

# AGENDA



Ordinary Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 27 May 2019 at 7:00 pm



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Tony Doyle  
Chief Executive Officer



1 Apologies and Requests for Leave of Absence

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Ordinary Meeting of Council held on Monday 29 April 2019

4 Petitions and Memorials



## 5 Reports by Councillors

### 5.1 Committees and Delegates

### 5.2 Ward Issues





## 6 City Development Officers' Reports for consideration

### 6.1 Report of Planning Applications Decided - 1 April to 30 April 2019

**SUMMARY: Acting Manager City Planning & Building, Katherine Walker**

**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 reports (between 1 April to 30 April 2019) be noted.**

#### **1.REPORT**

Details of planning applications decided under delegation from 1 April to 30 April 2019 are attached. The applications are summarised as follows:

<b>Application Type</b>	<b>No.</b>
Building & Works: Residential:	3
Other:	6
Subdivision	15
Units	19
Tree Removal / Pruning	13
Single Dwelling	1
Change of Use	3
<b>TOTAL</b>	<b>60</b>

**Report Prepared By: Acting Manager, City Planning & Building, Katherine Walker**

**Report Authorised By: Acting Director, City Development, Steven Dickson**

#### **Attachments**

Nil

## Knox City Council

### Planning Applications Decided by Responsible Officer

1 April 2019 and 30 April 2019

Ward	No/ Type	Address	Description	Decision
Baird	2019/6005	305R Scoresby Road FERNTREE GULLY VIC 3156	Buildings and Works within the tree protection zones (major encroachment) of one (1) Eucalyptus ovata (Swamp Gum) and one (1) Eucalyptus nicholii (Narrow leaved Black Peppermint) associated with Blind Creek Naturalisation	26/04/2019 Notice of Decision
Baird	2019/9507	50 Wattletree Road FERNTREE GULLY VIC 3156	Two lot subdivision	2/04/2019 Approved
Baird	2019/6083	13 Tulip Crescent BORONIA VIC 3155	4 lot subdivision (Approved Unit Site)	16/04/2019 Approved
Baird	2018/6580	1 and 2/ 4 Stonehaven Avenue BORONIA VIC 3155	Six lot subdivision (Approved Unit Site)	16/04/2019 Approved
Baird	2018/6452	169 Scoresby Road BORONIA VIC 3155	Development of the land for two(2) double-storey dwellings and one single-storey dwelling - and alteration of access to a road in Road Zone Category 1.	8/04/2019 Approved
Baird	2018/6298	19 Tulip Crescent BORONIA VIC 3155	Development of the land for two (2) double storey dwellings and one (1) single storey dwelling (total three (3) dwellings)	10/04/2019 Notice of Decision
Baird	2018/6677	121 Scoresby Road BAYSWATER VIC 3153	The development of the land for a double storey dwelling to the rear of the existing dwelling and alteration of access to a Road Zone Category 1	12/04/2019 Approved
Chandler	2019/9508	2 Frances Street THE BASIN VIC 3154	Two lot subdivision	2/04/2019 Approved
Chandler	2019/9521	30 Blythe Avenue BORONIA VIC 3155	Front Fence	23/04/2019 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2019/6108	9 Hillside Avenue BORONIA VIC 3155	Removal of one (1) Eucalyptus saligna and the pruning of one (1) Eucalyptus saligna	10/04/2019 Approved
Chandler	2018/6441	11 Hilda Avenue BORONIA VIC 3155	Development of the land for two (2) double storey dwellings and removal of vegetation	17/04/2019 Notice of Decision
Chandler	2018/6678	1294 Mountain Highway THE BASIN VIC 3154	Buildings and works associated with an existing place of worship and vegetation removal	18/04/2019 Approved
Chandler	2019/7006	122 Albert Avenue BORONIA VIC 3155	Pruning of one (1) Eucalyptus strzelecki	18/04/2019 Approved
Chandler	2019/9504	21 Simpsons Road THE BASIN VIC 3154	Removal of one (1) Eucalyptus obliqua	3/04/2019 Approved
Chandler	2019/9517	49 Albert Avenue BORONIA VIC 3155	2 lot subdivision	12/04/2019 Approved
Chandler	2019/9520	5/1-3 Hilda Avenue BORONIA VIC 3155	Removal of one(1) Eucalyptus cephalocarpa	18/04/2019 Approved
Chandler	2019/7011	4 Hilda Avenue BORONIA VIC 3155	Removal of one (1) Alnus jorullensis and one (1) Grevillea robusta	17/04/2019 Approved
Chandler	2019/9510	4 Bambil Court BORONIA VIC 3155	Buildings and works (Shed)	16/04/2019 Approved
Chandler	2018/6525	293 Forest Road BORONIA VIC 3155	Change of use to a Medical Centre, associated buildings and works, alterations of access to a road in a Category 1 Road Zone and vegetation removal.	10/04/2019 Approved
Collier	2018/6724	380 Mountain Highway WANTIRNA VIC 3152	The construction of three (3) double storey dwellings, one (1) single storey dwelling and alteration of access to Category 1 Road Zone	23/04/2019 Approved

Ward	No/ Type	Address	Description	Decision
Collier	2018/6621	523 Boronia Road WANTIRNA VIC 3152	Development of the land for six (6) dwellings (two 2-storey and four 3-storey) and alteration of access to a road zone category one	24/04/2019 Notice of Decision
Collier	2019/6077	9 St Davids Drive WANTIRNA VIC 3152	Three lot Subdivision (Approved Unit Site)	16/04/2019 Approved
Collier	2018/6564	10 Ormiston Close WANTIRNA VIC 3152	Development of the land for two (2) double storey dwellings and one (1) single storey dwelling.	10/04/2019 Refused
Collier	2019/6037	27 St Davids Drive WANTIRNA VIC 3152	3 lot subdivision (approved development site)	1/04/2019 Approved
Collier	2019/6050	256 Wantirna Road WANTIRNA VIC 3152	Six (6) Lot subdivision (Approved)	5/04/2019 Approved
Dinsdale	2018/6617	2 Hertford Court WANTIRNA SOUTH VIC 3152	The development of the land for two (2) double storey dwellings	1/04/2019 Notice of Decision
Dinsdale	2019/6102	575 Burwood Highway KNOXFIELD VIC 3180	Removal of one dead (1) Eucalyptus bicostata and two dead (2) Eucalyptus sp	3/04/2019 Approved
Dinsdale	2018/6675	480 Boronia Road WANTIRNA SOUTH VIC 3152	Buildings and works to existing Tavern, modification to gaming area, increase to red line plan (liquor license), a reduction in car parking and alteration of access to a road in a Road Zone Category 1	24/04/2019 Approved
Dinsdale	2019/6055	12 Imperial Avenue BAYSWATER VIC 3153	Three (3) lot subdivision (approved)	4/04/2019 Approved
Dinsdale	2019/6017	11 Waranga Road BAYSWATER VIC 3153	Development of two dwellings and a two lot subdivision	24/04/2019 Notice of Decision
Dinsdale	2019/6019	1 Moonah Road WANTIRNA SOUTH VIC 3152	Three lot subdivision (AUS)	4/04/2019 Approved
Dinsdale	2019/6072	12 Bent Court WANTIRNA SOUTH VIC 3152	Three lot subdivision (Approved Unit Site)	16/04/2019 Approved

Ward	No/ Type	Address	Description	Decision
Dinsdale	2018/6680	17 Gateshead Drive WANTIRNA SOUTH VIC 3152	Construction of two (2) double storey dwellings on the land	30/04/2019 Approved
Dobson	2019/9044	38 Joan Avenue FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus obliqua	2/04/2019 Refused
Dobson	2019/6046	19 Drake Street FERNTREE GULLY VIC 3156	Construction of a new dwelling within the Significant Landscape Overlay (SLO3)	5/04/2019 Approved
Dobson	2019/6109	64 Ferndale Road UPPER FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus radiata	10/04/2019 Approved
Dobson	2019/9511	3 Victoria Street FERNTREE GULLY VIC 3156	Removal of One (1) Eucalyptus sideroxylon	18/04/2019 Approved
Dobson	2018/6741	1/115 Station Street FERNTREE GULLY VIC 3156	Use of the land for a Wine Bar and associated liquor licence	11/04/2019 Notice of Decision
Dobson	2018/6385	Gilmour Park 66 Ferndale Road UPPER FERNTREE GULLY VIC 3156	The removal of four (4) Eucalyptus camaldulensis (River Red Gum), two (2) Eucalyptus goniocalyx (Long Leaf Box), two (2) Eucalyptus viminalis (Manna Gum) and one (1) Eucalyptus cypellocarpa (Mountain Grey Gum).	17/04/2019 Notice of Decision
Friberg	2019/7031	1715 Ferntree Gully Road FERNTREE GULLY VIC 3156	Two (2) lot subdivision (approved)	9/04/2019 Approved
Friberg	2018/6712	82 Cambden Park Parade FERNTREE GULLY VIC 3156	The construction of two (2) single storey dwellings on the land	17/04/2019 Notice of Decision
Friberg	2018/6663	6 Ashton Road FERNTREE GULLY VIC 3156	The construction of three (3) double storey dwellings on the land	12/04/2019 Notice of Decision
Friberg	2018/6732	7 Laura Road KNOXFIELD VIC 3180	Construction of a single storey dwelling to rear of existing dwelling	26/04/2019 Approved
Scott	2019/9522	102 Kathryn Road KNOXFIELD VIC 3180	Remove one (1) dead Eucalyptus cephalocarpa	18/04/2019 Approved

Ward	No/ Type	Address	Description	Decision
Scott	2018/6442	10 Mistletoe Close KNOXFIELD VIC 3180	The construction of a double storey dwelling to the rear of the existing dwelling	18/04/2019 Refused
Taylor	2019/9518	1/31 Severn Crescent ROWVILLE VIC 3178	Front fence	16/04/2019 Approved
Taylor	2018/6613	90 Willow Avenue ROWVILLE VIC 3178	The development of the land for a double storey dwelling to the rear of the existing dwelling	10/04/2019 Notice of Decision
Tirhatuan	2018/6638	11 Erie Avenue ROWVILLE VIC 3178	Development of the land for two double storey dwellings	1/04/2019 Refused
Tirhatuan	2018/6093	1092 Stud Road ROWVILLE VIC 3178	Development of the land for four (4) three storey and two (2) double storey dwellings and alteration of access to a road in a Road Zone Category 1	1/04/2019 Notice of Decision
Tirhatuan	2019/7027	11 Roma Street SCORESBY VIC 3179	Two (2) lot subdivision (approved)	5/04/2019 Approved
Tirhatuan	2019/9503	13 Bareena Avenue ROWVILLE VIC 3178	Removal of one (1) Banksia intergifolia	7/04/2019 Refused
Tirhatuan	2019/9512	38/1470 Ferntree Gully Road KNOXFIELD VIC 3180	To increase the floor area in a Warehouse/Office	12/04/2019 Approved
Tirhatuan	2019/6088	4/7 Viewtech Place ROWVILLE VIC 3178	Change of Use (Yoga Studio)	30/04/2019 Refused
Tirhatuan	2018/6515	697 Stud Road SCORESBY VIC 3179	The development of the land for five (5) three storey dwellings and alteration of access to a Road Zone Category 1	30/04/2019 Approved
Tirhatuan	2018/6615	29 Westburn Grove SCORESBY VIC 3179	The development of the land for two (2) double storey dwellings	17/04/2019 Approved
Tirhatuan	2019/9513	28 Koornang Road SCORESBY VIC 3179	The construction of three (3) Carport structures with solar panels	24/04/2019 Approved
Tirhatuan	2019/7040	48 Carrara Road ROWVILLE VIC 3178	The Removal of one dead Eucalypt, removal of one Eucalyptus botryoides and the pruning of one Corymbia citriodora	18/04/2019 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Tirhatuan	2019/9519	7 Fifth Avenue ROWVILLE VIC 3178	Two lot subdivision	17/04/2019 Approved
Tirhatuan	2019/9515	1421 Ferntree Gully Road SCORESBY VIC 3179	2 lot subdivision	9/04/2019 Approved
Tirhatuan	2019/6030	804 Stud Road SCORESBY VIC 3179	Buildings and works - alterations and additions to warehouse	1/04/2019 Approved

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**Total : 60**





## 6.2 6 Bambury Street, Boronia

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

**Planning Application P/2018/6528 for the construction of seven (7) two storey dwellings with basement, removal of vegetation and reduction in visitor parking to zero at 6 Bambury Street, Boronia.**

### **RECOMMENDATION (SUMMARY)**

**That Council issue a Notice of Decision to Grant a Planning Permit for the construction of seven (7) two storey dwellings with basement and removal of vegetation at 6 Bambury Street, Boronia, subject to the conditions detailed in the full recommendation in Section 10 below.**

#### **1. INTRODUCTION**

A new application P/2018/6528 has been lodged with Council for the construction of seven (7) two storey dwellings with basement, removal of vegetation and reduction in visitor parking to zero at 6 Bambury Street, Boronia.

The application is being reported to Council as it has been called up by Cr Mortimore.

The application is considered to be satisfactory, as it strikes a balance between the two opposing Local Area policies that apply to the subject site – the Dandenong Foothills Policy and the Boronia Activity Policy, at Clause 21.10 of the Knox Planning Scheme. The proposed built form and landscaping outcomes are considered to be complementary to the two policies.

#### **2. DISCUSSION**

It is considered that 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.

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

- It is recommended that any permit issued include a condition to reduce overall height to 7.5 metres.
- The design of the development will make a positive contribution to the surrounding area, and the built form is considered to be appropriate in form and scale. The development incorporates important desired neighbourhood character features such as pitched roofs, timber finishes and meaningful landscaping opportunities.
- The proposal includes appropriate setbacks and large private open space areas at ground level. It 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.
- Subject to a condition to require a visitor parking space on any permit to issue, the parking provision will comply with clause 52.06 of the Knox Planning Scheme.

The proposed development has found an appropriate balance between the Dandenong Foothills Policy and the Significant Landscape Overlay – Schedule 2 and the Boronia Activity Centre Policy and the Design and Development Overlay – Schedule 7 – two juxtaposing policies and controls. The proposal also complies with the purpose of the General Residential Zone – Schedule 4, the Vegetation Protection Overlay – Schedule 4 and ResCode.

On balance it is considered the proposal responds to State and Local Planning Policies, and it is recommended that a Notice of Decision to Grant a Planning Permit be issued.

A thorough assessment of the planning application is detailed at Attachment 1 with the Site and Application Plans shown in Attachment 2.

### **3 CONSULTATION**

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total eight (8) objections were received.

The application was referred internally to Council's Traffic Engineer, Stormwater Engineer, Assets Officer, Landscape Officer, Waste Services, Arborist, Building Officer and ESD Officer. No major concerns were raised with the application.

### **4. ENVIRONMENTAL/AMENITY ISSUES**

There are no significant environmental impacts or amenity issues associated with the proposed use/development. A thorough assessment of the application against environmental and amenity considerations can be found at Section 4 of the Officer's Report at Attachment 1.

### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

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

### **6. SOCIAL IMPLICATIONS**

There are no significant social implications associated with the proposed use/development. A thorough assessment of the application against all relevant considerations of the Knox Planning Scheme can be found at Section 4 of the Officer's Report at Attachment 1.

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

#### **Goal 1 - We value our natural and built environment**

Strategy 1.1 - Protect and enhance our natural environment.

Strategy 1.2 - Create a greener city with more large trees, indigenous flora and fauna.

Strategy 1.3 - Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure.

#### **Goal 2 - We have housing to meet our changing needs**

Strategy 2.1 - Plan for a diversity of housing in appropriate locations.

Strategy 2.2 - Encourage high quality sustainable design.

Strategy 2.3 - Support the delivery of a range of housing that addresses housing and living affordability needs.

## **8. CONFLICT OF INTEREST**

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

Author – Principal Planner, Renee Harrosh - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Acting Manager City Planning and Building, Katherine Walker - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

The development provides appropriate areas for planting which will enhance the natural environment, is consistent with the desired future character of the area and provides for housing diversity with a mix of bedroom numbers and private open space areas that are easy to maintain. It is therefore recommended that Council support the application and issue a Notice of Decision to Grant a Planning Permit.

## **10. RECOMMENDATION**

**That Council issue a Notice of Decision to Grant a Planning Permit for the construction of seven (7) two storey dwelling with basement and removal of vegetation at 6 Bambury Street, Boronia, subject to the following conditions:**

### **Amended Development Plans**

- 1. Prior to the commencement of the development, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:**
  - 1.1. Provision of one (1) visitor car parking space within the basement.**
  - 1.2. The installation of a lift to service Dwelling 7.**
  - 1.3. The height of the building to be reduced to 7.5 metres while maintaining a pitched roof.**
  - 1.4. The height of the front fence reduced to a maximum height of 1.2 metres.**
  - 1.5. The provision of a total of 40 square metres of private open space to Dwellings 2 to 6.**
  - 1.6. Annotation stating, 'all structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.' Corner splay to be shown in accordance with Clause 52.06-8 of the Knox Planning Scheme.**
  - 1.7. The height, location and design of fencing, the mail boxes and electricity supply structures to comply with Condition 1.6 of this Planning Permit. Letterboxes must front the street.**
  - 1.8. A notation on the plans stating that habitable room windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7 metres above finished**

floor level. The windows may be clear and openable above 1.7 metres. Adhesive film must not be used.

- 1.9. Delete reference of water tanks from Development and Landscape plans.
- 1.10. Tree Protection Fencing and Tree Protection Zones for Trees 1, 6, 7, 8, 9 and 12.
- 1.11. Gradients of the driveway must comply with Knox Planning Scheme Clause 52.06-9 Design Standard 3: Gradients.
- 1.12. A mirror must be installed opposite the Garage of Unit 1.
- 1.13. A traffic light system must be installed to manage the single lane width driveway and incoming and outgoing vehicles.

To the satisfaction of the Responsible Authority.

#### Other Plans

2. Prior to the commencement of the development and issue of a Building Permit, the following plans and computations must be submitted to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:
  - 2.1. Drainage plans in accordance with Condition 3.
  - 2.2. Landscape plans in accordance with Condition 4.
  - 2.3. Sustainable Design Assessment in accordance with Condition 12.
  - 2.4. Waste Management Plan in accordance with Condition 14.

To the satisfaction of the Responsible Authority.

#### Drainage Plans

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

To the satisfaction of the Responsible Authority.

## Landscaping

4. Prior to the commencement of the development, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:
  - 4.1. A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.
  - 4.2. The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Council's 'Landscape Plan Guidelines').
  - 4.3. Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary including all trees that have their Tree Protection Zone extending into the subject site.
  - 4.4. Details of the surface finishes of pathways and driveways.
  - 4.5. Details and location of all existing and proposed services including above and below ground lines, cables and pipes.
  - 4.6. A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
  - 4.7. Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).
  - 4.8. The plan must also show the provision of at least 10 additional indigenous or native canopy trees and at least 7 additional large feature shrubs with a mature height of 4-5 metres chosen from plant list 1 or 2 or 3 of Council's 'Landscape Plan Guidelines for Planning Permits'. These canopy trees must be a minimum of 1.5 metres tall when planted and are to be in the following areas:
    - 1 large indigenous canopy tree, 1 medium canopy tree and 1 small canopy tree in the front set back.
    - 1 small canopy tree in each secluded private open space.
    - 7 large feature shrubs with a mature height of 4-5 metres along the southern boundary of the site.
  - 4.9. Planting of this site to comprise 80% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 10/% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (10%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.
  - 4.10. Tree protection zones for neighbouring trees and tree protection fencing to be clearly shown on Development and Landscape Plans for Trees 1, 6, 7, 8, 9 and 12.
  - 4.11. Tree protection conditions to be annotated on Development and Landscape Plans. To the satisfaction of the Responsible Authority.
5. Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.
6. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority. Any dead, diseased or damaged plants are to be replaced.

## **General**

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

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

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

## **Sustainable Design Assessment**

- 12. Prior to the commencement of the development, a Sustainable Design Assessment detailing Sustainable Design initiatives to be incorporated into the development must be submitted to and approved by the Responsible Authority. The Sustainable Design Assessment must outline the proposed sustainable design initiatives to be incorporated throughout the development such as (but not limited to) energy efficiency, water conservation, stormwater quality, waste management and material selection, to the satisfaction of the Responsible Authority.**
- 13. Prior to the occupation of the development, the development must be constructed in accordance with the Sustainable Design Assessment, adopting any relevant drainage and Water Sensitive Urban Design (WSUD) requirements that may be required from the collective Responsible Authority and detailed on Drainage Plans.**

## **Waste Management Plan**

- 14. Prior to the commencement of the development, a waste collection and management plan must be submitted to and approved by the Responsible Authority, demonstrating how waste collection will be undertaken on site, including the operation of the garbage and recyclables storage area. Garbage and recyclables storage and collection must be undertaken in accordance with the approved plan/documentation, and must be undertaken by a private contractor, to the satisfaction of the Responsible Authority. Council will not collect waste from the proposed development.**
- 15. The plan must be amended to include;**
  - 15.1. Waste collection to occur on the same day.**
  - 15.2. Bins are not to be placed for collection on the nature strip, and must remain inside the property at a designated collection point.**

- 15.3. Residents are responsible for taking bins to and from the collection point prior to and following the waste and recycling collection, and that bins are not to remain at the collection point at the front of the property permanently;
- 15.4. That residents are responsible for cleaning of their bin storage area within the garage
- 15.5. Responsibility allocated for cleaning of bin collection area;
- 15.6. The location of a graded bin wash area shown on the plans
- 15.7. Drawings amended, indicating a scale, to clearly show that the bin collection point will be able to adequately hold all waste and recycling bins for collection on the same day.
- 15.8. Drawings are to be submitted, indicating a scale, to clearly show that the bin storage areas are adequate for all dwellings.
- 15.9. A process for the storage and collection of hard waste (Eligible for Council hard waste collection).
- 15.10. A process for the storage and collection for bundled green waste (Eligible for Council bundled green waste collection).

#### **Tree Protection**

16. 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.
17. 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.
18. 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 1.8 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.
19. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.
20. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.
21. 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.
22. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:
  - 22.1. Construction activities.
  - 22.2. Dumping and/or storage of materials, goods and/or soil.
  - 22.3. Trenching or excavation.

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

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

- 24. The area in front of garages and the driveway must be kept available and maintained for all vehicles to enter and exit the site in a forward direction at all times to the satisfaction of the Responsible Authority.**
- 25. Before the dwellings are occupied, driveways and car parking areas must be:**
- 25.1. 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**
  - 25.2. Formed to such levels and drained so that they can be used in accordance with the approved plan; and**
  - 25.3. Treated with an all-weather seal or some other durable surface; and**
  - 25.4. Line-marked or provided with some other adequate means of showing the car parking spaces.**

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

- 26. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.**
- 27. During the construction, the following must occur to the satisfaction of the Responsible Authority:**
- 27.1. Any stormwater discharges into the stormwater drainage system is to comply with EPA guidelines;**
  - 27.2. Stormwater drainage system protection measures must be installed as required to ensure that no solid waste, sediment, sand, soil, clay or stones from the premises enter the stormwater drainage system;**
  - 27.3. Vehicle borne material must not accumulate on the roads abutting the site;**
  - 27.4. The cleaning of machinery and equipment must take place on site and not on adjacent footpaths, roads or parks;**
  - 27.5. All litter (including items such as cement bags, food packaging and plastic strapping) must be disposed of responsibly; and**
  - 27.6. All site operations must comply with the EPA Publication 1254 (including all revisions or replacement guidelines).**

#### **Fencing**

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



### **Amenity During Construction**

**30. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:**

- 30.1. the appearance of building, works or materials on the land**
- 30.2. parking of motor vehicles**
- 30.3. transporting of materials or goods to or from the site**
- 30.4. hours of operation**
- 30.5. stockpiling of top soil or fill materials**
- 30.6. air borne dust emanating from the site**
- 30.7. noise**
- 30.8. rubbish and litter**
- 30.9. sediment runoff**
- 30.10. vibration**

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

### **Stormwater**

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

### **External Materials**

**32. The external materials of the development hereby permitted (including the roof) must be non-reflective and finished in subdued tones and/or colours to the satisfaction of the Responsible Authority.**

### **Permit Expiry**

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

- 33.1. The development is not started within two years of the date of this permit.**
- 33.2. 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 4.0L/s to the existing Council drainage system for a 5 year ARI event.
- The Applicant is to direct all stormwater to the 225mm diameter Council Stormwater pipe near the 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 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.
- The dwelling/s must achieve a minimum 6-Star Energy Rating.
- In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.
- To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.
- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.
- 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.
- 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.

**11. CONFIDENTIALITY**

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

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

**Report Authorised By: Acting Manager - City Planning and Building, Katherine Walker**

**Attachments**

1. Attachment 1 – Officer Summary for 6 Bambury Street Boronia P 2018 6528
2. Attachment 2 – Maps and Plans for 6 Bambury Street Boronia

## Planning Application P/2018/6528 for the construction of seven (7) two storey dwellings with basement, removal of vegetation and reduction in visitor parking to zero at 6 Bambury Street, Boronia.

### 1. Summary:

Subject Site:	6 Bambury Street, Boronia
Proposed Development:	The construction of seven (7) two storey dwellings with basement, removal of vegetation and reduction in visitor parking to zero
Existing Land Use:	Residential (Single Dwelling)
Site Area:	1021sqm
Planning Scheme Controls:	General Residential Zone – Schedule 4/Vegetation Protection Overlay – Schedule 4, Significant Landscape Overlay – Schedule 2 and Design and Development Overlay – Schedule 7
Application Received:	4 September 2018
Application Amended:	29 January 2019
Number of Objections:	Eight (8)
PCC Meeting:	Not Applicable
Ward:	Chandler

### 2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2018/6528 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

### 3. Background

#### 3.1 Subject Site and Surrounds

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

- The subject site is a large single allotment located on the south side of Bambury Street, known as 6 Bambury Street, Boronia. The subject site is regular in shape with a frontage of 17.83 metres and depth of 57.28 metres and a gentle slope of 4.29 metres that falls south to north of the site.
- The subject site and surrounds are located within an established residential area. The south side of Bambury Street is located within the Boronia Activity Centre where the built form is diverse, containing single storey detached dwellings, single and double storey multi-dwelling developments and adjacent an apartment building. There is landscaping within frontages.
- On the north side of Bambury Street, the built form is considerably different, with predominately low scale traditional dwellings with scattered examples of dual occupancies, set within a strong landscaped setting.

- Boronia K-12 school abuts the rear boundary. The site is approximately 620 metres from the Boronia Railway Station.
- There are no covenants of easements registered on the Certificate of Title.
- Planning Permit VS/2018/9064 has been issued for the removal of one tree. Vegetation on site is informal with no significant trees.

### 3.2 The Proposal

The proposal seeks permission for the construction of seven (7) two storey dwellings with basement, removal of vegetation and reduction in visitor parking to zero. Refer to plans at Attachment 2. Details of the proposal are as follows:

- Dwelling 1 is setback 6 meters from Bambury Street, and the overall building height is 8.5 metres.
- The development will comprise five (5) three bedroom dwellings and two (2) four bedroom dwellings. The dwellings range in size from 160sqm to 190sqm.
- Each dwelling is provided with two car parking spaces within a double garage and bicycle parking at the basement level.
- Dwellings 1 and 7 are provided with a living, kitchen and one bedroom at the ground level, with three additional bedrooms on the first floor. Dwellings 2 to 6 are provided with a living, kitchen and dining on the ground floor, with three bedrooms on the first floor.
- Secluded private open space is provided at ground level for each dwelling. Dwelling 1 is provided with 26.6sqm of secluded private open space (total 98sqm of private open space), while Dwellings 2 to 6 have 36.7 square metres of secluded private open space. Dwelling 7 has 59 square metres of secluded private open space.
- A pedestrian path is located along the western boundary leading to the entry for each dwelling.
- The dwellings are of a traditional design, with the elevations featuring a variety of finishes, including a mix of face brick and render with timber cladding to the first floor, and a pitched roof form.
- The development will have a site coverage of 50% and permeable area of 38%.
- A number of trees are proposed to be removed, including a Prunus species, three Palm trees, two Pittosporum undulatum, one Ligustrum lucidum and a small hedge row of Pittosporum tenuifolium.

## 3. Consultation

### 3.1 Advertising

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total eight (8) objections were received and are summarised below.

#### Car parking/Traffic/Safety

- The proposed development provides on-site car parking facilities for each dwelling that meet the requirements of Clause 52.06. A visitor parking space has not been provided. Council's Traffic Engineers have advised that they do not support the reduction in visitor parking, and one (1) space should be provided on-site. As such, a condition on any permit to issue will require a visitor parking space be accommodated within the basement, which can be achieved.
- It is recognised that Bambury Street and surrounding streets will experience an increase in traffic volume as a result of the development, however Council's Traffic Engineers are satisfied that the existing road network has sufficient capacity to accommodate the increase.

#### Neighbourhood Character

- The Boronia Activity Centre is expected to see a greater change in housing styles than other areas within Knox (such as within the Dandenong Foothills area). An aim of the Boronia Activity Centres policy is to retain the green and leafy character, whilst allowing more intensive development. More people will be able to live

close to everyday and specialised services to support a growing community and changes in lifestyle. Development must contribute to quality urban design that is both architecturally well-designed and functional, to enhance the quality of living within the Boronia Activity Centre.

- Town house style dwellings are supported in this location where the development can maintain the landscape and open space character of the Dandenong Foothills whilst ensuring the minimum front setback, building heights, landscaping and open space requirements within the Knox Planning Scheme are provided.
- The development achieves a high level of compliance, subject to conditions on any permit to issue, with the front setback, building height, landscaping and private open space areas requirements of the Knox Planning Scheme. A balance has been achieved between the built form and landscaping opportunities of the Significant Landscape Overlay – Schedule 2, the Dandenong Foothills Policy and the expectations for increased housing within the Design and Development Overlay – Schedule 7 and Boronia Activity Centre Policy.

#### Landscaping

- The proposal has been designed to provide meaningful landscaping opportunities along the side and rear boundaries and within the front setback. Each dwelling will also be able to accommodate a canopy tree within the private open space area. The proposal has achieved the minimum landscaping requirements of the Schedule to the General Residential Zone – Schedule 4, and has large areas for planting consistent with the outcomes sought in the Significant Landscape Overlay – Schedule 2 and the Dandenong Foothills Policy.

#### Bin collection

- A condition on any permit to issue will require the submission of a Waste Management Plan, which will detail the collection and storage of bins.

#### Accessibility

- A condition on any permit to issue will require a lift to provide access from the basement to the ground floor of Dwelling 7. This can be accommodated within the basement.

### 3.2 Referrals

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

**Traffic Engineer:** No objection subject to conditions, including a requirement for a visitor parking space.

**Stormwater:** Standard conditions to be included on any permit issued.

**Landscape:** No objection, standard conditions to be included on any permit issued.

**ESD Officer:** The Sustainable Design Assessment (SDA) submitted with the application is satisfactory.

**Waste:** No objection subject to a condition on any permit to issue that requires an amended Waste Management Plan.

**Arborist:** No objection subject to conditions outlined in the referral. The Prunus species and three Palm trees require a permit for their removal under the Significant Landscape Overlay – Schedule 2.

## 4. Discussion

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

## 4.1 Zoning and Overlays

### 4.1.1 Zone

The site is located within the General Residential Zone – Schedule 4. A permit is required for the construction of two or more dwellings on a lot. Schedule 4 to the General Residential Zone varies the ResCode requirements for Standard B6 (Street Setback), Standard B13 (Landscaping) and Standard B28 (Private Open Space).

- The proposal is consistent with the purpose of the General Residential Zone by providing for development that respects the neighbourhood character of the area, and for providing diversity in housing types and housing growth in locations offering good access to services and transport.
- Landscaping – The proposal can accommodate 13 canopy trees, which exceeds the minimum landscaping requirements for Standard B13.
- Private Open Space – Subject to a condition on any permit to issue that requires a minimum 40sqm of private open space for Dwellings 2 to 6, the development will comply with this requirement.
- Street Setback – The development has a minimum setback of 6 metres to Bambury Street, which meets the varied setback requirement.

### 4.1.2 Overlays

The site is located within the Design and Development Overlay – Schedule 7 relating to the Boronia Structure Plan Area. Within the DDO7, a Planning Permit is required to construct a building or construct or carry out works.

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

#### Building Height

New developments should not exceed the maximum building height shown on Map 1 to the Schedule. The subject site is located in an area with a maximum building height of 7.5 metres.

#### General Built Form and Siting

For properties which are also located within the Dandenong Foothills Policy area, development opportunities are limited in order to achieve the broader landscaping objectives of the Dandenongs Foothills Policy and provide for a transition in built form from the activity centre to the Foothills.

New developments within the Dandenong Foothills Policy area should consider and contribute to the character of the Foothills. New developments in this area must provide a positive contribution to and respect the existing character of the local area.

Developments should maintain the perception from the street of a single dwelling per lot.

#### Colours and Materials

Encourage development within the Centre to utilise the colours and materials identified in the Boronia Structure Plan.

#### Landscape Design

Landscape design must sustain references to the unique Foothills setting incorporating indigenous species to improve biodiversity corridors and exotic horticultural values that the a part of the local area; maximise

opportunities to strengthen landscape themes and incorporate substantial canopy trees planting in new development and the public realm; and, reinforce the landscape values of the foothills within the Dandenong Foothills Policy area.

- Subject to a condition on any permit to issue, the proposal built form will not exceed 7.5 metres in height. The two storey built form is reflective of the emerging pattern of development along the southern side of Bambury Street, and will not appear incongruous adjacent the apartment building built form to the west.
- The development is designed with one dwelling presenting to Bambury Street with the remaining dwelling tucked behind. Whilst there is an increase in density within the site, this will be screened by the front dwelling, which will appear as a single dwelling fronting Bambury Street.
- The protection of neighbouring trees, the single driveway to the street and landscaped front garden ensures that the key elements of the existing landscape character are maintained.
- The proposed development has reasonable architectural merit, in that it meets Council expectations in relation to ESD principles, will provide an accessible dwelling subject to a condition on any permit to issue, and including materials and finishes complementary to the Foothills area.
- The suite of materials and colours for the development is muted and designed to complement the landscape setting of the Dandenong Foothills area.

The site is located within the Vegetation Protection Overlay – Schedule 4 relating to Tree Canopy Protection.

Vegetation protection objectives of the relevant Schedule to the Overlay include to protect and retain the continuity of tree cover, with particular emphasis on indigenous species and large old native trees and to improve the continuity of tree cover over time by replacing trees that much be removed with new indigenous canopy trees and a larger number of smaller plants.

- *A Planning Permit is not required under the provision of the VPO4 as the vegetation to be removed is not indigenous.*

The site is located within the Significant Landscape Overlay – Schedule 2 relating to the Dandenong Foothills: Foothills Backdrop and Ridgeline Area. Within the SLO2, a Planning Permit is required to construct a building or construct or carry out works, and for the removal, destruction or lopping of a tree if the circumference of the trunk is more than 0.5 metres or the height of the tree is 5 metres or more.

The SLO2 requires consideration of finishes, height, site coverage, vegetation, building on slopes and fences:

- The external finishes, including roofs and walls of all dwellings are finished in non-reflective materials in colours that blend with the landscape.
- Subject to a condition, the maximum building height will not exceed 7.5 metres.
- The development is sited in a manner to allow opportunities for canopy and screening vegetation, particularly to the rear, side and front setbacks, which will result in an acceptable landscape character.
- The proposal entails the removal of four (4) trees from the site that are protected by the SLO2 – the Prunus species and the three Palm trees. None of the trees are significant and can be replaced with indigenous species. The remaining trees are weeds and the hedge does not meet the minimum dimensions to trigger protection. Conditions on any permit to issue will require landscaping with indigenous species.
- The site is relatively flat and no significant fill or site cut is required.
- A permit is required to construct a fence that is 1.2 metres of higher. The proposed front fence is 1.3 metres high and will be concrete metal blade construction. A condition on any permit will require the maximum height of the front fence to be 1.2 metres. Side boundary fences are to be 2 metres high, which is consistent with side boundary fencing on the southern side of Bambury Street.



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

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

### 4.2.1 Housing

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

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

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

The subject site is located within a "Local Living" area, which are areas within walking distance of local shops and public transport. Medium scale residential development that contributes to the green and leafy character of the area is encouraged within these areas.

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

- The design response respects the existing neighbourhood character and landscape significance of the Dandenong Foothills area, whilst providing increased densities within the Boronia Activity Centre. See further discussion below at Section 4.2.4.
- Housing choice – The development provides 7 double storey dwellings comprising 5 x 3-bedroom dwellings, and 2 x 4-bedroom dwellings, providing a range of housing choices.
- Existing infrastructure – The site is located within a fully serviced area.
- Energy efficiency – This is discussed below under Clause 15.02 and Clause 22.04.
- Location – The site is located with an Activity Centre, it has access to a urban services and public transport, within an established residential area. The subject site is capable of accommodating the proposed dwellings whilst making a positive contribution to the existing character of the area.

### 4.2.2 Sustainability and Environment

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

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

significant landscapes (the Dandenong Foothills, Lysterfield Valley and the Dandenong Creek Valley), are maintained despite development pressures and managing bushfire risk.

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

- The Sustainable Design Assessment submitted with the application is considered to be acceptable.

#### 4.2.3 Transport

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

The site is located within a 620m walk of the Boronia Train Station.

#### 4.2.4 Urban Design (including Neighbourhood Character)

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

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

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

**Clause 21.10-1 Dandenong Foothills** – Provide the scenic landscape backdrop to Knox and the outer eastern region of Melbourne, and are a major defining element of Knox's character and identity. Key issues include the need protect life, property and the environment from the high level of bushfire risk; protecting the heavily treed canopy and landscape significance of the Dandenong Foothills; protect significant views to the Dandenong Foothills at risk from inappropriate and poorly sited development; the limited capacity of the Foothills to accommodate new development due to the landscape significance, topography, flora and fauna values and risk of bushfire and the need to protect the unique character of the Foothills.

For the Foothills Backdrop and Ridgeline Area:

- Support development that is sited and designed to minimise the threat associated with bushfire.
- Support development that is sited to protect and enhance the visual dominance of vegetation, including canopy trees and native understorey plants
- Require a continuous vegetation canopy across residential lots and roads.
- Require development to blend with vegetation on the hillsides to maintain and enhance the appearance of the area as an extension of the Dandenong Ranges National Park.
- Require effective screening of development and use of suitable colours and materials to maintain distant views and the appearance of a heavily vegetated natural hillside.
- Require development to remain below the tree canopy height to maintain the significant landscape character of the area and near and distant view lines.
- Protect and enhance the significant landscape character of the area by retaining existing vegetation and planting indigenous canopy and understorey vegetation.

- Require buildings and works located on sites at high points and along ridges are designed, finished and sited so that they are not highly visible from the valley area below.
- Protect indigenous trees and understorey vegetation.
- Require 80 per cent of all new vegetation (both canopy trees and understorey) to be indigenous.
- Require built form to not exceed a height of 7.5 metres

**Clause 21.10-3 Boronia Activity Centre** – Key issues for the Boronia Activity Centre include the lack of variety in land uses, including a lack of variety in housing types and retail premises; and a need to manage change associated with higher densities and ensuring quality design outcomes.

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

- Subject to conditions on any permit to issue as discussed, the design of the development will make a positive contribution to the existing character of the area, with built form considered to be appropriate in scale to surrounding development and able to provide a transition between the development on the north side of Bambury Street to the south side, which is more intensive. Ground and first floor setbacks will provide opportunities for meaningful landscaping, which will ensure the development sits within a landscaped setting to achieve the transition and a built form respectful of the existing neighbourhood character.
- The location of the site is identified in the Housing Framework Map to be in within a “Local Living Area” where medium density development that contributes to the green and leafy character of the area is encouraged. The proposed development will achieve this outcome.
- A condition on any permit to issue will require the maximum height of the dwellings to be no more than 7.5 metres, which will ensure the development does not rise above the canopy tree height. A condition on any permit to issue will require indigenous planting.
- On balance, the proposal has achieved a balance between the landscaping outcomes sought for the Dandenong Foothills area and increased residential densities being sought for the Boronia Activity Centre.

#### 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 specifies 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.

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

- Car parking provision: The proposal satisfies the car parking provision as each three (3) or four (4) bedroom dwelling is provided with a double garage within the basement area. A condition on any permit to issue will require the provision on one (1) visitor parking space within the basement, which the applicant has demonstrated can be accommodated.
- Car parking design: Complies. A two way mirror and traffic light system will be required as an alternative to provide a two-way driveway.

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

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

Neighbourhood Character – The development complies with Neighbourhood Character, refer above.

Residential Policy – Complies, refer above.

Dwelling Diversity – Complies.

Integration with the Street – Complies.

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

Street Setback – Complies.

Building Height – Complies subject to a condition that the height be reduced to a maximum of 7.5 metres.

Site Cover/Permeability – Complies.

Energy Efficiency – Complies.

Open Space – Not applicable.

Safety – Complies.

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

Access – Complies.

Parking Location – Complies.

##### **Amenity Impacts**

Side and rear setbacks – Complies.

Walls on boundaries – Complies.

Daylight to existing windows/north facing windows – Complies.

North-facing windows – Complies.

Overshadowing open space – Complies.

Overlooking – Complies.

Noise Impacts – Complies.

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

Accessibility – Complies.

Daylight to new windows – Complies.

Private Open Space – Complies subject to a condition that Dwellings 2 to 6 are provided with a total of 40 square metres of private open space.

Solar access – Complies.

Storage – Complies.

##### **Detailed Design**

Design Detail – Complies.

Common Property – Complies.

Site Services – Can comply. Details of letterboxes will be required as a condition on any permit to issue.

Front fence – Complies subject to a condition that will require the front fence to have a maximum height of 1.2 metres.

#### 4.4 General Decision Guidelines

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

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

### 5. Conclusion

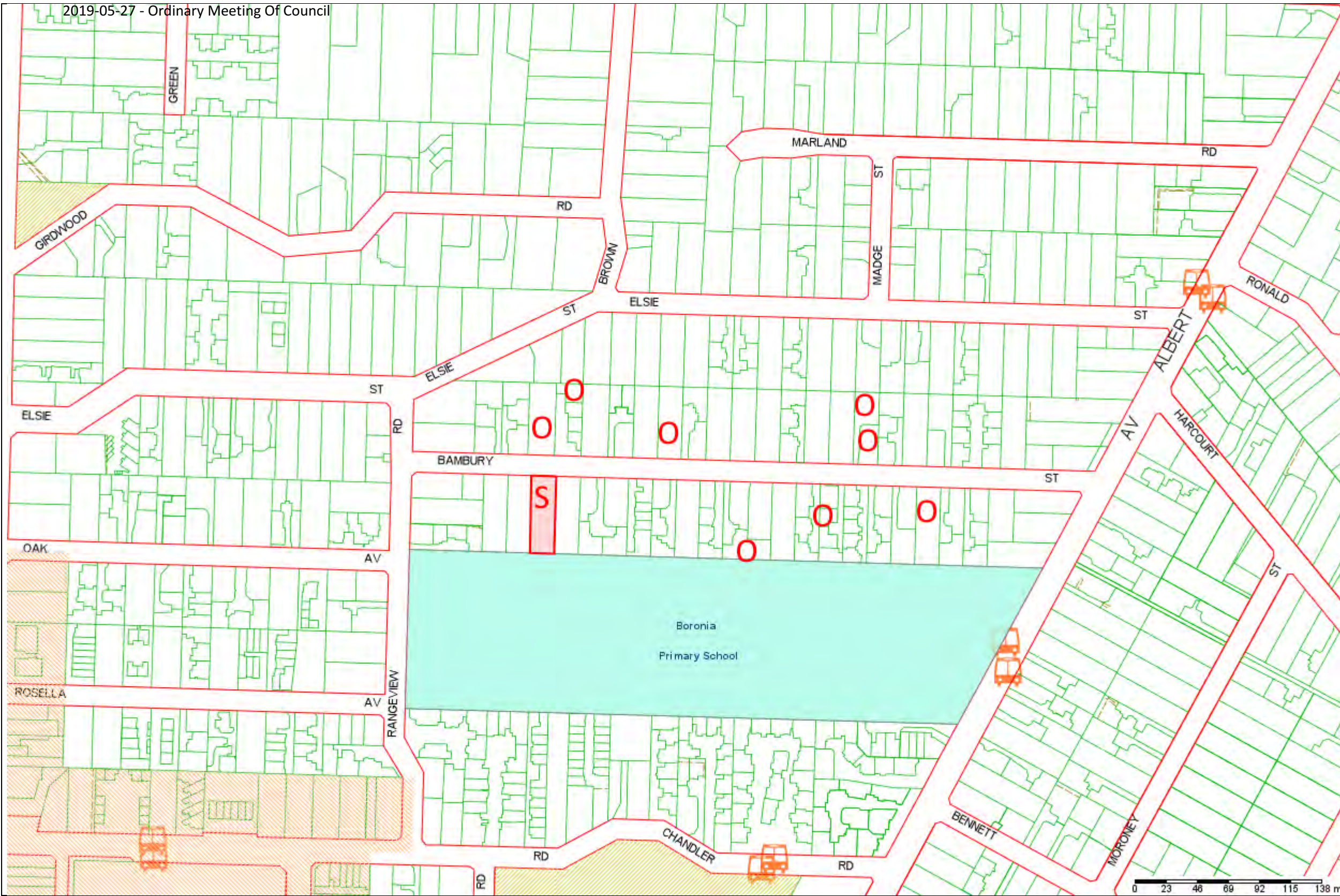
Clause 71.02-3 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the proposal is considered appropriate given the following:

- The development is consistent with State Policy, Clause 21.03 (Environment and Landscape Values), Clause 21.05 (Built Environment and Heritage), (Clause 21.06 (Housing), Clause 21.10-1 (Dandenong Foothills), Clause 21.10-3 (Boronia Activity Centre) and Clause 22.04 (Environmentally Sustainable Development) of the Knox Planning Scheme.
- The proposal complies with the General Residential Zone - Schedule 4.
- The proposal is consistent with the Design and Development Overlay – Schedule 7, the Significant Landscape Overlay – Schedule 2 and the Vegetation Protection Overlay – Schedule 4.
- The development is compliant with ResCode (Clause 55 of the Knox Planning Scheme).
- The development provides an appropriate balance between the need for additional housing within an established residential area while ensuring the amenity of occupants and adjoining residents is not compromised and that the landscaping outcomes of the Dandenong Foothills Policy can be achieved.
- It is considered that the proposal will contribute to the green and leafy character of Knox.





<b>Address</b>	6 Bambury Street, BORONIA
<b>Application Number</b>	P/2018/6528
<b>Description</b>	The construction of seven (7) two storey dwellings with basement and reduction in visitor parking to zero
<b>Ward</b>	Chandler



**LEGEND:**

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

N  
Scale: 1:3000

0 23 46 69 92 115 138 m

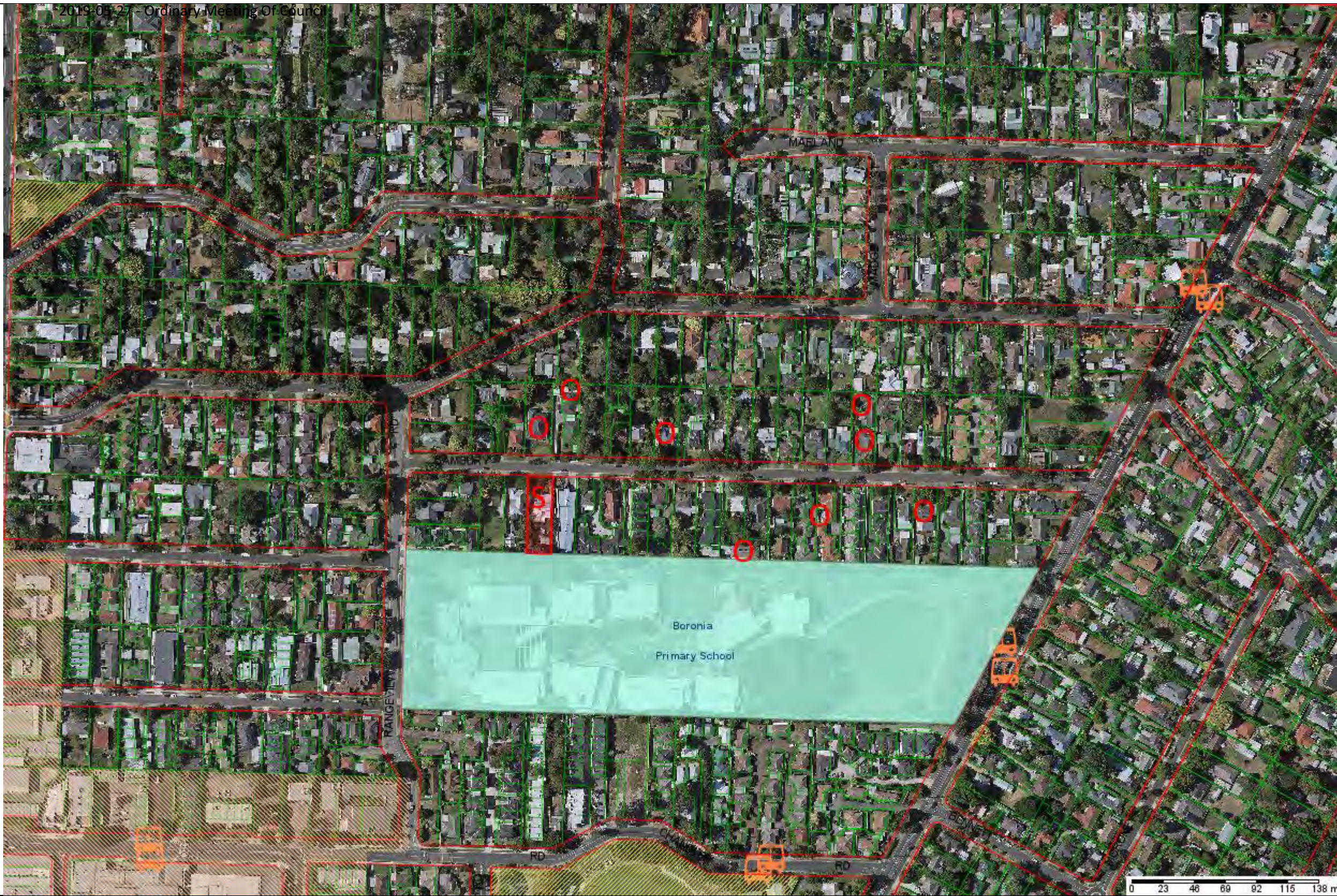
**DISCLAIMER:**  
 Roads and Title Boundaries - State of Victoria, Knox City Council  
 Planning Scheme Information - DPCD, Knox City Council  
 Aerial Photography - AAM (Flown January 2013 – unless otherwise stated)  
 Melbourne Water Drainage Information - Melbourne Water

1. Whilst every endeavor has been made to ensure that the mapping information is current and accurate, no responsibility or liability is taken by Knox City Council or any of the above organizations in respect to inaccuracy, errors, omissions or for actions based on this information.
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4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.





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**LEGEND:**

- Title Boundary
- Road Boundaries
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- Bus Route
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Scale: 1:3000

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# PROJECT SUMMARY

2019-05-27 Ordinary Meeting Of Council

## 7 TOWNHOUSES @ 6 BAMBURY STREET, BORONIA 3155

Drawing List		
Sheet Name	Sheet Number	Current Revision
Design Response	DR.01	B
Neighbourhood & Site Description	NS.01	B
Project Summary	TP.00	B
Basement Plan	TP.01	B
Ground Floor Plan	TP.02	B
First Floor Plan	TP.03	B
Roof Plan	TP.04	B
Elevations	TP.05	B
Colour Elevations	TP.06	B
Shadows 9am	TP.07	B
Shadows 11am	TP.08	B
Shadows 12pm	TP.09	B
Shadows 1pm	TP.10	B
Shadows 3pm	TP.11	B
Garden Area Analysis Plan	TP.12	B
Trees to be Retained/Removed	TP.12a	B
Catchment Plan	TP.13	A
Material Finishes	TP.14	

DEVELOPMENT SCHEDULE		
NAME	AREA	% OF SITE
TOTAL SITE AREA	1021.30 m <sup>2</sup>	100
GARDEN AREA	430.20 m <sup>2</sup>	42
SITE COVERAGE	506.86 m <sup>2</sup>	50
PERMEABLE AREA	391.68 m <sup>2</sup>	38

UNIT 01	
NAME	AREA
UNIT 01 GARAGE	40.35 m <sup>2</sup>
UNIT 01 GROUND FLOOR	85.11 m <sup>2</sup>
UNIT 01 FIRST FLOOR	66.30 m <sup>2</sup>
TOTAL	191.75 m <sup>2</sup>

UNIT 05	
NAME	AREA
UNIT 05 GARAGE	41.11 m <sup>2</sup>
UNIT 05 GROUND FLOOR	60.65 m <sup>2</sup>
UNIT 05 FIRST FLOOR	60.00 m <sup>2</sup>
TOTAL	161.76 m <sup>2</sup>

UNIT 01 - OPEN SPACE	
NAME	AREA
UNIT 01 FOS	72.47 m <sup>2</sup>
UNIT 01 POS	27.13 m <sup>2</sup>
TOTAL	99.60 m <sup>2</sup>

UNIT 05 - OPEN SPACE	
NAME	AREA
UNIT 05 FOS	3.79 m <sup>2</sup>
UNIT 05 POS	37.06 m <sup>2</sup>
TOTAL	40.85 m <sup>2</sup>

UNIT 02	
NAME	AREA
UNIT 02 GARAGE	41.11 m <sup>2</sup>
UNIT 02 GROUND FLOOR	60.65 m <sup>2</sup>
UNIT 02 FIRST FLOOR	59.97 m <sup>2</sup>
TOTAL	161.73 m <sup>2</sup>

UNIT 06	
NAME	AREA
UNIT 06 GARAGE	41.11 m <sup>2</sup>
UNIT 06 GROUND FLOOR	59.48 m <sup>2</sup>
UNIT 06 FIRST FLOOR	59.97 m <sup>2</sup>
TOTAL	160.56 m <sup>2</sup>

UNIT 02 - OPEN SPACE	
NAME	AREA
UNIT 02 FOS	3.66 m <sup>2</sup>
UNIT 02 POS	37.06 m <sup>2</sup>
TOTAL	40.72 m <sup>2</sup>

UNIT 06 - OPEN SPACE	
NAME	AREA
UNIT 06 FOS	3.79 m <sup>2</sup>
UNIT 06 POS	37.06 m <sup>2</sup>
TOTAL	40.85 m <sup>2</sup>

UNIT 03	
NAME	AREA
UNIT 03 GARAGE	41.11 m <sup>2</sup>
UNIT 03 GROUND FLOOR	81.44 m <sup>2</sup>
UNIT 03 FIRST FLOOR	60.53 m <sup>2</sup>
TOTAL	163.08 m <sup>2</sup>

UNIT 07	
NAME	AREA
UNIT 07 GARAGE	41.11 m <sup>2</sup>
UNIT 07 GROUND FLOOR	85.24 m <sup>2</sup>
UNIT 07 FIRST FLOOR	61.70 m <sup>2</sup>
TOTAL	188.05 m <sup>2</sup>

UNIT 03 - OPEN SPACE	
NAME	AREA
UNIT 03 FOS	3.66 m <sup>2</sup>
UNIT 03 POS	37.06 m <sup>2</sup>
TOTAL	40.72 m <sup>2</sup>

UNIT 07 - OPEN SPACE	
NAME	AREA
UNIT 07 FOS	4.18 m <sup>2</sup>
UNIT 07 POS	81.69 m <sup>2</sup>
TOTAL	85.86 m <sup>2</sup>

UNIT 04	
NAME	AREA
UNIT 04 GARAGE	41.11 m <sup>2</sup>
UNIT 04 GROUND FLOOR	60.65 m <sup>2</sup>
UNIT 04 FIRST FLOOR	60.53 m <sup>2</sup>
TOTAL	162.29 m <sup>2</sup>

UNIT 04 - OPEN SPACE	
NAME	AREA
UNIT 04 FOS	64.22 m <sup>2</sup>
UNIT 04 POS	37.06 m <sup>2</sup>
TOTAL	101.27 m <sup>2</sup>



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No.	Description	Date
1	Issue to Lodge	August 2018
A	Issue in response to R1	13/12/2018
B	ISS Amendment in response to Adjunct Report	24/01/2019

Notes  
 All dimensions must be verified on site prior to commencement of work or establishment of any shop drawings. Figured dimensions must take precedence over scaled dimensions. All scaled dimensions must be verified on site. These drawings are to be read in conjunction with all specifications, schedules, and other consultative documentation. Town Planning endorsed plans and Planning Permit.

Project	Town Planning	Project number	181542
Drawing Issue	1 : 100	Drawing Number	TP.00
Scale	June 2018	Rev	B
Date	Project Summary		

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CLAUSE 55: NEIGHBOURHOOD AND SITE DESCRIPTION

1. IN RELATION TO THE NEIGHBOURHOOD:

Bambury Street and the immediate surrounds are predominantly residential, with the exception of the Boronia College grounds which adjoin to the south. The site is also within close proximity of the activity centre at the intersection of Dorset and Boronia Roads which is an approximate 10 minute walk to the south-west.

Dwellings within the area date predominantly from the post-war period. In terms of character, there is an even mix of weatherboard and brick dwellings, with either tiled or metal roofing. Older dwellings tend to be weatherboard, while newer development is generally brick. There are a number of multi-unit developments along Bambury Street and within the greater area, with many incorporating double storey scale. All properties appear to have on-site vehicle accommodation and driveway access.

Garden styles appear to be a mix of low level exotic or well-treed and bush-like, while Bambury Street has wide naturestrips accommodating large native trees which are consistently planted. Where present, front fences are either mid-height timber paling or decorative timber picket.

2. IN RELATION TO THE SITE:

The allotment is located on the south side of Bambury Street and is rectangular in shape, with a width of 17.83 metres and a depth of 57.28 metres, equating to a site area of 1022m2. The site has no easement constraints, faces north and falls from south to north by approximately 3.8 metres.

A single storey weatherboard dwelling with metal roof, side carport and several rear sheds currently occupy the lot. There are several small trees and shrubs within the front open space which act as a front fence, and both front and rear open spaces are well-vegetated with small trees and shrubs. Vehicle access is via an existing single width crossover which is located in the west corner of the frontage.

To the west of the site is an adjoining lot which supports a single storey weatherboard dwelling, while adjoining to the east is a two storey rendered apartment building with basement carpark. Adjoining to the south are the grounds of Boronia College which accommodate a number of large buildings, car parks and landscaped areas.

Roads

- The site is located on a typical residential street which experiences average traffic flow.
On-street parking is allowed along both sides of Bambury Street as there are no restrictions.
The site has convenient access to a number of main roads, such as Albert Avenue and Dorset Road, both of which enable access to Boronia Road and subsequently to other major arterials.

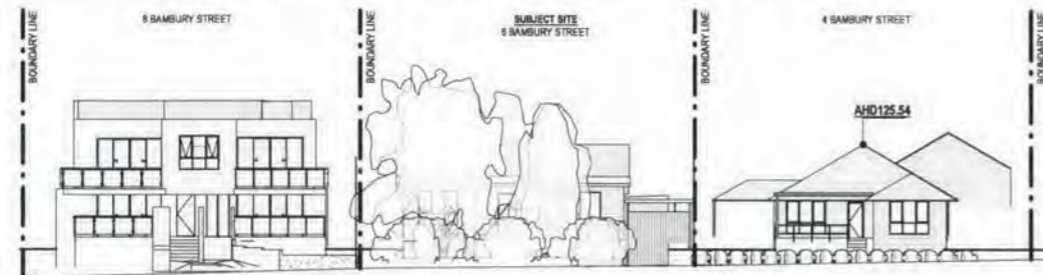
Public Transport

- The site and surrounding area has fairly good access to public transport:
A stop for Bus 737 on Oak Avenue is located approximately 450 metres to the west,
A stop for Bus 690 is within 450 metres on Albert Avenue to the east.
In addition, Buses 690, 691 and 765 run along Dorset Road, with a bus stop located approximately 500 metres from the site.
Furthermore, Boronia Train Station is a 10 minute walk from the site, located within the activity centre, while Buses 737 and 745 depart from the station.

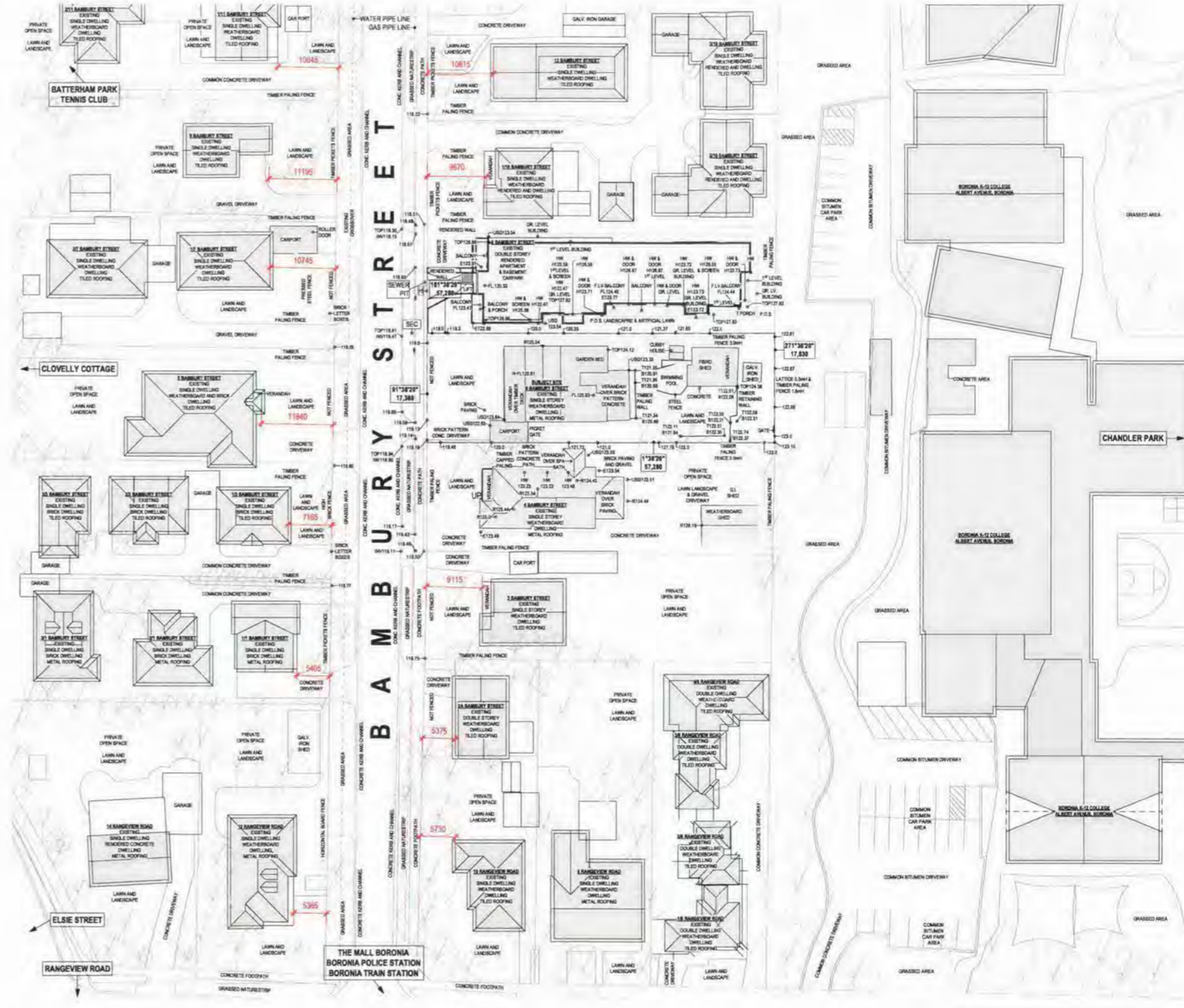
Community Facilities

- Shopping Centres in proximity of the site:
Boronia Activity Centre, encompassing Dorset Square, The Mall, Kmart, Coles, Woolworths etc 500m
Schools in proximity:
Boronia K-12 College 500m
Public Open Space and Major Recreational Facilities in proximity:
Chandler Park 500m
Boronia Park 1.4km
Knox Basketball Stadium 1.4km

\*Please note that these distances are approximate and based on walking routes obtained from Google Maps.



Existing Streetscape 1:200



Neighbourhood & Site Description 1:400

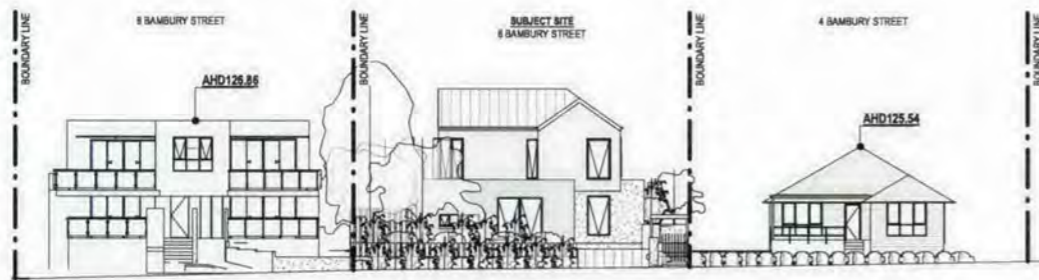
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Table with 3 columns: No., Description, Date. Contains revision history for the drawing.

Table with 3 columns: No., Description, Date. Contains revision history for the drawing.

Table with 4 columns: Drawing Title, Project, Drawing Issue, Date. Contains project details and drawing information.





