

# Agenda

## Ordinary Meeting of Council

**Monday, 23rd July 2018**

Commencing at 7.00pm

Council Chamber  
1230 Nepean Highway, Cheltenham

[kingston.vic.gov.au](http://kingston.vic.gov.au)

John Nevins  
Chief Executive Officer  
Kingston City Council

*community inspired leadership*



City of  
**KINGSTON**

**City of Kingston  
Ordinary Meeting of Council**

**Agenda**

**23 July 2018**

**Notice** is given that an Ordinary Meeting of Kingston City Council will be held at 7.00pm at Council Chamber, 1230 Nepean Highway, Cheltenham, on Monday, 23 July 2018.

**1. Apologies**

**2. Confirmation of Minutes of Previous Meetings**

Minutes of Ordinary Council Meeting 25 June 2018

**3. Foreshadowed Declaration by Councillors, Officers or Contractors of any Conflict of Interest**

*Note that any Conflicts of Interest need to be formally declared at the start of the meeting and immediately prior to the item being considered – type and nature of interest is required to be disclosed – if disclosed in writing to the CEO prior to the meeting only the type of interest needs to be disclosed prior to the item being considered.*

**4. Petitions**

Removal of Shipping Container - Clayton South

Permit Only Parking Signs - Clayton South

Proposed Car Parking Works for Rowan Road, Dingley Village

**5. Presentation of Awards**

Nil

**6. Reports from Delegates Appointed by Council to Various Organisations**

**7. Question Time**

**8. Planning and Development Reports**

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8.5	Dandenong Integrated Water Management Forum - Update Appendix 1      Draft Dandenong Integrated Water Management (IWM) Forum Strategic Directions Statement (SDS)	

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- 9.4 CON 18/10 – Establishment of Asbestos Removal Services Contractor Panel
  - Appendix 2 CON 18-10 Tender evaluation matrix
- 10.5 Contract 18/45 Asphalt Paving Minor Works
  - Appendix 2 CON-18/45 - Tender Evaluation Matrix for Contract Asphalt Paving Minor Works
- 10.7 CON 17/116 Tree Planting & Tree Establishment Services
  - Appendix 1 CON-17/116 Confidential Tender Evaluation Report
- 10.7 CON 17/116 Tree Planting & Tree Establishment Services
  - Appendix 2 CON-17/116 Tender Evaluation Summary
- 11.5 CON 18/43 - Supply, Installation and Acquisition of Computer Hardware Assets
  - Appendix 1 Summary of Tender Evaluation Scores for Council Report CON 18 43 Supply Installation and Acquisition of Computer Hardware Assets

# Explanation of Meeting Procedure



## Meeting Procedure is Regulated by Local Law

The procedures for this Ordinary Meeting of Council are regulated by Council's Meeting Procedures Local Law.

## Chairperson

The Mayor as Chairperson is the ultimate authority for the conduct of the meeting.

## Agenda

The business to be dealt with at the meeting is set out in the agenda. No other business can be dealt with, unless admitted as Urgent Business by resolution of Council.

## Motions

A motion must be moved and seconded to be valid. The mover of the motion will then be permitted to speak to it. Other Councillors will then be permitted to speak either for or against the motion. The mover will be permitted a right-of-reply, which will conclude the debate.

## Voting

The motion will then be voted on by show of hands. If the motion is carried, it becomes a resolution (decision) of the Council. Any Councillor may call for a Division, in order that the vote of each Councillor is formally recorded. The result of the Division supersedes the vote by show of hands.

## Amendments

A Councillor may move an amendment to a motion. Any amendment moved shall be dealt with in the same way as a motion, except that there is no right of reply for the mover of the amendment and the mover of the motion if the amendment is carried. If carried, the amendment becomes the motion and the previous motion is abandoned.

## Speaking at the Meeting

No visitor to a Council meeting may speak to the meeting, except for:

- The applicant (or his/her representative) and one objector in relation to an application for a planning permit;
- Special circumstances in which leave to speak is granted by the Chairperson.

Unless special circumstances apply, the Chairperson will limit the presentation of a speaker to three minutes duration.

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Cheltenham 1230 Nepean Highway Chelsea 1 Chelsea Road

1300 653 356 131 450 03 9581 4500 PO Box 1000, Mentone 3194 info@kingston.vic.gov.au Ausdoc DX 19401 Mentone cityofkingston kingstoncc

# Explanation of Meeting Procedure

## Questions

Members of the public present at the meeting may put questions in writing to Council which will be dealt with during Question Time. The Question Box is located in the foyer. Questions must be placed in the Question Box by 7.30pm. You don't have to be a resident to ask a question.

Questions are to be as succinct as possible. Questions which cannot be accommodated on the single sided question form provided are likely to require research, and are more appropriately directed to Council in the form of a letter. In such cases, the question/s may be answered in writing at the direction of the Chairperson subsequent to the meeting.

Questions will be answered in the Council Chamber only if the questioner is present in the gallery. Where a questioner is not present, a response will be provided in writing.

Individual members of the public are permitted to ask a maximum of three (3) questions.

## Confidential Business

The meeting may be closed at any time to deal with confidential items in camera. In these instances members of the public will be asked to leave the Council Chamber, and the meeting re-opened once the confidential business is completed.

## Courtesy to the Mayor

All Councillors are required to direct their attention towards the Chairperson when speaking. This is in accordance with protocols relating to respect for the Chairperson of a meeting, and is a requirement of Council's Meeting Procedures Local Law.

## Emergency Evacuation of Chamber

Members of the public are requested to note the green and white EXIT signs.

In the event of an emergency requiring evacuation of the Chamber, the public should evacuate by way of the EXIT located to the right hand side of the Council Chamber. This leads to the foyer through which you passed in order to enter the Chamber. Proceed from the foyer through the revolving door/side door and out of the building. This is the primary evacuation route.

If the nature of the emergency is such that the primary evacuation route is impracticable, the public should evacuate by way of the EXIT located to the right of the Council table as viewed from the public gallery. Follow further EXIT signs thereafter, which lead to an exit point on the south side of the building. This is the secondary evacuation route.

Council staff will issue directions on how to proceed to evacuate in the event of an emergency.

# Explanation of Meeting Procedure

## Do You Have a Hearing Difficulty?

Phonic Ear Hearing Assistance is available to any member of the public gallery with a hearing disability. Just ask a member of staff for a unit prior to the meeting.

## Language Line



## Recording of Meetings

Council Meetings are recorded and streamed live on the internet.

Recordings are archived and available on Council's website [www.kingston.vic.gov.au](http://www.kingston.vic.gov.au).

All care is taken to maintain your privacy; however as a visitor in the public gallery, your presence may be recorded.

## **8. Planning and Development Reports**

## Ordinary Meeting of Council

23 July 2018

Agenda Item No: 8.1

### TOWN PLANNING APPLICATION DECISIONS - JUNE 2018

Contact Officer: Carly De Mamiel, Senior Customer Liaison and Administration Officer

#### Town Planning Application Decisions – June 2018

Attached for information is the report of Town Planning Decisions for the month of June, 2018.

A summary of the decisions is as follows:

Type of Decision	Number of Decisions Made	Percentage (%)
Planning Permits	120	75
Notice of Decision	26	16
Refusal to Grant a Permit	8	5
Other - Withdrawn (5) - Prohibited (0) - Permit not required (1) - Lapsed (0) - Failure to Determine (1)	7	4
<b>Total</b>	<b>161</b>	<b>100</b>

(NB: Percentage figures have been rounded)

#### OFFICER RECOMMENDATION

That the report be noted.

#### Appendices

Appendix 1 - Town Planning Application Decisions June 2018 (Ref 18/273556) [↓](#)

Author/s: Carly De Mamiel, Senior Customer Liaison and Administration Officer

Reviewed and Approved By: Naomi Crowe, Team Leader City Development Administration

# 8.1

## TOWN PLANNING APPLICATION DECISIONS - JUNE 2018

1	Town Planning Application Decisions June 2018 .....	11
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Planning Decisions June, 2018							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2017/839	20 Reuben Street	CHELTENHAM	20/10/2017	1/06/2018	Develop the land for the construction of Two (2) double storey dwellings	Notice of Decision	No
KP-1999/552/A	14B Avondale Avenue	CHELSEA	22/01/2018	1/06/2018	Develop the land for the construction of two (2) dwellings	Permit Issued	No
KP-2016/158/A	15 The Crescent	HIGHETT	21/03/2018	1/06/2018	Develop the land for the construction of two (2) dwellings	Notice of Decision	No
KP-2014/795/A	71-81 Canterbury Road	BRAESIDE	20/11/2017	1/06/2018	Develop the land for buildings and works associated with two (2) warehouses, reduction in car parking requirement and display of business identification signage	Permit Issued	No
KP-2018/411	61 McSwain Street	PARKDALE	29/05/2018	1/06/2018	Develop the land for the construction of building & works on land subject to a Special Building Overlay	Permit Issued	No
KP-2018/379	Unit 1 54 Valetta Street	CARRUM	22/05/2018	1/06/2018	Subdivide the land into two (2) lots	Permit Issued	No
KP-2018/244	2 Nette Court	MOORABBIN	6/04/2018	1/06/2018	Subdivide the land into four (4) lots	Permit Issued	No
KP-2018/424	5 Blythe Court	DINGLEY VILLAGE	31/05/2018	1/06/2018	Develop the land for alterations and additions to a dwelling on land within a Special Building Overlay	Permit Issued	No
KP-2018/338	6 Myola Street	CARRUM	7/05/2018	1/06/2018	Subdivide the land into three (3) lots	Permit Issued	No
KP-2018/14	7 Patterson Street	BONBEACH	5/01/2018	1/06/2018	Develop the land for the construction of three (3) double storey dwellings	Notice of Decision	No
KP-2017/225	451 Station Street	BONBEACH	24/03/2017	1/06/2018	Develop the land for the construction of nine (9) double-storey dwellings	Refused	No

Planning Decisions June, 2018							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2018/324	10 Barilla Road	MOORABBIN	1/05/2018	1/06/2018	Develop the land for the construction of buildings and works	Permit Issued	No
KP-2017/861	3 Lewis Street	MORDIALLOC	3/11/2017	4/06/2018	Develop the land for the construction of two (2) dwellings with associated works	Permit Issued	No
KP-2018/57	17 Irish Court	BONBEACH	24/01/2018	4/06/2018	Develop the land for the construction of a first floor addition to a dwelling on a lot under 300 square metres.	Permit Issued	No
KP-2017/878	108 Chute Street	MORDIALLOC	14/11/2017	4/06/2018	Develop the land for the construction of three (3) dwellings on land subject to a Special Building Overlay	Notice of Decision	No
KP-2016/1001	87 Naples Road	MENTONE	2/12/2016	4/06/2018	Use of the land for the purpose of an Education Centre	Permit Issued	Yes
KP-2018/412	15 Delville Avenue	MENTONE	28/05/2018	4/06/2018	Develop the land for the construction of additions and alterations to a dwelling on land subject to a Special Building Overlay	Permit Issued	No
KP-2018/341	54 Iluka Avenue	ASPENDALE	8/05/2018	4/06/2018	Subdivide the Land into Two (2) Lots	Permit Issued	No
KP-2018/388	31 Alex Avenue	MOORABBIN	23/05/2018	4/06/2018	Develop the land for the construction of building & works	Permit Issued	No
KP-2018/361	107-119 Keys Road	MOORABBIN	15/05/2018	4/06/2018	Pruning of two (2) significant trees	Permit Issued	No
KP-2018/237	1133 Nepean Highway	HIGHETT	3/04/2018	5/06/2018	Subdivide the land into six (6) lots	Permit Issued	No
KP-2016/438	8 Chute Street	MORDIALLOC	9/06/2016	5/06/2018	Develop the land for the construction of four (4) double storey dwellings	Withdrawn	No

Planning Decisions June, 2018							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2017/1004	501 Nepean Highway	CHELSEA	22/12/2017	6/06/2018	Develop the land for the construction of a double storey building consisting of three (3) townhouses & six (6) apartments	Failure to Determine	Yes
KP-2017/860	8 Melaleuca Drive	CLARINDA	2/11/2017	6/06/2018	Develop the land for the construction of two (2) double storey dwellings	Permit Issued	No
KP-2018/325	31 Pier One Drive	PATTERSON LAKES	11/04/2018	6/06/2018	The construction of one (1) dwelling on Land Subject to Inundation Overlay	Permit Issued	No
KP-2017/170	1033 Nepean Highway	MOORABBIN	6/03/2017	6/06/2018	Develop the land for the construction of a Three (3) storey building, containing Eleven (11) dwellings, basement car parking, variation of an easement and alter access to a Road Zone Category 1	Permit Issued	No
KP-2013/88	Warehouse 16 35-37 Canterbury Road	BRAESIDE	20/02/2013	6/06/2018	To use and develop the land for a caretaker's house in association with the existing use (manufacturing - shop fitout) and variation of the car parking requirements of Clause 52.06 of the Kingston Planning Scheme	Permit Issued	No
KP-2018/84	29 Tiffany Avenue	CHELTENHAM	6/02/2018	6/06/2018	Subdivide the Land into Two (2) Lots	Permit Issued	No
KP-2017/481	Shop Grnd Floor 562 Main Street	MORDIALLOC	23/06/2017	6/06/2018	Use of the land for the sale and consumption of liquor (on-premise licence) associated with a food and drink premises (cocktail bar)	Notice of Decision	No

Planning Decisions June, 2018							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2018/267	68-69 Beach Road	MENTONE	10/04/2018	6/06/2018	Use of the land for the sale and consumption of liquor in association with an existing food and drink premises	Permit Issued	No
KP-2018/228	6-8 Canberra Street	CARRUM	27/03/2018	7/06/2018	Subdivide the land into six (6) lots	Permit Issued	No
KP-2017/961	379 Centre Dandenong Road	HEATHERTON	21/11/2017	7/06/2018	Develop the land for the construction of a nursery with ancillary landscape supplies and store, two (2) advertising signs and a waiver of the car parking requirements	Refused	No
KP-2018/177	1 2 John Street	MORDIALLOC	9/03/2018	7/06/2018	Construction of a brick fence on common property	Permit Issued	No
KP-2018/49	101 Patty Street	MENTONE	22/01/2018	7/06/2018	Develop the land for the construction of a dependant persons unit to the rear of an existing dwelling on land designated within a Special Building Overlay	Permit Issued	No
KA-2/2017	62 Church Road	CARRUM	5/06/2017	7/06/2018	To end a Section 173 Agreement R631405D	Notice of Decision	No
KP-2017/739	4 Marlin Bay	PATTERSON LAKES	22/09/2017	7/06/2018	Develop the land for the construction of buildings and works	Permit Not Required	No
KP-2017/877	564 Main Street	MORDIALLOC	13/11/2017	7/06/2018	Use the land for the sale and consumption of liquor (Restaurant and Cafe Licence) associated with a food and drink premises.	Permit Issued	No
KP-2017/954	13 Coolabah Street	MENTONE	7/12/2017	7/06/2018	Develop the land for the construction of two (2) double storey dwellings	Permit Issued	No
KP-2018/404	34 Kershaw Street	MORDIALLOC	29/05/2018	8/06/2018	Subdivide the land into two (2) lots	Permit Issued	No

Planning Decisions June, 2018							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2018/268	1318 Nepean Highway	CHELTENHAM	13/04/2018	8/06/2018	Subdivide the land into six (6) lots	Permit Issued	No
KP-2017/916	1 8 Millicent Avenue	CARRUM	28/11/2017	8/06/2018	Subdivide the Land into Four (4) Lots	Permit Issued	No
KP-2018/56	4 Keith Avenue	EDITHVALE	25/01/2018	8/06/2018	Subdivide the Land into Three (3) Lots	Permit Issued	No
KP-2018/147	Factory 1 9 Beach Avenue	MORDIALLOC	5/03/2018	8/06/2018	Subdivide the Land into Two (2) Lots	Permit Issued	No
KP-2018/363	14 Knight Street	CLAYTON SOUTH	17/05/2018	8/06/2018	Subdivide the land into three (3) lots	Permit Issued	No
KP-2018/372	9 David Street	MORDIALLOC	21/05/2018	8/06/2018	Subdivide the land into two (2) lots	Permit Issued	No
KP-2018/419	49 Regent Parade	CHELTENHAM	30/05/2018	8/06/2018	Subdivide the land into two (2) lots	Permit Issued	No
KP-2018/241	112 Nepean Highway	MENTONE	4/04/2018	8/06/2018	Buildings and works associated with an existing mixed use building	Permit Issued	No
KP-2016/542/A	32 McMillan Street	CLAYTON SOUTH	12/04/2018	8/06/2018	Proposed front fence moved to boundary of lot, 1.8 metre high fence on northern boundary, 1.2m high fence on corner of lot and addition of render of first floor of dwelling	Permit Issued	No
KP-2017/946	103-113 Fairbank Road	CLAYTON SOUTH	6/12/2017	12/06/2018	Develop the land for the construction of six (6) warehouse units and subdivide the land into six (6) lots	Permit Issued	No
KP-2018/223	SHOP 5 450 Nepean Highway	CHELSEA	23/03/2018	12/06/2018	Use of the land for the sale and consumption of liquor in association with an existing food and drink premises	Notice of Decision	No

Planning Decisions June, 2018							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2017/999	10 Breeze Street	BONBEACH	22/12/2017	12/06/2018	Develop the land for the construction of three (3) double storey dwellings on a lot	Permit Issued	No
KP-2010/872/E	307 Station Street	CHELSEA	29/05/2018	12/06/2018	Development of a three storey building containing 26 dwellings and a waiver of the visitor parking requirement	Permit Issued	No
KP-2017/397	19 Glencannon Crescent	CLAYTON SOUTH	29/05/2017	12/06/2018	Develop the land for the construction of more than one (1) dwelling/residential building and use of land for the shared housing	Refused	No
KP-2017/177	Unit 1 15 Bondi Road	BONBEACH	8/03/2017	12/06/2018	Develop the land for the construction of Three (3) double storey dwellings	Notice of Decision	No
KP-2017/641	470 Station Street	BONBEACH	21/08/2017	13/06/2018	Develop the land for the construction of eight (8) dwellings	Notice of Decision	No
KP-2017/283	16 Wright Street	CARRUM	18/04/2017	13/06/2018	Develop the land for the construction of Three (3) Dwellings	Permit Issued	No
KP-2018/43	1 89 Herald Street	CHELTENHAM	16/01/2018	13/06/2018	Develop the land for the construction of additions and alterations including a first floor addition to an existing dwelling on a lot under 300m2	Permit Issued	No
KP-2018/395	10 Ivan Avenue	EDITHVALE	25/05/2018	13/06/2018	Subdivide the land into three (3) lots	Permit Issued	No
KP-2018/402	86 Northcliffe Road	EDITHVALE	28/05/2018	13/06/2018	Subdivide the land into three (3) lots	Permit Issued	No
KP-2018/46	30 Ivy Street	PARKDALE	18/01/2018	13/06/2018	Subdivide the Land into Two (2) Lots	Permit Issued	No
KP-2017/558	1 460 Clayton Road	CLAYTON SOUTH	20/07/2017	13/06/2018	Develop the land for the construction of four (4) double storey dwellings	Permit Issued	No

Planning Decisions June, 2018							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2017/388	18 Devon Street	CHELTENHAM	24/05/2017	13/06/2018	Develop the land for the construction of one (1) double storey dwelling to the rear of an existing dwelling	Permit Issued	No
KP-2017/628	40 Silver Street	CHELTENHAM	16/08/2017	13/06/2018	Develop the land for the construction of two (2) double storey attached dwellings	Permit Issued	No
KP-2016/988	2 35 Parkers Road	PARKDALE	28/11/2016	13/06/2018	Develop the land for the construction of alterations & additions	Notice of Decision	No
KP-2010/211/A	13 Mascot Avenue	BONBEACH	23/08/2017	13/06/2018	Develop the land for the construction of two (2) dwellings on a lot	Permit Issued	No
KP-2017/780	52 Marrbridge Road	MOORABBIN	9/10/2017	13/06/2018	Develop the land for the construction of four (4) double storey dwellings	Permit Issued	No
KP-2009/759/A	Unit 1 17 Randall Avenue	EDITHVALE	17/01/2018	13/06/2018	First floor addition to unit 1/17 and amendment to floor plan to unit 1/17	Notice of Decision	No
KP-2018/306	15 First Street	CLAYTON SOUTH	27/04/2018	13/06/2018	Subdivide the land into three (3) lots	Permit Issued	No
KP-2017/604	13 Second Street	CLAYTON SOUTH	4/08/2017	13/06/2018	Develop the land for the construction of six (6) double storey dwellings	Notice of Decision	No
KP-2016/799/A	1242A Centre Road	CLAYTON SOUTH	15/03/2018	13/06/2018	Develop the land for the construction of three (3) dwellings	Permit Issued	No
KP-2017/874	154 Station Street	ASPENDALE	10/11/2017	14/06/2018	Develop the land for the construction of three (3) double-storey dwellings	Permit Issued	No
KP-2017/828	1A Dactyl Road	MOORABBIN	26/10/2017	14/06/2018	Develop the land for the construction of Three (3) Double Storey Dwellings	Notice of Decision	No

Planning Decisions June, 2018							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2017/994	9 Bay Street	PARKDALE	20/12/2017	14/06/2018	Develop the land for the construction of three (3) double storey dwellings, on land subject to the Design and Development Overlay (Schedule 1)	Permit Issued	No
KP-2018/365	6 Fielding Drive	CHELSEA HEIGHTS	17/05/2018	14/06/2018	Subdivide the Land into Two (2) Lots	Withdrawn	No
KP-2016/758	491A Warrigal Road	MOORABBIN	16/09/2016	14/06/2018	Use and develop the land for an Office, Food and Drinks Premises, Place of Assembly (Function Centre), Restricted Retail Premises, reduction in the car parking requirements for a Place of Assembly (Function Centre) and Restricted Retail Premises, sale and consumption of liquor (On-premises licence),	Permit Issued	No
KP-2017/724	32 Tootal Road	CLAYTON SOUTH	15/09/2017	14/06/2018	Develop the land for the construction of alterations and additions to an existing warehouse	Permit Issued	No
KP-2018/103	Warehouse 4 105 Cochranes Road	MOORABBIN	12/02/2018	14/06/2018	Use the site for the preparation and storage of bodies for funerals	Notice of Decision	No
KP-2017/655	7 Graham Road	CARRUM	28/08/2017	14/06/2018	Develop the land for the construction of four (4) dwellings	Notice of Decision	No
KP-2018/105	1 89 Bernard Street	CHELTENHAM	12/02/2018	14/06/2018	Develop the land for the construction of a first floor extension to the existing dwelling	Notice of Decision	No



Planning Decisions June, 2018							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2005/854/A	1 Acacia Avenue	MENTONE	11/08/2017	14/06/2018	Demolish the existing dwelling and develop the land for the construction of a new double storey dwelling in accordance with the plans submitted with the amended application.	Permit Issued	No
KP-2018/20	84 Mills Road	BRAESIDE	5/01/2018	14/06/2018	Construction of a shed	Permit Issued	No
KP-2017/543	39 Downard Street	BRAESIDE	14/07/2017	15/06/2018	Use the land for a transfer station with reduction of the car parking requirement	Notice of Decision	No
KP-2018/157	573 Nepean Highway	BONBEACH	1/03/2018	15/06/2018	Develop the land for the construction of one (1) dwelling to the front of an existing dwelling and create access to a Road Zone Category 1	Permit Issued	No
KP-2017/442	161 Thames Promenade	CHELSEA HEIGHTS	8/06/2017	15/06/2018	Develop the land for the construction of four (4) double-storey dwellings	Permit Issued	Yes
KP-2017/436	88 McLeod Road	CARRUM	9/06/2017	15/06/2018	Develop the land for the construction of three (3) dwellings in a Special Building Overlay and alter access to a Road Zone Category 1	Permit Issued	No
KP-2017/965	21 Mount View Road	HIGHETT	12/12/2017	15/06/2018	Develop the land for the construction of two (2) dwellings	Permit Issued	No
KP-2017/819	7 Clydebank Road	EDITHVALE	23/10/2017	15/06/2018	Develop the land for the construction of two (2) attached double storey dwellings	Notice of Decision	No
KP-2018/430	1 11 Downard Street	BRAESIDE	30/05/2018	15/06/2018	Develop the land for the construction of building & works	Permit Issued	No

Planning Decisions June, 2018							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2018/107	2 3 Stawell Street	MENTONE	12/02/2018	18/06/2018	To develop the land for a dwelling extension on a lot less than 300m2	Permit Issued	No
KP-2017/403/A	6 Haynes Court	ASPENDALE GARDENS	24/05/2018	18/06/2018	Subdivide the Land into Three (3) Lots	Permit Issued	No
KP-2004/28/A	37 Swanpool Avenue	CHELSEA	26/02/2018	18/06/2018	2 DWELLINGS	Withdrawn	No
KP-2018/371	38 Bath Street	CHELSEA	21/05/2018	18/06/2018	Subdivide the land into three (3) lots	Permit Issued	No
KP-2017/281	SUITE 2 450 Nepean Highway	CHELSEA	13/04/2017	18/06/2018	Use of the land for Indoor Recreation facility (group fitness)	Permit Issued	No
KP-2017/589	1 Langrigg Avenue	EDITHVALE	2/08/2017	19/06/2018	Develop the land for the construction of four (4) double storey dwellings	Refused	No
KP-2018/99	37 Monash Crescent	CLAYTON SOUTH	9/02/2018	19/06/2018	Develop the land for the construction of two dwellings in a Special Building Overlay	Permit Issued	No
KP-2017/625	FACTORY 1 292 Chesterville Road	MOORABBIN	11/08/2017	19/06/2018	Change of Use and waiver of car parking requirements	Notice of Decision	No
KP-2018/124	Factory 125 266 Osborne Avenue	CLAYTON SOUTH	21/02/2018	19/06/2018	Use the land for motor vehicle (car) sales	Permit Issued	No
KP-2017/1007	3 1 Lower Dandenong Road	MENTONE	21/12/2017	19/06/2018	Develop the land for the construction of alterations and additions to an existing dwelling	Permit Issued	No
KP-2017/959	10 Glen Street	ASPENDALE	8/12/2017	19/06/2018	Develop the land for the construction of two (2) double storey dwellings and subdivide the land into two (2) lots	Permit Issued	No

Planning Decisions June, 2018							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2018/203	83-99 Keys Road	MOORABBIN	21/03/2018	19/06/2018	Subdivide the Land into Thirty-Seven (37) Lots - Staged	Permit Issued	No
KP-2018/442	1 Robyn Court	OAKLEIGH SOUTH	4/06/2018	20/06/2018	Develop the land for the construction of a dependant person's unit on land within a Special Building Overlay	Permit Issued	No
KP-2017/740	209 Centre Dandenong Road	CHELtenham	22/09/2017	20/06/2018	Develop the land for the construction of two (2) double-storey dwellings	Permit Issued	No
KP-2017/175/A	13 Bay Street	PARKDALE	21/05/2018	20/06/2018	Develop the land for the construction of Two (2) double-storey dwellings	Permit Issued	No
KP-2017/380	4 Mary Avenue	EDITHVALE	22/05/2017	21/06/2018	Develop the land for the construction of two (2) double storey dwellings	Permit Issued	No
KP-2011/877/A	6 Wilson Street	CHELtenham	25/09/2017	21/06/2018	Develop the land for the construction of two (2) dwellings	Permit Issued	No
KP-2017/665	58 Fifth Avenue	CHELSEA HEIGHTS	30/08/2017	21/06/2018	Develop the land for the construction of two (2) double storey dwellings	Withdrawn	No
KP-2017/346	15 The Esplanade	EDITHVALE	15/05/2017	21/06/2018	Use of the land as a Lifesaving Club (with ancillary kiosk and community hire), and removal of native vegetation	Notice of Decision	No
KP-2017/945	1 62 De Havilland Road	MORDIALLOC	5/12/2017	22/06/2018	Use the land for an indoor recreation facility	Permit Issued	No
KP-2018/443	118 Chute Street	MORDIALLOC	1/06/2018	25/06/2018	Develop the land for the construction of alterations & additions	Permit Issued	No

Planning Decisions June, 2018							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2017/103/A	54 Herald Street	CHELTENHAM	15/06/2018	25/06/2018	Develop the land for the construction of one (1) dwelling to the rear of the existing, and alterations and extensions to the existing dwelling	Permit Issued	No
KP-2018/428	2 95-97 White Street	MORDIALLOC	28/05/2018	25/06/2018	Develop the land for the construction of one (1) dwelling	Withdrawn	No
KP-2018/87	26-28 Station Road	CHELTENHAM	5/02/2018	25/06/2018	Develop the land for the construction of an extension to the existing building and reduction of the car parking requirement associated with the use of a chemist, office and medical centre.	Permit Issued	No
KP-2018/414	6 Rosewarne Avenue	CHELTENHAM	30/05/2018	25/06/2018	Subdivide the land into three (3) lots	Permit Issued	No
KP-2018/423	2 Ranleigh Court	MOORABBIN	31/05/2018	25/06/2018	Subdivide the land into two (2) lots	Permit Issued	No
KP-2017/829	3 Surf Street	PARKDALE	26/10/2017	25/06/2018	Develop the land for the construction of Two (2) Dwellings on a lot	Permit Issued	No
KP-2018/436	142 Rowans Road	MOORABBIN	5/06/2018	25/06/2018	Subdivide the land into two (2) lots	Permit Issued	No
KP-2018/323	47 Bond Street	MORDIALLOC	27/04/2018	25/06/2018	Develop the land for the construction of alterations and additions	Permit Issued	No
KP-2018/26	12 Isabella Street	MOORABBIN	10/01/2018	25/06/2018	Develop the land for the construction of two (2) double storey dwellings	Notice of Decision	No
KP-2018/149	28 Ester Crescent	CLAYTON SOUTH	5/03/2018	25/06/2018	Subdivide the Land into Two (2) Lots	Permit Issued	No

Planning Decisions June, 2018							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2018/416	275-281 Boundary Road	MORDIALLOC	28/05/2018	25/06/2018	Installation of business identification signage	Permit Issued	No
KP-2018/366	64 Keith Street	PARKDALE	17/05/2018	26/06/2018	Subdivide the land into two (2) lots	Permit Issued	No
KP-2017/681	5 Evesham Road	CHELTENHAM	4/09/2017	26/06/2018	Develop the land for the construction of two (2) double storey dwellings	Notice of Decision	No
KP-2018/400	23 Seaview Court	CHELSEA HEIGHTS	24/05/2018	26/06/2018	Develop the land for the construction of one (1) dwelling on land designated within a Land Subject to Inundation Overlay	Permit Issued	No
KP-2017/704	226 Nepean Highway	PARKDALE	11/09/2017	26/06/2018	Develop the land for the construction of a three storey apartment building comprising of six (6) dwellings	Refused	No
KP-2017/534	9 Kingston Road	HEATHERTON	12/07/2017	26/06/2018	Develop the land for the construction of four (4) double storey dwellings on a lot	Permit Issued	Yes
KP-2016/867	15 Central Avenue	MOORABBIN	12/10/2016	26/06/2018	Develop the land for the construction of four (4) dwellings within a three (3) storey high residential building with associated works	Refused	No
KP-2017/728	8 Reid Street	PARKDALE	15/09/2017	26/06/2018	Develop the land for the construction of two (2) double storey dwellings and one (1) single storey dwelling	Refused	No

Planning Decisions June, 2018							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2016/948/A	110 Lower Dandenong Road	PARKDALE	15/06/2018	26/06/2018	Develop the land for the construction of Two (2) dwellings and alter an access to road zone category 1 in a Special Building Overlay	Permit Issued	No
KP-2017/768	88 Catherine Avenue	CHELSEA	5/10/2017	26/06/2018	Develop the land for the construction of three (3) dwellings	Notice of Decision	No
KP-2018/273	30 Mount View Street	ASPENDALE	12/04/2018	26/06/2018	Develop the land for the construction of two (2) double storey side-by-side dwellings	Notice of Decision	No
KP-2018/173	129 Albert Street	MORDIALLOC	7/03/2018	26/06/2018	Alterations and additions to existing education facility and the erection of business identification signage, on land subject to inundation overlay	Permit Issued	No
KP-2015/292/A	107 Wells Road	CHELSEA HEIGHTS	18/06/2018	26/06/2018	Use and develop the land for the construction of warehouses and retail and ancillary office, reduction in the car parking requirements and creation of access to a Road Zone Category 1	Permit Issued	No
KP-1998/860/A	43 Embankment Grove	CHELSEA	22/11/2017	26/06/2018	To develop the land for the construction of Two (2) Dwellings	Permit Issued	No
KP-2018/485	18 Abercrombie Street	OAKLEIGH SOUTH	20/06/2018	26/06/2018	Subdivide the Land into Two (2) Lots	Permit Issued	No
KP-2018/310	91 Lochiel Avenue	EDITHVALE	27/04/2018	26/06/2018	Subdivide the land into three (3) lots	Permit Issued	No
KP-2018/343	381 Station Street	BONBEACH	8/05/2018	26/06/2018	Subdivide the Land into Six (6) Lots	Permit Issued	No
KP-2018/427	103 Kearney Drive	ASPENDALE GARDENS	31/05/2018	27/06/2018	Installation of a sign	Permit Issued	No

Planning Decisions June, 2018							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2018/275	6 Margaret Street	MOORABBIN	16/04/2018	27/06/2018	Subdivide the land into two (2) lots	Permit Issued	No
KP-2017/969	15C 56 Keys Road	CHELTENHAM	14/12/2017	27/06/2018	Develop the land for the construction of seven (7) warehouses and a reduction in the car parking requirements pursuant to Clause 52.06 of the Kingston Planning Scheme	Permit Issued	No
KP-2018/479	2 Maury Lane	CHELSEA	20/06/2018	27/06/2018	Subdivide the Land into Two (2) Lots	Permit Issued	No
KP-2018/304	220 Nepean Highway	PARKDALE	26/04/2018	27/06/2018	Subdivide the land into two (2) lots	Permit Issued	No
KP-2018/215	83 Broadway	BONBEACH	23/03/2018	27/06/2018	Develop the land for the construction of a dwelling to the rear of an existing dwelling	Permit Issued	No
KP-2018/130	20 Clydebank Road	EDITHVALE	26/02/2018	27/06/2018	Subdivide the Land into Four (4) Lots	Permit Issued	No
KP-2017/654/A	28 French Avenue	EDITHVALE	30/05/2018	27/06/2018	Develop the land for the construction of two (2) double storey dwellings	Permit Issued	No
KP-2018/98	1 26 Swansea Road	CHELSEA	9/02/2018	27/06/2018	The construction of a balcony to an existing double storey dwelling	Notice of Decision	No
KP-2017/351	16-17 Nepean Highway	ASPENDALE	11/05/2017	27/06/2018	Develop the land for the construction of Two (2) Dwellings on a lot and create and alter access to a Road Zone Category 1	Refused	No
KP-2018/144	7 Anchor Street	ASPENDALE	28/02/2018	27/06/2018	Develop the land for the construction of a double storey dwelling to the rear of the existing dwelling and buildings and works to the existing dwelling	Permit Issued	No

Planning Decisions June, 2018							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2017/879	784-796 Springvale Road	BRAESIDE	14/11/2017	28/06/2018	Develop the land for the construction of buildings and works associated with a place of assembly (cultural/social club)	Permit Issued	No
KP-2018/462	37 Cedric Street	MORDIALLOC	12/06/2018	28/06/2018	Develop the land for the construction of building & works	Permit Issued	No
KP-2017/823	54 Elliot Street	MORDIALLOC	25/10/2017	28/06/2018	Develop the land for the construction of two (2) double storey dwellings on land affected by a Special Building Overlay	Permit Issued	No
KP-2017/892	23 Brixton Street	BONBEACH	15/11/2017	28/06/2018	Develop the land for the construction of three (3) double storey dwellings	Permit Issued	No
KP-2017/51	34 Kelmar Street	CHELTENHAM	30/01/2017	28/06/2018	Develop the land for the construction of two (2) dwellings	Permit Issued	No
KP-2017/263/A	2 Joami Street	CHELTENHAM	8/06/2018	28/06/2018	Develop the land for the construction of two (2) double storey dwellings	Permit Issued	No
KP-2018/340	8 Waratah Avenue	MORDIALLOC	8/05/2018	28/06/2018	Subdivide the Land into Two (2) Lots	Permit Issued	No
KP-2018/190	74 Kearney Drive	ASPENDALE GARDENS	15/03/2018	28/06/2018	Develop the land for the construction of two (2) single storey dwellings	Permit Issued	No
KP-2018/461	1 423 Nepean Highway	CHELSEA	9/06/2018	28/06/2018	develop the land for the construction of buildings and works and to reduce the number of car parking spaces associated with a shop by two (2)	Permit Issued	No



<b>Planning Decisions June, 2018</b>							
<b>APPL. No.</b>	<b>PROPERTY ADDRESS</b>	<b>SUBURB</b>	<b>APPL. DATE</b>	<b>DATE DECIDED</b>	<b>PROPOSAL DESCRIPTION</b>	<b>DECISION</b>	<b>VCAT DECISION</b>
KP-2014/739/A	17 Taylor Street	MOORABBIN	9/03/2017	28/06/2018	Amended Planning Permit to develop the land for the construction of buildings and works comprising a ten story mixed use development with roof top terrace and use the land for retail premises	Permit Issued	No
KP-2017/208	19 Station Road	CHELtenham	17/03/2017	29/06/2018	Use of the land for the sale and consumption of liquor in associated with a food and drinks premises (cafe), minor buildings and works and reduction of the car parking	Permit Issued	No
KP-2017/550	10 Luain Avenue	OAKLEIGH SOUTH	14/07/2017	29/06/2018	Develop the land for the construction of two (2) double storey dwellings	Notice of Decision	No
KP-2016/935/A	151-153 Nepean Highway	MENTONE	6/06/2018	29/06/2018	Develop and use the land for the construction of a service station	Permit Issued	No

## Ordinary Meeting of Council

23 July 2018

**Agenda Item No: 8.2**

### **KP17/612 - 40 – 44 HEALEY STREET & 414 – 416 SOUTH ROAD, MOORABBIN**

**Contact Officer: Girija Shrestha, Senior Statutory Planner**

#### **Purpose of Report**

This report is for Council to consider Planning Permit Application No. KP17/612 - 40- 44 Healey Street, 414 -416 South Road, Moorabbin.

#### **Disclosure of Officer / Contractor Direct or Indirect Interest**

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

#### **OFFICER RECOMMENDATION**

That Council determine to support the proposal and issue a Notice of Decision to Grant a Planning Permit for Partial demolition and removal of existing buildings, to develop the land for the construction of a place of worship and retirement village in a Special Building Overlay, to use the land for a place of worship, to remove an easement, a reduction of the car parking requirements and to alter access to a road in a Road Zone, Category 1 at 40- 44 Healey Street, 414 -416 South Road, Moorabbin, subject to the conditions contained within this report.

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<b>PLANNING OFFICER REPORT</b>	
<b>APPLICANT</b>	<b>Moorabbin Development Pty Ltd</b>
<b>ADDRESS OF LAND</b>	<b>40, 42, 44 Healey Street and 414 South Road, Moorabbin</b>
<b>PLAN OF SUBDIVISION REFERENCE</b>	<b>Lots 52, 53 &amp; 54 on PS 010705, Lot 2 on PS 441980A, Lot 1 Title Plan No. 371077C &amp; Lot 1 on Title Plan No. 318240U</b>
<b>PROPOSAL</b>	<b>Partial demolition and removal of existing buildings, to develop the land for the construction of a place of worship and retirement village in a Special Building Overlay, to use the land for a place of worship, to remove an easement, a reduction of the car parking requirements and to alter access to a road in a Road Zone, Category 1</b>
<b>PLANNING OFFICER</b>	<b>Girija Shrestha</b>
<b>REFERENCE NO.</b>	<b>KP17/612</b>
<b>ZONE</b>	<b>Clause 37.08 - Activity Centre Zone 3</b>
<b>OVERLAYS</b>	<b>Clause 43.01 – Heritage Overlay 118 Clause 44.05 – Special Building Overlay</b>
<b>OBJECTIONS</b>	<b>Six (6)</b>
<b>CONSIDERED PLAN REFERENCES/DATE RECEIVED</b>	<b>Received: 17<sup>th</sup> November, 2017 (Revision B)</b>
<b>ABORIGINAL CULTURAL HERITAGE SENSITIVITY</b>	<b>No</b>

**1.0 RELEVANT LAND HISTORY**

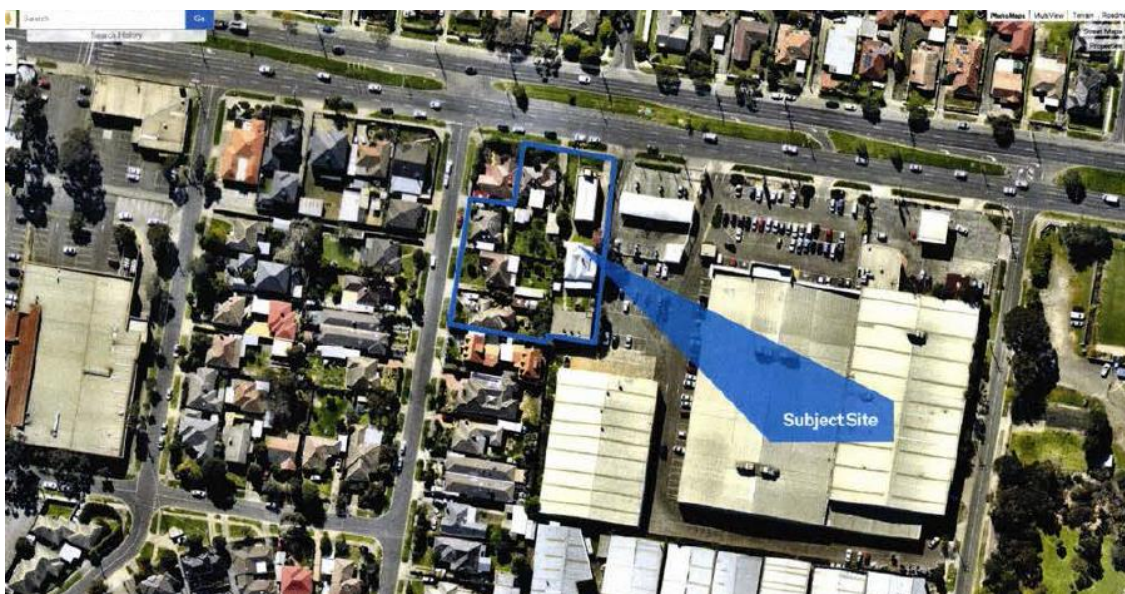
- 1.1 Planning Permit KP967/2017 was issued on 4 April 2018 to display temporary signage publicising the sale of the property on land located within a Heritage Overlay.
- 1.2 The subject site consists of various lots and, among them, Council's records indicate that three (3) planning permits were approved for 414 South Road and 44 Healy Street, which described below:.
- 1.3 Planning Permit KP751/2007 was issued for a buildings and works (the installation of a ramp and new entry) to a building in a Heritage Overlay and on land in a Special Building Overlay on this site on 15 November 2007 at 414 South Road, Moorabbin.
- 1.4 Planning Permit KP962/2000 was issued for more than one dwelling on a lot (allowed to construct second dwelling to the rear of an existing dwelling fronting to Healey Street) at 412 South Road on 15 January 2001 and Planning Permit KP42/2001 was issued for the subdivision of the land into two (2) lots on 14 March 2001 and created lots 412 South Road and 44 Healy Street. It is noted that the land at 44 Healey Street is only comprised with this application.

**2.0 SITE PARTICULARS**

- 2.1 The subject land comprises of five (5) lots, two (2) of which front South Road and three (3) face Healey Street, Moorabbin. The configuration of the land is irregular in shape and features an overall area of 3515m<sup>2</sup>. It is noted that the topography of the land is characterised by a site level difference of approximately 1.2m from the rear (south) of the site towards the front property boundary at South Road. No significant vegetation exists on this property.
- 2.2 A total of five (5) single-storey brick veneer dwellings are located throughout the subject site in addition to a place of worship (St James Lutheran Church), which fronts South Road. The existing single level church was constructed in 1955 and represents an excellent example of ecclesiastical post-war architecture at a local level.
- 2.3 Separate vehicle access is currently provided to each allotment, supplying vehicular access to all existing dwellings and the church along both South Road and Healey Street. A single street tree is located directly adjacent to each of the site's road abutments.
- 2.4 One (1), 1.83m wide, easement is contained within the property. The easement is positioned in a 'T' shape running alongside the east property boundary of land at 114 South Road, 42 and 44 Healey Street and along the south property boundary of land at 114 South Road and 44 Healey Street.
- 2.5 Three (3) restrictive covenants affect the subject land. These covenants prohibit the removal of mud, stone, earth, clay, gravel or sand from the site other than for the purpose of excavating for building foundations. A Section 173 Agreement is also registered on title at 44 Healey Street. This Agreement relates to the subdivision of the parent land at No. 412 South Road into two (2) lots, which was approved under Planning Permit No. KP42/2001.
- 2.6 The subject site is **not** located within a cultural heritage sensitivity area.

**3.0 SURROUNDING ENVIRONS**

- 3.1 The following aerial map illustrates the subject site in its surrounding context.



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- 3.2 The site forms part of Kingston's 'Major Activity Centre' for Moorabbin. All surrounding land to the west (opposite), south (rear) and east (side) is also located within the Activity Centre Zone 3. Directly opposite the site to the north (front), the land is identified as a General Residential Zone 1 and falls within the jurisdiction of Glen Eira City Council.
- 3.3 The subject site is also well located to existing services and public transport, being situated only 300 metres east of the Moorabbin railway station and the core commercial precinct. A number of educational facilities are located within walking distance of the subject land, including Tucker Road and Moorabbin Primary Schools, Bentleigh and Moorabbin Secondary Colleges in addition to the Holmesglen TAFE on South Road.
- 3.4 Land directly abutting the subject site and opposite is described as follows:

**North (Front):** South Road (major arterial road) and No. 511 & No. 513 South Road (Opposite) – Each respective allotment has been developed and is used for residential purposes. South Road is also identified as a Road Zone Category 1.

**East (Side):** No. 418 & No. 420 South Road – The property known as No. 418 South Road is currently used as a 24-hour car wash. The property known as No 420 South Road is a large site comprising a Harvey Norman store and a Clark Rubber store with associated car parking. Planning Permit KP544/2016 has recently been issued by Council to redevelop the land. This permit allows the land to be used and developed for a staged construction of a mixed use development comprising not more than 438 residential apartments, 120 serviced apartments, food and drink premise (café), retail premises, restricted recreation facility (gym), to provide car parking on another site, a reduction in car parking requirements and loading bay requirements, alter access to a road in a Road Zone Category 1, removal of easements and the creation of a carriageway easement.

**South (Rear):** Two allotments adjoin the subject site to the rear. One of these allotments is identified as No. 38 Healey Street, which is occupied by two (2) dwellings. The other allotment forms part of land at No. 420 South Road.

**West (Side):** Road and No. 25, No. 27 Healey Street & No. 410A South Road (Opposite) – each respective allotment contains a single-storey dwelling.

**4.0 PROPOSAL**

- 4.1 It is proposed to partially demolish and remove part of the existing church and construct new works associated with the place of worship. The new works result in an increase to the building footprint, seeing it stretch across the site's South Road frontage (at 414-416 South Road).
- 4.2 Further it is proposed to develop the site for a retirement village, generally in accordance with the revised plans received by Council on 17 November 2017. The proposed development would comprise of a five (5) storey high residential building with a basement car park, orientated towards both South Road and Healey Street.
- 4.3 The existing dwellings and buildings associated with the existing church would be demolished as a part of the proposal.

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- 4.4 **Retirement Village:** The proposed retirement village would comprise of fifty-five (55) apartments, consisting of 5 one (1) bedroom dwellings, 32 two (2) bedroom dwellings and 18 three (3) bedroom dwellings. The size of each apartment would range from 50m<sup>2</sup> to 136m<sup>2</sup>. It is anticipated that each of the apartments would cater for persons over 55 years of age. Private open space would be provided for each apartment in the form of either ground level courtyards or balconies at the upper floor level areas. The development would also incorporate a large communal area for residents, including a lounge area, kitchen facilities, cinema, library, games area, hair/beauty salon, gymnasium and a landscaped garden area.
- 4.5 The proposed basement car parking area would accommodate 74 car parking spaces, in addition to internal lift access, storage units for residents, bin storage and a rain water tank. All vehicle access would be provided from Healey Street via a new 8.5m wide crossover.
- 4.6 External building materials nominated for the new building would comprise of cement render finish, face brickwork, masonry, glazing, metal louvres and metal sheet roof cladding.
- 4.7 **Place of Worship (Church):** It is proposed to demolish part of the existing church in addition to removing the associated hall and residence. The remaining part of the church would be incorporated into a new building structure and include a hall, kitchen facilities, offices and amenities, resulting in a total area of approximately 527m<sup>2</sup>. The proposed development would be maintained as a single-level building and front South Road.

4.8 Proposed Development Details:

Floor designation	Description	Number of floors
Basement	Parking, resident storage, service rooms	1
Ground	Community hall, Church, Office, communal facilities, residences	1
Level 1 to 4	Residences	4
Roof	Roof and Plant	

4.9 Dissected number and Floor Area of the proposed development is provided in the table below:

Component	No./Area
Church & Hall	527 m <sup>2</sup>
Communal Facilities	556 m <sup>2</sup>
Apartment – 1 bedroom	5 dwellings
Apartment – 2 bedroom	32 dwellings
Apartment – 3 bedroom	18 dwellings

4.10 No dedicated on-site car parking is nominated for the new church structuring, with car parking demand expected to be catered for within the local street network. However, the existing access points at South Road would be retained (but widened) to allow for a drop-off/pick up area in front of the church.

- 4.11 The application also proposes the removal of the 'T' shaped E-1 easement, which is in favour of Council and South-East Water.
- 4.12 The external building materials for the new buildings would comprise of face brickwork, timber battens, glazing and stain-glass windows.
- 4.13 The proposed development will not contravene any part of the restrictive covenants given that the residential use of the land would be maintained. It is also noted that the requirements of the Section 173 Agreement, which apply to the subject land, have been fulfilled with the completion of the subdivision of the parent land. Further, the applicant has provided a statement prepared by Arnold Bloch Leibler relating to the covenants and Section 173 Agreement applying to part of the subject land and confirmation that the proposal will not breach these encumbrances.

## **5.0 PLANNING PERMIT PROVISIONS**

### **Zone**

- 5.1 Activity Centre Zone: Pursuant to Section 3.0 of Schedule 3 (Moorabbin Activity Centre) of the Activity Centre Zone (Clause 37.08-2), a planning permit is not required to use the land for 'accommodation', however, to use the part of the land at No. 414 South Road as a 'place of worship' a planning permit is required. A planning permit is also required to construct a building or construct or carry out works under Section 4.3 of the ACZ3.

### **Overlays**

- 5.2 Heritage Overlay (HO118): Pursuant to Clause 43.01 of the Scheme, a planning permit is required to demolish or remove a building, to construct a building and to construct or carry out works. The Schedule to the Overlay indicates that paint controls to the existing heritage building (church) on this site.
- 5.3 Special Building Overlay: Pursuant to Clause 44.05 of the Scheme, a planning permit is required to construct a building or to construct or carry out works. Melbourne Water is the relevant floodplain authority for the subject land.

### **Particular Provisions**

- 5.4 Clause 52.02 – A planning permit is required to remove or vary of an easement to enable a use or development.
- 5.5 Clause 52.06 - Car Parking contains the following residential/retirement village car parking rates:
- 1 space to each 1 or 2 bedroom dwelling;
  - 2 spaces to each 3 or more bedroom dwelling; and
  - 1 visitor space for every 5 dwellings.
- This equates to a parking requirement of 84 car spaces, including 11 dedicated visitor car parking spaces, for the proposed development. However, the proposal provides a total of 75 on-site car spaces for the dwellings, comprising of 61 car spaces for residents, 3 car spaces for employees, 1 car space for a resident 'pool' car and 10 car spaces for visitors.

- As the number of car parking spaces proposed falls short of the statutory requirements of Clause 52.06-3, a planning permit is required to reduce the number of car parking spaces associated with the proposed retirement village use.
- With regards to the use of part of the land for a 'place of worship', no additional car parking requirement is generated given that the new buildings would not allow for an increase in the existing number of patrons attending worship services.

5.6 Clause 52.29 – Land Adjacent to a Road Zone Category 1: A planning permit is also required to create or alter access to a road in Road Zone, Category 1.

5.7 Clause 52.34 – Bicycle Facilities: A planning permit is not required in accordance with Clause 52.34 of the Kingston Planning Scheme as the proposal exceeds the required number of bicycle parking spaces associated with the proposed retirement village and place of worship, in this instance.

5.8 Clause 58 – Apartment Developments is applicable to the assessment of this application.

#### **General Provisions**

5.9 The Decision Guidelines of Clause 65 of the Kingston Planning Scheme are relevant to this application and require consideration to be given to a variety of matters including planning scheme policies, the purpose of the zone, orderly planning and the impact on amenity.

### **6.0 RELEVANT POLICIES**

#### **6.1 State Planning Policy Framework (SPPF)**

- Clause 11 Settlement
- Clause 13 Environmental Risks
- Clause 15 Built Environment and Heritage
- Clause 16 Housing
- Clause 18 Transport
- Clause 19 Infrastructure

#### **6.2 Local Planning Policy Framework (LPPF)**

- Clause 21.03 Land Use Challenges for the New Millennium
- Clause 21.04 Vision
- Clause 21.05 Residential Land Use
- Clause 22.13 Heritage
- Clause 22.16 Heritage Policy

#### **6.3 Other**

6.4 Neighbourhood Character Area Guidelines (Incorporated Document under Clause 21.05 – Residential Land Use of the LPPF). The land is located within *Area 1* of the Neighbourhood Character Guidelines.

6.5 Design Contextual Housing Guidelines (April 2003 – reference document within Clause 22.11 – Residential Development Policy). The Design Contextual Housing Guidelines offer a range of design techniques and suggestions to assist with residential design, which is responsive to local character.

### **7.0 ADVERTISING**

7.1 The proposal was advertised by sending notices to adjoining and opposite property owners and occupiers and by maintaining two (2) notices at South Road and three (3) notices at Healey Street for fourteen (14) days. A total of six (6) objections were received to the proposal.



7.2 The main grounds of objection are summarised under the following headings:

- Visual bulk/neighbourhood character
- Car parking/traffic
- Overshadowing
- Building height
- Overlooking
- Noise during construction/demolition; and
- Common boundary fence height between site and 1/38 Healey Street

## **8.0 PLANNING CONSULTATION MEETING**

8.1 A Planning Consultation Meeting was held on 15 February 2018, with two (2) Planning Officers, the Permit Applicant and two (2) Objectors in attendance. The above-mentioned issues were discussed at length. However, the above concerns were unable to be fully resolved between the respective parties. During the consultation meeting it was agreed that the permit applicant and the objectors would further discuss matters relating to the boundary fencing and inform Council Officers of any outcome or consented approach achieved. The permit applicant informed Council that a 2 metre high boundary fence exists between the subject site and No. 1/38 Healey Street.

## **9.0 AMENDMENT TO PLANS**

9.1 Pursuant to Section 57A of the *Planning and Environment Act 1987*, an application to amend the proposal was received by Council. This application amends the permissions sought to include the removal of the E-1 easement. As the removal of the easement requires primary consent and for completeness purposes, it is considered that it is best dealt with as part of this application.

9.2 In response to Council's request for further information under Section 54 of the *Planning & Environment Act 1987*, the Applicant submitted revised plans to Council on 17 November 2017, showing additional details and a number of design modifications in response to matters outlined in Council's letter dated 1 September 2017. It is these plans that were advertised and now constitute the considered plans for this application.

## **10.0 REFERRALS**

10.1 The application was referred to the following internal departments within Council (where appropriate, the revised plans have been re-referred):

- **Council's Traffic Engineers** - advised of no objection to the proposal subject to condition included on any permit issued relating to the requirement of a construction management plan. It was concluded that the reduction of car parking sought was acceptable. This view was largely made on the basis that retirement villages are likely to generate a lower level of parking demand than normal residential dwellings, due to the demographics of the residents. Further, the proposal includes other modes of transport available to its residents in the form of a 'shared car pool' system. It is also noted that the prospective residents of this development are unlikely to be granted resident parking permits by Council in the future.

- **Council's Development Engineer** - raised no objection to the application, subject to conditions included on any permit issued relating to the requirement of flood apex, ground water assessment, on-site stormwater management and waste water discharge. The conditions also include design stormwater/drainage to prevent overflows onto adjacent properties.
- **Council's Roads & Drains Department** – - raised no objection to the application, subject to conditions included on any permit issued relating to the footpath levels and the vehicle crossing being industrial strength.
- **Council's Vegetation Management Officer/Street Trees** – offered no objection to the proposal subject to a number of conditions to be included on any permit issued. Main considerations focused on protection measures for the tree located on the neighbouring property at 420 South Road and the inclusion of planter boxes to achieve meaningful planting across the site and on balcony areas.
- **Council's Sustainable Development Advisor/ESD Officer** - raised no objection to the application, subject to conditions included on any permit issued. These specifically related to an amended Sustainable Design Assessment report and a Water Sensitive Urban Design report provided.
- **Council's Urban Designer** - offered no objection to the proposal subject to the inclusion of a condition on any permit issued relating to screening measures of the balcony areas along the development's south elevation.
- **Heritage Advisor** – generally supports the proposal subject to a condition requiring a darker tone to be used below the window of Dwelling 6 on the second level.
- **Council's Maintenance Contracts and Waste Department** – no objection and made no comments on the Waste Management Plan. The waste collection is proposed to be carried out by a private waste collector from the basement level.
- **Council's Construction Liaison Officer** – offered no objection to the proposal, subject to the provision of a Construction Management Plan (CMP) for the proposal given it is located within a designated activity centre.

10.2 The application was required to be referred to external referral authorities, pursuant to Clause 66.02 of the Scheme. Specifically the following authorities were informed about the application:

- 10.2.1 **Melbourne Water** – raised no objection to the application, subject to conditions included on any permit issued relating to finished floor level, eastern boundary fence to be open to the flood level, to allow for the passage of overland flow with no obstructions etc.
- 10.2.2 **VicRoads** - raised no objection to the application, subject to conditions included on any permit issued relating to clear pick up and drop up signs, all works to be completed to the satisfaction of and at no cost of VicRoads and no works carried out under or over the road reserve without VicRoads necessary approval.

- 10.2.3 **Public Transport Victoria**- raised no objection to the application, subject to a condition included on any permit issued relating to responsibility of the permit applicant to ensure that disruption to bus operation along South Road is kept to a minimum during the construction of the development.
- 10.2.4 **South-east Water** – raised no objection to the application subject to a number of conditions included relating to requiring the owner/applicant to enter into the agreements for the provision of water and sewerage, and requiring all lots within the development to be consolidated.
- 10.2.5 **VIVA Energy Australia** was notified of the proposal pursuant to Section 52 of the *Planning and Environment Act 1987*, who raised no objection to the application, subject to Construction Risk Assessment completed with no cost to Viva Energy Australia.

## **11.0 PLANNING CONSIDERATIONS:**

### **State Planning Policy Framework**

- 11.1 The State Planning Policy Framework sets out the relevant state-wide policies for residential development at Clause 11 (Settlement), Clause 15 (Built Environment and Heritage) and Clause 16 (Housing). Essentially, the provisions within these clauses seek to achieve the fundamental objectives and policy outcomes sought by 'Plan Melbourne: Metropolitan Planning Strategy' (Department of Transport, Planning and Local Infrastructure, 2014).
- 11.2 The settlement policies at Clause 11 seek to ensure a sufficient supply of land is available for all forms of land use in Victoria. Of particular relevance to housing, Clause 11 promotes housing diversity and urban consolidation objectives in the established urban realm. Clause 11.02-1 states that Planning Authorities should plan to accommodate projected population growth over at least a 15 year period, taking account of opportunities for redevelopment and intensification of existing urban areas as well consideration being had for environmental aspects, sustainable development and the costs associated with providing infrastructure. This clause states:
- *Planning for urban growth, should consider:*
    - *Opportunities for the consolidation, redevelopment and intensification of existing urban areas.*
    - *Neighbourhood character and landscape considerations.*
    - *The limits of land capability and natural hazards and environmental quality.*
    - *Service limitations and the costs of providing infrastructure.*
- 11.3 Clause 11.01-2 places particular emphasis on providing increased densities of housing in and around activity centres or sites that have good access to a range of services, facilities and transport options.
- 11.4 Clause 11.04-2 places particular emphasis on providing a diversity of housing in defined locations that cater for different households and are close to jobs and services, with strategies such as reducing the cost of living by increasing housing supply near services and public transport and facilitating the supply of social housing and affordable housing.

- 11.5 Clause 11.04-4 aims to create healthy and active neighbourhoods and maintain Melbourne's identity as one of the world's most liveable cities, with strategies such as protecting Melbourne and its suburbs from inappropriate development; creating neighbourhoods that support safe communities and healthy lifestyles; and promoting design excellence.
- 11.6 Clause 13 (Environmental Risks) aims to ensure that planning adopts a best practice environmental management and risk management approach which aims to avoid or minimise environmental degradation and hazards. Further, planning should identify and manage the potential for the environment, and environmental changes, to impact upon the economic, environmental or social well-being of society.
- 11.7 Clause 15 (Built Environment and Heritage) aims to ensure all new land use and development appropriately responds to its landscape, valued built form and cultural context, and protect places and sites with significant heritage, architectural, aesthetic, scientific and cultural value.
- 11.8 Clause 15.03-2 (Aboriginal Cultural Heritage) seeks to ensure the protection and conservation of places of Aboriginal cultural heritage significance. The subject land is not identified in an area of Aboriginal Cultural Heritage Sensitivity.
- 11.9 Housing objectives are further advanced at Clause 16. This Clause aims to encourage increased diversity in housing to meet the needs of the community through different life stages and respond to market demand for housing. In much the same vein as Clause 11, this Clause advances notions of consolidation of existing urban areas, particularly in and around activity centres and employment corridors that are well served by all infrastructure and services.
- 11.10 Policies pertaining to urban design, built form and heritage outcomes are found at Clause 15 of the State Planning Policy Framework. Of particular significance, Clause 15.01 encourages development to achieve high quality architectural and urban design outcomes that contribute positively to neighbourhood character, minimises detrimental amenity impacts and achieves safety for future residents, and the community, through good design. The provisions of Clause 15.02 promote energy and resource efficiency through improved building design, urban consolidation and promotion of sustainable transport.
- 11.11 The policies contained within Clause 16.01-4 encourage the provision of range of housing types to meet the increasingly diverse needs of the community. Emphasis is placed on development of well-designed medium density housing with respect to neighbourhood character. Further, this Clause aims to make better use of the existing infrastructure and provide more energy efficient housing.
- 11.12 It is submitted that the proposed development satisfies the afore-mentioned State strategies and policy direction. Specifically, the subject site is located on land earmarked for residential purposes, whereby residential development is an 'as of right' use under the zoning provisions. Subject to appropriate conditions on any permit issued, the development itself achieves an acceptable design outcome for the site and its immediate abutments, whilst enjoying convenient and direct access to community facilities and the like, including public transport nodes.

**Local Planning Policy Framework**

- 11.13 The City of Kingston's MSS at Clause 21.05 (Residential Land Use) of the Kingston Planning Scheme, seeks to provide guidance to development in residential zoned land, mixed use zoned lands and land within activity centres. The Residential Land Use Framework Plan illustrates the range of housing outcomes sought across the City of Kingston.
- 11.14 Relevant objectives and strategies in Clause 21.05-3: Residential Land Use include:
- *To provide a range of housing types across the municipality to increase housing diversity and cater for the changing housing needs of current and future populations, taking account of the capacity of local areas in Kingston to accommodate different types and rates of housing change. This is to be achieved through encouraging residential development within activity centres via mixed-use development, and on transitional sites at the periphery of activity centres.*
  - *To ensure new residential development respects neighbourhood character and is site responsive, and that medium density dwellings are of the highest design quality. This is to be achieved through promoting new residential development, which is of a high standard, responds to the local context and positively contributes to the character and identity of the local neighbourhood.*
  - *To promote more environmentally sustainable forms of residential development. To be achieved through promoting medium density housing development in close proximity to public transport facilities, particularly train stations.*
  - *To manage the interface between residential development and adjoining or nearby sensitive/strategic land uses.*
  - *To ensure residential development does not exceed known physical infrastructure capacities.*
  - *To recognise and respond to special housing needs within the community.*
- 11.15 Council's Local Planning Policy at Clause 21.05 essentially reinforces State Planning Policy relevant to housing, stressing the need to encourage urban consolidation in appropriate locations and to accommodate projected population increases.
- 11.16 Clause 22.11 Residential Development Policy extends upon the provision contained at Clause 21.05 (Residential Land Use), relating to increased housing diversity areas, incremental housing change areas, minimal housing change areas, residential renewal areas and neighbourhood character. It provides design guidance on how new residential development should achieve architectural and urban design outcomes that positively respond to neighbourhood character.
- 11.17 Relevant objectives in Clause 22.11-2 Residential Development Policy include:
- *To promote a managed approach to housing change, taking account of the differential capacity of local areas in Kingston to accommodate increased housing diversity, incremental housing change, residential renewal or minimal housing change, as identified within the MSS.*
  - *To encourage new residential development to achieve architectural and urban design outcomes that positively respond to neighbourhood character having particular regard to that identified in the Kingston Neighbourhood Character Guidelines – August 2007.*
  - *To promote on-site car parking which is adequate to meet the anticipated needs of future residents.*

- *To ensure that landscaping and trees remain a major element in the appearance and character of the municipality's residential environments.*
- *To limit the amount and impact of increased stormwater runoff on local drainage systems.*
- *To ensure that the siting and design of new residential development takes account of interfaces with sensitive and strategic land uses.*

11.18 It is considered that the proposed development is consistent with the applicable State and Local Planning Policy Framework guidelines which aim to encourage well-designed medium density housing in appropriate locations. This is discussed in the Clause 58 assessment, later within this report.

### **Zone Provisions**

11.19 The subject site is located within the Activity Centre Zone. The purpose of the Activity Centre Zone is:

- *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *To encourage a mixture of uses and the intensive development of the activity centre:*
  - *As a focus for business, shopping, working, housing, leisure, transport and community facilities.*
  - *To support sustainable urban outcomes that maximise the use of infrastructure and public transport.*
- *To deliver a diversity of housing at higher densities to make optimum use of the facilities and services.*
- *To create through good urban design an attractive, pleasant, walkable, safe and stimulating environment.*
- *To facilitate use and development of land in accordance with the Development Framework for the activity centre.*

11.20 The subject site is located within both Precinct 3 and Precinct 4 of the Activity Centre Zone (Schedule 3 – Moorabbin Activity Centre). Precinct 3 is identified as the 'increased residential precinct', which is bound by South Road to the north, Redholme Street to the west and Healey Street to the east. The design objectives at Section 5.3 of Schedule 3 to the Zone seek to:

- *To encourage new, contemporary residential building form within quality landscaped settings that responds to the residential focus of the precinct.*
- *To provide opportunities for a mix of dwelling types in the precinct.*
- *To encourage an enhanced pedestrian environment within the precinct.*

11.21 Precinct 4 is identified as the 'Parkside Contemporary Living precinct', which is bound by South Road to the north, residential properties along the Healy Street to the west and Linton Street to the east. The design objectives at Section 5.4 of Schedule 3 to the Zone seek to:

- *Regenerate the precinct from industrial and restricted retail land uses to a contemporary mixed use environment with an office, residential and service focus.*
- *To discourage land use activities such as a Retail Premises that would undermine the retailing role of the Retail Core Precinct.*

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- *To encourage well integrated apartment/office/community service opportunities with transitions in height down to adjoining residential areas.*
- *To encourage active frontages with community service uses along the South Road frontage.*
- *To strengthen the connectivity and walkability of the precinct to the retail core and public transport opportunities of the Moorabbin Activity Centre.*

11.22 Before delving into the specific guidelines applicable to Precinct 3 and 4, it is important to acknowledge that pursuant to clause 37.08-6 Design and development of the Activity Centre Zone, **a permit may be granted to construct a building or construct or carry out works which is not in accordance with any design and development requirement in the schedule to this zone unless the schedule to this zone specifies otherwise.**

11.23 Equally important as the above point, **Schedule 3 of the Activity Centre Zone does not specify any mandatory precinct design requirements.**

11.24 A response to the precinct guidelines is provided below:

<b>Precinct 3 requirements</b>	<b>Comments</b>
<b><i>Building Height: 3 storeys (11 metres)</i></b>	<p><b>Does not comply.</b> The proposed development includes a five (5) storey built form component within Precinct 3. The permit applicant seeks to vary the storey/height limits, stating that the site consolidation of multiple lots and building design adopted provides generous setbacks from the Healey Street frontage and a high level of articulation, including recessive elements and building materials. Further, the applicant states that the site layout and design of buildings orientated to Healey Street emphasises the residential nature of the development and will enhance the pedestrian environment by providing opportunities for informal interaction between the private and public realms.</p> <p>Furthermore, the upper levels of the proposed building only occupies approximately 40% of the Healey Street frontage, which in combination with the generous upper level setbacks, in particular the third and fourth floor levels, will ensure that the new development does not overwhelm the Healey Street streetscape.</p> <p>The building height and storey presentation has been reviewed by Council's Urban Designer and is deemed appropriate, in this instance.</p>
<b><i>Setbacks: Minimum 5 metres from street frontages.</i></b>	<p><b>Complies</b> – As stated earlier in this report, the subject land is located partly within Precinct 3 and partly within Precinct 4.</p> <p>The proposed development includes a</p>

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<b>Precinct 3 requirements</b>	<b>Comments</b>
	minimum front setback of 5.33 metres to Healey Street for the ground, first and second floor levels, increasing to over 10.3 metres at the third and fourth levels (excluding the balconies).
<i>All habitable room windows and balconies of development above ground level should be setback a minimum 4.5 metres from side or rear boundaries.</i>	<b>Complies</b> - Habitable room windows and balconies (within the Precinct 3 part of the site) are set back over 4.5 metres from side or rear boundaries.

<b>Precinct 4 requirements</b>	<b>Comments</b>
<b>Building Height:</b> 5 storeys (17 metres) subject to sufficient site consolidation	<b>Complies in part.</b> The proposal is for a five storey building excluding the basement car park.  The maximum height along the north elevation would be 16.79m from natural ground level, and for the south elevation it would be 17.23m. The minor variation sought to the height of 23cm is negligible and deemed appropriate in this instance.
<b>Setbacks:</b> Not Specified.	N/A

<b>Precinct 3 guidelines</b>	<b>Response</b>
<i>Any new development should landscape the front setback areas.</i>	The building setbacks from Healey Street provide for landscaping on the site. By way of conditions on any permit issued, both deep soil planting and planting within planter beds will provide a quality landscaped setting and will enhance the adjoining pedestrian environment.
<i>Any new development on sites of 1,000sqm or less with a frontage of 30 metres or less should not exceed a maximum of 2 storeys and be limited to additions to existing dwellings.</i>	N/A
<i>Any new development on sites (comprising 1 or more lots) of greater than 1,000sqm and with a frontage of greater than 30 metres, do not exceed a maximum height of 3 storeys.</i>	<b>Does not comply.</b> Refer to the above discussion regarding building height requirements of precinct 3.
<i>New development should provide on-site car parking in basements rather than at ground level, accessed via a single entry onto the site, in order to maximise the opportunity to use ground level areas for landscaping, and open space.</i>	<b>Complies.</b> A full basement car park level is provided with access proposed from the site's Healey Street frontage.
<i>Development should provide for a mix of dwelling options in an apartment format rather than villa units or townhouses.</i>	<b>Complies.</b> The proposal would result in a mix of 1, 2 and 3 bedroom apartments over five (5) levels.



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<i>New development fronting South Road should achieve vehicular access to parking from side and rear streets and laneways.</i>	<b>Complies.</b> The existing access points at South Road would be maintained (but modified). However, all of the on-site car parking is to be provided from Healey Street..
<b>Precinct 4 guidelines</b>	
<i>Develop landmark building outcomes in the precinct in key locations with high exposure to South Road and the Moorabbin Reserve.</i>	The proposed development provides contemporary, purpose-built, facilities for the church and retirement village and an improved architectural response across all 5 allotments. The incorporation of the retained section of the church has been designed to ensure that this element of the building is distinguishable, whilst presenting a cohesive built form to South Road.
<i>New development should provide a transition in height down to the existing heritage church to provide a buffer and retain view lines to the place.</i>	The retirement village component is located to the rear and differentiated through building materials and recessive elements to ensure that the church retains its presence along South Road. An assessment of the proposed partial demolition of the existing church and associated buildings and the proposed development has been prepared by Trethowan Architecture Pty Ltd, which has been assessed by Council's heritage advisor, who too supports the proposal (refer to disussion Section 11.23 of this report).
<i>Create a new road through the precinct to provide east west links from the railway station to Linton Street reserve.</i>	N/A
<i>Development should enable an east-west linkage from the Railway Station via Central Avenue to Moorabbin Reserve.</i>	N/A
<i>Create active surveillance and pedestrian friendly interfaces from the precinct to Moorabbin Reserve.</i>	N/A
<b>Decision guidelines</b>	
<b>Use</b>	
<ul style="list-style-type: none"> <li><i>The adaptability of the proposal to be transitioned in the future to alternative, though complementary land uses.</i></li> </ul>	<b>Complies.</b> The proposal is considered to be designed in an adaptable manner.
<ul style="list-style-type: none"> <li><i>Whether the proposal achieves a mix of uses within the site to support the objectives of the Moorabbin Activity Centre.</i></li> </ul>	<b>Complies.</b> The proposal has provided for an improved church facility, communal open space, gym etc activating the ground floor uses. Further, the upper level residential accommodation components also provide for activation along the street frontages / main road.
<ul style="list-style-type: none"> <li><i>Whether the proposal achieves active uses and pedestrian generating activities at street level in</i></li> </ul>	<b>Complies.</b> The use of the place of worship and communal facilities, including communal open space, provides active uses at the street level.

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<i>identified precincts that contribute to a vibrant public realm.</i>	
<b>Buildings and works</b>	
<ul style="list-style-type: none"> <li>• <i>Whether the proposed development ensures that all roof plant and equipment is sufficiently screened or hidden from view.</i></li> </ul>	<b>Complies.</b> The plant area is proposed to be screened by 2.1 metre high screens on the rooftop and therefore deemed to be sufficiently hidden from view.
<ul style="list-style-type: none"> <li>• <i>Whether the development provides easy, safe, accessible entry/exits for pedestrians, cyclists, and people with a disability demonstrating how access needs are accommodated.</i></li> </ul>	<b>Complies.</b> The entrances to the church and the retirement village are highly visible from the adjoining streets providing a clear sense of address for each.
<ul style="list-style-type: none"> <li>• <i>Whether the development provides vehicular access to buildings fronting key roads off side streets or via rear access.</i></li> </ul>	<b>Complies.</b> The majority of car parking associated within the proposed development is located at basement level and accessed via Healey Street.
<ul style="list-style-type: none"> <li>• <i>Whether the development complements the form, scale, materials, colour of a heritage place on the same site or adjoining place.</i></li> </ul>	<b>Complies.</b> The proposed building is designed to ensure that the retained component of the church is distinguishable whilst forming part of a cohesive built form. The setback of the upper levels of the proposed building and the materials palette will provide appropriate visual separation between these components of the building. Further, the form, scale, materials and colour of proposed apartments complements to the heritage place.
<ul style="list-style-type: none"> <li>• <i>Whether the development achieves the stepping down in built form to established residential neighbourhoods.</i></li> </ul>	<b>Complies.</b> The development incorporates building heights and setbacks which will provide an appropriate interface with the adjoining properties, generally consistent with the anticipated built form outcomes outlined in Schedule 3 to the Activity Centre Zone. Further, it is noted that the east side of the subject site has been approved with a development of a 10 storey scale.
<ul style="list-style-type: none"> <li>• <i>Whether the development integrates car parking requirements into the design of buildings by encouraging the use of under croft or basement car parking and minimises the use of open ground floor car parks.</i></li> </ul>	<b>Complies.</b> The majority of car parking associated within the proposed development is located at basement level and accessed via Healey Street other than drop off and pick up area in front of the church.
<b>Access</b>	
<ul style="list-style-type: none"> <li>• <i>Incorporates provisions for pedestrians, cyclists, and people with a disability demonstrating how access needs are accommodated.</i></li> </ul>	<b>Complies.</b> The proposal is designed to incorporate equitable access to all people (including those with young children, old and disabilities) to the place of worship through designated doors. It is noted, the internal walkway is also adequately ramped with lift access provided to the place of worship.

	Similarly the lifts have been provided to the higher level of dwellings.
<ul style="list-style-type: none"> <li><i>Provides vehicular access to buildings fronting key roads off side streets or via rear access.</i></li> </ul>	<b>Complies.</b> The proposal is designed to have a direct pedestrian and vehicle access from South Road and Healey Street.

It is noted from above assessment, the proposal achieves a high level of compliance. Whilst a variation has been sought with respect to the building height of Precinct 3, the consolidation of the land allows for a viable and greater scale of built form than that anticipated for if we were dealing with a standard or smaller size allotment. Again, it is important to reiterate that the requirements for Precinct 3 are not mandatory and, as such, should be considered having regard to the location of the site, its direct abutments, recent development approvals of adjoining sites and the design response itself.

**11.23 Overlay Provisions**

**Heritage Overlay 118** - The land at 416 South Road, Moorabbin (forming part of the subject site) is affected by a Heritage Overlay (HO118).

The City of Kingston Heritage Study Place Identification Form (2001) prepared by Bryce Raworth Pty Ltd provides a history and description of the subject land and buildings. The church is described as follows:

*This austere cream brick building is an amalgam of modest early English and Medieval influences executed using contemporary domestic materiality and detailing. The large cross, tall windows and the castellated parapet offer simple ecclesiastical adornment to an otherwise simple Modern building. A low brick fence at the front of the site adds to the overall character and significance of the building.*

Further, it is stated that *the church is architectural, spiritual and social significance at a local level. The buildings to the rear are noted to be of minor social significance. These buildings do not contribute to the valued character or significance of the subject site to any substantial degree and works to the rear of the site generally are unlikely to raise heritage issues. Demolition of these buildings to the rear should be considered permissible as part of any future (and otherwise acceptable) development proposal*



The proposed redevelopment of the site will facilitate the on-going use of part of the site for a church. The partial demolition of the church and the incorporation of the retained section as part of the new building allows for the provision of contemporary facilities for the church.

The proposed design will ensure that the original fabric of the church can be distinguished from the new building and does not detract from the building. The new footprint for the church and hall extends to the west, thereby providing a wider frontage for the church adjacent to South Road.

The retirement village component is located to the rear and differentiated through building materials and recessive elements to ensure that the church retains its presence along South Road.

The application was referred to Council's Heritage Advisor, who advised *'the existing church on this site is an austere, if not unremarkable, Post-war ecclesiastical building. The development proposal will retain its front, the portion with some (modest) architectural quality, and will incorporate this into a mixed-use (ecclesiastical, community and residential) development across the broader site.*

*Heritage Advisor believes that the new church, in particular its massing and the detailing on its façade, make a good reference to the façade of the existing church. The pair (old and new) churches will sit well together when viewed from South Road.*

*Heritage Advisor requests a simple change, which may make the interface between the existing church and proposed higher built form, respond better to each other. Essentially, a darker material in the section of the wall will provide a better response.*

*In this respect, the outcome is broadly consistent with the intent of the heritage overlay as defined in Clause 43.01 Heritage Overlay of the Kingston Planning Scheme, which is to conserve and enhance its heritage places.'*

*Further, in the response, it states 'I am of the view that any impacts from the works on the cultural significance of the church complex, will be mitigated, if not significantly outweighed, by the benefits that this proposal can provide to the Church and the broader community. The proposed works will ensure that the site continues to be a site of community focus within Moorabbin, and in many respects will enhance the site's contribution to its environs.'*

The referral response received from the Heritage Advisor went on to state that a darker tone should be included on the retirement building's facade below the window of Apartment 6 at level 2, which presents to South Road. This response was forwarded to the permit applicant for their consideration and feedback. The response provided by permit applicant outlined that the proposed light shade finish had been selected so that the existing heritage structure comprising of dark shaded bricks would remain prominent in the streetscape. Planning Officers consider that this justification is reasonable and a valid response. Further, it is agreed that utilising contrasting tones (dark shade for the existing church and light finishes for the new building) will clearly differentiate the heritage qualities to that of the new building structure.

#### **11.24 Special Building Overlay**

The Special Building Overlay (SBO) applies to part of the subject site at 414 and 416 South Road.



The purpose of this overlay is:

- *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *To identify land in urban areas liable to inundation by overland flows from the urban drainage system as determined by, or in consultation with, the floodplain management authority.*
- *To ensure that development maintains the free passage and temporary storage of floodwaters, minimises flood damage, is compatible with the flood hazard and local drainage conditions and will not cause any significant rise in flood level or flow velocity.*
- *To protect water quality in accordance with the provisions of relevant State Environment Protection Policies, particularly in accordance with Clauses 33 and 35 of the State Environment Protection Policy (Waters of Victoria).*

The relevant floodplain management authority for this overlay is Melbourne Water, who has no objection to the proposal subject to inclusion of number of conditions included on any permit issued. The applicant has submitted stormwater overland flow plans to the relevant authority (Melbourne Water), by slightly reducing the building envelope to allow for the sufficient flow of water on the site. Particularly, a small portion of proposed extension of the hall area and kitchen area is required to be deleted as per Melbourne Water's instructions. This change is not reflected on the considered plans, however can be achieved via conditional 1 requirements should a permit issue.

#### 11.25 **Particular Provisions**

The application has been assessed against the relevant particular provisions and it is considered that the proposed use and development meets the requirements contained within this section of the Kingston Planning Scheme.

#### 11.26 **Clause 52.02 – Easements, Restrictions and Reserves**

The purpose of this provisions is:

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

As discussed in Section 2.4 of this report, there is one easement that runs along the east side of the property boundary of land at 114 South Road, 42 and 44 Healey Street and along the south property boundary of land at 114 South Road and 44 Healey Street. This easement is in favour of South East Water and Council. The application was referred to Southeast water and Council's Development Engineers, who have indicated no objections to the proposal subject to the number of conditions.

**11.27 Clause 52.06 – Car Parking**

The purpose of this provisions is:

- *To ensure that car parking is provided in accordance with the State Planning Policy Framework and Local Planning Policy Framework.*
- *To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.*
- *To support sustainable transport alternatives to the motor car.*
- *To promote the efficient use of car parking spaces through the consolidation of car parking facilities.*
- *To ensure that car parking does not adversely affect the amenity of the locality.*
- *To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.*

As discussed earlier in this report, it is proposed to redevelop the subject site at 40-44 Healey Street, Moorabbin to provide a new church, hall, communal facilities and 55 residential apartments (retirement village). The primary access to the subject site will be provided on Healey Street, with crossovers also provided on South Road to access the drop-off/pick-up area.

In accordance with Clause 52.06 of the Kingston Planning Scheme, the statutory requirements of car parking is given below table.

Use	Area/ No.	Rate	Car Parking Measure	Total
Residential / retirement village	37	1	to each one or two bedroom dwelling, plus	37 spaces
	18	2	to each three or more bedroom dwelling (with studies or studios that are separate rooms counted as bedrooms), plus	36 spaces
	55	1	for visitors to every five dwellings for developments of five or more dwellings	11 spaces
<b>Total</b>				<b>84 spaces</b>

It is proposed to provide a total of 75 car parking spaces on-site:

- 61 spaces for residents (six dwellings will have two spaces in a tandem arrangement)
- 3 spaces for staff (two spaces in a tandem arrangement and one space in a tandem arrangement with a pool car)
- 1 space for a pool car (an electric pool car will be available for use by residents, in a tandem arrangement with a staff parking space);
- 10 spaces for visitors (eight spaces in a tandem arrangement, one space for people with disabilities, and one space adjacent the entry point to the church).

The applicant has noted that it is intended for the retirement village to operate with valet style visitor parking to be managed by the operator / reception. Thus, it is considered that



the tandem staff, visitor and the pool car parking arrangement would be able to be managed and fully utilised during periods of peak demand.

There is a shortfall of 12 spaces for residents, and 1 space for visitors, for which a reduction to the statutory requirement is being sought. However, a pool car parking space and 3 staff parking spaces have been provided in excess of the statutory requirements.

A Traffic and Transport Assessment has been prepared by Cardno dated 27 July 2017 and forms part of the application material. Council's Traffic Engineers have reviewed the assessment and agree with the report. They have indicated that the retirement village is likely to generate a lower level of parking demand than normal residential dwellings due to the demographics of the residents and availability of other modes of transport including the 'shared car pool'.

It is also noted that the proposed church will continue to operate as per the existing situation, with no material increase to the number of patrons attending worship services. According to the applicant, current congregation has approximately 75 parishioners and that this number is not expected to increase as a result of the proposed redevelopment. The church has been operating for a long time and there is no restriction on patron numbers. The numbers may vary sometimes dependent upon events in the religious calendar. Given this, there will be no appreciable change between the existing demand and future demand associated with the place of assembly.

The availability of car pooling facilities, on-street parking (a survey submitted with the traffic report shows a minimum of 37 available spaces in close proximity to subject site), Moorabbin Railway station located within 400m and operation of a number of bus services from the Railway Station and along South Road, the traffic generation is not considered an issue for the proposed development. It is noted that the prospective residents of this development are unlikely to be granted resident parking permits in the future, in line with Council's Parking Management Policy adopted on 26 April 2016.

Further, Council's Traffic Engineers are satisfied with other technical/design requirements such as forward entry/exit to the site for all of the proposed parking spaces, pedestrian sight splays at the street frontage, ramp grade/headroom clearance requirements.

Further to the above and the recommendations of Council's Vegetation Management Officer, it is noted that an additional car parking space will be lost in order to meet tree protection measures for the tree located on the neighbouring property to the east of the subject site at No 420 South Road. It is considered that a further reduction of one car parking space is not unreasonable, given the circumstances.

**11.28 Clause 52.29 – Land Adjacent to a Road Zone Category**

The purpose of this provisions is:

- *To ensure appropriate access to identified roads.*
- *To ensure appropriate subdivision of land adjacent to identified roads.*

A minor modification is proposed to the two (2) existing vehicle crossovers located along the site's South Road frontage, which is in a Road Zone Category 1. The application was referred to VicRoads, who has no objection to the proposal subject to an amended plan showing the entrance to the porte cochere to be clearly and appropriately signed as a pick up and drop off point only. It is considered that the affect of the proposal on the operation of the road and on public safety would not be unreasonable in this instance.

**11.29 Clause 52.34 – Bicycle Facilities**

The purpose of this provisions is:

- *To encourage cycling as a mode of transport.*
- *To provide secure, accessible and convenient bicycle parking spaces and associated shower and change facilities.*

The proposal incorporates 11 resident bicycle parking spaces and 6 visitor bicycle parking spaces within the basement (in addition to the 2 visitor bicycle parking spaces at ground level adjacent to Healey Street and 2 bicycle parking spaces within the front setback to South Road). A total 21 bicycle parking space has been provided in accordance with the submitted plan and report. Clause 52.34 of the Kingston Planning Scheme specifies the bicycle parking provision requirements with regard to the different components of the proposed development.

Table below outlines the bicycle spaces requirements for dwellings and a place of assembly.

Component	Area/No	Requirement		Total
		Rate		
Residential building	55 dwellings	1 space per 5 dwellings for residents		11 spaces
		1 space per 10 dwellings for visitors		6 spaces
Place of assembly	527 m <sup>2</sup>	1 space per 1,500m <sup>2</sup> of net floor area for employees		0 spaces
		2 + 1 space per 1,500m <sup>2</sup> of net floor area for visitors		2 spaces
<b>Total</b>		<b>- Residents</b>		<b>11 spaces</b>
		<b>- Visitors</b>		<b>8 spaces</b>

The proposal exceeds the requirements of Clause 52.34 by 2 spaces. Further, Council's Traffic Department supports the proposal.

**12.0 ASSESSMENT**

**Proposed Uses**

- 12.1 A 'retirement village' (nested within 'Accommodation') is a Section 1 Use pursuant to Schedule 3 of the Activity Centre Zone
- 12.2 Within this precinct, the use of the land for the purpose of accommodation/retirement village is 'as of right'. It is acknowledged that the design of each dwelling is independent of one another and intended to be occupied by 'retirees' comprising specifically for people over the age of 55 years. To ensure that the development remains a retirement village (as proposed), it is recommended that a section 173 agreement be imposed by way of permit condition. Should any future land owner/developer wish to vary the use arrangements on the land, the imposition of a section 173 agreement will require them to obtain the written consent of Council (i.e. the responsible authority).
- 12.3 Schedule 3 of the Activity Centre Zone lists a 'Place of Worship' (nested within 'Place of Assembly') as a Section 1 Use subject to the following condition 'must not be located in Precinct 1, 2, 3 or 4'. The land located at 416 South Road, Moorabbin has existing use rights for a 'Place of Worship'. A permit is therefore required to use the land at 414 South Road, Moorabbin for a 'Place of Worship'.



