

MINUTES



Strategic Planning Committee Meeting

Held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 11 November 2019

The meeting commenced at 7:00 pm.

PRESENT:

<i>Cr N Seymour (Chairperson)</i>	<i>Tirhatuan Ward</i>
<i>Cr P Lockwood</i>	<i>Baird Ward</i>
<i>Cr J Mortimore</i>	<i>Chandler Ward</i>
<i>Cr M Timmers-Leitch</i>	<i>Collier Ward</i>
<i>Cr A Gill</i>	<i>Dinsdale Ward</i>
<i>Cr J Keogh</i>	<i>Dobson Ward</i>
<i>Cr T Holland</i>	<i>Friberg Ward</i>
<i>Cr D Pearce</i>	<i>Taylor Ward</i>
<i>Mr T Doyle</i>	<i>Chief Executive Officer</i>
<i>Dr I Bell</i>	<i>Director – Engineering & Infrastructure</i>
<i>Mr A Petherbridge</i>	<i>Acting Director - City Development</i>
<i>Mr M Fromberg</i>	<i>Director – Corporate Services</i>
<i>Ms J Chalkley</i>	<i>Acting Director – Community Services</i>
<i>Mr P McQue</i>	<i>Manager, Governance</i>

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1 Apologies and Requests for Leave of Absence

Apologies were received from Councillor Cooper.

2 Declarations of Conflict of Interest

Nil.

3 Confirmation of Minutes

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Lockwood

Confirmation of Minutes of Strategic Planning Committee Meeting on Monday 14 October 2019

CARRIED

4 Considering and Ordering Upon Officers' Reports

4.1 Public Toilets in Open Space

SUMMARY: Coordinator - Open Space and Landscape Design (Andrea Szymanski) and Coordinator – Facilities, Brett Anderson

As Council continues to improve the amenity and consequent patronage of its public open spaces, it is apparent that the increased visitation requires access to additional public toilet facilities.

This report provides an overview of the current status of the Public Toilet Implementation Plan 2016, and recommends the implementation of a revised Priority Action List 2019.

RECOMMENDATION

That Council:

- 1. Endorse the proposed Public Toilet Implementation Priority List as noted in the report; and**
- 2. Refer the design and delivery of the high priority sites, for consideration as part of the 2020/21 Capital Works Budget.**

1. INTRODUCTION

Council approved the Public Toilet Management Policy in January 2016. This policy provided a framework to manage public toilets and aimed to ensure that they are available at all local centres and major neighbourhood parks.

In August 2017, Council adopted the Public Toilet Implementation Plan 2017-2022 (The Plan) which set out a five-year framework to guide the equitable delivery of Council owned and managed public toilets, across the municipality.

The Plan lists ten (10) Priority Actions in order of relative importance.

Priority Action #1 recommended a Program of Works for the installation and refurbishment of public toilet facilities.

Priority Action #2 was to review management agreements, where public toilets are co-located with sports pavilions, with a view to increasing opportunities to maximise access to public facilities.

This report provides an officer's overview of the analysis and investigation into Priority Action #2, and the recommended approach to where and how additional public toilets could be implemented across the municipality.

2. DISCUSSION

2.1 Public Toilet Implementation Plan

Council has forty-nine (49) public toilet facilities with at least twenty-three (23) located within public open space areas. These accommodate four (4) or more sports and leisure activities.

Co-located facilities do not always offer the same level of service to the public as stand-alone public toilets, as they are often some distance away from pedestrian areas and have restricted opening/closing times (eg. during sport training or match days). However they offer opportunities to increase the public toilet network, which was identified as a high priority in the Public Toilet Implementation Plan.

Also, Council's Play Space Strategy advocates for the installation of public toilets in high use recreation reserves and public open space, which was incorporated into the Plan, at the time of development.

In 2017, Priority Action #1, recommended seven (7) new public toilets for consideration in the Five-Year Capital Works Program, at the following locations:

- Stud Park Reserve, Rowville – complete
- Brenock Park (Wally Tew) – complete
- Wicks Reserve, The Basin
- Liberty Avenue, Rowville
- Lewis Park, Wantirna South
- Rowville Lakes Shopping Centre
- Railway Carpark, Upper FTG

The recommendation for Brenock Park (Wally Tew) and Lewis Park was to explore co-locatable toilets in existing infrastructure (ie. Sports Pavilions), refitted toilets or new toilets, subject to undertaking site assessments as to suitability of options. Wally Tew toilets are to be provided as part of Council's Pavilion Modular Building Program.

The Plan also recommended that the inclusion of public toilet upgrades are considered as part of the master planning process for reserves, playgrounds or sporting pavilions, as Council continues to improve recreational facilities across the municipality.

2.2 Public Toilets in Non-Council Owned Commercial Areas

The current Australian Building Regulations do not apply to open spaces, however they do apply to classified buildings. A non-Council owned shopping precinct that includes cafes or restaurants would have toilets for their customers. However, external toilets for the public are not required. The number of toilets required relates to the use of the buildings and the number of occupants.

2.3 Public Toilets by Others

The National Public Toilet Map provides the location and important information about public toilet facilities across Australia. These include privately owned toilets located within shopping centres and petrol stations, as well as toilets owned by other government organisations like Parks Victoria and Public Transport Victoria (toilets at train stations), that make a contribution to the local amenities.

2.4 Open Space Plan

Following successful upgrades to several open space reserves, it is apparent that visitors need greater access to public toilets, with a strong relationship between playgrounds and the need for

public toilets. Improved infrastructure in Council’s parks, better recreation activities and enhanced experiences has led to visitors staying longer and, in turn, creating new needs.

While the 2017 Public Toilet Implementation Plan listed priority locations for new facilities and improved access, a Priority Site Assessment Summary (refer Attachment 1) has been developed to analyse and assess the identified priority sites for enhanced public toilet facilities in Council’s open spaces.

Note - Standard Facility: Two unisex/family accessible toilets with baby change facilities.

3. CONSULTATION

Discussions between the teams across Open Space and Landscape Design, Facilities and Leisure, have resulted in identifying recommendations of key reserves for public toilet amenities improvements. It is anticipated that additional consultation will be undertaken with individual site stakeholders and clubs following approval to move forward with new toilets.

Below is a diagram when considering the demand for public toilets in open space.

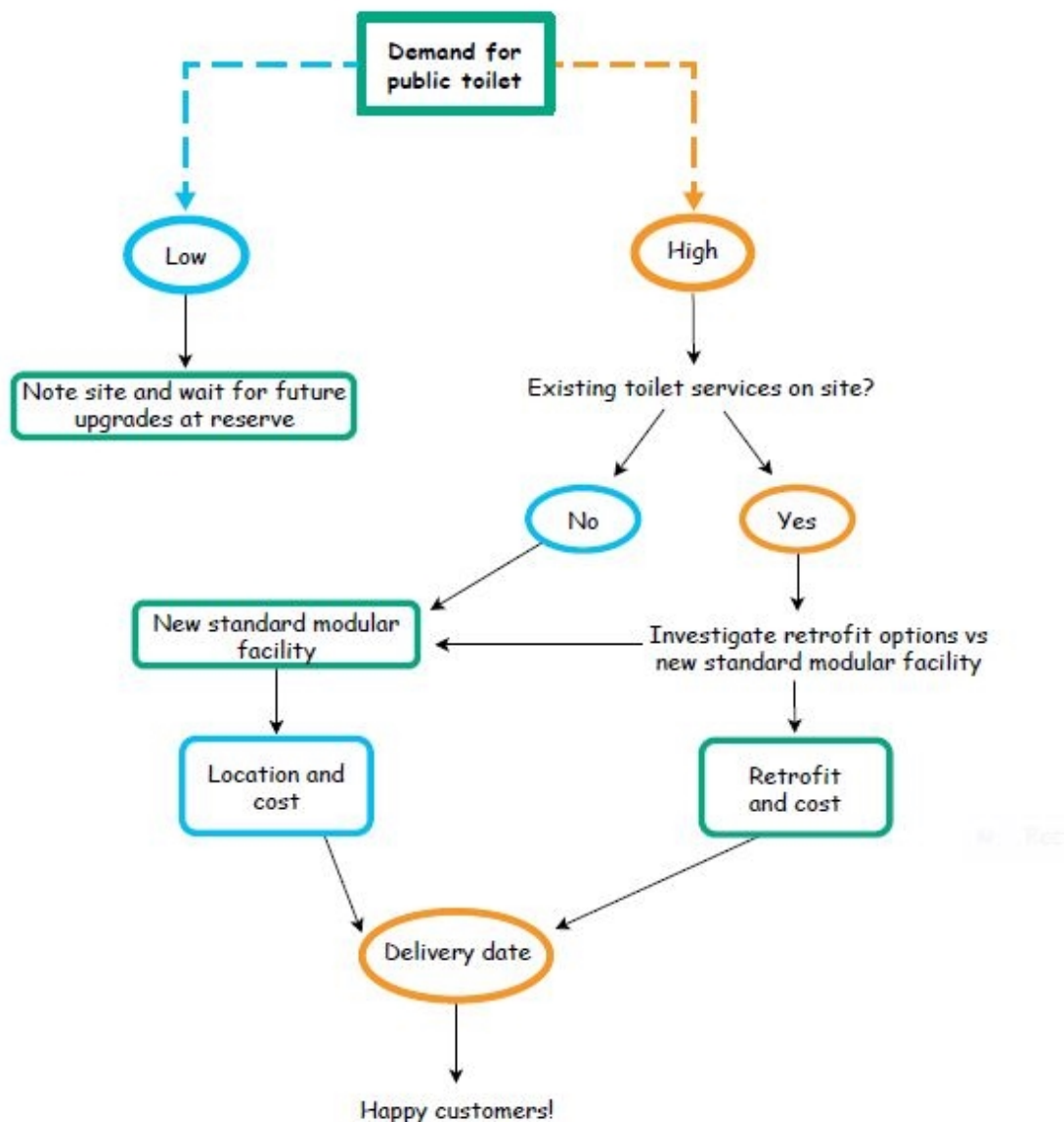


Diagram 01. Demand diagram for public toilets in open space.

3.1 Management agreements of existing toilet facilities

Across Knox there are public toilets located within community buildings such as halls and libraries which are available for general public use. These services are available only during the business hours of these facilities.

Where public toilets are co-located within an existing facility, eg. a sports pavilion, the lease agreement states that the lessee is responsible for the following:

Item	Lessee Responsibility	Council Responsibility
Regular cleaning	x	
Reactive/Routine maintenance		x
Renewal		x
Bin emptying	x	
Opening/closing	x	

When considering the implementation of shared co-use of public toilets, and considering where a tenant is responsible and liable for a number of items as listed above, it would be fair in some cases to retain a clear direction of service and responsibility to the tenant. In other circumstances, it would be more feasible and more suitable for Council to deliver a new standalone toilet facility.

4. ENVIRONMENTAL/AMENITY ISSUES

Community health and wellbeing is improved through increased equity of access, connectivity and quality of open spaces.

When siting the location of future toilet facilities, Council will consider the following guidelines:

- Maximise visibility for safety;
- Clearly identifiable as a public toilet. This may include the addition of a flag, post or signage;
- Easy to access. This should include no steps and minimal ramps, even and stable path surfaces and an accessible line of travel to and from carparks or other nearby facilities;
- Located close to disabled car parking where available;
- Located close to other public facilities such as playgrounds, barbeques and sporting activities;
- Located close to high pedestrian traffic areas;
- Located to provide opportunity for casual surveillance, creating enhanced perceptions of safety;
- Maximise natural light and ventilation; and
- Orientation with north facing roof where possible to facilitate solar power installation (now or into the future).

5. FINANCIAL & ECONOMIC IMPLICATIONS

Council's annual operational budget for public toilets is in the order of \$460,000, which includes cleaning, maintenance, repairs and utilities. Increased facility access would in turn increase operational maintenance costs.

Average additional operational maintenance costs, per facility, is estimated at \$7,000 per annum.

Item Cost (per annum)

- Unscheduled repair \$500
- Vandalism \$2,000
- Routine Maintenance \$1,000
- Utilities \$2,000
- Cleaning \$1,500

Total \$7,000 (per facility)

Current funding for new public toilets or upgrading of existing facilities, in line with the Public Toilet Management Policy (2016) and Public Toilet Implementation Plan (2017), is from Program No. 3020 – Project 951 – Community Toilet Replacement Program, with approximately \$1.2 million attributed over the five (5) year Action Plan addressing Priority Action #1 sites referenced above.

The revised Public Toilet Implementation Priority List totals approximately \$600,000 for delivery of four (4) public toilet facilities from Program 3020 in 2020/21 being:

1. Talaskia Reserve, Upper Ferntree Gully
2. Tormore Reserve, Boronia
3. Templeton Reserve, Wantirna
4. Scoresby Reserve, Scoresby

Council has the ability to potentially deliver a total of six (6) public toilet facilities in 2020/21 which would include:

5. Quarry Reserve, Ferntree Gully (Federal Funding \$1.7M for Quarry Reserve)
6. Gilbert Park, Knoxfield (funding and delivered as part of New Skate Pavilion)

6. SOCIAL IMPLICATIONS

Improved access to public toilets often results in increased passive surveillance and generally a reduction in vandalism and anti-social behaviour. Access to toilets is also a basic human need, which contributes to the enjoyment, amenity and length of time residents and visitors experience the municipality's many and varied public spaces.

Safety is one of the key issues that impact the usage of public toilets. The location of public toilet facilities has a direct impact on community safety and accessibility. Perception of safety is decreased where facilities are located in places with less natural surveillance, lack of lighting and removed from busier areas. The strategic location of any new proposed facility will follow the Crime Prevention Through Environmental Design (CPTED) principles.

Accessibility of public toilets by people of different ages and abilities is an important consideration. Factors that contribute to poor accessibility are: limited operational hours; inequitable distribution throughout the municipality; and non DDA compliance and lack of signage. Any new standard facility installed in Knox will, as a minimum, provide for two unisex/family accessible toilets with baby change facilities.

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 4 - We are safe and secure

Strategy 4.2 - Enhance community connectedness opportunities to improve perceptions of safety

Strategy 4.3 - Maintain and manage the safety of the natural and built environment

Strategy 4.4 - Protect and promote public health, safety and amenity

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 - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

As visitation and use of our public open spaces increases, there is a need to ensure services meet the changing community needs and preferences.

Knox City Council is committed to the provision of local amenities, in protecting, improving and developing the city's infrastructure and assets to enhance social activities within the municipality. As part of this, Council is keen to provide accessible and safe public toilets to serve the local community and visitors.

The Local Government Act 1989 states that the function of a Council should include planning for and providing and maintaining services and facilities to best meet the needs of the local community and ensuring that these facilities are accessible and equitable.

Council's Public Toilet Implementation Plan identifies future community infrastructure needs and providing facilities in the right locations for a growing population. It is Council's objective to develop an integrated and adaptive approach to ensure the provision of clean, well-maintained, safe and accessible facilities throughout the municipality.

10. CONFIDENTIALITY

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

Report Prepared By: Coordinator - Open Space and Landscape Design (Andrea Szymanski) and Coordinator – Facilities (Brett Anderson)

Report Authorised By: Director, Engineering and Infrastructure, Ian Bell

Attachments

1. Public Toilets in Open Space Site Assessment Summary [4.1.1 - 9 pages]

RESOLUTION

MOVED: Councillor Timmers-Leitch

SECONDED: Councillor Gill

That Councillors:

1. Endorse the proposed Public Toilet Implementation Priority List as noted in the report; and
2. Refer the design and delivery of the high priority sites, for consideration as part of the 2020/21 Capital Works Budget.