2 Proposed Streetscape 1:200

1 Design Response TP.09 1:400

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No.	Description	Date
-	Issue to Lodge	August 2018
A	Issue in response to RFI	11/12/2018
B	550 Amendment in response to Adopted Report	24/01/2019

Project	Town Planning	Project number	181542
Drawing Title	As indicated	Drawing Number	DR.01
	June 2018	Rev	B

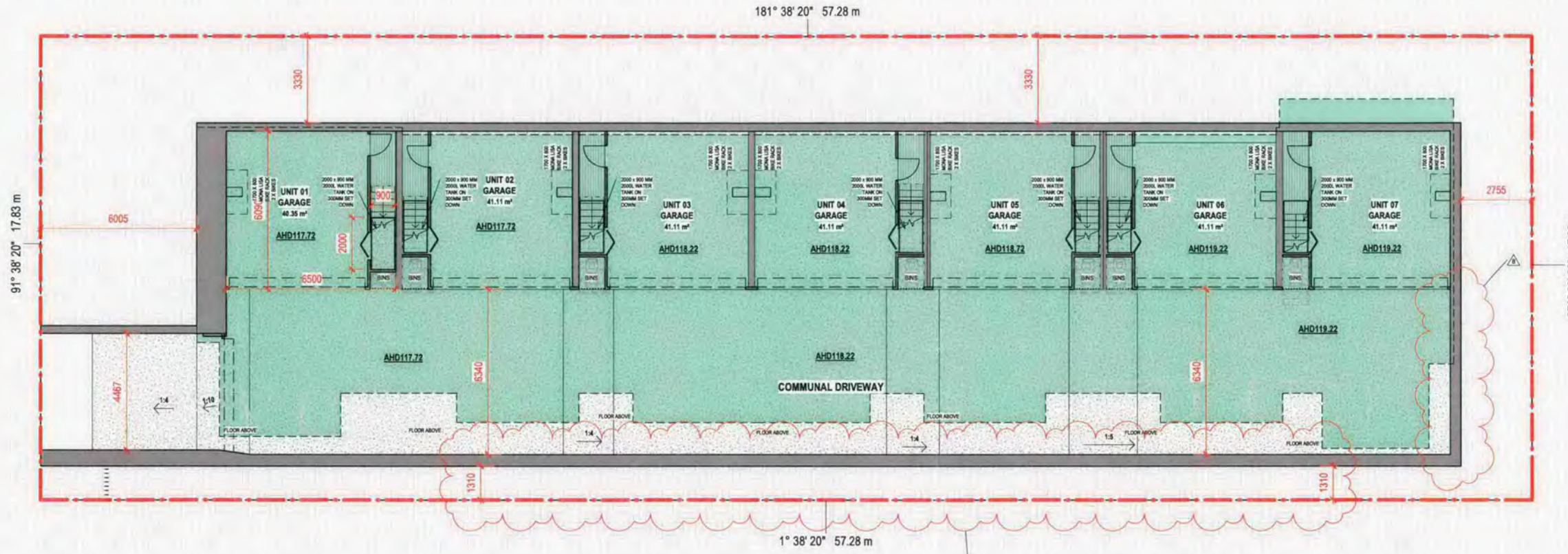


FOR OPEN SPACE  
SCHEDULE, REFER TO  
TP.00 PROJECT SUMMARY

DEVELOPMENT SCHEDULE		
NAME	AREA	% OF SITE
TOTAL SITE AREA	1021.30 m <sup>2</sup>	100
GARDEN AREA	430.20 m <sup>2</sup>	42
SITE COVERAGE	506.86 m <sup>2</sup>	50
PERMEABLE AREA	391.68 m <sup>2</sup>	38

Attachment 6.2.2

B  
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UNIT 01	
NAME	AREA
UNIT 01 GARAGE	40.35 m <sup>2</sup>
UNIT 01 GROUND FLOOR	85.11 m <sup>2</sup>
UNIT 01 FIRST FLOOR	66.30 m <sup>2</sup>
TOTAL	191.75 m <sup>2</sup>

UNIT 02	
NAME	AREA
UNIT 02 GARAGE	41.11 m <sup>2</sup>
UNIT 02 GROUND FLOOR	60.65 m <sup>2</sup>
UNIT 02 FIRST FLOOR	59.97 m <sup>2</sup>
TOTAL	161.73 m <sup>2</sup>

UNIT 03	
NAME	AREA
UNIT 03 GARAGE	41.11 m <sup>2</sup>
UNIT 03 GROUND FLOOR	61.44 m <sup>2</sup>
UNIT 03 FIRST FLOOR	60.53 m <sup>2</sup>
TOTAL	163.08 m <sup>2</sup>

UNIT 04	
NAME	AREA
UNIT 04 GARAGE	41.11 m <sup>2</sup>
UNIT 04 GROUND FLOOR	60.65 m <sup>2</sup>
UNIT 04 FIRST FLOOR	60.53 m <sup>2</sup>
TOTAL	162.29 m <sup>2</sup>

UNIT 05	
NAME	AREA
UNIT 05 GARAGE	41.11 m <sup>2</sup>
UNIT 05 GROUND FLOOR	60.65 m <sup>2</sup>
UNIT 05 FIRST FLOOR	60.00 m <sup>2</sup>
TOTAL	161.76 m <sup>2</sup>

UNIT 06	
NAME	AREA
UNIT 06 GARAGE	41.11 m <sup>2</sup>
UNIT 06 GROUND FLOOR	59.48 m <sup>2</sup>
UNIT 06 FIRST FLOOR	59.97 m <sup>2</sup>
TOTAL	160.56 m <sup>2</sup>

UNIT 07	
NAME	AREA
UNIT 07 GARAGE	41.11 m <sup>2</sup>
UNIT 07 GROUND FLOOR	85.24 m <sup>2</sup>
UNIT 07 FIRST FLOOR	61.70 m <sup>2</sup>
TOTAL	188.05 m <sup>2</sup>

**LEGEND**

- LANDSCAPING (INDICATIVE ONLY) REFER TO LANDSCAPING PLAN FOR DETAILS
- SELECTED CONCRETE TO DRIVEWAY AND CARSPACES
- SELECTED CONCRETE PAVING
- EXTERNAL LIGHT
- FENCE AS NOTED
- MAIL BOX
- FINISHED FLOOR LEVEL AS SPECIFIED NOTE: ALL LEVELS ARE TO AHD
- FLOOR ABOVE
- BALCONY ABOVE
- EASEMENT
- PERFORATED METAL SCREEN HEIGHT = 1500mm
- LINEAR FACADE SCREEN HEIGHT = FLOOR TO CEILING
- SCREEN HEIGHT = 1700mm
- AIR CONDITIONER UNIT
- WINDOW SHROUD

**SDA NOTES**

- EXTERNAL LIGHTING FOR EACH TOWNHOUSE WILL BE LED AND WILL INCLUDE CONTROLS SUCH AS MOTION DETECTORS OR TIMERS TO MANAGE CONSUMPTION
- EACH UNIT TO HAVE A 1 x 2000L RAIN WATER TANK
- DOUBLE GLAZING (OR BETTER) TO ALL LIVING AREAS AND BEDROOMS
- UNITS 1-7 TO HAVE A 1m<sup>2</sup> RAINGARDEN

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**TREE PROTECTION ZONE FENCE**

- F.P.Z. FENCE MUST BE CONSTRUCTED OF STAR PICKETS AND CHAIN MESH (OR SIMILAR) TO THE SATISFACTION OF THE RESPONSIBLE AUTHORITY

- THE TREE PROTECTION ZONE FENCE MUST REMAIN IN PLACE UNTIL CONSTRUCTION IS COMPLETED

- NO VEHICULAR OR PEDESTRIAN ACCESS, TRENCHING OR SOIL EXCAVATION IS TO OCCUR WITHIN THE TREE PROTECTION ZONE

- NO STORAGE OR DUMPING OF TOOLS, EQUIPMENT OR WASTE IS TO OCCUR WITHIN THE TREE PROTECTION ZONE

- THE GROUND SURFACE OF THE TREE PROTECTION ZONE MUST BE COVERED BY A PROTECTIVE 100MM DEEP LAYER OF SAND PRIOR TO THE DEVELOPMENT COMMENCING AND BE WATERED REGULARLY TO THE SATISFACTION OF THE RESPONSIBLE AUTHORITY

- ANY WORKS IN THE TREE PROTECTION ZONE MUST BE CARRIED OUT WITHOUT EXCAVATION

No.	Description	Date
C	Issue to Lodge	August 2018
A	Issue in response to RFI	15/12/2018
B	SDA Amendment in response to Authorial Report	24/01/2019

Drawing Issue	Town Planning	Project number	181542
Scale	As indicated	Drawing Number	TP.01
Date	June 2018	Rev	B



FOR OPEN SPACE SCHEDULE, REFER TO TP.00 PROJECT SUMMARY

NAME	AREA	NO OF UNITS
TOTAL SITE AREA	1021.30 m <sup>2</sup>	100
GARDEN AREA	430.20 m <sup>2</sup>	42
SITE COVERAGE	506.86 m <sup>2</sup>	50
PERMEABLE AREA	391.68 m <sup>2</sup>	38

UNIT 01	
NAME	AREA
UNIT 01 GARAGE	40.35 m <sup>2</sup>
UNIT 01 GROUND FLOOR	85.11 m <sup>2</sup>
UNIT 01 FIRST FLOOR	66.30 m <sup>2</sup>
TOTAL	191.75 m <sup>2</sup>

UNIT 02	
NAME	AREA
UNIT 02 GARAGE	41.11 m <sup>2</sup>
UNIT 02 GROUND FLOOR	60.65 m <sup>2</sup>
UNIT 02 FIRST FLOOR	59.97 m <sup>2</sup>
TOTAL	161.73 m <sup>2</sup>

UNIT 03	
NAME	AREA
UNIT 03 GARAGE	41.11 m <sup>2</sup>
UNIT 03 GROUND FLOOR	61.44 m <sup>2</sup>
UNIT 03 FIRST FLOOR	60.53 m <sup>2</sup>
TOTAL	163.08 m <sup>2</sup>

UNIT 04	
NAME	AREA
UNIT 04 GARAGE	41.11 m <sup>2</sup>
UNIT 04 GROUND FLOOR	60.65 m <sup>2</sup>
UNIT 04 FIRST FLOOR	60.53 m <sup>2</sup>
TOTAL	162.29 m <sup>2</sup>

UNIT 05	
NAME	AREA
UNIT 05 GARAGE	41.11 m <sup>2</sup>
UNIT 05 GROUND FLOOR	60.65 m <sup>2</sup>
UNIT 05 FIRST FLOOR	60.00 m <sup>2</sup>
TOTAL	161.76 m <sup>2</sup>

UNIT 06	
NAME	AREA
UNIT 06 GARAGE	41.11 m <sup>2</sup>
UNIT 06 GROUND FLOOR	59.48 m <sup>2</sup>
UNIT 06 FIRST FLOOR	59.97 m <sup>2</sup>
TOTAL	160.56 m <sup>2</sup>

UNIT 07	
NAME	AREA
UNIT 07 GARAGE	41.11 m <sup>2</sup>
UNIT 07 GROUND FLOOR	85.24 m <sup>2</sup>
UNIT 07 FIRST FLOOR	61.70 m <sup>2</sup>
TOTAL	188.05 m <sup>2</sup>

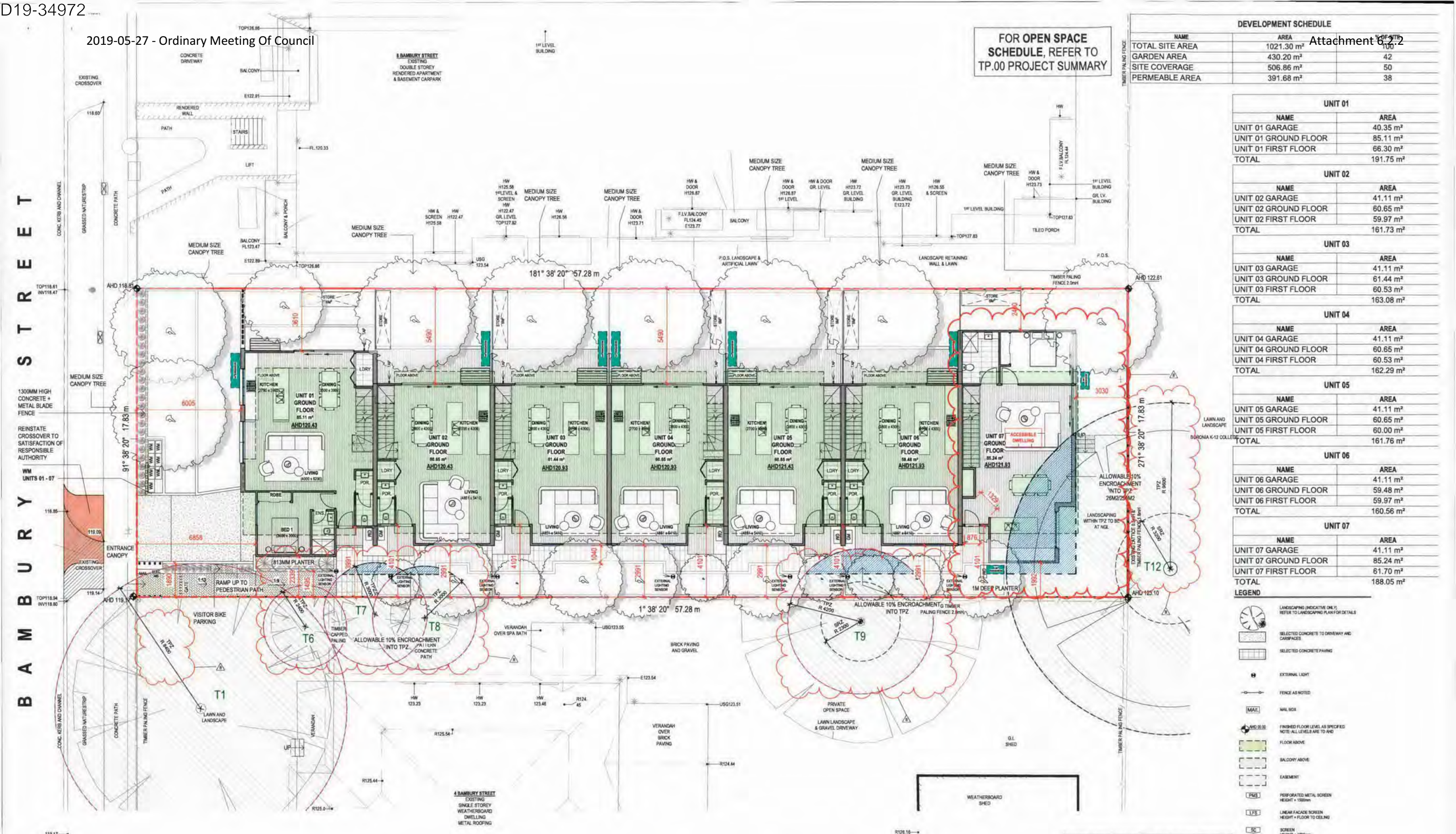
**LEGEND**

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- LINEAR FACED SCREEN HEIGHT = FLOOR TO CEILING
- SCREEN HEIGHT = 1700mm
- AIR CONDITIONER UNIT
- WINDOW SHROUD

**SDA NOTES**

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- EACH UNIT TO HAVE A 1 x 200L RAIN WATER TANK
- DOUBLE GLAZING (OR BETTER) TO ALL LIVING AREAS AND BEDROOMS
- UNITS 1 - 7 TO HAVE A 1st RAINGARDEN

BAMBURY STREET



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**PLANNING DEPARTMENT**

**MAP ARCHITECTURE & DESIGN**  
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 Flinders North Victoria, 3053 AUZ  
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 www.maparchitecture.com.au  
 info@maparchitecture.com.au

**Notes**  
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No.	Description	Date
1	Issue to Lodge	August 2018
2	Issue in response to RFI	11/12/2018
3	SDA Amendment in response to Advisory Report	5/02/2019

Project  
 Drawing Title

Drawing Issue	Town Planning	Project number	181542
Scale	As indicated	Drawing Number	TP.02
Date	June 2018	Rev	B



FOR OPEN SPACE SCHEDULE, REFER TO TP.00 PROJECT SUMMARY

DEVELOPMENT SCHEDULE		
NAME	AREA	% OF SITE
TOTAL SITE AREA	1021.30 m <sup>2</sup>	100
GARDEN AREA	430.20 m <sup>2</sup>	42
SITE COVERAGE	506.86 m <sup>2</sup>	50
PERMEABLE AREA	391.68 m <sup>2</sup>	38

UNIT 01	
NAME	AREA
UNIT 01 GARAGE	40.35 m <sup>2</sup>
UNIT 01 GROUND FLOOR	85.11 m <sup>2</sup>
UNIT 01 FIRST FLOOR	66.30 m <sup>2</sup>
TOTAL	191.75 m <sup>2</sup>

UNIT 02	
NAME	AREA
UNIT 02 GARAGE	41.11 m <sup>2</sup>
UNIT 02 GROUND FLOOR	60.65 m <sup>2</sup>
UNIT 02 FIRST FLOOR	59.97 m <sup>2</sup>
TOTAL	161.73 m <sup>2</sup>

UNIT 03	
NAME	AREA
UNIT 03 GARAGE	41.11 m <sup>2</sup>
UNIT 03 GROUND FLOOR	61.44 m <sup>2</sup>
UNIT 03 FIRST FLOOR	60.53 m <sup>2</sup>
TOTAL	163.08 m <sup>2</sup>

UNIT 04	
NAME	AREA
UNIT 04 GARAGE	41.11 m <sup>2</sup>
UNIT 04 GROUND FLOOR	60.65 m <sup>2</sup>
UNIT 04 FIRST FLOOR	60.53 m <sup>2</sup>
TOTAL	162.29 m <sup>2</sup>

UNIT 05	
NAME	AREA
UNIT 05 GARAGE	41.11 m <sup>2</sup>
UNIT 05 GROUND FLOOR	60.65 m <sup>2</sup>
UNIT 05 FIRST FLOOR	60.00 m <sup>2</sup>
TOTAL	161.76 m <sup>2</sup>

UNIT 06	
NAME	AREA
UNIT 06 GARAGE	41.11 m <sup>2</sup>
UNIT 06 GROUND FLOOR	59.48 m <sup>2</sup>
UNIT 06 FIRST FLOOR	59.97 m <sup>2</sup>
TOTAL	160.56 m <sup>2</sup>

UNIT 07	
NAME	AREA
UNIT 07 GARAGE	41.11 m <sup>2</sup>
UNIT 07 GROUND FLOOR	85.24 m <sup>2</sup>
UNIT 07 FIRST FLOOR	61.70 m <sup>2</sup>
TOTAL	188.05 m <sup>2</sup>

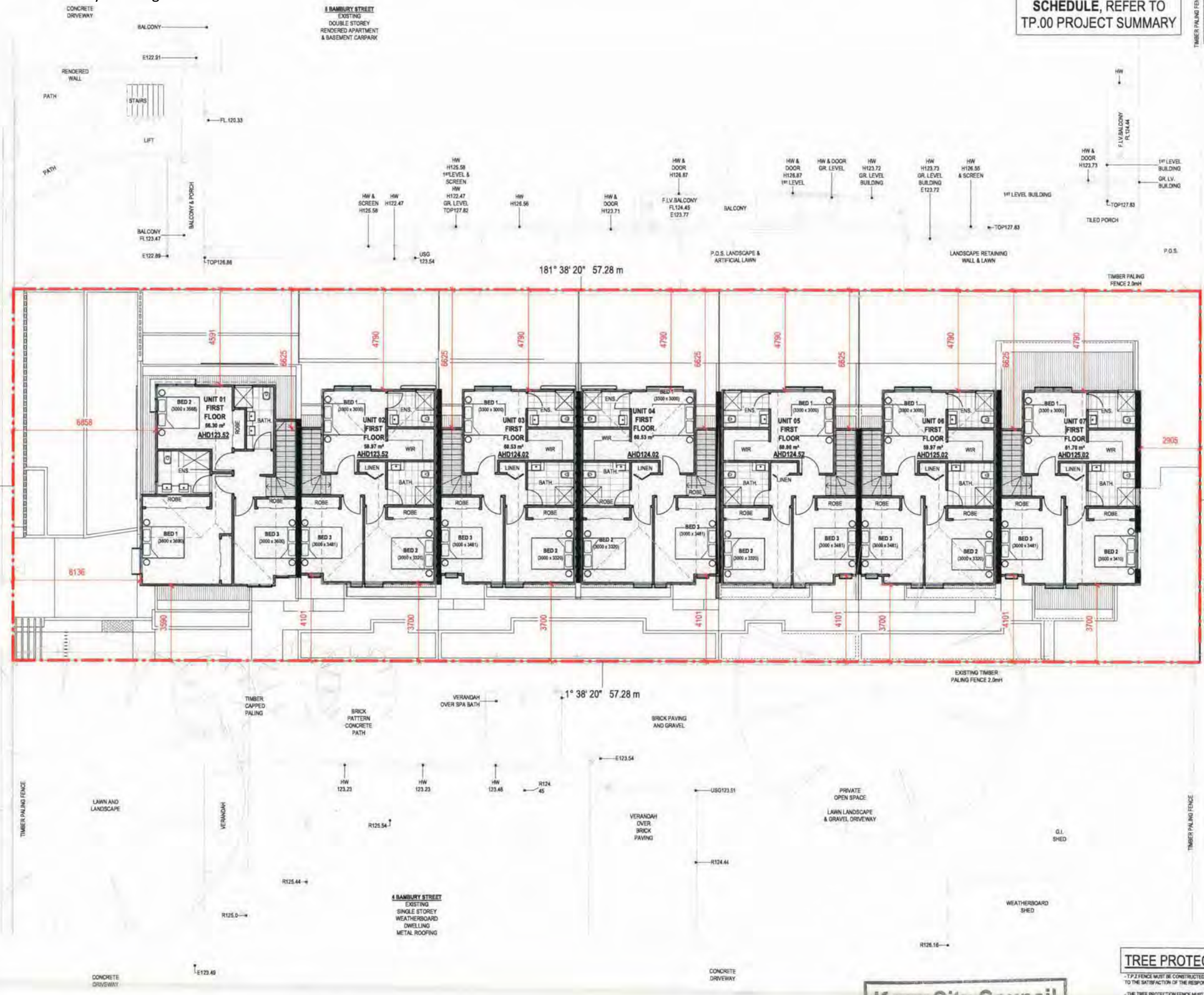
**LEGEND**

- LANDSCAPING (INDICATIVE ONLY) REFER TO LANDSCAPING PLAN FOR DETAILS
- SELECTED CONCRETE TO DRIVEWAY AND CARSPACES
- SELECTED CONCRETE PAVING
- EXTERNAL LIGHT
- FENCE AS NOTED
- MAIL BOX
- FINISHED FLOOR LEVEL AS SPECIFIED NOTE - ALL LEVELS ARE TO AHD
- FLOOR ABOVE
- BALCONY ABOVE
- EASEMENT
- PERFORATED METAL SCREEN HEIGHT = 1500mm
- LINEAR FACADE SCREEN HEIGHT = FLOOR TO CEILING
- SCREEN HEIGHT = 1750mm
- AIR CONDITIONER UNIT
- WINDOW SHROUD

**SDA NOTES**

- EXTERNAL LIGHTING FOR EACH TOWNHOUSE WILL BE LED AND WILL INCLUDE CONTROLS SUCH AS MOTION DETECTORS OR TIMERS TO MINIMIZE CONSUMPTION
- EACH UNIT TO HAVE A 1 x 2000L RAIN WATER TANK
- DOUBLE GLAZING (OR BETTER) TO ALL LIVING AREAS AND BEDROOMS
- UNITS 1-7 TO HAVE A 1m<sup>2</sup> RAINGARDEN

Drawing Issue	Town Planning	Project number	181542
Scale	As Indicated	Drawing Number	TP.03
Date	June 2018	Rev	B



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**TREE PROTECTION ZONE FENCE**

- TPZ FENCE MUST BE CONSTRUCTED OF STAIN Pickets AND CHAIN WESH (OR SIMILAR) TO THE SATISFACTION OF THE RESPONSIBLE AUTHORITY

- THE TREE PROTECTION FENCE MUST REMAIN IN PLACE UNTIL CONSTRUCTION IS COMPLETED

- NO VEHICULAR OR PEDESTRIAN ACCESS, TRENCHING OR SOIL EXCAVATION IS TO OCCUR WITHIN THE TREE PROTECTION ZONE

- NO STORAGE OR DUMPING OF TOOLS, EQUIPMENT OR WASTE IS TO OCCUR WITHIN THE TREE PROTECTION ZONE

- THE GROUND SURFACE OF THE TREE PROTECTION ZONE MUST BE COVERED BY A PROTECTIVE 100MM DEEP LAYER OF MULCH PRIOR TO THE DEVELOPMENT COMMENCING AND BE WATERED REGULARLY TO THE SATISFACTION OF THE RESPONSIBLE AUTHORITY

- ANY WORKS IN THE TREE PROTECTION ZONE MUST BE CARRIED OUT WITHOUT EXCAVATION



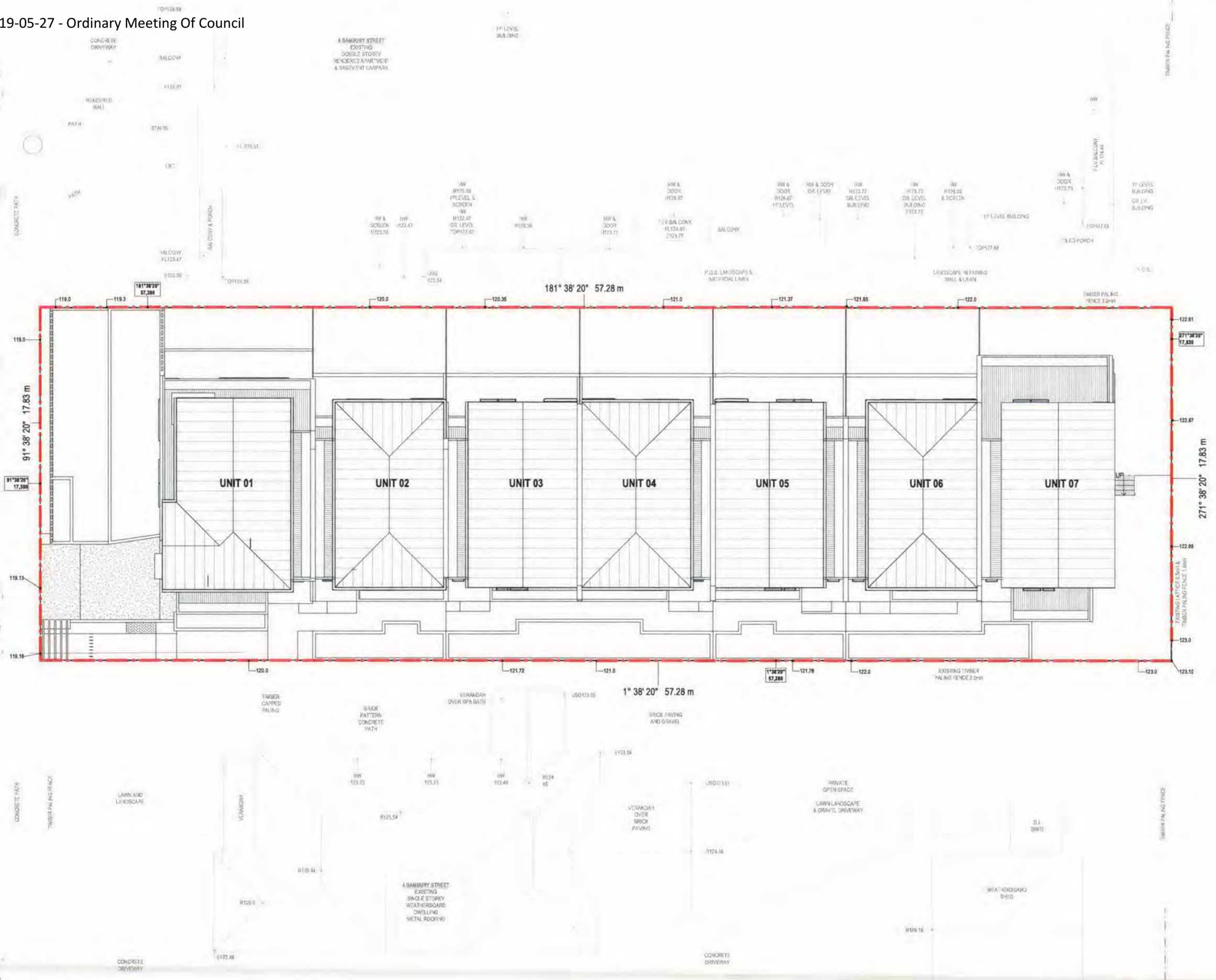
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No.	Description	Date
-	Issue to Lodge	August 2018
A	Issue in response to RFI	11/02/2018
B	ISS Amendment in response to Aerial Report	24/05/2018



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- LEGEND**
- LANDSCAPING (INDICATIVE ONLY) REFER TO LANDSCAPING PLAN FOR DETAILS
  - SELECTED CONCRETE TO DRIVEWAY AND CARPARKS
  - SELECTED CONCRETE PAVING
  - EXTERNAL LIGHT
  - FENCE AS NOTED
  - MAIL BOX
  - FINISHED FLOOR LEVEL AS SPECIFIED NOTE: ALL LEVELS ARE TO ANK
  - FLOOR ABOVE
  - BALCONY ABOVE
  - EASEMENT
  - PERFORATED METAL SCREEN HEIGHT = 1500mm
  - LINEAR FACADE SCREEN HEIGHT = FLOOR TO CEILING
  - SCREEN HEIGHT = 1700mm
  - AIR CONDITIONER UNIT
  - WINDOW SILL

- SDA NOTES**
- EXTERNAL LIGHTING FOR EACH DOWNHOUSE WILL BE LED AND WILL INCLUDE CONTROLS SUCH AS MOTION DETECTORS OR TIMERS TO MINIMISE CONSUMPTION
  - EACH UNIT TO HAVE A 1 X 200L RAIN WATER TANK
  - DOUBLE GLAZING (OR BETTER) TO ALL LIVING AREAS AND BEDROOMS
  - UNITS 1-7 TO HAVE A 1/4 RANGARDEN

1 TP\_Roof Plan  
1:100

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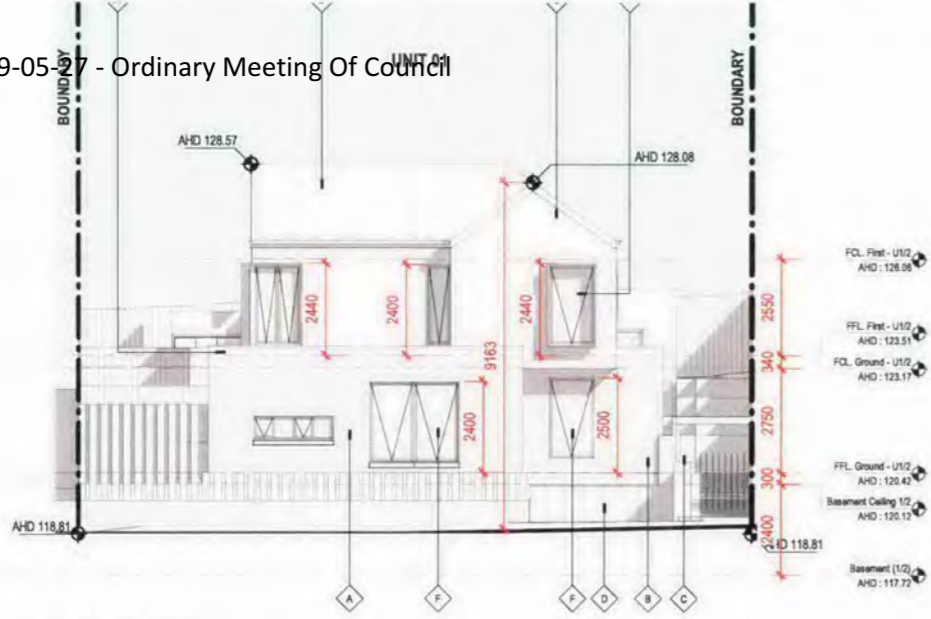
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No.	Description	Date
1	Issue to Lodge	August 2018
A	Issue in response to RFI	11/10/2018
B	SDA Amendment in response to Amended Report	24/01/2019

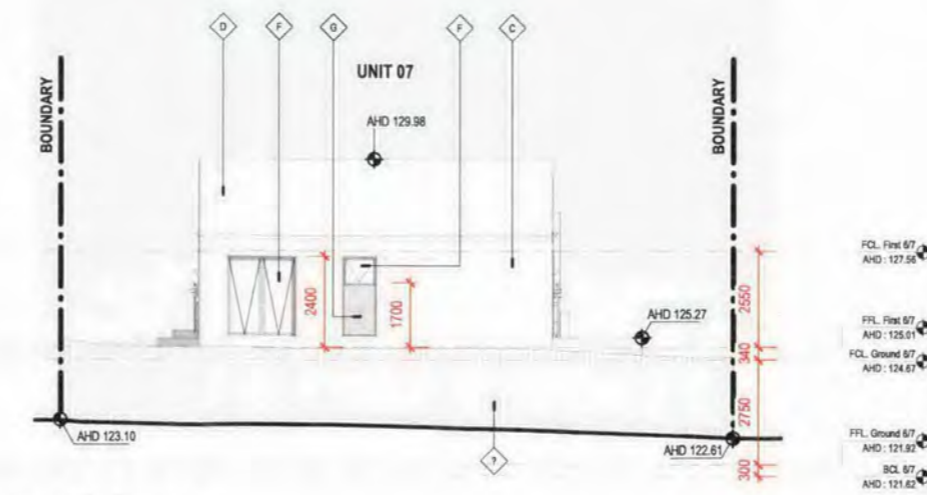
Project  
  
 Drawing Title

Drawing Issue	Town Planning	Project number	181542
Scale	1:100	Drawing Number	TP.04
Date	June 2018	Rev	B



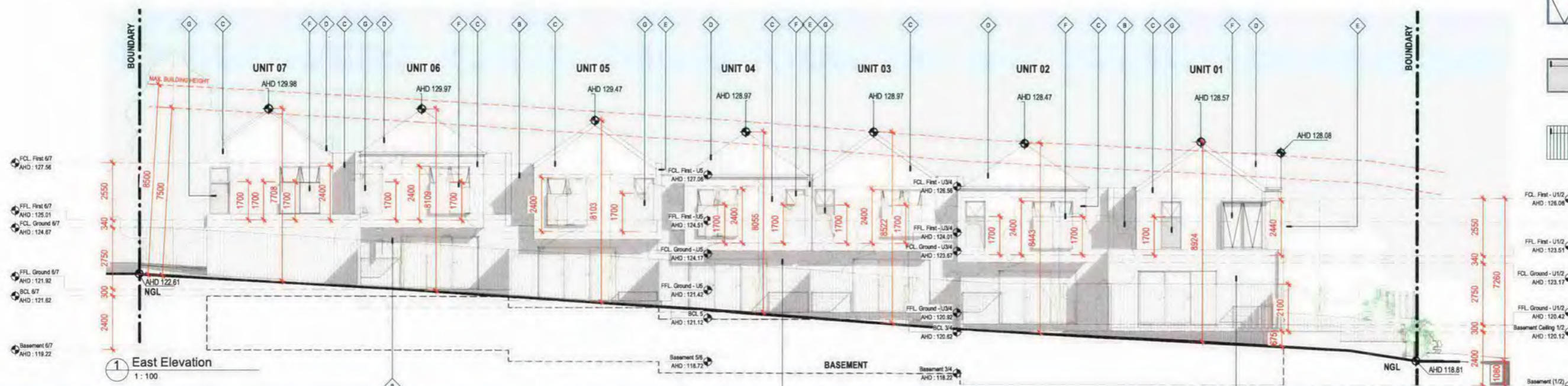


4 North Elevation  
1: 100

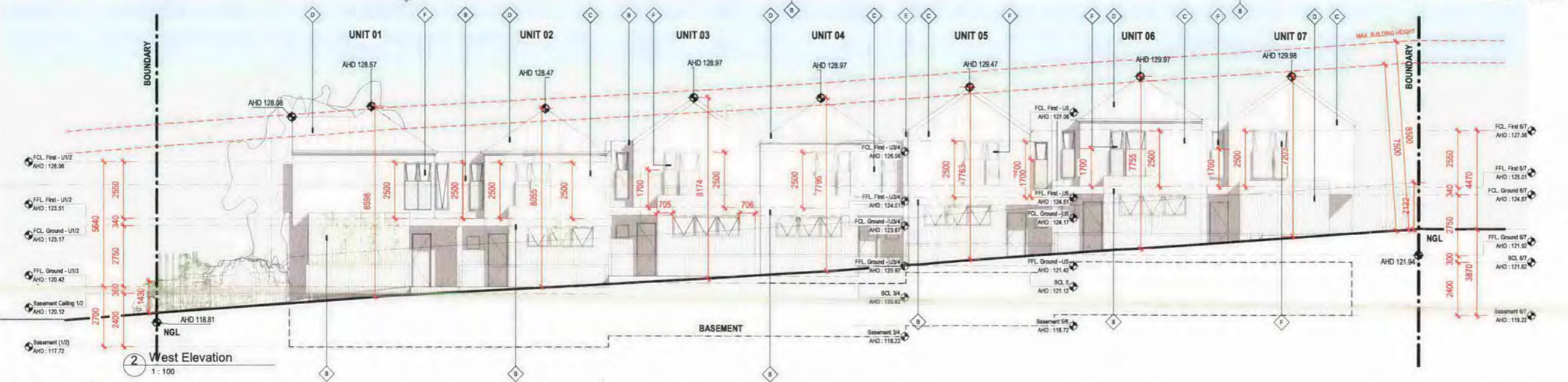


3 South Elevation  
1: 100

- FINISHES SCHEDULE**
- A SELECTED FACE BRICKWORK AUSTRAL INDUSTRIAL COLOUR: STEEL
  - B SELECTED RENDER COLORBOND WOODLAND GREY
  - C SELECTED TIMBER CLADDING OR SIMILAR APPROVED COLOUR: NATURAL
  - D SELECTED SHEET METAL WIDE PROFILE COLOUR: MONUMENT
  - E SELECTED ALUMINIUM POWDER COAT COLOUR: BLACK
  - F SELECTED ALUMINIUM CLEAR GLAZING
  - G SELECTED ALUMINIUM OBSCURE GLAZING
  - H SELECTED PALING FENCE COLOUR: NATURAL



1 East Elevation  
1: 100



2 West Elevation  
1: 100

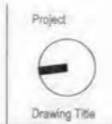
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No.	Description	Date
-	Issue to Lodge	August 2018
A	Issue in response to RFI	13/12/2018
B	SSC Amendment in response to Adjoined Report	24/01/2019



Drawing Issue	Town Planning	Project number	181542
Scale	1: 100	Drawing Number	TP.05
Date	June 2018	Rev	B





3 North Elevation Colour  
1: 100



4 South Elevation Colour  
1: 100

- SELECTED FACE BRICKWORK COLOUR: GREY
- SELECTED RENDER COLOUR: MID GREY
- SELECTED TIMBER CLADDING COLOUR: NATURAL
- SELECTED METAL COLOUR: MONUMENT
- SELECTED ALUMINIUM POWDER COAT COLOUR: BLACK
- SELECTED ALUMINIUM CLEAR GLAZING
- SELECTED ALUMINIUM OBSCURE GLAZING
- SELECTED PALING FENCE COLOUR: NATURAL



1 East Elevation Colour  
1: 100



West Elevation Colour  
1: 100

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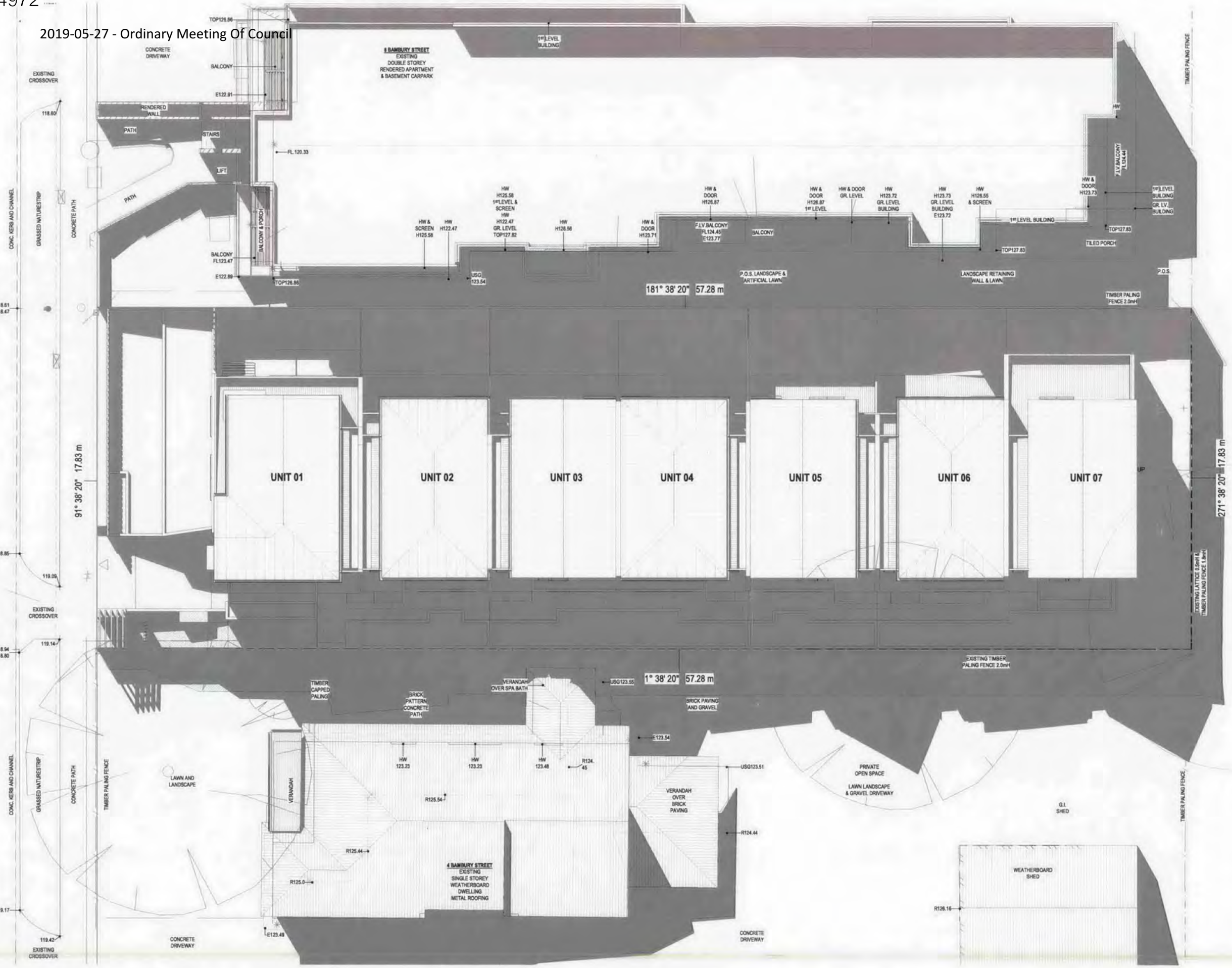
No.	Description	Date
A	Issue to Council	August 2018
B	Issue in response to RPI	19/12/2018
C	500 Amendment in response to Architect Report	24/01/2019



Drawing Issue	Town Planning	Project number	181542
Scale	1: 100	Drawing Number	TP.06
Date	June 2018	Rev	B



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**LEGEND**  
 [Symbol] PROPOSED SHADOWS  
 [Symbol] EXISTING SHADOWS, FENCES / NEIGHBOURING BUILDING

Shadow 9am  
1:100

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No.	Description	Date
1	Issue to Lodge	August 2018
2	Issue in response to RFI	11/12/2018
3	ISS Amendment in response to Aerial Report	24/1/2019

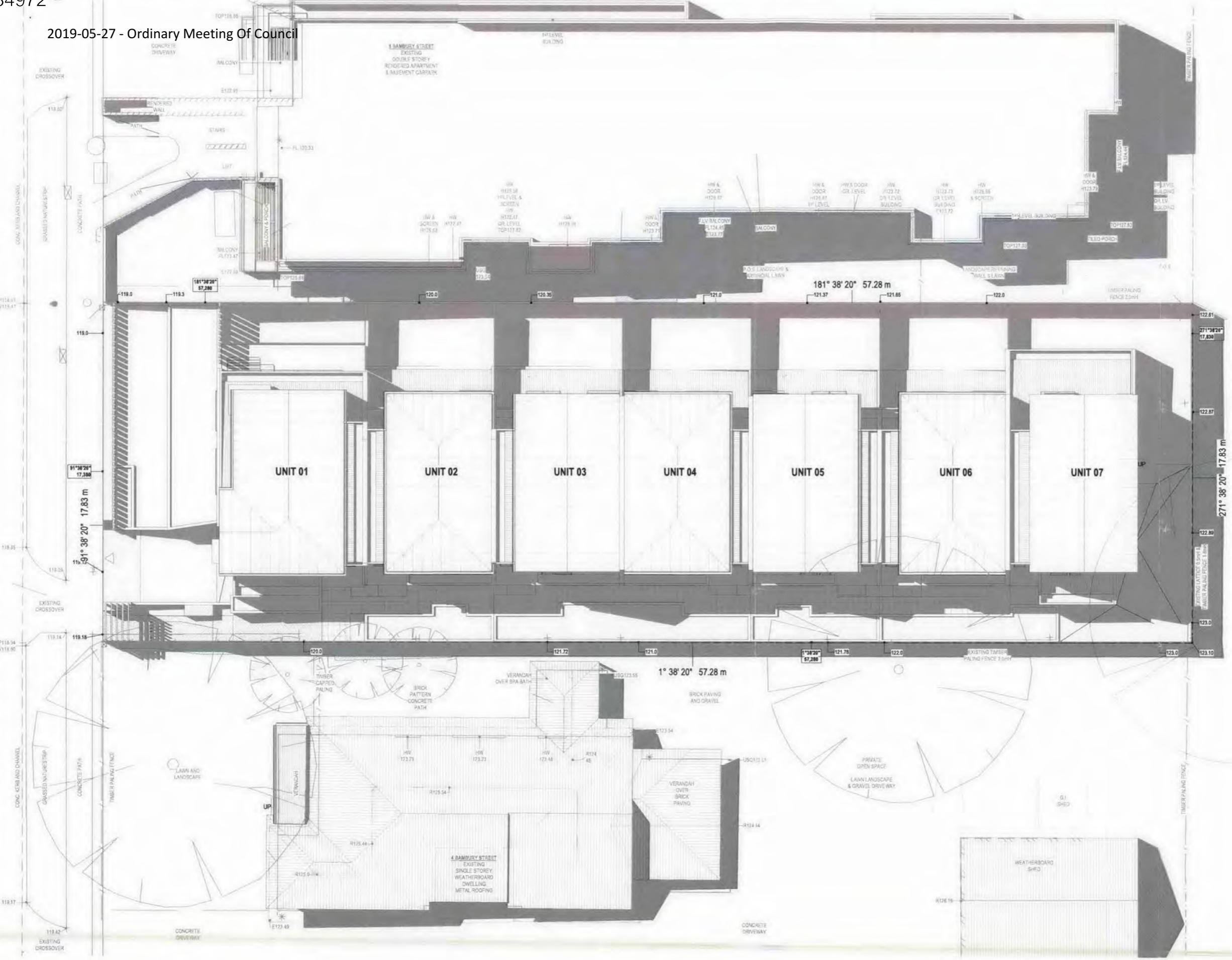
Project  
Drawing Title

Shadows 9am

Drawing Issue	Town Planning	Project number	181542
Scale	As indicated	Drawing Number	TP.07
Date	June 2018	Rev	B



BAMBURY STREET



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Shadow 11am  
 1: 100

**LEGEND**  
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No.	Description	Date
1	Issue to Lodge	August 2018
A	Issue in response to PFI	15/12/2018
B	500 Amendment in response to Aerial Report	24/01/2019

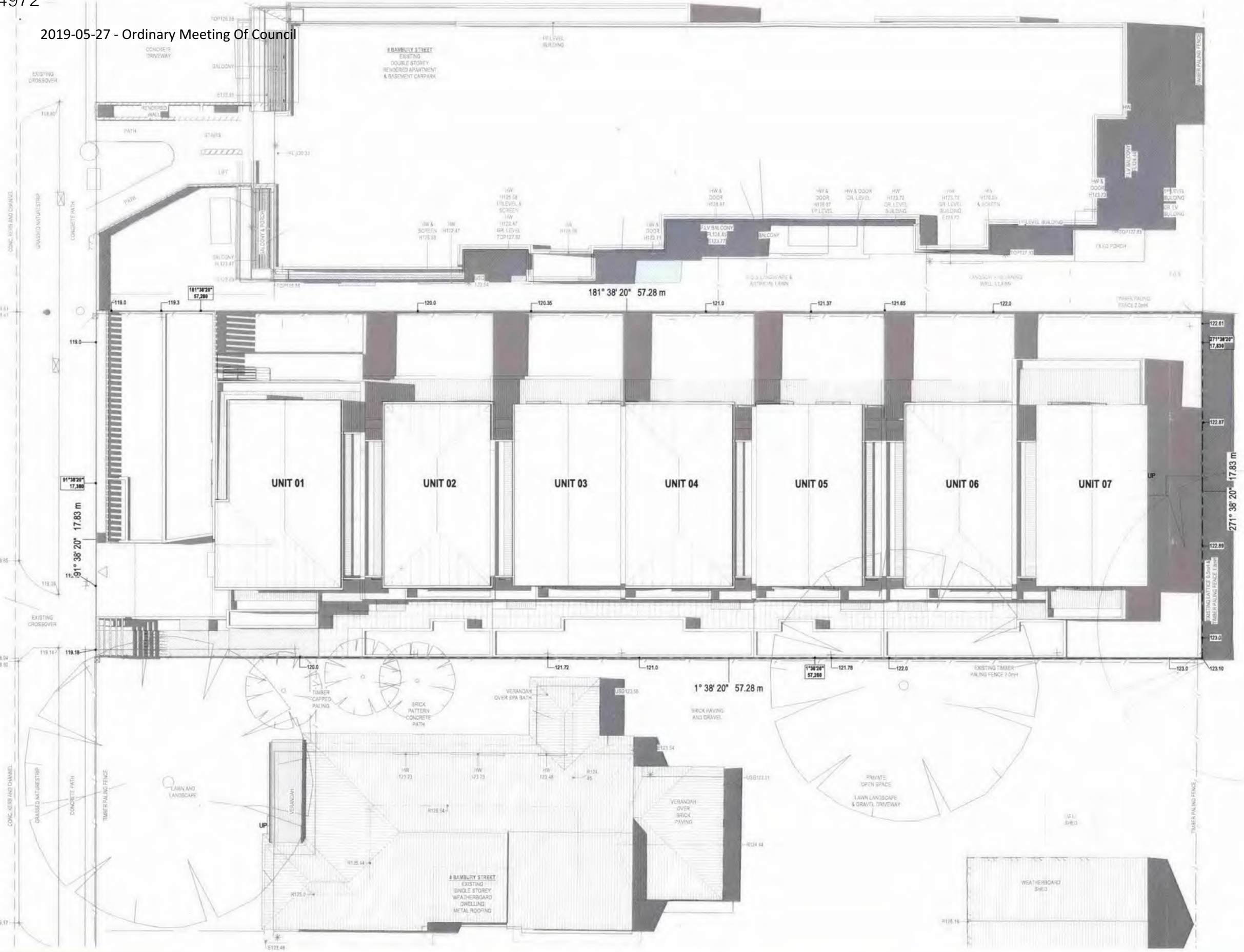
Project  
 Drawing Title

Shadows 11am

Drawing Issue	Town Planning	Project number	181542
Scale	As indicated	Drawing Number	TP.08
Date	June 2018	Rev	B



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Shadow 12pm  
 1:100

**LEGEND**  
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No.	Description	Date
-	Issue to Lodge	August 2018
A	Issue in response to R1	11/10/2018
B	SDS Amendment in response to Memorial Report	24/01/2019

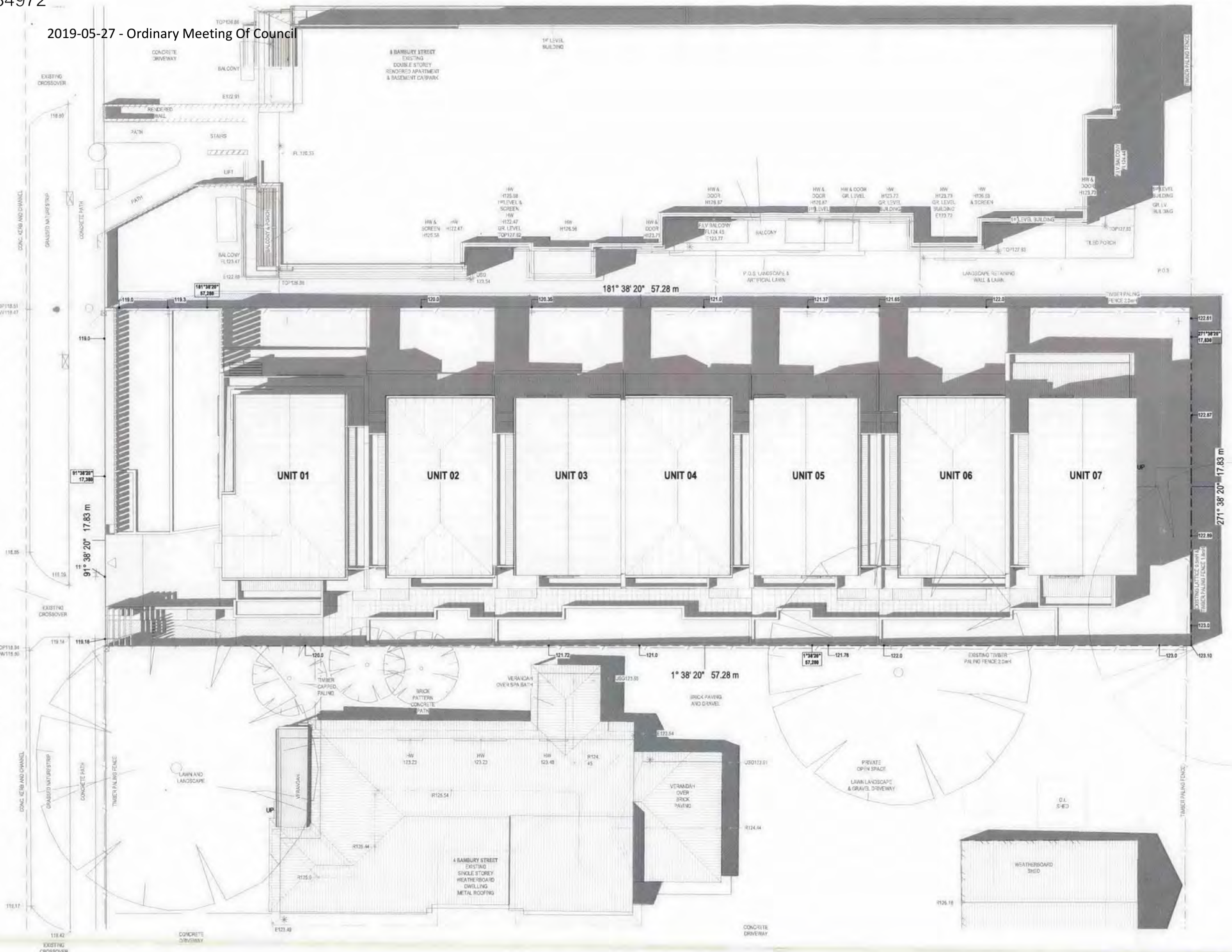
Project  
  
 Drawing Title

Shadows 12pm

Drawing Issue	Town Planning	Project number	181542
Scale	As indicated	Drawing Number	TP.09
Date	June 2018	Rev	B



BAMBURY STREET



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Shadow 1pm  
 1:100

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 [Symbol] PROPOSED SHADOWS  
 [Symbol] EXISTING SHADOWS/FENCING/NEIGHBOURING BUILDING

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No.	Description	Date
-	Issue to Lodge	August 2018
A	Issue in response to RPI	13/10/2018
B	SSD Amendment in response to Abolish Report	24/01/2019

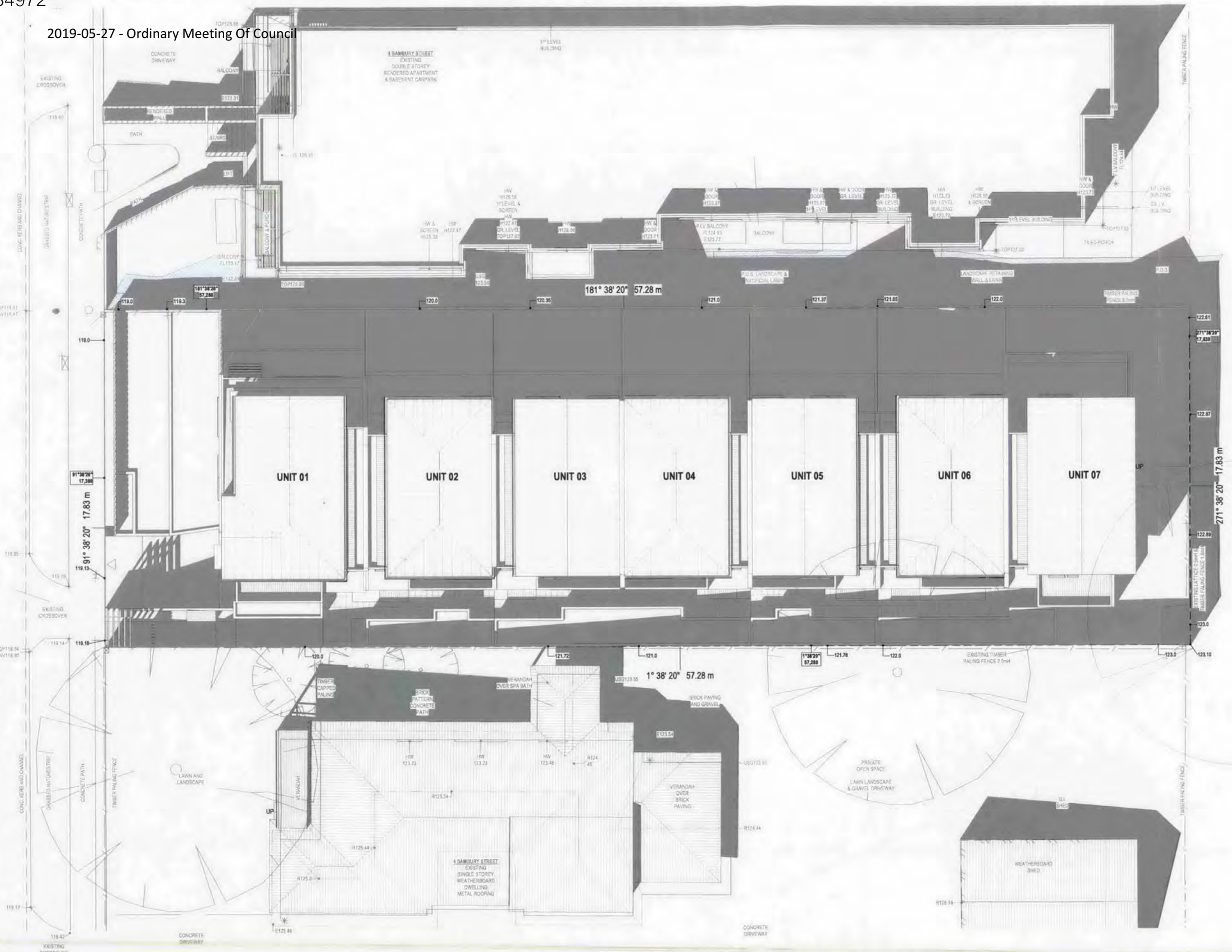
Project  
 Drawing Title

Shadows 1pm

Drawing Issue	Town Planning	Project number	181542
Scale	As indicated	Drawing Number	TP.10
Date	June 2018	Rev	B



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Shadow 3pm  
 1:100

**LEGEND**  
 [Symbol] PROPOSED SHADOWS  
 [Symbol] EXISTING SHADOWS (BUILDING)  
 [Symbol] NEIGHBOURING BUILDING

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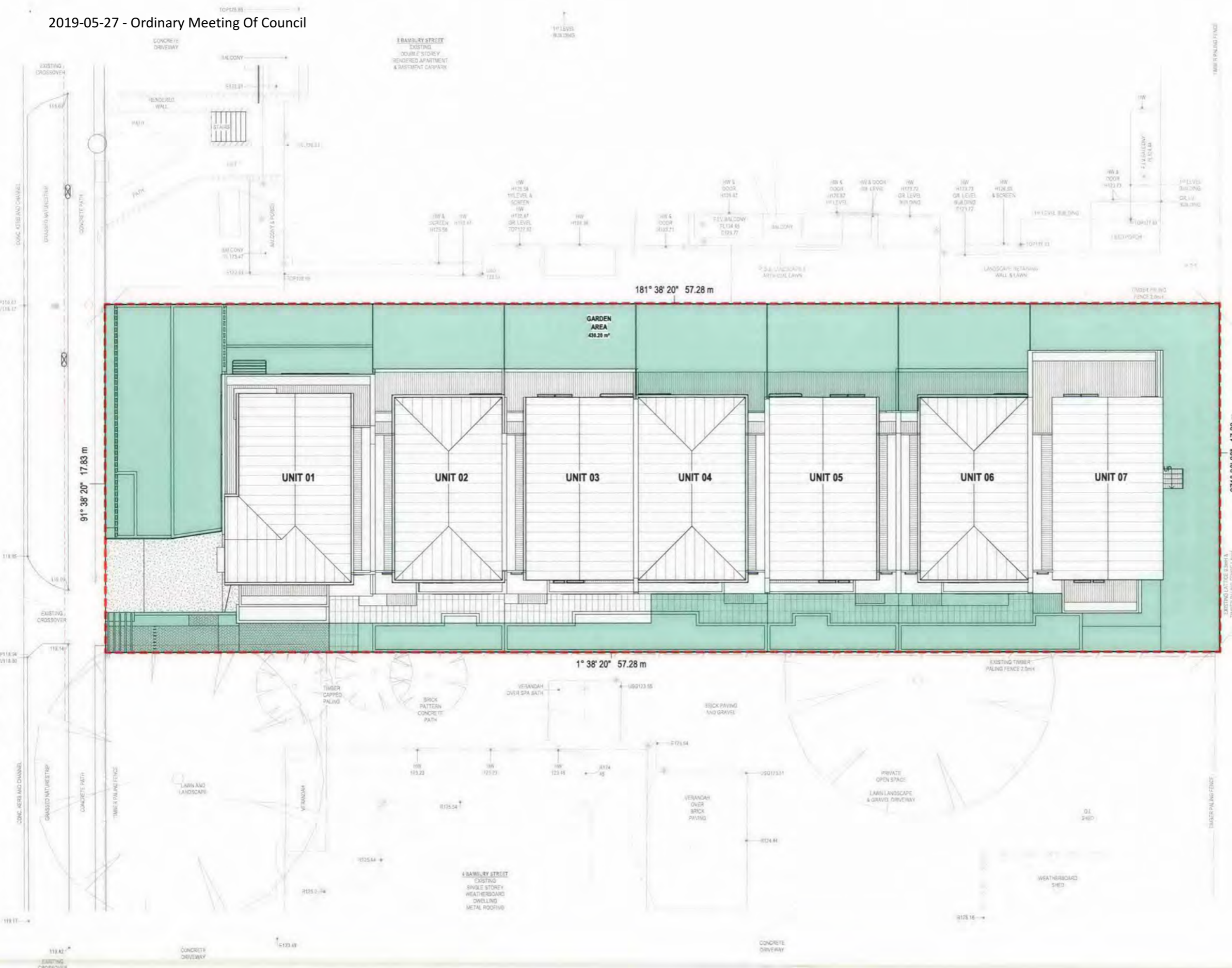
No.	Description	Date
1	Issue to Lodge	August 2018
A	Issue in response to RFI	11/02/2018
B	SSI Amendment in response to Author Report	24/01/2019

Project  
 Drawing Title

Drawing Issue	Town Planning	Project number	181542
Scale	As indicated	Drawing Number	TP.11
Date	June 2018	Rev	B



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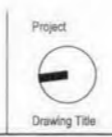
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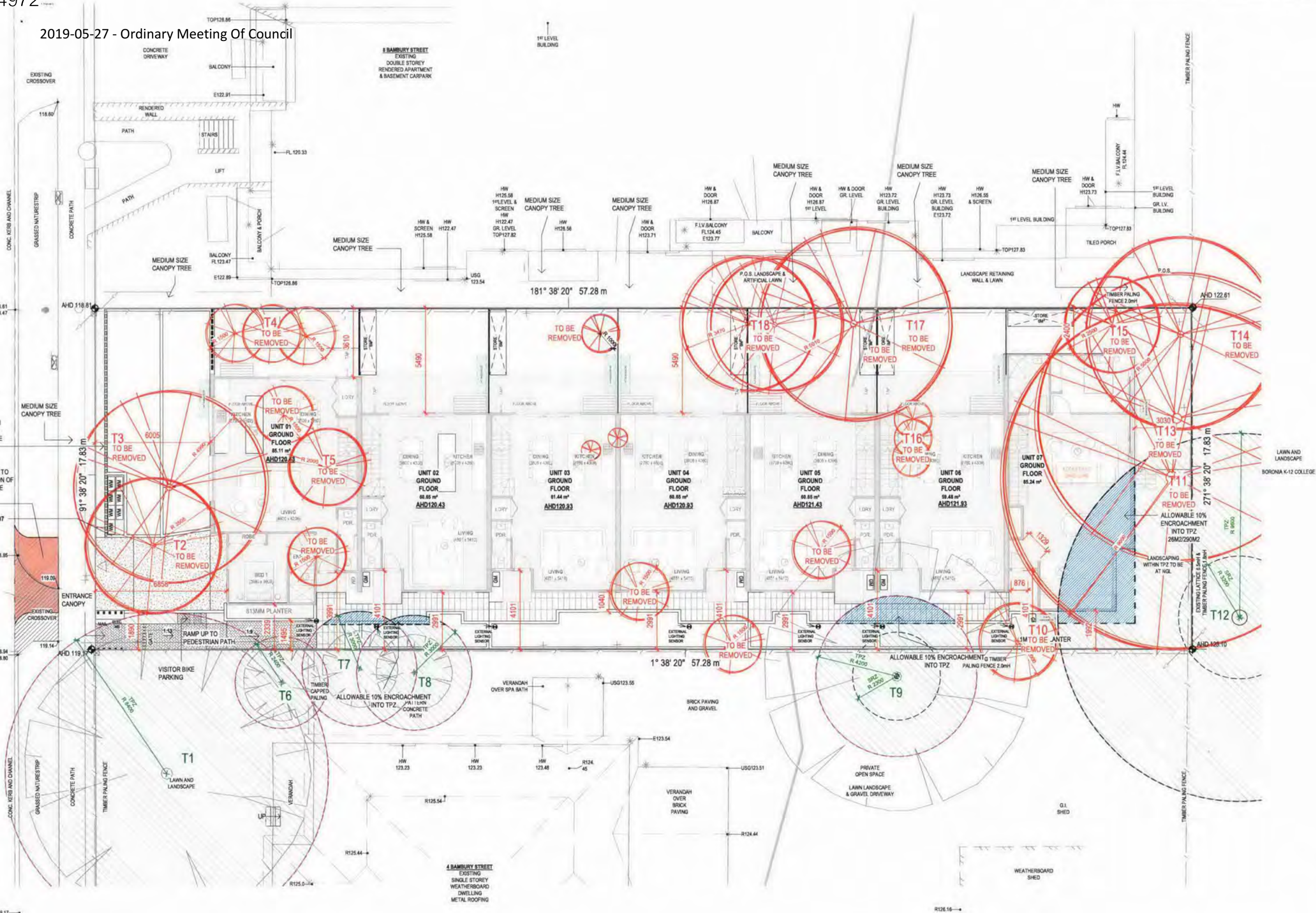
No.	Description	Date
A	Issue in response to RPI	13/02/2018
B	SSO Amendment in response to Advisory Report	24/01/2019



Drawing Issue	Town Planning	Project number	181542
Scale	1 : 100	Drawing Number	TP.12
Date	June 2018	Rev	B



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No.	Description	Date
1	550 Amendment in response to Aerial Report	24/01/2019

Project	Town Planning	Project number	181542
Drawing Title	1: 100	Drawing Number	TP.12a
	June 2018	Rev	B



LEGEND

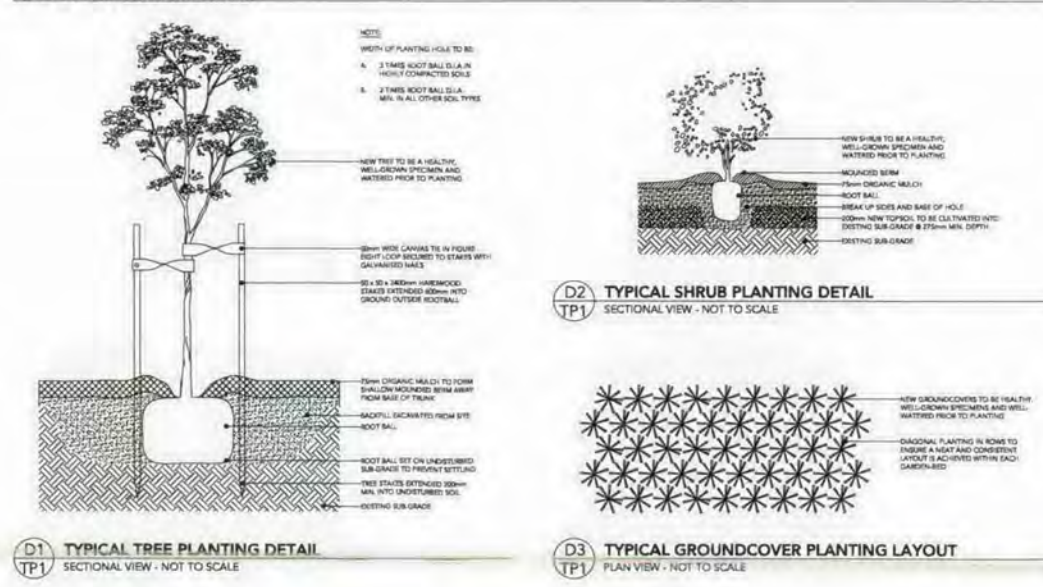
- EXISTING TREE TO BE RETAINED
- PROPOSED TREE REFER PLANT SCHEDULE
- PROPOSED SHRUB REFER PLANT SCHEDULE
- PROPOSED GROUNDCOVER REFER PLANT SCHEDULE
- PROPOSED PERMEABLE GRAVEL AREA REFER SPECIFICATION
- PROPOSED PAVING AREA
- PROPOSED TIMBER DECKING AREA
- PROPOSED DRIVEWAY SURFACE TO ARCHITECT SPECIFICATION
- BUILDING HATCH



PLANT SCHEDULE

KEY	BOTANICAL NAME	COMMON NAME	DECIDUOUS (D) EVERGREEN (E)	HEIGHT x WIDTH	SUPPLY SIZE	DENSITY	QTY
<b>TREES</b>							
BBD	Brachycton 'Bella Donna'	Bella Donna	E	7.0 x 5.0m	2.0m Height	-	1
CcFP	Cercis canadensis 'Forest Pansy'	Forest Pansy	D	5.0 x 4.0m	1.6m Height	-	5
EIED	Eucalyptus leucocylon 'Euky Dwarf'	Euky Dwarf	E	7.0 x 4.0m	2.0m Height	-	1
LIB	Lagerstroemia indica 'Biloxi'	Biloxi Crepe Myrtle	D	7.0 x 4.0m	2.0m Height	-	6
MaE	Melia azedarach 'Elite'	Low-fruiting White Cedar	D	8.0 x 7.0m	2.0m Height	-	1
MgTB	Magnolia grandiflora 'Teddy Bear'	Teddy Bear Magnolia	E	3.0 x 3.0m	1.6m Height	-	1
<b>SHRUBS</b>							
Ca	Correa alba	White Correa	E	1.0 x 1.0m	140mm Pots	-	-
Cg	Correa globosa	Rock Correa	E	2.0 x 2.0m (dipped)	140mm Pots	-	-
Cr	Correa reflexa	Native Correa	E	1.5 x 1.0m	140mm Pots	-	-
Go	Goodenia ovata	Hop Goodenia	E	2.5 x 1.5m	140mm Pots	-	-
SoSp	Syzygium australe 'Select Form'	Select Form Lilly Pilly	E	3.0 x 1.2m (dipped)	140mm Pots	-	-
WAB	Westringia 'Aussie Box'	Aussie Box	E	0.7 x 0.7m	140mm Pots	-	-
<b>GROUNDCOVERS</b>							
Dc	Dianella caerulea	Breeze Paroo Lily	E	0.6 x 0.7m	Tubestock	4 p/m <sup>2</sup>	-
DdB	Dianella caerulea 'Breeze'	Breeze Paroo Lily	E	0.6 x 0.7m	140mm Pots	4 p/m <sup>2</sup>	-
DdJ	Dianella caerulea 'Little Jess'	Little Jess Paroo Lily	E	0.4 x 0.5m	Tubestock	5 p/m <sup>2</sup>	-
Dr	Dianella revoluta	Black Anther Flax Lily	E	0.5 x 0.5m	Tubestock	5 p/m <sup>2</sup>	-
lf	Lamandra filiformis	Wattle Mat-rush	E	0.6 x 0.6m	Tubestock	4 p/m <sup>2</sup>	-
lJ	Lamandra longifolia	Spiny headed Mat-rush	E	0.8 x 0.9m	Tubestock	2.5 p/m <sup>2</sup>	-
Mp	Myoporum parvifolium	Creeping Boobialla	E	0.2 x 0.7m	Tubestock	5 p/m <sup>2</sup>	-

INDICATIVE PLANTING DETAILS



SPECIFICATION NOTES

**Site Preparation**  
Remove any on-site building material, rubbish and weeds from planting areas that will be restrictive to plant growth. Stumped ground all trees marked as to be removed. Imported topsoil to be a medium texture sandy loam.

**Garden Beds**  
Existing adgrade to be dug to a depth of no less than 275mm below finished grade in garden beds (and lawn) using 75x25x300mm long treated pine stakes at 1200mm maximum centres. An additional stake is to be provided at joints in the piles.

**Trees**  
Use three 50 x 50 x 2400 HW stakes per tree. Fasten trees to stakes with 50mm fabric tie in figure 8 loop. Existing street trees to be suitably protected. Maintain existing ground levels at the interface between the ground and the tree trunk. Area beneath the canopy should be fenced prior to the commencement of the construction activities. No excavation, filling, machinery or storage of materials shall occur within the fenced off area. Roots requiring severance beyond the tree canopy shall be clear cut with hand saw and kept moist. All roots over 40mm dia. Any roots within the fenced area should not be cut without the approval from a experienced arborist.

**Planting**  
All plants used throughout the development are to be supplied by a nursery which specialises in native and exotic plants. Plants being relocated to be trimmed prior to lifting and located in a protected position during the works. Ensure an adequate root system is retained and any damaged roots to be pruned cleanly. Saws to be used on a thoroughly basis to assist in transplant shock and keep the plants healthy during the works and for 3 months after final planting.

**Permeable Gravel Surface**  
Driveway topings gravel surface to be laid on 75mm depth consolidated crushed rock to a depth of 50mm. Surface to be compacted using a vibrating plate.

**Lawn**  
Lawn to be laid on 100mm of Sandy Loam or similar mix. Recommended grass to be 'Sir Walter Buffalo'. Wear staining granules to be applied at a rate of 10 - 20 grams prior to instant turf being laid.

**Timber Edges**  
Provide 75 x 25mm treated pine edges to all borders between gravel paths and garden beds (and lawn) using 75x25x300mm long treated pine stakes at 1200mm maximum centres. An additional stake is to be provided at joints in the piles.

**Fertiliser**  
Use 6-9 month controlled release suitable for Australian plants and applied at following rate:  
Advanced trees: 200g per tree; 200 dia pots: 20g per pot; 150 dia pots: 15g per pot.

**Irrigation**  
Drip irrigation to be supplied. For all shrub/tree areas include a battery operated timer, water filter, pressure regulator backflow preventer, vacuum breakers and master valve.

**Maintenance Schedule**  
To follow for a two year period after final completion. Work to be carried out by the owner or body corporate. Plants to be regularly checked for pests and diseases and appropriate treatments applied. Where necessary:  
i. prune every 2 months to ensure good shape and remove dead limbs  
ii. additional applications of compostic as per manufacturers recommendations  
iii. regular watering during summer months and dry periods  
iv. replace dead plants with equally sized plants within maintenance period  
v. control weeds throughout maintenance via hand and chemical means  
vi. replenish mulch  
vii. remove tree stakes after establishment to ensure successful ongoing health & shape of trees

Knox City Council RECEIVED 29 JAN 2019 PLANNING DEPARTMENT

NOTES  
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REVISION	DATE	DRAWN
- TOWN PLANNING ISSUE	18.12.2018	RM
A. AMENDS ARCHITECTURAL FOOTPRINT	24.01.2019	RM



PROPOSED RESIDENTIAL DEVELOPMENT

6 BAMBURY STREET, BORONIA  
Address  
Drawing  
181219 FCS 23356 1:100 @ A1  
Job N°  
JAN. 2019 RM  
Date  
Drawn

MAP ARCHITECTURE  
Client

Scale  
JAN. 2019 RM  
Date  
Drawn

L-TP1 A  
Drawing N° Revision



## 6.3 Draft Parking Compliance Strategy

### **SUMMARY: Acting Director City Development, Steven Dickson**

In adopting the 2017 – 2021 Council Plan, Council recognised the need to evaluate current parking compliance activities, including the use of new technologies to support the service. The draft Parking Compliance Strategy supports the Parking Policy adopted by Council on 24 July 2017. This report proposes to expose the draft Strategy to community seeking submissions to the draft Strategy proposed activities and recommendations.

### **RECOMMENDATION**

#### **That Council:**

- 1. Adopt the attached draft Parking Compliance Strategy for the purposes of informing the community and seeking public submissions to the draft Strategy.**
- 2. Following the public information and consultation process consider at a future Ordinary Council meeting any submissions received and any required amendments to the draft Parking Compliance Strategy prior to adoption of the Strategy for implementation.**

### **1. INTRODUCTION**

The draft Parking Compliance Strategy responds to and supports the Knox Parking Policy (2018/1) and considers of the following key matters related to parking compliance within Knox:

1. The current challenges and community pressures relating to parking behaviour of vehicle owners within Knox.
2. The proposed overall level of parking compliance activity for Knox and within specific precincts.
3. Identification of parking precincts subject to parking compliance activity and details on activities and actions to achieve parking compliance outcomes.
4. Details of parking technology options being considered.
5. Community benefits to the introduction of the parking compliance strategy.

The Parking Compliance Strategy when finalised will support the development and implementation of Parking Management Plans.