- 12.4 The existing church, residence and hall have a combined area of approximately 1,200 square metres. The proposed church and hall building (including the retained component of the existing church) will have an area of approximately 527 square metres, which would be reduction of more than 600 square metres area compared to the original total area.
- 12.5 As the church is proposed to operate in the same manner as per the existing situation, it is anticipated there will be no material increase to the number of patrons attending worship services, and thus the impact of the church to the neighbouring properties would be similar to the existing use or will not change.
- 12.6 For the above reasons, the proposed use would not have a significant impact to the neighbouring properties and is considered to achieve the objectives of Schedule 3 of the Activity Centre Zone. It is the directive of Schedule 3 to provide for increased density, high residential amenity development which provides for residential living opportunities within the centre which capitalise on access to public transport, open space and retail opportunities.

**Proposed Development / Apartment Development Assessment**

- 12.7 The design principles contained at Clause 15 (Built Environment and Heritage) are applicable to this development. It is noted that Clause 58 -- - Apartment Developments does not technically apply to an application to develop land for the purpose of a 'Retirement Village'. However, as the proposed development is designed in a similar fashion to an apartment style development, an assessment has been undertaken against Clause 58 as a guiding measure. It is also noted that Clause 55 is not applicable to the assessment of the proposed apartments, due to the height of the building being greater than five storeys.
- 12.8 Amendment VC139 has recently come into effect in the Kingston Planning Scheme. The Explanatory Report for Amendment VC139 advises that the amendment contains a number of changes, including clause 15 in the planning scheme. It removes the references in this clause to a variety of documents including the Guidelines for Higher Density Residential Development (2005) and the Activity Centre Guidelines (2005) and, instead, introduces references to the Urban Design Guidelines for Victoria and Apartment Design Guidelines for Victoria. Further, in accordance with Clause 37.08-5 of the Scheme, the proposal is required to be assessed against the relevant objectives and standards of Clause 58 (Apartment Developments) of the Kingston Planning Scheme. Clause 58 requires that a development must meet all of the objectives, and all of the standards of this clause should be met. Variations to the standards are able to be considered where it is determined that the overall objective is met. The assessment reveals that the proposal provides a high level of compliance against Clause 58 of the Kingston Planning Scheme. A discussion of the proposal against each of the non-compliant components of the Standards is provided below as well as any directives deemed necessary for elaboration.
- 12.9 **Clause 58.02-1 Urban Context:** The objectives of this clause is:
- *To ensure that the design responds to the existing urban context or contributes to the preferred future development of the area.*
  - *To ensure that development responds to the features of the site and the surrounding area.*

The site is located within a Major Activity Centre that is identified for redevelopment and higher density development and is well located in terms of access to a variety of facilities, services and public transport options clearly defining itself as a location for residential growth. The immediate site interfaces are recognised and the proposed development

responds appropriately to each through the provision of suitable built form setbacks from the boundaries, together with various architectural treatments that ensure the amenity of adjoining properties and development potential are not unreasonably affected.

As noted previously, the property to the east at 420 South Road is proposed to be developed for a mixed use development including five buildings with heights of between 3 and 10 storeys. The proposed development has regard to the proposed siting, height and design of these buildings.

In relation to the adjoining properties to the south at 1/38 and 2/38 Healey Street, the proposed building has been designed to ensure that there will be no additional shadow cast onto the private open space of these properties at the September equinox.

The proposed development, subject to suitable conditions on any permit issued (to enhance the quality of landscaping across the street interfaces at ground level but also vertically via the addition of planter boxes within balcony areas), will contribute positively to the adjoining public realm through the incorporation of landscaping within the front building setbacks and orientation of the buildings to the streets.

As noted, the proposed building is oriented to Healey Street and South Road. The proposed building includes windows and balconies facing the adjoining streets, which will provide opportunities for passive surveillance of the adjoining spaces.

The heritage significance of the church and church use has been considered and the front component of the existing church will be retained and incorporated as part of the proposed building. The proposed redevelopment provides for the continued use of the land for a church with improved and well-resolved facilities.

Further, Council's Urban Design Advisor supports the proposal subject to minor modifications to be addressed by way of condition(s) on any permit issued. The referral response states *'Based on the considered design response for the site and a building 'fit for purpose', the degree of site amalgamation and the retention of the heritage form, the proposed development is considered an acceptable candidate to exceed the preferred height set for the location and, as such, the proposal supported in urban design terms.*

*The scale and mass of the overall building is well handled. The 5 storey element is set back from streetscapes and sensitive interfaces while lower levels provide good setbacks from habitable rooms and balconies to minimise the need for privacy screening as the Activity Centre develops.*

*The streetscape presentations, to both South Road and Healy Street, are considered to be acceptable.*

*The residential entrance is also located on the Healy Street frontage: it is well handled, announced by a pergola which extends to the street edge and provides an edge to the communal open space.*

*There is an over-reliance upon simple rudimentary screening on this southern elevation which has a detrimental impact on the internal amenity for future occupants and results in a poor presentation to the southern face of the building. This development must reconsider the extent of screening required and provide alternate approaches to privacy screening which may include planter boxes (limiting the trafficable areas of the balcony and views down) and horizontal louvre screening (to direct views out rather than down).'*

Based upon the above discussions, the context of the site has been carefully considered and this has in turn established the design and built form outcomes that have been incorporated into the proposed development.

12.10 **Clause 58.03-5 Landscape:** The objectives of this Clause is:

- *To encourage development that respects the landscape character of the area.*
- *To encourage development that maintains and enhances habitat for plants and animals in locations of habitat importance.*
- *To provide appropriate landscaping.*
- *To encourage the retention of mature vegetation on the site.*
- *To promote climate responsive landscape design and water management in developments that support thermal comfort and reduces the urban heat island effect*

Standard D10 requires that if the development cannot provide for deep soil areas and canopy trees, specified in Table D2, an equivalent canopy cover should be achieved by providing either: *canopy trees or climbers (over a pergola) with planter pits sized appropriately for the mature tree soil volume requirements, Or vegetated planters, green roofs or green facades.*

The proposed development incorporates landscaping within the front setback to Healey Street, adjacent to the basement ramp, within ground level courtyards and within the setback to South Road (front setback to the church).

The areas clear of the basement level provide for deep soil planting and include a setback of between 2.43 and 2.84 metres to the Healey Street frontage, 2.0 metre setback to the south (adjacent to 1/38 and 2/38 Healey Street), 2.0 setback to the north (adjacent to 412 South Road) and the setback to South Road. The remainder of the landscaping will be provided within planter boxes.

The subject site is greater than 2500m<sup>2</sup> in area, the deep soil area required is 15% of the site area with a 6m minimum dimension. A total of 393m<sup>2</sup> (11.2%) of deep soil area is provided, which does not meet standard D10. Instead, the proposal has landscaping provided utilising raised planter boxes. To achieve an adequate level of 'meaningful' landscaping on the site, Council's Vegetation Management Officer has recommended greater provision for deep soil planting to be achieved within the front setbacks of the development site by way of condition on any permit issued. Further, they have also recommended that a condition be included to require additional planter boxes within the balcony areas across the entire development. Through the inclusion of these conditions, it is considered that an acceptable level of landscaping can be achieved on the site.

12.11 **Clause 58.03-7 Parking location:** The objectives of this clause is:

- *To provide convenient parking for resident and visitor vehicles.*
- *To protect residents from vehicular noise within developments.*

The Standard D12 requires shared accessways or car parks of other dwellings should be located at least 1.5 metres from the windows of habitable rooms. This setback may be reduced to 1 metre where there is a fence at least 1.5 metres high or where window sills are at least 1.4 metres above the accessway. The habitable windows of Unit 7 and 9 are over the basement ramp, rendering this standard to not be met. However, these windows will be treated acoustically to manage vehicle noise associated with the basement ramp, which can be achieved via a condition, therefore the objective *'to protect residents from*

*vehicular noise* will be met by the proposal and a variation to this standard is deemed appropriate.

12.12 **58.05-3 Private open space objective:** The objectives of this clause is:

- *To provide adequate private open space for the reasonable recreation and service needs of residents.*

The Standard D19 states 'a dwelling should have private open space consisting of an area of 25 square metres, with a minimum dimension of 3 metres at natural ground floor level and convenient access from a living room or a balcony with an area and dimensions specified in Table D5 and convenient access from a living room. Table D5 states that a 2 bedroom dwelling requires minimum of 8 square metres with 2 metres minimum dimension'.

It is noted that the area and dimension of the courtyards and balconies provided for the proposed apartments meets this standard, with the exception of one ground floor level courtyard (i.e. Apartment 9). The ground level courtyard associated with Apartment 9 has an area of approximately 15 square metres and given that the complex is intended to be used as a retirement village (comprising of community facilities in addition to private recreational spaces), it is submitted that this minor shortfall will still meet the needs of the future occupant/s. expanding on this point, the retirement village incorporates indoor communal facilities and outdoor communal open space, therefore it is considered that the objective has been met.

12.13 **58.07-4 Natural ventilation:** The objectives of this Clause is:

- *To encourage natural ventilation of dwellings.*
- *To allow occupants to effectively manage natural ventilation of dwellings.*

The Standard D27 requires at least 40% of dwellings should provide effective cross ventilation that has:

- *A maximum breeze path through the dwelling of 18 metres.*
- *A minimum breeze path through the dwelling of 5 metres.*
- *Ventilation openings have approximately the same area.*
- *The breeze path is measured between the ventilation openings on different orientations of the dwelling*

The design and layout of the proposed apartments incorporates openable windows and doors to encourage natural ventilation. Standard D27 requires at least 40% of dwellings should provide effective cross ventilation. The assessment summary table prepared by McCabe Architects indicates that a minimum of 36.4% of apartments (20 of the total 55 apartments) achieve effective cross ventilation. Only 4% of dwellings could not achieve this requirements, and Council's Planning Officers consider that the proposed reduction is considered reasonable in this instance.

### **13.0 RESPONSE TO GROUNDS OF OBJECTIONS**

13.1 A total of 6 objections were received. The Objectors' concerns have largely been addressed in the report. However, any outstanding matters are discussed below:

**Common Fencing:** Concern was raised from the neighbouring property at 1/38 Healey Street regarding the existing boundary fence and whether this would be adequate to deal with noise and amenity issues associated with the access point to the basement car park. The permit applicant confirmed that the existing fence is 2 metres high and should Council believe that a higher fence is necessary, this could be addressed by way of a condition on any permit issued. Whilst it is noted that common fencing is a matter governed under the *Fencing Act 1978* and one of a civil matter, Council's Planning Officer is of the view that a higher fence would result in additional shadow cast over the neighbouring property, which in turn would impact on amenity. With respect to noise, whilst it is acknowledged that a greater level of vehicle movements will occur as a result of the proposed development, the use of the site is residential in nature and 'as of right' (noting that a permit is not triggered by the retirement village use) and, as such, the majority of vehicle movements will occur during daytime. For these reasons the existing fence is deemed suitable and it is considered that this issue falls outside of the planning consideration of the application.

**Noise during construction/demolition:** The issue of noise with respect to demolition and construction is one that falls outside of the realms of planning consideration.

**Overlooking and Overshadowing:** With respect to overlooking and overshadowing and as stipulated within the assessment section of the report, the proposal does not raise any non-compliance issues with the technical requirements of the Scheme.

#### **14.0 CONCLUSION:**

- 14.1 On balance, the proposal is considered to substantially comply with the relevant planning policy and, therefore, should be supported.
- 14.2 As outlined above, it has been determined that prior to deciding on this application all factors pursuant to Section 60(1) of the Act have been considered. Further to this, the proposal does not give rise to any significant social and economic effects.
- 14.3 The proposed use and development is considered appropriate for the site, subject to suitable conditions imposed on any permit issued, as evidenced by:
- Suitability of the site (comprising 5 allotments) for high density development having regard to policy context and applicable planning provisions
  - The compatibility of the design and siting with the surrounding area
  - In general, acceptability of the built form with specific regard to building footprint and scale
  - Adequacy of internal amenity
  - The mitigation and consideration of off-site/external amenity impacts; and
  - A suitable level of compliance with all relevant policies, including Clause 37.08 (Activity Centre Zone – Schedule 3), Clause 52.06 (Car Parking) and Clause 58 of the Kingston Planning Scheme.

**15.0 RECOMMENDATION**

15.1 That the Planning Committee determine to support the proposal and issue a Notice of Decision to Grant a Permit to allow the Partial demolition and removal of existing buildings, to develop the land for the construction of a place of worship and retirement village in a Special Building Overlay, to use the land for a place of worship, to remove an easement, a reduction of the car parking requirements and to alter access to a road in a Road Zone, Category 1 at 40– 44 Healey Street and 414 -416 South Road, Moorabbin, subject to the following conditions:

1. Before the use and development starts amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be substantially in accordance with the plans submitted to Council on 17 November 2017, but modified to show:
  - a. the north and south basement walls of the 'cut-out' for the Tree Protection Zone of the Eucalyptus on the neighbouring property at 420 South Road increased an additional 2 metres in both directions (north and south)
  - b. adoption of any changes required by Condition 4.b.iii of this permit
  - c. the location of tree protection measures illustrated to scale and labelled on the Basement and Ground Floor Plans and a notation referring to the endorsed tree management and protection plan required by Condition 4 of this permit
  - d. adoption of any changes required by Melbourne Water, in accordance with Conditions (26-31) of this permit
  - e. modifications in accordance with VicRoads' requirements specified in Condition 22 of this permit
  - f. any changes as a consequence of the amended Sustainability Management Plan required under Condition 21 of this permit
  - g. the provision of a longitudinal section of the basement ramp showing gradients, levels, distances, with headroom clearances complying with AS2890.1:2004
  - h. the provision of a flood proof apex of 250mm above the existing kerb and channel invert level for the entire South Road frontage of the subject site
  - i. a notation on the ground floor plan stating 'the existing back of footpath level along the entire Healey Street frontage will not be altered'
  - j. the provision of a subdivision plan, prepared by a suitably qualified land surveyor, detailing the E-1 easement to be removed/relocated so that it is clear of any habitable areas designed in accordance with Condition 35 of this permit
  - k. the provision of at least a 500mm landscape bed provided adjacent to the driveways and common side boundaries
  - l. the proposed vehicle crossing kept separate from the neighbour's vehicle crossing to create a pedestrian refuge of no less than 1 metre wide
  - m. a study that reconsiders the extent of screening required to mitigate overlooking with the provision of alternate approaches to privacy screening, which may include planter boxes (limiting the trafficable areas of the balcony and views down) and horizontal louvre screening (to direct views out rather than down)
  - n. any recommendations provided in the Pedestrian Wind Environment Assessment prepared by Windtech (dated 19 September 2017) adopted

- o. elevation plan(s) of any front fencing proposed, which provides details of its height, materials and colours and ensuring that any fencing does not impact landscaping abilities on site
- p. a notation on the ground floor south elevation specifying the acoustic quality of the habitable room windows of Apartments 7 and 9
- q. the provision of an improved landscape plan in accordance with the submitted landscape plan by Zenith Concepts, amended November 2017 but modified to include:
  - i. a survey, including, botanical names of all existing trees to be removed on the site
  - ii. a spreading canopy tree capable of reaching a minimum height of 12 metres in the garden bed between South Road and the driveway north of the existing church
  - iii. deletion of the synthetic turf in the playground area east of the existing heritage church and plantings along the boundary fence
  - iv. the ground floor communal area facing Healey Street adjacent to 412 South Road redesigned to include sufficient soil volume for the inclusion of two spreading canopy trees capable of reaching a minimum mature height of 15 metres
  - v. the location of tree protection measures including for street trees accurately drawn to scale and labelled and notations referring to the endorsed tree management and protection plan required by Condition 4 of this permit
  - vi. a greater amount of balcony planter boxes proposed throughout the development with all planter boxes to include a minimum substrate depth and width of 60cm x 50cm

a separate landscape plan for each level of the development which includes accurate specifications for all planter boxes and associated irrigation, drainage, substrate, mulch etc.

all landscaping measures within the private open space areas of all ground floor apartments, particularly along common boundaries, clearly nominated

#### Endorsed Plans

- 2. The use and development as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority.

#### Section 173 Agreement

- 3. Before the use and development commences, the land owner must enter into an agreement with the Responsible Authority pursuant to section 173 of the *Planning and Environment Act 1987*. The agreement must provide that the persons residing in the development are 'retired persons' as defined by the *Retirement Village Act 1986*. The section 173 agreement must be registered on title. It is further required that this agreement must be registered at the Office of Titles pursuant to section 181 *Planning and Environment Act 1987*. The agreement must be prepared and executed at the owner's expense.

Tree Management and Protection Plan

4. Concurrent with the endorsement of plans, a Tree Protection Plan (drawing) and Tree Management Plan (report) specifically relating to the Eucalyptus located in the north/west corner of the adjacent property 420 South Road must be submitted to and be endorsed by the Responsible Authority.
  - a. The Tree Protection Plan must be drawn to scale, reference the Tree Management Plan and provide details of:
    - i. The Tree Protection Zone and Structural Root Zone calculated in accordance with AS4970-2009.
    - ii. Tree protection fencing, or ground protection where required, provided in accordance with AS4970-2009.
    - iii. Stages of development at which inspections are required to ensure tree protection measures are adhered to must be specified.
    - iv. Appropriate signage on any tree protection fencing prohibiting access, excavation, changes in soil levels, or any storage within the Tree Protection Zone in accordance with AS4970-2009 unless with the prior written consent and under the direct supervision of the consulting arborist.
    - v. Maintenance of the area(s) within the Tree Protection Zone in accordance with AS4970-2009.
    - vi. Any pruning to be undertaken being in accordance with AS4373-2007.
  - b. The Tree Management plan must be prepared by a suitably qualified arborist, reference the Tree Protection Plan and provide details of:
    - i. Any non-destructive root investigation undertaken in accordance with AS4970-2009 to determine the location and distribution of roots of trees nominated on the Tree Protection Plan.
    - ii. Proposed excavation methods footings and construction methods for works associated with the basement and subsequent works associated with those proposed on the ground floor and landscape plans.
    - iii. Any changes required to the ground floor and landscape plans.
    - iv. How the canopy of trees nominated on the Tree Protection Plan will be protected.
    - v. Any other measures required to demonstrate the successful ongoing retention and viability post-construction of any trees nominated on the Tree Protection Plan.
5. All protection measures identified in the Tree Management and Protection Plans must be implemented, and development works undertaken on the land must be undertaken in accordance with the Tree Management and Protection Plans, to the satisfaction of the Responsible Authority.
6. Before the development starts, including demolition or removal of vegetation, the name and contact details of the project arborist responsible for implementing the Tree Management Plan must be submitted to the Responsible Authority.



Landscaping, Vegetation and Street Tree

7. Prior to the occupation of the development hereby permitted, the landscaping works as shown on the endorsed plans must be completed to the satisfaction of the Responsible Authority. The landscaping must then be maintained to the satisfaction of the Responsible Authority.
8. Tree Protection Fencing is to be established around the *Melia azedarach* street tree in the South Road nature strip prior to demolition and maintained until all works on site are complete.
  - a. The fencing is to be a 1.8 metre high temporary fence constructed using steel or timber posts fixed in the ground or to a concrete pad, with the fence's side panels to be constructed of cyclone mesh wire or similar strong metal mesh or netting.
  - b. The fencing is to encompass the entire nature strip with each end 3 metres from the base of the tree.

Prior to the removal of the *Callistemon salignus* (Willow Bottlebrush) street tree from the Healey Street nature strip, payment must be made to Kingston City Council's customer service in accordance with Council's Street Tree Removal Procedures. This fee includes the removal and replacement of this tree/s and that must be undertaken by Council at the expense of the Developer/Owner.

Water Sensitive Urban Design

9. Unless with prior written consent of the Responsible Authority, before the development commences the following Integrated Stormwater Management (drainage) documents must be prepared, by a suitably qualified person, to the satisfaction of the Responsible Authority:
  - a. Stormwater Management (drainage) Plan(s) must be prepared, with supporting computations, showing the stormwater (drainage) works to the nominated point of discharge. The plan(s) must show all details of the proposed stormwater works including all existing and proposed features that may have an impact on the stormwater (drainage) works, including landscaping details.
  - b. Prior to submitting detailed plans, a comprehensive stormwater management (drainage) strategy for the site must be prepared that addresses the requirements specified within Council's "Civil Design requirements for Developers – Part A: Integrated Stormwater Management".
  - c. The stormwater management (drainage) strategy must include a report with music modelling results demonstrating water sensitive urban design treatments that achieve Victorian best practice objectives. These may include the use of an infiltration or bio-retention system, rainwater tanks connected for reuse, or other treatments to the satisfaction of the Responsible Authority.
  - d. The water sensitive urban design treatments as per conditions 9a, 9b, & 9c above must be implemented on-site, unless an alternative agreement for stormwater quality in-lieu contribution is reached with the Responsible Authority.
10. Stormwater (drainage) works must be implemented in accordance with the approved stormwater management (drainage) plan and to the satisfaction of the Responsible Authority including the following:
  - a. All stormwater (drainage) works must be provided onsite so as to prevent overflows onto adjacent properties.

- b. The implementation of stormwater (drainage) detention system which restricts stormwater discharge to the maximum allowable flowrate of 31.6L/s.
  - c. All stormwater (drainage) works must be maintained to the satisfaction of the Responsible authority.
11. A flood proof apex (i.e. ridge level) protecting the property from any overland flows must be provided. This apex is to be a minimum of 100mm above the existing back of footpath level along the road frontage. This apex is to continue through any driveways or pathways that may cross it. The apex is to be a permanent structure (e.g. rise in concrete driveway/pathway, sleeper retaining wall, solid brick fence/wall). Low mounded soil on its own is unlikely to be acceptable due to the likelihood of future disturbance.
12. A groundwater assessment report (GAR) must be prepared by a qualified hydrogeologist to assess any possible impacts the proposed development has on the ground water table, surrounding land and buildings to the satisfaction of Responsible Authority. Should the findings of the submitted GAR demonstrate that the site is likely to experience issues associated with ground water management, a ground water management plan (GMP) must be submitted to and approved by the Responsible Authority.
13. The basement structure must be designed to respond to the findings of the GAR and GMP required under condition 1 and constructed to the satisfaction of the Responsible Authority.

**Roads and Drains Department**

14. Property boundary and footpath levels must not be altered without the prior written consent form the Responsible Authority.
15. The replacement of all footpaths, including offsets, must be constructed the satisfaction of the Responsible Authority.
16. All reinstatements and vehicle crossings must be constructed to the satisfaction of the Responsible Authority.
17. Vehicle crossings and other reinstatements must be constructed to Council's industrial strength specifications.
18. All redundant vehicle crossings must be removed (including redundant portions of vehicle crossings) to the satisfaction of the Responsible Authority.
19. All front and side fences must be contained wholly within the title property boundaries of the subject land.
20. Vehicle crossings must be constructed at a 90 degree alignment with the kerb on Healey Street and all internal driveways must align with the existing / proposed vehicle crossing.

**Sustainability Management Plan**

21. Prior to the endorsement of plans required by condition 1, an amended Sustainability Management Plan (SMP) must be submitted for endorsement. The SMP must be generally in accordance with the plan prepared by JBA Consulting Engineers Pty Ltd, dated 22 September 2017, but amended to reflect any changes made to the proposal, along with ensuring consistency throughout the report and with plans. The SMP must include the following (but is not limited to);

- a. A detailed assessment of the development using the Built Environment Sustainability Scorecard (BESS) meeting the minimum 50% overall score and minimums in Energy (50%), Water (50%), IEQ (50%) and Stormwater (100%) categories in BESS. In areas falling short of the aforementioned targets adjustments will need to be made to demonstrate that the project meets the BESS minimums.
- b. Provision of a committal language in the report
- c. A revised Energy 1.2 Thermal Performance Rating meeting at least a 10% improvement on National Construction Code (NCC) minimum requirements. This includes a provision of indicative energy rating assessments for a sample of apartments with different thermal properties. This must be accompanied by a full list of fabric assumptions including glazing considerations.
- d. A revised Energy 3.6 Internal Lighting (Residential Multiple Dwellings) by indicating a clear commitment to a maximum power density ( $w/m^2$ ) 20% more efficient than minimum standards. Otherwise amend BESS entry to NO
- e. A revised Energy 3.7 Internal Lighting (Non-Residential) by indicating a clear commitment to a maximum illumination power density ( $W/m^2$ ) in at least 90% of the relevant building class at least 20% lower than required by Table J6.2a of the NCC 2016 BCA Volume 1 Section J (Class 2 to 9) or amend BESS entry to NO.
- f. A revised stormwater by indicating any bio-retention/raingardens proposed in report. The landscape plan to correspond with proposed stormwater management strategies.

#### VicRoads Conditions

22. Before the use and development starts, amended plans must be submitted to and approved by the Roads Corporation. When approved by the Roads Corporation, the plans may be endorsed by the Responsible Authority and will then form part of the permit. The plans must be drawn to scale with dimensions and two copies must be provided. The plans must be generally in accordance with the plans date stamped August 2017 and annotated as but modified to show:
  - a. The entrance to the porte cochere to be clearly and appropriately signed as a pick up and drop off point only.
23. Before the use of the permitted development, all works required by VicRoads under this permit must be completed to the satisfaction of and at no cost to VicRoads.
24. No work must be commenced in, on, under or over the road reserve without having first obtaining all necessary approval under the Road Management Act 2004, the Road Safety Act 1986, and any other relevant acts or regulations created under those Acts.

#### Public Transport Victoria

25. The permit holder must take all reasonable steps to ensure that disruption to bus operation along South Road is kept to a minimum during the construction of the development. Foreseen disruptions to bus operations during construction and mitigation measures must be communicated to Public Transport Victoria fourteen (14) days prior.

#### Melbourne Water

26. The Finished floor levels of the proposed development must be set no lower than 300mm above the Melbourne Water graded flood level or the Cardno calculated flood level, whichever is higher.

27. The proposed setback along the eastern property boundary must be maintained as per submitted plan, referenced stormwater overland flow revisions, dated 4 May 2018.
28. No obstructions are permitted within the eastern property boundary setback and any proposed fences must be minimum 50% open style, or open to the flood level, to allow for the passage of overland flow.
29. No obstructions are permitted within the front property setback and the front property setback must be set at natural surface level to ensure the passage of overland flows to the low point on South Road.
30. No fill is permitted outside of the proposed building footprint.
31. Prior to the issue of an Occupancy Permit, a certified survey plan, showing finished floor levels (as constructed) reduced to the AHD, must be submitted to Melbourne Water to demonstrate that the floor levels have been constructed in accordance with Melbourne Water's requirements.

Viva Energy Australia

32. The land owner must at no cost to Viva Energy Australia Pty Ltd, carry out the works (whether or not within the pipeline easement) for the development to meet the requirements of:
  - a Construction Risk Assessment completed &
  - *The land owner must at no cost to Viva Energy Australia Pty Ltd, carry out the works (whether or not within the pipeline easement) for the development to meet the requirements of:*
    - (a) *Australian Standard AS2885 Pipelines – Gas and Liquid Petroleum;*
    - (b) *Pipelines Act 2005; and*
    - (c) *Pipeline Regulations 2007*
    - (d) *Construction Risk Assessment completed*

South-east Water Conditions

33. Potable Water:
  - a. The owner of the subject land must enter into an agreement with South East Water for the provision of potable water supply and fulfil all requirements to its satisfaction.
  - b. South East Water will only permit one tapping / main meter to service the development.
34. Sewer:
  - a. The owner of the subject land must enter into an agreement with South East Water for the provision of sewerage and fulfil all requirements to its satisfaction
  - b. This will require the lodgement of a works application for the abandonment and diversion of existing sewers clear of the proposed development.
  - c. As 412 South Road Moorabbin is not part of the proposed development, this property will require a sewer extension to provide a separate sewer connection point. The existing dwelling must reconnect to the new sewer connection where internal services must not cross title boundaries.
  - d. Any proposed buildings / structures within 1m of a South East Water asset or over a South East Water easement requires the prior consent of South East Water.

35. General Conditions:

- a. All lots within the development must be consolidated into one lot. South East Water does not permit internal sewer & water supply services crossing title boundaries.
- b. The consolidated Plan of Subdivision must be referred to South East Water, in accordance with Section 8 of the Subdivision Act 1988.
- c. Should the development proceed to subdivision with individual lots, the Plan of Subdivision must be referred to South East Water, in accordance with Section 8 of the Subdivision Act 1988.
- d. The Plan of Subdivision must be accompanied by an Owners Corporation Schedule. All lots shown on the Plan of Subdivision must be included in the Owners Corporation Schedule.
- e. South East Water currently have 225mm diameter sewers throughout the subject land located in existing sewerage easements. South East Water will NOT permit the removal of any sewerage easements, unless the sewer is abandoned and diverted outside the subject land or well clear of any proposed buildings / structures.
- f. The certified Plan of Subdivision will need to show sewerage easements over all existing and/or proposed South East Water sewer mains located within the land, to be in favour of South East Water Corporation pursuant to Section 12(1) of the Subdivision Act.

Construction Management

36. Prior to the commencement of any buildings and works on the land (including demolition), a Construction Management Plan (CMP), to the satisfaction of the Responsible Authority, must be submitted to and approved by the Responsible Authority. The CMP must be prepared in accordance with the City of Kingston Construction Management Policy, July 2015 and Construction Management Guidelines, 1 November 2015 (and any superseding versions and / or documents). The CMP must specify and deal with, but is not limited to, the following elements:
- a. Public Safety, Amenity and Site Security
  - b. Traffic Management
  - c. Stakeholder Management
  - d. Operating Hours, Noise and Vibration Controls
  - e. Air Quality and Dust Management
  - f. Stormwater and Sediment Control
  - g. Waste and Materials Re-use

When approved, the plan will be endorsed and will then form part of the permit and shall thereafter be complied with during the undertaking of all works.

In the event of damage during construction to any adjacent Council roads, footpaths and park land, such damage will be required to be repaired by and at the full cost to the developer, to the satisfaction of the Responsible Authority.

37. Prior to endorsement of the of the CMP under the condition 36, an approved Road Occupation and Works Permit which covers occupation of Council land for construction activities, arranging a Works Zone and assessment of Traffic Management Plans (if applicable).

38. Prior to endorsement of the CMP under the condition 36 an Asset Protection Permit must be approved by the Responsible Authority (if applicable).

Wind Impact Assessment

39. The endorsed Wind Impact Assessment including on walking comfort must be implemented to the satisfaction of the Responsible Authority. Any recommendations of the Assessment must be implemented to the satisfaction of the responsible authority.

Waste Management Plan

40. The endorsed Waste Management Plan (WMP) must be implemented to the satisfaction of the Responsible Authority. The WMP must not be modified further without the written consent of the Responsible Authority.

Completion of Development

41. Prior to the occupation of the development hereby permitted, all buildings and works and the conditions of this permit must be complied with, unless with the further prior written consent of the Responsible Authority.
42. Prior to the occupation of the development hereby permitted, areas set aside for parking vehicles, access lanes and paths as shown on the endorsed plans must be:
- h. Constructed to the satisfaction of the Responsible Authority.
  - i. Properly formed to such levels that they can be used in accordance with the plans.
  - j. Surfaced in accordance with the endorsed plans under this permit or in an all-weather coloured concrete seal-coat, to the satisfaction of the Responsible Authority.
  - k. Drained and maintained to the satisfaction of the Responsible Authority.

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

43. Prior to the occupation of the development hereby permitted, all works on or facing the boundaries of adjoining properties must be finished and surface cleaned to a standard that is well presented to neighbouring properties in a manner to the satisfaction of the Responsible Authority.
44. All piping and ducting above the ground floor storey of the development (other than rainwater guttering and downpipes) must be concealed to the satisfaction of the Responsible Authority.
45. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.

Expiry

46. In accordance with section 68 of the *Planning and Environment Act 1987 (Act)*, this permit will expire if one of the following circumstances applies:
- The development is not started within (2) years from the date of this permit.
  - The use is not started within four (4) years from the date of permit issue.
  - The development is not completed within four (4) years from the date of permit issue.

In accordance with section 69 of the Act, the responsible authority may extend the periods referred to if a request is made in writing:

- before the permit expires; or
- within six (6) months after the permit expiry date, where the development allowed by the permit has not yet started; or
- within twelve (12) months after the permit expiry date, where the development and use allowed by the permit has lawfully started before the permit expires.

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**Note:** Prior to the commencement of the development you are required to obtain the necessary Building Permit.

**Note:** The applicant/owner must provide a copy of this planning permit to any appointed Building Surveyor. It is the responsibility of the applicant/owner and Building Surveyor to ensure that all building development works approved by any building permit is consistent with the planning permit.

**Note:** The property in question is subject to flooding from the Moorabbin Main Drain (DR4940) and the applicable 1% flood level is grading from 29.94 metres to Australian Height Datum (AHD) at the south east of 416 South Road down to 29.48m to AHD at the north west of 414 South Road.

**Note:** Before removing / pruning any vegetation from the site, the applicant or any contractor engaged to remove any vegetation, should consult Council's Vegetation Management Officer to verify if a Local Laws Permits is required for the removal of such vegetation.

**Note:** Environment Protection Authority (EPA) Victoria set out the requirements pertaining to site construction hours and permissible noise levels.

**Note:** The fee for removal of the street tree(s) from the nature strip is 1,948.25 (including GST), payable to Kingston City Council's Customer Service Department - refer to attached invoice. Customer Service will confirm payment to the Parks Department. The removal of the tree requires a minimum of 2 weeks' notice from the Developer/Owner.

**Note:** The allocation of street numbering and addressing of properties is vested in Council. Any reference to addressing or dwelling/unit/apartment and street numbers or street names on any endorsed plan is indicative only. The onus is on the Permit Applicant/Land Owner to contact Council's Property Data Department to determine the official dwelling/unit/apartment street numbers, street name details and the like for the approved development.

If the Permit Applicant/Land Owner adopts the street numbering or addressing from the endorsed plans, or where advertising and/or sales transact (off the plan) prior to Council's official allocation of the street numbering and addressing, it will be viewed to be non-compliant with the guideline and standard applied (*Australian/New Zealand Standard for Rural & Urban Addressing / AS/NZS 4819:2011*).

**Note:** The following South East Water agreement options are available:

- 1) Application to enter into a Development Agreement-Works – If South East Water reticulated sewer/water/recycled water (as applicable) is required to be extended to service lots within the development
- 2) Application For Notice of Agreement Subdivision-Non Works – If South East Water reticulated sewer/water/recycled water (as applicable) is available to the development and the owner only requires Statement of Compliance to release the titles (i.e. subdivision prior to building)

**City of Kingston  
Ordinary Meeting of Council**

**Agenda**

**23 July 2018**

- 3) Plumbing Industrial, Commercial, Units & Private Water application – If South East Water reticulated sewer/water/recycled water (as applicable) is available to the development and the owner wishes to commence construction of the building/s (i.e. building prior to subdivision)

**Note:** The owner(s), occupiers and visitors of the development allowed by this permit may not be eligible for Council resident or visitor parking permits.

**Note:** The developer will be responsible for any costs related to the Road Occupation and Works Permit, to the satisfaction of the Responsible Authority.

**OR**

In the event the Council wishes to oppose the Officer Recommendation to support the application, it can do so on the following grounds:

1. The proposal fails to meet the objectives and strategic directions of the Municipal Strategic Statement – Residential Land Use contained at Clause 21.05 of the Kingston Planning Scheme.
2. The proposal does not satisfy the requirements of Clause 22.11 – Residential Development Policy, of the Kingston Planning Scheme.
3. The proposal fails to satisfy all the requirements of Clause 58 of the Kingston Planning Scheme, in particular Clause 58.02-1 Urban Context Objectives, Clause 58.02-2 Residential Policy Objectives, Clause 58.03-5 Landscaping Objectives, Clause 58.03-7 Parking location objectives, Clause 58.05-3 Private Open Space Objectives, and Clause 58.07-4 Natural ventilation objectives.
4. The proposed height and massing of the buildings is considered an inappropriate response to the physical and policy context of the site. The building heights are unsympathetic to the existing residential context, and do not provide an appropriate transition.
5. The proposal fails to provide an adequate landscape area in the front setback along the site's Healey Street frontage.
6. The proposal fails to provide an adequate level of internal amenity for future residents of the development, with ventilation, open space and compromised apartment layout.
7. The demolition and part removal of the heritage building affects adversely on the significance of the heritage place.
8. The proposal fails to satisfy Clause 52.06 (Car Parking) as the reduction in car parking will adversely affect the amenity of the locality by virtue of the increased demand for on-street car parking.

**Appendices**

Appendix 1 - KP17/612 - 40 Healey Street, 414 - 416 South Road, Moorabbin -  
Considered Plans (Ref 18/214204) [↓](#)

Author/s: Girija Shrestha, Senior Statutory Planner  
Reviewed and Approved By: Jennifer Pippo, Team Leader Statutory Planning  
Ian Nice, Manager City Development



# 8.2

## KP17/612 - 40 – 44 HEALEY STREET & 414 – 416 SOUTH ROAD, MOORABBIN

1	KP17/612 - 40 Healey Street, 414 - 416 South Road, Moorabbin - Considered Plans.....	71
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# PLANNING PERMIT APPLICATION

## Proposed Retirement Village 40 - 44 Healey Street, Moorabbin

Project No. 1480  
November 2017  
Rev B



Melways 77 E5

Subject Site



Aerial Photo

ADVERTISED

RECEIVED  
17 NOV 2017

BY: .....

### DEVELOPMENT DATA

Site Area	3515 m <sup>2</sup>
Total Unit Yield	55 (100%)
1 Bedroom + 1 Bathroom	5 (9 %)
2 Bedroom + 1 Bathroom	12 (22 %)
2 Bedroom + 2 Bathroom	20 (36 %)
3 Bedroom + 2 Bathroom	18 (33 %)
Communal Facilities	556 m <sup>2</sup>
Church / Hall Facilities	527 m <sup>2</sup>
Car Parking Total	74
Residential Parking	61
Visitor Parking	8
Staff Parking	3
Pool Car	1
Church Pick up/Drop off	1
Bicycle Parking Resident	11
Visitor	8
Total Storage Spaces	55
Storage Cages	41
Above Bonnet Storage Boxes	14
Total Communal Open Space Provided	170m <sup>2</sup>

### ARCHITECTURAL DRAWINGS

#### Site Analysis

- TP.000 Rev B Cover Sheet/Development Data/ Location Plan
- TP.001 Site Photographs
- TP.002 Rev A Urban Context Plan - Site
- TP.003 Urban Context Plan - Local
- TP.004 Existing Site Plan
- TP.005 Design Response

#### Floor Plans

- TP.100 Rev B Basement Floor Plan
- TP.101 Rev B Site / Ground Floor Plan
- TP.102 Level 1 Floor Plan
- TP.103 Level 2 Floor Plan
- TP.104 Level 3 Floor Plan
- TP.105 Level 4 Floor Plan
- TP.106 Rev A Roof Plan
- TP.110 Unit Plans Type A - 1 Bed
- TP.111 Unit Plans Type A - 1 Bed
- TP.112 Unit Plans Type B - 2 Bed
- TP.113 Unit Plans Type B - 2 Bed
- TP.114 Unit Plans Type C - 2 Bed + S
- TP.115 Unit Plans Type C - 2 Bed + S

- TP.116 Unit Plans Type C - 2 Bed + S
- TP.117 Unit Plans Type C - 2 Bed + S
- TP.118 Unit Plans Type C - 2 Bed + S
- TP.119 Unit Plans Type D - 3 Bed
- TP.120 Unit Plans Type D - 3 Bed
- TP.121 Unit Plans Type D - 3 Bed
- TP.122 Unit Plans Type D - 3 Bed
- TP.123 Unit Plans Type D - 3 Bed
- TP.124 Unit Plans Type D - 3 Bed

#### Elevations

- TP.200 Rev A North Elevation Part 1, North Elevation Part 2
- TP.201 Rev A West Elevation
- TP.202 Rev A South Elevation
- TP.203 Rev A East Elevation, East Elevation Church
- TP.204 Streetscape Elevation

#### Sections

- TP.300 Section AA & BB
- TP.301 Section CC

### Shadow Diagrams

- TP.400 Shadow Diagrams - Sept 22
- TP.401 Shadow Diagrams - Sept 22
- TP.402 Shadow Diagrams - Sept 22
- TP.403 Shadow Diagrams - June 21
- TP.404 Shadow Diagrams - June 21
- TP.405 Shadow Diagrams - June 21

### Artist's Impressions

- TP.500 Artists Impressions
- TP.501 Artists Impressions
- TP.502 Artists Impressions

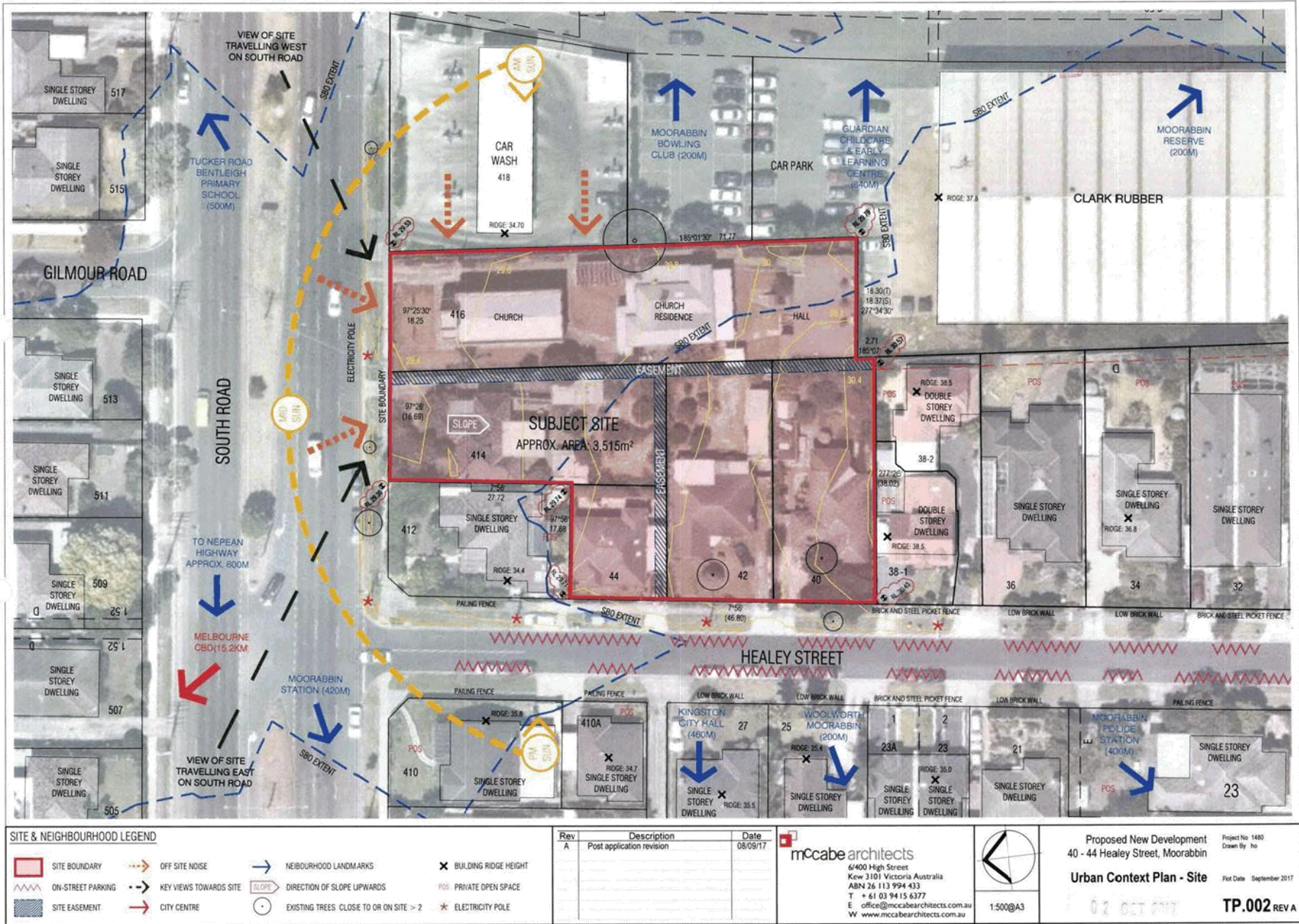
### Finishes Schedule

- TP.600 External Finishes

### Demolition Plans

- TP.700 Demolition Plans & Elevations



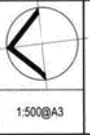


**SITE & NEIGHBOURHOOD LEGEND**

- SITE BOUNDARY
- - - - - OFF SITE NOISE
- NEIGHBOURHOOD LANDMARKS
- x BUILDING RIDGE HEIGHT
- ON-STREET PARKING
- - - - - KEY VIEWS TOWARDS SITE
- ↗ DIRECTION OF SLOPE UPWARDS
- POS PRIVATE OPEN SPACE
- SITE EASEMENT
- CITY CENTRE
- EXISTING TREES CLOSE TO OR ON SITE > 2
- \* ELECTRICITY POLE

Rev	Description	Date
A	Post application revision	08/09/17

**mcbearchitects**  
 6/400 High Street  
 Kew 3101 Victoria Australia  
 ABN 26 113 994 433  
 T + 61 03 9415 6377  
 E office@mcbearchitects.com.au  
 W www.mcbearchitects.com.au



Proposed New Development  
 40 - 44 Healey Street, Moorabbin

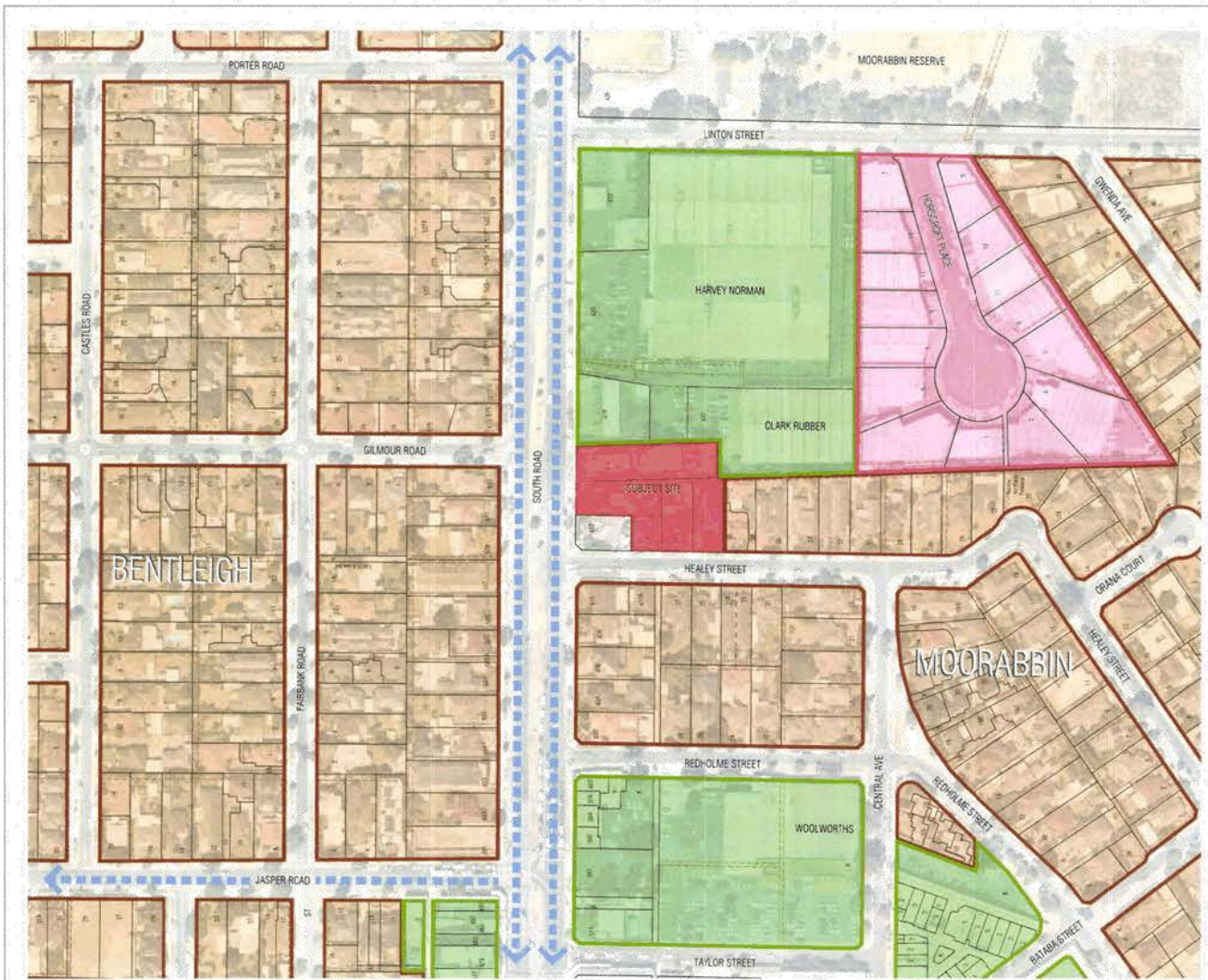
**Urban Context Plan - Site**

Project No 1480  
 Drawn By Jia

Date: September 2017

**TP.002 REV A**





**AREA CHARACTER SUMMARY**

<b>Topography</b>	Flat to gentle slope down from south to north, approx. 1 in 200 for area shown
<b>Subdivision pattern</b>	Predominantly regular 40-45m x 15-20m residential lots with larger commercial/industrial lots to south of South Road
<b>Street design/landscape</b>	Predominantly regular grid with some irregular organic layouts and court configurations
<b>Development pattern</b>	Regular residential lots to the north of South Road and a mix of residential and large format commercial and industrial to the south of South Road
<b>Building form, scale &amp; rhythm</b>	Predominantly single and double level residential buildings with complex hipped roofs, interspersed with large, simple single and double level commercial and industrial buildings
<b>Connection to the Public Realm</b>	The busy, car-centric South Road dominates the public realm of this area and services both local and through traffic. The smaller local roads are lower speed, pedestrian scaled and service the majority of local residential movement
<b>Architectural style, building details &amp; materials</b>	Presents as predominantly post war single & double storey residential buildings, constructed of either brick or weatherboard, with complex hipped, sheet metal and tiled roofs.  The large format commercial and industrial buildings are simple single and two level boxes constructed of brick or precast concrete with parapets concealing flat metal deck roofs
<b>Off-site noise</b>	The primary source of off-site noise is South road and the commercial car wash abutting the subject site to the east
<b>NATERS</b>	Climate Zone 21 Melbourne
<b>Social &amp; economic activity</b>	The key economic activity in the area is derived from the large format commercial enterprises located on South Road, Clark Rubber, Harvey Norman and Woolworths. Further from South Road a light industrial estate is located on Horseshoe Place. Existing around and between these uses is the typical residential social activity

07 AUG 2017

**KEY**

	COMMERCIAL		INDUSTRIAL		RESIDENTIAL
ARTERIAL ROAD					

Rev	Description	Date



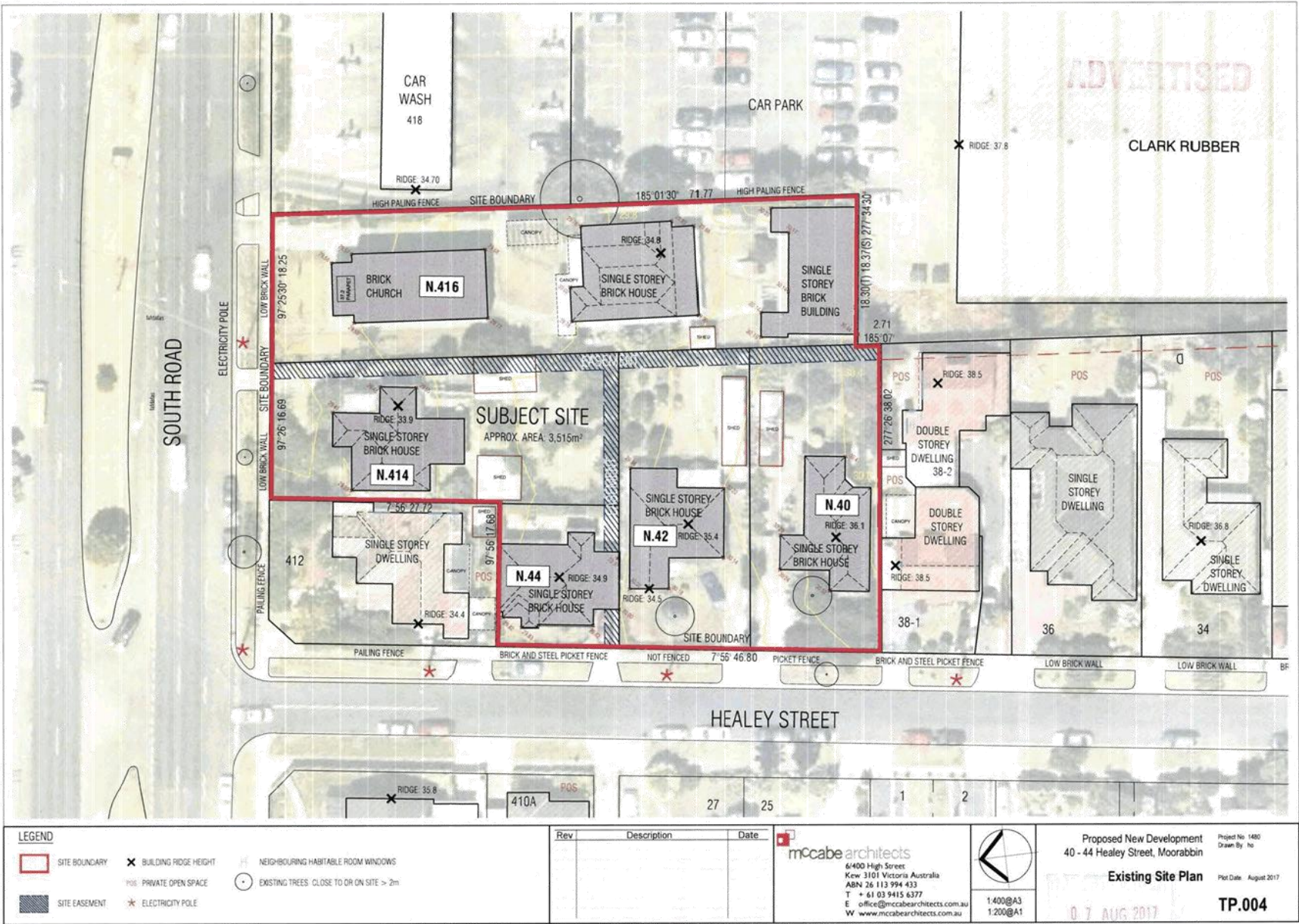
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Proposed New Development  
40 - 44 Healey Street, Moorabbin  
**Urban Context Plan - Local**

Project No: 1480  
Drawn By: No  
Plot Date: August 2017

**TP.003**







### LEGEND ADVERTISED

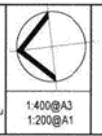
- A. Minimum 5m building setback to street frontages in accordance with Schedule 3 to The Activity Centre Zone - Moorabbin Activity Centre.
- B. Maximum height of 5 storeys (17m) in accordance with the controls for Precinct 4 of the Moorabbin Activity Centre. The subject site is also within Precinct 3 which has a height control of 3 storeys (11m). This additional height is mitigated by the recessed upper levels, the articulation of the built form, the limited width of the building at the upper levels presenting to Healey Street and the opportunity for landscaping within the setback to Healey Street.
- C. Built form stepped down to the south boundary and the residential interface.
- D. Built form stepped back from the street frontages to soften the connection with the public realm.
- E. All habitable room windows and balconies above ground level setback a minimum of 4.5m from boundary with 1/38 & 2/38 Healey Street in accordance with the precinct requirements for Precinct 3 of the Moorabbin Activity Centre.
- F. Street frontages present an active & articulated facade.
- G. Separation of street frontage access for the two uses (church & residential) to provide individual street address/identity.
- H. Retirement village communal facilities located at ground level with direct access to north/west facing communal open space.
- I. The proposal provides a mix of 1, 2 and 3 bedroom units to offer a broad range of accommodation.
- J. Development configured to maximise the units access to natural light and ventilation.
- K. All Common access corridors have at least one window to provide access to natural light and ventilation.
- L. Car parking for both uses consolidated into a single basement car park with a single new cross over to Healey Street.
- M. Existing sewage easement/assets passing through centre of site relocated to the boundaries with 1/38 & 2/38 Healey Street and 412 South Road.
- N. The deep soil planting zones are shown hatched. (See Landscape plan for details)

ADVERTISED  
07 AUG 2017

KEY	
	Deep Soil Zone
	Minimum Street Setback
	Precinct Boundary - Moorabbin Activity Centre Zone

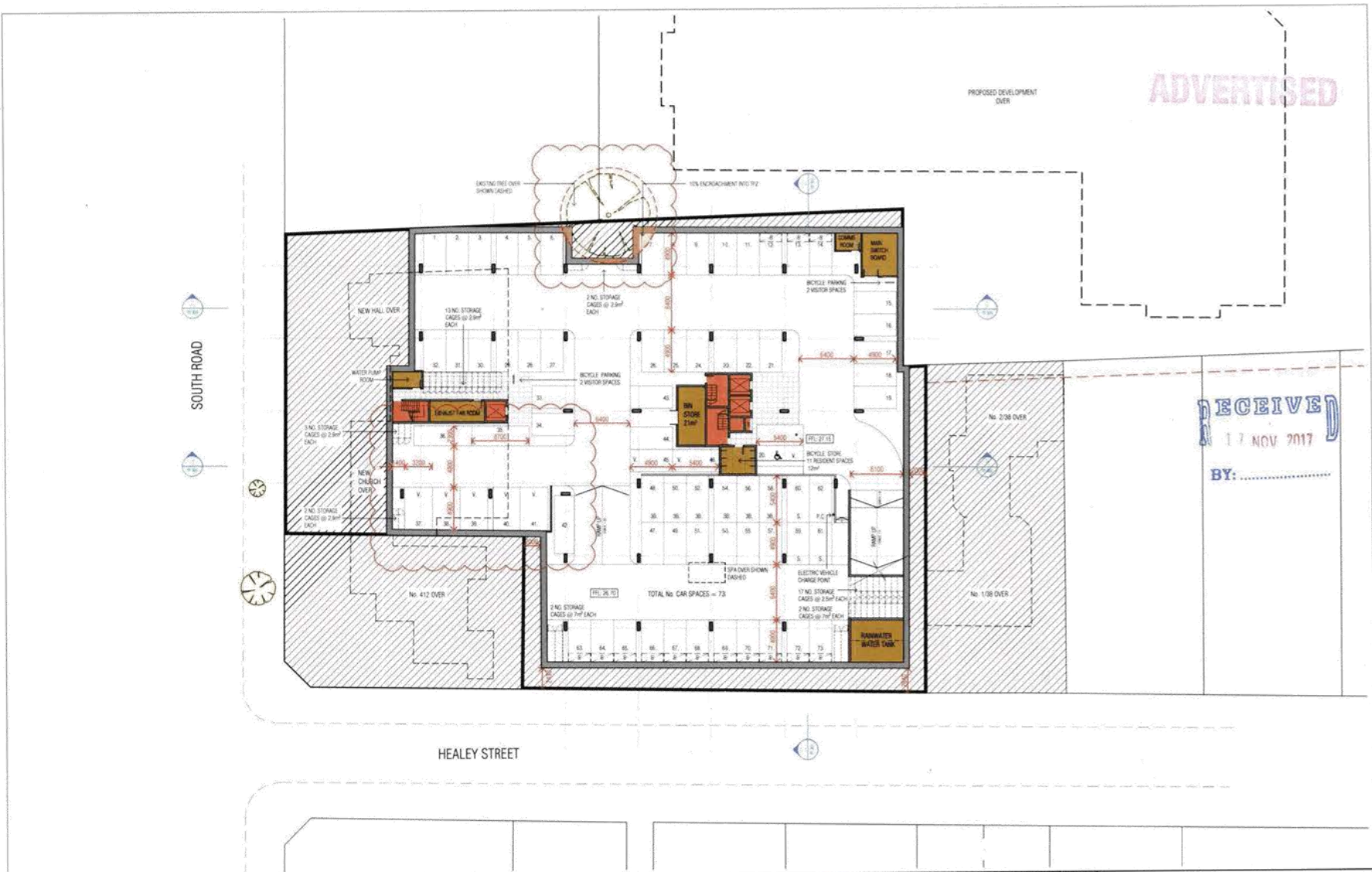
Rev	Description	Date

**McCabe architects**  
 6/400 High Street  
 Kew 3101 Victoria Australia  
 ABN 26 113 994 433  
 T + 61 03 9415 6377  
 E office@mccabearchitects.com.au  
 W www.mccabearchitects.com.au

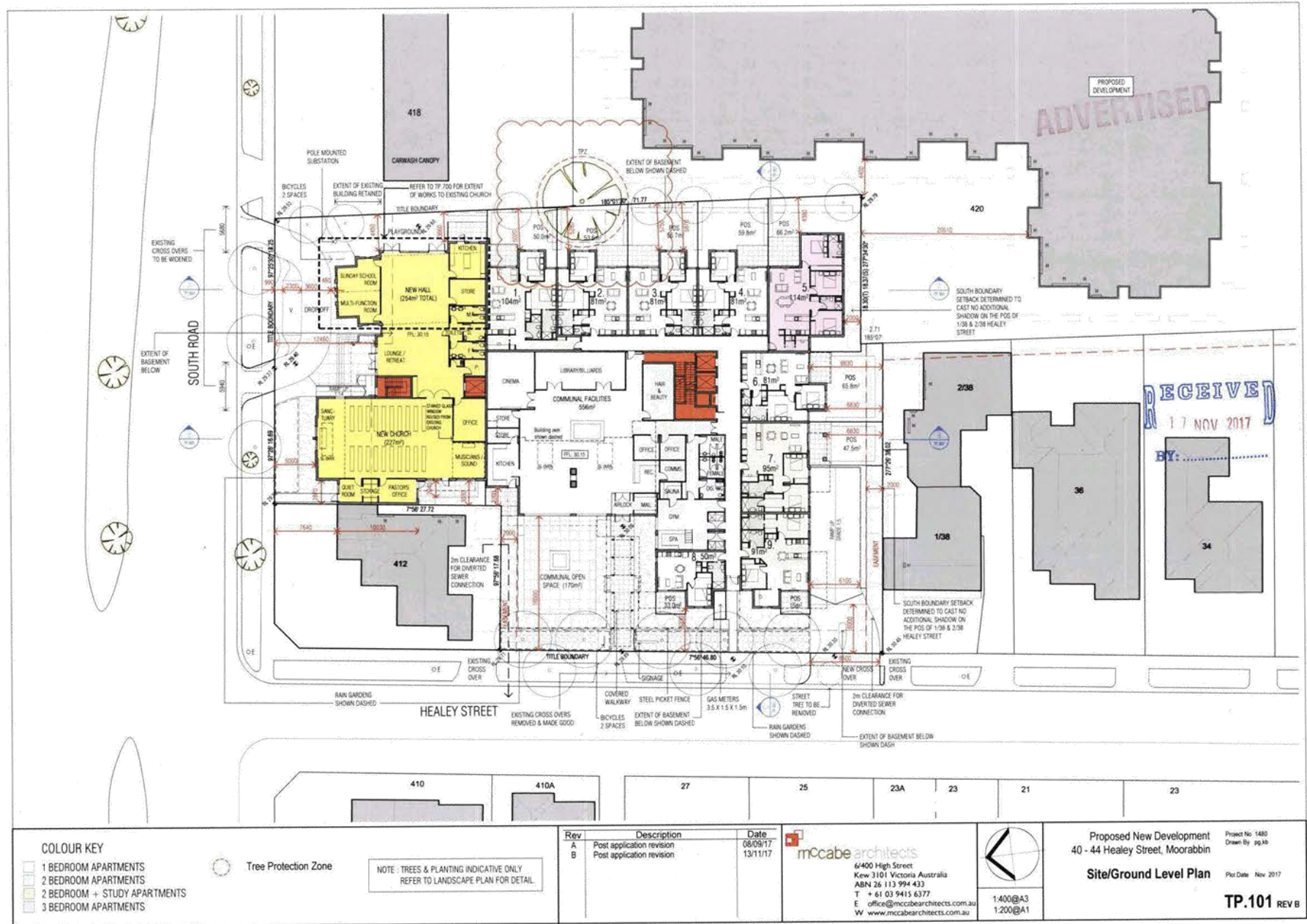


Proposed New Development  
 40 - 44 Healey Street, Moorabbin  
**Design Response**  
 Project No: 1480  
 Drawn By: JG/KB  
 Plot Date: August 2017  
 Dwg No: **TP.005**





<b>KEY</b> V. Visitor car parking space S. Staff car parking space 3B. 3 Bed unit car parking space P.C. Pool Car parking space S 2.5m² Over Bonnet Storage Tree Protection Zone	Rev A Post application revision B Post application revision	Description Post application revision Post application revision	Date 08/09/17 13/11/17	6/400 High Street Kew 3101 Victoria Australia ABN 26 113 994 433 T + 61 03 9415 6377 E office@mccabeearchitects.com.au W www.mccabeearchitects.com.au	1:400@A3 1:200@A1	Proposed New Development 40 - 44 Healey Street, Moorabbin Project No: 1480 Drawn By: pg/ab Plot Date: Nov. 2017 <b>TP.100</b> REV B
	<b>Basement Level Plan</b>					







**COLOUR KEY**

- 1 BEDROOM APARTMENTS
- 2 BEDROOM APARTMENTS
- 2 BEDROOM + STUDY APARTMENTS
- 3 BEDROOM APARTMENTS

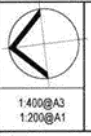
**KEY**

- PRIVACY SCREEN TO 1.7M ABOVE FLOOR LEVEL
- ★ OBSCURED GLASS TO 1.7M ABOVE FLOOR LEVEL

NOTE: TREES & PLANTING INDICATIVE ONLY. REFER TO LANDSCAPE PLAN FOR DETAIL.

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**mccabe architects**  
 6/400 High Street  
 Kew 3101 Victoria Australia  
 ABN 26 113 994 433  
 T + 61 03 9415 6377  
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Proposed New Development  
 40 - 44 Healey Street, Moorabbin

**First Level Plan**

Project No: 1480  
 Drawn By: jg/kb  
 Plot Date: August 2017

**TP.102**



**COLOUR KEY**

- 1 BEDROOM APARTMENTS
- 2 BEDROOM APARTMENTS
- 2 BEDROOM + STUDY APARTMENTS
- 3 BEDROOM APARTMENTS

**KEY**

- PRIVACY SCREEN TO 1.7M ABOVE FLOOR LEVEL
- \* OSCURED GLASS TO 1.7M ABOVE FLOOR LEVEL

NOTE: TREES & PLANTING INDICATIVE ONLY REFER TO LANDSCAPE PLAN FOR DETAIL.

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 6/400 High Street  
 Kew 3101 Victoria Australia  
 ABN 26 113 994 433  
 T + 61 03 9415 6377  
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1:400@A3  
1:200@A1

Proposed New Development  
 40 - 44 Healey Street, Moorabbin

**Second Level Plan**

Project No: 1480  
 Drawn By: ppab  
 Plot Date: August 2017

**TP.103**





**COLOUR KEY**

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<span style="background-color: #FFFACD; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	2 BEDROOM + STUDY APARTMENTS
<span style="background-color: #FFDAB9; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	3 BEDROOM APARTMENTS

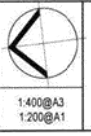
**KEY**

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<span style="font-size: 2em; vertical-align: middle;">*</span>	OBSCURED GLASS TO 1.7M ABOVE FLOOR LEVEL

NOTE: TREES & PLANTING INDICATIVE ONLY  
REFER TO LANDSCAPE PLAN FOR DETAIL.

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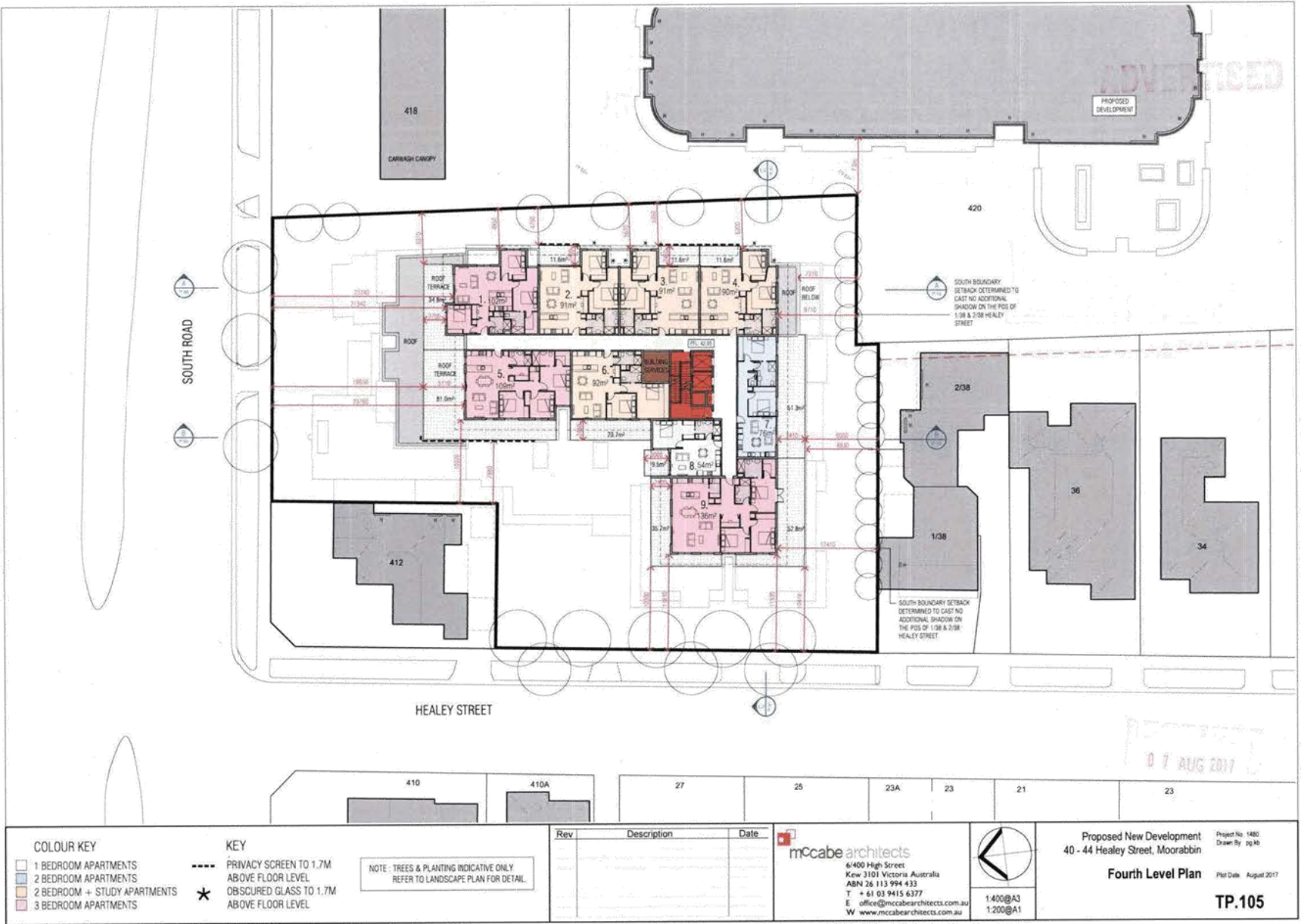


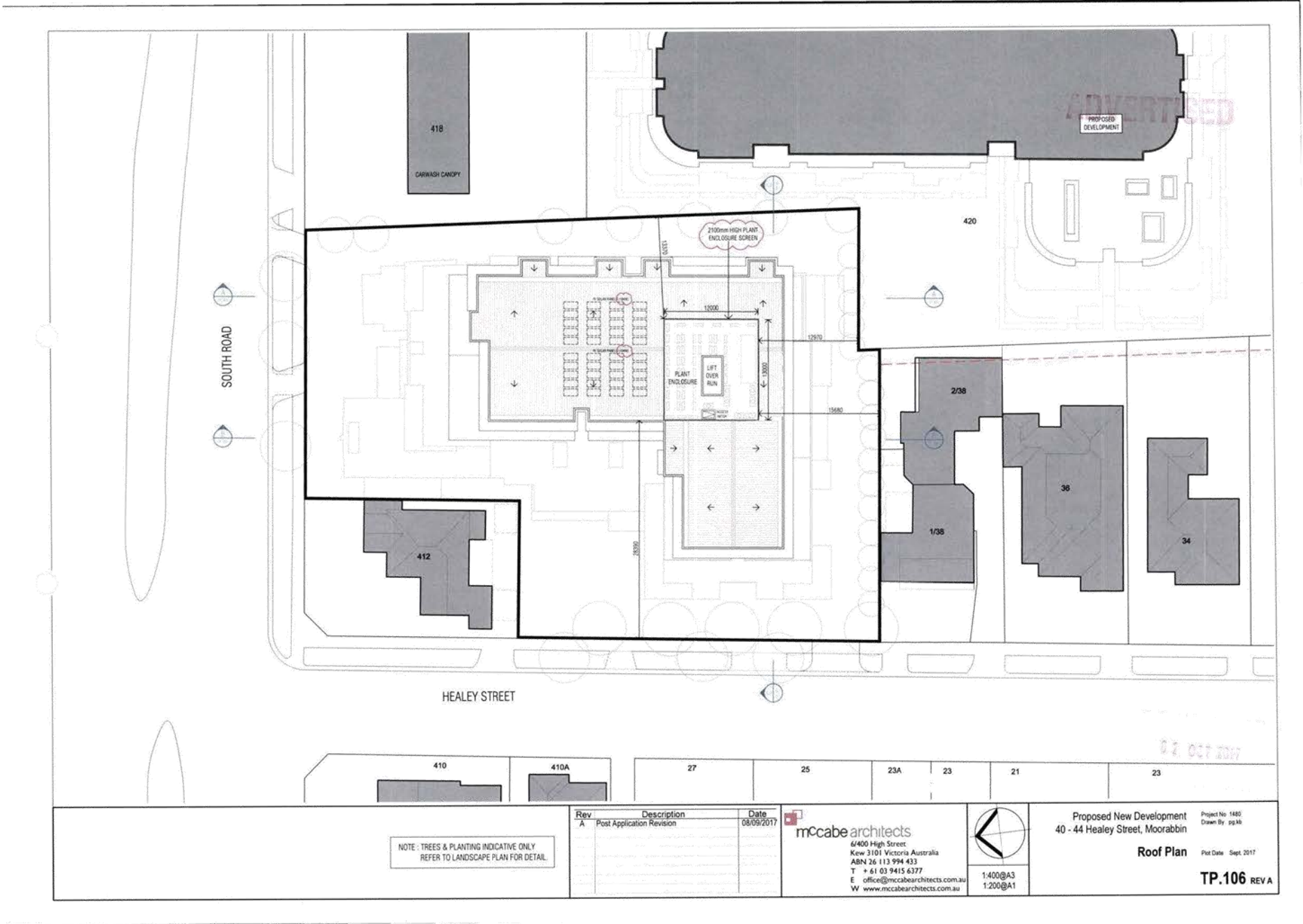
Proposed New Development  
 40 - 44 Healey Street, Moorabbin

**Third Level Plan**

Project No: 1480  
 Drawn By: jg/kb  
 Plot Date: August 2017

**TP.104**

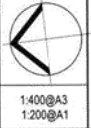




NOTE: TREES & PLANTING INDICATIVE ONLY  
REFER TO LANDSCAPE PLAN FOR DETAIL.

