife Susan. Cr Pearce expressed appreciation to Community Panel members for their commitment, their willingness to undertake the task of considering difficult issues and complex information, and their dedication in foregoing time with their families to represent and serve their city. Cr Pearce assured the panel that its work will make a difference in the development of the four-year plan for the city, and indicated that Council is looking forward to a final report on the outcomes and to receiving a presentation by members of the Panel in the coming year. Panel members were each presented with a Certificate of Appreciation by Cr and Mrs Pearce.

Facilitator Chris Kotur outlined the aim of the final day as finalising the panel's thoughts and views, and gaining an insight into how their thinking has been incorporated in the planning process.

Reflections on Day 4

Asked to reflect on the prioritising outcomes of Day 4, members commented on areas that may merit more attention, notably mental health and ways in which the community can engage young men, in particular, and help them to access the support services they need. Members noted the role of community support groups in addressing mental health issues and the value of continuing to provide funding support to them.

The Panel also discussed the serious impact of rate capping on the Council's capacity to sustain its services and operations, and questioned the validity of the Consumer Price Index as a benchmark for determining the level of rate increase that local government bodies are able to impose.

It was suggested that it is unreasonable to expect Councils to maintain their services with inadequate funds and that the Municipal Association of Victoria's Cost Index is a much more realistic alternative.

Others mentioned that they have become much more aware of their surroundings over time, and more observant of the community around them.

Agreeing on priorities

Considering the outcomes of their earlier work, Panel members were asked to indicate the priority areas that they consider most important, and then the appropriate role of Council in supporting those priorities. The top six priorities that emerged from this process were:

- *Health and community services* - it was noted that Council has a role as an educator in this area, and a role in partnering with others to provide direct support to those who are drug dependent, and to provide direct relief to families affected by mental illness and drug dependency.
- *Safety* - the value of visible interventions to make all areas safer, such as better lighting and closed circuit TV surveillance, was emphasised. Again Council was seen as having a role in educating the community.
- *A sustainable environment* - again the role of educator was indicated, but specific measures to encourage sustainable building practices and hard waste management were also mentioned.
- *Transport* - in this area the panel saw the role of Council as advocate, especially in partnership with others, for extension of the existing rail network and for better linkage.

- *Strong leadership* - the Panel favoured processes of succession planning, engagement with youth and identification of leaders for the future, supporting their growth and participation.
- *Community connections* - the need to bring people together across potential barriers of culture, age and other differences, continued to be emphasised, as did the need to communicate effectively with the whole community so that all are aware of the services and opportunities that exist in the city.

In discussion members noted that their thinking had matured through the process and that they were better able to take the needs and values of others into account in considering what makes for a good community. Members also commented on the many connections that exist between different priority areas; for example, the contribution good Maternal and Child Health services make to identifying problems and helping to resolve them before they become serious, and the importance of employment opportunities for young people in creating a pathway to success and stability. Some saw a healthy community as an organic thing which needs to be fed and watered to grow, and for which local government has a role in addressing the root causes of problems.

A Community Plan for Knox

Members considered a set of draft goals under consideration for a new Community Plan and gave detailed feedback on the content and framing of these goals. These were generally well received and members were able to recognise common ground with their own thinking over the past sessions. Some suggestions for improvement included less emphasis on difference and diversity, and more on harmony, inclusion and what binds us all together; there was also approval of the use of practical measures and targets to ensure that goals are put into action and monitored over time. Panel members were also supportive of the potential name change from City Plan to Community Plan which they felt was more inclusive.

What does Knox mean to you?

Members were asked to identify key words that capture the meaning of their city. Among many suggestions, members spoke of a city that is green and clean, natural but evolving, safe, and inclusive. There was emphasis on the city's beauty, its semi-rural character, its closeness to natural bushland. Other key terms were lifestyle and opportunity, health, happiness and harmony. Members also mentioned a sense of community and a sense of belonging as highly valued aspects of living in Knox City.

Acknowledgments

Fleur Cousins, Manager Governance and Innovation, thanked the facilitator and acknowledged the team of Council officers who have administered and supported the process throughout. She thanked the Community Panel and expressed the hope that there will be future opportunities for similar processes of community engagement.

Evaluation

Knox Community Panel feedback

Community Panel members were asked to fill out a short questionnaire on both the first and last day of the community engagement project.

On the first day 24 people attended and answered questions about why they wanted to be involved, what they were hoping the Panel could achieve, how much they knew about Council and if they had been involved in any community engagement prior to the Community Panel.

There were 18 people in attendance at the fifth and final day of the Knox Community Panel. They were asked to complete an evaluation form asking about how the Panel was run, the information provided, their enjoyment, and what they gained from the process.

The full evaluation reports from Day 1 and Day 5 are attached as Appendix 1 and 2 respectively. It must be noted that when given the questionnaires, a lot of people ticked more than one answer in the multiple choice questions, therefore the numbers total more than the number of members of the Panel.

Why be part of the Knox Community Panel?

On the first day, many members said they were passionate about the community, appreciated the opportunity to be heard or were simply curious when asked why they agreed to be part of the Community Panel. However some also said they didn't really know what they were signing up for and eight people said that they needed the money.

By Day 5, almost all members said they enjoyed being part of the Panel, with some stating it was more difficult than they thought it would be. Not one person indicated they did not enjoy it and only stayed for the money.

What did the Community Panel achieve?

In the beginning of the process, most members were hoping that the Community Panel could influence Council's planning for the future, and that Council would understand what is really happening in the community.

When asked on the final day if the Panel met their expectations, most felt that it had, some stated they hadn't known what to expect in the first place, and other members described the way the Community Panel had far exceeded any expectations.

Personal gain

On Day 1, most Panel members stated they wanted to increase their knowledge about planning for the Knox community and about what Council does, have their say about the future of Knox, and some wanted to make connections with other community members.

When asked on Day 5 what they gained from the experience, most felt they had done all of the things they had hoped for in the beginning of the process.

Knowledge of Council

On Day 1, most people indicated they knew at least a little bit about Council, with only three people stating they knew nothing at all. By Day 5, most members indicated they now know much more than they did and two people felt there is still a lot they don't know.

Reflections on the final day

When asked about the best part of the Community Panel, members indicated they enjoyed learning more about Council and learning about their community, hearing different points of view, gaining insights from Council speakers, sharing conversation and new ideas, meeting people, and feeling like they are making a difference.

According to most Panel members, there was little that could be improved in the way the Panel was conducted. However, some felt there could have been more diversity in the group, some felt there were individuals that dominated the discussions, some thought the Councillors should have been more engaged with the process, and some thought the information was a little difficult to understand.

On the other hand, many felt the Community Panel went well, with some indicating they wished the project could have continued on longer.

Overall, most of the members of the Knox Community Panel felt the information presented to them was interesting and they appreciated it being shared with them, they liked the way the group interacted and felt that they had the opportunity to be heard, and all liked the way Chris Kotur facilitated the sessions.

When asked if they would be interested in being involved in future community engagement activities and supporting Knox Council in its work, four people indicated they would rather not be involved. All others stated they would be interested in some form of community engagement, including surveys, focus groups, providing feedback on the Community Plan, being part of an advisory committee, volunteering or even becoming a councillor.

Conclusion

The Knox Community Panel provided a new engagement model for input into the development of the new Community Plan for Knox. This model was seen as a best practice approach for deliberative community engagement and was well received by participants and their networks.

Over the course of the Knox Community Panel, members:

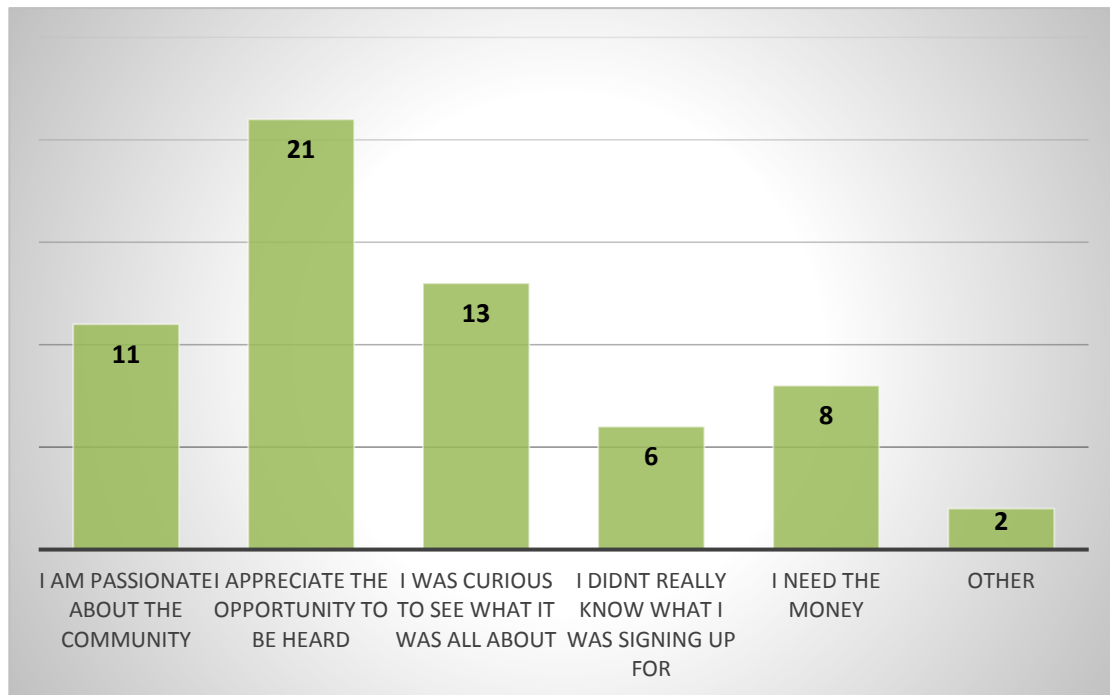
- spoke openly about their aspirations for the future of Knox;
- welcomed the depth of information provided and questioned officers on how things worked;
- openly debated and considered difference viewpoints when asked to provide feedback; and
- engaged with others between panel sessions to seek further views and ideas.

The Knox Community Panel has provided Council the opportunity to engage and have a dialogue with community members. This has led to greater awareness of the inter-connectivity between issues and the complexity of issues considered by Council. During the life of the Panel, members found an empathy towards the issues and decisions faced by Council and elected members.

Appendix 1 – Feedback Report (Day 1)

24 people in attendance at Day One of the Knox Community Panel

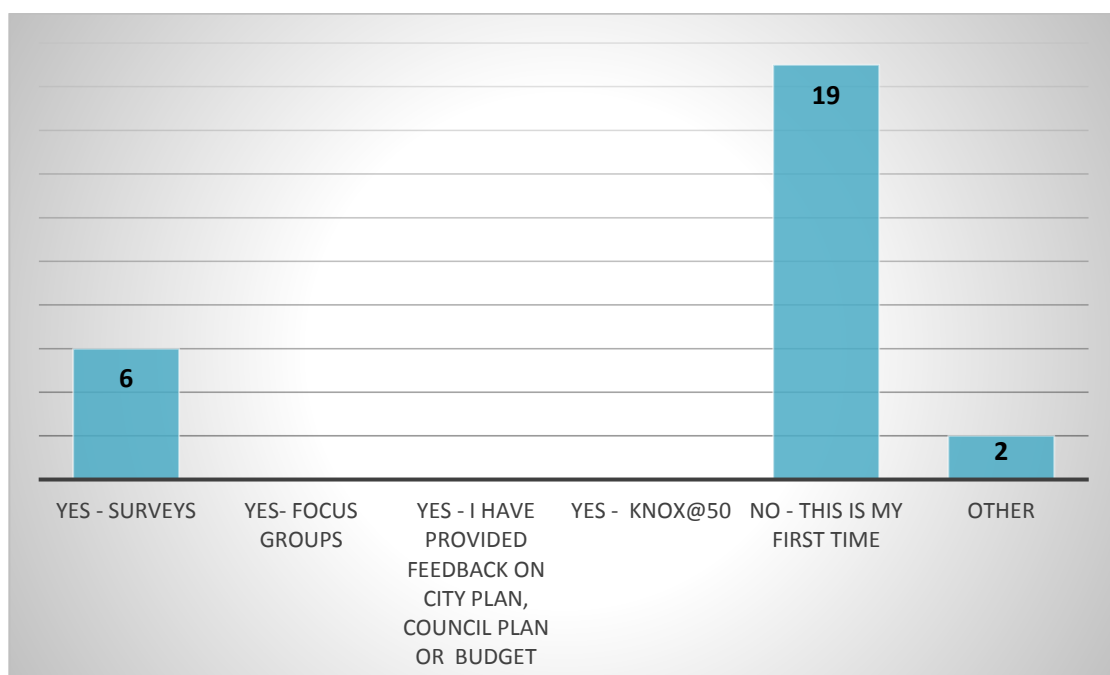
Q1 – Why did you want to be a part of the Knox Community Panel?



'Other' Comments –

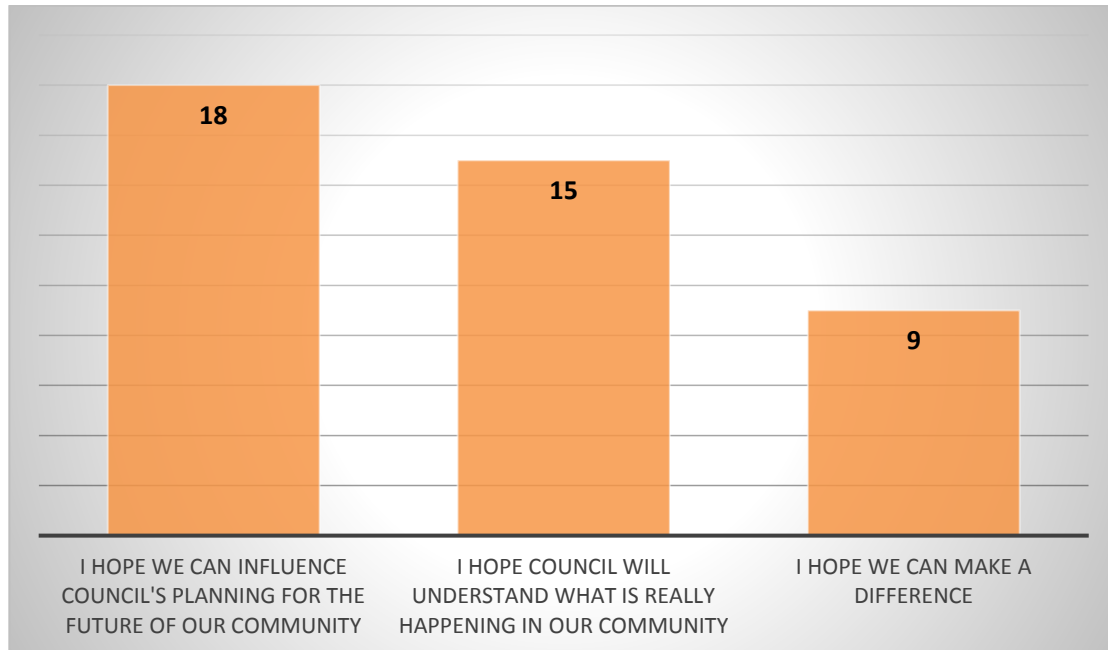
- To be involved in a proactive way to help with the future of the Knox area
- It's a change of scenery to meet new people

Q2 – Have you ever been involved in community engagement activity for Knox Council?