Much of the current parking compliance work is in response to complaints from the community regarding inappropriate parking behaviour including:

- Overstaying time restrictions in activity centres.
- Stopping contrary to No Stopping signs.
- Parking in inappropriate locations including on footpaths and across driveways.
- Parking on nature strips - this is particularly evident in new subdivisions with narrow service roads and roll-over kerbs.
- Parking around school zones.
- Parking at and around building sites.
- Parking around the interface between business and residential zones.

Parking Officers experience significant pressure points as a result of community demand across the City, particularly around The Angliss Hospital and the Bayswater and Boronia commercial areas. The success of the Bayswater commercial area and planned success of the Boronia commercial area are good community and business outcomes that are expected add to parking demand in these areas.

With ongoing redevelopment across Knox, there will be an increased demand for on street parking, both during and after construction, where there is already limited availability. These developments may also lead to increased road congestion and additional people using public transport and parking at railway stations already at parking capacity. This may require further parking compliance intervention.

In addition to responding to Customer Requests, officers monitor and enforce Council owned parking areas and formal parking agreements (Road Safety Act 1986 Sec 90D) with private car park owners.

A Section 90D agreement allows owners of a private car park to sign over the monitoring and enforcement of their car park to Council as the Responsible Authority. In effect the State Road Rules are extended into the private car park.

The current service is stretched and cannot achieve the full suite of monitoring and enforcement sought by some in the community and business. Recent benchmarking demonstrates that Council has not resourced parking compliance when compared to neighbouring councils, as outlined in the draft Strategy. The consequence of this includes:

- Customer expectations cannot be met in a timely manner without impacting other demands;
- Parking monitoring and enforcement in busy retail centres fails to meet trader expectations;
- A private business with a 90D agreement with Council abandoning the agreement due to service deficiencies;
- Car parking not available for users or intended users;
- People need to park further from destinations;
- Businesses suffer from reduced customer access to convenient parking;
- General parking congestion and frustration with drivers trying to access parking spaces:  
and
- Reduced safety at important locations - especially school crossings.

## **2. DISCUSSION**

The draft Strategy outlines what is to be achieved in each precinct and current priority actions for parking compliance activity within Knox, comparing current levels of activity and proposed activity levels. It is proposed that any increase in parking compliance activity by Council, through either increased parking officer resource or introduction of parking technology, be increased incrementally to meet community expectations; as opposed to a 'one off' significant increase in parking compliance across the municipality.

The Strategy outlines parking areas in Knox by precincts, and then considers each precinct as follows:

- What we want to achieve
- What we know
- How we will do it

Knox City Council is currently servicing a large portion of its parking compliance program with the traditional “walk and chalk” system, which is labour intensive, has inherent OHS issues related to officer injury and provides for community conflict. Council has the option to move away from historic parking compliance practices and replacing these with contemporary, technology enabled methods.

Various technologies are now available to Council, which support and enhance parking enforcement activities such as In-ground Parking Sensors, Number Plate Recognition and Parking Meters.

In-ground sensors become “electronic chalk” and are designed to alert officers when an overstay event has occurred, without the need to initially mark the vehicle, therefore saving officer time.

Number plate recognition monitors the length of stay in a parking precinct for the purpose of managing attendance times or parking overstay within a controlled environment.

The other intervention, which could be considered in parking hotspots, is a user pays ticketing system through parking meters or ticket machines. These would give an instant revenue return and be supported by infringement notices given to people who do not obtain the parking ticket or overstay its duration.

The assessment of these strategies considers the benefits vs limitations and impacts of the technology within Knox, as well as the impact on staff resources with the introduction of new technology is also considered.

The efficiency gained through the use of the technology is expected to enable improved response to customers and improved parking services to business owners in activity centres and 90D agreement areas. It is noted that increased use of technology does correspond with an increased demand on human resources both at the time of infringement issuance and in back office processes in managing increased numbers of infringements and subsequent appeals.

The In- Ground Sensor parking technology will provide reports on parking overstays, or other parking behaviours, to enable management to make informed decisions on our parking compliance program, as well as providing Traffic and Transport with ongoing data to assist with the future planning of car park areas.

### **3. CONSULTATION**

Extensive community consultation was undertaken during the development of Council’s Parking Policy (2018/1) that informs this draft compliance strategy, including a Parking Policy Community Survey (2017). Internally Transport and Traffic and City Futures contributed to developing the draft strategy. Benchmarking was undertaken with six Councils.

If Council chooses to adopt technology interventions, a community information process will be implemented with identified relevant community and stakeholders following the adoption of the draft Strategy and as part of the strategy implementation.

Strategy implementation discussions may be undertaken with:

- Trader groups.
- 90D agreement holders.
- Council's Communications Department.
- Internal stakeholders such as the Transport and Traffic Department and the Parking Compliance Team.

#### **4. ENVIRONMENTAL/AMENITY ISSUES**

The implementation of this Strategy is expected to improve the amenity within Knox through the provision of available and convenient parking spaces within all precincts.

#### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

The introduction of this Strategy is expected to provide a far more efficient and cost effective parking service with the costs of implementing the Strategy offset by an associated increase in income from additional infringements issued and greater parking compliance across the municipality.

#### **6. SOCIAL IMPLICATIONS**

There are likely to be both positive and potentially negative social implications as a result of the implementation of the draft Strategy in the community. Parking compliance is not a popular part of Council business and is often seen as 'revenue raising'. It is required however, to ensure that parking behaviour by vehicle drivers is in accordance with legislative requirement and is not adversely impacting on the amenity and safety of roads and parking areas within Knox.

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

Goal 3 - We can move around easily Strategy 3.1 - Enable improved transport choices supported by integrated and sustainable transport systems and infrastructure.

#### **8. CONFLICT OF INTEREST**

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

Author and Officer Responsible – Acting Director City Development, Steven Dickson - In providing this advice as the Author, I have no disclosable interests in this report.

#### **9. CONCLUSION**

The draft Parking Compliance Strategy sets out the current challenges and limitations to effective parking compliance activity within Knox, and identifies a series of activities considered necessary to ensure that parking is available and safe within all precincts. It is proposed that the draft Strategy be exposed for community comment and receipt of submissions. Following the

community submission process a further report would be provided to Council for Council to consider any submissions received to the draft Strategy prior to adopting the Strategy for implementation.

#### **10. CONFIDENTIALITY**

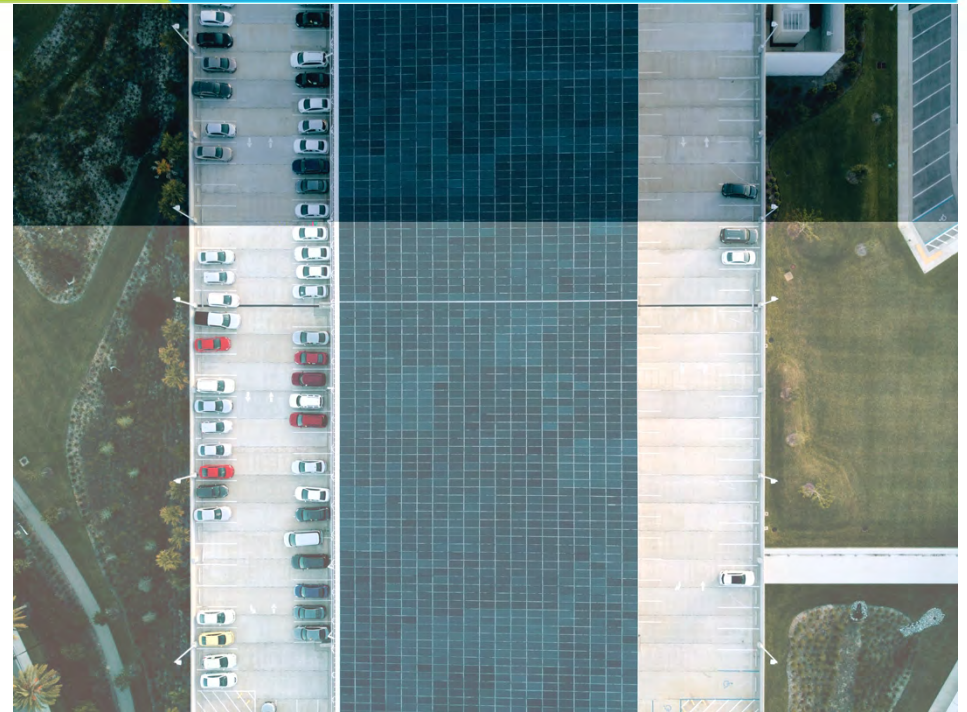
There are no items of a confidential nature in this report.

**Report Prepared and Authorised By:            Acting Director City Development, Steven Dickson**

#### **Attachments**

1.    Parking Compliance Strategy Issues Briefing Version 15 Feb 2019 - Parking compliance strategy **[6.3.1]**

# Draft Parking Compliance Strategy April 2019



# Draft Parking Compliance Strategy

April 2019

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# 1. Introduction

## What is this strategy about?

This strategy reviews Knox’s parking compliance program and presents options that will improve the balance of accessibility, safety, liveability and productivity for everyone who visits, works or lives in Knox.

## What is parking compliance?

Parking compliance is when people park their vehicles according to the regulations set at specific locations. Regulations are usually presented as signs indicating particular obligations associated with a parking space. These obligations may include the length of time a vehicle can be parked, reservation for permit holders (such as a disability permit) or other restrictions such as clearways and loading zones.

## Why is parking compliance important?

Parking regulations are put in place to enable:

- **Access** to key facilities and services, and for people with varying needs
- **Safety** for pedestrians, motorists and all road users
- **Productivity** for businesses and retail areas; and
- **Liveability** for the local community.

However, these outcomes can’t be achieved unless the public complies with these regulations. Education, partnerships and enforcement are therefore an important part of achieving compliance. The following table provides examples of the impacts of non-compliance:

**Safety** – non-compliant parking near hospitals and schools affects the safe entry and exit for patients, children and families.

**Access** – overstaying in a parking space at a retail precinct means that other people can’t park to do their shopping. This lack of accessibility creates an inconvenience for shoppers and potential revenue loss for shopkeepers in the precinct. Regular turnover of vehicles provides all visitors with the opportunity to access the shops and facilities.

**Productivity** – non-compliant parking in industrial precincts can significantly affect businesses in these locations, interrupting their operations and reducing productivity.

**Liveability** – vehicles illegally parked on nature strips or blocking driveways can inconvenience local residents, damage nature strips and infrastructure within nature strips and impact the amenity of our residential streets.

## Isn’t compliance enforcement just about raising revenue?

The fundamental reasons for parking compliance and enforcement are often overlooked by people who park illegally. It is a common reaction when people receive a parking infringement to think that enforcement is only about Council revenue raising.

Where Council finds parking hot spot problem areas, officers may meet with stakeholders; including school communities, business operators, trader groups and members of the community; to seek resolutions to these parking problems without the need to issue infringements.



## Draft Parking Compliance Strategy

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However where community engagement and community awareness raising doesn't work, compliance activities may be implemented. For parking regulations to work effectively, drivers must adhere to them. It is recognised that parking regulations to maximise access, safety, productivity and liveability in Knox, in the face of competing pressures, will only work if there is a consequence to non-compliance, and the most effective consequence is enforcement (infringements).

More multi-unit residences, industrial and business developments, and commuter parking demand around railway stations has resulted in requests for parking enforcement from the community being significant, with the community expecting parking availability for everyone.

Council manages these competing demands through the development of Parking Management Plans in areas with high parking demand. These plans when completed will allocate parking space and set parking restrictions to best meet the needs of all the users in that area. The Plans will be available on Council's website when completed.

Managing these changes the right way requires a better mix of enforcement measures to improve parking compliance throughout Knox. This strategy presents ways we can achieve this for the benefit of everyone in our growing city.



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# 2. Council's role

## Roads and Parking – What the Victorian Government Says

The Victorian State Government provide that Councils in Victoria are responsible for the planning, construction and maintenance of some roads within their area. They are also responsible for some management and restriction on the use of local roads, and the management and enforcement of parking restrictions.

Councils are responsible for local parking arrangements in their municipality. This includes issuing parking permits and enforcing parking regulations.

Parking laws exist to ensure safe and fair use of Victoria's roads for everyone's benefit. People who park illegally risk being fined. People authorised by the Council may issue parking tickets or tow vehicles when someone has parked illegally.

State legislation under which Council undertakes road related duties include:

- Road Safety Act 1986
- Road Management Act 2004
- Road Safety Road Rules 2017

## Parking in Knox

In line with the above responsibilities assigned to Council by the Victorian State Government, Council undertakes to following parking arrangements in Knox. This includes:

- Planning for the provision of parking – making sure that parking is appropriately considered in all public and private development;
- Providing sufficient parking accessibility to support the economic development of business for customers and staff;
- Implementing localised parking restrictions – allocating parking restrictions through signage, lines and permits; and
- Enforcing parking restrictions – issuing warnings and infringements to achieve higher levels of compliance.

## How does Council encourage compliance?

Council is responsible for enforcing local parking restrictions as well as most parking rules in the Victorian Road Safety Road Rules 2017.

This involves responding to complaints received from the community as well as proactively undertaking regular patrols in priority areas like schools, hospitals and activity centres.

From an enforcement perspective the tools Council has to achieve compliance include issuing warnings, issuing infringements, and in some cases towing vehicles.

Council's Community Laws Department delivers the parking compliance service. In the 2017-18 financial year our two parking officers undertook regular parking patrols across the municipality and attended 1,344 parking related complaints, or about 26 requests per week. A total of 6,108 infringements were issued.

Despite this, Council's parking compliance efforts are currently unable to keep up with demands from the community.

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### **Common parking issues raised by the community include:**

- Overstaying time restrictions in Activity and Local Shopping Centres, and other timed areas.
- Stopping contrary to No Stopping signs.
- Parking in inappropriate locations including on footpaths and across driveways.
- Parking on nature strips - this is particularly evident in new subdivisions with narrow service roads and roll-over kerbs.
- Parking and stopping around school zones.
- Parking at and around building sites.
- Parking around the interface between business and residential zones.

## Draft Parking Compliance Strategy

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# 3. How this strategy supports our Policies and Plans

### Knox Community and Council Plan

The Knox Community and Council Plan 2017-21 sets a vision for the City of Knox and identifies the eight goals that drive all Council activities until 2021. This Parking Compliance Strategy supports the delivery of Goal 3 of this plan:

**Goal 3:** We can move around easily.

**Strategy 3.1:** Enable improved transport choices supported by integrated and sustainable transport systems and infrastructure.

**Initiative 3.1.1:** Undertake a strategic review of Council’s parking compliance services to review current parking compliance issues within the municipality, and provide strategies and recommendations to address them.

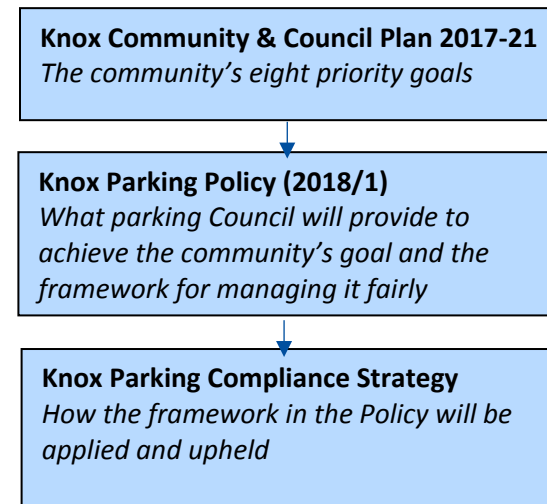
### Knox Parking Policy

The Knox Parking Policy (2018/1), adopted by Council in February 2018, sets out the ways that Council will make parking available across Knox to meet the needs of different stakeholders such as people with a disability, schools, residents, employees, businesses and major service providers (like hospitals and higher education).

The Policy sets out a priority hierarchy for the type of parking that needs to be provided and managed. It also sets out a framework for how parking will be facilitated using signage, line markings and parking permits, and how it should be managed so that it is equitable and fair.

### Knox Parking Compliance Strategy

This Strategy outlines Councils’ plan for how it will manage parking compliance around Knox to achieve the outcomes and priorities set out in the Parking Policy.

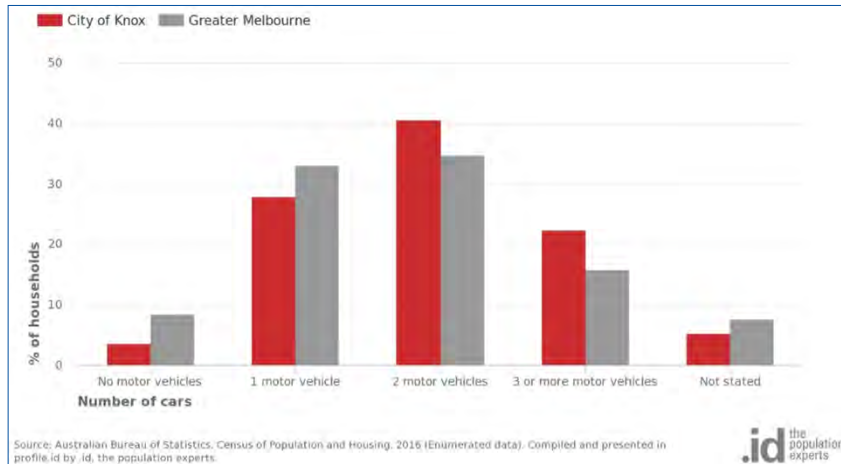


## Draft Parking Compliance Strategy

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# 4. The current state of parking in Knox

Why is parking an increasing issue in Knox?



- The number of cars owned per household in Knox is generally higher than the Greater Melbourne area.
- There are over 4,200 more households in Knox since 2006.
- The proportion of households with no motor vehicles decreased by

City of Knox - Households (Enumerated)	2006		2016			Change 2006-2016
	Knox	Greater Melbourne	Knox	Greater Melbourne	Greater Melbourne	
	Number	%	Number	%	%	
No motor vehicles	2,275	4.4	2,047	3.7	5.7	-228
1 motor vehicle	14,272	27.9	15,502	28.0	31.6	+1,230
2 motor vehicles	21,784	42.5	22,533	40.6	38.6	+749
3 or more motor vehicles	10,398	20.3	12,434	22.4	18.5	+2,036
Not stated	2,507	4.9	2,923	5.3	5.7	+416
<b>Total households</b>	<b>51,236</b>	<b>100.0</b>	<b>55,439</b>	<b>100.0</b>	<b>100.0</b>	<b>+4,203</b>

10% (228 households) and the proportion of households with three or more motor vehicles increased by 20% (2,036 households) since 2006.

- Over 22% of households in Knox have three motor vehicles and over 40% of households have two motor vehicles.
- In 2012 there were 121,540 vehicles registered in Knox. In 2017 this increased to 129,010 vehicles. This is an additional 7,470 over five years, or approximately 1,494 vehicles within Knox each year.

Source: Australian Bureau of Statistics, [Census of Population and Housing](#) 2006 and 2016.

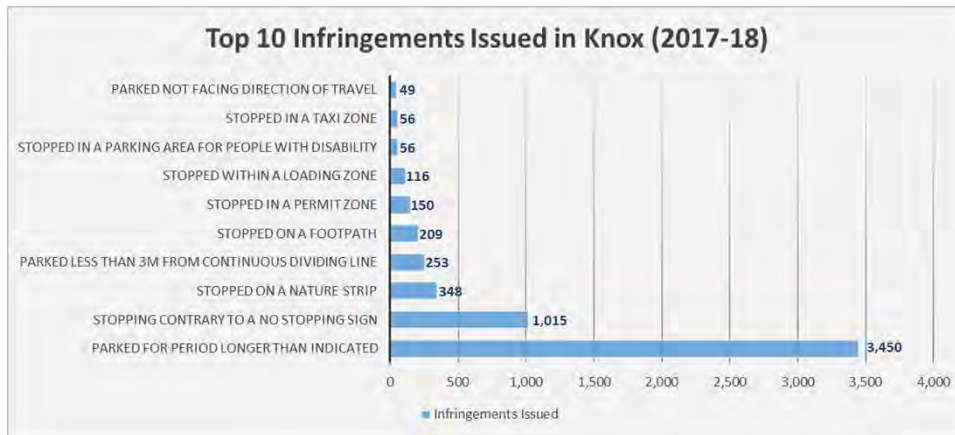
### What do our current infringements show?

- Over two-thirds of all infringements issued are in Upper Ferntree Gully, Boronia and Bayswater. Most infringements in Upper Ferntree Gully are from the area around the William Angliss Hospital.



## Draft Parking Compliance Strategy

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- Most infringements are for vehicles parking longer than indicated on a parking sign (56.5%). These parking areas are predominantly around shopping centres, hospitals and transport hubs.
- Most infringements are issued after 12pm, which can be explained by officer resources focusing on early morning school patrols. This is followed by commercial car park patrols commencing mid to late morning (which involves the more time-consuming manual ‘mark up’ processes). These later patrols for say two hours parking bays would then not result in overstay infringements being issued until after 12pm.
- The number of infringements issued is consistent during weekdays, however there is limited parking monitoring on weekends due to limits on resources.

### Compliance enforcement challenges

The data above highlights several key challenges and gaps for Knox that are addressed in this strategy.

### Growing health and commercial precincts servicing more patients, employees and visitors

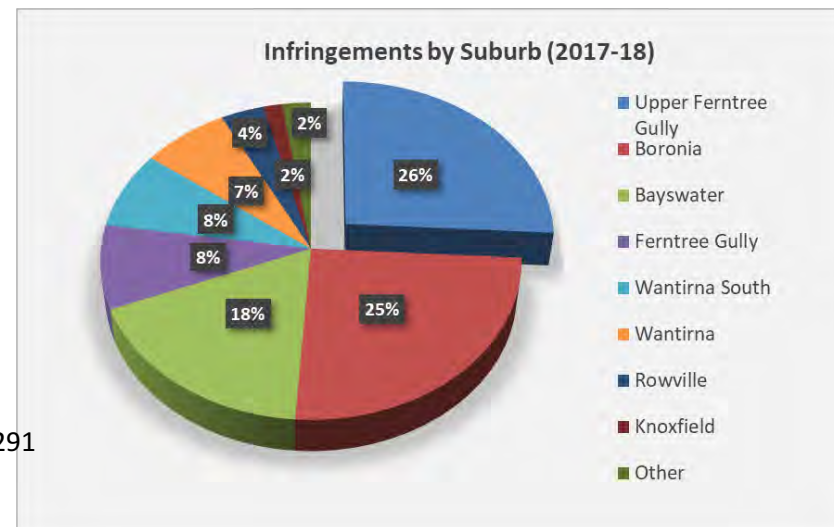
Significant parking compliance delivery challenges exist particularly around William Angliss Hospital, Bayswater commercial area and Boronia Central. In addition, future development of the Wantirna Health Precinct near Knox Private Hospital is also expected to generate additional parking compliance demands.

### Population and housing increases driving greater parking demand

More multi-unit developments, industrial and business developments in the municipality is leading to greater demand for parking, including commuter parking at railway stations. In a community survey conducted in 2017 to inform Council’s Parking Policy, a large proportion of respondents requested more parking restrictions in Knox which is reflective of this greater demand. Many of the responses raised concerns about additional road congestion and demand on parking space availability due to increased population, associated with increased multi-unit developments in Knox.

### Limited capacity of compliance enforcement service

Council’s current parking compliance service is at capacity. Parking availability is not meeting community expectations and monitoring and enforcement activity is less frequent than businesses would like.



## Draft Parking Compliance Strategy

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For example, Council currently has nine agreements (Road Safety Act 1986 Section 90D Parking Agreements) with private landowners, such as shopping centres, to undertake enforcement on their behalf. The service levels for these agreements vary from 2-3 visits each week to 2-3 visits each year. This is consistent with all other publicly managed retail areas in Knox which receive on average around 2 visits per week.

This is considered unsatisfactory by many owners of these private car parks and has recently seen the termination of one of the agreements because Council simply could not meet the service levels the landowner expected.

At the same time, there is new demand for additional 90D agreements which, at present, Council is unable to support.

### **Insufficient enforcement capability affecting school safety**

An even more pressing challenge is Council's responsibility for enforcing parking compliance at the 43 schools and 99 school crossings in the municipality. Due to resource limitations, current parking patrols cover only half these school areas each year.

The high level of non-compliance around school areas, especially at drop off and pickup times, is putting children at risk. For example, routine patrols at most schools generally result in between 0 -11 infringements being issued each 30 minute visit, with some schools up to 28 infringements.

Complaints from the community make it clear how concerned residents and schools are, as shown by the overall number of complaints, with a proportion of these complaints related to school zone parking. It is therefore recommended that Council improve its parking compliance and enforcement services around all schools in the municipality.





## Draft Parking Compliance Strategy

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## 5. Achieving the right mix of compliance enforcement for Knox

The information presented in the previous section illustrates the gap between community demand for better parking compliance and Council's capacity to enforce it.

This strategy proposes to reduce the gap by increasing our monitoring and enforcement capacity, through implementing the right mix of conventional enforcement approaches – parking officers manually patrolling and issuing infringement notices – and proven technology.

In some cases, a personalised visible approach to monitoring and enforcement is needed, such as around schools during drop off and pickup times or parking across footpaths and driveways.

In other cases, the use of technology has the potential to save a significant amount of officer time and provide greater, more consistent monitoring and enforcement around Knox.

This will mean an increase in monitoring and enforcement, which for those who park illegally, will likely mean more infringements. However, this will be balanced with education and greater awareness to give everyone a fair go at finding a place to park in Knox.

### Manual officer enforcement vs technology – a case study

The initial process for an officer to manually 'walk and chalk' the tyres of 300-400 vehicles in the Bayswater retail precinct takes about 90 minutes. The officer must attend eight different parking areas of varying time restrictions, then later recheck all parking bays to see if any vehicles have overstayed – a process that takes at least another 90 minutes.

Introducing the right parking compliance technology will help reduce this significant undertaking and improve the efficiency and effectiveness of enforcement activities.

For example, in areas where in-ground sensors (described in Section 6 of the strategy) are installed there would be no need for vehicles to be marked up. Instead, officers could start issuing infringements as soon as they arrive at the location. This could save up to three hours of officer time on the conventional 'walk and chalk' method. That means enforcement is undertaken in a more timely manner to effectively encourage compliance and vehicle turnover in the area.

This time saving will enable officer resources to be distributed more efficiently around the municipality. It will boost productivity, provide fairer coverage and increase focus in high priority areas.

# Draft Parking Compliance Strategy

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## What this strategy is trying to achieve

The diagram below illustrates how Council’s parking enforcement efforts and focus is spread across six key areas. The **purple** line represents the **current state** within the existing resources, and is based on officer attendances and patrols; the **green** line shows the **desired future state** that this strategy seeks to achieve.

As the diagram shows, there needs to be a balance between achieving 100% focus in each area, with what is reasonable in terms of resourcing requirements, and community expectations and priorities. To achieve this future state additional resources will be required.

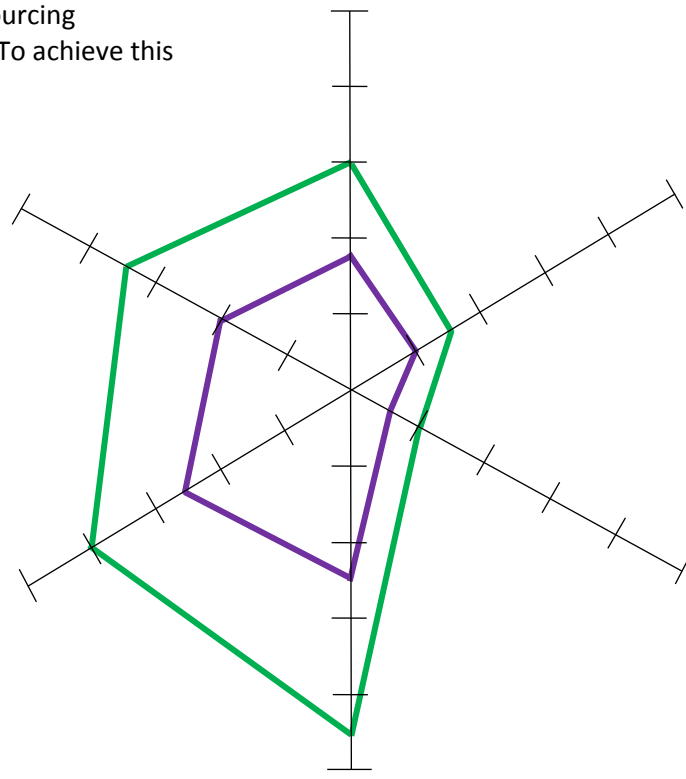
**Privately owned car parks** – Currently council has an agreement to patrol nine private shopping centre car parks (some areas 1-2 patrols per week and many areas only weekly to monthly patrols). This strategy aims to improve these agreements, set clearer expectations and increase the number of private car parks patrolled to meet the growing demand.

**Hospitals** – Currently only 1-2 patrols per week are undertaken with high levels of non-compliance. Further expansions and development will increase parking demand. This strategy seeks to increase the frequency and efficiency of patrols to improve parking availability.

**Residential** – Currently residential parking compliance is enforced in response to complaints received. This strategy does not propose to increase parking compliance within residential areas, however with increased officer resources there is scope to improve response times to customer complaints and in dealing with issues around multi dwelling developments.

**Commercial (business/retail)** – Currently proactive patrols in these areas (some areas 1-2 patrols per week and many areas only weekly to monthly patrols) are a central focus, however absorb the majority of officer time. This strategy seeks to increase the efficiency and effectiveness of these patrols to allow officer resources to be redirected to improve other areas.

**Industrial** - Currently industrial parking compliance is enforced in response to complaints received. This strategy does not propose to increase parking compliance within industrial areas, however with increased officer resources there is scope to improve response times to customer complaints.



**Schools** – Currently parking officers only have the capacity to conduct proactive patrols at half the schools in Knox each year, while also responding to complaints. This strategy seeks to ensure 100% of schools in Knox are proactively patrolled each year in addition to being responsive to complaints and known problem areas.

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# 6. Technology options and benefits

Victorian councils use various technologies to make monitoring and enforcing parking compliance more efficient. Each offers different benefits, however not all are suitable for Knox. This strategy is informed by an assessment of each technology against local needs and community expectations.

### In-car cameras

In-car cameras can capture images of parking offences where extensive illegal, and/or unsafe parking occurs. This technology has the benefit of documenting frequent offences that are often difficult to enforce because they are brief. Cameras can also be used in areas where parking officers can't park legally themselves or where there are potential OHS issues.

*In-car cameras are currently used for parking compliance enforcement in Knox and it is recommended they continue to be part of the technology mix.*

### Automatic Number Plate Recognition

The vehicle mounted number plate recognition system uses technology to read a parked vehicle's number plate whilst simultaneously taking pictures of the vehicle when illegally parked. This technology is primarily for 'over staying' situations such as shopping centre car parks and on street parking.

The system notes each vehicle it passes, essentially like 'electronic chalk'. Officers can either return to the location to recheck the system directly or be alerted in real-time when passing a vehicle that has overstayed parking restrictions.

It offers the following benefits:

- Ability to scan over 1,000 vehicles per hour;
- Greater accuracy and less time than manual methods;
- Easy deployment in most vehicles; and
- Easy relocation between vehicles.

However, this technology does have resourcing considerations. For example, officers must leave their vehicle to check for disability parking permits in vehicles because these allow parking for double the permitted time. It would also require infringements to be mailed, rather than Council's preferred option to attach the infringement to the vehicle on the spot as a visible deterrent to other motorists. Mailing infringements would increase administrative staff workloads and cost Council more in postage and the conduct of VicRoads registration searches.

*This technology is not currently being used at Knox and is not recommended at this stage for the reasons noted.*

### Fee-based parking (ticket machines, parking meters)

This type of technology requires drivers to pay when parking their vehicle and is recommended in areas with vehicle occupancy greater than 85%. There are two types of machines in common use: parking meters and ticket machines. As well as paying the fee (via card or smartphone application), drivers must also obey any time limits displayed on signs and move before their paid parking time expires.

This technology generates income and is effective in encouraging vehicle turnover, with many smartphone applications providing alerts to users when their parking is due to expire. However, fee-based parking has proven to be

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unpopular in other municipalities, particularly those outside inner-Melbourne, and can have an adverse effect on shops and cafes that are under pressure.

*Knox currently does not have paid parking. This technology is not recommended at present, with the community unlikely to support any change.*

### In-ground sensors

These small electronic devices are installed underneath parking bays and programmed in-line with the parking restrictions, including a built-in tolerance. The sensors detect and record when a vehicle arrives and leaves a parking bay and relays that information back to an officer when a vehicle overstays the time permitted.

Sensors are usually placed in high demand parking areas, as they support efficient parking turnover, and help ensure on street parking is more readily available for residents, businesses, shoppers and visitors.

This technology is a more accurate and consistent way to manage parking compared to the conventional, time consuming, manual 'chalking' method. It allows limited parking spaces to be managed in a fair and equitable way.

In-ground sensors also collect parking usage data to help Council plan parking areas and set time restrictions, as well as provide real time occupancy information to the community, which helps drivers find available parking through online applications.

This technology also saves officer time and reduces the risk of physical injury, such as back injuries from constant bending to manually chalk tyres. Some information required when issuing an infringement is also pre-populated by the parking sensor software, reducing the likelihood of officer error and minimising confrontation with motorists.

The introduction of the technology within Knox must be linked to an increase in Parking Officer resource; to obtain the benefit In-ground sensors will achieve in community parking compliance and to offset the cost of installation.

*In-ground sensor technology is not currently used in Knox but is recommended.*





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### Case study – Operating parking sensors at Boronia

Boronia activity centre and shopping precinct is a high non-compliance area, accounting for 25% of infringements issued in 2016-17. Current manual parking enforcement activity is time consuming and only allows for one or two officer patrols per day which is having limited impact in this high demand area.

Operating parking sensors in this area would involve the installation of 309 sensors, which would be placed in the 15 minutes to 2 hours parking spaces, avoiding any special parking bays such as loading zones and disabled parking spaces.

Each patrol using the technology would focus only on overstay vehicles therefore allowing between 3 and 4 officer patrols each day, subject to additional officer resource.

### Spotlight on in-ground sensors – what do other councils say?

Of the six councils compared in the table below, Knox is at the higher end according to size and population. Most have installed in-ground sensors and those already using in-ground sensors plan to increase the numbers installed due to the technology’s proven benefits.

Councils mainly use in-ground sensors in activity centres and key areas like hospitals. However, before implementation a communication and education program is recommended to explain why the technology is being used. Sensors prove to be excellent from an OHS perspective, effectively being ‘electronic chalk’ without officers having to physically mark vehicles.

Other metropolitan councils that currently use in-ground sensors include Nillumbik Shire Council, Yarra City Council, Moreland City Council, City of Melbourne, and City of Port Phillip. The City of Casey is currently testing in-ground sensors.

COUNCIL	Greater Dandenong	Monash	Whitehorse	Man/ham	Kingston	Maroondah	Knox
Population	157,242	192,850	162,000	120,000	153,079	111,000	<b>162,238</b>
Area Sq. km	129	81.5	64	114	90	61.4	<b>114</b>
No of Field Officers	10	13	8	2.5	8	3.5	<b>2</b>
In-ground Sensors	Yes (trial)	Yes	Yes	Yes	No	No	<b>No</b>

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# 7. Our Strategy

Knox is geographically large with diverse townships and communities. To ensure compliance is as fair as possible for all residential, commercial and industrial areas, the strategy divides the municipality into precincts.

The precincts are:

- **Commercial** (including parts of Bayswater, Boronia and Ferntree Gully)
- **Industrial** (including parts of Bayswater, Rowville, Knoxfield and Boronia)
- **Schools** (throughout the municipality)
- **Hospitals** (Upper Ferntree Gully and Wantirna)
- **Private property** (primarily private car parks in retail / business areas)
- **Residential** (particularly areas with multi-unit developments)

Within each precinct, compliance activity is designed to support the key principles of Council's Parking Policy. This Policy sets out a parking hierarchy to help balance different parking needs of the community.

For example, the Parking Policy (2018/1) prioritises the provision of accessible parking above mail zones, therefore enforcement efforts will also prioritise accessible parking. Similarly, for safety reasons the Parking Policy prioritises the provision of 'No Stopping' areas even if there is a high demand for resident parking in that area. As such, enforcement efforts will also make compliance within 'No stopping' areas the first priority.

### Reading this strategy

Analysis of parking compliance and enforcement in each of the six precincts is presented according to 'what we know', 'what we want to achieve' and 'how we will do it'.

**What we know** - Information about what we know about parking compliance in each precinct is drawn from things our community has told us through the Parking Policy Community Survey (2017) combined with our own observations.

**What we want to achieve** – Better parking compliance and enforcement in each precinct.

**How we will do it** - This sets out the practical steps we will take to achieve more effective parking compliance throughout the municipality.

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### 7.1 Commercial precincts (business/retail)

#### What we want to achieve

- Sufficient customer vehicle parking turnover close to businesses and services to deliver the greatest social and economic benefit to residents and Knox business.
- Access for specialised services such as accessible parking, loading, bus, mail and taxi zones.
- Minimise the impact of train station commuter parking.
- Safe and compliant parking including vehicles parking within the allocated parking bays.
- Minimise the impact of commercial activities on neighbouring residential areas.

#### What we know

- In the Parking Policy Community Survey, conducted in 2017, to inform Council's Parking Policy, 47% of people said there is either not enough parking or people routinely overstay parking restrictions impacting on other visitors to retail and business areas.
- The greatest number of current parking infringements are issued within the retail and business precinct.
- Many of these infringements are for vehicles overstaying time limit parking restrictions. This reduces parking availability.
- There is a high demand for parking within activity centres and industrial/business developments, which is increasing due to increased development and proximity of railway stations. Parking Management Plans will provide a hierarchy of parking in these areas but will still require enforcement as demand will continue to outstrip supply.
- Council officers are aware that business operators want additional parking patrols to ensure parking space availability for customers to these areas.

- The current process of issuing overstay infringements is labour intensive and time consuming.
- Using in-ground parking sensors in timed parking areas delivers productivity benefits, reduces OHS incidents, and enables more effective monitoring and data collection of car parking usage.

#### How we will do it

- Consider an increase in the enforcement of parking restrictions in retail and business areas to achieve compliance and vehicle turnover.
- Provide parked vehicles with limited overstay of timed restrictions to enable owners extra time to return to their vehicle (i.e. allow 15 minutes extra in a 2 hour parking bay)
- Install in-ground parking sensors.
- Consider implementing parking technology in all future Parking Management Plans conducted by Traffic and Transport in conjunction with Community Laws.

#### Case study

Parking officer's routine parking patrols at the Bayswater, Boronia and Wantirna Mall retail areas frequently find areas at capacity, with parked vehicles exceeding timed restrictions.

A residential area in Ferntree Gully is affected by staff from a nearby industrial business parking in a residential court. This sometimes makes it difficult for homeowners to enter or leave their property.

# Draft Parking Compliance Strategy

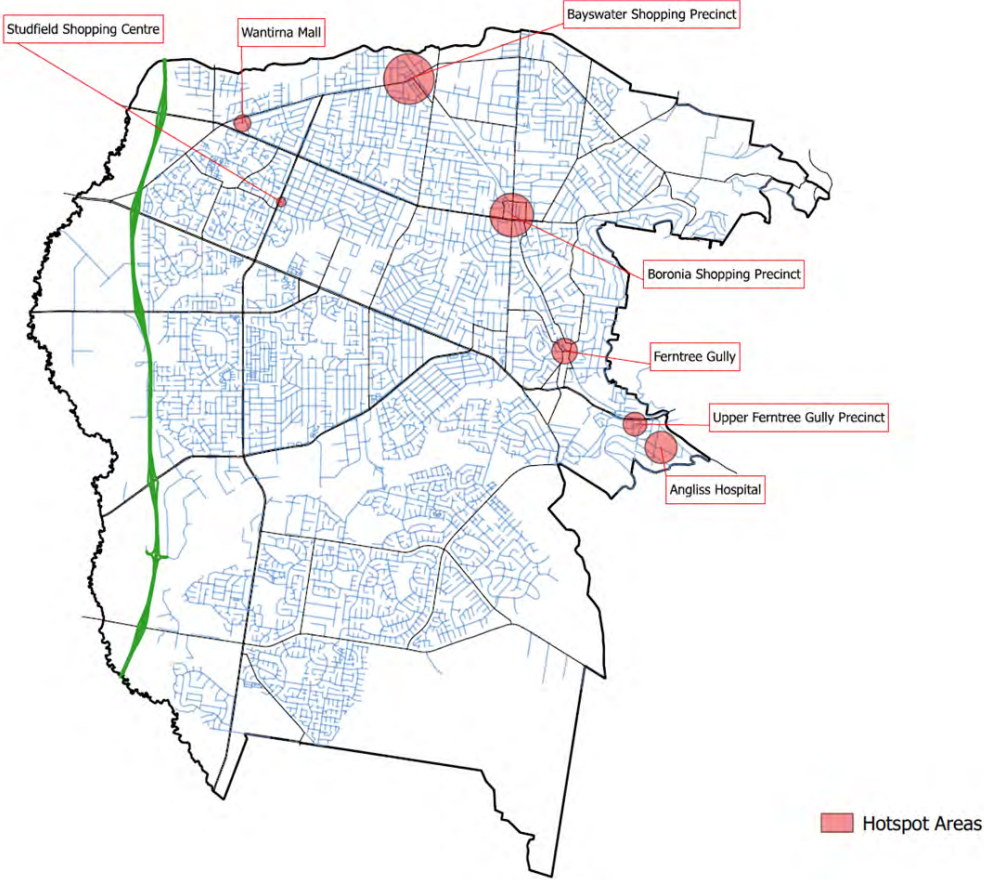
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# Draft Parking Compliance Strategy

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Retail/Commercial Precinct Hot Spots

## Draft Parking Compliance Strategy

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### 7.2 Industrial precincts

#### What we want to achieve

- Sufficient vehicle parking turnover close to businesses and services.
- Access for specialised services such as accessible parking, deliveries, loading, and employee parking.
- High vehicle turnover to deliver the greatest social and economic benefit to business visitors and Knox business.
- Ensure that oversize vehicle parking is in accordance with Road Safety Road Rules.

#### What we know

- Council currently has insufficient capacity to address parking problems in industrial areas.
- Known problems include double parking of heavy vehicles, vehicles parking in no stopping areas, and parking over driveways making it unsafe and difficult to access properties for large vehicles.
- Council receives complaints about industrial businesses storing vehicles on roadways, both registered and unregistered, affecting availability of parking and amenity of the area.
- Industrial and residential area interfaces create parking availability issues for people in the residential area.

#### How we will do it

- Consider an increase in the enforcement of parking restrictions in industrial areas to achieve compliance and road safety.
- Engage with business and trader groups when problem parking issues are identified, where appropriate, to seek solutions to an issue prior to the issuing of infringements.

#### Case study

In some industrial areas the parking of oversized vehicles routinely double park outside factories to unload their goods blocking one lane of traffic and creating unsafe road conditions.

Some vehicle repair businesses in Knox routinely store excess vehicles unable to be stored on their property out on the roadside. This limits parking available for other businesses in the area.

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### 7.3 School precincts

#### What we want to achieve

- Ensure the safety of children around school zones.
- Minimise the impact of school drop off and pickups on neighbouring residential areas.
- Reduce the impact of parking around schools during drop off and pick up times often causing road congestion and blocking of roadways to through traffic
- Protect the safety of school crossing supervisors.
- Move towards 100% parking compliance around school areas.

#### What we know

- Council is responsible for 99 school crossings covering 43 Knox schools.
- There is significant non-compliance around school areas, particularly during drop off and pick up times.
- Children's lower levels of road safety awareness puts them at greater risk around busy traffic, and parking during drop off and pickup times.
- Parking officer interactions with members of the school community and through their own observations, are aware that parents are concerned about children's safety during pickup and drop off times.
- Observations by parking officers and school crossing supervisors confirm poor parking behaviour by motorists during school pickup and drop off.
- Parking officers do not have the capacity to attend school area parking patrols as frequently as they consider necessary, focusing on priority school areas subject to complaints and known problem areas.
- Current parking patrols cover only half of school areas every year, with schools seen as a high safety risk only patrolled at present.
- Parking officers have zero tolerance for parking offences around schools.

#### How we will do it

- Working with Traffic and Transport where possible to ensure that traffic infrastructure, especially signage (including advisory signs) are appropriate to encourage safe and compliant parking, as well as drop off and pick up.
- Council will work with school communities where significant problems exist to improve education and achieve voluntary compliance.
- Better inform the community relating to parking issues around school zones including stopping in no stopping zones, near to school crossings, across driveways and footpaths and on nature strips.
- Where appropriate use non infringement practices such as visible officer presence to achieve voluntary compliance.
- That Council take a zero tolerance approach to serious safety issues in school areas, including stopping in proximity to a school crossing, parking in a no stopping zone, or parking on a nature strip, or similar, and issue infringements in those circumstances.
- Consider increasing parking enforcement around all school areas to achieve a higher level of parking safety, through additional parking officer resources.

#### Case study

Parents picking up or dropping off their children from schools often park as close as possible to the school gate, frequently in an illegal and unsafe way that makes it dangerous for children, school crossing supervisors and other parents.

At some school locations illegal parking by parents dropping off or picking up their children creates road congestion and blocks roadways to drivers seeking to drive through the school zone.



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### 7.4 Hospital precincts

#### What we want to achieve

- Enough patient and visitor vehicle parking turnover close to hospitals.
- Discourage hospital staff from parking in time limited parking areas intended for visitor and patient parking.
- Access for specialised services such as accessible parking, loading, bus, and taxi zones.
- Minimise the impact of hospital activities on neighbouring residential areas.

#### What we know

- There are two significant hospitals in Knox; William Angliss Hospital and Knox Private Hospital.
- Proposed expansion of Knox Private Hospital and development of Wantirna Health Precinct will increase parking demand.
- Current parking patrols in hospital areas are infrequent and routinely only once or twice a week due to limited parking officer availability.
- Current parking infringements issued in hospital areas indicate high levels of non-compliance, with most infringements in Upper Ferntree Gully from the area around the William Angliss Hospital
- Infringements are usually for vehicles overstaying time limit parking restrictions, which reduces parking availability.
- Hospital areas would be key locations for introducing in-ground sensors to monitor compliance.

#### How we will do it

- Consider an increase in parking enforcement around hospital areas to achieve greater compliance and safety.
- Install in-ground parking sensors around hospitals.
- Consider parking technology in all future Parking Management Plans by Traffic and Transport in conjunction with Community Laws.
- Council will work with hospital management where significant problems exist to improve education and achieve voluntary compliance.
- Persons receiving infringements around hospital zones, experiencing exceptional circumstances relating to urgent health issues or similar will be considered compassionately within the infringement review guidelines.

#### Case study

Hospital staff and tradespeople routinely park in timed parking areas to avoid using fee-based staff parking areas. This behaviour takes valuable parking spaces away from hospital patients and visitors.

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### 7.5 Privately owned car parks (under Road Safety Act 1986 Section 90D agreements)

#### What we want to achieve

- Enough customer vehicle parking turnover close to businesses and services.
- Access for specialised services such as accessible parking and loading.
- Safe and compliant parking including vehicles parking within the allocated parking bays.
- High vehicle turnover to deliver the greatest social and economic benefit to residents and Knox businesses.

#### What we know

- These agreements are made under the provisions of the Road Safety Act 1986 and seek to provide effective parking control outcomes on private land.
- Council currently has nine approved agreements.
- Five enquiries for additional agreements in the last year indicates greater customer demand at private retail and business parking areas, and associated needs for parking compliance.
- Private car park owners have high expectations for parking officers to provide daily parking patrols, which cannot be provided with current resources. This has led to one agreement being terminated by the landowner.
- Currently parking officers attend on a limited basis, premised on complaints and priority areas.
- There is currently no fee payable to Council or consideration of any required criteria to provide these parking agreements. However, Council does retain payments for any infringements collected.

- Other local government authorities have applied an approval process for agreements including criteria and application fees and annual administrative fees.
- Officers need to review the current agreements to ensure compliance and relevance.

#### How we will do it

- Consider an increase in parking enforcement within privately owned car parks to achieve greater compliance and safety.
- Review agreements to consider parking technology.
- Develop future parking agreements in conjunction with Traffic and Transport and Community Laws to ensure community needs are achieved.
- Review administrative process relating to entering into parking agreements to develop approval criteria and fees and charges payable to Council, in this private parking service.

#### Case study

One major shopping complex that had an agreement with Council to provide parking services recently withdrew from the agreement because they required parking officer attendance twice a day. This car park is affected by nearby railway station commuter parking. Council was only able to visit this location twice a week. The centre owners are currently trialling a private security company to enforce parking restrictions.

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### 7.6 Residential precincts

#### What we want to achieve

- Parking restrictions are complied with to support community demand in accordance with legislative requirements.
- Protect the integrity of community infrastructure such as nature strips, underground services and other public land areas.
- Help residents readily access their property.
- Minimise adverse effects of illegal parking on footpaths and other public areas to improve safety and amenity.

#### What we know

- Knox residents own on average more cars per household than the general Greater Melbourne area.
- In residential areas, the focus of parking officers is on safety, access, liveability and minimising damage to council assets.
- Community complaints and interactions with our officers indicate concern about illegal parking including parking on nature strips, and across driveways and footpaths.
- In 2017-18, Council received 1,344 complaints about illegal parking, with many relating to residential areas.
- In the Parking Policy Community Survey (2017), 77.3% of respondents indicated they knew parking on nature strips is illegal.
- In the last 12 months, officers issued 393 warnings for parking on nature strips and 348 infringements. Officers currently apply a warning for a significant number of first-time offenders unless there is a safety risk caused by parking behaviour.
- Parking patrols of residential areas are conducted in response to complaints received or where timed parking or other parking restrictions apply.

#### How we will do it

- Consider an increase in parking enforcement within residential areas to achieve greater compliance, parking safety and amenity outcomes.
- Introduce community awareness around parking issues within residential areas including parking on nature strips, across driveways and footpaths.
- Include Community Laws and Traffic and Transport as a referral authority in all Statutory Planning applications for all major developments, linked with Planning and Building notifications when a building permit is issued, to ensure parking officers patrol as soon as construction commences.

#### Case study

Routine officer patrols in residential areas often see vehicles parking on footpaths and across driveways affecting homeowners' appreciation of their property. Parking on nature strips also damages the grass and services located under the nature strip, such as communications, gas, electricity and drainage.

The increase in multi-unit developments in residential areas and the delivery of building materials and trade vehicles further limits parking availability, increases damage to public land and creates frustration to residents during the construction phase.



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# 8. How we will apply this strategy

This section of the strategy summarises and prioritises the actions that Council intends to implement to address current and anticipated parking compliance and enforcement requirements.

All actions were developed based on parking compliance information sourced from community feedback, Council data and benchmarking against other local Councils.

Each priority action is designed to improve access, safety, productivity and liveability, and ensure a fair distribution of parking availability for all Knox residents and visitors.

It is proposed that any increase in parking compliance activity by Council, through either increased parking officer resource or introduction of parking technology, be increased incrementally to meet community expectations; as opposed to a 'one off' significant increase in parking compliance across the municipality.

**A list of the actions in order of priority are listed below:**

Action	Description	Priority
A1	Prepare a business case as part of the 2020-21 budget for additional parking officer resources to increase parking patrols across all precincts and enhance current response capacity to community parking complaints.	High
A2	Prepare a business case for the 2020-21 budget to install in ground parking sensors in	High

Action	Description	Priority
	retail / business / hospital areas (linked to A1 above). A trial of in ground sensors may be explored prior to full implementation.	
A3	Review the administrative process, relating to entering into private land parking agreements, to develop approval criteria and fees and charges payable to Council in this private parking service.	High
A4	Traffic and Transport team to develop and implement Parking Management Plans that include consideration of parking technology (as proposed in the Knox Parking Policy (2018/1)).	High
A5	Prepare a business case as part of the 2021-22 budget for additional administrative officer resources as part of an expanded parking enforcement service.	High
A6	Community Laws and Traffic and Transport Teams to be included as a Statutory Planning Internal Referral Departments for all multi-unit developments. Community Laws to then actively patrol these development sites from building start.	Medium
A7	Develop Compliance and Enforcement Policy and Guidelines.	Medium
A8	Undertake Community Laws and Traffic and Transport Liaison Meetings to improve and better manage parking compliance outcomes across all areas.	Medium

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# 9. How we will know the strategy is working



Subject to significant changes in parking demand, technology or policy context, this strategy and its priority actions will be reviewed every two years to ensure it continues to meet the needs of the Knox community.

### **The following data will be collected to measure the impact of the strategy:**

1. Number and type of complaints received relating to parking.
2. Number of infringements issued within precincts.
3. Number of parking patrols conducted within all precincts.
4. Data received as a result of installing in-ground sensors such as live time tracking of parking availability in key retail activity areas and hospital precincts, levels of parking over stays and infringements issued.
5. Number of parking patrols conducted within private parking agreement areas and level of satisfaction in service levels from private parking area owners.





## 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.



## 8 Engineering & Infrastructure Officers' Reports for consideration

### 8.1 Knox Regional Netball Centre

**SUMMARY: Coordinator - Open Space and Landscape Design, Andrea Szymanski**

**As part of the 2017/18 Capital Works budget, Council committed funds to the development of the Knox Regional Netball Centre Masterplan.**

**This report presents a summary of the Knox Regional Netball Centre (KRNC) project, in a strategic context, with a vision for the site to be the premier netball centre for the Knox municipality.**

#### **RECOMMENDATION**

**That Council:**

- 1. Adopt the Knox Regional Netball Centre Masterplan as shown as Attachment 2 to this report;**
- 2. Note the proposed allocation of \$500,000 in the 2019/20 financial year for architectural design and documentation – subject to Council's budget process; and**
- 3. Refer funding for the staged implementation of the Knox Regional Netball Centre Masterplan to Council's budget process for consideration.**

#### **1. INTRODUCTION**

The Knox Regional Netball Centre (KRNC) forms part of a wider network of leisure and sporting facilities provided to residents across the Knox municipality and the wider netball community in Metropolitan Melbourne.

The Knox Leisure Plan, 2014-2019, recommended Council identify strategies for addressing the shortage of indoor netball courts. The Leisure Plan also reinforces the Knox Regional Netball Centre as the primary hub for netball facility provision within the municipality.

Approximately 6,000 people visit the KRNC per week, which can reach in excess of 10,000 during competition finals and special events. The facility (indoor and outdoor courts) are currently used for an estimated 232 hours of competition per week, which equates to 100% usage on Saturdays and during peak periods.

#### **2. DISCUSSION**

Council has received a number of requests for the provision of additional indoor netball facilities, to expand the programs and services available at the Knox Regional Netball Centre.

Council has also received a number of complaints regarding the existing, outdoor courts.

##### **2.1 Feasibility Study**

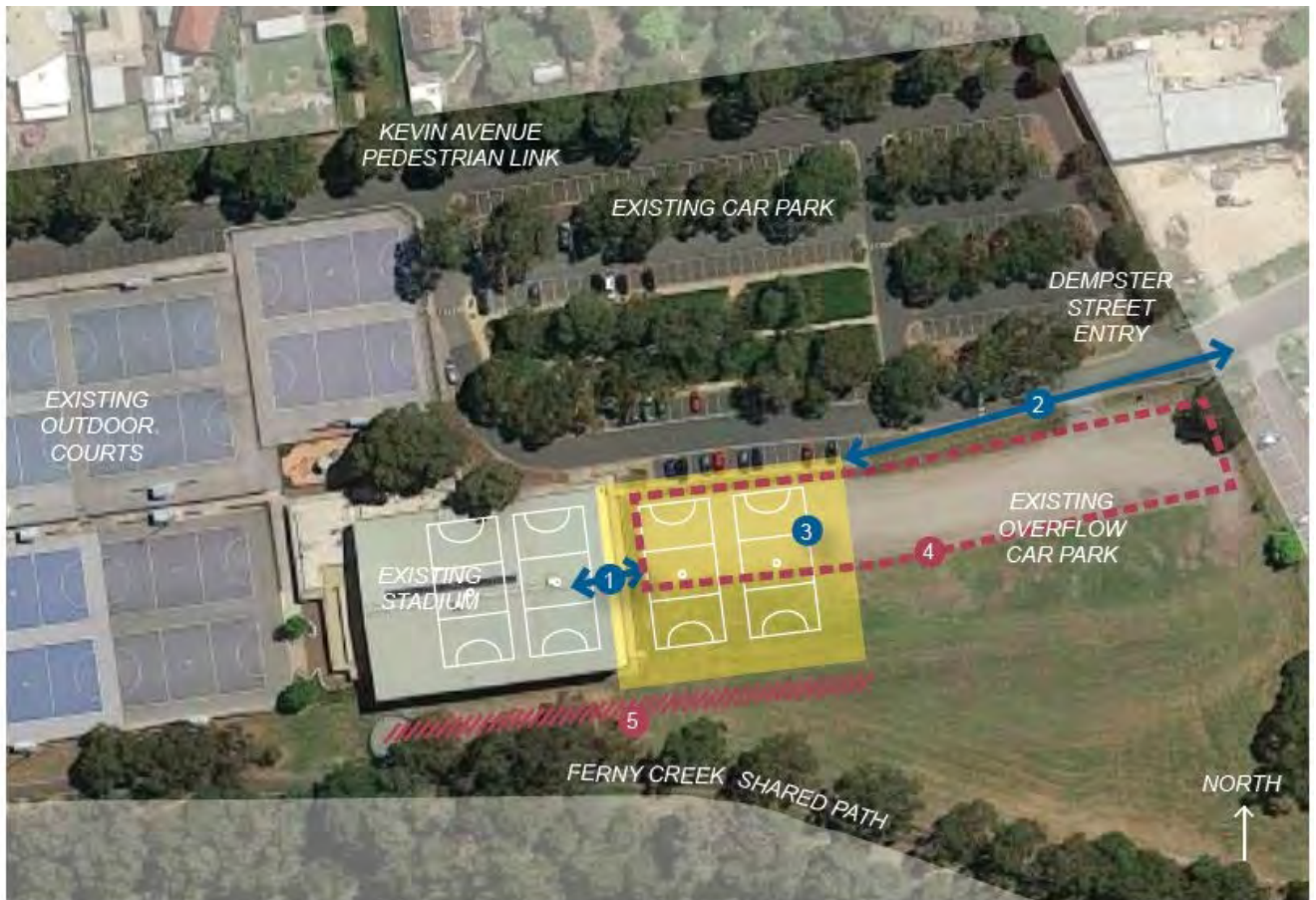
To address these issues, Council committed funding to engage consultants to undertake a Feasibility Study for the Knox Regional Netball Centre, in collaboration with the community, with the findings of this study to inform a masterplan.



The Feasibility Study, endorsed by Council on 12 December 2019, identified that:

- The existing indoor facilities are at peak capacity;
- Forecast population growth within Knox will drive demand for additional indoor facilities;
- Provision of indoor netball facilities within Knox is considerably short of Netball Victoria recommended levels; and

Of the three (3) potential locations for new indoor courts, the location to the east of the existing facility is preferred. Refer Figure 1. Option A below.



Potential development option A - the extension of the existing stadium to the east into the overflow car parking area. Approximate building footprint shown in yellow above.

## 2.2 Draft Masterplan

Following the recommended direction of the Feasibility Study, a Draft Masterplan was developed. Refer Attachment 1.

Key features of the Draft Masterplan are:

- Provision of two (2) additional indoor netball courts;
- Provision of additional sealed carparking (with no net loss to existing carparking);
- Provision for a safer pedestrian thoroughfare and an improved drop off zone, with the removal of one (1) outdoor court; and
- An improved entry experience with associated landscape amenity.

### 3. CONSULTATION

A range of engagement methods were used during the Feasibility Study and development of the Draft Masterplan Plan, which included;

JUNE 2017	An initial survey was posted to 1,115 households and a link published on Council's social media.  Council received 51 written responses and 173 responses via the online survey.
7 JUNE 2017	On-site stakeholder meeting #1
23 JUNE 2017	On-site local community information event #1, which was attended by Ward Councillors and The Hon. Nick Wakeling MP.  At these events, the Ward Councillors, Council staff and Council's consultants met with approximately 40 reserve visitors.
17 DEC 2018	Feasibility Study endorsed by Council – December 2018
APRIL 2019	Draft Masterplan was prepared and posted to over 800 addresses adjacent to the site. A link to the Draft Masterplan was published on Council's website and social media platforms.  Council received 10 written (email) responses and 12 responses via the online social media platform.
3 APRIL 2019	On-site stakeholder meeting #2
27 APRIL 2019	On site informal community information and feedback session. Held on Saturday morning from 10am to midday, which was attended by Ward Councillors and The Hon. Nick Wakeling MP.  At these events, the Ward Councillors, Council staff and Council's consultants met with approximately 30 reserve visitors.
30 APRIL 2018	On-site stakeholder meeting #3 at the Mountain District Netball Association AGM

#### 3.1 Key Consultation Outcomes

During April period, the following table summarises the key outcomes of the Draft Masterplan consultation:

Theme of comments	Response
<p><b>Location of new indoor courts</b></p> <p>A number of respondents queried the location of the new indoor courts (being over existing overflow carparking area)</p> <p>Respondents suggested that the new indoor</p>	<p>The Feasibility Study considered three (3) potential site locations for the new indoor courts, All sites had pros and cons and Council endorsed Option A - which increases the total number of courts on site, limits noise and visual impacts to adjoining residents and has the potential to</p>

Theme of comments	Response
courts be located to the north of the existing facility (over outdoor courts 17 & 18).	adjoin the existing stadium. This has been reflected in the updated Draft Masterplan. Refer Attachment 2.
<p><b>Parking and traffic congestion</b></p> <p>A high number of respondents raised concerns over car parking capacity, the impacts of traffic within adjoining streets and vehicle congestion issues with entry and exit on Burwood Highway.</p>	<p>Approximately 180 car parking spaces in the existing gravel overflow area, to be formalised and sealed.</p> <p>An additional 35 additional car parking spaces are proposed to the north-east of the site, as required.</p> <p>This has been reflected in the updated Draft Masterplan. Refer Attachment 2.</p> <p>On 15 April 2019, the Hon. Alan Tudge MP, announced that \$80 million has been secured to build the Dorset Road Extension Project.</p> <p>In response to this announcement, it is recommended that a Traffic Assessment Report be completed in association with other key stakeholders (VicRoads) to address strategic traffic management issues.</p>
<p><b>Lack of outdoor shelter</b></p> <p>There is lack of outdoor shelter at the site's entry, in front of the canteen/facility and along the length of the outdoor courts. Parents, careers, siblings and visitors are often on the sidelines and out in the cold winters rain and wind.</p>	<p>It is proposed that an additional shelters be provided alongside the outdoor courts and to the forecourt of the stadium.</p> <p>This has been reflected in the updated Draft Masterplan. Refer Attachment 2.</p>
<p><b>Outdoor show court</b></p> <p>A number of respondents noted that there is no need for an outdoor show court. There were no concerns of losing one outdoor court for improved pedestrian thoroughfare and vehicle drop off area.</p>	<p>The option of an outdoor show court has been removed from the plan.</p> <p>This has been reflected in the updated Draft Masterplan. Refer Attachment 2.</p>
<p><b>Two new indoor courts</b></p> <p>The proposal to establish an additional two new indoor courts was positivity welcomed by all site stakeholders, netball players, visitors, spectators and community member respondents.</p>	<p>Council has allocated funding in the 2019/20 budget to undertake detailed design of the new indoor courts and associated carparking.</p> <p>This has been reflected in the updated Draft Masterplan. Refer Attachment 2.</p>



For further detail, refer Attachment 3 – KRNC Consultation Summary Report

#### **4. ENVIRONMENTAL/AMENITY ISSUES**

The KRNC is located at the rear of an industrial estate and bounded by Ferny Creek to the south.

A shared path along Ferny Creek which spans the length of the site, from east to west. Ferny Creek is an important habitat corridor within the municipality.

The Ferny Creek Corridor links a number of open spaces including Kings Park, Wally Tew Reserve, Glenfern Park, H.V Jones Reserve, Waterford Valley Golf Course, Stamford Park and Kingston Links Golf Course.

The KRNC and the surrounding reserve are subject to flooding. The site is zoned Urban Floodway Zone and is affected by the Land Subject to Inundation Overlay.

In accordance with the Knox Revegetation Plan, the Draft Masterplan seeks to undertake revegetation works to the west of the site. The proposed works aim to enhance biodiversity and habitat connectivity along the Ferny Creek Corridor and attempt to link Site of Biological Significance.

The subject site is located adjacent to the proposed Dorset Road Extension Project. When the project is delivered the location of the KRNC will be perfectly situated to provide great transport connectivity.

#### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

##### **5.1 Cost Estimates**

A preliminary cost estimate is \$8.5million for the delivery of a facility, which includes two (2) new indoor courts, change rooms and administration space. This figure include allowances for detailed design/architectural costs and contingencies and was prepared by architects who design facilities of a similar nature. Future cost estimates will be developed together with the concept design.

An additional, estimated cost of \$3million is anticipated for delivery of the surrounding landscape and open space works, including additional overflow carparking, upgraded social space, new shelter structures, new signage, revegetation works and an improved pedestrian entry experience.

##### **5.2 Funding**

On 3 April 2019, The Hon. Alan Tudge MP, Federal Member for Aston, Minister for Cities, Urban Infrastructure and Population, publicly announced that ‘\$4M of federal funding had been secured for new indoor netball courts’.

The State Government Better Indoor Stadiums Fund (the Fund) is a program which helps provide indoor multi-sports stadiums across metropolitan Melbourne and regional Victoria. Councils can submit one (1) application for funding per annum and may receive up to \$3 million. It is anticipated that, when this grant opportunity opens, Council will submit an application to the Fund.

The current Draft Capital Works Program has indicated \$500,000 for Architectural Design and Documentation in the 2019/20 financial year. As part of the 5-year Capital Works Program, Council has indicated funding commitments to deliver the remainder of the works.

There will be ongoing consultation with stakeholders as concepts and detailed designs develop in 2019/20.

### **5.3 Renewal Funding**

Following endorsement of the Draft Masterplan, it is recommended that Council review its current 5 year renewal program and look for options to bring forward funding to upgrade and enhance the existing indoor court stadium amenities.

## **6. SOCIAL IMPLICATIONS**

The Melbourne East Regional Sport and Recreation Strategy identified netball, together with, basketball, Australian rules football, soccer and gymnastics, as the highest participation sports in the region.

The Netball Victoria Statewide Facilities Strategy identifies that 'netball remains the most popular team sport for girls and women in Australia and participation numbers continue to rise'.

The KRNC Feasibly Study identified that the existing indoor facilities are at peak capacity and forecast population growth in Knox will drive demand for additional indoor facilities. This demand is supported by:

- A growing preference for indoor netball (as opposed to outdoor – due to Winter conditions and ageing players, staying in the game);
- A higher than average netball participation rate in the region – compared to State participation rates; and
- A growing demand from other sports/activities for access to indoor facilities.

The Feasibility Study states that the existing indoor two-court facility will be unable to accommodate the needs of current and future users, unless it is extended.

Industry research and participation demand for netball has identified that, there is likely to be an additional 1,000 netball players (based on Australian Bureau of Statistics and Exercise Recreation and Sports Survey data) within the municipality as a result of population growth.

Further, there is a rise in a social netball program, run through the Eastern Football League, which aims to replicate the Country Football Netball Program where football clubs have associated netball teams. At this time, the competition is run through the KRNC on Friday evenings and has increased participation levels of netball, across the municipality.

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

### **Goal 1 - We value our natural and built environment**

Strategy 1.1 - Protect and enhance our natural environment

Strategy 1.3 - Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure

### **Goal 6 - We are healthy, happy and well**

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

## **8. CONFLICT OF INTEREST**

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

Author – Coordinator - Open Space and Landscape Design, Andrea Szymanski - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Engineering and Infrastructure, Ian Bell

Manager, Community Infrastructure, David Yeouart - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

The Knox Regional Netball Centre is an increasingly, popular regional sporting facility that, is in need of additional, indoor courts. The development of additional indoor courts will maintain the KRNC as a regional hub for netball competitions.

The Draft Masterplan is a strategic document that, will guide the proposed site developments, contributing the future growth of women's, children's and local community participation in active recreation in the Knox municipality.

This project has transformed a long term vision into a reality driven from community, local, state and federal governments working together, to deliver an exceptional outcome for the netballing community.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Coordinator – Open Space and Landscape Design,  
Andrea Szymanski

**Report Authorised By:** Director – Engineering and Infrastructure, Ian Bell  
Manager – Community Infrastructure, David Yeouart

### **Attachments**

1. Attachment 1 - KRNC Draft Masterplan for Consultation - April 2019 **[8.1.1]**
2. Attachment 2 - KRNC Draft Masterplan - May 2019 **[8.1.2]**
3. Attachment 3 - KRNC Consultation Summary **[8.1.3]**



# Draft Masterplan

## Knox Regional Netball Centre, Ferntree Gully

April 2019



Indicative image of the proposed stadium.



Aerial view of the site

### Design Vision

The Knox Regional Netball Centre is a regional hub for netball activities, providing the largest participation in sport by women and is the premier netball centre in Knox. In 2018, Council completed a feasibility study and the findings have informed the development of the draft masterplan. With over 6000 participants visiting the facility on a weekly basis during the season, the feasibility study identified that there is substantial demand for additional indoor courts, in order to accommodate current and future use. Below is a list of draft masterplan items for consideration:

### Legend

	EXISTING TREES		MOWN GRASS		NEW SEATS
	PROPOSED TREES		NEW BUILDING		NEW BIKE RACKS
	EXISTING TREES TO BE REMOVED		EXISTING PATHS/PAVING		EXISTING PLAY GROUND
	REVEGETATION		NEW PATHS/PAVING		PEDESTRIAN CROSSING
	GARDEN BED		GRAVEL PATH		EXISTING WATER TANK

### Features of the Masterplan

- 1 STADIUM EXPANSION**  
Following Council approval of a Feasibility Study, Council propose to provide an additional two new indoor netball courts at the site. Should additional grant funding become available the provision of additional indoor netball courts could be considered.
- 2 OVERFLOW CARPARK**  
Provide approximately 180 additional formalised parking bays with shade trees in keeping with the adjoining Ferny Creek corridor character.
- 3 SITE VEHICLE ENTRY**  
Improve the entry experience with new signage and upgrade line-marking to allow for safer vehicular movements and more legible traffic flow, especially in and out of the site.
- 4 EXISTING CARPARK**  
Retain existing sealed carparking (approximately 260 spaces). Consider pedestrian lighting enhancement along pathway to improve visibility to and from the carpark.
- 5 STADIUM FORECOURT**  
Replace existing paving in forecourt area and thin existing trees (4 proposed to be removed) to reduce pavement issues. Create new garden bed areas around retained trees with integrated seating opportunities. Existing play space to be retained.
- 6 KEVIN AVENUE LINK**  
Extend forecourt towards Kevin Avenue to improve pedestrian access and provide an improved vehicle drop-off zone. The creation of this new space will result in the loss of one outdoor netball court (and the realignment of the second to a north-south alignment).
- 7 OUTDOOR SHOW COURT**  
Provide an outdoor show court to the Netball Victoria standard/preferred north-south orientation with sufficient spectator space and lighting.
- 8 NEW OVERFLOW PARKING**  
Provide approximately 35 additional formalised parking bays as required.
- 9 EXISTING COURTS**  
Retain 17 outdoor courts. The option of realigning the outdoor courts to the preferred north-south alignment has been investigated, and shown to require both significant cost and the loss of additional outdoor courts.
- 10 NEW PATH CONNECTIONS**  
Create stronger pedestrian links between the facility and the Ferny Creek shared trail. Install bike racks to encourage active transportation to the site.
- 11 REVEGETATION AREA**  
In accordance with the Knox Revegetation Plan, undertake revegetation works to the sloped grassy area to enhance biodiversity and habitat connectivity along the Ferny Creek corridor



Indicative image of the proposed stadium forecourt, including seating and garden beds around selected existing trees.