Rev	Description	Date
A	Post Application Revision	08/09/2017

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 6/400 High Street  
 Kew 3101 Victoria Australia  
 ABN 26 113 994 433  
 T + 61 03 9415 6377  
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Proposed New Development  
 40 - 44 Healey Street, Moorabbin

**Roof Plan**

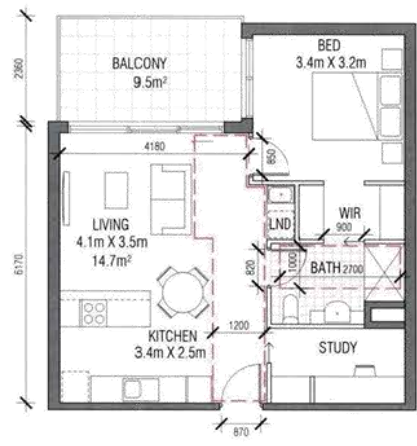
Project No 1480  
 Drawn By pgjh  
 Post Date Sept 2017

**TP.106** REV A



**1 BEDROOM APARTMENTS**

ADVERTISED



**APARTMENT TYPE A1**

FLOOR AREA	= 60m <sup>2</sup>
TOTAL YIELD	= 2 (3.6%)
STORAGE WITHIN DWELLING	= 8.9m <sup>3</sup>
EXTERNAL STORAGE	= 2.5m <sup>3</sup>
C58 ACCESSIBILITY STANDARD	= YES
C58 CROSS VENTILATION	= NO
UNITS	= 109 210



**APARTMENT TYPE A2**

FLOOR AREA	= 53m <sup>2</sup>
TOTAL YIELD	= 2 (3.6%)
STORAGE WITHIN DWELLING	= 7.68m <sup>3</sup>
EXTERNAL STORAGE	= 2.5m <sup>3</sup>
C58 ACCESSIBILITY STANDARD	= YES
C58 CROSS VENTILATION	= NO
UNITS	= 310 408

02 OCT 2017

NOTE: BALCONY AREAS & DIMENSIONS TYPICAL ONLY.  
FOR INDIVIDUAL UNIT BALCONY DETAILS SEE FLOOR  
PLANS TP.101 - TP.105

Rev	Description	Date

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 6/400 High Street  
 Kew 3101 Victoria Australia  
 ABN 26 113 994 433  
 T + 61 03 9415 6377  
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Proposed New Development  
 40 - 44 Healey Street, Moorabbin

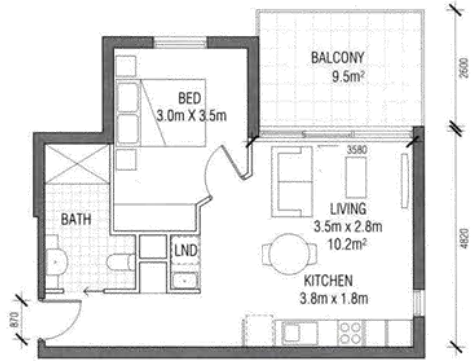
**Unit Plans**      Date: September 2017

1:100@A3      **TP.110**

Project No 1480  
 Drawn By kb

1 BEDROOM APARTMENTS

**ADVERTISED**



**APARTMENT TYPE A3**

- FLOOR AREA = 50m<sup>2</sup>
- TOTAL YIELD = 1 (1.8%)
  
- STORAGE WITHIN DWELLING = 6.5m<sup>3</sup>
- EXTERNAL STORAGE = 5m<sup>3</sup>
  
- C58 ACCESSIBILITY STANDARD = NO
- C58 CROSS VENTILATION = YES
  
- UNITS = G08

NOTE: BALCONY AREAS & DIMENSIONS TYPICAL ONLY.  
FOR INDIVIDUAL UNIT BALCONY DETAILS SEE FLOOR PLANS TP.101 - TP.105

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 6/400 High Street  
 Kew 3101 Victoria Australia  
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 T + 61 03 9415 6377  
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Proposed New Development  
 40 - 44 Healey Street, Moorabbin

**Unit Plans**

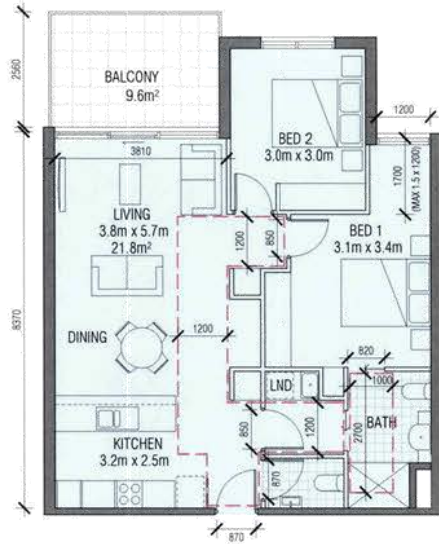
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Project No 1480  
 Drawn By kb

Date September 2017

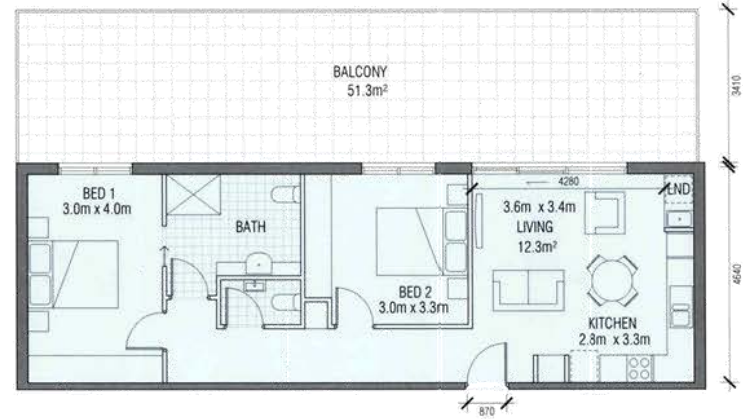
**TP.111**

2 BEDROOM APARTMENTS



APARTMENT TYPE B1

- FLOOR AREA = 81m<sup>2</sup>
- TOTAL YIELD = 10 (18.2%)
- STORAGE WITHIN DWELLING = 12.8m<sup>3</sup>
- EXTERNAL STORAGE = 2.5m<sup>3</sup>
- C58 ACCESSIBILITY STANDARD = YES
- C58 CROSS VENTILATION = NO
- UNITS = G02, G03, G04, G06  
102, 103, 104, 108, 110  
211



APARTMENT TYPE B2

- FLOOR AREA = 76m<sup>2</sup>
- TOTAL YIELD = 1 (1.8%)
- STORAGE WITHIN DWELLING = 13.9m<sup>3</sup>
- EXTERNAL STORAGE = 2.9m<sup>3</sup>
- C58 ACCESSIBILITY STANDARD = NO
- C58 CROSS VENTILATION = NO
- UNITS = 407

NOTE: BALCONY AREAS & DIMENSIONS TYPICAL ONLY.  
FOR INDIVIDUAL UNIT BALCONY DETAILS SEE FLOOR  
PLANS TP.101 - TP.105

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			1:100@A3	Proposed New Development 40 - 44 Healey Street, Moorabbin Project No 1480 Drawn By kb Date September 2017 Unit Plans TP.112



2 BEDROOM APARTMENTS



**APARTMENT TYPE B3**

FLOOR AREA = 86m²  
 TOTAL YIELD = 1 (1.8%)

STORAGE WITHIN DWELLING = 12.4m³  
 EXTERNAL STORAGE = 2.5m³

C58 ACCESSIBILITY STANDARD = NO  
 C58 CROSS VENTILATION = YES

UNITS = 305

NOTE: BALCONY AREAS & DIMENSIONS TYPICAL ONLY.  
 FOR INDIVIDUAL UNIT BALCONY DETAILS SEE FLOOR  
 PLANS TP.101 - TP.105

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 6/400 High Street  
 Kew 3101 Victoria Australia  
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 T + 61 03 9415 6377  
 E office@mccabearchitects.com.au  
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Proposed New Development  
 40 - 44 Healey Street, Moorabbin

**Unit Plans**

Date September 2017

**TP.113**

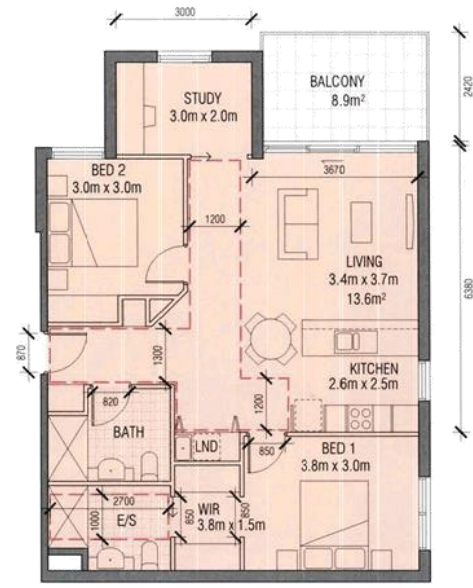
2 BEDROOM + STUDY APARTMENTS

ADVERTISED



APARTMENT TYPE C1

FLOOR AREA	= 104m <sup>2</sup>
TOTAL YIELD	= 2 (3.6%)
STORAGE WITHIN DWELLING	= 16.1m <sup>3</sup>
EXTERNAL STORAGE	= 2.9m <sup>3</sup>
C58 ACCESSIBILITY STANDARD	= YES
C58 CROSS VENTILATION	= NO
UNITS	= G01 101



APARTMENT TYPE C2

FLOOR AREA	= 91m <sup>2</sup>
TOTAL YIELD	= 1 (1.8%)
STORAGE WITHIN DWELLING	= 13.3m <sup>3</sup>
EXTERNAL STORAGE	= 2.9m <sup>3</sup>
C58 ACCESSIBILITY STANDARD	= YES
C58 CROSS VENTILATION	= YES
UNITS	= G09

02 OCT 2017

NOTE: BALCONY AREAS & DIMENSIONS TYPICAL ONLY.  
FOR INDIVIDUAL UNIT BALCONY DETAILS SEE FLOOR  
PLANS TP.101 - TP.105

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 ABN 26 113 994 433  
 T + 61 03 9415 6377  
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Proposed New Development  
 40 - 44 Healey Street, Moorabbin

Project No 1480  
 Drawn By 10

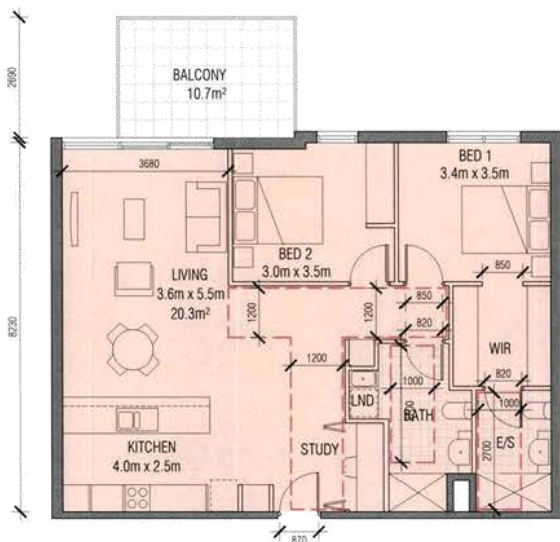
**Unit Plans** Date: September 2017

1:100@A3

**TP.114**

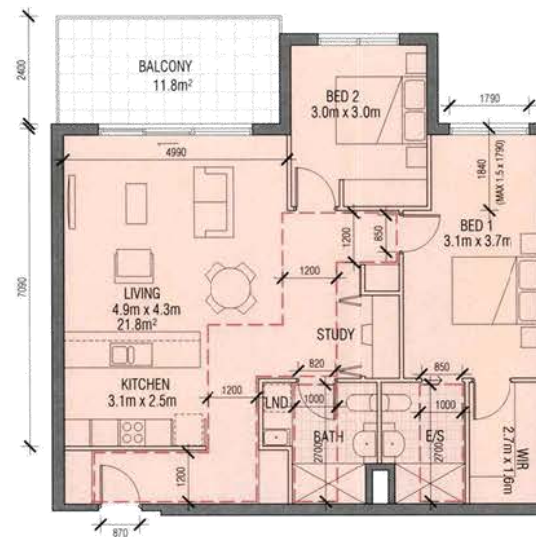
2 BEDROOM + STUDY APARTMENTS

ADVERTISED



APARTMENT TYPE C3

FLOOR AREA	= 95m <sup>2</sup>
TOTAL YIELD	= 1 (1.8%)
STORAGE WITHIN DWELLING	= 16m <sup>3</sup>
EXTERNAL STORAGE	= 2.9m <sup>3</sup>
C58 ACCESSIBILITY STANDARD	= YES
C58 CROSS VENTILATION	= NO
UNITS	= G07



APARTMENT TYPE C4

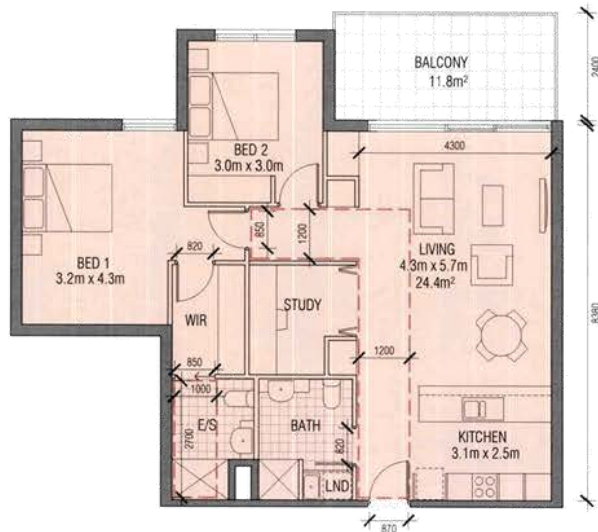
FLOOR AREA	= 100m <sup>2</sup>
TOTAL YIELD	= 1 (1.8%)
STORAGE WITHIN DWELLING	= 18m <sup>3</sup>
EXTERNAL STORAGE	= 2.9m <sup>3</sup>
C58 ACCESSIBILITY STANDARD	= YES
C58 CROSS VENTILATION	= NO
UNITS	= 106

04 OCT 2017

NOTE: BALCONY AREAS & DIMENSIONS TYPICAL ONLY.  
FOR INDIVIDUAL UNIT BALCONY DETAILS SEE FLOOR PLANS TP.101 - TP.105

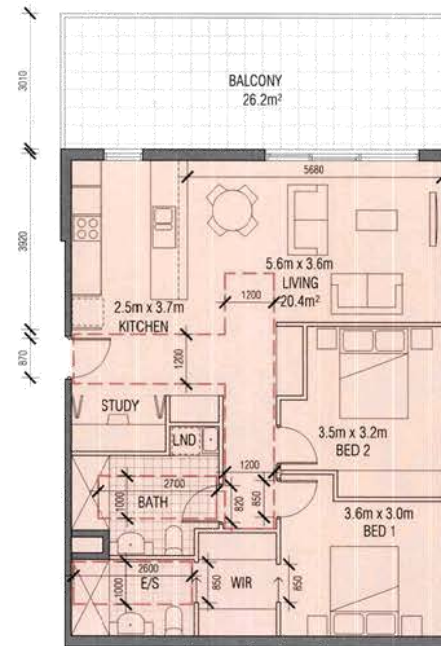
Rev	Description	Date			Proposed New Development 40 - 44 Healey Street, Moorabbin		Project No 1480 Drawn By kb
			 6/400 High Street Kew 3101 Victoria Australia ABN 26 113 994 433 T + 61 03 9815 6377 E office@mccabearchitects.com.au W www.mccabearchitects.com.au		1:100@A3	Unit Plans	Date September 2017
							<b>TP.115</b>

2 BEDROOM + STUDY APARTMENTS



APARTMENT TYPE C5

FLOOR AREA	= 99m <sup>2</sup>
TOTAL YIELD	= 1 (1.8%)
STORAGE WITHIN DWELLING	= 15m <sup>3</sup>
EXTERNAL STORAGE	= 2.9m <sup>3</sup>
C58 ACCESSIBILITY STANDARD	= YES
C58 CROSS VENTILATION	= NO
UNITS	= 107



APARTMENT TYPE C6

FLOOR AREA	= 95m <sup>2</sup>
TOTAL YIELD	= 1 (1.8%)
STORAGE WITHIN DWELLING	= 17.7m <sup>3</sup>
EXTERNAL STORAGE	= 2.9m <sup>3</sup>
C58 ACCESSIBILITY STANDARD	= YES
C58 CROSS VENTILATION	= YES
UNITS	= 312

ADVERTISED

02 OCT 2017

NOTE: BALCONY AREAS & DIMENSIONS TYPICAL ONLY.  
FOR INDIVIDUAL UNIT BALCONY DETAILS SEE FLOOR  
PLANS TP.101 - TP.105

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6/400 High Street  
Kew 3101 Victoria Australia  
ABN 26 113 994 433  
T + 61 03 9415 6377  
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Proposed New Development  
40 - 44 Healey Street, Moorabbin

**Unit Plans**

1:100@A3

Project No 1480  
Drawn By M0

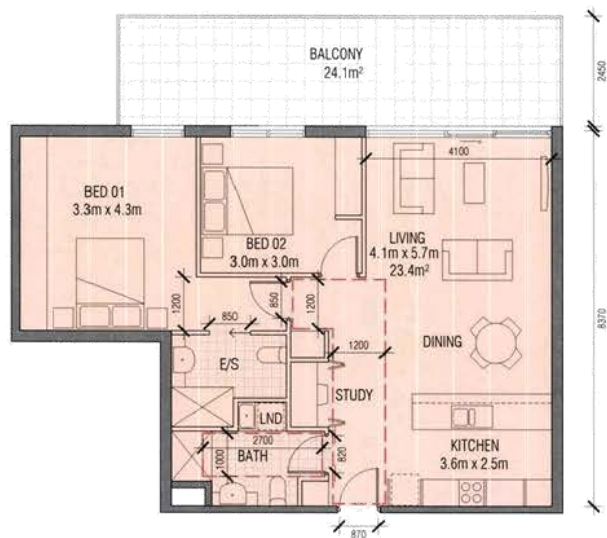
Date September 2017

**TP.116**



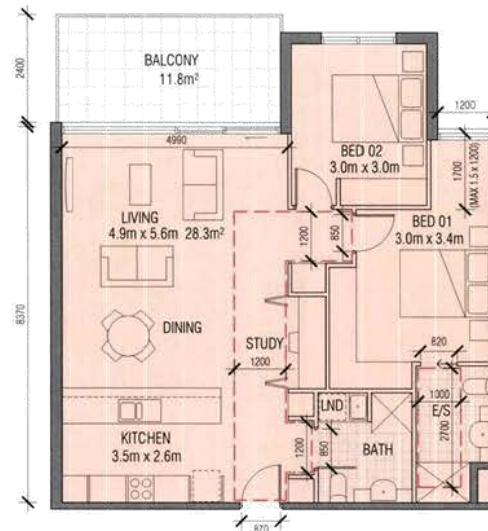
### 2 BEDROOM + STUDY APARTMENTS

ADVERTISED



#### APARTMENT TYPE C7

FLOOR AREA	= 92m <sup>2</sup>
TOTAL YIELD	= 3 (5.4%)
STORAGE WITHIN DWELLING	= 16m <sup>3</sup>
EXTERNAL STORAGE	= 2.9m <sup>3</sup>
C58 ACCESSIBILITY STANDARD	= YES
C58 CROSS VENTILATION	= NO
UNITS	= 208 308 406



#### APARTMENT TYPE C8

FLOOR AREA	= 92m <sup>2</sup>
TOTAL YIELD	= 8 (14.5%)
STORAGE WITHIN DWELLING	= 17.2m <sup>3</sup>
EXTERNAL STORAGE	= 2.9m <sup>3</sup>
C58 ACCESSIBILITY STANDARD	= YES
C58 CROSS VENTILATION	= NO
UNITS	= 202, 203, 204 302, 303, 304 402, 403

02 OCT 2017

NOTE: BALCONY AREAS & DIMENSIONS TYPICAL ONLY.  
FOR INDIVIDUAL UNIT BALCONY DETAILS SEE FLOOR  
PLANS TP.101 - TP.105

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			1:100@A3	Proposed New Development 40 - 44 Healey Street, Moorabbin  Unit Plans Project No 1480 Drawn By: kb Date: September 2017 <b>TP.117</b>

2 BEDROOM + STUDY APARTMENTS

ADVERTISED



APARTMENT TYPE C9

FLOOR AREA	= 98m <sup>2</sup>
TOTAL YIELD	= 1 (1.8%)
STORAGE WITHIN DWELLING	= 17.5m <sup>3</sup>
EXTERNAL STORAGE	= 2.9m <sup>3</sup>
C58 ACCESSIBILITY STANDARD	= YES
C58 CROSS VENTILATION	= NO
UNITS	= 209



APARTMENT TYPE C10

FLOOR AREA	= 90m <sup>2</sup>
TOTAL YIELD	= 1 (1.8%)
STORAGE WITHIN DWELLING	= 16.8m <sup>3</sup>
EXTERNAL STORAGE	= 2.9m <sup>3</sup>
C58 ACCESSIBILITY STANDARD	= YES
C58 CROSS VENTILATION	= YES
UNITS	= 404

02 OCT 2017

NOTE: BALCONY AREAS & DIMENSIONS TYPICAL ONLY.  
FOR INDIVIDUAL UNIT BALCONY DETAILS SEE FLOOR  
PLANS TP.101 - TP.105

Rev	Description	Date

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 6/400 High Street  
 Kew 3101 Victoria Australia  
 ABN 26 113 994 433  
 T + 61 03 9415 6377  
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Proposed New Development  
40 - 44 Healey Street, Moorabbin

Project No 1480  
Drawn By kb

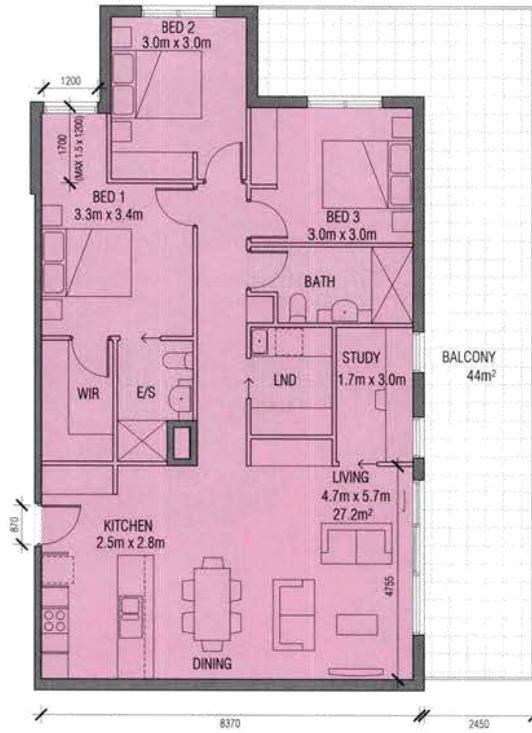
Unit Plans

Date September 2017

**TP.118**

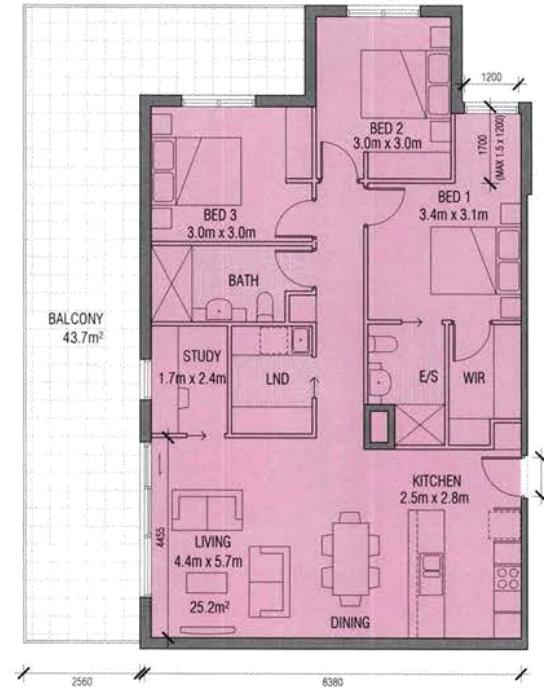
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3 BEDROOM APARTMENTS



APARTMENT TYPE D1

FLOOR AREA	= 120m <sup>2</sup>
TOTAL YIELD	= 2 (3.6%)
STORAGE WITHIN DWELLING	= 24.11m <sup>3</sup>
EXTERNAL STORAGE	= 7m <sup>3</sup>
C58 ACCESSIBILITY STANDARD	= NO
C58 CROSS VENTILATION	= YES
UNITS	= 111
	212



APARTMENT TYPE D2

FLOOR AREA	= 112m <sup>2</sup>
TOTAL YIELD	= 2 (3.6%)
STORAGE WITHIN DWELLING	= 19.1m <sup>3</sup>
EXTERNAL STORAGE	= 2.9m <sup>3</sup>
C58 ACCESSIBILITY STANDARD	= NO
C58 CROSS VENTILATION	= YES
UNITS	= 112
	213

ADVERTISED

02 OCT 2017

NOTE: BALCONY AREAS & DIMENSIONS TYPICAL ONLY.  
FOR INDIVIDUAL UNIT BALCONY DETAILS SEE FLOOR  
PLANS TP.101 - TP.105

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			1:100@A3		Project No 1480 Drawn By kb	
					Unit Plans Date: September 2017	
					TP.119	

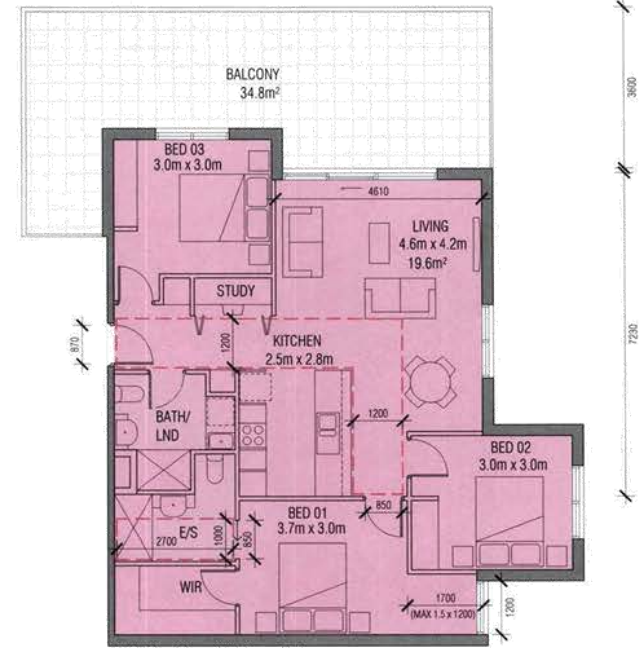


### 3 BEDROOM APARTMENTS



#### APARTMENT TYPE D3

- FLOOR AREA = 137m<sup>2</sup>
- TOTAL YIELD = 1 (1.8%)
- STORAGE WITHIN DWELLING = 22.2m<sup>3</sup>
- EXTERNAL STORAGE = 0m<sup>3</sup>
- C58 ACCESSIBILITY STANDARD = YES
- C58 CROSS VENTILATION = YES
- UNITS = 409



#### APARTMENT TYPE D4

- FLOOR AREA = 102m<sup>2</sup>
- TOTAL YIELD = 1 (1.8%)
- STORAGE WITHIN DWELLING = 16.2m<sup>3</sup>
- EXTERNAL STORAGE = 2.9m<sup>3</sup>
- C58 ACCESSIBILITY STANDARD = YES
- C58 CROSS VENTILATION = YES
- UNITS = 401

NOTE: BALCONY AREAS & DIMENSIONS TYPICAL ONLY.  
FOR INDIVIDUAL UNIT BALCONY DETAILS SEE FLOOR  
PLANS TP.101 - TP.105

Rev	Description	Date

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 6/400 High Street  
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 ABN 26 113 994 433  
 T + 61 03 9415 6377  
 E office@mccabeartists.com.au  
 W www.mccabeartists.com.au

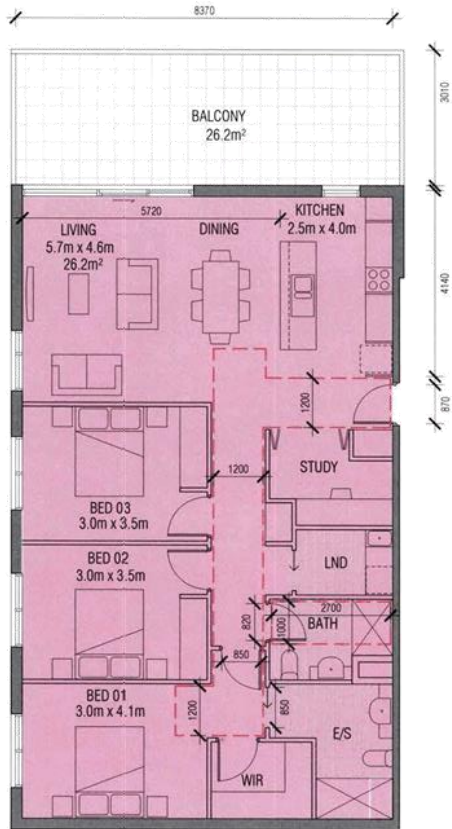
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Proposed New Development  
 40 - 44 Healey Street, Moorabbin  
**Unit Plans**  
 Date September 2017  
**TP.120**

07 OCT 2017  
*Project file 322*

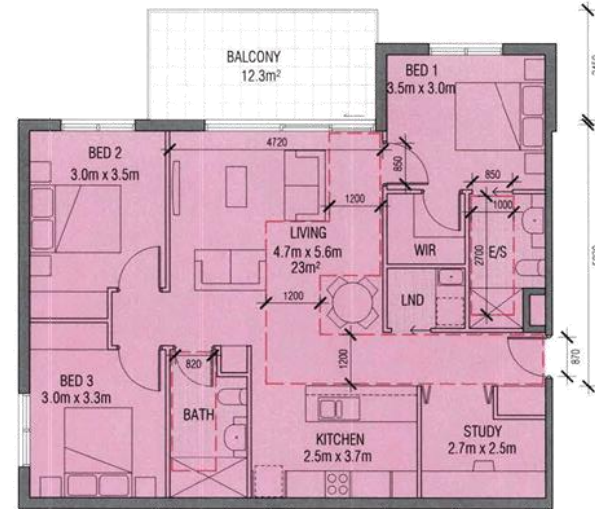


3 BEDROOM APARTMENTS



APARTMENT TYPE D5

- FLOOR AREA = 123m<sup>2</sup>
- TOTAL YIELD = 1 (1.8%)
- STORAGE WITHIN DWELLING = 18.1m<sup>3</sup>
- EXTERNAL STORAGE = 7m<sup>3</sup>
- C58 ACCESSIBILITY STANDARD = YES
- C58 CROSS VENTILATION = YES
- UNITS = 311



APARTMENT TYPE D6

- FLOOR AREA = 109m<sup>2</sup>
- TOTAL YIELD = 2 (3.6%)
- STORAGE WITHIN DWELLING = 17m<sup>3</sup>
- EXTERNAL STORAGE = 2.9m<sup>3</sup>
- C58 ACCESSIBILITY STANDARD = YES
- C58 CROSS VENTILATION = YES
- UNITS = 206
- 306

02 OCT 2017

NOTE: BALCONY AREAS & DIMENSIONS TYPICAL ONLY.  
FOR INDIVIDUAL UNIT BALCONY DETAILS SEE FLOOR  
PLANS TP.101 - TP.105

Rev	Description	Date

**McCabe architects**  
 6/400 High Street  
 Kew 3101 Victoria Australia  
 ABN 26 113 994 433  
 T + 61 03 9415 6377  
 E office@mccabearchitects.com.au  
 W www.mccabearchitects.com.au

Proposed New Development  
 40 - 44 Healey Street, Moorabbin

**Unit Plans**

Date: September 2017

**TP.121**

1:100@A3

Project No 1480  
 Drawn By kb

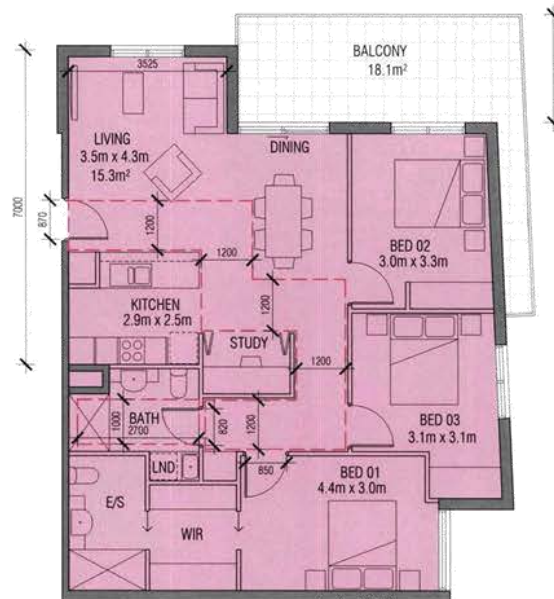
3 BEDROOM APARTMENTS



APARTMENT TYPE D7

FLOOR AREA	= 110m <sup>2</sup>
TOTAL YIELD	= 1 (1.8%)
STORAGE WITHIN DWELLING	= 16.2m <sup>3</sup>
EXTERNAL STORAGE	= 2.9m <sup>3</sup>
C58 ACCESSIBILITY STANDARD	= NO
C58 CROSS VENTILATION	= YES
UNITS	= 205

ADVERTISED



APARTMENT TYPE D8

FLOOR AREA	= 108m <sup>2</sup>
TOTAL YIELD	= 2 (3.6%)
STORAGE WITHIN DWELLING	= 15.2m <sup>3</sup>
EXTERNAL STORAGE	= 2.9m <sup>3</sup>
C58 ACCESSIBILITY STANDARD	= YES
C58 CROSS VENTILATION	= YES
UNITS	= 201 301

02 OCT 2017

NOTE: BALCONY AREAS & DIMENSIONS TYPICAL ONLY.  
FOR INDIVIDUAL UNIT BALCONY DETAILS SEE FLOOR  
PLANS TP.101 - TP.105

Rev	Description	Date

**mccabe architects**  
6/400 High Street  
Kew 3101 Victoria Australia  
ABN 26 113 994 433  
T + 61 03 9415 6377  
E office@mccabearchitects.com.au  
W www.mccabearchitects.com.au

1:100@A3

Proposed New Development  
40 - 44 Healey Street, Moorabbin

Project No: 1480  
Drawn By: AB

Unit Plans

Date: September 2017

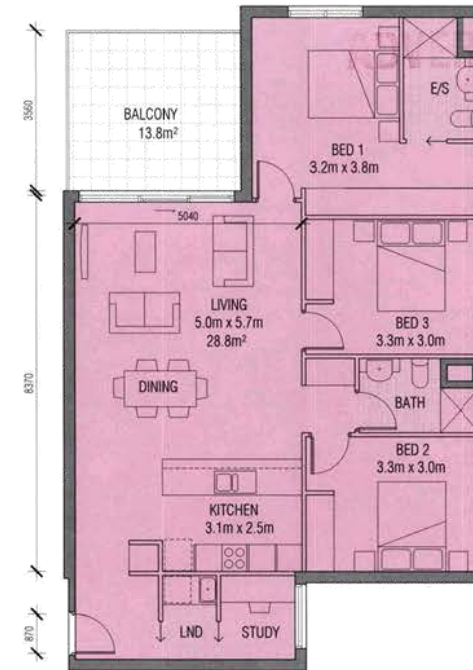
**TP.122**

3 BEDROOM APARTMENTS



APARTMENT TYPE D9

FLOOR AREA	= 112m <sup>2</sup>
TOTAL YIELD	= 1 (1.8%)
STORAGE WITHIN DWELLING	= 18.9m <sup>3</sup>
EXTERNAL STORAGE	= 2.9m <sup>3</sup>
C58 ACCESSIBILITY STANDARD	= NO
C58 CROSS VENTILATION	= NO
UNITS	= 309



APARTMENT TYPE D10

FLOOR AREA	= 114m <sup>2</sup>
TOTAL YIELD	= 2 (3.6%)
STORAGE WITHIN DWELLING	= 18.2m <sup>3</sup>
EXTERNAL STORAGE	= 2.9m <sup>3</sup>
C58 ACCESSIBILITY STANDARD	= NO
C58 CROSS VENTILATION	= YES
UNITS	= G05 105

02 OCT 2017

NOTE: BALCONY AREAS & DIMENSIONS TYPICAL ONLY.  
FOR INDIVIDUAL UNIT BALCONY DETAILS SEE FLOOR  
PLANS TP.101 - TP.105

Rev	Description	Date			Project No 1480 Drawn By kb
			 6/400 High Street Kew 3101 Victoria Australia ABN 26 113 994 433 T + 61 03 9415 6377 E office@mccabearchitects.com.au W www.mccabearchitects.com.au		Date: September 2017
			1:100@A3	Proposed New Development 40 - 44 Healey Street, Moorabbin  Unit Plans	TP.123



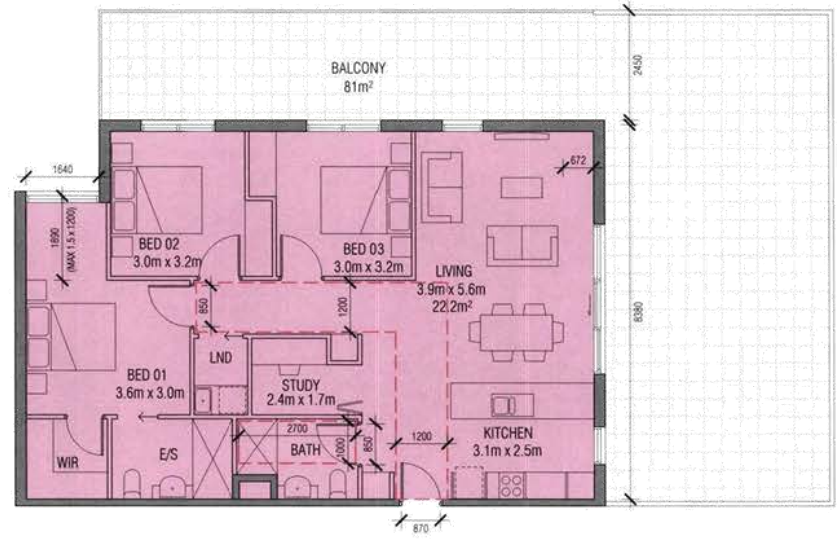
3 BEDROOM APARTMENTS

ADVERTISED



APARTMENT TYPE D11

FLOOR AREA	= 108m <sup>2</sup>
TOTAL YIELD	= 2 (3.6%)
STORAGE WITHIN DWELLING	= 15.9m <sup>3</sup>
EXTERNAL STORAGE	= 2.9m <sup>3</sup>
C58 ACCESSIBILITY STANDARD	= YES
C58 CROSS VENTILATION	= NO
UNITS	= 207 307



APARTMENT TYPE D12

FLOOR AREA	= 108m <sup>2</sup>
TOTAL YIELD	= 1 (1.8%)
STORAGE WITHIN DWELLING	= 15.9m <sup>3</sup>
EXTERNAL STORAGE	= 2.9m <sup>3</sup>
C58 ACCESSIBILITY STANDARD	= YES
C58 CROSS VENTILATION	= YES
UNITS	= 405

02 OCT 2017

NOTE: BALCONY AREAS & DIMENSIONS TYPICAL ONLY.  
FOR INDIVIDUAL UNIT BALCONY DETAILS SEE FLOOR  
PLANS TP.101 - TP.105

Rev	Description	Date

**mccabe architects**  
6/400 High Street  
Kew 3101 Victoria Australia  
ABN 26 113 994 433  
T + 61 03 9415 6377  
E office@mccabearchitects.com.au  
W www.mccabearchitects.com.au

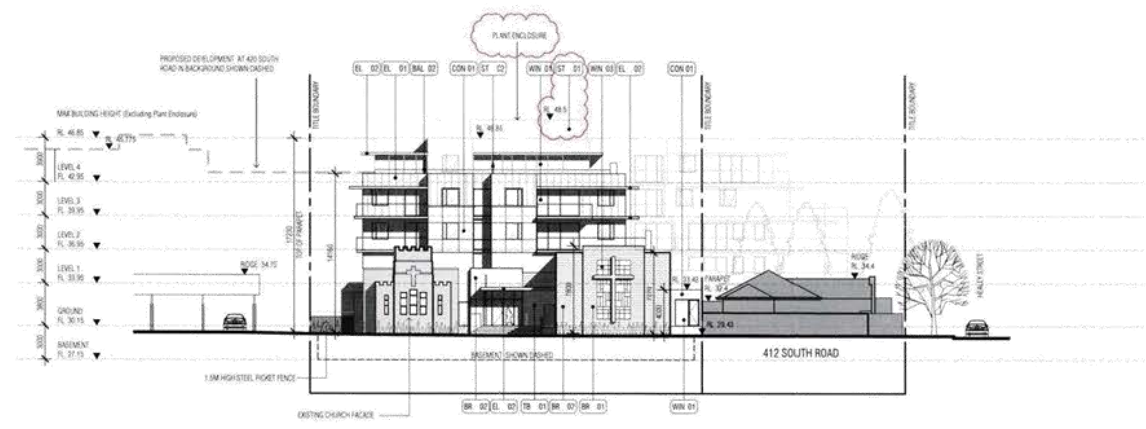
Proposed New Development  
40 - 44 Healey Street, Moorabbin

**Unit Plans** Date September 2017

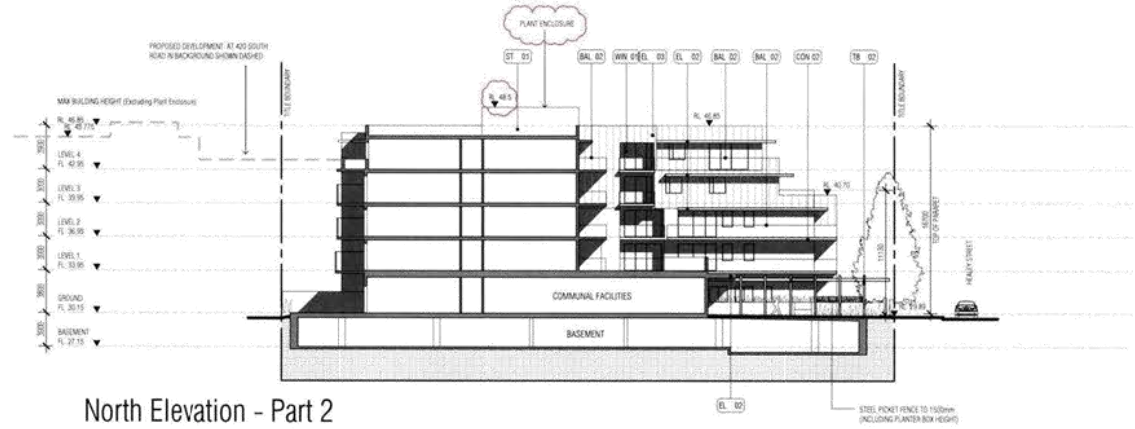
Project No: 1480  
Drawn By: kb

**TP.124**

1:100@A3



North Elevation - Part 1

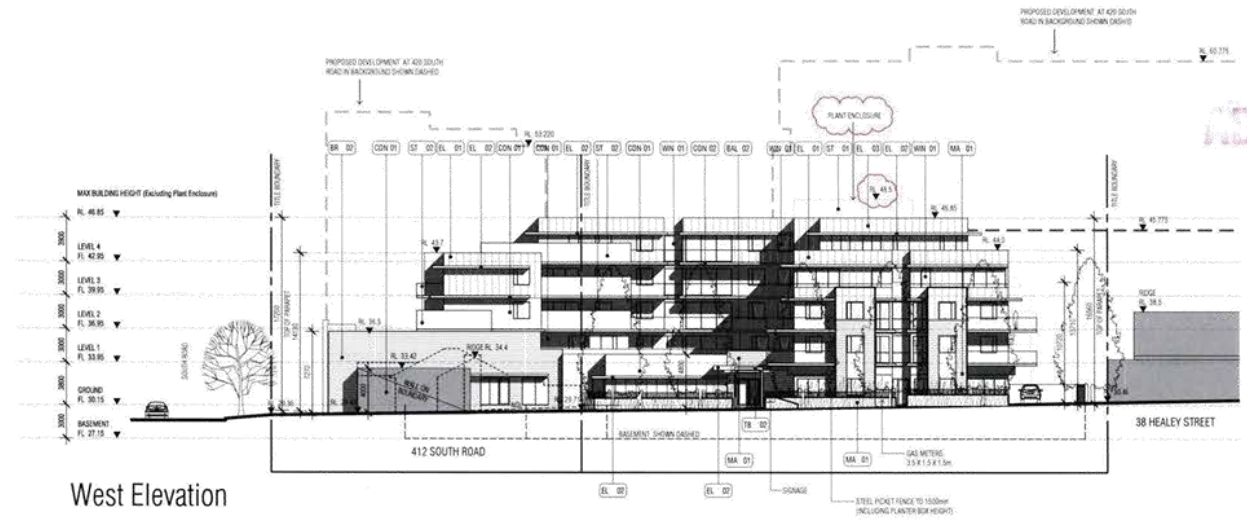


North Elevation - Part 2

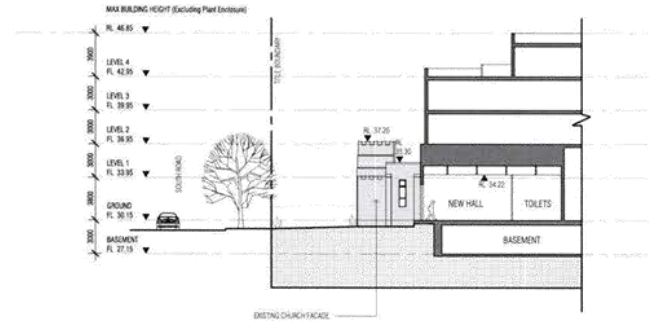
OBSCURED GLASS TO 1.7m ABOVE FFL

NOTE: TREES & PLANTING INDICATIVE ONLY REFER TO LANDSCAPE PLAN FOR DETAIL

MATERIALS & FINISHES				Rev		Description		Date	mccabe architects		Proposed New Development 40 - 44 Healey Street, Moorabbin		Project No 1480 Drawn By pf
CON-01	CEMENT RENDER	WIN-01	ALUMINIUM WINDOW FRAMES	ST-01	ALUMINIUM LOULIRES	FL-01	FLAT PROFILE METAL PANELLING	08/09/2017	6/400 High Street Kew 3101 Victoria Australia ABN 26 113 994 433 T + 61 03 9415 6377 E office@mccabeearchitects.com.au W www.mccabeearchitects.com.au		North Elevation Part 1 North Elevation Part 2		Plot Date September 2017
CON-02	CEMENT RENDER	WIN-02	OPAQUE GLASS WINDOW	ST-02	OBSCURED GLASS PRIVACY SCREEN	FL-02	METAL CANOPY	1:400@A3 1:200@A1					TP.200 REV A
BR-01	FACE BRICKWORK	WIN-03	STAINED GLASS WINDOW	TR-01	TIMBER BATTENS	FL-03	RIDGED PROFILE METAL CLADDING						
BR-02	FACE BRICKWORK	BAL-01	CEMENT RENDER BALUSTRADE	TR-02	TIMBER ARBOUR								
MA-01	MASONRY	BAL-02	GLASS BALUSTRADE										



West Elevation



West Elevation Church

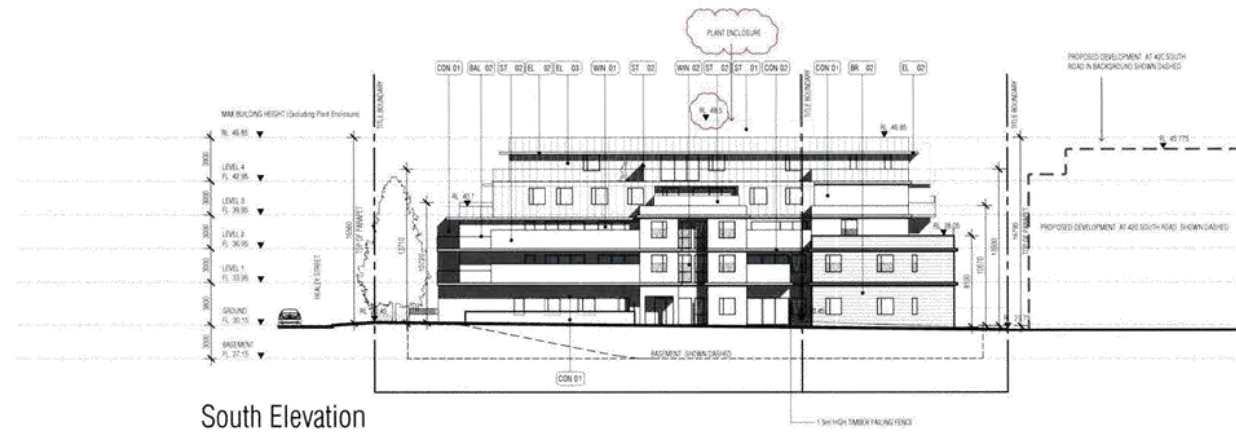
■ OBSCURED GLASS TO 1.7m ABOVE FFL

NOTE : TREES & PLANTING INDICATIVE ONLY REFER TO LANDSCAPE PLAN FOR DETAIL

07 OCT 2017

MATERIALS & FINISHES				Rev	Description	Date	 6/400 High Street Kew 3101 Victoria Australia ABN 26 113 994 433 T + 61 03 9415 6377 E office@mccabearchitects.com.au W www.mccabearchitects.com.au	Proposed New Development 40 - 44 Healey Street, Moorabbin		Project No 1480 Drawn by pf
CON 01	CEMENT RENDER	WIN 01	ALUMINIUM WINDOW FRAMES	ST 01	ALUMINIUM LOUVRES	EL 01		FLAT PROFILE METAL PANELLING	West Elevation	
CON 02	CEMENT RENDER	WIN 02	OPAQUE GLASS WINDOW	ST 02	OBSCURED GLASS PRIVACY SCREEN	EL 02	METAL CANOPY	1:400/A3		TP.201 REV A
BR 01	FACE BRICKWORK	WIN 03	STAINED GLASS WINDOW	TR 01	TAMBER BATTENS	EL 03	RIGID PROFILE METAL CLADDING	1:200/A1		
BR 02	FACE BRICKWORK	BAL 01	CEMENT RENDER BALUSTRADE	TR 02	TIMBER ARBOUR					
MA 01	MASONRY	BAL 02	GLASS BALUSTRADE							

ADVERTISED



South Elevation

02 OCT 2017

OBSCURED GLASS TO 1.7m ABOVE FFL

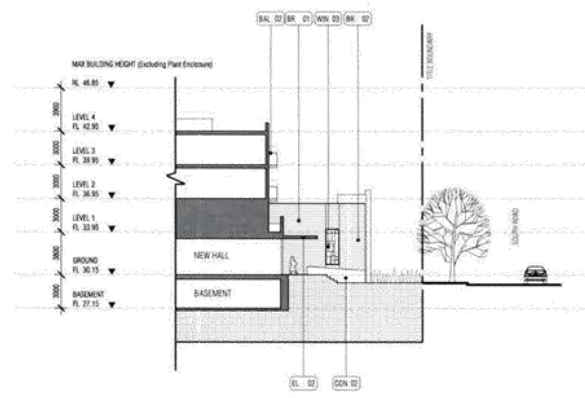
NOTE: TREES & PLANTING INDICATIVE ONLY REFER TO LANDSCAPE PLAN FOR DETAIL.

MATERIALS & FINISHES				Rev	Description	Date	 6/400 High Street Kew 3101 Victoria Australia ABN 26 113 994 433 T + 61 03 9415 6377 E office@mccabearchitects.com.au W www.mccabearchitects.com.au	Proposed New Development 40 - 44 Healey Street, Moorabbin		Project No 1480 Drawn By pf
CON 01	CEMENT RENDER	WIN 01	ALUMINIUM WINDOW FRAMES	ST 01	ALUMINIUM LOUVRES	EL 01		FLAT PROFILE METAL PANNELLING	South Elevation	
CON 02	CEMENT RENDER	WIN 02	OPAQUE GLASS WINDOW	ST 02	OBSCURED GLASS PRIVACY SCREEN	EL 02	METAL GANGPLY	1:400@A3		<b>TP.202</b> REV A
BR 02	FACE BRICKWORK	WIN 03	STAINED GLASS WINDOW	BR 02	TIMBER BATTENS	EL 03	RIDGE PROFILE METAL CLADDING	1:200@A1		
MA 01	MASONRY	BAL 02	CEMENT RENDER BALUSTRADE	WB 02	TIMBER ARBOUR					





East Elevation



East Elevation Church

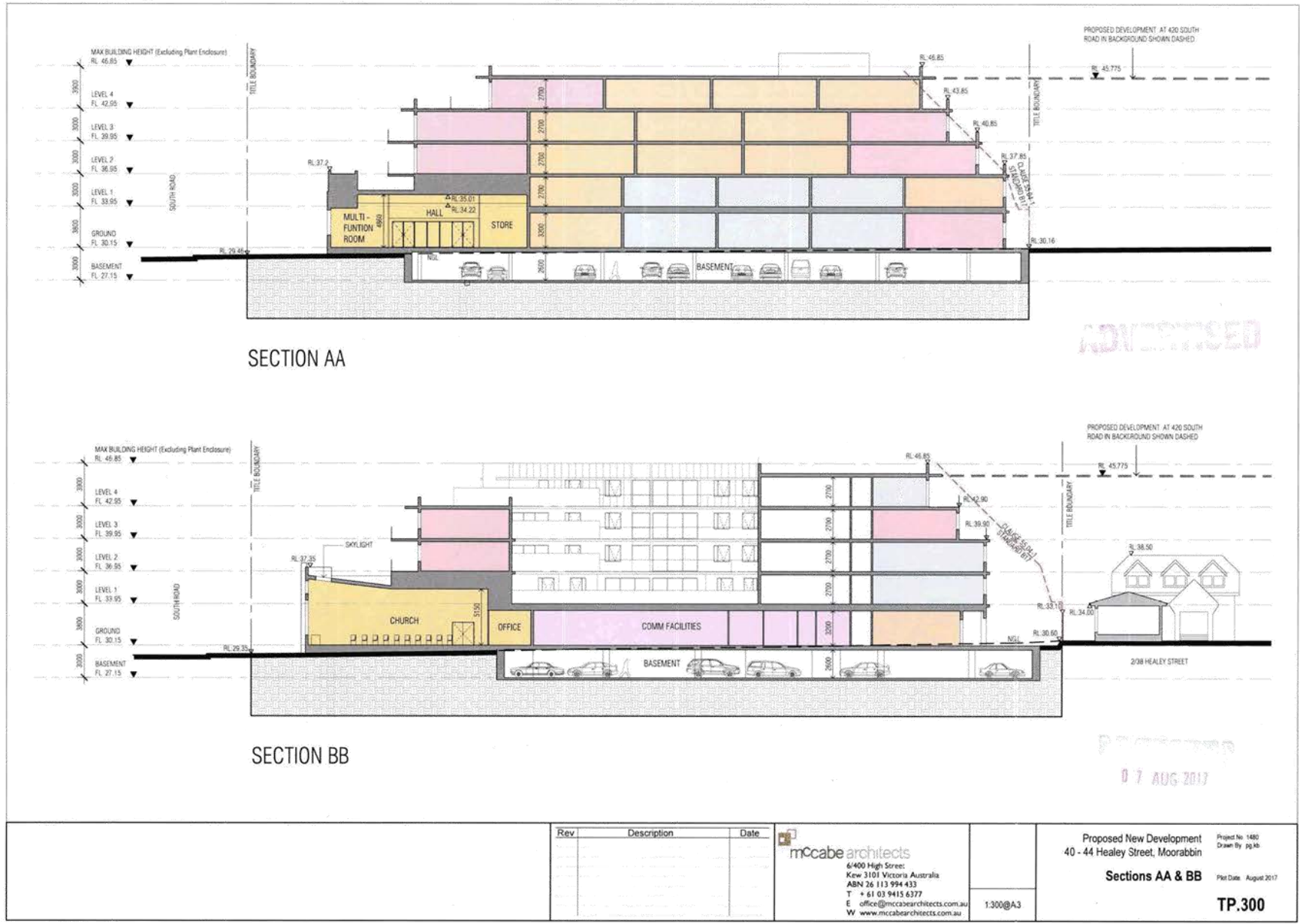
Obscured Glass to 1.7m Above FFL

NOTE: TREES & PLANTING INDICATIVE ONLY REFER TO LANDSCAPE PLAN FOR DETAIL.

<b>MATERIALS &amp; FINISHES</b> COCN 01 CEMENT RENDER      ALUM 01 ALUMINUM WINDOW FRAMES      ST 01 ALUMINUM LOUVRES      EL 01 FLAT PROFILE METAL PANNELLING COCN 02 CEMENT RENDER      WND 01 OPAQUE GLASS WINDOW      ST 02 OBSCURED GLASS PRIVACY SCREEN      EL 02 METAL CANOPY BR 01 FACE BRICKWORK      WND 02 STAINED GLASS WINDOW      TR 01 TIMBER BATTENS      EL 03 RIDGED PROFILE METAL CLADDING BR 02 FACE BRICKWORK      BAL 01 CEMENT RENDER BALLSTRADE      TR 02 TIMBER ARBOUR MA 01 MASONRY      BAL 02 GLASS BALLSTRADE		<table border="1"> <thead> <tr> <th>Rev</th> <th>Description</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Post Application Revision</td> <td>08/05/2017</td> </tr> </tbody> </table>	Rev	Description	Date	A	Post Application Revision	08/05/2017	<p>6/400 High Street Kew 3101 Victoria Australia ABN 26 113 994 433 T + 61 03 9415 6377 E office@mccabearchitects.com.au W www.mccabearchitects.com.au</p>	Proposed New Development 40 - 44 Healey Street, Moorabbin  <b>East Elevation Church</b>  Project No. 1480 Drawn By: pt Plot Date: September 2017  <b>TP.203</b> REV A
Rev	Description	Date								
A	Post Application Revision	08/05/2017								

1:400@A3  
1:200@A1



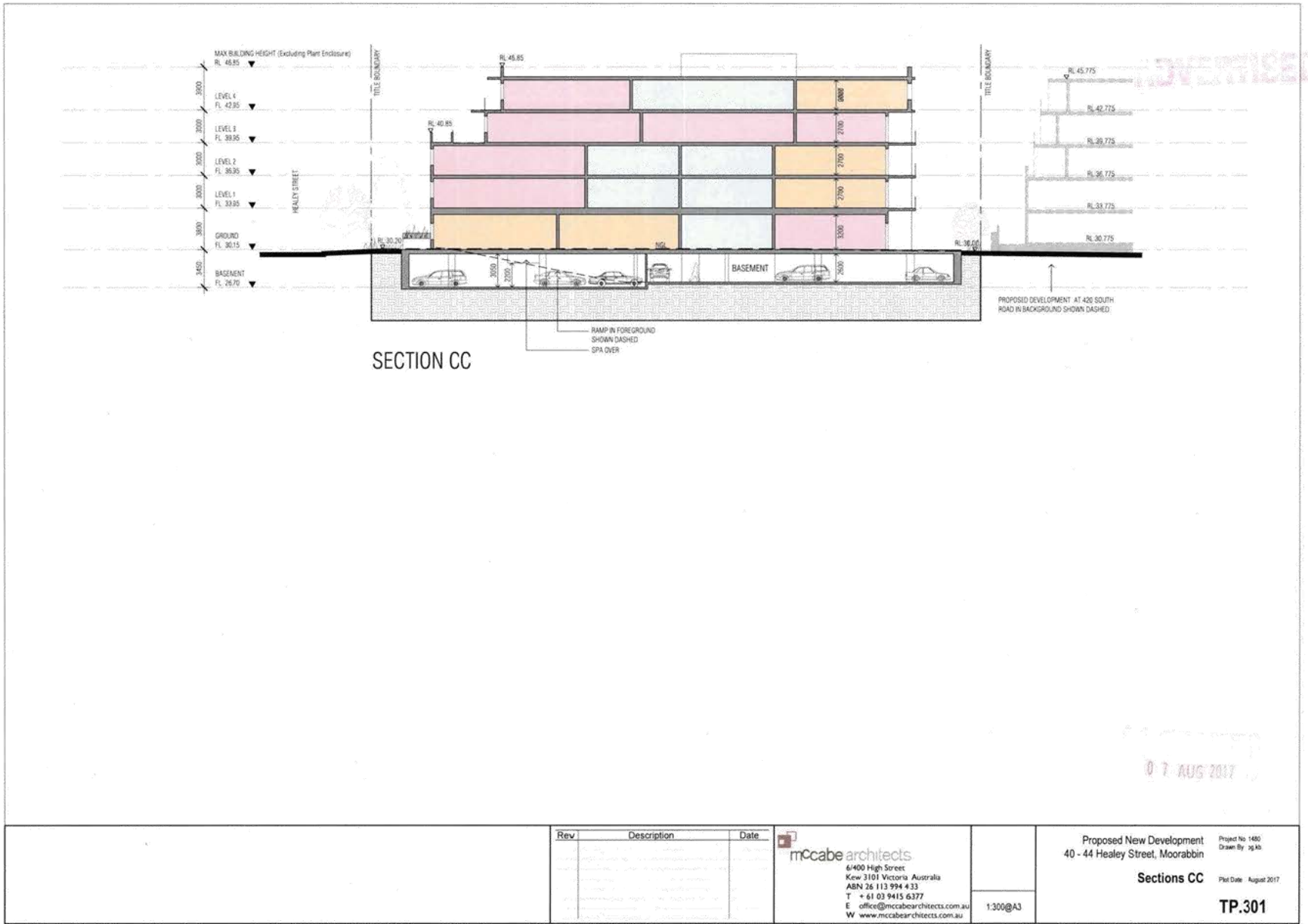


Rev	Description	Date

**mccabe architects**  
 6400 High Street,  
 Kew 3101 Victoria Australia  
 ABN 26 113 994 433  
 T + 61 03 9415 6377  
 E office@mccabearchitects.com.au  
 W www.mccabearchitects.com.au

1:300@A3

Proposed New Development  
 40 - 44 Healey Street, Moorabbin  
**Sections AA & BB**  
 Project No: 1480  
 Drawn By: pp/as  
 Plot Date: August 2017  
**TP.300**



Rev	Description	Date

**mCcube architects**  
 6/400 High Street  
 Kew 3101 Victoria Australia  
 ABN 26 113 994 433  
 T + 61 03 9415 6377  
 E office@mcccubearchitects.com.au  
 W www.mcccubearchitects.com.au

Proposed New Development  
 40 - 44 Healey Street, Moorabbin

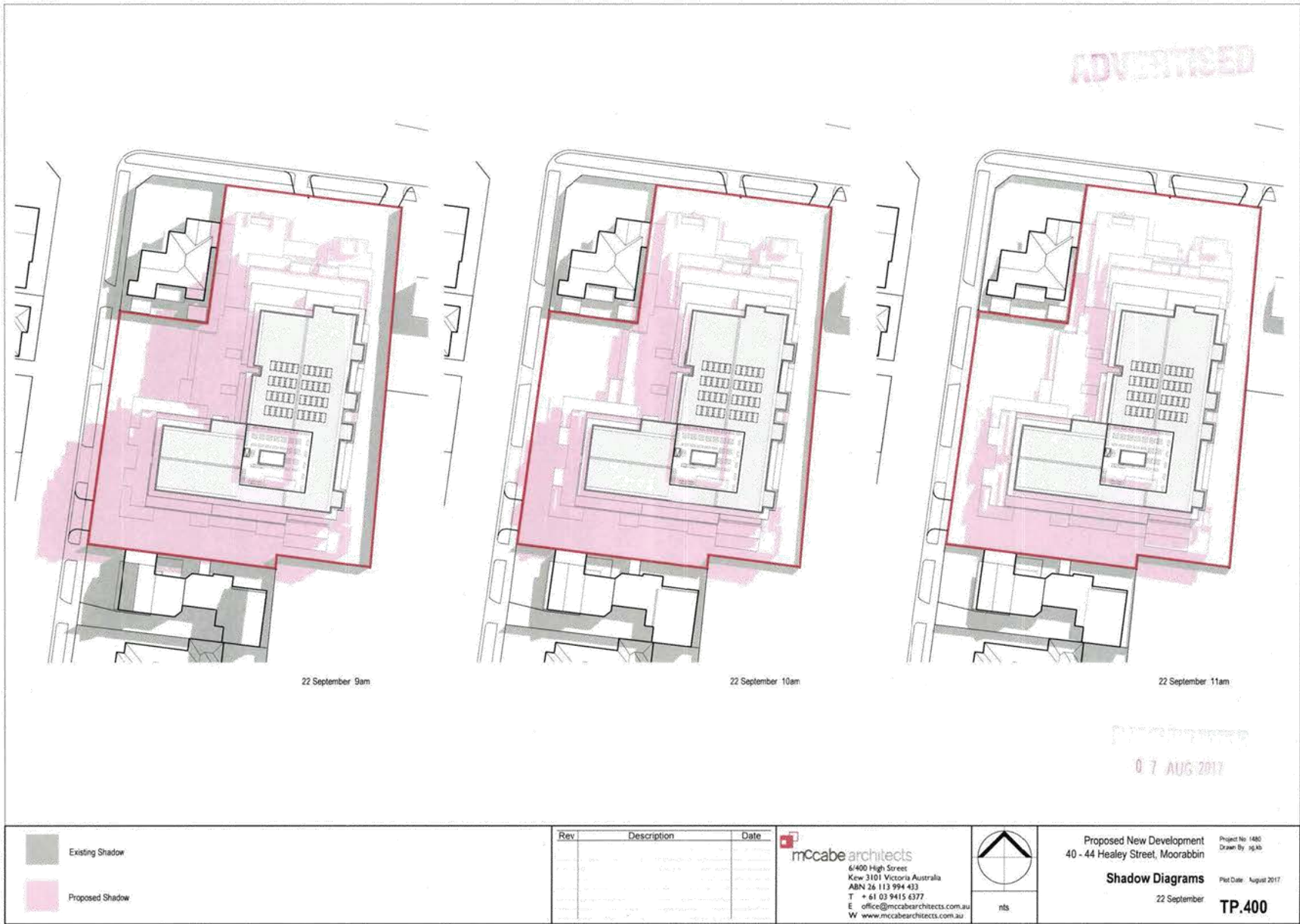
**Sections CC**

Project No 1480  
 Drawn By: sg kb

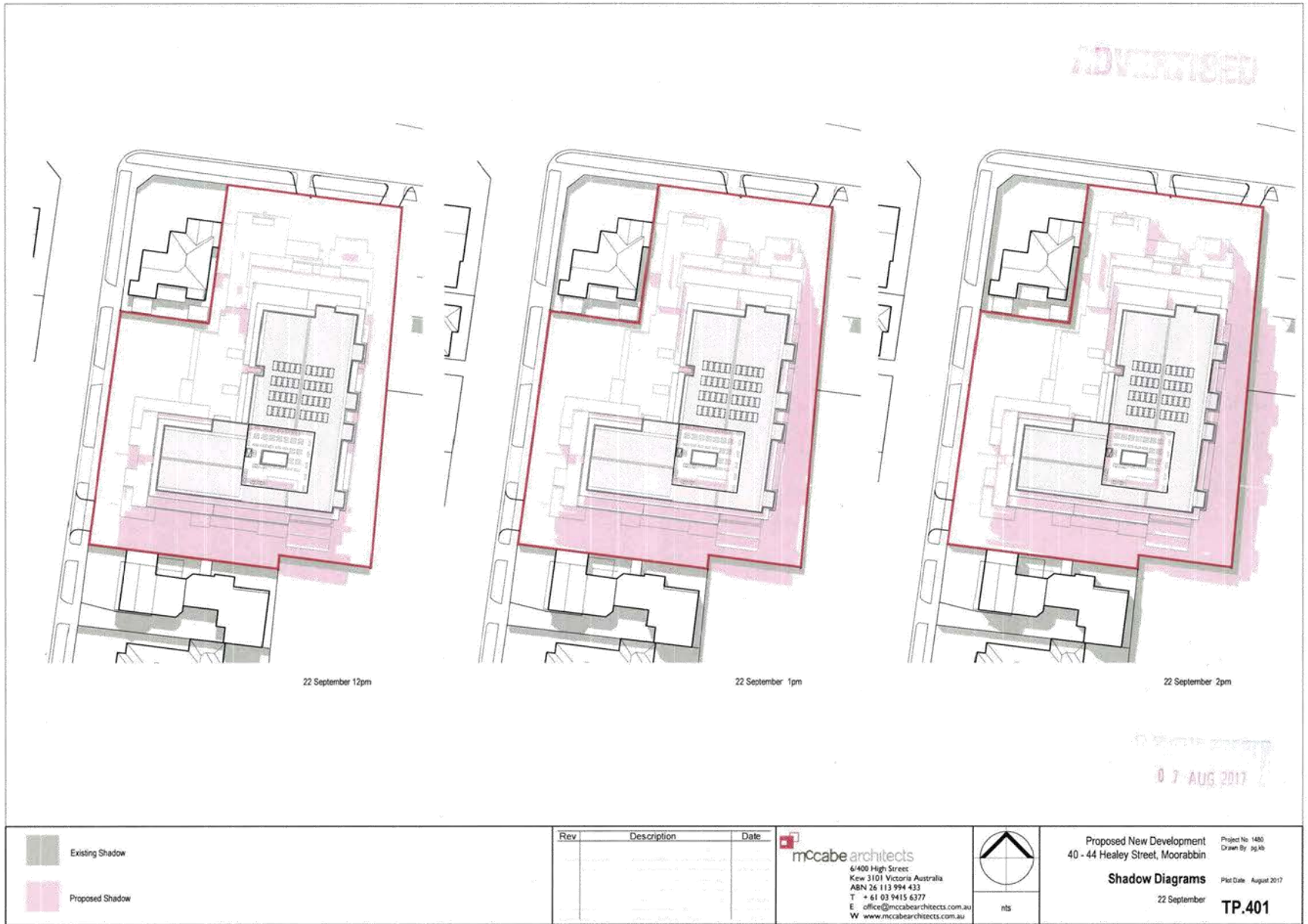
Plot Date: August 2017

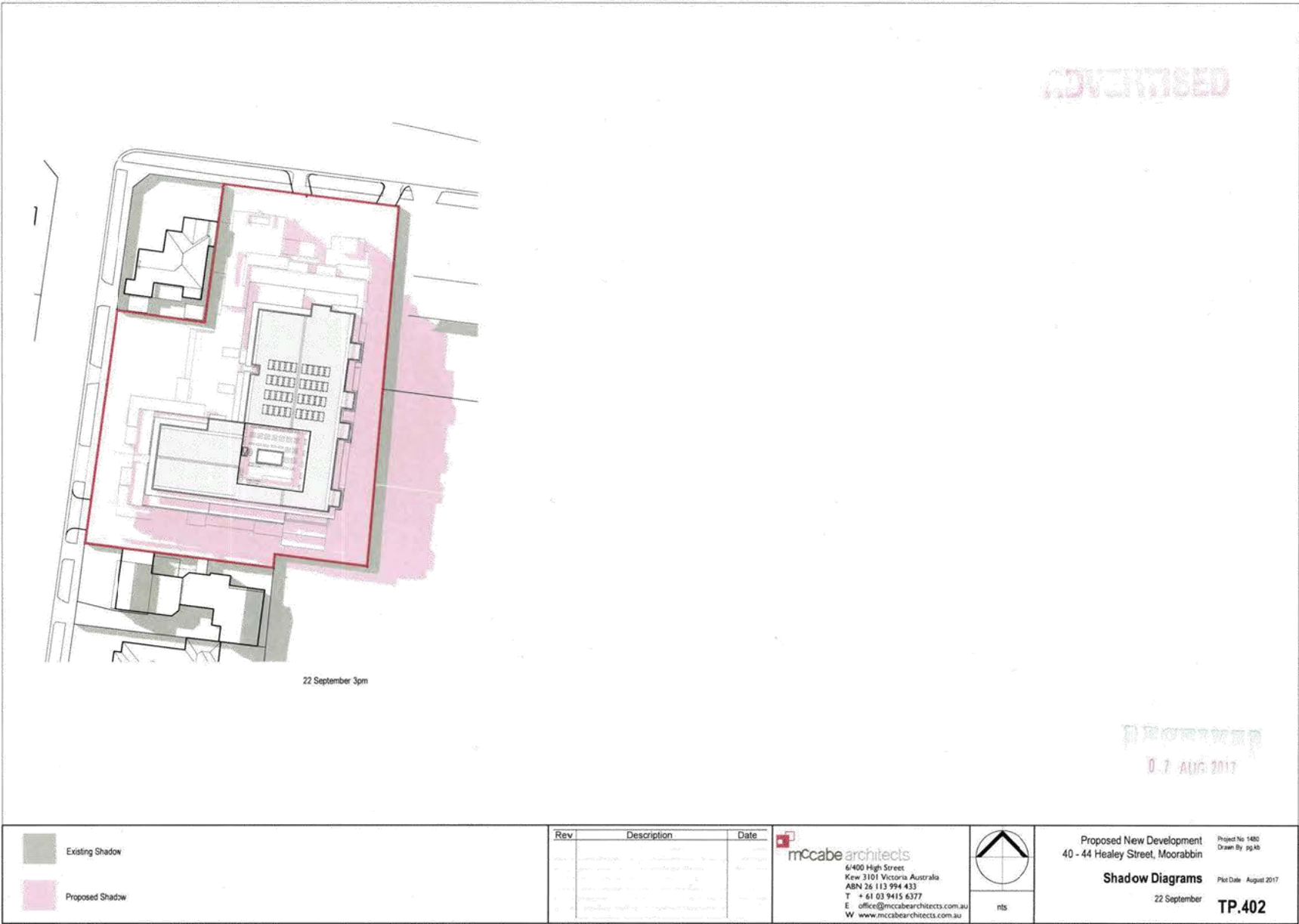
**TP.301**

1:300@A3









ADVERTISED



COMMUNAL OPEN SPACE  
SOLAR ACCESS  
9am June 21  
LESS THAN 50%

COMMUNAL OPEN SPACE  
SOLAR ACCESS  
10am June 21  
50%

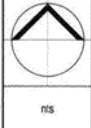
COMMUNAL OPEN SPACE  
SOLAR ACCESS  
11am June 21  
MORE THAN 50%

02 OCT 2017

 Proposed Shadow  
 Communal Open Space

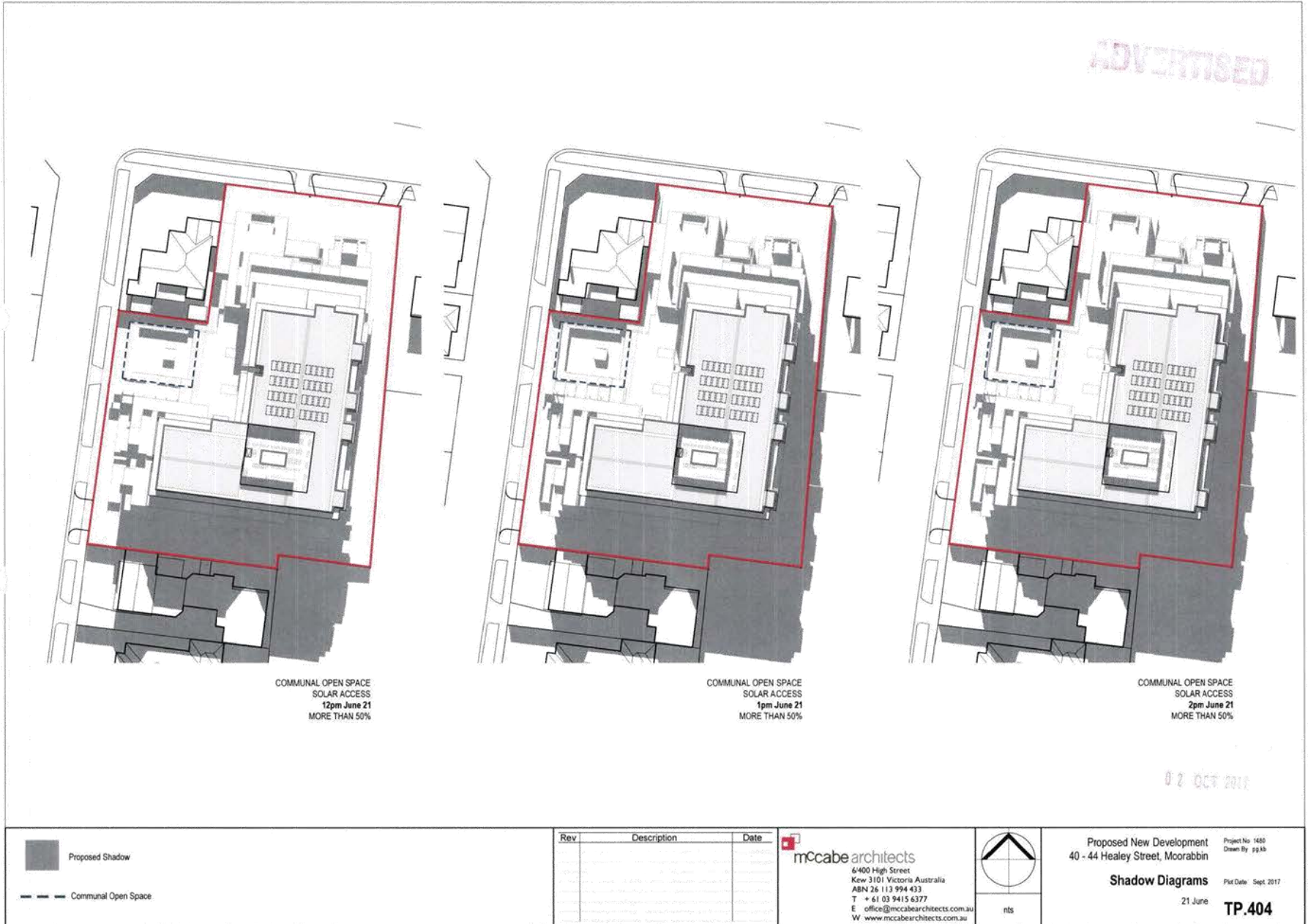
Rev	Description	Date

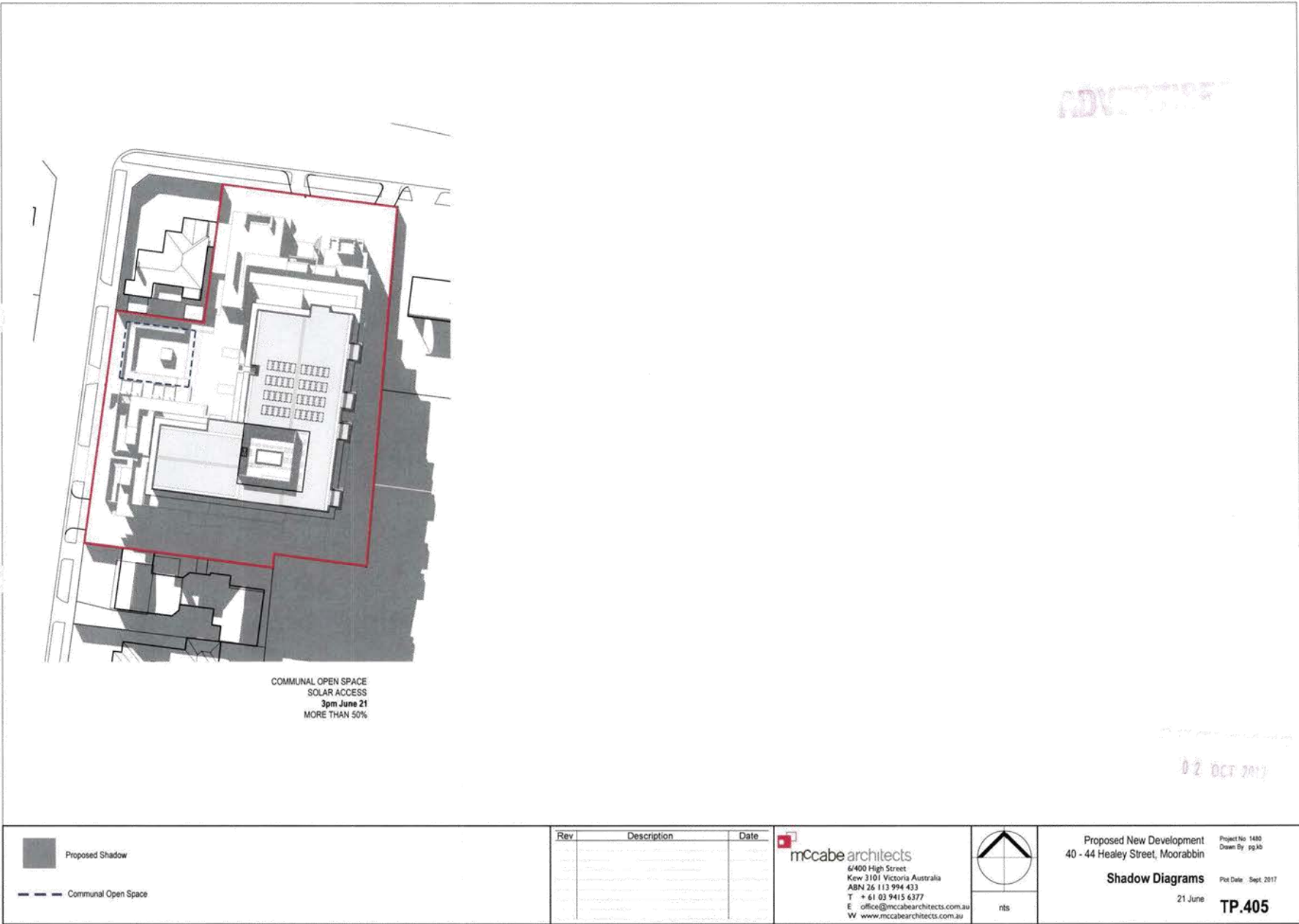
 **mccabe architects**  
 6/400 High Street  
 Kew 3101 Victoria Australia  
 ABN 26 113 994 433  
 T + 61 03 9415 6377  
 E office@mccabearchitects.com.au  
 W www.mccabearchitects.com.au



Proposed New Development  
 40 - 44 Healey Street, Moorabbin  
**Shadow Diagrams**  
 21 June  
 Project No: 1480  
 Drawn By: pg/ks  
 Plot Date: Sept. 2017  
**TP.403**







ADVERTISED



South Road View 1



South Road View 2

PREPARED  
0.7 AUG 2017

Rev	Description	Date

**mccabe architects**  
L1 30 Langridge Street  
Collingwood 3066 Victoria Australia  
T (03) 9415 6377  
E office@mccabe architects.com.au  
W www.mccabe architects.com.au  
ABN 26 113 994 433

NTS

40 - 44 Healey Street, Moorabbin Project No 1480  
Drawn By pg  
**Artist's Impressions** Plot Date August 2017  
**TP.500**





Healey Street View 1



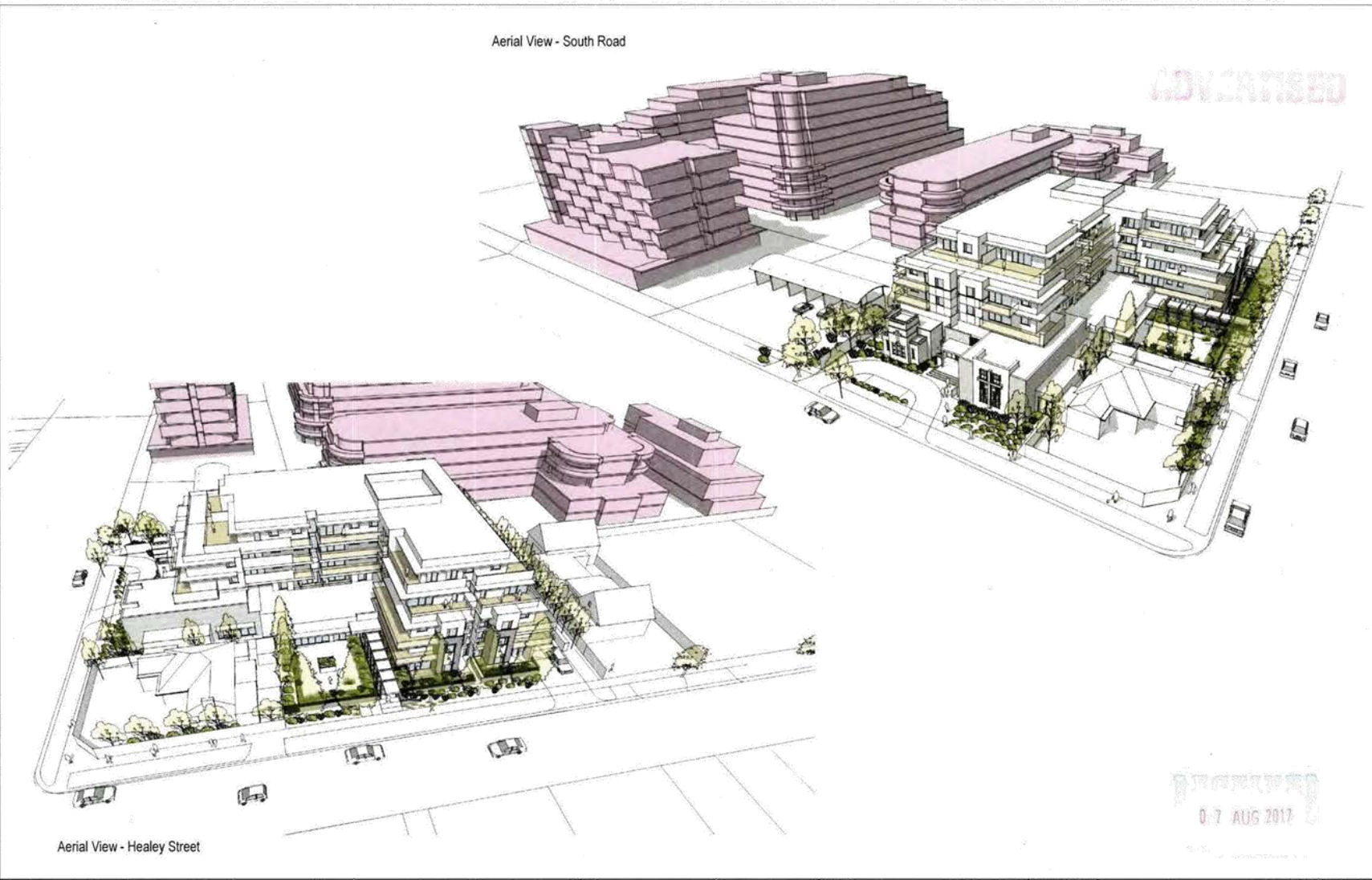
Healey Street View 2

Rev	Description	Date

**mccabe architects**  
 L1 39 Langridge Street  
 Collingwood 3066 Victoria Australia  
 T | 03 9415 6377  
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NTS

40 - 44 Healey Street, Moorabbin  
 Project No. 1480  
 Drawn By: sjg  
**Artist's Impression**  
 Plot Date: August 2017  
**TP.501**



Proposed Development at 420 South Road

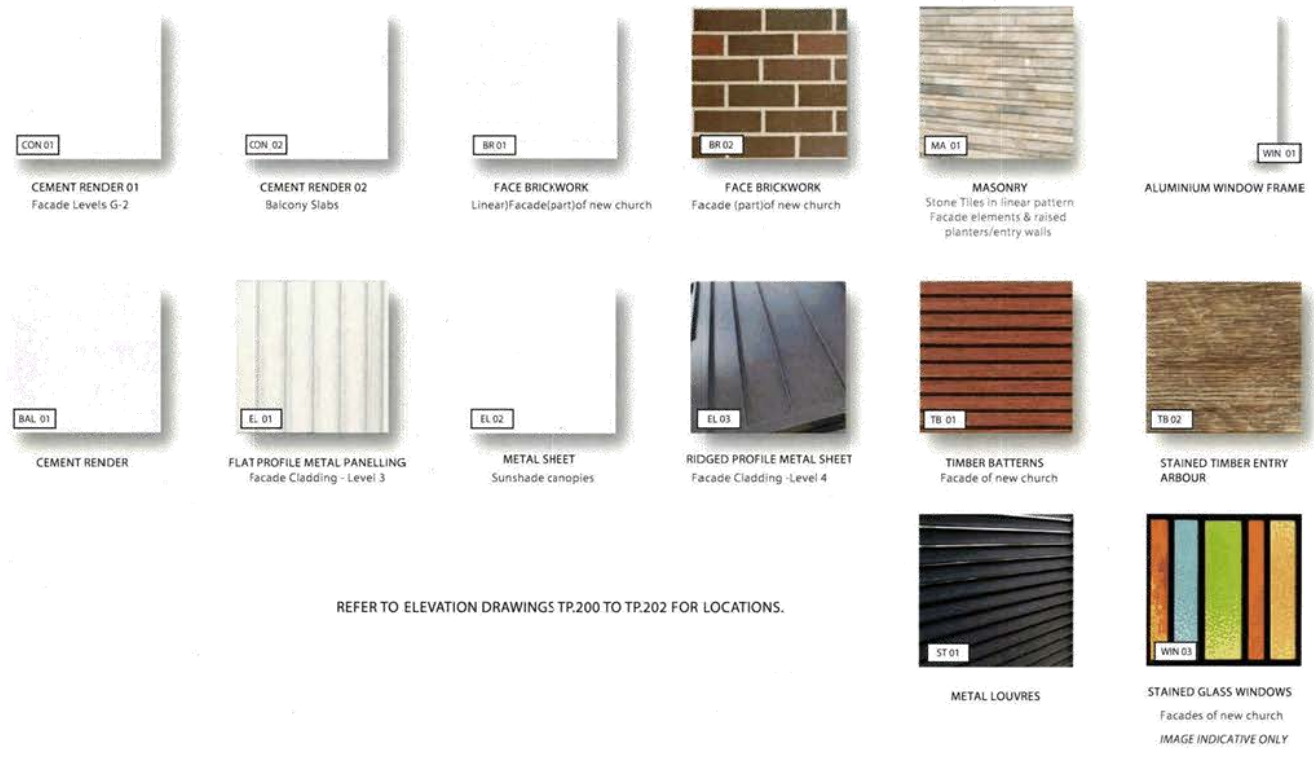
Rev	Description	Date

**mccabe architects**  
 L1 39 Langridge Street  
 Collingwood 3066 Victoria Australia  
 T | 03 9415 6377  
 E | office@mccabe-architects.com.au  
 W | www.mccabe-architects.com.au  
 ABN 26 113 994 433

NTS

40 - 44 Healey Street, Moorabbin Project No: 1480  
 Drawn By: sjj  
**Artist's Impression** Plot Date: August 2017  
**TP.502**

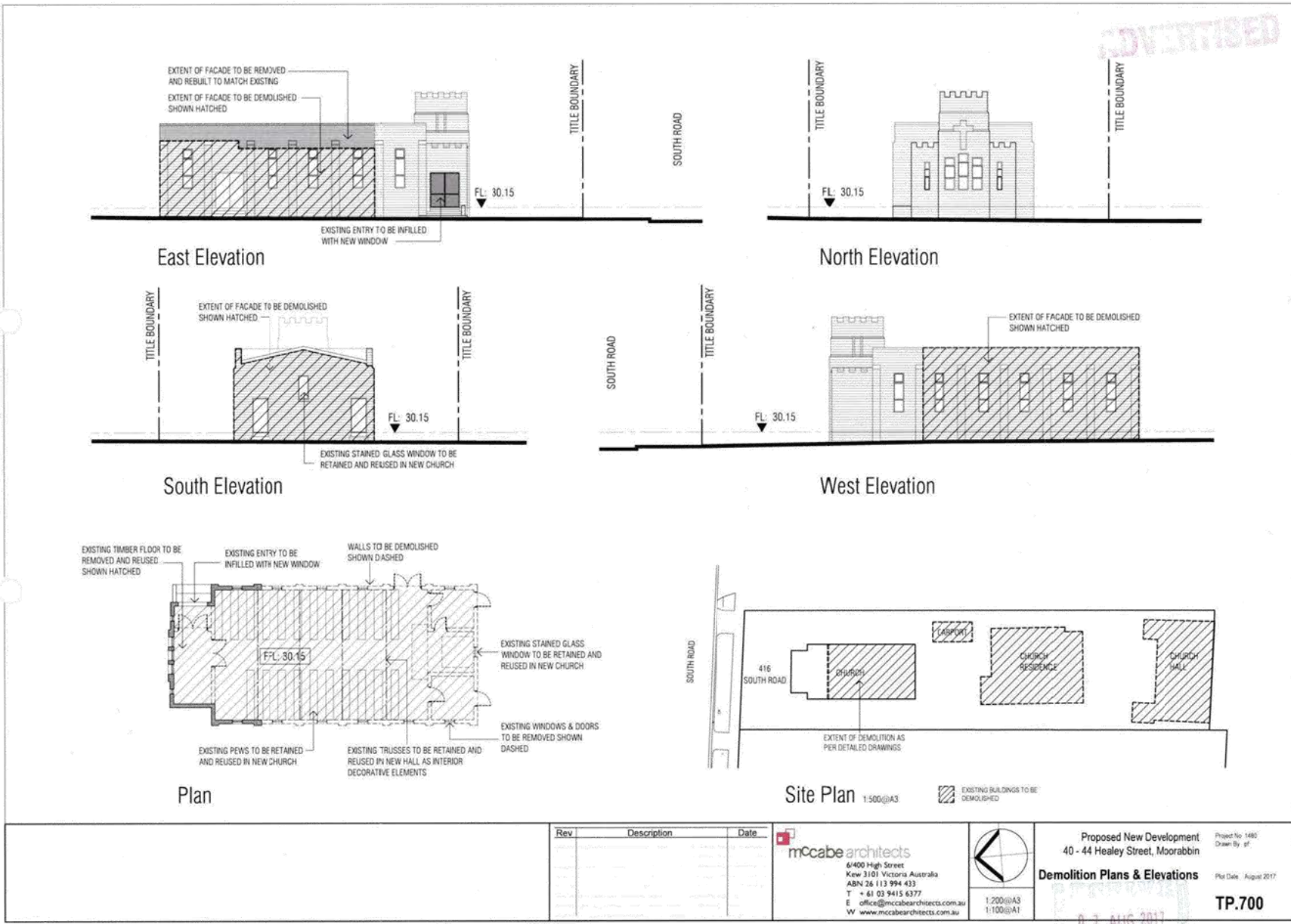
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REFER TO ELEVATION DRAWINGS TP.200 TO TP.202 FOR LOCATIONS.

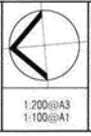
Rev	Description	Date	mccabe architects	
			6/400 High Street Kew 3101 Victoria Australia ABN 26 113 994 433 T + 61 03 9415 6377 E office@mccabeartists.com.au W www.mccabeartists.com.au	40 - 44 Healey Street, Moorabbin Project No: 1480 Drawn By: No <b>External Finishes</b> Pict Date August 2017 not to scale 07 AUG 2017 Dwg No <b>TP.600</b>





Rev	Description	Date

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 6/400 High Street  
 Kew 3101 Victoria Australia  
 ABN 26 113 994 433  
 T + 61 03 9415 6377  
 E office@mccabearchitects.com.au  
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Proposed New Development  
 40 - 44 Healey Street, Moorabbin  
**Demolition Plans & Elevations**

Project No: 1485  
 Drawn By: pf  
 Plot Date: August 2017  
**TP.700**

07 AUG 2017



ADVERTISEL

PLANTING SCHEDULE						
ID	Qty	Common Name	Botanical Name	Height x Width x Maturity (m)	Plant Size	Plant Size @ Install (cm)
<b>Trees</b>						
Ap'C	2	Upright Maple	Acer glaberrimoides 'Columnare'	4.0 x 4.0	100 - min 3m high @ installation	
As'K	1	Japanese Maple	Acer 'Sango Kaku'	4.0 x 2.0	30	
Lx'LZ	8	Crape Myrtle	Lagerstroemia indica x L. laurifolia 'Zuri'	3.0 x 2.5	30	
MA'	8	Evergreen Magnolia	Magnolia 'Ara'	9.0 x 4.0	100 - min 3m high @ installation	
MG'	6	Crab Apple	Malus 'Gorgeous'	3.0 x 3.0	30	
MM'	2	Crab Apple	Malus 'Matron'	2.5 x 2.0	30	
Px'B'	1	Bradford Pear	Pyrus calleryana 'Bradford'	12 x 8.0	100 - min 3m high @ installation	
Qp'P'	2	Green Pillar	Quercus pauciflora 'Tringoides'	14 x 3.0	100 - min 3m high @ installation	
<b>Shrubs &amp; Groundcovers</b>						
ACL'L	86	Dwarf Bower Wattle	Aspalathus cognata 'LimeLight'	1.0 x 1.0	20	
AFP'	56	Lilylily	Acmene smithii 'Forest Flower'	1.0 x 0.8	20	
ACT'P'	18	Dwarf Lilylily	Acmene 'Tiny Trail'	0.5 x 0.5	20	
BG'	17	Bamboo	Bambusa 'Gracilis'	3.0 x 1.0	30	
Bx	34	Bux Hedge	Buxus sempervirens	0.3 x 0.3 (hedged)	14	
CK'PS'	2	Botanibrah	Callistemon 'King's Park Special'	3.0 x 2.0	20	
CS'	4	Slim	Callistemon 'Slim'	2.0 x 1.0	20	
C'Sa'	35	Camellia	Camellia 'Sabugeki'	1.8 x 1.0	20	
CT'F'	58	Cousin It	Casuarina 'Cousin It'	0.15 x 0.8	14	
Co	27	Silver Bush	Convolvulus cneorum	0.3 x 0.5	14	
D'SP'	184	Silver Falls	Dianella 'Silver Falls'	0.1 x 0.5	10	
Ev	28	Buckeye Ash	Elaeagnus autumnalis	3.5 x 1.5	25	
FF'F'	34	Figaro	Ficus 'Figaro'	2.5 x 1.0	20	
FC'AB'	18	Carpet Rose	Floer Carpet 'Appassionato'	0.8 x 1.0	20	
Lp	88	Personal Statia	Linum catharticum	0.5 x 0.5	14	
MT'B'	5	Teddy Bear	Magnolia grandiflora 'Teddy Bear'	2.5 x 1.0	25	
RSP'	14	Spring Pearl	Raphiolepis 'Spring Pearl'	0.7 x 0.7	20	
Ss	135	Bacon's Lamb's Meadow	Sideris cordata	0.1 x 0.5	10	
Ta	222	Groundcover	Trachypogon aristatum	0.3 x 0.6	14	
Vb	12	Sweet Viburnum	Viburnum odonatissimum	3.0 x 1.5	20	
WZ'	11	Zena	Weeping Zena'	1.0 x 1.0	20	
<b>Grasses &amp; Climbers</b>						
AR'V'	19	Kangaroo Paw	Angoranthus 'RUBY Vase'	0.7 x 0.4	14	
AMB'	32	NZ Rock Lily	Anthyrodium 'Maboulay Bay'	0.5 x 0.5	14	
Clm	46	Bush Lily	Clivia miniata	0.5 x 0.5	14	
DB'L'	25	Daniela	Daniela 'Breeze'	0.6 x 0.5	14	
LE'G'	71	Evergreen Grass	Lycopodium 'Evergreen Grass'	0.5 x 0.5	14	
LUR'	20	Lilyart	Liriodie muscari 'Just Right'	0.4 x 0.4	14	
LL'W'	24	Lime Wave	Lamprocarpa 'Lime Wave'	0.6 x 0.5	14	
PR'F'	7	Purple Fountain Grass	Pennisetum 'Purple Fountain Grass'	1.0 x 0.8	20	
Vv	12	Ornamental Grape Vine	Vitis vulpina	Climber	20	

RECEIVED  
17 NOV 2017

BY: .....



A 02/17 Design 1

NO. DATE NOTE  
THE BUILDER IS RESPONSIBLE FOR THE SETTING OUT OF THE WORKS. THE CHECKING OF ALL DIMENSIONS AND LEVELS ON SITE, AND THE REPORTING OF ANY DISCREPANCIES TO THE PROPRIETOR PRIOR TO COMMENCEMENT OF WORK, DO NOT SCALE FROM DRAWINGS.

Client

Address  
40-44 Healey Street  
Moorabbin

Project  
Proposed Development

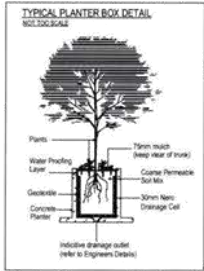
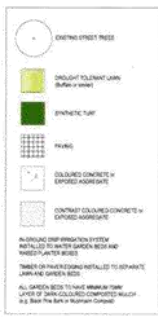
Drawing  
Landscape Plan

Jurith Concepts  
Landscape Design  
171 Albert Street, Sandringham  
PO Box 1057  
P 03 9599 2126  
M 0411 388 912  
E landscape@jurithconcepts.com

Scale  
1:200  
Date  
July 2017

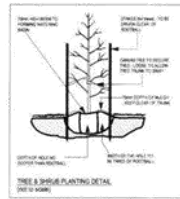
Rev. Dwg No.  
A Sheet 1 of 1  
(A1)

HEALEY STREET



**LANDSCAPE CONSTRUCTION SPECIFICATIONS**  
GENERAL NOTES  
1. All plants to be supplied in 100% shade tolerant containers.  
2. All plants to be supplied in 100% shade tolerant containers.  
3. All plants to be supplied in 100% shade tolerant containers.  
4. All plants to be supplied in 100% shade tolerant containers.  
5. All plants to be supplied in 100% shade tolerant containers.  
6. All plants to be supplied in 100% shade tolerant containers.  
7. All plants to be supplied in 100% shade tolerant containers.  
8. All plants to be supplied in 100% shade tolerant containers.  
9. All plants to be supplied in 100% shade tolerant containers.  
10. All plants to be supplied in 100% shade tolerant containers.