CARRIED



Assessment Summary 2019

Public Toilets in Open Space Priority Site Assessment Summary

BORONIA
Tormore Reserve

FERNTREE GULLY
Quarry Reserve

KNOXFIELD
Gilbert Park

SCORESBY
Scoresby Reserve

UPPER FERNTREE GULLY
Talaskia Reserve

WANTIRNA
Templeton Reserve

The vision for our open space is one which will be sustainable, attractive and green. It will provide for a diversity of leisure activities, and enable people to enjoy nature, engage with others, learn and play. Our open space network will be well-connected and accessible, and contribute to the natural systems of the city.
Council's Open Space Plan 2012-2022



Site assessment summary
2019

Tormore Reserve

Demand	High – Existing public toilet facility is in need of upgrade. A new facility will complement and enhance the current and future open space upgrades. In accordance with enhancing connectivity and use of public open space in accordance with the Boronia Renewal Strategy.
Open space upgrades	Stage 1 - completed 2016 – new cricket nets, path network around the reserve, carpark upgrade. Stage 2 – completed Oct 2019 – basketball/netball ½ court, BBQ, picnic shelter, path links, oval lighting upgrade, pedestrian solar lighting around reserve, new planting, drinking fountain and outdoor gym equipment. Stage 3 – in progress, due for delivery late 2019-playspace upgrade.
Services	Water, power & sewer at existing public toilet site
Use	The reserve services; <ul style="list-style-type: none"> - Boronia Hawks Football Netball Club - Boronia Cricket - adjacent Boronia West Primary School - visitors to the nearby Knox Leisureworks - local residents - families visiting the reserve for passive recreation - dog walkers - commuters accessing the Boronia Train Station
Facility Type	Standard Facility: Two unisex/family accessible toilets with baby change facilities.
Supporting infrastructure	DDA path link to facility Signage within reserve to facility
Potential location	Replace in existing location





Site assessment summary
2019

Quarry Reserve

Demand	High – No current public toilet. A new facility will complement and enhance the current and future open space upgrades.
Open space upgrades	<p>Stage 1 - completed 2016 – All ability path to water’s edge, pontoon, carpark, planting and revegetation.</p> <p>Stage 2 – in progress, due for delivery late 2019- new picnic shelter, BBQ, picnic tables, drinking fountain, lookout, fishing platforms, perimeter fence, path links and planting.</p> <p>Stage 3 – in progress, due for delivery mid 2020- new nature based playspace and public toilet.</p> <p>Stage 4 – future works – additional carparking, additional water’s edge access, path links, city skyline lookout, weed eradication and planting.</p>
Services	Limited - Water, power & sewer to be connected to nearest point
Use	<p>The reserve services;</p> <ul style="list-style-type: none"> - nature based passive recreation - Fishing - Walking groups - dog walkers - local residents - access to Dandenong Ranges National Park trails - links to Upper FTG Train Station and Activity Centre
Facility Type	Standard Facility: Two unisex/family accessible toilets with baby change facilities.
Supporting infrastructure	Signage within reserve to facility
Potential location	Adjacent to existing carpark on Quarry Road





Site assessment summary
2019

Gilbert Park

Demand	High – Existing public toilet facility is in need of upgrade. A new public facility will complement and enhance the current and future open space upgrades. .
Open space upgrades	Stage 1 - completed 2014 -2018– Skate park and diamond drainage works, lighting, ambulance access pad off Ferntree Gully Road. Stage 2 – in progress, due for delivery mid 2020- basketball/skate area, seating walls, picnic shelter, planting and skate park pavilion Stage 3 – future works – playspace upgrade, wetland design and delivery
Services	-Water, power & sewer to be connected to nearest point
Use	The reserve services; - Knox Softball and Baseball - Knox BMX & Skate Park - dog walkers - Pets in the Park KCC Event - adjacent to Knoxfield shopping strip (Ferntree Gully Road)
Facility Type	Standard Facility: Two unisex/family accessible toilets with baby change facilities.
Supporting infrastructure	Signage within reserve to facility
Potential location	Delivered as part of the skate park pavilion





Site assessment summary
2019

Scoresby Reserve

Demand	High –Identified for delivery in the endorsed Masterplan No current public toilet amenities only within locked pavilion. A new facility will complement and enhance the current and future open space upgrades.
Open space upgrades	Stage 1 - completed 2016 – carpark upgrade. Stage 2 – completed 2018 – new carpark and tennis court upgrade Stage 3 – in progress, due for delivery mid 2020- new playspace, new social space, planting and path links. Additional works include outdoor gym equipment.
Services	Water, power & sewer at existing KCC pavilion
Use	The reserve services; - Scoresby Football Club - Scoresby Tennis Club - local residents - families visiting the reserve for passive recreation - dog walkers
Facility Type	Standard Facility: Two unisex/family accessible toilets with baby change facilities.
Supporting infrastructure	DDA path link to facility Signage within reserve to facility
Potential location	West of tennis courts or adjacent upgraded social space/carpark





Site assessment summary
2019

Talaskia Reserve

Demand	High - Identified as a need in the 2017 Public Toilet Strategy. No current public toilet, amenities only within pavilion. A new facility will complement and enhance the current and future open space upgrades.
Open space upgrades	Stage 1 - completed end of 2018 - basketball court, tennis hot shot court, BBQ, drinking fountain, picnic shelter, running track, oval netting and planting. Stage 2 – completed mid 2019 – new toddler playground Stage 3 – due for delivery 2019/20 outdoor gym equipment, new path connections
Services	Water, power & sewer at existing KCC pavilion
Use	The reserve services; <ul style="list-style-type: none"> - football and cricket family activities - adjacent Upper FTG Primary School - visitors, patients and workers from adjacent William Angliss Hospital and Edward Street Nursing Home - local residents - families visiting the reserve for passive recreation - dog walkers
Facility Type	Standard Facility: Two unisex/family accessible toilets with baby change facilities.
Supporting infrastructure	DDA path link to facility Signage within reserve to facility
Potential location	In close proximity to existing pavilion near Edwards Road.





Site assessment summary
2019

Templeton Reserve

Demand	High –No current public toilet, amenities only within pavilion. A new facility will complement and enhance the current and future open space upgrades.
Open space upgrades	Stage 1 - completed 2016 – all ability path link from carpark to pavilion and path around oval. Stage 2 – completed 2018 – playground upgrade. Stage 3 – in progress, due for delivery late 2019- carpark upgrade, multi-purpose court with soccer goals, new picnic shelter, BBQ, drinking fountain, path links, terraced spectator viewing area and outdoor gym equipment.
Services	Water, power & sewer at existing pavilion and kinder.
Use	The reserve services; <ul style="list-style-type: none"> - Wantirna Football Netball and Templeton Cricket Club - Wantirna Tennis club - Templeton Orchards Preschool - nearby Wantirna College - local residents - families visiting the reserve for passive recreation - dog walkers
Facility Type	Standard Facility: Two unisex/family accessible toilets with baby change facilities.
Supporting infrastructure	DDA path link to facility Signage within reserve to facility
Potential location	In close proximity to existing preschool building.





Site assessment summary
2019

Public Toilets in Open Space Matrix

No	Site	Tasks	Cost Est	Rating	Rationale	Expected Delivery Date
1	Talaskia Reserve, Upper FTG	Implementation of new public toilet (Standard Facility).	\$150K	HIGH	Identified as a service gap in the Public Toilet Implementation Plan. To complement and enhance delivery of Masterplan. Services connection available close by (sewer, power and water) from existing pavilion location.	2020/21
2	Tormore Reserve, Boronia	Implementation of new public toilet (Standard Facility).	\$150K	HIGH	To complement and enhance delivery of Masterplan. Services connection available close by (sewer, power and water) from existing public toilet and pavilion location.	2020/21
3	Templeton Reserve, Wantirna	Implementation of new public toilet (Standard Facility).	\$150K	HIGH	To complement and enhance delivery of Masterplan. Services connection available close by (sewer, power and water) from existing pavilion and kinder building location.	2020/21
4	Quarry Reserve, Ferntree Gully	Implementation of new public toilet	\$200K (Funded by federal grant)	HIGH	To complement and enhance delivery of Masterplan. Services not currently available. Currently seeking quotes to connect closer to site.	2020/21
5	Scoresby Reserve, Scoresby	Implementation of new public toilet (Standard Facility).	\$150K	HIGH	To complement and enhance delivery of Masterplan. Services connection available close by (sewer, power and water) from and pavilion and building locations.	2020/21
6	Gilbert Park, Knoxfield	Implementation of new public toilet. (modular building attachment)	\$150K	HIGH	To complement and enhance delivery of Masterplan and to be delivered as part of the upcoming future Skate Park Pavilion.	2020/21
7	Egan Lee Reserve, Knoxfield	Consider retrofit of public access to existing facility toilets.	\$100K	MEDIUM	Identified as a service gap in the Public Toilet Implementation Plan. To complement and enhance delivery of Masterplan. Stage 1 works scheduled for delivery in late 2020.	2021/22



Site assessment summary
2019

8	Guy Turner Reserve, Bayswater	Implementation of new public toilet (Standard Facility).	\$150K	MEDIUM	To complement and enhance delivery of existing open space and play space.	2021/22
9	Peregrine Reserve, Rowville	Implementation of new public toilet (Standard Facility).	\$200K	MEDIUM	To complement and enhance delivery of Masterplan. Stage 1 works scheduled for delivery in early 2020. No services on site (sewer, power and water)	2021/22
10	Karoo Reserve, Rowville	Implementation of new public toilet (Standard Facility).	\$150K	MEDIUM	Identified as a service gap in the Public Toilet Implementation Plan. No masterplan for site.	2022/23
11	Gilmore Park	Implementation of new public toilet (Standard Facility).	\$200K	LOW	No facilities on site. No masterplan for site. No services on site (sewer, power and water)	2022/23
12	Lewis Park	Implementation of new public toilet as part of future pavilion upgrade	\$200K	LOW	To complement and enhance delivery of Masterplan.	2022/23
13	Wantirna Reserve, Wantirna	Implementation of new public toilet as part of future pavilion upgrade	\$200K	LOW	To complement and enhance delivery of future Masterplan.	2022/23

4.2 Lease of Suite 5006, Level 5, Office Building 6, Westfield Knox City

SUMMARY: Director Knox Central, Sam Mazer

In February 2014, the Knox Central Directorate took up a lease at the Knox Central Offices known as Suite 5006, Level 5, Office Building 6, Westfield Knox City for two years. It is now proposed to continue this arrangement for another two years, commencing 10 February 2020. Please refer to Attachment 1 – Letter of Offer.

RECOMMENDATION

That Council:

- 1. Renew the Lease for the Knox Central Offices, known as Suite 5006, Level 5, Office Building 6, Westfield Knox City for two years, commencing 10 February 2020 for a period of two years; and**
- 2. Authorise the Chief Executive Officer to sign and seal the lease under delegation.**

1. INTRODUCTION

In February 2014, the Knox Central Directorate took up a lease at the above premises and it is proposed to continue this arrangement for another two years.

2. DISCUSSION

Knox Central staff predominantly deal with external commercial parties and Government stakeholders and this location allows the team to continue their association with these stakeholders while remaining in close proximity to the Civic Centre. The Director Knox Central is also Council's designated relationship manager with Scentre Group (Westfield) nationally and locally, so there is additional benefit to being located on-site.

There is insufficient space in the Civic Centre to accommodate the Director's needs.

The Office Suite comprises 84.5 square metres of self-contained, secure space on Level 5 of the Westfield Shopping Centre Office Tower. Two years ago, Council undertook electrical and fit-out works to the meeting room to improve its functionality. It is not foreseen that any further work will be required to the Suite during the proposed tenancy.

Where practicable, the meeting space is made available for other Council uses, which has reduced the use of external meeting facilities. While this has not been tracked, it is estimated that in the past 12 months, the savings on external venues has largely offset the cost of the lease.

The cost of the lease is \$32,279 per annum plus GST, increasing by 3.5% in the second year. This cost is within budget.

3. CONSULTATION

No external consultation was considered necessary.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues associated with this paper or its recommendations.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The proposed lease is for two years (to commence 10 February 2020). The rental for the proposed lease is \$32,279 per annum plus GST, with an increase of 3.5% in the second year. This amount is budgeted for within the Directorate's approved operating budget.

6. SOCIAL IMPLICATIONS

There are no social implications associated with this report.

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

This item relates to Goal 8 – Confidence in Decision Making insofar as it enables Council's staff to be accommodated and located appropriately to ensure the successful delivery of Knox Central requirements.

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 – Director Knox Central, Samantha Mazer – In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Knox Central, Samantha Mazer – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

It is recommended that the Chief Executive Officer be authorised to sign and seal all documentation pertaining to the lease of Suite 5006, Office Building 6, Westfield Knox City between Westfield Management Limited as a trustee of the WestArt Trust, SAS Trustee Corporation and Knox City Council.

10. CONFIDENTIALITY

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

Report Prepared By: Director Knox Central, Samantha Mazer

Report Authorised By: Chief Executive Officer, Tony Doyle

Attachments

1. Attachment 1 - Letter of Offer - Suite 5006 Knox City Tower [4.2.1 - 4 pages]

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Holland

That Councillors:

- 1. Renew the Lease for the Knox Central Offices, known as Suite 5006, Level 5, Office Building 6, Westfield Knox City for two years, commencing 10 February 2020 for a period of two years; and**
- 2. Authorise the Chief Executive Officer to sign and seal the lease under delegation.**

CARRIED

SCENTRE GROUP

13 August 2019

Ms. Samantha Mazer
Knox City Council
Via Email: samantha.mazer@knox.vic.gov.au

Dear Samantha,

Letter of Offer – Westfield Knox City Office Tower
Premises: Office Suite No. 5006.

Area:

84.50 square metres (approximately).

Lessee:

Knox City Council.

Permitted Usage:

Council Administrative Office

Lease Commencement Date:

10 February 2020

Rent Commencement Date:

10 February 2020

Lease Term:

Two Years

Minimum Rent:

\$32,279.00 per annum (plus GST currently \$3,227.90).

Outgoings:

NIL.

NB: The lessee is responsible for their own electricity and telephones

Cleaning:

The Lessee shall be responsible for their own cleaning.

Terms and Conditions:

As contained in our Current Lease Document. The terms may differ from your existing lease.

Owner and Operator of  in Australia and New Zealand

VICTORIA OFFICE: LEASING & RETAIL SOLUTIONS
Westfield Doncaster, Level 5, 619 Doncaster Road, Doncaster VIC 3108 Australia · P.O. Box 418, Doncaster 3108 Australia
SCENTRE SHOPPING CENTRE MANAGEMENT (VIC) PTY LTD ABN 13 007 280 908
Licensed Estate Agent under Estate Agents Act 1980 · Nick Loukides - Licensed Estate Agent
Westfield Doncaster, Level 5, 619 Doncaster Road, Doncaster VIC 3108 Australia · P.O. Box 418, Doncaster 3108 Australia
Level 30, 85 Castlereagh Street, Sydney NSW 2000 Australia · GPO Box 4004 Sydney NSW 2001 Australia · T +61 (02) 9358 7000 · scentregroup.com

Rent Reviews:

The rental shall increase annually by 3.5%.

GST:

GST will be payable on rent and other payments under the lease. Where included in this letter, the figures representing the GST amount payable under the lease are calculated at the current GST rate of ten percent (10%). If the GST rate under the GST legislation increases or decreases, the relevant GST amount payable will increase or decrease accordingly.

Security Deposit:

The Lessor acknowledges that a security deposit of \$5,530.43 is currently being held against your existing premises. As the total amount required under the lease is \$5,917.82, the Lessor advises we will require a cheque for the difference being \$387.39. Alternatively, the Lessee may establish a Bank Guarantee for the new amount. Please note that Bank Guarantees with expiry dates will not be accepted.

Public Liability Insurance:

Evidence of a current Public Liability Insurance Policy, in the name of the lessee and the lessor, for an amount not less than \$20,000,000.00 must be provided before the Lease will be executed by the Lessor.

Direct Debit:

The Lessor will require the Lessee to complete and return a Direct Debit form for the payment of rent and all other monies. The Direct Debit form will be required upon the acceptance of the Lessor's Proposal.

Legal Fees:

The lessor will be responsible for the legal fees associated in preparing the lease.

Would you please sign a copy of this proposal as your acceptance of our offer and return it within seven days.

After receipt of your advice, our standard form of Lease will be forwarded to you (or your Solicitors) and you will be required to execute and return that Lease to our Solicitors within fourteen days. We reserve the right to withdraw our offer to lease the above premises to you until such time as the executed Lease is returned to our Solicitors.

Should you have any queries in regard to this proposal, please do not hesitate to contact the undersigned.

We look forward to hearing from you

Yours Sincerely,



Peter Screen

Commercial Property Manager

Telephone: 0418 298 007

Email: pscreen@scentregroup.com

ACCEPTANCE FORM

We/I accept the above offer to lease the premises. We/I understand that legal fees will now be incurred by me/us in preparing the lease.

Signed on behalf of the Lessee

(Please Print Name)

(Date)

LESSEE CONTACT INFORMATION

Lessee: _____

Documentation to be sent to: _____

For the attention of: _____

Electronic Service of Documents preferred: YES NO

Email address: _____

Contact Phone number: _____

Full Names and Residential Addresses of Directors/Franchisees/Guarantors

Name: _____

Address: _____

Name: _____

Address: _____

4.3 Updated Residential Design Guidelines Document

SUMMARY: Strategic Planner, City Futures, Joshua Robb

The purpose of this report is to seek Council's approval of minor content changes that have been made to the Knox Residential Design Guidelines 2015 (the Guidelines). The Guidelines need to be updated to reflect changes in the Knox Planning Scheme (the Scheme), the municipality's visual brand identity and to improve the overall clarity of the document.

Subsequent to Council's approval, this report also seeks Council's authorisation for the Director City Development to make future style, design and content changes to the Knox Residential Design Guidelines 2015 (revised 2019) to ensure the guidelines continue to remain up to date with the Knox Planning Scheme and other relevant Council policies, provided the intent remains unchanged.

RECOMMENDATION

That Council:

- 1. Note the proposed changes to the Knox Residential Design Guidelines 2015 as summarised in Attachment 2; and**
- 2. Approve the Knox Residential Design Guidelines 2015 (revised 2019) as shown in Attachment 1; and**
- 3. Subject to the approval of the Knox Residential Design Guidelines 2015 (revised 2019), authorise the Director City Development to make style, design and content changes to the Knox Residential Design Guidelines 2015 (revised 2019) to ensure it remains up to date with the Knox Planning Scheme and other relevant Council policies, provided the intent remains unchanged.**

1. INTRODUCTION

On 27 January 2015, Council adopted the Knox Housing Strategy 2015 (the Housing Strategy) and the Knox Residential Design Guidelines 2015. Council also authorised the Director City Development to make design and style changes to the Guidelines, but not the content.

The Guidelines need to be updated to reflect changes in the Knox Planning Scheme (the Scheme), the municipality's visual brand identity and to improve the overall clarity of the document. As the changes include minor alterations to content and are in addition to design and style changes, Council approval is required. The updated Knox Residential Design Guidelines 2015 (revised 2019) are within Attachment 1. A summary table of the proposed changes is in Attachment 2.