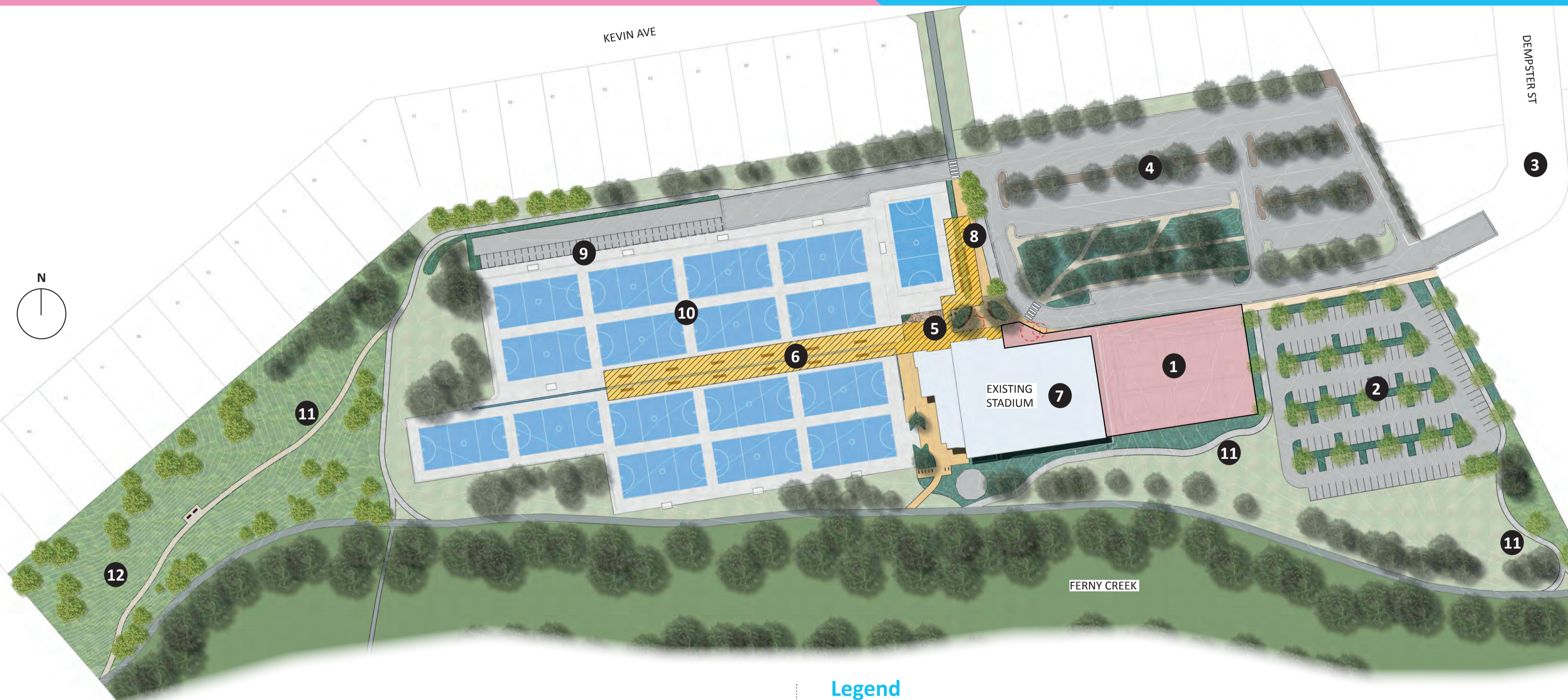
### Have your say on what matters to you in Knox

We're currently seeking community feedback on the Draft Masterplan. Submit your feedback at [knox.vic.gov.au/haveyoursay](http://knox.vic.gov.au/haveyoursay) or call **03 9298 8000** and ask for the Open Spaces team.

**HAVE YOUR SAY**

**Come and chat to us at Knox Regional Netball Centre Forecourt on Saturday 27 April 10am to 12noon**





Indicative image of the proposed stadium. Photo credit: Mantric Architecture



Aerial view of the site

### Design Vision

The Knox Regional Netball Centre is a regional hub for netball activities, providing the largest participation in sport by women and is the premier netball centre in Knox. In 2018, Council completed a feasibility study and the findings have informed the development of the draft masterplan. With over 6000 participants visiting the facility on a weekly basis during the season, the study identified that there is substantial demand for additional indoor courts, in order to accommodate current and future use. Below is a list of draft masterplan items:

### Legend

	EXISTING TREES		NEW BUILDING		COVERED WALKWAY
	PROPOSED TREES		PATHS		NEW SEATS / NEW BIKE RACKS
	REVEGETATION		PEDESTRIAN CROSSING		EXISTING WATER TANK
	GARDEN BED		PLAYGROUND		EXISTING TREES TO BE REMOVED
	MOWN GRASS				

### Features of the Masterplan

- 1 ADDITIONAL INDOOR COURTS**  
Provide an additional two new indoor netball courts to Netball Victoria standards, with associated facilities and amenities including toilets, change rooms and store room.
- 2 FORMALISED CARPARK**  
Provide approximately 180 additional formalised (asphalted and line marked) parking bays. During detailed design attempt to maximise carparking capacity, while improving vehicle movement.
- 3 SITE VEHICLE ENTRY**  
Improve the entry experience with new signage and upgrade line-marking to allow for safer vehicular movements and more legible traffic flow, especially in and out of the site. Undertake Traffic and Parking Study at detailed design stage to identify traffic and parking improvements within the site and surrounds.
- 4 EXISTING CARPARK**  
Retain existing sealed carparking (approximately 260 spaces). Consider pedestrian lighting enhancement along pathway to improve visibility to and from the carpark.
- 5 STADIUM FORECOURT**  
Provide a sheltered forecourt area, replace existing paving and thin existing trees (4 proposed to be removed) to reduce pavement issues. Consider relocating playground to provide improved pedestrian thoroughfare space.
- 6 SHELTER**  
Install covered walkways with seating for pedestrians and spectators adjoining to the outdoor courts. Investigate providing shelters to key outdoor courts in future stages.
- 7 EXISTING STADIUM**  
Investigate options to bring forward future building renewal works to compliment the new indoor courts.
- 8 KEVIN AVENUE LINK**  
Extend forecourt towards Kevin Avenue to improve pedestrian access and provide an improved vehicle drop-off zone. The creation of this new space will result in the loss of one outdoor netball court (and the realignment of the second to a north-south alignment).
- 9 NEW OVERFLOW PARKING**  
Provide approximately 35 additional formalised parking bays as required. Incorporate Water Sensitive Urban Design (WSUD) principles to capture and redirect overland flows. Include tree planting for shade, shelter and to provide a buffer to adjoin rear boundary fences.
- 10 EXISTING COURTS**  
Retain 17 outdoor courts. The option of realigning the outdoor courts to the preferred Netball Victoria standard north-south alignment has been investigated, and shown to require both significant cost and the loss of additional outdoor courts.
- 11 NEW PATH CONNECTIONS**  
Create stronger pedestrian links between the facility and the Ferny Creek shared trail. Install bike racks to encourage active transportation to the site.
- 12 REVEGETATION AREA**  
In accordance with the Knox Revegetation Plan, undertake revegetation works to the sloped grassy area to enhance biodiversity and habitat connectivity along the Ferny Creek corridor.



Indicative image of the proposed covered walkway. Photo credit: Stoddart



# Consultation Summary

## PROJECT CONSULTATION PLAN

A range of engagement methods were used during the Feasibility Study and development of the Draft Masterplan Plan, which included;

STAGE 1	JUNE 2018	An initial survey was posted to 1,115 households and a link published on Council's social media. Council received 51 written responses and 173 responses via the online survey.
	7 JUNE 2018	On-site stakeholder meeting #1
	23 JUNE 2018	On-site local community information event #1, which was attended by Ward Councillors and The Hon. Nick Wakeling MP. At these events, the Ward Councillors, Council staff and Council's consultants met with approximately 40 reserve visitors.
	17 DEC 2018	Feasibility Study endorsed by Council December 2018
STAGE 2	APRIL 2019	Draft Masterplan was prepared and posted to over 800 addresses adjacent to the site. A link to the Draft Masterplan was published on Council's website and social media platforms. Council received 10 written (email) responses and 12 responses via the online social media platform.
	3 APRIL 2019	On-site stakeholder meeting #2
	27 APRIL 2019	On site informal community information and feedback session. Held on Saturday morning from 10am to midday, which was attended by the Mayor, Ward Councillors and The Hon. Nick Wakeling MP. At this events Council staff and Council's consultants met with approximately 30 reserve visitors.
	30 APRIL 2018	On-site stakeholder meeting #3



## Stage 1 Consultation

The initial phase of Community consultation for the Knox Regional Netball Centre Masterplan was held in June 2017 and was programmed and undertaken in conjunction with the public consultation for HV Jones Reserve.

### 1. Consultation with stakeholders

On 7<sup>th</sup> June 2017, Council representatives from the Open Space and Landscape Design team and the Recreation Team ; Consultants from Insight Leisure Planning met with stakeholders representatives at Knox Regional Netball Centre.

Stakeholders who were present at the meeting included:

- Natasha - Boronia Uniting Netball Club
- Sarah – East Vic Roller Derby
- Andre Roza – Rowville Netball Club
- Emma Alipan – Rowville Netball Club
- Karyn Peverill – Caribbean Speed Club Inc
- Kate - Fairpark Netball
- Mellissa - Mountain District Netball Association
- Lyn - Mountain District Netball Association
- Chris - Boronia Netball Club
- Caitlin – Blackwood Park Netball Club
- Ellen -

#### What is valued at KNRC?

- A central point/hub to come together and play.
- All teams to come to the one venue.
- Single lined courts. This is particular important for younger kids and beginners as it is less confusing for them to learn the sport.
- The staff at KRNC are always friendly and helpful.
- The staff at KRNC have taken the time to consider and accept the Roller Derby Club to use the courts at KRNC.
- Appreciate the improvements to playground, footpaths etc
- People generally feel safe; however, the area adjacent to the entrance to the stadium is poorly lit at night. Some users feel a slight feeling of unease but people walk out together which helps with the sense of security.

#### Access and Car parking

- According MDNA data survey, the site on average receives approximately 6000 visitors per week, at times this increases to 10,500 visitors.
- Some users walk to the site but the majority of users drive.
- The site is poorly serviced by public transport. Kids can only rely on their parents to drop them off and pick up.
- The site has only one vehicle entrance, leading to traffic congestion, especially during game change over, when a large number of vehicles are exiting and entering the site at the same time.
- Ambulances have difficulties accessing the site when traffic is at gridlock. KNRC often call for an ambulance one to three times on a Saturday.
- There is an emergency access point from Kevin Avenue but is normally gated.
- Some visitors choose to park in neighbouring streets, which is an issue for adjoining residents.
- Groups with members with limited accessibility have real difficulty accessing the site, due to the poor public transport infrastructure to the site. A netball disability league used to operate, but disbanded due to the poor accessibility.

- Overflow gravel carpark gets muddy and cars become bogged, as there is no drainage. People park their vehicles haphazardly (spaces are not maximised) as it is not line-marked.

### Netball Use and Trends

- The indoor courts are booked throughout the day and evening – pushing games late into the evening (past 10pm) – This is too late for many kids and young adults. Late games can also be disruptive for neighbours.
- The Centre is regularly used by 35 netball teams
- MDNA Representation teams are permitted to train indoors and have priority over other teams. They are exclusively indoor. Representative teams were training at Mitcham – it took 15 years to get a spot at KRNC.
- Training can occur outdoors but there are multiple benefits with indoor courts; including allowing regular and sustained training which increase fitness level, skills, community participation and parent's involvement.
- As Netball is a winter sport, generally, all clubs prefer the use of indoor courts.
- Outdoor courts are often the main reason why older people quit Netball. Having more indoor courts and facilities may attract people to return to netball. More females are staying in Netball for longer if indoor venues.
- Club's generally experience fluctuation (3-4 year cycle) caused by a number of reasons – e.g. access to the site, court time, play times being late. This fluctuates largely due to changes in the community, members becoming older, different priorities in life, new generation arises etc. Some clubs are witnessing drop in members whilst others have waiting list.
- The representatives, generally, do not feel their members are lost to other adjacent Associations in other regions, but potentially to other sports (e.g. female footy).
- MDNA would like to provide a fast 5s comp if possible. A growth in junior, mix netball, fast 5.
- With netball being televised on tv, this may lead to increase in popularity and demand.
- How much is HV Jones Netball courts used? Only Thursday night for training.
- Across sporting facilities within Knox, Basketball takes up lots of court bookings, every team wants peak time. Off peak is not an issue it is the peak times.

### Roller Derby Use and Trends

- Roller derby needs 2 courts side by side. Currently train 3 times a week, with one training at Scoresby Secondary College one court only.
- They lay their own lines every time they use the courts and then remove once training sessions are finished.
- KRNC were the first venue that allowed Roller Derby to use the site for training and games
- Roller Derby have been using KRNC for the past 3 years
- Have a great relationship with the centre
- Centre is at capacity for Roller Derby (size of court)
- Competitions run on Saturday - try to work around netball schedule
- They do an annual fund raiser for Beyond Blue
- Roller derby is highly inclusive of all adult ages and abilities
- Members are generally between 18 to 40 year old
- Large catchment of players

### Caribbean Speed Club Use and Trends

- Limited by the commercial arm of Caribbean Rollerama
- Uses two outdoor courts for training on Sunday. Trains 4 hours per week. Need to train indoor and outdoor. Outdoor at Dandenong and Eltham.
- Would like to extend to do another evening training
- Ideal track is 400m in length
- Currently host competition at Dandenong Stadium carpark. Also uses facility at Eltham, Rowville Community Centre

- Speed skaters have to clean the courts before every game with blowers to make sure the area is safe.

### Overall Wish List by the KRNC Users

- More indoor courts – possible option for an extension built over courts 17 and 18. The building can incorporate the existing playground and develop a new central area as foyer, admin and office space.
  - There is no demand for an overall increase in court numbers.
  - Improve timing/ scheduling
  - Are we shifting teams who currently use outdoor courts to indoors or creating new opportunities to get more people on courts? Will the new indoor courts attract new competition or just accommodate more training? - A bit of both but most users are confident it can attract more competition and attract new games such as fast 5
  - What if we lit more outdoor courts – will the clubs use them? No, the clubs have lights at their home courts. Just having lights is not enough.
- Would rather stay at their home courts but would definitely come if more courts were indoors.
  - Lit outdoor courts are still not good enough for competition (lighting not to spec), however is ok for training.
  - Can we identify shared use? Are there any other sports we should consider?
  - If we are to build new indoor courts – can we lined them up for other sports to share? Not ideal for younger kids because it can be confusing but MDNA would adapt if multi lined if it led to additional 2 indoor courts
  - Keen to develop other netball programs – rock up netball, net for kids (daytime activity, 2 to 5 years old, 6 week program)
- Option to extend carpark along the northern boundary – however that area has poor drainage and is limited in vehicle manoeuvring space
- Indoor spectator seating
- The metal expansion strip between the two courts is a tripping hazard for roller derby
- Improved space for the first aid room. The current area only has one bed, lots of conflicting circulation near the entrance. Wheelchair often queue up at the entrance.
- Multiple change rooms on court
- Umpires/Refs room
- More and improved transitioning space/ circulation space / run off space around the courts - warm down area, social area, debrief area, gathering space
- Off court training facility warm up area
- Marked area for spectators
- Additional shade/shelter around outdoor courts
- Better toilets – disabled, change rooms
- More secured storage – small lockers
- Improve forecourt area – the trees drop limbs and nuts, the brick paving is uneven, can be slippery and a trip hazard.
- Better access and egress for Ambulance
- Better carpark
- Commentators are located upstairs, too far from the action.
- Possible community partnerships.
- Can clubs provide Council with their member's postcode database so we have a better appreciation of where members are coming from.

## 2. Consultation with Recreation and Leisure Liaison Group

The project was presented to the Recreation and Leisure Liaison Group on 31 June 2017.



- 4 courts are currently lit
- Bruce from Mountain District Netball Association expressed that more courts are not needed however it would be nice to have a mix of indoor and outdoor.
- Courts were built 30 years ago, back then, the netball stadium was ahead of it time compared to other facilities in the area but it's now lagging behind.
- Someone from the group suggested whether we could build a roof over the courts. Tim from FFLA explained it is costly and it would still be cold and wet. A cost/benefit analysis will need to be conducted to work out if it is a viable option.

### 3. Consultation with site stakeholders and community

In June 2017, a bulletin with an attached survey questionnaire was sent to approximately 1,115 nearby households. The survey questions were targeted at identifying how people used the two reserves.

The bulletin and the survey were available for the broader community on Council's website, emailed to usergroups and was also published on social media.

The bulletin included an invitation to two (2) community consultation events, at the Knox Regional Netball Centre on Friday 23 June 2017 and Saturday 24 June 2017. At these events, the Ward Councillors, Council officers and Council's consultant met with approximately forty (40) reserve users.

Council received fifty-one (51) written responses and 173 responses through the online survey. Refer to the appendix A for a summary of the survey results.

### 4. Consultation with Netball Victoria

Council hosted a meeting with Netball Victoria on 15 September 2017 at the Knox Regional Netball Centre.

Nancy Da Silva and Amber Koster represented Netball Victoria.

Tim Fitzgerald from FFLA, Jayson Moran from Insight Leisure Planning represented the consulting team.

Jaki Mitchell, Nicole Columbine, Tristan Smith and Flora Lau from Knox City Council attended the meeting.

- Outdoor courts and Indoor courts are equally valuable as they support Netball in different ways.
- Netball is a diverse sport with lots of options. People generally play on average 1.6 times a week.
- Netball Victoria will never be able to come to a position where it will have a declared preference for one over the other.
- Benefits of outdoor courts include exclusive use by Netball, great for junior players, cost effective, ease of utilisation etc.
- Indoor courts however double usage of outdoor courts. Indoor appeals to senior and mixed games.
- Mixed competition is huge at Knox (Sunday) and Knox got insurance to cover teens down to 14 years old to encourage them to start playing mixed games, more convenient for families.
- Fast 5 starts next month (October).
- Jells Parks has good model where priority is based on first come first serve basis rather than on grade. Jells Park is not managed by Council.
- No argument from Netball Vic for KRNC to have more indoor courts but need to consider services such as car parking etc.

- Is there a hybrid model e.g. covered courts, Yarra Ranges (Pinks- 12 outdoor courts and 6-7 indoor basketball courts) – Shelter is still very expensive and sounds reflecting off the shelter can be a nuisance for nearby residents – need sound barrier – not really a preferred alternative.
- Parking restriction along Kevin Avenue is applicable on Saturday.
- Saturday competition – Mountain District Asso runs the competition on Saturday. From 8:30am to 5pm, all outdoor courts are booked.
- The car park towards the end of the site, parallel to Kevin Avenue are not line marked.
- Having four indoor courts and four outdoor courts is ideal for competition.
- Option to build to the north of the existing stadium can be problematic in that it is going to sit right on the boundary with neighbouring residential properties and the building will block surveillance towards the rear of the site.
- Option to build to the west of the existing stadium will take up more than two outdoor courts hence resulting in a reduction in number of courts. Lights will have to be reinstalled.
- Out of the three options, building over the overflow carpark is the easiest to implement.
- According to Netball Vic – 8+ courts is classified as a regional facility – does not matter if it is indoor or outdoor.
- Netball Vic is about to release a State-wide Facility Strategy (Oct/Nov)
- Facility Masterplan as mentioned in the Draft Feasibility Study is not a public document. The document has never been released. Do not reference.
- According to the State-wide Facility Strategy, Knox has 27 indoor courts and under Netball Provisional ratio – Knox is described as ‘adequate supplied’; having 11 more courts than predicted growth (based on 2015 statistics). However, this does not look at the condition of the courts.
- From the 27 courts, 6 @ Knox Basketball Centre (Park Crescent, Boronia), 2 @ Knox Regional Netball Centre, 3 @ Eastern Indoor (Ferntree Gully Road, Private), 2 @ Rowville Community Centre (not line marked for Netball, only basketball), 4 @ Rowville Secondary, 6 @ Knox Regional Sports Park, 4 @ Insportz Knox (Lewis Road, Wantirna). Out of the 27, 7 courts are within private facilities, four courts are in a school and many others (Rowville Community centre, KRSP, Knox Basketball Centre) are taken by basketball. Whilst there are 27 indoor courts in Knox, however access to these facilities are actually limited.
- Nicole and Jaki to work with Amber and Nancy to clarify and update the data.
- Knox has undertaken audits on all outdoor courts and found many of the courts are in poor condition and a few are being decommissioned e.g. Kings Park, Marie Wallace, Seebeck Reserve.
- Feasibility Study should align with Netball Vic State-wide Facility Strategy.
- State-wide Facility Strategy will consist of 3 volumes, V2 and V3 will contain operational plans
- Nancy to send us the database
- Amber to send us a copy of the strategy
- Amber to mark the draft Feasibility Study with her comments
- Nicole to send KCC latest demographic data
- Amber will go to Minister next week, would be good to have a list of development we have in line at Knox.
- Jayson to proceed and develop the Feasibility Study to the next draft, incorporating all relevant comments.

## Stage 2 Consultation

The follow up phase of Community consultation for the Knox Regional Netball Centre Masterplan was held in April 2019.

### 5. Consultation with stakeholders

On 3rd April 2019, Council representatives from the Open Space and Landscape Design team and the Recreation Team; Consultants from Fitzgerald Frisby Landscape Architecture, met with stakeholders representatives at Knox Regional Netball Centre.

Stakeholders who were present at the meeting included:

- Lyn Shepherd (Mountain District Netball Association),
- Brenda Cameron (Wantirna Netball Club),
- Clive Savory (Wantirna South Netball Club),
- Petra Keogh (EFL Netball),
- Christine Marshall (Mountain District Netball Association and Boronia Netball Club),
- Marilyn Aylett (Belcoma Netball Club),
- Samantha Robinson (South Upwey Netball Club),

Comments from representatives at the meeting included;

Andrea Szymanski, Knox City Council welcomed all to the meeting and thanked them for their time. Andrea provided a brief summary of the project process to date. Including initial consultation, outcomes of the feasibility study and development of the Draft Masterplan.

On the evening of the meeting, Alan Tudge Federal MP for Aston announced that \$4m of federal funding had been secured towards the delivery of two new indoor netball courts.

Andrea presented the proposed draft masterplan features and welcomed comments from members at the meeting.

Below is a summary of comments on the draft masterplan features;

### Proposed Stadium

- Would prefer that the new courts are located over outdoor courts 17 & 18 to retain car parking.
- A viable option would be to construct the extension as a separate stadium building linked to the existing by a corridor.
- There is a level difference between the eastern façade of the existing stadium and the gravel overflow carpark. Design needs to factor in excavation and associated cost.



- It was acknowledged that the new building will extend over some existing sealed parking immediately to the east of the existing stadium to make room for the corridor that connects the existing and the new stadiums.



- The location and the design of the entrance to the new stadium is extremely important and must be well thought out at the detailed design stage. Council will appoint an Architectural firm to undertake the design works.
- Council has commissioned and undertaken Geotechnical Investigation and Cultural Heritage Study.
- Will the works be staged? – cannot confirm at this stage however it will be planned to ensure the most efficient budget allocation.
- Has Council considered and seek other funding sources? Yes, Council will explore all available funding avenues e.g. grants, women in sports.
- Perhaps the inclusion of other compatible sports such as badminton, table tennis, volleyball, model aircraft, roller-skate can be catered for to maximise funding. Clubs are not opposed to the inclusion of multi-sports line-marking.
- Netball Association Working Party
  - Prefers the indoor stadium to be built over court 17 and 18 and the gravel overflow carpark retained
  - Existing canteen is too small
  - Don't need an outdoor show court
  - Saturday patron numbers has stabilized
  - More shelter is needed for wet weather, especially for spectators
  - Night game – insufficient space for warm up
  - Cheaper to have a separate building and less disruption during construction
  - To allow EFL to have more use of the facility in the future
  - VNL License
  - Could Council consider shelter other than just trees?
  - Would Council renew the existing stadium, update while the new stadium is being built?
- Council endorsed the Feasibility Study, in order to determine the most feasible direction for the KRNC site and the study identified three options regarding ways in which two additional indoor courts could be

provided at the KRNC site. Each options were considered with pros and cons identified. Option A (eastern expansion of the stadium) is recommended as the preferred option.

- Staff in the office on the first floor cannot see the new courts, especially if the new courts are situated in a separate building.
- The proposal should have a larger footprint to allow for operational offices, physio, gym etc. Look at HV Parker for ideas.
- The preliminary footprint allows only for minimal spectators area, not tiered. Need better quality seating, not just a bench. Perhaps the level difference can provide tiered seating opportunities.
- Users are encouraged to build a wish-list detailing all their requirements.
- Will Council talk to other MPs? Yes, but the clubs are also encouraged to engage their MPs.
- Will Council talk to Netball Victoria? Yes, Council will contact Nancy.
- Council to contact Roller Derby Club regarding their requirements and request to remove metal strips in between the courts.

## Existing Stadium

- Council confirms the existing stadium does not meet current Netball Victoria standards. The new indoor courts will meet current standard.
- Will the existing stadium be upgraded? Yes, ongoing maintenance and minor modifications. New toilets and change rooms will be provided in the new building to meet building code.
- How will the new meet the old? – covered corridor and ramp to make sure it meets DDA requirements. Need to make sure the design of the new stadium is well thought out so it connects nicely and efficiently with the existing.
- Will the canteen be upgraded? – will be considered as part of future building renewal and considered in the detailed design stage.
- The first floor should be altered to allow umpire change room, more user friendly layout. Accessibility to first floor is expensive.
- The existing stadium cannot cater for senior citizen groups because it is not accessible.
- Locating office upstairs does not work, very hard for staff to monitor and manage the facility. The inability to greet and monitor users – first time users are often confused and it is also a safety issues. The office needs to be downstairs and at the front of the building.
- Air conditioning should be provided in the existing and new stadium - Clubs are encouraged to put together a wish list and provide it to Council so we can factor in all needs at the detailed design stage.
- The floorboard is old.

- Perhaps netting can be installed to divide the existing indoor courts to permit uses to hire individual courts – Investigate. Beware of OH&S issues.

## Car Parking

- Parking is currently at capacity and we need more not less.
- Parking for motorcycle should be provided.

## Other Areas of the Site

- Sloped area at the western part of the site – revegetation – supported by Knox Revegetation Policy. There was general support for these works.
- Improved path connections– dog walker, pedestrian connections
- Item 8 on the plan – people play footy, walk their dog, fly kite and set up marquee because it is relatively flat, Council should ensure the design permits the continuous use of this area for recreation.
- Proposed Forecourt revamp – more buffer, safer for pedestrians, reduction of 1 outdoor court and better drop off area.
- Seating within forecourt is not in high demand. People come to the site to play/watch netball. Additional seating should be provided close to the courts for spectators
- Demand for more shade on the far side of the outdoor courts and near the canteen
- Playground – is it in the right location? – Maybe. Do we need a playground at this site – Yes.
- Proposed show court – will it be covered? – No. No real demand for a show court. The clubs do not mind losing one outdoor court to get more shelter, more space for spectators and a better drop off area. Perhaps can even lose 2 courts and have a better reception area.

## 6. Consultation with site stakeholders and community

In April 2019, a copy of the Draft Masterplan was sent to approximately 800 nearby households.

The Draft Plan was available for the broader community on Council’s website, emailed to usergroups and was also published on social media (Refer to Appendix B and C)

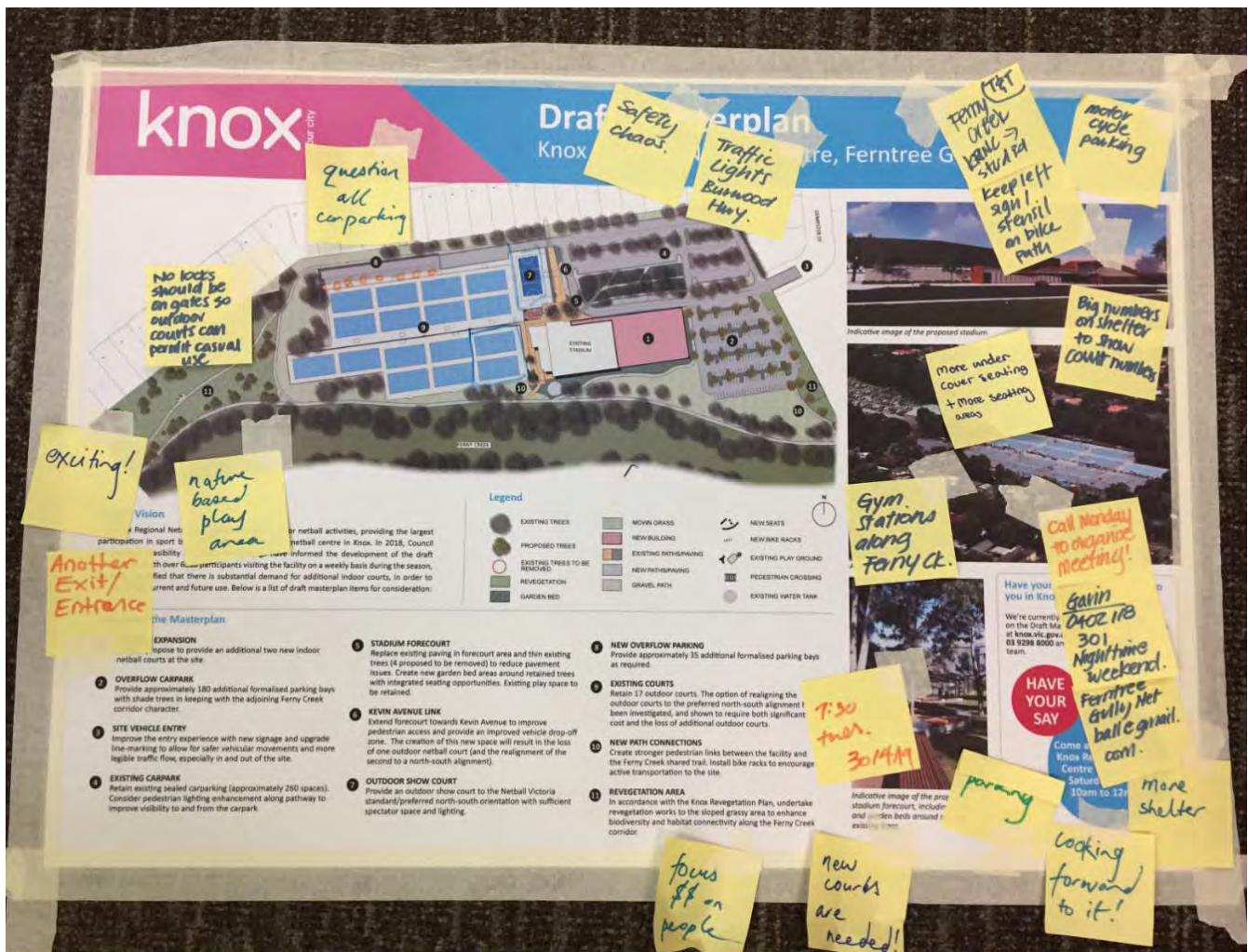
Member of the community were also invited to an information session on site on Saturday 27 April 2019 from 10 am to 12 noon. At this events, the Ward Councillors, Council officers and Council’s consultant met with approximately thirty (30) reserve users.

Below is a summary of comments on the draft masterplan features;

- More seating
- More shelter
- Better wayfinding signs such as big numbers on shelter to indicate court numbers and location
- Motorcycle parking



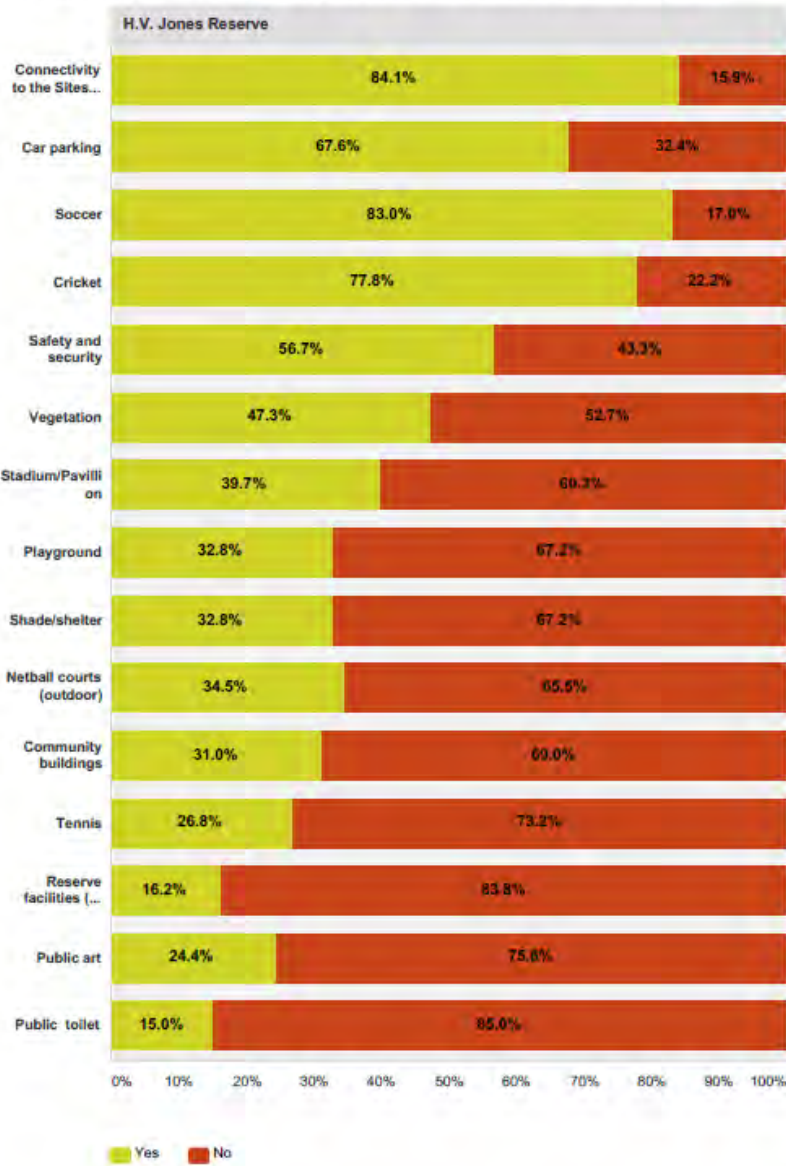
- Traffic congestions in and out of the facility. Suggestions include traffic lights on Burwood Highway intersections
- Provision of outdoor exercise stations along Ferny Creek shared trail
- Better parking
- New courts are needs
- Focus investment on people
- Design another exit/entrance
- Provision of a second playground near the courts furthest away from the stadium
- Block off driveway nearest to building as a pedestrian only zone
- No locks should be placed on gates. Casual use should be facilitated and encourage
- Provide a row trees between northern carpark and outdoor courts



Council received twelve (12) written responses. Refer to the appendix D for an excerpt of the responses received.

APPENDIX A – SURVEY RESULTS

Knox Regional Netball Centre and H.V. Jones Reserve Masterplan Survey



	Yes	No	Total
Connectivity to the Sites: (How easy it is to get to the site? Is the site well connected to the surrounding neighbourhood via shared path / footpath)	64.2% 77	35.8% 43	120
Netball courts (outdoor)	59.1% 75	40.9% 52	127
Safety and security	72.8% 75	27.2% 28	103
Playground	64.8% 68	35.2% 37	105

Vegetation	74.4%	25.6%	90
	67	23	
Stadium/Pavillion	52.1%	47.9%	119
	62	57	
Public art	66.7%	33.3%	84
	56	28	
Public toilet	46.7%	53.3%	107
	50	57	
Reserve facilities (Eg. seating, picnic facilities, drinking fountains, bins)	42.0%	58.0%	112
	47	65	
Community buildings	52.0%	48.0%	75
	39	36	
Car parking	25.6%	74.4%	129
	33	96	
Shade/shelter	19.3%	80.7%	119
	23	96	
Cricket	52.2%	47.8%	23
	12	11	
Soccer	43.5%	56.5%	23
	10	13	
Tennis	40.0%	60.0%	25
	10	15	
<b>H.V. Jones Reserve</b>			
	<b>Yes</b>	<b>No</b>	<b>Total</b>
Connectivity to the Sites (How easy it is to get to the site? Is the site well connected to the surrounding neighbourhood via shared path / footpath)	84.1%	15.9%	69
	58	11	
Car parking	67.6%	32.4%	68
	46	22	
Soccer	83.0%	17.0%	53
	44	9	
Cricket	77.8%	22.2%	54
	42	12	
Safety and security	56.7%	43.3%	67
	38	29	
Vegetation	47.3%	52.7%	55
	26	29	
Stadium/Pavillion	39.7%	60.3%	58
	23	35	
Playground	32.8%	67.2%	67
	22	45	
Shade/shelter	32.8%	67.2%	64
	21	43	
Netball courts (outdoor)	34.5%	65.5%	55
	19	36	
Community buildings	31.0%	69.0%	58
	18	40	
Tennis	26.8%	73.2%	56
	15	41	
Reserve facilities (Eg. seating, picnic facilities, drinking fountains, bins)	16.2%	83.8%	68
	11	57	
Public art	24.4%	75.6%	45
	11	34	
Public toilet	15.0%	85.0%	60
	9	51	



#	Other (please specify)	Date
1	Should never have allowed outdoor netball courts, major noise pollution, whistle every 2 sec, constant screams and shouts! I think of shift workers, medical staff, people who save the life of many who bring them total miseries.	7/4/2017 9:54 AM
2	Extend Dorset Road through and give the Netball Centre its own dedicated entrance from Dorset Road. Increase the size of the car park along the new entrance. Stop netballers parking in side streets such as Segarta Circuit.	6/30/2017 3:57 PM
3	Nice gardens were laid out at the new parking bays on Kingston Road, HV Jones Reserve but they have no planting other than the previously existing trees. Native planting here would greatly benefit the area.	6/30/2017 10:49 AM
4	We need more traffic lights on Burwood highway to get in and out and we need more sealed parking at the netball courts themselves.	6/28/2017 8:30 PM
5	Make an indoor Tennis Centre.	6/27/2017 2:11 PM
6	Toilets for sporting clubs are enough not for just anyone as it will attract fools. Shade/Shelter, NO, Youth will hang out and drink!	6/27/2017 2:08 PM
7	Beautiful oval well done!! Now keep the rest of the grounds looking good as well.	6/27/2017 1:53 PM
8	Car parking at netball is far from satisfaction	6/27/2017 1:45 PM
9	The Reserve needs more paths around eastern and southern sides - along with more vegetation and pathways.	6/27/2017 11:51 AM
10	Safety - more fences so dogs have less risk of running on the road.	6/27/2017 10:04 AM
11	BAN Parking in Segarta Circuit	6/27/2017 10:01 AM
12	HV Jones Netball court is in terrible condition.	6/27/2017 9:49 AM
13	Paths wrecked by gum trees.	6/27/2017 9:45 AM
14	Bins need improvement at both sites.	6/27/2017 9:28 AM
15	Hot water required in shower.	6/13/2017 8:41 AM
16	The site is home to several thousand netball players every week, and needs improvement and expansion	6/12/2017 9:56 PM
17	Car parking is ridiculous, particularly in the winter month when the grassed area is no longer available	6/11/2017 6:21 PM
18	4 indoor courts would be ideal for the demand	6/10/2017 8:33 PM
19	H V Jones needs better netball courts, community basketball court and community tennis courts.	6/9/2017 4:44 PM
20	Something really needs to be done about the car parking at the netball centre. It's dangerous because of all the cars and not feasible to park on the grass during the wetter months.	6/9/2017 2:51 PM
21	car parking is horrible you usually end up parking on the large grass area and get bogged. Netball is a winter sport and there isn't enough shelter so when it rains which is a lot you usually get wet because of lack of shelter	6/9/2017 1:01 PM
22	It would be great if the gravel car park could be extended or paved. Countless cars get bogged parking on the grass during Saturday winter season. There just aren't enough car parks.	6/9/2017 8:21 AM
23	The grassed area that is used for parking on Saturdays needs to be asphalted and made into a proper car park as it gets very muddy and boggy in winter	6/9/2017 8:11 AM
24	It is very difficult getting in and out of the centre on Saturday morning. Traffic trying to get out of the car park gets extremely backed up and is very slow.	6/9/2017 12:07 AM
25	Cracks on the netball courts need to be fixed, more seating needs to be available for spectators	6/8/2017 11:00 PM
26	Better holes in the ground for the netball rings to sit in at Knox netball centre as when we play they can be off of centre	6/8/2017 10:54 PM
27	Knox Regional Netball outdoor courts need more shelter. To have 20 - 30 people watching their kids play netball this past summer in the Saturday afternoon heat all huddled under a single shelter is ridiculous just to get out of the harmful UV rays. Australia is the skin cancer capital isn't it? I think there should also be some sort of shelter over some of the outdoor courts. I don't know how that would work or what sort of structure but I noticed glare on court plus again the UV rays etc. The shelters that are open both sides do nothing in the rain so they are pointless.	6/8/2017 10:43 PM
28	It would be great if there were more indoor netball courts.	6/8/2017 10:23 PM
29	HV Jones who throws eggs when any parties at community centre are occurring.	6/8/2017 10:03 PM
30	HV Jones Reserve- Shading needed at playground and please complete the fencing to make it fully gated. No public toilets is a shame. Tennis and netball courts there are completely neglected.	6/8/2017 8:59 PM
31	The new drainage however has been fantastic for the oval.	6/8/2017 3:19 PM
32	The location of the park is not convenient. Children using the park when attending sporting events at the oval have to go behind the building & are out of sight. The park needs an up grade.	6/8/2017 5:32 AM



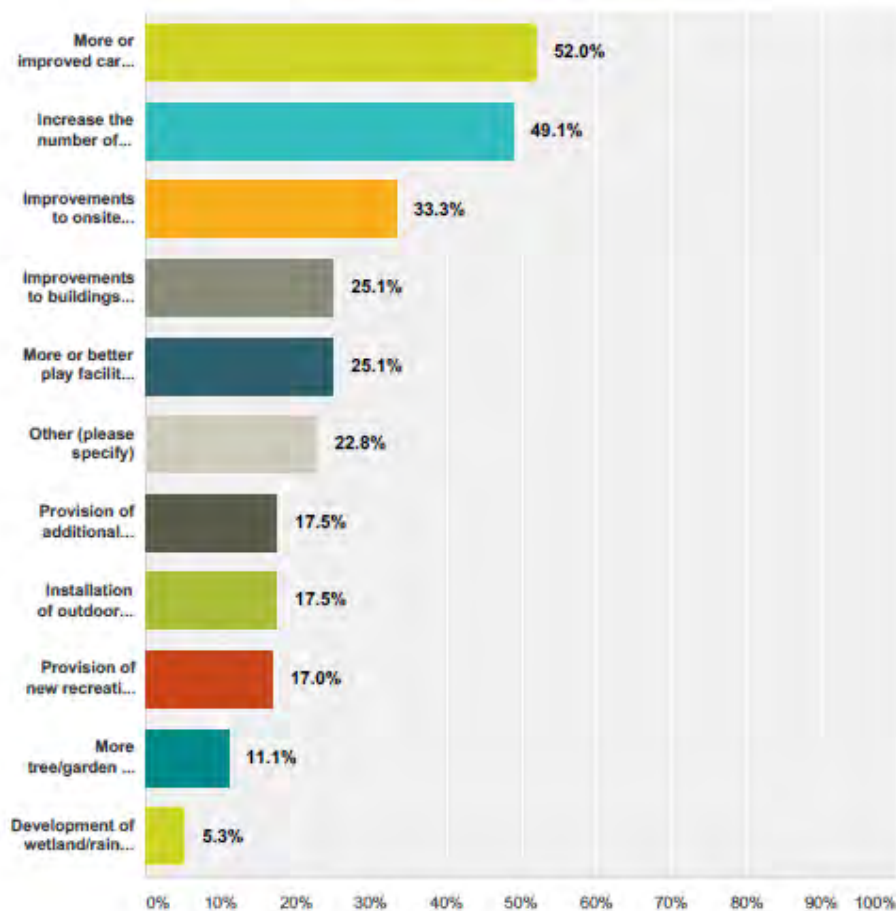
# Consultation Summary

## KRNC Draft Masterplan

33	Liquor licence hours- the liquor licence hours attached to the reserve clubs are excessive for a residential area. The clubs using the pavillion have liquor serving hours greater than many restaurants at the mountain gate shops and are more reflective of night club hours (i.e 3am closure) which creates noise issues.	6/6/2017 7:46 PM
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**Q2 Please select up to three of the following potential reserve improvement works that you would most like to see implemented at one or more of the reserves.**

Answered: 171 Skipped: 0



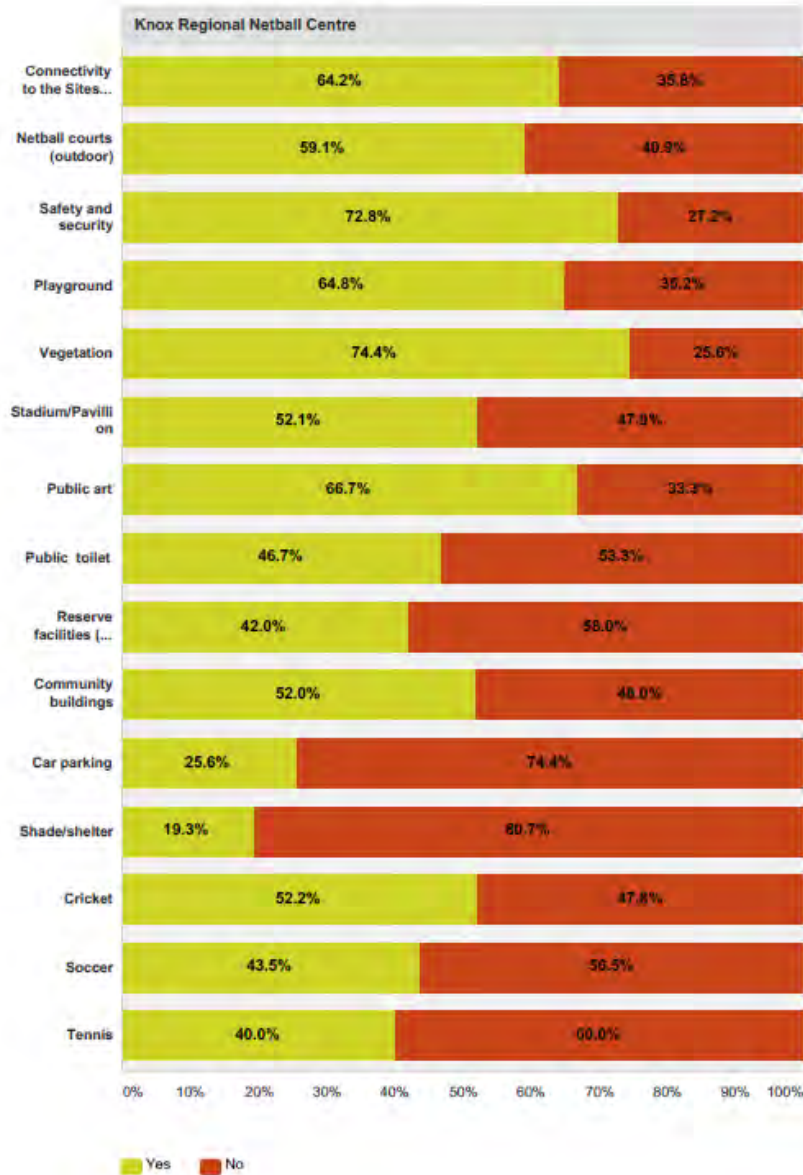
Answer Choices	Responses
More or improved car parking	52.0% 89
Increase the number of indoor netball courts at the Knox Regional Netball Centre stadium	49.1% 84
Improvements to onsite sporting facilities	33.3% 57
Improvements to buildings and pavilions	25.1% 43
More or better play facilities for children	25.1% 43
Other (please specify)	22.8% 39
Provision of additional paths and seating through the reserves	17.5% 30
Installation of outdoor exercise equipment	17.5% 30
Provision of new recreation opportunities aimed at teenagers and young adults	17.0% 29
More tree/garden bed planting	11.1% 19



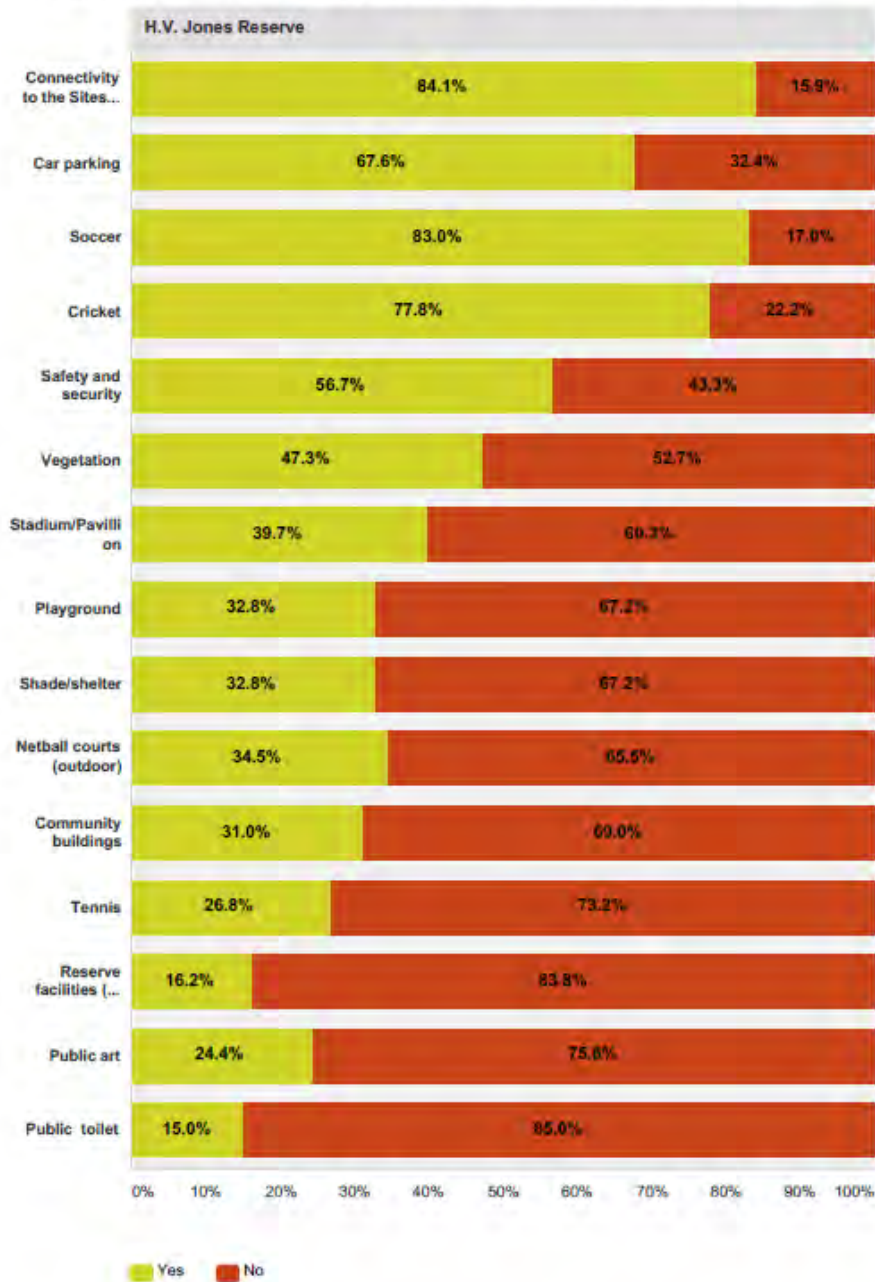
Knox Regional Netball Centre and H.V. Jones Reserve Masterplan Survey

**Q1** In the table below, please indicate if you are satisfied with the following aspects of the reserve(s). Select 'Yes' if you are satisfied and 'No' if you believe there is room for improvement and leave blank if unknown.

Answered: 169 Skipped: 2



### Knox Regional Netball Centre and H.V. Jones Reserve Masterplan Survey



Knox Regional Netball Centre			
	Yes	No	Total
Connectivity to the Sites (How easy it is to get to the site? Is the site well connected to the surrounding neighbourhood via shared path / footpath)	84.2% 77	35.8% 43	120
Netball courts (outdoor)	59.1% 75	40.9% 52	127
Safety and security	72.8% 75	27.2% 26	103
Playground	64.8% 68	35.2% 37	105

Development of wetland/rain gardens		5.3%	9
Total Respondents: 171			
#	Other (please specify)	Date	
1	This person chosen more than 3 options Installation of outdoor exercise equipment Support people who use HV Jones Reserve daily for exercising	7/5/2017 4:26 PM	
2	No more outdoor courts, put buildings and pavilions (if you must build) in industrial area. Preserve and regenerate what little native bushland we have for wildlife.	7/4/2017 9:54 AM	
3	This survey was completed by a resident using the paper version. The resident has chosen more than three options. These are the additional options selected - Improvements to buildings and pavilions More tree/garden bed planting Development of wetland / raingardens More or improved car parking	7/4/2017 9:42 AM	
4	Specific change and meeting rooms for umpires separate to players and coaches	6/27/2017 3:28 PM	
5	The person who filled out the survey selected more than three options: - Installation of outdoor exercise equipment - More or improved car parking	6/27/2017 1:45 PM	
6	Nothing	6/27/2017 12:22 PM	
7	The person who filled out the survey selected more than three options: - More tree/garden bed planting - Development of wetland/rain gardens - Provision of additional paths and seating through the reserves - Installation of outdoor exercise equipment - More or improved car parking	6/27/2017 12:09 PM	
8	The person who filled out the survey selected more than three options: - More or better play facilities for children - More tree/garden bed planting - More improved car parking	6/27/2017 12:01 PM	
9	The person who filled out the survey selected more than three options: - Provision of additional paths and seating through the reserves	6/27/2017 11:47 AM	
10	The person who filled out the survey selected more than three options: - Improvements to onsite sporting facilities - More or better play facilities for children - Provision of new recreation opportunities aimed at teenagers and young adults - More tree/garden bed planting - Development of wetland/raingardens - Provision of additional paths and seating through the reserves	6/27/2017 9:58 AM	
11	Rubbish bins for soccer/cricket	6/27/2017 9:45 AM	
12	The person who filled out the survey selected more than three options: - Provision of additional paths and seating through the reserves - More or improved car parking	6/27/2017 9:40 AM	
13	The person who filled out the survey selected more than three options: - Improvements to buildings and pavilions - More or better play facilities for children - Development of wetland/rain gardens - Installation of outdoor exercise equipment	6/27/2017 9:38 AM	
14	More seating and shade	6/22/2017 7:11 PM	
15	More shelter for outdoor courts at Knox Regional Netball Centre	6/14/2017 10:45 AM	
16	permanent standing netball goal posts (these are always locked away and prevent netballers shooting the way basket ballers can do at many other outdoor basketball centres)	6/13/2017 8:41 AM	
17	Shade areas on outdoor courts (knox netball) + aircon/better ventilation in indoor courts (Knox netball)	6/12/2017 9:18 PM	
18	Bitumen the grassy area at Knox Regional Netball Stadium for car parking! You can only park there if you have a four wheel drive! And you need to park there as there is not enough parking available.	6/11/2017 9:52 AM	
19	Cooling in the inside netball courts New floors to the inside netball courts	6/9/2017 4:16 PM	
20	Improved netball courts at hv jones	6/9/2017 12:37 PM	
21	Netball Courts in Ferntree Gully should have a wider scope for shelter and indoor provisions for all games during the cold and wet weather.	6/9/2017 10:31 AM	
22	More undercover standing/seating areas for families to watch their players. Both for shade and protection from rain.	6/9/2017 10:02 AM	
23	It would be great if the public toilet and showers could be upgraded. They are well overdue, the ladies toilets really struggle with the high usage amounts each weekend and the showers don't warm up so you only use them if you are really desperate.	6/9/2017 8:21 AM	
24	Free access public tennis courts at hv jones.	6/9/2017 8:08 AM	
25	More seating and shelter at each outdoor court	6/9/2017 7:12 AM	
26	Fix up the Tennis Courts	6/9/2017 12:16 AM	
27	Improved car access out of the venue.	6/9/2017 12:07 AM	





# Consultation Summary

## KRNC Draft Masterplan

28	Fix cracks in current outdoor courts	6/8/2017 11:00 PM
29	The indoor netball Centre is well & truly over due for air conditioning of some sort . The current fans are useless making netball during the warmer months not enjoyable	6/8/2017 10:59 PM
30	Shelter next to courts	6/8/2017 10:52 PM
31	Courts outside need to be fixed. There are cracks & holes. Also the nets on the rings would be awesome, like at Jells park.	6/8/2017 10:16 PM
32	Better change rooms for privacy.	6/8/2017 9:44 PM
33	Please gate/secure the playgrounds and add some shade!	6/8/2017 8:59 PM
34	Installation of more floodlights @ hv jones reserve for sport at night	6/8/2017 3:13 PM
35	In the afternoons in cricket season the sun beams in under the sheltered area of the building at HV Jones. Working in the canteen you are blinded by the sun & there is no shade under the front of the building. If we could look at options to improve this situation that would be great.	6/8/2017 5:32 AM
36	Ideally there should be a plan that involves the inclusion of all netball courts to be indoors. Currently basketball courts have been built around Knox that give the sport an advantage over netball. It would be great to see netball given the same opportunities. Particularly with the growing decline in girls participating in team sports. With a state of the art facility for netball, the stadium could have more uses throughout the week. For example Futsal, more training facilities and other sporting activities. By having indoor courts, it would increase the participation rates as the weather is a huge deterrent to girls playing netball as well as parents allowing them to play. It would also give Knox the premier netball facility in the state.	6/7/2017 10:04 PM
37	Hv Jones needs a play ground nearer the pavilion where kids can be supervised while game is on	6/7/2017 9:31 PM
38	Tennis courts retained. This existing infrastructure has been left to go to ruin without community consultation. Liquor licence hours reduced and oval / grass area made alcohol free zone after dusk.	6/6/2017 7:46 PM
39	Remove dangerous trees from the entrance at Knox Regional Netball Centre and plant trees elsewhere to replace.	6/6/2017 11:46 AM

42	Whilst previously fit for purpose, the Netball courts have insufficient shade and parking. The indoor courts are out dated and have limited seating on one side.	6/9/2017 7:32 AM
43	Need a lot more indoor netball courts, so many injuries due to outdoor courts being terrible and zero shelter!	6/9/2017 7:13 AM
44	Another carpark exit from Knox Regional netball centre .	6/9/2017 7:07 AM
45	I would mainly like to see water fountains and seating at the hv jones reserve and along the walking track connecting to the Knox centre.	6/9/2017 12:08 AM
46	It would be nice to have more footpaths leading into the complex because not everyone drives. Some people do walk and use public transport and walking the streets from Burwood hwy to the main gates on the Rd to avoid muddy grass is actually dangerous. The stone/grass parking at the complex needs to become concrete. Parking small cars on their in the extreme wet it quite gambly but sometimes there are no other options. If there were going to be more indoor courts maybe add lights to the outdoor netball courts so there can be less timeslots for the night competition to avoid games being played after 10:00pm. Especially with Tuesdays which is a popular competitions night. 2 courts isn't enough.	6/8/2017 11:39 PM
47	Netball centre needs at least 4 indoor courts and to stop allowing roller derby and clean it/refurbish more than once a year!	6/8/2017 11:05 PM
48	Should have four indoor netball courts not two and more car parking. Open up access to another major road so you don't have 200 cars trying to get on Burwood hwy at the same time.	6/8/2017 10:26 PM
49	Toilets could use an upgrade; taps are broken & the outside ones need more. No use for showers in those. A changing room would also be great.	6/8/2017 10:16 PM
50	During recent years at Knox Regional Netball Centre, I have noticed player numbers declining. This is partly due to better facilities being offered elsewhere. Better facilities at Knox could enable Mountain District Netball Association to run a younger age section. Also drawing back adult players who have moved on due to a preference of playing indoors. Looking forward to upgrades to this facility to keep the community playing netball. Thank you.	6/8/2017 10:12 PM
51	Would like to see large enclosed dog park in area	6/8/2017 10:03 PM
52	Please gate/secure the playgrounds and add some shade!	6/8/2017 8:59 PM
53	More shade and seating at the courts would be greatly appreciated :)	6/8/2017 8:05 PM
54	Better playground	6/8/2017 6:25 PM
55	I currently play netball for Mountain Gate netball club and have no issues with Knox Regional Netball Centre courts and facilities. The only thing I would consider is another access point into the car park. HV Jones reserve is where we train for netball and the courts are unsafe and uneven. Quite often it is littered with broken glass and has to be swept before each training session.	6/8/2017 3:38 PM
56	Grass needs to be trimmed more frequently near the children's play area @ hv jones reserve and sufficient lighting	6/8/2017 3:13 PM
57	I think Knox Regional Netball needs more lined car parks. When it gets full cars have to park on the gravel area and grass area which gets muddy and dangerous as cars park anywhere. I think the centre could do with some more indoor netball courts. Knox Regional is getting left behind when you look at say Jells Park. Netball is becoming such a bigger sport with the introduction of Fast Five and the bigger tournaments with Vixens, Collingwood matches that are televised and played more often. By improving Knox Regional and building more indoor courts they will be able to hold bigger events there bringing even more people!!!	6/8/2017 2:21 PM
58	Water fountains/taps would be great. Some more trees planted for shade. Relocation & up date of playground	6/8/2017 5:32 AM
59	HV Jones reserve should not be over developed as it is in a quiet residential area. The parking is fine and is generally under utilised. There is no need for more parking. Netball should not be a tenant of the reserve as the regional centre is nearby and more appropriate. The regional centre could easily support expansion. The reserve already supports soccer and cricket, more traffic would be detrimental to residents. Tennis courts should be returned to the community to support family activities. The park is not an appropriate place fir a skateboard park (a major one is already nearby)	6/6/2017 7:46 PM
60	Indoor netball courts, better parking at netball, inside revamp of stadium, better scoreboards, better toilet facilities, security upgrade.	6/6/2017 11:46 AM



### Knox Regional Netball Centre and H.V. Jones Reserve Masterplan Survey

#### Q3 What would you like to see if the HV Jones Reserve tennis courts were re-developed?

Answered: 57 Skipped: 114

#	Responses	Date
1	Due to the changing dynamics of the area there are increased dwellings and increase population with young families - developing it as an expanded playground with BBQs, picnic tables etc will see more people able to enjoy this great reserve. Newman Park in Perkins Street in Traralgon is a wonderful example.	7/5/2017 4:26 PM
2	Demolish all man-made structures and give back to wildlife what they deserve. Knox City Council excels in 'Garden for Wildlife', please continue on that direction, do not lower your standard. Say 'no' to development.	7/4/2017 9:54 AM
3	Up to Council	7/4/2017 9:42 AM
4	Excercise station, or move netball court into onticar tennis court. Keep artiffical tennis court as free tennis court for the community. It already has a seperate gate.	6/30/2017 7:48 PM
5	A hit and giggle tennis court to be kept, it is possibly an appropriate area for outdoor exercise equipment.	6/30/2017 10:49 AM
6	open for general public use, very few courts available for impromptu use	6/27/2017 3:25 PM
7	Multi-use for basketball and netball.	6/27/2017 2:19 PM
8	Indoor Tennis Centre for region or a NEW additional public swimming pool for graving population.	6/27/2017 2:11 PM
9	More courts - better access for non-members to play casually. Indoor courts.	6/27/2017 2:03 PM
10	- To be accessible without need for key to use - BBQ facilities and shaded area	6/27/2017 1:58 PM
11	Improvement of ground/dirt on tennis courts.	6/27/2017 1:56 PM
12	I would like to see the courts being used. What a waste. The used to be used a all the time 4 - 5 times a week.	6/27/2017 1:53 PM
13	Better playground.	6/27/2017 1:38 PM
14	Better playground.	6/27/2017 12:29 PM
15	Soccer Pitches all weather surfaces.	6/27/2017 12:23 PM
16	I am a grandmother with grown up grand children but I have a 5yr old daughter permanently living with me. I would like to know that should could hear the Netball Centre where we hear games being played on Saturdays, but don't know the state of them.	6/27/2017 12:22 PM
17	Extend the playground significantly (as per FTG near Library)	6/27/2017 12:16 PM
18	Through 2 rows parked especially on renn near lane access to courts	6/27/2017 12:12 PM
19	- Keep Tennis Courts - Improve playground and more equipment - BBQ's with Table and Chair Seating - Shaded areas/shelters - Basketball Court also cricket pitch	6/27/2017 12:09 PM
20	Easy access and information on how they can be used/hired.	6/27/2017 11:52 AM
21	A really good play area for young children.	6/27/2017 11:51 AM
22	More courts, possibly different playing surface.	6/27/2017 11:47 AM
23	Open up whole corner for a community garden club. Building facilities are all ready there	6/27/2017 11:42 AM
24	Decent playground	6/27/2017 9:54 AM
25	Outdoor BBQ area. Upgrade the children's playground	6/27/2017 9:53 AM
26	Would be great for the local community use especially at a low cost to use.	6/27/2017 9:49 AM
27	Picnic area with shaded benches, seats, BBQ playground area and exercise equipment.	6/27/2017 9:45 AM
28	Grassed soccer or sporting area	6/27/2017 9:38 AM
29	More bins, but otherwise money is better spent elsewhere.	6/27/2017 9:28 AM
30	I would like to see the tennis courts developed into 2 basketball courts and a netball court for the kids of the area to use. There are no outdoor basketball or netball court in this area where kids can go and enjoy with other kids without having to pay. As basketball and netball are extremely popular in this area i believe this will help with the kids development and gives them something to do.	6/24/2017 9:14 AM



31	Don't know much about the tennis courts	6/22/2017 9:40 AM
32	Better seating and shelter	6/10/2017 8:33 PM
33	Yes	6/10/2017 1:26 PM
34	Yes	6/9/2017 7:50 PM
35	Community tennis courts, community basketball courts.	6/9/2017 4:44 PM
36	No. I think they could be used for a bigger playground or potentially more parking.	6/9/2017 12:37 PM
37	NA	6/9/2017 9:23 AM
38	Basketball courts	6/9/2017 8:32 AM
39	Free access public tennis courts	6/9/2017 8:08 AM
40	Improve tennis courts. Maybe one bball court. Improve netball courts, also leave netball rings/poles out!	6/9/2017 7:42 AM
41	N/a	6/9/2017 7:34 AM
42	Ability to use them frequently Clearer lines	6/9/2017 7:32 AM
43	I would be disappointed if the tennis courts were removed. If they did it would be great if they could at least leave the synthetic grass court and make it available to the public.	6/9/2017 12:16 AM
44	Community events to bring in families who don't play regular sport. Connections with existing clubs at the reserve.	6/9/2017 12:08 AM
45	Better traffic flow and car parking.	6/9/2017 12:07 AM
46	Not Applicable to me Not sure where these are	6/8/2017 11:39 PM
47	N/A since I don't play here	6/8/2017 10:54 PM
48	Don't redevelop - keep them and allow public access Basketball court Dog park	6/8/2017 10:03 PM
49	Public access tennis courts	6/8/2017 8:54 PM
50	Basketball courts no fee to use. Outdoor exercise equipment. Youth need things to do sport is great all round.	6/8/2017 6:25 PM
51	Either tennis courts, futsal court, a vigger and better playground	6/8/2017 3:19 PM
52	Public access to the courts	6/8/2017 1:40 PM
53	Better courts, nice greenery. Secure fencing.	6/8/2017 1:22 PM
54	Our family isn't involved in tennis. It's just sad to see the area look so run down & unkept.	6/8/2017 5:32 AM
55	A large fenced playground	6/7/2017 9:31 PM
56	A bigger playground and one public access tennis court.	6/6/2017 11:58 PM
57	Two to three hard surface (i.e rebound surfaces not tar) tennis courts. Open to public. One option is to follow inner city examples and let a cafe let the old club house in exchange for operating courts.	6/6/2017 7:46 PM

### Q4 Please list any other comments or ideas about these reserves that you would like to share.

Answered: 60 Skipped: 111

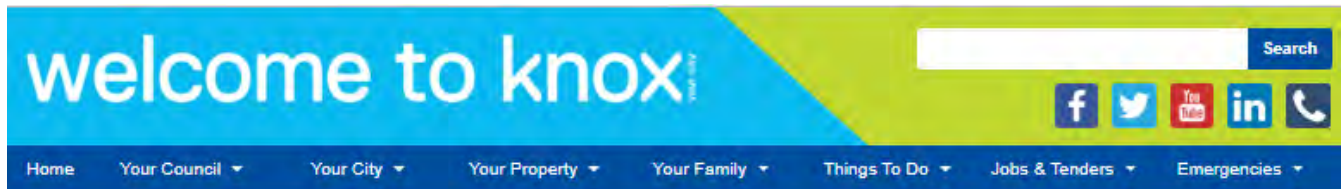
#	Responses	Date
1	It seems a good time to overhaul H V Jones. If the lighting is better in current tennis court than current netball courts, move netball into outdoor tennis court. Keep artificial tennis court as a free tennis court for community. Rip out playground equipment and install exercise station. Move playground closer to soccer/cricket area. Add additional pod for female change rooms adjacent to current pavillion and then playground adjacent to that. It will need to be fenced. Change current netball court into additional parking. Improve and open toilets at the end of the pavillion. Or demolish current pavillion and rebuild it bigger.	6/30/2017 7:48 PM
2	Both areas are under utilised when sport is not being played, probably because of lack of facilities. Dog poo bins and occasional drinking fountains for walkers and their dogs along the bike track would be well appreciated by the many people who use the bike track.	6/30/2017 10:49 AM
3	existing Netball facility is good but no additions to indoor courts since original build. I believe to maintain and improve Knox's regional netball influence newer and better indoor facilities are required. Having better change facilities and gym or weights rooms for elite players etc. would help	6/27/2017 3:25 PM
4	Please consider the rate payers here. We don't want a street full of cars that we can't work, we don't want idiots hanging around because there is shelter for them to do so, or toilets that can be used to inject!!	6/27/2017 2:08 PM
5	Netball patrons parking on Mountain Gate Dv on Sat/Sun should be cleared as was done on Kevin Av. It is dangerous to exit driveways as you can be completely blind.	6/27/2017 2:00 PM
6	Living in Socarta CCT, it is a weekly hassle having Netballers over running our street for car parks.	6/27/2017 1:45 PM
7	Please do something to stop cars parking in Segarta Circuit on Saturdays residents find it difficult to pass.	6/27/2017 12:12 PM
8	The tennis courts are "Rundown". "Some" Functions held in the community hall don't respect the fact that the site is located in a "Residential Area". - Namely loud music is sometimes play at midnight. - Screaming/honing of people leaving the function held their.	6/27/2017 12:01 PM
9	We back onto netball courts, hence when there is heavy rain the courts flood and so does our backyard.	6/27/2017 11:54 AM
10	Ban Parking in Segarta Circuit. It is very dangerous on a Saturday.	6/27/2017 11:45 AM
11	No seating available near Club and Community Centre.	6/27/2017 11:42 AM
12	Somedays a lot of rubbish - coffee cups plastic bottles, wrappings etc. Accumulate on either side of the walking bike track alongside the courts after weekends!	6/27/2017 10:07 AM
13	Please stop parking in Segarta Circuit	6/27/2017 10:01 AM
14	Stop planting large gum trees that constantly drop their branches	6/27/2017 9:45 AM
15	A local to the netball courts & avoid dog-walker, we often see rubbish after netball families have finished. Wind blows bottles & rubbish throughout the area. Perhaps put those speakers to good use & remind people to take home their rubbish. And leave plenty of room either sides of our driveways.	6/27/2017 9:28 AM
16	More carparking needs to be available at the netball courts. The parking in the surrounding streets (especially Segarta Circuit) needs to be monitored and policed with people illegally parking on both sides of the road on Saturdays.....extremely dangerous and an accident waiting to happen with all the pedestrians from the netball courts.	6/25/2017 4:21 PM
17	Netball courts at Mountain District should have more indoor courts. We have the biggest complex and maybe if we had more indoor courts we would attract representative netball which would mean a lot more money & plus we have the biggest area. I would be looking to make court 17&18 indoor and possibly remove the playground and make it outdoor or make it an indoor playground. Good for parents to watch them as most opens play indoor anyway	6/22/2017 9:40 AM
18	The Knox netball court needs to reopen the other exits as there is far too much traffic in and out of one gate. The access through the residential streets is a reasonable compromise, and those residents I assume have either previously resisted or complained and had that access removed.	6/13/2017 1:31 PM
19	Please look at having at least a few goal rings permanently mounted at the netball centre so that the outdoor courts can be used by individuals as recreation areas as well, perhaps courts 17 & 18. Kids that live close would be happy to be able to walk to the courts and shoot goals in their own time.	6/12/2017 7:58 PM



20	I have seen a FB post regarding seating between the courts at KRN. PLEASE NO. The umpires need this space to run. It's hard enough with people walking through when the game is on. I have been using this space as a player, coach, umpire and 'Mum' for 8 years. My biggest issue is usually spectator space & shelter from the elements. When you're standing still watching the wind is bitter in the winter and there just isn't enough under cover space for everyone. Inside the new seating area is nice, but the 'stadium' seats are hard and VERY cold to sit on. They don't encourage spectators at all. Also, to have food & HOT drinks available for evening games would be awesome.	6/12/2017 9:21 AM
21	More shaded seating areas at the netball courts	6/11/2017 6:26 PM
22	More shelters and seating where all courts are and utilize the centre between the courts with seating would be great thanks. And a couple more drinking water points or bottle fill up stations aswell. The girls don't have time to run to the other end of the courts to get water which doesn't help with dehydration. Thanks	6/11/2017 6:21 PM
23	The surface of the netball courts at HV Jones Reserve is terrible and needs attention. The club rooms are awful.	6/11/2017 9:52 AM
24	survey wont let me submit!! at the netball centre you need better wet weather shelters as when you have supporters, umpires and 2 teams of up to 8 girls u cant all fit under a shelter that doesnt even stop the rain coming in!! you need at least 2 per court! also more courts inside and parking needs n update	6/10/2017 5:10 PM
25	Fix the netball courts at HV Jones reserve.	6/10/2017 1:26 PM
26	Need more carparks at the regional netball centre as there is not enough when every court is being used to cater for every player and official required. If not a footpath into the centre as walking on the nature strips and access roads is dangerous with numerous cars and pot holes in the grass. Covering the outdoor courts would be beneficial as well.	6/9/2017 7:52 PM
27	More shelter , seating at both sites	6/9/2017 5:25 PM
28	Better netball training courts for mt gate netball club.	6/9/2017 4:44 PM
29	More shelter outside at the netball courts	6/9/2017 4:16 PM
30	Knox needs indoor courts after 10 years of playing there it's so bad playing in the rain when so many other associations have more than 6 indoor courts	6/9/2017 3:16 PM
31	There is a large gravel parking lot at the netball courts that becomes unusable when wet (netball is a winter sport) so to have that paved over would be great for additional car parks	6/9/2017 1:19 PM
32	I think hv Jones needs more cover and seating for the soccer and cricket. In regards to netball I think the courts need to be resurfaced and done in a similar manner to those at Knox regional. Hv Jones could also use updated facilities within club rooms and more parking as when there is soccer cricket and netball parking is limited. This also happens on a Sunday. Soccer could also use more changing facilities as the netball rooms are shared on a Sunday	6/9/2017 12:37 PM
33	Netball courts need indoor like the basketball during the wet cold days	6/9/2017 10:31 AM
34	Better road access to Netball Crt, the build up of cars leaving to cross Burwood Hwy is CRAZY and dangerous ! Maybe lights or something that only work on Saturday or when large events on.	6/9/2017 10:02 AM
35	More wet weather shelter at the netball courts. Improved toilet facilities Improved trees and garden beds at the netball centre	6/9/2017 9:48 AM
36	The car park at Knox is in desperate need of expansion. On Saturday cars park up to a block away on the surrounding streets and the grass car parking has turned into a 4wd area and small cars struggle to navigate and find a park. The outer toilets are old and there are only 5 ladies toilets for the 20 outdoor courts. That's around 280 people. Most of the day on Saturday there is a queue out the door waiting to use the facilities.	6/9/2017 9:28 AM
37	Gravel throughout the grass area in the carpark at the netball centre would be great and a cheaper alternative to asphalt? If the weather has been wet, it can be difficult to get through where to where the free parks are without getting bogged. The parking has become progressively worse over the years (I've been attending the centre for over 20 years) - that back grass parking area really needs an upgrade (pretty please!). Any upgrade to add additional indoor courts or provide some shade/shelter for outdoor courts would also be wonderful. I might also add that I just love playing there and travel from Pakenham, with other players on my team travelling from the city to use this excellent facility every week.	6/9/2017 9:23 AM
38	I love the idea of providing more shading on the outside courts, the sun can get especially harsh during our spring netball season. That plus more car parks and an upgraded bathroom would be amazing!	6/9/2017 8:21 AM
39	Would love the tennis courts to be given a makeover at HV Jones with free access to the public.	6/9/2017 8:08 AM
40	We attend the Knox netball centre facility 3 times a week. On Saturdays during competition times carparking is very difficult. The grass area needs to be utilised as carparking space and when it is wet this area is only suitable for 4wd vehicles. The traffic congestion coming out of the facility is terrible. The courts are good however can become very slippery when raining. Could use some additional water fountains near the far courts. Toilet facilities could use upgrading. Lighting needs improvement inside the stadium .	6/9/2017 7:43 AM
41	At a basic, provisions for equipment like netball. The indoor court floors require updating as does the toilet/ change rooms. The facilities aren't bad just need updating and refinement to increase and maintain engagement	6/9/2017 7:34 AM



### APPENDIX B – WEBSITE AND SOCIAL MEDIA POSTS



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## Knox Regional Netball Centre

[Listen](#)

The Knox Regional Netball Centre in Ferntree Gully, is the premier netball centre in Knox City and plays host to over 4,000 netball players each week.