EXTENT OF BASEMENT BELOW SHOWN DASHED  
EXTENT OF 1.5m HIGH METAL PICKET DIVIDING FENCE IN FRONT HEALEY STREET



## Ordinary Meeting of Council

23 July 2018

**Agenda Item No: 8.3**

### **KP17/974 - 196 OLD DANDENONG ROAD HEATHERTON**

**Contact Officer: Todd Cracknell, Statutory Planner**

#### **Purpose of Report**

This report is for Council to consider Planning Permit Application No. KP17/974 - 196 Old Dandenong Road Heatherton.

#### **Disclosure of Officer / Contractor Direct or Indirect Interest**

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

#### **OFFICER RECOMMENDATION**

That Council determine to support the proposal and issue a Planning Permit to Develop the land to construct Alterations and additions to an existing building associated with an existing plant nursery and alteration of access to a road zone, category 1 at 196 Old Dandenong Road Heatherton, subject to the conditions contained within this report.

This application requires a decision by Council, for the following reason:

- Planning Delegation Policy, point 8 – “applications located in the Green Wedge and the cost of the development exceeds \$20,000”. The cost of development is estimated at \$140,000.

<b>PLANNING OFFICER REPORT</b>	
<b>APPLICANT</b>	<b>Diaco's Garden Nursery</b>
<b>ADDRESS OF LAND</b>	<b>196 Old Dandenong Road Heatherton</b>
<b>PLAN OF SUBDIVISION REFERENCE</b>	<b>Lot 1 on TP 654104</b>
<b>PROPOSAL</b>	<b>Alterations and additions to a building associated with an existing plant nursery and alteration of access to a road zone, category 1</b>
<b>PLANNING OFFICER</b>	<b>Todd Cracknell</b>
<b>REFERENCE NO.</b>	<b>KP17/974</b>
<b>ZONE</b>	<b>Clause 35.04 – Green Wedge Zone Schedule 2</b>
<b>OVERLAYS</b>	<b>Clause 43.02 – Design and Development Overlay Schedule 5 Clause 45.01 – Public Acquisition Overlay</b>
<b>PARTICULAR PROVISIONS</b>	<b>Clause 52.29 – Land Adjacent to a Road Zone</b>
<b>OBJECTIONS</b>	<b>One (withdrawn: 9/05/2018) (TRIM checked on 11/07/2018)</b>
<b>CONSIDERED PLAN REFERENCES/DATE RECEIVED</b>	<b>Urban Work Room, Drawing No's. 8 to 24 inclusive, dated 17/08/2017, submitted on 28 February 2018</b>
<b>ABORIGINAL CULTURAL HERITAGE SENSITIVITY</b>	<b>No</b>

## **1.0 KEY ISSUES**

### **1.1. The main issues arising from this proposal relate to:**

- Appropriateness of proposed building and works
- Nature of ancillary use; and
- Landscaping.

## **2.0 SITE & SURROUNDS**

- 2.1 The subject site is located on the south side of Kingston Road, between the Dingley Bypass (a major arterial road) to the east and Old Dandenong Road to the west. It is irregular in shape with a frontage width of 157 metres to Old Dandenong Road, resulting in an overall area of approximately 35,906m<sup>2</sup> or 3.602 hectares. The site is relatively flat and is not encumbered by any easements or other restrictions on title. Two-way vehicle access is provided at separate points along the frontage to Old Dandenong Road.
- 2.2 The site is currently occupied by existing sheds, a retail building, a dwelling and associated sealed car parking. The subject site is currently used for a plant nursery with the existing dwelling in the south-west corner of the site vacant. The existing dwelling is the subject of the proposed works and has an internal floor area of 174m<sup>2</sup>.



- 2.3 The following two maps illustrate the subject site in its surrounding (immediate and wider) context.



2.4 The surrounding land is summarised below:

North	Used and developed as a 'Place of Worship'. The major intersection of Kingston Rd and Dingley Bypass is also directly to the north.
East	Road Reserve land including the Dingley Bypass is to the east with examples of agricultural uses further to the east.
South	Directly to the south, sits a similar plant nursery as well as some accommodation for residential and commercial purposes.
West	Across Old Dandenong Rd sits some residential properties as well as plant nurseries and other commercial uses that are low scale and fit within the garden character of the area.

### **3.0 TITLE DETAILS**

3.1 There are no restrictions listed on the Certificate of Title.

### **4.0 PROPOSAL**

4.1 It is proposed to construct Alterations and Additions to a building associated with an existing plant nursery and Alteration of Access to a Road zone, Category 1.

4.2 It is proposed to alter access to a road, in a Road Zone Category 1 through the removal of two single width crossovers that had previously been utilised by the dwelling.

4.3 Further details of the proposal include:

- The proposed buildings and works will consist of an internal fitout and external additions / alterations to the former dwelling in the south-west corner of the site.
- Food and drink sales from the building in association with the existing plant nursery.
- The associated works are limited to; a playground to the rear of the dwelling, a shipping container retail display area and associated boardwalk and an extension of the existing car parking area of seven (7) spaces including one (1) disabled access space and two (2) bicycle racks (four spaces total).
- The food and drink component of the development will seat sixty-eight (68) people internally and forty-four (44) seats externally to a total of one hundred and twelve (112) seats.
- The proposed food and drink operation will result in the need for six (6) additional staff members.
- The hours of operation of the proposed café / food and drinks premises are as follows;
  - Monday to Sunday 8.00am to 5.00pm.

### **5.0 PLANNING CONTROLS**

5.1 The subject site is located within the Green Wedge Zone Schedule 2 (GWZ2).

5.2 The subject site is also subject to the Public Acquisition Overlay Schedule 1 (PAO1) and Design and Development Overlay Schedule 5 (DDO5).



5.3 Old Dandenong Road is identified in a Road Zone Category 1 (RDZ1).

## **6.0 PLANNING PERMIT REQUIREMENTS**

6.1 Pursuant to Clause 35.04 – Green Wedge Zone Schedule 2, a Planning Permit is required to construct or carry out buildings and works associated with a use in Section 2 of Clause 35.04-1. As Plant Nursery is a section 2 use, a planning permit is required.

6.2 Pursuant to Clause 52.29 – Land Adjacent to a Road in a Road Zone Category 1, a Planning Permit is required to alter an access to a Road in a Road Zone Category 1. The proposal includes the removal of two crossovers, hence a planning permit is required for the alteration of access to Old Dandenong Road (Category 1).

## **7.0 RELEVANT HISTORY**

7.1 Council records indicate the following Planning Permit(s) have been issued for the site which includes:

- Planning Permit No. KP-374/2004 was issued on 15 December 2004 for the use and development of a plant nursery at the land known as 232-238 Kingston Road, Heatherton.

It is noted that a planning application was lapsed. KP-396/2017 proposed a restaurant and retail premises. A request for further information was issued but no response was provided by the lapse date.

## **8.0 AMENDMENT TO THE APPLICATION BEFORE NOTIFICATION**

8.1 Amendments to the application were made by the applicant on 23 February 2018 and 3 April 2018. The amendments were largely made in response to Council further information letter dated 10 January 2018.

8.2 The amendments made to the application were considered satisfactory and Council, therefore, directed that the application proceed to advertising.

## **9.0 ADVERTISING**

9.1 The proposal was advertised by sending notices to adjoining and opposite property owners and occupiers and by maintaining a notice on site for fourteen (14) days. Prior to notice one (1) objection was received by the *Defenders of the South East Green Wedge*. Following the conclusion of the advertising period and discussions between the planning officer and objector, the objection was withdrawn. Accordingly there are no objections to the proposal.

## **10.0 PLANNING CONSULTATION MEETING**

10.1 In accordance with Council's Planning Consultation Meeting Policy, no meeting was required as there were no objections to the application (as outlined above).

**11.0 REFERRALS**

11.1 The application was referred to the following external determining referral authorities:

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- VicRoads.

11.2 The above-mentioned referral authorities had no objection to the proposal, subject to conditions being included on any permit issued.

11.3 The application was referred to the following internal departments within Council (where appropriate amended applications have been re-referred):

- Council's Vegetation Management Officer who advised of no objection, subject to the inclusion of a number of conditions on any permit issued; and
- Council's Traffic Engineer who advised of no objection, subject to the inclusion of a number of conditions on any permit issued.

**12.0 RELEVANT POLICIES**

**12.1 State Planning Policy Framework (SPPF)**

- Clause 11 – Settlement
- Clause 15 – Built Environment and Heritage
- Clause 17 – Economic Development

**12.2 Local Planning Policy Framework (LPPF)**

- Clause 21.02 – Municipal Profile
- Clause 21.03 – Land Use Challenges for the New Millennium
- Clause 21.04 – Vision
- Clause 21.06 – Retail and Commercial Land Use
- Clause 21.10 – Non Urban Areas
- Clause 21.12 – Transport, Movement and Access

**12.3 Zoning**

The site is located in the following Zone:

- Clause 35.04 – Green Wedge Zone Schedule 2

**12.4 Overlays**

The following Overlay Controls apply to this site:

- Clause 43.02 – Design and Development Overlay Schedule 5 – Aviation Obstacle Referral Height Area No.2
- Clause 45.01 – Public Acquisition Overlay

**12.5 Particular Provisions**

The following Clauses are applicable to this application:

- Clause 52.06 – Car Parking
- Clause 52.29 – Land Adjacent to a Road Zone

**12.6 General Provisions**

- Clause 65: Decision Guidelines

**13.0 PLANNING CONSIDERATIONS:**

**13.1 State Planning Policy Framework**

The application has been assessed against the State Planning Policy Framework and it is considered that the proposal is consistent with relevant policies contained within this section of the Kingston Planning Scheme.

The proposal allows for the continued commercial use of the land associated with and connected to an established plant nursery. It supports the objectives of **Clause 11 Settlement**, **Clause 15 Built Environment and Heritage**, and **Clause 17 Economic Development**, through the support of existing agribusiness activities such as Diaco's Plant Nursery which is closely aligned with the objectives and policy outcomes sought by the Metropolitan Strategy – 'Plan Melbourne 2017-2050: Metropolitan Planning Strategy' (Department of Environment, Land Water and Planning, 2017).

**13.2 Local Planning Policy Framework**

The application has been assessed against the Local Planning Policy Framework and it is considered that the proposed development is consistent with relevant policies contained within this section of the Kingston Planning Scheme.

**Clause 21.02 Municipal Profiles** and **Clause 21.03 Land Uses Challenges for the New Millennium** states the important role of non-urban areas for the municipality and recognise that these areas are to be carefully managed to ensure sustainable development and uses that will support agricultural based businesses such as plant nurseries.

The strategic framework plan at **Clause 21.04 Vision** identifies the site as being situated within the designated urban area. The site is located in an area serviced with existing infrastructure and has good access to Old Dandenong Road and the recently completed Dingley Bypass, allowing for ease of transport of goods.

The proposed development will enhance the attractiveness of the municipality as a destination for commercial businesses through the revitalisation of a former dwelling and underutilised site within the Kingston Green Wedge.

**Clause 21.10 (Non-Urban Areas)** of the Scheme seeks to manage non-urban areas in a sustainable manner, and to protect such areas from encroaching residential development. The proposal is considered to support the relevant strategies to Clause 21.10 of the Scheme by:

- Maintaining the environmental, scenic and landscape values of the area;
- Protect the use of high quality agriculture land for agricultural purposes; and
- Not encouraging any further subdivision on the land.

**Clause 21.12 (Transport, Movement and Access)** addresses key issues surrounding the sustainable management of Kingston's transport network. This Clause identifies potential capacity issues for east/west traffic leading to conflicts between arterial traffic and abutting land uses. It is noted that in this instance VicRoads has provided no objection regarding the proposal.

**Clause 22.04 (South East Non-Urban Area Policy)** of the Kingston Planning Scheme provides for a wide range of rural, environmental and urban related uses, and affects areas in the City of Kingston, Casey, Frankston and Greater Dandenong. These areas are under pressure for more intensive urban development. The Policy provides a regional approach to the future management of non-urban land to allow sustainable land use outcomes to be achieved. The proposal is considered to support the relevant strategies at Clause 22.04 of the Scheme by:

- Encouraging sustainable land use practice;
- Not compromising metropolitan urban growth strategies; and
- Protecting and developing the scenic and landscape values of the area.

**Clause 22.05 Moorabbin Airport Environs** highlights the significant role played by the Moorabbin Airport and aims to ensure that any new development and/or use nearby is compatible with the operation of airports. **Clause 22.04 South East Non-Urban Area** states that non-urban areas be consistent with the function and character of the area.

It is considered that the proposed development and use generally complies and satisfies the State and Local Planning Policy Framework guidelines that relate to the use and development of non-urban land, where applicable.

### **13.3 Zoning Provisions**

It is considered that the proposal satisfies the purposes of the zone, which are:

- *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *To recognise, protect and conserve green wedge land for its agricultural, environmental, historic, landscape, recreational and tourism opportunities, and mineral and stone resources.*
- *To encourage use and development that is consistent with sustainable land management practices.*
- *To protect, conserve and enhance the cultural heritage significance and the character of open rural and scenic non-urban landscapes.*
- *To protect and enhance the biodiversity of the area.*

The proposal to alter and develop an existing building to support the plant nursery accords with the purpose of the Zone noting that it is a use (existing) and development (proposed) which is encouraged in order to conserve and enhance the cultural heritage significance of the scenic non-urban landscape. In terms of buildings and works, the proposal is satisfactory due to:

- The works being primarily internal and when external are minor and maintain the open rural setting;
- A built form consistent in scale and footprint with surrounding built form;
- Visually interesting, contemporary design that presents varied materials;
- Reasonable opportunities available for natural surveillance of the internal/external road network;
- A good depth of landscaping at the frontage and throughout the site; and
- Retention and protection of existing mature tree(s) which contribute a high amenity value.

#### **13.4 Overlay Provisions**

The application has been assessed against the relevant overlays (Public Acquisition Overlay and Design and Development Overlay) and it is considered that the development is consistent with the purpose of the overlay controls contained within the Kingston Planning Scheme.

##### Public Acquisition Overlay:

The proposed area of works does not build near or on the land designated for public acquisition. Hence, no planning permit is required pursuant to this overlay.

##### Design and Development Overlay Schedule 5:

The proposed works do not exceed 25 metres in height and hence no planning permit is required pursuant to this overlay.

#### **13.5 Particular Provisions**

The application has been assessed against the relevant particular provisions and it is considered that the proposed use and/or development meets the requirements contained within this section of the Kingston Planning Scheme.

**Clause 52.06 – Car Parking:** As the proposed use is not listed within table 1: Car parking requirement, pursuant to Clause 52.06-6, the responsible authority must be satisfied with the provision of car spaces. The proposal provides an additional seven (7) car spaces on top of the existing eighty-two (82) car spaces, totalling eighty-nine (89) spaces.

Council's Traffic Department have provided referral advice, accepting the amount of car spaces provided. The assessment of car parking demand provided by Salt<sup>3</sup> submitted with the application was considered reasonable and the proposed dispensation of three car spaces is acceptable given the low rate of occupation of the existing carpark availability of on-street car parking close to the site and likely multi-purpose trips to the facility. The provision of bicycle parking is also supported and traffic generation is not considered to be an issue for this development.



In terms of access, it was noted that forward entry/exit to the site is possible for all of the proposed parking spaces. The width of access is existing and has been previously approved with commercial vehicle access available from Kingston Road. As the existing access to the café building is to be removed and fenced, it is recommended that the two existing vehicle crossings be removed and the area reinstated to Council's satisfaction (this will remove the temptation for the crossings to be used as parking spaces, potentially obstructing the footpath).

**Clause 52.29 – Land Adjacent to a Road Zone Category 1:** Two (2) single crossovers exist for access to the vacant dwelling from Old Dandenong Road. It is proposed to remove these crossovers along Old Dandenong Road which is a Road Zone, Category 1. A permit is required according to Clause 52.29 Land Adjacent to a Road Zone, Category 1, or a Public Acquisition Overlay for a Category 1 Road. VicRoads has provided determining referral comments of no objection subject to conditions.

**13.6 Aboriginal Cultural Heritage**

It is important to note that the Subject Land is **not** identified in an area of Aboriginal Cultural Heritage Sensitivity.

**13.7 Nature of ancillary use**

The proposed works to the former dwelling at 196 Old Dandenong Road will include changes to the structure and layout of the building. The building itself will become an extension of the existing plant nursery business. The building will be preparing and selling food and beverages (non-alcoholic) to visiting customers of the plant nursery which can be defined as a 'food and drink premises'. The building will also sell some plant products and associated paraphernalia (directly linked with the established plant nursery).

To be considered as 'ancillary' a number of Tribunal decisions, notably *Ahrbeck v Mornington Peninsula SC [2006] VCAT 1784* and *MWC Mornington Wine Company Pty Ltd v Mornington Peninsula SC [2006] VCAT 2651* set out 'tests' that assist in defining when a particular use is ancillary to a dominant use on the site.

In this instance, the proposed food and drink premises is considered ancillary given it is a subordinate use to the dominant plant nursery use and will service existing customers of the plant nursery, rather than it being a standalone business. Further, given the layout of the proposed café and distance from the Old Dandenong Road, it is considered that many of the potential customers would already be at the Plant Nursery rather than the premises attracting a lot of trade from the surrounding area.

Whilst the food and drink premises is not an essential component for the operation of the plant nursery, it is clear that the two uses can successfully operate in conjunction with one another (with the plant nursery being the primary use).

This test is further supported by the findings of the Supreme Court ruling of *Neville Boucher and Donna Burnett v Dandenong Ranges Steiner School Inc.* where Justice Osborne highlighted that a functional nexus is not required to exist between two ancillary uses but each must operate in conjunction.

In essence, it is considered that the proposed food and drink premises will form a continuing functional relationship with the existing plant nursery, in that the two uses will operate in conjunction with one another with the food and drink premises being considered as ancillary. It is understood that the ancillary use will share land and facilities, share management and staff, establish a physical association of the two uses and present the possibility that customers of the plant nursery can actively and passively interact with the food and drink premises as part of their experience at the plant nursery.

### 13.8 Landscaping

It was noted by Council's Vegetation Management Officers that there have been a number of trees within the front setback that have since been removed. These trees were measured at >110cm in circumference at the base and therefore are protected under Kingston's Community Local Law. This matter is being pursued separately to this application. The location of these former trees are where the shipping containers and decking are now proposed. There are no trees on neighbouring properties likely to be impacted by the proposed development.

Within the rear yard there is a mature *Alnus acumintata* subsp. *glabrata* (Evergreen Alder), *Lophostemon confertus* (Brush Box), ×*Cupressocyparis leylandii* (Leyland Cypress), *Agonis flexuosa* (Willow Myrtle) and a small conifer located along the eastern boundary. All trees at the rear of the site are proposed to be retained. Due to the proximity of these trees to the proposed children's playground, the submission and endorsement of a Tree Management Plan addressing their retention and protection during development will be a condition of any permit issued.

When assessing the landscaping treatment for the proposal, Council has considered the relevant planning policies. One of the stated purposes of the Green Wedge Zone is:

- *'To protect and enhance the biodiversity of the area.'*
- And the environmental issues which form part of the Decision Guidelines include:
- *'The need to protect and enhance the biodiversity of the area, including the retention of vegetation and faunal habitat and the need to revegetate land including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge area.'*

In addition, some of the objectives of the South East Non-Urban Area Policy are:

- *'To protect and enhance environmental values including wetlands, flora and fauna habitats and hydraulic functions.'*
- *'To protect and further develop the scenic and landscape values of the non-urban area.'*

And the associated policy includes to:

- *'Protect and create a high quality rural landscape.'*
- *'Protect and create flora and fauna habitats and networks.'*
- *'Result in an urban form which is of a high design standard and low visual impact.'*

Given this, indigenous plantings within the front setback, incorporating large indigenous canopy trees is considered the most appropriate landscaping treatment for this site. The commercial use of the remainder of the site and adjoining sites provide little opportunity for such plantings, however this proposal provides a small but valuable opportunity to further develop the landscape and biodiversity values of the area.

As pointed out by the Vegetation referral advice, one of the decision guidelines of the Green Wedge Zone are as follows:

*“The need to protect and enhance the biodiversity of the area, including the retention of vegetation and faunal habitat and the need to **revegetate land** including riparian buffers along waterways, gullies, ridgelines, **property boundaries** and saline discharge and recharge area”.*

Based on the referral advice in line with the relevant planning policies a 4m wide garden bed along the western boundary frontage and 2m wide garden bed along the southern boundary within the front setback must be provided for mature indigenous canopy trees. A condition to this effect will be placed on any permit issued.

#### 14.0 GENERAL COMMENT

- 14.1 The proposed extension of the existing plant nursery use of the site to the former area of the dwelling is considered appropriate and in line with the objectives of the applicable planning controls.
- 14.2 The proposal satisfies the requirements of the Kingston Planning Scheme, including the SPPF, MSS, Zoning controls and Particular Provisions.
- 14.3 Subject to the inclusion of suitable conditions, the proposal is considered reasonable and warrants support.

#### 15.0 CONCLUSION:

- 15.1 On balance, the proposal is considered to substantially comply with the relevant planning policy and therefore should be supported.
- 15.2 As outlined above, it has been determined that prior to deciding on this application all factors pursuant to section 60(1) of The Act have been considered. Further to this, the proposal does not give rise to any significant social and economic effects.

#### 16.0 RECOMMENDATION

- 16.1 That the Planning Committee determine to support the proposal and issue a Planning Permit to allow **Alterations and Additions to a building associated with an existing plant nursery and Alteration of Access to a Road Zone, Category 1** at No. 196 Old Dandenong Road, Heatherton, subject to the following conditions:
  - 1. Before the development starts amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be substantially in accordance with the plans advertised on 9 April 2018, but modified to show:

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- a) the provision of a landscape plan and associated planting schedule for the site showing the proposed location, species type, mature height and width, pot sizes and number of species be planted on the site, with such plans to be prepared by a suitably qualified landscape professional and incorporating:
  - i) A planting schedule of all proposed trees and shrubs, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant;
  - ii) A survey, including, botanical names of all existing trees to be retained or removed on the site including Tree Protection Zones for trees to be retained calculated in accordance with AS4970-2009;
  - iii) A survey including botanical names, of all existing trees on neighbouring properties where the Tree Protection Zones of such trees calculated in accordance with AS4970-2009 fall partially within the subject site;
  - iv) The delineation of all garden beds, paving, grassed area, retaining walls, fences and other landscape works;
  - v) A range of plant types from ground covers to large shrubs and trees, provided at adequate planting densities (e.g. plants 1 metre width at maturity planted 1 metre apart); with the species chosen to comprised of 100% indigenous species;
  - vi) The provision of a generously planted garden bed of at least 4 metres in width along the western boundary and at least 2 metres in width along the southern boundary within the front setback of the property.
  - vii) The provision of four (4) indigenous canopy trees capable of growing to minimum mature dimensions of 12 metres height and 8 metres width to be planted within the front setback of the property, with the species chosen to be approved by the Responsible Authority, and;
  - viii) All trees provided at a minimum of 2 metres in height at time of planting, medium to large shrubs to be provided at a minimum pot size of 200mm;
  - ix) No trees with a mature height over five (5) meters are to be planted over proposed or existing easements;
  - x) The provision of notes regarding site preparation, including the removal of all weeds, proposed mulch, soil types and thickness, subsoil preparation and any specific maintenance requirements;
  - xi) The location of any tree protection measures including for street trees accurately drawn to scale and labelled as per the endorsed Tree Management Plan; and
  - xii) The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.
- b) the location of tree protection measures illustrated to scale and labelled on the Ground Floor Plan as per the endorsed Tree Management Plan;
- c) any changes as required by Condition 4 of this permit;
- d) the surface material of all driveways / accessways and car parking spaces nominated in all-weather coloured concrete sealcoat, or similar;

- e) the provision of a full colour, finishes and building materials schedule (including samples) for all external elevations and driveways of the development;
  - f) a notation on the floor / site plan(s) stating: "The redundant vehicle crossings must be removed, kerb & channel must be reinstated and the extension to the existing footpath up to the wing of the vehicle crossing must be constructed to the satisfaction of the Responsible Authority"; and
  - g) landscaping (or other measures) to prevent vehicles parking along the frontage to Old Dandenong Road.
2. The development and use as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

**Trees to be retained**

3. The retention of the *Alnus acuminata* subsp. *Glabrata* (Evergreen Alder), *Lophostemon confertus* (Brush Box), *Cupressocyparis leylandii* (Leyland Cypress), *Agonis flexuosa* (Willow Myrtle) located along the eastern boundary of the property and the *Cedrus deodara* cv. (Deodar Cedar cultivar) located in the front setback of the property along the southern boundary.

**Tree Management and Protection Plan**

4. Concurrent with the endorsement of plans, a Tree Management Plan must be submitted to and be endorsed by the Responsible Authority and incorporating:
- a) A Tree Protection Plan (scale drawing) with a notation referring to the Tree Management Plan must provide details of:
    - i) The Tree Protection Zone and Structural Root Zone, calculated in accordance with AS4970-2009, for all trees to be retained on the site and for all trees on neighbouring properties where the Tree Protection Zone falls partially within the subject site.
    - ii) Tree protection fencing, or ground protection where required, provided in accordance with AS4970-2009.
    - iii) Stages of development at which inspections are required to ensure tree protection measures are adhered to must be specified.
    - iv) Appropriate signage on any tree protection fencing prohibiting access, excavation, changes in soil levels, or any storage within the Tree Protection Zone in accordance with AS4970-2009 unless with the prior written consent and under the direct supervision of the consulting arborist.
    - v) Maintenance of the area(s) within the Tree Protection Zone in accordance with AS4970-2009.
    - vi) Any pruning to be undertaken being in accordance with AS4373-2007.
  - b) A Tree Management Plan (written report) must be prepared by a suitably qualified arborist, with reference the Tree Protection Plan and provide details of:
    - i) Any non-destructive root investigation undertaken in accordance with AS4970-2009 to determine the location and distribution of roots of trees nominated on the Tree Protection Plan.
    - ii) Proposed footings and construction methods for any buildings or structures within the Tree Protection Zone nominated on the Tree Protection Plan.
    - iii) How excavation impacts, including soil level changes, on trees to be retained will be managed.

- iv) How the canopy of trees nominated on the Tree Protection Plan will be protected.
  - v) Any other measures required to demonstrate the successful ongoing retention and viability post-construction of any trees nominated on the Tree Protection Plan.
5. All protection measures identified in the Tree Management Plan must be implemented, and development works undertaken on the land must be undertaken in accordance with the Tree Management Plan, to the satisfaction of the Responsible Authority.
6. Prior to the commencement of works, the name and contact details of the project arborist responsible for implementing the Tree Management Plan must be submitted to the Responsible Authority.
7. The amenity of the area must not be detrimentally affected by the development and/or use, through the:
- i) Transport of materials, goods or commodities to or from the land.
  - ii) Appearance of any building, works or materials.
  - iii) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.
  - iv) Presence of vermin.
  - v) Any other way.
8. Before occupation of the development hereby permitted, landscaping works as shown on the endorsed plans must be completed to the satisfaction of the Responsible Authority. The landscaping must then be maintained to the satisfaction of the Responsible Authority.
9. Before occupation of the development hereby permitted, areas set aside for parking vehicles, access lanes and paths as shown on the endorsed plans must be:
- i) Constructed to the satisfaction of the Responsible Authority.
  - ii) Properly formed to such levels that they can be used in accordance with the plans.
  - iii) Surfaced with an all-weather sealcoat to the satisfaction of the Responsible Authority.
  - iv) Drained to the satisfaction of the Responsible Authority.
  - v) Line-marked to indicate each car space, all access lanes and, if necessary, the direction in which vehicles are to travel to the satisfaction of the Responsible Authority.

In accordance with any Council adopted guidelines for the construction of car parks.

10. Parking areas and access lanes must be kept available for these purposes at all times and maintained to the satisfaction of the Responsible Authority.
11. In areas set aside for car parking, measures must be taken to the satisfaction of the Responsible Authority to prevent damage to fences or landscaped areas.
12. The use must operate only between the hours of:  
Monday to Sunday: 8.00am to 5.00pm

Or otherwise as approved by the Responsible Authority in writing.



**City of Kingston  
Ordinary Meeting of Council**

**Agenda**

**23 July 2018**

13. Max seating of 112 patrons unless otherwise approved by the Responsible Authority in writing.
14. The development and / or use of the site shall not cause nuisance or be detrimental to the amenity of the neighbourhood by the emission of noise. In this regard any nuisance shall be assessed in accordance with the Australian Standards AS1055 and AS2107 relating to the measurement of Environmental Noise and recommended sound levels.
15. Any existing vehicular crossing not in accordance with the endorsed plan must be removed and the kerb reinstated in a manner satisfactory to the Responsible Authority and any proposed vehicular crossing must be fully constructed to the Responsible Authority's standard specification.
16. The loading and unloading of goods to and from vehicles must only be carried out on the land.
17. No goods or packaging materials shall be stored or left exposed outside the building so as to be visible to the public from a road or other public place.
18. All external surfaces of the building elevations must be finished in accordance with the schedule on the endorsed plans and maintained in good condition to the Responsible Authority's satisfaction.
19. No signs or other advertising or identification may be erected or displayed to promote the food and drink premises on site without written Council consent.

**Conditions Required by VicRoads:**

20. Prior to the commencement of the use or occupation of the development, all disused or redundant vehicle crossings must be removed and the area reinstated to the satisfaction of the Responsible Authority and at no cost to VicRoads.

**Time limits**

21. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
22. In accordance with Section 68 of the Planning and Environment Act 1987 (The Act), this permit will expire if one of the following circumstances applies:
  - The use and development is not started before two (2) years from date of this permit.
  - The development is not completed before four (4) years from the date of permit issue.

In accordance with Section 69 of The Act, the responsible authority may extend the periods referred to if a request is made in writing:

- before the permit expires; or
- within six (6) months after the permit expiry date, where the use or development allowed by the permit has not yet started; or
- within twelve (12) months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.

**Note:** Prior to the commencement of the development or use you are required to obtain the necessary Building Permit.

**Or**

In the event Council wishes to oppose the Officer Recommendation to support the application, it can do so on the following grounds:

1. The proposal fails to meet the objectives and strategic directions of the Municipal Strategic Statement – Non Urban Areas (Green Wedge) contained at Clause 21.10 of the Kingston Planning Scheme.
2. The proposal fails to meet the objectives and strategic directions of Kingston City Council's Local Policy – South East Non Urban Area contained at Clause 22.04 of the Kingston Planning Scheme.
3. The proposal fails to meet the objectives of the Green Wedge Zone Schedule 2 contained at Clause 35.04 of the Kingston Planning Scheme.

## **Appendices**

Appendix 1 - KP17/974 - 196 Old Dandenong Road, Heatherton - Plans (Ref 18/95340)

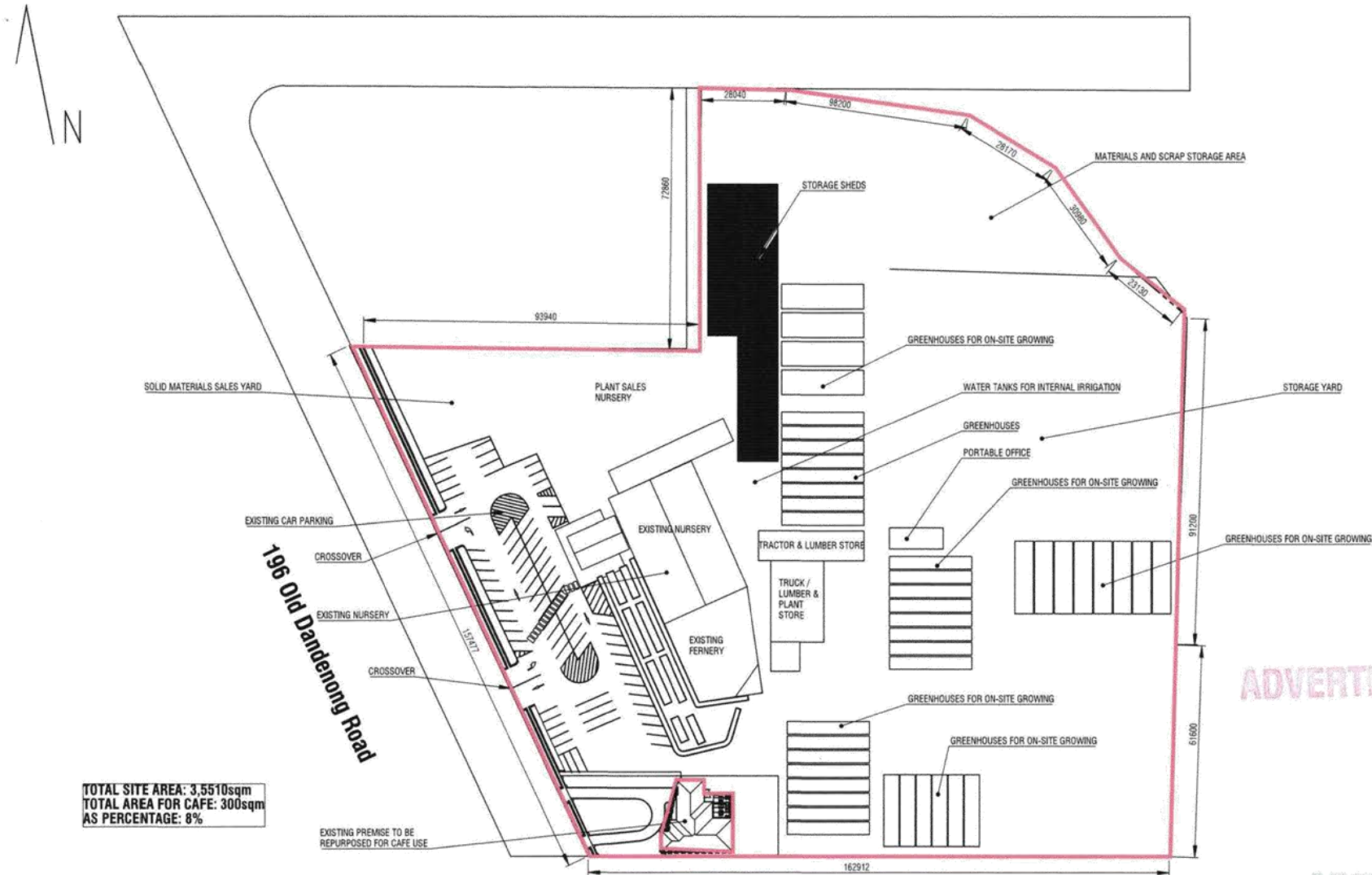


Author/s: Todd Cracknell, Statutory Planner  
Reviewed and Approved By: Adam Stark, Team Leader Statutory Planning  
Ian Nice, Manager City Development

## **8.3**

### **KP17/974 - 196 OLD DANDENONG ROAD HEATHERTON**

- 1 KP17/974 - 196 Old Dandenong Road, Heatherton - Plans ..... 137**



**TOTAL SITE AREA: 3,5510sqm**  
**TOTAL AREA FOR CAFE: 300sqm**  
**AS PERCENTAGE: 8%**

**ADVERTISED**

28 FEB 2018

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 Use figured dimensions in reference to scale.

DRAWING TITLE:  
**Existing Site Plan**

PROJECT TITLE:  
**Diacos Nursery**

SCALE:  
**1:1000**

CHECKED:  
**TW**

DATE FIRST ISSUE:  
 00/00/00

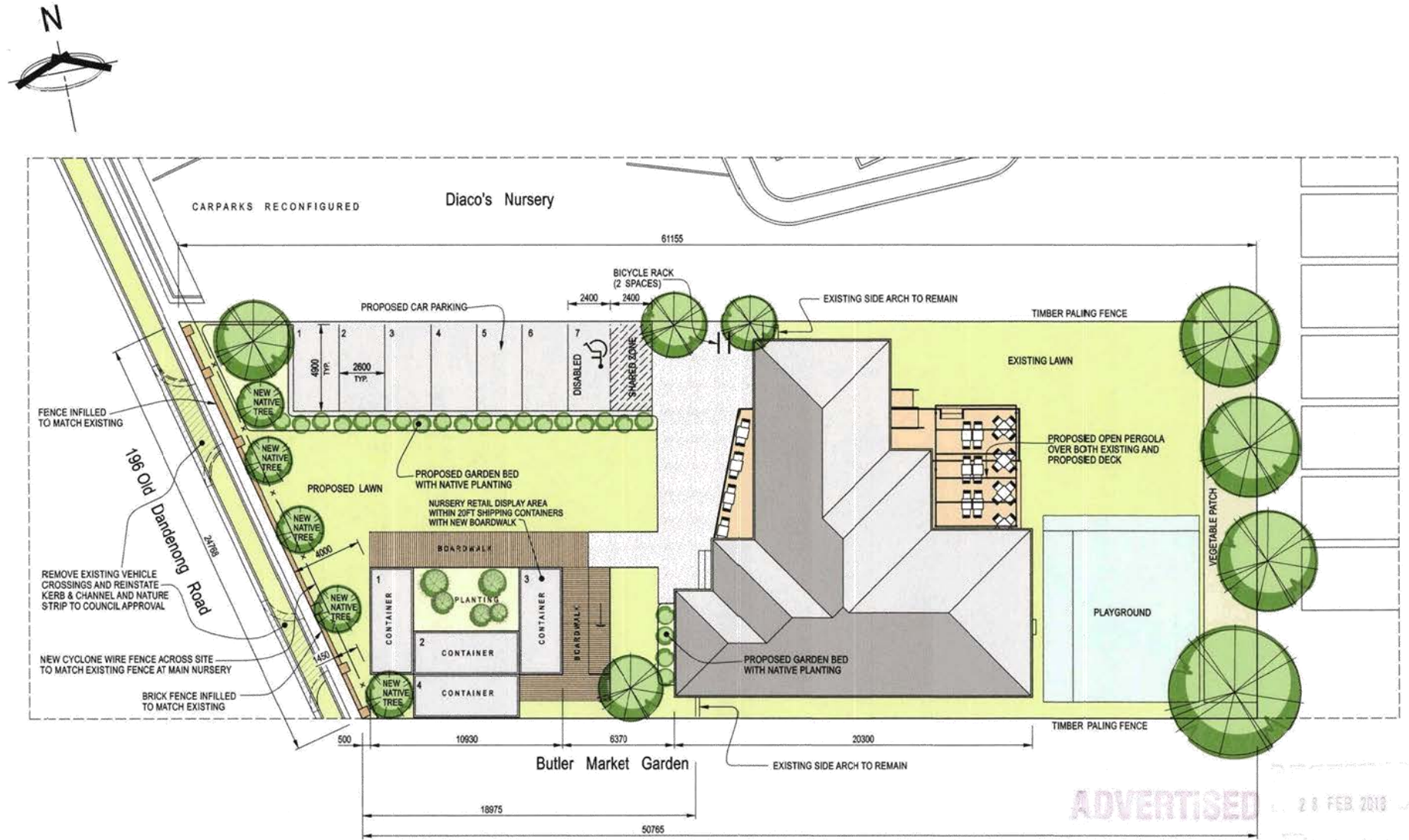
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 17/08/2017

REVISION:  
 DRAWING NUMBER:  
**8**

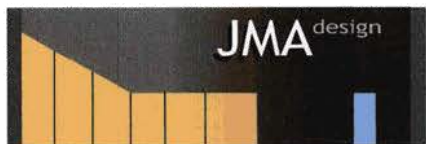


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 TEL: (03) 5974 8411  
 email: jmadesign@westnet.com.au  
 web: jmadesign.com.au

Registered Building Practitioner DP-AD-1472

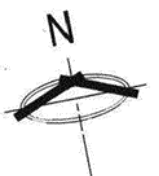
### Proposed Cafe & Retail Premises at 196 Old Dandenong Rd for Diaco's Garden Nursery COLOURED SITE PLAN

Designed tw/mg Drawn tw/mg Checked i.k.p Date DEC 2017 Scale 1:200 @ A3 SHEET

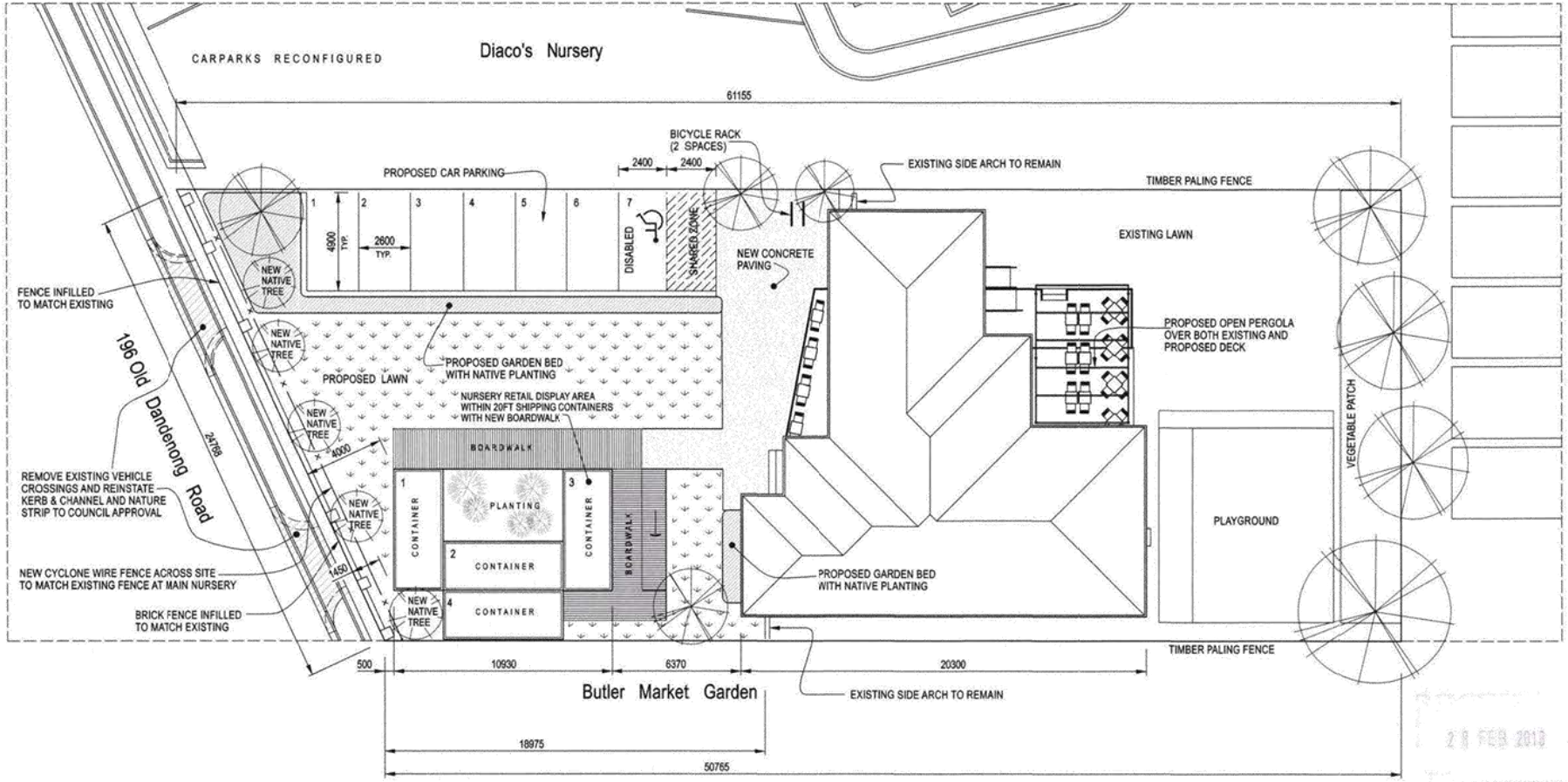
- A. - REPLACES PREVIOUS DRAWING 12 BY "URBAN WORKROOM";
- CONTAINER STORAGE/RETAIL ADDED;
- CAR PARKS AMENDED;

Amendments  
 Drawing No. **12 (A)**





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29 FEB 2013

13(A)



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 Registered Building Practitioner DP-AD-1472

**Proposed Cafe & Retail Premises**  
 at 196 Old Dandenong Rd for Diaco's Garden Nursery

**SITE PLAN**

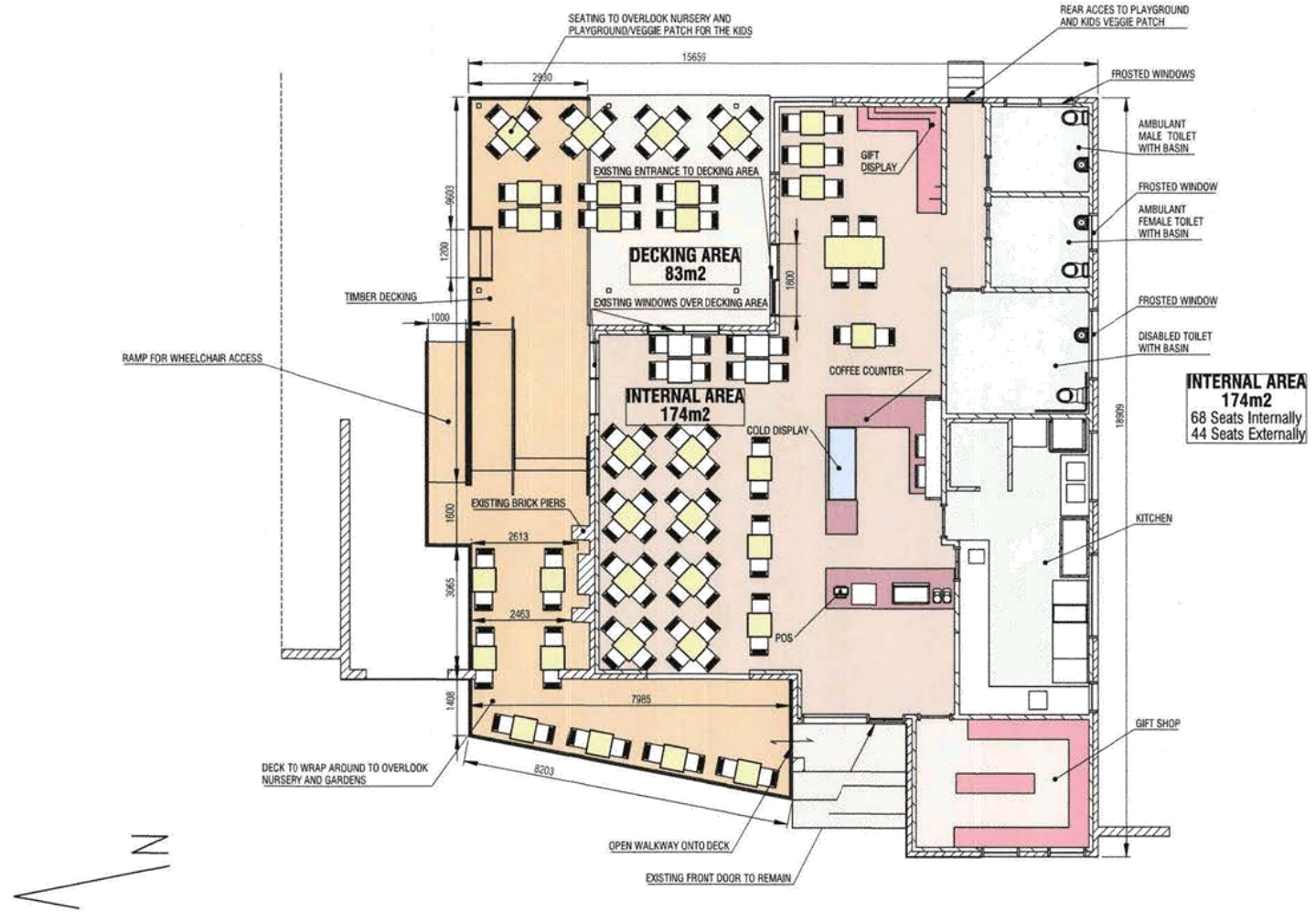
Designed tw/jmg    Drawn tw/jmg    Checked i.k.p    Date DEC 2017    Scale 1:200 @ A3 SHEET

A. - REPLACES PREVIOUS DRAWING 13 BY "URBAN WORKROOM"  
 - CONTAINER STORAGE/RETAIL ADDED;  
 - CAR PARKS AMENDED;

Amendments

Drawing No. **13(A)**





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DRAWING TITLE:  
**Proposed Floor Plan**

PROJECT TITLE:  
**Diacos Nursery**

SCALE:  
**1:100**

CHECKED:  
**TW**

DATE FIRST ISSUE:  
00/00/00

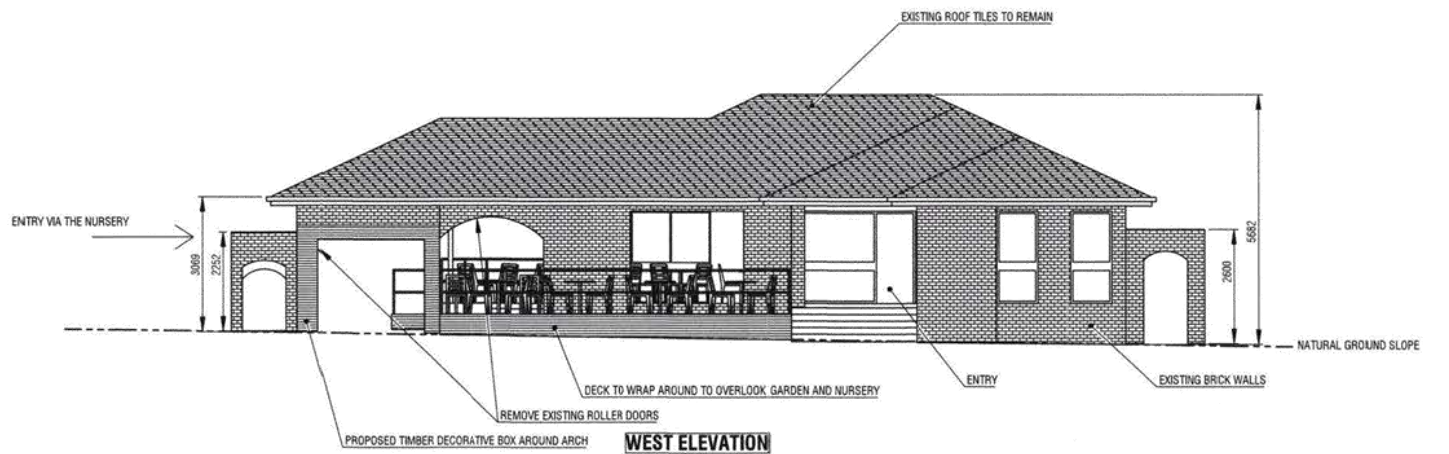
DATE CURRENT ISSUE:  
23/05/2017

REVISION:  
DRAWING NUMBER:  
**14**

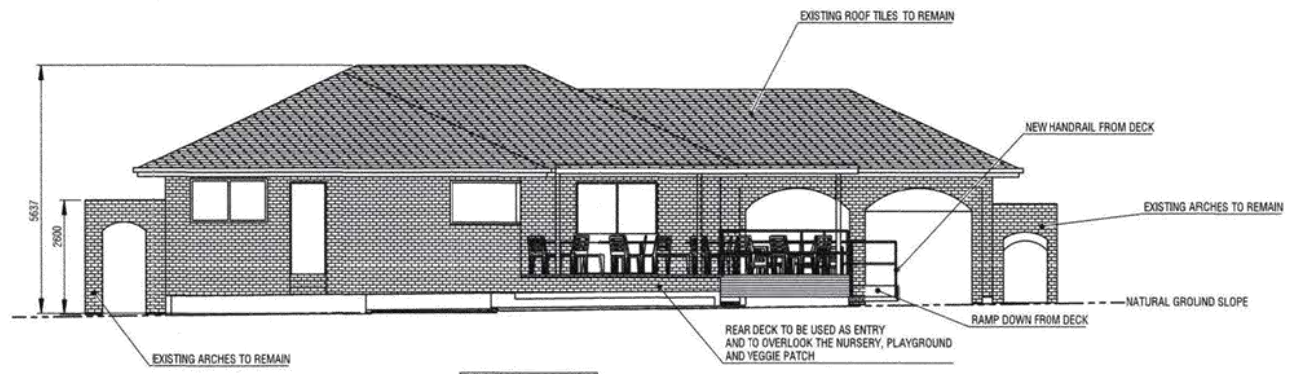


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**WEST ELEVATION**



**EAST ELEVATION**

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Use figured dimensions in reference to scale.

DRAWING TITLE:  
**Proposed Elevations 1**

PROJECT TITLE:  
**Diacos Nursery**

SCALE:  
**1:100**

CHECKED:  
**TW**

DATE FIRST ISSUE:  
00/00/00

DATE CURRENT ISSUE:  
23/05/2017

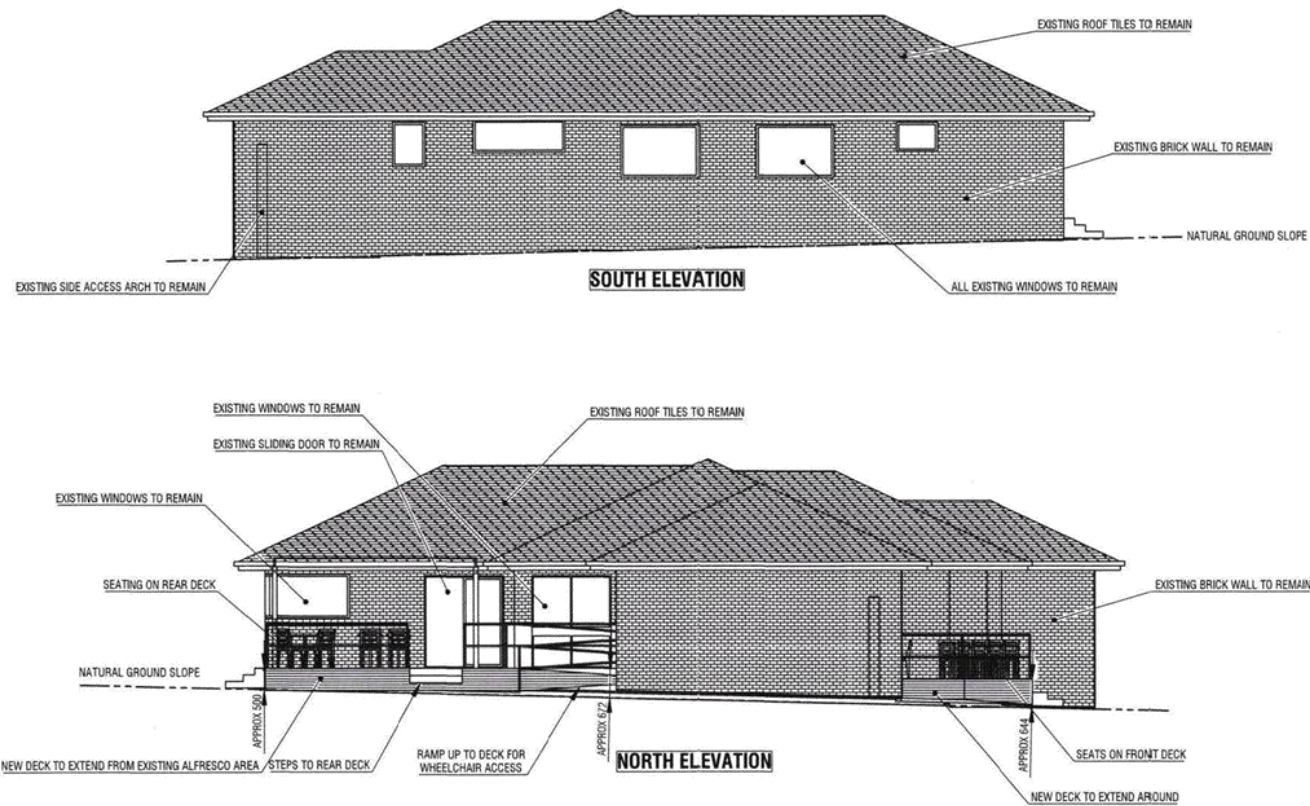
REVISION:

DRAWING NUMBER:  
**15**



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 Use figured dimensions in reference to scale.

DRAWING TITLE:  
**Proposed Elevations 2**

PROJECT TITLE:  
**Diacos Nursery**

SCALE:  
**1:100**

CHECKED:  
**TW**

DATE FIRST ISSUE:  
 00/00/00

DATE CURRENT ISSUE:  
 23/05/2017

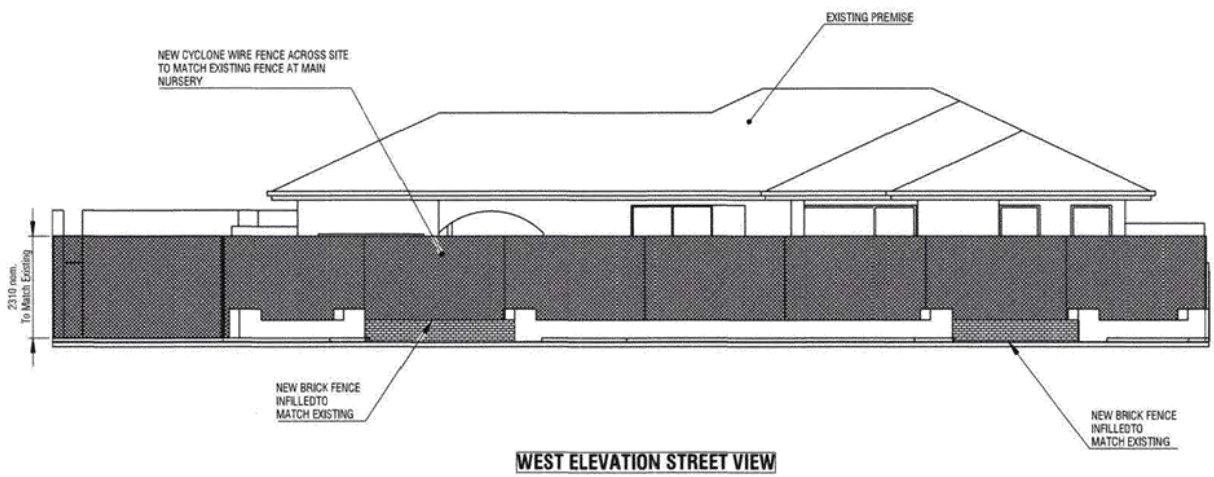
REVISION:  
 DRAWING NUMBER:  
**16**



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 Use figured dimensions in reference to scale.

DRAWING TITLE:  
**Streetscape Proposed**

PROJECT TITLE:  
**Diacos Nursery**

SCALE:  
**1:100**

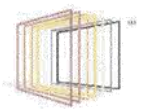
CHECKED:  
**TW**

DATE FIRST ISSUE:  
 00/00/00

DATE CURRENT ISSUE:  
 23/05/2017

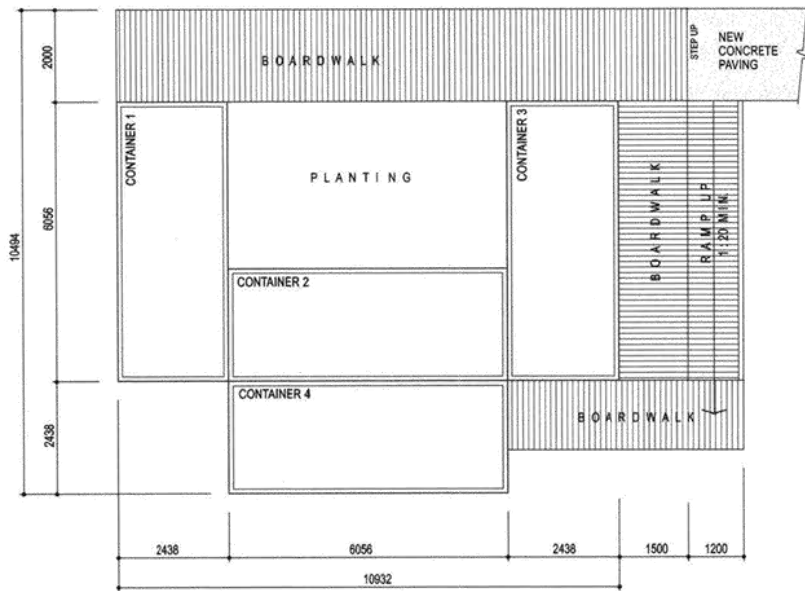
REVISION:

DRAWING NUMBER:  
**17**



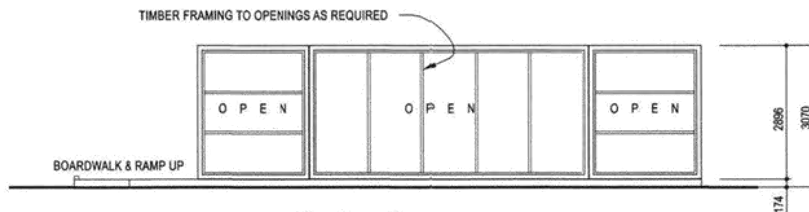
**URBAN WORKROOM**  
 BUILDING - INDUSTRIAL - INTERIOR

Mobile: 0417 788 013  
 Address: 49 Nott Street  
 Port Melbourne  
 Email: tim@urbanworkroom.com.au  
 Web: www.urbanworkroom.com.au

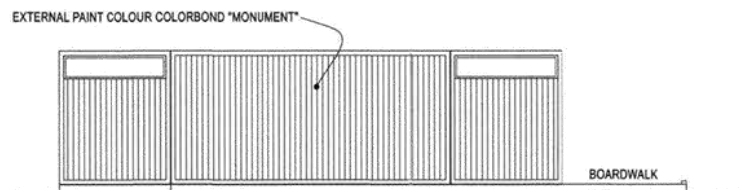


plan

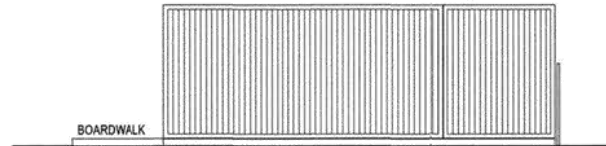
TO BE CONSTRUCTED FROM 4 No. HIGH CUBE SHIPPING CONTAINERS  
(EXTERNAL DIMENSIONS: 6056 L X 2438 W X 2896 H)



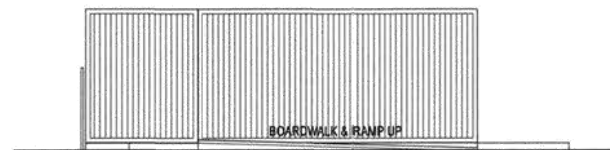
north elevation



south elevation

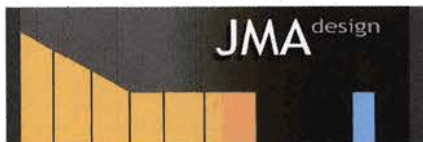


west elevation



east elevation

ADVERTISED



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 TEL: (03) 5974 8411  
 email: jmadesign@westnet.com.au  
 web: jmadesign.com.au  
 Registered Building Practitioner DP-AD-1472

**Proposed Cafe & Retail Premises**  
 at 196 Old Dandenong Rd for Diaco's Garden Nursery  
**Nursery Retail Display Shipping Container Plan & Elevations**

Designed tw/jmg Drawn tw/jmg Checked l.k.p Date DEC 2017 Scale 1:100 @ A3 SHEET

28 FEB 2018  
 Amendments  
 Drawing No. **24**

## Ordinary Meeting of Council

23 July 2018

**Agenda Item No: 8.4**

### **KP17/940 - 15 MANOON ROAD CLAYTON SOUTH**

**Contact Officer: Guillermo Henning, Principal Planner**

#### **Purpose of Report**

This report is for the Council to consider Planning Permit Application No. KP17/940 - 15 Manoon Road, Clayton South.

#### **Disclosure of Officer / Contractor Direct or Indirect Interest**

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

#### **OFFICER RECOMMENDATION**

That Council determine to support the proposal and issue a Notice of Decision to Grant a Permit to develop the land for the construction of four (4) double storey dwellings at 15 Manoon Road, Clayton South, subject to the conditions contained within this report.

This application requires a decision by Council, following a call in by Councillor George Hua.



<b>PLANNING OFFICER REPORT</b>	
<b>APPLICANT</b>	<b>Blue Print</b>
<b>ADDRESS OF LAND</b>	<b>15 Manoon Road Clayton South</b>
<b>PLAN OF SUBDIVISION REFERENCE</b>	<b>Lot 11 on Plan of Subdivision No. 010420</b>
<b>PROPOSAL</b>	<b>KP-940/2017</b>
<b>PLANNING OFFICER</b>	<b>Guillermo Henning</b>
<b>REFERENCE NO.</b>	<b>KP17/940</b>
<b>ZONE</b>	<b>Clause 32.08: General Residential Zone (Schedule 3)</b>
<b>OVERLAYS</b>	<b>N/A</b>
<b>OBJECTIONS</b>	<b>Three (3)</b>
<b>CONSIDERED PLAN REFERENCES/DATE RECEIVED</b>	<b>Blueprint Building Designers &amp; Consultants, Job Reference: 17-036, Sheet 1 to Sheet 4 inclusive, Revision B, submitted on 13 April 2018.</b>
<b>ABORIGINAL CULTURAL HERITAGE SENSITIVITY</b>	<b>No</b>

### **1.0 RELEVANT LAND HISTORY**

- 1.1 Planning Permit KP-431/2013 was issued by Council on 3 January 2014, to allow for the development of the site for three (3) dwellings. Whilst the development of the land for the construction of works in association with this permit commenced with the construction of one dwelling, the building has now been demolished.
- 1.2 Planning Permit KP-356/2015 was issued by Council on 7 July 2015 for subdivision of the land into three (3) lots. It appears that the certification of this subdivision had not occurred at the time the current application was lodged.

### **2.0 SITE PARTICULARS**

- 2.1 The site is generally rectangular in shape with a frontage to Manoon Road of 15.24m, a side depth of 66.14m resulting in a site area of 1011m<sup>2</sup>. At the time the application was lodged there was an existing single storey building located to the front of the site and a single storey building under construction to the rear. However, the buildings have now been demolished and the land is currently vacant..
- 2.2 The land generally has a slight slope of 690mm that falls from north (rear) to south (front). The land is predominately void of any significant vegetation.
- 2.3 The land is encumbered by an easement along its western property boundary. There appears to be no restrictions listed on the Certificate of Title.

### **3.0 SURROUNDING ENVIRONS**

- 3.1 The following map illustrates the subject site in its surrounding context.



- 3.2 The surrounding area is comprised of a mix of low density and medium density/infill residential developments presenting a mixed character. Within the locality dwellings generally have their vehicle access towards a side boundary, providing a consistent rhythm within the streetscape of Manoon Road. Building materials are usually either brick or weatherboard with concrete tiled roofs either in a hipped or gabled roof form.
- 3.3 The area has experienced a notable degree of infill development, primarily in the form of dual occupancies and three to four townhouses in tandem arrangements along the length of sites. Whilst single storey buildings are still present within Manoon Road, recent development approvals within the area comprise double storey built form, including to the rear of sites. Some examples where this has already occurred include Nos.16, 20, 27, 27 and 42 Manoon Road.
- 3.4 The site is located approximately 1.3km southwest of the Clayton Railway Station, and 870m from Clayton Road's neighbourhood activity centre which includes a mix of commercial and retail uses. The area is well serviced by public parks including Namatjira Park (330m south west of the site) and Bald Hill Park.
- 3.5 Land directly abutting the subject site and opposite is described as follows:

**North:** No. 3 Jeanette Street & No. 2 Barton Road – A single dwelling occupies each respective allotment. It is noted that survey plans show a large outbuilding adjacent to the shared boundary with No. 3 Jeanette Street, however recent aerial photography and site visit confirms that this structure has been removed.

**East:** No. 17 Manoon Road – Three (3) dwellings exists on this site, comprising of a double-storey dwelling and two (2) single-storey dwellings. The development features a minimum front setback of 6.8 metres from its street frontage.

**South:** No. 16 Manoon Road (Opposite) – This property has recently been developed for four (4) double storey dwellings and features a minimum front building setback of 6.0 metres from Manoon Road.

**West:** No. 13 Manoon Road – A single-storey weatherboard dwelling occupies this property and is setback a minimum distance of 7.9 metres from the site's frontage.

- 3.6 The subject site is located within Area 3A – Clayton South (north and central) of the *Kingston Open Space Strategy* approved by Council in June 2012. The Strategy notes that Namatjira Park provides this area with a good diversity of opportunities for recreation. However, the area west of Frank Avenue is not well served in terms of social family recreation space. The area west of Milton Street is not adequately served by open space and the railway line to the north presents a barrier to the only small play area present. Therefore a number of strategies are nominated for this area to ensure additional land contribution for the provision of recreation.

#### **4.0 PROPOSAL**

- 4.1 It is proposed to construct four (4) double storey dwellings on the subject site in a tandem arrangement.
- 4.2 Dwelling 1 comprises: four (4) bedrooms (including a master bedroom with ensuite), open plan living and kitchen and two (2) bathrooms. This dwelling will be provided with a total private open space area of 100m<sup>2</sup> including a minimum area of 53.24m<sup>2</sup> nominated as secluded private open space located to the rear of the dwelling with direct access from the living room. Car parking is proposed by way of a single garage and tandem space within the driveway.
- 4.3 Dwelling 2-3: these dwellings comprise a similar internal layout and include: three (3) bedrooms (including a master bedroom with ensuite), two bathrooms and an open plan kitchen and living area. The dwellings will be provided with a total private open space area of 60m<sup>2</sup> of which a minimum 40m<sup>2</sup> of secluded private open space can be achieved. Car parking is provided by way of two (2) double garages (one per dwelling).
- 4.4 Dwelling 4 comprises: two (2) bedrooms, including a master bedroom with ensuite), a retreat at first floor and open plan living and kitchen and two (2) bathrooms. A total area of private open space area of 59m<sup>2</sup> has been proposed for this dwelling. Car parking is provided by way of an attached double garage.
- 4.5 Vehicle access to dwellings 2-4 is provided by a shared driveway extending along the western property boundary. Landscaping has been nominated on both sides of the driveway.
- 4.6 Each dwelling comprises 6m<sup>3</sup> of storage nominated within their secluded private open space areas. These storage units consist of less than 3m<sup>2</sup> of floor area.
- 4.7 The dwellings would be constructed of brickwork and render wall cladding. Concrete tiled hipped roofs are proposed.
- 4.8 The proposal has an overall site coverage of 44.4% and a permeability of 41%.

**5.0 PLANNING PERMIT PROVISIONS**

**Zone**

- 5.1 General Residential Zone: Pursuant to Clause 32.08-4 of the Kingston Planning Scheme a planning permit is required to construct two (2) or more dwellings on a lot. A development must meet the requirements of Clause 55 of the Scheme. Schedule 3 to the General Residential Zone includes a variation to standards within Clause 55 relating to private open space and front fence height.
- 5.2 The proposal complies with the mandatory garden requirement of 35% for a site under the Zone where the land exceeds 650m<sup>2</sup> in area. A minimum of 35.02% garden area has been provided for the proposed development resulting in a total garden area of 352.99m<sup>2</sup> for the entire lot. Whilst the proposal includes some overhanging elements at first floor, the applicant has demonstrated that the 35.02% can be achieved via additional landscaping opportunities within the driveway and in front of Dwelling 1.

**Particular Provisions**

- 5.3 Clause 52.06 - Car Parking contains the following residential car parking rates:
- 1 space to each 1 or 2 bedroom dwelling;
  - 2 spaces to each 3 or more bedroom dwelling; and
  - 1 visitor space for every 5 dwellings.
- 5.4 The proposal is for the following
- One (1) four bedroom Dwelling
  - Two (2) three bedroom dwellings
  - One (1) two bedroom Dwelling
- 5.5 This equates to a parking requirement of seven (7) spaces for the proposed development.
- 5.6 As the proposal provides eight (8) car parking spaces which is in excess of the parking requirements, a planning permit is not required for a reduced car parking rate pursuant to Clause 52.06-3.
- 5.7 Clause 52.06 – 8 Design standards including accessways, splays, garaging dimensions which are considered compliant. No fencing is proposed along the site's Manoon Road frontage therefore splays can be achieved to improve visibility of vehicles exiting the site. The proposal allows for a 8.5m wide reversing area to the rear for vehicles associated with Dwellings 3 and 4. Council's traffic engineers have confirmed that this arrangement is safe and functional.
- 5.8 Clause 55 - Two or More Dwellings on a Lot & Residential Buildings – (Refer to Appendix A for the Planning Officer's full assessment against this report).

**General Provisions**

- 5.9 The Decision Guidelines of Clause 65 of the Kingston Planning Scheme are relevant to this application and require consideration to be given to a variety of matters including planning scheme policies, the purpose of the zone, orderly planning and the impact on amenity.

**6.0 RELEVANT POLICIES**

6.1 State Planning Policy Framework (SPPF)

- Clause 11 Settlement
- Clause 15 Built Environment and Heritage
- Clause 16 Housing

6.2 Local Planning Policy Framework (LPPF)

- Clause 21.05 Residential Land Use
- Clause 22.11 Residential Development Policy

6.3 Other

6.4 Neighbourhood Character Area Guidelines (Incorporated Document under Clause 21.05 – Residential Land Use of the LPPF). The land is located within Area 41 of the Neighbourhood Character Guidelines. Two elements have been identified to make a major contribution to the character of the area:

- Building placement – buildings are normally sited to one of the side boundaries resulting in a narrow and wide side setbacks.
- Materials – most walls are white or cream weather board and consist of tiled roofs of various colours.

6.5 An inspection of the area confirmed that the building placement identified by the 'guidelines' is consistent with the existing and emerging character found within the street (infill development). Dwellings within Manoon Road are typically sited to one of the side boundaries with driveways extending to the rear of the lot along one of the side setbacks. This results in a reasonably consistent spacing between buildings i.e. a narrow setback to one side boundary and wider setback to the other side boundary. However, colours and materials are not only limited to light weatherboards as described above but also renders consisting of darker colours.

6.6 Design Contextual Housing Guidelines (April 2003 – reference document within Clause 22.11 – Residential Development Policy). The Design Contextual Housing Guidelines offer a range of design techniques and suggestions to assist with residential design, which is responsive to local character.

**7.0 ADVERTISING**

7.1 The proposal was advertised by sending notices to adjoining and opposite property owners and occupiers and by maintaining a notice on site for fourteen (14) days. Three (3) objection(s) to the proposal were received. The grounds of objection raised are summarised as follows:

- Overdevelopment;
- Overlooking/loss of privacy;

- Overshadowing;
- Visual bulk ;
- Neighbourhood character due to double storey footprint; and
- Car parking

7.2 The following objection(s) raised are not valid planning considerations:

- Boundary fencing issues (i.e. replacement)

## **8.0 PLANNING CONSULTATION MEETING**

8.1 As requested in writing by an objector, a planning consultation meeting was held on 29 May 2018 with the relevant Planning Officer, a Ward Councillor, the Permit Applicant and two (2) objectors in attendance. The above-mentioned issues were discussed at length.

8.2 The above concerns were unable to be resolved at the meeting, and the objections still stand.

## **9.0 AMENDMENT TO PLANS**

9.1 Following advertising the Permit Applicant lodged amended plans on 14 April 2017 comprising the following changes:

- Corrections to the garden area calculations as the dimensions shown on plans were incorrect.

9.2 It is these plans that form the basis of this recommendation and are described at section 4 of this report.

## **10.0 REFERRALS**

10.1 The application was referred to the following internal departments

10.2 Council's Roads and Drains department - raised no objection to the application, subject to conditions included on any permit issued relating to the construction of the proposed vehicle crossing.

10.3 Council's Development Engineer – raised no objection to the application, subject to conditions included on any permit issued relating water sensitive urban design requirements.

10.4 Council's Vegetation Management Officer - raised no objection to the application, subject to conditions included on any permit issued relating to the provision of a landscape plan.



**11.0 PLANNING CONSIDERATIONS:**

**State Planning Policy Framework**

- 11.1 The State Planning Policy Framework sets out the relevant state-wide policies for residential development at **Clause 11 (Settlement)**, **Clause 15 (Built Environment and Heritage)** and **Clause 16 (Housing)**. Essentially, the provisions within these clauses seek to achieve the fundamental objectives and policy outcomes sought by 'Plan Melbourne: Metropolitan Planning Strategy' (Department of Transport, Planning and Local Infrastructure, 2014).
- 11.2 The settlement policies at **Clause 11** seek to ensure a sufficient supply of land is available for all forms of land use in Victoria. Of particular relevance to housing, **Clause 11** promotes housing diversity and urban consolidation objectives in the established urban realm. Clause 11.02-1 states that Planning Authorities should plan to accommodate projected population growth over at least a 15 year period, taking account of opportunities for redevelopment and intensification of existing urban areas as well consideration being had for environmental aspects, sustainable development and the costs associated with providing infrastructure. This clause states:
- *Planning for urban growth, should consider:*
    - *Opportunities for the consolidation, redevelopment and intensification of existing urban areas.*
    - *Neighbourhood character and landscape considerations.*
    - *The limits of land capability and natural hazards and environmental quality.*
    - *Service limitations and the costs of providing infrastructure.*
- 11.3 **Clause 11.01-2** places particular emphasis on providing increased densities of housing in and around activity centres or sites that have good access to a range of services, facilities and transport options.
- 11.4 **Clause 11.04-2** places particular emphasis on providing a diversity of housing in defined locations that cater for different households and are close to jobs and services, with strategies such as reducing the cost of living by increasing housing supply near services and public transport, and facilitating the supply of social housing and affordable housing.
- 11.5 **Clause 11.04-4** aims to create healthy and active neighbourhoods and maintain Melbourne's identity as one of the world's most liveable cities, with strategies such as protecting Melbourne and its suburbs from inappropriate development; creating neighbourhoods that support safe communities and healthy lifestyles; and promoting design excellence.
- 11.6 **Clause 13 (Environmental Risks)** aims to ensure that planning adopts a best practice environmental management and risk management approach which aims to avoid or minimise environmental degradation and hazards. Further, planning should identify and manage the potential for the environment, and environmental changes, to impact upon the economic, environmental or social well-being of society.
- 11.7 **Clause 15 (Built Environment and Heritage)** aims to ensure all new land use and development appropriately responds to its landscape, valued built form and cultural context, and protect places and sites with significant heritage, architectural, aesthetic, scientific and cultural value.

- 11.8 Policies pertaining to urban design, built form and heritage outcomes are found at **Clause 15** of the State Planning Policy Framework. Of particular significance, **Clause 15.01** encourages development to achieve high quality architectural and urban design outcomes that contribute positively to neighbourhood character, minimises detrimental amenity impacts and achieves safety for future residents, and the community, through good design. The provisions of Clause 15.02 promote energy and resource efficiency through improved building design, urban consolidation and promotion of sustainable transport.
- 11.9 **Clause 15.03-2 (Aboriginal Cultural Heritage)** seeks to ensure the protection and conservation of places of Aboriginal cultural heritage significance.
- 11.10 The Subject Land is **not** identified in an area of Aboriginal Cultural Heritage Sensitivity.

**Local Planning Policy Framework**

- 11.11 The City of Kingston's MSS at **Clause 21.05 (Residential Land Use)** of the Kingston Planning Scheme, seeks to provide guidance to development in residential zoned land, mixed use zoned lands and land within activity centres. The Residential Land Use Framework Plan illustrates the range of housing outcomes sought across the City of Kingston.
- 11.12 Relevant objectives and strategies in **Clause 21.05-3: Residential Land Use** include:
- To provide a range of housing types across the municipality to increase housing diversity and cater for the changing housing needs of current and future populations, taking account of the capacity of local areas in Kingston to accommodate different types and rates of housing change. This is to be achieved through encouraging residential development within activity centres via mixed-use development, and on transitional sites at the periphery of activity centres.
  - To ensure new residential development respects neighbourhood character and is site responsive, and that medium density dwellings are of the highest design quality. This is to be achieved through promoting new residential development, which is of a high standard, responds to the local context and positively contributes to the character and identity of the local neighbourhood.
  - To ensure residential development does not exceed known physical infrastructure capacities.
- 11.13 Council's Local Planning Policy at **Clause 21.05** essentially reinforces State Planning Policy relevant to housing, stressing the need to encourage urban consolidation in appropriate locations and to accommodate projected population increases.
- 11.14 **Clause 22.11 Residential Development Policy** extends upon the provision contained at **Clause 21.05 (Residential Land Use)**, relating to increased housing diversity areas, incremental housing change areas, minimal housing change areas, residential renewal areas and neighbourhood character. It provides design guidance on how new residential development should achieve architectural and urban design outcomes that positively respond to neighbourhood character.

11.15 Relevant objectives in **Clause 22.11-2** Residential Development Policy include:

- *To promote a managed approach to housing change, taking account of the differential capacity of local areas in Kingston to accommodate increased housing diversity, incremental housing change, residential renewal or minimal housing change, as identified within the MSS.*
- *To encourage new residential development to achieve architectural and urban design outcomes that positively respond to neighbourhood character having particular regard to that identified in the Kingston Neighbourhood Character Guidelines – August 2007.*
- *To promote on-site car parking which is adequate to meet the anticipated needs of future residents.*
- *To ensure that landscaping and trees remain a major element in the appearance and character of the municipality's residential environments.*
- *To limit the amount and impact of increased stormwater runoff on local drainage systems.*
- *To ensure that the siting and design of new residential development takes account of interfaces with sensitive and strategic land uses.*

11.16 It is considered that the proposed development generally complies and satisfies with the State and Local Planning Policy Framework guidelines which aim to encourage well-designed medium density housing in appropriate locations. This is discussed in the Clause 55 assessment, later within this report.

## **12.0 CLAUSE 55 (RESCODE ASSESSMENT)**

12.1 The proposal has been assessed against the objectives and standards of Clause 55 (ResCode) of the Kingston Planning Scheme (refer to Appendix A). Clause 55 requires that a development **must** meet all of the objectives, and all of the standards of this clause **should** be met. Variations to the standards are able to be considered where it is determined that the overall objective is met.

12.2 The following assessment gives further discussion to that in the attached Appendix, particularly those standards where concessions are sought. Overall, it is noted that the application achieves a high level of compliance with the ResCode provisions, with only minor variations sought. Whilst six (6) ResCode standards are discussed below, four (4) of the thirty-three (33) ResCode standards are sought to be varied.

### **Clause 55.02 – Neighbourhood Character & Infrastructure**

#### ***Standard B1 – Neighbourhood Character***

12.3 The objectives of Clause 55.02-1 are '*to ensure that the design respects the existing neighbourhood character or contributes to a preferred neighbourhood character*', and '*to ensure that the design respects the existing neighbourhood character and responds to the features of the site and surrounding area*'. Standard B1 of ResCode suggests that the proposed design should respect the existing or preferred neighbourhood character and respond to the features of the site'.

- 12.4 The subject site is located within a predominately residential area where medium density housing is becoming prevalent, due to the area being within walking distance to an identified “major activity centre” (i.e. Clayton) including the Clayton Railway Station located approximately 1.0km to the north-east. The property is larger than most “typical” residential allotments located within General Residential Zone (schedule 3), as such, has the capacity to accommodate three (3) net additional dwellings on the subject site.
- 12.5 As discussed previously in this report, the immediate character found within Manoon Road is evolving with a number of multi-unit developments located within the street. A review of the area confirms that at least five (5) multi-unit developments comprising four (4) double storey dwellings exist within the street. Council officers have reviewed such approvals and confirm that the double storey footprints are generally of similar area and layout when compared with the current proposal.
- 12.6 Council officers also consider that in addition to the elements identified within Area 41 of the Neighbourhood Character Guidelines, other key elements that exist within the street include pitched roof forms, vegetated front setbacks and consistent street setbacks of ranging between 6m and 8m.
- 12.7 The proposal responds to the prevailing character within Manoon Road by:
- Responding to the existing building placement i.e. one wide and one narrow side setback and by placing the built form in a tandem arrangement along the length of the site. This in turn maintains the general rhythm and spacing in the streetscape and ensures that the development presents as a single dwelling when viewed in the context of existing buildings.
  - Architectural form and materials incorporating typical characteristics such as a “pitched” roof profile and render.
  - The front setback to the street is consistent with the character of Manoon Road and allows for sufficient space to accommodate additional landscaping, whilst making an efficient use of the site.
  - Proposed building envelopes and areas of private open space (POS) generally align with existing built form and POS on adjoining properties.
  - First floor footprints are generally consistent with the emerging character of the area. However, conditions are recommended to ensure that the first floor footprints of Dwellings 3 and 4 are reduced to lessen visual bulk impacts to neighbouring properties and ensure spacing between the dwellings reflect the development pattern and is appropriate or the context (this will be discussed under the assessment against standard B2).
- 12.8 Garaging in the area is typically subservient and visually recessive, being located behind the front wall or alternatively to the side or rear of each dwelling. Therefore a condition is recommended to ensure that the garage of Dwelling 1 facing Manoon Road, is set back behind the main dwelling line at least 500mm to ensure consistency within the streetscape. This will require minor alterations to the internal layout of the dwelling.

***Standard B2 – Residential Policy***

- 12.9 The two (2) objectives of this Standard are:
- *To ensure that residential development is provided in accordance with any policy for housing in the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies; and*

- *To support medium densities in areas where development can take advantage of public transport and community infrastructure and services.*

12.10 The proposed development is considered to satisfy the main policy directives relating the provision of new housing under the State Planning Policy Framework (SPPF), Local Planning Policy Framework (LPPF) including Council's MSS (namely Clause 22.11 – Residential Development Policy) and the relevant purposes of the General Residential Zone.

12.11 In accordance with the requirements of this Standard, the proposal requires consideration under Council's Residential Development Policy under Clause 22.11 of the Kingston Planning Scheme. The key areas of consideration under this Policy relate to "built form, siting and scale of development", where the following design techniques are suggested:

- *Encourage the two storey component of new medium density housing to be located towards the front of a site.*
- *Ensure that two storey dwellings are designed to respond to the character of the local neighbourhood. Where the local neighbourhood is characterised by single storey development and this characteristic makes a major or critical contribution to neighbourhood character, new two storey development should incorporate rooms within the roof form of attic style dwellings, and should set the second storey building envelope back from the ground level envelope.*
- *Ensure that any upper storey components towards the rear of sites are sensitively designed to avoid unreasonable adverse amenity impacts on neighbours.*
- *Encourage well-articulated and graduated elevations in order to avoid 'box-like' double storey designs, thus reducing visual bulk.*
- *Ensure that the siting of new buildings respects the amenity of adjoining neighbours with regard to rear yards and garden outlooks from habitable living room windows.*
- *Ensure that the design and layout of new dwellings incorporate features which minimise overlooking of adjacent properties.*
- *Address potential overlooking through site layout planning as well as individual dwelling planning.*

12.12 It is clear that the above Policy strongly encourages the construction of double-storey dwellings towards the front of properties to minimise any off-site impacts to adjoining sites. However, the construction of two-storey dwellings through the middle and towards the rear of a site is not prohibited and may be supported if it demonstrates that it is well designed and sited so as not to unduly impact adjoining properties.

12.13 In this instance, it is considered that the built form characteristics associated with the new dwellings are generally consistent with emerging residential character of this part of Clayton South where infill developments with double-storey forms are becoming prevalent. Officers note that Manoon Road is located just outside of the area nominated under the Clayton South Framework Policy. The border of 'precinct 2' identified under this policy is located to the east side of Night Street approximately 250m east of the site.

12.14 The preferred character of 'Precinct 2' within this policy area is medium density housing in the form of semi-detached houses with a maximum height of two storeys. This pattern of development appears to also be extending further to the west along Manoon Road and Springfield Avenue as lot areas are considerably larger.

- 12.15 Whilst it is also acknowledged that the upper floor level of each dwelling would be reduced in area compared to the ground floor building footprint below, officers recommend permit conditions to reduce the first floor footprints of Dwellings 3 and 4 in order to increase setbacks from adjoining sensitive interfaces. A review of previous approvals in the area reveals that generally upper storey footprints of the dwellings located to the rear of site's range from 40m<sup>2</sup> to 60m<sup>2</sup>. The current design of Dwellings 3 and 4 exceeds these areas (67.33m<sup>2</sup> and 63.39m<sup>2</sup> respectively) and given the location of the upper levels adjacent to the secluded private open space of a number of properties a further reduction of the first floor footprints is considered appropriate.
- 12.16 A review of the development and subdivision pattern in the area confirms that lots range between 132m<sup>2</sup> to 1001m<sup>2</sup> with an approximate density of 1 dwelling per 300m<sup>2</sup>. The proposal is consistent with the emerging density found within Manoon Road and generally achieves the design requirements under the Residential Development Policy.
- 12.17 Accordingly, the design and siting of the proposed dwellings should not unduly affect the only directly adjoining residential properties and, as such, offers a good planning outcome for the subject site.