2. DISCUSSION

The Guidelines were created to complement the Knox Housing Strategy 2015. They explain and provide guidance for the preferred type of housing in different residential areas in the municipality; to encourage new development that promotes and enhances the existing character of an area. It is a highly visual, user friendly document designed to be used by developers, designers and the broader community with aims to improve the quality, design, sustainability and accessibility of residential development.

Since the adoption of the Guidelines in 2015, a number of changes have occurred and the document requires updating to align with the Knox Planning Scheme and recent amendments.

Content changes were made to the Guidelines to improve clarity, update relevant terminology and reflect recent amendments to the Scheme. Most of the changes are minor and inconsequential and do not affect the original intent of the Guidelines, such as the addition of a contents page, updating terminology and the rewording of text to improve clarity and alignment with the provisions of the Scheme.

Additionally, there are some minor changes made to reflect new content. This includes:

- The identification of the Ferntree Gully and Upper Ferntree Gully Activity Centres. The Guidelines were prepared prior to the completion of structure plans and an accompanying planning scheme amendment for these activity centres. Council has since adopted structure plans for these activity centres and controls have been introduced into the Scheme. Consequently, the Guidelines have been updated to reflect these centres and ensure consistency with the Scheme.
- The reference to garden area requirements. Amendments VC110 (May 2017) and VC 143 (May 2018) were prepared by the Minister for Planning and introduced changes to the residential zones including garden area requirements into the Scheme. The Guidelines have been updated to reflect a garden area requirement of 25% to 35% depending on lot sizes.
- The reference to Environmentally Sustainable Development (ESD) objectives. Amendment C150 (December 2017) was prepared by Council officers and introduced an ESD local policy into the Scheme and the Guidelines have been updated to reference the local policy.

Given the above changes to the Scheme, there are currently contradictions between the Scheme and the Knox Residential Design Guidelines 2015, which this revision addresses.

The above changes have also provided an opportunity for the Guidelines to be updated to reflect the municipality's visual brand identity through various style and design updates.

Subject to Council's approval of the revised Guidelines (Attachment 2), this report seeks authorisation from Council to allow the Director City Development to make future style, design and content changes to the revised Guidelines, provided the intent of the document remains unchanged. This will ensure the Guidelines continue to remain current and can be updated in a timely manner to reflect future changes to the Scheme or any other relevant Council policy.

3. CONSULTATION

Council's Communications, City Planning and Building and City Futures teams were consulted and provided feedback on the preparation of the revised Guidelines.

4. ENVIRONMENTAL/AMENITY ISSUES

The Guidelines encourage a reduction in development intensity in Bush Suburban and Knox Neighbourhood areas, allowing more space for the retention and planting of canopy trees, and directing more development to areas well-served by public transport and other infrastructure in Local Living and Activity Areas.

The Guidelines also have beneficial amenity impacts by improving the design quality of development through the application of specific design guidelines, including building heights and setbacks.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Preparation of the revised Guidelines have been made with the City Futures operating budget. Future revisions will continue to be absorbed by the City Futures operating budget.

6. SOCIAL IMPLICATIONS

No further social implications are expected as a result of revising the Guidelines.

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

The proposed changes to the Guidelines are consistent with, and will implement, the following objectives and strategies of the Knox Community and Council Plan 2017-2021, as outlined below:

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 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.

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 - Strategic Planner, City Futures, Joshua Robb - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, City Development, Matt Kelleher - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

This report seeks Council's approval of the Residential Design Guidelines 2015 (revised 2019) included in Attachment 1 to reflect changes in the Knox Planning Scheme (the Scheme), the municipality's visual identity and to improve the overall clarity of the document.

It also seeks Council's approval to authorise the Director City Development to make future style, design and content changes to the document to ensure it remains up to date with the Knox Planning Scheme and other relevant Council policy, provided the intent remains unchanged.

10. CONFIDENTIALITY

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

Report Prepared By: Strategic Planner, City Futures, Joshua Robb

Report Authorised By: Director, City Development, Matt Kelleher

Attachments

1. Attachment 1 - Knox Residential Design Guidelines 2015 (revised 2019) [4.3.1 - 32 pages]
2. Attachment 2 - Table of changes [4.3.2 - 1 page]

RESOLUTION

MOVED: Councillor Timmers-Leitch

SECONDED: Councillor Gill

That Councillors:

1. **Note the proposed changes to the Knox Residential Design Guidelines 2015 as summarised in Attachment 2; and**
2. **Approve the Knox Residential Design Guidelines 2015 (revised 2019) as shown in Attachment 1; and**
3. **Subject to the approval of the Knox Residential Design Guidelines 2015 (revised 2019), authorise the Director City Development to make style, design and content changes to the Knox Residential Design Guidelines 2015 (revised 2019) to ensure it remains up to date with the Knox Planning Scheme and other relevant Council policies, provided the intent remains unchanged.**

CARRIED

KNOX

your city



Adopted January 2015. Revised 2019

13 Residential Design Guidelines





Knox City Council Residential Design Guidelines

Residential Design Guidelines

Adopted 2015. Revised 2019



What you told Council	2
What are the Guidelines?	3
Why do we need them?	3
Where do the Guidelines apply?	4
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Villa Units	26
Town Houses	27
Apartments	28



What are the Guidelines?

The Knox City Council Residential Design Guidelines explain what types of housing can be built where in Knox. The Guidelines contain a set of preferred housing types and design requirements for areas of Knox:

- Bush Suburban (limited change)
- Knox Neighbourhood (incremental change)
- Local Living (moderate change)
- Activity Areas (substantial change)

New residential development in Knox must be designed according to the requirements for the relevant area and preferred housing type (e.g. maximum building height, minimum areas of private open space, number of trees to be planted etc).

Why do we need them?

Knox has a highly valued 'green and leafy' character. These guidelines seek to ensure new development promotes and enhances this character. More and different types of housing are also required to meet the needs of current and future residents. To achieve both, a balanced approach is needed. In line with Council's Housing Strategy, the Guidelines aim to direct more new housing to areas with good services and infrastructure (*Activity Areas and Local Living areas*) and away from areas with special local character and significant environmental values (*Knox Neighbourhood and Bush Suburban areas*). The Guidelines also aim to improve the quality, design, sustainability and accessibility of residential development across all areas where they apply.

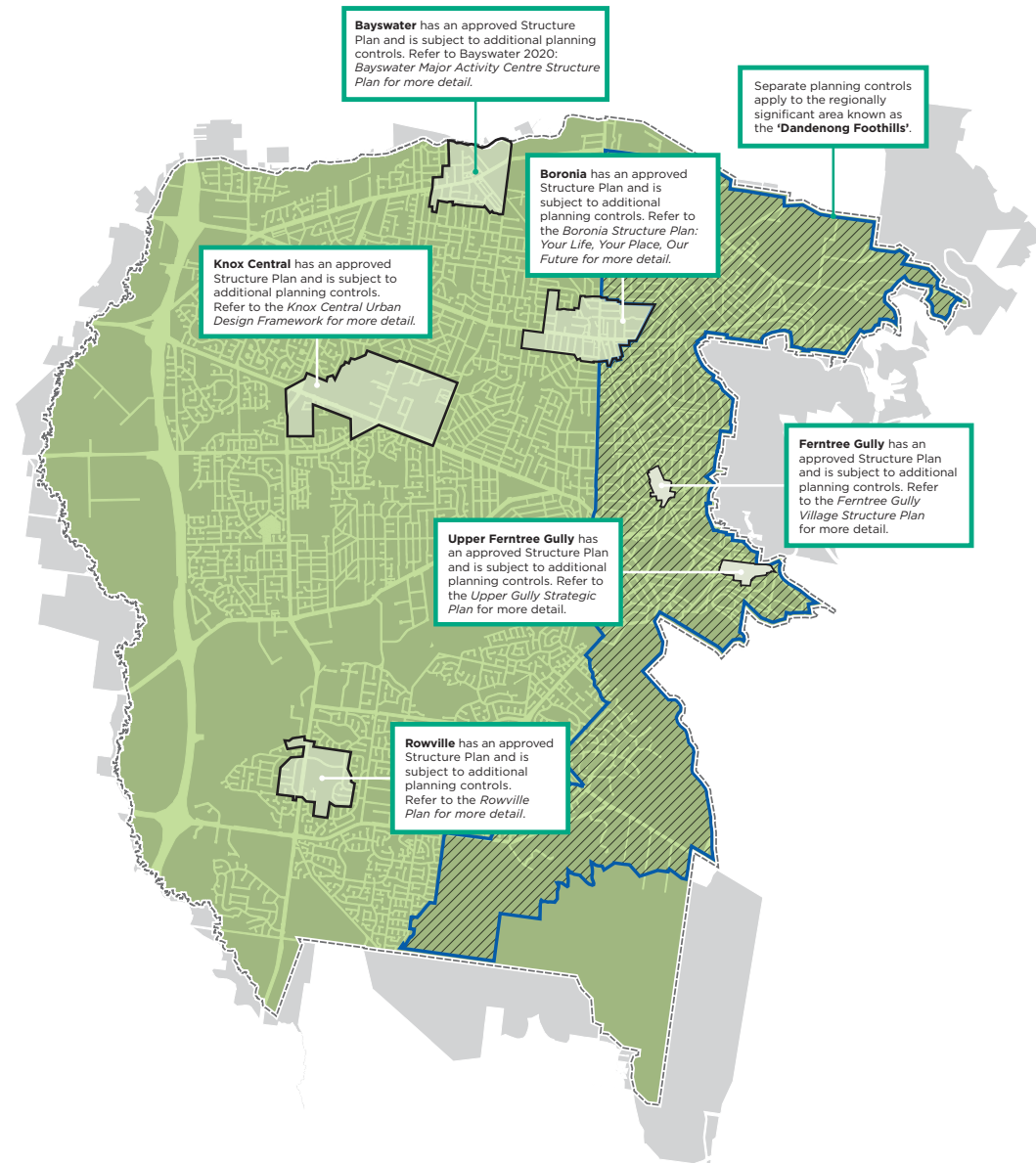


Where do the Guidelines apply?

These Guidelines apply in zones that allow residential developments, outside of activity centres. Developments in the 'Dandenong Foothills' are subject to additional controls.

Where do the Guidelines not apply?

The Guidelines do not apply to areas shown on the map with a black outline. These areas are subject to additional planning controls. Long term plans (called 'Structure Plans') have already been prepared for these areas. Structure Plans guide how and where development should occur, and ways to improve services and facilities in the area. Planning controls in these areas include, for example, height controls to protect views to the Dandenong Ranges, landscaping requirements and advertising signage. For more information on these areas, please refer to the relevant Structure Plan on Council's website (www.knox.vic.gov.au) or speak with a Council Planner.





1

Which 'Residential Area' am I in?

Use the Residential Policy Map on the following page to identify which 'Residential Area Type' you are in.

2

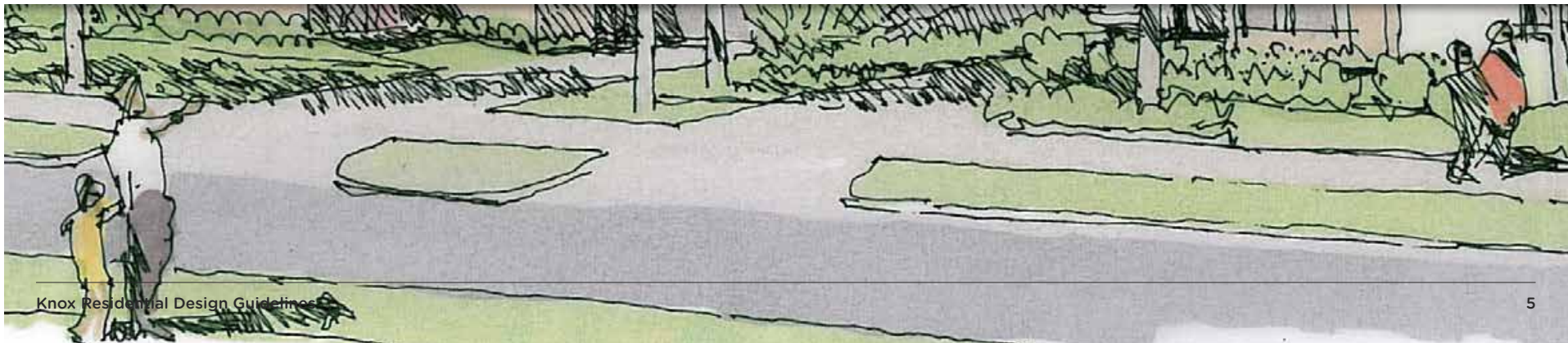
Which 'Housing Types' are preferred for my lot size in this area?

Use the table on the following page to identify which 'Housing Types' are preferred for your area and lot size.

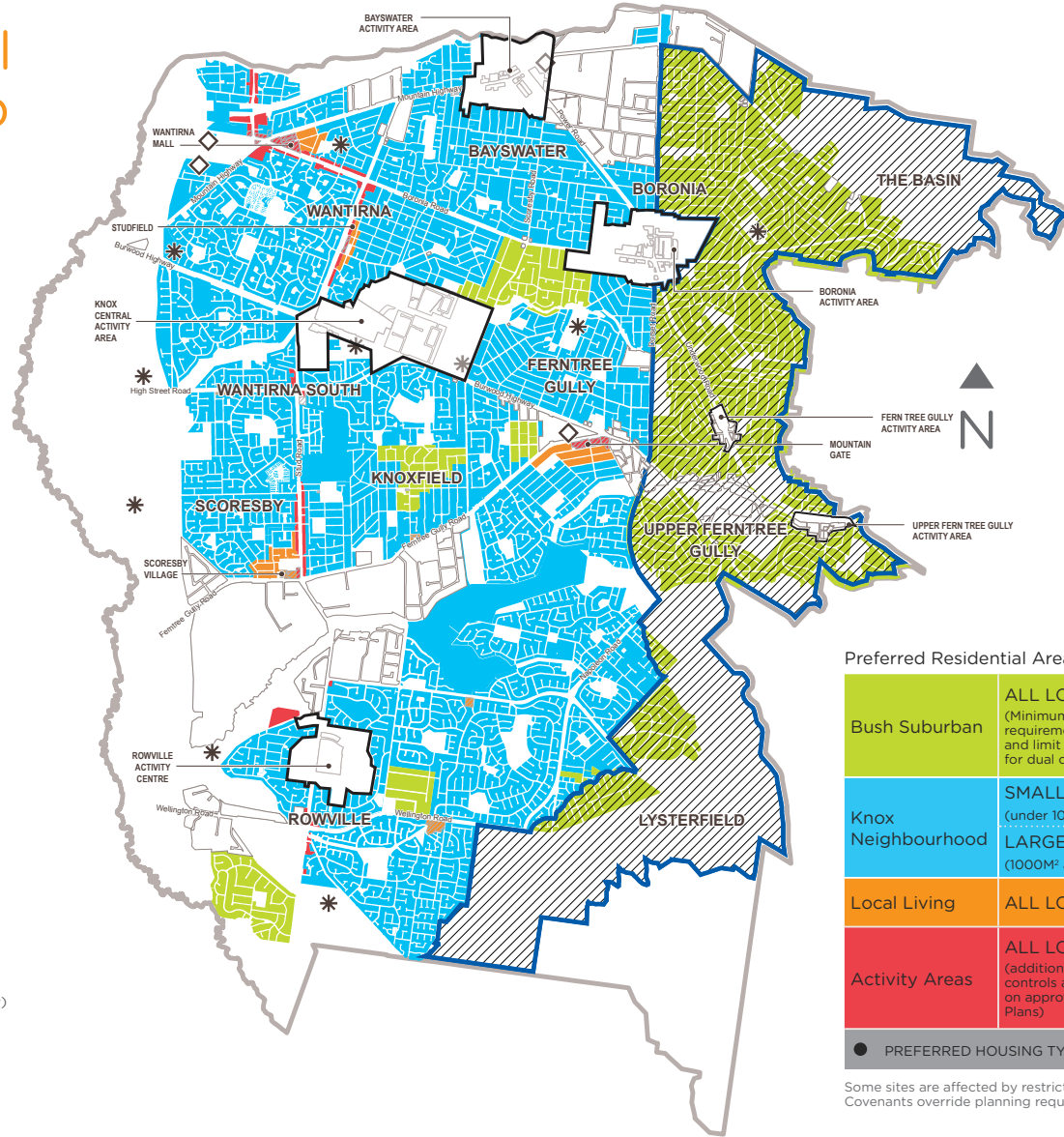
3

Apply the relevant 'Residential Area Guidelines' AND 'Housing Type' Guidelines

Two sets of Guidelines will apply, based on 'Residential Area Type' (eg Knox Neighbourhood) – see pages 7-22, and 'Housing Type' (eg dual occupancy) – see pages 23-28.