The Knox Netball Centre is a multi purpose facility that features two indoor netball courts with sprung timber floorboards and 18 outdoor netball courts. There are air-conditioned meeting rooms available to hire for casual or regular meetings day or night.



## Knox Regional Netball Centre Draft Masterplan



Indicative image of the proposed changes to the netball centre.

Knox City Council has developed a Draft Masterplan for the Knox Regional Netball Centre. This draft plan details a variety of improvement opportunities at the facility, including the development of two new indoor netball courts.

Whether you're a member of a local netball club, an official or volunteer, spectator, social player or a local resident or business owner, we welcome your feedback on the draft plan.

[View the Draft Masterplan and Have Your Say.](#)

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## Have Your Say

[Listen](#)

### Have your say on projects that Council is developing

With a variety of voices and opinions, we can create a community that is vibrant and inclusive. Let us know how we can build a better Knox, and take part in shaping our community.

### Knox Regional Netball Centre Draft Masterplan

Knox City Council has developed a Draft Masterplan for the Knox Regional Netball Centre (KRNC). This draft plan details a variety of improvement opportunities at the facility, including the development of two new indoor netball courts.

The proposed improvements are intended to reinforce KRNC as a hub for netball in the region and create a high quality, safe and functional environment for its visitors.

In addition to the stadium expansion, the draft plan proposes:

- ▶ Additional formalised car parking;
- ▶ An updated stadium forecourt area, including new paving and seating;
- ▶ An improved drop off zone.

[View the Draft Masterplan \(PDF\)](#)

### How to have your say:

Whether you're a member of a local netball club, an official or volunteer, spectator, social player or a local resident or business owner, we welcome your feedback on the draft plan.

- ▶ Email your thoughts and ideas to [openspace@knox.vic.gov.au](mailto:openspace@knox.vic.gov.au)
- ▶ Talk to us on the phone - Just [email us](#) your phone number and a preferred day/time and we'll give you a call.
- ▶ Attend our Drop-in Information Session between 10am and 12 noon on Saturday 27 April 2019. The session will be held at the KRNC forecourt and is open to all members of the community.

**The consultation period closes Tuesday 30 April 2019.**



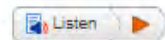
# welcome to knox

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## Media Release - 'Shooting goals': Knox taking action to meet growing netball demand



Council will take action to meet growing demand for netball facilities in Knox by incorporating the proposal of two new indoor courts into the upcoming Draft Masterplan for the Knox Regional Netball Centre (KRNC).

The Draft Masterplan is scheduled for public consultation in March 2019.

The KRNC is Knox's premiere netball facility and one of the largest in the state with two (2) indoor courts and eighteen (18) outdoor courts.

Approximately 6,000 people visit the KRNC every week and, in excess of 10,000 during competition finals as well as special events. The existing facilities are at peak capacity and forecast population growth in Knox will drive demand for additional indoor netball facilities.

Taking into account current and projected demand, the proposal of two new indoor courts would deliver increased capacity (including during peak times) to cater for additional netball programs and other sports and activities.

Preliminary estimates of costs for the construction of two new indoor courts will be referred to the 2019/20 budget process for consideration by Council.



### Quotes attributable to the Mayor, Cr Jake Keogh:

- This is a fantastic first step in finally making more indoor courts at the Knox Regional Netball Centre (KRNC) a reality for our community.
- The KRNC is a sporting and recreational asset in Knox - but with population growth and increasing female participation in sport, we need to take steps to ensure that we can continue to meet demand, now and in future.

Issued: Friday 8th February



#### Knox Community and Council Plan 2017-2021 Reference:

**Goal 1 — We value our natural and built environment:**

Strategy 1.3 Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure

**Goal 6 — We are healthy, happy and well:**

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



Knox City Council is with Boronia Soccer Club and 4 others.  
June 8, 2017 · 🌐

Do you use either the Knox Regional Netball Centre or H.V. Jones Reserve in Ferntree Gully? Knox City Council is preparing masterplans to improve both sites and we're keen to get your feedback to ensure that they continue to meet the community's needs.

Have your say now and complete our short survey: [ow.ly/1bn130cnANd](http://ow.ly/1bn130cnANd)

We will also be holding two drop-in sessions at the Knox Regional Netball Centre Forecourt on Friday 23 June (10am - 12 noon) and Saturday 24 June (9am - 11am).

For more information visit [www.knox.vic.gov.au/knrcmasterplan](http://www.knox.vic.gov.au/knrcmasterplan)

👤 Sulochi Walisinghe

👍 Like

💬 Comment

➦ Share



# Consultation Summary

## KRNC Draft Masterplan



Knox City Council is with Jake Keogh, Mayor of the Knox City Council and 5 others.

June 19, 2017 · 🌐

Drop in and have your say about the Knox Regional Netball Centre or H.V. Jones Reserve!

We're holding two community drop-in sessions at the Knox Regional Netball Centre Forecourt on Friday 23 June (10am - 12 noon) and Saturday 24 June (9am - 11am).

Your feedback will help us develop a masterplan for both sites that meets the community's needs.

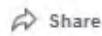
The first 50 attendees will receive a voucher for a free indigenous plant from the Knox Environment Society Nursery.

For more information visit [www.knox.vic.gov.au/knccmasterplan](http://www.knox.vic.gov.au/knccmasterplan)



Flora Lau

1 Share





**Jake Keogh, Mayor of the Knox City Council**

Like Page

December 18, 2018

Last night council approved a report into the Knox Regional Netball Centre and we will now be receiving cost estimates on adding 2 new much needed indoor courts at our budget process next year.

This is a fantastic step in finally making more indoor courts at the Knox Regional Netball Centre a reality!

Mountsin District Netball Association

2018-12-17: Ordinary Meeting Of Council

8 Engineering & Infrastructure Officers' Reports for consideration

8.1 Knox Regional Netball Centre

**SUMMARY:** Coordinator - Open Space and Landscape Design, Andrea Szymanski and Co-Manager Youth, Leisure and Cultural Service/ Strategic Planning Coordinator (Youth Leisure & Cultural Services), Nicole Columbine

As part of the 2017/2018 Capital Works Program, Council committed funding to prepare a Feasibility Study and to develop a Masterplan for the Knox Regional Netball Centre (KRNC) in Ferntree Gully.

This report provides the details of the Feasibility Study which examines the demand for netball within Knox and assesses if there is justifiable demand to establish additional indoor courts at the KRNC. The outcomes of the Feasibility Study provide strategic direction for the development of a Masterplan for the site.

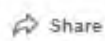
#### RECOMMENDATION

That Council:

1. Endorse the Knox Regional Netball Centre Feasibility Study Report;
2. Incorporate the recommendations of the Knox Regional Netball Centre Feasibility Study in the Masterplan for the Knox Regional Netball Centre;
3. Refer the preliminary estimate of costs for the expansion of the indoor courts to the 2019/20 budget process for consideration by Council; and
4. Receive the completed Masterplan for the Knox Regional Netball Centre once finalised.

Melissa Sparrow and 58 others

15 Comments 8 Shares





**Knox City Council**  
February 11

We're shooting goals in Knox!

Council will take action to meet growing demand for netball facilities in Knox by incorporating the proposal of two new indoor courts into the upcoming Draft Masterplan for the Knox Regional Netball Centre (KRNC).

The Draft Masterplan is scheduled for public consultation in March 2019. Stay tuned on our page for your chance to have your say! ... See More

38 12 Comments 4 Shares

Like Comment Share

Most Relevant

Write a comment...

**Knox City Council** Thank you all for your great feedback! 🙌 We're currently preparing a draft Masterplan for KRNC, and welcome you all to contribute formally when we begin the community consultation phase. Stay tuned on our page!

Like Reply · 11w

**Emma McClelland** Tina McClelland

Like Reply · 11w

**Nadia Arnott** Hey Knox council, It would be great if there was more car parking available too. Also, more than one entrance/exit for cars would be so helpful. Saturday's are crazy at these courts. Thanks for helping to improve this netball centre. 😊👍

Like Reply · 11w

**Amy Coloretti** Nikki Roberts Lucy Caulfield

Like Reply · 11w



**Gareth McDowell** 🙄 not without traffic lights at Thomas street. It's the most dangerous intersection in FTG as it is.  
Like Reply · 11w

**Connie Dalgleish** Totally agree. If heading back to the hills, impossible to get out. Very dangerous  
Like Reply · 11w

**Gareth McDowell** Connie Dalgleish I have to do it to go home every day. Sometimes 4 or 5 times if I'm running around busy. Getting out on Saturdays is a joke. It's even worse because a lot of people decide to do a u-turn there last second, usually without an indicator.  
Like Reply · 11w

Write a reply...

**Paul Young** Jess Ellwood  
Like Reply · 11w

**Michelle Petkovic** Dave Hough  
Kristy Kreitzheim  
Like Reply · 11w

**Geoff Schmidt** Today's Knox News states, Knox Council has committed \$25m towards an upgrade of of the Knox Regional Sports Park to "deliver unprecedented access to elite female sport". WTF ?  
With annual revenue of \$115m from from rate payers this equates to 22%.  
I didn't get a say in the \$2.2k I just paid in rates for \$480 to go towards "elite sport". Lost the plot....  
Like Reply · 10w

**Christine Maree** Katelyn  
Like Reply · 11w

Most Relevant is selected, so some comments may have been filtered out.  
Write a comment...



**Knox City Council**  
April 4 · 🌐 · 🌐

GOAL! Knox CC scores Federal Government funding for Knox Regional Sports Park [bit.ly/2loVmtr](https://bit.ly/2loVmtr)

Netball Centre in beautiful Ferntree Gully.

18 Likes · 1 Comment · 4 Shares


Like · Comment · Share

Most Relevant ▾

Write a comment...


**Michelle Petkovic Dave Hough** 👍  
Like · Reply · 3w







**Knox City Council**  
April 26 at 2:25 PM · 🌐





We want to hear from YOU!  
Join us tomorrow at our drop-in information session to give us feedback on the draft Knox Regional Netball Centre (KRNC) Masterplan.  
Location: KRNC forecourt ... See More



**Knox Regional Netball Centre  
Draft Masterplan Consultation**

You and 2 others      1 Share

 Like     Comment     Share    


 Write a comment...       

**Knox City Council**  
April 8 at 10:57 AM

👉 We want to hear from YOU! 👉

We're seeking community feedback on the draft Knox Regional Netball Centre Masterplan 🏏🏆 Proposed improvements include two new indoor netball courts, an improved stadium forecourt and additional parking.

Consultation open until 30 April 2019. Find more information and view the plan [bit.ly/2lhIWTX](http://bit.ly/2lhIWTX).



👍👎 8      5 Comments 4 Shares

Like Comment Share

Most Relevant ▾

Write a comment...

**Melissa Allen** Make the car parking multi-story and fill the rest of the space up with trees. 👎 1  
Like Reply · 3w

**Dusanka Amy Peric** iv paid my sitting day 👎  
Like Reply · 3w

**Alan Fleming** If it would get rid of the outdoor megaphone that you can hear for miles then good. However, I would rather it was built in a non residential area with plenty of room for parking and future expansion. It's not a suitable site. 👍 2  
Like Reply · 3w

**Heather Spicer Willoughby** The extra parking would be good if parking in Segarts Circuit by netball people, is totally banned. And supervised. 👍 1  
Like Reply · 3w

**Paul Fagan** You really have to ask? So you are increasing much more traffic in the precinct and you need help planning it? Send a councillor there on a Saturday and let him or her try to get out to drive back in the Upwey direction.... See More 👍 2  
Like Reply · 3w

Write a comment...



**Jake Keogh, Mayor of the Knox City Council**

Like Page

April 29 at 5:00 PM

It was great to have so many people come down on the weekend to our consultation about the upgrade to the Knox Regional Netball Centre. Thanks to Andrea for running the consultation.

After many years, the netball centre will finally be getting two new indoor courts with joint funding from the Federal Government and Knox Council!

Marcia Timmers-Leitch - Councillor for Collier Ward Knox City Council  
Nick Wakeling MP



Melissa Sparrow and 11 others

1 Comment

Like

Comment

Share





### APPENDIX C – FLYER

#### Vision

The Knox Regional Netball Centre is a regional hub for netball activities, providing the largest participation in sport by women and is the premier netball centre in Knox.

In 2018, Council completed a feasibility study and the findings have informed the development of a draft masterplan.

With over 6000 participants visiting the facility on a weekly basis during the season, the study identified that there is substantial demand for additional indoor courts, in order to accommodate current and future use.

Council is seeking community feedback on the draft masterplan and comments can be made at [knox.vic.gov.au/haveyoursay](http://knox.vic.gov.au/haveyoursay) from Monday 1 April until Tuesday 30 April.

Comments will be reviewed and the masterplan will be presented to Council for endorsement in June 2019.

#### Timeline

✓ Preliminary Site Investigation Mar 2018
✓ Stage 1 Public Engagement April 2018
✓ Feasibility Study May 2018
✓ Feasibility Study endorsed by Council Dec 2018
✓ Draft Masterplan March 2019
● Stage 2 Public Consultation April 2019
● Review and Finalise Draft Masterplan Expected in May 2019
● Draft masterplan presented to Council for endorsement Expected in Jun 2019

#### Have your say on what matters to you in Knox

We're currently seeking community feedback on the Draft Masterplan. Submit your feedback at [knox.vic.gov.au/haveyoursay](http://knox.vic.gov.au/haveyoursay) or call **03 9298 8000** and ask for the Open Space team.

Consultation closes on **Tuesday 30 April 2019**.



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T [knoxcc](#)  
@ [knoxccouncil](#)  
131 450  
National Relay Service  
133 677



Knox City Council acknowledges the traditional custodians of the city of Knox, the Wurundjeri and Bunurong people of the Kulin Nation.

**Knox Regional Netball Centre  
Ferntree Gully**



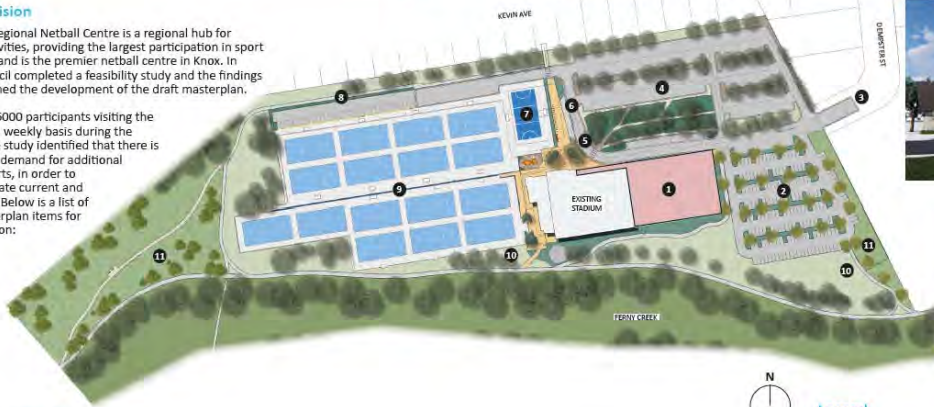
### Draft Masterplan

Knox Regional Netball Centre, Ferntree Gully

#### Design Vision

The Knox Regional Netball Centre is a regional hub for netball activities, providing the largest participation in sport by women and is the premier netball centre in Knox. In 2018, Council completed a feasibility study and the findings have informed the development of the draft masterplan.

With over 6000 participants visiting the facility on a weekly basis during the season, the study identified that there is substantial demand for additional indoor courts, in order to accommodate current and future use. Below is a list of draft masterplan items for consideration:



Indicative image of the proposed stadium.  
Photo credit: Mantric Architecture



Aerial view of the site

#### Features of the Masterplan

- 1 STADIUM EXPANSION**  
Council propose to provide an additional two new indoor netball courts at the site.
- 2 OVERFLOW CARPARK**  
Provide approximately 180 additional formalised parking bays with shade trees in keeping with the adjoining Ferny Creek corridor character.
- 3 SITE VEHICLE ENTRY**  
Improve the entry experience with new signage and upgrade line-marking to allow for safer vehicular movements and more legible traffic flow, especially in and out of the site.
- 4 EXISTING CARPARK**  
Retain existing sealed carparking (approximately 260 spaces). Consider pedestrian lighting enhancement along pathway to improve visibility to and from the carpark.
- 5 STADIUM FORECOURT**  
Replace existing paving in forecourt area and thin existing trees (4 proposed to be removed) to reduce pavement issues. Create new garden bed areas around retained trees with integrated seating opportunities. Existing play space to be retained.
- 6 KEVIN AVENUE LINK**  
Extend forecourt towards Kevin Avenue to improve pedestrian access and provide an improved vehicle drop-off zone. The creation of this new space will result in the loss of one outdoor netball court (and the realignment of the second to a north-south alignment).
- 7 OUTDOOR SHOW COURT**  
Provide an outdoor show court to the Netball Victoria standard/preferred north-south orientation with sufficient spectator space and lighting.
- 8 NEW OVERFLOW PARKING**  
Provide approximately 35 additional formalised parking bays as required.
- 9 EXISTING COURTS**  
Retain 17 outdoor courts. The option of realigning the outdoor courts to the preferred north-south alignment has been investigated, and shown to require both significant cost and the loss of additional outdoor courts.
- 10 NEW PATH CONNECTIONS**  
Create stronger pedestrian links between the facility and the Ferny Creek shared trail. Install bike racks to encourage active transportation to the site.
- 11 REVEGETATION AREA**  
In accordance with the Knox Revegetation Plan, undertake revegetation works to the sloped grassy area to enhance biodiversity and habitat connectivity along the Ferny Creek corridor.

#### Legend




- EXISTING TREES
- PROPOSED TREES
- EXISTING TREES TO BE REMOVED
- REVEGETATION
- GARDEN BED
- MOWN GRASS
- NEW BUILDING
- EXISTING PATHS/PAVING
- NEW PATHS/PAVING
- GRAVEL PATH
- NEW SEATS
- NEW BIKE RACKS
- EXISTING PLAY GROUND
- PEDESTRIAN CROSSING
- EXISTING WATER TANK



Indicative image of the proposed stadium forecourt including new paving, seating and garden beds around selected existing trees.  
Photo credit: Suzy Blake

APPENDIX D – WRITTEN RESPOSNES RECEIVED

Submission 1


 Reply  Reply All  Forward

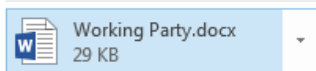


Fri 5/04/2019 12:28 PM

**Feedback on draft masterplan**

To OpenSpace

 Follow up. Completed on Wednesday, 1 May 2019.



Hi

Attached feedback from Mountain District in regard to the draft Masterplan as compiled after discussions from the Working Party.

Regards







**MOUNTAIN DISTRICT NETBALL ASSOCIATION**

**WORKING PARTY DISCUSSIONS AND FEEDBACK ON THE DRAFT MASTERPLAN**

Present: (President Boronia) (President FTG) (Warrirna South /EFL)  
 (Secretary Mountain District)

Apologies: (Netball Victoria), (President Mountain District)

<p><b>Current Situation for Mountain District</b></p> <p>While taking into account the current situation for Mountain District as the main user at the Knox Regional Netball Centre, financial contributions made in the past, court and room rental costs and other factors to be taken into consideration, we are extremely excited to learn of the budget monies allocated to the new netball courts. At Mountain District our numbers have remained stable over the years with a growth in the number of clubs participating during the Saturday Competition. (20) We are also working on a Strategic Plan and Business plan to ensure that our visions for the future are effective and realistic.</p> <p>We are also appreciative of the amount of time and effort that has been put into holding meetings and drafting up the Masterplan. As a group of people who have had years of experience working at the complex as volunteers for clubs and the association, attending Feasibility study meetings and Draft Masterplan meeting, we would like to provide the following feedback in regard to the current Masterplan taking into account our expertise and knowledge and current and future usage requirements.</p>
<p><b>Needs of Mountain District and other current and future user groups</b></p> <ul style="list-style-type: none"> <li>• We do not require any extra courts but would benefit incredibly from the use of four (4) indoor courts</li> <li>• While the Masterplan has included aesthetic beautification of the surroundings we would prefer finances to be utilised to build a functional and user friendly construction. (Let's get it right)</li> <li>• Indoor courts should be easily accessible from one to the other, without crowding and potential accidental incidences</li> <li>• Vehicular and foot access should be free flowing and avoid crowding in various areas particularly outside the canteen area</li> <li>• Daniel Petracca indicated the need for courts to be effective for different users and age groups</li> <li>• Access for disability and wheelchair patrons</li> <li>• Toilet areas and change rooms for male/female participants, umpires, home/away teams (EFL)</li> <li>• Office/Admin areas that are secure and safe for users (not upstairs) These current offices/rooms could be easily converted to change rooms, meeting rooms, other group usage.</li> <li>• Access for emergency vehicle personnel etc.</li> <li>• Showcourt shown on Masterplan is not an effective use of space</li> <li>• Two new indoor courts to be built where Courts 17 and 18 are now situated (The reasons given at the meeting for not positioning there, were:             <ol style="list-style-type: none"> <li>I. Neighbours would not want to see a wall (if you look to the top of the carpark, there are large concrete walls that neighbours have a view of everyday)</li> <li>II. Noise Level (A wall would surely muffle the sounds more so than the open court/s that are proposed or are now there)</li> <li>III. View for emergency vehicles (currently ambulance etc. have difficulty entering the building with door widths and winding entrance and we have an official meet them)</li> </ol> </li> <li>• Car parking as per the Masterplan is a critical part of the redevelopment or building. By adding sufficient carparking at the end of the current Indoor Courts would ensure that vehicular traffic is safer and easier to manage</li> </ul>
<p><b>Vision for Mountain District and other users</b></p> <ul style="list-style-type: none"> <li>• Four indoor courts with stadium seating for larger number of spectators (Grand Finals – for EFL and Mountain District, and other spectator sports)</li> <li>• Atrium or similar between our proposed courts and current building to provide freeflow of members, spectators and emergency personnel, with a covered area (This would also allow spectators to watch most outside courts, teams to meet etc.</li> <li>• Access to enable the aged, disabled and other user groups to enter and function effectively i.e. younger children/fitness classes etc.</li> </ul>

<ul style="list-style-type: none"> <li>• Combining upstairs rooms and offices for other use</li> <li>❖ Mountain District is developing a business plan with the possibilities of an AFL partnership and a future VNL Licence</li> <li>❖ Consultation and advice to be planned and structured with Netball Victoria</li> </ul>
<b>Recommendations:</b> We would value the opportunity to consult over this feedback and our Working Party is available for further discussion.  Secretary/Chairperson Mountain District Working Party

### Submission 2



Mon 8/04/2019 11:30 AM

[Redacted]

Knox Regional Netball Centre Draft Masterplan

To OpenSpace

Flora Project

Sierra Project

**i** Follow up. Completed on Thursday, 11 April 2019.  
You replied to this message on 11/04/2019 11:04 AM.

Hi KRNC Design Team

Putting the new courts in that area will take away hundreds of car spaces – I know this from being a parking helper on the day of the MDNA tournament last week. This existing car park which houses 260 spaces filled within half an hour. We put more than that where your plan states the expansion (1) is to go. This will make the overflow carpark way too tiny.

Why do we need a show court outside? Can't the Stadium expansion be over the existing courts 17 and 18 – with new admin facilities in the middle? The umpires really need their own space instead of cramming into the Admin Area as they currently do. Wouldn't a show court be better placed inside the new stadium for optimal performance?

As a regular here there is always pain parking on a Saturday with the 1000's of players and spectators. Reducing the carpark space would be a disaster.

Kind regards,

[Redacted signature]

**Submission 3**

Mon 8/04/2019 7:31 PM

**Knox Regional Netball Centre Draft Masterplan**

To OpenSpace

**i** Follow up. Completed on Thursday, 11 April 2019.  
You replied to this message on 11/04/2019 9:32 AM.

Please consider changing the seating of the existing stadium as they are the most uncomfortable seats around. Also something to provide shade to the bench area of the existing courts is needed. It is difficult to tell if changes have been made on the master plan but with increased parking, traffic flow when exiting will need to be better managed. Overall the plan is very positive and I hope construction is not too far off.

Regards  
[Redacted]

**Submission 4**

Wed 10/04/2019 5:48 AM

**Knox Regional Netball Centre Draft Masterplan**

To OpenSpace

**i** Follow up. Completed on Thursday, 11 April 2019.  
You replied to this message on 11/04/2019 9:22 AM.

As a local resident I get annoyed with how loud the external speaker system is. In addition the person seems to enjoy her voice as she is constantly using it. You can hear her for miles.

Secondly, it should never have been near a residential area that does not allow for future expansion of facilities, parking and access. It really needs a new site. Look how the City of Dandenong located it's basketball and sports centre. It is in a much better location. Knox is in the wrong place. The same can be said of the Aquatic Centre.

Don't make a bad decision even worse. Rethink and do it properly in a better location.

[Redacted]



## Submission 5



Fri 12/04/2019 11:48 AM

Knox Regional Netball Centre Draft Masterplan

To OpenSpace

**i** Follow up. Completed on Wednesday, 17 April 2019.  
You replied to this message on 16/04/2019 9:25 AM.

Hi Guys,

Just got the mailout regarding the netball centre.

Yes it does need a makeover and I am glad something is being done ! I don't have any major grievances with the plan but I would ask the planners to consider the possibility of direct access to the Mountain Gate area via Kevin Ave, maybe on a weekend only basis?? The current access to the Netball centre is only from uncontrolled intersections on Burwood Hwy and there can be quite a wait to access or leave the area on game days – not to mention the increased risk of traffic crashes. Many locals also use the Mountain Gate shopping centre carpark for access to avoid having to use Burwood Hwy.

The other potential issue is the proposed carpark layout shown at item #2 on the mailout drawing. I would implore you not to fall into the trap of making the carpark traffic lanes contra-flow with 90° parking spaces simply because it looks nice on a plan drawing ! While cars are basically rectangular in plan view and fit neatly into a grid pattern on paper, they are not Tetris blocks and cannot be instantly rotated about their centre to park !! This is especially true of all the large 4WD/SUV vehicles that are the favourites of local families who attend the Netball courts! By far the best design is one way flow with 45° nose-in "herringbone" spaces. It makes parking faster, easier, less stressful and allows more spaces in the same area.



## Submission 6



Sat 13/04/2019 8:56 AM

  
 KRNC Draft Masterplan

To OpenSpace

**i** Follow up. Completed on Wednesday, 17 April 2019.  
 You replied to this message on 17/04/2019 11:22 AM.

## Greetings

Firstly, I want to thank the council for moving forward with this project and securing finances through the Hon. Alan Tudge MP. It is desperately needed on several fronts. The demand for netball will only increase as Super Netball, with its supporting structures, gains more popularity.

I want to raise some concerns however with the current layout as shared in the PDF. It relates to car parking predominantly. I will express these concerns then offer some solutions that may have been considered or not. I will use two points of reference; a usual Saturday and Tournaments.

1) Regarding pt 8 on the map it references an additional 35 overflow spaces. I

2) In regards to pt 2 on the map, the much needed extra car park. I was part of a volunteer team that turned up to assist with parking on the current grassy paddock for the MDNA tournament on 31st March this year. We parked close to 350-400 cars in this (currently larger) space. Thankfully it wasn't too boggy. The current plan is for 180 spaces. Is Knox Council and surrounding neighbours prepared for at least 100 cars, potentially 200 cars, to spill over into neighbouring streets? Not to mention the extreme traffic congestion this will cause at the KRNC as people arrive, are turned away and then are trying to leave as others are arriving.

"Solutions"

A) In pt 8 on the map formalise the car parking space on the north side of this area which is a grassy verge at the moment. By doing that you will add 50+ spaces if the proper parking ones are painted. People naturally park further away from each other if there are no painted boundaries! People park there now (and will in the future) as there are (and will not be) enough bitumen spots.

B) Paint all bitumen car parking spaces to ensure efficient use of space.


C) This is the radical suggestion and I suspect would require additional funding. Don't extend the stadium into pt 1, however, extend the stadium north over current courts 17 & 18 (pt 7).

## ADVANTAGES

- 1) you gain another 180 car park spaces in pt 1
- 2) the extra stadium can be set up as stand alone so week nights if only 2 courts required you can use either the existing courts or the new facility. Thereby minimising power wastage for lighting and cooling.
- 3) the playground becomes a weather protected space
- 4) office/ meeting space is set up over "dead space" ( current canteen and proposed walkway between car park and outdoor courts) that is hireable OR available to a new VNL team taking advantage of new facility or Umpires space or ..... thus making use of the join between current and proposed new north side stadium.

## DISADVANTAGES

- 1) the pathway from car parking to outdoor courts would need incorporating into a structure
- 2) you lose the outdoor north/south "super court"

I am happy to chat further about this with the team. Call me on  if they so desire.

Appreciate the opportunity to give feedback.

Cheers



Submission 7



Mon 15/04/2019 6:25 PM

[Redacted]

Knox Regional Netball Centre Draft Masterplan

To: OpenSpace

**i** Follow up. Completed on Wednesday, 17 April 2019.  
You replied to this message on 17/04/2019 11:22 AM.  
We removed extra line breaks from this message.

Looks great  
Bit it needs to have more weather protection for the out door courts for the kids and parents, The covered stands need to be extended

Regards

[Redacted]

Submission 8



Tue 16/04/2019 6:45 PM

[Redacted]

Knox Regional Netball Centre Draft Masterplan

To: OpenSpace

**i** You replied to this message on 17/04/2019 11:23 AM:






As a resident that backs on to the preposed overflow carpark on the KRNC draft Masterplan, I have concerns about added noise, exhaust fumes and drainage problems.  
Already the run off from the courts and the poor drainage behind our house has caused flooding in our property,  
And I feel this will be compounded by the extra paving and bitumen.  
Please find attached a photograph taken at the back of our property where it backs on to the existing Netball Courts in 19<sup>th</sup> December 2017. I feel the netball courts have been designed to drain off towards the houses backing on to Kevin Avenue and the carpark will make this so much worse.

With Thanks,

[Redacted]



Submission 9

 Reply  Reply All  Forward

Sat 27/04/2019 10:33 AM



netball upgades

To OpenSpace

Hi,

I like the proposal to have more indoor courts so that this site can be used more in all weather. As for encouraging more cycling that is only for the ultra fit, I'm not sure people would want to cycle there but would preserve their energy for the netball matches. But good for any locals in the area to cycle when not playing netball.

However, I would like to see council encourage for teams car share. How many people come there with just one child? Perhaps setting up a car sharing website or encouraging teams to have members to car share so that car parking is not needed to be expanded.

Regards,



## Submission 10



Sun 28/04/2019 3:06 PM

Knox Regional Netball Masterplan

To OpenSpace

**i** You replied to this message on 1/05/2019 9:17 AM.  
We removed extra line breaks from this message.

I am a past Executive member of Mountain District Netball Association and an immediate past member of Knox Council's Recreation & Leisure Liaison Group.

I submit my thoughts below regarding the Masterplan as viewed yesterday.

1/ Not sure there will actually be a need for an outdoor show court given there will be 4 indoor courts. I think it would be better to design the interior to cater for larger crowds and perhaps more show games re VNL fixture and Vixens trial matches.

2/ I feel it important to provide change rooms and perhaps and an exercise/gym room that can be utilised by Mdna rep teams and visiting high performance teams.

3/ The proposed site placement of the new facility will take away substantially from the existing car park availability, I know the planning people say sealing and lining the car park will not see any real net loss of spaces but having organised the parking there for big tournament event days several times in the past and we used to pack them in pretty tightly there will definitely be substantial loss of car spaces.

4/ I believe with an additional 2 indoor courts there would not be the same need for 18 outdoors so some could possibly make way for additional car parking.

5/ Car parking should be extended down the Kevin Ave side of the outdoor courts and possibly around the bottom (Western) end of the courts as well where the land is relatively flat.

My personal ideal would be alternatively building where current courts 17 & 18 are and having a covered area that could be opened up between the 2 stadiums where the existing playground and forecourt are.

Kindest regards,



## Submission 11



Tue 30/04/2019 4:54 PM

[REDACTED]  
Knox Regional Netball Centre Draft Masterplan

To OpenSpace

You replied to this message on 1/05/2019 9:19 AM.

Dear  
Sir/Madam,

As a resident of Ferntree Gully, I am writing to express my concerns with regards to the Knox Regional Netball Centre Draft Masterplan. I have reviewed council's proposed changes and fail to see how they adequately address the current issues with regards to the insufficient parking already on-site or improve access to the centre.

The lack of available parking and suitable access to the centre ultimately results in cars being parked in surrounding residential streets. I live in Segarta Circuit and, like most of the other residents who live near the centre, find the current situation of our street being turned into a carpark every weekend untenable. I have lived in Segarta Circuit for close to 20 years and in that time have noticed the situation getting worse. With cars constantly lining the street and habitually ignoring no standing signs, it is at the point where it is unsafe to reverse out of your own driveway much less try and navigate your way through what becomes a single lane with oncoming traffic. I would hate to think of what would happen if there was an emergency in the street as ambulances and fire trucks would have no hope of getting through in a hurry.

Over the years there have been more and more courts put in with no improvement in access or parking in the centre, the playing days (including the noise from the loudspeaker) are starting earlier and finishing later and since the introduction of the winter season means this chaos now occurs all year round other than on school holidays. The current situation is unfair on the people who live near the centre and who do have a right to quiet enjoyment of their homes.






Tue 30/04/2019 4:54 PM

### Knox Regional Netball Centre Draft Masterplan

To OpenSpace

 You replied to this message on 1/05/2019 9:19 AM.

Whilst I appreciate that the proposed plan includes "180 additional formalised parking bays", putting in some formalised bays does not actually increase the amount of parking available on the site as there are already cars parking in the unsealed/grassed areas as it is. In fact, building an additional stadium with two new indoor courts where people are currently parking actually reduces the availability of potential parking space whilst further increasing the number of visitors to the site!

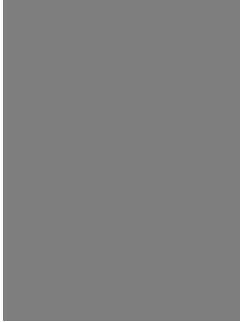
Another issue with the centre, and hence the most likely cause of people parking in residential streets and walking to the centre, is the lack of feasible vehicle access. A single entry/exit point where people then need to run the gauntlet of trying to get across Burwood Highway is dangerous. Personally, I don't blame anyone for not wanting to take the risk much less the long delays in being able to get out on to Burwood Highway whilst competing with cars turning into Thomas Street. I also fail to see how "new signage and upgraded line-marking" is actually going to "allow for safer vehicular movements and more legible traffic flow, especially in and out of the site" as stated in the council's "Masterplan". Realistically, better traffic flow in and out of the centre would be achieved by installing a set of lights at the Burwood Highway and Thomas Street intersection and providing an additional entry/exit point from the area reserved for the proposed Dorset Road extension.

At the end of the day, I think it fair to say that the area for those courts is no longer feasible for the number of visitors to the site, and putting in more courts, whilst reducing the availability for potential parking spaces does nothing to improve the functionality of the centre either. Given the costs of the proposed "improvements", maybe it's time the council seriously considered relocating the centre out of what is essentially a residential area and putting it in an appropriate location where future growth and expansion is possible.

Given my concerns above, I would appreciate in being informed of how council plans to realistically resolve the above issues if the proposed changes were to proceed.



Kind regards,



Submission 12

364



13 April 2019

To Whom It May Concern:

Thank you very much for the Draft Masterplan of the Knox Regional Netball Centre in Ferntree Gully, which I received recently. Considering the design, it all looks good; More carparking spaces, trees to provide shade for the cars parked, bicycle racks, extension of stadium.

Many netball games are played at one time so it is good that the seventeen outdoor netball courts are retained.

That is my feedback.

Yours sincerely,



**RECEIVED**  
17 APR 2019

**CORPORATE RECORDS**





## 8.2 Review of Parking Management Plans

### **SUMMARY: Senior Traffic Engineer – Deborah Wilding**

**Draft Parking Management Plans for both the Ferntree Gully Village Centre and Upper Ferntree Gully Neighbourhood Activity Centre/Angliss Hospital have been developed after consultation phases in August/September 2018 and December 2018/January 2019. The Parking Management Plans have been refined in respond to the consultation and are now presented to Council for endorsement.**

### **RECOMMENDATION**

**That Council:**

- 1. Adopt the Ferntree Gully Parking Management Plan as presented in Attachment 1**
- 2. Adopt the Upper Ferntree Gully Parking Management Plan as presented in Attachment 2**

### **1. INTRODUCTION**

The Parking Management Plans for Ferntree Gully and Upper Ferntree Gully Activity Centres were developed in response to the Knox Parking Policy to better manage the increasing demand for parking throughout the municipality.

The Parking Management Plans presented, have been modified through the consultation process, having regard to the endorsed Knox Parking Policy and comments received from residents, visitors, commercial and retail proprietors and rail commuters.

### **2. DISCUSSION**

#### **2.1 Background**

Parking demand across Knox continues to increase, especially in activity centres where there is increasing development, retail and commercial activity and demand from rail commuters. This creates challenges in providing for the movement of people and goods through the municipality while still maintaining a safe and pleasant environment for people to live, work and play.

The Knox Parking Policy was endorsed by Council in February 2018 to better manage the parking needs of the community and shift from being reactive to strategic when managing parking issues. The Knox Parking Policy outlines a framework for progressively preparing parking management plans for each activity centre over a five year period.

Draft parking management plans have been created for Ferntree Gully Village Centre and Upper Ferntree Gully Neighbourhood Centre/ Angliss Hospital (see Appendix A and B) after conducting two community consultation periods and undertaking an independent parking study for each centre.

Once endorsed, proposed parking changes within the commercial areas of the parking management plans will be implemented within a 3 month period (stage 1). Restrictions proposed within residential areas (stage 2) will be implemented according to community demand and following further consultation with residents of each affected street.

## 2.2 Development and Consultation of the Parking Management Plans

In preparing the parking management plans for Ferntree Gully and Upper Ferntree Gully, an independent parking study and two public consultation periods were conducted for each activity centre.

The independent parking studies provided data and feedback on existing parking conditions within each activity centre. This consisted of:

- Identifying all existing parking restrictions within the study area including the location and number of specialty parking zones (such as 'accessible', 'loading', 'taxi' and 'bus');
- Determining the extent of parking in car parks and on local streets within the study area;
- Analysing the observed car parking demand in the study area; and
- Providing recommendations for parking improvements for the study area in line with the Knox Parking Policy.

Community consultation was undertaken using Council's website – 'Have Your Say' page and broken up into two stages:

- In August/September 2018 - a general online survey on community parking needs and issues for residents, visitors, workers and business owners who use each activity centre.
- In December 2018/January 2019 - Presentation of the draft parking management plans for community comment.

Advertising for the community consultation process was carried out using:

- DL flyers - distributed to surrounding residential areas and shops (2,700 for the Ferntree Gully area and 1,200 for the Upper Ferntree Gully area),
- A3 posters - provided to shop owners to install in their windows,
- Customer service screens and
- Social media posts

The general survey on community parking needs generated the following number of responses:

- For Ferntree Gully, 98 responses were received
- For Upper Ferntree Gully, 240 responses were received.

The comments and suggestions received from the surveys, letters, emails and Facebook posts have been aggregated into related issue responses. The main issues were then listed for feedback on the draft parking management plans for the community to view.

The main issues raised and how they can be addressed are shown below in Table 1.



**Table 1 - Key Issues raised through Community Consultation for Ferntree Gully and Upper Ferntree Gully**

Issue raised	Response to Comment
<b>Longer parking times outside working hours</b>	Where feasible, parking restrictions are limited between 8am and 6pm in residential areas and between 6am and 8pm in commercial areas
<b>Longer parking times around the shopping centre</b>	Where car parking areas are under-utilised, not affecting residents or other businesses, the car parking times can be extended. For example, changing restrictions to 4 hour parking in Council’s Ferntree Gully car park next to the train station.
<b>Through access in local streets for emergency services</b>	<p>The width of each street was checked to ensure that where parking is allowed, there is still access for residents and emergency vehicles</p> <p>On roads with a bus route or a major traffic route, the road width allows for two way traffic</p>
<b>Advocacy by Council for the State Government to provide more commuter parking</b>	Council from time to time advocates to the state government requesting improvements to the public transport system. The federal government has also recently made a commitment for an additional 500 car parking spaces at Ferntree Gully Station.
<b>Greater enforcement of parking restrictions by Council</b>	Council is in the process of creating a Parking Compliance Strategy which will include actions to address this matter.
<b>More community education on parking road rules</b>	<p>Council currently works to raise awareness of driver behaviour around schools through community programs.</p> <p>A media campaign to address common road rules related to parking could be further investigated.</p>

Many comments raised from the general survey on community parking needs related to specific restrictions in local streets. These were given consideration in development of the parking management plans in accord with the parking policy, the reasonableness of the request and the best fit for parking in the area.

Recommendations from the independent parking study were also summarised for the community to view and provided as part of the draft parking management plans. The recommendations which could be accommodated on local roads and Council carparks were included in the parking management plans. Those recommendations relating to advocacy will require separate discussion with the various stakeholders.

Through the consultation process, the draft parking management plans were presented in a map form with coloured lines indicating different types of restrictions. This allowed residents to view individual restrictions in each street. The draft parking management plans were made available for comment on Council's website in conjunction with the Upper Ferntree Gully streetscape plan. This reduced the need for multiple consultation processes with the public.

The original flyers, sent out by post, advised residents of the consultation process and where to view the draft parking management plans. Residents who provided an email address after the first general survey were sent a follow up email advising them of the draft parking management plans for review on Council's website. 90 people were sent follow up emails. In addition, there were four (4) social media posts advising the community of the draft parking management plans which averaged a reach of 2,700 people with 200 engagements per post.

As a result of the second consultation process, six (6) emails were received for the Upper Ferntree Gully plan and two (2) for the Ferntree Gully plan providing support and comments on the plans. Council also provided feedback on the Draft Parking Management Plans through an Issues Briefing held on 8 April 2019.

### 2.3 Key Changes to the Draft Ferntree Gully and Upper Ferntree Gully Parking Management Plans

Responses received from presenting the draft parking management plans for public comment and feedback from the Issues Briefing on 8 April 2019 have prompted the following changes to the draft parking management plans.

'No Parking' restrictions are preferred over 'no stopping' restrictions to control parking in high parking demand areas. 'No Parking' restrictions will allow for motorists to drop off or pick up passengers or goods up to 2 minutes. This will provide more opportunity for residents to receive deliveries or drop off elderly visitors outside their properties. 'No Stopping' restrictions will be reserved for locations where parking may create a safety issue and needs to be banned.

#### 2.3.1 Ferntree Gully Parking Management Plan

- Alma Avenue – extend 'No Stopping' Signage on Alma Avenue between Bruce Street and Yandra Court to reinforce solid centreline which restricts parking due to a crest and bend on road in this location
- Dorothy Grove – Include a section of '3 hour 8am-6pm Mon-Fri' restrictions outside 1A Dorothy Grove to provide additional parking for visitors and residents of Dorothy Grove. Given the proximity of this road to Ferntree Gully Railway station and subsequent ongoing parking issues, arrange for parking restrictions to be reviewed and implemented in this road as soon as the parking management plan is endorsed.
- Wyuna Street – Together with the parking changes on the commercial side of the street, implement the proposed '4 hour 8am-6pm Mon-Fri' restrictions outside residential properties on the west side of Wyuna Street as soon as the parking management plan is endorsed.

### 2.3.2 Upper Ferntree Gully Parking Management Plan

- Railway Avenue, Lyones Parade, Hilltop Avenue and Quarry Road – given the proximity of these roads to Upper Ferntree Gully Railway station and subsequent ongoing parking issues, arrange for parking restrictions to be implemented on these roads as soon as the parking management plan is endorsed.
- Railway Avenue – Extend the ‘4 hour parking 8am-6pm Mon-Fri’ restrictions on the north side of Railway Avenue outside 7, 9 and 11 Railway Avenue (approximately 6 spaces) and provide ‘4 hour parking 8am-6pm Mon-Fri’ restrictions on the south side of Railway Avenue outside 19 and 2/19 Railway Avenue (approximately 4 spaces) to provide parking for visitors and residents of Railway Avenue. Arrange for these parking restrictions to be implemented as soon as the parking management plan is endorsed.
- Quarry Road – Upper Ferntree Gully CFA expressed access concerns for fire trucks when parking occurs on both sides of the road. Change the restrictions to ‘No Parking 8am –6pm Mon-Fri’ on the north side and unrestricted parking on the south side with two sections of ‘4 hour parking 8am-6pm Mon-Fri’ restrictions to provide additional parking for visitors and residents of Quarry Road. This will ensure a minimum of 3 metres clearance for emergency vehicles. Restrictions in this road may need to be reviewed in 6 –12 months given the variable road width and volume of commuter parking.

Lyones Parade – This road is approximately 4.8 metres wide. The road is not wide enough for parking, even on one side, and allowing for a through traffic lane of 3 metres for emergency vehicles. ‘No Parking’ restrictions will be installed on both sides from Railway Avenue up to and including the bend. Further parking restrictions in the continuation of Lyons Parade and Seaby Avenue will only be considered if agreed to by residents of this street.

- Townley Place – given the narrow width of Townley Place, provide ‘No Parking’ restrictions on both sides of the street. This was supported by a submission received from 5 out of 7 properties with access/frontage to the street.

## 3. CONSULTATION

The development of the parking management plans was undertaken in consultation with Council officers and independent traffic consultants. Two public consultation phases were provided for each activity centre.

The public consultation periods included a few different communication tools: flyers posted to residents, posters in shop windows, use of digital media, an on-line survey and draft plan for comment on Council’s website. Feedback from this process was reviewed and where appropriate included in the parking management plans.

The draft plans were also presented to Council as part of 8 April 2019 Issues Briefing for purposes of information and comment.

Further consultation with residents within individual streets will be provided as required.



#### **4. ENVIRONMENTAL/AMENITY ISSUES**

Parking availability affects the quality of life of residents and the operation of businesses. It is therefore important that all parking needs are considered in a fair and equitable manner. This is particularly important given the growing demand for on street parking within the municipality.

#### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

Some costs relating to the traffic studies and consultation for the two areas have already been taken from existing budgets. Funding for future traffic studies, the implementation of parking signs and line marking changes has been requested as part of the Capital works budget under Local Road Safety Initiatives.

#### **6. SOCIAL IMPLICATIONS**

Providing a parking environment encourages safe and equitable access and movement for various users.

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

##### **Goal 3 - We can move around easily**

Strategy 3.1 - Enable improved transport choices supported by integrated and sustainable transport systems and infrastructure

#### **8. CONFLICT OF INTEREST**

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

Author – Senior Traffic Engineer – Deborah Wilding - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Engineering and Infrastructure, Ian Bell - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

#### **9. CONCLUSION**

The Parking Management Plans provide an opportunity to strategically manage parking controls, having regard to balancing competing demands for parking within and around Activity Centres. The plans presented accord with Council's adopted Parking Policy and have responded to community feedback through the development process, providing transparency and clarity surrounding future management.

#### **10. CONFIDENTIALITY**

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

**Report Prepared By:** Senior Traffic Engineer, Deborah Wilding

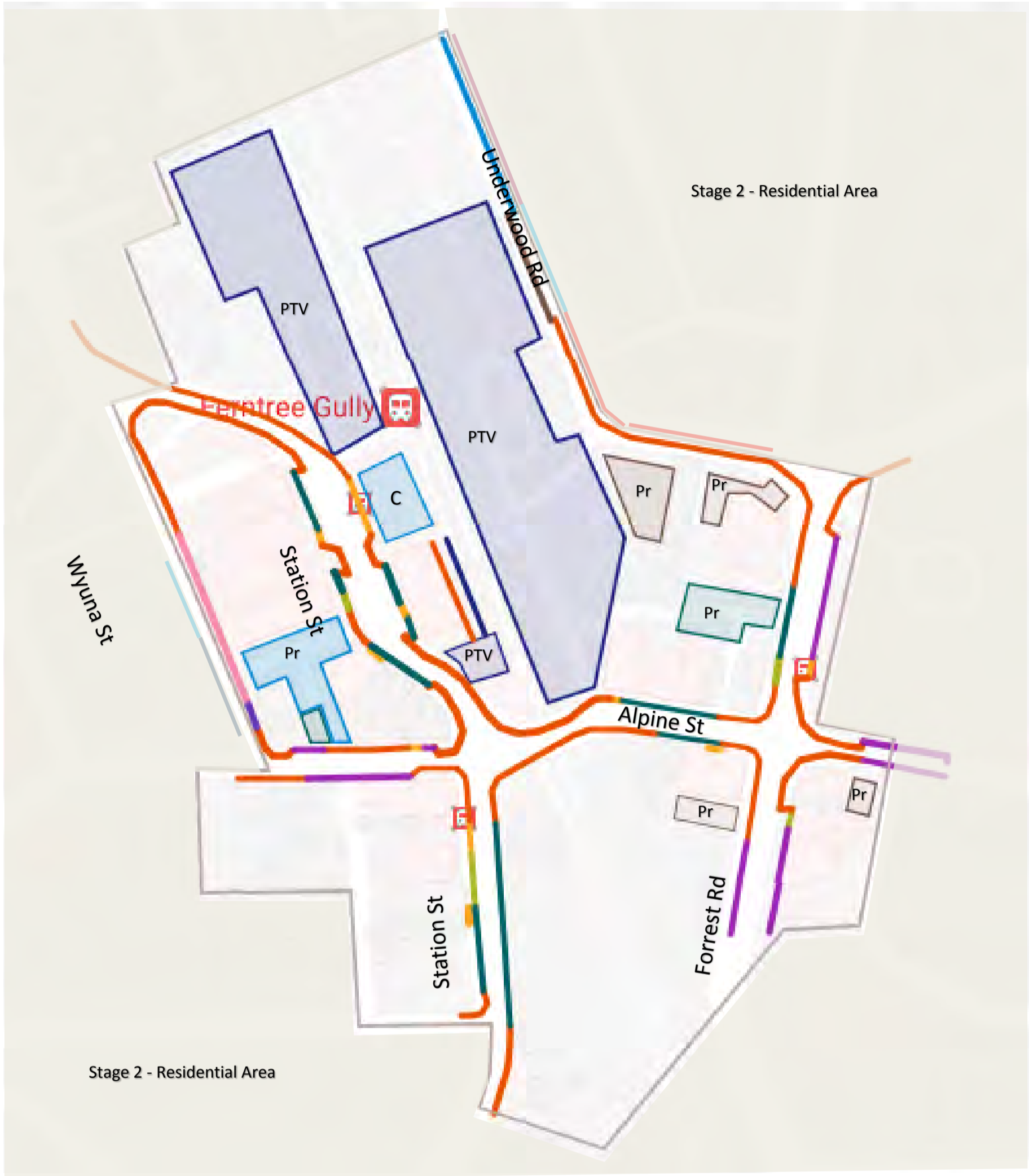
**Report Authorised By:** Director, Engineering and Infrastructure, Ian Bell

**Attachments**

1. Attachment 1- Parking Management Plan - Ferntree Gully **[8.2.1]**
2. Attachment 2 - Parking Management Plan - Upper Ferntree Gully **[8.2.2]**

## Proposed Ferntree Gully Parking Management Plan

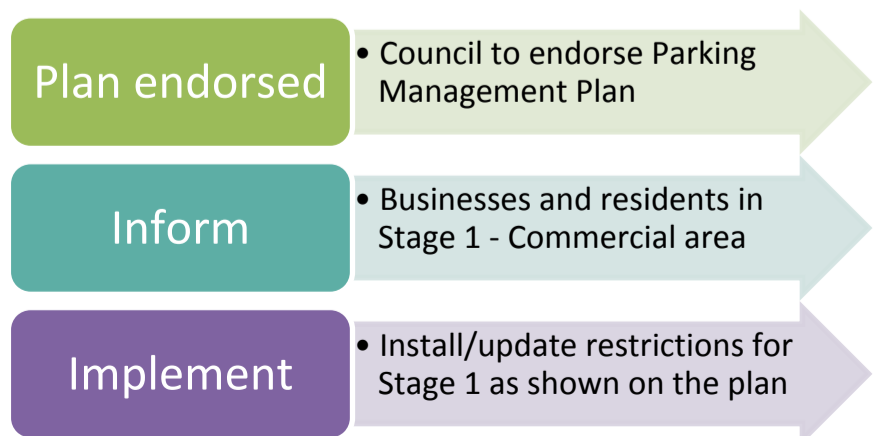
### Stage 1 - Commercial Area



**LEGEND – Commercial Area**

	No Stopping
	No Parking
	Special Needs (Accessible, Bus, Loading, Mail Zone)
	½ Hour 6am-8pm
	1 Hour 6am-8pm
	2 Hour 6am-8pm
	3 Hour 6am-8pm
	4 Hour 6am-8pm
	Unrestricted
	Council car park
	PTV car park
	Privately owned car park
	Designated Activity Centre boundary

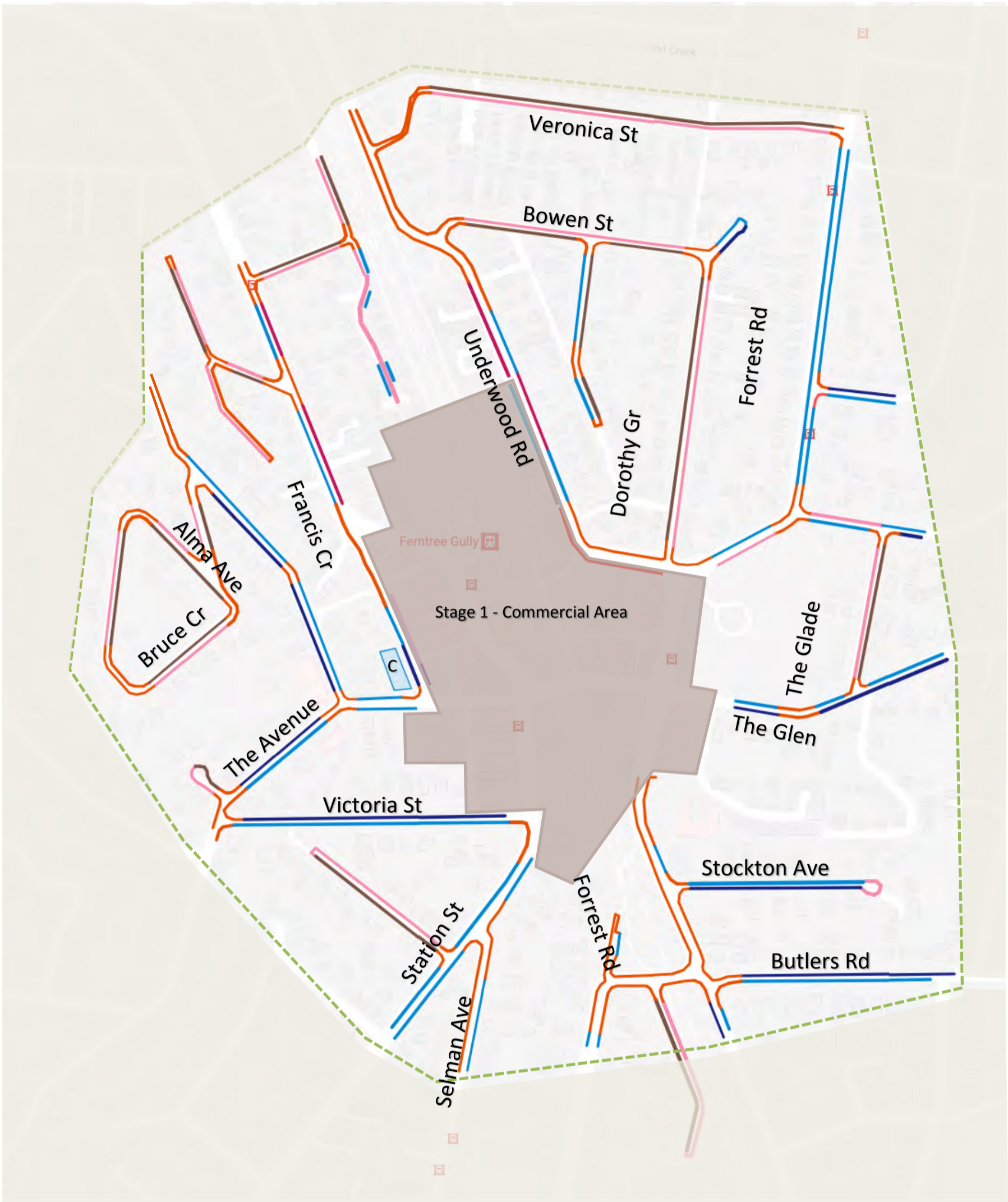
### Stage 1 - Implementation for Commercial Area





## Proposed Ferntree Gully Parking Management Plan

### Stage 2 - Residential Area



**LEGEND – Residential Area**

- No Stopping
- No Parking
- No Stopping 8am-6pm Mon-Fri
- Bus Zone
- 4 Hour 8am-6pm Mon-Fri
- A mix of Unrestricted and 3 Hour 8am-6pm Mon-Fri
- Unrestricted
- C Council Car Park
- Designated Activity Centre
- 400metres from Activity Centre

### Stage 2 Implementation for Residential Area

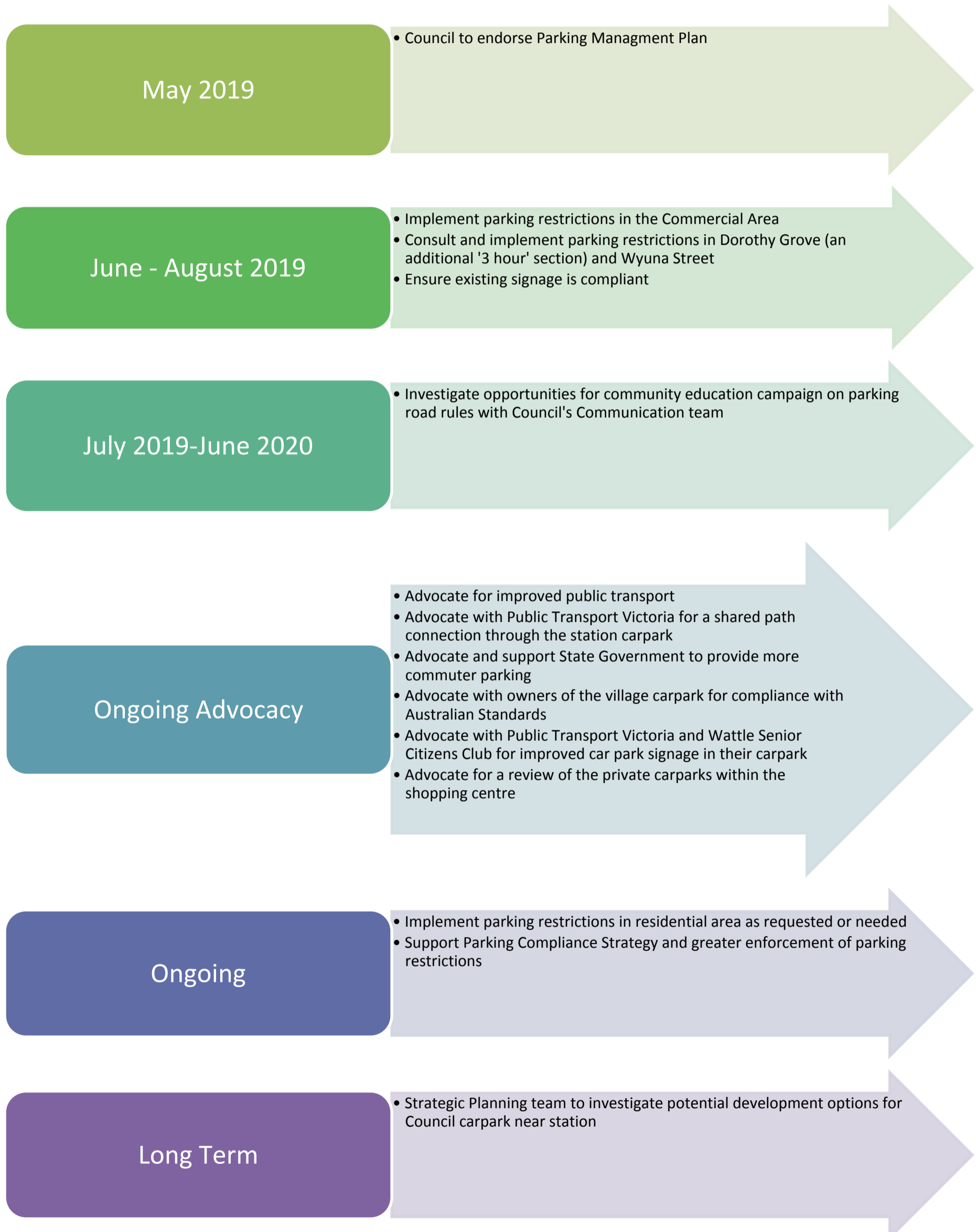


## Proposed Ferntree Gully Parking Management Plan

### Proposed Timeline

The following timeline collates the actions identified as part of the investigation and consultation process for the development of the Ferntree Gully Parking Management Plan and indicates the approximate time frames for the projects

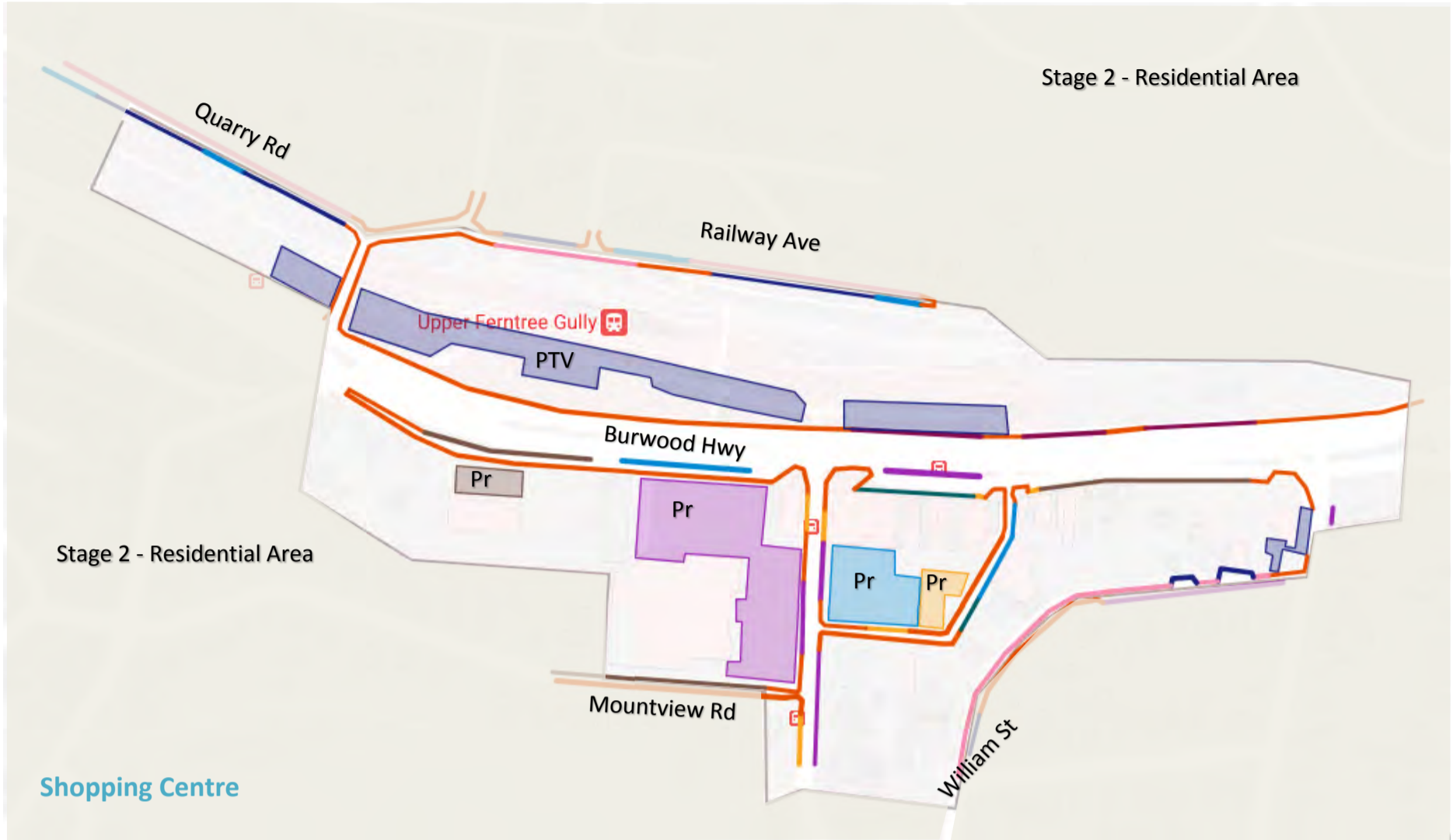
Action involving changes to parking restrictions on public roads can be managed by Council and completed within a 3 month period while actions involving advocacy are generally outside Council’s jurisdiction.