***Standard B6 – Front setback***

- 12.18 The objective of this Standard is *“to ensure the setbacks of buildings from a street respect the existing or preferred neighbourhood character and make efficient use of the site”*.
- 12.19 In accordance with requirements under this Standard, the proposed development should be provided with a minimum front setback of 7.35 metres from Manoon Road based on the average minimum front setback for the two adjoining properties. The proposed minimum front setback of 6.615 metres for the new development is less than the minimum required, however, the proposed setback is considered to be appropriate for the following reasons:
- Although the proposed building setback from Manoon Road does not meet the technical requirements of this Standard, it is considered that the development provides a reasonable transition between the adjoining properties and meets the overriding objective of this Clause to make efficient use of the site.
  - The minimum building setback of the proposed development from Manoon Road would allow for the most efficient use of the subject site, including the provision of landscaping within the front setback.
  - The proposed setback is responsive to the emerging character of the area where the prevailing setback is 6 metres from the street.
  - The setbacks of each dwelling at the upper floor level have been designed to be staggered to minimise any perception of building bulk when viewed from the street and adjoining properties.
  - A condition on any permit will require the garage for Dwelling 1 to be setback at least 500mm from the sites frontage to provide for articulation of the front façade.
- 12.20 It is considered that the proposed balcony of Dwelling 1 facing the street is not reflective of the character within Manoon Road. Conditions are recommended to delete the projecting balcony whilst maintaining a maximum height of 3.6 metres for the front entry porch of Dwelling 1



12.21 Accordingly, subject to conditions, a variation to this Standard is considered reasonable in this instance as it is considered that the design objective has been met.

***Standard B22 – Overlooking***

12.22 The objective of this Standard is “to limit views into existing secluded private open space and habitable room windows”.

12.23 The technical requirements under this Standard relating to overlooking into the secluded private open space areas of existing dwellings on adjoining properties is, as follows:

- *A habitable room window, balcony, terrace, deck or patio should be located and designed to avoid direct views into the secluded private open space of an existing dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace, deck or patio. Views should be measured within a 45 degree angle from the plane of the window or perimeter of the balcony, terrace, deck or patio, and from a height of 1.7 metres above floor level.*

12.24 It is noted that each of the north (rear), east and west (side) facing upper floor level bedroom windows associated with Dwelling 2, Dwelling 3 and Dwelling 4 would be located within a horizontal distance of 9.0 metres from the secluded private open space area associated with the existing dwelling at Nos. 13, 17 Manoon Road and No. 3 Jeannette Street, as such, overlooking treatment is required.

12.25 Fixed obscure windows has been nominated for the majority of the windows however, some windows have been excluded or screening is not nominated on elevations plans. It is recommended that treatment is also applied to the following upper floor level habitable room windows which appear to be unscreened:

- The west-facing Bedroom 1 window of Dwelling 2 (screen not shown on elevations);

12.26 Whilst the north and south windows of dwelling 4 associated with the retreat room have not been screened and are located within 9m of adjoining secluded private open space, a condition has been suggested to delete these rooms from the proposed development which will resolve the overlooking concerns.

12.27 A condition on any permit issued it is also recommended to require a variation to the type of screening with a preference to external screens to maintain an appropriate balance between internal amenity/outlook and external amenity impacts.

12.28 Further to this, the existing timber paling fence along the length of the site’s north (rear), west (side) and east (side) property boundaries is proposed to be 2.1m in height which would prevent overlooking from ground floor windows.

***Standard B26 Dwelling Entry***

12.29 The objective of this standard is “*To provide each dwelling or residential building with its own sense of identity*”

12.30 The requirements under this standard recommend that entries to dwellings and residential buildings should:

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- *Be visible and easily identifiable from streets and other public areas.*
- *Provide shelter, a sense of personal address and a transitional space around the entry*

12.31 The entry area for each dwelling would be easily identifiable from Manoon Road or within the proposed common driveway area. However, it is considered that the entries to dwellings 2 and 3 fail to provide appropriate transitional space for future residents. A condition on any permit is suggested to ensure that these areas are increased to ensure the objective of this standard is met.

**Standard B29 Solar Access to Open Space**

<b>Objection</b>	<b>Response</b>
<ul style="list-style-type: none"> <li>• Overdevelopment</li> </ul>	<p>Subject to further design modifications, the proposal should achieve a satisfactory level of compliance with the key design standards under Clause 55 of the Scheme. The large nature of the allotment, being 1007m<sup>2</sup>, should reasonably accommodate four (4) dwellings resulting in an acceptable planning outcome for the subject site.</p>
<ul style="list-style-type: none"> <li>• Overlooking/Loss of Privacy</li> </ul>	<p>It is acknowledged that the west (side) facing Bedroom 2 of Dwelling 3 would allow direct views into the secluded private open space area of the dwelling at No. 13 Manoon Road, given that it would be located within a horizontal distance of 9 metres. Further to this, the south (front) facing “retreat” window of Dwelling 4 may result in an unreasonable level of overlooking into the Objector’s property to the west.</p> <p>Council officers recommend that a condition of any permit issued for the proposal require that all habitable room windows located at the upper floor level of each dwelling be appropriately screened where located within 9 metres of an existing secluded private open space area and/or habitable room window.</p> <p>The Objector has also expressed concern regarding overlooking at ground level due to the height of the existing boundary fencing along the site’s western boundary. The considered plans state that a new 2.1m high timber paling fence would replace the existing fencing along the shared property boundary.</p>
<ul style="list-style-type: none"> <li>• Overshadowing</li> </ul>	<p>Shadow diagrams submitted with the revised plans indicate that the extent of overshadowing onto the Objector’s property would be limited to the morning hours only, with no shadows cast by the new dwellings from 12 noon onwards (when calculated for the 22<sup>nd</sup> September equinox).</p>
<ul style="list-style-type: none"> <li>• Visual Bulk</li> </ul>	<p>Conditions requiring the reduction of the first floor of dwellings 2, 3 and 4 will ensure compliance with the relevant standards and ensure upper dwellings are appropriately articulated so as to minimise any adverse visual impact for the existing dwellings on adjoining properties.</p>
<ul style="list-style-type: none"> <li>• Car Parking</li> </ul>	<p>A total of eight (8) on-site car parking spaces are to be provided, exceeding the minimum statutory requirement of seven (7) car spaces based on the rates specified under Clause 52.06 of the Scheme. One (1) on-street car parking</p>

	space would also be retained directly in front of the site at Manoon Road.
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12.32 The objective of this standard seeks *'to allow solar access into the secluded private open space of new dwellings and residential buildings'*.

12.33 Each secluded private open space area would feature reasonable solar access to the north, due to the dimension of each respective area. However, the southern-most boundary of the secluded private open space (SPOS) area of Dwelling 1 will be required to be setback 6.95m from the northern wall of Dwelling 2 at first floor (master bedroom) in accordance with the requirement under this standard. A condition on any permit will require the proposal to comply with the above requirements. It is noted that the ground floor wall of Dwelling 2 and setback of the secluded private open space complies with the above requirements.

### **13.0 RESPONSE TO GROUNDS OF OBJECTIONS**

13.1 The majority of the concerns raised have been considered within the assessment below. The remaining concerns are responded to as follows:

13.2 On balance, the proposal is considered to substantially comply with the relevant planning policy and therefore should be supported.

### **14.0 CONCLUSION:**

14.1 As outlined above, it has been determined that prior to deciding on this application all factors pursuant to section 60(1) of the Act have been considered. Further to this, the proposal does not give rise to any significant social and economic effects.

14.2 The proposed development is considered appropriate for the Site, subject to conditions, as evidenced by:

- The compatibility of the design and siting with the surrounding area;
- The mitigation of off-site amenity impacts; and
- A suitable level of compliance with all relevant policies, including Clause 55 of the Kingston Planning Scheme

**15.0 RECOMMENDATION**

15.1 That Council determine to support the proposal and issue a Notice of Decision to Grant a Permit to **Develop the land for the construction of four (4) double storey dwellings** at No. 15 Manoon Road, Clayton South, subject to the following conditions:

1. Before the development starts amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be substantially in accordance with the advertised plans prepared by Blueprint Building Designers & Consultants, Job Reference: 17-036, Sheet 1 to Sheet 4 inclusive, Revision A, submitted on 13 April, 2018, but modified to show:
  - a. the provision of an external fixed angled louvre screen at 1700mm above the first floor finished floor level to replace the fixed obscure glass nominated for the north (rear), west (side) and east (side) facing windows in lieu of obscure glazing;
  - b. additional overlooking treatment nominated for Bedroom 1 window of Dwelling 2 (west) to comply with Standard B22 of Clause 55.04-6 (Overlooking objective) of the Kingston Planning Scheme;
  - c. the front porch structure of Dwelling 1 not to exceed 3.6 metres above natural ground level;
  - d. the front-facing balcony of Dwelling 1 deleted;
  - e. the garage of Dwelling 1 setback an additional 500mm from the front boundary;
  - f. the ground floor of Dwelling 1 reconfigured so that a visual outlook is provided to the street by including a clear window adjacent to the garage;
  - g. the setback between the south wall of the secluded private open space of dwelling 1 and north wall (master bedroom) of Dwelling 2 to comply with the requirements of Standard B29 of Clause 55.05-5 (solar access to open space objective) of the Kingston Planning Scheme;
  - h. the internal garage doors of Dwellings 2 and Dwelling 4 nominated as to swing in an outwards direction;
  - i. a minimum distance of 5.4 metres between the vehicle crossings to achieve a standard on-street car parking space;
  - j. the first floor level of Dwelling 3 amended to accommodate the following changes which must be absorbed within the approved building envelop (or otherwise to the satisfaction of the Responsible Authority)
    - the bathroom wall set back 3.68m from the site's eastern boundary
    - the retreat room deleted
  - k. the first floor level of Dwelling 4 amended to accommodate the following changes which must be absorbed within the approved building envelope (or otherwise to the satisfaction of the Responsible Authority)
    - the walk in robe and ensuite of bedroom 1 is set back 3m from the site's eastern boundary
    - the bathroom wall is set back 4.13m from the site's northern boundary
    - the retreat room deleted

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- l. the proposed double garage associated with Dwelling 4 nominated as a carport to protect the existing easement and storm overland floor path extending along the western boundary of the site;
- m. the internal driveways must be at least 500mm from the side boundary at the front property boundary;
- n. the location of all external heating and/or cooling units for each dwelling;
- o. provision of a minimum 2000 litre water tank clearly nominated for each dwelling and collected to toilets for flushing;
- p. the surface material of all driveways / accessways and car parking spaces nominated in all-weather coloured concrete sealcoat, or similar;
- q. the provision of a full colour palette, finishes and building materials schedule for all external elevations and driveways of the development;
- r. the provision of a landscape plan in accordance with the submitted development plan and, with such plans to be prepared by a suitably qualified landscape professional to the satisfaction of the Responsible Authority and incorporating:
  - i. A planting schedule of all proposed trees and shrubs, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant;
  - ii. A survey, including, botanical names of all existing trees to be retained or removed on the site including Tree Protection Zones for trees to be retained calculated in accordance with AS4970-2009;
  - iii. A survey including botanical names, of all existing trees on neighbouring properties where the Tree Protection Zones of such trees calculated in accordance with AS4970-2009 fall partially within the subject site;
  - iv. The delineation of all garden beds, paving, grassed area, retaining walls, fences and other landscape works;
  - v. A range of plant types from ground covers to large shrubs and trees with species to be approved by the Responsible Authority;
  - vi. The provision of one (1) suitable canopy tree to be planted within the front setback of the site capable of reaching a mature height of 12 metres and 5 metres in width, a further one (1) suitable canopy tree capable of reaching a mature height of 6 metres and 3 metres in width to be planted within the private open space of Dwellings 1, 2 and 3, a further two (2) suitable canopy trees capable of reaching a mature height of 6 metres and 3 metres in width to be planted within the private open space of Dwelling 4;
  - vii. All trees provided at a minimum of 2 metres in height at time of planting, medium to large shrubs to be provided at a minimum pot size of 200mm;
  - viii. No trees with a mature height over five (5) meters are to be planted over proposed or existing easements;
  - ix. The provision of notes regarding site preparation, including the removal of all weeds, proposed mulch, soil types and thickness, subsoil preparation and any specific maintenance requirements; and
  - x. The location of any tree protection measures including for street trees accurately drawn to scale and labelled and notations referring to any endorsed Tree Management Plan.

**Endorsed Plans**

2. The development as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority.

**Landscaping Conditions**

3. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.
4. Before the occupation of the development the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.

**Street Trees**

5. Prior to the removal of the street tree from the Manoon Road nature strip, payment must be made to Kingston City Council's customer service in accordance with Council's Street Tree Removal Procedures. This fee includes the removal and replacement of this tree/s and that must be undertaken by Council at the expense of the Developer/Owner.

**Drainage and Water Sensitive Urban Design**

6. Unless with the prior written consent of the Responsible Authority, before the development commences, the following Integrated Stormwater Management documents must be prepared, by a suitably qualified person, to the satisfaction of the Responsible Authority.
  - a. Stormwater Management/drainage (drainage) Plan(s) must be prepared, with supporting computations, showing the stormwater (drainage) works to the nominated point of discharge. The plan(s) must show all details of the proposed stormwater (drainage) works including all existing and proposed features that may have impact on the stormwater (drainage) works, including landscaping details.
  - b. The Stormwater Management (drainage) Plan must address the requirements specified within Council's "Civil Design requirements for Developers – Part A: Integrated Stormwater Management".
  - c. A STORM modelling report with results demonstrating water sensitive urban design treatments that achieve Victorian best practice objectives with a minimum 100% rating must be provided as part of the Stormwater Management (drainage) Plan to the satisfaction of the Responsible Authority. These may include the use of an infiltration or bio-retention system, rainwater tanks connected for reuse, or other treatments to the satisfaction of the Responsible Authority.
  - d. The water sensitive urban design treatments as per conditions 6a, 6b & 6c above must be implemented on-site, unless an alternative agreement for stormwater quality in-lieu contribution is reached with the Responsible Authority.
7. Stormwater/drainage works must be implemented in accordance with the approved stormwater management/drainage plan(s) and to the satisfaction of the Responsible Authority including the following:



- a. All stormwater/drainage works must be provided on the site so as to prevent overflows onto adjacent properties.
- b. The implementation of stormwater/drainage detention system(s) which restricts stormwater discharge to the maximum allowable flowrate of 9L/s.
- c. All stormwater/drainage works must be maintained to the satisfaction of the Responsible Authority.

**Infrastructure and Road Works**

12. Any relocation of pits/power poles or other services affected by this development must be relocated to the satisfaction of the relevant servicing authority and the Responsible Authority, at the cost of the owner/developer.
13. Vehicle crossings must be constructed at a 90 degree alignment with the kerb on Manoon Road and all internal driveways must align with the existing/proposed vehicle crossing.
14. Prior to the commencement of development, property boundary, footpath and vehicle crossing levels must be obtained from Council's Roads & Drains Department with all levels raised to the satisfaction of the Responsible Authority.
15. The proposed vehicle crossing must be kept separate from the neighbour's vehicle crossing to create a pedestrian refuge of no less than 1 metre wide.
16. Any reinstatements and vehicle crossings are to be constructed to the satisfaction of the Responsible Authority.
17. The replacement of all footpaths, including offsets, must be constructed to the satisfaction of the Responsible Authority.
18. Any redundant vehicle crossings must be removed (including redundant portions of vehicle crossings) to the satisfaction of the Responsible Authority.
19. All front and side fences must be constructed wholly within the title property boundaries of the subject land.

**General amenity conditions**

20. All works on or facing the boundaries of adjoining properties must be finished and surface cleaned to a standard that is well presented to neighbouring properties in a manner to the satisfaction of the Responsible Authority.
21. All externally-located heating and cooling units, exhaust fans and the like must not be located adjacent to bedroom windows on adjoining properties and must not be located where they will be highly visible from any public area to the satisfaction of the Responsible Authority.
22. All piping, ducting above the ground floor storey of the development (other than rainwater, guttering and downpipes) must be concealed to the satisfaction of the Responsible Authority.

**Completion of Works**

23. Prior to the occupation of the dwellings hereby permitted, all buildings and works and the conditions of this permit must be complied with to the satisfaction of the Responsible Authority, unless with the further prior written consent of the Responsible Authority.
24. Prior to the occupation of the dwellings hereby permitted, the landscaping works as shown on the endorsed plans must be completed to the satisfaction of the Responsible Authority. Thereafter, the landscaping shall be maintained (except where that landscaping is on public land) to the satisfaction of the Responsible Authority.

**Time Limits**

25. In accordance with Section 68 of the *Planning and Environment Act 1987* (the Act), this permit will expire if one of the following circumstances applies:

- The development is not started within two (2) years from the date of permit issue.
- The development is not completed within four (4) years from the date of permit issue.

In accordance with Section 69 of the Act, the responsible authority may extend the periods referred to if a request is made in writing:

- before the permit expires; or
- within six (6) months after the permit expiry date, where the development allowed by the permit has not yet started; or
- within twelve (12) months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.

**Note:** The development includes a carport to be built over the easement. Separate consent from Council and any other relevant service authority is required to build over the easement and will need to be obtained prior to the issued of a Building Permit.

**Note:** Environment Protection Authority (EPA) Victoria set out the requirements pertaining to site construction hours and permissible noise levels.

**Note:** Prior to the commencement of the development you are required to obtain the necessary Building Permit.

**Note:** The applicant/owner must provide a copy of this planning permit to any appointed Building Surveyor. It is the responsibility of the applicant/owner and Building Surveyor to ensure that all building development works approved by any building permit is consistent with the planning permit.

**Note:** The applicant/owner must provide a copy of this planning permit and any endorsed plans to any external contractor to ensure that all trees to be retained on site are protected during any works.

**Note:** The fee for removal of the street tree(s) from the nature strip is **\$548.25** (including GST), payable to Kingston City Council's Customer Service Department - refer to cashier code "STRE". Customer Service will confirm payment to the Parks Department. The removal of the tree requires a minimum of 2 weeks notice from the Developer/Owner.

**Note:** Before removing / pruning any vegetation from the site, the applicant or any contractor engaged to remove any vegetation, should consult Council's Vegetation Management Officer to verify if a Local Laws Permits is required for the removal of such vegetation.

**Note:** Any landscape plan prepared in accordance with conditions must comply with Council's Landscape Checklist.

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**Note:** The allocation of street numbering and addressing of properties is vested in Council. Any reference to addressing or dwelling/unit/apartment and street numbers or street names on any endorsed plan is indicative only. The onus is on the Permit Applicant/Land Owner to contact Council's Property Data Department to determine the official dwelling/unit/apartment street numbers, street name details and the like for the approved development.

If the Permit Applicant/Land Owner adopts the street numbering or addressing from the endorsed plans, or where advertising and/or sales transact (off the plan) prior to Council's official allocation of the street numbering and addressing, it will be viewed to be non-compliant with the guideline and standard applied (Australian/New Zealand Standard for Rural & Urban Addressing / AS/NZS 4819:2011).

**Note:** The owner(s), occupiers and visitors of the development allowed by this permit may not be eligible for Council resident or visitor parking permits.

**OR**

In the event Council wishes to oppose the Officer Recommendation to support the application, it can do so on the following grounds:

1. The proposal constitutes an over-development of the site.
2. The proposal would detract from the visual amenity of the locality and the streetscape.
3. The proposal fails to satisfy all the requirements of Clause 55 of the Kingston Planning Scheme (ResCode), in particular Clause 55.02-1 Neighbourhood Character Objective, Clause 55.02-2 Residential Policy Objective, Clause 55.03-1 Street Setback Objective, Clause 55.04-6 Overlooking Objective and Clause 55.05-5 Solar Access to Open Space Objective.
4. The proposal does not satisfy the requirements of Clause 22.11 – Residential Development Policy, of the Kingston Planning Scheme regarding double storey buildings to the rear of sites.
5. The proposal fails to meet the objectives and strategic directions of the Municipal Strategic Statement – Residential Land Use contained at Clause 21.05 of the Kingston Planning Scheme.

**APPENDIX A – RESCODE ASSESSMENT**

**Standard of the Kingston Planning Scheme**

Two or more dwellings on a lot and residential buildings (Clause 55 and Schedule 3 to the General Residential Zone)

<b>Title and Objective</b>	<b>Complies with Standard?</b>	<b>Requirement and Proposed</b>
<p><b>B1 Neighbourhood Character</b> Design respects existing neighbourhood character or contributes to a preferred neighbourhood character. Development responds to features of the site and surrounding area.</p>	Yes	See section 12.3 of this report
<p><b>B2 Residential Policy</b> Residential development is consistent with housing policies in the SPPF, LPPF including the MSS and local planning policies. Support medium densities in areas to take advantage of public transport and community infrastructure and services.</p>	Yes	See section 12.9 of this report
<p><b>B3 Dwelling Diversity</b></p>	N/A	Less than 10 dwellings.
<p><b>B4 Infrastructure</b> Provides appropriate utility services and infrastructure without overloading the capacity.</p>	Yes	Two (2) 1.83 metre wide easements are contained within the property. The subject site is connected to reticulated services which area capable of supporting the new dwellings. A condition will be required to ensure that the garage associated with Dwelling 4 is converted into a carport to allow for future access to the assets within this footprint.
<p><b>B5 Integration with the Street</b> Integrate the layout of development with the street</p>	Yes, however a condition is suggested to improve.	The proposed development would be orientated towards Manoon Road. No high front fencing is proposed. However it is considered that the proposed internal layout of Dwelling 1 at ground floor, with two bathrooms facing the street reduces the potential for a positive outlook to the street. A condition on any permit issued will be required to

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Title and Objective	Complies with Standard?	Requirement and Proposed
		ensure an additional window is clear glazing to allow for additional views to the street.
<p><b>B6 Street Setback</b> The setbacks of buildings from a street respect the existing or preferred neighbourhood character and make efficient use of the site.</p>	No	<p><b>Required:</b> 7.36m. <b>Proposed:</b> 6.65m and 5.0m, due to front porch of Dwelling 1 being 3.6m high.</p> <p>See report section 12.18</p>
<p><b>B7 Building Height</b> Building height should respect the existing or preferred neighbourhood character.</p>	Yes	<p><b>Maximum:</b> 9.0 metres (9 metres and no more than 3 storeys under GRZ3) <b>Proposed:</b> 7.54 metres</p>
<p><b>B8 Site Coverage</b> Site coverage should respect the existing or preferred neighbourhood character and respond to the features of the site.</p> <p>Note: Schedule 3 to the General Residential Zone includes a variation to this standard.</p>	Yes	<p><b>Maximum:</b> 50% <b>Proposed:</b> 44.4%</p> <p>Complies.</p>
<p><b>B9 Permeability</b> Reduce the impact of stormwater run-off on the drainage system and facilitate on-site stormwater infiltration.</p>	Yes	<p><b>At least:</b> 20% <b>Proposed:</b> 35.02%</p>
<p><b>B10 Energy Efficiency</b> Achieve and protect energy efficient dwellings and residential buildings. Ensure orientation and layout reduces fossil fuel energy use and makes appropriate use of daylight and solar energy.</p>	Yes	The new dwellings should achieve a reasonable level of energy efficiency, without compromising that of any of the adjoining dwellings.
<p><b>B11 Open Space</b> Integrate layout of development with any public and communal open space provided in or adjacent to the development.</p>	N/A	There is no communal open space within or public open space areas adjoining the site.
<p><b>B12 Safety</b> Layout to provide safety and security for residents and property.</p>	Yes	The layout and design of the proposed dwellings should provide a sense of safety and security for residents.
<p><b>B13 Landscaping</b> To provide appropriate landscaping. To encourage:</p> <ul style="list-style-type: none"> <li>• Development that respects the landscape character of the neighbourhood.</li> <li>• Development that maintains and enhances habitat for plants and animals</li> </ul>	Yes	No significant vegetation removal is proposed. The existing street tree is to be removed to allow for the construction of the new crossover. It is recommended that a landscape plan be required by way of a condition

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<b>Title and Objective</b>	<b>Complies with Standard?</b>	<b>Requirement and Proposed</b>
<p>in locations of habitat importance.</p> <ul style="list-style-type: none"> <li>The retention of mature vegetation on the site.</li> </ul>		<p>of any permit issued.</p>
<p><b>B14 Access</b> Ensure the safe, manageable and convenient vehicle access to and from the development. Ensure the number and design of vehicle crossovers respects neighbourhood character.</p>	<p>Yes</p>	<p>The existing crossover at Manoon Road is to be retained and utilised by Dwelling 1, whilst a new single-width crossover is to be constructed for the use of Dwellings 2, 3 and 4. The total frontage width of the two (2) access points at Manoon Road would equate to less than 40%, given that the frontage width is less than 20 metres.</p>
<p><b>B15 Parking Location</b> Provide resident and visitor vehicles with convenient parking. Avoid parking and traffic difficulties in the development and the neighbourhood. Protect residents from vehicular noise within developments.</p>	<p>Yes</p>	<p>Each dwelling would be provided with convenient and accessible car parking facilities (for both residents and visitors).</p>
<p><b>B16 – no longer exists following Planning Scheme Amendment VC90 approved on 5 June 2012.</b></p>		
<p><b>B17 Side and Rear Setbacks</b> Ensure the height and setback respects the existing or preferred neighbourhood character and limits the amenity impacts on existing dwellings.</p>	<p>Yes</p>	<p><b><u>Ground Floor - Required</u></b> <b>South (Front):</b> N/A (frontage) <b>East (Side):</b> Up to 200mm or 1.0 metre. <b>North (Rear):</b> Up to 200mm or 1.0 metre. <b>West (Side):</b> Up to 200mm or 1.0 metre.</p> <p><b><u>First Floor - Required</u></b> <b>South (Front):</b> N/A (frontage) <b>East (Side):</b> 1.64 metres. <b>North (Rear):</b> 1.60 metres. <b>West (Side):</b> 1.59 metres.</p> <p><b><u>Ground Floor - Proposed</u></b> <b>South (Front):</b> N/A (frontage) <b>East (Side):</b> Up to 200mm or 1.0 metre. <b>North (Rear):</b> Up to 200mm or 1.0 metre.</p>



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Title and Objective	Complies with Standard?	Requirement and Proposed
		<p><b>West (Side):</b> Up to 200mm or 1.0 metre.</p> <p><b><u>First Floor – Proposed</u></b>  <b>South (Front):</b> N/A (frontage)  <b>East (Side):</b> 1.80 metres.  <b>North (Rear):</b> 3.30 metres.  <b>West (Side):</b> 2.70 metres.</p> <p>Complies.</p>
<p><b>B18 Walls on Boundaries</b>            Ensure the location, length and height of a wall on a boundary respects the existing or preferred neighbourhood character and limits the amenity impacts on existing dwellings.</p>	<p>Yes</p>	<p>A total maximum wall length of 11.24 metres is nominated along the site’s northern (side) property boundary. The respective boundary wall would not exceed a maximum average wall height of 3.2 metres above the natural ground level.</p>
<p><b>B19 Daylight to Existing Windows</b>            Allow adequate daylight into existing habitable room windows.</p>	<p>Yes</p>	<p>All existing habitable room windows would be located more than 1.0 metre from any wall associated with the proposed development. Specifically, a minimum 1.0 metre clearance to the sky is achieved between the east-facing wall of Dwelling 4 and the west-facing habitable room windows of Unit 3, No. 17 Manoon Road.</p>
<p><b>B20 North Facing Windows</b>            Allow adequate solar access to existing north-facing habitable room windows.</p>	<p>N/A</p>	<p>Not applicable, given that the site is located on the northern side of Manoon Road.</p>

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<b>Title and Objective</b>	<b>Complies with Standard?</b>	<b>Requirement and Proposed</b>
<p><b>B21 Overshadowing Open Space</b> Ensure buildings do not significantly overshadow existing secluded private open space.</p>	Yes	<p>The amount of additional shadowing likely to be generated by the proposed dwellings onto the adjoining properties falls within the maximum allowed under this Standard. Given the north/south orientation of the subject site, the majority of overshadowing generated by the proposal should largely fall within the confines of the property boundaries. Compliance with this Standard demonstrated through the provision of at least 5 hours of sunlight for a minimum area of 40m<sup>2</sup> between 9am and 3pm for the directly adjoining properties.</p>
<p><b>B22 Overlooking</b> Limit views into existing secluded private open space and habitable room windows.</p>	No	See section 12.19 of this report
<p><b>B23 Internal Views</b> Limit views into existing secluded private open space and habitable room windows of dwellings and residential buildings within the same development.</p>	Yes	It is unlikely that any internal overlooking would be generated by the proposal.
<p><b>B24 Noise Impacts</b> Protect residents from external noise and contain noise sources in developments that may affect existing dwellings.</p>	Yes	A condition of any permit issued for the proposal should require details of the location of any external heating and/or cooling units associated with the proposed dwellings.
<p><b>B25 Accessibility</b> Consider people with limited mobility in the design of developments.</p>	Yes	The design and layout of the proposed development appears to have considered the needs of persons with limited mobility.
<p><b>B26 Dwelling Entry</b> Provide a sense of identity to each dwelling/residential building.</p>	No	See section 12.25 of this report.
<p><b>B27 Daylight to New Windows</b> Allow adequate daylight into new habitable room windows.</p>	Yes	Each new habitable room window would be provided with a minimum 1.0 metre clearance to the sky.

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<b>Title and Objective</b>	<b>Complies with Standard?</b>	<b>Requirement and Proposed</b>
<p><b>B28 Private Open Space</b> Provide reasonable recreation and service needs of residents by adequate private open space.</p> <p>Note: Schedule 3 to the General Residential Zone includes a variation to this standard.</p>	Yes	<p><b>Required:</b> At ground level: 40m<sup>2</sup> of POS for a 2 bedroom dwelling; 60m<sup>2</sup> of POS for a 3 bedroom dwelling; and 80m<sup>2</sup> of POS for a 4 bedroom plus dwelling.</p> <p><b>Proposed:</b> 100.42m<sup>2</sup> of POS = Dwelling 1 (4 bedrooms). 60.28m<sup>2</sup> of POS = Dwelling 2 (3 bedrooms). 60.22m<sup>2</sup> of POS = Dwelling 3 (3 bedrooms). 59.05m<sup>2</sup> of POS = Dwelling 4 (2 bedrooms).</p> <p>The total private open space areas nominated for Dwellings satisfy the requirements of this standard.</p>
<p><b>B29 Solar Access to Open Space</b> Allow solar access into the secluded private open space of new dwellings/buildings.</p>	No	See section 12.28 of this report.
<p><b>B30 Storage</b> Provide adequate storage facilities for each dwelling.</p>	Yes	A 6m <sup>3</sup> externally accessible storage area (shed) is nominated for each dwelling.
<p><b>B31 Design Detail</b> Encourage design detail that respects the existing or preferred neighbourhood character.</p>	Yes	It is recommended that the colour palette of the nominated external building colours is nominated to incorporate varied materials and contrasting colours (to Council's satisfaction).
<p><b>B32 Front Fences</b> Encourage front fence design that respects the existing or preferred neighbourhood character.</p> <p>Note: Schedule 3 to the General Residential Zone includes a variation to this standard</p>	N/A	<p><b>Maximum:</b> 1.2 metres.</p> <p>No new front fencing is to be constructed within 3m of the site's Manoon Road frontage.</p>

**City of Kingston  
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**23 July 2018**

<b>Title and Objective</b>	<b>Complies with Standard?</b>	<b>Requirement and Proposed</b>
<b>B33 Common Property</b> Ensure car parking, access areas and other communal open space is practical, attractive and easily maintained. Avoid future management difficulties in common ownership areas.	Yes	No likely future body corporate management difficulties are envisaged with the proposed development.
<b>B34 Site Services</b> Ensure site services and facilities can be installed and easily maintained and are accessible, adequate and attractive. Avoid future management difficulties in common ownership areas.	Yes	A mail box, external clothes line and a bin storage area is nominated for each dwelling.

**Appendices**

Appendix 1 - KP-2017/940- 15 Manoon Street Clayton South - Considered Plans (Ref 18/187719) [↓](#)

Author/s: Guillermo Henning, Principal Planner  
Reviewed and Approved By: Adam Stark, Team Leader Statutory Planning  
Ian Nice, Manager City Development

# 8.4

## KP17/940 - 15 MANOON ROAD CLAYTON SOUTH

1	KP-2017/940- 15 Manoon Street Clayton South - Considered Plans.....	177
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**No. 15, MANOON ROAD, CLAYTON SOUTH**

- ← 300M CLARINDA PRIMARY SCHOOL
- ← 2.5KM WESTALL SECONDARY COLLEGE
- ← 2.5KM WESTALL RAILWAY STATION
- ← 2.80KM MONASH UNIVERSITY CLAYTON CAMPUS
- ← 5.4KM CHADSTONE SHOPPING CENTRE
- ← 4.9KM BFO MOORABBIN
- ← 800M ST. ANDREW'S PRIMARY SCHOOL
- ← 800M BALD HILL PARK

**SITE DESCRIPTION & NEIGHBOURHOOD PLAN**  
scale 1:250



- ← 250M METROPOLITAN BUS ROUTE
  - ← 1.1KM MONASH MEDICAL CENTRE
  - ← 900M CLAYTON RESERVE
  - ← 1.1KM CLAYTON RAILWAY STATION
- ALL TREES EXISTING ON STREET FRONTAGE ARE IN GOOD CONDITION
- LOCATION FROM CENTRAL BUSINESS DISTRICT APPROX. 24 KILOMETERS

**B.l.u.e.p.r.i.n.t.**  
BUILDING DESIGNERS & CONSULTANTS

Unit 25,  
1856 Princes Highway  
Clayton VIC 3168  
(03) 9995 6361  
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**PROJECT:** PROPOSED MULTI-UNIT DEVELOPMENT  
**AT:** No. 15, MANOON ROAD, CLAYTON SOUTH  
**FOR:** JIMMY LIM

REGISTRATION NO. - DP-AD21223

DATE: OCT. 2017	SCALE: 1:250
SHEET: 1 OF 1	REFERENCE NO.
DRAWN: S.L.	<b>17-036</b>

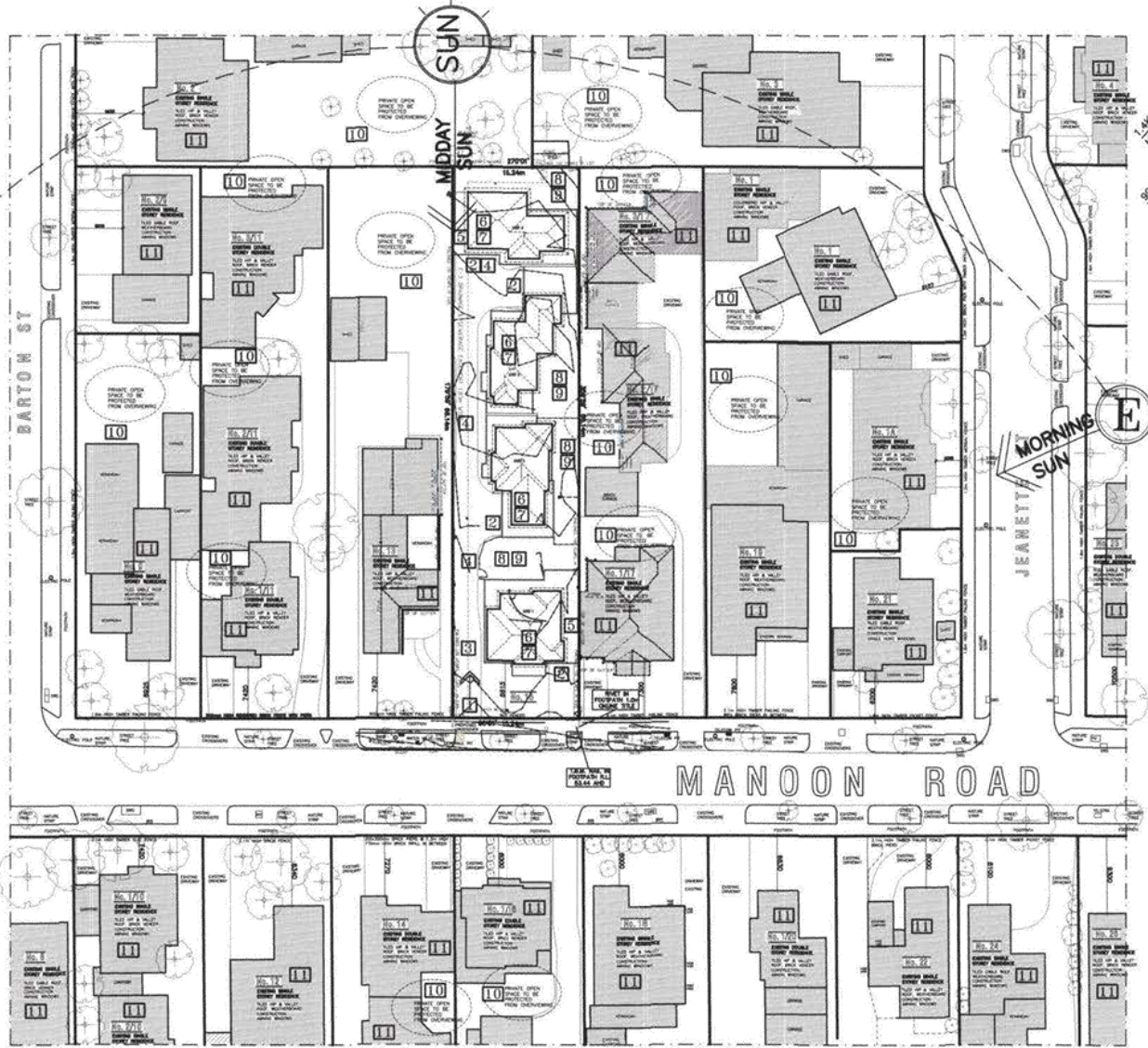




No. 15, MANOON ROAD, CLAYTON SOUTH

- 900M CLARINDA PRIMARY SCHOOL
- 2.5KM WESTALL SECONDARY COLLEGE
- 2.5KM WESTALL RAILWAY STATION
- 2.80KM MONASH UNIVERSITY CLAYTON CAMPUS
- 5.4KM CHADSTONE SHOPPING CENTRE
- 4.8KM DFD MOORABBIN
- 900M ST. ANDREW'S PRIMARY SCHOOL
- 800M BALD HILL PARK

DESIGN RESPONSE PLAN  
scale 1:250



DESIGN RESPONSE

- 1 Front setback is very respectful of building in close vicinity & wider area.
- 2 Double car garages are provided for Units 2,3 & 4 and single car garages are provided for Unit 1.
- 3 Access width is kept below 40M of frontage.
- 4 Individual front and rear yards. Driveway is the only common land.
- 5 Setback from side boundaries are within the 'Neighbour' guidelines without compromising private open space. New dwellings are well separated from dwellings on the adjoining properties and there are no problems in relation to adjoining habitable room windows.
- 6 Provide articulated dwellings with single / double garages which will complement the existing dwellings in the area and allow site topography.
- 7 Provide contemporary styled dwellings as we believe that this will complement the existing dwellings on the adjoining properties.
- 8 Setbacks provide for large landscape parcel allowing for larger canopy trees, maintaining solar access and avoiding overshadowing.
- 9 Principle private open spaces to the rear for the proposed dwellings provide good connection to footpaths at the dwellings, is of good proportion and allows ample opportunity for northern, eastern & western light.
- 10 Minimal oversteering in adjoining open space.
- 11 Scale and proportion of development is consistent with detached dwellings. Design complements both older & newer homes in the area and blends in with the existing neighbourhood character.

DESIGN CONSTRAINTS

The issues on site that limited development options are as follows:  
 -the only site constraint which affected our proposal was in regards to the character of the proposed dwellings. Due to a varied character style set within the area, we weren't restricted to a specific style for our proposal. We opted for contemporary styled dwellings which we feel will blend in best in the present neighbourhood.

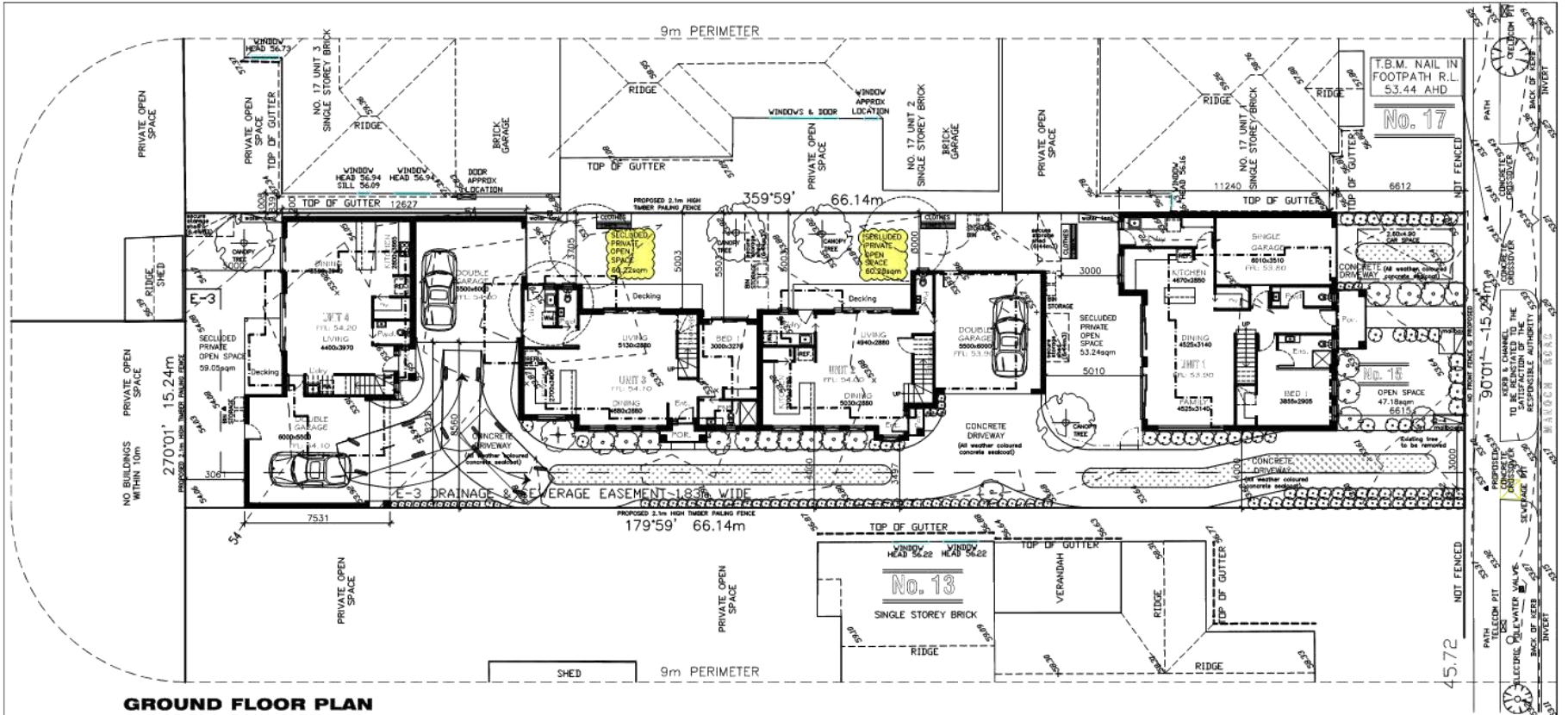
DESIGN OPPORTUNITIES

The issues on site that enhanced development options are as follows:  
 -a significant factor was being able to provide comfortable sized private open spaces to all four proposed dwellings, where we are able to provide canopy trees.  
 -due to the setbacks from the boundaries we were able to improve any overshadowing or shadow problems to existing dwellings.

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PROJECT:  
**PROPOSED MULTI-UNIT DEVELOPMENT**  
 AT: No. 15,  
**MANOON ROAD, CLAYTON SOUTH**  
 FOR: **JIMMY LIM**

REGISTRATION No. - **DP-AD21223**  
 DATE: **OCT. 2017** SCALE: **1:250**  
 SHEET: **1 OF 1** REFERENCE NO.  
 DRAWN: **S.L.** **17-038**



**GROUND FLOOR PLAN**  
scale : 1:100

AREAS :			
UNIT 1	UNIT 2	UNIT 3	UNIT 4
GROUND FLOOR : 96.64sqm, 10.40sq	GROUND FLOOR : 58.29sqm, 6.27sq	GROUND FLOOR : 78.02sqm, 8.39sq	GROUND FLOOR : 66.04sqm, 7.10sq
FIRST FLOOR : 89.19sqm, 7.75sq	FIRST FLOOR : 69.49sqm, 7.48sq	FIRST FLOOR : 67.53sqm, 7.16sq	FIRST FLOOR : 63.39sqm, 6.52sq
PORCH : 6.03sqm, 0.64sq	PORCH : 1.13sqm, 0.12sq	PORCH : 1.86sqm, 0.20sq	PORCH : 2.20sqm, 0.23sq
GARAGE : 23.33sqm, 2.51sq	GARAGE : 36.36sqm, 3.91sq	GARAGE : 36.42sqm, 3.92sq	GARAGE : 37.11sqm, 3.99sq
			SITE AREA : 1007.97sqm
			SITE COVERAGE : 44.40%
			HARD SURFACE : 59.70%
			GARDEN AREA : 35.02%



REVISIONS:	
ISSUE	DATE
"A"	25.01.18
"B"	12.04.18

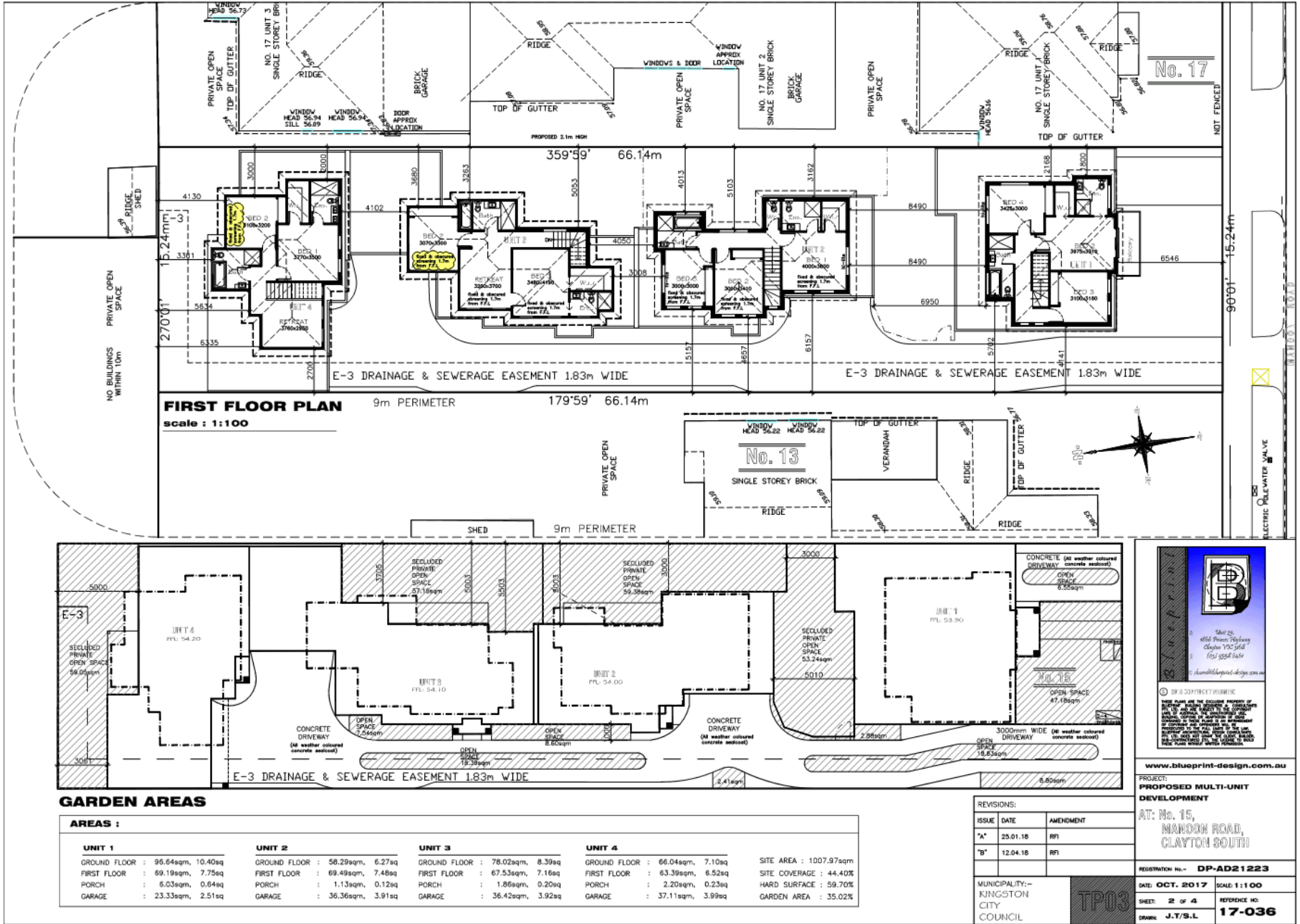
  

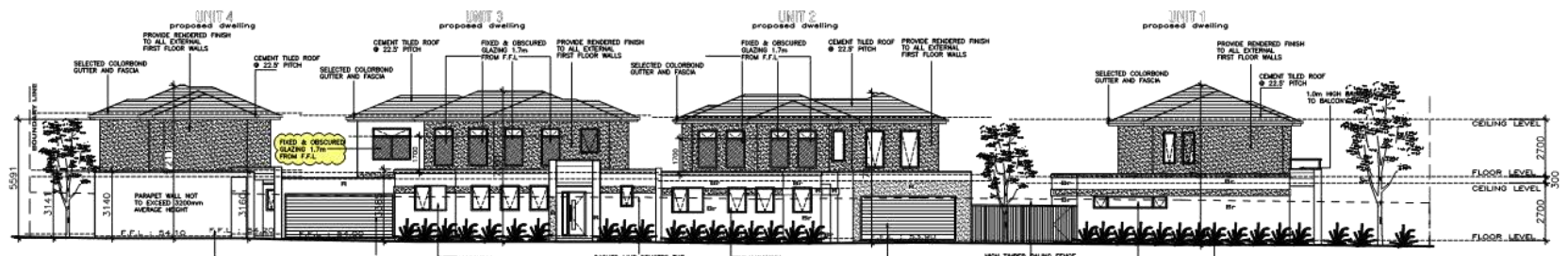
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PROJECT: PROPOSED MULTI-UNIT DEVELOPMENT	
AT: No. 15, MANNON ROAD, CLAYTON SOUTH	
REGISTRATION No.:- DP-AD21223	
DATE: OCT. 2017	SCALE: 1:1100
SHEET: 1 of 4	REFERENCE NO: 17-036
DRAWN: J.T/S.L.	

15/16 Prince Highway  
Clayton VIC 3168  
Tel: 9228 1616  
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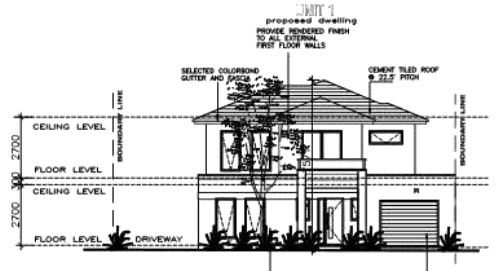
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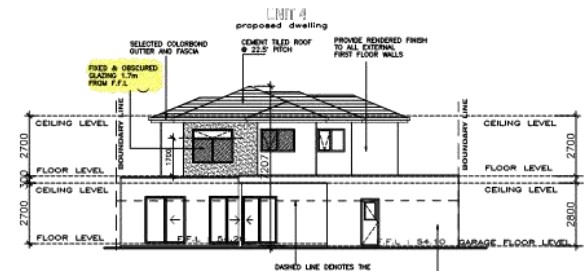




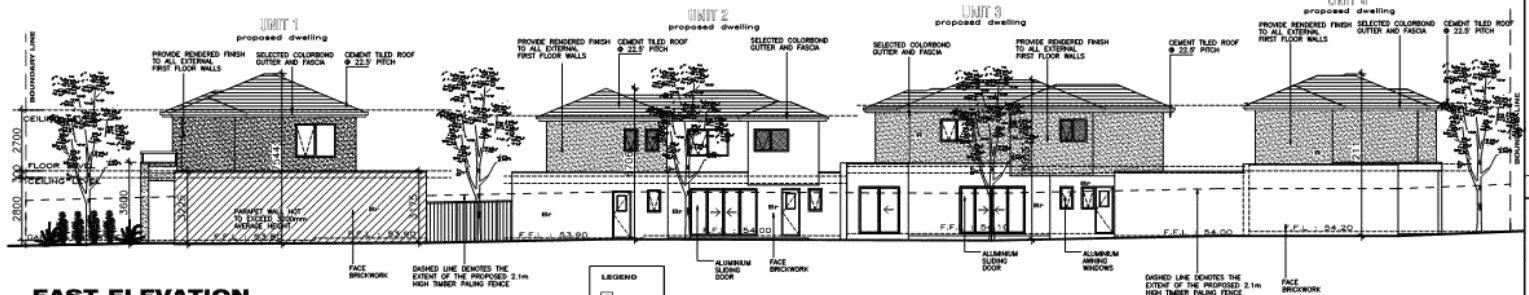
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scale : 1:100



**SOUTH ELEVATION**  
scale : 1:100



**NORTH ELEVATION**  
scale : 1:100



**EAST ELEVATION**  
scale : 1:100

**REVISIONS:**

ISSUE	DATE	AMENDMENT
"A"	25.01.18	RPI
"B"	12.04.18	RPI

MUNICIPALITY-- KINGSTON  
CITY COUNCIL

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**PROJECT:**  
PROPOSED MULTI-UNIT DEVELOPMENT

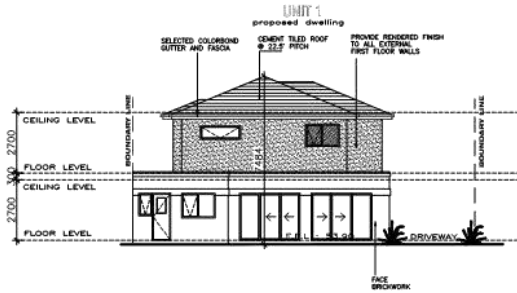
**AT: No. 15, MANNON ROAD, CLAYTON SOUTH**

REGISTRATION No.- **DP-AD21223**

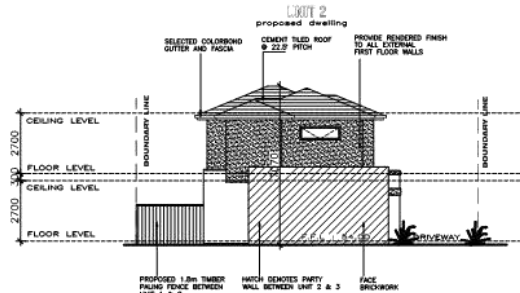
DATE: **OCT. 2017** SCALE: **1:1100**

SHEET: **3 of 4** REFERENCE NO: **17-036**

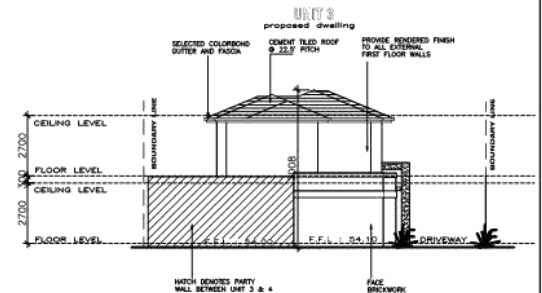
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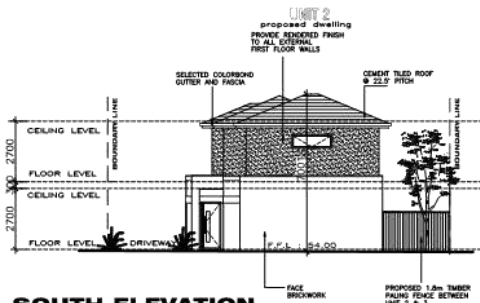
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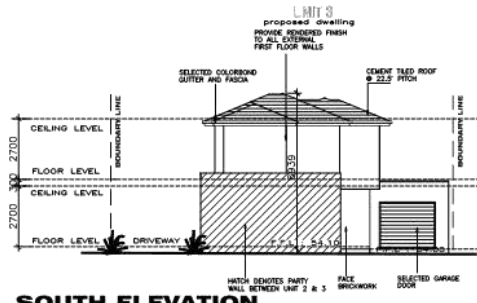
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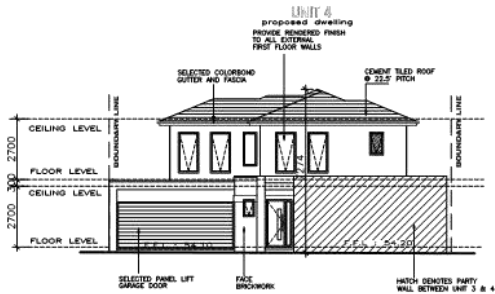
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**SOUTH ELEVATION**  
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**SOUTH ELEVATION**  
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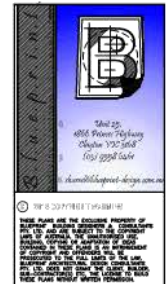


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REVISIONS:		
ISSUE	DATE	AMENDMENT
"A"	25.01.18	RFI
"B"	12.04.18	RFI

MUNICIPALITY-- KINGSTON CITY COUNCIL

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PROJECT:  
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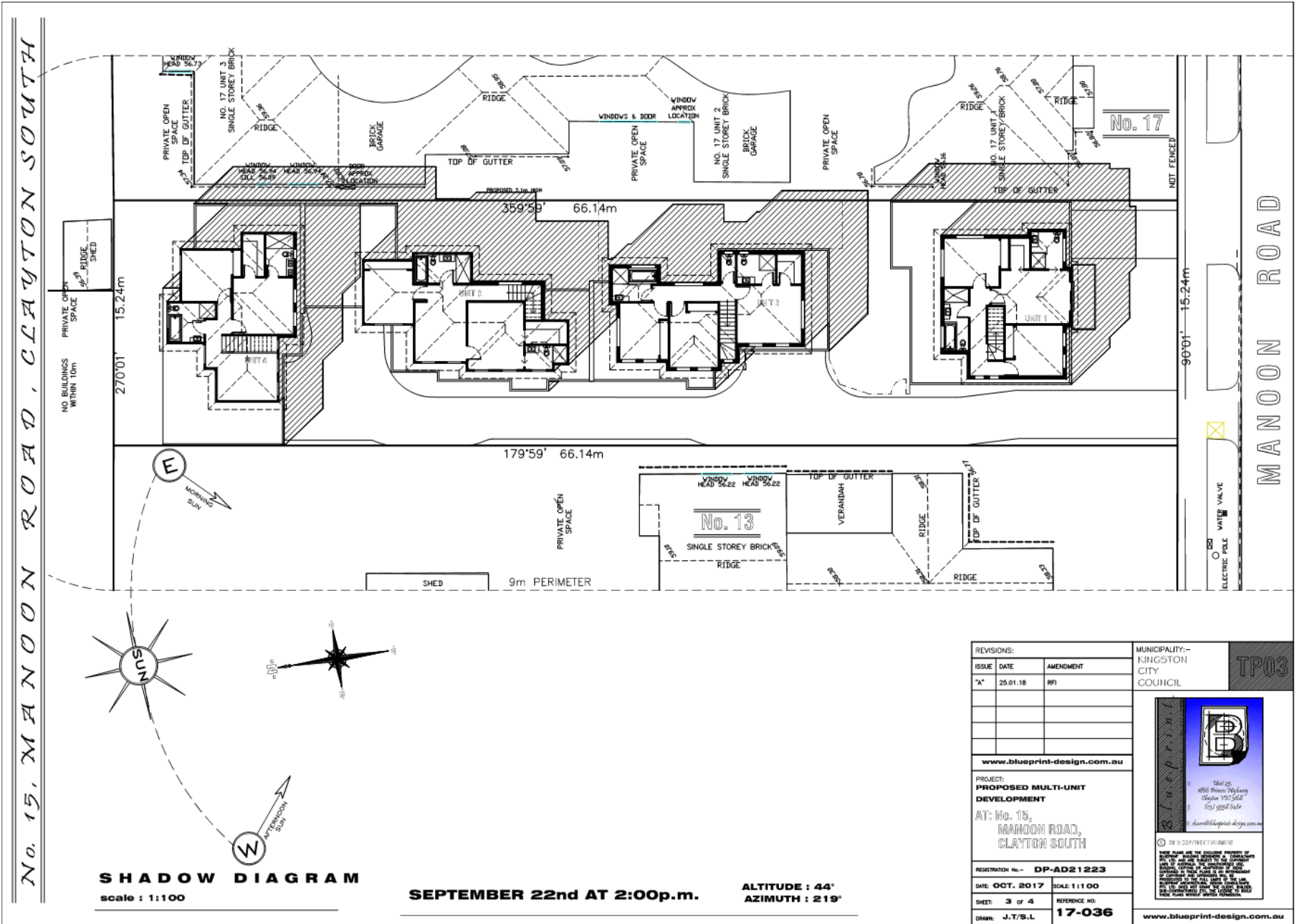
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DATE: **OCT. 2017** SCALE: **1:100**

SHEET: **4 of 4** REFERENCE NO.

DRAWN: **J.T/S.L.** **17-036**





**SHADOW DIAGRAM**  
scale : 1:100

**SEPTEMBER 22nd AT 2:00p.m.**

**ALTITUDE : 44°  
AZIMUTH : 219°**

REVISIONS:	
ISSUE	AMENDMENT
"A"	25.01.18 RFI

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PROJECT:  
**PROPOSED MULTI-UNIT DEVELOPMENT**  
AT: No. 15,  
**MANOON ROAD,  
CLAYTON SOUTH**

REGISTRATION No. - **DP-AD21223**

DATE: **OCT. 2017** SCALE: **1:1100**

SHEET: **3** of **4** REFERENCE NO: **17-036**

DRAWN: **J.T/S.L.**

MUNICIPALITY:-  
**KINGSTON CITY COUNCIL**

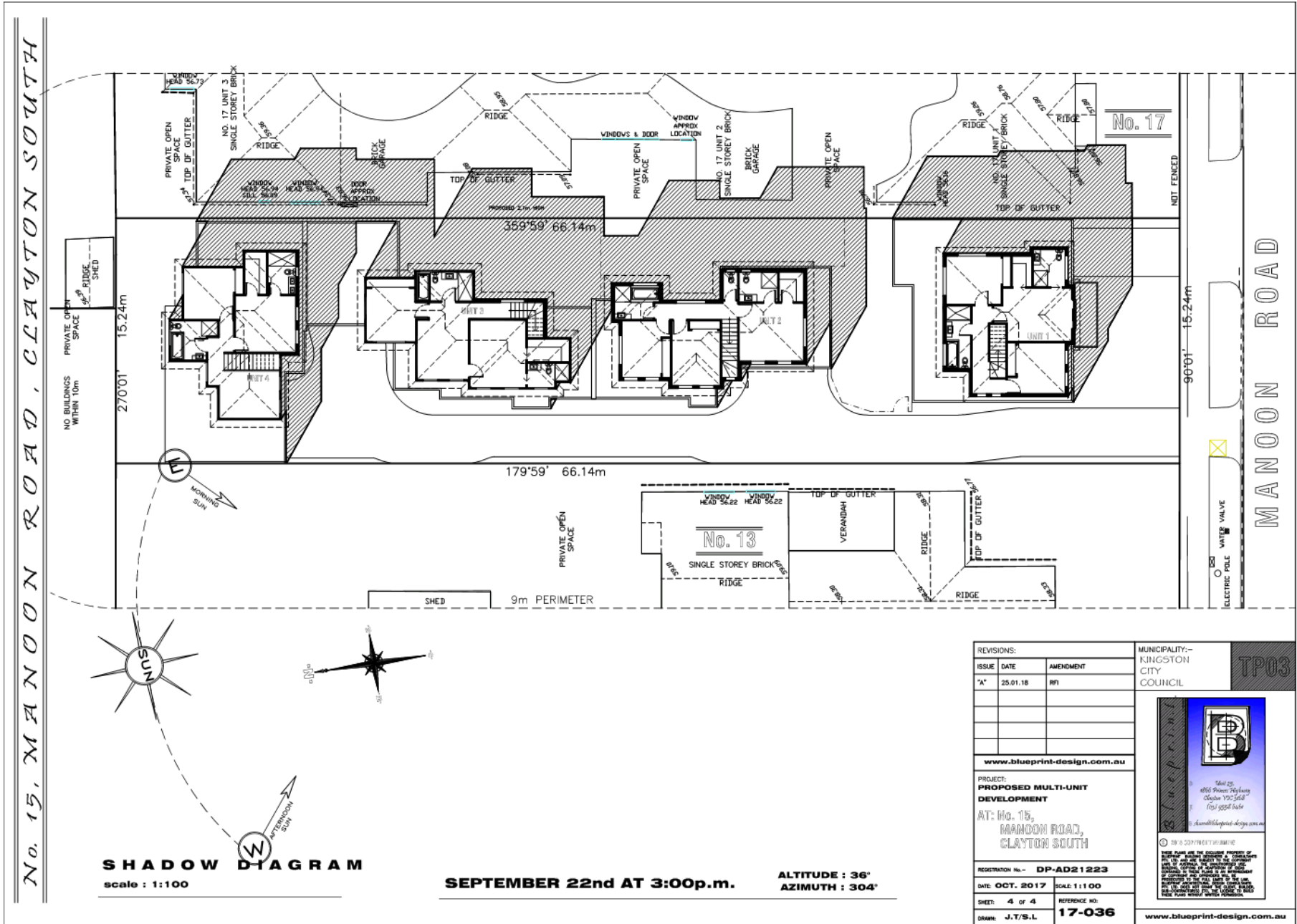


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**SHADOW DIAGRAM**  
scale : 1:100

**SEPTEMBER 22nd AT 3:00p.m.**      **ALTITUDE : 36°**  
**AZIMUTH : 304°**

REVISIONS:		
ISSUE	DATE	AMENDMENT
"A"	25.01.18	R01

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**PROJECT:**  
**PROPOSED MULTI-UNIT DEVELOPMENT**  
**AT: No. 15, MANOON ROAD, CLAYTON SOUTH**

REGISTRATION No. - **DP-AD21223**

DATE: **OCT. 2017**      SCALE: **1:100**

SHEET: **4 of 4**      REFERENCE NO: **17-036**

DRAWN: **J.T/S.L.**

MUNICIPALITY:- **KINGSTON CITY COUNCIL**

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23 July 2018

**Agenda Item No: 8.5**

## **DANDENONG INTEGRATED WATER MANAGEMENT FORUM - UPDATE**

**Contact Officer: Paul Marsden, Manager City Strategy**

### **Purpose of Report**

This report provides an update in relation work being undertaken by the Dandenong Integrated Water Management (IWM) Forum and seeks Council endorsement of its Strategic Direction Statement.

### **Disclosure of Officer / Contractor Direct or Indirect Interest**

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

### **OFFICER RECOMMENDATION**

That Council:

1. Endorse the Dandenong Integrated Water Management Forum Strategic Direction Statement.
2. Actively promote the importance of the initiatives identified in the City of Kingston once the Dandenong Integrated Water Management Strategic Forum Strategic Direction Statement is considered by the Victorian State Government.

### **1. Executive Summary**

In September 2017, the Victorian Government released the Integrated Water Management (IWM) Framework for Victoria, a significant milestone in the delivery of the Victorian Government's water plan, Water for Victoria, released in October 2016.

A key element of the IWM Framework for Victoria is the establishment of the IWM Forums. These Forums bring together leaders of local government, water corporations, catchment management authorities and Traditional Owners to deliver greater community value when planning and managing urban water environments. This collaboration is invaluable in assisting Council in advancing a range of integrated water management initiatives that are reliant on support of partner Departments / Agencies.

City of Kingston is a member of the Dandenong IWM Forum (Shaun Cox is the chair) and has actively participated in the development of the Strategic Directions Statement (SDS). The SDS articulates the regional context, the shared vision and the strategic water-related outcomes for the Dandenong catchment (Appendix 1). The SDS includes a prioritised list of IWM projects and strategies developed in collaboration by the Dandenong IWM Forum partners. The projects which have been identified in Kingston are purposefully in addition to those already identified in Councils Integrated Water Cycle Strategy and those already identified by other organisations to deliver.

This report provides an update in relation work being undertaken by the Dandenong Integrated Water Management (IWM) Forum and seeks Council endorsement of its Strategic Direction Statement.

## **2. Background**

Each IWM Forum is facilitated by a chairperson whose primary role is to facilitate Forum discussions and work with Forum Members (participants) to ensure that all participating parties are heard and community values are represented. The Dandenong IWM Forum is chaired by Shaun Cox.

The IWM Forum Members are a collaborative group of leaders, including Chief Executive Officers and General Managers, who represent organisations with an interest in water cycle management, such as water corporations, local governments, catchment management authorities, the Victorian Planning Authority and representatives of Traditional Owner interests.

IWM Forums typically meet four times a year as agreed by the Forum Chair, Forum Members and Department of Environment, Land, Water and Planning. On behalf of the IWM Forum, the chairperson advises DELWP and the Minister for Water on the forum's progress and any other issues as required.

The IWM Forum process is being run in two phases as follows:

### Phase 1:

Phase 1 of the IWM Forum cycle involves formalising necessary governance processes as well as identifying the scope of specific IWM opportunities to be pursued in the region. Phase 1 also involves the development of IWM strategies for each Forum Area to inform strategic work to be undertaken in Phase Two.

### Phase 2:

Phase 2 of the IWM Forum cycle involves strategic IWM implementation and planning support. It will include implementation and planning support for IWM opportunities identified in Phase One.

It is envisaged that a rigorous feasibility and business case assessment, in addition to other implementation requirements as determined by each collaborative delivery partner, will ultimately be included for all prioritised IWM opportunities as part of Phase 2.

## **3. Discussion**

### **3.1 Council Plan Alignment**

Goal 1 - Our well-planned, liveable city supported by infrastructure to meet future needs  
Direction 1.1 - Intergenerational land use planning for a sustainable community

The vision and outputs of the Dandenong IWM Forum will assist in achieving an integrated, regional response to water management across the Dandenong catchment.

**3.2 Consultation/Internal Review**

Council's General Manager Planning and Development has represented Council on the Dandenong IWM Forum Working Group and has contributed to the development of its shared vision statement and strategic objectives. Significant technical support has been provided by Emily Boucher, Principal Environmental Planner who has provided tremendous support to the project support group.

Chair of the Dandenong IWM Forum, Shaun Cox, attended the Councillor Information Session on 2 July 2018 to provide an overview of the draft Strategic Directions Statement for the Dandenong catchment.

**3.3 Operation and Strategic Issues**

**3.3.1 Dandenong IWM Forum – Strategic Directions Statement**

Phase 1 of the IWM Forum process includes development of a Strategic Directions Statement (SDS) which comprises a shared vision, strategic objectives, summary of IWM opportunities and a range of strategic enablers to address barriers to IWM in the region. The SDS includes a prioritised list of IWM projects and strategies developed in collaboration with the Dandenong Forum IWM partners and provides a commitment to:

- Ensuring priority projects and strategies are progressed in line with the shared vision and strategic outcomes of the Dandenong catchment; and
- Supporting the Department of Environment, Land, Water and Planning to progress priority strategic enablers for IWM in Victoria.

The SDS outlines seven strategic outcomes to be achieved through IWM in the Dandenong catchment as follows:

- Supply – Safe, secure and affordable water supplies in an uncertain future.
- Wastewater – Effective and affordable wastewater systems.
- Flooding - Existing and future flood risks are managed to maximise outcomes for the community.
- Waterways - Healthy and valued waterways and marine environments.
- Landscapes – Healthy and valued urban and rural landscapes.
- Community – Community values are reflected in place-based planning.
- Prosperity – Diverse jobs, economic benefits and innovation.

Chapter 3 of the SDS provides a portfolio of priority IWM projects and strategies that the partners represented on the IWM Forum have committed their best endeavours to progress. Projects of greatest relevance to the City of Kingston include:

**Dandenong Catchment IWM Strategy:**

This project aims to develop a catchment wide IWM Strategy. The strategy will be aligned with the vision statement of the Dandenong IWM Forum and is aimed at identifying a whole of catchment approach to the scoping and delivery of major IWM interventions.

**Moorabbin Reserve Stormwater Harvesting Project:**

As part of Council's Stormwater Master Planning work, Moorabbin reserve was identified as a potential location for a bio-retention system potentially providing more than 4 mega litres of water annually for sportsground irrigation. The proposed project explores funding opportunities to enable detailed design and implementation.

Monash National Employment Cluster IWM Strategy

This project involves Council working with a range of stakeholders and agencies, including the Victorian Planning Authority (VPA) to develop and Integrated Water Management Plan for the Monash National Employment and Innovation Cluster. This will build on work officers are already progressing in collaboration with the VPA relating to the proposed redevelopment of the Clayton Business Park site.

Elster Creek Catchment Flood Management

This project investigates opportunities to respond to flood risk at a catchment-scale, building a shared understanding of flooding in the Elster Creek Catchment and increasing community and water sector awareness of flood risks and responses.

Recycled Water to Kingston's Green Wedge

A unique opportunity exists to lay recycled 'purple' pipeline in conjunction with the upcoming Mordialloc Freeway works to provide a strategic and cost-effective way to provide recycled water infrastructure to Kingston's Green Wedge. This project would undertake initial feasibility analysis and investigation of the concept.

The above list of projects is in addition to those already identified as part of the implementation of Kingston's Integrated Water Cycle Strategy and projects which other agencies responsible for delivery water based projects have committed to progressing.

**3.3.2 Endorsement of the Strategic Directions Statement**

The IWM Forum is seeking endorsement of the final draft SDS (Appendix 1) by each Forum Member organisation. Endorsement of the SDS requires that Forum Member organisations:

- Work collaboratively through the IWM Forum process.
- Support DELWP to progress priority strategic enablers for IWM in the region.
- Ensure priority IWM opportunities are progressed in line with the shared vision and strategic objectives identified for the catchment.

It is noted that endorsement of the SDS does not commit Council to funding identified IWM Opportunities. Subject to Council's endorsement of the SDS, the Kingston logo would appear on the final version of the SDS, along with all other member organisations.

**4. Conclusion**

City of Kingston is a member of the Dandenong IWM Forum and has actively participated in the development of the SDS. The SDS articulates the regional context, the shared vision and the strategic water-related outcomes for the Dandenong catchment.

This report recommends that Council endorse the Dandenong IWM Forum SDS and continue to participate in the Dandenong IWM Forum as a member organisation.

**Appendices**

Appendix 1 - Draft Dandenong Integrated Water Management (IWM) Forum Strategic  
Directions Statement (SDS) (Ref 18/123240) - Confidential

Author/s: Paul Marsden, Manager City Strategy  
Reviewed and Approved By: Jonathan Guttmann, General Manager Planning and  
Development



23 July 2018

Agenda Item No: 8.6

## PROPOSED DOG OFF LEASH AREA AT HAUGHTON ROAD AND ORCHID STREET

Contact Officer: Neil Sheppard, Acting Manager Statutory Education and Compliance

### Purpose of Report

This report requests Councillors to consider the creating of a dog off leash area in the area to be known as Haughton Road/Orchid Street Dog Off Leash Park.

### Disclosure of Officer / Contractor Direct or Indirect Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

### OFFICER RECOMMENDATION

That Council introduce a dog off leash area in the enclosed area to be known as Haughton Road/Orchid Street Dog Off Leash Park.

#### 1. Executive Summary

This report requests Councillors to consider the creation of a dog off leash area under the Domestic Animals Act 1994. The dog off leash area will be located in the fenced off area known as Haughton Road/Orchid Street Dog Off Leash Park.

This park is private land owned by Victrack, who have requested Council create a dog off leash area in the park located adjacent and under the elevated rail line along Haughton Road Clayton South.

Victrack have provided written permission for Council to create a dog off leash park in this area as part of the planned open space facilities.

#### 2. Background

At the Ordinary Council meeting held on 27 March 2017, Council resolved to endorse the Open Space Priorities Plan with a view to submitting to the Level Crossing Removal Authority (LXRA) as Council's preferred concept design for the Centre Road East Activation Node.

A part of this plan was the establishment of a dog off leash area to be located on the landscaped area under and adjacent to the elevated rail track along the Caulfield to Dandenong rail line.

This new dog off leash park will provide an open space dog exercise area for residents living in the new Jacksons Green community. The closest dog off leash area is currently located in Namatjira Reserve, Clayton South.

LXRA desire to have the new Haughton Road/Orchid Street Dog Off Leash Park appropriately designated and usable by the community in time for the opening of the open spaces under and adjacent to the elevated rail line in the coming months.

### **3. Discussion**

#### **3.1 Council Plan Alignment**

Goal 3 - Our connected, inclusive, healthy and learning community  
Direction 3.4 - Promote an active, healthy and involved community life

Dog off leash areas provide opportunities for pet owners to exercise their dogs.

#### **3.2 Consultation/Internal Review**

Consultation with the community was undertaken for a two week period with property owners and occupiers in the vicinity, who were notified by mail. A short survey was posted on the Kingston website.

At the conclusion of the consultation, it was clear that participants indicated the need for a dog off leash area in the planned open space areas.

Should Council determine to introduce the new dog off leash area, statutory advertisements will need to be published in the Victorian Government Gazette and the local Leader newspapers.

#### **3.3 Operation and Strategic Issues**

##### **3.3.1 First Issue**

The proposed area for the new dog off leash area will be contained within the fully fenced area to be known as Haughton Road/Orchid Street Dog Off Leash Park. The area will need signs to be erected to indicate that the area is an off leash area and to advise users that they will need to place their dogs on a leash prior to leaving the park.

##### **3.3.2 Second Issue**

The park will need to be patrolled by Local Laws Officers to ensure compliance with the requirements of the park and to ensure that dog owners keep their dogs under effective control whilst using the park.

#### **3.4 Options**

##### **3.4.1 Option 1**

That Councillors resolve to create the dog off leash area and approve officers to undertake the statutory advertising process.

### **4. Conclusion**

#### **4.1 Environmental Implications**

Officers believe that there would be minimal environmental implications as dogs will only be off leash in the area permitted. All dog owners will be required to pick up after their dogs and will therefore need to carry adequate litter removal bags.

**4.2 Social Implications**

There are proven health benefits from owning pets including dogs. Dog ownership plays an important role in our community and providing opportunities for dog owners to access open space assists to connect people within the community. In balancing this, Council needs to ensure that the area provided promotes a safe and healthy environment for all users and dogs.

**4.3 Resource Implications**

The cost of statutory advertising will be approximately \$600. There will be an approximate cost of \$1500 to create appropriate signage in the area.

**4.4 Legal / Risk Implications**

It should be noted that as with any dog off leash area, the risk of nuisance and dog attacks increases as dogs are not under the direct control of the owner by means of a leash. The legislation places the responsibility on the dog owner to keep their dog/s under effective control.

**Appendices**

Appendix 1 - Houghton Road Orchid Street dog off leash park (Ref 18/434404) [↓](#)

Author/s: Neil Sheppard, Acting Manager Statutory Education and Compliance

Reviewed and Approved By: Jonathan Guttman, General Manager Planning and Development

# 8.6

## PROPOSED DOG OFF LEASH AREA AT HAUGHTON ROAD AND ORCHID STREET

1	Haughton Road Orchid Street dog off leash park .....	197
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23 July 2018

**Agenda Item No: 8.7**

## **RESPONSE TO NOTICE OF MOTION 11/2018 - CR OXLEY - RETURN DOG HOME POLICY**

**Contact Officer: Neil Sheppard, Acting Manager Statutory Education and Compliance**

### **Purpose of Report**

The purpose of this report is to provide a response to Notice of Motion 11/2018 from the Ordinary meeting of Council 28 May 2018, outlining Council's animal management practices and to provide further suggestions to encourage responsible pet ownership in the City of Kingston.

### **Disclosure of Officer / Contractor Direct or Indirect Interest**

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

### **OFFICER RECOMMENDATION**

That Council adopt the following changes to its operating procedures in response to consideration of Notice of Motion 11/2018:

1. A new procedure is introduced that allows the owner of a registered dog which is secured by a Council Officer to be returned to an owner at the owner's work place, if it is located within the City of Kingston, or a mutually agreed location within the City of Kingston.
2. Animal registration and renewal information be enhanced to allow the owner of a registered dog which is secured by a Council Officer, to nominate two additional contact persons residing in the City of Kingston that a registered dog can be returned too within the City of Kingston. The owner can also choose to nominate a person that does not reside in Kingston to be authorised to pick up their registered dog at large provided they are able to collect the dog within 30 minutes from notification at an agreed location within the City of Kingston.
3. The implementation of a warning notice to be issued to the owner of a registered dog for a first wandering at large offence.
4. No longer charge a fee for the replacement of lost dog tags and continue to trial the use of a new dog tag.
5. Council promote the above initiatives through its website, social media (relevant Facebook Pages) and Kingston Your City.
6. Officers make the required changes to the Council's Domestic Animal Management Plan to introduce the above changes in procedure.

### **1. Executive Summary**

This report responds to Notice of Motion 11/2018. The report provides information relating to animal control practices undertaken by Council's Local Laws Officers and provides suggestions on opportunities for customer focussed enhancements.



The eight elements in the Notice of Motion are discussed in this report and there are four primary suggested changes to operational practices that would then be updated in Councils Domestic Animal Management Plan.

The proposed changes to current practices as a response to the Notice of Motion are:

1. Returning registered dogs to an owner's work place if it is located within Kingston or a mutual agreed location (in addition to a home address) within the City of Kingston. It is also proposed that the dog owner can nominate a person who does not reside in the City of Kingston to collect their dog provided they are able to pick up the dog at large within 30 mins from notification within a mutually agreed location within the Kingston municipality.
2. Providing more information around how a dog owner can update their microchip and registration details to improve 'return rates' by nominating additional contact people to have dogs at large returned too.

The report recommends the use of Councils diverse media channels to promote this customer focussed initiative.

3. Implementation of a warning notice to be issued to owners of registered dogs for a first wandering at large offence instead of issuing an infringement notice.
4. Removing the fee for replacement of lost dog tags and continue to trial a new form of tag.

## **2. Background**

The following Notice of Motion was considered at the Ordinary Council Meeting on 28<sup>th</sup> May, 2018.

### Notice of Motion 11/2018

That officers investigate and review Council's animal management policies and bring a report to Council with options and comments on the following points with the purpose of encouraging responsible ownership of pets in the City of Kingston:

- Implementation/Investigation of a Return Dog Home Policy whereby if dogs escape from their owner's property, that Local Laws officers will endeavour to return dogs home to their owners as the first available option.
- Clear advertising/providing information to dog owners about this policy.
- Investigation of a first offence option – whereby owners are not fined for their first dog escape offence – assuming the dog is registered, and is able to be returned home rather than taken to the pound.
- Addition of a second and third registered contact for the animal as an alternative contact/drop off point should the owner be un-contactable.
- Reduced dog registration for animals over 12 years old.
- Heavy duty and more robust dog tags.
- Investigation of alternative 'pound' facilities in the local area to allow owners to re-unite with their animals sooner, and prioritise the wellbeing of the lost animal.
- The role of microchipping.

**3. Discussion**

**3.1 Council Plan Alignment**

Goal 3 - Our connected, inclusive, healthy and learning community  
Direction 3.4 - Promote an active, healthy and involved community life.

Pet ownership supports members of our community to lead healthy lifestyles which is aligned directly with this component of the Council Plan.

**3.2 Consultation/Internal Review**

Officers consulted with 3 of the larger veterinary clinics located in Kingston. Officers also liaised with the pound facility to ensure that statistics were up to date.

**3.3 Operation and Strategic Issues**

Council's Domestic Animal Management Plan 2016-2021 provides information on how Kingston's Local Laws Officers undertake animal control duties within the municipality. Kingston's Domestic Animal Management Plan 2016-2021 was formally adopted by Council at the Ordinary Council meeting held on Monday 25 July 2016.

As part of the response to this Notice of Motion, Officers will consider the required changes to the Domestic Animal Management Plan and update it once Council has considered this report. The changes envisaged through the recommendations of this report are considered advantageous to all members of the community and enhancements to service delivery and hence would not require additional engagement.

**3.4 Responses to Notice of Motion**

The first aspect of the Notice of Motion required consideration of the Implementation/investigation of a Return Dog Home Policy whereby if dogs escape from their owner's property, that Local Laws officers will endeavour to return dogs home to their owners as the first available option.

Current practice dog reunited vs taken to pound

If a dog is wearing a City of Kingston registration tag and it is currently registered every effort will be made to reunite that dog with its owner.

1. Currently, if registered and wearing a Kingston tag, officers obtain owner's details via Pathway using mobile devices they are provided in the field.
2. Officers currently call the owner to arrange the return of the dog, if no-one answers then a message will be left.
3. Officers would then drive to owner's property to see if anyone is home (irrespective of whether or not contact has been made with the owner) to enable the handover of the dog to an owner/person/family member once identity has been established and the owner or agent signs the required Animal Release Form.
4. If no one is present the dog cannot be left at the property as the ranger cannot guarantee the dog will be secure to the property nor is it appropriate that the Ranger leave the dog without the owner being present.

5. If the ranger makes contact with the dog owner and they advised they are under 30 minutes away from their property, the ranger will wait for the dog owner to return home to handover the dog.
6. If the owner advises that it will take over 30 minutes to reach their property, the ranger presently would transport the dog to the pound.

If a dog is wearing a registration tag and the registration is not the correct dog (which occurs in some instances) the dog will be taken to the Lost Dogs Home at 920 Thompson's Road, Cranbourne.

Current practice is that if a dog is not wearing a City of Kingston registration the dog is taken straight to Lost Dogs Home.

Once an officer picks up a dog and has it within their control they can scan the dog to see if a microchip is present. If a microchip is present the officer will check Pathway to ascertain if the dog is registered and would then follow the return home procedure for a registered dog wearing a tag.

A dog owner can reclaim their dog from the Lost Dogs Home at the following times:

Monday to Friday	10am – 6pm
Saturday	9am – 1pm
Sunday	9am – 1pm
Public Holidays	9am – 1pm
Closed on Good Friday and Christmas Day	

Once an impounded dog is processed and the owner notified, the owner is able to reclaim their dog upon payment of the release fee.

#### Proposed Changes to Current Practice

If a dog owner is working within the City of Kingston, or not home but are located somewhere within the City of Kingston, and is unable to drive home for the officer to handover their dog, it is proposed that the officer would in the future drive to the location of the owner to handover dog.

It is also proposed that the dog owner can nominate a person who does not reside in the City of Kingston to collect their dog and was able to pick up the dog at large within 30 mins from notification. This person be required to meet the officer within the Kingston municipality, provide photo identification and sign the required authorisation document.

If a dog is not wearing a City of Kingston registration tag the officer will scan the dog to see if a microchip is present. If a microchip is present the officer can check Pathway to ascertain if the dog is currently registered – if it is registered the officer can follow the return home procedure for a registered dog wearing a tag.

Further advice is provided to Councillors below about 'capturing' more information from dog owners around other nominated persons who could receive the dog that will also enhance successful return rates.

Clear advertising/providing information to dog owners about this policy

To further promote the initiatives discussed in this report it is proposed to work with the Communications and Community Relations Department to promote these initiatives through:

**1. Kingston Lost and Found Facebook page**

Quarterly reminders on both Facebook pages (City of Kingston & Lost and Found), advising residents of the reuniting procedure for their pets as well as the importance of their pet wearing a Kingston registration tag and to request a new one if damaged or lost.

**2. City Of Kingston website.**

Presently the City of Kingston Website provides the following information under Lost or Stray Pets:

*Please be assured if your dog is found registered with Kingston and wearing a council tag, council will endeavour to contact you with the purpose of reuniting you with your lost pet.*

There is scope to add more information for dog owners in relation to the recommendations of this report around updating records with Council to identify other nominated persons that officers could return a dog too.

**3. Registration Renewals**

A brochure/flyer could be included in the renewal letters advising of the revised procedure and importantly encouraging dog owners to provide additional contact details to Council.

**4. Registration Forms**

Registration Forms (for newly registered animals) can be changed to include updated additional contact details.

**5. Kingston Your City**

An article could be included in Kingston Your City to advise residents of the importance of the wearing of registration tags and if they have lost the tag or it is damaged to contact City of Kingston for a replacement. This could also include the promotion of an owner's option to provide Council with additional contact details where a dog at large could be left.