Knox City Council:
Residential Policy Map



- LEGEND**
- City of Knox boundary
 - Activity Area boundary
 - Other non-residentially zoned land (eg parks, creeks, quarries, business)
 - Dandenong Foothills Area (separate planning controls apply)
 - Strategic sites for housing
 - Strategic sites for employment/mixed uses

Preferred Residential Area Types:

		detached dwellings	dual occupancy	villa units	townhouses	apartments/ mixed use
Bush Suburban	ALL LOTS (Minimum subdivisions size requirements may apply and limit opportunities for dual occupancy)	●	●			
Knox Neighbourhood	SMALLER LOTS (under 1000M ²)	●	●			
	LARGER LOTS (1000M ² and above)	○	●	●		
Local Living	ALL LOTS	○	●	●	●	
Activity Areas	ALL LOTS (additional planning controls apply based on approved Structure Plans)	○	○	●	●	●

● PREFERRED HOUSING TYPE ○ PERMISSIBLE BUT NOT PREFERRED

Some sites are affected by restrictive covenants which limit development. Covenants override planning requirements.

Residential Area Type:

Bush Suburban



Any second storeys are set back from the ground floor

More indigenous and native canopy trees are planted to enhance the area's unique ecological values and green and leafy character

Environmentally significant trees are protected

Large blocks and nature strips with plentiful trees create habitats for local and regional wildlife

Carports and garages sit behind houses.

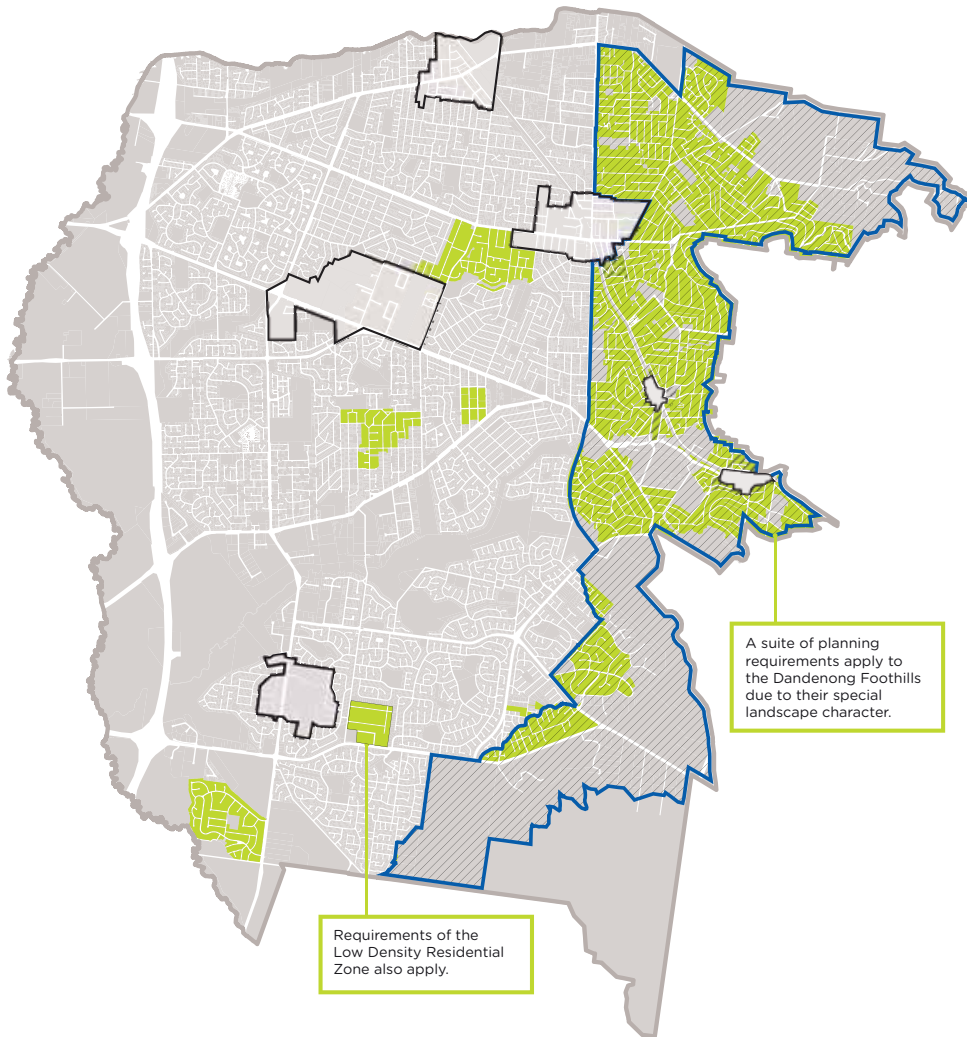
Houses are low scale, sitting below the shady tree canopy

Front gardens are open, with no, low or transparent front fences.

Single crossovers for driveways.

Most houses are single dwellings, with the occasional dual occupancy

Residential Area Type: **Bush Suburban**



What are Bush Suburban areas?

Bush Suburban areas are focussed on the areas in Knox that have distinctive and significant environmental and biological values.

Living in a *Bush Suburban* area means:

- Living amongst significant flora and fauna that is important to both Knox and greater Melbourne.
- Living in a location where protection of the natural environment is more important than increasing urban development.

Preferred Future Character

Bush Suburban areas will:

- Contribute to the protection and enhancement of Knox's distinctive environmental and biological values.
- Continue to be low-scale neighbourhoods, characterised mostly by detached houses, where significant indigenous and native vegetation is retained and complemented.

The amount and scale of new housing is limited to detached dwellings and some dual occupancies.

Residential Area Type: **Bush Suburban**



SITE COVERAGE

Maximum building footprint including outbuildings, garages etc	40%*
Minimum permeable surface allocated to landscaping (excluding paving, paths, driveways, garden area requirements)	25%*

FRONT SETBACKS

Front setback	9m (or average of adjoining allotments)
Second street setback (corner lots)	5m*
Increased front setback to garage/carport (includes dwelling fronting side street)	Yes
Upper level setbacks	minimum 1m

PRIVATE OPEN SPACE

Minimum width of Secluded Private Open Space (SPOS)	5m*
Encourage northern orientation of SPOS	Yes
Minimum side/rear area of SPOS accessible from a living room (excluding balconies)	60m ² *
Minimum area of private open space (balconies and roof top gardens not preferred) (Preferred minimum area: balconies 8m ² , roof top 10m ² , preferred minimum width: balconies 1.8m, roof top 2m)	80m ²
Garden area requirement (depending on lot size)	25%-35%

MAXIMUM HEIGHTS

Roofs to be pitched, hipped or gabled	Yes
Roof - some allowance considered for architectural features and slope of land	8m - NRZ 9m - GRZ
Storeys	2*

SIDE AND REAR SETBACKS (dwelling)

Side and rear setback (other than garages and carports)	1m*
North-facing habitable room windows setback from boundary	As per ResCode
Maximum height for carports/walls on boundaries to neighbouring properties excluding south side unless adjoining wall greater than 3m average height	3.6m
Maximum height at 1m off side boundary to neighbouring properties	3.6m
Maximum height at 2m off side boundary to neighbouring properties excluding rear 10m south side	6.9m

GARAGES/ CARPORTS

Maximum length of garage or carport (average 3m high, maximum 3.6) to be 10m plus percentage of remaining boundary	10%*
--	------

CANOPY TREES

Encourage retention of existing trees and planting of canopy trees. For guidance on tree species, refer to the Knox Landscape Guidelines.	Yes
Trees to have 20m ² permeable surface to surrounds of 3 metres minimum width, trees in close proximity to each other may have 50% of area reduced for each subsequent tree e.g. 2 trees 30m ² , 3 trees 40m ² shared zone.	Yes*
Minimum number of canopy trees. 1 per/	150m ² *
Minimum number of canopy trees in front setback per 5m of width of site	1*
Minimum number of canopy trees per area of secluded private open space	1*

Note: A canopy tree is a perennial woody plant that reaches more than five (5) metres in height

Note: Retention of existing trees is preferred with planting of new trees additional/ supplementary to meeting requirements above

Note: Tree trunk must not be planted within easements

Note: Plants for food production (e.g. fruit trees, veggie patch etc.) encouraged

Note: Appropriate building footprints required to allow for large trees

Note: Where trees have been proposed, advice should be sought from a Geotechnical Engineer on footing design.

Note: Environmentally Sustainable Development (ESD) objectives are to be achieved, as per Clause 22.04 of the Knox Planning Scheme.

*Indicates a variation from, or addition to, ResCode requirements.

ResCode is Victorian Government legislation that prescribes requirements for the siting and design of dwellings and associated buildings. The controls are applied through Clause 54, 55 & 56 of the Knox Planning Scheme. ResCode requirements not specified in these guidelines (e.g. overlooking, overshadowing) continue to apply to all developments.

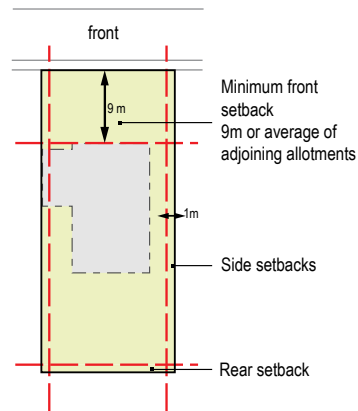
planning-schemes.delwp.vic.gov.au/schemes/knox/ordinance/32_08s05_knox.pdf
planningschemes.dpcd.vic.gov.au/schemes/knox/ordinance/22_lpp04_knox.pdf

Residential Area Type: **Bush Suburban**

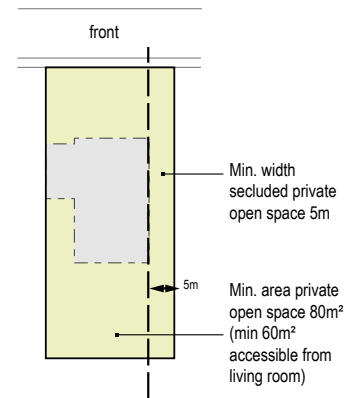


Knox Residential Design Guidelines

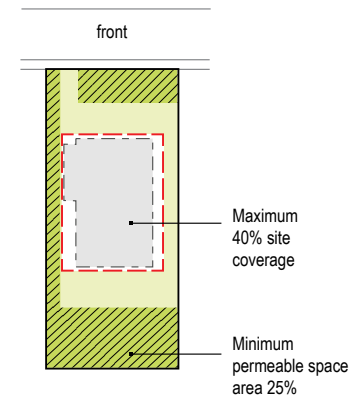
SETBACKS



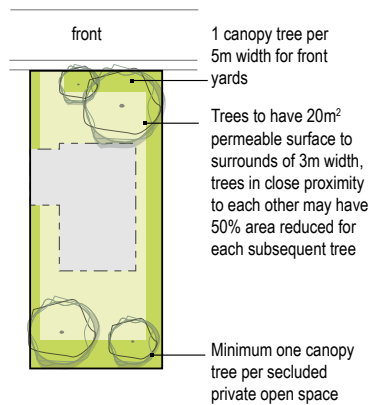
PRIVATE OPEN SPACE



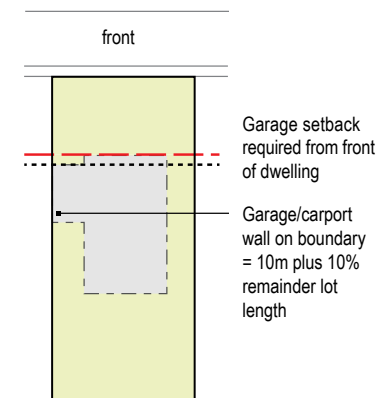
SITE COVERAGE



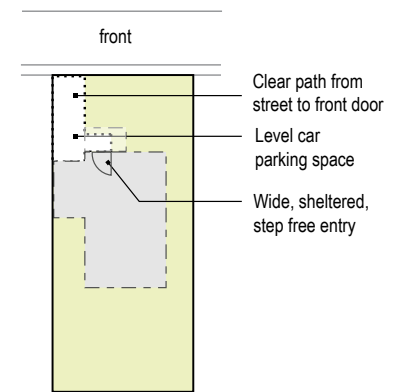
LANDSCAPING



GARAGES



ACCESSIBILITY



Note: images are indicative only

Residential Area Type:

Knox Neighbourhood



Houses are low scale (maximum two storeys), sitting below the shady tree canopy

More large trees are planted to enhance the area's green and leafy character

Any second storeys are set back from the ground floor.

Large trees are protected

Large front gardens and nature strips with plentiful trees create green and leafy streets

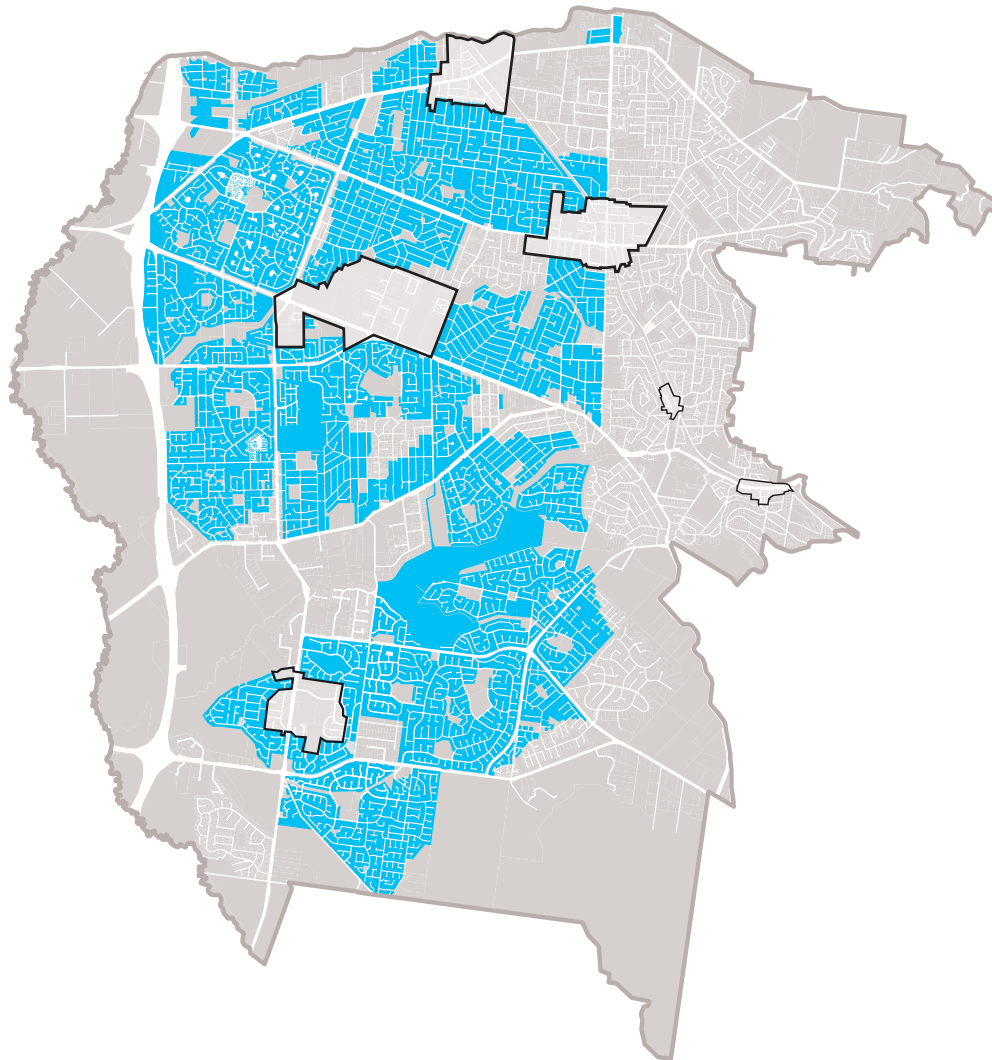
Carports and garages sit behind houses

Single crossovers for driveways

Most houses are single dwellings and dual occupancies, with some villa units on large blocks only

Front gardens are open, with no, low or transparent front fences

Residential Area Type: Knox Neighbourhood



What are Knox Neighbourhood Areas?

Knox Neighbourhood areas have the characteristics that many people value about living in Knox – a sense of open space, fresh air, and trees. In this sense, they are 'typical Knox' and they represent the majority of our residential areas.

Some areas have access to bus services, but in many locations the car is the main way of getting around.

Living in a *Knox Neighbourhood* area means:

- Living in an area which embodies the Knox character of green and leafy streets, backyards and mostly detached houses.
- Living in a street that is mostly single or double storey detached houses.

Preferred Future Character

Knox Neighbourhood areas will:

- Continue to be low-scale neighbourhoods, characterised by detached houses and dual occupancies; with some villa units on larger blocks.
- Retain their green and leafy identity and character through the retention of front and back yards, and the retention and planting of trees and vegetation.
- Not be appropriate for more intensive styles of dwellings.

Preferred dwelling types are detached dwellings and dual occupancies. Some larger blocks may be able to accommodate villa unit style dwellings.