## Proposed Upper Ferntree Gully Parking Management Plan

### Stage 1 - Commercial Area – Shopping Centre & Angliss Hospital



**LEGEND - Shopping Centre**

<span style="color: orange;">—</span>	No Stopping
<span style="color: pink;">—</span>	No Parking
<span style="color: yellow;">—</span>	Special Needs (Accessible, Bus, Loading, Permit Zone)
<span style="color: purple;">—</span>	1 Hour 8am-6pm Sat-Sun – No Stopping Mon-Fri
<span style="color: green;">—</span>	1 Hour 6am-8pm
<span style="color: blue;">—</span>	2 Hour 6am-8pm
<span style="color: brown;">—</span>	3 Hour 6am-8pm
<span style="color: cyan;">—</span>	4 Hour 6am-8pm
<span style="color: darkblue;">—</span>	Unrestricted
PTV	PTV car park
Pr	Privately owned car park
<span style="border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	Designated Activity Centre boundary

**LEGEND - Angliss Hospital Area**

<span style="color: orange;">—</span>	No Stopping
<span style="color: pink;">—</span>	No Parking
<span style="color: yellow;">—</span>	Special Needs (Accessible, Bus, Loading, Permit Zone)
<span style="color: green;">—</span>	2 minute parking 8am-9am School Days
<span style="color: lightgreen;">—</span>	½ Hour
<span style="color: teal;">—</span>	1 Hour 6am-8pm
<span style="color: purple;">—</span>	2 Hour 8am-6pm Mon-Fri
<span style="color: brown;">—</span>	3 Hour 8am-6pm Mon-Fri
<span style="color: cyan;">—</span>	4 Hour 8am-6pm Mon-Fri
<span style="color: darkblue;">—</span>	Unrestricted
C	Council car park
Pr	Privately owned car park
<span style="border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	Angliss Hospital area (non-residential zones)

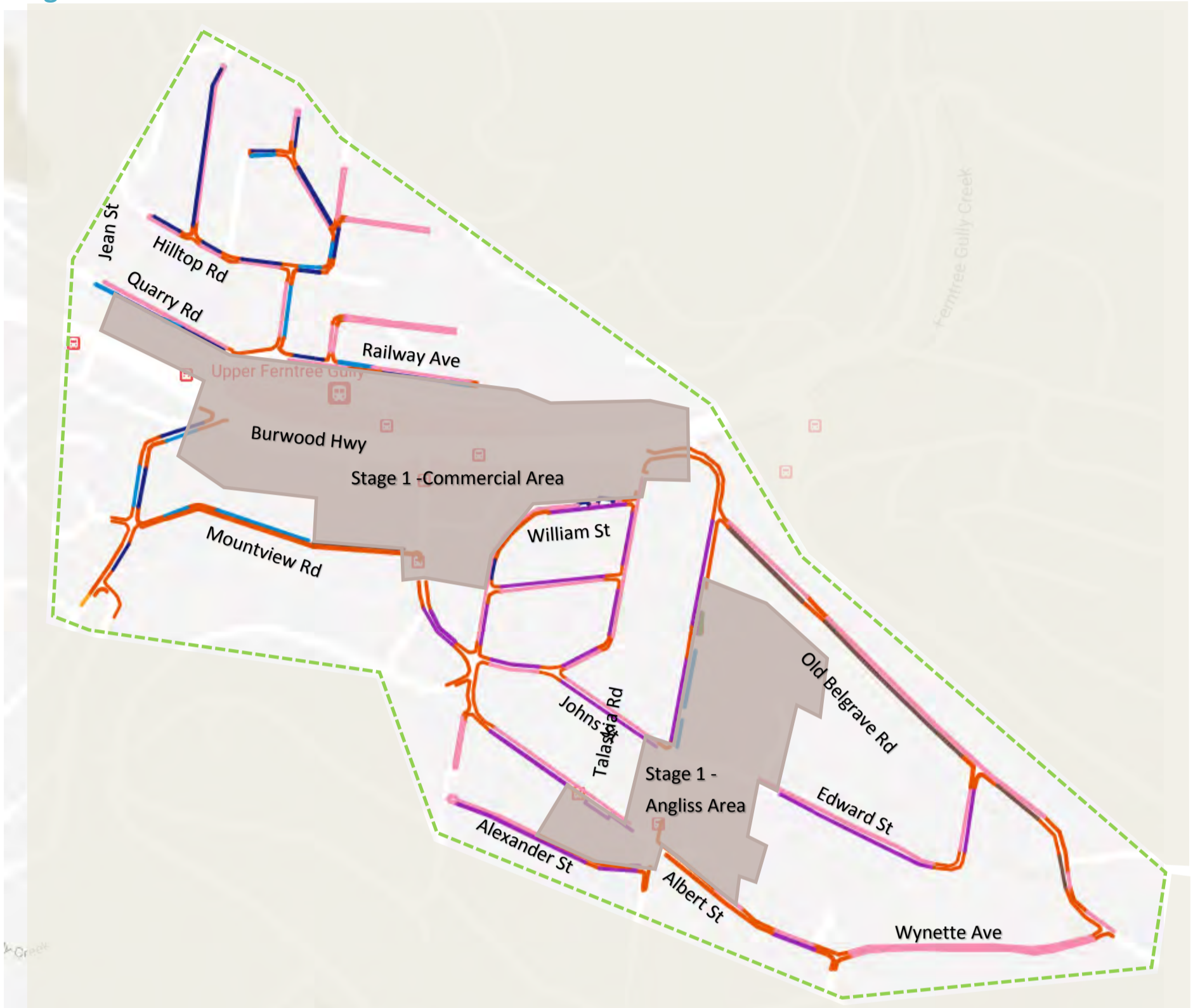
### Stage 1 - Implementation for Commercial Area





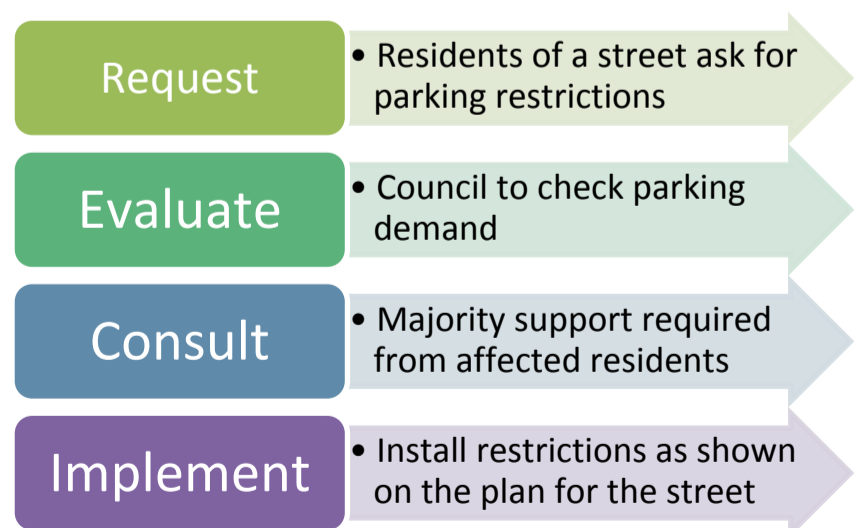
## Proposed Upper Ferntree Gully Parking Management Plan

### Stage 2 - Residential Area



LEGEND – Residential Area	
	No Stopping
	No Parking
	Special Needs (Accessible, Bus zone, Loading Zone)
	2 hour 8am-6pm Mon-Fri
	3 Hour 8am-6pm Mon-Fri
	4 Hour 8am-6pm Mon-Fri
	Unrestricted
	Designated Activity Centre
	400 metres from Activity Centre

### Stage 2 - Implementation for Residential Area



## Proposed Upper Ferntree Gully Parking Management Plan

### Proposed Timeline

The following timeline collates the actions identified as part of the investigation and consultation process for the development of the Upper Ferntree Gully Parking Management Plan and indicates the approximate time frames for the projects

Action involving changes to parking restrictions on public roads can be managed by Council and completed within a 3 month period while actions involving advocacy are generally outside Council’s jurisdiction.







## 9 Community Services Officers' Reports for consideration

### 9.1 Arts & Culture Committee Representation

**SUMMARY:** Coordinator Arts and Cultural Services, Elissa Pachacz

At its Ordinary Meeting held on 25 February 2019, Council endorsed a process to re-establish the Arts and Culture Committee (formally Knox Arts and Culture Advisory Committee) and adopted a revised Terms of Reference (refer Attachment 1).

Since that time, an expression of interest process has been undertaken to seek community and arts industry members to nominate for the Arts and Culture Committee. This report seeks Council approval to appoint 11 community members and three arts industry members (14 in total) to the Arts and Culture Committee for a two-year period concluding 30 June 2021.

#### RECOMMENDATION

That Council:

1. Appoint the following non-Councillor representatives to the Arts and Culture Committee for a term concluding on 30 June 2021 (two years):

NAME	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	

2. Advise the successful and unsuccessful nominees of Council's decision.

## 1. INTRODUCTION

The Arts and Culture Committee (the Committee) provides Council with advice on issues relating to the advancement of arts and culture in Knox. It assists in promoting greater awareness and understanding of arts and culture in Knox and provides Council with a greater insight into the local needs and interests in arts, culture and creative industry development in Knox.

At its Ordinary Meeting held on 25 February 2019, Council adopted a process to re-establish the Arts and Culture Committee and seek new members for a two-year term until June 2021, with a revised Terms of Reference (refer Attachment 1).

The Terms of Reference indicate that Committee membership comprises:

- A maximum of 12 community members.
- A maximum of four industry members.
- A maximum of three Councillors.

The new community and industry members recommended for membership to the Arts and Culture Committee have been assessed by a panel, as stipulated within the Arts and Culture Committee Terms of Reference, comprising Councillor Peter Lockwood (Committee Chair) and Councillor Marcia Timmers-Leitch (Councillor Representative), along with the Coordinator Arts and Cultural Services, Elissa Pachacz and the Community and Public Arts Officer, Jo Herbig.

A total of 17 applications were received, with three being incomplete/ineligible, leaving a total of 14 applications for assessment.

The panel assessed each new applicant for suitability to the role based upon their relevant skills, experience, local interest and vision for arts and cultural development within Knox. The matrix assessment provided a total score for each applicant, with the highest scored applicants being recommended for membership to the Committee.

Council's adopted Arts and Culture Committee Terms of Reference, Item 3.1, allows for the re-application from former members beyond their four-year term. As such, former members of the Arts and Culture Committee seeking to re-apply for continued membership on the Committee, were assessed and recommended by Councillor Peter Lockwood, Chair of the Arts and Culture Committee, as outlined in Item 3.1 of the Arts and Culture Committee Terms of Reference.

The panel's recommendations for membership of the Arts and Culture Committee 2019 to 2021 (refer to Confidential Attachment 2) is supported by the Co-Manager Youth Leisure and Cultural Services, Peter Gore, and Director Community Services, Tanya Clark.

The recommended Arts and Culture Committee members 2019 to 2021 represent a diverse range of skilled arts practitioners, community arts group representatives, youth and education sector arts representatives, local arts business operators and creative industry professionals. Together they are a multi-skilled group with a high-level capacity to provide strategic and locally relevant advice to Council on matters relating to arts and cultural development in Knox.

## **2. DISCUSSION**

### **2.1 Expression of Interest Process**

Council sought expressions of interest from community and industry representatives to submit applications for Committee membership using the following promotional platforms:

- Email to arts, events, multicultural, youth and community services databases.
- Social media posts on Council and Arts and Events pages.
- Circulation via eNews bulletins.
- Local newspaper advertising.
- Council's website information page.
- Targeted emails to arts agencies, businesses and services operating within Knox.

Promotional activities linked interested applications to Council's website page [www.knox.vic.gov.au/arts](http://www.knox.vic.gov.au/arts) where information was provided about the role of the Committee, the Terms of Reference, the application process and the Knox Arts and Cultural Plan 2012-2022.

### **2.2 Applications and Assessment**

In response to the expression of interest period, 17 applications were received in total, with three of these incomplete/ineligible. Of the 14 eligible applicants, 11 were received from community representatives (maximum 12 positions) and three from professional industry representatives (maximum four positions), with five applications received from former Arts and Culture Committee members seeking to re-apply for a further two-year term. There was a total of nine eligible new applicants.

Assessment of existing and new applicants was undertaken in line with the requirements as prescribed within Item 3.1 of the Arts and Culture Committee Terms of Reference, detailed as follows:

#### **2.2.1 Former Committee Member Assessment**

The five applications from former Arts and Culture Committee members were received, assessed and recommended for re-appointment by Councillor Peter Lockwood, Chair Arts and Culture Committee. This process is prescribed in the Arts and Culture Committee Terms of Reference, which states: "All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered, unless otherwise recommended by the Committee Chair and endorsed by Council on a case by case basis."

#### **2.2.2 New Committee Member Assessment**

The nine eligible new member applications were received by Coordinator Arts and Cultural Services, and then assessed and recommended by a panel comprising Councillor Peter Lockwood (Committee Chair) and Councillor Marcia Timmers-Leitch (Committee Councillor Representative), alongside two Arts and Cultural Services officer representatives comprising the Coordinator Arts and Cultural Services, Elissa Pachacz and Community and Public Arts Officer, Jo Herbig.



The panel assessed each new applicant individually alongside an assessment matrix with criterion as follows:

- The level of skill and experience in the arts and cultural sector.
- Demonstrated interest in and understanding of arts and cultural development within Knox.
- Applicant's reason for applying, and alignment with the Committee objectives as detailed within the Arts and Culture Committee Terms of Reference.
- Applicant's ability to articulate their vision for arts and culture in Knox.
- Referee checks.

The total points allocated to each new applicant are collated in the matrix assessment table at Confidential Attachment 3.

### **2.3 Membership Categories**

The proposed members fall into the following categories as defined within the Terms of Reference:

#### **2.3.1 Councillor Representatives**

- Councillor Peter Lockwood.
- Councillor Marcia Timmers-Leitch.

#### **2.3.2 Community and Industry Representatives**

Please refer to Confidential Attachment 2.

### **3. CONSULTATION**

Expressions of interest for the Arts and Culture Committee were sought through a variety of promotional platforms as detailed in Item 2.1, with a period of public exhibition from the 24 March to 24 April 2019.

### **4. ENVIRONMENTAL / AMENITY ISSUES**

There are no environmental or amenity issues related to this process.

### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

The cost to Council to support the Arts Committee is approximately \$2,000 per annum and is provided within Council's annual budget. This sum is made up of costs for catering and advertising. Council officer time is also allocated to support the Arts and Culture Committee's work.

### **6. SOCIAL IMPLICATIONS**

The Arts and Culture Committee will provide advice to Council in relation to the broad social implications associated with the development of art, cultural and heritage policies and strategic plans.

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

### **Goal 7 - We are inclusive, feel a sense of belonging and value our identity**

Strategy 7.1 - Protect and preserve our local cultural heritage

Strategy 7.2 - Celebrate our diverse community

Strategy 7.3 - Strengthen community connections

Strategy 7.4 - Promote and celebrate the contribution of our volunteers

## **8. CONFLICT OF INTEREST**

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

Author – Coordinator Arts and Cultural Services, Elissa Pachacz - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Co-Manager, Youth, Leisure and Cultural Services, Peter Gore - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

The Arts and Culture Committee is an effective advisory body that has provided substantial benefit to Council in directing arts and cultural development within Knox. The appointment of the proposed members for a period from June 2019 to 30 June 2021 will enable the continued success of this Committee, with the recommended members representing a diverse range of skilled arts practitioners, community arts group leaders, youth and education sector arts representatives, local arts business operators and creative industry professionals. Together they are a multi-skilled group with a high-level capacity to provide strategic and locally relevant advice to Council on matters relating to arts and cultural development in Knox.

## **10. CONFIDENTIALITY**

This report contains items of a confidential nature.

**Report Prepared By:** Coordinator Arts and Cultural Services, Elissa Pachacz

**Report Authorised By:** Director Community Services, Tanya Clark

### **Attachments**

1. Attachment 1 - Terms of Reference - Arts & Culture Committee [9.1.1]

## Knox Arts & Culture Committee

<b>Directorate:</b>	Community Services		
<b>Approval by:</b>	Council	<b>Responsible Officer:</b>	Coordinator Arts & Cultural Services
<b>Approval Date:</b>	26 March 2019	<b>Version Number:</b>	2
<b>Review Date:</b>	26 March 2022		

### 1. Purpose

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

The Knox Arts and Culture Advisory Committee (the Committee) provides Council with advice on issues relating to the advancement of arts and culture in Knox. It assists in promoting greater awareness and understanding of arts and culture in Knox, and provides Council with a greater insight into the local needs and interests in arts, culture and creative industry development in Knox.

### 2. Objectives

The objectives of the Committee are to:

- Provide advice and recommendations to Council on arts and cultural issues.
- Promote access to a diverse range of arts and cultural activities within the Knox.
- Assist Council in the development of arts and cultural policy, procedure and planning and in particular, support Council in the delivery of the Knox Arts and Cultural Plan 2012-22.
- Contribute ideas and recommendations on the key service portfolios of the Arts and Cultural services Unit, including but not limited to Festivals and Events, Community and Public Arts, and Cultural Venues; and
- Assist Council to promote and celebrate the arts and culture of Knox and to build connections between arts and cultural groups and individuals within the Knox community.

The Committee supports the delivery of the following Knox Community & Council Plan goals:

Goal 1. We value our natural and built environment.

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

The Arts and Culture Committee is aligned to the 'Inclusive, Active and Creative Communities' Group. Whilst the individual committees will meet at the designated times within its Terms of Reference each 'group' will meet once annually, this will generally be between October to December each year. A designated Directorate will be responsible for coordinating group meetings.

The purpose of these meetings will be to:

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





In addition to group meetings, all committees will be provided with an opportunity to meet together annually. The 'annual advisory committee' sessions will generally be held between April or May each year and will be coordinated by the Governance team. The purpose of these meetings will be to:

- Report on progress by Council against Community and Council Plan;
- Provide overview of industry trends and Council priorities for the upcoming year;
- Consider synergies and opportunities for sharing information and collaboration; and
- Deliver training to support to committees.

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

The Arts & Culture Committee shall comprise the following:

- A maximum of 12 community members
- A maximum of 4 industry members (including any relevant government agency representatives)
- 3 Councillors

#### 3.1 Selection and Recruitment of Community and Professional Industry Representative Members

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

Eligible community members will have an interest in and good working knowledge of:

- Arts and Cultural activities within Knox, including services, events, venues, programs and initiatives offered through Council, Community and local Businesses;
- A specialist field such as Arts and Cultural Development, Placemaking, Cultural Tourism, Arts Marketing, Community Engagement, Creative Industry Development, Arts Funding or Creative Arts Practice; and
- Local social, cultural, economic factors impacting the wider Knox community.

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

- Community and professional/ industry members will be selected by a panel comprising a Councillor and 2 Council Officers from the relevant service unit;
- The method of appointment will be via an expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered, unless otherwise recommended by the Committee Chair and endorsed by Council on a case by case basis;
- Council will be responsible for appointing all Councillor, community and professional/industry representative members; and
- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.

Professional/industry representatives unable to attend a committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's



nominated officer at least 24 hours prior to the meeting. It is expected the appointed professional/ industry representative will provide an appropriate briefing of the committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.

The committee may invite observers to meetings from time to time. This is at the discretion of the committee.

Guests may also be invited to attend and participate at meetings, this would generally for a specific purpose and/or specified period of time. This is at the discretion of the committee.

### **3.2 Councillors**

Council will appoint Councillor representation annually.

Unless otherwise appointed to the committee by Council, the Mayor is, by virtue of the Office, an ex officio member of the committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance.

The role of Councillors is to participate in the meetings, listen to community and stakeholder views and keep the Council informed, through reports on committees by Councillors at Council meetings, on issues of community interest being considered at meetings.

### **3.3 Council Officers**

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

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

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

## **5. Meeting Procedures**

The committee will meet on a bi-monthly basis and an annual schedule of meetings will be agreed upon at the first meeting of the committee in each year. The committee will also participate in the 6 monthly Group Meetings and the annual advisory committee Forum.

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

At the commencement of each financial year the committee will develop a work plan for the upcoming year. This will generally be aligned with the Community and Council Plan. The committee may also highlight any emerging issues which will also be documented. For efficiency purposes the business of the committee throughout the ensuing year should align with the work plan and list of emerging issues.

Meetings will follow standard meeting procedure protocols, which are in summary:

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



## 6. Chair

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

## 7. Agendas and Meeting Notes

Agendas and meeting notes must be prepared for each meeting.

The Agenda must be provided to members of the committee not less than 4 days before the time fixed for the holding of the meeting.

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

The meeting notes of a Council Committee must:

- (a) contain details of the proceedings and recommendations made;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) incorporate relevant reports or a summary of the relevant reports considered by the committee.

Draft meeting notes must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 days of the meeting;
- (b) distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) submitted to the next meeting of the Committee for information.

Agendas and notes from meetings are not required to be made available to the public.

## 8. Voting

As this is an advisory committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

## 9. Conflict and Interest Provisions

In performing the role of Advisory Committee member, a person must:

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of





other persons;

- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the Advisory Committee may potentially form an Assembly of Councillors. Councillors and officers are required to comply with the conflict of interest provisions as set down in the Act.

Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.

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

All members of the Advisory Committee shall participate in training on the Conduct and Interest provisions which will be run a minimum of annually by the Governance team.

## 10. Reporting

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

## 11. Administration Support

Administration support will be provided by the Community Services Directorate.

## 12. Contact with the Media

Contact with the Media by Advisory Committee 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 committee.

## 13. Review Date

The committee will sunset after 4 years. If the committee continues to have a relevant function, a report must be presented to Council prior to this date that includes a review of the committee's Terms of Reference and seeking endorsement from Council to continue act in an advisory capacity.

## 14. Meals

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

## 9.2 Licence Agreement Between Knox City Council and the Knox Complex Advisory Committee for Use of Canteen at Knox Regional Netball Centre

**SUMMARY: Team Leader Indoor Leisure Centres, Daniel Petracca**

**This report recommends the signing and sealing of the licence agreement between Knox City Council and the Knox Complex Advisory Committee Incorporated Inc. for occupancy of the canteen at the Knox Regional Netball Centre, 9 Dempster Street, Ferntree Gully.**

### **RECOMMENDATION**

**That Council authorise the Chief Executive Officer to sign and seal the licence agreement (as per Attachment 1) between Knox City Council and the Knox Complex Advisory Committee Incorporated Inc for occupancy of the canteen at the Knox Regional Netball Centre with the licence containing the following conditions:**

- **Annual licence fee of \$3,360 per annum (including GST), increasing annually by CPI.**
- **The term of the licence will be for 5 years commencing 1 June 2019.**

### **1. INTRODUCTION**

The Knox Complex Advisory Committee Inc. is a long-standing licensee of the Knox Regional Netball Centre. The Committee commenced its occupancy at the Centre in the early 1990's.

The Knox Complex Advisory Committee use the kitchen, kitchen store and servery for the delivery of canteen food and beverage service to the patrons of the Knox Regional Netball Centre.

The Committee currently has a licence agreement with Council, which ends on 31 May 2019.

Accordingly, a new licence agreement has been prepared and this report is presented to Council in accordance with Council's Leasing and Licensing and Procurement Policy.

### **2. DISCUSSION**

Council's Leasing and Licensing Policy sets out categories for classifying organisations entering into a licence agreement with Council.

The Knox Complex Advisory Committee Inc is a not-for-profit organisation, which generates income beyond operating costs, therefore, is categorised as a Community Group B in the Leasing and Licensing Policy and, therefore, is referred to Council for consideration.

The key principles in the licence agreement are:

#### **Use of Premises**

Use of the kitchen, kitchen store and servery for the delivery of canteen food and beverage service to the patrons of the Knox Regional Netball Centre that meets the purposes of the Knox Complex Advisory Committee and any other ancillary purposes commensurate with the Committee's charter and/or statement of purpose.

### Length of Licence Agreement

It is proposed that the licence be for five years commencing 1 June 2019.

### Licence Fee

The proposed licence fee is \$3,360 per annum (including GST).

The licence fee for 2018-19 was \$3,240 (including GST).

The fee has been set to allow Council to recover the costs associated with annual maintenance of the kitchen facility. The fee also reflects costs associated with operating the space including utilities and cleaning.

A benchmarking exercise was conducted by Council officers in relation to fees for comparable groups at similar facilities. The results of the benchmarking highlighted that the majority of facilities that provide canteen facilities are owned and operated internally by Council. As a result, an annual licence fee is not applicable.

Facility	Address	Annual Licence Fee
Knox Athletics Centre	Bunjil Way, Knoxfield VIC 3180	Knox Athletics Centre, annual licence fee of \$6,767 for operation of entire facility, including canteen.
Knox Basketball Stadium	7 Park Crescent, Boronia VIC 3155	Knox Basketball Inc., annual licence fee of \$99,452 for operation of entire building, including canteen.
Knox Regional Sports Park	George Street, Wantirna South VIC 3152	Knox Basketball Inc., annual licence fee of \$313,601 for operation of entire building, including canteen.
The Rings	362-378 Canterbury Road, Ringwood VIC 3134	No fee. Council operates canteen internally.
Aquanation	Corner Greenwood Avenue and Reilly Street, Ringwood VIC 3134	No fee. Council operates canteen internally.
Aquahub	11 Civic Square, Croydon VIC 3136	No fee. Council operates canteen internally.
Sportlink	2 Hanover Road, Vermont South VIC 3133	No fee. Council operates canteen internally.
Waverley Netball Centre	Waverley Road and Jells Road, Glen Waverley VIC 3150	No fee. Council operates canteen internally.
Dandenong Basketball Stadium	270 Stud Road, Dandenong VIC 3175	Facility operated by Dandenong Basketball Association, including canteen.
Gloria Pyke Netball Complex	Bennet Street,	Facility operated by Dandenong District Netball



Facility	Address	Annual Licence Fee
	Dandenong VIC 3175	Association who pay licence fee of \$15,000 per annum for operation of entire building, including canteen.
Springers Leisure Centre	400 Cheltenham Road, Keysborough VIC 3173	Facility operated by YMCA, which has a contract for operation of Centre, including kiosk.
Noble Park Aquatic Centre	9 Memorial Drive, Noble Park VIC 3174	Facility operated by YMCA, which has a contract for operation of Centre, including kiosk.
Casey Stadium	04 Terry Vickerman Building, 65 Berwick-Cranbourne Road, Cranbourne East VIC 3977	No fee. Council operates all kiosk/canteen facilities internally.

### Licensee's Responsibilities

A summary of the responsibilities for the Knox Complex Advisory Committee are:

- The Licensee must ensure that all canteen staff are appropriately inducted and adhere to relevant Council Occupational Health and Safety procedures.
- 50% of all surplus monies generated through the operation of the canteen must be allocated to a Facility Development Fund to be used for improvements to the Knox Regional Netball Centre. The Facility Development Fund must be administered within a separate bank account by the Licensee.
- The Licensee must only store monies on site following approval by Council and in accordance with Council procedures.

### 3. CONSULTATION

The licence agreement has been discussed with relevant Council officers and representatives from the Knox Complex Advisory Committee Inc.

### 4. ENVIRONMENTAL / AMENITY ISSUES

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

### 5. FINANCIAL & ECONOMIC IMPLICATIONS

The licence fee of \$3,360 per annum (GST inclusive), increasing annually by CPI, has been determined to provide cost recovery to Council for annual maintenance, utilities and cleaning of the kitchen facility.

This fee also recognises the ongoing contribution made by the Knox Complex Advisory Committee Incorporated towards improvements to the Knox Regional Netball Centre.

## **6. SOCIAL IMPLICATIONS**

Community sporting competitions provide a range of social benefits that includes opportunities for people to interact, health and wellbeing outcomes and increased economic benefit for local businesses.

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

### **Goal 6 - We are healthy, happy and well.**

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

## **8. CONFLICT OF INTEREST**

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

Author - Team Leader Indoor Leisure Centres, Daniel Petracca - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Co-Manager Youth, Leisure & Cultural Services, Nicole Columbine - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

The licence agreement has been prepared in accordance with Council's Leasing and Licensing and Procurement Policy, and allows Council to formalise the use of, and recover costs associated with the Knox Complex Advisory Committee's use of the facility. It is recommended that the five-year licence agreement between Council and the Knox Complex Advisory Committee for use of the canteen at the Knox Regional Netball Centre, 9 Dempster Street, Ferntree Gully, be signed and sealed.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Team Leader Indoor Leisure Centres, Daniel Petracca

**Report Authorised By:** Co-Manager Youth, Leisure & Cultural Services, Nicole Columbine

### **Attachments**

1. Attachment 1 - Licence Agreement - KCC and Knox Complex Advisory Committee at KRNC [9.2.1]

# **Knox City Council**



## **Licence Agreement**

between

Knox City Council  
and

Knox Complex Advisory Committee  
Incorporated

at

Knox Regional Netball Centre  
9 Dempster Street, Ferntree Gully VIC 3156



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## Schedule

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1. **Date of this Licence:** 1 June 2019.
2. **Council:** Knox City Council of 511 Burwood Highway, Wantirna South, 3152.
3. **Licensee:** Knox Complex Advisory Committee  
9 Dempster Street, Ferntree Gully VIC 3156  
Incorporation No. A0044168W.
4. **Licensed Area:** Kitchen, kitchen storeroom and servery access as depicted in green on the plan attached to this Licence of the Knox Regional Netball Centre located at 9 Dempster Street, Ferntree Gully VIC 3156 (refer to Annexure A).
5. **Term:** 5 years
6. **Commencement Date:** 1 June 2019.
7. **Expiry Date:** 31 May 2024.
8. **Licence Fee during the Term:** \$3,360 (GST inclusive) per annum. The Licence fee is subject to Council's annual cost escalation on the anniversary of the Commencement Date in each year of the licence period.
9. **How the Licence Fee is to be paid:** The Licence fee is to be paid in equal monthly instalments, payable in advance on the 1<sup>st</sup> of each month.
10. **Licence Fee Review** Licence fee will be increased annually on each anniversary of the Commencement Date during the Term in accordance with Council's cost escalation, adopted in its fees and charges.
11. **Permitted Use of the Licensed Area:** For the delivery of a canteen food and beverage service to the patrons of the Knox Regional Netball Centre that meets the purposes of the Knox Complex Advisory Committee Incorporated and any other ancillary purposes commensurate with the Committee's charter and/or statement of purpose.
12. **Hours of operation** Monday to Sunday between 7:00am to 12:00am.  
  
Use of the Licensed Area outside of the hours of operation must be agreed to in writing by Council and the Licensee.

**13. Special Conditions**

The Licensee must ensure that all canteen staff are appropriately inducted and adhere to relevant Council Occupational Health and Safety procedures.

50% of all surplus monies generated through the operation of the canteen must be allocated to a Facility Development Fund to be used for improvements to the Knox Regional Netball Centre. The Facility Development Fund must be administered within a separate bank account by the Licensee.

The Licensee must only store monies on site following approval by Council and in accordance with Council procedures.

# Council Licence

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**DATE** 01 / 06 / 2019

**BETWEEN**

**KNOX CITY COUNCIL**

**AND**

**KNOX COMPLEX ADVISORY COMMITTEE INCORPORATED**

**THE PARTIES AGREE**

## 1. DEFINITIONS

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In this Licence, unless expressed or implied to the contrary:

**Additional Clauses** means the clauses (if any) specified in Annexure B.

**Approvals** means any licence, permit, registration or approval associated with the Licensee's use of the Licensed Area for the Permitted Use.

**Commencement Date** means the date specified in Item 6.

**Council** means Council specified in Item 2 and includes Council's successors and assigns and where it is consistent with the context includes Council's employees and agents.

**Council's Fixtures** includes all those fittings, fixtures, and chattels contained in the Licensed Area at the Commencement Date (if any) or installed by the Council during the Term.

**Expiry Date** means the date specified in Item 7.

**Insolvency Event** means:

- (a) in the case of a natural person, if that person:
  - (i) becomes bankrupt;
  - (ii) assigns the person's estate; or
  - (iii) enters into a deed of arrangement or composition for the benefit of creditors.
  
- (b) in the case of a corporation, if that corporation:
  - (i) goes into liquidation (including provisional liquidation) other than a voluntary liquidation for the purposes of reconstruction or reorganisation;
  - (ii) is wound up or dissolved or has an application made for its winding up or dissolution;



- (iii) enters into a scheme or arrangement with or makes an assignment for the benefit of its creditors or any class or classes of them;
- (iv) is placed under official management;
- (v) has an agent in possession or a receiver and/or manager or an administrator appointed to the whole or any substantial part of its assets; or
- (vi) has an inspector or investigator appointed under the Corporations Act 2001 (Cth).

**Item** means an item in the Schedule.

**Licence** means this licence and includes all annexure and schedules.

**Licence Fee** means the amount specified in Item 8 and, if applicable, as adjusted under clause 3.2 of this Licence.

**Licensed Area** means the land specified in Item 4 including any buildings on the land and the Council's Fixtures.

**Licensee** means the Licensee specified in Item 3 and includes the Licensee's successors and assigns and where it is consistent with the context includes the Licensee's employees, agents, invitees and persons the Licensee allows on the Licensed Area.

**OHS Act** means the *Occupational Health and Safety Act 2004* (Vic).

**OHS Law** means the OHS Act, the OHS Regulations, and any other occupational health and safety law, regulation or by-law that applies to work being carried out on the Licensed Area.

**OHS Regulations** means the *Occupational Health and Safety Regulations 2007* (Vic).

**Principal Contractor** means the position of principal contractor referred to in Chapter 5 of the OHS Regulations.

**Schedule** means the Schedule at the front of this Licence.

**Term** means the term specified in Item 5 and includes any extension or overholding.

## 2. LICENCE

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Council grants a licence to the Licensee to use the Licensed Area in common with the Council and persons authorised by the Council for the Term and any Further Term starting on the Commencement Date.

## 3. PAYMENTS BY THE LICENSEE

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### 3.1 Payment of Licence Fee

The Licensee must pay the Licence Fee to Council in the manner specified in Item 9.

### 3.2 **Adjustment of Licence Fee**

Council must, on or before 2 months prior to each anniversary of the Commencement Date during the Term and any Further Term, notify the Licensee of:

- 3.2.1 the adjustment of the Licence Fee, which will be determined in accordance with Council's adopted fees and charges; and
- 3.2.2 the date from which the adjustment to the Licence Fee will be effected (**Adjustment Date**).

The Licensee must pay to Council the adjusted Licence Fee from the Adjustment Date.

### 3.3 **Rates and Taxes (if applicable)**

The Licensee must pay all rates, taxes (including land tax assessed on the basis that the Licensed Area is the only land owned by Council) and all other charges and levies separately assessed in connection with the Licensed Area (Rates and Taxes). If the Rates and Taxes are not separately assessed for the Licensed Area, the Licensee must pay or refund to Council the proportion of the Rates and Taxes that the area of the Licensed Area bears to the total lettable area assessed within 14 days of receipt of a written notice from Council.

### 3.4 **Services**

The Licensee must pay for all services in connection with the Licensed Area including electricity, gas, water, garbage collection, telephone, security and sanitary services (**Services**). Where the Licensed Area is not separately metered, the Licensee must at the discretion of Council either:

- 3.4.1 pay to Council the proportion of the charges for the Services that the area of the Licensed Area bears to the total area assessed within 14 days of receipt of a written notice from Council; or
- 3.4.2 pay for the cost of installing separate meters to assess the charges for the Services.

### 3.5 **Costs and Duty**

The Licensee must pay to Council within 7 days of demand:

- 3.5.1 Council's reasonable costs in giving any consent or approval under this Licence;
- 3.5.2 Council's costs (including charges on a solicitor-own client basis) incurred as a result of a breach of this Licence by the Licensee.

### 3.6 **Interest on Late Payments**

The Licensee must pay to the Council on demand interest at the rate per annum equal to the rate for the time being fixed under section 2 of the Penalty Interest Rates Act 1983 (Vic) on any money payable by the Licensee under this Licence and remaining unpaid for 7 days. Interest will be calculated from the date on which such payment became due.

### 3.7 **No Deduction or Right of Set-off**

The Licensee must pay all amounts due under this Licence to Council without deduction or right of set-off.

## 4. **REPAIRS, ALTERATIONS AND DAMAGE**

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### 4.1 **Repairs and Maintenance**

The Licensee must:

- 4.1.1 keep the Licensed Area clean, tidy and in good repair;
- 4.1.2 keep the Licensed Area in the same condition as they were in at the date the Licensee first entered occupation of the Licensed Area (fair wear and tear excepted) including repairing or replacing anything in the Licensed Area which is damaged or destroyed;
- 4.1.3 pay the costs (if any) for the removal of waste and sewerage from the Licensed Area;
- 4.1.4 keep all waste and debris in proper receptacles and arrange for the regular removal of waste and debris from the Licensed Area;
- 4.1.5 maintain in working order all plumbing, drains, pipes and sewers exclusively servicing the Licensed Area (if any); and
- 4.1.6 carry out all repairs, maintenance and works specified as a 'Licensee Responsibility' in Council's policy 'Maintenance Schedule' contained in Annexure E.

### 4.2 **Failure to Repair and Maintain**

If the Licensee does not carry out any repairs, maintenance or other works required under this Licence within 14 days of receiving written notice from Council, Council may enter the Licensed Area to carry out such repairs, maintenance and works at any reasonable time after giving the Licensee reasonable notice. The cost of all such repairs, maintenance and works must be paid by the Licensee to Council on demand.

### 4.3 **Entry by Council**

Any authorised Council Officer or contractor may enter the facility at any reasonable time after giving the Licensee reasonable notification where practical to inspect the condition of the building, rectify any default by the Licensee under the agreement, to carry out any inspection relating to the condition of the building, undertaking repairs, maintenance, works or alterations in the building which Council decides to undertake or is required to carry out by any law or authority or in accordance with the use agreement.

Council will use all reasonable endeavours to cause as little disruption as possible to the Licensee's use of the facility in exercising this right. However notice will not be provided for cyclic and routine maintenance and inspections undertaken by Council's contractors that involve multiple buildings in the following situations:

- The carrying out of routine essential safety measures; and
- Inspection for the purpose of valuation.

Contractors will be required to provide suitable identification before entering the facility. As a result of the inspection, Council may require the Licensee to repair (make good) any damage to the premises as a result of misuse or vandalism by the group or their guests, invitees and contractors.

#### 4.4 **Ownership and Removal of Assets or Additions**

All improvements, additions, fixtures or fittings to a Council building by the Licensee will become the property of Council upon the expiry of the Licence, and must not be removed at the end of the agreement unless specified or approved by Council.

Any buildings constructed on Council land by a Licensee will become the property of Council at the expiry of the agreement. Council may also elect for the Licensee to remove the building, including all plant and equipment and to make good any damage upon expiry of the agreement.

#### 4.5 **Alterations and Works**

The Licensee must obtain the prior written consent of Council before carrying out any alterations or works on the Licensed Area. The Licensee must ensure that any alterations or works on the Licensed Area are carried out:

- 4.5.1 strictly in accordance with plans and specifications approved by the Council;
- 4.5.2 in a proper and workmanlike manner;
- 4.5.3 to Council's reasonable satisfaction and in accordance with the Council's reasonable requirements; and
- 4.5.4 in accordance with all rules and requirements of any authorities having jurisdiction over the Licensed Area.

#### 4.6 **Notice of Damage**

The Licensee must give Council prompt written notice of any material damage to the Licensed Area or anything likely to be a risk to the Licensed Area or any person in the Licensed Area.

### 5. **INSURANCE**

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#### 5.1 **Insurances to be effected by the Licensee**

The Licensee must maintain insurance noting Council's interest as Licensor, but not as joint insured unless otherwise agreed:

- 5.1.1 public liability for the amount of \$20 million concerning one single event (or such greater sum as reasonably required by Council); and
- 5.1.2 contractor's construction risk policy in respect of the Licensee's works for their full value.

#### 5.2 **Production of Policies**

The Licensee must produce to Council copies of the certificate of currency:

- 5.2.1 before the Commencement Date; and



5.2.2 on or before each anniversary of the Commencement Date throughout the Term and any Further Term of this Licence Agreement.

### 5.3 **Not Invalidate Policies**

The Licensee must not do anything which may make any insurance effected by the Licensee or the Council invalid or which may increase the insurance premiums. If the insurance premium increases, the Licensee must pay that increase.

## 6. **USE OF LICENSED AREA**

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### 6.1 **Permitted Use**

The Licensee must use the Licensed Area for the use specified in Item 11 and must not use the Licensed Area for any other purpose.

### 6.2 **Licensed Area Unoccupied**

The Licensee must not leave the Licensed Area unoccupied for a period exceeding 30 consecutive days except where the Licensed Area is vacant land.

### 6.3 **No Warranty**

Council does not warrant that the Licensed Area is suitable for any of the purposes or uses of the Licensee.

### 6.4 **Compliance with Laws**

The Licensee must comply with all laws and any requirements of any authority in connection with the Licensed Area and the Licensee's use and occupation of the Licensed Area.

### 6.5 **Nuisance**

The Licensee must not do anything in connection with the Licensed Area which may cause a nuisance or interfere with any other person. The Licensee must comply with Council's policy 'Good Neighbour Guidelines' contained in Annexure F.

### 6.6 **Licences and Permits**

The Licensee must maintain all licences and permits required for the Licensee's use of the Licensed Area and obtain Council's prior written consent before varying any licence or permit or applying for any new licence or permit.

### 6.7 **Security**

The Licensee must keep the Licensed Area secure at all times when the Licensed Area is not being used by the Licensee.

### 6.8 **Signs**

The Licensee must seek the prior written consent of the Council before displaying or affixing any signs, advertisements or notices to any part of the Licensed Area. Any signage must comply with Council's policy 'Community Signage on Council Open Space Policy' contained in Annexure G.

## 6.9 **Heavy Equipment and Inflammable Substances**

The Licensee must obtain Council's prior written consent before bringing any heavy equipment or inflammable substances into the Licensed Area except to the extent to which it is consistent with the use of the Licensed Area.

## 6.10 **Smoke Free**

The Licensee must not permit any person to smoke in the Licensed Area in accordance with Council's policy 'Smoke free festival, events and Council facilities' contained in Annexure H.

## 6.11 **Council Policies**

The Licensee must comply with Council's policy 'Tenancy by Community Groups of Council Buildings' contained in Annexure D and any other Council policies which may apply.

## 6.12 **Environmental Management**

The Licensee must provide at the request of Council information held by the Licensee relating to the environmental management of the Licensed Area including electricity, gas and water use, recycling and disposal of paper and waste, and the materials used in the fitout of the Licensed Area.

## **7. LICENSEE'S ENVIRONMENTAL OBLIGATIONS**

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### 7.1 **Definition**

In this Licence:

7.1.1 **Contamination** includes any solid, liquid, gas, radiation or substance which makes or may make the condition of the Licensed Area or groundwater beneath or part of the surrounding environment; and

7.1.2 **Environmental Protection Legislation** means any statute, regulation, code, proclamation, ministerial directive, ordinance, by law, planning policy or subordinate legislation, past, present or future, relating to pollutants and contaminants, use of land, human health and safety or protection of the environment.

### 7.2 **Comply with Environmental Protection Legislation**

The Licensee must, in its use of the Licensed Area, comply with all Environmental Protection Legislation and any permit, approval, authority or licence issued pursuant to any Environmental Protection Legislation.

### 7.3 **Not Permit Contamination**

The Licensee must not spill or deposit, or carry out any activities on the Licensed Area which may cause any Contamination, or permit any Contamination to escape in any other way into or on the Licensed Area, drainage or surrounding environment.

### 7.4 **Notify of and Clean Up Contamination**

If any Contamination is found in or near the Licensed Area, or the existing Contamination is exacerbated during the Term, the Licensee must:

- 7.4.1 immediately notify Council, the Environment Protection Authority and any other appropriate Authority;
- 7.4.2 clean up the Contamination and do everything necessary to minimise harm; and
- 7.4.3 promptly comply with any notice, order, direction or requirement of Council and of any authority in relation to any such Contamination.

## 7.5 **Indemnify Council**

In addition to any other indemnity in this Licence, the Licensee indemnifies Council against all claims for damages, loss, injury or death caused by or arising out of or otherwise in respect of any Contamination being spilled, deposited or otherwise escaping into or on the Licensed Area or a breach of this clause by the Licensee.

## 7.6 **Obtain Reports, Surveys or Audits**

The Licensee must immediately obtain any reports, surveys or audits which Council may reasonably require to enable Council to determine whether a breach of the terms of this clause has occurred. The Licensee will also pay Council on demand the reasonable costs of any such report, survey or audit which Council may obtain.

## 8. **LICENSEE'S OBLIGATIONS DURING THE LICENCE**

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### 8.1 **Council Recognition**

Council will be recognised by the Licensee for building, major maintenance and insurance contributions made to the extent which it is consistent with the use of the Licensed Area. Recognition may include signage and in other publications of the community group.

### 8.2 **Annual Reporting**

The Licensee must comply with Council's 'Annual Reporting Guidelines' contained in Annexure I and must provide to the Council within 4 weeks of the Licensee's Annual General Meeting, a report containing such information as the Council may require, including:

- 8.2.1 the activities undertaken by the Licensee;
- 8.2.2 the level and degree of public access to the Licensed Area;
- 8.2.3 details of any maintenance undertaken by the Licensee to the Licensed Area;
- 8.2.4 a copy of the Licensee's most recent annual report and financial statements; and
- 8.2.5 a list of office bearers including President, Secretary and Treasurer.

### 8.3 **Legislative and Policy Compliance**

- 8.3.1 The Licensee will be required to comply with all relevant policies, plans or strategies adopted by Council; and
- 8.3.2 The Licensee will comply with all legislative provisions relating to operations of the group and facility.

**8.4 Naming of Buildings**

The Licensee must not name or rename Council buildings without obtaining authority of Council.

**8.5 Hours of Operation**

The Licensee is entitled to operate and use the Licensed Area in accordance with the hours of operation as specified in Item 12.

**9. COUNCIL POLICY**

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The parties agree that Council has the right to require the Licensee to comply with existing or new policies issued or amended by Council from time to time and notified in writing to the Licensee.

**10. CONTINUED OPERATION OF BUSINESS**

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The Licensee must:

- 10.1 continue to operate the Licensee's business at the Licensed Area during the whole Term;
- 10.2 at all times (excluding public holidays and any other days agreed with Council) keep the Licensed Area open for business, to the standards required under this Licence;
- 10.3 manage and conduct the business operating from the Licensed Area in an efficient and business-like manner; and
- 10.4 not do anything which would result in the Approvals being removed, cancelled, suspended or revoked or in any material way depart from the ordinary course of day-to-day operation of the business,

until the end of the Licence.

**11. HIRING OF LICENSED AREA**

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**11.1 Casual Hire of Licensed Area**

The Licensee may make the Licensed Area available for casual hire to third persons, where this does not interfere with the primary purpose of the Licensed Area or adversely affect the amenity of nearby neighbours, provided that prior to occupying the Licensed Area the hirer:

- 11.1.1 enters into a hiring agreement with the Licensee, which must be in a form previously agreed between the Licensee and Council; and
- 11.1.2 provides evidence to the Licensee of its public risk insurance in a form satisfactory to Council (however this requirement does not apply where the Licensee's public risk insurance extends to include the hirer).

**11.2 Breach**

A breach of the hire agreement by the Licensee or the hirer will be deemed a breach of this Licence by the Licensee.



**11.3 Licensee Acknowledgement**

The Licensee acknowledges that:

- 11.3.1 if the Licensee hires out the Licensed Area, the Licensee remains responsible for complying with all obligations under this Licence, and in particular, is responsible for any damage caused to the Licensed Area by any hirer or any other person in the Licensed Area with the consent of the Licensee; and
- 11.3.2 Council may, acting reasonably, require the Licensee not to hire out the Licensed Area to specific organisations or individuals as nominated by Council, in which case the Licensee must not hire (or must immediately cease hiring) the Licensed Area to those organisations or individuals.

**11.4 Hirer Compliance**

In hiring out the Licensed Area, the Licensee must comply with Council's "Interim Guidelines for the Casual Hire of Community Facilities" contained in Annexure C.

**12. SUB-LICENSING**

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The Licensee must not sub-licence the Licensed Area to a new licensee without obtaining the prior written consent of Council, which may be withheld in its absolute discretion.

**13. RELEASE AND INDEMNITY**

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**13.1 Release**

The Licensee uses and occupies the Licensed Area at its own risk and releases Council from all claims resulting from any damage, loss, death or injury in connection with the Licensed Area except to the extent that Council is negligent.

**13.2 Indemnity**

The Licensee must indemnify and hold harmless Council against all claims resulting from any damage, loss, death or injury in connection with the Licensed Area and the use and occupation of the Licensed Area by the Licensee except to the extent that Council is negligent.

**14. LICENSEE'S OBLIGATIONS AT THE END OF THIS LICENCE**

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**14.1 Licensee's Obligations**

At the end of this Licence, the Licensee must:

- 14.1.1 vacate the Licensed Area and give it back to Council in a condition consistent with the Licensee having complied with its obligations under this Licence;
- 14.1.2 remove the Licensee's chattels and if required by Council, remove all of the Licensee's fixtures and make good any damage caused by their removal; and
- 14.1.3 give to Council all keys and other security devices for the purposes of obtaining access to the Licensed Area.

## 14.2 Licensee's Property Left in Licensed Area

Anything left in the Licensed Area at the end of this Licence will become the property of Council and may be removed by Council at the Licensee's cost and at the Licensee's risk. The Licensee acknowledges that it is not entitled to any compensation for the value of anything left in the Licensed Area by the Licensee.

## 15. TRANSFER OF APPROVALS

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15.1 At the end of the Licence, the Licensee must, at no cost to Council:

15.1.1 transfer to Council or a third party nominated by Council, any Approvals (whether under the *Education and Care Services National Law Act 2010* (Vic), the *Education and Care Services Regulations* or any other relevant legislation or regulation);

15.1.2 do all things necessary including delivering to Council without delay:

(a) any documents or instruments as may properly be required; and

(b) any consents required;

to allow Council or a third party nominated by Council to obtain a transfer of any Approvals.

15.2 Without limiting any other provision in this Licence, the Licensee must not vacate the Licensed Area or cease to operate its business from the Licensed Area unless and until clause 15.1 has been complied with to the satisfaction of Council.

## 16. DETERMINATION OF LICENCE

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### 16.1 Re-entry

The Council may re-enter the Licensed Area and determine this Licence if:

16.1.1 any part of the Licence Fee is in arrears for 14 days (whether or not Council has demanded payment);

16.1.2 the Licensee breaches this Licence and does not remedy the breach within 14 days of receipt of written notice from Council; or

16.1.3 an Insolvency Event occurs in relation to the Licensee.

### 16.2 Damages following Determination

If this Licence is determined by Council, the Licensee agrees to compensate Council for any loss or damage Council suffers arising in connection with the Licensee's breach of this Licence including the loss of the benefit of the Licensee performing its obligations under this Licence up to the expiration of the Term.

### 16.3 Essential Terms

The essential terms of this Licence are clauses 3.1, 3.3, 3.4, 3.5, 4.1, 4.2, 5.1, 6.1, 6.4, 6.5, 6.6, 7, 8, 9, 10, 11, 12, 14, 15 and any Additional Clauses in Annexure B. The breach of an essential term is a repudiation of this Licence.

**17. LICENSOR'S OBLIGATIONS**

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Council must:

- 17.1 carry out all repairs, maintenance and works specified as 'Council Responsibility' contained in Annexure D; and
- 17.2 insure the Licensed Area against damage and destruction in accordance with Council's usual insurance policy.

**18. GRANT OF LICENCE ONLY**

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The Licensee agrees with Council that:

- 18.1 the Licensee is not entitled to exclusive occupation of the Licensed Area;
- 18.2 Council may use, or permit other parties to use, the Licensed Area;
- 18.3 Council will have access to the facility in the event of an emergency and to undertake any maintenance and preparedness associated with its emergency management planning obligations;
- 18.4 this Licence does not create any estate or interest in the Licensed Area, other than a contractual right;
- 18.5 this Licence does not constitute a lease at law and the Licensee will not claim before a court or tribunal that this Licence constitutes a lease at law; and
- 18.6 in the event that a court or tribunal determines that this Licence is a lease at law, Council may, at its option, terminate this Licence by written notice to the Licensee.

**19. EARLY TERMINATION**

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- 19.1 Despite any other provision in this Licence, the Licensee grants Council the right to require the Licensee to surrender this Licence and the Licensed Area by giving at least 6 months' notice in writing to the Licensee.
- 19.2 The parties agree that this Licence will end on the date specified in Council's notice given under clause 19.1, which must be at least 6 months after the date on which that notice was given to the Licensee.
- 19.3 The Licensee acknowledges that if Council exercises its right under this clause 19.1, the Licensee shall not be entitled to receive any compensation from Council.

**20. GENERAL**

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**20.1 Notices**

Any notice required to be served under this Licence must be in writing and must be served by post, facsimile transmission or hand delivered to:

- 20.1.1 the Licensee at its address set out in this Licence, the Licensee's registered office address, the Licensed Area, or the last known address of the Licensee; and

20.1.2 Council at its address set out in this Licence or any other address notified in writing to the Licensee by Council.

## 20.2 **Entire Understanding**

This Licence contains the entire understanding between the parties as to the subject matter contained in it. All previous agreements, representations, warranties, explanations and commitments, expressed or implied, affecting this subject matter are superseded by this Licence and have no effect.

## 20.3 **Waiver**

If Council accepts the Licence Fee or any other monies under this Licence (before or after the end of this Licence) or does not exercise or delays exercising any of Council's rights under this Licence, it will not be a waiver of the breach of this Licence by the Licensee or of Council's rights under this Licence.

## 20.4 **Additional Clauses**

This Licence is subject to the Additional Clauses. The Additional Clauses override any inconsistent provisions in this Licence.

## 21. **INTERPRETATION**

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### 21.1 **Governing Law and Jurisdiction**

This Licence is governed by and is to be construed in accordance with the laws of Victoria. Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the Courts of Victoria and waives any right to object to proceedings being brought in those Courts.

### 21.2 **Persons**

In this Licence, a reference to a person includes a firm, partnership, association, corporation or other corporate body.

### 21.3 **Joint and Several**

If a party consists of more than one person, this Licence binds them jointly and each of them severally.

### 21.4 **Legislation**

In this Licence, a reference to a statute includes regulations under it and consolidations, amendments, re-enactments or replacements of any of them.

### 21.5 **Clauses and Headings**

In this Licence:

21.5.1 a reference to a clause, schedule or appendix is a reference to a clause, schedule or appendix in or to this Licence; and

21.5.2 headings and sub-headings are inserted for ease of reference only and do not effect the interpretation of this Licence.



21.6 **Severance**

In this Licence:

21.6.1 if a provision in this Licence is held to be illegal, invalid, void, voidable or unenforceable, that provision must be read down to the extent necessary to ensure that it is not illegal, invalid, void, voidable or unenforceable; and

21.6.2 if it is not possible to read down a provision as required in this clause, that provision is severable without affecting the validity or enforceability of the remaining part of that provision or the other provisions in this Licence.

21.7 **Number and Gender**

In this Licence, a reference to:

21.7.1 the singular includes the plural and vice versa; and

21.7.2 a gender includes the other genders.

# Execution Page

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**THIS LICENCE IS EXECUTED** by the parties on the date specified in Item 1.

**THE COMMON SEAL** of **KNOX CITY** )  
**COUNCIL** was hereunto affixed on )  
the ..... day of ..... 201 )  
in the presence of: )  
)

..... Chief Executive Officer

..... Full name

..... Authorised Officer

..... Full name

**THE COMMON SEAL** of ..... )  
..... )  
was affixed on by authority of its Board in )  
the presence of: )  
)

..... Committee Member (signature)

..... Print Full name

..... Position

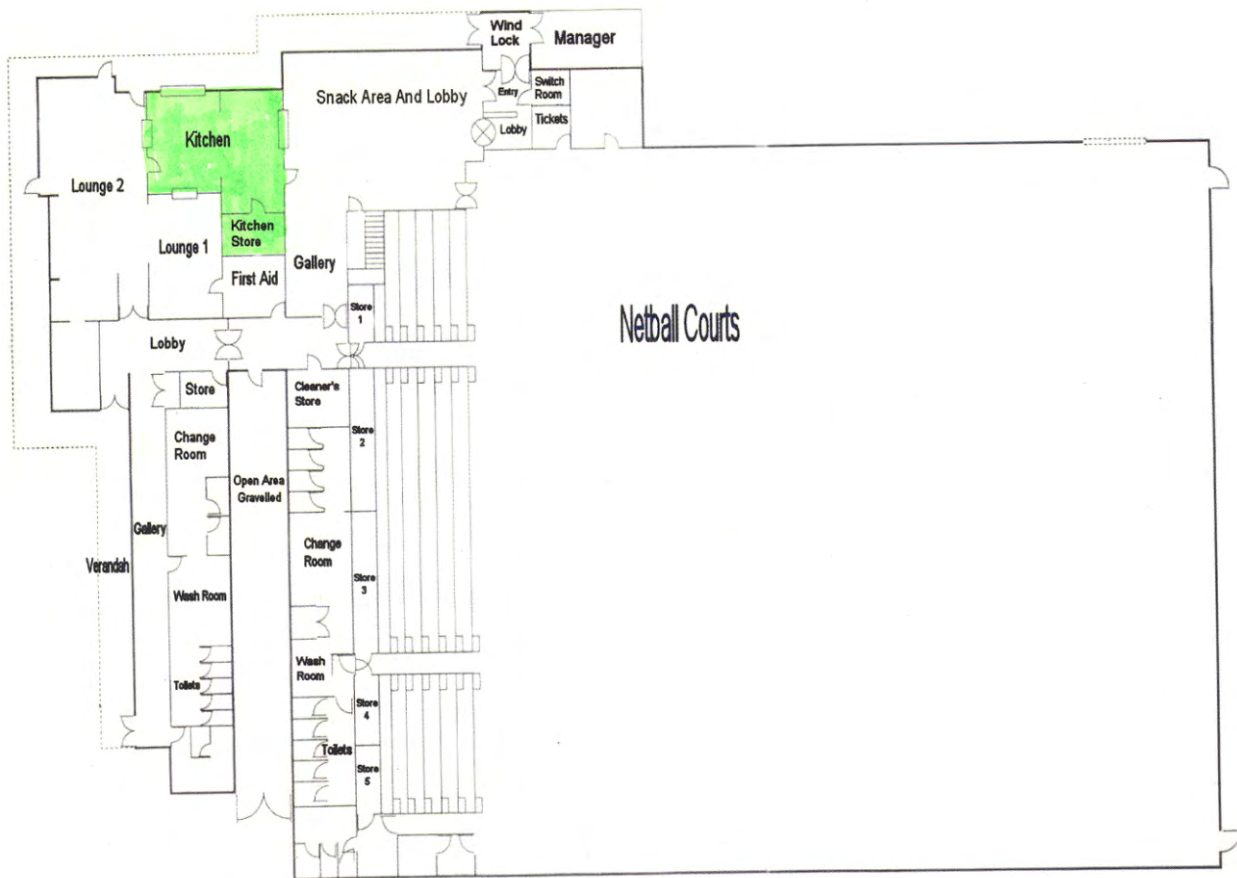
..... Committee Member (signature)

..... Print Full name

..... Position

# Annexure A Plan

Site Plan – Licensed Area (map of area coloured green for licensed area).



Site Location of Licensed Area.



## Annexure B Additional Clauses

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### 1. WORKING WITH CHILDREN CHECKS

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- 1.1. This Additional Clause applies if the Licensee's activities at the Licensed Area, or the activities of any person to whom the Licensee hires out the Licensed Area, involve persons engaged in 'child related work' within the meaning of the Working with Children Act 2005 (Vic) (**WWCA**).
- 1.2. Without limiting the Licensee's obligations concerning compliance with all laws and requirements of any authority in connection with the Licensed Area and the Licensee's use and occupation of the Licensed Area, the Licensee must:
  - 1.2.1. ensure that all employees and volunteers of the Licensee and any hirer who are required to apply for a Working with Children Check (**WWC**) under the WWCA have done so, before working with children at the Licensed Area;
  - 1.2.2. provide a copy of the WWC card of each of the Licensee's and any hirer's employees and volunteers working at the Licensed Area to the Council, on demand;
  - 1.2.3. ensure that any employee or volunteer of the Licensee and any hirer that is given a negative notice (within the meaning given to that term in the WWCA) does not work with children at the Licensed Area; and
  - 1.2.4. subject to Additional Clause 1.3, ensure that the information in any WWC of the Licensee's and any hirer's employees and volunteers which is provided to the Council, is kept confidential.
- 1.3. The Licensee agrees that the Council may disclose the information in any WWC of the Licensee's and any hirer's employees and volunteers for the purpose of administering or enforcing this Licence or if required by law.
- 1.4. Without limiting clause 11, the Licensee must not hire out the Licensed Area to a hirer whose activities involve persons engaged in 'child related work' unless the Licensee procures the hirer to enter into a hire agreement under which the hirer acknowledges the requirements of this Additional Clause 1 and agrees to be bound by those requirements as if it were the Licensee.
- 1.5. This Additional Clause is an essential term of this Licence.

### 2. CHILD SAFE STANDARDS

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- 2.1. This Additional Clause applies if the Licensee, or any person to whom the Licensee hires out the Licensed Area, is:
  - 2.1.1. an applicable entity within the meaning of the *Child Wellbeing and Safety Act 2005* (Vic); and
  - 2.1.2. not otherwise exempt from the requirements of that Act.
- 2.2. The Licensee acknowledges that the **Child Protection Toolkit** can be found at the website  
<https://www.communitydirectors.com.au/childsafetytoolkit>



(as amended from time to time) and, it is the Licensee's obligation to access and meet their associated obligations.

- 2.3. The Licensee must comply with the Child Safe Standards published pursuant to the *Child Wellbeing and Safety Act 2005* (Vic) (as amended from time to time), and ensure that any hirer complies with those standards.
- 2.4. The Licensee acknowledges that the Child Safe Standards can be found at the website <http://www.education.vic.gov.au/about/programs/health/protect/Pages/default.aspx> (as amended from time to time) and, it is the Licensee's obligation to access and meet their associated obligations.
- 2.5. Commencing no later than 6 months after the Commencement Date until the end of the Term, the Licensee must, using the Child Protection Toolkit:
  - 2.5.1. implement a child-safe policy or statement of commitment to child safety;
  - 2.5.2. put in place a code of conduct that establishes clear expectations for appropriate behaviour with children;
  - 2.5.3. codify mandatory and voluntary processes for responding to and reporting suspected child abuse; and
  - 2.5.4. implement such other policies and practices as are relevant and appropriate.
- 2.6. Without limiting clause 11, the Licensee must not hire out the Licensed Area to a person to whom Additional Clause 2.1 applies unless:
  - 2.6.1. the Licensee has fulfilled all of the requirements referred to in Additional Clauses 2.5.1 to 2.5.4 to the Council's satisfaction; and
  - 2.6.2. the Licensee procures the hirer to enter into a hire agreement under which the hirer acknowledges the requirements of this Additional Clause 2 and agrees to be bound by those requirements as if it were the Licensee.
- 2.7. This Additional Clause is an essential term of this Licence.

## Annexure C

# Interim Guidelines for the Casual Hire of Community Facilities

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## Interim Guidelines For The Casual Hire of Community Facilities

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Revised April 2016

### Introduction

Council owns and maintains over 200 community facilities and vast areas of open space which are available for community use. Currently there is a mix of hiring arrangements in relation to the casual hire.<sup>1</sup> This includes clauses in seasonal tenancy agreements, leases, licences, arrangements with committees of management, community organisations and direct Council administration. This broad mix of hiring arrangements has the potential to expose Council to increased risk and does not support equitable access or consistency for the community.

The casual hire of community facilities has presented a number of challenges for Council in relation to inappropriate use including vandalism, and anti social behaviour. In 2007, there was a rise in incidents following parties at community facilities which required a police response. This resulted in a review of the casual hiring arrangements with changes being implemented to hire practices including: ceasing of hire for 18th and 21st birthday parties; and the requirement of Party Safe registration with Victoria Police for any parties.

In 2014, notwithstanding these measures, a further significant incident occurred following a party at a Council managed community facility. This highlighted the need to conduct a review of the casual hire arrangements for all Council owned and managed facilities to provide a consistent, and equitable approach to manage risk.

In December 2014, ASR Research was engaged to conduct the review of the casual hire of community facilities and open space. The objective of the review was to establish:

- Suitability and effectiveness of Council's current policies and process with respect to the casual hire of community facilities and passive open space and,
- Recommend a set of policy directions and procedures which when implemented will:
  - Ensure a consistent and equitable approach to the casual hire of community facilities and passive open space; and
  - Address community safety concerns associated with the hiring of facilities and open space.

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<sup>1</sup> Casual hire refers to the once off use of a facility where a fee is payable and may be for a community or private function for the purpose of training, meetings, recreation activities or celebrations such as birthday's, engagements, Christmas or awards ceremonies.

A report on the review and recommendations to support improved coordination of the casual hire of community facilities and community infrastructure in passive open space was provided to Council's Executive Management Team (EMT) in October 2015. This included the development of a new policy, procedures, resources, training and development to better support council staff and community facility managers in their role. EMT further supported that Council's Property Management unit lead this work pending appropriate resources.

These interim guidelines have been developed to support facility managers for the casual hiring of community facilities pending the development of Council policy and procedures.

### Interim Guidelines

#### Scope

The interim guidelines apply to:

- The casual hire of Council owned or managed facilities and community owned facilities on Council land by community organisations, groups and individuals.

The interim guidelines do not apply to the casual hire of open space<sup>2</sup>.

#### Objective

To provide a consistent process for the casual hiring of Council owned facilities and community owned facilities on Council land.

#### Risk Management

Knox Council is a local government authority with over 70 worksites, approximately 250 occupiable buildings, extensive infrastructure assets and services ranging from family and children's services to construction.

Risk is inherent in all of the functions and activities of Council, and in the wider environment. By integrating risk management into the way Council conducts its business, action can be taken to minimise Council's uncontrolled exposure to risk and therefore provide the optimum path to achieve Council's goals. Risk cannot be totally avoided, but can be effectively identified and managed.

Following consideration of Councils Integrated Risk Matrix a rating of **medium** has been allocated to the casual hire of council facilities. Further information on the risk management process can be found at [Councils Risk Management Framework](#). The interim guidelines have been developed in line with risk control measures outlined in this framework.

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<sup>2</sup> Open space is to be considered via a working group convened to address issues specific to open space and do not form part these interim guidelines.

### General Hire Arrangements and Processes

All casual hire arrangements are required to comply with the following:

#### Bookings

- Signed and completed casual hire forms which provide full details of the activities a minimum of 4 weeks in advance of the activity date; *(Please note: there may be exceptional circumstances where the timeline cannot be met, facility managers should contact their facility advocate to discuss)*
- Hirers cannot be under 18 years of age;
- Photo identification (e.g. licence or passport) or written proof of age, identity and place of residence must be provided at the time of the booking.
- Party bookings are required to register with Party Safe via Victoria Police, a minimum of 4 weeks in advance of the activity date. Evidence of Party Safe registration must be provided to the Facility Managers/Booking Officers when booking the venue.
- For functions involving alcohol over the weekend period, additional specific hire arrangements apply, please see relevant section below.

#### Bond

- Payment of a bond is required as part of the hire fee;
- Bond payments provide security against damage to the building, furniture, fittings and any cleaning undertaken by Council or the Facility Manager resulting from the Hirer's use of the premises;
- Bond payments also provide security against breach of the hire agreement terms and conditions. Provision of false information or conduct of activities outside of the agreed terms will result in the hirer forfeiting the bond amount.
- Return of bonds will not occur sooner than 14 days following conclusion of the activity.

#### Public Liability Insurance

- Hirers will need to obtain adequate public liability insurance cover in order to confirm their booking. This can be purchased through Council's customer service centres (accompanied by a letter from the Facility Manager or Booking Officer) or the hirer organises their own cover;
- The hirer will be required to produce a certificate of currency for the facility and for the usage date;
- The hirer must not permit the number of the people attending the facility to exceed the maximum number specified for the facility.

#### Noise/Music

- The hirer must ensure that noise, music and/or behaviour does not impact on surrounding residents. All music is to be turned off by 11pm and the facility vacated by midnight Friday and Saturday. All music is to be turned off by 10pm and the facility vacated by 11pm Sunday to Thursday.
- Hirers must ensure that the level of sound coming from a Council facility does not reach a level where it would impact on the residents of surrounding



properties (as per the Environmental Protection Authority Residential Noise Regulation, 2008 and the Knox Good Neighbour Guidelines, 2011).

#### Occupational Health and Safety

- The Facility Managers/Booking Officers are responsible for ensuring that the hirer of the facility is aware of the Occupational Health and Safety requirements;
  - Electrical safety requirements – *hirers to ensure that all electrical appliances brought onto the site have been tested and tagged by a qualified tester and electrical equipment are set up correctly and used safely;*
  - First aid – *Council facilities are not required to provide first aid kits for community use. Hirers should ensure access to first aid requirements;*
  - Emergency Evacuation Procedures – *hirers to be aware of the evacuation procedures of the facility;*
  - Hirers must not permit smoking within the facility or within 4 metres of the entrance to the facility.

#### Alcohol

- It is illegal for an adult or a minor to give alcohol to someone who is underage without parental consent (Secondary Supply Legislation (Victoria) November 2011);
- Facility Managers/Booking Officers must inform hirers using Council facilities that they are not permitted to sell liquor or to include liquor in the price of an entry fee. In the situation where a facility occupier already has an existing liquor licence, they are required to adhere to the existing terms and conditions of the existing licence and those of Council, including adhering to consumption hours.

#### Permits

- The hirer is responsible for obtaining any permits/registrations/arrangements, where applicable and must be sighted when booking the facility. Examples of permits that may be required:
  - A **liquor licence** is generally not required for private events where alcohol will be supplied free of charge. It is advised that information regarding the requirements for a temporary liquor licence are checked via the *Victorian Commission for Gambling and Liquor Regulation (VCGLR)* website;
  - Where food is to be sold a **Food Handling** permit must be obtained via this link: [https://streatrader.health.vic.gov.au/public\\_site](https://streatrader.health.vic.gov.au/public_site). Information regarding safe food handling can be found via the *Victoria Government - Department of Health website*.

Specific Hire Arrangements and Processes for activities over weekend periods where alcohol is to be consumed:

Any activity during the period of 3.00pm Friday to 8.00am Monday, where alcohol is to be consumed and inclusive of hire processes detailed above, the hirer is required to additionally provide:

- Documentary evidence of the engagement of licensed<sup>3</sup> security officers which is to include the company name and ABN.  
***Ratio of Security Guards:*** As a general rule the ratio of security guards to patrons at an event is **1:75 patrons** – any additional patrons over this number up to 100 requires two security guards. Please contact *VCGLR* for further information,
- Council venues such as the Rowville Community Centre, Knox Arts Centre, Bayswater Youth Centre and Ferntree Gully Community Centre will also require the hiring of a Council Duty Officer (at the hirers expense),
- A bond amount of **\$1,000.00** is required for events under this section.
- Hirers should be encouraged **not** to advertise the event on open social media and ensure it is *strictly* by invitation only.

Casual Hire Exclusions

Council facilities are **not to be** hired for gambling activities or night club activities where an entry fee is to be charged. This includes ticketed dance parties.

Appendices

The following resources can be used by Facility Managers and Booking Officers to support the provisions within the interim guidelines:

EPA Noise from Public Premises Guidelines

<http://www.epa.vic.gov.au/>

Electrical 'Testing & Tagging' of Equipment

<http://www.ohsrep.org.au/ohs-in-your-industry/labour-hire/electrical-equipment-what-are-the-lawsguidelines>

Food Handling Permit

[https://streatrader.health.vic.gov.au/public\\_site](https://streatrader.health.vic.gov.au/public_site)

Good Neighbour Guidelines

[http://www.knox.vic.gov.au/Files/Leisure/Good\\_Neighbour\\_Guidelines\\_2011.pdf](http://www.knox.vic.gov.au/Files/Leisure/Good_Neighbour_Guidelines_2011.pdf)

Liquor Licence

<http://www.vcqlr.vic.gov.au/>

## Annexure D

### LEASING AND LICENSING POLICY

## KNOX POLICY



### LEASING AND LICENSING POLICY

<b>Policy Number:</b>	2004/24	<b>Directorate:</b>	Corporate Development
<b>Approval by:</b>	Council	<b>Responsible Officer:</b>	Coordinator Property Management
<b>Approval Date:</b>	26 February 2018	<b>Version Number:</b>	4
<b>Review Date:</b>	26 February 2021		

#### 1. PURPOSE

The facilities owned and leased or licensed by Council make an important contribution to the City's ability to achieve its objectives and service delivery. The facilities referred to in this policy includes both land and buildings and applies to Council facilities occupied under a lease or licence by a community or commercial organisation

This Policy provides a framework for leasing and licensing Council owned and managed properties. It establishes the requirements for all community Lessees and Licensees to demonstrate the community benefit arising from their use of a Council property and sets out reporting requirements to ensure accountability and recognition of Council's contribution. The Policy establishes the terms and conditions that will form the basis of negotiations for leases and licenses.

Through implementation of this Policy, Council aims to:

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

#### 2. CONTEXT

Council owns and manages a number of facilities that are available to the community by way of a lease or licence agreement. This policy provides guiding principles to ensure that Council's land and buildings are managed responsibly in line with legislative requirements, while maximising the occupancy and benefit provided to the community through use of these facilities.

#### 3. SCOPE

This policy applies to all Council owned land and/or buildings property occupied under a lease or licence agreement. It also applies to Crown land that is managed by Council on behalf of the Crown.

It does not include facilities that are:

- Allocated under Council's Sporting Reserve Facility Usage Policy;
- Managed by a third party on behalf of Council under a contractual agreement;
- Operated and managed by Council staff; or
- Leased or licenced to Council by an external lessor or licensor.

This policy will apply to all leases and licences developed or renewed following its adoption by Council.