Investigation of a first offence option – whereby owners are not fined for their first dog escape offence – assuming the dog is registered and is able to be returned home rather than taken to the pound

Currently the City of Kingston issues an infringement notice to the owners of all impounded dogs, including those owners whose dogs have escaped from their property for the first time.

In 2017, 24 dogs were able to be returned to their owners. Of these, 19 infringements and 5 official warning notices were issued. Details of the level of impounding can be found in Appendix 3 noting that in 2017, 318 dogs were impounded. Based on the recommendations of this report it is anticipated that the level of impounding will significantly reduce.

Income from animal fines for the 2017/2018 financial year are as follows:

Infringement	Period: 1 July 2017 – 12 June 2018	Monetary Value
Dog at large - Day	231	\$37,992.10
Dog at Large - Night	39	\$8,967.00

In relation to the monetary value of the infringements, this is not considered an important factor in seeking to increase return to home rates for dogs at large.

Officers undertook benchmarking to understand what practices neighbouring councils are undertaking.

- City of Bayside issue an official warning for the first offence and any subsequent offences an infringement will be issued.
- City of Greater Dandenong issue an official warning for the first offence and any subsequent offences an infringement will be issued.
- City of Frankston issue an infringement for a first offence and infringements or potential prosecution for subsequent offences.
- City of Glen Eira issue a verbal warning for a first offence, an official warning for a second offence and an infringement for a third or any subsequent offence.

The report recommends that Officers issue an official warning notice to first time offenders.

Addition of a second and third registered contact for the animal as an alternative contact/drop off point should the owner be un-contactable

Currently there is the ability in Councils database to add additional contacts to the registration record currently held. This would sit behind the owners' details and be accessible in the questionnaire field. A step can also be added to the online applications for pet owners to include one or more alternate contact details.

These extra details can include the name of an alternate contact(s), address and telephone number. It is possible with the consent of the registered dog owner to include other identified parties who the dog can be left with.

Council would promote this new capability through the City of Kingston Facebook page and the Lost and Found Page, advising pet owners to contact us to update their details. The registration and renewal process provides another opportunity to promote this opportunity.

Officers undertook benchmarking to understand what practices neighbouring councils are undertaking.

- City of Bayside have the ability to record more than one contact, however are not at present.

- City of Greater Dandenong record more than one contact person and have the ability to record more than one address if the default postal address is different to where the dog is being kept.
- City of Frankston record one contact, however have the ability to record multiple phone numbers.
- City of Glen Eira sometimes record a second contact on an animal registration.

Reduced dog registration for animals over 12 years old

City of Kingston do not offer any further subsidy other than the Domestic Animals Act 1994 reduced fee eligibility for animals over 10 years of age. This subsidy provides for dog owners to pay the reduced fee of \$53 instead of the full fee of \$160. This reduced fee is determined annually during the budget process.

Currently City of Kingston have 12,562 dogs registered; 1,273 dogs are over 12 years of age and 168 dogs are over 15 years of age.

Officers undertook benchmarking to understand what practices neighbouring councils are undertaking.

- City of Bayside do not offer any further subsidy than the Domestic Animals Act 1994 reduced fee eligibility for animals over 10 years of age.
- City of Greater Dandenong do not offer any further subsidy than the Domestic Animals Act 1994 reduced fee eligibility for animals over 10 years of age.
- City of Frankston do not offer any further subsidy than the Domestic Animals Act 1994 reduced fee eligibility for animals over 10 years of age.
- City of Glen Eira do not offer any further subsidy than the Domestic Animals Act 1994 reduced fee eligibility for animals over 10 years of age.

Heavy duty and more robust dog tags

The company City of Kingston has recently sourced the new registration tags. Council started using these new tags in mid-March 2018.

These new tags are made from high grade stainless steel, and have had text punched into the metal which is then filled with black enamel. They are thicker than the old tag and the ring being supplied with the new tag is a lot thicker and stronger.

The benefits of the new tag are it is a thicker stainless steel making it more durable, they are not painted in blue like the previous tag, which affects the integrity of the tag causing it to become brittle. As the text is punched into the tag the registration details will not wear off from scratching, rubbing or chewing. The new tag comes with a larger stronger ring, making it easier to open and place on a collar. It is also less likely to break or come off a collar/lead as it is more durable.

The previous tag came with a smaller less durable ring which was susceptible to breaking, hence we received a number of request for replacement tags as they had been lost.



Other types of tags were looked at and considered during the process to change registration tags.

Two types of plastic tags were considered, however some potential issues were identified. Plastic tags can be difficult for a dog owner to place on a collar, over time they can become brittle and can easily snap off the collar or break. The registration details on these tags can be rubbed off over time making them illegible. Dogs would chew these plastic tags therefore damaging them.

This plastic tag has been used in the past and the above issues were consistently encountered.

Since we have been using the new tags we have not received any negative feedback or complaints.

As these registration tags are new and there is not a lot of them out in the community, we will continue to monitor feedback over the coming 12 months in relation to the new tags. As time passes we will get a better indication of how these tags are wearing.

Officers undertook benchmarking to understand what practices neighbouring Councils are undertaking with respect to the provision of Dog Tags.

- City of Bayside, City of Greater Dandenong, City of Frankston and City of Glen Eira do not charge for the replacement of registration tags (Lost/Damaged)

The report recommends that City of Kingston no longer continue to charge for replacement lost tags.

Investigation of alternative 'pound' facilities in the local area to allow owners to re-unite with their animals sooner, and prioritise the wellbeing of the lost animal

The Lost Dogs Home in Cranbourne has been servicing the City of Kingston and their residents for over 15 years. There are a number of Councils that utilise Lost Dogs Home Cranbourne including Cardinia Shire, City of Casey, City of Greater Dandenong, City of Frankston and City of Bayside. The Lost Dogs Home in Cranbourne has a large capacity to hold stray and lost animals. They have 167 dog pens and 70 cat pens plus another 18 emergency cat pens available if required.

The Lost Dogs Home is geographically closer to a number of areas within City of Kingston, particularly the south end of Kingston with the average travel time from Station Street, Aspendale being 17.1 minutes and from Myola Street, Patterson Lakes the average travel time is 13.1 minutes.

The other closest facility is the RSPCA in Burwood, which is geographically closer to City of Kingston's northern suburbs. The average travel time from Bunney Road, Clarinda to the RSPCA Burwood is 20.5 minutes and from Chapel Street, Moorabbin the average travel time is 23.3 minutes. These would be a couple of the closest points to travel from City of Kingston to RSPCA Burwood.

For residents travelling from the south of City Of Kingston to RSPCA such as Aspendale and Patterson Lakes, their travel time would increase considerably. The average travel time from Station Street, Aspendale to RSPCA Burwood would be 34.6 minutes and the average travel time from Myola Street to Patterson Lakes would be 31.4 minutes.

Appendix 1 provides travel times to and from Lost Dogs Home Cranbourne and RSPCA Burwood from a number of points within City of Kingston.

It is hoped that the enhanced return dog home procedures will as a consequence reduce the likelihood of dogs needing to be impounded hence reducing a reliance on the Lost Dogs Home.

The Lost Dogs Home vision is to be the pre-eminent animal welfare organisation in caring for lost and unwanted dogs and cats and in enhancing the responsible ownership of these animals in the community. The Lost Dogs' Home's mission is to work with the community in promoting the welfare of dogs and cats by reducing the number of lost cats and dogs, alleviating their pain and suffering and enhancing the responsible pet ownership and enjoyment of pets.

The Lost Dogs Home employs staff who have a strong animal welfare ethics and exhibit empathy to the animals in their care. They employ skilled staff and provide them with relevant training opportunities.

They also have trained staff to deal with any aggressive dogs or dogs that may have been seized in relation to dog attacks. The Lost Dogs' Home has the capacity to hold numerous dogs (as previously mentioned) especially in peak times such as New Year's Eve, thunderstorms or any other emergency situation that may arise.

The Lost Dogs' Home, Cranbourne has a vet and vet nurse on site Monday to Friday from 10am to 5.00pm, who is part of the Shelter Medicine team. This team oversees the health of the whole shelter. The Lost Dogs Home's shelter medicine team performs an integral role in ensuring the health and wellness of all animals in the Home's care. Any potentially sick or injured animal taken into the Lost Dogs' Home Cranbourne can be assessed and treated onsite by the vet once impounded.

The Lost Dogs' Home has the following opening hours:

- Monday to Friday 10.00am to 6.00pm
- Saturday 9.00am to 1.00pm
- Sunday 9.00am to 1.00pm
- Public Holidays 9.00am-1.00pm

The only days the Lost Dogs' Home is closed is on Good Friday and Christmas Day.

The Lost Dogs' Home website maintains an up to date Lost and Found page on its website, which displays a picture of the animal at their facility and the area from where it was found.

Alternate animal holding facilities

All Boarding establishments (day boarding) need to abide by the Code of Practice for the Operation of Boarding Establishments and this makes them unsuitable for the temporary housing of impounded animals. The Code of Practice regulates housing requirements, staff levels, vaccination and health care for dogs.

This Code is made under the provisions of Section 59 of Division 4 of the Domestic Animals Act 1994.

The purpose of the Code is to specify the minimum standards of accommodation, management and care which are appropriate to the physical and behavioural needs of dogs and cats housed in boarding establishments.

All day boarding establishments must be compliant with the relevant Code of Practice – further detailed information relating to the requirements can be found in Appendix 2.

**AAPS – Australian Animal Protection Society Keysborough**

Due to the purchase of the land AAPS is located on, the shelter is now operating in a limited capacity in a temporary location and when previously approached they have stated that due to the limited availability of canine housing, they are not able to assist Councils with short term or long term housing of stray dogs.

**Canine welfare groups** also do not have the capacity or staffing levels to be able to assist with the temporary housing of stray dogs impounded by Council.

Option of a holding facility/pound/shelter being conducted at one of the City of Kingston veterinary clinics.

In order for a veterinary clinic to become an option to drop off registered dogs/cats, they would firstly have to register as a Domestic Animal Business and comply with the Code of Practice for the Operation of Shelters and Pounds.

Officers have conducted on site visits to the following veterinary clinics within City of Kingston. The three veterinary clinics chosen are the biggest clinics within City of Kingston and are more likely to have the capacity to accommodate the holding of registered dogs/cats.

All have advised they do not have the capabilities or the room to accommodate the holding of registered animals and could not assist.

All veterinary clinics also expressed concerns relating to possible spread of contagious diseases such as Canine Parvovirus that is a risk when housing dogs with unknown vaccination histories alongside their client's dogs.

- 1. Animal Emergency Centre in Wickham Road Highett**  
Officers had a discussion with the Director of Veterinarians at AEC. Officers were advised that AEC do not have the capabilities, or the room, to accommodate the holding of registered dogs/cats at their facility. She has advised they are struggling with the high demand for their services presently and could not hold any registered animals at their clinic and as it is an emergency centre it is unknown what may arise.
  
- 2. Southern Animal health 1251 Nepean Highway Cheltenham**  
Officers had a discussion with Natalie Clarke the Clinic Manager, she has advised they do not have the capabilities, or the room, to accommodate the holding of registered dogs/cats on behalf of City of Kingston. She has advised they do not have enough room presently servicing their own clientele.
  
- 3. Mentone Vet Clinic Balcombe Road Mentone**  
Officers had a discussion with Maggie, Head of Nursing at Mentone Vet Clinic, she has advised they do not have the capabilities, or the room, to accommodate the holding of unregistered dogs/cats on behalf of City of Kingston. They indicated that their pens are always full and a key consideration is ensuring their existing clientele are appropriately serviced.

It is considered that using veterinary clinics as a temporary holding area for impounded dogs is unlikely to be a viable option.

#### **The role of microchipping**

The microchip, or permanent identification device, is a requirement under the Domestic Animals Act 1994. The microchip will provide full ownership details of that animal, including a description of animal (breed, name, colour, sex, whether it has been de-sexed and age), owner's name and address and a second contact for the animal, provided the owner has kept these details up to date.

In order to register an animal within the municipality that it resides, the animal must be microchipped unless an exemption applies. The owner's name on the application to register must correspond with the owner's details on the microchip.

Officers and pound staff are able to check animals for the implanted microchip to determine ownership of the animal. This enables the owner to be contacted to ensure their animal is either returned to them or retrieved from the pound facility.

#### **4. Conclusion**

##### **4.1 Environmental Implications**

There are no significant environmental implications presented by the recommendations of this report.

##### **4.2 Social Implications**

There are proven health benefits from owning pets including dogs.

Returning dogs to their owners helps to reduce stress for both animal and owners. Returning dogs direct to their owners will also remove the requirement to pay the pound release fee and will provide an enhanced level of customer service.

**4.3 Resource Implications**

The outcomes identified in the report are likely to reduce the level of infringement income noting that this would be offset by less time spent by officers taking dogs at large to the pound facilities. The implications therefore on Councils budget are not considered significant.

**4.4 Legal / Risk Implications**

There are legal/risk implications with considering leaving impounded animals at unattended properties. The Domestic Animals Act 1994 defines ownership as:

*“Owner” in respect of a dog or cat includes a person who keeps or harbours the animal or has the animal in his or her control for the time being whether the animal is at large or in confinement.*

This means that an officer can be considered to be the owner whilst a dog is in their custody and therefore liable for any further offences committed by the animal until such time as the animal has been handed back to the registered owner and an animal release form signed. Officers have been mindful of this responsibility in responding to this Notice of Motion.

**Appendices**

Appendix 1 - Travel Times (Ref 18/122833) [↓](#)

Appendix 2 - Unsuitability of Boarding Establishments (Ref 18/122861) [↓](#)

Appendix 3 - Statistical Data (Ref 18/122937) [↓](#)

Author/s: Neil Sheppard, Acting Manager Statutory Education and Compliance

Reviewed and Approved By: Jonathan Guttman, General Manager Planning and Development

# 8.7

## RESPONSE TO NOTICE OF MOTION 11/2018 - CR OXLEY - RETURN DOG HOME POLICY

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2	Unsuitability of Boarding Establishments.....	215
3	Statistical Data.....	219



**Investigation of alternative 'pound' facilities in the local area to allow owners to re-unite with their animals sooner, and prioritise the wellbeing of the lost animal.**

Calculated travel times Lost Dogs' Home 920 Thompsons Road Cranbourne:

<b>Date</b>	<b>Time</b>	<b>From</b>	<b>To</b>	<b>Time taken</b>	<b>Return</b>
7/6/18	2.30pm	1230 Nepean Hwy Cheltenham	920 Thompsons Rd Cranbourne	34 minutes	29 minutes
7/6/18	2.30pm	Bunney Road Clarinda	920 Thompsons Rd Cranbourne	32 minutes	29 minutes
7/6/18	2.30pm	Station Street Aspendale	920 Thompsons Rd Cranbourne	19 minutes	18 minutes
7/6/18	2.35pm	Myola Street Patterson Lakes	920 Thompsons Rd Cranbourne	16 minutes	13 minutes
7/6/18	2.35pm	Chapel Road Moorabbin	920 Thompsons Rd Cranbourne	38 minutes	34 minutes
8/6/18	10.10am	1230 Nepean Hwy Cheltenham	920 Thompsons Rd Cranbourne	31 minutes	28 minutes
8/6/18	10.10am	Bunney Road Clarinda	920 Thompsons Rd Cranbourne	26 minutes	27 minutes
8/6/18	10.10am	Station Street Aspendale	920 Thompsons Rd Cranbourne	15 minutes	16 minutes
8/6/18	10.10am	Myola Street Patterson Lakes	920 Thompsons Rd Cranbourne	12 minutes	12 minutes
8/6/18	10.10am	Chapel Road Moorabbin	920 Thompsons Rd Cranbourne	33 minutes	32 minutes
8/6/18	2.10pm	1230 Nepean Hwy Cheltenham	920 Thompsons Rd Cranbourne	35 minutes	28 minutes
8/6/18	2.10pm	Bunney Road Clarinda	920 Thompsons Rd Cranbourne	31 minutes	27 minutes
8/6/18	2.10pm	Station Street Aspendale	920 Thompsons Rd Cranbourne	20 minutes	16 minutes
8/6/18	2.10pm	Myola Street Patterson Lakes	920 Thompsons Rd Cranbourne	16 minutes	13 minutes
8/6/18	2.10pm	Chapel Road Moorabbin	920 Thompsons Rd Cranbourne	36 minutes	32 minutes
14/6/18	10.10am	1230 Nepean Hwy Cheltenham	920 Thompsons Rd Cranbourne	30 minutes	26 minutes
14/6/18	10.10am	Bunney Road Clarinda	920 Thompsons Rd Cranbourne	26 minutes	26 minutes
14/6/18	10.10am	Station Street Aspendale	920 Thompsons Rd Cranbourne	15 minutes	16 minutes
14/6/18	10.10am	Myola Street Patterson Lakes	920 Thompsons Rd Cranbourne	12 minutes	12 minutes
14/6/18	10.10am	Chapel Road Moorabbin	920 Thompsons Rd Cranbourne	32 minutes	30 minutes
14/6/18	2.25pm	1230 Nepean Hwy Cheltenham	920 Thompsons Rd Cranbourne	34 minutes	28 minutes
14/6/18	2.25pm	Bunney Road Clarinda	920 Thompsons Rd Cranbourne	30 minutes	29 minutes
14/6/18	2.25pm	Station Street Aspendale	920 Thompsons Rd Cranbourne	19 minutes	17 minutes
14/6/18	2.25pm	Myola Street Patterson Lakes	920 Thompsons Rd Cranbourne	16 minutes	13 minutes
14/6/18	2.25pm	Chapel Road Moorabbin	920 Thompsons Rd Cranbourne	37 minutes	33 minutes

**Calculated Travel Times RSPCA 3 Burwood Hwy Burwood**

<b>Date</b>	<b>Time</b>	<b>From</b>	<b>To</b>	<b>Time taken</b>	<b>Return</b>
7/6/18	2.35pm	1230Nepean Hwy Cheltenham	3 Burwood Hwy Burwood	28 minutes	30 minutes
7/6/18	2.36pm	Bunney Road Clarinda	3 Burwood Hwy Burwood	20 minutes	36 minutes
7/6/18	2.36pm	Station Street Aspendale	3 Burwood Hwy Burwood	35 minutes	36 minutes
7/6/18	2.36pm	Myola Street Patterson Lakes	3 Burwood Hwy Burwood	32 minutes	33 minutes
7/6/18	2.36pm	Chapel Road Moorabbin	3 Burwood Hwy Burwood	23 minutes	26 minutes
8/6/18	10.15am	1230Nepean Hwy Cheltenham	3 Burwood Hwy Burwood	29 minutes	26 minutes
8/6/18	10.15am	Bunney Road Clarinda	3 Burwood Hwy Burwood	20 minutes	18 minutes
8/6/18	10.15am	Station Street Aspendale	3 Burwood Hwy Burwood	35 minutes	33 minutes
8/6/18	10.15am	Myola Street Patterson Lakes	3 Burwood Hwy Burwood	35 minutes	30 minutes
8/6/18	10.15am	Chapel Road Moorabbin	3 Burwood Hwy Burwood	25 minutes	24 minutes
8/6/18	2.15pm	1230Nepean Hwy Cheltenham	3 Burwood Hwy Burwood	29 minutes	26 minutes
8/6/18	2.15pm	Bunney Road Clarinda	3 Burwood Hwy Burwood	20 minutes	18 minutes
8/6/18	2.15pm	Station Street Aspendale	3 Burwood Hwy Burwood	36 minutes	34 minutes
8/6/18	2.15pm	Myola Street Patterson Lakes	3 Burwood Hwy Burwood	31 minutes	32 minutes
8/6/18	2.15pm	Chapel Road Moorabbin	3 Burwood Hwy Burwood	24 minutes	22 minutes
14/6/18	10.15am	1230Nepean Hwy Cheltenham	3 Burwood Hwy Burwood	27 minutes	24 minutes
14/6/18	10.15am	Bunney Road Clarinda	3 Burwood Hwy Burwood	19 minutes	17 minutes
14/6/18	10.15am	Station Street Aspendale	3 Burwood Hwy Burwood	35 minutes	32 minutes
14/6/18	10.15am	Myola Street Patterson Lakes	3 Burwood Hwy Burwood	31 minutes	29 minutes
14/6/18	10.15am	Chapel Road Moorabbin	3 Burwood Hwy Burwood	22 minutes	22 minutes
14/6/18	2.30pm	1230Nepean Hwy Cheltenham	3 Burwood Hwy Burwood	28 minutes	26 minutes
14/6/18	2.30pm	Bunney Road Clarinda	3 Burwood Hwy Burwood	19 minutes	18 minutes
14/6/18	2.30pm	Station Street Aspendale	3 Burwood Hwy Burwood	37 minutes	33 minutes
14/6/18	2.30pm	Myola Street Patterson Lakes	3 Burwood Hwy Burwood	31 minutes	30 minutes
14/6/18	2.30pm	Chapel Road Moorabbin	3 Burwood Hwy Burwood	23 minutes	22 minutes

## Unsuitability of Boarding Establishment (Day Boarding)

### Code of Practice

All boarding establishments (day boarding) have to abide by the Code of Practice for the Operation of Boarding Establishments.

This Code is made under the provisions of Section 59 of Division 4 of the Domestic Animals Act 1994.

The purpose of the Code is to specify the minimum standards of accommodation, management and care which are appropriate to the physical and behavioural needs of dogs and cats housed in boarding establishments.

All day boarding establishments must be compliant with the relevant Code of Practice.

### Admission Requirements

1. All animals entering boarding establishments must be identified and all reasonable special requirements requested by the animal's owner or attending veterinary surgeon must be complied with, such as administration of medication, feeding of special diets, bathing and grooming.

On admission at a boarding facility this is discussed with the owner, as an owner will not be dropping the dog off these requirements would not be discussed.

2. Pups between 10-16 weeks can be admitted to day boarding facilities provided they have received their first vaccination at least 8 days previous to admission and are continuing the recommended vaccination schedule. Owners of these pups must be given information on the risks of the pup contracting disease and have given written approval/acknowledgment of these risks.

It would be unknown, the specific age of the pup and if the pup has had its first vaccination. The risks associated with boarding the pup at the day care facility would not have been discussed with the owner and no written consent obtained.

3. Dogs older than 16 weeks must meet the vaccination requirements of Section 4.2. Vaccination status will be unknown for dogs admitted.
4. Pups between 10-20 weeks being boarded at day boarding facilities must be supervised visually and physically at all times while being housed with other pups or dogs.

Day Boarding Establishments roster their staff to meet the staff to dog ratio requirements and manage their bookings to comply with the requirements of the Code of Practice. As the admittances would be unknown and when they would potentially occur, staffing requirements would more than likely not be met as per the Code of Practice.

### Manager/Person in Charge

*The proprietor of a boarding facility is responsible for the overall management and conduct of the establishment and for the welfare of the animals boarded therein. Manager/person in charge of animals must be appropriately experienced and trained in animal care. In particular, the proprietor is responsible for:*

- *Ensuring that the owner signs an agreement where the owner requests the boarder to be housed in shared accommodation.*

At times when a dog is admitted by council, the day boarding establishment may not have an area available where the dog can be left alone (such as an isolation or resting area) these may already be utilized as it is an unplanned admittance.

## Vaccination and Health Care

For dogs pre-vaccination against distemper, hepatitis, kennel cough (parainfluenza (Type II) virus and Bordetella bronchiseptica) and parvovirus is required. A current vaccination certificate certifying that vaccination was done within the preceding 12 months and that the "due date" for the next vaccination has not been passed) must be produced for each dog before admission.

Vaccination status will be unknown for dogs admitted.

Checking for heartworm infection should be recommended prior to admission.

This will not be able to be recommended to dog owners as part of pre admission.

Dogs must be treated for gastrointestinal worms before admission. Animals that have not been wormed must be wormed on admission at the owners cost and the owner be advised accordingly.

Worming status will be unknown, medical risks associated with worming on arrival. (Any pre-existing medical conditions or allergies will be unknown).

Sick animals which are not infectious but which may be stressed by contact with other animals must be separated but not necessarily isolated.

At times when a dog is admitted by council, the day boarding establishment may not have an area available where the dog can be separated (such as an isolation or resting area) these may already be utilized as it is an unplanned admittance.

## Day Care Facilities Dogs

Dogs displaying aggressive tendencies can only be admitted if they are housed separately from other animals. Facilities must be available to house problem dogs separate from other dogs.

At times when a dog is admitted by council, the day boarding establishment may not have an area available where the dog can be separated (such as an isolation or resting area) these may already be utilized as it is an unplanned admittance.

Ideally new dogs should be placed in an introductory run next to main enclosures for assessment prior to being placed in group enclosures.

At times when a dog is admitted by council, the day boarding establishment may not have an introductory run available or a separate area available (such as an isolation or resting area) these may already be utilized as it is an unplanned admittance.

## Enclosures

	Minimum width	Minimum height*	Minimum floor area (1 dog)	Additional space per dog	Maximum No. dogs per enclosure	Maximum No large dogs per enclosure
Enclosures	2m	1.2m	10 sqm	3.5 sqm	17	8
Rest areas	2m	1.2m	4 sqm	2 sqm	5	5

*Suitable rest areas must be provided (as per above table) where more than 6 dogs are being boarded at any one time. Rest areas are not to be included as parts of the enclosure floor area but are in addition to minimum requirements for enclosure size. ie if 17 dogs are being housed a minimum enclosure of 66 sqm must be provided plus the rest area (as per above table).*

*An area suitable to isolate animals must be provided which is physically separated from other animal housing areas and caters for the animal's welfare. Animals may only be housed in such areas for short periods to allow them to be claimed by owner or transport arranged for animal to vet.*

Day Boarding facilities cannot go over the maximum number of dogs that are allowed at the facility this is all dependant on the size of their enclosures, the number of rest areas available and the isolation area. Day Boarding facilities need to factor in these requirements under the Code of Practice when making their day to day bookings. Over the years whilst conducting the annual Inspections for DAB'S (Domestic Animal Business) it has been noted that they are all running at the allowed capacity. Therefore it would be highly unlikely they would have the capacity to admit stray dogs without being in breach of the Code of Practice.

#### Supervision Dog and enclosure ratio per staff member

No. of dogs at facility	Minimum No. staff	Maximum of dogs per enclosure /min staff No.
1-17	1	6
18-30	2	12
31-40	3	17
<b>For every 10 dogs over 40</b>	Add 1 extra staff member	17

If there is one staff member at the facility there can be no more than 17 dogs boarded and they must be separated into at least 3 separate enclosures with no more than 6 dogs per enclosure.

Day boarding establishments cannot go over there dog to staff ratio, this is requirement under the Code of Practice. The business would be managing their day to day bookings to comply with this, ad hoc arrivals would put them in breach of the Dog to staff ratio.

The Code of Practice does state that at least one staff member must be on call to come in and assist when necessary.

**Background Data**

Number of Dogs registered in the municipality.

Currently 12,562 dogs registered for 2018/19

How many dogs impounded in 2017 calendar year?

318 dogs were impounded at the Lost Dogs Home for 2017 by City of Kingston.

How many registered Dogs were reclaimed by owners from the pound?

117 Registered dogs were impounded by City of Kingston and reclaimed by their owner. Of these 51 impoundments were reclaimed by an owner from other council. Therefore there were 66 Kingston registered dogs impounded and reclaimed.

How many dogs were unregistered when impounded?

201 dogs were unregistered when impounded by City of Kingston

How many infringements have been issued for non-serious attack and dog rush in 2017 calendar year?

5 Infringements were issued for Non-serious Injury by Non Dangerous Dog from 1/1/2017 to 31/12/2017

4 of the infringements issued for Non-Serious Injury by Non dangerous Dog were the result of a Dog Wandering at Large

1 of the Infringements issued for Non-serious injury by Non dangerous Dog was the result of a Dog not on a Lead

5 Infringements have been issued so far in 2018 (as at 15/6/18), for Non-serious Injury by Non Dangerous Dog

2 of these Infringements issued for Non-serious Injury by Non Dangerous Dog were the result of a Dog wandering at Large

1 of the Infringements issued for Non- Serious Injury by Non dangerous Dog was a result of the attacking dog and victim dog both being unsecure to the property.

1 of the Infringements issued for Non- Serious Injury by Non dangerous Dog was a result of the dog not being under effective control in an off leash area.

1 of the Infringements issued for Non- Serious Injury by Non dangerous Dog was a result of the dog being on leash held by the owner.

Nil Infringements issued for Dog Rush from 1/1/2018 to 15/6/2018.



How many charges were proven in court for serious dog attacks, dog rush at large. Can we identify how many were a result of a dog at large.

1/1/2017 to 31/12/2017

Serious dog attacks proven in court in: 9

Wandering at large related serious dog attacks proven in court: 6

Non related wandering at large serious dog attacks proven in court: 3

Non serious dog attack proven in court: 1

Non related wandering at large non serious dog attack proven in court: 1

Dog rush proven in court: 1

Wandering at large related dog rush proven in court: 1

1/1/2018 to 15/6/2018

Serious dog attacks proven in court: 6

Wandering at large related serious dog attacks proven in court: 4

Non related wandering at large serious dog attacks proven in court: 2

23 July 2018

Agenda Item No: 8.8

## STATE GOVERNMENT REVIEW OF GREEN WEDGE PLANNING PROVISIONS

Contact Officer: Paul Marsden, Manager City Strategy

### Purpose of Report

This report seeks to provide Council with an update in relation the State Government initiated review of Green Wedge Planning Provisions.

### Disclosure of Officer / Contractor Direct or Indirect Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

### OFFICER RECOMMENDATION

That Council:

1. Note the State Government's review of Green Wedge Planning Provisions.
2. Submit the survey at Appendix 1 to the Department of Environment, Land, Water and Planning.

### 1. Background

Consistent with the recommendations of Plan Melbourne 2017 – 2025, the State Government has initiated a review of all Green Wedge Planning Provisions.

To date Council officers have not received any formal information in relation the scope or timing of the review. However, verbal advice received from the Department of Environment, Land, Water and Planning (DELWP) indicates that an initial issues report will be released by the Department later this year. The purpose of the report will be to make recommendations in relation how Green Wedge planning provisions might be enhanced and improved to deliver the Government's strategic expectations for Green Wedges.

Officers were recently contacted by planning consultants (10 Consulting) appointed by DELWP to undertake the review. To inform the consultants initial background research Council officers were asked to complete two short surveys (refer Appendix 1) in relation statutory and strategic planning issues in the Kingston Green Wedge.

The surveys sought Officer feedback in relation, amongst other things:

- The strengths and weaknesses of current Green Wedge Planning provisions.
- Resourcing associated with preparation of Green Wedge Plans and Council's Green Wedge Planning function.
- The strengths and weaknesses of Planning Practice Note 31 – Preparing a Green Wedge Management Plan.
- Emerging planning issues in the Kingston Green Wedge.
- Stakeholders within the Kingston Green Wedge.

The consultant engaged by DELWP to coordinate the survey has requested that officers provide succinct responses to the survey questions with only the most relevant and important information to be included in each section.

At its meeting on 25 June 2018 Council resolved:

*That consideration of this item be deferred to the July Ordinary Meeting of Council and that survey (Appendix 1) be submitted to the Department of Environment, Land, Water and Planning as a draft.*

In accordance with the Council resolution, a draft of the survey was submitted to DELWP on 26 June 2018.

## **2. Discussion**

Officers have been advised that the outcomes of the survey will be incorporated into the draft report being prepared by DELWP.

In addition to the request to complete the surveys at Appendix 1, officers have also been invited to participate in a project working group comprising officer representatives from all Green Wedge Councils. The working group will be convened by DELWP and will meet at regular intervals throughout the project to consider and provide feedback in relation any proposed changes stemming from the review.

Officers have provided initial responses to the questions in each of the surveys at Appendix 1. In line with the direction received from DELWP, the answers are of a succinct nature and intended to be further explored as part of officer's attendance at future meetings of the Project Working Group.

The surveys were due to be returned to the consultant no later than 29 May 2018. However, mindful the relevance of this project to Council's current work program, officers obtained an extension to 26 June 2018 in order to allow for Council consideration through the June meeting cycle.

## **3. Conclusion**

This report provides an update to Council in relation the review and seeks Council endorsement of the surveys at Appendix 1 for submission back to DELWP.

Officers will ensure that Council is provided with further briefings as the project progresses including at such time as a draft report is released by DELWP for comment.

## **Appendices**

Appendix 1 - Green Wedge Planning Provisions Review Questionnaire (Ref 18/92095) [↓](#)

Author/s:	Paul Marsden, Manager City Strategy
Reviewed and Approved By:	Jonathan Guttman, General Manager Planning and Development

# **8.8**

## **STATE GOVERNMENT REVIEW OF GREEN WEDGE PLANNING PROVISIONS**

- 1 Green Wedge Planning Provisions Review Questionaire..... 225**



## Green Wedge Planning Provisions Review

GREEN WEDGE	KINGSTON GREEN WEDGE
RELEVANT GWMP(s)	KINGSTON GREEN WEDGE PLAN 2012
MUNICIPALITY	CITY OF KINGSTON

### Questionnaire – Strategic Planners

QUESTIONS	RESPONSE
<i>List current work / projects on Green Wedge planning or GWMP(s)</i>	<ul style="list-style-type: none"> <li>Review of the Kingston Green Wedge Plan (KGWP) 2012.</li> <li>Preparation of a masterplan, funding plan and implementation plan for the Chain of Parks including a Chain of Parks Trail – a pedestrian, cyclist and equestrian trail from Karkarook Park to Braeside Park.</li> <li>Preparation of an agricultural preservation and strengthening strategy to support and enhance agriculture in the Green Wedge in line with Action 48,50, 51 and 132 of the KGWP.</li> <li>Participation in the Technical Reference Group for the Environmental Effects Statement established for the Mordialloc Freeway project.</li> <li>Advocacy to the State Government on enabling the Public Acquisition Overlay aspects of the Sandbelt Chain of Parks Project.</li> </ul>
<i>When is the next review or preparation of the relevant GWMP(s) forecast (Year / time period)?</i>	<ul style="list-style-type: none"> <li>The review has already commenced and will be completed in early 2019.</li> <li>It is envisaged that statutory implementation of any outcomes of the current Green Wedge Review will occur via a Planning Scheme Amendment process to be run in 2019/2020.</li> </ul>
<i>Estimate the overall cost to prepare the last GWMP(s)</i>	<ul style="list-style-type: none"> <li>The original Kingston Green Wedge Plan cost approximately \$450,000 which included detailed facilitated consultation and a Council appointed project Manager to aid the then Planisphere in formulation of the adopted 2012 Plan.</li> </ul>
<i>Estimate the annual budget / resource allocation (\$ or personnel) for green wedge planning</i>	<ul style="list-style-type: none"> <li>2.5 full time staff involved in green wedge management, statutory planning assessment / compliance and strategic planning work.</li> </ul>
<i>What are the strengths of relevant existing GWMP(s)</i>	<ul style="list-style-type: none"> <li>Effectively identifies the key issues within the KGW and provides a vision moving forward.</li> <li>Provides direction in relation preferred land use and development outcomes within the KGW – (refer Section 4 and 7 from the Kingston Green Wedge Plan specifically)</li> <li>Provides specific recommendations in relation statutory implementation / Planning Scheme changes required to implement the plan which have formed the basis for subsequent Planning Scheme Amendments (eg Kingston C143) and will assist in the current KGW Plan review (mentioned above)</li> <li>Effectively provided the advocacy and strategic basis for the transitioning of waste and resource recovery outside of the KGW.</li> </ul>
<i>What are the weaknesses of relevant existing GWMP(s)?</i>	<ul style="list-style-type: none"> <li>Some content requires updating relating to completed / newly planned projects (Dingley Bypass / Mordialloc Freeway) and the approval of</li> </ul>

# Green Wedge Planning Provisions Review

## Questionnaire – Strategic Planners

QUESTIONS	RESPONSE
	<p>Amendment C143 to the Kingston Planning Scheme and the introduction of Plan Melbourne.</p> <ul style="list-style-type: none"> <li>The number of actions and level of detail within the Action Plan at Section 9.2 could be enhanced by developing a clearer prioritisation.</li> <li>General nature of many of the actions in the Action Plan at Section 9.2 presents challenges for implementation as they are reliant on sustained support from partner Agencies / Departments who are working across much broader geographical areas with wide ranging priorities (eg Melbourne Water, VicRoads and Parks Victoria).</li> <li>Attracting support from private land owners to partner Council in projects is difficult without a clear trigger (eg planning approvals seeking landscape plans) to incentivise some of the enhancements sought.</li> </ul>
<p><i>What are the strengths and / or weaknesses of <u>Planning Practice Note 31 – Preparing a Green Wedge Management Plan</u>?</i></p>	<ul style="list-style-type: none"> <li>Generally provides useful direction, albeit at a higher order level, in relation to the scope and methodology for preparation of GWMPs.</li> <li>Provides limited direction as to the role of the DELWP and other State Government agencies in the preparation and review of GWMPs.</li> <li>Could more clearly articulate State Government expectations (ie Plan Melbourne) around the vision and direction for Green Wedge areas.</li> <li></li> </ul>
<p><i>What are the emerging planning issues not adequately addressed by the relevant GWMP(s)?</i></p>	<ul style="list-style-type: none"> <li>Policy 2.1.1 of Plan Melbourne to maintain a permanent urban growth boundary around Melbourne to create a more consolidated, sustainable city needs to be consistently reflected.</li> <li>The release of the new EPA guidelines in relation to landfill buffers and the potential implications of this for the establishment of sensitive uses within the KGW.</li> <li>Increasing understanding of the impacts of historical landfill activities and the potential for associated groundwater contamination.</li> <li>Limitations around minimum lot sizes within the Green Wedge which restricts Councils' ability to excise and acquire smaller parcels of land required to deliver trail connections etc (reference is drawn to Part 3AA – Metropolitan Green Wedge Protection).</li> </ul>
<p><i>What prohibited uses or developments ought to be discretionary in the green wedge?</i></p>	<ul style="list-style-type: none"> <li>Education centre - noting that anything other than a Primary or Secondary school is currently prohibited. Opportunity may exist to further explore the role of education within a Green Wedge context particularly given the environmental and agricultural attributes common to GW areas as referenced in the Kingston GW Plan – Page 65. The Kingston Plan also makes reference to the Centre for Education and Research in Environmental Strategies (CERES) in East Brunswick.</li> <li>From time to time a site specific response may be required. Council has, through Amendment C161, resolved to adopt a Planning Scheme Amendment that has increased the capacity of a 'Function Centre' to exceed the 150 patron limitation and alter the outdoor advertising signage requirements.</li> </ul>
<p><i>What difficulties is Council encountering in securing implementation by others in GWMP actions?</i></p>	<ul style="list-style-type: none"> <li>Commitment and funding from Parks Victoria to activate the Public Acquisition Overlay which exists in their favour to deliver the 'Chain of Parks' concept.</li> </ul>

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## Planning Provisions Review

### Questionnaire – Strategic Planners

QUESTIONS	RESPONSE
	<ul style="list-style-type: none"> <li>• Council assembly of privately owned land required to deliver trail and open space connections.</li> <li>• With constrained timeframes the need to obtain prompt strategic commitments around water storage and water quality treatments as part of significant Government Road infrastructure projects.</li> </ul>
<i>Nominate the main stakeholders in the outcomes in the relevant green wedge</i>	<ul style="list-style-type: none"> <li>• All land owners and occupiers.</li> <li>• Agricultural businesses.</li> <li>• Defenders of the South East Green Wedge</li> <li>• EPA.</li> <li>• VicRoads.</li> <li>• Hawthorn Football Club.</li> <li>• Moorabbin Airport.</li> <li>• Private Golf Courses.</li> </ul>
<i>What are the strengths of the zone provisions in giving effect to the relevant GWMP(s)?</i>	<ul style="list-style-type: none"> <li>• The zones provide a reasonable framework to provide an alignment with the outcomes envisaged in the Kingston Green Wedge Plan. A strength of the zones for Kingston was the ability to use the Green Wedge A Zone to achieve an overarching objective of phasing out landfill and waste related activities to fast track Chain of Parks Implementation.</li> </ul>
<i>What are the weaknesses of zone provisions in giving effect to the relevant GWMP(s)?</i>	<ul style="list-style-type: none"> <li>• The zones are unlikely to be able to be tailored to cover all prospective projects in Green Wedge Areas and Amendment C161 reinforces locally tailoring that was required. The Green Wedge Plan identifies a tension between a use such as an indoor cycling facility and whether or not this would be prohibited under the Green Wedge Zone and Clause 57.</li> </ul>
<i>Other comments or issues that you consider the review of the green wedge provisions should give attention to</i>	<ul style="list-style-type: none"> <li>• As identified part 3AA and specifically the consequences of Section 46AF of the Planning and Environment Act makes subdivision a very complex process on the basis Council wishes to assemble parts of small private landholdings require to create trail and open space connections.</li> <li>• In the urban area Council is able to levy contributions towards a range of initiatives given the 'value' derived through the zoning change and/or permit to invest in these areas. This is much more difficult in the Green Wedge placing a much higher reliance on rate revenue to fund enhancements. Greater Government support for 'Green Wedge Place Making / Park Development' would be transformative in achieving a range of objectives outlined in Green Wedge Management Plans.</li> </ul>

### Questionnaire – Statutory Planners

QUESTIONS	RESPONSE
<i>Estimate the number of permit applications in the green wedge per annum by:</i> <ul style="list-style-type: none"> <li>• Use;</li> <li>• Development; and</li> <li>• Subdivision</li> </ul>	<ul style="list-style-type: none"> <li>• 2015 – Eight applications determined in total comprising four for use &amp; development, three for development and one for subdivision.</li> <li>• 2016 – Six applications determined comprising four for use &amp; development and two for use only.</li> <li>• 2017 – Three applications determined in total comprising two for use &amp; development and one for use only.</li> </ul>
<i>What are the main uses and developments that are the source of permit applications in the green wedge?</i>	<ul style="list-style-type: none"> <li>• Leisure and Recreation;</li> <li>• Place of Worship;</li> <li>• Dwelling;</li> <li>• Storage/bin hire (historical);</li> <li>• Plant Nursery; and</li> </ul>

# Green Wedge Planning Provisions Review

## Questionnaire – Statutory Planners

QUESTIONS	RESPONSE
<i>Estimate the number and / or proportion of green wedge applications that are determined by VCAT annually</i>	<ul style="list-style-type: none"> <li>Transfer station (historical).</li> <li>Approximately two per annum.</li> </ul>
<i>Which green wedge planning provisions present the greatest difficulty to interpret or to apply consistently?</i>	<ul style="list-style-type: none"> <li>With specific respect to Clause 57, - Council said in its Smart Planning Submission "This provision is specific and provides a level of control that must not be 'watered down' through its removal or absorption into the zones" Also to "improve transparency and consistency by including reference to Clause 57 in Planning Certificates and Section 32 Statements, so that people buying land in the Green Wedge would at the time of purchase have full disclosure of the provisions of Clause 57".</li> </ul>
<i>What are the strengths of implementing the GWMP(s) from a statutory planning perspective?</i>	<ul style="list-style-type: none"> <li>Provides clarity and strategic direction (vision) not necessarily spelt out otherwise within the Victorian Planning Provisions or Local Planning Policy Framework to inform local planning.</li> <li>Useful in informing and providing context around the discretion that exists within the Victoria Planning Provisions (eg the GWMP provides guidance on uses that can occur in identified Green Wedge Intensive and Low Intensity Areas) .</li> </ul>
<i>What are the weakness of implementing the GWMP(s) from a statutory planning perspective?</i>	<ul style="list-style-type: none"> <li>The KGWMP operates as a reference document and does not have the statutory weight of an incorporated document under the Kingston Planning Scheme. This poses issues on occasion in relation the extent to which the document can be relied upon to inform decision making, particularly at the VCAT.</li> </ul>
<i>List up to three (3) VCAT cases in the relevant green wedge that inform the issues in the relevant green wedge or the shortcomings of the green wedge planning provisions</i>	<ul style="list-style-type: none"> <li>VCAT Order P2000/2016 – Siciliano &amp; Dennis v Kingston City Council.</li> <li>VCAT Order P466/2015 – Defenders of the Green Wedge Inc. v Kingston City Council.</li> <li>VCAT Order P405/2015 – Froggi Group Pty Ltd v Kingston City Council.</li> </ul>
<i>What uses or developments are prohibited in the green wedge that you consider might be discretionary?</i>	<ul style="list-style-type: none"> <li>Refer above to the Strategic Planning Section.</li> </ul>
<i>What use / development / subdivision do parties want to undertake in the green wedge that is prohibited?</i>	<ul style="list-style-type: none"> <li>The Amendment C161 (Hawthorn Football Club Signage and Function Centre expansion) example provided in the strategic planning area is the best example of prohibited activities that Council worked through as part of a Planning Scheme Amendment process.</li> </ul>
<i>What do you perceive as the emerging strategic issues in the green wedge?</i>	<ul style="list-style-type: none"> <li>Refer Strategic Planning section.</li> </ul>
<i>Which if any other provisions of the planning scheme are difficult to reconcile with green wedge planning provisions?</i>	<ul style="list-style-type: none"> <li>The interplay between uses on Commonwealth land outside the designated Urban Growth Boundary and the balance of land located in the Green Wedge has presented some difficulties at times to reconcile. State and Local Planning Policy which needs to be considered on Commonwealth Land.</li> </ul>
<i>List the strengths of the zone provisions in giving effect to the relevant GWMP(s)</i>	<ul style="list-style-type: none"> <li>Table of uses at Clause 35.04-1 appears robust in limiting most types of uses to support the primary purpose of the zone to provide for the use of the land for agriculture and to protect and conserve the green wedge.</li> </ul>

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# Planning Provisions Review

## Questionnaire – Statutory Planners

QUESTIONS	RESPONSE
<i>List the weaknesses of zone provisions in giving effect to the relevant GWMP(s)</i>	<ul style="list-style-type: none"> <li>•</li> </ul>
<i>How might the green wedge planning provisions be improved?</i>	<ul style="list-style-type: none"> <li>• Additional requirements or objectives to provide greater weight for retention and or provision of robust landscaping for new use and development within the zone.</li> </ul>
<i>Other comments or observations that you have about the green wedge provisions that this review ought to be aware?</i>	<ul style="list-style-type: none"> <li>• The changes in the VicSmart thresholds in the Green Wedge are not supported as they have created an inconsistency with Councils delegation policy.</li> <li>• Council spends significant resources on 'compliance' in the Green Wedge and would encourage the review to consider whether the purposes of Green Wedges are being stifled as the penalties (financial and time required to prosecute) are not effective on some occasions to deter illegal activities.</li> </ul>

## **9. Community Sustainability Reports**

23 July 2018

Agenda Item No: 9.1

### **COMMUNITY GRANTS PROGRAM 2018-2019 - FUNDING RECOMMENDATIONS FOR PARTNERSHIP GRANTS AND ANNUAL GRANTS ALLOCATIONS**

Contact Officer: Dominic McCann Co-ordinator Community Wellbeing

#### **Purpose of Report:**

To present Council with recommended funding allocations for the 2018-2019 Community Grants Program to enable the distribution of the approved funding from the 2018-2019 budget. The recommendations relate specifically to the funding streams of Partnership Grants and Annual Grants.

#### **Disclosure of Officer / Contractor Direct or Indirect Interest**

Hannah Croughan declared an Indirect Conflict of Interest in two applications – Evesham Road Pre-school and Cheltenham Panthers Junior Football Club and Netball Club. (Appendices 8 and 9). Hannah left the room and did not take part in the assessment process when those applications were being considered.

No other Council officers who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

#### **OFFICER RECOMMENDATION**

That Council:

1. Approves funding of \$3,835 to Farm Road Pre-School Incorporated, subject to applicant complying with all grants conditions.
2. Approves the Partnership Grants and Annual Grants' funding allocations, subject to applicants complying with all grants conditions, as recommended in Appendices 1- 3.
3. Approves the transfer of identified Annual Grants recipients to Partnership Agreements, subject to applicants complying with all grants conditions, as recommended in Appendix 4.
4. Approves the request for Partnership Grant funding for Dingley Village Historical Society, Chelsea Historical Society and Mordialloc Historical Society, subject to applicants complying with all grants conditions. Refer to Appendix 6 (Trim ref 18/113642)
5. Approves additional funding of \$5,194.00 to Eisteddfod by the Bay to cover increased venue hire costs, subject to applicant complying with all grants conditions. Refer to Appendix 9 (Trim ref: 18/333740)

## 1. Executive Summary

The 2018-2019 Community Grants Program attracted 68 Partnership and 114 Annual grant applications (total 182).

Full details of the assessment of the 2018-2019 Partnership and Annual grants' applications are provided respectively in Appendices 1- 3.

### 1.1. Budget Summary

As part of its recent budget deliberations, Council allocated funding of \$1,356,162 to the 2018 - 2019 Community Grants budget for Annual, Partnership, and Irregular Grants. Irregular Grants are not subject to this report as they are processed throughout the financial year.

The following table summarises the financial details for all categories of the 2018-2019 Community Grants program:

Category	2018/2019 Allocated Budget	2018/2019 Recommended Allocation	Comments
<b>Partnership Grants</b>			
<ul style="list-style-type: none"> <li>• <i>Community Centres/ Neighbourhood Houses - Partnership Agreements</i></li> </ul>	\$523,820	\$523,820	Full Budget allocated
<ul style="list-style-type: none"> <li>• <i>Other Organisations - Partnership Agreements</i></li> </ul>	\$475,803	\$474,820.11	\$982.89 Unallocated
<ul style="list-style-type: none"> <li>• <i>Community Event Grants - Partnership Agreements</i></li> </ul>	\$23,789	\$24,502.32	\$713.32 over expended
<b>Total - Partnership Grants</b>	<b>\$1,023,412</b>	<b>\$1,023,142</b>	<b>\$270 Unallocated</b>
<b>Annual Grants</b>	<b>\$320,800</b>	<b>\$298,163</b>	<b>\$22,637 Unallocated</b>
<b>Irregular Grants</b>	<b>\$11,950</b>	<b>\$0</b>	<b>\$11,950 Unallocated*</b>
<b>Totals</b>	<b>\$1,356,162</b>	<b>\$1,321,305</b>	<b>Net unallocated \$34,857</b>

Notes:

\* Irregular Grants will be considered throughout the financial year 2018-2019 as requests are submitted.

\*\* Unallocated funds may be distributed to the community as requests are submitted and Council approved throughout the year.

## 2. Background

Council offers a range of opportunities for groups and individuals that service the municipality to apply for financial assistance by way of a Community Grant. Grants are primarily offered to:



- Enable not-for-profit organisations to deliver services, programs, special events and other activities to the community which would not otherwise be provided; and
- Enable the community to participate in a broader range of activities than those directly funded by Council, through full or partial funding of costs.

The categories of all grants for the Community grants program and their nominated 2018/19 budget allocations are:

- Partnership Grants (**\$1,023,412**)
- Annual Grants (**\$320,800**); and
- Irregular Grants (**\$11,950**).

In addition to the categories above, the following grant categories and budgets provide an overall indication of the access to Council funding available to community based organisations:

- Individual Development Grants (\$26,199);
- Schools Development Grants (\$8,694);
- Arts Grants (\$22,279); and
- Ethnic Meals Grants (\$69,415).

Overall, budgeted Council grants to the community total \$1,484,765 for the 2018/2019 Financial Year. The recommendations in this report relate only to funding recommendations for Partnership Grants and Annual Grants.

A summary of all applications received and the recommended grant allocations across the Council Grants' categories for submitting organisations are provided in Appendix 5.

The major grants category descriptions are:

### **Partnership Grants**

- Partnership Grants provide secure and longer term (three years) funding support to community centres, neighbourhood houses, emergency services, social welfare organisations and seniors and multicultural groups to address organisational operational requirements and it includes festivals and events components.

### **Annual Grants**

- Annual Grants are for multiple neighbourhood area groups and organisations and designed to provide funding for one-off activities that have municipal significance. The maximum funding available for an Annual Grant is \$10,000 per application. A maximum limit of \$2,000 per application is available for the purchase of equipment; and a maximum of \$5,000 per application is available for minor capital works. For minor capital works, groups are required to match funds provided.

#### **2.1. Process**

Applications for the 2018-2019 Community Grants program were open from 29 January 2018 until 2nd April 2018 and were promoted through:

- Kingston Your City;
- Council's website;
- Social media including Facebook advertising;
- Emails to all groups that applied for grants in the previous three years;
- Mail out to all organisations on Council's Social Development database;
- Mail out to organisations that expressed a wish to be on a mailing list;
- Distribution of flyers and posters to Council's customer service, libraries, community centres and neighbourhood houses;

- Public notices in local newspapers; and
- Placement of Community Grants Guidelines and posters at Kingston libraries.

Four public information sessions for potential applicants were held across the municipality. These sessions provided information on the Grants' guidelines and the overall application process. Further presentations were made to Probus Clubs, Seniors Clubs Network, Kindergarten Committees network, and the Neighbourhood House Network. Overall a total of 115 people attended the various grants presentations. Reminder emails were sent to all organisations two weeks prior to the application period closing and reminders were added to the Council website and Council's Facebook page.

Council continued to use the online application process this year which has improved the application process for many applicants. For those applicants who had no access to the internet, hard copy applications were made available and these were entered electronically by Council officers. Individual help sessions were also offered to applicants, particularly those who had difficulties with the on-line application process. Seven organisations took up this opportunity for one-on-one support, while many other groups received telephone support.

Of the 182 grants application, 68 were received for the Partnership Grants program, and 114 for the Annual Grants program. All applications were registered and reviewed by Council officers to ensure that they complied with the funding guidelines and where applicable, applicants were provided with an opportunity to supply further information. Council officers apply a pro-active 'enabling approach' to the community grant program to keep entry barriers low for groups and to help groups ensure their submitted applications are compliant and eligible for consideration. In alignment with this approach, almost 40% of all applicants were contacted for additional information, with a number of those applications contacted several times.

### **3. Discussion**

#### **3.1. Council Plan Alignment**

Community Grants enable the provision of funds to enhance opportunities for groups and individuals to provide strong, cohesive and engaged communities under Goal 3: *Our connected, inclusive, healthy and learning community*; and in particular Key Directions and Objectives: *3.4 Promote an active, healthy and involved community life*;

*3.4.1 Provide festivals and events that encourage community connections and local participation*;

*3.4.3 Strengthen community participation and connections by supporting community groups and networks*; and

*3.4.4 Celebrate and encourage social, cultural and spiritual diversity.*

#### **3.2. Consultation/Internal Review**

##### **3.2.1 Annual Applications**

Annual applications were distributed for expert comment from relevant Council Departments and teams including: Community Buildings; Property Services; Libraries; Children's Services; Sport and Recreation; Environmental Planning; Community Engagement; and Parks. The following cross departmental staff assessment panel was formed to assess the Annual Grant applications in accordance with Council's Grants Policy:

- Dominic McCann - Co-ordinator Community Wellbeing Social Development;

- Kathryn Scarpella - Community Grants and Networks Officer Social Development;
- Justin Gayner - Team Leader Arts & Cultural Services;
- Antoinette Cesario - Administrative Officer Property Services
- Priya Prasad - Business Development Officer Economic Growth and Innovation
- Lydia Sorensen - Youth and Family Services
- Hayley Gniel - Team Leader Financial Accounting
- Emily Boucher - Principal Environment Officer Environmental Planning;
- Hannah Croughan - Leisure Planner Sport and Recreation;
- Gail McDonald - Team Leader Library Buildings, Hubs and Partnerships; and
- Ali Johns - Co-ordinator Children's Services Partnerships Family Youth & Children's Services.

**3.3. Operation and Strategic Issues**

**3.3.1. Recommended allocations to seniors/multicultural groups**

Applications for the Annual Grants Program were received from a range of seniors/multicultural groups for ongoing operational costs associated with regular weekly activities such as the provision of lunches and various social and recreation activities.

Of the 12 seniors/multicultural groups that applied for annual grants for regular weekly social activities, four (as per Appendix 4) will this year qualify under the Grants Policy to transition to Partnership Grants as they will have completed three years of consecutive annual grant allocation. The balance (8 groups) will over time qualify and transition to Partnership grants. Eventually, subject to Council approval, all existing seniors and multicultural groups will transfer to Partnership Grants.

To ensure equity of funding to these groups, the funding formula approved by Council in 2013-2014 would apply. This formula is based on the number of Kingston residents participating in each of the groups and provides a series of thresholds for grants:

No. of Kingston residents	Funding level	Current No. of groups
0 - 50	\$900	2
51 - 100	\$1,200	3
101+	\$1,500	7

**3.3.2 Transfer of identified Annual Grants to Partnership Agreements**

Council has an opportunity to strengthen its partnership approach by increasing the number of long term (three year) flexible operational support grants, in accordance with the Community Grants Policy adopted at the Ordinary Council Meeting of 23 February 2015.

The Policy resolution enables groups that have been receiving funding consecutively over the previous three years, and that provide regular ongoing services to their communities, to be considered for Partnership funding. It is therefore recommended that the four groups identified in Appendix 4 be transferred to secure three year funding through the Partnership Grants program.

Transferring these groups to Partnership Agreements provides greater certainty for community groups in planning activities and will reduce the administrative burden of having to apply each year for grants for activities that they deliver on a regular basis. The activities provided are predominantly related to multicultural groups and their communities. These groups generally have older members who do not necessarily have access to social media, technology and computers; resulting in a requirement for assistance and support in application submissions.

The programs and activities delivered by these groups have been successfully and consistently delivered over a three year period and are considered a valuable contribution to the wellbeing of their communities.

To financially accommodate these groups over a three year period, funding would be transferred from the Annual Grants budget to the Partnership Grants budget.

**3.3.3 Unsuccessful Annual grants applications**

Two applications to the Annual Grants Program were withdrawn and 10 other applications were assessed as unsuccessful as they did not meet the community grants' criteria for a variety of reasons. These include having outstanding debts to Council, or not providing quotes for equipment or appropriate information on finances and budgets, or for projects that are school based or for fund raising activities. Extensive effort was initiated by council officers to support these groups to meet the grant criteria. These unsuccessful groups are listed in Appendix 3.

**3.4 Options**

**3.4.1 Option 1a: Partnership and annual funding**

That Council approves allocations, subject to applicants complying with all grants conditions, as recommended by the Grants Assessment Panel as per Appendices 1- 3.

**3.4.2 Option 1b: Partnership and annual funding**

That Council not approves the allocations as recommended by the Grants Assessment Panel as per Appendices 1- 3.

**3.4.3 Option 2a: Establishment of new Partnership Agreements**

That Council approves the transfer of 4 groups from Annual Grants to Partnership Grants, subject to applicants complying with all grants conditions, as listed in Appendix 4.

**3.4.4 Option 2b: Establishment of new Partnership Agreements**

That Council not approves the transfer of 4 groups from Annual Grants to Partnership Grants as listed in Appendix 4.

**3.4.5 Option 3a: Additional funding for Eisteddfod by the Bay**

That Council approves additional Partnership Grant funding of \$5,193.28 to Eisteddfod by the Bay, subject to applicant complying with all grants conditions, to cover the increased cost of venue hire.

**3.4.6 Option 3b: Additional funding for Eisteddfod by the Bay**

That Council not approves additional Partnership Grant funding of \$5,193.28 to Eisteddfod by the Bay to cover the increased cost of venue hire

**3.4.7 Option 6a: Funding to Historical Societies**

That Council approves Partnership Grant funding of \$3,000, subject to applicants complying with all grants conditions, to Dingley Village Historical Society, Mordialloc Historical Society and Chelsea Historical Society.

**3.4.8 Option 6b: Funding to Historical Societies**

That Council not approves funding to Dingley Village Historical Society, Mordialloc Historical Society and Chelsea Historical Society.

**Conclusion**

Council's Community Grants Program provides essential financial assistance to a range of community groups and organisations. It is proposed that the Assessment Panel's recommended funding of \$1,321,305 for Partnership and Annual Grants be allocated to community groups and organisations for the 2018-2019 Community Grants Program. Funding will provide for positive community outcomes and fulfil community alignment with Council's strategic plans.

**3.5 Environmental Implications**

Environmental issues are considered within specific projects.

**3.6 Social Implications**

The funding provided to successful applicants demonstrates Council's commitment to working in partnership with local groups; and enables Council to support events, projects, services and/or initiatives that are of benefit to the community and complement Council's service provision.

**3.7 Resource Implications**

**3.7.1 Unallocated funds**

The Irregular Grants budget of \$11,950 has not been allocated at this stage. It is intended that this will be made available to eligible groups and individuals throughout 2018/19 to address irregular grant applications, if and when submitted.

Overall \$34,857 of the grants' budget remains unallocated as follows:

<b>Category</b>	<b>Unallocated</b>
Partnership Grants	\$270
Annual Grants	\$22,637
Irregular Grants	\$11,950
<b>Nett Total</b>	<b>\$34,857</b>

Council's 2018-2019 budget allocation has a provision of \$1,356,162 to fund the Partnership, Annual and Irregular Grants program for 2018-2019. The current budget can accommodate the grants distribution to community organisations as recommended.

Should Council approve the community grant recommendations as detailed in this report, an amount of \$34,857 would be available to respond to other requests that come to Council outside the normal community grants process and timeframes. These remaining funds would then be allocated as approved by Council in response to community needs and Council's priorities.

**3.7.2 Increase Partnership funding to Eisteddfod by the Bay**

Eisteddfod by the Bay has been in receipt of a Partnership Grant to help deliver the annual Eisteddfod music program over the past three years. As per the funding guidelines it is recommended that Eisteddfod by the Bay receives \$18,062.37 for 2018-2019 Appendix 9 (Trim ref: 18/333740).

However, Eisteddfod by the Bay has advised Council that the cost of facility hire which includes various rooms at the City Hall and Arts Centre and Shirley Burke Theatre will be \$23,255.65. There will be a shortfall of \$5,193.18 and the group is concerned that they will not be able to deliver the event as in the past. Should Council approve, an additional amount of \$5,193.18 could be allocated from the unallocated funds and the total costs of the hall hire for the event would be covered.

**3.7.3 Request for Partnership Grants from Dingley Village Historical Society on behalf of Dingley Village Historical Society, Mordialloc Historical society, and Chelsea Historical society**

A request has been received from Dingley Village Historical Society, on behalf of the three organisations: Dingley Village Historical Society, Mordialloc Historical Society and Chelsea Historical Society, seeking Councillors' approval for each society to be awarded a Partnership Grant for administrative support for the three societies. Appendix 6 (Trim ref 18/113642).

The historical societies are finding it difficult to cover ongoing operational costs and have requested a Partnership Grant allocation of \$3,000 each for administrative costs such as printing pamphlets, newsletters, stationery, photocopying, and the up-keep of web pages, stamps and insurance.

Should Council approve, it is recommended that a Partnership Grant of \$3,000 be allocated to each of the historical societies - Dingley Village Historical Society, Mordialloc Historical Society and Chelsea Historical Society.

**3.7.4 Summary of additional fund allocations**

Should Councillors approve, \$12,993.28 can be allocated to cover the additional funding to Eisteddfod by the Bay and the three Historical Societies. This will leave unallocated funds of \$21,863.72 in the budget for 2018-2019.

<b>Unallocated Funds</b>		<b>\$34,857</b>
Eisteddfod by the Bay	\$5,193.18	
Dingley Village Historical Society	\$1,800 (If approved Dingley Village Historical Society will already be allocated an Annual Grant of \$1,200)	
Chelsea Historical Society	\$3,000	



**City of Kingston  
Ordinary Meeting of Council**

**Agenda**

**23 July 2018**

Mordialloc Historical Society	\$3,000	
<b>Total unallocated funds after additional allocations</b>		<b>\$21,863.72</b>

These remaining funds of \$21,863.72 would then be allocated as approved by Council in response to community needs and Council's priorities.

### **3.8 Legal / Risk Implications**

There are no legal implications. All groups that apply for funding are incorporated or are auspiced by an incorporated body and have their own public liability insurances.

### **Appendices**

- Appendix 1 - Community Grants Program 2018-2019 - Appendix 1 - Partnership Grants - Funding Recommendations (Ref 18/1309) [↓](#)
- Appendix 2 - Community Grants Program 2018-2019 - Appendix 2 - Annual - Successful (Ref 18/70935) [↓](#)
- Appendix 3 - Community Grants Program 2018-2019 - Appendix 3 - Annual Grants - Unsuccessful (Ref 18/70939) [↓](#)
- Appendix 4 - Community Grants Program 2018-2019 - Appendix 4 - Multicultural and Seniors Transfers from Annual to Partnership grants (Ref 18/70949) [↓](#)
- Appendix 5 - Community Grants Program 2018-2019 - Appendix 5 - All Grant Applications (Ref 18/70951) [↓](#)
- Appendix 6 - Request for Funding Historical Societies in City of Kingston (Ref 18/113642) [↓](#)
- Appendix 7 - Community Grants Program 2018-19 - Conflict of Interest - Hannah Croughan - Evesham Road Preschool (Ref 18/62940) [↓](#)
- Appendix 8 - Community Grants Program 2018-19 - Panel Member Conflict of Interest - Hannah Croughan - Cheltenham Panthers Junior Football Club & Netball Club (Ref 18/62945) [↓](#)
- Appendix 9 - Community Grants Program 2018-2019 - Eisteddfod by the Bay - request for additional funding - Quotes for hire of Kingston facilities (Ref 18/333740) [↓](#)

Author/s: Dominic McCann, Coordinator Community Wellbeing  
Reviewed and Approved By: Jihan Wassef, Team Leader Community Engagement  
Tim Bearup, Manager Libraries and Social Development  
Mauro Bolin, General Manager Community Sustainability

# 9.1

## COMMUNITY GRANTS PROGRAM 2018-2019 - FUNDING RECOMMENDATIONS FOR PARTNERSHIP GRANTS AND ANNUAL GRANTS ALLOCATIONS

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Appendix 1 - Partnerships Grants Funding recommendations 2018-2019		HPE CM 18/1309	
Organisation for Partnership Grants	Activity Description	Amount Approved 2017-2018	Amount recommended 2018-2019
<b>Community Centres and Neighbourhood Houses</b>			
Aspendale Gardens Community Service Inc.	Operational support	\$60,918.02	\$62,745.56
Chelsea Heights Community Centre	Operational support	\$60,918.02	\$62,745.56
Cheltenham Community Centre	Operational support	\$82,136.02	\$84,600.10
Dingley Village Neighbourhood Centre Inc.	Operational support	\$60,918.02	\$62,745.56
Longbeach Place Inc.	Operational support	\$60,918.02	\$62,745.56
Mordialloc Community Centre	Operational support	\$60,918.02	\$62,745.56
Mordialloc Neighbourhood House	Operational support	\$60,918.02	\$62,745.56
Patterson Lakes Community Centre	Operational support	\$60,918.02	\$62,745.56
<b>Sub-Total Community Centres and Neighbourhood Houses</b>		<b>\$508,562.16</b>	<b>\$523,819.02</b>
<b>Festivals and Events</b>			
Hellenic Community of Moorabbin	Annual Greek Carnival	\$10,927.27	\$11,255.09
Mordialloc Brass Band Inc. (MOJO)	Big Band Sunset Festival	\$12,861.39	\$13,247.23
<b>Sub-Total Events</b>		<b>\$23,788.66</b>	<b>\$24,502.32</b>
<b>Community Welfare Service Organisations</b>			
Bayside Community Information and Support Services (BayCISS)	Operational support	\$30,052.15	\$30,953.71
Chelsea Community Support Services Inc.	Operational support	\$88,244.60	\$90,891.94
Family Life	Operational support	\$50,396.86	\$51,908.77
Make A Difference Dingley Village Inc.	Operational support	\$26,878.32	\$27,684.67
Mentone Community Assistance and Information Bureau Inc.	Operational support	\$32,254.02	\$33,221.64
Pantry 5000	Operational support	\$7,804.50	\$8,038.64

Peninsula Community Legal Centre	Operational support	\$36,285.74	\$37,374.31
South East Community Links - formerly SEAAC	Operational support	\$16,126.86	\$16,610.67
St Vincent de Paul Society - Aspendale Conference	To provide financial assistance to disadvantaged residents	\$826.50	\$851.30
St Vincent de Paul Society - Clayton South Conference	To provide financial assistance to disadvantaged residents	\$826.50	\$851.30
St Vincent de Paul Society - East Parkdale Conference	To provide financial assistance to disadvantaged residents	\$826.50	\$851.30
St Vincent de Paul Society - Mentone	To provide financial assistance to disadvantaged residents	\$826.50	\$851.30
St Vincent de Paul Society - Moorabbin/Bentleigh Conference	To provide financial assistance to disadvantaged residents	\$826.50	\$851.30
St Vincent de Paul Society - Mordialloc	To provide financial assistance to disadvantaged residents	\$826.50	\$851.30
St Vincent de Paul Society - Our Lady of the Assumption Conference, Cheltenham	To provide financial assistance to disadvantaged residents	\$826.50	\$851.30
St Vincent de Paul Society - St Joseph's Chelsea Conference	To provide financial assistance to disadvantaged residents	\$826.50	\$851.30
<b>Sub-total Community Welfare Service Organisations</b>		<b>\$294,655.05</b>	<b>\$303,494.75</b>
<b>Community Interest Organisations</b>			
Australian Wildlife assistance and Rescue education (AWARE)	Operational Support	\$3,000.00	\$3,090.00
Eisteddfod by the Bay	Operational support	\$17,536.28	\$18,062.37
South Oakleigh Wildlife Shelter	Operational support	\$3,000.00	\$3,090.00
Vital volunteers	Operational support	\$3,000.00	\$3,090.00
<b>Sub-total Community Interest Organisations</b>		<b>\$26,536.28</b>	<b>\$27,332.37</b>
<b>Brass Bands</b>			
Chelsea Concert Band	Program costs	\$8,920.25	\$9,187.86
Mordialloc Brass Band Inc.	Program costs	\$8,920.25	\$9,187.86
Southern Area Concert Band Inc.	Program costs	\$8,920.25	\$9,187.86
<b>Sub-total Brass Bands</b>		<b>\$26,760.75</b>	<b>\$27,563.58</b>

<b>VicSES</b>			
Victoria State Emergency Service - Chelsea Unit	24 hour emergency service to the City of Kingston	\$45,182.46	\$46,537.93
Victoria State Emergency Service - Moorabbin Unit	24 hour emergency service to the City of Kingston	\$22,846.56	\$23,531.96
<b>Sub-total VicSES</b>		<b>\$68,029.02</b>	<b>\$70,069.89</b>
<b>Multicultural and Seniors Groups</b>			
Associations Pensionati La ziali l'd Monash	Senior Citizens Social Support	\$954.81	\$983.45
Argos and District Australian Greek Seniors Citizen Club of Kastoria	Senior Citizens Social Support	\$954.81	\$983.45
Australia Greek Seniors Club of Mentone	Senior Citizens Social Support	\$1,273.08	\$1,311.27
Avellino Circolo Pensioners Of Springvale Inc.	Senior Citizens Social Support	\$927.00	\$954.81
Carrum Community Activity Centre Inc.	Senior Citizens Social Support	\$10,160.07	\$10,464.87
Circolo Pensionati Italiani Di Bentleigh Inc.	Senior Citizens Social Support	\$1,500.00	\$1,545.00
Circolo Pensionati Campani Italiano Di Clayton	Senior Citizens Social Support	\$927.00	\$954.81
Ethnic Discussion Club	Senior Citizens Social Support	\$927.00	\$954.81
Greek Elderly Citizens of Clayton and Districts Inc.	Senior Citizens Social Support	\$1,273.08	\$1,311.27
Greek Orthodox Community of Monash and Districts	Senior Citizens Social Support	\$954.81	\$983.45
Greek Senior Citizens Group of Moorabbin	Senior Citizens Social Support	\$1,273.08	\$1,311.27
Greek Senior Citizens of Southern Eastern Regions and Districts	Senior Citizens Social Support	\$954.81	\$983.45
Greek Seniors and Pensioners Association of Clayton and District Inc.	Senior Citizens Social Support	\$954.81	\$983.45
Greek Women's Senior Citizens Club of McKinnon "Rhea"	Senior Citizens Social Support	\$954.81	\$983.45
Hellenic Community of the City of Moorabbin	Senior Citizens Social Support	\$1,591.35	\$1,639.10
Independent Hellenic Seniors Citizens Association of Clayton and Districts	Senior Citizens Social Support	\$1,273.08	\$1,311.27
Italian Senior Citizens Group of Moorabbin Inc.	Senior Citizens Social Support	\$1,200.00	\$1,236.00
Kingston Chinese Senior Citizens Club Inc.	Senior Citizens Social Support	\$1,591.35	\$1,639.10
Kondia Limnos Senior Citizens Club	Senior Citizens Social Support	\$954.81	\$983.45
Lemnian Community of Victoria Limited	Senior Citizens Social Support	\$1,273.08	\$1,311.27

Maltese La Vallette Association Inc.	Senior Citizens Social Support	\$900.00	\$927.00
Multicultural Grandparents Playgroup	Senior Citizens Social Support	\$954.81	\$983.45
Multicultural Nature Guides	Senior Citizens Social Support	\$1,000.00	\$1,030.00
Multicultural Women's Sewing and Knitting Group	Senior Citizens Social Support	\$954.81	\$983.45
Parkdale Mordialloc Combined Pensioners Association	Senior Citizens Social Support	\$954.81	\$983.45
Parkdale Probus Club (Club discontinued - March 2018)	Senior Citizens Social Support	\$954.81	\$0.00
Parkdale Women's Club	Senior Citizens Social Support	\$954.81	\$983.45
Pilipino Elderly Association of South East Region	Senior Citizens Social Support	\$1,591.35	\$1,639.10
Senior Citizens Freccia Azzurra Inc.	Senior Citizens Social Support	\$1,500.00	\$1,545.00
Shalom Association	Senior Citizens Social Support	\$1,236.00	\$1,273.00
Spanish Speaking Senior Club Of Clayton	Senior Citizens Social Support	\$927.00	\$954.81
St. Andrew's Parish Friendship Group.	Senior Citizens Social Support	\$927.00	\$954.81
Victoria Malayalee Seniors Association Inc.	Vishu celebration (Malayalam New year) Onam celebration (Festival of Kerala) seniors week celebration	\$1,236.00	\$1,273.00
<b>Sub-Total Multicultural and Seniors Group</b>		<b>\$45,964.24</b>	<b>\$46,359.52</b>
<b>Sub-Total Community Centres and Neighbourhood Houses</b>		<b>\$508,562.16</b>	<b>\$523,819.02</b>
<b>Sub-Total Festivals and Events</b>		<b>\$23,788.66</b>	<b>\$24,502.67</b>
<b>Sub-total Community Welfare Service Organisations</b>		<b>\$294,655.05</b>	<b>\$303,494.75</b>
<b>Sub-total Community Interest Organisations</b>		<b>\$26,536.28</b>	<b>\$27,332.37</b>
<b>Sub-total Brass Bands</b>		<b>\$26,760.75</b>	<b>\$27,563.58</b>
<b>Sub-total VicSES</b>		<b>\$68,029.02</b>	<b>\$70,069.89</b>
<b>Sub-Total Multicultural and Seniors Group</b>		<b>\$45,964.24</b>	<b>\$46,359.52</b>
<b>Partnerships Grants Total</b>		<b>\$994,296.16</b>	<b>\$1,023,141.80</b>



Appendix 2 - Annual Grants - Funding Recommendations 2018-2019		TRIM 18/70935	
Group/organisation name	Activity title	Amount Requested	Amount Recommended
Acacia Avenue Preschool	Soft furnishings New Early Childhood Education Centre <i>Includes a large floor mat, two height adjustable tables and a set of wooden blocks on a movable storage trolley.</i>	\$1,980	\$1,980
Anglo-Indian Australasian Association of Vic Inc	Social time for Seniors. <i>Regular social and recreational activities.</i>	\$2,000	\$1,500
Aspect Inc	Production of Disney's Beauty & The Beast	\$7,500	\$6,600
Aspendale North Kindergarten	Educational Resources & Equipment <i>Purchase of a mud kitchen to enhance our outdoor environment and program</i>	\$1,980	\$1,980
Aspendale Scouts Group	Outdoor equipment - camping & sailing <i>New lifejackets and hiking tents to accommodate growing numbers</i>	\$1,977	\$1,977
Aspendale Sporting Club	Portable training goals for girls soccer teams	\$2,000	\$2,000
Australian National Aviation Museum	Women In Aviation <i>Museum's display of Australian Women in Aviation is a project designed to honour and celebrate the critical role that women have played in Australian aviation history</i>	\$7,500	\$7,500
Australian Skateboarding Federation	King of Street Chelsea <i>King Of Street is a State/ National Level Skateboarding Competition, sanctioned by the Australian Skateboarding Federation .</i>	\$5,000	\$3,320
Australian Volunteer Coastguard Carrum	Bathroom renovations <i>Renovating existing toilet, shower and bathroom facilities (2 Launching Way, Carrum)</i>	\$5,000	\$5,000

\*For organisations allocated partial funding, delivery of program will not be compromised

Appendix 2 - Annual Grants - Funding Recommendations 2018-2019		TRIM 18/70935	
Group/organisation name	Activity title	Amount Requested	Amount Recommended
Bayside Community Care "Matt's Place"	Matt's Place Community Meals Program - <i>to support disadvantaged members of the community</i>	\$8,000	\$8,000
BBQ Boys Carer Group Inc	Equipment for Social Events <i>This equipment (which includes large ice boxes, a portable generator, 2 new bbqs and several fold up tables) to assist the group to deliver social events for the group and the broader community .</i>	\$1,911	\$1,911
Bentmoor Community Men's Shed	Purchase Water Fountain <i>Limited good drinking water available, want to encourage water over caffeine based drinks, also accessible for church facility and dancing classes.</i>	\$1,200	\$1,200
Bonbeach Preschool	Multicultural Resources <i>introduce a range of different dolls from diverse cultures, multicultural and indigenous puzzles, posters and other resources to support this educational program .</i>	\$2,000	\$2,000
Bonbeach St Chad's Baseball Club	Improving Field <i>To enclose the dugouts (bench) with fencing/nets and ideally non-permeable roof/backing to keep kids safe</i>	\$5,000	\$5,000
Bruthen Street Kindergarten	Redevelopment of IT Infrastructure <i>Develop an online platform to allow for secure storages of kinder developed and owned resources, improve communication and facilitate continuity of service and laptop and iPad</i>	\$8,469	\$2,000
Carers Victoria	Carers Victoria Mingle 2018 <i>Reach out to unpaid family and friend carers in the Kingston region - event will focus on health and wellbeing, connecting carers with local services/supports etc.</i>	\$5,000	\$5,000
Carrum Patterson Lakes Football Netball Club	Mandatory OHS Line Marker for Venue Ovals <i>New line marker needed for various ovals and teams</i>	\$2,000	\$2,000
Carrum Surf Life Saving Club	Equipment - Trolley for Nipper Boards	\$1,497	\$1,497

\*For organisations allocated partial funding, delivery of program will not be compromised

Appendix 2 - Annual Grants - Funding Recommendations 2018-2019		TRIM 18/70935	
Group/organisation name	Activity title	Amount Requested	Amount Recommended
Chelsea & District Inter-Church Council	Community Christmas Carols	\$1,000	\$1,000
Chelsea Bowling Club inc	New Refrigerator	\$1,217	\$1,028
Chelsea Heights Community Centre	Equipment (Stove/Urn/PA System)	\$2,000	\$1,668
Chelsea Heights Kindergarten	Equipment for new space - <i>Including outdoor hollow pine blocks and a pine clatter walk bridge</i>	\$2,000	\$2,000
Chelsea Junior Football Club	Equipment & uniforms - <i>Increase participation in All Abilities Auskick Program</i>	\$2,000	\$2,000
Chelsea Ladies Probus Club Inc	Regular social activities for Probus members	\$1,000	\$1,000
Chelsea Occasional Childcare Centre	New Office Furniture - <i>Filing cabinets, desk, bookcase and ergonomic office chair</i>	\$1,938	\$1,938
Chelsea Probus Club	Chinese Influence In Kingston - <i>in conjunction with Bendigo Probus members, a day-tour of the main Chinese precincts including the Golden Dragon Museum, Dai Gum San Chinese precinct and the Joss House.</i>	\$1,200	\$1,200
Cheltenham Amateur Swimming Club	Starting Blocks for new swimming competition	\$5,000	\$5,000
Cheltenham Community Centre	Social Engagement for Over 65s - <i>Provide "social packages" for older people to improve social connections and connect with the community.</i>	\$8,729	\$8,729
Cheltenham Junior Football Club	Families Thrive 2018 Program & Sport & Life Training <i>Provide life education to 400+ juniors &amp; families by undertaking the Families Thrive 2018 program &amp; Sport &amp; Life Training (SALT) Education sessions</i>	\$3,500	\$3,500

\*For organisations allocated partial funding, delivery of program will not be compromised

Appendix 2 - Annual Grants - Funding Recommendations 2018-2019		TRIM 18/70935	
Group/organisation name	Activity title	Amount Requested	Amount Recommended
Cheltenham Panthers Netball Club	Come and Try' increase female participation - <i>by introducing come and try days, lower fees, better coaching and advertising.</i>	\$2,000	\$2,000
Clarinda Lions Club Inc (Dingley Village)	Clarinda Art and Craft Market - <i>series of monthly markets at Clarinda</i>	\$1,700	\$1,100
Clarinda Seniors Social Group	Clarinda Seniors Social Group. <i>Regular social and recreational activities.</i>	\$2,000	\$1,200
Clarinda Tennis Club Inc	Heating and Cooling Unit- <i>installation of split system air conditioner in club house</i>	\$2,000	\$2,000
Combined Probus of Mentone	Christmas Luncheon	\$4,922	\$1,012
Community Care	Nurturing the Hungry - <i>Free breakfasts to community members "doing it tough"</i>	\$10,000	\$10,000
Cosenza Senior Citizens of Kingston Inc	Regular weekly social activities	\$2,000	\$900
Croatian Senior Citizens Group Keysborough	Regular seniors Group Activities	\$2,000	\$1,200
Cyprian Community of Southern Suburbs of Melbourne Senior Citizens Club	Regular recreational & social activities	\$2,000	\$1,200
Derrimut Weelam Gathering Place	Cultural Strengthening Project - <i>including awareness workshops, didgeridoo mediation &amp; healing workshops, guided tours all for Indigenous &amp; non-Indigenous community.</i>	\$10,000	\$7,700

\*For organisations allocated partial funding, delivery of program will not be compromised

Appendix 2 - Annual Grants - Funding Recommendations 2018-2019		TRIM 18/70935	
Group/organisation name	Activity title	Amount Requested	Amount Recommended
Destiny Care	Destiny Care Hampers & Lunch Program - <i>Assisting community members who are isolated, financially disadvantaged, mental and physical disabilities, new migrants etc.</i>	\$9,200	\$9,200
Dingley Scout Group	Hall Floor Rejuvenation - <i>resanding, repair and line marking on completed floors - been over 20 years since it was last done.</i>	\$7,500	\$5,000
Dingley Village Historical Society	Operational Costs	\$1,200	\$1,200
Dragons Abreast Patterson Lakes Pink Lotus	Dragon Boat Paddles	\$2,000	\$1,368
EarthCarers, Chelsea Heights Community Garden	Purchase of mulcher/safety equipment/water urn/pruning tools	\$2,000	\$2,000
Edithvale Aspendale Junior Football Club	Split System Air Conditioning Unit for clubrooms	\$1,930	\$1,930
Edithvale Life Saving Club	Life Saving - Mango Nipper Boards	\$2,000	\$2,000
Evesham Road Kindergarten	Riding and Road Safety Equipment	\$2,000	\$2,000
Farm Road Preschool Inc.	Install doors on children's toilets	\$7,670	\$3,835
Friendship Square Child Care Centre Co-Op	Bridging the Gap - Deck - <i>Decking alongside building under verandah, improve safety for kids.</i>	\$4,750	\$4,750

\*For organisations allocated partial funding, delivery of program will not be compromised



Appendix 2 - Annual Grants - Funding Recommendations 2018-2019		TRIM 18/70935	
Group/organisation name	Activity title	Amount Requested	Amount Recommended
GriefLine Community & Family Services Inc	Support for Carers Program - <i>support for full time carers with counselling every day from midday to 3am.</i>	\$10,000	\$5,300
Grow: A Creative Community Kingston Creative Studios	Kingston Repair Café - <i>program run for local community groups to bring along broken items to be repaired or upcycled. Sustainable, gets community together</i>	\$5,000	\$4,600
Heatherton Cricket Club	Purchase of Cricket Pitch Roller - <i>Old roller no longer useful and not cost effective to keep repairing.</i>	\$2,000	\$2,000
Highett Pre-School	Habitat for Play Part Two - <i>New pump next to sandpit for kids to explore water</i>	\$5,000	\$5,000
Imvrians' Society of Melbourne	New refrigerator	\$2,000	\$1,703
Italian Social Club of Moorabbin	New refrigerator	\$1,500	\$1,445
Kingston Calisthenics College	Costume purchase. <i>Purchase of material to make costumes</i>	\$2,000	\$2,000
Kingston for Human Rights Inc	Celebration of the Universal Declaration of Human Rights - <i>Interesting informative event, attract all walks of life to ensure UDHR will not be forgotten.</i>	\$5,000	\$5,000
Kingston Hawthorn Cricket Club	Storage Shed Construction - <i>to replace two shipping containers currently used</i>	\$5,000	\$5,000
Kingston Toy Library	Toy Library Party Packs - <i>update existing packs to hire out to community, tables, chairs, toys, games for birthday parties</i>	\$1,976	\$1,976

\*For organisations allocated partial funding, delivery of program will not be compromised



Appendix 2 - Annual Grants - Funding Recommendations 2018-2019		TRIM 18/70935	
Group/organisation name	Activity title	Amount Requested	Amount Recommended
Ladies Probus Club of Kingston Heath Inc	25th Birthday Celebrations - <i>Day trip to celebrate 1/4 century for members who otherwise couldn't afford to participate.</i>	\$2,000	\$1,305
Lions Club of Dingley Village (Branch Club)	Various BBQ's & Venues - <i>supporting various community events</i>	\$1,000	\$951
Livingston Kindergarten	Portable Projector - <i>second projector needed for other room so 4-5 kids aren't huddled around iPad - all kids can view it</i>	\$675	\$337
Longbeach Ukulele (LUKES)	To encourage musical participation by Kingston residents and to perform for Community enjoyment and participation	\$2,219	\$2,000
Make a Difference Dingley Village	Every successful journey, starts with a single step (welfare program) - <i>crisis food relief and support for struggling families.</i>	\$10,000	\$10,000
Melbourne Begonia Society	2019 Annual Begonia Display/Show	\$1,000	\$1,000
Melbourne Shwetambar Jain Sangh Inc	Paryushan Maha Parva 2018 - <i>important yearly festival for the Jains, the other being Diwali.</i>	\$10,000	\$1,500
Mentone Chess Club	2019 Mentone Open - <i>Update chess clocks for timing in tournament.</i>	\$390	\$390
Mentone Community Assistance and Information Bureau Inc	Emergency Relief & Christmas Support Program - <i>welfare for individuals and families in financial crisis</i>	\$10,000	\$10,000
Mentone Cricket Club	Turf Wicket Renovation Equipment - <i>including grass growing mats, hessian wicket cover, industrial hose</i>	\$1,558	\$1,558

\*For organisations allocated partial funding, delivery of program will not be compromised

Appendix 2 - Annual Grants - Funding Recommendations 2018-2019		TRIM 18/70935	
Group/organisation name	Activity title	Amount Requested	Amount Recommended
Mentone Hockey Club (Old Mentonians Hockey Club Inc)	Introductory Hockey Clinic Kits Program - <i>increase sports participation of kids under 12</i>	\$1,976	\$1,976
Mentone Public Library	Library Author talks and Book club - <i>purchase of books and continue the Author Talks book club</i>	\$1,000	\$1,000
MLOC Productions Inc	Performance of Musical Theatre Productions - <i>produce 2 musical theatres a year at affordable prices for community to engage, participate and/or attend.</i>	\$1,500	\$1,500
Moorabbin Area Toy Library	Supporting Young People to be Resilient, Healthy and Engaged - <i>purchase toys and games to aid development of resilient, healthy engaged children.</i>	\$3,500	\$2,000
Moorabbin Hebrew Congregation	Purchase of new chairs and tables <i>for their upstairs meeting room</i>	\$1,950	\$1,950
Mordialloc Boating and Angling Club	MBAC Slipway Trolley Upgrade - <i>Fabrication &amp; installation of new supporting arms to the club's slipway trolley to maintain the fabric of Mordialloc Creek's wooden boats.</i>	\$3,000	\$3,000
Mordialloc Lapidary Club Inc	Purchase of new Hall Xtra Faceting Machine - <i>for polishing and faceting gem stones</i>	\$2,000	\$2,000
Mordialloc Neighbourhood House	Thriving Children & Families Outdoor Play Area Upgrade - <i>includes new softfall surface</i>	\$5,000	\$5,000
Mordialloc Redbacks Junior Football Club	Equipment to support AFL@ team in 2019 and beyond - <i>new equipment to support female footy to serve as pathway into AFLW</i>	\$2,000	\$1,200