Residential Area Type: Knox Neighbourhood ● ● ● ● ●

SITE COVERAGE

Maximum building footprint including outbuildings, garages etc	60%
Minimum permeable surface allocated to landscaping (excluding paving, paths, driveways, garden area requirements)	20%

FRONT SETBACKS

Front setback	9m <small>(or average of adjoining allotments)</small>
Second street setback (corner lots)	4.5m*
Increased front setback to garage/ carport (includes dwelling fronting side street)	Yes
Upper level setbacks	1m*

PRIVATE OPEN SPACE

Minimum width of Secluded Private Open Space (SPOS)	5m*
Encourage northern orientation of SPOS	Yes
Minimum side/rear area of SPOS accessible from a living room (excluding balconies)	60m ² *
Minimum area of private open space (Balconies and roof top gardens not preferred) <small>(Preferred minimum area: balconies 8m², roof top 10m², preferred minimum width: balconies 1.8m, roof top 2m)</small>	80m ²
Garden area requirement (depending on lot size)	25%-35%

MAXIMUM HEIGHTS

Roofs to be pitched, hipped or gabled	Yes
Roof - some allowance considered for architectural features and slope of the land	9m
Storeys	2*

SIDE AND REAR SETBACKS

Side and rear setbacks (other than garages and carports)	As per ResCode
Maximum height for carports/walls on boundaries to neighbouring properties excluding south side unless adjoining wall greater than 3m average height	3.6m
Maximum height at 1m off side boundary to neighbouring properties	3.6m
Maximum height at 2m off side boundary to neighbouring properties excluding rear 10m south side	6.9m

GARAGES/ CARPORTS

Maximum length of garage or carport (average 3m high, maximum of 3.6m) to be 10m plus percentage of remaining boundary	As per ResCode
--	----------------

CANOPY TREES

Encourage retention of existing trees and planting of canopy trees. For guidance on tree species, refer to the Knox Landscape Guidelines.	Yes
Trees to have 20m ² permeable surface to surrounds of 3 metres minimum width, trees in close proximity to each other may have 50% of area reduced for each subsequent tree e.g. 2 trees 30m ² , 3 trees 40m ² shared zone.	Yes*
Minimum number of canopy trees. 1 per/	175m ² *
Minimum number of canopy trees in front setback per 5m of width of site	1*
Minimum number of canopy trees per area of secluded private open space	1

Note: A canopy tree is a perennial woody plant that reaches more than five (5) metres in height

Note: Retention of existing trees is preferred with planting of new trees additional/ supplementary to meeting requirements above

Note: Tree trunk must not be planted within easements

Note: Plants for food production (e.g. fruit trees, veggie patch etc.) encouraged

Note: Appropriate building footprints required to allow for large trees

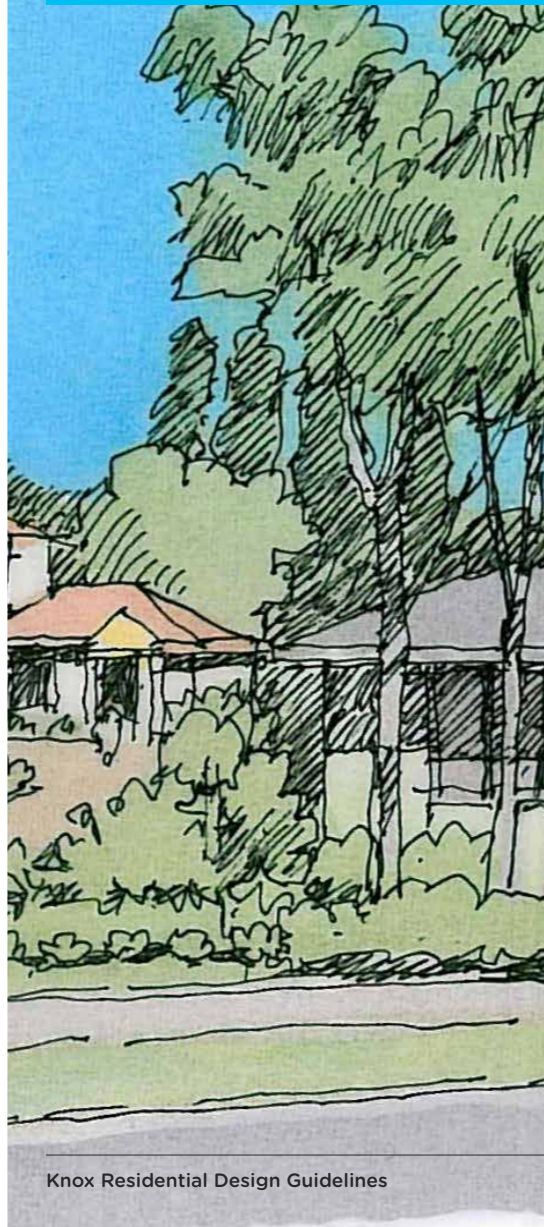
Note: Where trees have been proposed, advice should be sought from a Geotechnical Engineer on footing design

Note: Environmentally Sustainable Development (ESD) objectives are to be achieved, as per Clause 22.04 of the Knox Planning Scheme.

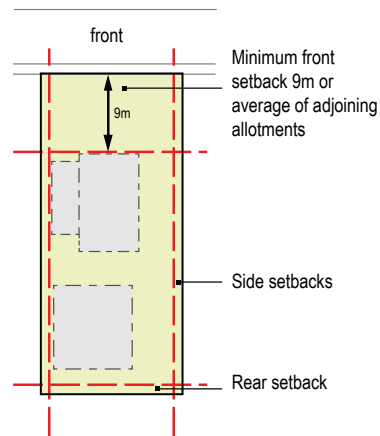
*Indicates a variation from, or addition to, ResCode requirements.

ResCode is Victorian Government legislation that prescribes requirements for the siting and design of dwellings and associated buildings. The controls are applied through Clause 54, 55 & 56 of the Knox Planning Scheme. ResCode requirements not specified in these guidelines (e.g. overlooking, overshadowing) continue to apply to all developments.

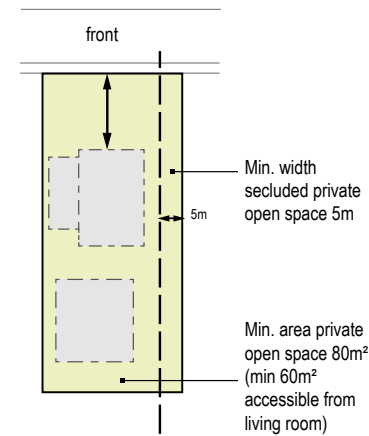
Residential Area Type: Knox Neighbourhood



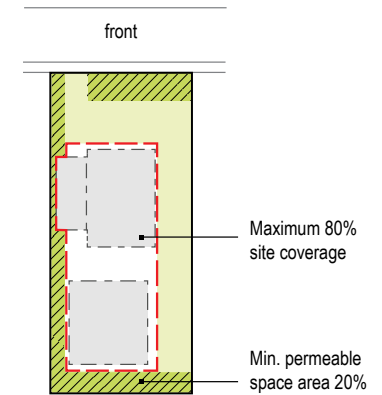
SETBACKS



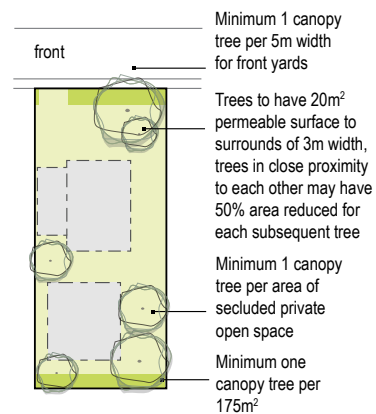
PRIVATE OPEN SPACE



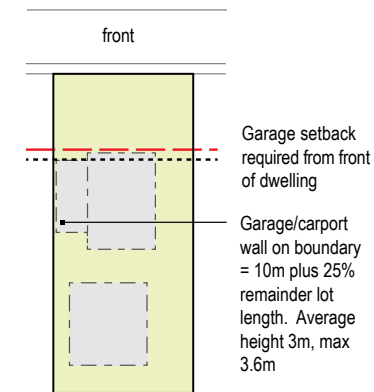
SITE COVERAGE



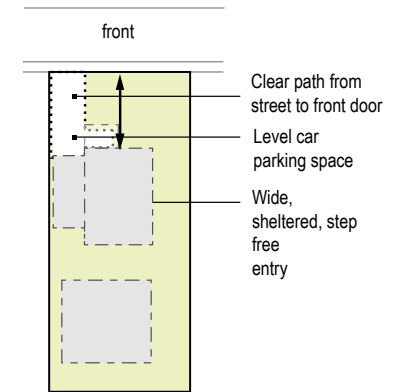
LANDSCAPING



GARAGES



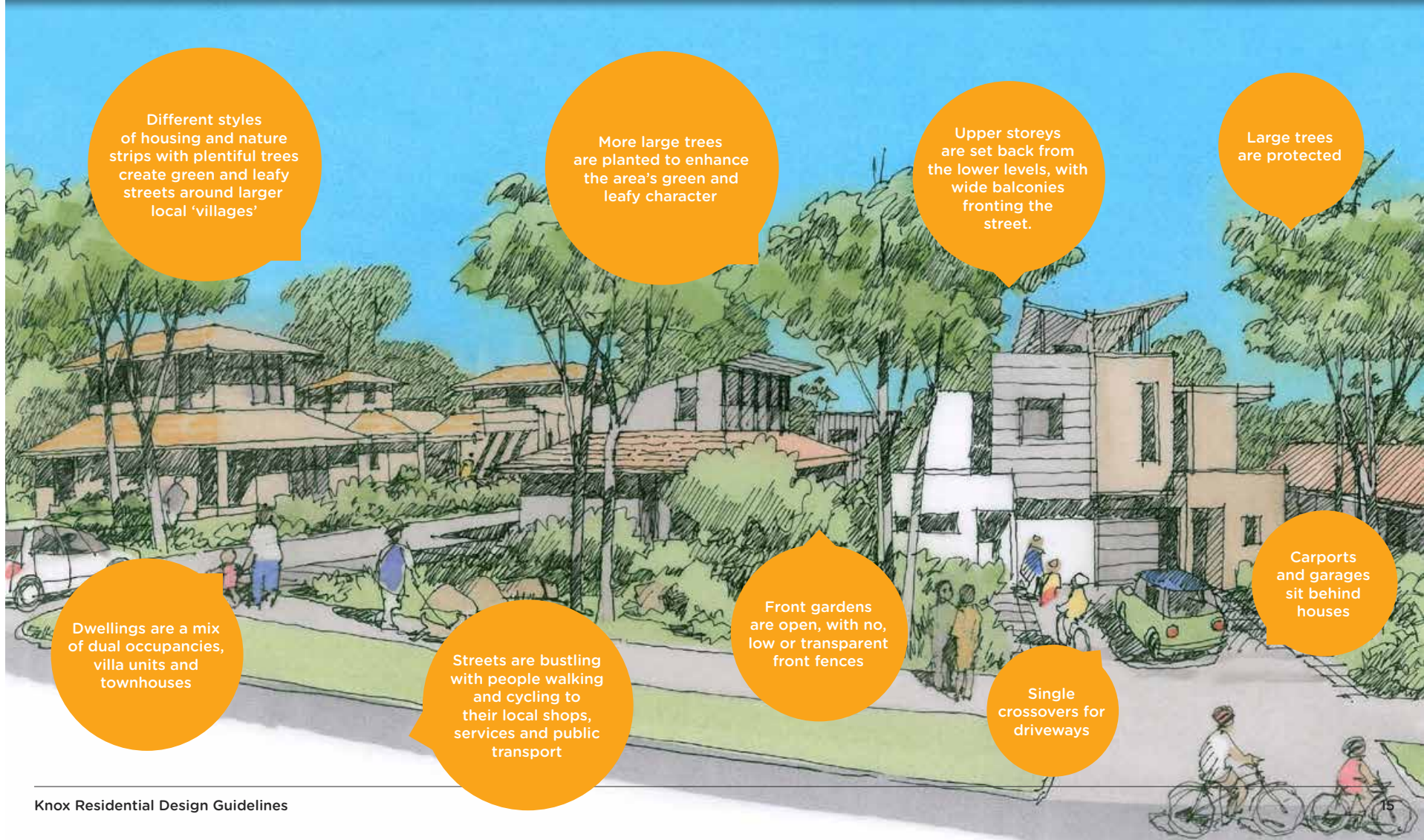
ACCESSIBILITY



Note: images are indicative only

Residential Area Type:

Local Living



Different styles of housing and nature strips with plentiful trees create green and leafy streets around larger local 'villages'

More large trees are planted to enhance the area's green and leafy character

Upper storeys are set back from the lower levels, with wide balconies fronting the street.

Large trees are protected

Dwellings are a mix of dual occupancies, villa units and townhouses

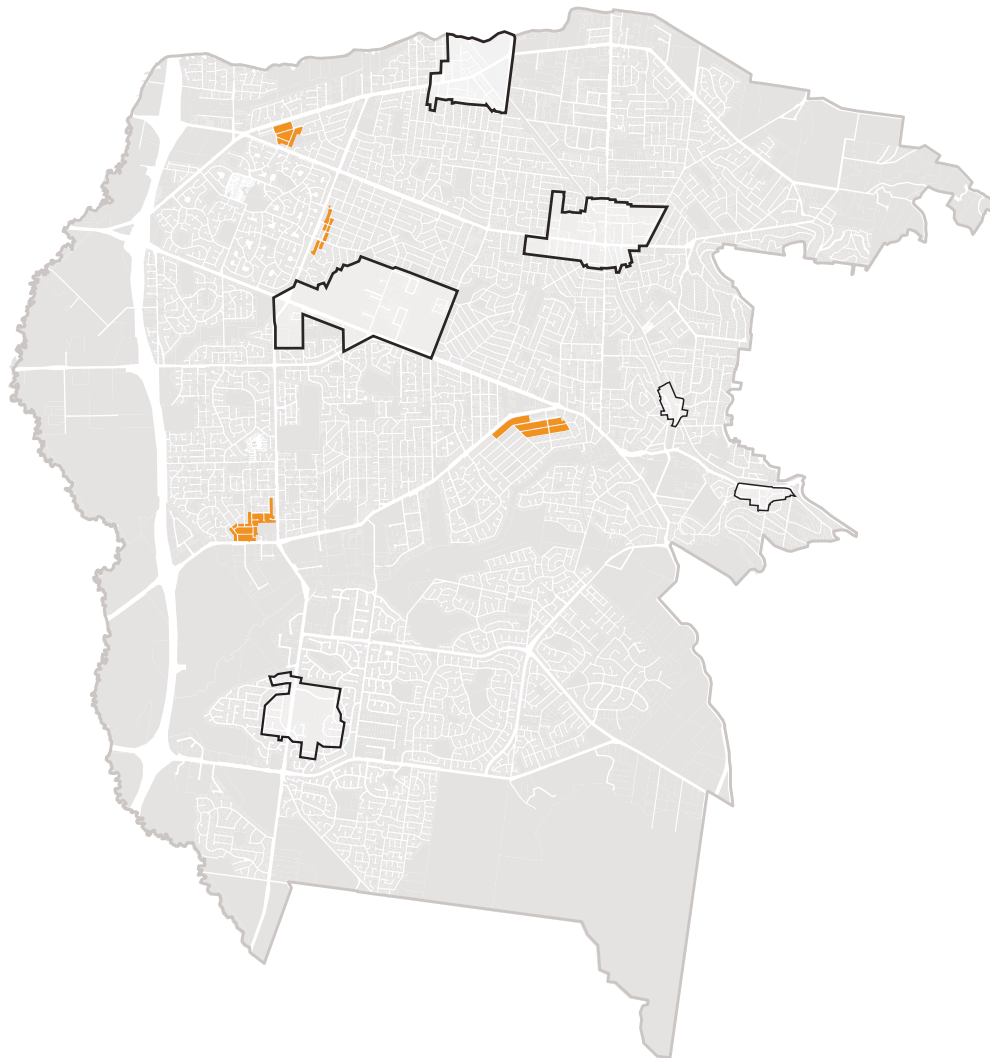
Streets are bustling with people walking and cycling to their local shops, services and public transport

Front gardens are open, with no, low or transparent front fences

Carpools and garages sit behind houses

Single crossovers for driveways

Residential Area Type: Local Living



What are Local Living Areas?

Local Living areas are focussed around a few of our larger local ‘villages’. These areas are within walking distance of local shops and have access to several transport options to get to other locations within and beyond Knox. Most of these areas are located close to the SmartBus route.

Living in a *Local Living* area means:

- Being able to walk to your local shops if you want to and having several ways of getting to the larger services and facilities (bus, walk, car or bike).
- Living close to your local ‘village’ shops.
- Living in an area that’s mostly detached houses, villa units and townhouses

Preferred Future Character

Local Living areas will:

- Contribute to creating quality designed detached houses, dual occupancies, villa units and townhouses.
- Contribute to and enhance Knox’s green and leafy identity and character.
- Enhance the ‘village feel’ of local shopping areas, whilst providing different styles, types and design of housing that is well located.

A mix of well designed dual occupancies, villa units and townhouses are the preferred housing types.