## 4. REFERENCES

### 4.1 *Knox Community and Council Plan 2017*

- We are safe and secure
- We have strong regional economy, local employment and learning opportunities
- We are happy, healthy and well
- We are inclusive, feel a sense of belonging and value our identity
- Build, strengthen and promote good governance practices across government and community organisations

### 4.2 *Relevant Legislation*

- Local Government Act 1989
- Retail Leases Act 2003ct 2005 (Child Safe Standards)
- Telecommunications Act 1997
- Child Wellbeing and Safety A

### 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*

- Sporting Reserve Facility Usage Policy
- Naming and Renaming of Council Owned Facilities Policy
- Community Signage on Council Open Space Policy
- Electronic Gaming Policy
- Sale of Land and Buildings Policy
- Support for Community Based Facility Development/Improvements – External Funding Submissions
- Interim Guidelines for Casual Hire of Community Facilities

### 4.5 *Related Council Procedures*

- Property Management Toolkit
- Naming and Renaming of Council Owned Facilities Procedure



## 5. DEFINITIONS

In this Policy:

<b>Commercial Organisation</b>	An organisation or enterprise whose purpose is to make a profit that can be distributed to employees or shareholders and/or an organisation that provides electronic gaming machines on Council premises.
<b>Community Organisation</b>	A not-for-profit incorporated association or equivalent that provides activities and services for the benefit of the Knox community. This includes community groups, sports and recreation clubs and service organisations but excludes incorporated associations that hold a licence for electronic gaming machines.
<b>Community Tenant</b>	An organisation occupying Council premises on a non-commercial basis.
<b>Council</b>	Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Facility</b>	Land and/or buildings that are owned or managed by Council.
<b>Crown Land</b>	Land owned by the Government or a Government owned statutory authority that is managed by Council.
<b>Department</b>	The Victorian Department of Environment, Land, Water and Planning.
<b>Facility Advocate</b>	The Council Officer who acts as the liaison between Council and the organisation occupying Council land and/or buildings.
<b>Incorporated Association</b>	A club or community group, operating on a not-for-profit basis that is incorporated under the Association Incorporation Act 1981.
<b>Lease Agreement</b>	An agreement under which a lessee is granted exclusive occupancy of land and/or buildings for an agreed period.
<b>Lessee</b>	The occupant of Council land and/or buildings under a lease agreement.
<b>Licence Agreement</b>	A form of permission to enter and use land and/or buildings for an agreed purpose and/or stated period. The Licensee does not have exclusive use of the premises and Council is able to allow access by other user groups or the general public at other times.
<b>Licensee</b>	The occupant of Council land and/or buildings under a license agreement.
<b>Memorandum of Understanding</b>	A document that sets out a framework and a set of principles to guide the parties in the use of Council land and/or buildings where a facility has more than one licensee.
<b>Premises</b>	The area occupied under a lease or licence agreement.
<b>Tenant</b>	In this policy, an authorised person or incorporated body that has entered into or is proposing to enter into either a lease or a licence agreement with Council for the use of Council owned or managed premises.

## **6. COUNCIL POLICY**

### **6.1 Policy Objectives**

The objectives of the Policy are to:

- Ensure Council-owned facilities are used to meet demonstrated community needs consistent with the Council Plan;
- Optimise use of Council's community facilities and equitable access by the Knox community;
- Ensure a transparent and equitable process of granting new leases or licences and renewals by having clear assessment criteria;
- Ensure lessees and licensees pay fair and reasonable rentals based on clear eligibility criteria and calculation methodologies;
- Increase community access to activities and services, particularly access by disadvantaged and socially isolated groups and ensure all facilities are access for all;
- Enable Council's contribution to be reported to the community;
- Assist not-for-profit and volunteer-based organisations that offer activities and services to the Knox community;
- Ensure sound financial management and effective administration of community facility leasing and licensing; and
- Ensure reliable reporting and compliance with laws, regulations and standards and effective management of risk.

### **6.2 Eligibility**

Council staff will assess prospective tenants before renewing an agreement or entering into negotiation with a prospective lessee or licensee. To be eligible to enter into a lease or licence agreement to occupy a Council facility, community organisations must:

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

Commercial use will be granted to ensure utilisation of a facility where an organisation is an incorporated association, registered company or equivalent and:

- There is a demonstrated benefit to the community from the commercial activity that is being conducted; or

- The use complements other uses of the facility at a time when the facility would otherwise be vacant.

### 6.3 Type of Agreement

To maximise access to and use of community facilities, Council has a preference to enter into licence agreements rather than leases. A lease will only be offered where Council considers that providing exclusive rights to a single tenant is in the best interests of the community, or is necessary to recognise capital investment by the tenant and secure the desired use and long term development of the property.

### 6.4 Occupant Categories and Fees

Organisations wishing to enter into a lease or licence agreement with Council will be placed in one of the categories set out in the table below. These categories will determine the lease or licence fee that will apply.

**Table 1**

Category	Eligibility
Early Years	<ul style="list-style-type: none"> <li>• Provides services that align with Council plans and strategies</li> <li>• Services accessible to Knox residents</li> <li>• Does not have ability to generate significant income beyond operating costs</li> <li>• Must be an incorporated association whose constitution does not permit the distribution of funds to members</li> <li>• Must be on the list of organisations for which Council has approved waiving of rental fees</li> </ul>
Community Group A	<ul style="list-style-type: none"> <li>• Community, service, sports and special interest/hobby groups that provide activities and services to the Knox community</li> <li>• May generate income from use of the facility or other activities consistent with organisation purpose, but income is not significantly higher than operating costs</li> <li>• May be dependent upon volunteers</li> <li>• Must be an incorporated association whose constitution does not permit the distribution of funds to members</li> <li>or</li> <li>• Government department and community organisations that service Knox and the surrounding area</li> <li>• Provide an ongoing and recognised benefit to Knox and surrounding community</li> <li>• Provides health, support or emergency services</li> </ul>

Category	Eligibility
Community Group B	<ul style="list-style-type: none"> <li>• Community, service, sports and special interest/hobby groups that provide activities and services to the Knox community</li> <li>• Generates income from use of the facility or other activities consistent with organisation purpose, where income is significantly higher than operating costs</li> <li>• May be dependent on volunteers</li> <li>• Must be an incorporated association whose constitution does not permit the distribution of funds to members</li> </ul>
Commercial	<ul style="list-style-type: none"> <li>• Profit-making groups occupying the premises on a commercial basis</li> <li>• Sport and recreation facilities operated by organisations for the purpose of making a commercial profit</li> <li>• An organisation which provides electronic gaming machines on the premises</li> <li>• Telecommunications and similar infrastructure</li> </ul>

Fees and charges will be consistent, transparent and affordable to encourage and retain use of Council land and/or buildings for the benefit of the community, and to maximise the return where Council land and/or buildings are used for commercial purposes.

Council's fees and charges are determined through the annual budget process with an understanding of the important contribution made by community organisations in supporting the aims of the Council Plan. The following fees will apply to the Occupant Categories in Table 1 above:

**Table 2**

Category	Fee
Early Years	Nil
Community Group A	Community Rate as set out in the annual Fees and Charges Schedule.
Community Group B	<p>Fees will be assessed individually by the Facility Advocate, who will make a recommendation to Council based on the following criteria:</p> <ul style="list-style-type: none"> <li>• Market rental value assessment</li> <li>• Level of maintenance responsibility</li> <li>• Capital contributions made by lessee or licensee for the construction of any buildings</li> <li>• Capital and or renewal contributions required under the agreement</li> <li>• Ability to generate income and extent of external funding</li> <li>• Service and program fees</li> <li>• Access by Knox residents</li> <li>• Use of volunteers</li> </ul>



Category	Fee
Community Group B (cont'd)	<ul style="list-style-type: none"> <li>• Track record as Council lessee or licensee</li> <li>• Fees payable by lessees or licensees using comparable facilities in similar municipalities</li> <li>• Consistency with Council objectives</li> </ul> <p>The Fee will be no less than the Community Rate set out in the annual Fees and Charges Schedule.</p>
Commercial	Market driven, determined by a market rental valuation carried out by a valuer or the result of an expression of interest or similar process.

Following adoption, the new occupant categories and fee structure will apply to any new tenant entering into an agreement or when an existing agreement has expired and the current tenant seeks to enter into a new agreement.

For the 2017/18 financial year, the 'Annual Licence Fee' in the Fees and Charges Schedule will apply to all organisations in a category that is charged the Community Rate. This fee will be updated from 2018/19 to reflect the terminology in this policy.

## 6.5 Standard Terms and Conditions

Tenancy of Council facilities will be granted by way of a lease or licence agreement, except facilities that are allocated to sports clubs on a seasonal or annual basis under Council's Sporting Reserve Facility Usage Policy.

Standard terms for lease and licence agreements have been developed to reflect the contents of this policy and relevant legislation. These terms and conditions will form the basis of all community licences and leases.

Terms and conditions for commercial agreements will be negotiated on a case-by-case basis.

### 6.5.1 Term

The standard term for a licence agreement will be five years, subject to the satisfactory performance of the standards outlined in the licence agreement. A shorter term may be offered if the tenant is a new or emerging group, or if the facility is identified as required in Council's long-term plans for future use, demolition, refurbishment or a major capital works upgrade.

An extension to the standard term may be negotiated on a case by case basis only if the tenant invests or has invested in a fixed asset (such as a building or playing surface) and fully maintains the asset, or has been identified by Council as requiring long term planning certainty for funding and other organisational requirement.

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

### **6.5.2 Rent Review**

Rent will be increased annually in line with Council's Adopted Fees and Charges Schedule.

Rental fees for all lease agreements, all agreements with commercial organisations, and licences where an extension to the standard term has been granted may be subject to a market review on the exercise of an option and/or every five years.

### **6.5.3 Maintenance (including improvements)**

Tenants are required to maintain the facility in accordance with a maintenance schedule attached to the lease or licence agreement using the services of registered and qualified tradespeople to undertake works and provide a certificate of compliance for works that require it (e.g. plumbing and electrical). Schedules will specify the responsibilities of Council and the tenant, including responsibility for maintaining the structure of the building, fixtures and fittings, grounds and any specialised equipment or playing surfaces.

Written approval is required from Council prior to the commencement of any building, renewal or improvement work to the facility. In the first instance, tenants should contact their facility advocate for advice on the approval process and to submit plans for consideration.

Council reserves the right to inspect the premises each year or more frequently as required.

### **6.5.4 Insurance**

All tenants are required to hold the following insurance:

- Public liability insurance to the value of \$20 million;
- Professional indemnity insurance; and
- Contents insurance for the lessee's or licensee's own property.

Public liability insurance must note Council's interest, unless otherwise agreed.

Council will insure buildings and Council installed and authorised fixtures and fittings. In instances where a tenant has a land only agreement, the tenant must maintain building insurance for their building constructed on Council land.

Tenants must provide Council with a Certificate of Currency prior to the signing of the licence agreement, and thereafter annually.

Failure to comply with providing Certificate of Currency documentation in the required times will result in the following escalation process:

- 14 days overdue – a reminder notice is provided
- 30 days overdue – a warning is provided
- 60 days overdue – a final warning is provided advising of intention to lock out
- 90 days overdue – Lessee/Licensee locked out until Certificate of Currency is provided

### **6.5.5 Child Safe Standards**

The Victorian Government introduced the Child Safe Standards on 1 January 2016 to improve the way organisations provide services for children and prevent and respond to child abuse that may occur within the organisation.

Any organisation that provides services for children is required to comply with the Child Safe Standards. In addition to the requirement to comply under the Child Safety and Wellbeing Act 2005, the tenant is also obliged under their agreement with Council to ensure that Child Safe Standards requirements are complied with at all times.

### **6.5.6 Rates, Taxes and Outgoings**

The tenant must pay all rates, taxes and other charges and levies separately assessed in connection with the Premises (if applicable). Where rates and taxes are not separately assessed, or the Premises are shared, the tenant must pay or refund to Council the proportion that the area of the Premises bears to the total area assessed within 14 days of receipt of a written notice from Council.

Where Council land and/or buildings are occupied under the 'commercial' occupant category, rates and charges are payable.

The tenant is responsible for utility and service charges including electricity, gas, telephone, water (excluding facilities located at recreation reserves which are not separately metered), waste, sanitary services and security.

Where the Premises are shared, the proportion to be paid by each tenant will be determined by negotiation and included in a Memorandum of Understanding signed by the relevant organisations.

### **6.5.7 Reporting Requirements**

All community tenants are required to report against the eligibility criteria upon request and must advise Council if their organisational status changes during the term of their occupancy. Tenants are required to ensure that Council has a valid certificate of currency at all times. Certificates of currency must be provided to Council at the commencement of the agreement and as required thereafter.

Community tenants are required to submit the following information to Council within 4 weeks of the tenant's annual general meeting:

- the activities undertaken by the tenant;
- the level and degree of public access to the premises;
- details of any maintenance undertaken;
- copies of the most recent annual report and financial statement; and
- a list of office bearers including President, Secretary and Treasurer.

Council officers will assist tenants to comply with the reporting requirements by providing simple reporting formats and checklists. Council officers may also seek additional information where necessary to gain a better understanding of activities, the extent of community use and opportunities for facility and service development.

### **6.5.8 Signage**

Prior written consent must be obtained from Council before displaying or affixing any signs, advertisements or notices to any part of the premises. Signage must

comply with Council's Community Signage on Council Open Space Policy or the Knox Planning Scheme.

### **6.5.9 Permitted Use**

The permitted use defines what the tenant can or cannot do at the premises. The permitted use should be clearly defined and avoid broad or vague statements which may be open to interpretation.

Tenants must obtain Council's prior written consent for any change in the permitted use or additional use of the premises, including any planning or building permit that may be required. Consent may be granted or withheld at Council's absolute discretion and subject to other conditions.

Council will not permit a change in use of the premises that is not compatible with the building permit for the facility, without the appropriate approvals. This includes occupancy levels, and changes to the building classification. Council is permitted to determine and end any agreement under these circumstances.

### **6.5.10 Terms of Use**

The days and times of use will generally relate to the type of agreement that is offered.

A Lease Agreement offers exclusive use to the tenant and as such, the tenant will be permitted to operate from the Premises at any time in accordance with any applicable planning permit requirements, Council's Local Laws and having regard to legislation relating to noise pollution.

Due to the non-exclusive nature of a Licence Agreement, the tenant is permitted to occupy the facility on agreed days and times of use, which allows Council the flexibility to offer the facility to other community groups and thereby maximise the use of the facility. Where a facility is shared between two or more tenants, a Memorandum of Understanding will be negotiated and signed by all tenants and Council.

### **6.5.11 Sub-Letting**

Sub-letting is where the facility, or part of the facility, is leased, licensed or hired out to another group by the tenant. The tenant remains responsible for all its obligations under their agreement.

Under a Licence Agreement, sub-letting of a facility to another group is generally not permitted. In some circumstances, including community-managed halls, Council may give the licensee the right to hire out the premises on a casual basis to a third party (under certain terms and conditions), which will be set out in the Additional Clauses of the Licence Agreement. Council may also give the licensee permission to enter into a sub-licence agreement with a third party in some circumstances. The licensee must obtain prior written consent from the manager under whose department the licence agreement is managed.

Under a Lease Agreement, subletting of a facility is permitted by obtaining Council's prior consent. In some circumstance, Council may give the tenant the automatic right to hire out the premises on a casual basis to a third party (under certain terms and conditions), which will be set out in the Additional Clauses of the Lease Agreement.



If Council agrees to a sub-lease of the premises, Council may review and adjust the rental fee of the head lease if the sub-lease rental fee is more than cost recovery. Any financial gain from subletting may in part be payable to Council rather than the tenant.

#### **6.5.12 Gaming and Liquor**

In line with Council's Electronic Gaming Policy, Council will not enter into a new occupancy agreement with any organisation that operates or intends to operate electronic gaming machines on the premises. In addition, Council will not support any increase in the number of electronic gaming machines at any facilities with existing gaming facilities.

Proposals for new or amended liquor licenses require prior Council consent before an application is made.

#### **6.5.13 Keys and Access**

All facilities must have Council locks on all doors and tenants are not to change any lock or install locks/padlocks to any area of a facility. If locks or padlocks are added or changed for any reason, the tenants must provide a key to Council immediately, along with justification for the change. Council may remove any locks installed by the tenant and seek reimbursement from the tenant for the cost of carrying out the removal.

Tenants will be provided with up to four sets of keys at the commencement of their tenancy. Any further keys issued will be at the tenant's own cost. It is the tenant's responsibility to ensure that a key register is maintained at all times. This should be provided to Council as part of the reporting process.

Council reserves the right to change some/all locks or padlocks of a facility or to change from manual to electronic locking system as part of the capital program of renewal/replacement. Access fobs will be provided by Council in this instance.

#### **6.5.14 Relocation**

Where Council proposes to dispose of, demolish, redevelop or otherwise carry out significant alterations or additions to a leased or licensed property during the term of the agreement, Council may terminate the agreement with due notice as detailed in the lease or licence agreement and make reasonable attempt to make available to the tenant a suitable alternative premises. The agreement for a new premises will be on no less favourable terms for the duration of the unexpired portion of the current agreement where this can be achieved.

#### **6.5.15 Termination and Renewal**

Council reserves the right to terminate lease and licence agreements by providing a minimum of six months' notice in writing.

## **6.6 Crown Land**

Where Council acts as the Committee of Management of Crown Land, Council must seek approval from the Department of Land, Water and Planning to enter into a lease or licence agreement over the portion of Crown Land. Leases and licenses will be in the prescribed form as provided by the Department and Council's terms and conditions will form part of the special conditions of the lease or licence. The Department must approve any additional terms and conditions.

## **6.7 Delegation**

The Chief Executive Officer has authority to execute all licence agreements that are categorised as Early Years and Community Group A, unless the initial term of the agreement is greater than five years.

All Community B agreements will be referred to a Council or Strategic Planning Committee meeting for consideration.

Council approval at a Council or Strategic Planning Committee is required for all lease agreements, including agreements that do not require a Public Notice to be issued in accordance with the Local Government Act 1989.

## **6.8 Implementation of Policy**

This policy will apply to all new and renewed lease and licence agreements following its adoption.

# **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.

## Annexure E

### Maintenance Schedule

ITEM	COUNCIL RESPONSIBILITY	LICENSEE RESPONSIBILITY
<b>Building Structure</b>	<ul style="list-style-type: none"> <li>Replacement and repair of load bearing structural members.</li> <li>Replacement of internal/ external lining and cladding.</li> </ul>	<ul style="list-style-type: none"> <li>Repairs to linings (internal/ external) damaged by Licensee.</li> </ul>
<b>Car Parks</b>	<ul style="list-style-type: none"> <li>Maintenance of adjacent car parks.</li> </ul>	<ul style="list-style-type: none"> <li>None.</li> </ul>
<b>Ceiling Finishes</b>	<ul style="list-style-type: none"> <li>Major repair and/or replacement due to structural faults, age, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Repairs due to misuse.</li> </ul>
<b>Ceilings</b>	<ul style="list-style-type: none"> <li>Major repair and/or replacement due to structural faults, age, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Repairs due to misuse.</li> </ul>
<b>Clocks</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance and replacement.</li> </ul>
<b>Doors (including Cupboard Doors and Door Fittings)</b>	<ul style="list-style-type: none"> <li>Replacement due to age or structural fault.</li> <li>Repairs on all external doors due to vandalism.</li> </ul>	<ul style="list-style-type: none"> <li>Repairs due to Licensee's misuse.</li> </ul>
<b>Electrical and Mechanical Services including light fittings</b>	<ul style="list-style-type: none"> <li>Replacement when required of hot water/gas service.</li> <li>Gas supply, meters and distribution systems.</li> <li>Emergency lighting systems and signs.</li> <li>Electrical distribution systems including cable, switches, fuses, isolators, contactors and sockets.</li> </ul>	<ul style="list-style-type: none"> <li>Electrical appliances e.g. fridge/ stove and light fittings/switches. Hot and cold water storage, circulation and distribution system, heat emitters and valves – check appliances yearly, repair as required. Service appliances as per manufacturer's recommendations. Where appropriate provide service report with Annual Report.</li> <li>'Test and Tag' all electrical equipment.</li> </ul>
<b>Essential Safety Measures</b>	<ul style="list-style-type: none"> <li>Installation and maintenance of ESM listed items (e.g. exit signs, emergency lighting, firefighting equipment, fire extinguishers, hoses, cabinets, smoke detectors etc.).</li> </ul>	<ul style="list-style-type: none"> <li>Repair/replace ESM listed items where Council determines the need for repair is due to misuse or vandalism.</li> <li>Where the Licensee requires an item to be replaced, which belongs to Council and it is not at the end of its useful life.</li> <li>Report any ESM items to Council when brought to the Licensee's attention.</li> </ul>
<b>Exhaust Fan and Range Hoods</b>	<ul style="list-style-type: none"> <li>Initial installation of basic equipment only.</li> </ul>	<ul style="list-style-type: none"> <li>Keep clean and maintain in operable and safe condition.</li> <li>Cost of repairs.</li> </ul>
<b>Exit signs</b>	<ul style="list-style-type: none"> <li>Replacement and maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>Reporting of faults to Council.</li> </ul>

ITEM	COUNCIL RESPONSIBILITY	LICENSEE RESPONSIBILITY
<b>External Doors and Frames</b>	<ul style="list-style-type: none"> <li>• Replacement due to age or structural fault.</li> <li>• Repair of all external doors due to vandalism.</li> <li>• Maintenance and replacement of all locks.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all emergency exit doors are clear of obstructions.</li> </ul>
<b>Fire Services and Alarms</b>	<ul style="list-style-type: none"> <li>• Maintenance and replacement in accordance with relevant Australian standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure clear access to extinguishers and hose.</li> </ul>
<b>Fire Extinguishers and Fire Hose</b>	<ul style="list-style-type: none"> <li>• Initial installation.</li> <li>• Maintenance and replacement.</li> </ul>	<ul style="list-style-type: none"> <li>• Report to Council any faults or use.</li> <li>• Ensure clear access to extinguishers and hose.</li> </ul>
<b>Floor Finishes</b>	<ul style="list-style-type: none"> <li>• Replacement and maintenance of floor covering.</li> </ul>	<ul style="list-style-type: none"> <li>• Repairs due to Licensee's misuse.</li> </ul>
<b>Floors</b>	<ul style="list-style-type: none"> <li>• Replacement and repairs to sub floor structures.</li> </ul>	<ul style="list-style-type: none"> <li>• None.</li> </ul>
<b>Fridges</b>	<ul style="list-style-type: none"> <li>• None.</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning, maintenance, repair and replacement.</li> </ul>
<b>Furniture Fixtures and Fittings</b>	<ul style="list-style-type: none"> <li>• Repair and replacement of any furniture, fixtures and fittings supplied and installed by the Licensor such as but not limited to the following: <ul style="list-style-type: none"> <li>- cupboards, shelves, counters.</li> <li>- flywire screens, fixed seating and benches</li> <li>- cubicles, clothes hooks and rails.</li> <li>- mirrors.</li> <li>- hand dryers.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Regular cleaning and repair due to misuse of equipment.</li> <li>• First aid and safety equipment – as per Council's procedures (OH&amp;S 027).</li> </ul>
<b>Grounds and Surrounds within Licensed Area</b>	<ul style="list-style-type: none"> <li>• Maintenance and repair as determined by Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Removal of litter.</li> <li>• Maintenance and repair as determined by Council.</li> </ul>
<b>Heating and cooling systems (plant and fixtures)</b>	<ul style="list-style-type: none"> <li>• Replacement.</li> <li>• Air conditioning cooling systems and controls – where applicable, check and service unit/control as per the manufacturer's recommendations. Repair as required.</li> <li>• Servicing and maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Replacement due to misuse.</li> </ul>
<b>Hot Water Service</b>	<ul style="list-style-type: none"> <li>• Replacement and maintenance as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Repairs due to Licensee's misuse.</li> </ul>
<b>Internal Damage</b>	<ul style="list-style-type: none"> <li>• Repair due to structural damage.</li> </ul>	<ul style="list-style-type: none"> <li>• Repairs due to Licensee's misuse.</li> </ul>



ITEM	COUNCIL RESPONSIBILITY	LICENSEE RESPONSIBILITY
<b>Internal Doors and Linings</b>	<ul style="list-style-type: none"> <li>• Replacement due to age or structural fault.</li> <li>• Maintenance and replacement of all locks.</li> </ul>	<ul style="list-style-type: none"> <li>• Repairs due to Licensee's misuse.</li> </ul>
<b>Keys</b>	<ul style="list-style-type: none"> <li>• Purchase and maintenance of all locks.</li> </ul>	<ul style="list-style-type: none"> <li>• Establishing and maintaining a key register to be updated annually. Details to be included in Annual Report.</li> <li>• Responsibility for payment of all keys issued by Council.</li> <li>• No locks to be fitted or additional keys cut without Licensor's approval.</li> </ul>
<b>Kitchen and kitchen equipment, including (but not limited to) stoves, ovens, cook tops, boiling water units and range hoods</b>	<ul style="list-style-type: none"> <li>• Major upgrades and repairs of kitchen facility, fixtures and fittings as determined by Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning and maintenance.</li> <li>• Compliance with the relevant Health Acts and maintenance as required under the Health Act.</li> <li>• Purchase, repair and maintenance of additional non-fixed equipment.</li> </ul>
<b>Light Fittings</b>	<ul style="list-style-type: none"> <li>• Installation and maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting of faults to Council.</li> </ul>
<b>Light Globes</b>	<ul style="list-style-type: none"> <li>• Installation and maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting of faults to Council.</li> </ul>
<b>Maintenance of Kitchen Facilities</b>	<ul style="list-style-type: none"> <li>• None.</li> </ul>	<ul style="list-style-type: none"> <li>• All maintenance, repair, replacement costs of existing equipment and new approved items.</li> </ul>
<b>Materials Containing Asbestos</b>	<ul style="list-style-type: none"> <li>• Maintain an accurate Asbestos Register for the building.</li> <li>• Removal of asbestos material as per Council's Asbestos Management Strategy.</li> </ul>	<ul style="list-style-type: none"> <li>• If it is intended to carry out any maintenance or alterations work and if there is any doubt or concern about possible asbestos content in any material, the Licensee must contact the Licensor for investigation and further advice before any works commence.</li> <li>• Materials containing asbestos must not be used in any repair or maintenance work without prior written approval of the Licensor.</li> </ul>
<b>Minor Building Works/Improvements</b>	<ul style="list-style-type: none"> <li>• Any future statutory / by law requirements or changes that impact upon the Purpose of Use as stated with Item 9 will be the responsibility of the Licensor.</li> </ul>	<ul style="list-style-type: none"> <li>• Prior to any minor building works commencing, the Licensor must be notified in writing and official approval given. Statutory requirements regarding OH&amp;S, Fire Regulations and Building Standards must be adhered to.</li> <li>• The Licensee is to contact Council's Facilities Department for any further details regarding the above maintenance responsibilities.</li> </ul>

ITEM	COUNCIL RESPONSIBILITY	LICENSEE RESPONSIBILITY
<b>Non-permanent fixtures, including (but not limited to) tables and chairs, crockery, cutlery, drink fridge, dishwashers, toilet roll holders, mirrors, office equipment</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance and replacement.</li> </ul>
<b>Painting of Ceilings, Walls and Other Surfaces</b>	<ul style="list-style-type: none"> <li>Internal/external painting of the previously painted surfaces in accordance with Council's Facility Maintenance Strategy.</li> </ul>	<ul style="list-style-type: none"> <li>Regular cleaning and repair due to Licensee misuse in accordance with the following: <ul style="list-style-type: none"> <li>- all preparation, painting and maintenance of previously painted surfaces in accordance with Australian Standards 2311.</li> <li>- painted surfaces require maintenance when displaying any cracking, flaking, peeling, blistering surfaces powdering, faded colour and/or uneven lustre.</li> </ul> </li> </ul>
<b>Payment of Water Costs</b>	<ul style="list-style-type: none"> <li>All costs.</li> </ul>	<ul style="list-style-type: none"> <li>None.</li> </ul>
<b>Pest Control</b>	<ul style="list-style-type: none"> <li>Eradication of white ant and termites.</li> </ul>	<ul style="list-style-type: none"> <li>Keep all areas of the facility free of rodents and pests in accordance with Council's Health Department guidelines.</li> </ul>
<b>Plumbing and Fixtures</b>	<ul style="list-style-type: none"> <li>Repair and renewal due to age or structural fault.</li> </ul>	<ul style="list-style-type: none"> <li>Internal repairs due to Licensee's misuse.</li> <li>Costs associated with additional fixtures non-standard within kitchen.</li> </ul>
<b>Other Permanent Fixtures</b>	<ul style="list-style-type: none"> <li>Repair and renewal as determined by Council.</li> </ul>	<ul style="list-style-type: none"> <li>Repairs and replacement if due to Licensee's misuse.</li> </ul>
<b>Oven/Stove and Cooking Equipment</b>	<ul style="list-style-type: none"> <li>Initial installation of basic equipment only.</li> </ul>	<ul style="list-style-type: none"> <li>Keep clean and maintain in operable condition.</li> <li>Cost of repairs.</li> </ul>
<b>Roof and Associated Fittings</b>	<ul style="list-style-type: none"> <li>Clear blockages.</li> <li>Clean out gutters/pipes/gullies.</li> <li>Replacement and repair of roofing, spouting and downpipes.</li> </ul>	<ul style="list-style-type: none"> <li>None.</li> </ul>
<b>Rubbish Collection</b>	<ul style="list-style-type: none"> <li>Weekly emptying of external rubbish receptacles.</li> </ul>	<ul style="list-style-type: none"> <li>Empty bins inside kitchen.</li> <li>Keep kitchen and surrounds litter free.</li> <li>All costs associated with additional bins.</li> </ul>
<b>Security Lighting</b>	<ul style="list-style-type: none"> <li>Installation, maintenance and replacement.</li> </ul>	<ul style="list-style-type: none"> <li>None.</li> </ul>
<b>Security System</b>	<ul style="list-style-type: none"> <li>All costs.</li> </ul>	<ul style="list-style-type: none"> <li>None.</li> </ul>

ITEM	COUNCIL RESPONSIBILITY	LICENSEE RESPONSIBILITY
<b>Signage</b>	<ul style="list-style-type: none"> <li>Repair and maintenance of standard Council reserve/ facility signage.</li> </ul>	<ul style="list-style-type: none"> <li>Repair and maintenance of all internal and exterior signs. Note: signs to be installed in accordance with Council's Sponsorship and Promotional Signs on Council Land Policy.</li> <li>Inspect yearly.</li> </ul>
<b>Telephones</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	<ul style="list-style-type: none"> <li>Internal and external (exchange line) telephone system - check appliances yearly, repair as required. Service appliances as per manufacturer's recommendations.</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>Maintenance and repairs.</li> </ul>	<ul style="list-style-type: none"> <li>None.</li> </ul>
<b>Utility Costs</b>	<ul style="list-style-type: none"> <li>All costs.</li> </ul>	<ul style="list-style-type: none"> <li>None.</li> </ul>
<b>Vandalism (internal)</b>	<ul style="list-style-type: none"> <li>Cost of repairs to Council owned fixtures.</li> </ul>	<ul style="list-style-type: none"> <li>Report to Council and police.</li> <li>Responsible for repair and replacement of non-Council owned fixtures and fittings.</li> </ul>
<b>Vandalism (external)</b>	<ul style="list-style-type: none"> <li>Repair as determined by Council.</li> </ul>	<ul style="list-style-type: none"> <li>Report to Council and Police.</li> </ul>
<b>Wall Hangings</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	<ul style="list-style-type: none"> <li>Installation, cleaning, maintenance and replacement.</li> </ul>
<b>Walls (Internal)</b>	<ul style="list-style-type: none"> <li>Structural maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>Repair if damaged through misuse.</li> </ul>
<b>Waste and Soil Pipes</b>	<ul style="list-style-type: none"> <li>Repair and renewal due to age or structural fault.</li> </ul>	<ul style="list-style-type: none"> <li>Clear blockages.</li> <li>Clean out silt/grease traps.</li> <li>All traps/waste/vents/pipes and fittings.</li> <li>Repairs due to Licensee's misuse.</li> </ul>
<b>Windows including Plate Glass</b>	<ul style="list-style-type: none"> <li>Replacement when due or as a result of external vandalism.</li> </ul>	<ul style="list-style-type: none"> <li>Replace if broken by Licensee.</li> </ul>

# Annexure F

## Good Neighbour Guidelines

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### Good Neighbour Guidelines

Guidelines to encourage good relations between occupants of Council facilities and nearby residents.

#### Why the Good Neighbour Guidelines

Knox City Council is keen to ensure its occupants of facilities and local residents are both able to enjoy the use of the City's facilities. Common areas of conflict affecting Council facilities include parking, noise levels, excessive glare from training lights and disruptive departures from the facilities.

In this regard the Good Neighbour Guidelines presents a number of strategies to improve the relationship between residents and users of Council's facilities.

#### Developing Good Neighbour Strategies: Ideas for Occupants of Council Facilities

- Once your yearly social calendar and competition fixtures have been finalised, make copies and circulate it to your local residents, so they know when to expect major events.
- Forward a copy of your organisation's newsletter to local residents so they can share in your developments and achievements.
- Invite local residents to attend your activities, functions, open days, come and try days etc.
- Establish definite times that the reserve floodlighting will be used and notify residents.
- Encourage local residents to report any vandalism to Council or the club.
- Appoint car parking monitors within your club who will ensure that patrons do not interfere with resident's access to their homes.
- Assess the layout of your club's facilities from a residents' viewpoint and review whether any changes could be made to reduce the impact on neighbours.
- Encourage good neighbour attitude by patrons that considers the needs of local residents. Some ideas could include entering and exiting the car park in an orderly and unobtrusive manner and controlling noise.
- Circulate the name and contact details of the club's Community Liaison Officer (CLO) to adjoining residents, asking them to contact the CLO should they have any concerns or questions.
- Ensure the facility is completely vacated at an appropriate hour.
- Adhere to the conditions of your Organisation's Occupancy Arrangements.
- Ensure all rubbish and litter is removed from the venue and placed in bins at the end of the match or event.



## **The Role of the Community Liaison Officer**

In the interest of establishing a good neighbour attitude by occupants of Council's facilities, Knox City Council is requesting that each organisation appoint a Community Liaison Officer (CLO).

The CLO is the person local residents or Council can contact if any issues or questions arise regarding the facility or the organisation. The CLO plays a very important role in developing and maintaining a good relationship with members of the local community and Council.

Organisations are requested to give Council contact details of their nominated CLO. This information will be updated on an annual basis along with organisation's occupancy details.

The nominated officer should be committed to ensuring the organisation has a good relationship with its neighbouring residents.

It is Council's intention that the CLO will initially respond to enquiries and concerns raised by residents without direct Council involvement.

For further information regarding the application of Council's Good Neighbour Guidelines please contact your respective Council Officer on 9298 8000.

## Annexure G

### Community Signage on Council Open Space Policy

## KNOX POLICY



### COMMUNITY SIGNAGE ON COUNCIL OPEN SPACE POLICY

<b>Policy Number:</b>	1997/63	<b>Directorate:</b>	Community Services
<b>Approval by:</b>	Council	<b>Responsible Officers:</b>	Manager Youth, Leisure Cultural Services Manager Community Infrastructure
<b>Approval Date:</b>	24 May 2016	<b>Version Number:</b>	2
<b>Review Date:</b>	24 May 2019		

#### 1. PURPOSE

- 1.1 It is recognised by Council that promotion and advertising is important to the club, user groups and community groups in terms of advertising activities and major events, raising funds and in attracting new members. It is also recognised by Council that there is a requirement to manage and control advertising, sponsorship and promotional signs to ensure that the visual integrity of Council land is maintained through compliance with the requirements under clause 52.05 of the Knox Planning Scheme.
- 1.2 The purpose of this policy is to provide a clear direction to Council and the community for the management and control of community signage located on Council owned or managed open space.

#### 2. OBJECTIVES

- 2.1 To define specific Council land where the club, user groups and community groups can apply to promote activities.
- 2.2 To provide guidelines for the consistent application of signs on Council land.

- 2.3 To ensure that the erection of signs does not interfere with Council assets or the installations of other authorities.
- 2.4 To ensure all signs comply with the requirements of the Knox Planning Scheme.
- 2.5 To minimise liability to Council resulting from signs being located on Council land.

### **3. SCOPE**

- 3.1 This Council policy applies to the erection and installation of any form of external community signage on Council owned or managed open space.

### **4. DEFINITIONS**

- 4.1 Sign means all permanent and temporary board, notice, structure, banner or similar device.
- 4.2 Community signage means any advertising, sponsorship or promotional sign erected by a club and user group, or community group that is either an advertising, sponsorship or promotional sign.
- 4.3 Advertising sign means any board, notice, structure, banner or similar device used for the purposes of soliciting sales or notifying people of the presence of a property where goods or services may be obtained.
- 4.4 Sponsorship sign means any board, notice, structure, banner or similar device used for the purposes of promoting a sponsor.
- 4.5 Promotional sign means any board, notice, structure, banner or similar device used for the purposes of promoting a club, user group or community group, or any event or activity that the club, user group or community group may be involved in.
- 4.6 Council owned or managed open space means any passive open space, bush-land reserve, active recreation reserve, road reserve, water course or land vested in, or under control of Council. The land may be subject to a tenancy agreement with Council. Tenancy includes temporary hire agreements, seasonal tenancy agreements, leases and license tenancy agreements and service contracts.
- 4.7 Council signs means the Knox City Council corporate signs and signs which are permitted under the Local Government Act 1989 or Local Government Regulations 1990.
- 4.8 Playing arena means the defined area on an active reserve that is utilised for organised active recreation.
- 4.9 The club and user groups means all sporting and recreational clubs, associations, pre-schools, groups and individuals based at, or utilising Council owned or managed open space on a casual, seasonal or permanent basis.

- 4.10 Community groups means all community based groups or organisations including schools, churches, service club and organisations.
- 4.11 Applicant means the person representing a club, user group or community group who has lodged an application for a permit.
- 4.12 Act means the Local Government Act 1989.
- 4.13 Council's policy for Community Signage on Council Owned or Managed Open Space means this policy.
- 4.14 City of Knox gateways means the main entries to the municipality along major traffic routes (defined in the planning scheme as Category 1 roads)

## 5. POLICY

### 5.1 General

- 5.1.1 That reference to Council's policy for Community Signage on Council Open Space be incorporated into Council's policy for Grounds Allocation, User Charges and any other tenancy agreements including hire agreements, licences and leases.
- 5.1.2 That all Community signage located on Council open space be adequately constructed and secured to minimise liability.
- 5.1.3 That upon application, the following sites be available for temporary community signage providing for city wide advertising of prominent community events on Council open space within the structures provided. This would not include commercial sponsorship or advertising.
- Tim Neville Arboretum
  - Knox Civic Centre
  - Ferntree Gully Community Centre
  - Rowville Community Centre
  - City of Knox Gateways
- 5.1.4 All community signage on all Council owned or managed open space will comply with the requirements set in clause 52.05 of the Knox Planning Scheme. Signs that do not comply will be considered prohibited and removed with costs apportioned to the club and user groups and community groups.
- 5.1.5 The signs lettering and surface finish is to be non reflective, with a maximum of four (4) colours.
- 5.1.6 For promotional signs, any commercial sponsorship shall be limited to a maximum of 20% of the total area of the sign unless otherwise stated.
- 5.1.7 The club and user groups requiring any promotional, advertising and sponsorship signs shall apply prior to each season for a package of signs. Each application for additional signs shall be accompanied by a total list of advertising and sponsorship signs on the reserve.



### 5.1.8 Positioning of any advertising and sponsorship sign shall be limited to:

- 5.1.8.1 The inward facing perimeter fence line of a playing arena and fixed in a manner approved by Council. Signs are permitted on 80% of the inward facing perimeter fence line of a playing arena. No sign is permitted to be visible from a roadway or residential property.
- 5.1.8.2 10% of the total area of outward facing perimeter fence line of a playing arena. Signs limited to a maximum of perimeter fence provided that it cannot be viewed from outside the reserve, a roadway or residential property.
- 5.1.8.3 The inward facing external surface of a building or structure. Signs are limited to 20% of the total inward facing area of any building or structure and must not distract from the main purpose of the structure. No sign is permitted to be visible from a roadway or residential property. Signs are not permitted to be painted directly onto the roof or walls of any building or structure.
- 5.1.8.4 The inward facing side of a scoreboard. Signs to occupy a maximum of 20% of the total area of the scoreboard and limited to 1 commercial partner or sponsor. The sign must not distract from the main purpose of the structure. No sign is permitted to be visible from a roadway or residential property.
- 5.1.8.5 Council reserves the right to erect advertising, promotional and sponsorship signage and the club and user group or community group would be required to remove any branding conflicts that arise with their existing signage and any potential Council sponsors.

### 5.1.9 One outward facing 'User Group Identification' sign and assessed on a case by case basis. Signs shall:

- 5.1.9.1 Identify the incumbent user group only. 'User Group Identification' shall include the name of the incumbent tenanted user groups and club membership details only. Commercial representation or sponsor recognition is not permitted.
- 5.1.9.2 Be free a standing sign inside the fence line or connected to the Council open space perimeter fence.
- 5.1.9.3 Be limited to 2m<sup>2</sup> in area.

### 5.1.10 **Temporary Signs**

- 5.1.10.1 The size of the signs shall be limited to 2m<sup>2</sup> in area.
- 5.1.10.2 The signs may be installed for a maximum of 14 days prior to the event and removed within 48 hours of the conclusion of the event.

### 5.1.11 **Temporary Signs - "Banners"**

- 5.1.11.1 The temporary size of the banner shall be limited to 3m<sup>2</sup> in area.

5.1.11.2 The temporary banner can only be erected on the day of the event.

#### 5.1.12 Temporary signs – Variable Messaging Signs (VMS)

5.1.12.1 VMS signs are not permitted without a planning permit.

5.1.13 All costs associated with the design, production and installation of the signs shall be borne by the club and user group or community group.

### 5.2 Insurance

5.2.1 In granting approval for the erection of signs or banners Leisure Services or Local Laws will give consideration to the matter of liability and may determine that the applicant is required to take out a liability insurance policy in a form approved by Council's Insurance Authority. Such policy shall be in the joint names of Council and the applicant for a minimum of \$10,000,000 against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought made or claimed against Council or the applicant in regard to an incident relating to the sign.

### 5.3 Materials and Construction

5.3.1 The finishes and materials used in the construction of the sign are to have no sharp or exposed edges and all fixing (i.e. nails and screws) are to be recessed or countersunk.

5.3.2 Unless otherwise directed, signs located on Council open space are to be set back a minimum of 25 metres from the edge of the road way and situated 5 metres from foot paths and bike paths, 7 metres from play grounds and 5 metres from trees and any other structures.

### 5.4 Non Compliant Signs

5.4.1 In the event that the requirements of this policy not being met, the Manager responsible for the Council owned or managed open space will arrange for the sign(s) to be removed and any cost incurred by Council shall be recovered from the club and user group or community group responsible for the sign(s).

## 6. PROCEDURE

6.1 With the exception of road reserves, application for signs on Council owned or managed open space is to be made to the relevant department Manager.

6.2 Application for signs to road reserves is to be made to Local Laws.

6.3 Prior to the erection of any sign, the applicant must produce a Certificate of Currency as evidence of Public Liability Insurance cover to the satisfaction of the responsible authority, if such insurance cover has been deemed a requirement.

## 7. RESPONSIBILITY

Manager, Youth, Leisure & Cultural Services and Manager Community Infrastructure.

## Annexure H

# Smoke Free Festival, Events and Council Facilities

## KNOX POLICY



### SMOKE FREE FESTIVAL, EVENTS AND COUNCIL FACILITIES

<b>Policy Number:</b>	2014/12	<b>Directorate:</b>	Corporate Development Community Services
<b>Approval by:</b>	Council	<b>Responsible Officer:</b>	Manager Youth, Leisure and Cultural Services (Festivals and Events) Manager Community Infrastructure(facilities) Manager Finance (Property)
<b>Approval Date:</b>	22 September 2015	<b>Version Number:</b>	3
<b>Review Date:</b>	22 September 2019		

#### 1. PURPOSE

The purpose of the Policy is to designate smoke free areas:

- Within Council owned facilities
- At Council operated festivals and events

Through the implementation of this policy Council aims to:

- Improve the health of community members through reducing exposure to second hand smoke
- Improve public amenity, maintenance and reduce risk of fire from cigarettes in/on Council property
- Minimise cigarette butt pollution on council owned parks, land and other outdoor areas
- Prohibit the buying or selling of tobacco and other related products within any Council building, reserve or facility.

#### 2. CONTEXT

Smoking tobacco is recognised as one of the largest preventable causes of death and disease in Australia. Each year, smoking kills an estimated 15,000 Australians<sup>1</sup> (4,000 Victorians) and costs Australia \$31.5 billion<sup>2</sup> in social (including health) and economic costs. In Knox 17.6% of adults smoke; this is higher than the Victorian average of 13% (VPHS 2011).

Even low levels of exposure to second-hand smoke increase the risk of cardiovascular disease and acute cardiac events. Children's respiratory and immune systems are particularly vulnerable to the damaging effects of second-hand smoke.

Smoke-free areas also promote healthy behaviours, reduce young people's exposure to role modelling of smoking behaviour, de-normalise smoking, decrease smoking cues for quitters and former smokers, support smokers who are trying to quit and reduce their overall cigarette consumption.

The 2014 and 2015 amendments to the Victorian Tobacco Act 1987 legislate that the following areas are now smoke free.

- Outdoor Playgrounds;
- Public Swimming Pools;
- Skate Parks;
- Sporting facilities scheduled for junior sporting activities;
- Within the outdoor or un-enclosed area of an Education and Care Service or Children's Services premises while they are being used to provide a children's service or education and care service.
- Within four metres of any pedestrian access point to a Children's Service or Education and Care Service premises while they are being used to provide a children's service or education and care service. This applies only to those who are intending to enter the premises.

### **3. SCOPE**

This Policy applies to Council operated festivals and events and Council facilities.

### **4. REFERENCES**

- Victorian Tobacco Act (1987)
- Environment Protection Act (1970) – littering both public and private property.
- Knox City Council Tenancy by Community Groups of Council Buildings Policy (Policy number 2004/24 due for review 2018)
- Knox City Council Draft Licence Agreements
- Knox City Council Seasonal Tenancy agreement
- Knox City Council Smokefree Workplace Policy 2015 (DRAFT)



## 5. DEFINITIONS

<b>Council facility</b>	A Council owned or controlled building(s) and/or grounds that is owned, leased or otherwise under Council's control and may include car parks, roadways, paths, parks and open public space.
<b>Council festivals and events</b>	Includes Knox City Council's Stringybark Urban Sustainability festival, Knox Festival, Knox City Council's Carols by Candlelight and Knox City Council's Pet's in the Park Expo
<b>Enclosed area</b>	An area, room or premises that is substantially enclosed by a roof and walls, regardless of whether the roof or walls or any part of them are: <ul style="list-style-type: none"> <li>• Permanent or temporary; and/or</li> <li>• Open or closed.</li> </ul>
<b>Smoke free areas</b>	Any area sign posted as smoke free in which smoking and or sale of tobacco products are not permitted.
<b>Smoking</b>	Holding, inhaling or otherwise having control over an ignited tobacco product.

## 6. COUNCIL POLICY

Council is committed to improving the health of the community by limiting their exposure to second hand smoke, reducing butt litter and mitigating the risk of fire from cigarettes on Council land and in Council owned facilities.

### 6.1 Council facilities: smoke free areas are-

For application of this Policy, the following areas are declared as smoke free areas:

- Within the enclosed area(s) of the Council facility
- Within 4 meters of an enclosed area of a Council facility.

### 6.2 Council festivals and events: smoke free areas are-

- The area contained within the sign-posted boundary of the Council festival and/or event as designated by the respective festival event current site plan.

### 6.3 Responsibilities:

#### CEO, Directors Managers, Coordinators and Team Leaders

- Ensuring that tenants/leasee are made aware of this Policy.
- Ensuring the community attending festivals and events are reasonably made aware of this Policy.

#### Tenants/leasee

- Ensure compliance with tenancy agreements and this Policy.

6.4 Any breach of this Policy by a tenant/leasee of Council facilities may result in termination of licence or lease agreements.

**7. RELATED DOCUMENTS**

Further information and assistance relating to tobacco related health effects and the prevailing laws.

<http://www.quit.org.au/>

[www.quitnow.gov.au/](http://www.quitnow.gov.au/)

<http://www.cancervic.org.au/>

<http://www.tobaccoinaustralia.org.au/chapter-15-smokefree-environment/15-7-legislation>

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<sup>1</sup> <http://www.health.gov.au/tobacco#footnotes>

# Annexure I

## Annual Reporting Guidelines

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The Licensee must provide to Council within 4 weeks of the Licensee's Annual General Meeting, a report containing such information as the Council may require, including:

- ✓ The activities undertaken by the Licensee;  
***This can be copies of newsletters, programs or a written or typed list.***
- ✓ The level and degree of public access to the Licensed Area;  
***This can be a statement that the facility is open to the public xx hours per week and has xx number of people attending.***
- ✓ Details of any significant maintenance undertaken by the Licensee to the Licensed Area;  
***List of items that required maintenance not of a minor nature and what was done to repair – this can be a photocopy from a maintenance book or a separate list or written or typed.***
- ✓ A copy of the Licensee's most recent annual report and financial statements;  
***Organisations with total revenue of more than \$1million must provide audited financial statements and organisations with total revenue between \$250,000 and \$1million must provide financial statements reviewed by an independent auditor as per the Associations Incorporation Reform Act 2012.***
- ✓ A list of office bearers including President, Secretary, Treasurer etc.  
***This list needs to be current names.***
- ✓ Annual Statement of the Secretary  
***The Secretary of an Incorporated Association must provide Consumer Affairs Victoria with an Annual Statement. A copy of this Statement must also be provided to Council.***
- ✓ Other information  
***Licensees will be advised if any additional information is required.***

## 10 Corporate Services Officers' Reports for consideration

### 10.1 Knox Regional Sports Park Working Group - Councillor Representation

**SUMMARY: Manager Governance and Strategy, Phil McQue**

**The Knox Regional Sports Park Working Group Terms of Reference were reviewed and adopted by Council in April 2019. The Terms of Reference provides that Councillor representation shall comprise two Councillors and one substitute Councillor. Councillors Gill and Seymour are presently the two Councillor representatives, and this report recommends that Council nominate a substitute Councillor to this Working Group.**

#### **RECOMMENDATION**

**That Council nominate Councillor \_\_\_\_\_ as a substitute representative to the Knox Regional Sports Park Working Group.**

#### **1. INTRODUCTION**

The Knox Regional Sports Park Advisory Committee Working Group (KRSPWG) exists to inform and advise on the operations of activities at KRSPWG and the future planning of the Knox Regional Sports Park, currently incorporating four community stakeholder groups, being the State Basketball Centre, Knox Regional Football Centre and the Victorian Association for Radio Model Soaring.

#### **2. DISCUSSION**

The KRSPWG provides Council with advice, feedback and recommendations on issues relating to the operations and activities of Knox Regional Sports Park.

The objectives of the KRSPWG are to:

- Promote the positive co-existence of the recreational opportunities at Knox Regional Sports Park.
- Oversee operations and major events affecting all occupants at Knox Regional Sports Park.
- Provide input and feedback to help inform the future development of Knox Regional Sports Park.

The Terms of Reference for the KRSPWG were reviewed and adopted by Council in April 2019. The KRSPWG membership was amended to comprise a maximum seven representatives and includes:

- One executive member of Knox Basketball Inc;
- One executive member of Basketball Victoria;
- One executive member of Football Federation Victoria;
- One executive member of the Boomers;
- One executive member of the Victorian Association for Radio Model Soarings; and
- Two Councillors of Knox City Council, with one substitute.



Councillors Gill and Seymour are presently the two Councillor representatives, and this report recommends that Council nominate a substitute Councillor to the KRSPWG.

**3. CONSULTATION**

Nil.

**4. ENVIRONMENTAL/AMENITY ISSUES**

Nil.

**5. FINANCIAL & ECONOMIC IMPLICATIONS**

Nil.

**6. SOCIAL IMPLICATIONS**

Councillors play an important representative role on advisory committees, such as the KRSPWG.

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

**Goal 6 - We are healthy, happy and well**

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

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

Strategy 7.3 - Strengthen community connections

**Goal 8 - We have confidence in decision making**

Strategy 8.2 - Enable the community to participate in a wide range of engagement activities

**8. CONFLICT OF INTEREST**

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

Author - Manager Governance and Strategy, Phil McQue - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

**9. CONCLUSION**

It is recommended that Council nominate a Councillor as substitute representative on the KRSPWG.

**10. CONFIDENTIALITY**

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

**Report Prepared By:           Manager Governance and Strategy, Phil McQue**

**Report Authorised By:       Director Corporate Services, Michael Fromberg**

**Attachments**

Nil



## 10.2 Lease of Area of Land within 14 Henderson Road, Knoxfield

**SUMMARY: Coordinator Property Management, Angela Mitchell**

**This report is presented following the completion of the statutory process for the lease of an area of land within the Council owned property at 14 Henderson Road, Knoxfield to AusNet Electricity Services Pty Ltd.**

### **RECOMMENDATION**

**That Council, having completed the statutory process in accordance with sections 190 and 223 of the *Local Government Act 1989*:**

- 1. Appoint AusNet Electricity Services Pty Ltd as the lessee of the piece of land shown hatched on Attachment 1. This area of land is contained within Certificate of Title Volume 11610 Folio 587, Lot 2 PS739608M in accordance with the following terms:
  - a. The term of the lease will be thirty (30) years plus a further term of thirty (30) years; and**
  - b. Rental will be at a nominal rate.****
- 2. Authorise the Chief Executive Officer to sign and seal all documentation relating to the lease between Knox City Council and AusNet Electricity Services Pty Ltd.**

### **1. INTRODUCTION**

Council is currently in the process of constructing a new Operations Centre at 14 Henderson Road, Knoxfield. The construction contract was awarded to Melbcon Pty Ltd in November 2018. Given the power requirements of the new facility, the design of the facility included provision of a small electrical substation, which is required to be located on the site.

### **2. DISCUSSION**

Once the construction contract was awarded, Council submitted an electricity supply request to AusNet Electricity Services Pty Ltd (AusNet) to enable a power connection to be realised for the site. AusNet is the electricity distributor for this site.

As a result of this request, AusNet provided a firm electrical supply proposal to Council for acceptance. This is a standard administrative process. As part of the supply proposal, AusNet provides a standard lease document for the purpose of constructing and operating a substation within an area of land (approximately 45m<sup>2</sup>) at 14 Henderson Road, Knoxfield. The substation is proposed to be located at the front of the property as indicated in Attachment 1.

### **3. CONSULTATION**

A public notice was published in the Knox Leader on 2 April 2019. At the conclusion of the submissions period, no submissions were received.



#### **4. ENVIRONMENTAL/AMENITY ISSUES**

There are no environmental/amenity issues relating to this lease.

#### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

There are no relevant financial and economic implications relating to this lease. The amount of rental proposed on the lease is a nominal rate.

#### **6. SOCIAL IMPLICATIONS**

There are no social implications relating to this lease.

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

##### **Goal 8 - We have confidence in decision making**

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations

#### **8. CONFLICT OF INTEREST**

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

Author – Coordinator Property Management, Angela Mitchell - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

#### **9. CONCLUSION**

Having completed the statutory process to lease an area of land (approximately 45m<sup>2</sup>), within the Council land at 14 Henderson Road, Knoxfield to AusNet for the construction and operation of a substation to provide power to Council's Operations Centre, it is now recommended that the Chief Executive Officer be authorised to sign and seal all documentation relating to this lease.

#### **10. CONFIDENTIALITY**

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

**Report Prepared By: Coordinator Property Management, Angela Mitchell**

**Report Authorised By: Director, Corporate Services, Michael Fromberg**

#### **Attachments**

1. Attachment 1 - 14 Henderson Road, Knoxfield GIS Image [10.2.1]





## 10.3 Minor Grants Program Applications 2018-19

**SUMMARY: Governance Officer, Damian Watson**

This report summarises the recommended grants from the Minor Grants Program. All applications have been assessed against the criteria as set out in the Minor Grants Program Policy.

### RECOMMENDATION

That Council:

1. Approve the nine (9) recommended Minor Grants Program applications for a total of \$11,762.90 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Wantirna South Football Club	Funding to provide an electronic scoreboard software update.	\$1,500.00	\$1,500.00
Wantirna South Cricket Club	Funding to provide an electronic scoreboard software update.	\$1,500.00	\$1,500.00
Ferntree Gully Arts Society	Funding for two members to attend a Creativity Conference to build their skillset.	\$520.00	\$340.00
Foothills Community Care	Funding to provide weekly community meals in Ferntree Gully	\$1,500.00	\$1,500.00
Bayswater Senior Citizens	Funding to purchase a defibrillator	\$1,500.00	\$1,500.00
River Arts	Funding to organise a Chinese Violin Melody at the Knox Community Arts Centre.	\$1,480.00	\$1,480.00
Knox Baseball Club	Funding to purchase a new freezer.	\$1,500.00	\$1,500.00
Hindu Satsang Mandal of Victoria	Funding for the 2019 Diwali Celebration	\$2,000.00	\$1,500.00
Mariemont Pre-School	Funding for the purchase of materials to support the sensory and visual inclusion of children.	\$942.90	\$942.90
<b>TOTAL</b>		<b>\$12,442.90</b>	<b>\$11,762.90</b>

2. Note that inclusive of the above grants, a total of \$143,895.74 has been awarded under the Minor Grants Program in 2018-19 in support of a variety of community based organisations and their programs. There is currently \$19,965.58 remaining in the budget for the Minor Grants



**Program in 2018-19 inclusive of the carry forward amount from the previous financial year and adjustment for GST.**

**1. INTRODUCTION**

At the Strategic Planning Committee meeting held on 10 July 2017 the Committee endorsed the Minor Grants Program Policy (the Policy), effective from 25 July 2017.

The maximum limit for the Minor Grants Program applications was amended by Council at the Strategic Planning Committee Meeting held on 8 October 2018 to \$1,500.00.

Minor Grants applications must be for the purposes of meeting requests for small, incidental funding requests from eligible organisations within Knox and not exceed \$1,500.00.

Under the Minor Grants Program Policy an eligible organisation must:

- provide services, projects and programs that directly benefit residents of the City of Knox;
- be a not for profit legal entity that provides services, support or activities to the Knox community. This expressly excludes educational institutions and State and Federal government departments and agencies; but does not exclude related not for profit organisations, including school councils/auxiliaries/parent groups who otherwise qualify under the Policy;
- be incorporated or be auspiced by an incorporated body (for grants over \$500 only);
- have an Australian Business Number or complete a Statement by Supplier form;
- have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant (for grants over \$500 only);
- hold adequate public liability insurance appropriate to the activity outlined in the application;
- be able to supply permits and plans appropriate to the funded activity where requested by Council;
- have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.

**2. DISCUSSION**

This report presents to Council recommended grant applications in accordance with the Policy.

Council established the Minor Grants Program to ensure that funding could be provided to community groups who request ad hoc, incidental, community based, one-off grants.

The Policy sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the *Local Government Act 1989*.

In accordance with the Policy, applications for funding have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

All recipients of Minor Grants must provide proof of expenditure or purchase. In addition, Minor Grants over \$1,000.00 must meet all funding agreement requirements.

This report outlines the grant applications received since the 29 April 2019 Ordinary Council meeting. It recommends nine grants for Council's approval.

The amount recommended for the application sent by the Ferntree Gully Arts Society has been reduced from \$520.00 to \$340.00 to ensure the total funding provided to the applicant does not exceed \$3,000.00 in the current financial year. This is stipulated in section 6.22 of the Minor Grants Policy which limits the total amount of funding for an applicant to \$3,000.00 in the current financial year.

The amount recommended for the application sent by the Hindu Satsang Mandal of Victoria has been reduced from \$2,000.00 to \$1,500.00 in order to comply with the maximum limit of \$1,500.00 for each application, pursuant to section 6.5 of the Minor Grants Program Policy.

Applications under the Minor Grants Policy are limited to a maximum of \$1,500.00 until a review of the policy is completed. This change has been adopted as a measure of controlling the annual budget following a decision by Council at the Strategic Planning Committee Meeting on 8 October 2018.

### **3. CONSULTATION**

No consultation has been undertaken in relation to the grant applications detailed in this report as the policy specifies assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

### **4. ENVIRONMENTAL/AMENITY ISSUES**

There are no environmental or amenity issues associated with this report

### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

The approval of minor grants is managed within Council's adopted budget.

### **6. SOCIAL IMPLICATIONS**

The Minor Grants program allows Council the flexibility to respond to requests from community groups within Knox at a municipal level. These grants provide applicants the opportunity to participate and support a variety of community based programs.

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

#### **Goal 6 - We are healthy, happy and well**

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

#### **Goal 7 - We are inclusive, feel a sense of belonging and value our identity**

Strategy 7.3 - Strengthen community connections

#### **Goal 8 - We have confidence in decision making**

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations

## **8. CONFLICT OF INTEREST**

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

Author - Governance Officer, Damian Watson - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

This report contains the recommendation for funding through the Minor Grants program.

## **10. CONFIDENTIALITY**

A confidential attachment has been circulated under a separate cover.

**Report Prepared By: Governance Officer, Damian Watson**

**Report Authorised By: Director, Corporate Services, Michael Fromberg**

## **Attachments**

**A confidential attachment has been circulated under a separate cover.**

## 10.4 Q3 2018-19 Annual Plan Progress Report

**SUMMARY:** Strategy & Reporting Lead, Carrie Hudson

**This report provides the third quarter progress on initiatives identified in the 2018-19 Annual Plan, adopted by Council on 25 June 2018 as part of the 2018-19 Annual Budget. The Annual Plan satisfies the requirements of the Local Government Act 1989 by outlining the services provided by Council and the initiatives that Council will complete in the 2018-19 year.**

### **RECOMMENDATION**

**That Council receive and note the 2018-19 Annual Plan progress report for the period 1 January to 31 March 2019.**

### **1. INTRODUCTION**

An Annual Plan was established for the 2018-19 financial year to assist in the achievement of the goals of the Community and Council Plan 2017-21. The 2018-19 Annual Plan progress report to 31 March 2019 (Attachment 1) reports on the initiatives that support those goals.

The Annual Plan progress report only reports on those initiatives identified in the Annual Plan and Annual Budget process, it is not a comprehensive report on all of Council's activities

### **2. DISCUSSION**

#### **Q3 2018-19 Results:**

Of the 30 initiatives included in the 2018-19 Annual Plan:

- 12 initiatives are on schedule
- 7 initiatives have fallen less than 15 per cent behind schedule and require monitoring
- 4 initiatives have fallen more than 15 per cent behind schedule and require monitoring
- 7 initiatives are complete

#### **The initiatives that have fallen more than 15 per cent below target are:**

1. Incorporate in the development of the Strategic Asset and Investment Strategy, Community Infrastructure Plans in key locations with models for alternative funding to enable the development of multi-use community facilities and infrastructure.
2. Initiate a Precinct Investment Plan for Wantirna Health Precinct and the enabling planning and implementation frameworks.
3. Promote and support the establishment of social enterprises to create greater employment and community development opportunities for all.
4. Develop a Pavilion Plan

Progress comments on all initiatives can be found in Attachment 1.



### **3. CONSULTATION**

The 2018-19 Annual Plan actions are linked to, and support the delivery of, the Community and Council Plan 2017-21. Significant community engagement was incorporated into the development of the Community and Council Plan 2017-21.

The Annual Plan 2018-19, including the initiatives, was approved as part of the Annual Budget after public consultation on 25 June 2018.

### **4. ENVIRONMENTAL/AMENITY ISSUES**

There are no direct environmental/amenity issues arising from this report. A number of initiatives within the 2018-19 Annual Plan seek to have a positive impact on environmental issues within the Knox municipality.

### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

There are no direct financial and economic implications arising from this report. Changes in specific projects are reported through Capital Works and Budget processes.

### **6. SOCIAL IMPLICATIONS**

There are no direct social implications arising from this report. A number of initiatives within the 2018-19 Annual Plan seek to have a positive social impact within the Knox municipality.

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

#### **Goal 8 - We have confidence in decision making**

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations

Strategy 8.2 - Enable the community to participate in a wide range of engagement activities

### **8. CONFLICT OF INTEREST**

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

Author - Strategy & Reporting Lead, Carrie Hudson - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

### **9. CONCLUSION**

There has been sound progress on the majority of Annual Plan initiatives in quarter three 2018-19, with 19 of the 30 initiatives on or ahead of schedule. Officers are confident that the majority of Annual Plan initiatives will be delivered as planned by the end of the financial year.

## **10. CONFIDENTIALITY**

This report contains items of a confidential nature.

**Report Prepared By:** Strategy & Reporting Lead, Carrie Hudson

**Report Authorised By:** Director, Corporate Services, Michael Fromberg

### **Attachments**

1. Q3 2018-19 Annual Plan Progress Report **[10.4.1]**

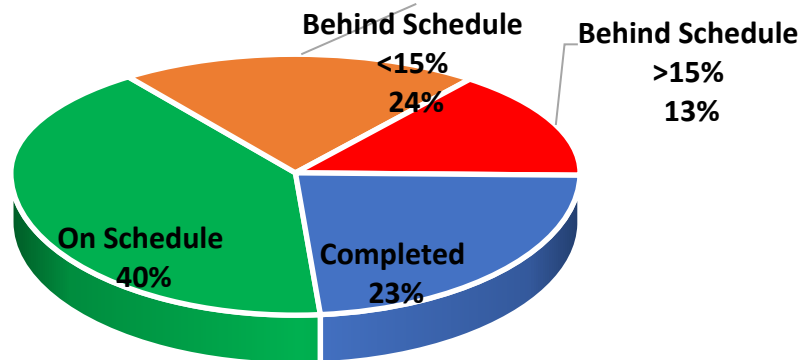
# Annual Plan Progress Report

Q3 2018-19

1 January to 31 March 2019



## 2018-19 Annual Plan Progress Report - Quarter Three (January – March 2019)



Goal	Complete	On Schedule	Behind Schedule (<15% behind schedule)	Behind Schedule (>15%)
1. We value our natural and built environment	-	2	3	1
2. We have housing to meet our changing needs	1	-	1	-
3. We can move around easily	-	1	1	-
4. We are safe and secure	1	1	1	-
5. We have a strong regional economy, local employment and learning opportunities	2	3	-	2
6. We are healthy, happy and well	-	2	-	1
7. We are inclusive, feel a sense of belonging and value identity	-	1	1	-
8. We have confidence in decision making	3	2	-	-
<b>Total</b>	<b>7</b>	<b>12</b>	<b>7</b>	<b>4</b>

The overall progress completion percentage of each initiative is calculated by the combined progress of the associated milestones. Where appropriate, milestones are waited based on the importance and quantity of work involved.



## Goal 1: We value our natural and built environment

Initiative Description		Department	Q3 Target	Progress
Complete Flood Mapping and Modelling Study of stormwater sub catchments across the municipality		Community Infrastructure	75%	67%
<b>Progress Comment:</b>				
<p>The final stage of flood modelling the city is well underway. Overall, the five year program will be delayed by approximately 12 months, due to finding approximately 5,000 new pit assets not currently identified in Council's assets register. Year Four Asset Condition Audits and Surveys will be completed in April 2019. Year Five (current year) Condition Audits and Surveys are now underway and deliverables are due by September 2019.</p> <p>The Contract for the modelling and mapping work for both Years Four and Five will be issued together for quote shortly. Climate Change Scenario Modelling is well underway for all completed flood mapped catchments from Years One to Three. These models will better inform the forward challenges of the city through changing climate patterns and urban consolidation.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Flood Mapping complete	01-07-2018	30-06-2019	67%
YTD Actual		YTD Budget		Initiative Budget
\$792,252		\$397,500		\$585,000

Initiative Description		Department	Q3 Target	Progress
Develop and implement a strategic pest animal plan.		Community Infrastructure	50%	51%
<b>Progress Comment:</b>				
The Pest Animal Strategy brief has been developed and consultants for the Strategy are now in an evaluation process.				
Initiative Milestones	Description	Start date	End date	Progress
	Regional group of invested planners formed	01-07-2018	30-08-2018	100%
	Strategic pest animal plan developed	01-07-2018	30-06-2019	30%
YTD Actual		YTD Budget		Initiative Budget
-		\$37,500		\$50,000



Initiative Description		Department	Q3 Target	Progress
Phase hybrid and electric vehicles into the Council vehicle fleet where appropriate and investigate the installation of charging points in new community infrastructure where appropriate.		Community Infrastructure	80%	90%
<b>Progress Comment:</b>				
The first of three vehicles has been received with two more to be delivered early in the new financial year.				
Two double charging stations have been commissioned, with two to be available for public use. Two Charging Stations have been installed at the Civic Centre.				
Initiative Milestones	Description	Start date	End date	Progress
	Installation of charging points in new community infrastructure investigated	01-07-2018	30-06-2019	100%
	Phasing of hybrid and electric vehicles into the Council vehicle fleet commenced	01-07-2018	30-06-2019	80%
YTD Actual	YTD Budget	Initiative Budget		
No additional budget, sits within current operating budget.				


Initiative Description		Department	Q3 Target	Progress
Revegetate priority sites as per the recommendations from the Knox Revegetation Plan 2012.		Community Infrastructure	75%	66%
<b>Progress Comment:</b>				
Scoping, planning, site preparation and plant orders for the priority sites of revegetation are complete. The planting program is set to commence in June.				
Initiative Milestones	Description	Start date	End date	Progress
	Scope and design complete	01-07-2018	31-10-2018	100%
	Site preparation and habitat creation complete	01-10-2018	28-02-2019	100%
	Planting and community events complete	01-03-2019	30-06-2019	0%
YTD Actual	YTD Budget	Initiative Budget		
No additional budget, sits within current operating budget.				

Initiative Description		Department	Q3 Target	Progress
Develop and undertake a review of the Master plan for the Boronia Park precinct.		Community Infrastructure	100%	95%
<b>Progress Comment:</b>				
<p>A report has been presented to for consideration by the Executive Management Team (EMT). Boronia Park has been identified as a key challenge and opportunity within the Boronia Renewal Project Strategy. In conjunction with the results of the Masterplan review and the Strategy, a Business Case was approved for 2019-20, to consider high level options for the future use of the Park, following the removal of the Basketball Stadium.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Explore high level issues and opportunities scoping the Boronia Park Review	01-07-2018	30-11-2018	95%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

Initiative Description		Department	Q3 Target	Progress
Incorporate in the development of the Strategic Asset and Investment Strategy, Community Infrastructure Plans in key locations with models for alternative funding to enable the development of multi-use community facilities and infrastructure.		City Futures	75%	49%
<b>Progress Comment:</b>				
<p>Stage Three of the Strategic Asset and Investment Strategy is underway. Desktop analysis has been completed for 18 sites for their suitability to convert, invest, divest or acquire. Further in-depth analysis is now underway for three sites, including 257 Boronia Road, Boronia (former Youth Hall site), the Pine Road Car Park in Bayswater, and the Taylors Land Family and Childrens Centre in Rowville.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Draft governance, delivery and funding models developed	01-07-2018	30-06-2019	25%
	Strategic Asset and Investment Strategy developed	01-07-2018	30-06-2019	85%
	Models presented to EMT	01-01-2019	30-06-2019	0%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				



## Goal 2: We have housing to meet our changing needs

Initiative Description		Department	Progress	
Continue to support the development of Stamford Park residential estate.		City Futures	 <b>Complete</b>	
<b>Progress Comment:</b>				
The planning scheme amendment (C172) received authorisation from the Minister for Planning on 12 October 2018, and was exhibited between 15 November 2018 and 17 December 2018 with no submissions received. The amendment was adopted by Council on 29 January 2019, and approved and gazetted by the Minister for Planning on 21 March 2019.				
Initiative Milestones	Description	Start date	End date	Progress
	Approval of Planning Permit for Parkland works.	01-07-2018	30-06-2019	100%
YTD Actual		YTD Budget		Initiative Budget
\$5,402		\$12,000		\$16,000

Initiative Description		Department	Q3 Target	Progress
Explore and where appropriate leverage Council's own land to pilot and partner the development of a range of housing models.		City Futures	75%	60%
<b>Progress Comment:</b>				
Stage One and Two of the Strategic Asset and Investment Strategy (SAIS) has been completed with Stage 3 in its final stages. Council Officers are using the work and emerging insights generated by the SAIS project to inform 'laying a social housing pipeline' initiative. Consultants have been engaged to undertake research, and they are currently testing potential sites for social housing viability.				
Initiative Milestones	Description	Start date	End date	Progress
	Strategic Asset and Investment Strategy completed and informing Councils approach to housing	01-07-2018	30-06-2019	60%
YTD Actual		YTD Budget		Initiative Budget
No additional budget, sits within current operating budget.				