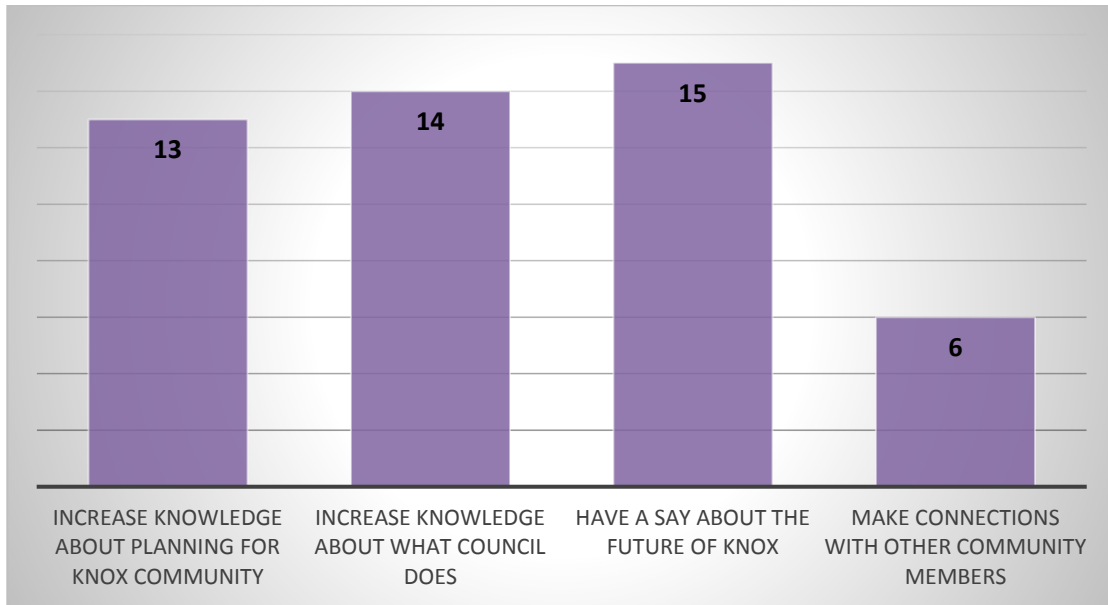
'Other' Comments –

- My first time in a 'group survey'
- Yes, about 15 years ago looking into when pre-schools might have to close or suspend sessions.

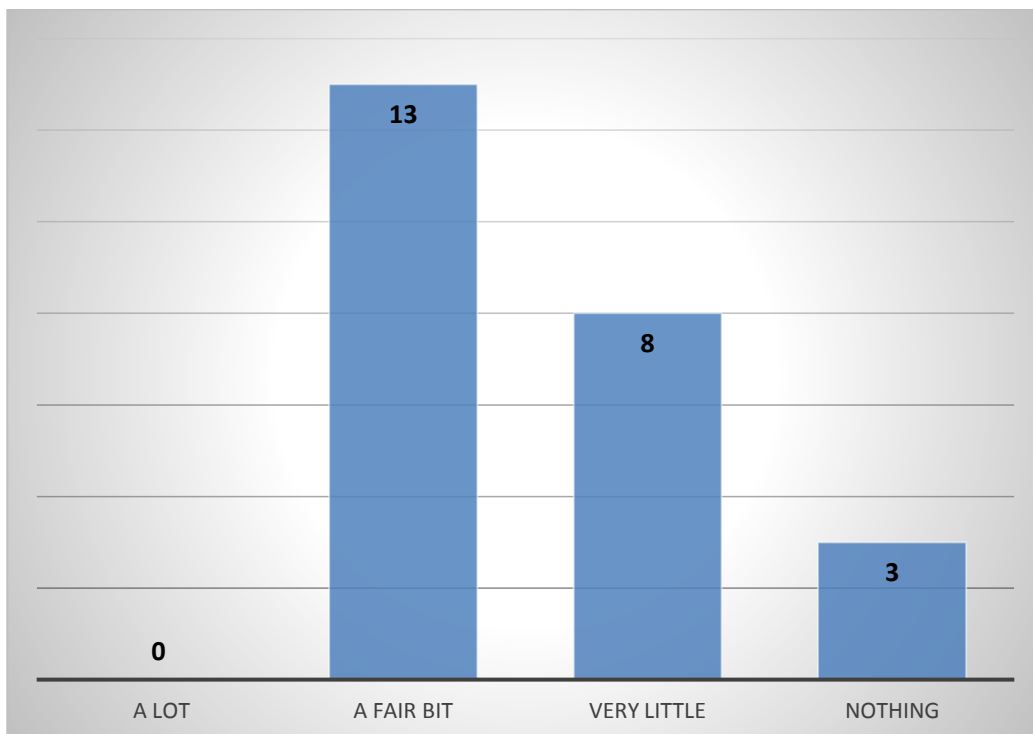
Q3 – What are you hoping the Knox Community Panel can achieve?**Make a difference is what way?**

- Lower the gap between council & the working person- who are they? What do they do?
- To the lives of all those who reside in our community to provide support & care needed
- Hopefully help the Council indicate relevance to day to day life in Knox
- In the community education setting
- In providing a strong and connected way to involve the aged and youth in the community
- Everyone has something they can improve on
- I hope to make a positive difference for youth and minority groups and towards sustainability and animal welfare.

Q4 – What do you personally want to gain from this experience?



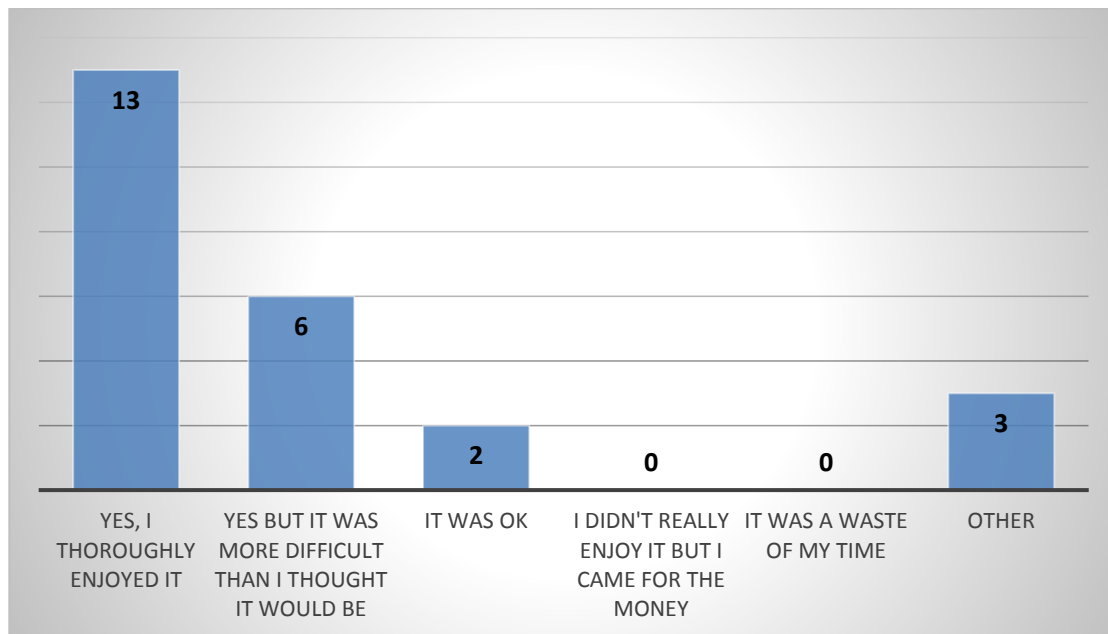
Q5 – How much do you know about what Council does?



Appendix 2 – Feedback Report (Day 5)

There were 18 people in attendance at the fifth and final day of the Knox Community Panel. They were asked to complete an evaluation form asking about how the Panel was run, the information provided, their enjoyment, and what they gained from the process.

Q1 – Have you enjoyed being a part of the Knox Community Panel?



'Other' Comments –

- It was ok – very good!
- I've lived in the area all my life and more than honored to be a part of the panel
- This has been an enriching, valuable experience. I have always been interested in how council evaluates the Knox priorities and financial restraints etc.

Q2 – What was the best bit about the Community Panel?

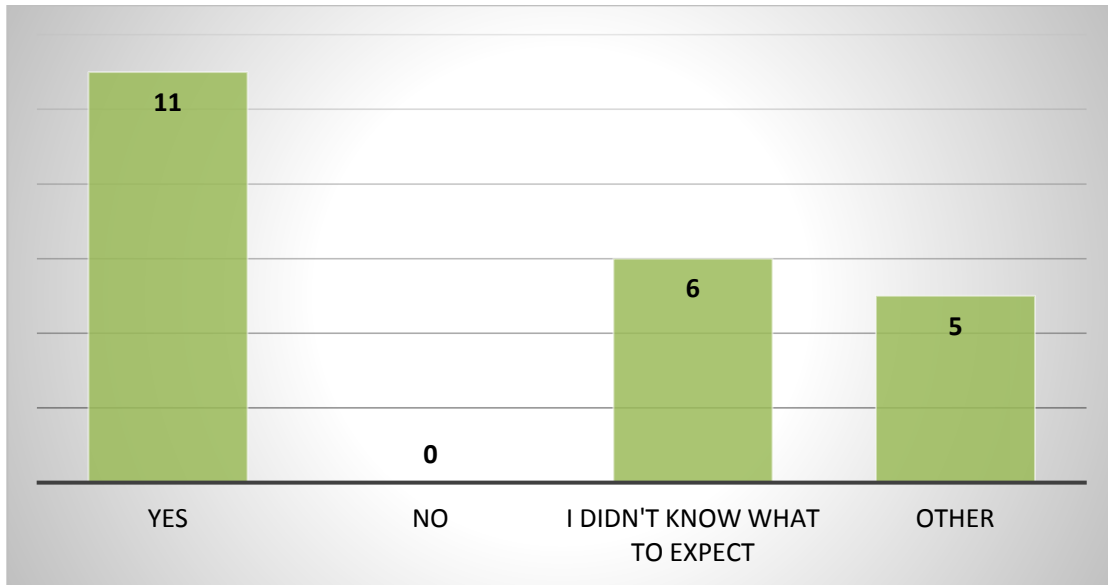
- Learning more about how council works and working with the other people on the panel
- Meeting new people
- The insight into the way that council is run and all the different factors that impact. It has been extremely valuable
- The best bit would be to listen to different points of view
- The fact that we learnt so many things about the place we live in and what the council is responsible for our community. Also it was nice to connect with other community members and learn from them
- Hearing diverse views – acceptance and accurate information about council operations
- Learning about how council works and knowing I am making a difference to the City of Knox
- Group session, everyone giving their view, bringing to attention things I would never have thought of
- Seeing myself grow and feel more connected to the Knox broader community and allow my eyes to be opened to new possibilities

- I learnt the vital importance of community unity
- Hearing other people's opinions and priorities
- Getting insights from other people
- Learning about the working of Council
- Community discussion and valuable insights from speakers
- Discussion, new ideas, seeing other people's views
- Being able to share views and opinions, learning more about what goes on behind the scenes of the Council. The food.
- Interaction with all the groups. Speakers. Learning the behind the Knox Council and their forward thinking

Q3 – What could have been done better?

- Worked well
- More diversity e.g. disabilities
- Too many individuals were allowed to dominate discussion, whilst sometimes needed but generally not required
- Some of the information we were given was a bit difficult to understand, it could have been less 'wordy'
- Not much – very professionally managed
- In my view there was a fair balance of every element and there seems to be no improvement required
- Perhaps a longer duration of the panel
- Engagement from councillors
- Thought it was all great
- Nothing – was very enjoyable
- Should have had at least a few councillors involved
- Nothing
- Less words in feedback
- I could do the continuation of sessions again – very engaging, nothing to be done better
- Have 2 Chris' – 1 was fantastic, 2 would be extraordinary
- Diversity
- I would have liked it to go a bit longer to spend more time on important issues

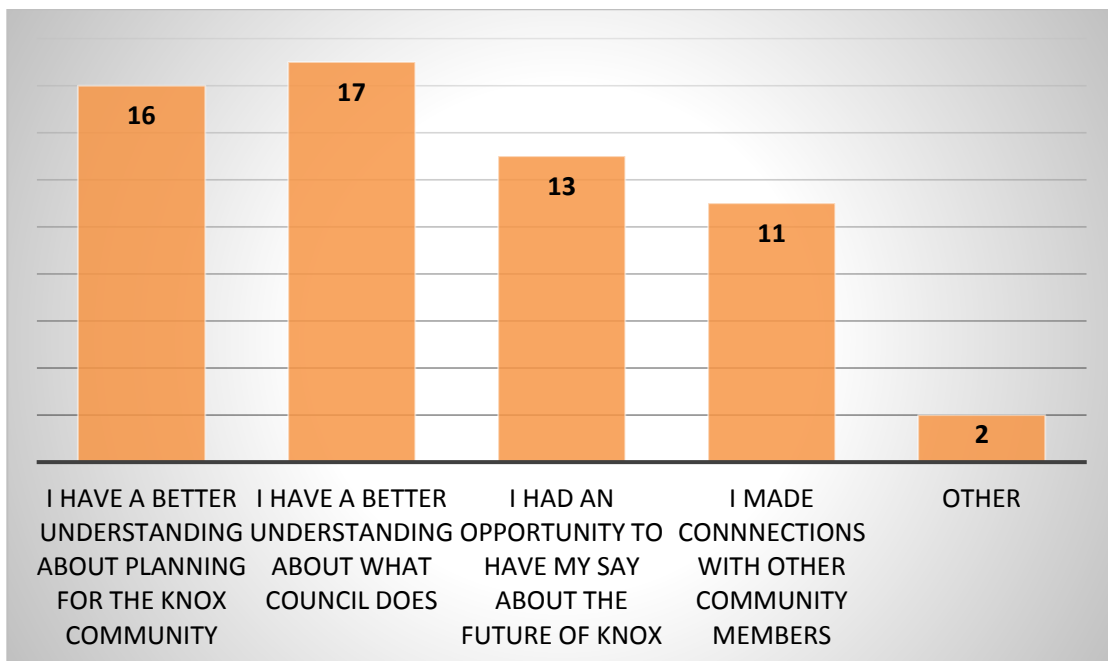
Q4 – Did the Knox Community Panel meet your expectations?