\*For organisations allocated partial funding, delivery of program will not be compromised

Appendix 2 - Annual Grants - Funding Recommendations 2018-2019		TRIM 18/70935	
Group/organisation name	Activity title	Amount Requested	Amount Recommended
Multicultural Senior Citizen Group of Kingston & Surrounding Regions	Regular social activities - weekly Gatherings/Mothers&Fathers Day/Christmas Break up	\$5,000	\$1,500
Mythri Social and Cultural Association Inc	Cultural Festival - <i>Onam yearly festival celebrated by South Indians</i>	\$6,500	\$1,500
Nola Barber Kindergarten	Split System Air Conditioning Unit	\$3,380	\$2,000
NTTF Alumni Association of Victoria	27th Annual Stageshow (27 years) - <i>27th year since formed in Vic. Celebration combined with annual function.</i>	\$2,000	\$2,000
Parkdale Gift	Parkdale Gift - <i>showcase professional running, darts, tennis and boxing prior to world renowned Stawell Gift</i>	\$10,000	\$10,000
Parkdale Preschool	Toilet Partition and Handwash Station	\$2,454	\$2,454
Patterson Lakes Combined Probus Club Inc	30th Anniversary Celebration Luncheon	\$1,275	\$1,275
Probus Club of Edithvale Inc	Christmas Luncheon	\$2,000	\$2,000
Project Respect	Outreach to licensed brothels & capacity building training of services - <i>offering support services, capacity training.</i>	\$5,000	\$1,766
Radio Carrum	Vantastic Fit Out - <i>Mobile radio broadcast for local community need generator and broadcast equipment to fit out new van bought for this purpose.</i>	\$2,000	\$2,000

\*For organisations allocated partial funding, delivery of program will not be compromised

Appendix 2 - Annual Grants - Funding Recommendations 2018-2019		TRIM 18/70935	
Group/organisation name	Activity title	Amount Requested	Amount Recommended
Rotary Club of Mordialloc	Gnome and Fairy Festival - <i>Carnival event for children and families</i>	\$3,000	\$3,000
Ryan Group Inc	Recreational activities for children & families	\$1,500	\$1,500
Scope Australia	iPads x 2 & Smart TV - <i>To provide access to internet and learnings via YouTube on tv to support those with physical, intellectual and multiple disabilities to achieve their goals in life.</i>	\$1,997	\$1,893
Senior Citizens Freccia Azzurra Club Inc	Equipment - Laptop/Printer	\$2,000	\$2,000
SKGA Inc Sangam Kala Group Australia	SSCAFF 2018 Satrangi 7 Colours Arts & Film Festival	\$4,000	\$1,200
St Joseph's Care & Concern Group	Christmas Lunch	\$400	\$400
St Nicholas Anglican Church Mordialloc	Defibrillator	\$2,000	\$2,000
The Abbeyfield Society Dingley Village	Better Homes and Gardens - <i>Purchase of table</i>	\$2,359	\$2,120
Unified Filipino Elderly Association Inc	Regular weekly social activities	\$8,000	\$900
Victorian Association of WW2 Veterans from the Former Soviet Union	Regular social activities and support for War Veterans	\$4,500	\$1,200
Westall Social Tennis Club	Tennis equipment to strengthen membership and encourage more young people to take up tennis	\$2,000	\$2,000

\*For organisations allocated partial funding, delivery of program will not be compromised

Appendix 2 - Annual Grants - Funding Recommendations 2018-2019		TRIM 18/70935	
Group/organisation name	Activity title	Amount Requested	Amount Recommended
Whitehorse Woodturners Inc	The Australian Woodturning Exhibition 2019 - Kingston City Hall	\$10,000	\$10,000
Whitelion Youth Agency	DARE2B Youth Conference <i>to be held 26 July 2018 - increase social connection and inclusion in local communities, aiming to prevent disengagement of young people from education</i>	\$10,000	\$4,141
Zee Cheng Khor Moral Uplifting Society Inc	Let's Celebrate - Together in Kingston - <i>World Congress - significant Cultural Event to be held in Kingston.</i>	\$9,000	\$5,500
	<b>Total</b>	<b>\$379,079</b>	<b>\$298,163</b>

\*For organisations allocated partial funding, delivery of program will not be compromised

Appendix 3 - Community Grants Program - Annual Grants - Unsuccessful 2018-2019		HPE CM 18/70939	
Group/organisation name	Activity title	Amount Requested	Amount recommended
Chelsea FC	Football training equipment and administration - training bibs, portable goals, corner flags, computer, to accommodate increased membership	\$1,994	\$0
Christ Church Dingley	Re-Carpet Main Auditorium	\$5,000	\$0
Clayton Bowls Club	Replacing Shade Cloth - replace shade cloth above seating around three greens. Present shading is over 15 years old and is ineffective for both spectators and players.	\$5,000	\$0
Director of Corporate & Government Relations	Arts Connect in Westall - Song Room Creative Community Project - Westall Primary School	\$9,672	\$0



Highett Neighbourhood Community House	Higher Ground Highett Food & Music Festival - to be held in March 2019	\$2,000	\$0
Holmesglen Institute	Run for change - The aim is to raise awareness of family violence in the community and to raise funds to support families in need of safe refuge.	\$10,000	\$0
Inclusion Melbourne	NDIS Readiness for people with intellectual disabilities, families and carers	\$9,650	\$0
Kingswood Primary School	RACV Energy Breakthrough Team - To take 2 teams of up to 20 primary aged students both female and male to compete in the RACV Energy Breakthrough Human Powered Vehicle event staged in Maryborough - November 2018	\$2,000	\$0
L'Chaim Chabad - Kingston	Transform Storage shed to Teen Hangout	\$4,500	\$0
Leftover Lovers - a zero waste organisation committed to the repurposing of food waste in everyday households.	Leftover Lovers Food Waste Program for Kingston - aim is to educate people on the value that binned food holds, and how everyday households can create nutritious and delicious meals out of food otherwise destined for landfill.	\$5,000	\$0

Patterson Lakes Netball Club (PLNC)	Net-Set-Go at PLNC - training equipment for netball program for children 5-8 years of age, involving 20 new families.	\$1,900	\$0
Sri Lanka Victoria Friendship Association	Community Variety Fun Night - cultural celebration	\$1,750	\$0
	<b>Total</b>	<b>\$54,816</b>	

Appendix 4 - Organisations proposed to transfer from Annual Grants to Partnership Grants				HPE CM 18/70949	
Organisation	Activity	Amount Granted 2015-2016	Amount Granted 2016-2017	Amount Granted 2017-2018	Amount Recommended 2018-2019
Anglo-Indian Australasian Association of Vic Inc.	Social activities	\$1,500.00	\$2,000.00	\$1,500.00	\$1,500
Croatian Senior Citizens Group Keysborough	Social activities	\$1,200.00	\$1,200.00	\$1,500.00	\$1,200
Mythri Social and Cultural Association Inc.	Social activities	\$500.00	\$1,500.00	\$500.00	\$1,500
Ryan Group Inc.	Social activities	\$900.00	\$900.00	\$1,000.00	\$1,500
					<b>\$5,700</b>

Appendix 5 - Community Grants Program 2018-2019 - All Grants applications and allocations TRIM 18/70951								
Organisation	Partnership Grants	Festivals and Events	Annual Grants	Arts Grants	Children's Week Grants	Ethnic Meals Grants	Youth Week Grants	Total
<b>*Green shading identifies those groups in receipt of a number of grants</b>								
Acacia Avenue Preschool			\$1,980.00					\$1,980.00
Anglo-Indian Australasian Association of Vic Inc			\$1,500.00					\$1,500.00
Anna Wheeler				\$0.00				\$0.00
Argos and District Australian Greek Seniors Citizen Club of Kastoria	\$983.45					\$2,000.00		\$2,983.45
Aspect Inc			\$6,600.00					\$6,600.00
Aspendale Gardens Community Service Inc	\$62,745.56							\$62,745.56
Aspendale North Kindergarten			\$1,980.00		\$1,000.00			\$2,980.00
Aspendale Scouts Group			\$1,977.00					\$1,977.00
Aspendale Sporting Club Inc			\$2,000.00					\$2,000.00
Associations Pensionati La ziali l'd Monash	\$983.45							\$983.45
Australia Greek Seniors Club of Mentone	\$1,311.27					\$3,000.00		\$4,311.27
Australian National Aviation Musuem			\$7,500.00					\$7,500.00
Australian Skateboarding Federation			\$3,320.00					\$3,320.00
Australian Volunteer Coastguard Carrum			\$5,000.00					\$5,000.00
Australian Wildlife Assistance and Rescue Education (AWARE)	\$3,090.00							\$3,090.00
Avellino Circolo Pensioners Of Springvale Inc.	\$954.81							\$954.81
Bayside Community Information and Support Services (BayCISS)	\$30,953.71							\$30,953.71
Bayside Community Care "Matt's Place"			\$8,000.00					\$8,000.00
BBQ Boys Carer Group Inc			\$1,911.00					\$1,911.00
Bentmoor Community Men's Shed			\$1,200.00					\$1,200.00
Bonbeach Preschool			\$2,000.00					\$2,000.00
Bonbeach St Chad's Baseball Club			\$5,000.00					\$5,000.00
Bruthen Street Kindergarten			\$2,000.00					\$2,000.00
Carers Victoria			\$5,000.00					\$5,000.00

Appendix 5 - Community Grants Program 2018-2019 - All Grants applications and allocations TRIM 18/70951								
Organisation	Partnership Grants	Festivals and Events	Annual Grants	Arts Grants	Children's Week Grants	Ethnic Meals Grants	Youth Week Grants	Total
<b>*Green shading identifies those groups in receipt of a number of grants</b>								
Carrum Community Activity Centre Inc.	\$10,464.87							\$10,464.87
Carrum Patterson Lakes Football Netball Club			\$2,000.00					\$2,000.00
Carrum Surf Life Saving Club			\$1,497.00					\$1,497.00
Central Bayside Community Health Services Ltd				\$3,000.00				\$3,000.00
Chelsea & District Inter-Church Council			\$1,000.00					\$1,000.00
Chelsea Bowling Club inc			\$1,028.00					\$1,028.00
Chelsea Community Support Services Inc	\$90,891.94							\$90,891.94
Chelsea Concert Band	\$9,187.86							\$9,187.86
Chelsea FC			\$0.00					\$0.00
Chelsea Heights Community Centre	\$62,745.56		\$1,668.00		\$1,000.00			\$65,413.56
Chelsea Heights Kindergarten			\$2,000.00					\$2,000.00
Chelsea Junior Football Club			\$2,000.00					\$2,000.00
Chelsea Ladies Probus Club Inc			\$1,000.00					\$1,000.00
Chelsea Occasional Childcare Centre			\$1,938.00					\$1,938.00
Chelsea Probus Club			\$1,200.00					\$1,200.00
Cheltenham Amateur Swimming Club			\$5,000.00					\$5,000.00
Cheltenham Community Centre	\$84,600.10		\$8,729.00		\$1,000.00			\$94,329.10
Cheltenham Junior Football Club			\$3,500.00					\$3,500.00
Cheltenham Panthers Netball Club			\$2,000.00					\$2,000.00
Circolo Pensionati 'Don Bosco' Inc						\$750.00		\$750.00
Circolo Pensionati Italiani Di Benteigh Inc.	\$1,545.00					\$1,500.00		\$3,045.00
Circolo Pensionati Campani Italiano Di Clayton	\$954.81					\$1,000.00		\$1,954.81
Circolo Pensionati Italiani Di Oakleigh & Clayton Club						\$2,000.00		\$2,000.00
Citizen Theatre				\$5,000.00				\$5,000.00

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Appendix 5 - Community Grants Program 2018-2019 - All Grants applications and allocations TRIM 18/70951								
Organisation	Partnership Grants	Festivals and Events	Annual Grants	Arts Grants	Children's Week Grants	Ethnic Meals Grants	Youth Week Grants	Total
<b>*Green shading identifies those groups in receipt of a number of grants</b>								
Clarinda & District Greek Senior Citizens Club Inc						\$3,000.00		\$3,000.00
Clarinda Lions Club Inc			\$1,100.00					\$1,100.00
Clarinda Seniors Social Group			\$1,200.00			\$2,000.00		\$3,200.00
Clarinda Tennis Club			\$2,000.00					\$2,000.00
Clayton Bowls Club			\$0.00					\$0.00
Combined Probus of Mentone			\$1,012.00					\$1,012.00
Community Care			\$10,000.00					\$10,000.00
Cosenza Senior Citizens of Kingston Inc			\$900.00			\$3,000.00		\$3,900.00
Croatian Senior Citizens Group Keysborough			\$1,200.00			\$2,000.00		\$3,200.00
Cyprian Community of Southern Subrubs of Melbourne Senior Citizens Club			\$1,200.00			\$3,000.00		\$4,200.00
Derrimut Weelam Gathering Place			\$7,700.00					\$7,700.00
Destiny Care			\$9,200.00					\$9,200.00
Dingley Scout Group			\$5,000.00					\$5,000.00
Dingley Village Historical Society			\$1,200.00					\$1,200.00
Dingley Village Neighbourhood Centre Inc	\$62,745.56							\$62,745.56
Director of Corporate & Government Relations			\$0.00					\$0.00
Dragons Abreast Patterson Lakes Pink Lotus			\$1,368.00					\$1,368.00
EarthCarers, Chelsea Heights Community Garden			\$2,000.00					\$2,000.00
Edithvale Aspendale Junior Football Club			\$1,930.00					\$1,930.00
Edithvale Life Saving Club			\$2,000.00					\$2,000.00
Eisteddfod by the Bay	\$18,062.37							\$18,062.37
Ethnic Discussion Club	\$954.81							\$954.81
Evesham Road Kindergarten			\$2,000.00		\$1,000.00			\$3,000.00
Family Life	\$51,908.77							\$51,908.77



Appendix 5 - Community Grants Program 2018-2019 - All Grants applications and allocations TRIM 18/70951								
Organisation	Partnership Grants	Festivals and Events	Annual Grants	Arts Grants	Children's Week Grants	Ethnic Meals Grants	Youth Week Grants	Total
<b>*Green shading identifies those groups in receipt of a number of grants</b>								
Farm Road Preschool Inc			\$3,835.00		\$1,000.00			\$4,835.00
Friendship Square Child Care Centre Co-Op			\$4,750.00		\$550.00			\$5,300.00
Greek Elderly Citizens of Clayton and Districts Inc.	\$1,311.27					\$3,000.00		\$4,311.27
Greek Orthodox Community of Clayton Inc						\$3,000.00		\$3,000.00
Greek Orthodox Community of Monash and Districts	\$983.45							\$983.45
Greek Senior Citizens Group of Moorabbin	\$1,311.27					\$3,000.00		\$4,311.27
Greek Senior Citizens of Southern Eastern Regions and Districts	\$983.45					\$3,000.00		\$3,983.45
Greek Seniors and Pensioners Association of Clayton and District Inc.	\$983.45					\$3,000.00		\$3,983.45
Greek Women's Senior Citizens Club of McKinnon "Rhea"	\$983.45					\$2,000.00		\$2,983.45
GriefLine Community and Family Services Inc			\$5,300.00					\$5,300.00
Grow: A Creative Community Kingston Creative Studios			\$4,600.00					\$4,600.00
Heatherton Cricket Club			\$2,000.00					\$2,000.00
Hellenic Community of Moorabbin	\$1,639.10	\$11,255.09				\$3,000.00		\$15,894.19
Highbett Neighbourhood House			\$0.00					\$0.00
Highbett Pre-School			\$5,000.00		\$880.00			\$5,880.00
Holmesglen Institute			\$0.00					\$0.00
Imvrians' Society of Melbourne			\$1,703.00					\$1,703.00
Inclusion Melbourne			\$0.00					\$0.00
Independent Hellenic Seniors Citizens Association of Clayton and Districts	\$1,311.27					\$3,000.00		\$4,311.27
Italian Senior Citizens Group of Moorabbin Inc	\$1,236.00					\$3,000.00		\$4,236.00
Italian Senior Citizens of Heatherton (La Barraca)						\$3,000.00		\$3,000.00
Italian Social Club of Moorabbin			\$1,445.00			\$1,500.00		\$2,945.00
Jacqueline Goedhart				\$0.00				\$0.00
Jodi Helliwell				\$0.00				\$0.00

Appendix 5 - Community Grants Program 2018-2019 - All Grants applications and allocations TRIM 18/70951								
Organisation	Partnership Grants	Festivals and Events	Annual Grants	Arts Grants	Children's Week Grants	Ethnic Meals Grants	Youth Week Grants	Total
<b>*Green shading identifies those groups in receipt of a number of grants</b>								
Katie Kinnear				\$0.00				\$0.00
Kieran Carroll				\$0.00				\$0.00
Kingston Calisthenics College			\$2,000.00					\$2,000.00
Kingston Chinese Senior Citizens Club Inc.	\$1,639.10			\$2,000.00		\$2,000.00		\$5,639.10
Kingston for Human Rights Inc			\$5,000.00					\$5,000.00
Kingston Hawthorn Cricket Club			\$5,000.00					\$5,000.00
Kingston Indian Senior Citizens Association Inc						\$250.00		\$250.00
Kingston Toy Library			\$1,976.00					\$1,976.00
Kingston Turkish Senior Citizen Inc						\$2,000.00		\$2,000.00
Kingswood Primary School			\$0.00					\$0.00
Kondia Limnos Senior Citizens Club	\$983.45					\$3,000.00		\$3,983.45
Ladies Probus Club of Kingston Heath Inc			\$1,305.00					\$1,305.00
L'Chaim Chabad - Kingston			\$0.00		\$1,000.00			\$1,000.00
Leftover Lovers			\$0.00					\$0.00
Lemnian Community of Victoria Limited	\$1,311.27					\$3,000.00		\$4,311.27
Linda Roberts				\$0.00				\$0.00
Lions Club of Dingley Village (Branch Club)			\$951.00					\$951.00
Livingston Kindergarten			\$337.00					\$337.00
Longbeach Place Inc	\$62,745.56							\$62,745.56
Longbeach Ukes Inc (LUKES)			\$2,000.00					\$2,000.00
Make a Difference Dingley Village Inc	\$27,684.67		\$10,000.00					\$37,684.67
Maltese La Vallette Association Inc.	\$927.00							\$927.00
Melbourne Begonia Society			\$1,000.00					\$1,000.00
Melbourne Shwetambar Jain Sangh Inc			\$1,500.00					\$1,500.00

Appendix 5 - Community Grants Program 2018-2019 - All Grants applications and allocations TRIM 18/70951								
Organisation	Partnership Grants	Festivals and Events	Annual Grants	Arts Grants	Children's Week Grants	Ethnic Meals Grants	Youth Week Grants	Total
<b>*Green shading identifies those groups in receipt of a number of grants</b>								
Mentone Chess Club			\$390.00					\$390.00
Mentone Community Assistance and Information Bureau Inc	\$33,221.64		\$10,000.00					\$43,221.64
Mentone Cricket Club			\$1,558.00					\$1,558.00
Mentone Hockey Club (Old Mentonians Hockey Club Inc)			\$1,976.00					\$1,976.00
Mentone Preschool Association					\$1,000.00			\$1,000.00
Mentone Public Library			\$1,000.00					\$1,000.00
MLOC Productions Inc			\$1,500.00					\$1,500.00
Moorabbin Area Toy Library			\$2,000.00					\$2,000.00
Moorabbin Hebrew Congregation			\$1,950.00					\$1,950.00
Mordialloc Boating and Angling Club			\$3,000.00					\$3,000.00
Mordialloc Brass Band Inc (+MOJO)	\$9,187.86	\$13,247.23						\$22,435.09
Mordialloc Lapidary Club Inc			\$2,000.00					\$2,000.00
Mordialloc Community Centre	\$62,745.56							\$62,745.56
Mordialloc Neighbourhood House	\$62,745.56		\$5,000.00					\$67,745.56
Mordialloc Redbacks Junior Football Club			\$1,200.00					\$1,200.00
Multicultural Grandparents Playgroup	\$983.45							\$983.45
Multicultural Nature Guides	\$1,030.00							\$1,030.00
Multicultural Senior Citizen Group of Kingston & Surrounding Regions			\$1,500.00			\$3,000.00		\$4,500.00
Multicultural Women's Sewing and Knitting Group	\$983.45							\$983.45
Mythri Social and Cultural Association Inc			\$1,500.00					\$1,500.00
Natya Sudha School of Indian Classical Dance				\$0.00				\$0.00
Nola Barber Kindergarten			\$2,000.00					\$2,000.00
NTTF Alumni Association of Victoria			\$2,000.00					\$2,000.00
Pantry 5000	\$8,038.64							\$8,038.64

Appendix 5 - Community Grants Program 2018-2019 - All Grants applications and allocations TRIM 18/70951								
Organisation	Partnership Grants	Festivals and Events	Annual Grants	Arts Grants	Children's Week Grants	Ethnic Meals Grants	Youth Week Grants	Total
<b>*Green shading identifies those groups in receipt of a number of grants</b>								
Parkdale Gift			\$10,000.00					\$10,000.00
Parkdale Mordialloc Combined Pensioners Association	\$983.45							\$983.45
Parkdale Preschool			\$2,454.00					\$2,454.00
Parkdale Women's Club	\$983.45							\$983.45
Patterson Lakes Combined Probus Club Inc			\$1,275.00					\$1,275.00
Patterson Lakes Community Centre	\$62,745.56							\$62,745.56
Patterson Lakes Netball Club			\$0.00					\$0.00
Peninsula Community Legal Centre	\$37,374.31							\$37,374.31
Pilipino Elderly Association of South East Region	\$1,639.10					\$2,000.00		\$3,639.10
Probus Club of Edithvale Inc			\$2,000.00					\$2,000.00
Project Respect			\$1,766.00					\$1,766.00
Radio Carrum			\$2,000.00					\$2,000.00
Robert Scholten				\$5,000.00				\$5,000.00
Rotary Club of Mordialloc			\$3,000.00					\$3,000.00
Russian Senior Choir of Kingston						\$1,000.00		\$1,000.00
Ryan Group Inc			\$1,500.00					\$1,500.00
Scope Australia			\$1,893.00					\$1,893.00
Senior Citizens Freccia Azzurra Club Inc	\$1,545.00		\$2,000.00			\$3,000.00		\$6,545.00
Shalom Association	\$1,273.00							\$1,273.00
SKGA Inc Sangam Kala Group Australia			\$1,200.00					\$1,200.00
South East Community Links (formerly SEAAC)	\$16,610.67							\$16,610.67
South Oakleigh Wildlife Shelter	\$3,090.00							\$3,090.00
Southern Area Concert Band	\$9,187.86			\$2,000.00				\$11,187.86
Spanish Speaking Senior Club of Clayton	\$954.81					\$750.00		\$1,704.81

Appendix 5 - Community Grants Program 2018-2019 - All Grants applications and allocations TRIM 18/70951								
Organisation	Partnership Grants	Festivals and Events	Annual Grants	Arts Grants	Children's Week Grants	Ethnic Meals Grants	Youth Week Grants	Total
<b>*Green shading identifies those groups in receipt of a number of grants</b>								
Sri Lanka Victoria Friendship Association			\$0.00					\$0.00
St Andrew's Parish Friendship Group	\$954.81							\$954.81
St Joseph's Care & Concern Group			\$400.00					\$400.00
St Nicholas Anglican Church Mordialloc			\$2,000.00					\$2,000.00
St Vincent de Paul Society - Aspendale Conference	\$851.30							\$851.30
St Vincent de Paul Society - Clayton South Conference	\$851.30							\$851.30
St Vincent de Paul Society - East Parkdale Conference	\$851.30							\$851.30
St Vincent de Paul Society - Mentone	\$851.30							\$851.30
St Vincent de Paul Society - Moorabbin/Bentleigh Conference	\$851.30							\$851.30
St Vincent de Paul Society - Mordialloc	\$851.30							\$851.30
St Vincent de Paul Society - Our Lady of the Assumption Conference, Cheltenham	\$851.30							\$851.30
St Vincent de Paul Society - St Joseph's Chelsea Conference	\$851.30							\$851.30
Sundowner Kindergarten					\$1,000.00			\$1,000.00
The Abbeyfield Society Dingley Village			\$2,120.00					\$2,120.00
The Leading Dramatic Society Theatre Inc				\$0.00				\$0.00
The Leading Dramatic Society Theatre Inc				\$0.00				\$0.00
The Three Hierarchs Greek Elderly Group						\$3,000.00		\$3,000.00
Tomislav Mikulic				\$0.00				\$0.00
Unified Filipino Elderley Association Inc			\$900.00					\$900.00
Victorian Association of WW2 Veterans from the Former Soviet Union			\$1,200.00					\$1,200.00
Victoria Malayalee Seniors Association Inc	\$1,273.00							\$1,273.00
Victoria State Emergency Service - Chelsea Unit	\$46,537.93							\$46,537.93
Victoria State Emergency Service - Moorabbin Unit	\$23,531.96							\$23,531.96
Vital Volunteers	\$3,090.00							\$3,090.00

Appendix 5 - Community Grants Program 2018-2019 - All Grants applications and allocations TRIM 18/70951								
Organisation	Partnership Grants	Festivals and Events	Annual Grants	Arts Grants	Children's Week Grants	Ethnic Meals Grants	Youth Week Grants	Total
*Green shading identifies those groups in receipt of a number of grants								
Westall Social Tennis Club			\$2,000.00					\$2,000.00
Whitehorse Woodturners Inc			\$10,000.00					\$10,000.00
Whitelion Youth Agency			\$4,141.00					\$4,141.00
Yanni Mougos				\$5,000.00				\$5,000.00
Zee Cheng Khor Moral Uplifting Society Inc			\$5,500.00					\$5,500.00
<b>Total</b>	<b>\$998,639.13</b>	<b>\$24,502.32</b>	<b>\$298,163.00</b>	<b>\$ 22,000.00</b>	<b>\$9,430.00</b>	<b>\$76,750.00</b>		<b>\$1,429,484.45</b>

Festival and Events funding is a component of the Partnership grants

**From:** [REDACTED]  
**To:** [John Nevins](#)  
**Cc:** [Mauro Bolin](#); [Steve Staikos](#); [Tamara Barth](#); [Tamsin Bearsley](#); [George Hua](#); [Geoff Gledhill](#); [Ron Brownlees](#); [Rosemary West](#); [Georgina Oxley](#); [David Eden](#); [Dominic McCann](#)  
**Subject:** Historical Societies in the City of Kingston  
**Date:** Tuesday, 3 April 2018 2:19:45 PM  
**Attachments:** [image003.jpg](#)

---

Dear John

I write representing the 3 Societies in Kingston – Chelsea/Mordialloc/Dingley Village.

We have held discussions and it was agreed I would bring our concerns to council.

Heritage and history is important, and is valued by the community.

Our members receive—

- Free access to our collection
- low cost books
- access to workshops
- assistance with projects
- regular newsletters
- information

Our team of volunteers must ensure our programs and activities meet the community's needs as well as their thirst for information.

We are visited by the young and old, school children, as part of their curriculum, and older residents tracing family histories and interest in places of early childhood.

For most Societies, the inability to fund raise to cover expenditure is of concern.

Expenses include:

- pamphlets
- newsletters
- stationary
- photocopying
- IT – the up keep of web pages
- Printing
- Toner and printer leasing/purchase
- Showbags
- Stamps
- Insurance
- Memberships and affiliations

It was agreed that a realistic budget for these amounts was \$3000pa. for the societies to be sustainable, funds need to be available.

After discussion with Council officers, it appears most appropriate for the societies to be funded through Partnership Grants. This would provide 3 years of funding on a triennial fixed term basis.



This email is to ask the Councillors of the City of Kingston to consider our request with the support of Council officers.

I have been delegated to speak to relevant staff/Councillors on request.

We ask your consideration of this matter.

Yours sincerely



**Judith Klarenbeek**  
Assistant to Marion Harriden  
Chairman  
Dingley Village Historical Society  
31B Marcus Rd  
Dingley Village 3172  
PH 03 9551 1799  
Fax 03 9551 6848  
[www.dingleyvillagehistoricalsociety.org.au](http://www.dingleyvillagehistoricalsociety.org.au)



Virus-free. [www.avast.com](http://www.avast.com)



City of KINGSTON

I, Hannah Croughan hereby disclose

a conflict of interest in the following matter: Evesham Rd Preschool community grants application (2018-19)

This matter is being considered (tick one appropriate):

- under delegation by **officers**
- At a meeting of **Council**
- At a meeting of a Special Committee**
- At an Assembly of Councillors** – e.g. CIS meeting

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

on 24 April 2018

The class of the interest is (tick one appropriate):

- A direct interest
- OR**
- indirect interest by close association (section 78)
- indirect financial interest (section 78A)
- indirect interest because of conflicting duty (section 78B)
- indirect interest because of receipt of gift(s) (section 78C)
- indirect interest through civil proceedings (section 78D)
- Indirect interest because of impact on residential amenity (section 78E)
- Interest due to personal friendship that may be perceived to create a conflict

<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

[NB all references to sections are references to sections in the *Local Government Act 1989*].

The nature of the interest is as follows:

My son attends 4 year old Kindergarten at Evesham Road preschool, Cheltenham.

The completed form must be given to the Meeting Chair for on-forwarding to the Chief Executive Officer and Manager Governance.

community inspired leadership

TRIM XX/XXXX PAGE 1



City of KINGSTON

I, Hannah Croughan hereby disclose

a conflict of interest in the following matter: Cheltenham Panthers Junior Football Club

community grant application 2018/19

This matter is being considered (tick one appropriate):

- under delegation by officers
- At a meeting of Council
- At a meeting of a Special Committee
- At an Assembly of Councillors – e.g. CIS meeting

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

on 24 April 2018

The class of the interest is (tick one appropriate):

- A direct interest
- OR
- indirect interest by close association (section 78)
- indirect financial interest (section 78A)
- indirect interest because of conflicting duty (section 78B)
- indirect interest because of receipt of gift(s) (section 78C)
- indirect interest through civil proceedings (section 78D)
- Indirect interest because of impact on residential amenity (section 78E)
- Interest due to personal friendship that may be perceived to create a conflict

<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

[NB all references to sections are references to sections in the Local Government Act 1989].

The nature of the interest is as follows:

- My son plays in the Under 9s team

- My husband performs game day duties as the team runner

The completed form must be given to the Meeting Chair for on-forwarding to the Chief Executive Officer and Manager Governance.

community inspired leadership

TRIM XX/XXXX PAGE 1

**Dominic McCann**

---

**From:** Jill Page [REDACTED]  
**Sent:** Wednesday, 28 March 2018 4:36 PM  
**To:** Dominic McCann  
**Cc:** Steve Staikos  
**Subject:** EBTB Partnership Grant PGC10012018-21  
**Attachments:** EBTB QUOTE PARTNERSHIP GRANT.xlsx

Good afternoon Dominic,

Following up our phone conversation please find attached.

Kind regards,  
Jill

--

**JILL PAGE OAM**

*For service to the performing arts, and to the community*

President/Senior Classical Vocal Convener – Eisteddfod by the Bay

Quote 2018/19				
		Hall Hire	Other Charges	Total
<b>Speech and Drama</b>	Shirley Bourke	4256.00	1116.00	5372.00
<b>Choral</b>	Kingston City Hall	1396.00	450.50	1846.50
<b>Junior Vocal</b>	Kingston Arts	3798.00	630.00	4428.00
<b>Senior Vocal</b>	Kingston Arts	2313.00	630.00	2943.00
<b>Piano Forte</b>	Kingston Arts	5922.00	630.00	6552.00
				21141.50
<b>10% contingency</b>				2114.15
				<b>23255.65</b>

**Dominic McCann**

---

**From:** Justin Gayner  
**Sent:** Thursday, 29 March 2018 2:04 PM  
**To:** Dominic McCann  
**Cc:** Kathryn Scarpella  
**Subject:** FW: SBT SPEECH & DRAMA QUOTE

Hi Dominic,

Just so you're made aware the Venue Hire quotes Jill has received for the Eisteddfod program in 2019 come to a total of **\$19,650.50**.

I know the Mayor is keen to ensure her costs are covered so I was hoping there might be scope for her funding allocation to be increased.

Best,

Justin

**kingstonarts**

Justin Gayner | Team Leader | Arts & Cultural Services  
Kingston Arts Centre | 979 Nepean Highway | Moorabbin VIC 3189  
t +61 3 9556 4458  
e [justin.gayner@kingston.vic.gov.au](mailto:justin.gayner@kingston.vic.gov.au)



**JOIN OUR MAILING LIST**

**We acknowledge and pay respect to the First People of this land, the people of the Kulin Nation.**

**From:** Steve Staikos  
**Sent:** Wednesday, 28 March 2018 9:00 AM  
**To:** Lisa Stewart <[Lisa.Stewart@kingston.vic.gov.au](mailto:Lisa.Stewart@kingston.vic.gov.au)>  
**Subject:** Fwd: SBT SPEECH & DRAMA QUOTE

Hello Lisa,

As per my meeting the other day with Julian, can you please ask him to provide me a confirmation that all the quotes that have been given to the EBTB are correct, I would like this to be provided today.

Kindest regards

Cr Steve Staikos  
MAYOR  
City of Kingston

d 9581 4706

m 0447 896 643

Begin forwarded message:

**From:** [Steve.Staikos@kingston.vic.gov.au](mailto:Steve.Staikos@kingston.vic.gov.au)  
**Date:** 26 March 2018 at 08:17:40 AEDT  
**To:** [Julian.Harvey@kingston.vic.gov.au](mailto:Julian.Harvey@kingston.vic.gov.au)  
**Subject:** Fwd: SBT SPEECH & DRAMA QUOTE

Good morning Julian,

Here is the latest email I have received from Jill Page.

If possible it would be great if you could get back to me and her in the next few days as the applications for the training or Grant close on Monday.

Kindest regards

Cr Steve Staikos  
MAYOR  
City of Kingston

**d 9581 4706**

**m 0447 896 643**

Begin forwarded message:

**From:** Jill Page [REDACTED]  
**Date:** 21 March 2018 at 18:13:00 AEDT  
**To:** Steve Staikos  
**Subject:** SBT SPEECH & DRAMA QUOTE

Hi Steve,

Please find attached the quote for SBT for S&D which we received today.

Best wishes,  
Jill

--

**JILL PAGE OAM**

*For service to the performing arts, and to the community*



23 July 2018

Agenda Item No: 9.2

### **FUNDING REQUEST FROM EMERGE - WOMEN AND CHILDREN'S SUPPORT NETWORK FOR ITS 'LITTLE SPARKZ TO BRIGHT MINDS' PROGRAM**

Contact Officer: Dominic McCann, Coordinator Community Wellbeing

#### **Purpose of Report**

The purpose of this report is to seek Councillor' response to a request for funding submitted by "Emerge" Women and Children's support network for the facilitation of '*Little Sparkz to Bright Minds*' child therapy program.

#### **Disclosure of Officer / Contractor Direct or Indirect Interest**

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

#### **OFFICER RECOMMENDATION**

That Council:

1. Approve the request for funding of \$182,075 over three years by Emerge to deliver the '*Little Sparkz to Bright Minds*' Program to support children in their recovery from the impact of family violence in Kingston.
2. Enter into requested three year funding agreement with Year 1 to be funded by utilising under expenditure of \$21,863 in community grants (subject to Council resolution on the annual grants report) and allocating the remaining \$40,737 from the mid-budget review process.

Year 2 & 3 allocations of \$55K and \$64K respectively to be referred to Council's 2019/20 and 2020/21 budget processes for funding.

#### **1. Executive Summary**

On 25<sup>th</sup> January 2018, Council received a request for funding from "Emerge"- Women and Children's support network to establish the '*Little Sparkz to Bright Minds*' which is a therapeutic child program designed to facilitate the healing and development of children traumatised by exposure to family violence. '*Little Sparkz to Bright Minds*' is a new and unfunded initiative seeking to be implemented by Emerge to increase the confidence and coping ability of traumatised children. The program assists children by helping them develop confidence and skills to aid in their interaction and integration within early learning/schools and the broader community.

A successful program similar to '*Little Sparkz to Bright Minds*' for infants to 36 months was successfully implemented in 2016/2017. Feedback received from participants requested a similar therapeutic educative program for 4-7 year olds about to enter kindergarten and early schooling to be part of the intervention strategy. '*Little Sparkz to Bright Minds*' will complement the infant 0 -3 year old program and will continue the healing and positive coping abilities of 4 - 7 year old family violence victims.

## **2. Background**

Reports of children's exposure to domestic and family violence in the past two decades has steadily increased in Kingston with police data in October 2017 indicating a large numbers of children were present at family violence incidents. Over a five year period, the presence of children present when police responded to family violence callouts increased from 332 incidents to 410. These were recorded incidencies where children were present and 1311 to 1486 incidents where no child was present/not recorded. These figures only reflect the violent incidents that have been reported and that police have responded to.

Empirical evidence about the extent to which children are exposed to domestic and family violence and the negative effect this has on their development, has created a need for responsive therapeutic intervention. Exposure to family violence is classified as a form of child abuse and has resulted in the need for proactive interventions that include group and individual therapy and dyadic treatment with non-offending parents. Emerge's '*Little Sparkz to Bright Minds*' offers such interventions.

Emerge has seen firsthand the impact of children's exposure to domestic and family violence and are therefore seeking Council's financial support to facilitate '*Little Sparkz to Bright Minds*' therapeutic program. Children's exposure to family violence affects children's behaviour, schooling, cognitive development, mental and physical wellbeing, and is the leading cause of homelessness for children. Children who grow up in families where domestic and family violence occur are also more likely to experience other forms of child abuse, such as sexual, physical and emotional abuse/maltreatment.

Whilst there is relatively little research that examines the best responses to children exposed to domestic and family violence; experts suggest that therapeutic responses that work with both mother and child are thought to be highly beneficial. As a result, the '*Little Sparkz to Bright Minds*' program will compliment and align with other primary prevention programs offered by Emerge.

### **What the Program Offers:**

Emerge offers intensive programs and support programs that address and include trauma and art therapy, early intervention groups for mothers of young women, teenagers, children, and infants. Emerge's parenting programs address managing and dealing with child exposed trauma and offers positive parenting groups sessions that address and focus on raising awareness and education. All programs are co-ordinated by qualified therapists, counsellors, case managers and teachers.

This program will be available to children who currently reside in Kingston based Emerge refuges, outreach foster care environments, to children identified through Maternal and Child Health, Child Care Centres and schools. Over 150 children from the City of Kingston will be involved in the program over a three year period.

The '*Little Sparkz to Bright Minds*' program will use "*Matilda*" - a user friendly enabling technology robot which is linked to ongoing research and support by La-Trobe University. This technology enables therapists and teachers to provide one-to-one help while keeping other children in the group occupied in a meaningful and enjoyable way. (Refer to Attachment 4 for details regarding the program). '*Little Sparkz to Bright Minds*' complements the 0 – 3 year old infant program and continues to extend and provide therapeutic healing and positive coping abilities of 4-7 year old children.

This program is designed to run concurrently with empowerment, art therapy and other intervention programs for mothers of the children attending '*Little Sparkz to Bright Minds*'.

### **3. Discussion**

#### **3.1 Council Plan Alignment**

Goal 3 - Our connected, inclusive, healthy and learning community

Direction 3.3 - Enhance the wellbeing and participation of families and children

This initiative will also align with actions emanating from the proposed Family Violence Action plan that is currently being developed by Council.

#### **3.2 Consultation/Internal Review**

Consultation has taken place within the Social Development Team with reference to the proposed Family Violence Action Plan, the Public Health and Wellbeing Plan, the Safe and Secure Action Plan and the Community Grants program.

Council's Family Violence Working Group have been consulted and provided their support for the proposed project and commended the program objectives.

#### **3.3 Operation and Strategic Issues**

##### **3.3.1 Local trends in family violence**

Police data In October 2017 shows that there are large numbers of children present at family violence incidents in the City of Kingston. The table below shows the prevalence of this in Kingston. Over a five year period, the presence of children present when police have responded Family violence call outs has steadily increased from 332 incidents to 410 recorded. These figures only reflect violence situations that have been reported to police, and where there has been a police response.

Table 1: Family incidents in the Kingston LGA by child present October 2012 - September 2017					
Children Present	Oct 2012 - Sept 2013	Oct 2013 - Sept 2014	Oct 2014 - Sept 2015	Oct 2015 - Sept 2016	Oct 2016 - Sept 2017
Incidents where a child was recorded as present	332	371	406	386	410
Incidents where no child was present/not recorded	979	901	1,003	1,116	1,076
Total	1,311	1,272	1,409	1,502	1,486

**3.3.2 The work and credibility of the applicant organisation**

Emerge was established in the Kingston area pre-amalgamations in 1975. It is the only local community based support network providing dedicated accommodation and support for women and children affected by family violence in Kingston. Emerge predominately work with the most isolated, disempowered and at risk women and children. Emerge aims to support these women and children to be connected to their local communities whilst keeping them safe. (Attachments 1, 2 & 3).

Emerge receives some State Government funding for a portion of the operational costs of the refuges that it operates, however Emerge is also heavily reliant on philanthropic financial support. The existing funding sources does not extend to meet the costs of this specific initiative.

Emerge have successfully obtained a grant of \$19K from Myer for some work related to the program, however this is not sufficient for the full program scope and it is an insecure grant stream for which they must reapply every 12 months.

The work conducted by Emerge includes:

- Crisis accommodation.
- Intensive case management.
- Therapeutic programs and educative and supportive programs.
- Women and Children's outreach support.
- Therapy programs for women and children.

Emerge has worked collaboratively with Council on various initiatives previously and has been an important referral pathway for Council's services such as: Family Support, Maternal & Child Health, and Early Years Services. The CEO, Paula Westhead presently contributes as a member of Council's Family Violence Working Group.

**3.3.3 The Creditability of Little Sparkz to Bright Minds**

Little Sparkz to Bright Minds is a unique program designed to meet an identified local need to provide better support to children who have been traumatised by ongoing exposure to violence in their own home, and usually, by their own father/step-father). The use of the Matlda engagement technology, together with personal interaction by both teachers and therapist provides engaging and effective support to each child (Refer to Attachment 4 for details regarding the program).

*Matlda is a culmination of 9 years of research conducted by La-Trobe University. La-Trobe has conducted more than 35 successful trials using Matlda in Aged Care Facilities, home based care, hospitals and educational institutions supporting children with mild to severe learning disabilities. Matlda is non-judgmental, baby faced with human like features (voice emotive expressions) and has been proven to engage, enable and empower as well as bring fun into the lives of children, whilst supporting therapists and teachers.*

The program is presently being trialled at Waratah Special School in Bellfield Victoria and has also been successfully delivered throughout Australia, Hong Kong, Japan and Sweden.

A number of academic studies have been conducted on the benefits of technology in supporting older people in residential care facilities, older people with disabilities and dementia, and people with autism. These studies demonstrate the positive impact of social robots such as Matlda in increasing social engagement and improving the quality of life for vulnerable people.

*Due to the large number of pages contained in the academic evaluation reports, a web link to these documents are provided here:*

1. <https://aisel.aisnet.org/cgi/viewcontent.cgi?article=1246&context=pacis2015>
2. <https://www.emeraldinsight.com/doi/abs/10.1108/JSM-06-2016-0243?fullSc=1&journalCode=jsm>
3. <https://www.sciencedirect.com/science/article/pii/S0040162516301536?via%3Dihub>

#### 3.3.4 Alignment with Council's priorities

The request aligns with Council's priority to develop a Family Violence Action Plan to deliver actions that will prevent and address the impacts of family violence within the Kingston community. Addressing Family Violence is also a key priority in the Safe and Secure Action Plan and the Healthy and Well Action Plan.

#### 3.3.5 Financial considerations

The partnership application from Emerge would require an allocation of funds that is presently beyond the existing grant program allocation. Addressing the community impact of family violence is a function that is shared by all levels of government. The annual funding that Emerge receives from the State Government contributes to a portion of the operational costs for their refuges and various other services, but does not extend to meet the costs of this specific initiative. Emerge have successfully obtained a grant of \$19K from Myer for some work related to the program, however this is not sufficient for the full program scope and it is an insecure grant stream for which they must reapply every 12 months.

Given the nature of the specific intervention project, a partial contribution from Council would not enable the delivery of the program, unless the outstanding amount was able to be obtained from another source.

### 3.4 **Options**

#### 3.4.1 Option 1 (Recommended)

That Council:

Approve the request for funding of \$182,075 over 3 years by Emerge to deliver the '*Little Sparkz to Bright Minds*' Program to support children in their recovery from the impact of family violence in Kingston.

*And if approved:*

Provide guidance as to how the funding is to be allocated to Emerge. Options include:

- a) Yr 1 – Utilise under expenditure of \$21,863K in community grants (subject to Council resolution on the annual grants report) and allocate the balance of \$40,737K from the mid-budget review process.

Yr 2 & 3 – Allocate the additional budget of \$55K and \$64K respectively.  
OR

- b) Deduct the funds allocated to Emerge from the existing grants budget each year, thus reducing the pool of funds available for general allocation during that 3 year period.

**3.4.2 Option 2**

That Council does not approve funding of \$182,075 over a three year period as requested by Emerge to deliver the ‘Little Sparkz to Bright Minds’ program.

**4. Conclusion**

**4.1 Environmental Implications**

There are no environmental implications.

**4.2 Social Implications**

‘Little Sparkz to Bright Minds’ seeks to address some of the social and psychological problems that children experiencing Family Violence have to deal with; i.e. some traumatised children may speak slowly or not all, some cannot comprehend what is being said, read or understand what is being conveyed. This funding would provide a valuable program for children of women who are trying to escape family violence.

**4.3 Resource Implications**

The costs associated with the program over a three year period provided by Emerge is noted in Table 2 below:

Table 2: Forecasted Income and Expenditure for the three year period.

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total for 3yrs</b>
<b>Request for funding from Council.</b>	<b>\$62,600</b>	<b>\$55,150</b>	<b>\$64,325</b>	<b>\$182,075</b>
In kind contribution from Emerge: utilities and rent, management.	\$8,200	\$8,500	\$9,000	\$25,700

As identified above, if Council wishes to fund the Emerge initiative, guidance is needed as to whether funds should be deducted from the existing annual grants budget or if it is an allocation to be made additional to this.

**4.4 Legal / Risk Implications**

There are no legal implications as Emerge is an incorporated body and carries its own public liability insurance. The standard grant service and funding agreement requirements would apply.

**Appendices**

- Appendix 1 - Community Safety - Emerge - Little Sparkz to Bright Minds - Covering letter content KCC v4 (Ref 18/61931) [↓](#)
- Appendix 2 - Community Safety - Emerge - Little Sparkz to Bright Minds V3 on request KCC 3 yrs V5 (Ref 18/61930) [↓](#)
- Appendix 3 - Community Safety - Emerge - Little Sparkz to Bright Minds - Supporting letter v4 (Ref 18/61933) [↓](#)
- Appendix 4 - Community Safety - Emerge Proposal - Matlda new technology (Ref 18/61994) [↓](#)

Author/s: Dominic McCann, Coordinator Community Wellbeing  
Reviewed and Approved By: Jihan Wassef, Team Leader Community Engagement  
Tim Bearup, Manager Libraries and Social Development  
Mauro Bolin, General Manager Community Sustainability



# 9.2

## FUNDING REQUEST FROM EMERGE - WOMEN AND CHILDREN'S SUPPORT NETWORK FOR ITS 'LITTLE SPARKZ TO BRIGHT MINDS' PROGRAM

1	Community Safety - Emerge - Little Sparkz to Bright Minds - Covering letter content KCC v4.....	297
2	Community Safety - Emerge - Little Sparkz to Bright Minds V3 on request KCC 3 yrs V5.....	299
3	Community Safety - Emerge - Little Sparkz to Bright Minds - Supporting letter v4.....	303
4	Community Safety - Emerge Proposal - Matilda new technology .....	305



Emerge women and Children's support Network was established in the Kingston Municipality in 1975. Emerge is a local/state community based, not for profit support network for women and children impacted by family violence.

Current services at Emerge have on going risk assessments, policies and procedures in line with strong governance guidelines and standards, safety planning and close working relationships with various service and support organisations, including the State Government and the Kingston City Council.

We are requesting a new partnership between Kingston City Council and Emerge Women and Children's Support Network.

The Little Sparkz to Bright Minds proposal is a new program, to increase the confidence and coping ability of traumatised children (3 to 7 years 'The Missing Link') and to assist the victims to interact and integrate within early learning/schools and communities. This proposal will bridge the emotional barriers being imposed on their ability to grow and learn. The proposal aligns and links with KCC Family Violence Strategy and KCC Outcome 3: Connected Inclusive Healthy and Learning Community.

**Cost:** Over three (3) years Kingston City Council contribution \$182,075 In kind contribution from Emerge totals \$25,700.

**Target:** Over 150 participants, the majority from the Kinston area.

Partnerships working in conjunction with Professor Dr Koshla and Matlda a cute user friendly robot (enabling technology) linked to ongoing Research with Latrobe University. See Letter of support from Dr Koshla.

**The Need:**

It is well documented via Centre of Excellence Research Papers and Reports that Children are often the forgotten and innocent victims of domestic violence. These children need to overcome trauma and gain confidence and coping skills before entering early learning facilities. Please refer to submission for additional information.

The Little Sparkz to Bright Minds partnership proposal together with KCC will be developed to include 3 intakes of 6 weeks per intake for 3 days x 3 Hours a week per year. Children already attending school will be supported out of school hours.

**Intakes:**

The intakes will occur in March/April, July /August and October/ November each year. A progress report (6 monthly) and an acquittal report (annually) will be sent to the Kingston City Council. **We know that assisting these children earlier leads to better outcomes for families, increased school retention and offers a positive impact for the Kingston community.**

Sincerely,

**Paula Westhead**

**Executive Officer**

## Introduction.

### **Emerge's Mission Statement:**

A community free of domestic violence.

A community sustained by positive relationships.

Emerge was established in the Kingston Municipality in 1975. Emerge is a local/state community based support network for women and children impacted by family violence. Emerge has been operating for over 40 years in the Southern Metropolitan area of Melbourne. Emerge provides crisis accommodation and outreach support combined with reputable therapy programs for women and children. All programs are co-ordinated by qualified therapists, counsellors, case managers and teachers. Women's refuges and outreach locations are occupied by the most isolated, disempowered and at risk women and children. Emerge aims to keep these women and children connected to their local communities whilst keeping them safe.

### **Current Programs and or services provided by Emerge:**

Crisis accommodation, intensive case management, therapeutic programs, educative and supportive programs including; trauma and art therapy, early intervention groups for mothers young women, teens, children, and infants, trauma and parenting focused groups , raising awareness of domestic violence in communities.

Support services at Emerge have on going risk assessments, safety planning and a close working relationship with the Kinston City Council, police and other agencies. Emerge offers a specialised service provided by a professional and specifically trained workforce. A high level of governance within Emerge is testament to the ongoing quality of support services offered.

## The Proposal:

### **The program requesting funding: A new partnership between Kingston City Council and Emerge Women and Children's Support Network.**

The Little Sparkz to Bright Minds proposal is a new program, to increase the confidence and coping ability of traumatised children and to assist the victims to interact and integrate within early learning/schools and communities. This proposal will bridge the emotional barriers being imposed on their ability to grow and learn. The proposal aligns and links with KCC Family Violence Strategy and KCC Outcome 3: Connected Inclusive Healthy and Learning Community.

It is an early intervention program aimed at children 4 – 7 years of age who have been traumatised by family violence. The program will be available to children from refuges, outreach foster care environs and to identified children via the Maternal Child Health, Child Care Centres and schools. Little Sparkz to Bright Minds will seek to address psychological problems; i.e some traumatised children may speak slowly or not all, some cannot comprehend what is being said, read or conveyed. These children feel utterly dejected and sometimes completely without hope and initiative.

Little Sparkz to Bright Minds an early intervention program will enable children who have lost confidence learn coping skills, including basic literacy skills to assist with the transition into a learning environment which aligns and links with proposed KCC Family Violence Strategy and the Victorian Government Family Safety Victoria Outcomes.

**Evidence Based Need:**

In 2016/2017 a very successful pilot program for infants to 36 months was implemented. Feedback from this program requested a similar but learning therapeutic educative program for 4 – 7 year old about to enter kindergarten or early schooling, be part of the intervention strategy. The rationale for Little Sparkz to Bright Minds is to complement the infant program and continue the healing and positive coping abilities of 4 – 7 year old children, the innocent victims of family violence.

This proposal will run concurrently with Empowerment, Art Therapy and other intervention programs for mothers of the children attending Little Sparkz to Bright Minds

**Delivery and Timeframe:**

Today's children require mix mode learning ie enabling technology together with personal interaction. To give maximum assistance to each child it is envisaged that therapists and teachers will program cute appearance user friendly robots with data relevant to each individual child's culture and learning ability. The Emerge Therapy and Learning Facility (mobile, outreach, refuge based) will contain one to two leased MATLDA robots.

These robots will enable the therapists and teachers to give one to one help whilst keeping other children in the group occupied in a meaningful and enjoyable way. Professor Khosla at RECCSI (LaTrobe Uni Vic.) and his staff will train Emerge staff on imputation of data. (Refer attachment A). The minimum lease time for the robots is for two years.

It is hoped that this pilot program will be rolled out to other regions in the next two years. Funding request for this program is for a three year period.

The Little Sparkz to Bright Minds proposal will be developed to include 3 intakes of 6 weeks per intake for 3 days x 3 Hours a week. Children already attending school will be supported out of school hours.

**Intakes:**

The intakes will occur in March/April, July /August and October/ November each year.

A progress report (6 monthly) and an acquittal report (annually) will be sent to the Kingston City Council.

**Forecasted Income and Expenditure for the Three year period.**

	Year 1	Year 2	Year 3	Total for 3yrs
<b>Request for funding over 3 years.</b>	<b>62,600</b>	<b>55,150</b>	<b>64,325</b>	<b>182,075</b>
In Kind contribution from Emerge:				
Utilities and rent, management.	8,200	8,500	9,000	25,700

**Target:** up to 150 participants; the majority of the participants will be Kingston families, spread across each year from attendees at refuges, outreach locations, foster families, and mobile and out of school hour participants. Emerge hope that the successful Empowering or Little Sparkz Children and Mothers Art Therapy programs will be funded by Kingston City Council in 2017/2018. This will ensure that a complementary program can run concurrently whilst children 4 – 7 years are attending the Little Sparkz to Bright Minds program.

**Evaluation criteria to assess the success of the proposal.**

Evaluation will be undertaken by trained EL teacher, specialist therapists and case managers. Facilitators of the program will coordinate completed assessments and referrals, including comprehensive developmental histories. Two different standardised assessment tools will be administered at the assessment phase of each group to determine a base line of a functioning across a number of domains; trauma systems, strengths, learning difficulties and social aptitude. These pre measures will be used during the assessment phase to provide the facilitators with a thorough understanding of how best to support each participant. Emerge practitioners will issue the Strength and Difficulties Questionnaire and the Child PTSD Symptoms Scale together with agreed measuring techniques used by early learning practitioners.

**General Comments:**

Emerge is currently preparing for the build of a new refuge centre within the Kingston Municipality. The Little Sparkz to Bright Minds proposal is a leading innovative approach to assist children victims of violence and has the potential to be used as a model in other municipalities. The Community investment, value add and community social benefits gained from this program will be measured by Emerge as part of the reporting/acquittal process back to the Kingston City Council. This new program aligns and links with the KCC proposed Family Violence Plan and Kingston City Council Outcome 3: Connected Inclusive Healthy and Learning Community.

**Applicants Details:**

Organisation: Emerge Women and Children's Support Network  
ABN: 66 688 254 017  
Phone: 03 86578622  
Principal: Paula Westhead – Executive Officer.  
Email: [paula@emergesupport.org.au](mailto:paula@emergesupport.org.au)  
Mobile: 0418536326



Paula Westhead  
Executive Officer  
Emerge  
17 Taylor Street  
Moorabbin , Victoria

20/04/18

**Subject:** Social Robot enabled Life-long care system

Dear Paula

Human Centred Innovations (HCI) is an outcome of 9 years of research conducted in La Trobe University Australia (<https://www.latrobe.edu.au/reccsi>). We have conducted more than 35 trials with Matlda in Aged Care Facilities, home-based care, hospitals and educational institutions supporting children with mild to severe learning disabilities. I am attaching two sample research papers for your reference.

La Trobe University is presently engaged in research with Waratah Special Needs School in Bellfield where 8 Matlda's deployed. Matlda at present is deployed in Australia, Hongkong, Japan and Sweden.

HCI (<http://www.hc-inv.com>) is supported by advisory board with members from Telstra, Deloitte, Royal Melbourne Hospital and Kyoto university.

Matlda is an Australian innovation developed in collaboration with our business partner NEC Corp. It is non-judgemental, baby faced with human like features (voice, emotive expressions, etc.) and has been proven to engage, enable and empower as well as bring fun into the lives of children, whilst supporting their support workers and teachers in their duties. It is presently deployed

It has the potential of supporting children by providing personalised services for therapeutic support, self-paced learning and behaviour management. The services include social (e.g., singing and dancing, news, games), cognitive (playing Quiz, story writing and telling, etc.), life skills (cooking, exercise, healthy living) and monitoring (measuring cognitive performance, face tracking, activity scheduling).

It can also provide near real-time analytics based on data collected on the service interaction pattern of each child on a daily basis. The real-time analytics system installed in each robot also to do cognitive assessment of each child on ongoing basis.

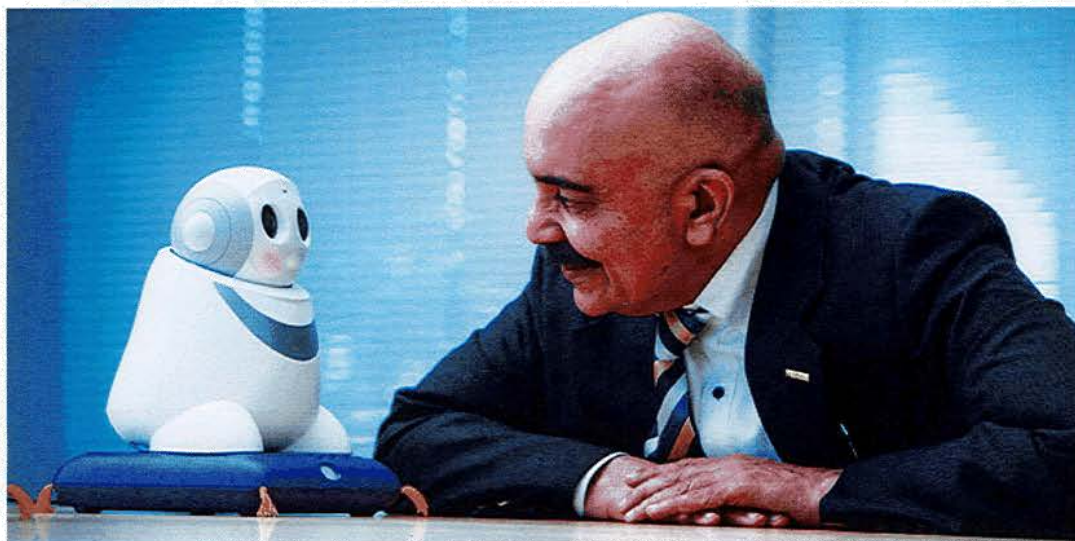
We will be very happy to work with your organisation and Kingston City council to provide therapeutic support, self-paced and group based learning and behaviour management services for children. Our team will provide 3/4 training workshops each year to support your staff in creating content for the children at your premises or at HCI. We look forward to working with you and Kingston City council in making a positive difference in the lives of children under your care.

**Kind regards**

A handwritten signature in red ink that reads 'Rajiv Khosla'.

**Prof. Rajiv Khosla**  
**B.E., M.Tech, M.Sc. Ph.D.**  
**Managing Director**  
**Human Centred Innovations Pty. Ltd.**  
<http://www.hc-inv.com>  
**E-mail: [r.khosla@hc-inv.com](mailto:r.khosla@hc-inv.com)**



**Matlda Information:****Social robot MATLDA**

*Image: Matlda with Professor Rajiv Khosla*

Matlda is powered by a hardware platform manufactured by NEC Japan, and uses intelligent software services developed by HCI through nine years of research at RECCSI, La Trobe University.

In contrast to other social robots offered in the market Matlda provides human-like engagement and sensory enrichment with her cute appearance and user-friendly interactivity. Nine-years of research went into the service design with researchers working directly with professionals and their clients. Matlda also provides multilingual lifestyle centred services, and for individuals whose grasp of second or third languages has deteriorated with age, this can help bring them out of isolation.

Additional features include singing and dancing to a person's favourite tunes, reading books and stories aloud, playing cognitive games, doing personalised memory photo quizzes, enriching communication by assisting in sending text and voice messages and so on. With the capacity to connect with a range of devices like tablet or TV and smart sensors (e.g., Fitbit) Matlda can also collect health-related data for healthcare analytics.



Over 35 trials have been conducted in aged care facilities, nursing homes, hospitals and private dwellings. The findings of a study from 2010 to 2013 with 115 residents living in four residential aged care facilities were published in the *International Journal of Human-Computer Interaction*. The study found significant improvements in the 'emotional engagement, visual engagement and behavioural engagement' of the residents.

In addition to aged care, Matilda has applications in several contexts, ranging from health care, autism, education to human resource management.

HCI Director, Professor Rajiv Khosla has a multidisciplinary background in management, engineering and computer science. His passion lies in designing and delivering socially innovative systems and services that create a more sustainable and humane society.

For more information, please go to our website: <https://www.hc-inv.com>

[Source: Tina Tian Marketing Relations Officer, Human Centred Innovations]

23 July 2018

**Agenda Item No: 9.3**

## **UPDATE ON THE REDEVELOPMENT OF DINGLEY LIBRARY AND HAROLD BOX HALL**

**Contact Officer: Fiona Baxter, Senior Facilities Development Planning Coordinator**

### **Purpose of Report**

The purpose of this report is to provide an update on the redevelopment of the Dingley Library and Harold Box Hall and to request additional funding to support the delivery of an expanded Stage 1 of the project following consultation feedback.

### **Disclosure of Officer / Contractor Direct or Indirect Interest**

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

### **OFFICER RECOMMENDATION**

That Council:

1. Note the most recent plans for the redevelopment of Stage 1 works at the site of 31 Marcus Road Dingley, which include the proposed multipurpose room extension of the hall brought forward from stage 2 of the project scope into stage 1, based on the outcome of consultation feedback with the community and project stakeholders; and
2. Note the proposed funding adjustments outlined in Section.3.3 of this report and refer these to be considered as part of the 2019/20 budget development process.

### **1. Executive Summary**

At the Ordinary Council Meeting in January 2018, Council endorsed the redevelopment of Harold Box Hall and Library in Dingley as Stage 1 of a potential two stage project. \$3.5M funding (including a \$750K 'Living Libraries' grant) was allocated to this project.

Stage 1 works include relocating the existing Maternal and Child Health (MCH) consulting room (currently located within the library) across to the Neighbourhood House where it will be located in what is currently the Multi - Purpose (craft) room. In doing so, the MCH service will be located in close proximity to other early years services offered from the site and the space it occupies returned to the library to support the upgrade and improvement of the library / hall building.

Unfortunately, the Stage 1 budget does not allow for the multipurpose (craft) room to be replicated elsewhere on the site following its conversion to MCH rooms. This is currently proposed to be undertaken as a building extension to the Harold Box hall as part of a potential future Stage 2 works at the site. Unfortunately, however, as the of Stage 2 works are not yet funded within Council's Forward Capital Programme, the lack of multipurpose room for an indefinite period of time has been identified as a significant challenge for the Neighbourhood House in terms of accommodating its current community programs.

In light of this feedback, officers are seeking approval from Council to vary the scope of the proposed Stage 1 works to now include provision of a proposed new building extension to the Harold Box Hall to accommodate a new multi-purpose room and associated toilet and access facilities, which was originally envisaged to be implemented in a future Stage 2 works scope.

The proposed inclusion of the multi-purpose room extension in Stage 1 will require additional resources to be allocated to the project budget to meet the cost of these works. Officers are seeking approval from Council to allocate additional funding to support Stage 1 works, as part of the 2019/20 budget setting process from uncommitted future Building Facilities Renewal notional capital programme allocations.

## **2. Background**

In September 2015, officers prepared a report on the future needs of the Dingley Village Neighbourhood Centre. The report was developed in response to a Councillor Notice of Motion that directed officers to prepare a report that:

1. Outlined the current and future community activity at the Dingley Village Neighbourhood Centre (DVNC), Harold Box Hall, the former Maternal and Child Health Centre at 31 Marcus Road Dingley Village;
2. Identified and forecasted the changing needs of the Dingley Village community for the next 10 to 20 years in collaboration with the DVNC committee of management;
3. Included an analysis of works undertaken for the past ten years on the site and includes officer comment on the condition of the buildings;
4. Provided a plan of works required to maintain the centre for the next ten years incorporating best practice renewal standards; and
5. Provided Council with options on how to transform the centre into an intergenerational hub for the community of Dingley Village.

Council considered the report and resolved as follows:

That Council:

1. Notes the report; and
2. Consider funding options relating to facility development as part of the 2016/17 budget setting process with consideration given to co-location of community facilities.

\$250K was subsequently allocated within the 2017/18 adopted budget and a further \$2.25M identified in the Forward Capital Plan in 2018/19 to fund Stage 1 of the project.

In January 2018, officers again reported to Council on this project and Council directed officers to:

1. proceed to detailed design and tender in relation to Stage 1 works;
2. undertake community engagement in relation to the concept plans and proposed Stage 1 works;
3. report back following the outcome of the tender process; and
4. commence discussions with the Dingley Village Neighbourhood Centre, regarding future leasing / licencing of space

In accordance with above resolution, officers have subsequently worked with community and internal stakeholders to develop an overall concept Master Plan for the site. The Master Plan has been broken into two (2) separate stages to allow delivery in a phased manner as and when funding and need allows. Stage 1 works involves redevelopment of the Harold Box Hall and Library. It includes upgraded meeting spaces and associated amenities, as well as an outdoor deck, which will ultimately serve to link the potential future Stage 2 works, which are currently unfunded in Council's Forward Capital Works programme.

Stage 1 works also include the relocation of the existing Maternal and Child Health (MCH) consulting room (currently located within the library) over to the adjoining Neighbourhood House building. The MCH service is proposed to be located within what is currently the multi - purpose (craft) room and, in doing so, the MCH service will be more closely located to other early years services offered from the site. The current MCH space will then be returned to the library to support the upgrade and improvement of the library / Harold Box Hall building.

Unfortunately, the existing Stage 1 budget does not allow for the multipurpose room to be replicated elsewhere on the site following its conversion to MCH rooms. Provision for a new extension of the Harold Box Hall was proposed to be undertaken as part of potential future Stage 2 scope of works. However, as the timing / implementation of Stage 2 works have not been approved and are currently unfunded,, the lack of multipurpose room for a potentially indefinite period of time poses significant challenges for the Neighbourhood House in terms of accommodating its current community programs.

A potential solution for Council is to consider the inclusion of an extension of the Harold Box Hall to accommodate the relocated multipurpose room as part of the agreed stage 1 scope of works. In doing so, this would minimise disruption to the Neighbourhood House's existing programs currently being offered from the site.

An updated cost estimate, including provision for the multipurpose (craft room) extension for the Stage 1 works, has recently been obtained and this estimates the revised and expanded Stage 1 scope to be approximately \$4.7M - \$5M. Of the estimated additional \$1.5M, \$1.2M is attributable to the multipurpose (craft) room and associated works being brought forward from Stage 2.

To address the identified funding short fall, officers are seeking approval from Council to allocate this additional funding to support Stage 1 works as part of the 2019/20 budget setting process from uncommitted future Building Facilities Renewal notional capital programme allocations.

## **2.1 Council Plan Alignment**

Goal 1 - Our well-planned, liveable city supported by infrastructure to meet future needs

Direction 1.1 - Intergenerational land use planning for a sustainable community

The buildings on the Marcus Road site are aged and not in ideal condition. The proposed refurbishment and expansion of the library and Harold Box Hall will significantly improve these community facilities. To minimise disruption to existing community programs whilst potential Stage 2 works at the site are being considered, it is recommended that the craft room/multi-purpose room extension be added to the Stage 1 scope of works.

## **2.2 Consultation/Internal Review**

There has been a significant amount of community consultation undertaken in relation to this project. This includes the following:

- On site Community information session – 22 attendees completed survey (responses attached);
- On line survey – 7 people completed the survey (responses attached); and
- Youth targeted session (ages ranged from 10 – 17) - 126 people completed the survey (responses attached).

There were no significant objections to the proposal. Issues identified such as security and car parking will be addressed via design (note there will be no net loss of car parking as a result of the development).

In terms of youth feedback in relation to use of the library space 89% of respondents indicated that they would consider using a renovated library space. When asked what they would like to see at the library, leisure and games were most important to the group, followed by study space, resources including books / movies / magazines, the Wifi / Computers and comfortable seating.

Other suggestions included clubs, art projects, 3D printer, arcade and board games, ping pong, air hockey, and animal petting area and a fruit bar.

The library staff have advised that much of the feedback from the survey will be incorporated into the program planning for after school and holiday events.

## **2.3 Operation and Strategic Issues**

### **2.3.1 Programing at DVNC**

Proposed Stage 1 works do not currently include provision of a new multipurpose (craft) room. However, as the existing craft room in the Neighbourhood Centre will be converted into new MCH consulting rooms, the net result is the loss of a programmable community activity space for an indefinite period of time pending Council's consideration of support for a future Stage 2 schedule of works. This loss of space presents obvious challenges for the DVNC in terms of its community programing and, whilst DVNC are able to reschedule for a year, ongoing uncertainty concerning Stage 2 works will make the lack of access to a multi- purpose (craft) room untenable. DVNC have expressed the view that this space is critical to their programing and are very much in support of inclusion of the extension as part of Stage 1 works

To address this issue, officers propose that Council support the addition of a new multi-purpose (craft) room extension to the Harold Box Hall, as part of a revised Stage 1 scope of works.. Officers are requesting that Council consider the allocation of additional funding to support this from within future uncommitted notional capital building renewal allocations.

### **2.3.2 Building connection**

The Stage 1 plan previously presented to Council depicted a proposed physical connection from the upgraded Hall / Library space to the existing neighborhood house. This was prosed to support more effective integration of the two buildings (which are currently operating as two separate stand-alone structures). Having progressed design work, officers have become aware of a number of challenges associated with creating this physical connection at part of Stage 1.

Advice from the Building Surveyor and Disability Access Consultant is to the effect that the connection will trigger a number of costly compliance upgrades in the DVNC building (toilets, ramps etc). It is not considered to be an effective use of resources to invest in these upgrades given the possibility of a significant, more holistic upgrade of the broader DVNC building in the coming years as part of potential future stage 2 package of works, (i.e. The work may need to be undone or modified at this time). Officers have been advised that an exemption can only be granted with formal confirmation that Stage 2 works will proceed at a later date. Without a Council resolution supporting Stage 2 and associated finding allocation, officers are not in a position to provide the Building Surveyor with this confirmation.

As an interim option, it is proposed to include an externally covered link from the newly refurbished library / hall to the DVNC building. Officers have discussed this design solution with stakeholders (including Manager of the DVNC) and stakeholders are comfortable with this proposal.

## **2.4 Options**

### **2.4.1 Option 1**

Note the plans which include the addition of the multipurpose (craft room) extension to the Harold Box Hall in order to minimise disruption to DVNC community programs and support the recommended funding adjustments.

This is recommended by officers.

### **2.4.2 Option 2**

Not support the suggested funding adjustments and direct officers to reduce the proposed scope of works. This would impact negatively on the programs of the DVNC which is likely to result in loss of patronage to the site.

This is not recommended by officers.

## **3. Conclusion**

### **3.1 Environmental Implications**

N/A

### **3.2 Social Implications**

The Marcus Road site is arguably the hub of Dingley community life, providing a range of programs and services for a large number of local residents. The facilities are generally well utilized and demand for services are anticipated to increase over time. The loss of the existing multi-purpose (craft) room for an indefinite period of time will impact on the ability of DVNC to continue to provide for a full range of programs on site.

### **3.3 Resource Implications**

The existing approved budget for the proposed redevelopment of the Harold Box hall and Library is \$3.5M. The proposed addition of a multipurpose as part of Stage 1 works, combined with general cost escalation in the period since the original budget was allocated has seen an increase in the estimated project cost to \$4.7M - \$5M. Council is asked to agree to allocate this additional funding and to refer this to the 2019/20 budget setting process.

**City of Kingston  
Ordinary Meeting of Council**

**Agenda**

**23 July 2018**

Officers are requesting that additional funding be allocated by Council to support this project. Proposed funding is outlined as follows:

Financial year	2017/18	2018/19	2019/20	TOTAL
Council rates	\$250,000	\$2,250,000		\$2,500,000
Living libraries grant (secured)		\$ 750,000		\$ 750,000
Council (Community buildings ESD budget for energy and water)		\$ 40,000	\$ 210,000	\$ 250,000
Additional Council Funding Required			\$ 1,500,000	\$ 1,500,000
<b>TOTAL</b>	<b>\$250,000</b>	<b>\$3,040,000</b>	<b>\$1,710,000</b>	<b>\$5,000,000</b>

### 3.4 Legal / Risk Implications

The redevelopment of the facilities at the Marcus Road site (and associated service provision) needs to be considered in the context of wider demographic changes to ensure that demand for services and facilities can be appropriately met. Failure to include the multipurpose room in Stage 1 works will likely result in reduced programming at DVNC which may have reputational risks for Council.

### Appendices

- Appendix 1 - Floor plan (including multipurpose room as part of Stage 1) Upgrade of Dingley Library and Harold Box hall (Ref 18/122830) [↓](#)
- Appendix 2 - Summary youth survey results Dingley Library (Ref 18/122901) [↓](#)
- Appendix 3 - Summary survey results redevelopment of Harold Box Hall and Library Dingley (Ref 18/465146) [↓](#)

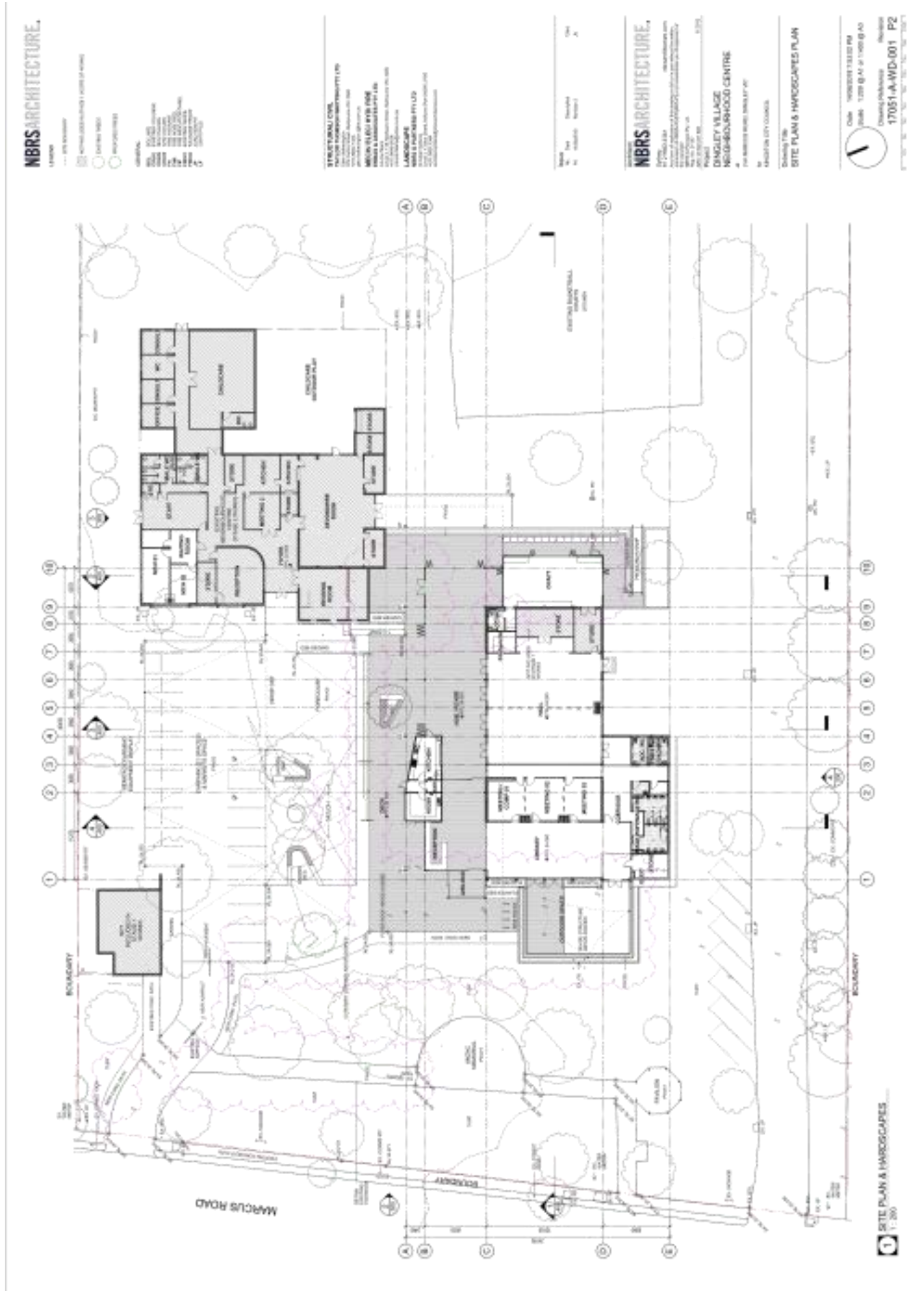
Author/s: Fiona Baxter, Senior Facilities Development Planning Coordinator  
Reviewed and Approved By: Steve Lewis, Manager Community Sustainability  
Mauro Bolin, General Manager Community Sustainability



# 9.3

## UPDATE ON THE REDEVELOPMENT OF DINGLEY LIBRARY AND HAROLD BOX HALL

1	Floor plan (including multipurpose room as part of Stage 1) Upgrade of Dingley Library and Harold Box hall .....	315
2	Summary youth survey results Dingley Library .....	317
3	Summary survey results redevelopment of Harold Box Hall and Library Dingley .....	319



In April 2018, Kingston Libraries undertook a Youth Survey in the Dingley area to identify the needs around the renovation of the Dingley Library.

The primary schools in Dingley and youth programs including scouts were visited to share the survey.

A total of 126 surveys returned with the age of the respondents ranged from 10 to 17.

The group lived in a broad range of suburbs, including Dingley, Keysborough, Springvale, Patterson Lakes, Mentone, Mordialloc, Bonbeach, Langwarrin, Clayton South, Aspendale, Seaford, Dandenong, Waterways and Noble Park.

40% currently use a library, this includes Dingley, other local public libraries and school libraries.

19 currently visit the Dingley library and are attracted to the library for the books and movies, the comfortable seating and the quietness.

Of the group that do not currently visit a library, the reasons included that they don't have time, that books don't interest them, that they already have books at home or that the library looked unwelcoming.

When asked if they would consider going to Dingley Library if it were renovated, 89% said that they would.

Asked what they would like to see at the renovated Dingley library, gaming was most important to the group, then study space, the resources including the books, movies and magazines, then WiFi and computers, and comfortable seating.

Other suggestions included clubs, art projects, 3D printer, arcade and board games, a ping pong table, air hockey, an animal petting area and a fruit bar.

The new Dingley library will incorporate faster WiFi connectivity and flexible spaces that include meeting rooms, children's area and outdoor seating. The space will aim to meet the needs of book worms with a tailored collection of physical items, and access to Kingston libraries digital resources and technologies.

The feedback received from the survey will be incorporated into the program planning for afterschool and school holiday events.

REDEVELOPMENT OF HAROLD BOX HALL														MAIL OUT	ATTENDEES PUBLIC CONSULT	FEEDBACK
1	2	3	4	5	6	7	8	9	10	11	12	13	Further Comments	456 Letters	36	20
Are you a current user of the Dingley Library? YES/NO	If yes, how frequently do you use the library? Weekly/monthly/several times per year / annually / other	Are you a current user of the Harold Box Hall? YES / NO	If yes, how frequently do you use the hall? Weekly/monthly/several times per year / annually / other	Do you have children who currently use the library? YES/NO	If yes, what age? 0-9 years 10-12 years 13-17 years	Could it be proposed a significant upgrade of the library including expanded and modernised study/meeting rooms, additional computers and IT infrastructure to support mobile devices, a generous outdoor space and a deck. Are you likely to use the	Could it be proposed a significant upgrade of the hall and the construction of an associated communal kitchen. Would you consider using booking the hall for community events or family events such as birthday parties? YES/NO/UNSURE	Do you have limited mobility? YES/NO	The modernised hall and library facility will have improved accessibility and compliant toilet facilities (ie disabled access). Will you use the library/hall more frequently as a result of the improved amenities?	Bike racks will be included on the site. Will you be more likely to ride a bike to the site? YES/NO/UNSURE	General feedback – please tell us what you think of the proposed design including anything you do or don't like.	Is there anything you would like to see that is not on the plans?				
yes	monthly	no	-	yes	0-5	yes	yes	no	yes	yes	We like the play area for children also the modern look and the open feeling of the new space	baby change room and breastfeeding area				
YES	several times per year	no	several times per year	no	-	yes	unsure	no	N/A to me but very important	n/a to me	looks good - please ensure there is sufficient library space	no				
yes	weekly	no	-	no	-	yes	yes	no	yes	unsure	-	-				
yes	intermittently	no	-	no	-	yes	-	-	probably	no - we live very close	pleased to see/hear no plans for interfering with the War Memorial. Please keep the cottage. Please don't interfere with the war memorial. Design looks great as long as library facilities are adequate	-	The plans portray on existing and very functional building			
yes	Reserve books online & collect from mill library ongoing basis	no	-	no	-	yes	no	no	probably not	no	-	-				
yes	monthly	no	-	yes	13-17	yes	yes	no	-	yes	Library should be made larger taking up more of the hub space. Def. like the outdoor space apart of library. Will kitchen be fully equipped to cater for party events etc.	-				
yes	several times per year	no	-	yes	5-12	yes	unsure	no	yes	yes	-	-				
yes	weekly	no	-	yes	0-5	yes	-	no	yes	no	Don't like the bricks that re there at the moment	-				
no	-	NO	-	no	-	YES	yes	no	YES	yes	looks great and will create a better facility for community use	-				
no	n	-	-	no	-	yes	yes	no	no	yes	upgrade very welcome long overdue	larger reception area				
no	-	no	-	no	-	yes	no	no	-	yes	looks good	no				
yes	several times per year	no	-	no	-	yes	yes	no	-	no	great idea o be able to go between buildings & linked together	-				
yes	twice weekly	y	weekly	yes	5-12	unsure	no - Harold Box Hall has been carved up to such a small place that even the Blood Bank cant use it!	no	n/a	no	waste space in halls meeting rooms are taking up book shelf space	there has been no community consultation. Employees of neighbourhood centre are not enough				
no	-	no	-	no	-	unsure	yes	Y	yes	no	-	-				
yes	several times per year - only because its unmitting & have poor books	no	-	no	-	yes	yes	no	yes	no live close by	its not curing edge design but its acceptable	where is the input from a landscape architect? The landscape design is as important as the architecture				
yes	weekly	y	weekly	no	-	yes	no	no	yes	no	library is too small	-				
yes	monthly	y	weekly	no	-	unsure	unsure	no	no	no	-	-				
-	-	-	-	-	-	-	-	-	-	-	-	-				
yes	fortnightly	-	-	yes	5-12	no	no	no	no	no - i walk	how will the outdoor space and deck area be maintained ie removal of leaf & bark litter and dust? Will the hall area remain large enough for balls/dances. Will outdoor areas be vandal proof graffiti proof? and safe?	-				

1	2	3	4	5	6	7	8	9	10	11	12	13	Further Comments	456 Letters	36	20
Are you a current user of the Dingley library? YES/NO	If yes, how frequently do you use the library? Weekly/monthly/several times per year/annually/other	Are you a current user of the Harold Box Hall? YES/NO	If yes, how frequently do you use the hall? weekly/monthly/several times per year/annually/other	Do you have children who currently use the library? YES/NO	If yes, what age: 0-5 years 5-12 years 13-17 years	Council is proposing a significant upgrade of the library including expanded and modernised books, meeting rooms, additional computers and IT infrastructure to support mobile devices, a generous outdoor space and a deck. Are you likely to use the	Council is proposing a significant upgrade of the hall and the construction of an associated commercial kitchen. Would you consider using/book the hall for community events or family events such as birthday parties? YES/NO/UNSURE	Do you have limited mobility? YES/NO	The modernised hall and library facility will have improved accessibility and compliant toilet facilities (ie disabled access). Will you use the library/hall more frequently as a result of the improved amenities?	Are calls will be included at the site. Will you be more likely to take to the site? YES/NO/UNSURE	General feedback – please tell us what you think of the proposed design including anything you do or don't like:	Is there anything you would like to see that is not on the plans?	Sorry this questionnaire is mostly about the library. Dingley residents are more concerned about current users of the Hall how they will be accommodated during works and where they will be relocated			
yes	weekly	no	-	no	-	no	no	no	no	no	no information re stage 2	a computer lab - see staff at DVNC				
ONLINE FEEDBACK - 7																
Yes	Several times a year	No		No		Unsure	Unsure	No	Unsure	Yes						
No		No		No	Yes	Yes	Yes	No	Yes	Yes	Cafe, more outdoor settings, gardens and trees and comfortable reading spaces. Comfortable chairs and lounges. Redevelop the asphalt area at the rear of the hall with native trees and ground covers. More windows in the buildings for natural light and to connect buildings and outdoors. The new design looks great.					
Yes	Weekly	No		Yes	0-5 years	Yes	Unsure	No	Unsure	Unsure	I think the design is visually appealing. It is important to have flexible spaces that can be used differing programs. It would be crucial to "re-sound" the image of the old Harold Box Hall as a modern and inclusive space that provides a variety of programs which reflects the needs of the community. At this stage it seems to pretty much only be used for childcare (which is a great service) and meeting spaces for clubs.					
Yes	Weekly	No		Yes	0-5 years	Yes	Yes	No	Yes	Yes	I like the proposed outdoor area, the extra maternal child health nurse areas, and materials that will be used. Having an accessible building will allow greater participation and engagement from our local community. Can't wait for the new building!					
Yes	Weekly	No		Yes	0-5 years	Yes	Yes	No	Yes	Yes	Upgrade basketball court, synthetic court and improvements. Asphalt is not appropriate as there are increased injury risks.					
Yes	Monthly	No		No		No	Yes	No	No	No						
No		No		No		Unsure	Yes	No	Yes	No	The design looks terrific. I'd like to provide some entertainment for locals from time to time. Morning melodies music would be ideal for the older generation, whilst some rock or jazz would be ideal for the younger generation.					

# Ordinary Meeting of Council

23 July 2018

Agenda Item No: 9.4

## CON 18/10 – ESTABLISHMENT OF ASBESTOS REMOVAL SERVICES CONTRACTOR PANEL

Contact Officer: Leigh Stewart, Principal Maintenance Planning Officer

### Purpose of Report

The purpose of this report is to seek Council's approval for the establishment of an approved Asbestos Removal Services panel of suitably qualified Class A & B asbestos removalist contractors, to facilitate the removal of asbestos containing material within Council's buildings, land and facilities until 30 June 2021.

The establishment of a pre-qualified Asbestos Removal Services panel will enable Council to provide a responsive and flexible service when responding to the removal of suspected asbestos containing material, should the need arise.

### Disclosure of Officer / Contractor Direct or Indirect Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

### OFFICER RECOMMENDATION

That Council:

1. Receive the information;
2. Appoint the following contractors to Council's Asbestos Removal Services Panels - Class A & B (Contract 18/10) until 31 July 2021;

<b>Class A - Asbestos Removal Services CON- 18/10</b>
AAH Contracting Pty Ltd
Chapman Gardner Pty Ltd
SLH Industries Pty Ltd

1.

<b>Class B - Asbestos Removal Services CON- 18/10</b>
AAH Contracting Pty Ltd
Chapman Gardner Pty Ltd
Reads Waste Pty Ltd
SLH Industries Pty Ltd

3. Note the confidential tender evaluation matrix for Con 18/10 attached to this report for Council's information (Confidential Appendix 2).

**1. Executive Summary**

Council's commitment to providing a safe & active community requires the engagement of registered and licenced Class A & B asbestos removalist contractors to undertake the physical removal of asbestos or suspected asbestos-containing material activities at an estimated \$75,000.00 - \$150,000.00 per annum. Subject to funding from existing operational resources the service will provide coverage for all Council departments.