### Goal 3: We can move around easily

Initiative Description		Department	Q3 Target	Progress
Continue to advocate for all priority transport projects, including the Knox Tram, Rowville Rail, improved bus services, and the Dorset Road extension.		Sustainable Infrastructure	70%	67%
<b>Progress Comment:</b>				
<p>The Public Transport advocacy document was endorsed by Council at its meeting in July 2018. Content is also being incorporated into the strategic advocacy brochure outlining the wider Knox priorities.</p> <p>Council's advocacy priorities for better buses, Rowville Rail and Knox tram, align with the Eastern Transport Coalition's (ETC) priorities. Council Officers have been involved with ETC delegations to State MP's from Labour (Jacinta Allan), Liberal (David Hodges and David Davis) and Greens (Samantha Dunn, Nina Springle). A copy of Council's advocacy document has also been sent to Premier Andrews.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Public transport advocacy document prepared	01-07-2018	31-12-2018	100%
	Engagement with state and federal members on advocacy priorities complete	01-07-2018	30-06-2019	35%
YTD Actual		YTD Budget	Initiative Budget	
\$10,897		\$13,500	\$18,000	

Initiative Description		Department	Q3 Target	Progress
Continue to progress implementation of the Mobility Implementation Plan.		Sustainable Infrastructure	50%	60%
<b>Progress Comment:</b>				
<p>Funds from the Mobility Implementation Plan improved footpath infrastructure at a number of discrete locations across the municipality that include footpath, seating, kerb ramp and Tactile Ground Surface Indicators (TGSi). Key projects included the installation of handrails at steep steps and footpaths within The Basin and Upper Ferntree Gully Area and installation of new accessible parking bays near selected primary schools.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Path network improvements in accordance with the priority list implemented	01-07-2018	30-06-2019	60%
YTD Actual		YTD Budget	Initiative Budget	
\$113,446		\$65,000	\$130,000	






## Goal 4: We are safe and secure

Initiative Description		Department	Q3 Target	Progress
Implement gender equity actions to support prevention of violence against women within the Community Access & Equity Implementation Plan.		Community Wellbeing	80%	93%
<b>Progress Comment:</b>				
<p>A Family Violence and gender equity plan has been developed and discussed with Councilors' at the Council Meeting held on 2 July 2018.</p> <p>Two grant submissions have been prepared for funding to support: a family violence and gender equity audit, family violence and gender equity training calendar, a campaign to address everyday sexism and the development of an accredited gender equity training package.</p> <p>Council participated in the 16 Days of Activism against Gender Based Violence, an international campaign to challenge violence against women from 25 November to 10 December 2019.</p> <p>Year one actions from the Community Access and Equity Implementation Plan are progressing well with 80 per cent now complete. Work continues on the remaining actions for delivery by 30 June 2019.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Family Violence and Gender Equity Implementation Plan developed	01-07-2018	30-09-2018	100%
	Submissions for funding complete	01-07-2018	30-09-2018	100%
	Year 1 Implementation Plan actions complete	01-07-2018	30-06-2019	80%
YTD Actual		YTD Budget	Initiative Budget	
\$143,787		\$206,657	\$275,544	

Initiative Description		Department	Q3 Target	Progress
Develop a communications approach to improve perceptions of community safety.		Community Wellbeing	95%	90%
<b>Progress Comment:</b>				
<p>A Communications plan was developed that incorporates a social messaging calendar scheduled over the next 12 months. The focus of the messaging is to improve perceptions of safety including: Graffiti prevention, community awareness and discussion and positive messages regarding Knox as a safe community.</p> <p>A Community survey has been conducted with traders and residents in relation to perceptions of safety and crime in Boronia. Feedback will be incorporated into the Boronia Renewal project. Preliminary findings from the survey indicate the public transport interchange and shopping precinct areas are where the community feel unsafe in particular during the evening hours.</p> <p>A community safety audit has also been conducted in the Boronia precinct.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Communication Plan embedded	01-07-2018	30-09-2018	100%
	Pilot survey complete	01-07-2018	30-06-2019	100%
	Communications Plan developed and tested with key stakeholders	01-07-2018	30-06-2019	60%
	Communications messaging piloted in Boronia	01-07-2018	30-06-2019	40%
YTD Actual		YTD Budget		Initiative Budget
\$226,372		\$223,645		\$298,897

Initiative Description		Department	Progress	
Inform residents and conduct inspections of all properties within the Bushfire Management Overlay areas to ensure compliance with relevant legislation.		City, Safety & Health	 Complete	
<b>Progress Comment:</b>				
<p>The Fire Danger Period (FDP) was declared on 19 November 2018. Municipal Fire Prevention Officers inspected 2,456 properties within the Bushfire Management Overlay, properties which have historically had fire hazard issues and received complaints from the public. Of these, 73 Fire Prevention Notices have been issued, 50 passed and 7 properties failed to comply and have been compulsorily cleared. 20 properties required a second inspection which was done in February 2019. All inspections are now complete. The final round of inspections was completed for vacant land (approximately 600) in February 2019.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Initial inspections in the overlay area complete	01-10-2018	31-12-2018	100%
	Follow up activities undertaken to ensure compliance	01-01-2019	31-03-2019	100%
YTD Actual		YTD Budget		Initiative Budget
\$77,654		\$110,511		\$152,386




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

Initiative Description		Department	Q3 Target	Progress
Develop and implement a Strategic Asset and Investment Strategy to best achieve community and Council outcomes through the implementation of targeted investment strategies.		City Futures	75%	86%
<b>Progress Comment:</b>				
Stage One and Two of the Strategic Asset and Investment Strategy (SAIS) have been completed with Stage Three in its final stages. Stage Three comprising of an analysis of 18 properties and recommendations for deep dive into three opportunities was presented to Council at 11 February 2019 Issues Briefing.				
Initiative Milestones	Description	Start date	End date	Progress
	Method and asset scorecard endorsed by Council	01-07-2018	30-09-2018	100%
	High level strategy development for top 10 assets endorsed by Council	01-09-2018	31-12-2018	100%
	2-3 strategic investment/development opportunities progressing	01-03-2019	30-06-2019	45%
YTD Actual		YTD Budget	Initiative Budget	
\$49,630		\$65,000	\$65,000	

Initiative Description		Department	Q3 Target	Progress
Initiate a Precinct Investment Plan for Wantirna Health Precinct and the enabling planning and implementation frameworks.		City Futures	50%	0%
<b>Progress Comment:</b>				
Recruitment is underway for an officer to assist with preparing the Wantirna Health Precinct Enterprise Strategy (previously known as the Precinct Investment Plan). The Strategy is dependent on background research reports being produced for the Victorian Planning Authority, which aren't expected to be finalised until the end of 2019. As such, the Wantirna Health Precinct Enterprise Strategy is unlikely to be completed until early 2020.				
Initiative Milestones	Description	Start date	End date	Progress
	Scope and work plan for preparation of the Precinct Investment and Development Plan endorsed	01-01-2019	30-04-2019	Not Started
	Communications and Engagement Plan endorsed	01-03-2019	30-04-2019	Not Started
YTD Actual		YTD Budget	Initiative Budget	
\$126,680		\$107,462	\$143,284	

Initiative Description		Department	Progress		
Implement the strategic review of land for business and employment in the municipality.		City Futures	 <b>Complete</b>		
<b>Progress Comment:</b>					
Amendment C164 was approved and gazetted by the Minister for Planning on 21 March 2019, and came into effect on that date.					
Initiative Milestones	Description	Start date	End date	Progress	
	Panel Report for Amendment C164 (Land for Business) to Council	01-07-2018	31-01-2019	100%	
	Amendment C164 to the Minister for Planning for approval, subject to Council support	01-02-2019	31-03-2019	100%	
YTD Actual		YTD Budget		Initiative Budget	
\$49,877		\$55,000		\$55,000	

Initiative Description		Department	Progress		
Investigate the use of Environmental Upgrade Agreements for businesses to improve infrastructure, reduce energy consumption and create savings.		City Futures	 <b>Complete</b>		
<b>Progress Comment:</b>					
Investigation into the feasibility of Environmental Upgrade Agreements is complete and was presented to EMT in June 2018. This will now be presented to Council for consideration before December 2018.					
Initiative Milestones	Description	Start date	End date	Progress	
	Report on the option of implementing EUA for Knox prepared	01-07-2018	30-08-2018	100%	
	Report for Council to consider offering EUA's to eligible applicants in Knox prepared	30-08-2018	30-09-2018	100%	
YTD Actual		YTD Budget		Initiative Budget	
No additional budget, sits within current operating budget.					



Initiative Description		Department	Q3 Target	Progress
Progress the development, implementation and evaluation of Development Contributions Plan (DCP) planning including addressing infrastructure information gaps and mapping necessary to inform these plans.		City Futures	60%	65%
<b>Progress Comment:</b>				
Stage Two of the Development Contributions Plan (DCP) project is continuing. The projects data and spatial catchments are being collected, and this will then be used by the consultant to undertake DCP modelling over the next three months.				
Initiative Milestones	Description	Start date	End date	Progress
	Feasibility assessment for a Development Contributions Plan finalised (Stage 2)	01-09-2018	31-03-2019	100%
	Project Report and recommendations provided to EMT (Stage 2)	01-04-2019	31-05-2019	30%
	Preparation of the draft DCP Incorporated document for the Planning Scheme Amendment (Stage 3)	01-06-2019	30-06-2019	0%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

Initiative Description		Department	Q3 Target	Progress
Construct and open two Early Years Hubs in Wantirna South and Bayswater to support early education, lifelong learning and improved physical and mental health.		Family & Children Services	75%	95%
<b>Progress Comment:</b>				
Wantirna South opened for children and families in January 2019 and the Bayswater site is scheduled to open on the 23rd of April 2019.				
Initiative Milestones	Description	Start date	End date	Progress
	Early Years Hub in Wantirna opened	01-07-2018	28-02-2019	100%
	Early Years Hub in Bayswater opened	01-07-2018	31-03-2019	90%
YTD Actual		YTD Budget	Initiative Budget	
\$10,826,328		\$10,388,781	\$10,388,781	



Initiative Description		Department	Q3 Target	Progress
Promote and support the establishment of social enterprises to create greater employment and community development opportunities for all.		City Futures	75%	52%
<b>Progress Comment:</b>				
A consultant has been appointed, and an agreed pathway for research has been finalised. The social enterprise report is still expected to be completed by the end of June 2019.				
Initiative Milestones	Description	Start date	End date	Progress
	Scoping and planning including budgetary requirements, reference group support for the initiative and agreed pathway for research finalised.	01-07-2018	31-10-2018	100%
	Research and engagement undertaken	01-11-2018	28-02-2019	50%
	Reporting and assessment complete	01-03-2019	30-06-2019	10%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				



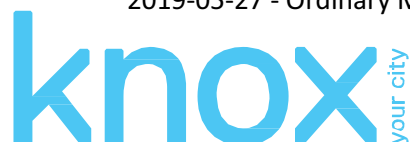
## Goal 6: We are healthy, happy and well

Initiative Description		Department	Q3 Target	Progress
Develop a Pavilion Plan		Youth, Leisure & Cultural Services	75%	37%
<b>Progress Comment:</b>				
Whilst there has been a delay in the recruitment of the Strategic Planning Coordinator (Youth, Leisure & Cultural Services), a consultant has now been appointed to continue this work. It is anticipated that the development of the Pavilion Plan will now be complete in the first quarter of 2019-20.				
Initiative Milestones	Description	Start date	End date	Progress
	Project scoping and research complete	01-07-2018	31-12-2018	75%
	Pavilion Plan developed	01-01-2019	30-06-2019	Not Started
YTD Actual		YTD Budget	Initiative Budget	
-		\$12,586	\$60,000	



Initiative Description		Department	Q3 Target	Progress
Implement the Municipal Strategic Disability Leadership Plan to support people with a disability, their families and carers with the implementation of the NDIS.		Community Wellbeing	75%	85%
<b>Progress Comment:</b>				
<p>The Municipal Strategic Disability Plan revision is now complete and a report of Year One progress presented to Council in November 2018. The Municipal Disability Leadership Model working group continues to meet on a monthly basis to guide the implementation of the plan. Individual advocacy is occurring on an as needs basis as individuals transition to NDIS. Revision of the plan was conducted prior to the Council meeting to update actions to align with community changes in relation to the NDIS roll out and disability services.</p>				
<b>Initiative Milestones</b>	Description	Start date	End date	Progress
	Municipal Strategic Disability Plan Revised	01-07-2018	30-09-2018	100%
	Consultation with key stakeholders complete	01-07-2018	30-06-2019	90%
	Communications to community on Council activities complete	01-07-2018	30-06-2019	80%
	Year 2 actions complete	01-07-2018	30-06-2019	70%
YTD Actual		YTD Budget	Initiative Budget	
\$196,658		\$276,308	\$368,412	





Initiative Description	Department	Q3 Target	Progress
Commence a review into the role of Council to advance mental health within the municipality, i.e. schools, business and community settings.	Community Wellbeing	75%	75%

**Progress Comment:**

A Mental Health working group has been established through the Community Safety, Health & Wellbeing Advisory Committee. A regional mental health forum was held in October 2018 with over 60 community stakeholders attending to:

- Provide a greater understanding of the Victorian Mental Health Reforms and the journey ahead
- Overview the Knox Mental Health Social Profile 2018
- Hear from a range of mental health specialists and service providers as part of a workshop
- Consider the role of Local Government to identify key cohorts and place-based community needs
- Consider Council's current mental health commitments/actions
- Identify gaps, partnerships, areas of focus and quick wins.

A Knox Mental Health Profile has been developed.

A preliminary discussion paper was prepared for feedback from the advisory committee that will inform the report for Council. The interim report of the Mental Health Royal Commission will also provide critical information to inform the role of Council.

Initiative Milestones	Description	Start date	End date	Progress
	The Knox Mental Health Profile developed	01-07-2018	30-09-2018	100%
	Knox Mental Health Forum complete	01-07-2018	31-10-2018	100%
	Community and Council Mental Health Working Groups established	01-07-2018	30-06-2019	80%
	Directions Paper that identifies Council's role and proposed directions prepared	01-07-2018	30-06-2019	20%
YTD Actual		YTD Budget	Initiative Budget	
\$35,753		\$39,199	\$43,933	




## Goal 7: We are inclusive, feel a sense of belonging and value identity


Initiative Description	Department	Q3 Target	Progress	
Advocate and plan for the development of a Bayswater Multipurpose Community Facility.	Community Wellbeing	75%	76%	
<b>Progress Comment:</b>				
<p>The following work has been conducted in the delivery of this initiative:</p> <ul style="list-style-type: none"> <li>Demographic information is being updated in line with the 2016 Census and social issues information is being updated to reflect the current situation in Bayswater.</li> <li>Strategic site assessments and Capacity assessments have been conducted for the Pine Road carpark, Bayswater Youth Hall site and 750 Mountain Hwy, Bayswater.</li> <li>Engagement is occurring with VicRoads regarding the purchase of 750 Mountain Highway following Council approval.</li> <li>The process of appointing a consultant to update the social needs and service needs assessment is well underway.</li> <li>An EMT discussion paper is being prepared to discuss coordination and status of the Bayswater Multipurpose Community Facility.</li> </ul>				
Initiative Milestones	Description	Start date	End date	Progress
	Community Service and Facility Needs Analysis updated	01-07-2018	30-06-2019	100%
	Strategic site assessment undertaken	01-07-2018	30-06-2019	90%
	Concept plan, advocacy plan and a project implementation plan developed	01-07-2018	30-06-2019	40%
YTD Actual	YTD Budget	Initiative Budget		
\$8,863	\$8,596	\$11,461		


Initiative Description	Department	Q3 Target	Progress	
Design, develop and implement an approach to facility management that integrates service and facility advocacy, is consistent across the organisation, and improves efficiencies in the management of Council's buildings.	Sustainable Infrastructure	75%	72%	
<b>Progress Comment:</b>				
<p>The Buildings Asset Management Plan (BAMP) is now progressing to draft status and the current methodology incorporates Levels of Service measures which define aspirations from across a service, asset and place lens. The Draft BAMP will be presented to Council in the 2nd quarter of 2019.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Draft Building Asset Management Plan developed	01-07-2018	31-12-2018	75%
	Service asset place framework for adoption developed	01-01-2019	30-06-2019	70%
YTD Actual	YTD Budget	Initiative Budget		
-	\$33,750	\$45,000		



## Goal 8: We have confidence in decision making

Initiative Description	Department	Progress
<b>Implement a Customer Focused Business Improvement program on reviewing and improving the efficiency and effectiveness of services delivered by the organisation.</b>	<b>Transformation</b>	 <b>Complete</b>
<b>Progress Comment:</b>		
<p>The Customer Focused Business Improvement initiative was a small scale, targeted activity that introduced the organisation to process improvement using Lean Principles. This activity has now been absorbed into the organisation wide implementation of Lean Thinking and Practice, the aim of which is to embed a culture of continuous improvement, using Lean principles, that puts the customer at the forefront of everything we do.</p>		
YTD Actual	YTD Budget	Initiative Budget
No additional budget, sits within current operating budget.		

Initiative Description	Department	Progress
<b>Respond to and implement any reforms made to the Local Government Act 1989.</b>	<b>Governance &amp; Strategy</b>	 <b>Complete</b>
<b>Progress Comment:</b>		
<p>Council submitted a comprehensive submission to the Local Government Act Exposure Draft in February 2018. A further update was provided to Councillors at a confidential Issues Briefing in August 2018. The State Government has now advised that the Local Government Bill has lapsed.</p>		

Initiative Description		Department	Progress	
Implement the requirements of the Victorian Government's Early Years Management Framework – specifically the requirements for Council's role as a Kindergarten Cluster Manager and the need for a different model for parent committees supporting Council operated preschool services.		Family & Children's Services	 <b>Complete</b>	
<b>Progress Comment:</b>				
<p>This initiative is now complete. All previous Committees have transitioned to Parent Groups and these Groups are in the process of signing new Memorandum of Understanding with Council. Equipment, maintenance, utilities and cleaning arrangements have been established within Council and staff recruited to implement the Early Years Management arrangements are in place within the Family and Children's Services Department.</p> <p>Council endorsed the Parent Group Model with current Committees due to hand over to the newly elected Parent Groups as part of the 2018 AGM. Staff appointed to the Family and Children's Services Department to undertake the implementation of operational processes in readiness for full implementation from February 2019.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Early Years Management Framework Implemented	01-07-2018	28-02-2019	100%
YTD Actual		YTD Budget	Initiative Budget	
\$843,187		\$1,094,552	\$1,479,051	

Initiative Description		Department	Q3 Target	Progress
Review and implement Council's updated Community Engagement approach.		Community Wellbeing	75%	76%
<b>Progress Comment:</b>				
<p>A Community Engagement Advisor commenced on 14 January 2019 to update Council's Community Engagement Policy and Manual.</p> <p>In this period, benchmarking with other Councils has been completed and scoping has commenced for Council's revised policy and manual. Engagement with Councillors, staff and the community will commence shortly. Investigations have also begun into community engagement software options.</p> <p>The Community Engagement Advisor was also instrumental in planning and delivering the Community Engagement Hub at the Knox Festival as well as community engagement for the Millers Homestead consultation.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Resources to coordinate, review and redevelop a cross organisation community engagement program identified	01-07-2018	30-04-2019	99%
	EMT and stakeholder consultation complete	01-07-2018	30-06-2019	75%
	Revised Community Engagement Program approved	01-07-2018	30-06-2019	55%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				





Initiative Description		Department	Q3 Target	Progress
Finalise and implement Council's Advocacy Framework through delivering targeted advocacy campaigns in line with Council's objectives.		Communications	80%	85%
<b>Progress Comment:</b>				
The working group have completed the development of the Advocacy assessment criteria, tested against known Initiatives and presented to EMT. EMT feedback is being incorporated in the documentation establishing the final frameworks for endorsement with implementation to follow				
<b>Initiative Milestones</b>	Description	Start date	End date	Progress
	Draft Advocacy Framework developed	01-08-2018	30-10-2018	100%
	Framework finalised and presented to EMT	01-11-2018	30-03-2019	80%
	Advocacy Framework implemented	01-04-2019	30-06-2019	75%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

## 11 Items for Information

### 11.1 Assemblies of Councillors

**SUMMARY: Manager, Governance and Strategy, Phil McQue**

**This report provides details of Assembly of Councillors for the period 30 April 2019 to 13 May 2019, as required under section 80A(2) of the Local Government Act.**

#### **RECOMMENDATION**

**That Council:**

- 1. Note the written record of Assemblies of Councillors as attached to this report.**
- 2. Incorporate the records of the Assemblies into the minutes of the meeting.**

#### **1. INTRODUCTION**

Under section 80A(2) of the Local Government Act, the Chief Executive Officer must present a written record of an Assembly of Councillors to an ordinary meeting of Council as soon as practicable after an Assembly occurs. This written record is required to be incorporated into the minutes of the meeting.

**Report Prepared By: Manager, Governance and Strategy, Phil McQue**

**Report Authorised By: Director, Corporate Services, Michael Fromberg**

#### **Attachments**

- 1. Attachment 1 - Assemblies of Councillors [11.1.1]**



## Record of Assembly of Councillors

(Section 80A Local Government Act)

### Complete this Section

**Date of Assembly:** 30/4/2019

**Name of Committee or Group (if applicable):** Knox Multicultural Advisory Committee

**Time Meeting Commenced:** 6.00pm

#### Name of Councillors Attending:

Cr Peter Lockwood, Deputy Mayor

Cr Marcia Timmers-Leitch

#### Name of Members of Council Staff Attending:

Lisette Pine

Alison Treeby

Helen Wositzky

Merran Graf

#### Matters Considered:

1. National Disability Insurance Scheme
2. Knox Night Owl Hoops for Youth
3. 'This is Me Campaign' Films
4. Community Access and Equity Implementation Plan Report

#### Any conflict of interest disclosures made by a Councillor attending: Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **

**Name of Person Completing Record:** Joan Pepi

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



## Record of Assembly of Councillors

(Section 80A Local Government Act)

### Complete this Section

**Date of Assembly:** 1/5/2019

**Name of Committee or Group (if applicable):** ICT Governance Committee

**Time Meeting Commenced:** 5.30pm

#### Name of Councillors Attending:

Cr Jake Keogh, Mayor

Cr Peter Lockwood, Deputy Mayor

Cr Darren Pearce

#### Name of Members of Council Staff Attending:

Tony Doyle

Therese Massoud

Michael Fromberg

Kenny Khamly

Ellen Lee

Damian Watson

Samantha Stanton

Andrew Dowling

Lucinda Taylor

Anthony Petherbridge

Jonathan Wright

#### Matters Considered:

1. Asset Management Information System
  - a) Business Case Summary
  - b) Business Case
2. Spatial Capability Modernisation (GIS)
  - a) Project Initiation Document Summary
  - b) Project Initiation Document

#### Any conflict of interest disclosures made by a Councillor attending: \* Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **

**Name of Person Completing Record:** Ellen Lee

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.





## Record of Assembly of Councillors

(Section 80A Local Government Act)

### Complete this Section

**Date of Assembly:** 13/5/2019

**Name of Committee or Group (if applicable):** Issues Briefing

**Time Meeting Commenced:** 7.13pm

#### Name of Councillors Attending:

Cr Peter Lockwood, Deputy Mayor	Cr Tony Holland
Cr John Mortimore	Cr Lisa Cooper
Cr Marcia Timmers-Leitch	Cr Darren Pearce
Cr Adam Gill	Cr Nicole Seymour

#### Name of Members of Council Staff Attending:

	Peter Gore (Item 1 and 5)
Tony Doyle	Bronwyn Commandeur (Item 1 and 5)
Ian Bell	David Yeouart (Item 2)
Tanya Clark	Andrea Szymanski (Item 2)
Steven Dickson	Matthew Hanrahan (Item 3)
Michael Fromberg	Robin Cassidy (Item 3)
Phil McQue	Joel McCreanor (Item 3)
Andrew Dowling	Rosie Tuck (Item 4)
	Kathy Parton (Item 4)

#### Matters Considered:

1. Licence with Knox Basketball Incorporated for the State Basketball Centre
2. Public Toilets in Open Space
3. Building Asset Management Plan
4. Homelessness Policy and Procedure
5. Licence Agreement between Knox City Council and the Eastern Football League for use of Tormore Reserve for EFL Finals
6. Banking and Lending Strategy

#### Any conflict of interest disclosures made by a Councillor attending: \*

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
Cr Tony Holland	Direct Interest	Banking and Lending Strategy	Yes

**Name of Person Completing Record:** Joanne Ellis

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

## 11.2 Works Report as at 7 May 2019

### **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 7 May 2019.**

### **RECOMMENDATION**

**That Council receive and note the Works Report, as at 7 May 2019.**

### **1.INTRODUCTION**

This report summarises Council's Capital Works Program for the 2018/2019 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 7 May 2019, is attached as Attachment A.

Highlights of the Works Report as at 7 May 2019 include:

- Score Boards - Design and Installation – Completion/nearing completion at all 8 sites.
- Plant & Machinery Replacement - Renewal Program 100% expended/committed.
- Henderson Road Bridge, Rowville – Pile driving about to commence.
- Knox Central (Operations Centre Relocation) - Earthworks and civil works have commenced.
- Kings Park, Upper Ferntree Gully - New Floodlighting (Oval 2) – Nearing completion.
- Liberty Avenue Reserve, Rowville - New Floodlighting – Nearing completion.
- Lewis Park, Wantirna South - Masterplan approved by Council.
- Batterham Reserve, The Basin - All Ability Footpath Network – Works completed.
- Electric Vehicle Charging Stations - Civic Centre - Installation completed.

**Report Prepared By: Coordinator, Capital Works, Gene Chiron**

**Report Authorised By: Director, Engineering & Infrastructure, Ian Bell**

### **Attachments**

1. Works Report as at 2019-05-07 [**11.2.1**]

## Knox City Council Project Status Report

07-May-2019

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>1</b>	<b>Bridges Renewal Program</b>	<b>\$312,314</b>
All Wards	The works to renew the shared path bridge along Blind Creek near High Street Road, Wantirna South, are nearing completion.	
<b>4</b>	<b>High Risk Road Failures</b>	<b>\$500,000</b>
All Wards	Works at Power Road, Bayswater and at the intersection of Millers Road and Albert Avenue, Boronia are scheduled to commence next, completing the 2018/19 program.	
<b>7</b>	<b>Road Surface Renewal Program</b>	<b>\$4,250,000</b>
All Wards	The remaining renewal road projects have been programmed for asphalt resurfacing, completing the 2018/19 program.	
<b>8</b>	<b>Drainage Pit and Pipe Renewal Program</b>	<b>\$2,000,000</b>
All Wards	Drainage program progressing at various locations with budget 95% expended/committed.	
<b>9</b>	<b>Footpath Renewal Program</b>	<b>\$2,200,000</b>
All Wards	Footpath renewal program is 100% expended/committed and progressing with projects identified in the recent condition audit .	
<b>10</b>	<b>Bicycle / Shared Path Renewal Program</b>	<b>\$540,000</b>
All Wards	Shared path renewal program is progressing with works to commence at Liberty Reserve, completing the 2018/19 program.	
<b>16</b>	<b>Building Renewal Program</b>	<b>\$5,468,310</b>
All Wards	Program is 66% committed/expended. Works commencing or nearing completion over May include: Civic Centre - ramp/airlock renewal works at North entry; Murrindal - structural rectification works; Lewis Park Pavilion - kitchen renewal; Leisureworks - external painting and floor coverings to gym; Kumala Rd former Scout Hall - demolition; Boronia Youth Hall - demolition; Talaskia Pavilion - kitchen refit; Knox Netball Centre - Accessible toilet refit (courtside); Rowville Rec Reserve Pavilion - amenities refit (umpires room); Rowville Community Centre - external lighting; FTG Library - staff toilet refit.	
<b>17</b>	<b>Playground Renewal Program</b>	<b>\$1,767,181</b>
All Wards	The tender for 2018/19 playground equipment is currently being evaluated. The tender for the playground construction works is being prepared and scheduled to go out by early May. Consultants are working on the design for the renewal of the existing Marie Wallace Playground.	
<b>22</b>	<b>Fire Hydrant Replacement Program</b>	<b>\$130,000</b>
All Wards	Second payment due in June.	

**Knox City Council Project Status Report**

07-May-2019

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>24</b>	<b>Carpark Renewal</b>	<b>\$700,000</b>
All Wards	Carpark renewal works are recently completed or progressing at Templeton Reserve, Placemakers, Batterham Reserve, Wally Tew Reserve and the Indoor Netball Stadium.	
<b>25</b>	<b>Plant &amp; Machinery Replacement Program</b>	<b>\$2,984,000</b>
All Wards	Fleet Renewal Program 100% of funding committed.	
<b>26</b>	<b>Street Tree Replacement Program</b>	<b>\$653,457</b>
All Wards	Tree planting works have commenced.	
<b>31</b>	<b>Stamford Park Redevelopment</b>	<b>\$7,734,149</b>
Tirhatuan	Homestead - works complete and handed over to restaurant. Restaurant scheduled to open in early May.  Homestead Gardens - works complete and in maintenance period.  Parklands - landscape works in southern swale underway. Progressing with other parkland design works in preparation for planning application.	
<b>104</b>	<b>Roadside Furniture Renewal Program</b>	<b>\$100,000</b>
All Wards	Program progressing with 75% funding expended/committed.	
<b>147</b>	<b>Energy &amp; Greenhouse Program for Council Facilities</b>	<b>\$101,327</b>
All Wards	Stage 1 of the lighting upgrade works are scheduled to commence in May.	
<b>229</b>	<b>Building Code Australia Compliance</b>	<b>\$100,000</b>
All Wards	Program rollout is continuing over April/May with completion of all projects expected in early June.	
<b>345</b>	<b>Asbestos Removal</b>	<b>\$100,000</b>
All Wards	Program of asbestos removal projects being undertaken over May/June.	
<b>347</b>	<b>Miscellaneous Industrial Roads - Pavement Rehabilitation</b>	<b>\$250,000</b>
All Wards	Program for 2018/19 completed.	
<b>409</b>	<b>Parks Furniture Renewal</b>	<b>\$67,000</b>
All Wards	Works and installations ongoing and on schedule. Almost complete.	
<b>410</b>	<b>Parks Signage Renewal</b>	<b>\$20,000</b>
All Wards	Audits are continuing and installation of replacement signs is progressing on schedule.	



**Knox City Council Project Status Report**

07-May-2019

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>412</b>	<b>Water Sensitive Urban Design Renewal</b>	<b>\$432,663</b>
All Wards	Quotation review in progress, anticipated completion in June.	
<b>441</b>	<b>Tim Neville Arboretum Renewal</b>	<b>\$360,000</b>
Dobson	Scoping of works in accordance with the Tim Neville Arboretum Masterplan is continuing on schedule.	
<b>443</b>	<b>Reserves Paths Renewal</b>	<b>\$50,000</b>
All Wards	Program nearing completion.	
<b>492</b>	<b>Food Act Compliance - Kitchen Retrofitting</b>	<b>\$50,000</b>
All Wards	Installations at Lewis Park Pavilion, Knox Park Grandstand and Talaskia Pavilion in tandem with renewal kitchen refits expected to be complete late May/early June.	
<b>494</b>	<b>Cathies Lane - Landfill Rehabilitation Works</b>	<b>\$175,000</b>
Scott	Audit report completed October 2018.  Landfill gas monitoring detects exceedances to EPA guideline values, but has not triggered the need for further work.  Monitoring of groundwater continues and to date has not triggered the need for additional leachate extraction.	
<b>516</b>	<b>Rumann and Benedikt Reserves - Open Space Upgrade</b>	<b>\$410,489</b>
Tirhatuan	Construction approximately 90% complete. Acrylic surface works for concrete tennis court slab nearing completion with works expected to be completed by early May.	
<b>536</b>	<b>Parkland Asset Renewal</b>	<b>\$65,000</b>
All Wards	Program progressing on schedule.	
<b>537</b>	<b>Bush Boulevard Renewal</b>	<b>\$61,506</b>
All Wards	Works commenced and on schedule.	
<b>543</b>	<b>Llewellyn Park - Landfill Rehabilitation Works</b>	<b>\$175,000</b>
Scott	Audit report completed January.  Risk based trigger levels for landfill gas to be defined in conjunction with auditor. Monitoring of groundwater continues and to date has not triggered the need for leachate extraction.	
<b>566</b>	<b>Artwork Renewal</b>	<b>\$33,749</b>
All Wards	Art Renewal budget is fully planned for the next three years. There will be carry over between the years but works have been allocated to fully expend the budgets.	

**Knox City Council Project Status Report**

07-May-2019

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>576</b>	<b>Emergency Warning Systems in Early Years Facilities</b>	<b>\$50,000</b>
All Wards	Program for 18/19 complete.	
<b>587</b>	<b>Upper Ferntree Gully Neighbourhood Activity Centre - Design</b>	<b>\$472,867</b>
Dobson	Detailed design phase in progress.	
<b>593</b>	<b>Marie Wallace Reserve - Masterplan Implementation</b>	<b>\$952,383</b>
Dinsdale	Bike training area and new picnic space currently under maintenance period. Consultants working on detailed design documentation around oval No.1. Pedestrian Bridges - Cultural Heritage Management Plan and pre-construction documentation approved. Contract design submitted to Melbourne Water for approval - approval now anticipated by early May, following this Possession of Site will be given. Anticipate construction completion around June/July depending on approval being obtained.	
<b>607</b>	<b>Ashton Road, Ferntree Gully - Reconstruction</b>	<b>\$245,000</b>
Friberg	Annual renewal program packaged as one contract. Contract works nearing completion with asphaltting planned to be completed immediately after Easter - works expected to be completed by early May.	
<b>630</b>	<b>Early Years Hubs - Bayswater</b>	<b>\$8,529,851</b>
Dinsdale	Early Years Hub - Construction completed and centre was opened on 23 April. Hub Carpark - works underway.	
<b>649</b>	<b>Scoresby (Exner) Reserve - Masterplan Implementation</b>	<b>\$10,000</b>
Tirhatuan	Project completed.	
<b>660</b>	<b>Mountain Highway, Bayswater - Drainage Improvements</b>	<b>\$20,000</b>
Dinsdale	A report to VicRoads on three potential options to resolve flooding in this precinct will be submitted in May. Subject to VicRoads' approval of design options, detailed design of preferred option will commence in 2019/20.	
<b>664</b>	<b>Stormwater Harvesting Program Development</b>	<b>\$74,925</b>
All Wards	Final review of detailed design completed and submitted to consultants for final amendments.	
<b>667</b>	<b>Dobson Creek Catchment - Streetscape Water Sensitive Urban Design</b>	<b>\$78,467</b>
Chandler	Construction is scheduled for May. All works expected to be complete by June.	
<b>675</b>	<b>Public Art Project</b>	<b>\$166,081</b>
All Wards	Public Art Projects budget is fully planned for the next three years. There will be carry over between the years but works have been allocated to fully expend the budgets.	

**Knox City Council Project Status Report**

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>689</b>	<b>Lewis Park, Wantirna South Oval 1 Renewal</b>	<b>\$26,229</b>
Dinsdale	Drainage works on eastern wing to commence in May.	
<b>708</b>	<b>Cricket Run Up and Goal Square Renewal Works</b>	<b>\$48,000</b>
All Wards	Further works identified at Milpera, Windemere, Wantirna and Egan Lee Reserves. Works to take place in May.	
<b>716</b>	<b>Early Years Hubs - Wantirna South</b>	<b>\$5,365,973</b>
Scott	Project completed.	
<b>717</b>	<b>Knox Central Package</b>	<b>\$8,235,000</b>
Dinsdale	Negotiations to acquire parcels for future road corridor and delivery of Knox Central Masterplan continue, with conclusion expected in this financial year. Residual funding from the Operations Centre land acquisition to remain allocated to the project should additional land be required.	
<b>724</b>	<b>Knox (Interim) Library</b>	<b>\$664,205</b>
Dinsdale	Detailed design completed. Awaiting confirmed start date from Westfield.	
<b>725</b>	<b>Placemakers Site</b>	<b>\$195,903</b>
Dobson	Construction has commenced with completion expected late July.	
<b>727</b>	<b>Knox Community Arts Centre - Furniture</b>	<b>\$9,517</b>
Dinsdale	Spending of the balance will be used for small items of equipment in the KCAC kitchen including a new microwave to replace the current outdated appliance. Full expenditure of this account is expected by EOFY.	
<b>733</b>	<b>Preschool Office/Storage - Minor Works</b>	<b>\$50,000</b>
All Wards	Program of works 2018/19 finalised. Works to be undertaken over April/June school holiday period.	
<b>737</b>	<b>Meals on Wheels site reconfiguration - Stage 2</b>	<b>\$50,000</b>
Dinsdale	Strategic review of Meals on Wheels configuration is underway. Plan to be developed over the next six months.	
<b>746</b>	<b>Revegetation Plan</b>	<b>\$100,000</b>
All Wards	Planting scheduled for June.	
<b>751</b>	<b>Tim Neville Arboretum - Lake Structure Upgrade</b>	<b>\$27,800</b>
Dobson	Project completed.	

**Knox City Council Project Status Report**

07-May-2019

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>752</b>	<b>Mountain Gate Shopping Centre Reserve - Implementation</b>	<b>\$240,894</b>
Friberg	Lighting to be installed in May.	
<b>755</b>	<b>Talaskia Reserve, Upper Ferntree Gully - Masterplan Implementation</b>	<b>\$582,500</b>
Dobson	Landscape planting works complete. 13 week maintenance for planting. Contractor awarded for play space upgrade, to be delivered in July.	
<b>761</b>	<b>Dandenong Creek Gateways - Strategic Road Corridors Revegetation</b>	<b>\$145,795</b>
All Wards	Currently liaising with Passive Open Space/Parks team regarding tree planting in road reserves.	
<b>809</b>	<b>Bayswater Activity Centre Streetscape Improvements</b>	<b>\$741,536</b>
Dinsdale	Project completed.	
<b>833</b>	<b>Knox Gardens Reserve, Wantirna South - Tennis Court Renewal</b>	<b>\$282,157</b>
Scott	Project completed.	
<b>834</b>	<b>Oversowing of Sports Fields</b>	<b>\$40,000</b>
All Wards	Oversowing works are nearing completion.	
<b>837</b>	<b>Westfield (Permanent) Library - Design</b>	<b>\$200,000</b>
Dinsdale	Awaiting outcomes of discussions with Westfield.	
<b>838</b>	<b>Bayswater Community Hub - Scoping</b>	<b>\$120,000</b>
Dinsdale	A Multipurpose Community Facility review has been completed identifying service demand/needs analysis and functional space requirements for a community hub facility within the Bayswater Activity Centre. A Strategic Asset Investment strategy will commence shortly to evaluate key site opportunities in Bayswater.	
<b>842</b>	<b>Knox Athletics - Hammer Throw Cage Upgrade</b>	<b>\$105,728</b>
Friberg	Project completed.	
<b>844</b>	<b>Score Boards - Design and Installation</b>	<b>\$396,194</b>
All Wards	Works are complete/nearing completion at all 8 sites.	
<b>849</b>	<b>Repurposing Scoping of Facilities from Hub Projects.</b>	<b>\$56,454</b>
All Wards	Officers continue to work through actions from November Council meeting. Relevant projects have been included in the proposed 2019/20 Capital Works Program.	

**Knox City Council Project Status Report**

07-May-2019

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>853</b>	<b>Aimee Seebeck Hall, Amenities Upgrade</b>	<b>\$242,000</b>
Taylor	Contractor appointed awaiting works to be scheduled.	
<b>862</b>	<b>Burwood Highway Shared Path - Traydal Close to Knox School</b>	<b>\$52,162</b>
Collier	Project completed.	
<b>867</b>	<b>Knox Regional Netball Centre, Ferntree Gully - Masterplan</b>	<b>\$110,984</b>
Dobson	Report complete. Draft Masterplan scheduled for Council 27 May meeting.	
<b>868</b>	<b>H V Jones, Ferntree Gully - Masterplan Implementation</b>	<b>\$181,560</b>
Friberg	Masterplan approved by Council. Documentation for staged implementation currently being prepared.	
<b>869</b>	<b>Gilbert Park, Knoxfield - Masterplan Implementation</b>	<b>\$249,722</b>
Friberg	Reviewing the draft layout plan as supplied by consultants. Preparing Procurement Plan for design of new skate pavilion.	
<b>871</b>	<b>Energy Performance Audit for Community Buildings</b>	<b>\$1,149,291</b>
All Wards	The Detailed Facility Report was presented to Council for discussion in February. Further information has been requested and will be presented to Audit Committee in May and then to Council by June.	
<b>875</b>	<b>Parkhurst Drive, Knoxfield Reconstruction</b>	<b>\$1,250,000</b>
Dinsdale	Annual renewal program packaged as one contract. Works are complete and practical completion inspection to be arranged.	
<b>876</b>	<b>Eastgate Court, Wantirna South Reconstruction</b>	<b>\$162,904</b>
Dinsdale	Project completed - practical completion inspection to be arranged.	
<b>889</b>	<b>Wally Tew Reserve, Ferntree Gully - Floodlighting Upgrade</b>	<b>\$54,265</b>
Dobson	Currently liaising with Federal Government to seek approval to expend surplus funds on other projects at the reserve. Quotes for additional items have been submitted for approval.	
<b>891</b>	<b>Henderson Road Bridge, Rowville</b>	<b>\$6,960,625</b>
Friberg	Bridge works - Tree clearing and excavations have occurred with piling due to commence early May.  Valleyview Drive LATM - Detailed design and community consultation completed. Works are underway.	



**Knox City Council Project Status Report**

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>907</b>	<b>JW Manson Reserve WSUD - Construction</b>	<b>\$326,001</b>
Collier	Tender review in progress. The project is scheduled to be delivered in stages.	
<b>924</b>	<b>Cherrington Square, Wantirna Reconstruction</b>	<b>\$235,000</b>
Collier	Annual renewal program packaged as one contract. Works completed and practical completion inspection to be arranged.	
<b>927</b>	<b>Selman Avenue, Ferntree Gully Reconstruction</b>	<b>\$265,000</b>
Dobson	Annual renewal program packaged as one contract. Works now complete and practical completion inspection to be arranged.	
<b>929</b>	<b>Albert Avenue, Boronia Stage 1 Reconstruction</b>	<b>\$535,000</b>
Chandler	Annual renewal program packaged as one contract. Works completed.	
<b>930</b>	<b>Forest Road, Ferntree Gully - Design</b>	<b>\$40,000</b>
Dobson	Geotechnical investigation completed and detailed design nearing completion. Design review to follow.	
<b>931</b>	<b>Underwood Road, Ferntree Gully Reconstruction</b>	<b>\$380,000</b>
Dobson	Annual renewal program packaged as one contract. Works completed.	
<b>935</b>	<b>Scoresby (Exner) Reserve - Tennis Court Renewals</b>	<b>\$200,650</b>
Tirhatuan	Project completed.	
<b>936</b>	<b>Carrington Park Reserve - Tennis Court Renewals</b>	<b>\$75,000</b>
Friberg	Project completed.	
<b>937</b>	<b>Kings Park Baseball Diamond - Safety Fencing</b>	<b>\$31,979</b>
Dobson	Project completed.	
<b>939</b>	<b>Millers Reserve, Boronia Oval Renewal</b>	<b>\$850,000</b>
Chandler	Project nearing completion.	
<b>940</b>	<b>Wally Tew Reserve, FTG - Cricket Net Renewals</b>	<b>\$225,000</b>
Dobson	Project completed.	
<b>941</b>	<b>Knox Regional Netball Centre - Court Renewals</b>	<b>\$80,000</b>
Dobson	Remaining courts to be resurfaced in April and May.	

**Knox City Council Project Status Report**

07-May-2019

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>942</b>	<b>Tree Management</b>	<b>\$99,321</b>
All Wards	Works undertaken as required in conjunction with Council initiatives.	
<b>944</b>	<b>Knox Central (Operations Centre Relocation)</b>	<b>\$8,077,040</b>
Dinsdale	Operations Centre - Earthworks and civil works have commenced on site. Remediation works at the current Operations Centre are progressing.  Mulch area, west of Knox Regional Sports Park, off High Street Road - Geotech advice received with project deferred until further notice.	
<b>946</b>	<b>Boronia Precinct Planning</b>	<b>\$498,693</b>
Baird	A final draft Renewal Strategy 2019 and proposed planning scheme amendment is being progressed for presentation to Council.	
<b>948</b>	<b>Modular Building Program (Modern Construction Systems)</b>	<b>\$3,013,459</b>
All Wards	Contractor has been appointed for Stage 2 projects - Wally Tew Reserve and Colchester Reserve pavilions. Off-site manufacturing expected to commence by late May.	
<b>949</b>	<b>The Basin Neighbourhood House Redevelopment</b>	<b>\$500,000</b>
Chandler	Installation of furniture, fitout and equipment now complete. Awaiting invoices.	
<b>950</b>	<b>Family &amp; Childrens Services Buildings &amp; Facilities</b>	<b>\$270,000</b>
All Wards	Additional works (pathway/access) have been identified to complete works at Mariemont on June/July. Carried forward required.	
<b>951</b>	<b>Community Toilet Replacement Program</b>	<b>\$365,732</b>
All Wards	Wally Tew Reserve detailed design is complete and construction is expected to commence in early May. Wicks Reserve detailed design is expected by late May/early June with construction to commence early July. Both projects will be completed after July and will require some carry forward into 2019/20.	
<b>952</b>	<b>HV Jones Reserve Floodlighting Upgrade</b>	<b>\$11,080</b>
Friberg	Project completed.	
<b>954</b>	<b>Knox BMX Track - New Storage &amp; Start Gate Structure</b>	<b>\$154,365</b>
Friberg	Contractor has been appointed with construction expected to commence late May. Carried forward required as construction will not be completed until early August.	
<b>956</b>	<b>Knox Athletics Track - Discus Cage Upgrade</b>	<b>\$92,000</b>
Friberg	Project completed.	

**Knox City Council Project Status Report**

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>957</b>	<b>Kings Park, Upper Ferntree Gully - New Floodlighting (Oval 2)</b>	<b>\$250,000</b>
Dobson	Construction nearing completion. Expected by end of May.	
<b>958</b>	<b>Liberty Avenue Reserve, Rowville - New Floodlighting</b>	<b>\$250,000</b>
Taylor	Construction nearing completion with project expected to be completed by late May.	
<b>959</b>	<b>Rowville Community Centre - Lighting Upgrade</b>	<b>\$19,656</b>
Taylor	Project completed.	
<b>961</b>	<b>Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8</b>	<b>\$198,130</b>
Dobson	Carry forward for masterplan works.	
<b>962</b>	<b>Knox Regional Sports Park Signage</b>	<b>\$124,973</b>
Scott	Project on hold pending future Knox Regional Sports Park development outcomes.	
<b>963</b>	<b>Family &amp; Children Services - Site Master Plans - Stages 1 &amp; 2</b>	<b>\$50,000</b>
All Wards	Project completed.	
<b>964</b>	<b>Relocate Preschool Bag Lockers</b>	<b>\$19,000</b>
All Wards	Project completed.	
<b>965</b>	<b>Billoo Park Preschool - Toilet and Storage Upgrade Design</b>	<b>\$10,000</b>
Collier	Project completed (design).	
<b>966</b>	<b>Alexander Magit Preschool - Verandah Replacement</b>	<b>\$82,200</b>
Friberg	Project completed.	
<b>969</b>	<b>Orana Neighbourhood House Kitchen Upgrade</b>	<b>\$25,000</b>
Dinsdale	Project was unsuccessful in receiving grant funding. Project on hold until further funding is sourced to complete the required works.	
<b>982</b>	<b>Anne Road, Knoxfield LATM Stage 1</b>	<b>\$166,140</b>
Friberg	Construction phase has commenced.	
<b>983</b>	<b>Stewart Street, Boronia LATM</b>	<b>\$55,000</b>
Chandler	Project completed.	
<b>984</b>	<b>Napoleon Road, Lysterfield Shared Path</b>	<b>\$11,712</b>
Dobson	Project completed.	

**Knox City Council Project Status Report**

07-May-2019

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>994</b>	<b>Picketts Reserve, Ferntree Gully Masterplan Implementation</b>	<b>\$30,000</b>
Baird	Detailed design in progress.	
<b>995</b>	<b>Peregrine Reserve, Rowville - Masterplan Implementation</b>	<b>\$123,804</b>
Taylor	Consultants are working on detailed design documentation.	
<b>996</b>	<b>Arcadia Reserve, Rowville - Masterplan Implementation Stage 3</b>	<b>\$100,000</b>
Tirhatuan	Concrete pad for skate elements has been constructed. 2/3 skate elements have been delivered, third element is due to be installed early June.	
<b>997</b>	<b>Llewellyn Reserve, Wantirna South - Masterplan Implementation</b>	<b>\$128,000</b>
Scott	Gate renewal works scheduled for June. Seeking quotes for new toilet and shelter structure.	
<b>998</b>	<b>Templeton Reserve, Wantirna - Masterplan Implementation</b>	<b>\$400,000</b>
Collier	Construction for multi-court has been put on hold until after footy season (Sept-Oct). Planting works are due to commence late May/Early June.	
<b>999</b>	<b>Lewis Park, Wantirna South - Masterplan Implementation</b>	<b>\$142,379</b>
Dinsdale	Project completed.	
<b>1000</b>	<b>Stud Park Reserve, Rowville - Masterplan Implementation</b>	<b>\$390,000</b>
Tirhatuan	Construction is underway with completion of Stage 2 works scheduled for the end of June.	
<b>1001</b>	<b>Scoresby Village Reserve - Masterplan</b>	<b>\$32,500</b>
Tirhatuan	Masterplan approved by Council. Documentation for staged implementation currently being prepared.	
<b>1002</b>	<b>RD Egan Lee Reserve, Knoxfield - Masterplan</b>	<b>\$16,433</b>
Scott	Masterplan approved by Council. Documentation for implementation currently being prepared.	
<b>1003</b>	<b>Wantirna Reserve - Masterplan</b>	<b>\$26,944</b>
Collier	This project is on hold while Council investigates past land use and waste issues.	
<b>1005</b>	<b>Neighbourhood Green Streets</b>	<b>\$100,000</b>
All Wards	Project on hold following unavailability of stock. New plant order to be placed next financial year. Currently seeking quotes for consultation material.	

## Knox City Council Project Status Report

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Project Number	Project Name	Total Approved Budget
<b>1006</b>	<b>Bush Boulevards</b>	<b>\$100,000</b>
All Wards	Project on hold following unavailability of stock. New plant order to be placed next financial year. Currently seeking quotes for consultation material.	
<b>1007</b>	<b>Koolunga Reserve (Catchment 910) - Feasibility</b>	<b>\$12,100</b>
Dobson	Detailed design is being conducted under Project 1180 - Forest Road to Koolunga Reserve, Ferntree Gully Integrated Stormwater Solution.	
<b>1008</b>	<b>Mont Albert to Forest Road, Ferntree Gully - Drainage improvements</b>	<b>\$80,194</b>
Dobson	Investigation by consultant has clarified that the area delineated in principle by Parks Victoria is not large enough to have a cost effective flood mitigation impact on the downstream catchment.	
<b>1009</b>	<b>Talking Tanks Initiative - Flood Protection</b>	<b>\$179,568</b>
All Wards	Project completed (2018/19).	
<b>1016</b>	<b>Kings Park Solar Panel Installation</b>	<b>\$9,091</b>
Dobson	Works nearing completion. Awaiting invoices.	
<b>1040</b>	<b>Dandenong Creek Amenity Improvements</b>	<b>\$36,196</b>
All Wards	Drinking fountain to be installed in late May.	
<b>1045</b>	<b>Egan Lee Reserve - Pavilion Upgrades (Female Friendly)</b>	<b>\$250,000</b>
Scott	Construction has commenced with completion expected early to mid-June.	
<b>1054</b>	<b>Knox Regional Sports Park - Stages 2 and 3</b>	<b>\$57,387</b>
Scott	Consultation on concept options for the relocation of Victorian Association of Radio Model Soaring (VARMS) club, to Rowville (Seebeck) Reserve, has occurred.	
<b>1068</b>	<b>Rowville (Seebeck) Reserve - Multipurpose Community Workshop</b>	<b>\$346,528</b>
Taylor	Costings for the Multipurpose Community Workshop including a Men's Shed facility has been provided. Council and stakeholders to review and finalise scope.	
<b>1097</b>	<b>Wally Tew Reserve - Changing Places Facility</b>	<b>\$200,000</b>
Dobson	The changing places installation is complete. Storage area for Events is to be relocated as part of Modular Secondary Change Room at Wally Tew.	
<b>1098</b>	<b>Batterham Reserve, The Basin Oval 2 - Floodlighting Relocation</b>	<b>\$75,000</b>
Chandler	Project completed.	



## Knox City Council Project Status Report

07-May-2019

Project Number	Project Name	Total Approved Budget
1101	<b>Cathies Lane, Wantirna South (103 to 125 Cathies Lane) - Design</b>	<b>\$27,000</b>
Collier	Geotechnical investigation completed - survey to follow start and detailed design due to commence early May.	
1102	<b>Lydford Road, Ferntree Gully (Adele Avenue to Elton Road) - Design</b>	<b>\$28,000</b>
Friberg	Geotechnical investigation and survey completed. Detailed design underway and approximately 15% complete.	
1103	<b>Laser Drive, Rowville (19 Laser Drive to Henderson Road) - Design</b>	<b>\$30,000</b>
Tirhatuan	Geotechnical investigation and survey completed. Detailed design due to commence in May.	
1104	<b>Boronia CCTV System Installation</b>	<b>\$39,200</b>
Baird	Project completed.	
1105	<b>Batterham Reserve, The Basin - Cricket Nets Replacement</b>	<b>\$251,500</b>
Chandler	Design for netting close to being finalised with lighting design to follow as a result. Expect designs to be submitted by early May. Quote will then be sought through Knox Construction.	
1106	<b>Batterham Reserve - Pavilion Extension for Female Change Facility</b>	<b>\$220,000</b>
Chandler	Tender submissions are currently being assessed with contractor expected to be appointed end of May. As such, expectation would be that project is carried forward.	
1107	<b>Batterham Reserve, The Basin - All Ability Footpath Network</b>	<b>\$235,000</b>
Chandler	The majority of footpath network has been completed with the remainder tied in with the cricket net project.	
1113	<b>Barry Street, Bayswater (60 Barry Street to Holloway Drive) - Design</b>	<b>\$20,000</b>
Baird	Geotechnical investigation completed and survey planned for late April. Detailed design due to commence in May.	
1114	<b>Studfield Shopping Centre Renewal - Design</b>	<b>\$35,000</b>
Dinsdale	Survey and initial concept design now scheduled to occur in May.	
1115	<b>Milpera Reserve, Wantirna - Oval Renewal - Design</b>	<b>\$15,000</b>
Friberg	Draft designs are being reviewed.	
1116	<b>Guy Turner Reserve, Bayswater - Drainage Renewal</b>	<b>\$150,000</b>
Dinsdale	Final work is being completed on drainage line and goal posts.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>1117</b>	<b>Batterham Reserve, The Basin - Tennis Court Renewals</b>	<b>\$100,000</b>
Chandler	Project on hold while scoping discussions are held with Leisure and Tennis Club. This is likely to lead to scope change and a report to Council - waiting on confirmation of this from Leisure.	
<b>1118</b>	<b>Wantirna Reserve, Wantirna - Cricket Net Renewals</b>	<b>\$30,000</b>
Collier	Awaiting approval from Parks Victoria.	
<b>1119</b>	<b>Wantirna Reserve, Wantirna - Tennis Court Renewals</b>	<b>\$200,000</b>
Collier	Scoping discussions have been held with Leisure and the Tennis Club. The design for Stage 1 has commenced and is expected to be completed by June. Design for final stage is dependent on adoption of masterplan and lease agreement discussions with Parks Victoria.	
<b>1120</b>	<b>Templeton Reserve, Wantirna - Tennis Court Renewals</b>	<b>\$250,000</b>
Collier	Survey complete and scope discussions held with Leisure and the Tennis Club. The design is progressing and is expected to be completed by early May.	
<b>1121</b>	<b>Eildon Park, Rowville - Cricket Net Renewal</b>	<b>\$10,000</b>
Taylor	Design about to commence.	
<b>1122</b>	<b>Knox Regional Sports Park - Soccer Cages Renewal</b>	<b>\$20,000</b>
Scott	Boards scheduled to be installed in May.	
<b>1123</b>	<b>Public Tennis / Netball / Basketball Court Renewals</b>	<b>\$150,000</b>
All Wards	Tennis court renewal works are in progress at Kathryn Road, Knoxfield.	
<b>1124</b>	<b>Sporting Oval Fencing Renewals</b>	<b>\$100,000</b>
All Wards	Final work at Kings Park nearing completion.	
<b>1125</b>	<b>Stormwater Harvesting Infrastructure Renewal</b>	<b>\$50,000</b>
All Wards	Upgrade works progressing with central controllers installed at Carrington and Eildon Park Reserves.	
<b>1126</b>	<b>Knox Skate &amp; BMX Park – New Youth Pavilion (Design)</b>	<b>\$75,000</b>
Friberg	Concept design nearing completion. Remaining design funds to be carried forward for design/construct 2019/20.	
<b>1128</b>	<b>Gilbert Park Reserve, Knoxfield - New Drainage</b>	<b>\$100,000</b>
Friberg	Drainage works to extend to entire field. Project will carry forward into 2019/20.	

**Knox City Council Project Status Report**

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>1129</b>	<b>Picketts Reserve, Ferntree Gully - Floodlighting Upgrade</b>	<b>\$0</b>
Baird	Concept design only for 2019/20 SRV grant application.	
<b>1130</b>	<b>Wantirna Reserve, Wantirna - Floodlighting and Security Lighting</b>	<b>\$0</b>
Collier	Concept design only for 2019/2020 SRV grant application.	
<b>1131</b>	<b>Carrington Park Reserve, Knoxfield - Floodlighting Upgrade</b>	<b>\$0</b>
Friberg	Awaiting outcome of SRV grant application.	
<b>1132</b>	<b>Arcadia Reserve (Scouts), Rowville - Carpark Design</b>	<b>\$8,000</b>
Tirhatuan	Feedback received from Scout Group to inform scope of works. Due to commence design in May.	
<b>1133</b>	<b>Arts Facility Planning Documentation</b>	<b>\$50,000</b>
All Wards	The final balance will be spent by EOFY on the outstanding works related to the KCAC theatre lighting, rigging and equipment upgrades in line with five year safety audit. The Cultural Venues: Facility Operational Plan will be delivered by end of 2019, and will attract no further capital funding requirements, with the remaining content being developed internally.	
<b>1134</b>	<b>Ferntree Gully Arts Centre &amp; Library Deck Enclosure</b>	<b>\$50,000</b>
Dobson	Scope of works being finalised with quotations expected by end of May. Expected carried forward.	
<b>1135</b>	<b>Knox Community Arts Centre - Theatre Lighting Upgrade</b>	<b>\$30,000</b>
Dinsdale	Contractor has been appointed with works expected to be completed by end of May.	
<b>1136</b>	<b>Arts Facility Upgrades</b>	<b>\$80,000</b>
All Wards	Knox Community Arts Centre foyer/box office works are complete. Remaining program of works expected to be completed by early-mid June.	
<b>1137</b>	<b>Knox Leisureworks UV for 50m Indoor Pool</b>	<b>\$60,000</b>
Baird	Project completed.	
<b>1138</b>	<b>Knox Regional Sporting Centre Funnel and Overhead Fencing</b>	<b>\$110,000</b>
Scott	Project not going ahead due to masterplan of Knox Regional Sports Park.	
<b>1140</b>	<b>Community Facility Signage Upgrade</b>	<b>\$2,500</b>
All Wards	Project expected to be complete by end of May/early June.	

## Knox City Council Project Status Report

07-May-2019

Project Number	Project Name	Total Approved Budget
1141	<b>Stud Road, Scoresby (786 to 804 Stud Road) - Footpath 1</b>	<b>\$65,000</b>
Tirhatuan	Project completed. Awaiting invoices.	
1142	<b>Albert Street, UFTG (Ferndale Rd to 14-18 Albert St) - Footpath 1</b>	<b>\$68,000</b>
Dobson	Footpath works to be undertaken with future road works at this site. Funds have been reallocated to the next priority footpath project within the footpath program - Maryborough Road, Boronia (refer to project 1224).	
1143	<b>Burwood Hwy, UFTG (opposite Dawson St) - Footpath 3</b>	<b>\$47,000</b>
Dobson	Works completed. Awaiting invoices.	
1144	<b>Boronia Road, Bayswater (Edinburgh Rd to Scoresby Rd) - Footpath 1 - Design</b>	<b>\$10,000</b>
Dinsdale	Concept plan has been reviewed and feedback provided. Detailed design of footpath and service road expected to commence early May. Further clarification on scoping being sought from VicRoads.	
1145	<b>Glenfern Road, Ferntree Gully (Norman St to Trafalgar St) - Footpath</b>	<b>\$85,000</b>
Dobson	Detailed design due to be completed for review by mid-May.	
1146	<b>Wellington Road, Rowville (Straughan Close to Napoleon Road) - Footpath - Design</b>	<b>\$5,000</b>
Taylor	Consultants have been engaged to complete the design.	
1147	<b>Wantirna Road, Wantirna (Ashley St to 699 Boronia Rd) - Footpath</b>	<b>\$40,000</b>
Collier	Project completed. Awaiting invoices.	
1148	<b>Montana Avenue, Boronia - Footpath</b>	<b>\$85,000</b>
Chandler	Completing functional design investigations and detailed design of driveways. Construction of project will likely carry into the next financial year.	
1149	<b>London Drive, Bayswater (southern side) - Footpath</b>	<b>\$51,000</b>
Baird	Project completed.	
1150	<b>Knoxfield LATM Stage 2 - Kathryn Road</b>	<b>\$20,000</b>
Scott	Design completed. Road safety audit to be completed in May/June.	
1151	<b>Forest Road - Stockton to Dorian Isolated Traffic Treatment (Hot Spot) Program</b>	<b>\$125,000</b>
Dobson	Project being scoped. Possibility of receiving external funding to improve potential outcome.	

## Knox City Council Project Status Report

07-May-2019

Project Number	Project Name	Total Approved Budget
1152	<b>Burwood Hwy, Upper Ferntree Gully Shared Path Link 1 (Design)</b>	<b>\$20,000</b>
Dobson	Concept design prepared and presented for feedback. Traffic and Transport team are consulting with stakeholders - awaiting scoping clarification and instruction related to possibility of extending works into Yarra Ranges area but excluding carpark area.	
1153	<b>Napoleon Rd, Lysterfield (Kelletts Rd to Anthony Dr) - Shared Path 1 Design</b>	<b>\$23,000</b>
Dobson	Survey completed along with site inspection with key internal stakeholders. Design due to be completed by June.	
1154	<b>Mountain Highway, Wantirna (Pedestrian Crossing to Eastlink) - Shared Path 1</b>	<b>\$182,000</b>
Collier	Detailed design completed and submitted to VicRoads for approval. Awaiting approval advice from VicRoads.	
1155	<b>Kelletts Road, Rowville (Stud Rd to Taylors Ln) - Shared Path 1</b>	<b>\$25,000</b>
Taylor	Consultant has been engaged to complete the design.	
1156	<b>Kelletts Road, Rowville (Jacob Rd to Napoleon Rd) - Shared Path 2</b>	<b>\$20,000</b>
Friberg	Contractor engaged to deliver project.	
1157	<b>Lewis Reserve, Wantirna South - Bicycle Repair Station</b>	<b>\$7,000</b>
Dinsdale	Project completed.	
1158	<b>Timothy Drive, Wantirna South Underpass - Solar Lighting Upgrade</b>	<b>\$21,000</b>
Scott	Quotations for the structural engineering report have been received.	
1159	<b>Burwood Highway Underpass (near Stud Rd) - Solar Lighting Upgrade</b>	<b>\$25,000</b>
Scott	Project completed.	
1160	<b>Carrington Park to Henderson Road, Rowville - Wayfinding and Linemarking</b>	<b>\$4,000</b>
Friberg	Design complete. Seeking quotation to engage contractor.	
1161	<b>Wally Tew Reserve, Ferntree Gully - Bicycle Repair Station</b>	<b>\$7,000</b>
Dobson	Project completed.	
1162	<b>Templeton Street, Wantirna - Linemarking and Intersection Treatments (Design)</b>	<b>\$70,000</b>
Collier	Contractor engaged to complete design.	
1163	<b>Renou Road, Wantirna South - Intersection Treatments Design</b>	<b>\$20,000</b>
Collier	Consultant engaged to complete design.	



## Knox City Council Project Status Report

07-May-2019

Project Number	Project Name	Total Approved Budget
1164	<b>Coleman Road, Boronia - Linemarking and Sharrows</b> Dinsdale Consultants engaged to complete design.	\$45,000
1165	<b>Mowbray Drive, Wantirna South - Parking and Intersection Treatments</b> Scott Consultants engaged to complete design.	\$20,000
1166	<b>Timothy Drive, Wantirna South - Intersection Treatments</b> Scott Quotations for survey and design received from consultants.	\$35,000
1167	<b>Bergins Road, Rowville - Kerb &amp; Channel</b> Taylor Project completed. Awaiting invoices.	\$20,000
1168	<b>Liverpool Rd, The Basin - Dynamic School Speed Zone Signs</b> Chandler Works completed. Awaiting VicRoads to commission signs in May.	\$55,000
1169	<b>Stud Road, Rowville - Footpath Connection</b> Taylor Consultants engaged to complete design.	\$20,000
1170	<b>Mountain Highway, Boronia (near Scoresby Rd) - Footpath Connection 4</b> Baird Works to be undertaken. Seeking a licensing agreement with a private property.	\$80,000
1171	<b>Fairpark Reserve, Ferntree Gully - Masterplan Implementation Stage 2</b> Baird Initial daylighting earth works to commence in June. Contractors to return to site to recommence daylighting works towards the end of the year (Autumn). Playground Practical Completion scheduled for 7 May 2019.	\$420,000
1172	<b>Tormore Reserve, Boronia - Masterplan Implementation Stage 3</b> Baird Stage 1 tender has been awarded. Construction will commence in May with completion scheduled for end of June.	\$400,000
1173	<b>Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 5</b> Dobson (1) Masterplan works - Consultants are working on detailed design documentation. (2) Security Fencing - Preparation of tender documentation of perimeter fencing is almost complete. Vegetation assessment has been prepared and vegetation and planning permits being sought. Awaiting approval prior to advertising fencing contract.	\$900,000
1174	<b>Principal Avenue - Dorset Road Streetscape Upgrade</b> Chandler Project on hold following unavailability of stock. New plant order to be placed next financial year. Currently seeking quotes for consultation material.	\$40,000

**Knox City Council Project Status Report**

07-May-2019

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>1175</b>	<b>Orson Street, Scoresby - Retarding Basin Improvements</b>	<b>\$20,000</b>
Tirhatuan	Onsite geotechnical works and concept design complete. CCTV inspection of existing pipes programmed for late May.	
<b>1176</b>	<b>Solar in Community Facilities</b>	<b>\$40,000</b>
All Wards	Structural and electrical assessments have been completed for Knox Gardens Pavilion. All switchboards require upgrade - this will impact the size of PV system that can be installed, which could potentially impact the original feasibility and scoping for the sites.	
<b>1177</b>	<b>Electric Vehicle Charging Stations - Civic Centre</b>	<b>\$25,000</b>
Dinsdale	Project completed.	
<b>1178</b>	<b>Knox Gardens Reserve, Wantirna South - Stormwater Harvesting</b>	<b>\$20,000</b>
Scott	Project combined with Projects 664 and 1179, Stormwater Harvesting Program Development. Final review of detailed design completed and submitted to consultants for final amendments.	
<b>1179</b>	<b>Eildon Park Reserve, Rowville - Water Harvesting</b>	<b>\$20,000</b>
Taylor	Project combined with Projects 664 and 1178, Stormwater Harvesting Program Development. Final review of detailed design completed and submitted to consultants for final amendments.	
<b>1180</b>	<b>Forest Road to Koolunga Reserve, FTG - Integrated Stormwater Solution</b>	<b>\$40,000</b>
Chandler	Onsite Geotechnical works completed, report anticipated end of May. Detailed design 40% complete.	
<b>1182</b>	<b>Norvel Quarry Reserve Water Quality System - Design &amp; Construction</b>	<b>\$40,000</b>
Baird	Awaiting developer response to Council comments on submitted Stormwater Quality Management Plan, prior to approval.	
<b>1183</b>	<b>Peregrine Reserve, Rowville - Treatment Wetlands</b>	<b>\$20,000</b>
Taylor	Geotech site works completed. Report anticipated end of May.	
<b>1184</b>	<b>Egan Lee Reserve, Knoxfield - Treatment Wetlands</b>	<b>\$20,000</b>
Scott	Geotech site works completed. Geotech report anticipated by end of May.	
<b>1185</b>	<b>Lewis Road Reserve, Wantirna South - Wetlands and Stormwater Harvesting</b>	<b>\$20,000</b>
Dinsdale	Masterplan approved by Council. Delivery scheduled next year.	
<b>1186</b>	<b>Wantirna Reserve, Wantirna - Treatment Wetlands</b>	<b>\$20,000</b>
Collier	On hold pending further investigation through masterplan development.	

**Knox City Council Project Status Report**

07-May-2019

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>1187</b>	<b>David Cooper Park, Jenola Parade, Wantirna South - Wetlands</b>	<b>\$20,000</b>
Scott	Subject to future review of existing masterplan.	
<b>1195</b>	<b>Boronia Safer Communities</b>	<b>\$105,750</b>
Baird	Geotech report being prepared to inform conditions and final location for footings/lights. Concept Plan is being prepared and is due mid-May.	
<b>1197</b>	<b>Tim Neville Arboretum - Memorial Pathway</b>	<b>\$112,762</b>
Dobson	Project completed.	
<b>1206</b>	<b>Brenock Park Drive School Crossing Relocation</b>	<b>\$70,000</b>
Dobson	Project completed.	
<b>1217</b>	<b>Boronia Activity Centre and Station Precinct Renewal Project</b>	<b>\$95,000</b>
Baird	Project scope to be confirmed and inter-agency working group is being established. Key directions strategy being developed.	
<b>1222</b>	<b>Ramon Cowling Bushland Reserve - New Walkway</b>	<b>\$70,850</b>
Chandler	Contract awarded. Initial works to commence in June.	
<b>1223</b>	<b>Rowville (Seebeck) Reserve Safety Netting</b>	<b>\$40,000</b>
Taylor	Works are awaiting approval from Planning Department.	
<b>1224</b>	<b>Maryborough Road, Boronia (Springfield Rd to Woodvale Road) - Footpath</b>	<b>\$68,000</b>
Baird	Project completed.	
<b>1247</b>	<b>Boronia Youth Hall Demolition and Pop Up Park</b>	<b>\$65,000</b>
Baird	Demolition of building expected to be completed by mid-May. Works to pop-up park will commence upon completion of building demolition.	
	<b>Total:</b>	<b>\$97,454,932</b>



## 11.3 ICT Capital Works Program Report

**SUMMARY: Acting Business Engagement Lead, Paige Kennett**

**The ICT Works Report shows projects on Council's ICT Capital Works Program and indicates the status of each project as at 7 May 2019.**

### **RECOMMENDATION**

**That Council receive and note the ICT Capital Works Report, as at 7 May 2019.**

### **1. INTRODUCTION**

This report summarises Council's ICT Capital Works Program for the 2018/2019 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 7 May 2019 is attached in Confidential Attachment 1.

Highlights of the Works Report as at 7 May 2019 Include:

#### **1242 - Website Channel Transformation**

Approval of Project Initiation Document in progress with governing bodies. Project scoping underway to engage Digital Agency to design community engagement, optimal experience for priority services and content structure with new Content Management System (CMS).

#### **812 - Asset Management System**

Project tracking to plan. Business case endorsed by ICT Steering and Governance Committee on 11 April and 2 May respectively. Currently finalising Request for Tender (RFT) to go out to shortlisted vendors by mid to late May 2019.

#### **1036 – HR System Enhancement**

Evaluation panel have determined their preferred suppliers, one for Human Resources and one for Time and Attendance. Report is planned to be presented to Strategic Planning Committee on 11 June for approval. Planned kick off for implementation is July 2019.

#### **1034 - Business Intelligence**

Project tracking to plan. Proof of Concept (PoC) is underway with 3 user group Sprints completed out of the 6 scheduled across departments. Feedback on the completed Sprints has been positive, providing significant efficiency benefits to the respective user case departments involved.



**1031 – ICT Spatial Capability**

Project approach approved by Governance bodies in May 2019. Proceeding with Project Scoping and Due Diligence on the most effective approach (system uplift vs. replacement) to deliver required future state solution.

**Report Prepared By: Acting Business Engagement Lead, Paige Kennett**

**Report Authorised By: Director, Corporate Services, Michael Fromberg**

**Attachments**

Confidential attachment 1 - ICT Status Report - has been circulated under separate cover.

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

16 Confidential Items