'Other' Comments –

- Probably exceeded them – very grateful for the opportunity to be a part of this wondrous journey
- Wonderful experience!
- I will only know this in the future – how the council react or run with our suggestions
- Above and beyond what I expected – I was pleasantly surprised
- I came in with no expectation other than the interest in surveys and panel discussions. Little did I know how much I would learn and enjoy the sessions

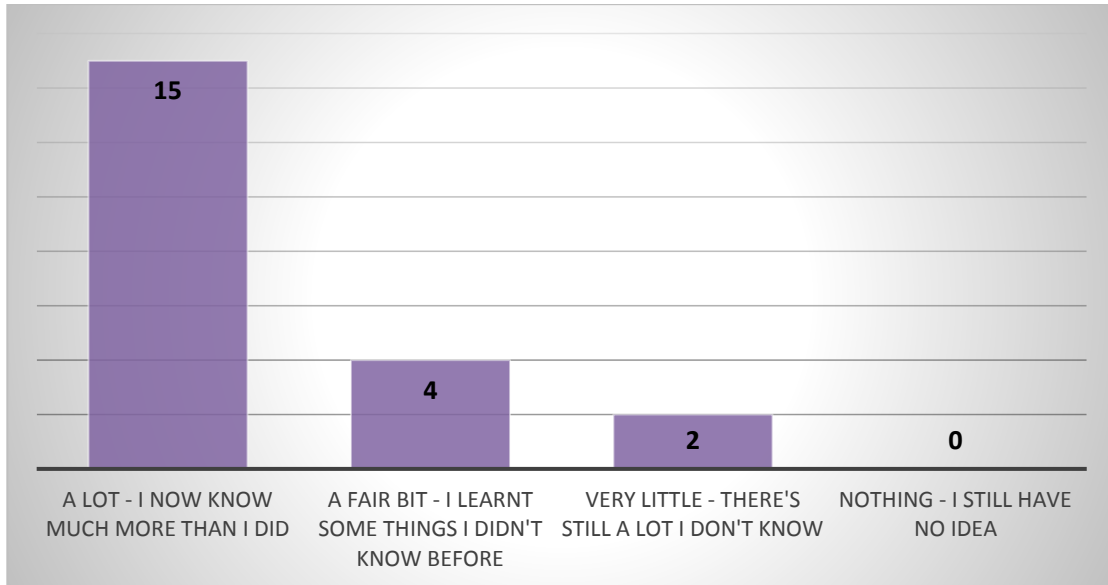
Q5 – What did you personally gain from the Community Panel experience?



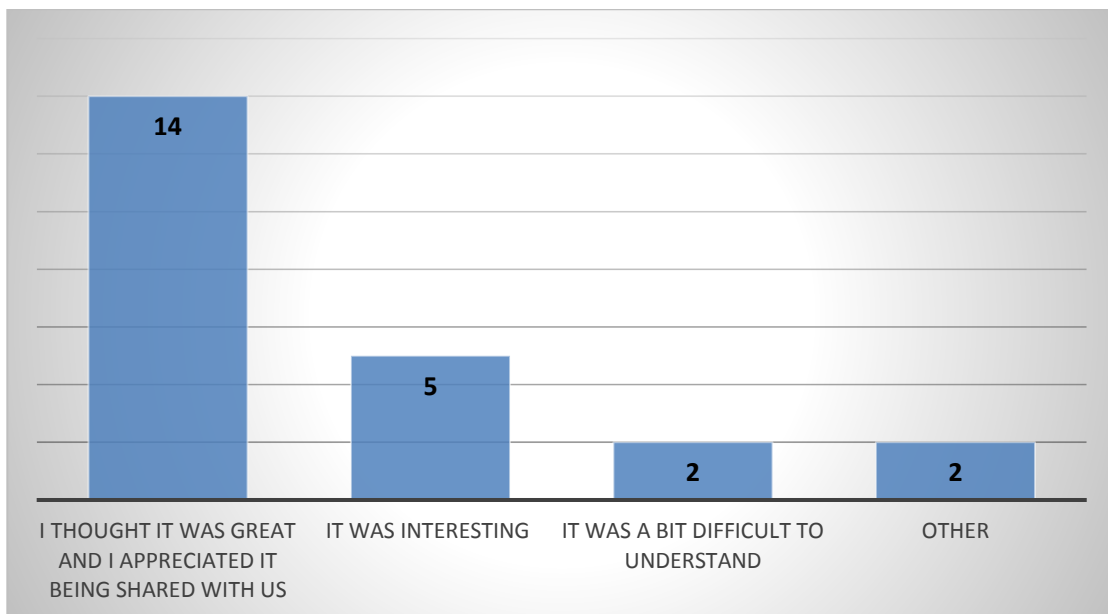
'Other' comments?

- Sense of belonging, new identity
- Knowledge that I do have a voice and it does make a difference

Q6 – Compared to Day 1, how much do you now know about what Council does?

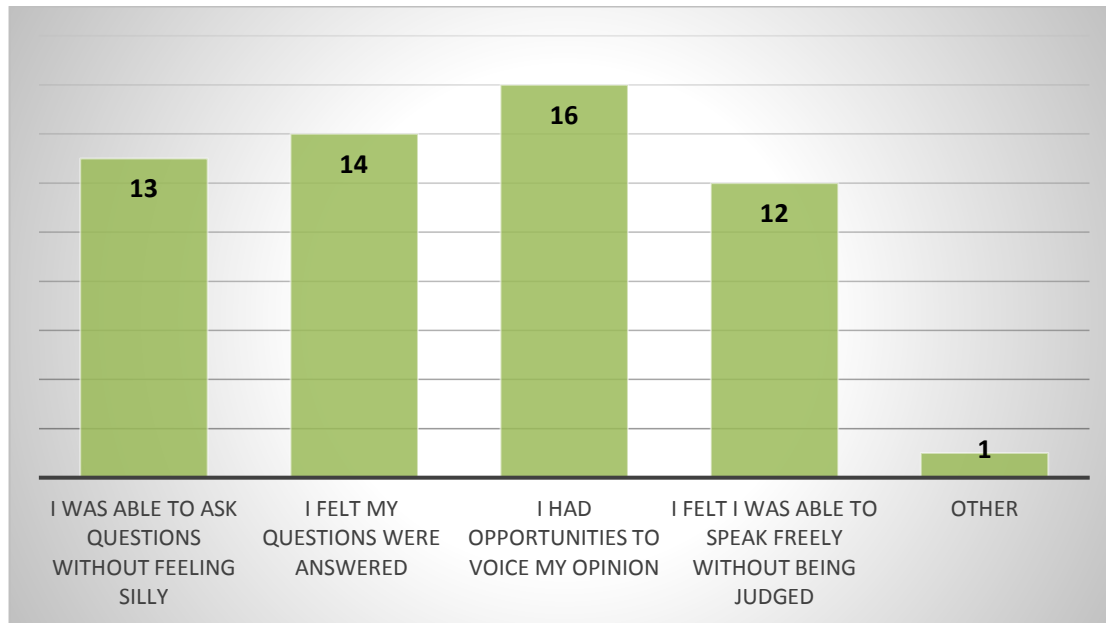


Q7 – What did you think about the information presented to you?

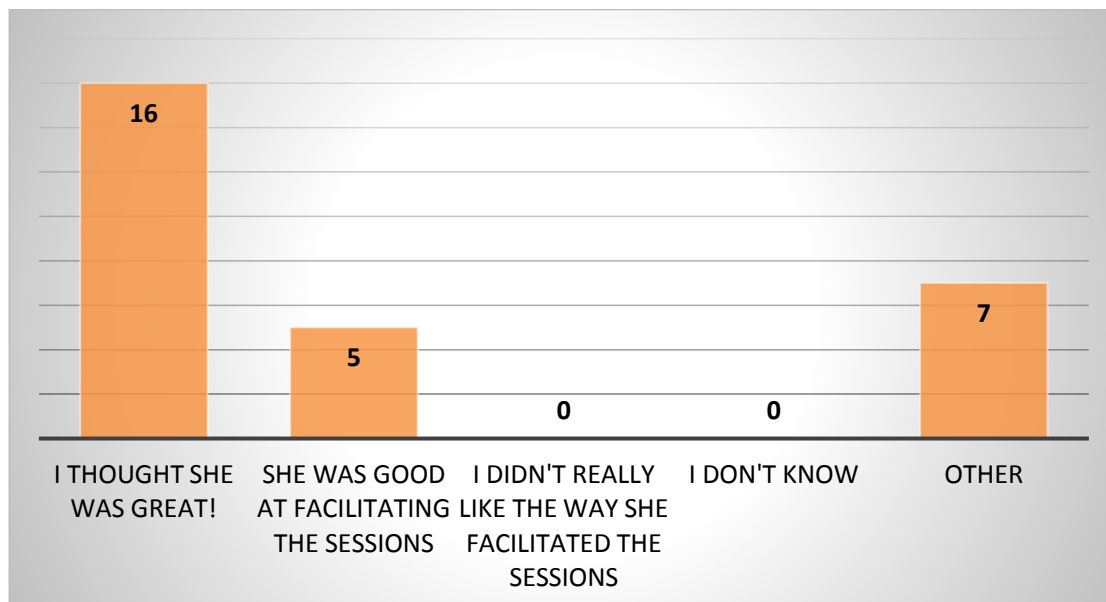


'Other' comments?

- I felt very privy to being provided access to information
- Challenging to get my head around at times

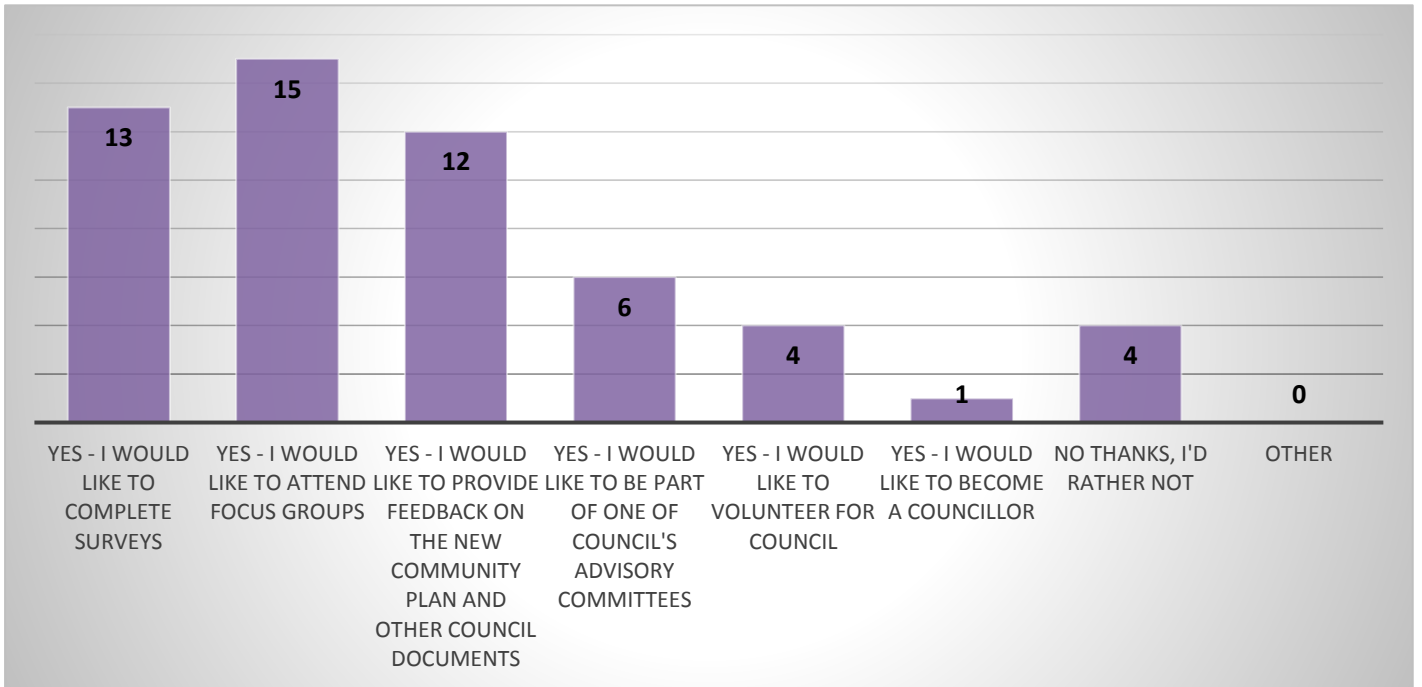
Q8 – What did you think about the way the group interacted?**'Other' comments?**

- Definitely all of the above 😊

Q9 – How would you rate Chris Kotur, the Panel facilitator**'Other' comments?**

- I thought she was great – without a doubt
- Excellent
- Extremely down to earth and professional
- Chris Kotur was fantastic with every session, very good
- Fantastic!
- Chris is awesome 😊
- I thought she was great – fantastic!

Q10 – Would you be interested in being involved in future community engagement activities and supporting Knox Council in its work?



ALL WARDS**10.2 AUDIT COMMITTEE TERMS OF REFERENCE AND RECRUITMENT OF INDEPENDENT MEMBERS**

SUMMARY: *Manager – Governance and Innovation (Fleur Cousins)*

The Audit Committee Terms of Reference are required to be reviewed within 12 months after a General Election. A number of minor amendments are proposed to the Terms of Reference following a review by the Audit Committee and Council staff. At the first meeting of the Audit Committee for 2017, Mr Peter Harford an independent member submitted his resignation, creating a casual vacancy on the Audit Committee. A casual vacancy has also been created following the resignation of Mr Stan Naylor. As two casual vacancies exist, a recruitment process will commence in accordance with the Audit Committee Terms of Reference.