Residential Area Type: **Local Living** ○ ● ● ● ●

SITE COVERAGE	
Maximum building footprint including outbuildings, garages etc	60%
Minimum permeable surface allocated to landscaping (excluding paving, paths, driveways, garden area requirements)	20%
FRONT SETBACKS	
Front setback	9m (or average of adjoining allotments)
Second street front setback (corner lots)	4m*
Increased front setback to garage/ carport (includes dwelling fronting side street)	Yes
Upper level setbacks	Yes
PRIVATE OPEN SPACE	
Minimum width of Secluded Private Open Space (SPOS)	3m
Encourage northern orientation of SPOS	Yes
Minimum side/rear area of SPOS accessible from a living room (excluding balconies)	25m ²
Minimum area of private open space including balcony or roof top gardens (Preferred minimum area: balconies 8m ² , roof top 10m ² , preferred minimum width: balconies 1.8m, roof top 2m)	40m ²
Garden area requirements (depending on lot size)	25%-35%
MAXIMUM HEIGHTS	
Roof - some allowance considered for architectural features and slope of the land	9m*
SIDE AND REAR SETBACKS	
Side and rear setbacks	As per ResCode
Maximum height at 4.1m off site boundary	As per ResCode
Maximum height for carports/walls on boundaries to neighbouring properties excluding south side unless adjoining wall greater than 3m average height	3.6m
Maximum height at 1m off side boundary to neighbouring properties	3.6m
Maximum height at 2m off side boundary to neighbouring properties	6.9m

GARAGES/ CARPORTS	
Maximum length of garage or carport on boundary (average 3m high, maximum 3.6m) to be 10m plus percentage of remaining boundary.	As per ResCode
CANOPY TREES	
Encourage retention of existing trees and planting of canopy trees. For guidance on tree species, refer to the Knox Landscape Guidelines.	Yes
Trees to have 20m ² permeable surface to surrounds of 3 metres minimum width, trees in close proximity to each other may have 50% of area reduced for each subsequent tree e.g. 2 trees 30m ² , 3 trees 40m ² shared zone.	Yes*
Minimum number of canopy trees. 1 per/	200m ² *
Minimum number of canopy trees in front setback per 5m of width of site	1*
Note: A canopy tree is a perennial woody plant that reaches more than five (5) metres in height	
Note: Retention of existing trees is preferred with planting of new trees additional/ supplementary to meeting requirements above	
Note: Tree trunk must not be planted within easements	
Note: Plants for food production (e.g. fruit trees, veggie patch etc.) encouraged	
Note: Appropriate building footprints required to allow for large trees	
Note: Where trees have been proposed, advice should be sought from a Geotechnical Engineer on footing design	
Note: Environmentally Sustainable Development (ESD) objectives are to be achieved, as per Clause 22.04 of the Knox Planning Scheme.	
DWELLING DIVERSITY	
For developments of three or more dwellings, at least one in three should be a 1-2 bedroom dwelling	

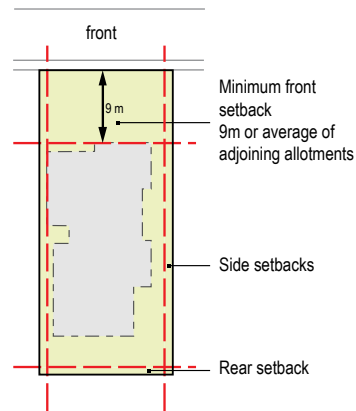
*Indicates a variation from, or addition to, ResCode requirements.

ResCode is Victorian Government legislation that prescribes requirements for the siting and design of dwellings and associated buildings. The controls are applied through Clause 54, 55 & 56 of the Knox Planning Scheme. ResCode requirements not specified in these guidelines (e.g. overlooking, overshadowing) continue to apply to all developments.

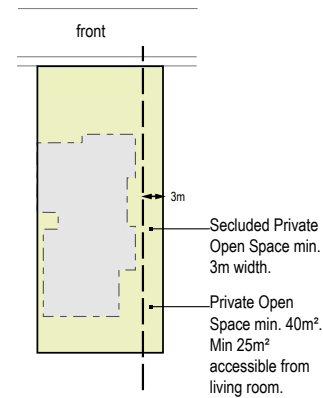
Residential Area Type: Local Living



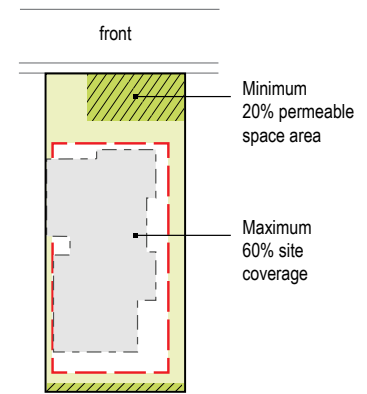
SETBACKS



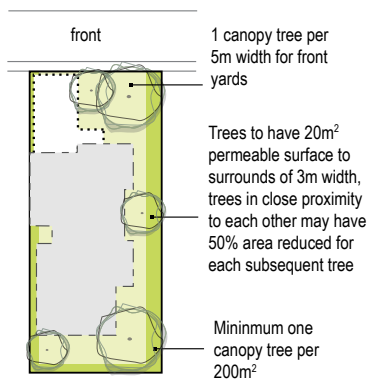
PRIVATE OPEN SPACE



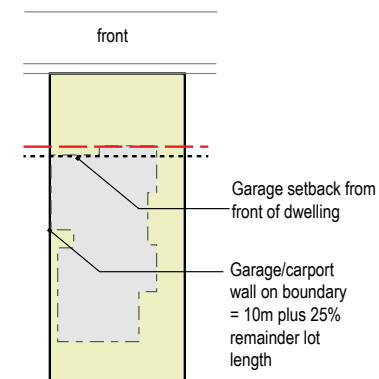
SITE COVERAGE



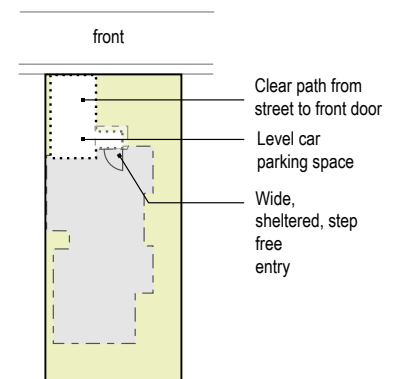
LANDSCAPING



GARAGES



ACCESSIBILITY



Note: images are indicative only

Residential Area Type:

Activity Areas



Buildings incorporate high quality design and visual interest through the use of articulation, materials, balcony detailing etc

Where possible, large trees are usually protected

Upper storeys are set back from the lower levels, with wide balconies fronting the street

There is a mix of villa units, townhouses and apartments

Different styles of housing and nature strips with plentiful trees create green and leafy streets in large 'activity areas'.

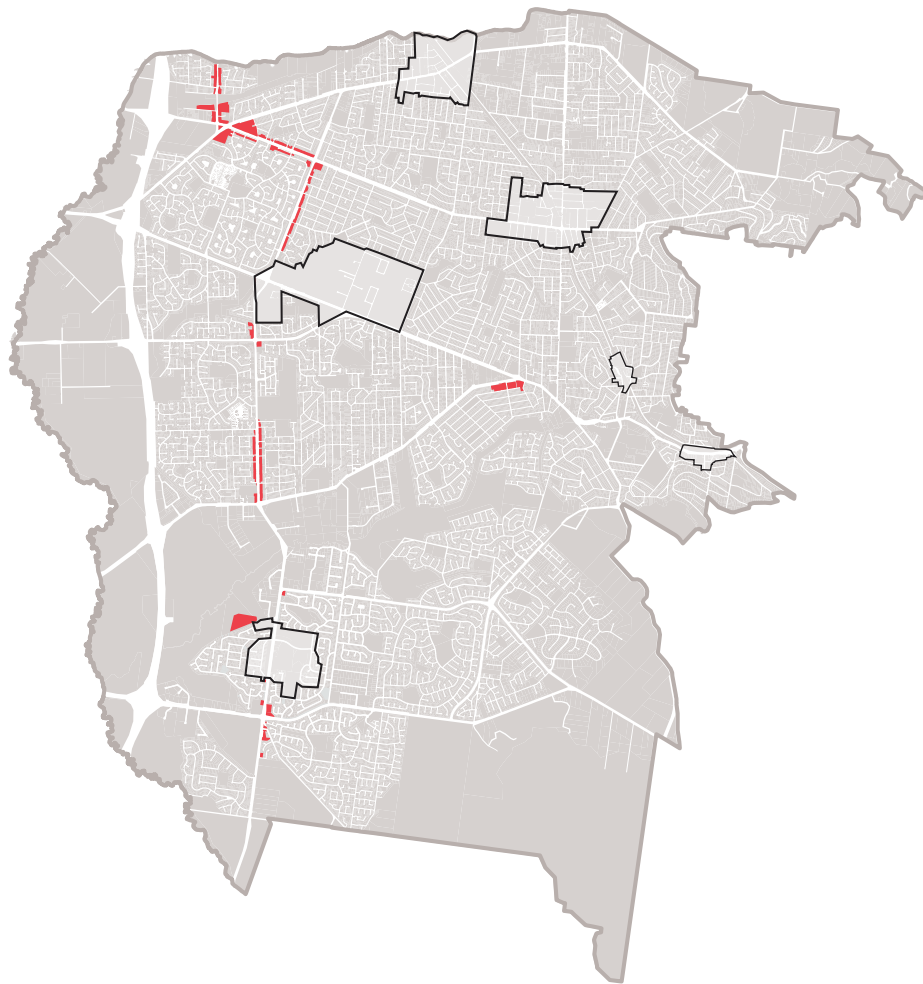
Carports and garages sit underneath or behind houses

Streets are bustling with people walking to their local shops, services, work and public transport

Single crossovers for driveways

Front gardens are open, with no, low or transparent front fences

Residential Area Type: Activity Areas



What are Activity Areas?

Like most areas of Knox, *Activity Areas* have a green and leafy character and a strong local identity. These are areas that are either located on the SmartBus route or are close to regional infrastructure such as train stations, bus interchanges, universities, large shopping areas, leisure facilities and employment opportunities. These areas are well serviced with public transport, having either a train station or regular bus service.

Living in an *Activity Area* means:

- Having several ways of getting around – for short and long trips – such as train, bus, car, bike or on foot.
- Being able to conduct your day-to-day business close to home if you want to – shopping, doctors, education, entertainment and leisure activities.
- Living in a location that can cater for different lifestyles – first home buyers, families, empty nesters and single people.
- Being able to move house as your needs change, and still stay in the local area.

Preferred Future Character

Activity Areas will:

- See a greater change in housing styles than other areas in Knox.
- Balance the retention of the green and leafy character, whilst allowing more intensive residential development.
- Allow more people to live close to everyday and specialized services to support their needs and lifestyle changes.
- Contribute to quality residential design that is well-designed both architecturally and functionally, to enhance the quality of living in *Activity Areas* in Knox.

Preferred dwelling types are villa units, townhouses and apartments.

Residential Area Type: Activity Areas ○ ○ ● ● ●

SITE COVERAGE	
Maximum building footprint including outbuildings, garages etc	60%
Minimum permeable surface allocated to landscaping (excluding paving, paths, driveways, garden area requirements)	20%
FRONT SETBACKS	
Front setback	6m (or average of adjoining allotments)
Second street front setback (corner lots)	3m
Upper level setbacks	Yes
PRIVATE OPEN SPACE	
Encourage northern orientation of Secluded Private Open Space (SPOS)	Yes
Minimum area of SPOS, including balcony or roof top gardens (width: balconies 1.8m, roof top 2m, courtyard 3m)	25m ² courtyard 10m ² roof 15m ² balconies
MAXIMUM HEIGHTS	
Roof - some allowance considered for architectural features and slope of land	13.5m
SIDE AND REAR SETBACKS	
Side and rear setbacks	As per ResCode
Maximum height at 4.1m off side boundary to neighbouring properties	9m
Maximum height for carports/walls on boundaries to neighbouring properties excluding south side unless adjoining wall greater than 3m average height	3.6m
Maximum height at 1m off side boundary to neighbouring properties	3.6m
Maximum height at 2m off side boundary to neighbouring properties 6.9m	6.9m
GARAGES/ CARPORTS	
Maximum length of garage or carport (average 3m high, maximum 3.6m) to be 10m plus percentage of remaining boundary.	As per ResCode
Garage setback from street frontage	5.5m
PUBLIC ACCESS	

For consolidated development with over 45m frontage width, which has dual frontages to road reserves, a minimum 2.5m public access way is to be provided. For more information on how to design for universal access refer to the State Government's 'Build for Life' guide or the Federal Government's 'Livable Housing Design Guidelines'.	Apply
CANOPY TREES	
Encourage retention of existing trees and planting of canopy trees. For guidance on tree species, refer to the Knox Landscape Guidelines.	Yes
Trees to have 20m ² permeable surface to surrounds of 3 metres minimum width, trees in close proximity to each other may have 50% of area reduced for each subsequent tree e.g. 2 trees 30m ² , 3 trees 40m ² shared zone.	Yes*
Minimum number of canopy trees. 1 per/	250m ² *
Minimum number of canopy trees in front setback per 5m of width of site	1*
Note: A canopy tree is a perennial woody plant that reaches more than five (5) metres in height	
Note: Retention of existing trees is preferred with planting of new trees additional/ supplementary to meeting requirements above	
Note: Tree trunk must not be planted within easements	
Note: Plants for food production (e.g. fruit trees, veggie patch etc.) encouraged	
Note: Appropriate building footprints required to allow for large trees	
Note: Where trees have been proposed, advice should be sought from a Geotechnical Engineer on footing design	
Note: Environmentally Sustainable Development (ESD) objectives are to be achieved, as per Clause 22.04 of the Knox Planning Scheme.	
DWELLING DIVERSITY	
For developments of three or more dwellings, at least one in three should be a 1-2 bedroom dwelling	

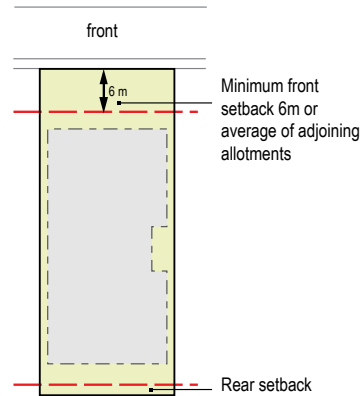
* Indicates a variation from, or addition to, ResCode requirements.

ResCode is Victorian Government legislation that prescribes requirements for the siting and design of dwellings and associated buildings. The controls are applied through Clause 54, 55 & 56 of the Knox Planning Scheme. ResCode requirements not specified in these guidelines (e.g. overlooking, overshadowing) continue to apply to all developments.

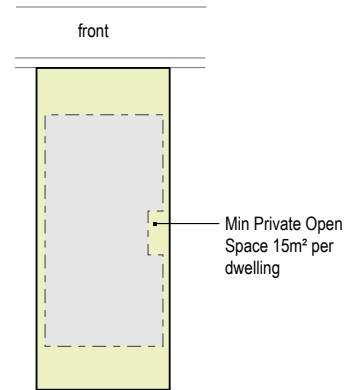
Residential Area Type: Activity Areas



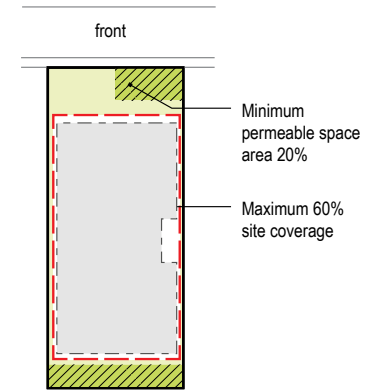
SETBACKS



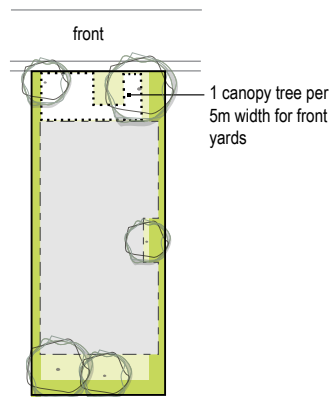
PRIVATE OPEN SPACE



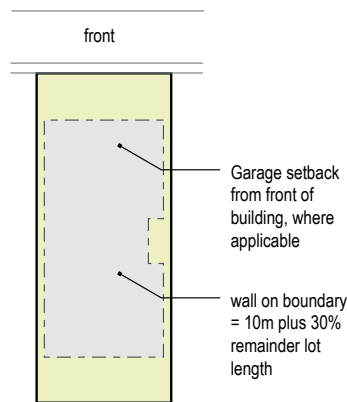
SITE COVERAGE



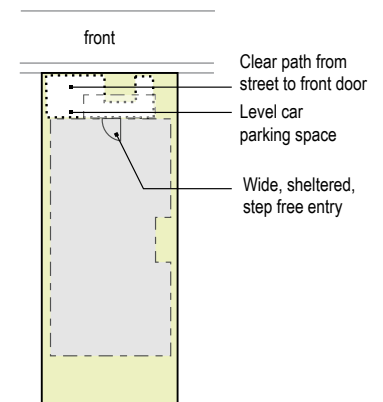
LANDSCAPING



GARAGES



ACCESSIBILITY



Note: images are indicative only

Knox City Council Residential Design Guidelines

Housing Type Guidelines 2018



- Detached Dwellings
- Dual Occupancy
- Villa Units
- Apartments



Indicative Lot Layout: Plan View



- Maximise space to retain existing and plant new canopy trees.
- Provide large and useable areas of private open space that maximise solar access.
- Include canopy trees in front and rear gardens.
- Design dwellings to include pitched, hipped or gabled roof forms.
- Set the carport/garage back from the dwelling façade. Carports are preferred over garages to retain an 'open' character.
- Minimise the dwelling and carport/garage footprint and other hard surfaces such as driveways, paths and paving.