RECOMMENDATION

That Council

1. **Adopt the Audit Committee Terms of Reference attached as Appendix A.**
2. **Commence a recruitment process for two Independent Members for appointment to the Audit Committee.**
3. **Invite Ms Linda MacRae, current independent member of the Audit Committee to be part of the selection panel comprising of the Mayor, Cr Darren Pearce and Tony Doyle, Chief Executive Officer as defined in the Audit Committee Terms of Reference.**
4. **Formally acknowledge and thank Mr Stan Naylor and Mr Peter Harford for their outstanding contribution over the past 11 years and 6 years respectively, to the Knox Audit Committee.**

1. INTRODUCTION

Under section 139 of the *Local Government Act 1989*, Council is required to have an Audit Committee, which is an advisory committee to Council.

The Audit Committee Terms of Reference have been developed in accordance with the *Audit Committee Guide to Good Practice for Local Government* produced by Local Government Victoria.

2. DISCUSSION

The primary objective of the Knox Audit Committee is to assist and advise Council and Council's management in fulfilling their responsibilities in relation to finance and reporting practices and internal control matters.

10.2 Audit Committee Terms of Reference and Recruitment of Independent Members (cont'd)

The Knox Audit Committee membership comprises of:

- Three Councillors
- Three Independent Members
- The Mayor, who is an ex officio member (no voting entitlement)

A review of the Terms of Reference by the Audit Committee and council staff has identified a number of minor amendments that can be seen in Appendix B. In summary, these amendments include;

- Providing further clarity of the duties and responsibilities of the Audit Committee, reflective of what the current Audit Committee is doing;
- Expanding the range of skills and experience for Independent Members to support the Audit Committee fulfil its duties and responsibilities;
- Adding some administrative matters to allow for clarity and the efficient and effective functioning of the Audit Committee.

The proposed Terms of Reference recommend that independent members hold a business qualification and have senior experience in business, financial management, risk management, governance, information technology, human resources and/or management, with a least one independent member possessing financial qualifications.

The Audit Committee has two casual vacancies, following advice from Mr Stan Naylor and Mr Peter Harford that they are no longer able to continue on the Audit Committee. Both of these independent members of the Audit Committee have provided extensive contribution over many years.

A recruitment process will be conducted by way of a public expression of interest process. The evaluation of potential members will be undertaken by a selection panel comprising the Mayor and Chief Executive Officer. It is also recommended that Ms Linda MacRae, current independent member of the Audit Committee, sit on the selection panel.

The appointment of independent members will be recommended to Council through a report to Council following the evaluation process.

3. CONSULTATION

No external consultation has been undertaken in relation to this report. The Terms of Reference attached as Appendix B, have been reviewed by the current Audit Committee members and proposes a number of minor amendments.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues associated with this report.

10.2 Audit Committee Terms of Reference and Recruitment of Independent Members (cont'd)

5. FINANCIAL & ECONOMIC IMPLICATIONS

Council resolved at its Strategic Planning Committee meeting held on 12 February 2013 that independent members of the Knox Audit Committee receive an annual remuneration, with payments made at the conclusion of each quarter. The annual remuneration for 2017 is \$7,149.20 for each independent member appointed to the Knox Audit Committee. The annual remuneration is indexed annually by the Consumer Price Index. Councillors appointed to the Audit Committee do not receive an additional allowance.

6. SOCIAL IMPLICATIONS

There are no social implications in relation to this report.

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

The establishment and work of the Audit Committee supports Council in maintaining accountable and transparent governance practices and Council's sound stewardship of the community's finances and assets.

8. CONCLUSION

This reports seeks Council's approval of the revised Terms of Reference attached as Appendix A and that a recruitment process commences for the filling of two casual vacancies on the Audit Committee. The two vacancies have been created following the resignation of both Mr Stan Naylor and Mr Peter Harford. Both independent members have served on the Knox Audit Committee for 11 years and 6 years respectively. Council acknowledges the significant contribution both members have provided over the years and thanks both members for their time and expertise.

9. CONFIDENTIALITY

There are no confidentiality matters relating to this report.

Report Prepared By: *Manager – Governance and Innovation
(Fleur Cousins)*

Report Authorised By: *Director – Corporate Development
(Joanne Truman)*

APPENDIX A

TERMS OF REFERENCE



AUDIT COMMITTEE

Directorate	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Committee Type	Advisory Committee - established in accordance with section 139 of the Local Government Act 1989
Approval Date:	March 2017
Review Date:	October 2021

1. PURPOSE

The Knox City Council Audit Committee (“Committee”) is an Advisory Committee of Knox City Council. The Committee’s purpose is to assist the Councillors and Council Management in fulfilling their responsibilities in relation to accounting and reporting practices, management of risk, maintenance of internal controls, operation of good governance practices and facilitation of sound organisational ethics.

2. OBJECTIVES

The objective of the Audit Committee is to provide independent assurance and assistance to the Knox City Council, its Councillors, Chief Executive Officer and Management in fulfilling their responsibilities.

2.1. TERMS OF REFERENCE

The duties and responsibilities of the Committee are:

- To consider matters brought to its attention by Council, Committee members, Management, external auditors, internal auditors and other investigative/regulatory bodies;
- To consider the appropriateness of Council’s accounting policies and procedures, and any changes to them, ensuring they are in accordance with the stated financial reporting framework;
- To review the Council’s draft annual financial and performance statements prior to their approval by the Council, focusing particularly on:
 - significant changes in accounting policies and practices
 - major judgemental areas
 - significant audit adjustments

- proposed departures from accounting standards
- significant variances from previous years
- significant legal risk or contractual exposures
- significant performance variations
- To understand the scope of the external audit as outlined to the External Auditor by the Auditor General and the audit plan including the proposed audit strategies as they relate to identified risk areas;
- To receive advice from external auditors as to whether they have had full and open access to all personnel and information required to complete the audit;
- To discuss matters arising from the external audit with the external auditor and to obtain regular reports from Management and auditors concerning the resolution of the matters raised;
- To be represented on the Committee recommending the appointment of the Internal Auditor;
- To review the scope (nature, timing and extent) of the internal audit program and the effectiveness of the function;
- To ensure that the Internal Audit Program systematically addresses over time:
 - internal controls over significant areas of risk
 - internal controls over revenue, expenditure, assets and liabilities
 - the efficiency, effectiveness and economy of significant Council programs
 - compliance with statutes, regulations, policies, best practice guidelines and instructions
 - major contracts
- To review reports of the Internal Auditor and obtain regular advice concerning the resolution of matters raised;
- To monitor the risk exposure of Council by determining if Management have adequate risk management processes over financial and non financial risks and to monitor the operation of these processes and controls;
- To ensure that the internal audit program contains projects that consider effective governance of Council's operations, including the primary good governance characteristics of fairness, discipline, independence, accountability, responsibility, transparency and social responsibility;
- To identify and request any specific projects or investigations or advice deemed necessary through the Chief Executive Officer;
- To obtain and review Management and auditor's reports and advice concerning:
 - the adequacy of management information systems
 - the currency and effectiveness of the business continuity and disaster recovery plan
 - the adequacy and timeliness of financial reports received by Council

- Council's compliance with statutory requirements for financial and performance reporting, including the reporting of Council's main corporate governance practices
- the adequacy of the internal control environment established by Management
- significant transactions outside of the Council's normal business
- compliance with regulations, policies, instructions and contractual arrangements relevant to the Council's activities
- the implementation status of major Council projects
- To facilitate the enhancement of the credibility and objectivity of internal and external financial and performance reporting; and
- To report to Council all recommendations as determined by the Committee, and any other matter or issue considered appropriate and within the Committee's Terms of Reference.

2.2. PERFORMANCE OF THE COMMITTEE

The Audit Committee shall undertake an Annual Self-Assessment in June of each year.

Results of the Annual Self-Assessment are to be included in the annual report of the Audit Committee provided to Council each year.

The Audit Committee will meet annually with the External Auditors and the Internal Auditors respectively without Management present.

2.3. ANNUAL PLAN

The Audit Committee will prepare an Annual Work Plan setting out the intended work schedule for the forthcoming twelve months as part of a four year program of work that is reviewed annually. A draft Annual Plan is to be presented to the Audit Committee for consideration by no later than June of each year.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

The membership of the Committee shall comprise:

1. Three Councillors.
2. Three independent members who will have a business qualification and senior experience in business, financial management, risk management, governance, information technology, human resources, and/or management. Independent members should be conversant with the financial requirements relating to Local Government.
3. At least one independent member will possess financial qualifications and have experience at a senior level.
4. Where the Mayor is not otherwise appointed to the Committee, they will serve as an ex-officio member (no voting entitlement).

Any Councillor, not appointed to the Committee, may attend the meeting and will not have any voting entitlement.

3.1. METHOD OF APPOINTMENT OF COUNCILLORS TO THE COMMITTEE

Councillors will be appointed to the Committee through Council's annual Committee appointment process.

3.2. METHOD OF APPOINTMENT OF INDEPENDENT MEMBERS TO THE COMMITTEE

The appointment of independent members will be by way of a public expression of interest process. The evaluation of potential members will be undertaken by the Mayor or Councillor nominated by the Mayor and Chief Executive Officer, using appropriate selection criteria. The appointment of independent members will be recommended to Council through a report to Council following the evaluation.

3.3. TERM OF APPOINTMENT OF INDEPENDENT MEMBERS

The term of each independent member will be for a maximum period of three years from the date of appointment following which the Council may reappoint the member or advertise for expressions of interest to appoint a new member.

Where possible, the retirement of independent members will be staggered to avoid the potential loss of experienced members at the same time.

Where an independent member has not been in attendance for two consecutive meetings, without submitting an apology or been granted a leave of absence, a casual vacancy will be created.

Where a casual vacancy is created with the departure of an independent member from the Committee the position will be filled using the independent member's appointment process.

3.4. INDEPENDENCE OF MEMBERS

All Audit Committee members have direct access to the Chief Executive Officer and can request through the Chief Executive Officer access to other staff members or any other person if deemed necessary.

Any committee member can submit an issue to the Chief Executive Officer for placement on the Agenda for the next appropriate meeting of Council, where the committee Member may be afforded the opportunity to address the meeting (in camera if required).

In addition, the Chairperson may submit any report prepared by the Committee to be tabled at the next ordinary meeting of the Council.

3.5. INDUCTION OF INDEPENDENT MEMBERS

Council shall provide a detailed independent member induction that will highlight the current issues that are applicable to the Audit Committee within Council, provide detailed written reference material.

4. DELEGATED AUTHORITY AND DECISION MAKING

Advisory Committees act in an advisory capacity only and have no delegated authority to make decisions as if they were the Council. Advisory Committees provide advice to Council and staff to assist them in their decision making.

The Audit Committee, by resolution, may request to meet with other Council Committees or external parties in consideration of a specific matter before the Audit Committee.

5. MEETING PROCEDURES

- Meetings of the Committee will be held 4 to 6 times per year at regular intervals. A schedule of meetings will be developed and agreed to by the members.
- Due to the sensitive nature of the material routinely considered by the Audit Committee meetings are not open to the public and all meeting agendas, minutes and proceedings are deemed confidential.
- Extra meetings may be scheduled on request of the Chairperson or any three members of the Committee after consultation with the Chief Executive Officer.
- The Chief Executive Officer, Director Corporate Development, Manager Governance and Innovation, Manager Financial Services and Internal Auditor will attend meetings, unless requested by the Committee to not attend. The Committee can request through the Chief Executive Officer other staff members or any other person if deemed necessary to attend meetings as may be required.
- Where practicable, the responsible Director or Manager will be present for tabling of a new Internal Audit Report.
- Other Council staff may attend meetings at the CEO's request where issues require clarification.
- External Audit representatives will attend when required.
- The quorum for each meeting is a majority of members.

6. CHAIR

The members of the Committee will appoint a Chairperson annually at the commencement of the first meeting each calendar year. The Chairperson is to be an independent member of the Committee. The members of the Committee may also appoint a Deputy Chairperson who is to be an independent Committee member, to undertake the duties of the Chairperson where the elected person may not be able to undertake their duties.

When appointing the Chairperson, the Committee should consider candidates in regards to the relevant professional and personal skills required to undertake this role.

7. AGENDAS AND MINUTES

Minutes will be taken of each Committee meeting and will include issues discussed, general outcomes of discussions and formal resolutions of the Committee. The attendance of Committee members and Council officers will be recorded.

Minutes will be presented for formal endorsement at the next meeting of the Committee.

The endorsed minutes of each meeting will be made available to all Councillors as soon as practicable after the meeting.

8. VOTING

Councillor and independent members have voting rights.

Staff provide support and advice to the Committee only and have no voting rights.

In the event of an equality of votes the Chairperson has a second, casting vote.

9. CONFLICT AND INTEREST PROVISIONS

Committee members are subject to the provisions of S76D (Misuse of Position) and S79 (Conflict of Interest) of the Local Government Act. Independent members of the Committee are also required to submit Primary or Ordinary Returns (reference: S81, Local Government Act).

In performing the role of a Committee member, a person must:

- act honestly;
- exercise reasonable care and diligence;
- not make improper use of their position; and
- not make improper use of information acquired because of their position.

9. 1. FULL DISCLOSURE OF ISSUES TO THE COMMITTEE

The Committee will ascertain at each meeting whether the work of the Internal Auditor has been obstructed in any way. Where the Internal Auditor's response is that the work has been obstructed, the Chairperson of the Committee will ascertain from the Chief Executive Officer what action will be taken to remedy the issue. Where it is alleged that the Chief Executive Officer has obstructed the Internal Auditor's work, the Chairperson of the Committee will consult with the Chief Executive Officer to ascertain what resolution can be reached. If it is considered that the obstruction is substantiated, and is of an ongoing nature that creates a risk to effective internal audit practices, the Chairperson of the Committee will consult with the Chief Executive Officer and the Mayor to seek a resolution. Where the matter cannot be resolved through this process the matter will be referred to Council for appropriate attention.

In order to ascertain whether there are any issues that the Audit Committee should be aware of, the Chief Executive Officer or their representative attending each meeting should be questioned as to whether there are any breaches of legislation or practices that should be brought to the Committee's attention. Where issues are disclosed and substantiated, the Committee members will seek from the Chief Executive Officer an explanation as to what appropriate actions are to be taken to remedy same. Where the Chief Executive Officer is alleged to have caused the breach of legislation or practices and a satisfactory resolution is not arrived at, the Chairperson of the Committee will consult with the Mayor and the Chief Executive Officer in an attempt to resolve the issue. Where no satisfactory resolution can be reached through this process, the matter will be referred to Council for appropriate attention.

10. REPORTING

The Committee will provide an annual report to Council summarising the activities undertaken during the year. This report will be made public on Council's website after it has been considered by Council.

11. ADMINISTRATION SUPPORT

Administration support is provided as directed by the Chief Executive Officer.

12. CONTACT WITH THE MEDIA

Contact with the Media by members of the Committee will be conducted in accordance with the Councillor and Staff Media Policies.

13. REVIEW DATE

The Audit Committee Terms of Reference are to be reviewed by the Committee within 12 months of the General Municipal Election held every 4 years and presented to Council for consideration.

14. MEALS

The provision of refreshments will be in accordance with the Meals and Sustenance Policy.

15. CONCLUSION

The Committee is an Advisory Committee of Council with a role of providing a forum for the assessment of the Council's internal controls, management of risk, operation of good governance practices, adherence to proper organisational ethical practices and the adequacy of financial reporting. It provides an independent link between Council, management and auditors that should ensure the Council's interests and assets are protected.

TERMS OF REFERENCE



AUDIT COMMITTEE

Directorate	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Committee Type	Advisory Committee - established in accordance with section 139 of the Local Government Act 1989
Approval Date:	23 September 2014 <u>March 2017</u>
Review Date:	25 November 2017 <u>October 2021</u>

1. PURPOSE

The Knox City Council Audit Committee (“Committee”) is an Advisory Committee of Knox City Council. The Committee’s purpose is to assist the Councillors and Council Management in fulfilling their responsibilities in relation to accounting and reporting practices, management of risk, maintenance of internal controls, operation of good governance practices and facilitation of sound organisational ethics.

2. OBJECTIVES

The objective of the Audit Committee is to provide independent assurance and assistance to the Knox City Council, its Councillors, Chief Executive Officer and Management in fulfilling their responsibilities.

2.1. TERMS OF REFERENCE

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- To consider the appropriateness of Council’s accounting policies and procedures, and any changes to them, ensuring they are in accordance with the stated financial reporting framework;
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 - significant audit adjustments
 - proposed departures from accounting standards

- significant variances from previous years
- significant legal risk or contractual exposures
- significant performance variations
- To understand the scope of the external audit as outlined to the External Auditor by the Auditor General and the audit plan including the proposed audit strategies as they relate to identified risk areas;
- To receive advice from external auditors as to whether they have had full and open access to all personnel and information required to complete the audit;
- To discuss matters arising from the external audit with the external auditor and to obtain regular reports from Management and auditors concerning the resolution of the matters raised;
- To be represented on the Committee recommending the appointment of the Internal Auditor;
- To review the scope (nature, timing and extent) of the internal audit program and the effectiveness of the function;
- To ensure that the Internal Audit Program systematically addresses over time:
 - internal controls over significant areas of risk
 - internal controls over revenue, expenditure, assets and liabilities
 - the efficiency, effectiveness and economy of significant Council programs
 - compliance with statutes, regulations, policies, best practice guidelines and instructions
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- To ensure that the internal audit program contains projects that consider effective governance of Council's operations, including the primary good governance characteristics of fairness, discipline, independence, accountability, responsibility, transparency and social responsibility;
- To identify and request any specific projects or investigations or advice deemed necessary through the Chief Executive Officer;
- To obtain and review Management and auditor's reports and advice concerning:
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 - the currency and effectiveness of the business continuity and disaster recovery plan
 - the adequacy and timeliness of financial reports received by Council
 - Council's compliance with statutory requirements for financial and performance reporting, including the reporting of Council's main corporate governance practices

- the adequacy of the internal control environment established by Management
- significant transactions outside of the Council's normal business
- compliance with regulations, policies, instructions and contractual arrangements relevant to the Council's activities
- the implementation status of major Council projects
- To facilitate the enhancement of the credibility and objectivity of internal and external financial [and performance](#) reporting; and
- To report to Council all recommendations as determined by the Committee, and any other matter or issue considered appropriate and within the Committee's Terms of Reference.

2. 2. PERFORMANCE OF THE COMMITTEE

The Audit Committee shall undertake an Annual Self-Assessment in June of each year.

Results of the Annual Self-Assessment are to be included in the annual report of the Audit Committee provided to Council each year.

The Audit Committee will meet annually with the External Auditors and the Internal Auditors respectively without Management present.

2. 3. ANNUAL PLAN

The Audit Committee will prepare an Annual [Work](#) Plan setting out the intended work schedule for the forthcoming twelve months as part of a four year program of work that is reviewed annually. A draft Annual Plan is to be presented to the Audit Committee for consideration by no later than June of each year.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

The membership of the Committee shall comprise:

1. Three Councillors.
2. Three independent members who will have [a business qualification and senior experience in business, financial management, risk management, governance, information technology, human resources, and/or management and/or finance experience](#). Independent members should be conversant with the financial requirements relating to Local Government.
- ~~2.3.~~ [At least one independent member will possess financial qualifications and have experience at a senior level.](#)
4. Where the Mayor is not otherwise appointed to the Committee, they will serve as an ex-officio member (no voting entitlement).

[Any Councillor, not appointed to the Committee, may attend the meeting and will not have any voting entitlement.](#)

3. 1. METHOD OF APPOINTMENT OF COUNCILLORS TO THE COMMITTEE

Councillors will be appointed to the Committee through Council's annual Committee appointment process.

3.2. METHOD OF APPOINTMENT OF INDEPENDENT MEMBERS TO THE COMMITTEE

The appointment of independent members will be by way of a public expression of interest process. The evaluation of potential members will be undertaken by the Mayor or Councillor nominated by the Mayor and Chief Executive Officer, using appropriate selection criteria. The appointment of independent members will be recommended to Council through a report to Council following the evaluation.

3.3. TERM OF APPOINTMENT OF INDEPENDENT MEMBERS

The term of each independent member will be for a maximum period of three years from the date of appointment following which the Council may reappoint the member or advertise for expressions of interest to appoint a new member. ~~Where a casual vacancy is created with the departure of an independent member from the Committee the position will be filled through the independent member's appointment process.~~

Where possible, the retirement of independent members will be staggered to avoid the potential loss of experienced members at the same time.

Where an independent member has not been in attendance for two consecutive meetings, without submitting an apology or been granted a leave of absence, a casual vacancy will be created.

Where a casual vacancy is created with the departure of an independent member from the Committee the position will be filled through using the independent member's appointment process.

3.4. INDEPENDENCE OF MEMBERS

All Audit Committee members have direct access to the Chief Executive Officer and can request through the Chief Executive Officer access to other staff members or any other person if deemed necessary.

Any committee member can submit an issue to the Chief Executive Officer for placement on the Agenda for the next appropriate meeting of Council, where the committee Member may be afforded the opportunity to address the meeting (in camera if required).

In addition, the Chairperson may submit any report prepared by the Committee to be tabled at the next ordinary meeting of the Council.

3.5. INDUCTION OF INDEPENDENT MEMBERS

Council shall provide a detailed independent member induction that will highlight the current issues that are applicable to the Audit Committee within Council, provide detailed written reference material, ~~and provide access to Council's staff induction bus tour of the Council.~~

DELEGATED AUTHORITY AND DECISION MAKING

Advisory Committees act in an advisory capacity only and have no delegated authority to make decisions as if they were the Council. Advisory Committees provide advice to Council and staff to assist them in their decision making.

The Audit Committee, by resolution, may request to meet with other Council Committees or external parties in consideration of a specific matter before the Audit Committee.

4. MEETING PROCEDURES

- Meetings of the Committee will be held 4 to 6 times per year at regular intervals. A schedule of meetings will be developed and agreed to by the members.
- Due to the sensitive nature of the material routinely considered by the Audit Committee meetings are not open to the public; and all meeting agendas, minutes and proceedings are deemed confidential.
- Extra meetings may be scheduled on request of the Chairperson or any three members of the Committee after consultation with the Chief Executive Officer.
- The Chief Executive Officer, Director Corporate Development, Manager Governance and Innovation, Manager Financial Services and Internal Auditor will attend meetings, unless requested by the Committee to not attend. The Committee can request through the Chief Executive Officer other staff members or any other person if deemed necessary to attend meetings as may be required.
- Where practicable, the responsible Director or Manager will be present for tabling of a new Internal Audit Report.
- Other Council staff may attend meetings at the CEO's request where issues require clarification.
- External Audit representatives will attend when required.
- The quorum for each meeting is a majority of members.

5. CHAIR

The members of the Committee will appoint a Chairperson annually at the commencement of the first meeting each calendar year. The Chairperson is to be an independent member of the Committee. The members of the Committee may also appoint a Deputy Chairperson who is to be an independent Committee member, to undertake the duties of the Chairperson where the elected person may not be able to undertake their duties.

When appointing the Chairperson, the Committee should consider candidates in regards to the relevant professional and personal skills required to undertake this role.

6. AGENDAS AND MINUTES

Minutes will be taken of each Committee meeting and will include issues discussed, general outcomes of discussions and formal resolutions of the Committee. The attendance of Committee members and Council officers will be recorded.

Minutes will be presented for formal endorsement at the next meeting of the Committee.

The endorsed minutes of each meeting will be made available to all Councillors as soon as practicable after the meeting.

7. VOTING

Councillor and [community-independent](#) members have voting rights.

Staff provide support and advice to the Committee only and have no voting rights.

In the event of an equality of votes the Chairperson has a second, [casting](#) vote.

8. CONFLICT AND INTEREST PROVISIONS

Committee members are subject to the provisions of S76D (Misuse of Position) and S79 (Conflict of Interest) of the Local Government Act. Independent members of the Committee are also required to submit Primary or Ordinary Returns (reference: S81, Local Government Act).

In performing the role of a Committee member, a person must:

- act honestly;
- exercise reasonable care and diligence;
- not make improper use of their position; and
- not make improper use of information acquired because of their position.

8. 1. FULL DISCLOSURE OF ISSUES TO THE COMMITTEE

The Committee will ascertain at each meeting whether the work of the Internal Auditor has been obstructed in any way. Where the Internal Auditor's response is that the work has been obstructed, the Chairperson of the Committee will ascertain from the Chief Executive Officer what action will be taken to remedy the issue. Where it is alleged that the Chief Executive Officer has obstructed the Internal Auditor's work, the Chairperson of the Committee will consult with the Chief Executive Officer to ascertain what resolution can be reached. If it is considered that the obstruction is substantiated, and is of an ongoing nature that creates a risk to effective internal audit practices, the Chairperson of the Committee will consult with the Chief Executive Officer and the Mayor to seek a resolution. Where the matter cannot be resolved through this process the matter will be referred to Council for appropriate attention.

In order to ascertain whether there are any issues that the Audit Committee should be aware of, the Chief Executive Officer or their representative attending each meeting should be questioned as to whether there are any breaches of legislation or practices that should be brought to the Committee's attention. Where issues are disclosed and substantiated, the Committee members will seek from the Chief Executive Officer an explanation as to what appropriate actions are to be taken to remedy same. Where the Chief Executive Officer is alleged to have caused the breach of legislation or practices and a satisfactory resolution is not arrived at, the Chairperson of the Committee will consult with the Mayor and the Chief Executive Officer in an attempt to resolve the issue. Where no satisfactory resolution can be reached through this process, the matter will be referred to Council for appropriate attention.

9. REPORTING

The Committee will provide an annual report to Council summarising the activities undertaken during the year. [This report will be made public on Council's website after it has been considered by Council.](#)

10. ADMINISTRATION SUPPORT

Administration support is provided as directed by the Chief Executive Officer.

11. CONTACT WITH THE MEDIA

Contact with the Media by members of the Committee will be conducted in accordance with the Councillor and Staff Media Policies.

12. REVIEW DATE

The Audit Committee Terms of Reference are to be reviewed by the Committee within 12 months of the General Municipal Election held every 4 years and presented to Council for consideration.

13. MEALS

The provision of refreshments will be in accordance with the Meals and Sustenance Policy.

14. CONCLUSION

The Committee is an Advisory Committee of Council with a role of providing a forum for the assessment of the Council's internal controls, management of risk, operation of good governance practices, adherence to proper organisational ethical practices and the adequacy of financial reporting. It provides an independent link between Council, management and auditors that should ensure the Council's interests and assets are protected.

ALL WARDS**11.1 WORKS REPORT AS AT 8 MARCH 2017**

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

The Works Report shows projects on Council's Capital Works Program and indicates the status of each project as at 8 March 2017.

RECOMMENDATION

That the works report, as at 8 March 2017, be received and noted.

1. INTRODUCTION

This report summarises Council's Capital Works Program for the 2016/2017 financial year. The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report, as of 8 March 2017, is attached as Appendix A.