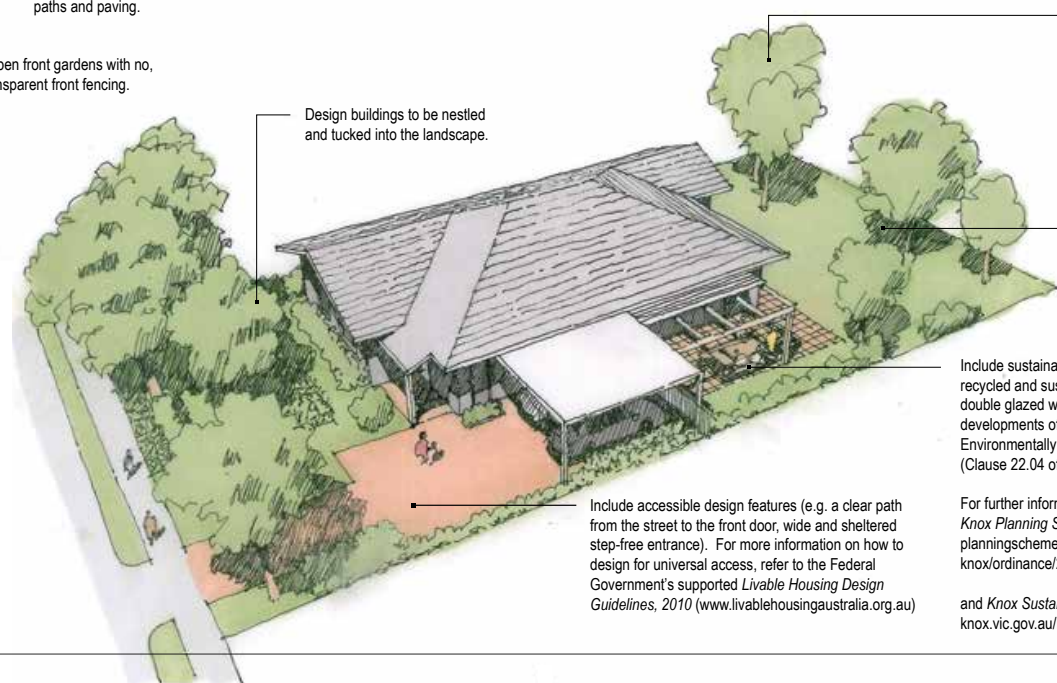
Provide open front gardens with no, low or transparent front fencing.

Include areas for landscaping along driveways to soften their appearance from the street.

Housing Type Guidelines:

Detached Dwellings (more than: 300sqm)

Indicative Lot Layout: Perspective View



- Minimise the impact of the dwelling on neighbours by:
 - Building a low scale dwelling that sits below the tree canopy.
 - Providing adequate setbacks from neighbouring properties.

Include Water Sensitive Urban Design (WSUD) features (e.g. rain gardens) as part of the landscaping.

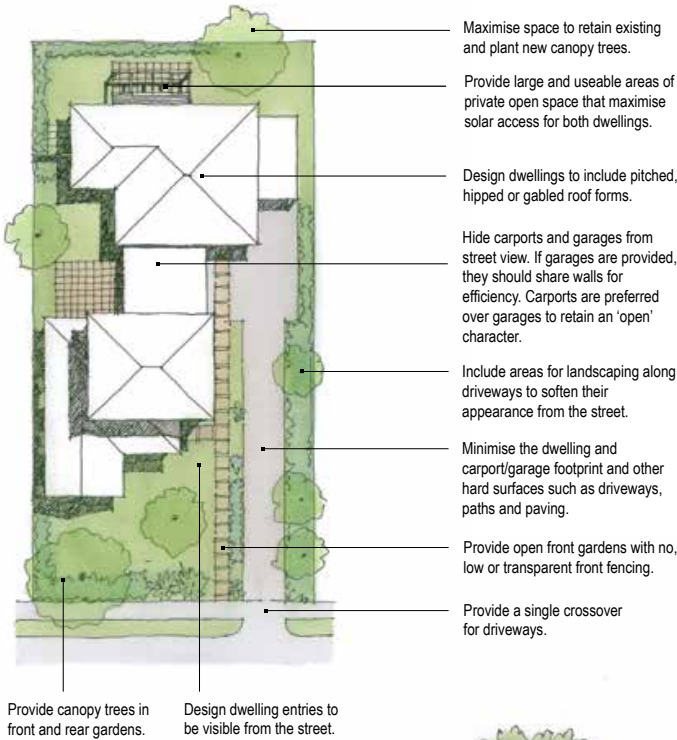
Include sustainable design features (e.g. wide eaves, recycled and sustainably-sourced building materials, double glazed windows). Applications for residential developments of this typology should address the Environmentally Sustainable Development Policy (Clause 22.04 of the Knox Planning Scheme).

Include accessible design features (e.g. a clear path from the street to the front door, wide and sheltered step-free entrance). For more information on how to design for universal access, refer to the Federal Government's supported *Livable Housing Design Guidelines, 2010* (www.livablehousingaustralia.org.au)

For further information, please refer to: *Knox Planning Scheme Clause 22.04*; planningschemes.dpcd.vic.gov.au/schemes/knox/ordinance/22_lpp04_knox.pdf

and *Knox Sustainable Design Guidance*; knox.vic.gov.au/Page/Page.aspx?Page_Id=1746

Indicative Lot Layout: Plan View



Include sustainable design features (e.g. wide eaves, recycled and sustainably-sourced building materials, double glazed windows). Applications for residential developments of this typology must address the Environmentally Sustainable Development Policy (Clause 22.04 of the Knox Planning Scheme) including a Sustainable Design Assessment (SDA), which is required for developments of 3 or more dwellings. An SDA demonstrates how a development includes sustainable design features to respond to issues such as energy use and peak energy demand, water use, stormwater and waste management, transport and responsible use of building materials.

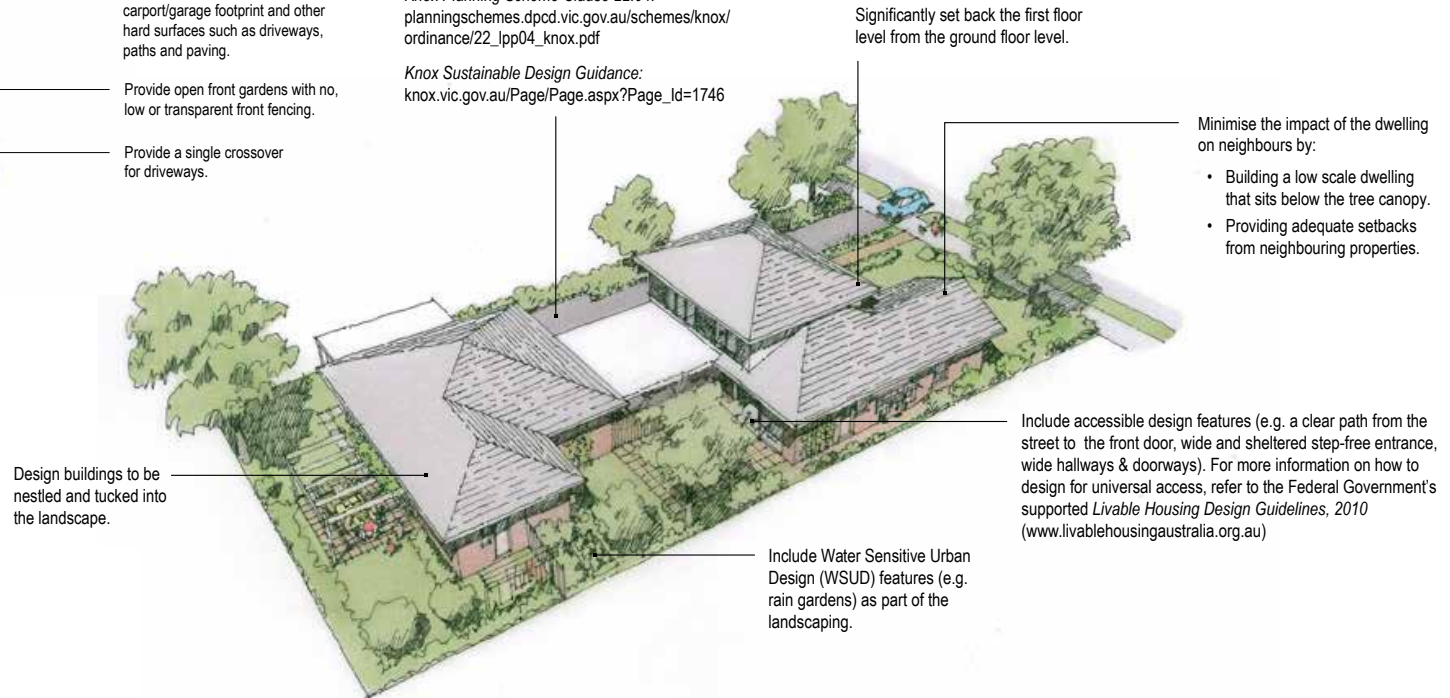
For further information, please refer to:
Knox Planning Scheme Clause 22.04:
planningschemes.dpcd.vic.gov.au/schemes/knox/ordinance/22_ip04_knox.pdf

Knox Sustainable Design Guidance:
knox.vic.gov.au/Page/Page.aspx?Page_Id=1746

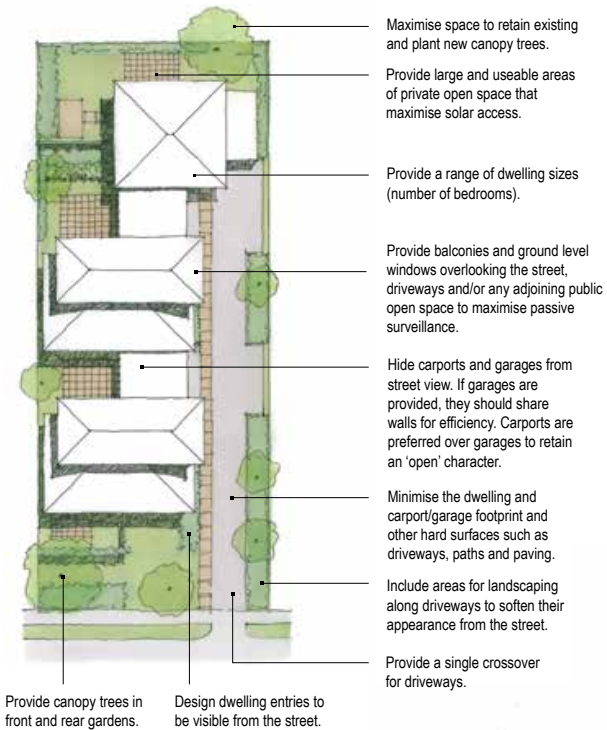
Housing Type Guidelines:

Dual Occupancy

Indicative Lot Layout: Perspective View



Indicative Lot Layout: Plan View



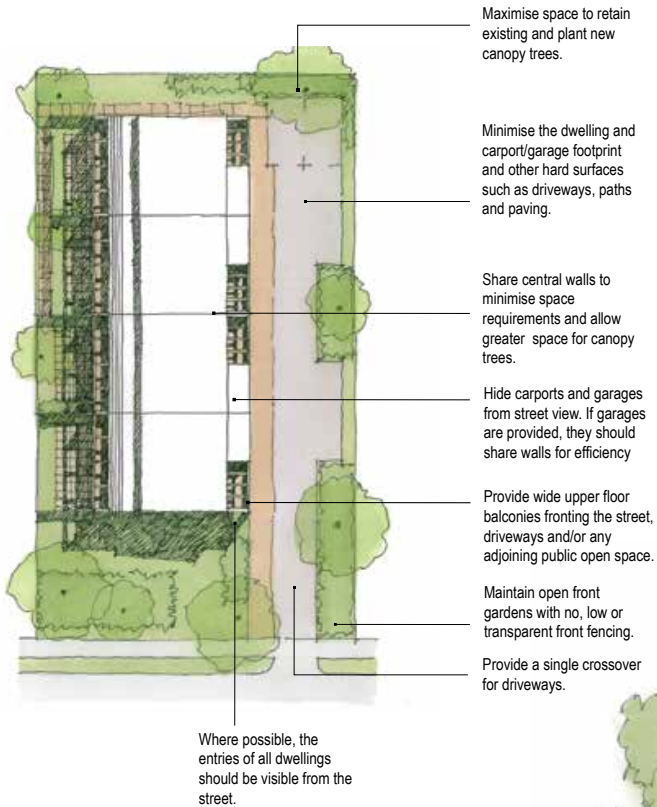
Housing Type Guidelines:

Villa Units

Indicative Lot Layout: Perspective View



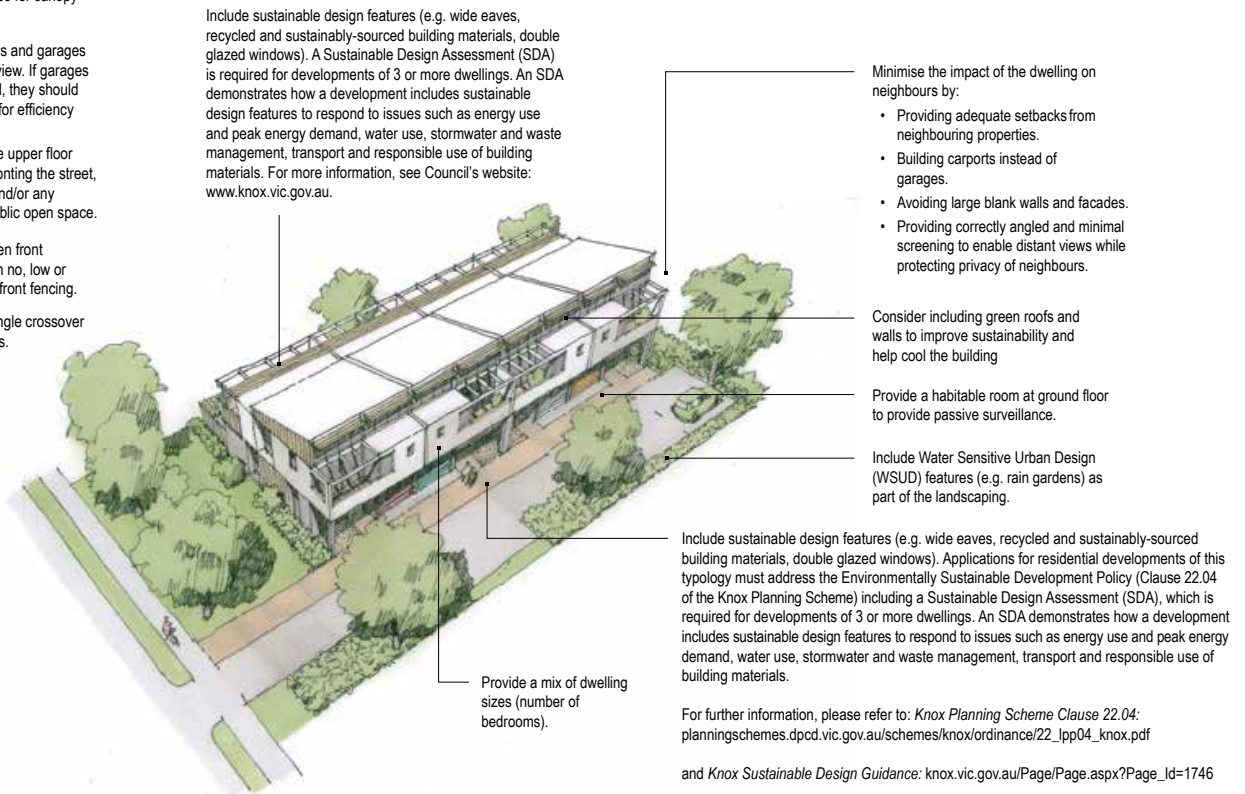
Indicative Lot Layout: Plan View



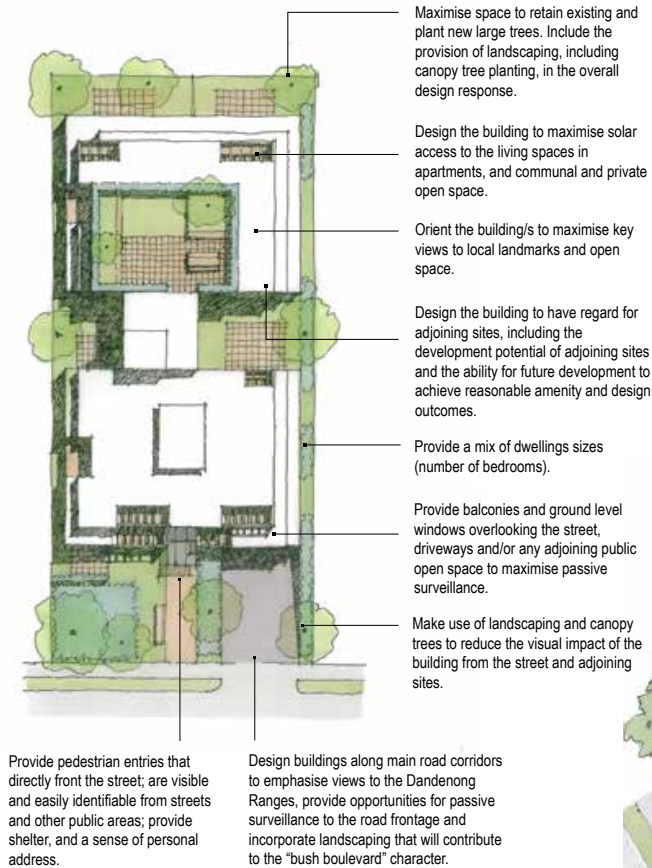
Housing Type Guidelines:

Town Houses

Indicative Lot Layout: Perspective View



Indicative Lot Layout: Plan View



Housing Type Guidelines:

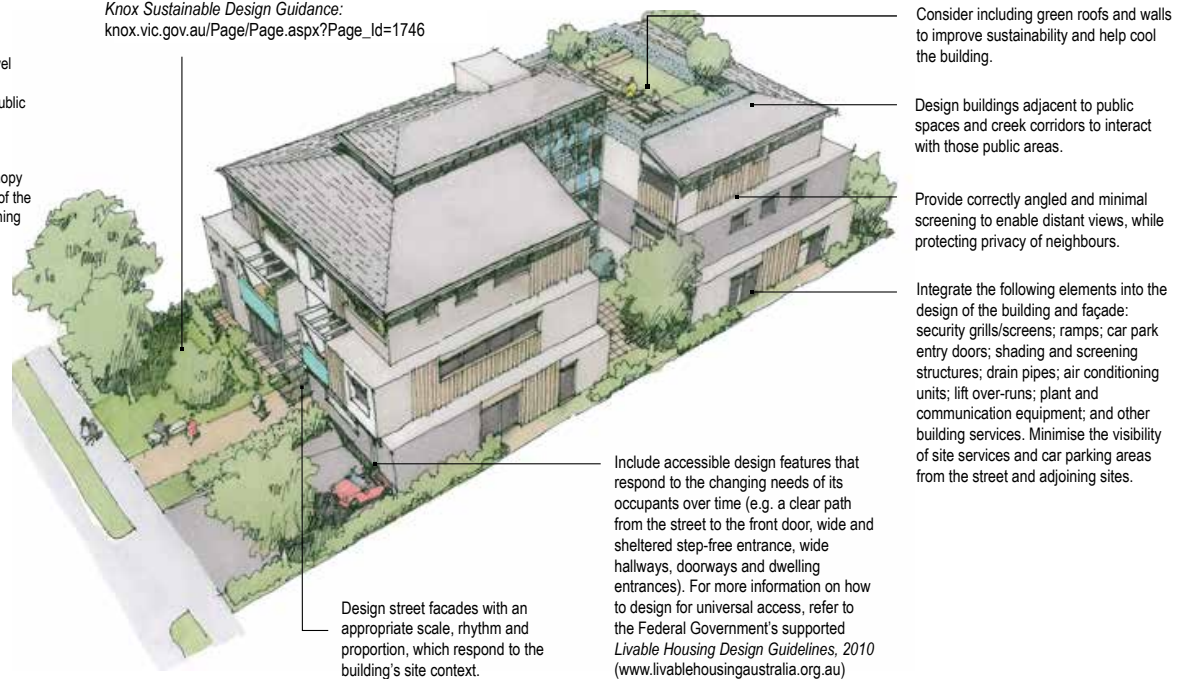
Apartments

Include sustainable design features (e.g. wide eaves, recycled and sustainably-sourced building materials, double glazed windows). Applications for residential developments of this typology must address the Environmentally Sustainable Development Policy (Clause 22.04 of the Knox Planning Scheme) including a Sustainable Design Assessment (SDA), which is required for developments of 3 or more dwellings. An SDA demonstrates how a development includes sustainable design features to respond to issues such as energy use and peak energy demand, water use, stormwater and waste management, transport and responsible use of building materials.

For further information, please refer to: *Knox Planning Scheme Clause 22.04:* planningschemes.dpcd.vic.gov.au/schemes/knox/ordinance/22_lpp04_knox.pdf

Knox Sustainable Design Guidance: knox.vic.gov.au/Page/Page.aspx?Page_Id=1746

Indicative Lot Layout: Perspective View







Knox City Council
511 Burwood Highway
Wantirna South, VIC 3152
knox.vic.gov.au

T 9298 8000

E knoxcc@knox.vic.gov.au

 [knoxccouncil](https://www.facebook.com/knoxccouncil)

 [knoxcc](https://twitter.com/knoxcc)

 [knoxccouncil](https://www.instagram.com/knoxccouncil)

 Interpreter
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.

The Knox Residential Design Guidelines 2015 have been revised and a series of changes have been implemented. These changes do not alter the intent of the Guidelines, rather update the document to ensure it is consistent with the current Visual Identity of Knox, the Knox Planning Scheme, and the Knox Housing Strategy 2015. These changes were made to update terminology, provide greater clarity, and reflect changes to the planning scheme that have occurred since the Guidelines were adopted in 2015.

Page Number(s)	Description of Change
1	Added a page of contents.
2	Updated community feedback quotes.
4, 8, 12, 16, 20	Added the Ferntree Gully (FTG) and Upper Ferntree Gully (UFTG) Activity Centre boundaries to all maps throughout the document (pages 4, 8, 12, 16 & 20). Added text referencing the FTG and UFTG approved structure plans (page 4 only). Re-worded the main bodies of text for greater clarity (page 4 only).
6	Removed area type colours from within Activity Centre boundaries (on all maps). Area types do not apply to areas subject to a Design and Development Overlay, as per the Knox Planning Scheme. Updated the legend for the map.
9, 13, 17, 21	Updated terminology of requirements on pages 9, 13, 17 & 21 as a result of internal consultation between the statutory and strategic planning teams, and to reflect changes to the Knox Planning Scheme.
10, 14	Updated terminology within the text on pages 10 & 14 to remain consistent with and reflect changes to the Knox Planning Scheme.
11	Re-worded the bottom-left bubble for greater clarity.
24	Updated the title for greater clarity.

4.4 2019-20 Councillor Committee Appointments

SUMMARY: Senior Administration Officer, Joanne Ellis

At the Statutory Meeting of Council on 30 October 2019, Council resolved to defer consideration of the item 'Appointments to Committees 2019-20' to the 11 November 2019 Strategic Planning Committee, with all current Councillor appointments remaining in place until that time.

RECOMMENDATION

That Council determine appointments to the Council and external Committees for the 2019-20 period effective from 11 November 2019, as provided in Attachment 1 of this report.

1. INTRODUCTION

At the Statutory Meeting of Council on 30 October 2019, Council resolved to:

1. Refer consideration of the Appointments to Committees 2019/20 to the next Strategic Planning Committee Meeting.
2. That all current appointments to Committees continue until such time as Council or the Strategic Planning Committee resolves otherwise.

2. DISCUSSION

Councillors are appointed annually to a variety of Specific Purpose Committees, Strategic Projects Committees, Working Groups, Life Stages Groups, Sustainable Development Groups, Inclusive Active and Creative Communities Groups, Grants Evaluation Group and External Committees, as outlined in Attachment 1:

- Audit Committee
- CEO Performance Evaluation Committee
- Australia Day Awards Committee
- ICT Governance Committee
- Knox Central Advisory Committee
- Knox Regional Sports Working Group
- Knox Hockey Working Group
- Early Years Committee
- Youth Committee
- Active Ageing Committee
- Environment Committee
- Community Safety, Health and Wellbeing Committee
- City Futures Committee
- Disability Committee
- Multicultural Committee
- Arts and Culture Committee
- Recreation and Leisure Committee
- Community Development Fund

- Leisure Minor Capital Works Grant
- Eastern Affordable Housing Alliance
- Eastern Alliance for Greenhouse Action
- Eastern Region Group of Councils
- Eastern Regional Libraries Corporation Board
- Eastern Transport Coalition
- Knox Interfaith Network
- Metropolitan Waste Management Group
- Municipal Association of Victoria
- MAV Environment Committee
- Victorian Local Government Association

3. CONSULTATION

Nil.

4. ENVIRONMENTAL/AMENITY ISSUES

Nil

5. FINANCIAL & ECONOMIC IMPLICATIONS

Nil

6. SOCIAL IMPLICATIONS

Having Councillors on a range of internal and external committees facilitates a broader understanding and engagement of social needs and issues within our community.

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 – Senior Administration Officer, Joanne Ellis - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Acting Director Corporate Services, Phil McQue - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

It is recommended that Council consider appointments to the various Council and external Committees for the 2019/20 period, effective from 11 November 2019.

10. CONFIDENTIALITY

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

Report Prepared By: Governance Officer, Joanne Ellis

Report Authorised By: Acting Director Corporate Services, Phil McQue

Attachments

1. Attachment 1 - Appointment of Committees 2019-20 [4.4.1 - 4 pages]

RESOLUTION

MOVED: Councillor Seymour

SECONDED: Councillor Gill

That the Committee determine appointments to the Council and external Committees for the 2019-20 period (with the exception of the Eastern Regional Libraries Corporation Board) to be those set out in Attachment 1 to the Minutes, effective from 11 November 2019, as provided in Attachment 1 of this report.

CARRIED

The Mayor invited nominations for the two positions on the Eastern Regional Libraries Corporation Board for 2019-20

NOMINEES: Cr Mortimore and Cr Gill

NOMINATOR: Cr Keogh

SECONDED: Cr Holland

NOMINEES: Cr Lockwood and Cr Mortimore

NOMINATOR: Cr Pearce

SECONDED: Cr Holland

The Mayor put the nominations to a vote.

The Mayor declared Cr Lockwood and Cr Mortimore appointed as representatives on the Eastern Regional Libraries Corporation Board for 2019-20 and Cr Gill appointed as a substitute.

2019-20 Councillor Committee Appointments

Specific Purpose Committees		
Committee	Purpose	2019/20 Appointments
Audit Committee	To assist the Councillors and Council's management in fulfilling their responsibilities in relation to accounting and reporting practices, management of risk, maintenance of internal controls, operation of good governance practices and facilitation of sound organisational ethics.	Cr Pearce Cr Holland Cr Seymour
CEO Performance Evaluation Committee	Undertakes the quarterly and annual review of the CEO's performance against pre-determined assessment criteria.	All Councillors
Australia Day Awards Committee	To consider nominations and select annual award recipients for the Knox Local Australia Day Awards program.	Cr Gill Cr Keogh Cr Lockwood Cr Seymour (ex-officio)
ICT Governance Committee	The Committee's purpose is to evaluate, recommend and monitor IT – enabled projects regarding future investment in changed or new IT capability in accordance with AS/NZS 8016:2013 (Governance of IT-enabled Projects).	Cr Seymour (in capacity as Mayor) Cr Pearce Cr Lockwood (sub)

Strategic Projects Committees		
Committee	Purpose	2019/20 Appointments
Knox Central Advisory Committee	To advise Council on the development and realisation of its vision for the Knox Central Precinct.	Cr Seymour (in capacity as Mayor) Cr Pearce Cr Lockwood Cr Holland Cr Timmers-Leitch

Working Groups		
Committee	Purpose	2019/20 Appointments
Knox Regional Sports Working Group	To inform and advise on future planning of the Knox Regional Sports Park (KRSP) and to provide a forum for the discussion of matters pertaining to the operations of activities at KRSP.	Cr Gill Cr Cooper
Knox Hockey Working Group	To oversee the management of the hockey facility located at The Knox School.	Cr Timmers-Leitch

Life Stages Group		
Committee	Purpose	2019/20 Appointments
Early Years Committee	To provide advice to Council on the implementation of the Key Life Stages Plan 2017-2021 and emerging issues affecting families and young children within the Knox municipality.	Cr Cooper Cr Gill
Youth Committee	To assist Council with its community engagement processes and provide valuable information to support the decision making of Council. The establishment of the YAC supports Council's commitment to engage with its community on issues that affect the lives and wellbeing of its young people.	Cr Keogh Cr Timmers-Leitch
Active Ageing Committee	To enable stakeholder engagement that provides input and guidance from older people and other key stakeholders, to support quality decision making of Council and in turn the achievements of Council's goals and objectives under the Community and Council Plan.	Cr Seymour Cr Mortimore

Sustainable Development Group		
Committee	Purpose	2019/20 Appointments
Environment Committee	To inform and advise Council of environmental and sustainability related issues and Council's role in improving the natural and built environment.	Cr Mortimore Cr Gill
Community Safety, Health and Wellbeing Committee	To support the implementation, monitoring and review of the Community and Council Plan 2017-2020 with a specific focus on community safety, health and wellbeing issues, opportunities and outcomes.	Cr Mortimore Cr Holland Cr Seymour (ex-officio)
City Futures Committee	To advise Council on issues related to attracting investment, jobs creation and prosperity of the local economy that will result in positive social outcomes for the local community, consistent with Council's Vision 2035 and in line with the Community and Council Plan 2017-2021.	Cr Pearce Cr Lockwood

Inclusive, Active and Creative Communities Group		
Committee	Purpose	2019/20 Appointments
Disability Committee	To promote disability awareness within Council and the wider Knox community and assist Council in the development of policy and action planning about issues of access and inclusion.	Cr Seymour Cr Mortimore (sub)
Multicultural Committee	To provide Council with advice on multicultural issues and the promotion of greater awareness and understanding in the local community of cultural diversity in Knox.	Cr Lockwood Cr Timmers-Leitch
Arts and Culture Committee	To provide Council with advice on issues relating to the advancement of arts and culture in Knox.	Cr Lockwood Cr Timmers-Leitch Cr Mortimore
Recreation and Leisure Committee	To act in an advisory capacity to Council regarding sporting, recreation and leisure issues affecting the City.	Cr Holland Cr Keogh Cr Timmers-Leitch

Grants Evaluation Group		
Committee	Purpose	2019/20 Appointments
Community Development Fund	To annually assess applications for Council’s Community Development Fund grants and make recommendations to Council regarding the allocation of the grants budget in accordance with Council’s Community Development Fund Policy.	Cr Seymour Cr Keogh Cr Timmers-Leitch
Leisure Minor Capital Works Grant	To annually assess applications for the Leisure Minor Capital Works Grant Scheme and to make recommendations to Council regarding the allocation of the grants budget.	Cr Holland Cr Keogh Cr Timmers-Leitch

External Committees		
Committee	Purpose	2019/20 Appointments
Eastern Affordable Housing Alliance	To represent the affordable housing needs and priorities of the region and advocate for improvements in housing affordability that have region-wide benefits.	Cr Lockwood
Eastern Alliance for Greenhouse Action	A collaboration of seven Councils in Melbourne's east working together on regional programs that reduce greenhouse gas emissions and facilitate regional adaptation.	Cr Mortimore
Eastern Region Group of Councils	To influence policy matters on a range of issues including planning, service funding, transport, infrastructure, affordable housing and climate change.	Cr Seymour Cr Timmers-Leitch
Eastern Regional Libraries Corporation Board	A regional corporation comprising two representatives from each of the three member municipalities- Knox, Maroondah and Yarra Ranges – which oversees the management and direction of the Eastern Regional Libraries Corporation.	
Eastern Transport Coalition	To advocate for sustainable and integrated transport services in the Eastern region of Melbourne with a focus on the travel needs of the community and reduce the level of car dependency.	Cr Mortimore
Knox Interfaith Network	To provide a forum for participation across religious and cultural boundaries, the celebration of diversity, acceptance and sharing of culture.	Cr Holland Cr Lockwood
Metropolitan Waste Management Group	Provides coordinated waste planning and management across metropolitan Melbourne.	Cr Mortimore
Municipal Association of Victoria	This is a Victoria-wide group which is the peak association representing Victorian Councils.	Cr Mortimore Cr Lockwood (sub)
MAV Environment Committee	To advise the MAV staff and Board of Management on environmental issues impacting on the Victorian Local Government sector and to assist the MAV to carry forward key environmental policies.	Cr Mortimore
Victorian Local Government Association	The VLGA is a peak association for Victorian Councils that advocates for social change and empowers local governments by strengthening their capacity to engage with their communities.	Nil

5 Motions for Which Notice has Previously Been Given

5.1 Notice of Motion 99

That Councillors invite experts Andrew Peters and Michelle Isles to explain the importance of Treaty for Victoria and its process at the 9 December 2019 Strategic Planning Committee Meeting.

RESOLUTION

MOVED: Councillor Gill

SECONDED: Councillor Timmers-Leitch

That Councillors invite experts Andrew Peters and Michelle Isles to explain the importance of Treaty for Victoria and its process at the 9 December 2019 Strategic Planning Committee Meeting.

CARRIED

A Division was called by Councillor Keogh

For the motion: Councillor Keogh, Councillor Seymour, Councillor Gill, Councillor Lockwood, Councillor Mortimore, Councillor Timmers-Leitch

Against the motion: Nil

Abstention: Councillor Holland and Councillor Pearce

CARRIED 6:0

Councillor Holland retired from the chamber at 7:41 pm after the vote on item 5.1

6 Supplementary Items
Nil.

7 Urgent Business

7.1 Urgent Business
Nil.

7.2 Call Up Items
Nil.

8 Confidential Items

PROCEDURAL MOTION

CLOSURE OF MEETING

MOVED: Councillor Pearce

SECONDED: Councillor Lockwood

That Council resolve to close the meeting in accordance with Section 89(2)(e) of the Local Government Act 1989 in order to consider Item 8.1 Knox Central Library because its relates to proposed developments.

CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 7:42 pm

8.1 - Knox Central Library

This item was resolved in camera

MOVED: Councillor Pearce

SECONDED: Councillor Lockwood

That the meeting reopen to the public

CARRIED

THE MEETING WAS REOPENED TO THE PUBLIC AT 8:08 pm

The Mayor acknowledged Remembrance Day and invited all those in attendance to observe a minute's silence to remember all those people who have died and served in wars to protect our nation.

MEETING CLOSED AT 8.11pm

Minutes of Meeting confirmed at the
Strategic Planning Committee Meeting
held on Monday, 9 December 2019

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Chairperson