Report Prepared By: *Coordinator – Capital Works (Gene Chiron)*

Report Authorised By: *Director – Engineering & Infrastructure
(Ian Bell)*

Project Number	Project Name	Total Approved
1	Bridges Renewal Program Currently going through the tender process for the renewal of the Forest Road Pedestrian Bridge. Tenders have closed and the evaluation process progressing. Contract planned to be awarded in March. Consultants are also undertaking Level Three audits on a number of Council's bridges and structures.	\$350,000
4	High Risk Road Failures Program is 90% complete. Reactive works will see out the remainder of the program.	\$500,000
7	Road Surface Renewal Program Program is now 95% complete.	\$3,640,000
8	Drainage Pit and Pipe Renewal Program Currently undertaking renewal works in Springfield Street, Boronia.	\$1,760,000
9	Footpath Renewal Program Program progressing on schedule.	\$1,600,000
10	Bicycle / Shared Path Renewal Program Upcoming works at Egan Lee Reserve and the shared path on Kelletts Road between Jacob Drive and Wyandra Way.	\$500,000
16	Building Renewal Program Program 43% committed/expended with approx. 30% planned works to be committed over March. Works nearing completion/commencing over March include Upper Ferntree Gully Preschool - internal painting, Rowville Preschool (Bernie Seebeck) - internal/external painting, Rowville Preschool (Alan Clayton) - internal painting/external painting, Colchester Preschool - internal painting, Knox Park Grandstand - external painting, Civic Centre - planning toilet/kitchenette refit, renewal of smart structure system to air-conditioning, West Gully Preschool - structural works.	\$4,300,000
17	Playground Renewal Program Designs for the following playgrounds; Raphael, Pickett, Eildon, Windermere, Park Ridge, Balmoral and Harrow are being finalized and will undertake community consultation in March.	\$1,412,146
22	Fire Hydrant Replacement Program Payments to South East Water due by mid-June.	\$123,000
24	Carpark Renewal Upcoming works scheduled at Egan Lee Reserve.	\$640,931
25	Plant & Machinery Replacement Program Fleet Renewal Program 40% of funding committed.	\$2,787,000
26	Street Tree Replacement Program Removal works completed February. Survey results under compilation and stock selection being made.	\$585,454

Project Number	Project Name	Total Approved
31	Stamford Park Redevelopment Stormwater drainage works completed. Underpinning works advanced. Verandah works commencing in March.	\$4,440,820
43	Shade Sails & Play Structure Maintenance Tracking as expected at this time of year. Funds will be spent with a significant amount of works being undertaken at Marie Chandler Preschool in the upcoming months.	\$38,500
104	Roadside Furniture Renewal Program Waiting on final invoices for Army Road retaining wall works. This will see the completion of this program.	\$60,000
147	Energy & Greenhouse Program for Council Facilities Works at 8 sports pavilions will commence in April, with more than 350 inefficient lights to be replaced with LED alternatives. These lights will result in significant energy and maintenance savings for the sports clubs. The pavilions include: Bayswater Oval, Batterham Reserve, Egan Lee Reserve, Upwey Ferntree Gully Baseball, Templeton Tennis Club, Eildon Park Tennis Club, Walker Reserve and Knox Regional Football Centre.	\$60,000
229	Building Code Australia Compliance Program 25% committed/expended with further 40% planned works to be committed over the month of March including replacement of non-compliant staircase at Knox Park Athletics Grandstand.	\$100,000
289	CSR Quarry Reserve - Implementation Stage 4 Contract was packaged with the sealing of Quarry Road, with works having reached practical completion on 20 January. Survey for eastern part of reserve (next to 24 Quarry Road) planned before end June.	\$500,937
345	Asbestos Removal Program 56% committed/expended with a further 20% planned works to be committed over month of March from low/medium priority projects identified from commissioned Asbestos audits.	\$100,000
347	Miscellaneous Industrial Roads - Pavement Rehabilitation Program is 90% complete. Reactive works will see out the remainder of the program.	\$250,000
409	Parks Furniture Renewal Installation progressing well.	\$67,000
410	Parks Signage Renewal Progressing well and on track to be completed.	\$20,000
412	Water Sensitive Urban Design Renewal Colchester Wetlands: Contractor appointed with works scheduled to commence end of March.	\$332,613

Project Number	Project Name	Total Approved
441	Tim Neville Arboretum Renewal	\$534,108
	<p>Stage 1 Civil Contract: Project packaged with Project 412 - WSUD renewal and 751 - Tim Neville Arboretum lake structure upgrade. Contract works are complete. Stage 2 Parks works: Arboretum works and renewals are to occur as per the Masterplan between February and June with the contractor to replace lake plantings.</p>	
443	Reserves Paths Renewal	\$50,000
	Works recently completed in The Basin Triangle Reserve and Chaundy Reserve.	
455	Parks Crescent, Cypress Avenue, Boronia - Drainage Upgrade	\$189,738
	Project on hold indefinitely pending a revised Boronia Park Masterplan.	
459	Dobson Street Reserve Retarding Basin	\$621,628
	<p>Contractor appointed but commencement of works on site delayed due to permit approval process. Significant alteration to design now removes the need for SE Water involvement. Negotiations with contractor has commenced to reflect altered design. Works anticipated to commence around late March.</p>	
492	Food Act Compliance - Kitchen Retrofitting	\$25,000
	Kitchen refits to meet Food Act requirements and scheduled for March/April installations.	
494	Cathies Lane - Landfill Rehabilitation Works	\$175,000
	<p>Tonkin & Taylor prepared landfill gas monitoring. Landfill Rehabilitation Plan, Aftercare Management Plan and Hydrogeological Assessment submitted to EPA on 1 October 2015 to address PAN requirements.</p>	
	<p>Capping rehabilitation works completed in April 2016. Drainage improvement works completed in February. Recommendation from consultant's investigations is that there is no current requirement to lower leachate at the site. Investigations being undertaken to improve efficiency of existing gas extraction system through clean out of selected wells. Additional wells installed in November 2016 to assist with landfill gas monitoring. Investigations underway on stability of edge of landfill near leachate pond. Investigations of high levels of methane being recorded at the southern area of the site and on the adjacent Boral site have determined that the source is most likely not from the landfill. No further investigation is warranted unless there is development within 250 metres of the southern boundary of the landfill. EPA have issued a draft Post Closure Pollution Abatement Notice which will govern the management of the site.</p>	
495	Fencing Replacement in Early Years Facilities - Scope and Implementation	\$24,000
	Program 50% committed/expended. Remainder of projects to be undertaken over March/April holidays.	
497	Coonara Stone Cottage - Structural Failure Rectification	\$31,788
	Project completed.	

Project Number	Project Name	Total Approved
516	Rumann and Benedikt Reserves - Open Space Upgrade	\$200,000
	Awaiting finalisation of design following feedback. Tender phase will commence once this is finalised. This stage of works (Stage 4) is expected to be committed this financial year and majority of works completed and includes concrete paths, multi-purpose court and seating works.	
529	Dobson Park - Water Harvesting System	\$51,678
	Practical Completion Inspection undertaken. Awaiting feedback from contractor in relation to outcomes.	
536	Parkland Asset Renewal	\$60,000
	Boronia Road Garden Renewals, Knox Netball Centre and Ferntree Gully Community Centre all to be planted between April and June.	
537	Bush Boulevard Renewal	\$30,000
	Kelletts Road progressing well and will be completed this month.	
543	Llewellyn Park - Landfill Rehabilitation Works	\$0
	Tonkin & Taylor undertaking landfill gas monitoring. Completed Landfill Rehabilitation Plan, Aftercare Management Plan and Hydrogeological Assessment submitted to EPA on 31 August 2015 to meet PAN requirements. Capping rehabilitation works commenced May 2016 and completed in February, after being hampered by wet weather. Drainage improvements on the site commenced in February. It has been determined that a landfill gas extraction system is required. A detailed design will be prepared and implemented over the next twelve to eighteen months. Requires additional monitoring bores located further away from the landfill which were installed in November 2016 and are now being monitored. This has shown the level of methane in the additional bores is within acceptable limits but carbon dioxide levels exceed acceptable limits. Now investigating whether this is coming from the landfill or other sources. Post Closure Pollution Abatement Notice issued in June 2016.	
566	Artwork Renewal	\$20,000
	Meeting with art restorer on 13 March. A schedule of works will be developed regarding restoration of artworks from the Placemaker Legacy - to be carried out before end June. It is expected the budget will be spent in full.	
576	Early Years Facility Emergency Warning System	\$50,000
	Three early warning systems will be installed in Easter holidays. Currently quotes are being sourced to revised specification after pilot projects of 2015/16, for three locations - Riddell Road, The Basin and NG Haynes.	
584	Tormore Reserve - Masterplan Development	\$200,000
	50% of concrete paths are constructed (by Knox Construction) and remaining works underway.	
587	Upper Ferntree Gully Neighbourhood Activity Centre - Design	\$473,153
	Project on hold at Council request.	
589	Knox Early Years (KEYs) Online	\$27,411
	Group Allocation Module underway.	

Project Number	Project Name	Total Approved
593	Marie Wallace Park - Masterplan Development	\$914,102
	(1) Open Space works: Design and costing for train safety improvements received - works to be undertaken subject to additional funding. (2) Access road carpark - Contribution for pavement reinstatement works received from Railway authority with road reinstatement works built into scope of project. Detailed design now completed and quotes being sought.	
607	Ashton Road, FTG - Reconstruction	\$452,285
	Have packaged contract with Kingston Street & Mountain Gate Drive projects. Contract works for Ashton Road completed with Practical Completion anticipated for late March.	
608	Kingston Street, FTG - Reconstruction	\$393,301
	Contract works for Kingston Street completed with Practical Completion anticipated for late March.	
609	Mountain Gate Drive, FTG - Reconstruction	\$526,116
	Have packaged contract with Kingston Street & Ashton Road projects. Contract works within Mountain Gate Drive nearing completion with only minor works remaining. Practical Completion anticipated for late March.	
610	Elm Street, Bayswater - Reconstruction	\$447,079
	Construction contract packaged with Maple Street and Orange Grove. Contract works completed with Practical Completion planned for mid-March.	
611	Orange Grove, Bayswater- Reconstruction	\$397,031
	Construction contract packaged with Maple Street and Elm Street. Contract works completed with Practical Completion planned for mid-March.	
612	Maple Street, Bayswater - Reconstruction	\$263,583
	Construction contract packaged with Maple Street and Orange Grove. Contract works completed with Practical Completion planned for mid-March.	
618	Rubber Rock Removal in Child Care Centres	\$60,000
	Rubber rock removal works have been completed. Variation approval to provide security keypad for Bena Angliss Preschool as an urgent legislative requirement. Awaiting invoices to finalise program.	
622	Walker Reserve - Stage 2, Wantirna South	\$320,000
	Contract works nearing completion with court surface constructed and light towers installed. Court surface treatment likely to be completed by early March and lights adjusted by mid-March.	
628	Boronia Library - Scope and Concept	\$71,782
	Project on hold, subject to wider precinct investigations.	
630	Early Years Hubs - Bayswater	\$650,000
	A new landscape sub-consultant has been appointed to finalise landscaping design. Design Development package now expected first week in April.	

Project Number	Project Name	Total Approved
638	Karoo Road, Rowville - Construction Recommendation for contract appointment has been approved and letter of appointment sent. Contractor to be issued with Possession of Site once Pre-Construction documentation is submitted and approved.	\$800,000
648	Row Reserve, Rowville - Implement Masterplan Knox Construction Group (KCG) to commence implementation of Stage 2 hardscape works at end of March. Currently seeking quotes from landscape companies to undertake the soft landscape works (aiming to commence end of May) following completion of works on site by KCG.	\$100,000
649	Scoresby (Exner) Reserve - Masterplan Quote from Knox Construction accepted and Works Authorisation Certificate issued to allow construction works to commence.	\$250,000
655	Entry Signage - Scope and Concept Signage installed. Project complete.	\$3,500
660	Mountain Highway (No. 598), Bayswater Drainage - Design Council provided the comments on the detailed design. Awaiting the final design from the consultant. The project to be completed by June.	\$23,967
664	Storm Water Harvesting - Concept Designs Consultant's review of existing and proposed Stormwater Harvesting & Sportsgrounds Irrigation systems is complete. Recommendations included will be used as the basis for future Program Development.	\$62,961
667	Dobson Creek Catchment - Streetscape Water Sensitive Urban Design Feasibility analysis and cost estimate being undertaken for optimal water treatment sites before going out for quotes. Works expected to commence in April.	\$203,402
668	Knox Active Aging Management System (KAAMS) Carelink Plus has been successfully upgraded. Project progressing well.	\$212,595
675	Public Art Project The Public Art Plan (previously called the Public Art Strategy and Blueprint) is still in draft form and is being reviewed. The plan to be endorsed prior to going on public exhibition and then back to Council for final endorsement later in the year. No money is being expended from the public art budget until this process is finalised and we would request the allocated capital works accrued amount (\$119,658) be rolled over into the 2017/2018 financial year.	\$119,658
689	Lewis Park Oval 1 Renewal Soil testing completed. Consultants developing scope of works for project. Soil tests and site survey used for scoping.	\$20,000

Project Number	Project Name	Total Approved
699	Miller Road/Dorrigo Drive Traffic Treatment Project has been completed.	\$4,964
704	Mountain Highway footpath connection 4 Preliminary discussions have been held with the developers of 1268 Mountain Highway about the proposed footpath. To avoid foreseeable damage to the footpath, works will not be undertaken until construction works at the front of the property have been completed. Funds transferred to next priority footpath project.	\$80,000
707	Practice wickets /sports reserve assets / tennis courts / netball courts Old nets removed from Tormore Reserve. Project on schedule.	\$225,000
708	Cricket run ups and goal squares Work at Fair Park completed. Further work scheduled for Walker Reserve.	\$20,000
710	Colchester Reserve Rugby Pitches Contract works approximately 85% complete with works significantly delayed initially by prolonged wet weather. Kikuyu grass sprigs installed early December and grass coverage generally satisfactorily but is patchy in some areas. Discussions taking place with contractor to ensure optimum conditions prevail in order to allow successful handover to club in April.	\$457,230
712	Tennis Court Renewals Rita Mathews TC: Contract works are essentially completed with Practical Completion to occur after minor repairs are carried out by mid-March. Club to be supplied with formal instruction about ongoing maintenance requirements.	\$235,065
713	Sports Facility Lighting Renewal Works complete.	\$36,500
714	Family and Children Services Softfall Program Program completed.	\$25,000
716	Early Years Hubs - Wantirna South Tenders received were over budget. Council briefed with the outcome being that delivery of this project will be deferred until November, with all tenderers required to re-submit pricing in accordance with revised documentation.	\$6,578,222
717	Knox Central Package Negotiations to acquire the Westfield parcels for future road corridor and delivery of Knox Central Masterplan recommenced in October. The Operations Centre land has settled with residual funding to remain allocated to the project in the event that a second overflow parcel is required.	\$11,585,000

Project Number	Project Name	Total Approved
718	Bulk Replacement of Street Lights with LED Replacement of the standard lights are all but complete, with approximately 50 lights that require additional repairs from the power authority prior to the changeover. Planning underway to replace a further 1,000 (approx.) decorative 80W Mercury street lights to complete this program.	\$6,071,446
721	Eildon Park Reserve (Pavilion upgrade), Rowville Demolition and ground works complete. Currently well progressed with new framing and roof works.	\$658,969
724	Knox (Interim) Library Final review of design underway, with stakeholder meeting held on 2 March.	\$678,520
725	Placemakers Site - Design Design to be finalised for works to replace the fire damaged premises to progress to building works in mid to late 2017.	\$222,263
727	Knox Community Arts Centre - Outdoor Furniture Quotation being sought to improve site signage and minor landscape improvement works.	\$12,000
733	Preschool Office/Storage - Minor Works Majority of projects have been completed over January with the remainder of the centres on the program to be completed over the April Holidays.	\$70,000
735	Family & Children Services Buildings Door Jamb Protectors Program completed.	\$25,000
738	The Basin Progress Hall - Stage 4 of 4 Project completed.	\$72,501
743	Quarry Road, Upper Ferntree Gully Contract works completed.	\$456,263
746	Revegetation Plan Site preparation underway and on schedule. Mulch delivered and spread. Erosion matting and local provenance plants ordered. Local community informed.	\$100,000
747	Chandler Park, Boronia - Masterplan Implementation Stage 3 Implementation works have commenced. Slight delays due to the works taking place by others at netball courts adjacent to these works.	\$368,169
749	Fairpark Reserve, FTG - Masterplan Implementation Contractor is planning to install shelter in mid-March. Awaiting approval from South East Water.	\$240,609

Project Number	Project Name	Total Approved
750	Basin Triangle Reserve, The Basin - Masterplan Implementation	\$95,450
	Practical Completion was granted on 23 December 2016. Contractor maintenance period ends 24 March.	
751	Tim Neville Arboretum - Lake Structure Upgrade	\$150,000
	Project packaged with Project 441 Tim Neville Arboretum Masterplan Implementation, Project 751 TNA Lakes Upgrade & Wetland system and Project 529 Dobson Park Stormwater Harvesting. Contract works are completed.	
752	Mountain Gate Shopping Centre Reserve - Design	\$19,425
	Concept design development in progress.	
755	Talaskia Reserve, Upper Ferntree Gully - Design	\$100,000
	Waiting for preliminary construction documentation from consultants to review prior to tendering.	
756	Heany Park, Rowville - Masterplan Implementation	\$73,741
	Building Services requested additional hand rail to be installed to a part of the existing ramp and will review and confirm updated engineering drawings for handrail. Quotes for additional works to be sought in March.	
757	Carrington Park, Knoxfield - Masterplan	\$150,000
	New seats to be installed by Knox Construction Department.	
758	David Cooper Reserve Masterplan Implementation	\$41,332
	Seeking quote to install BBQ.	
759	Alchester Village - Masterplan Implementation	\$89,600
	Meeting in mid-March with Place Program and Arts Department to discuss future potential mural upgrade works at site.	
760	Alchester Village - Park Masterplan	\$60,000
	As for 759 above.	
761	Dandenong Creek Gateways - Revegetation of Strategic Road Corridors	\$49,620
	Site assessment to be undertaken in early March.	
762	Dobsons-Clyde Street Flood Retarding System - Design	\$0
	Refer to Project No. 459.	

Project Number	Project Name	Total Approved
763	Boronia Road Overland Flowpath - Construction	\$550,000
	Project is being delivered in conjunction with Project No. 455 (Park Crescent, Cypress Avenue - Drainage Upgrade). Construction of the project on hold pending resolution of Boronia Park drainage plan.	
765	Alchester Village Shopping Centre - new toilet block	\$135,200
	Project complete.	
768	Wantirna Mall Toilets	\$116,530
	Project complete and commissioned.	
769	Mint Street, Wantirna – Dandenong Creek Wetland Construction	\$400,000
	Detailed design review and design plans alterations to address Tree Protection Zone issues completed. Expect to go out to tender late March.	
771	Colchester Road, Boronia – Wetland and Raingarden	\$40,000
	Refer to Project No. 412	
773	Suffern Avenue (Waldheim Street) Wetland	\$373,979
	Detailed design in progress post comments and feedback from team members.	
775	Alchester Village Lighting Project	\$91,775
	Park lighting works are complete and operational. Street lighting upgrade works (by Ausnet) are complete and operational. Exploring possibility of additional light in park.	
785	Printer Upgrade	\$78,107
	Roll out of the MFDs is scheduled end March beginning April.	
786	Micro Soft Office Upgrade	\$150,000
	Testing complete and rollout to whole of business underway.	
787	Website Development	\$36,000
	Project on hold pending resourcing.	

Project Number	Project Name	Total Approved
788	Electronic Record System Upgrade (Knox eXplorer)	\$743,038
	<p>Go Live – Tuesday 14 March.</p> <ul style="list-style-type: none"> • Dataworks will be turned off on Thursday 9th for migration and Testing. Migration from DataWorks to Knox eXplorer of 5,228,007 documents. • 90% of staff requiring training have already been scheduled. • Four weeks of training for the whole organisation – 62 sessions in total running 2 training rooms twice a day. • eLearning training videos will go live in the elearning system mid-February – 3 short videos on Record Keeping, the New Folder structure and what you need to know moving from DW to KX. • G:/ will stay live until 30 April, at that time it will be made read only for a 12 month period whilst we assess and migrate G:/ data to KX • All running on schedule, but would like to note that the organisation will be impacted for a period of time by this massive change in work process, but the project team are putting additional training, ie. short videos, flips charts for desks, and floating helpers for a few weeks after go live. 	
789	Facilities Booking Review/Upgrade	\$35,800
	Project on schedule go Live April.	
791	Server Infrastructure	\$198,500
	This project is complete, general bedding down underway.	
792	PC Rollout	\$80,000
	Roll out complete.	
793	Non Leased Software and Hardware	\$100,000
	Project scheduled for completion June.	
794	Switch Replacement Program (Leased)	\$38,000
	Project advanced to final stages, completion March / April.	
796	Park Crescent, Boronia - Reconstruction	\$240,000
	Project packaged with Erica Avenue and Woodvale Road with contract works now well underway. Kerb & channel replacement works around 60% complete with asphalt works to follow once kerb and channel works complete.	
797	McMahons Road, Ferntree Gully - Reconstruction	\$240,000
	Project deferred to future years due to potential development of Norvel Quarry site likely to adversely affect road.	
798	Woodvale Road, Boronia - Reconstruction	\$210,000
	Project packaged with Erica Avenue and Park Crescent. Contract works well underway with kerb & channel works now completed. Asphalt works delayed until Park Crescent stage is ready for asphaltting.	

Project Number	Project Name	Total Approved
799	Windermere Drive, Ferntree Gully - Reconstruction	\$350,000
	Detailed design complete and tender documents being prepared for tender. Expect tenders to close 28 March with project to be packaged with Smithfield Square project as one tender.	
800	Smithfield Square, Wantirna - Reconstruction	\$210,000
	Detailed design complete and tender documents being prepared for tender. Expect tenders to close 28 March with project to be packaged with Windermere Drive project as one tender.	
801	Sasses Avenue, Bayswater - Reconstruction	\$240,000
	Anticipate going out to tender from mid-April with tenders closing on 4 May.	
802	Erica Avenue, Boronia - Reconstruction	\$240,000
	Project packaged with Park Crescent and Woodvale Road. Works not due to commence in Erica Avenue until Park Crescent and Woodvale Road stages are substantially completed. Works expected to commence around late March and involve substantial night works with in-principle agreement from PTV obtained.	
803	Macquarie Place, Boronia - Reconstruction	\$210,000
	Tender evaluation delayed due to clarification of procurement process. Recommendation for appointment made and awaiting approval. Anticipate commencement of contract works from mid-late March.	
804	Dorset Road (169), Boronia - Flood Mitigation	\$97,000
	Detailed design completed and design review about to commence - expect construction to occur around April.	
806	Cash Fues Place, Wantirna – Dandenong Creek Wetland Design	\$65,000
	Design being finalised. Quotes to follow once completed. Works expected to commence end of May.	
809	Bayswater Activity Centre Streetscape Improvements	\$1,700,000
	Design works for Mountain Hwy remain ongoing, with costing and detailed program yet to be finalised. Project is currently influenced by design and costs for undergrounding of power. Council officers are currently liaising directly on these matters with Level Crossing Removal Authority.	
812	Asset Management System Implementation	\$20,000
	Awaiting additional staff.	
813	Information architecture design and planning	\$75,200
	Provisional endorsement at Issues Briefing. Awaiting full Council Meeting for both ICT/Digital Strategy and Road Map.	
814	Standard Operating Environment Upgrade	\$70,000
	SOE built, minor updates being applied.	

Project Number	Project Name	Total Approved
815	Pathway Smartclient implementation Working with vendor to fully implement this process.	\$87,300
816	ePathway Payment enhancements/extension Implementation underway due for completion June.	\$70,000
817	WAN Upgrade This project is approximately 90% complete, due for completion March-April.	\$100,000
818	DRP Update and full test Equipment purchased for Manningham disaster recovery site. License with Manningham executed, implementation underway, testing to be undertaken post June.	\$100,000
819	IT Security Audit (policies & procedures) Scheduled for late March.	\$40,000
820	Mobile phone refresh (iPhone) Project underway.	\$20,000
821	Nimble Completed.	\$90,000
822	Security, Email Filtering and Firewall Due for completion March / April.	\$120,000
823	DCI - Air Conditioner Design work and quotes underway, urgently required due to ageing existing air-conditioning and failures.	\$100,000
824	VESDA Fresh Air Unit This project not being implemented, updated technology removes the need for this system to be augmented with extra warning devices.	\$2,000
825	Microsoft Licensing (True Up) Microsoft will contact KCC once it is ready to commence the true up of licenses.	\$150,000
826	Microsoft SQL Licence Audit of existing licenses and rationalization of number of servers may prove that there is more licenses than is required, this will be completed by June.	\$220,000
827	Microsoft SharePoint Upgrade Awaiting endorsement of Digital/ICT strategy with accompanying budget to commence this project.	\$100,000

Project Number	Project Name	Total Approved
828	New Licences - HelpMaster Pro Alternative solution is being investigated and RFQ to be developed.	\$2,500
829	Knox Community Art Centre, Bayswater Quotations for furniture replacement being obtained.	\$30,000
830	Park Ridge Reserve, Rowville - Oval Renewal New grass is growing slowly at this venue. May impact completion dates. Site will be monitored for plant progression.	\$440,000
831	Templeton Reserve, Wantirna - Oval Renewal Oval grass has been planted. Site will be monitored for progress. Cricket club will be notified about late start next season.	\$260,000
832	Knox Gardens Reserve, Wantirna South - Oval 2 Renewal Grass planting continues to progress well.	\$250,000
833	Knox Gardens Reserve, Wantirna South - Tennis Court Renewal Design scheduled to commence in April for construction in new financial year subject to adoption of Council Budget.	\$44,000
834	Oversowing of Sports Fields Seed has been purchased and contractor engaged for planting at HV Jones and Knox Park.	\$20,000
837	Westfield Library - Design Awaiting outcomes of discussions with Westfields.	\$200,000
838	Bayswater Community Hub - Scoping Council officers are continuing to engage with the LXRA on land related matters in line with Council's current position.	\$120,000
839	Preschool Bathroom Upgrades, Scoping and Design Concept designs have been completed and signed off for detailed design. Cost estimates have been provided to inform next year's budget process. Detailed design documentation expected by end of March.	\$60,000
840	Knoxfield Preschool - Bathroom Upgrade Project completed subject to internal transfer of remaining funds from Mariemont project as per variation approval.	\$54,000
841	Knox Skate & BMX Park, New Floodlighting Construction complete.	\$70,000

Project Number	Project Name	Total Approved
842	Knox Athletics Track, Hammer Throw Cage Upgrade	\$60,000
	Received feedback from the Athletics Club in January and Leisure have confirmed positive outcome of discussions with BMX Club. Detailed design plans included preferred design outcome information presented by Athletics Club which then highlighted additional land required. This impacts on both BMX land on the west and shared path infrastructure on the east. Leisure to discuss further with BMX Club and advise.	
843	Gilbert Park Reserve, Pavilion Upgrade	\$65,000
	Architect has been engaged to prepare revised concept. Concept to incorporate modular design, Council's Sporting Reserve Facility Development Guidelines Policy and revised requirements from Baseball Victoria and Softball Victoria. Concept and preliminary cost plan due early April.	
844	Score Boards - Design and Installation	\$350,000
	Budget approx. 70% expended. All eight projects at construction/completion stage.	
845	Carrington Park Leisure Centre - Basketball Rings	\$35,000
	Works programmed to be complete by April/May (as part of structural rectification project).	
846	Knox Gardens Reserve - Lower Oval Shelters	\$40,500
	Expected late March commencement.	
847	Boronia Basketball Stadium - Safety Padding	\$65,000
	Awaiting confirmation of commencement date. Works expected to be undertaken over March.	
848	Mariemont Preschool, Wantirna - Upgrade of Foyer and Office Space	\$158,000
	Concept Design and estimate provided. Proceeding to detailed design with expectation of completion by end of April for construction in 2017/18.	
849	Repurposing Scoping of Facilities from Hub Projects.	\$50,000
	Scoping the future use of Family and Children's Services Child Care Centres is tracking on schedule. Concept information is complete. Information will go to Council for further advice.	
850	Murrindal Playgroup, Rowville - Outdoor Blind Installation (Community Submission)	\$3,450
	Shade sail installed.	
851	Senior Citizens Centres - Facilities Development Plan	\$85,000
	Asset Development Plan completed and reviewed and to be presented to Council at the May Issues Briefing Meeting.	
852	Community Facilities Climate Control - Options Analysis	\$15,000
	Ironbark Sustainability has been engaged to carry out the assessment at both Progress Halls. The audits were completed in mid-February with a draft report due in mid-March.	

Project Number	Project Name	Total Approved
853	Aimee Seebeck Hall, Amenities Design Concept design received. Cost estimate to be provided early March at which stage project will be complete.	\$10,000
854	Knox Community Gardens/Vineyard Pergola Upgrade Awaiting advice from whole of site masterplan before scope of works can be established.	\$10,000
855	Boronia Road, Wantirna - Footpath Footpath constructed as part of adjacent development. Funds transferred to next priority footpath project.	\$25,000
856	Boronia Road, Boronia - Footpath Feasibility Study Awaiting feedback from discussions between Traffic & Transport and Biodiversity.	\$10,000
857	Rollings Road, Upper FTG - Footpath Footpath has been completed.	\$65,100
858	Ferntree Gully Road, Ferntree Gully - Footpath Works delayed due to investigation on Telstra pit modifications. Works are now scheduled to be completed before the end of March.	\$31,500
859	Mountain Highway, Wantirna - Footpath 3 Footpath constructed as part of adjacent development. Funds transferred to next priority footpath project.	\$57,750
860	Bergins Road, Rowville - Footpath 3 Awaiting vegetation issues to be resolved to finalise design details and inform on any Telstra alteration works required.	\$125,000
861	Beresford Drive/Colchester Road, Boronia - Channelised Right Turn Design completed and quote received. Quote being reviewed.	\$70,000
862	Burwood Highway, Wantirna - Shared Path 2 - Design Awaiting advice from Traffic & Transport, in consultation with Biodiversity, on preferred alignment of shared use path.	\$10,000
863	Fitzgerald Street, Ferntree Gully - Streetlights Purchase order has been placed with AusNet to complete works.	\$45,000
864	Lakeside Boulevard, Rowville - Pedestrian Refuge Still waiting on VicRoads' approval. Hopeful of works being completed by the end of March.	\$15,000
865	Mountain Highway, Boronia - Footpath Connection 2 Project completed. Waiting on final invoices.	\$20,000

Project Number	Project Name	Total Approved
866	Ferntree Gully Village Square - Masterplan Implementation Currently liaising with VicTrack regarding lease/MOU of VicTrack land. Draft documentation package is currently being prepared.	\$100,000
867	Knox Regional Netball Centre, Ferntree Gully - Masterplan Site survey information completed.	\$55,000
868	H V Jones, Ferntree Gully Masterplan Implementation Quote submissions received and evaluated. Consultant to be appointed in coming week.	\$45,000
869	Gilbert Park, Knoxfield - Masterplan Implementation Open Space Landscape Design internal team to revise the existing Masterplan. Second internal Council meeting scheduled for mid-March. Feature survey will be completed by Project Delivery Team in April.	\$30,000
870	Ferntree Gully Stormwater Masterplan Funds transferred to Dobsons-Clyde Street Flood Retarding System project.	\$20,000
871	Energy Performance Audit for Community Buildings A report outlining the opportunities from the Request for Proposal stage of the project will be due early March with Council assessing the submissions and appointing the successful contractor to carry out a Detailed Facility Study on the remaining sites. The report is due in June.	\$120,000
874	Fulham Road, Rowville Reconstruction - Design Geotech investigation and survey completed. Detailed design has commenced.	\$30,000
875	Parkhurst Drive, Knoxfield Reconstruction - Design Geotech investigation and survey completed. Detailed design to commence in April.	\$45,000
876	Eastgate Court, Wantirna South Reconstruction - Design Design completed.	\$25,000
877	Rosehill Street, Scoresby Reconstruction - Design Geotech investigation and survey completed. Detailed design around 60% complete and expected to be completed by April.	\$25,000
878	Alma Avenue, Ferntree Gully Reconstruction - Design Geotech investigation and survey completed with detailed design underway and 50% complete.	\$25,000
879	Winwood Drive, Ferntree Gully Reconstruction - Design Geotech investigation and survey completed with detailed design nearing completion. Design review to follow.	\$25,000

Project Number	Project Name	Total Approved
880	Helene Court, Boronia Reconstruction - Design	\$25,000
	Geotech investigation, survey and detailed design completed. Parks agreed to remove significant eucalypt tree due to it causing damage to road infrastructure.	
882	Knox Regional Football Centre Storage Shed	\$0
	Project no longer proceeding as an alternative solution has been implemented.	
883	Road Reconstruction Audit Works	\$1,160,000
	Road reconstruction funding for audit priority works and to supplement this year's Roads to Recovery funding shortfall.	
884	Glenfern Road Ferntree Gully - Footpath	\$162,750
	Detailed design being reviewed prior to passing project to the Construction team.	
885	Various Isolated Traffic Treatments	\$70,000
	Funds made available due to Federal Government Blackspot Grant.	
886	Schultz Reserve - Internal Pavilion Upgrades (Female Friendly)	\$100,000
	Council allocated funding to this project at its December, 2016 meeting to match State Government Community Sports Infrastructure 2017/18 funding.	
887	Knox Regional Sports Park Signage - Design	\$13,500
	Concept design and structural investigation completed.	
	Total:	\$75,135,385

ALL WARDS**11.2 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 6 February 2017 and Sunday 5 March 2017 are attached to this report.

Report Prepared By: *Manager – Governance and Innovation
(Fleur Cousins)*

Report Authorised By: *Director – Corporate Development
(Joanne Truman)*

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 6/2/2017	
Name of Committee or Group (if applicable):	
Community Panel Presentation	
Time Meeting Commenced: 5:30pm	
Councillors in Attendance:	
Cr Darren Pearce, Mayor	Cr Jackson Taylor
Cr Peter Lockwood	Cr Lisa Cooper
Cr John Mortimore	Cr Jake Keogh
Cr Tony Holland	Cr Nicole Seymour
Cr Adam Gill	
Council Staff in Attendance:	
Tony Doyle	Fleur Cousins
Ian Bell	Kathryn Holland
Angelo Kourambas	Jessica McGivern
Kerry Stubbings	Jane Kutchins
Joanne Truman	
Matters Considered:	
Final Presentation on the Knox Community Panel	

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: 6/2/2017	
Name of Committee or Group (if applicable):	
Issues Briefing	
Time Meeting Commenced: 6:36pm	
Councillors in Attendance:	
Cr Darren Pearce, Mayor	Cr Jackson Taylor
Cr Peter Lockwood	Cr Lisa Cooper
Cr John Mortimore	Cr Jake Keogh
Cr Tony Holland	Cr Nicole Seymour
Cr Adam Gill	
Council Staff in Attendance:	
	Janine Brown (Item 1)
Tony Doyle	Monica Micheli (Item 1)
Ian Bell	Angela Morcos (Item 1)
Angelo Kourambas	Angela Mitchell (Item 1)
Kerry Stubbings	Jonathon Wright (Item 2)
Joanne Truman	Dale Monk (Item 5)
Fleur Cousins	
Matters Considered:	
1. Wantirna South Early Years Hub	
2. Kingston Links Proposed Rezoning and Redevelopment	
3. Deputy Mayor Policy	
4. Review of Incidental Community Grants Program Policy	
5. Quarterly Financial Performance 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: 7/2/2017	
Name of Committee or Group (if applicable):	
Knox Community Health and Wellbeing Advisory Committee	
Time Meeting Commenced: 9:30am	
Councillors in Attendance:	
Cr John Mortimore	
Council Staff in Attendance:	
Annette Dodson	
Kathy Parton	
Darlene Swan	
Tony Justice	
Matters Considered:	
1. Community Plan Goals - related community agency roles and focus in order to inform discussion for the Councillor Leadership Workshop in February 2017	
2. Changing roles of the Department of Health and Human Services and partnership opportunities with members of the Advisory Committee	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 9/2/2017	
Name of Committee or Group (if applicable):	
Knox Community Safety Advisory Committee	
Time Meeting Commenced: 9:30am	
Councillors in Attendance:	
Cr John Mortimore	
Cr Jackson Taylor	
Council Staff in Attendance:	
Lisette Pine	
Samantha Spooner	
Elizabeth Lim	
Matters Considered:	
1. Recruitment of New Committee	
2. Key Priorities from Community Safety Plan	
3. Update on Liquor Accord	
4. General Discussion on Activities over Christmas Break in relation to Community Safety and Crime Prevention	

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: 11/2/2017	
Name of Committee or Group (if applicable):	
Knox Leadership and Strategic Planning Workshop	
Time Meeting Commenced: 9:00am	
Councillors in Attendance:	
Cr Darren Pearce, Mayor	Cr Jackson Taylor
Cr Peter Lockwood	Cr Lisa Cooper
Cr John Mortimore	Cr Jake Keogh (9:10am)
Cr Tony Holland (9:04am)	Cr Nicole Seymour (9:14am)
Cr Adam Gill	
Council Staff in Attendance:	
	Fleur Cousins
Tony Doyle	Dale Monk
Ian Bell	Rebecca Coates (Item 2)
Angelo Kourambas	Kim Rawlings (Items 2, 3 & 4)
Joanne Truman	Kathy Parton (Items 2 & 3)
Kerry Stubbings	Matthew Hanrahan (Items 4 & 5)
Matters Considered:	
1. Key Drivers and Influences Impacting our Operating Environment	
2. Community Plan	
3. Asset Realisation and Divestment	
4. Development Contributions Program	
5. Long Term Financial Forecast	

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: 12/2/2017	
Name of Committee or Group (if applicable): Knox Leadership and Strategic Planning Workshop	
Time Meeting Commenced: 9:08am	
Councillors in Attendance:	
Cr Darren Pearce, Mayor	Cr Jackson Taylor
Cr Peter Lockwood	Cr Lisa Cooper
Cr John Mortimore	Cr Jake Keogh (9:11am)
Cr Tony Holland	Cr Nicole Seymour
Cr Adam Gill (9:11am)	
Council Staff in Attendance:	
Tony Doyle	Fleur Cousins
Ian Bell	Dale Monk
Angelo Kourambas	Matthew Hanrahan
Joanne Truman	
Kerry Stubbings	
Matters Considered:	
1. Priority Setting Framework	
2. Capital Works Program	
3. Priority Setting – Business Cases and Councillor Nominated Projects	
4. Annual Plan Actions	
5. General Business	

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: 14/2/2017	
Name of Committee or Group (if applicable):	
Knox Multicultural Advisory Committee	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr Peter Lockwood	
Cr Jake Keogh	
Council Staff in Attendance:	
Kathy Parton	
Joan Pepi	
Matters Considered:	
1. Declarations of Conflict of Interest	
2. Confirmation of Previous Minutes	
3. Business Arising out of Previous Minutes	
4. Introductions – Cr Jake Keogh	
5. Knox Multicultural Advisory Committee Priorities for 2017	
6. Knox City Council Multicultural Strategic Plan 2012-2017	
7. Knox Community Plan and Access and Equity Plan Update	
8. Reports from Knox Multicultural Advisory Committee 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: 20/2/2017	
Name of Committee or Group (if applicable):	
Special Issues Briefing	
Time Meeting Commenced: 6:15pm	
Councillors in Attendance:	
Cr Darren Pearce, Mayor	Cr Jackson Taylor
Cr Peter Lockwood	Cr Lisa Cooper
Cr John Mortimore	Cr Jake Keogh
Cr Tony Holland	Cr Nicole Seymour
Cr Adam Gill	
Council Staff in Attendance:	
Tony Doyle	Lesley Milburn
Ian Bell	Carrie Bruce
Angelo Kourambas	
Kerry Stubbings	
Joanne Truman	
Matters Considered:	
1. Digital and ICT Strategy and ICT Roadmap	
2. Overview of Process to Review Meeting Procedure Local Law	
3. Strategy Policy	
4. Review of Meals and Beverages for Council Committees Policy	

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: 21/2/2017	
Name of Committee or Group (if applicable):	
Knox Central Advisory Committee	
Time Meeting Commenced: 6:00pm	
Councillors in Attendance:	
Cr Darren Pearce, Mayor	
Cr Peter Lockwood	
Cr Jackson Taylor	
Cr Jake Keogh	
Council Staff in Attendance:	
Tony Doyle	
Angelo Kourambas	
Samantha Mazer	
Nicole Vickridge	
Matters Considered:	
1. Project Delivery Update	
- Operations Centre Relocation	
- Site Design and Development	
- Civic Amenity	
2. Knox Central Sub-Projects, Reporting/Governance	
3. Knox Central Structure Plan	

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: 21/2/2017	
Name of Committee or Group (if applicable):	
Planning Consultation Committee	
Time Meeting Commenced: 6:00pm	
Councillors in Attendance:	
Cr Lisa Cooper	
Cr Nicole Seymour	
Cr Tony Holland (gallery)	
Council Staff in Attendance:	
Peter Steele	
Nancy Neal	
Wilhelmina Knorr	
Matters Considered:	
Application for the construction of 38 double storey dwellings on the land and variation to drainage, sewerage and carriageway easement at 62 Bunnett Road, Ferntree Gully (Application No: P/2016/6708).	

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: 21/2/2017	
Name of Committee or Group (if applicable):	
Planning Consultation Committee	
Time Meeting Commenced: 7:00pm	
Councillors in Attendance:	
Cr Lisa Cooper	
Cr Nicole Seymour	
Council Staff in Attendance:	
Peter Steele	
Ollie Graovac	
Wilhelmina Knorr	
Matters Considered:	
Development of a double storey dwelling to the rear of the existing dwelling and second storey addition to the existing dwelling (Application No: P/2016/6601).	

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: 21/2/2017	
Name of Committee or Group (if applicable):	
Planning Consultation Committee	
Time Meeting Commenced: 8:00pm	
Councillors in Attendance:	
Cr Jackson Taylor	
Cr Nicole Seymour	
Council Staff in Attendance:	
Peter Steele	
Renee Haddock	
Wilhelmina Knorr	
Matters Considered:	
Application for the construction of four (4) double storey dwellings at 7 Mint Street, Wantirna.	

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: 23/2/2017	
Name of Committee or Group (if applicable):	
Early Years Advisory Committee	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr Lisa Cooper	
Cr Nicole Seymour	
Council Staff in Attendance:	
Janine Brown	
Wendy Roberts	
Beck Wright	
Matters Considered:	
1. New Member Induction	
2. Early Years Advisory Committee Workplan for 2017	
3. Presentation to Outgoing Committee 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: 27/2/2017	
Name of Committee or Group (if applicable):	
Councillor Briefing	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr Darren Pearce, Mayor	Cr Jackson Taylor
Cr Peter Lockwood	Cr Lisa Cooper
Cr John Mortimore	Cr Jake Keogh
Cr Tony Holland	Cr Nicole Seymour
Council Staff in Attendance:	
Ian Bell	
Matthew Hanrahan	
Angelo Kourambas	
Kerry Stubbings	
Joanne Truman	
Fleur Cousins	
Matters Considered:	
1. Conduct of Council Meeting	
2. Proposed Municipal Strategic Disability Leadership Directions	
3. Eastern Affordable Housing Committee Update	
4. Condolence Motions	

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: 1/3/2017	
Name of Committee or Group (if applicable):	
Recreation and Leisure Liaison Group	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr Jackson Taylor	
Cr Jake Keogh	
Council Staff in Attendance:	
Marco D'Amico	
Daniel Clark	
Kerry Stubbings	
Robert Morton	
Matters Considered:	
1. Overview of Council's Role in the Community	
2. Group Induction (future topics to cover)	
3. Club Development Program	
4. Knox Sport and Leisure Awards	
5. Future Issues Facing Council	
6. Capital Works Program	
7. Leisure Minor Capital Works Grant Scheme	
8. SALT Program	

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**13. SUPPLEMENTARY ITEMS****14. URGENT BUSINESS****14.1 URGENT BUSINESS****14.2 CALL UP ITEMS****15. QUESTIONS WITHOUT NOTICE**