There are two types of asbestos removal licences. Class A removalist – able to remove both friable and non-friable (bonded) asbestos and Class B removalist – able to remove non-friable asbestos no more than ten square metres. The non-friable asbestos material being a bonded material unable to be pulverised to a powder by hand pressure when dry.

The selection of a suitable panel of Class A & B of asbestos removalists has been undertaken via an expression of interest process. The Tender Evaluation Panel established to oversee the process is now in a position to make its recommendations to Council for the appointment of a panels for Class A & Class B Asbestos removalist services, which are scheduled to be delivered between 31 July 2018 and 30 June 2021.

**2. Background**

Council's commitment to providing a safe environment for its employees and the community, and the obligation to meet legislation and regulation, engagement of suitably qualified asbestos removalist are required for asbestos bearing material removal and disposal.

Expressions of Interest (EOI) requests were sought from suitably qualified asbestos removal contractors via an advertisement in The Age Newspaper, which closed at 2.00 p.m. on Thursday 29 March 2018.

In total, five (5) submissions were received by the closing date and these are set out within the confidential attachment detailing the submissions received, together with the Tender Evaluation Panel's (TEP) rankings for each contractor.

The Tender Evaluation Panel (TEP) have assessed the submissions and recommend that, in order to provide Council with sufficient contractor capacity and to manage business risk, a total of three (3) Class A Licenced Asbestos Removalist & Four (4) Class B Licenced Asbestos Removalist contractors be appointed as a standing prequalified panel under Contract 18/10 for a period of 3 years up to 31 July 2021

**3. Discussion**

**3.1 Council Plan Alignment**

Goal 2 - Our sustainable green environment with accessible open spaces  
Direction 2.1 - Environmental resilience and sustainability

The availability of a panel of prequalified, competent Class A & B licenced asbestos removalist service panel will enable Council to conduct work in line with current legislation and Worksafe guidelines by qualified and experienced contractors, who can support the community commitment of a cleaner environment

**3.2 Consultation/Internal Review**

The tender specification for Con 18/10 has been developed in consultation Council's Procurement Department and Infrastructure Team, as the primary users of the proposed Panel.



**3.3 Operation and Strategic Issues**

**3.3.1 Tender Evaluation**

<b>Names</b>	<b>Department</b>
Anthony Ziem	Community Buildings
Graeme Hobbs	Procurement & Contracts
John Keehner	People Support
Leigh Stewart	Community Buildings
Robin Fisher	Infrastructure

The criteria used to evaluate the submissions received are as follows:

PASS or FAIL

- Compliance with OHS, Environmental and Insurance requirements
- Worksafe Licence To Operate As An Asbestos Removalist

**Weighted Criteria**

Tenders will be evaluated on criteria including, but not limited to the following criteria:

- Price / Financial Benefit to Council
- Experience of staff / previous performance
- Methodology
- Resources

The detailed Tender Evaluation Panel's assessment is attached as a confidential attachment to this report for Council's information.

Accordingly, it is recommended that the following contractors be appointed to operate as an approved panel of Class A & Class B Asbestos Removal Services contractors to deliver the requirements of Con 18/10 for a period of three years until 31 July 2021.

<b>Recommended Contractors to be appointed to the Class A - Asbestos Removal Services CON- 18/10</b>
AAH Contracting Pty Ltd
Chapman Gardner Pty Ltd
SLH Industries Pty Ltd

<b>Recommended Contractors to be appointed to the Class B - Asbestos Removal Services CON- 18/10</b>
AAH Contracting Pty Ltd
Chapman Gardner Pty Ltd
Reads Waste Pty Ltd
SLH Industries Pty Ltd

#### **4. Conclusion**

##### **4.1 Environmental Implications**

The appointment of panels for Class A & Class B Asbestos Removal Services will ensure removal of any asbestos bearing materials from Council buildings, structures & land, is conducted in accordance with the all relevant legislation, Compliance Codes and industry guidelines.

##### **4.2 Social Implications**

The appointment of a panel of competent Class A & Class B Asbestos Removalist Services to undertake the removal of any asbestos containing materials from Council buildings, structures & land will ensure that these assets are safe, and that removal and disposal of material is conducted in compliant. Ensuring that the community that best practices have been conducted when removal asbestos bearing material in accordance with relevant legislation and Worksafe guidelines.

##### **4.3 Legal / Risk Implications**

The use of the panel will ensure that contractors are fully compliant with legislation and Council's contractual requirements and that their ongoing compliance will be monitored throughout the operation of the contract. In doing so, this will ensure that Council meets its legal obligations and mitigates its risks relating to procurement and OHS compliance.

#### **Appendices**

Appendix 1 - Rapid Global Approved CON\_18-10 (Ref 18/259249) [↓](#)

Appendix 2 - CON 18-10 Tender evaluation matrix (Ref 18/75264) - Confidential

Author/s: Leigh Stewart, Principal Maintenance Planning Officer  
Reviewed and Approved By: Steve Lewis, Manager Community Sustainability  
Mauro Bolin, General Manager Community Sustainability

# 9.4

## CON 18/10 – ESTABLISHMENT OF ASBESTOS REMOVAL SERVICES CONTRACTOR PANEL

1	Rapid Global Approved CON_18-10.....	327
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# Certificate of Compliance

## AAH Contracting Pty Ltd

Have been assessed and deemed Compliant as a Level 1 Contractor in Kingston's OHS Contractor management system.

Date: Tuesday, 19 June 2018

(This assessment remains valid for a period not exceeding 2 years from the issue date.)

Certification will be suspended upon the expiry of

Insurance Policies, Licences and Certification documents.

Repeated or serious safety breaches may lead to the cancellation of this certification.

Compliance to Level 1 allows the contractor to undertake tasks assessed as High Risk Construction, Extreme, High, Medium and Low Risk

community inspired leadership



# Certificate of Compliance

## Chapman Gardner Pty Ltd

Have been assessed and deemed Compliant as a Level 1 Contractor in Kingston's OHS Contractor management system.

Date: Wednesday, 13 June 2018

(This assessment remains valid for a period not exceeding 2 years from the issue date.)

Certification will be suspended upon the expiry of

Insurance Policies, Licences and Certification documents.

Repeated or serious safety breaches may lead to the cancellation of this certification.

Compliance to Level 1 allows the contractor to undertake tasks assessed as High Risk Construction, Extreme, High, Medium and Low Risk

community inspired leadership



# Certificate of Compliance

## Reads Waste

Have been assessed and deemed Compliant as a Level 1 Contractor in Kingston's OHS Contractor management system.

Date: Thursday, 27 July 2017

(This assessment remains valid for a period not exceeding 2 years from the issue date.)

Certification will be suspended upon the expiry of

Insurance Policies, Licences and Certification documents.

Repeated or serious safety breaches may lead to the cancellation of this certification.

Compliance to Level 1 allows the contractor to undertake tasks assessed as High Risk Construction, Extreme, High, Medium and Low Risk

community inspired leadership



# Certificate of Compliance

## SLH Industies Pty Ltd

Have been assessed and deemed Compliant as a Level 1 Contractor in Kingston's OHS Contractor management system.

Date: Thursday, 28 June 2018

(This assessment remains valid for a period not exceeding 2 years from the issue date.)

Certification will be suspended upon the expiry of

Insurance Policies, Licences and Certification documents.

Repeated or serious safety breaches may lead to the cancellation of this certification.

Compliance to Level 1 allows the contractor to undertake tasks assessed as High Risk Construction, Extreme, High, Medium and Low Risk

community inspired leadership





## Ordinary Meeting of Council

23 July 2018

Agenda Item No: 9.5

### **DALES PARK PAVILION REDEVELOPMENT - ISSUES ARISING FROM CONSULTATION WITH CLUB REPRESENTATIVES**

**Contact Officer:** Steve Lewis, Manager Community Sustainability  
Mark Stockton, Team Leader Sport and Recreation

#### **Purpose of Report**

To provide an update to Council on the outcome of initial consultation with club representatives at the updated Dales Park Netball facility and to seek direction on the preferred way forward in order to inform the proposed submission of a Female Friendly Facilities Grant application in late July 2018, following Council's approval of this at its May 2018 meeting.

#### **Disclosure of Officer / Contractor Direct or Indirect Interest**

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

#### **OFFICER RECOMMENDATION**

That Council:

1. Note the outcome of consultation with the club representatives at Dales Park on the concept design options for proposed improved female friendly facilities at the site;
2. Endorse concept design Option 2 as the Club representatives' preferred option for inclusion in the Female Friendly Facilities Grant application to State Government.
3. Authorise officers to work with Club representatives to advocate to State and Federal Government MPs in order to secure external financial support for the project offsetting Council's contribution; and
4. Refer any remaining financial implications associated with this option for consideration in 2019/20 budget development process.

#### **1. Executive Summary**

At its meeting on 28 May 2018, Council endorsed the preparation and submission of a grant application to State Government under their Female Friendly Facilities 2018/19 funding programs for the development of the Dales Park Netball Pavilion, in order to complement the recently extended courts and to further implement the approved Dales Park Reserve Masterplan.

Further to Council's decision, Officers have now met several times with club representatives to discuss their needs and requirements in order to inform the development of agreed concept design work to support the proposed Female Friendly Grant application. This report outlines these options, together with the club representatives' views on these options, as well as the financial implications associated with each of these options.

Council is asked to consider the club representatives' feedback and to endorse their preferred option for inclusion within the proposed Female Friendly Grant application and to refer the financial implications arising from this decision to the 2019/20 budget deliberation process for resolution.

## **2. Background**

At its meeting on 28 May 2018, Ordinary Council received and considered a report on the proposed grant applications for a range of State Government sporting grant programmes, including the Female Friendly Facilities Grant programme, which can consider applications for contributions to eligible projects up to \$500,000. Council endorsed the submission of an application under this programme for the development of the netball pavilion located at Dales Park, to supplement existing capital resources allocated to the project within Council's approved Capital Programme.

Accordingly, Officers have now met with Club representatives to consider their facility requirements and have developed a number of concept options, based on a needs statement prepared by the Clubs (see appendix 1) and the Netball Victoria Facilities Manual standards, which guide such developments (see appendix 2) . Details of these options are set out within the body of this report and are attached as appendix 3 to this report, together with associated cost estimates for each option. In addition, appendix 4 of this report includes correspondence received from the club representatives in relation to their feedback on the functionality and viability of the options from its perspective.

## **3. Discussion**

### **3.1 Council Plan Alignment**

Goal 1 - Our well-planned, liveable city supported by infrastructure to meet future needs

Direction 1.3 - Infrastructure and property investment for a functional city now and into the future

Investment in modern, fit for purpose sporting infrastructure provides significant health and well-being opportunities for the community and assists Council in the promotion of active lifestyles.

### **3.2 Consultation/Internal Review**

Officers have now met with club representatives on several occasions, following Council's decision on 28 May 2018, in order to consider their facility requirements and have worked with them to develop a number of concept design options. Details of these options are set out within the body of this report and are attached as Appendix 3 for Councillors' information.

In addition, Appendix 4 of this report includes correspondence received from club representatives in relation to their feedback on the functionality and viability of the three concept plan options discussed with them.

### **3.3 Operation and Strategic Issues**

Dales Park Masterplan Feedback from the Clubs indicates that the location of the proposed pavilion, as envisaged in the approved Dales Park Development Plan in 2013, is not consistent with their requirements and that a new more centrally located position in the site is required. This is to ensure oversight and co-ordination of all games across their newly provided courts. Plans are attached as Appendix 5 of this report showing both of these building locations for Councilors' information.

Subject to Council endorsement of the alternative location, consultation would need to be undertaken with local residents, as part of the project planning and development phase, in order to seek feedback on this proposal, which differs slightly from the adopted 2013 Development Plan.

#### **3.3.1 Size and Configuration of Proposed Pavilion to Meet the Associations' Needs**

To inform the development of concept design options, the Club association has prepared a needs statement that defines its future operational requirements.

The implications of the Association's expressed facility needs is that it exceeds Council's forecast budget provision and will occupy a greater footprint on the site (exceeding the area indicatively proposed within Dales Park Development Plan).

Working in collaboration with the Association, Council has prepared three design options, in response to the Association needs and Netball Victoria's Facility Standards. A summary of the space allocation of each of three concept design options compared against the minimum recommended space allocation within the Netball Victoria's Facility Standards is attached as Appendix 6 of this report for information.

#### **3.3.2 Deadline for Female Facilities Grant Applications**

As previously advised, the deadline for submission of Female Friendly Facilities Grant applications is 23 July 2018. Councillor direction on their preferred course of action is urgently required to ensure that an application can be made immediately following the Council Meeting.

### **3.4 Options**

#### **3.4.1 Option 1 : retain and expand existing pavilion to provide enhanced change and social room facilities, as envisaged within the adopted Dales Park Development Plan 2014 (This option is not recommended, based on feedback from club representatives)**

This concept option is based on the refurbishment and extension of the current pavilion location and is as per the location identified in the Dales Park Development Plan, as adopted by Council in late 2013.

At the time of the preparation of the Dales Park Development Plan, the club agreed to this option, along with the installation of the new courts. Unfortunately, however, over the passage of time, the current club representatives are no longer able to support this option, due primarily to the limited functionality of the existing pavilion and to the limited ability to oversee the new courts from this proposed location. The club have provided written feedback on their view of the operational limitations offered by this concept plan option and have stated that they do not support a redevelopment along these lines. Following a more detailed review of the existing pavilion and an assessment of the ability to effectively repurpose the existing structure, officers would now concur with the club's stated position.

The total floor area of Option 1 is 752m<sup>2</sup> and the estimated cost of this option is approximately \$4.0M - \$4.3M.

**3.4.2 Option 2 : new double storey pavilion in new central location, to Netball Victoria Standards (Club representatives' preferred option)**

This option envisages a new pavilion again relocated into a more central position within the complex but laid out spatially across two levels. This configuration fully aligns with the Netball Victoria Facilities guidelines and provides the clubs with a design where the required tournament office can observe activities on all courts at an elevated position, which is the club's preference.

The on ground building footprint is smaller than in Option 3, as the various spaces required under the Netball Victoria Facilities Guidelines are provided across two floors. This would minimise the loss of open space in the Reserve.

The total floor area of Option 2 is 791m<sup>2</sup> and this option is the most expensive of all three options, given the nature of the building construction, with an estimated cost for this option of \$4.5M – 4.9M. On this basis, whilst Option 2 fully delivers a compliant facility at the site and is the Clubs' preferred option, this option is not recommended by officers due to the cost implications to Council.

**3.4.3 Option 3 : new single storey pavilion in new central location, to Netball Victoria Standards (Club representatives have indicated that this option could be viable, but their preference is Option 2)**

This option sees the new pavilion relocated to a more central position within the complex and laid out spatially across the site on a single level. This configuration fully aligns with the Netball Victoria Facilities guidelines and provides the clubs with a design where the required tournament office can observe activities on all courts, albeit not from an elevated position, which would be the club's preference as per option 2.

On the down side, being on a single level, the required on ground footprint for the building will be larger than the footprint required for a two storey building in the same location. This, however, can be accommodated on site without detriment to the delivery of other items envisaged through the approved Development Plan.

The total proposed floor space of Option 3 is 559m<sup>2</sup> and the estimated cost of this option is approximately \$3.5M - \$3.8M.

**4. Conclusion**

**4.1 Environmental Implications**

All Kingston Community Buildings are developed in accordance with Council's Building Environmental Sustainable Design Guidelines, which seek to maximize the environmental performance of Council's building facilities.

**4.2 Social Implications**

Community sport and recreation projects are expected to have a positive impact on health and wellbeing of the local community, as well as helping to increase the overall skill development level of sporting participants. Council has a good track record in improving such facilities for the local community. Collectively, 13 clubs currently utilize Dales Park Reserve and these clubs comprise 152 individual teams, with over 1500 regular participants ranging from 5 years old to over 50's. All of these participants will benefit from access to improved and compliant facilities that meet current standards.

**4.3 Resource Implications**

Subject to the successful outcome of the Female Friendly Facilities Grant application, the notional available funding to support the redevelopment of the Dales Park Pavilion would be as follows:-

Dales Park Pavilion Project	2018/19	2019/20	2020/21	Total
<b>Available Notional Budget</b>				
C0315 Advanced Design Budget	\$ 30,000.00			\$ 30,000.00
C0450 Dales park Pavilion		\$1,100,000.00	\$ 1,100,000.00	\$ 2,200,000.00
Female Friendly Facilities Grant (Assumed)			\$ 500,000.00	\$ 500,000.00
Club Contribution (Offered)			\$ 50,000.00	\$ 50,000.00
<b>TOTAL</b>	<b>\$ 30,000.00</b>	<b>\$1,100,000.00</b>	<b>\$ 1,650,000.00</b>	<b>\$ 2,780,000.00</b>

Based on the two club supported concept design options (i.e. Options 2 and 3), outlined earlier in this report, this would mean that there is an indicative current budget shortfall of approximately \$1,720,000 for Option 2 or \$720,000 for Option 3, depending on the final option endorsed by Councillors and Council securing funding via the Female Friendly Facilities Grant programme.

Based on the Club's indicated preference for Option 2, Councillors are asked to endorse this option as the preferred concept design option for inclusion within the Female Friendly Facilities Grant application to State Government, to be submitted by 23 July 2018 and to refer the financial implications associated with this option for consideration during the 2019/20 budget deliberation process.

In addition, Councillors are asked to authorise officers to work in partnership with club representatives to advocate to other levels of government, in order to try and secure external financial support for the project.

#### **4.4 Legal / Risk Implications**

Through the improvement of its community sports infrastructure, Council is ensuring that participants have access to facilities that are safe and compliant with current standards. In doing so, this enables Council to improve the safety of participants at these facilities and reduces Council's overall risk in relation to non-compliant facilities.

### **Appendices**

- Appendix 1 - KNDA Needs Statement for New Pavilion - June 2018 (Ref 18/271060) [↓](#)
- Appendix 2 - Netball Victoria Facilities Manual (Ref 18/271098) [↓](#)
- Appendix 3 - Dales Park Pavilion Concept design options 1-3 (Ref 18/271717) [↓](#)
- Appendix 4 - KDNA feedback on concept design options 1-3 (Ref 18/270908) [↓](#)
- Appendix 5 - Dales Park Netball Pavilion - Potential Location Plans (Ref 18/241086) [↓](#)
- Appendix 6 - Spatial Assessment of Concept Design Options Against Netball Victoria Facilities Manual Requirements - July 2018 (Ref 18/272283) [↓](#)
- Appendix 7 - Dales Park Pavilion Cost Plan (Ref 18/300240) [↓](#)
- Appendix 8 - KDNA Confirmation of Funding Contribution Letter - 16 July 2018 (Ref 18/463713) [↓](#)

Author/s: Steve Lewis, Manager Community Sustainability  
Mark Stockton, Team Leader Sport and Recreation

Reviewed and Approved By: Mark Juler, Manager Parks & Recreation  
Mauro Bolin, General Manager Community Sustainability  
Daniel Freer, General Manager City Assets and Environment

# 9.5

## DALES PARK PAVILION REDEVELOPMENT - ISSUES ARISING FROM CONSULTATION WITH CLUB REPRESENTATIVES

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## KINGSTON & DISTRICTS NETBALL ASSOC. INC.

May 2018

### Needs Statement Dales Park New Pavilion

#### CONTEXT

Dale's Park was bequeathed to Council for the sole purpose of use in women's sport and the Kingston District Netball Association (KDNA) has honoured the legacy with the ongoing and growing numbers of girls playing netball at this facility. KDNA are also respectful of the use of the facility by the passive and active local community members for leisure.

#### **Taken from KDNA statement of Purpose:**

- *To encourage and promote netball and to ensure that Netball is played within the best possible facilities and environment in the local and broader community*
- *To organise and conduct interclub and inter Association matches.*
- *To encourage participation and enjoyment in the sport of Netball as a means of improving health, fitness and the quality of life.*
- *To Affiliate with the Victorian Netball Association Inc.*

KDNA's mission is to provide Netball Facilities and Programs with the view of upholding an excellent standing in the sport of Netball to all players and Community members. KDNA is more than a local Association; we provide a domestic competition which caters for and allows for all abilities of players to participate. Our Grassroots program aligns with the Netball Victoria Net, Set, Go program with Grass roots programs. This encompasses non-competitive skill based programs, a modified rules competition and a transition pathway section into 11&U. The age sections 11&Under, 13&Under, 15&Under and 17&Under having 4 graded sections with the view of developmental progression. The Open section has 2 sections allowing for social participation and highly competitive competition. KDNA also runs a representative program with a number of teams at each age section that compete in inter Association competition. This provides a pathway to regional and state levels for players.

Majority of Players come from within a radius of the Dingley, Aspendale, Brighton, to Caulfield area, covering many suburbs and communities. Thirteen participating Clubs run KDNA currently

#### *History of KDNA clubs, teams and players participation*

*In 2016* 1800 registered players = 160 teams = 11 Clubs *Autumn Season* up 2 teams from 2015  
*Spring Season* up 3 teams from spring season

*In 2017* 1636 registered players = 145 teams = 10 Clubs down 1 club down 12 teams  
*Re-location of domestic completion to Le Page Oval and Le Page Primary School.*

*In 2018*, 1560 registered players = 136 teams = 11 Clubs up 2 teams from 2017

Please note 2016 & 2017 are accumulative over 12 month period 2018 as of May 2018

Our projections *are for an increase of teams and players for the Spring season and to continue to see an increase of 3-5 teams per annum.*

*These figures do not include Umpires, Coaches, administrators, and school groups that use the facilities.*



## KINGSTON & DISTRICTS NETBALL ASSOC. INC.

Dales Park is in use most days throughout the year. The courts are in use from 8.00am – 5.30pm with two Domestic competition; Autumn and Spring. Monday to Friday the facility is used for training sessions for the Clubs and Umpires in training between 3.30pm – 6.30pm and School competitions during the day. The KDNA representative teams train on Sundays along with the Annual Association Tournament which attracts over 4000 players, spectators, umpires and supporters.

In 2006 \$60K was used by Council to render and upgrade the existing pavilion. There was limited consultation with KDNA although improving the appearance of the pavilion did not improve for the function of the Pavilion in regards to the needs of the clubs and the association.

Over the years at Dales Park, KDNA has managed the venue in as good order as possible with the facilities that are at Dales Park. We would like to continue to do so for all our stakeholders who make up the tax payers of the Federal seat of Hotham, state seat of Clarinda and the rate payers of the city of Kingston council.

### Future Directions

With the new courts at KDNA there are a number of possible directions that KDNA has identified with the external areas and many more possibilities once the New Pavilion is operational. We have been inhibited to implement these in the past due to the sub-standard facilities.

- With the new lighting installed with Stage 1 of the re-development a twilight/night competition is now possible.
- With new Pavillion could run a 'mums and bubs' social / competitive daytime competition and provide care facilities for young children.
- The training & warm up court that is currently is a state of disrepair with tree root damage causing unsafe uneven and is covered in an asphalt surface which does not meet the Netball Victoria Standards. We have identified the importance of providing warm up with a warm up court facilities for players prior to taking the court for competition. This as a is a priority to address due to the increase with muscular and in particular ACL knee injury on the rise in young children.

<http://www.abc.net.au/news/2016-11-15/australian-children-needing-knee-surgery-for-sports-injuries/8008236>

Dr Salmon states good prevention programs have been devised. "Things like a good warm up — not just jumping out of a car and running onto the field, but having a good warm up that involves a lot of change of direction, jumping and agility activities,"

- To provide skills clinics during the school holidays accessing the Netball Victoria Melbourne Vixens program. <https://vic.netball.com.au/clinicscamps/>
- To provide Coaches in the field clinics facilitated by Netball Victoria - Need for external practical components and internal space for theoretical components to facilitate the clinics. <https://vic.netball.com.au/?s=coaches+in+the+field>
- To run exhibition matches
- To provide a series of seminars with motivational speaker and workshops addressing need for internal spaces to run
  - Girls in Sport
  - Injury prevention in partnership with Physiotherapist
  - Sport taping course for parents and coaches
  - Pathways in Netball.
  - Running Semi Active activities ie: Pilates classes / Gym for players (and the wider community) to build core strength



## KINGSTON & DISTRICTS NETBALL ASSOC. INC.

### Role of the Pavilion

The New Pavilion will enable internal facilities to complement the new external courts and lighting facilities which will allow KDNA to realise future directions identified to date and more.

The New Pavilion will need to serve a number of functions;

- Competition days and Tournaments to house office, canteen, First aid and umpires spaces.
- Storage of equipment, Clubs and Association
- Space for Club & Association presentations
- Space for running of Clinics and Seminars
- Space for semi active activities
- Meeting Space
- Viewing area of courts
- Areas protected from extreme weather
- Kitchen for catering of social events.

### Project Working Group

Convenor:	Coralie Buckley	<a href="mailto:bucklecg@mlc.ic.edu.au">bucklecg@mlc.ic.edu.au</a>	mobile: 0421695005
	Ruth Parker	<a href="mailto:rjhparker@optusnet.com.au">rjhparker@optusnet.com.au</a>	mobile:
	Rod Tatter	<a href="mailto:rod_tatter@optusnet.com.au">rod_tatter@optusnet.com.au</a>	mobile:

### Good design elements for the Pavilion

Consider materials of the building for environment sustainability

- Good Natural light
- Solar Power
- Rain Water tanks
- Orientation of shelter / veranda weather protection for viewing courts / Harness Winter sun



Solar Panels



Rain Water Tank/s

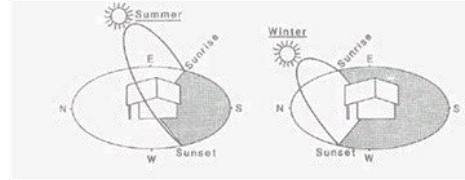


Solar security lights car park and pathway to Pavilion





**KINGSTON & DISTRICTS  
NETBALL ASSOC. INC.**



**Monbulk Pavilion**

Elevated viewing platform and Shelter.  
Consideration of Orientation- heating and cooling  
2 story for utilising space and viewing platform  
under shelter



**Mt Tom Price Netball / Football Pavilion**

Glass windows for viewing of courts  
Maximum use of natural light  
Veranda for protection of weather for spectator's



THE FOWLER PAVILION

Glass area for competition office  
Full view of all courts – 180 degrees



Internal large social space / partition meeting room area for flexibility of space.



## KINGSTON & DISTRICTS NETBALL ASSOC. INC.



Space for Gym equipment



External brick Wall for ball skills



**Duncan Mc Kinnon Pavilion**

Elevated viewing platform and shelter  
Storage area, first aid, ground floor for  
easy access. Competition Office upstairs



Domestic Kitchen: fridge dishwasher oven and cupboards

Boiling Hot water tap



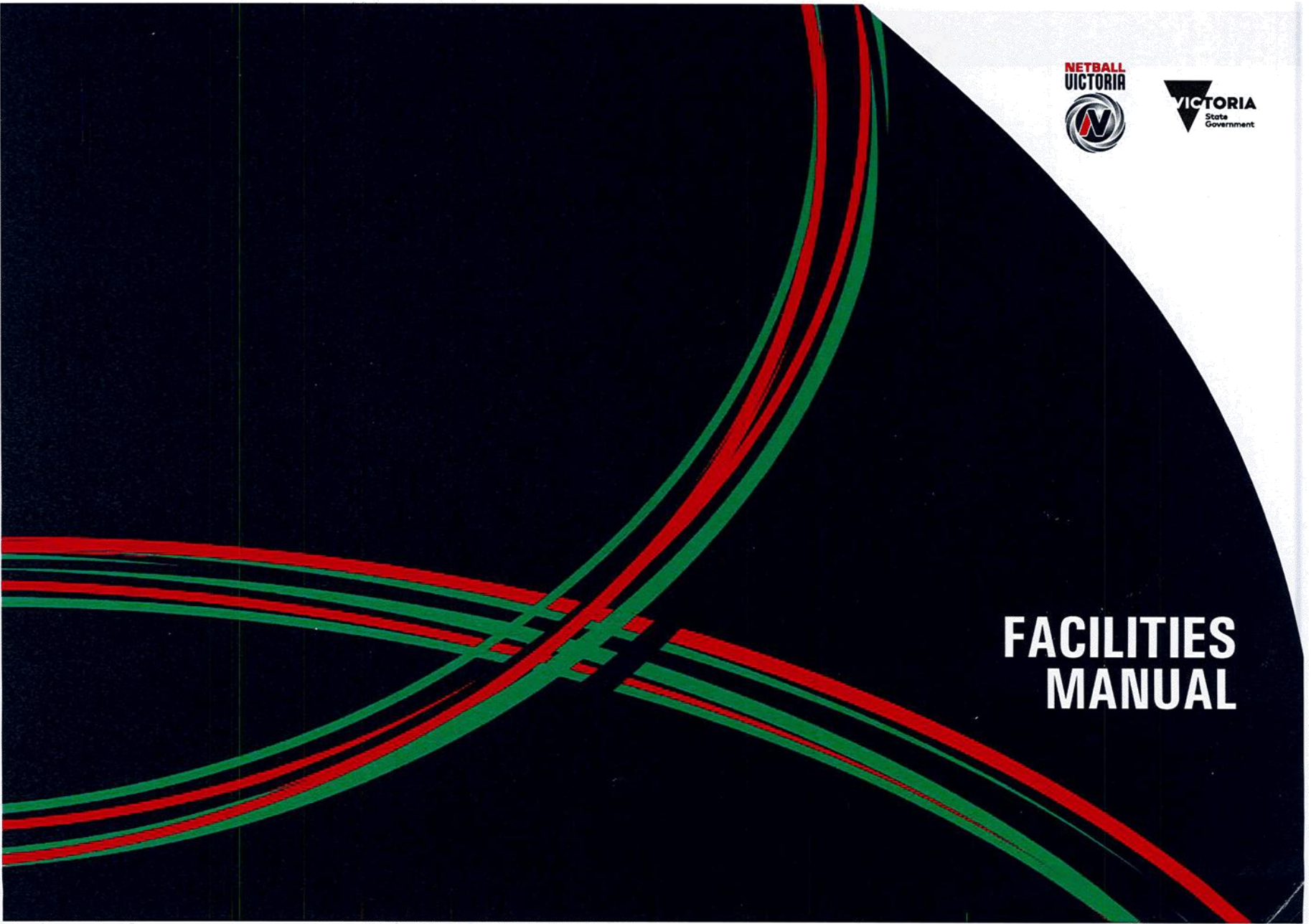
BBQ shelter external / off pavilion



Male/Female/umpire  
change facilities combine with  
player amenities







## Acknowledgements

**2 Dam Creative** – Graphic Design  
[www.2damcreative.com](http://www.2damcreative.com)

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[www.hedearchitects.com.au](http://www.hedearchitects.com.au)

**JMAC Constructions** – Photo Credit for images in this document  
[www.jmacconstructions.com.au](http://www.jmacconstructions.com.au)

**Netball Victoria Associations and Leagues**  
[www.vic.netball.com.au](http://www.vic.netball.com.au)

**Sport and Recreation Victoria**  
[www.sport.vic.gov.au](http://www.sport.vic.gov.au)

**Victorian Local Government Authorities**  
[www.mav.asn.au](http://www.mav.asn.au)

*April 2017 Version 1*

Note: The NV Facilities Manual will be periodically reviewed and amended to respond to changing circumstances and advancement in standards, design or equipment.



p4 **01** About this Manual

p6 **02** Facility Planning

p10 **03** Netball activities in Victoria

p12 **04** Facility Components

p14 **05** Netball Facility Hierarchy

p16 **06** Technical Data and Information

p18 **07** Court Specifications

p20 **08** Universal Design and Accessibility

## APPENDICES

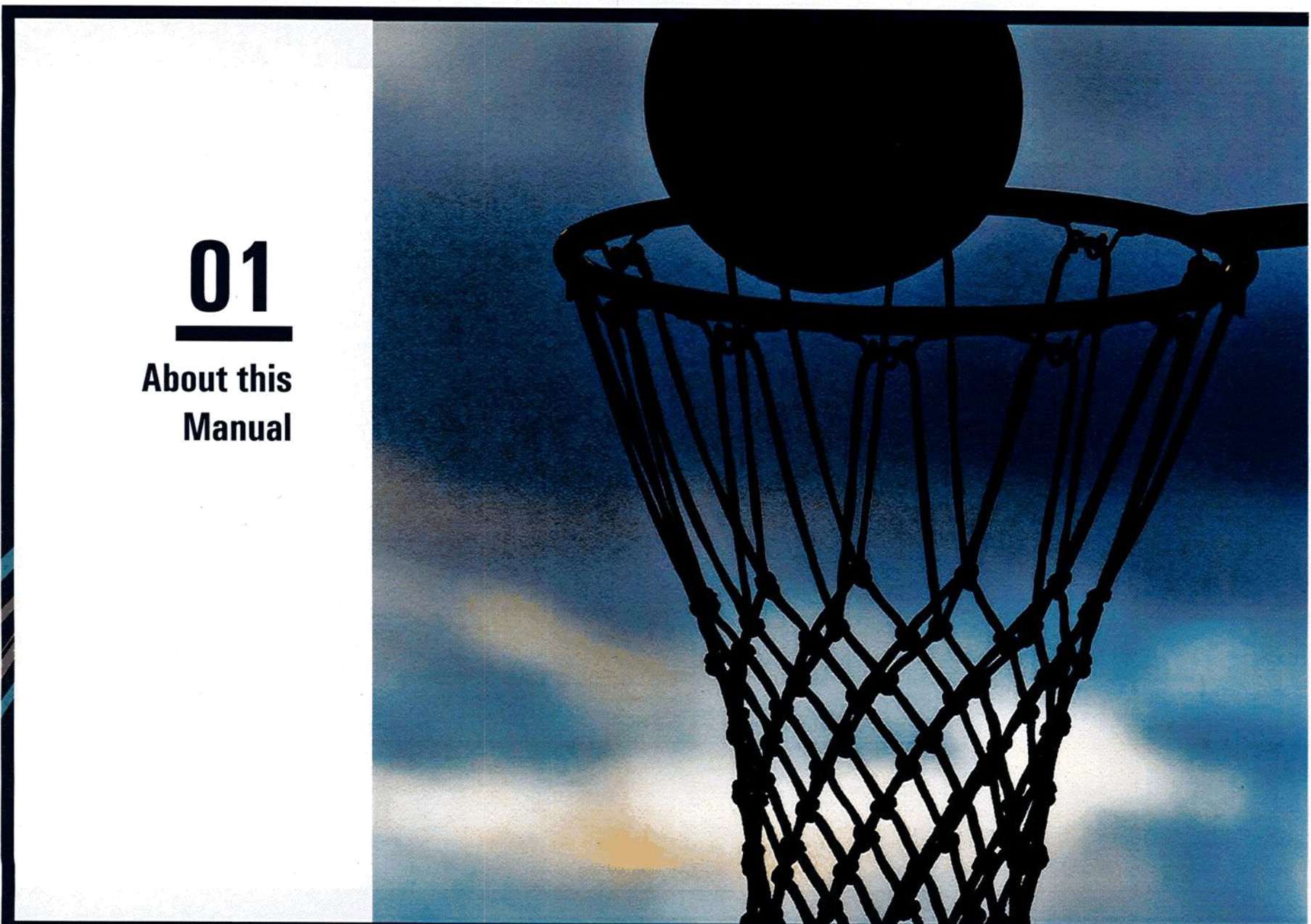
p24 **A** Netball Activities

p26 **B1** Netball facility hierarchy and standards

p30 **B2** Summary of requirements for built structures

p32 **B3** Pavilion: Concept Plans





# 01

## About this Manual



## The Facilities Manual

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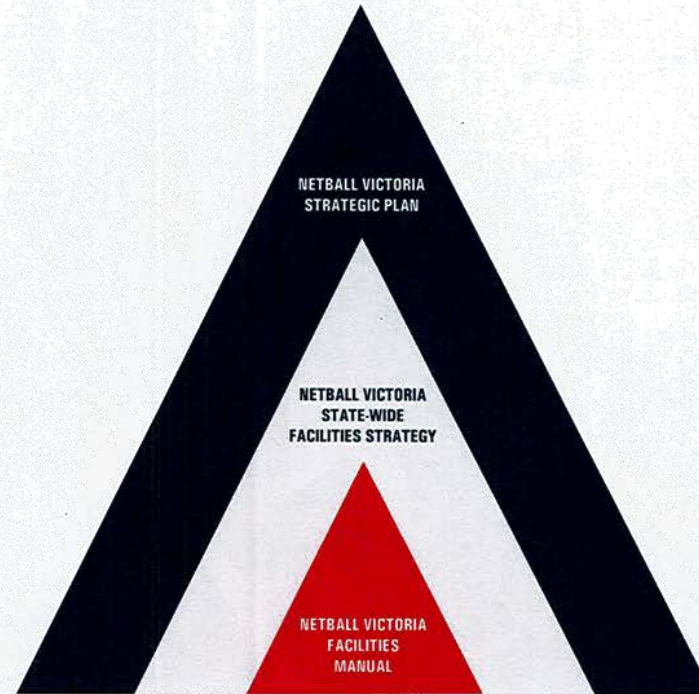
The Facilities Manual has been produced by Netball Victoria (NV) for use by organisations that are planning to redevelop an existing netball venue, or construct a replacement or new netball venue.

The NV Facilities Manual should be read in conjunction with Netball Australia's (NA) National Facilities Policy. The NA National Facilities Policy contains technical information on netball courts and associated court infrastructure such as court orientation, goal posts, lighting, fencing, seating, shelter and storage.

**It is NV's expectation that all new and redeveloped netball facilities be constructed to meet the National Netball standards outlined in the NV Facilities Manual and the National Facilities Policy.**

Copies of all facility planning documents and resources are available on the [NV website](#).

The NV website can be found at:  
<http://vic.netball.com.au/support/facility-development/>







Jells Park, Waverley

# 02

## Facility Planning



## Planning Process

The NV Facilities Manual is one of the tools used in the planning process for new, redeveloped or upgraded netball facilities. It will inform the facility, site assessment and design stages of the planning process. The following case study outlines the recommended process put into practice.

It is recommended that any organisation intending to redevelop an existing netball venue, or construct a new venue, liaises closely with NV during the planning and construction phases.

### STEP 1 Needs Assessment

- Reference to NV State-wide Facilities Strategy.
- Reference to Chapter 6 'Facility Development process' in the NA National Facilities Policy.
- Contact NV.

### STEP 2 Site Assessment

- Undertake an independent facility inspection, audit & works recommendation report.
- Confirm your preferred site and concept design.

### STEP 3 Funding

- Form up project budget, detailed cost estimates and obtain appropriate funding.

### STEP 4 Project Delivery

- Reference to Chapter 7 'Technical Manual' in the NA National Facilities Policy.
- Detailed civil and lighting designs (if applicable).
- Detailed technical specifications.
- Tender/quotation process and award works.
- Construction and Project Management.
- Compliance and quality check and acquit the project.

### STEP 5 Management & Operation

- Reference to NA National Facilities Policy, Chapter 6 & 7.
- Maintenance and ongoing facility performance.

## Jubilee Park, Frankston: Netball Court Redevelopment Case Study

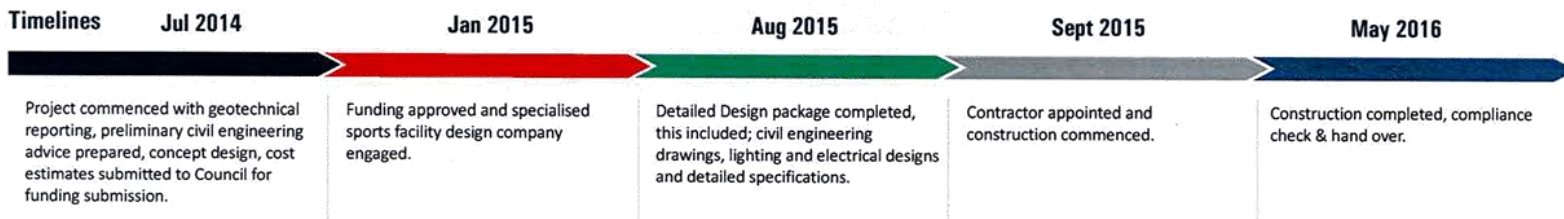
The 2013 Jubilee Park Master Plan identified the 14-netball court facility as non-compliant and in a poor condition. The Frankston City Council engaged NV's Technical Advisors 2MH Consulting to identify the facility's issues and explore opportunities to develop a fully compliant netball facility to be utilised by both the local netball association and the football/netball club.

The courts had major issues regarding court run-offs, surface levels, pavement condition and accessibility. The investigative works were undertaken to produce a sound package for Council's funding application.

The existing power supply was assessed, a full feature survey and geotechnical reporting was undertaken to determine the workable footprint and extent of works required to achieve a long term successful outcome.

The 2MH design team, Key user groups and Council workshopped design ideas and explored court redevelopment opportunities through the preparation of a Functional Layout Plan (FLP). After the FLP was adopted, accurate cost estimates were prepared and a budget for full design, construction and delivery of the new 13 court facility was determined. Once fully funded, the detailed engineering design could commence.

A Project Control Group (PCG) which comprised of representatives from the user groups, Council and NV was formed. This was a crucial component of the project where all stakeholders were encouraged to provide input into the desired outcomes of the new facility. The PCG was always informed of updates as the project progressed.





The final design plans saw the new site being constructed to the highest recommended standards. The proposed plans included 13 compliant courts on an asphalt base with a slip resistant acrylic surface, competition standard lights to 10 of the courts, PA system, large shelters, heel proof grated drainage system, water bubblers, additional circulation space for spectators outside of the court run-off areas and ramped access.

The approved design package including extensive technical specifications was put out to public tender and a suitable contractor was engaged after consultation with the technical advisors. While Council managed the “day to day” project management in-house, select Hold Points were identified where 2MH inspected and approved the works at key areas and provided a court compliance assessment report at the completion of the project.

The end product is exceptional. The facility is in line with Netball Australia and Netball Victoria’s netball facility recommendations and compliance requirements and is fully accessible to all members of the community. The user groups now enjoy a user-friendly netball venue with sustainable future participation outcomes for the Frankston region.

### Key to positive Outcomes

- Council adopted a sound process where independent technical experts were engaged to deliver an end to end design service where industry specific advice and ongoing project supervision proved invaluable.
- NV & key user groups were consulted early and kept informed every step of the way.
- The design team considered Netball Australia’s National Facilities Policy and adopted the key compliance, access, circulation and associated infrastructure recommendations.
- Positive relationship between Council, Users Groups and design team were forged.
- Final quality and compliance inspections before project handover provided all stakeholders with confirmation of a quality outcome.

### Project Outcomes

- Fully compliant netball facility to NV recommendations.
- Practical user friendly facility with optimal participant and spectator provisions.
- Accessible facility due to the implementation of universal design principles.
- Increased opportunities for participation and use due to lights and upgraded playing surface.
- Exceptional stakeholder satisfaction.



### Works

Complete reconstruction of 13 netball courts. Works include; Competition standard lighting to 10 courts, shelters and associated infrastructure.



### Key User Groups

Frankston and District Netball Association and YCW Football Netball Club.



### Cost

\$2.19 million.  
5% design & external project management cost.



# 03

## Netball activities in Victoria



State Netball Hockey Centre, Parkville




## Netball activities

Netball facilities are provided to accommodate a range of netball activities from junior participation programs through to elite level training and competitions.

For the purposes of this Manual, these netball activities have been assembled into four (4) categories:

1. Training and Competition
2. Modified games and programs
3. Training courses and
4. Junior participation and skill development.



**1. Training and Competition**  
Football Netball Leagues, Association training and competition, Association championships, Schools championships, Zone Academy, State Team training, State Titles, National Titles, Regional Victorian Netball League, Victorian Netball League, Australian Netball League, National Netball League, International Events

**2. Modified games and programs**  
Fast5, Rock Up Netball, Beach Netball, Netacise

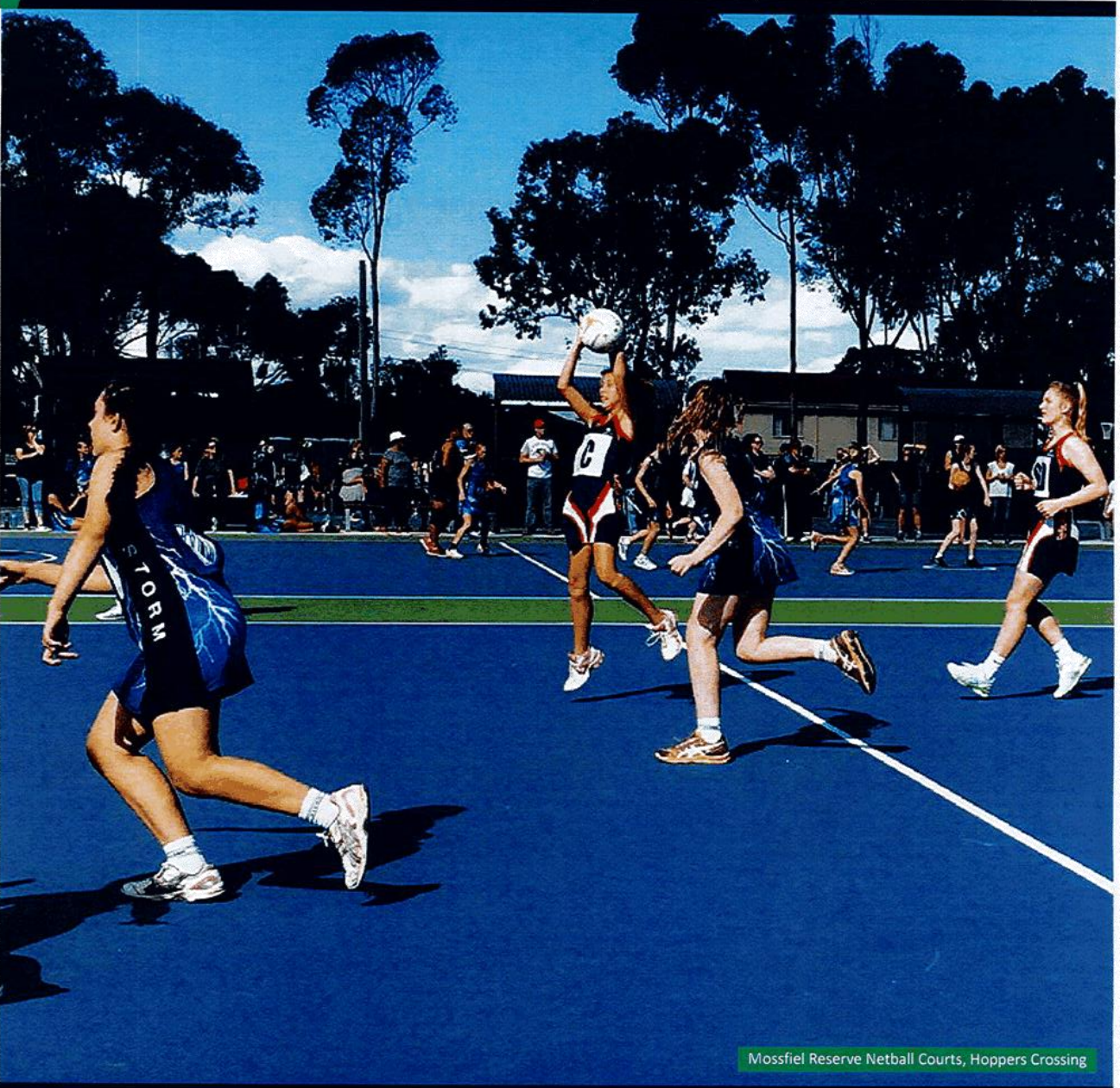
**3. Training courses**  
Coaches, Umpires, Bench Officials

**4. Junior participation and skill development**  
Net4Kids, NetSetGO



# 04

## Facility Components



Mossfiel Reserve Netball Courts, Hoppers Crossing



## Facility Components

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Appendix A lists the netball activities offered across Victoria and identifies the facility components that must be provided, or should be considered for provision to cater for these activities.

The facilities listed against each netball activity are nominated as Essential (E) or Desirable (D). An Essential facility is a minimum requirement and a Desirable facility is recommended if circumstances permit. Desirable facilities will sufficiently enhance the functionality of the netball venue.





# 05

## Netball Facility Hierarchy



Hisense Arena, Melbourne



## Netball Facility Hierarchy

Appendix B1 presents the facility hierarchy and standards for netball venues. It nominates a four (4) level hierarchy – Local, Sub Regional, Regional and Elite – and describes the facility components that should be considered for provision at each level of the hierarchy.

Appendix B2 provides a summary of requirements for built structures: minimum floor areas and dimensions for changerooms, shelters and other built structures at each level of the hierarchy.

Appendix B3 provides concept plans for Local, Sub Regional and Regional level pavilions at outdoor netball facilities. These plans are to be used as a guide and NV understands that pavilions will need to be designed to suit specific site conditions and circumstances.

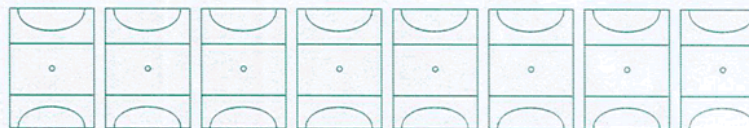
### Local 1-3 courts



### Sub-Regional 4-7 courts



### Regional 8 + courts



### Elite 2 + courts





# 06

## Technical Data and Information



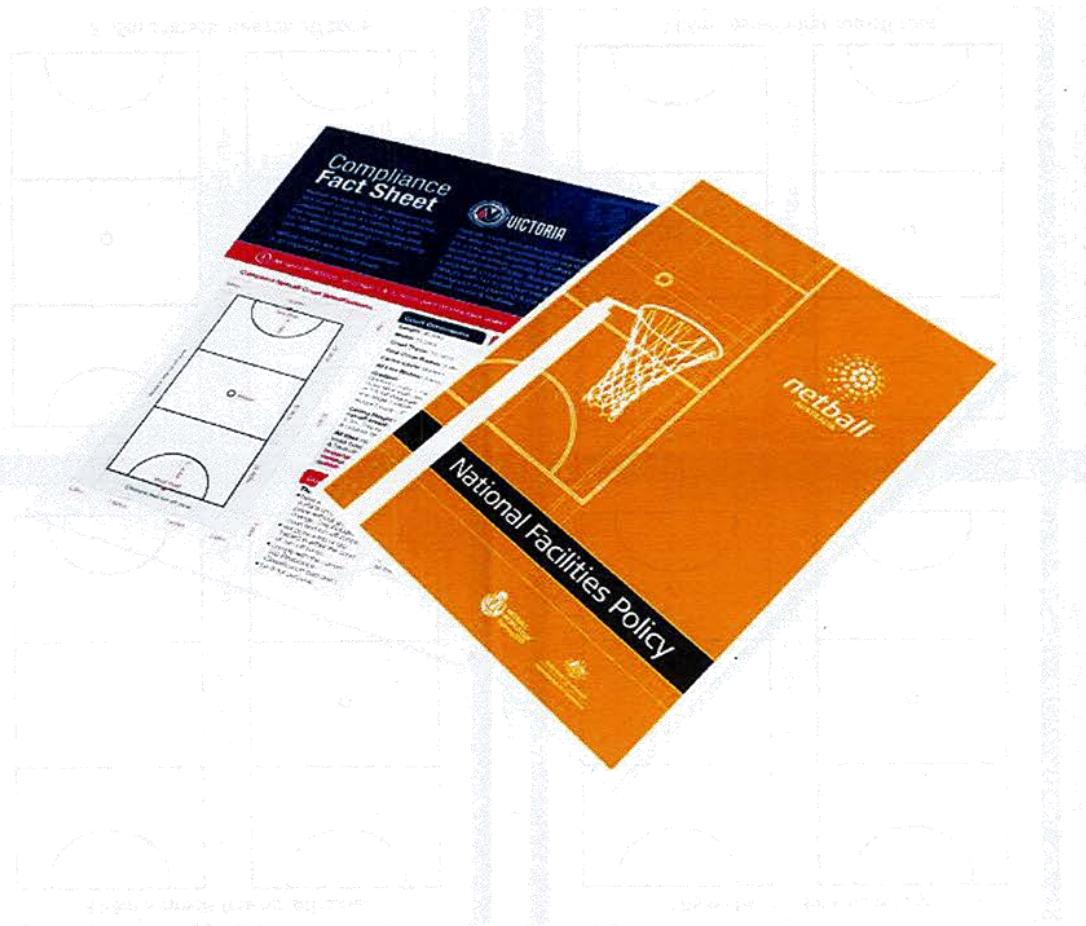


## Technical Documents

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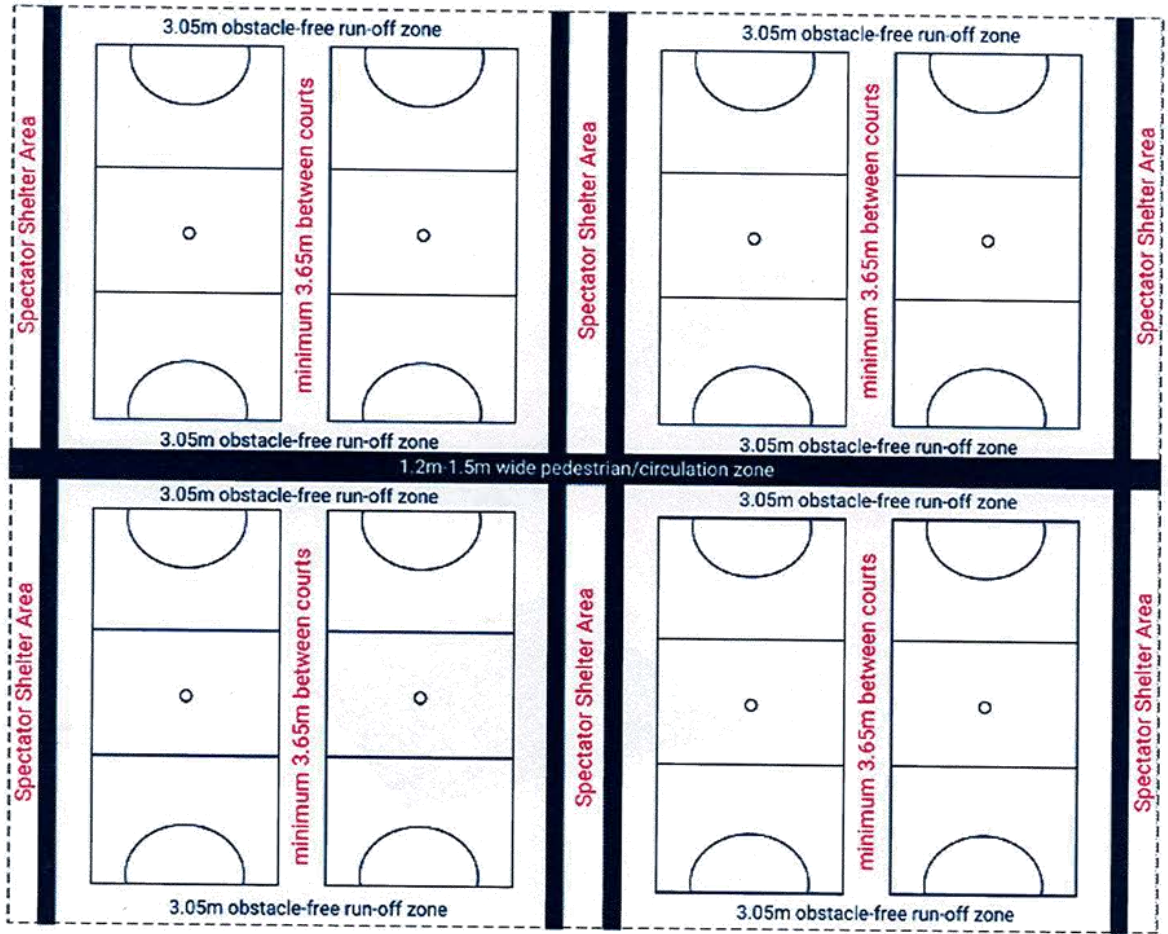
The NA National Facilities Policy and Compliance Fact Sheet contains detailed technical information about:

- court dimensions and layout
- accessibility and movement
- court lighting
- fencing
- storage
- shelter
- seating



# 07

## Court Specifications



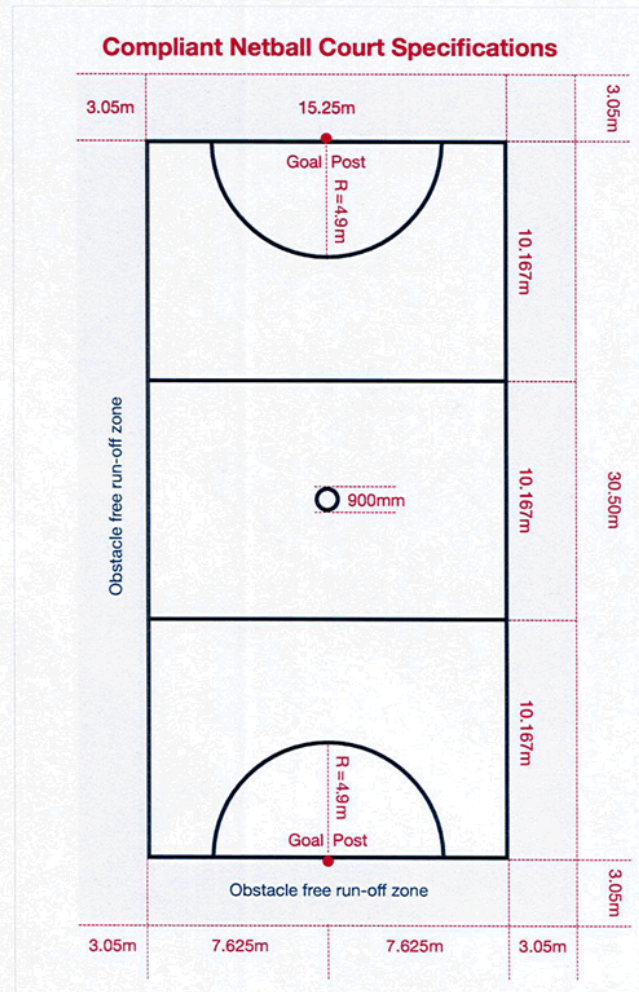
National Facilities Policy – Multiple Court Facility Diagram



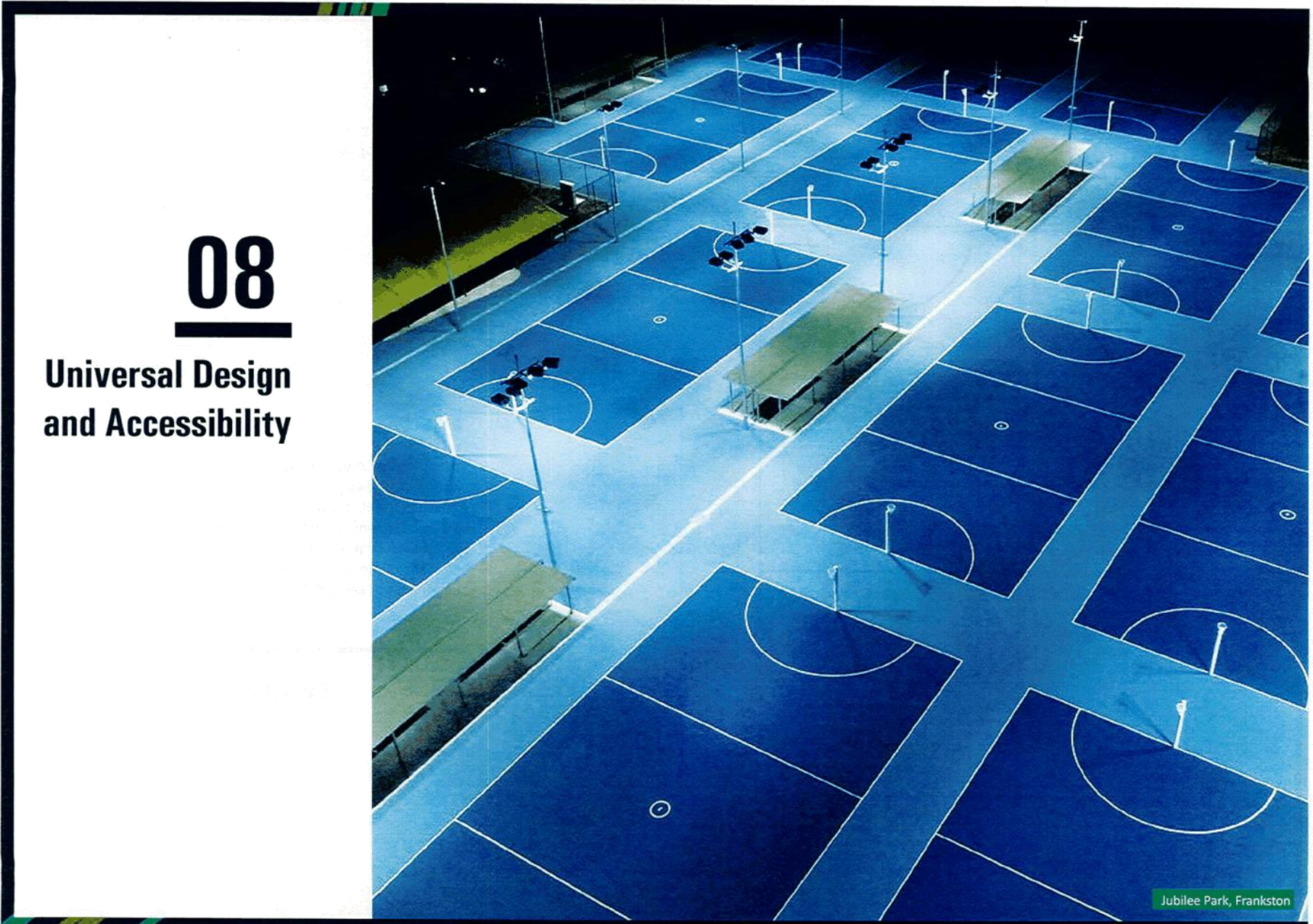
## Court Specifications

The [NV Compliance Fact Sheet](#) outlines the compliance for each court. This is to ensure a safe and playable netball facility for players, umpires and spectators. NV encourages all facility owners and managers to bring their existing courts into line with the national netball standards as soon as practicable. All new netball courts must be designed and constructed to these standards.

The NV Compliance Fact Sheet can be found at:  
<http://vic.netball.com.au/support/facility-development/>







Jubilee Park, Frankston

# 08

## Universal Design and Accessibility



## Universal Design

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Netball facilities should be accessible and inclusive to all members of the community. NV recommends that all netball facilities be brought up to current DDA standards as soon as practicable.

NV's [Inclusive Facilities Fact Sheet](#) and the NA National Facilities Policy outlines the actions that can be taken from a design perspective to make netball facilities more welcoming and physically accessible. The NV Inclusive Facilities Fact Sheet contains information about car parking, paths, surfaces, signage, ramps and stairs, amenities, movement, circulation space and fencing.

Note: This Manual primarily focusses on the physical accessibility of netball courts, pavilions and other built infrastructure. It is also important that other aspects of accessibility be considered, such as communication and information systems.

The Inclusive Facilities Fact sheet can be found at:  
<http://vic.netball.com.au/support/facility-development/>







Gippsland Regional Sports Complex, Sale





## A

## Netball Activities: Essential and Desirable facilities

### Legend:

E	Essential
D	Desirable
AR	Acrylic Resin
A	Asphalt
G	Grass
T	Sprung Timber
I/O	Indoor/Outdoor
IR	If Required
-	Not required or not applicable
*	Requires a warm up area or additional court
**	Requires flooring to be double sprung
***	Based on individual associations and Leagues rules and regulations
#	Must have at least 2 indoor courts
##	Modified lines or equipment

		Playing area												
		Compliant court/s	Number of courts (minimum)	Court surface	Court type – indoor, outdoor	Court/s can be multi-lined	Compliant goal posts	Lights	Fence around courts	Team benches	Team shelters (outdoor courts only)	Officials benches	Officials shelter (outdoor courts only)	Scoreboard
<b>Training and Competition</b>														
1	Football/Netball League	E	2	AR, A, T	I/O***	✓	E	E	IR	E	D	E	E	D
2	Association training and competition	E	2	AR, A, T	I/O	✓	E	E	IR	E	D	E	E	D
3	Association Championships	E	8	AR, A, T	I/O	✓	E	D	IR	E	D	E	E	-
4	Schools Championships	E	4	AR, A, T	I/O	✓	E	D	IR	E	D	E	E	-
5	Zone Academy / state team training	E	2	AR, A, T	Indoor only	✓	E	E	IR	-	-	-	-	-
6	State Titles	E	9	AR, A, T	I/O #	✓	E	D	IR	E	D	E	E	-
7	National Titles	E	4	T**	Indoor only	✓	E	E	-	E	-	E	-	E
8	Regional Victorian Netball League	E	3	T	Indoor only	✓	E	E	-	E	-	E	-	E
9	Victorian Netball League	E	2	T	Indoor only	✓	E	E	-	E	-	E	-	E
10	Australian Netball League	E	1*	T**	Indoor only	X	E	E	-	E	-	E	-	E
11	National Netball League	E	1*	T**	Indoor only	X	E	E	-	E	-	E	-	E
12	International Events	E	1*	T**	Indoor only	X	E	E	-	E	-	E	-	E
<b>Modified games and programs</b>														
13	Fast5	E ##	1	AR, A, T	I/O	✓	E	D	IR	E	D	E	D	D
14	Rock Up Netball	E	1	AR, A, T	I/O	✓	E	D	IR	D	-	-	-	-
15	Beach Netball	E ##	1	Sand	Outdoor only	-	E	-	-	E	D	E	D	D
16	Netacise	-	0	Even, safe surface	I/O	-	-	D	-	-	-	-	-	-
<b>Training courses</b>														
17	Coaches	E	1	AR, A, T	I/O	✓	E	D	-	-	-	-	-	-
18	Umpires	E	1	AR, A, T	I/O	✓	E	D	-	-	-	-	-	-
19	Bench Officials	E	1	AR, A, T	I/O	✓	E	D	-	D	-	E	D	E
<b>Junior participation and skill development</b>														
20	Net4Kids	-	0	Even, safe surface	I/O	-	-	D	IR	-	-	-	-	-
21	NetSetGO	E	1	AR, A, T	I/O	✓	E ##	D	IR	-	-	-	-	-



**A**

	Player facilities			Umpire facilities		Spectator facilities				Association/League facilities				Other facilities				
	Amenities	Changerooms	First aid room	Changerooms and amenities	Duty room	Public toilets	Accessible toilet/baby change area	Shelter	Seating	Administration office	Tournament office	Ticket facility	Canteen/kiosk/kitchen	Multipurpose/social/function room	Storage	Media room	Sound system	Carpark
1	E	E	E	E	IR	E	E	D	D	E	-	-	D	D	E	-	D	E
2	E	E	E	E	D	E	E	D	D	E	D	-	E	D	E	-	E	E
3	E	E	E	E	E	E	E	E	E	E	E	-	E	D	E	-	E	E
4	E	E	E	E	E	E	E	E	E	E	E	-	E	D	E	-	E	E
5	E	E	E	-	-	-	E	-	-	-	-	-	D	-	E	-	-	E
6	E	E	E	E	E	E	E	E	E	E	E	-	E	D	E	-	E	E
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9	E	E	E	E	E	E	E	-	E	E	D	E	E	E	E	-	E	E
10	E	E	E	E	E	E	E	-	E	E	D	E	E	E	E	E	E	E
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14	E	D	D	-	-	D	D	D	D	-	-	-	D	-	D	-	-	E
15	E	E	D	-	-	E	E	D	D	D	-	-	D	D	D	-	E	E
16	E	D	D	-	-	-	-	-	-	-	-	-	D	-	D	-	D	E
17	E	-	-	-	-	-	-	-	-	-	-	-	D	E	-	-	-	E
18	E	-	-	-	-	-	-	-	-	-	-	-	D	E	-	-	-	E
19	E	-	-	-	-	-	-	-	-	-	-	-	D	E	-	-	-	E
20	E	D	-	-	-	D	D	D	D	-	-	-	D	-	-	-	D	E
21	E	D	D	-	-	D	D	D	D	-	-	-	D	-	E	-	-	E

# B1

## Netball facility hierarchy and standards

### STANDARD REQUIREMENTS

ITEM	LOCAL	SUB REGIONAL	REGIONAL	ELITE	COMMENTS
<b>Number of courts</b>	1-3 courts	4-7 courts	8+ courts	Minimum 2 indoor courts	-
<b>Activities</b>	<ul style="list-style-type: none"> <li>- Modified games and programs</li> <li>- Junior participation and skill development</li> <li>- Training and Competition</li> <li>- Community use</li> <li>- Regional Victorian Netball League</li> </ul>	<ul style="list-style-type: none"> <li>- As per Local facility</li> <li>- Schools Championships</li> <li>- National Titles</li> </ul>	<ul style="list-style-type: none"> <li>- As per Local and Sub Regional facility</li> <li>- Association Championships</li> <li>- State Titles</li> </ul>	<ul style="list-style-type: none"> <li>- Victorian Netball League (VNL)</li> <li>- Australian Netball League (ANL)</li> <li>- National Netball League (NNL)</li> <li>- International Tournaments</li> </ul>	-
<b>Court specifications</b>	Compliant courts	Compliant courts	Compliant courts	Compliant courts	Ensure you provide an additional 1.2m-1.8m circulation space between all seating and shelters and the court run-off zones for spectator movement wherever possible.
<b>Surface type</b>	Acrylic, asphalt (outdoor), sprung timber (indoor)	Acrylic, asphalt (outdoor), sprung timber (indoor)	Acrylic, asphalt (outdoor), sprung timber (indoor)	Sprung timber	Double sprung timber floors for National Titles, ANL, NNL and International Events.
<b>Multi-lined</b>	Yes	Yes	Yes	No	Certain competitions have specific rules which restrict the use of multi-line courts. Multi-lined exceptions apply for VNL.
<b>Goal posts</b>	3.05m height 60mm-100mm diameter NetSetGO adjusted to 2.4m height	3.05m height 60mm-100mm diameter NetSetGO adjusted to 2.4m height	3.05m height 60mm-100mm diameter NetSetGO adjusted to 2.4m height	3.05m height 60mm-100mm diameter	See NV Compliance Fact Sheet for information on goal posts. Goal ring connection is to be strengthened for courts that are available for unmanaged community/public use.
<b>Goal post padding</b>	3m high to full length and diameter of post. 2.4m length for NetSetGO	3m high to full length and diameter of post. 2.4m length for NetSetGO	3m high to full length and diameter of post. 2.4m length for NetSetGO	3m high to full length and diameter of post.	Maximum 50mm thick high density foam core.
<b>Lights</b>	Indoor Lux: 300 training, 500 competition Outdoor Lux: 100 training, 200 competition	Indoor Lux: 300 training, 500 competition Outdoor Lux: 100 training, 200 competition	Indoor Lux: 300 training, 500 competition Outdoor Lux: 100 training, 200 competition	Indoor Lux: 750	See NA National Facilities Policy, Section 9 for information on lighting design and standards. Facilities catering for colour television broadcast will require a higher lux average, therefore, specialist lighting advice should be sought.
<b>Fencing around courts</b>	If required	If required	If required	N/A	See NA NFP for information on fencing recommendations.



**COURT AREAS**

ITEM	LOCAL	SUB REGIONAL	REGIONAL	ELITE	COMMENTS
<b>Team bench</b>	2 team benches per court to accommodate min. of 10 people each.  Recommend 6m length bench or tiered seating with 2 x 3m length benches, plus space for a wheelchair/standing area required (0.915m width min.)	As per Local Facility	As per Local Facility	2 team benches per court to accommodate min. of 15 people.  Recommend 9m length plus space for a wheelchair/standing area (0.915m width x *1.525m depth min.)	See NA National Facilities Policy for technical data on team benches and shelters.  For outdoor courts at Local, Sub Regional and Regional facilities, team shelters can be combined with officials and spectator shelters to provide one large multipurpose shelter.
<b>Team shelter (outdoor only)</b>	For outdoor courts only: 2 shelters per court  Prefer 4.5m length x 2m depth (assumes tiered seating and includes space for a wheelchair/standing area min. 0.915m width x 1.525m* depth area).	As per Local Facility	As per Local Facility	N/A	Ideally locate benches and shelters to western sideline area. Benches and shelters must be positioned outside of required run-off zones.  Benches and shelters at Regional venues may need to be larger for State and National titles to accommodate min. 15 people per bench plus space for wheelchairs.  Note: - Nominal 0.6m allocated per person when calculating bench length recommendations. - *1.525m deep area required for a wheelchair if entering from the side. If entering from the front or rear is possible this can be reduced to 1.22m depth.
<b>Officials bench</b>	1 bench per court to accommodate min. of 2 people.  Recommend min. 1.2m length bench plus 0.915m for a wheelchair/standing area.	As per Local Facility	As per Local Facility	1 bench per court to accommodate min of 5 people.  Recommend min. 3m length plus space for a wheelchair/standing area (0.915m width x *1.525m depth min.)	See NA National Facilities Policy for technical data on official's benches and shelters.  For outdoor courts at Local, Sub-Regional and Regional facilities official's shelters can be combined with team and spectator shelters to provide one large multipurpose shelter.
<b>Officials shelter (outdoor only)</b>	For outdoor courts only: 1 shelter per court  Prefer min. 2.5m length x 1.6m depth (includes space for seating plus a wheelchair/standing area min. 0.915m width x 1.525m* depth area).	As per Local Facility	As per Local Facility	N/A	Note: - Nominal 0.6m allocated per person when calculating bench length recommendations. - *1.525m deep area required for a wheelchair if entering from the side. If entering from the front or rear is possible this can be reduced to 1.22m depth.
<b>Player amenities</b>	Min 2 areas, min 14m <sup>2</sup> each area  Unisex facility – min 1 shower, 2WCs and 2HBs in each area	Min 2 areas, min 20m <sup>2</sup> each area  Unisex facility – min 2 showers, 3WCs, 3HBs in each area	Min 2 areas, min 20m <sup>2</sup> each area  Unisex facility – min 2 showers, 3WCs, 3HBs in each area	2 areas, min 20m <sup>2</sup> each area  Unisex facility – min 2 showers, 3 WCs and 2HBs in each area	Amenities should be within 50m of the playing court/s.

# B1

## SUPPORTING INFRASTRUCTURE & AMENITIES

ITEM	LOCAL	SUB REGIONAL	REGIONAL	ELITE	COMMENTS
<b>Player change rooms</b>	Min 2 rooms, min 20m <sup>2</sup> each room The 20m <sup>2</sup> floor area is a minimum size and based on 14 players using a room at the one time.	Min 2 rooms, min 25m <sup>2</sup> each room The 25m <sup>2</sup> floor area is a minimum size and is based on 20 players using a room at the one time.	Min 2 rooms – min 25m <sup>2</sup> each room The 25m <sup>2</sup> floor area is a minimum size and is based on 20 players using a room at the one time.	2 rooms – min 30m <sup>2</sup> each room	If more than 14 players (Local) or 20 players (Sub Regional or Regional) will be regularly using a room at the one time, the floor area may need to be increased or an additional room(s) provided.
<b>First aid room</b>	1 room, min 10m <sup>2</sup>	1 room, min 15m <sup>2</sup>	1 room, min 20m <sup>2</sup>	2 rooms, min 15m <sup>2</sup> each room	–
<b>Umpires changerooms and amenities</b>	Min 3 unisex rooms. Min 2 changerooms: min 5m <sup>2</sup> each (1WC, 1HB in each) Min 1 changeroom: min 5m <sup>2</sup> each (1 shower)	Min 2 unisex rooms. Min 10m <sup>2</sup> each (min 1 shower, 1WC, 1HB in each).	Min 2 unisex rooms Min 12m <sup>2</sup> each (min 1 shower, 2WCs, 1HB in each)	2 unisex rooms Min 15m <sup>2</sup> each (min 1 shower, 2WCs, 1HB in each)	–
<b>Umpire duty room</b>	1 room, min 10m <sup>2</sup>	1 room, min 20m <sup>2</sup>	1 room, min 25m <sup>2</sup>	1 room, min 15m <sup>2</sup>	–
<b>Public toilets in pavilion/stadium</b>	Guide: 2 rooms, min 12m <sup>2</sup> each room Min 2WCs, 2HBs in each room	Guide: 2 rooms, min 12m <sup>2</sup> each room Min 2WCs, 2HBs in each room	Guide: 2 rooms, min 12m <sup>2</sup> each room Min 2WCs, 2HBs in each room	Guide: min 2 rooms, min 12m <sup>2</sup> each room Min 2WCs, 2HBs in each room. More rooms and larger areas required for NNL and International Tournaments	Final floor area and number of fixtures to be determined by reference to the building code and consideration of the activities that will take place at the facility. Floor areas shown in this table and in Appendices B2 and B3 are based on size and capacity of the social room (refer to the Australian Building Code for site specific info).
<b>Accessible toilet/shower/ baby change area</b>	1 area – unisex, min 8m <sup>2</sup> 1WC, 1HB, 1 shower, 1 baby change table	1 area – unisex, min 8m <sup>2</sup> 1WC, 1HB, 1 shower, 1 baby change table	Min 1 area – unisex, min 8m <sup>2</sup> 1WC, 1HB, 1 shower, 1 baby change table	Min 1 area – unisex, min 8m <sup>2</sup> 1WC, 1HB, 1 shower, 1 baby change table	DDA compliant
<b>Spectator shelter (outdoor courts only)</b>	Min 20m <sup>2</sup> per court	Min 20m <sup>2</sup> per court	Min 20m <sup>2</sup> per court	N/A	See NA National Facilities Policy for technical data on shelters and seating At Local, Sub Regional and Regional facilities, shelters can be combined with coaches and scorers shelters to provide one large multipurpose shelter.
<b>Spectator seating</b>	Bench seating or suitable spaces to accommodate approx. 30 – 50 people per court.	As per Local Facility	As per Local Facility	VNL – min 300 seats ANL – min 500 seats NNL and International tournaments – min 3,000 seats	For Local, Sub Regional and Regional facilities, spectator seating allowances will vary depending on standard of competition, anticipated crowd and site constraints. Finals and tournament venues may require additional permanent seating or the provision of sufficient space to accommodate portable event/grandstand seating.



**PAVILION & CAR PARKING**

ITEM	LOCAL	SUB REGIONAL	REGIONAL	ELITE	COMMENTS
<b>Administration office</b>	Min 1 office, min 12m <sup>2</sup>	Min 1 office, min 20m <sup>2</sup>	Min 1 office, min 25m <sup>2</sup>	Min 1 office, min 20m <sup>2</sup>	-
<b>Tournament office</b>	-	Min 1 office, min 15m <sup>2</sup>	Min 1 office, min 20m <sup>2</sup>	-	-
<b>Canteen/kiosk/ kitchen</b>	Min 1 area, min 14m <sup>2</sup>	Min 1 area, min 20m <sup>2</sup>	Min 1 area, min 30m <sup>2</sup>	Min 1 area, min 30m <sup>2</sup> More than one area required for NNL and International venues.	If serving outdoor courts, can be part of another pavilion or a detached building. Should be within 150m of the netball playing court/s
<b>Multipurpose/ social/function room</b>	Min 25m <sup>2</sup> Kitchenette/bar	Min 40m <sup>2</sup> Kitchenette/bar	Min 100m <sup>2</sup> Kitchen/bar	Min 100m <sup>2</sup> Kitchen/bar	If serving outdoor courts, can be part of another pavilion or a detached building. Should be within 150m of the playing court/s.
<b>Storage</b>	Indoor and/or outdoor – min 20m <sup>2</sup>	Indoor and/or outdoor – min 25m <sup>2</sup>	Indoor and/or outdoor – min 40m <sup>2</sup>	Indoor – min 20m <sup>2</sup> for VNL and ANL venues. Much larger for NNL and International venues.	Must have suitable dimensions to store goal posts which are min. 3.40m long (3.05m above ground and 0.35m extension into the ground).
<b>Media room</b>	-	-	-	Min 1 room, min 20m <sup>2</sup>	-
<b>Car parking</b>	Type and number of spaces to be determined by a traffic/parking assessment. Pick up/drop off point provided within the car parking area. Bus facilities required. Accessible parking spaces to be provided.	As per Local Facility	As per Local Facility	As per Local Facility	Guide: 20 spaces per court. In addition, 0.35 spaces for every person in excess of 30 people per court that may concurrently watch games.  Local, Sub-Regional and Regional facilities: consideration should be given to the netball activities held at the venue and their popularity in terms of spectator numbers.

**NOTE: Additional facilities for large crowds:**

Additional facilities may be required if the venue is to be used occasionally for activities that attract larger than normal player numbers and crowds. Determinations will need to be made about the demand these activities will generate for parking, seating and amenities. Provision may need to be made for overflow car parking, additional seating, additional amenities and casual food vendors. The seating and amenities could be portable.

## B2

### Summary of requirements for built structures: Pavilion and other structures (not courts)

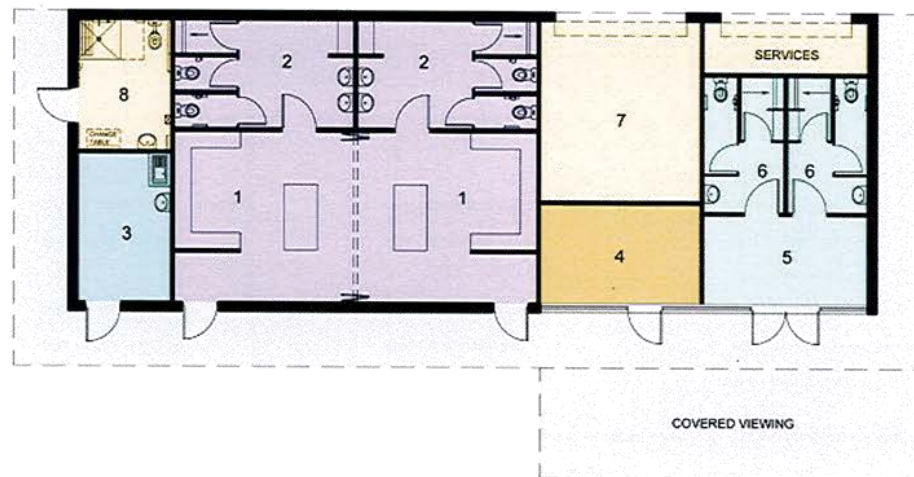
#### STANDARD REQUIREMENTS

COMPONENT ELEMENT	LOCAL	SUB REGIONAL	REGIONAL FACILITY	ELITE
<b>Team bench</b>	2 team benches per court to accommodate min. of 10 people each.	As per Local Facility	As per Local Facility	2 team benches per court to accommodate min. of 15 people.
<b>Team shelter (outdoor only)</b>	2 shelters, min 4.5m x 2m each (assumes tiered seating and space for wheelchair)	As per Local Facility	As per Local Facility	-
<b>Officials bench</b>	1 bench per court to accommodate min. of 2 people.	As per Local Facility	As per Local Facility	1 bench per court to accommodate min of 5 people.
<b>Officials shelter (outdoor only)</b>	1 shelter per court	As per Local Facility	As per Local Facility	-
<b>Player amenities</b>	Min 2 areas, min 14m <sup>2</sup> each area Unisex facility – min 1 shower, 2WCs and 2HBs in each area	Min 2 areas, min 20m <sup>2</sup> each area Unisex facility – min 2 showers, 3WCs, 3HBs in each area	Min 2 areas, min 20m <sup>2</sup> each area Unisex facility – min 2 showers, 3WCs, 3HBs in each area	2 areas, min 20m <sup>2</sup> each area Unisex facility – min 2 showers, 3 WCs and 2HBs in each area
<b>Player changerooms</b>	Min 2 rooms, min 20m <sup>2</sup> each room	Min 2 rooms, min 25m <sup>2</sup> each room	Min 2 rooms, min 25m <sup>2</sup> each room	2 rooms, min 30m <sup>2</sup> each room
<b>First aid room</b>	1 room, min 10m <sup>2</sup>	1 room, min 15m <sup>2</sup>	1 room, min 20m <sup>2</sup>	2 rooms, min 15m <sup>2</sup> each
<b>Umpires changerooms and amenities</b>	Min 3 unisex rooms (min 15m <sup>2</sup> in total) Includes: Min 2 changerooms: min 5m <sup>2</sup> each (1WC, 1HB in each) Min 1 changeroom: min 5m <sup>2</sup> each (1 shower)	Min 2 rooms, min 10m <sup>2</sup> each room Unisex facility: min 1 shower, 1WC, 1HB in each room	Min 2 rooms, min 12m <sup>2</sup> each room Unisex facility: min 1 shower, 2WCs, 1HB in each room	2 rooms, min 15m <sup>2</sup> each room Unisex facility – min 1 shower, 2WCs, 1HB in each room
<b>Umpire duty room</b>	1 room, min 10m <sup>2</sup>	1 room, min 20m <sup>2</sup>	1 room, min 25m <sup>2</sup>	1 room, min 15m <sup>2</sup>

COMPONENT ELEMENT	LOCAL	SUB REGIONAL	REGIONAL	ELITE
<b>Public toilets in pavilion/stadium</b>	Guide: 2 rooms, min 12m <sup>2</sup> each room Min 2WCs, 2HBs in each room	Guide: 2 rooms, min 12m <sup>2</sup> each room Min 2WCs, 2HBs in each room	Guide: 2 rooms, min 12m <sup>2</sup> each room Min 2WCs, 2HBs in each room	Guide: 2 rooms, min 12m <sup>2</sup> each room Min 2WCs, 2HBs in each room
<b>Accessible toilet/shower/family change area</b>	1 room – unisex, min 8m <sup>2</sup> Min 1 toilet, 1HB, 1 shower, 1 baby change table	1 room – unisex, min 8m <sup>2</sup> Min 1 toilet, 1HB, 1 shower, 1 baby change table	Min 1 room – unisex, min 8m <sup>2</sup> Min 1 toilet, 1HB, 1 shower, 1 baby change table	Min 1 room – unisex, min 8m <sup>2</sup> Min 1 toilet, 1HB, 1 shower, 1 baby change table
<b>Spectator shelter (outdoor only)</b>	Min of 1 shelter, 20m <sup>2</sup> per court	Min of 1 shelter, 20m <sup>2</sup> per court	Min of 1 shelter, 20m <sup>2</sup> per court	-
<b>Spectator seating</b>	Sufficient seating or spaces to accommodate approx. 30 – 50 people per court	Sufficient seating or spaces to accommodate approx. 30 – 50 people per court	Sufficient seating or spaces to accommodate approx. 30 – 50 people per court	Min requirements for VNL, ANL and NNL apply
<b>Administration office</b>	Min 1 office, min 12m <sup>2</sup>	Min 1 office, min 20m <sup>2</sup>	Min 1 office, min 25m <sup>2</sup>	Min 1 office, min 20m <sup>2</sup>
<b>Tournament office</b>	-	Min 1 office, min 15m <sup>2</sup>	Min 1 office, min 20m <sup>2</sup>	See competitions rules for event specific information.
<b>Canteen/kiosk/kitchen</b>	Min 1 area, min 14m <sup>2</sup>	Min 1 area, min 20m <sup>2</sup>	Min 1 area, min 30m <sup>2</sup>	Min 1 area, min 30m <sup>2</sup>
<b>Media room</b>	-	-	-	Min 1 room, min of 20m <sup>2</sup>
<b>Multipurpose/social/function room</b>	Min 1 room, min 25m <sup>2</sup>	Min 1 room, min 40m <sup>2</sup>	Min 1 room, min 100m <sup>2</sup>	Min 1 room, min 100m <sup>2</sup>
<b>Storage</b>	Indoor and/or outdoor, min 20m <sup>2</sup>	Indoor and/or outdoor, min 25m <sup>2</sup>	Indoor and/or outdoor, min 40m <sup>2</sup>	Indoor, min 20m <sup>2</sup>

**B3****Pavilion: Concept plans****LOCAL FACILITY – FOOTBALL/NETBALL**

NO.	NAME	AREA / m <sup>2</sup>
1	Player change rooms	Min 20
2	Player amenities	Min 14
3	First aid room	Min 10
4	Administration office	Min 12
5	Umpires duty room	Min 10
6	Umpire change rooms & amenities	Min 16
7	Storage	Min 20
8	Accessible toilet / family change	Min 8

**NOTE:**

The plan is based on the following assumptions:

- A social/function room and canteen/kiosk are provided in a football/cricket pavilion or like facility within easy walking distance of the netball facility (<150m)
- Public toilet facilities are located within easy walking distance of the netball facility (<150m).

A functional design should always be designed considering the existing overall site facilities on a case by case basis.





**LOCAL FACILITY – ASSOCIATION**

NO.	NAME	AREA / m <sup>2</sup>
1	Player change rooms	Min 20
2	Player amenities	Min 14
3	Umpire change rooms and amenities total	Min 15
3a	Toilet / change area	Min 5
3b	Toilet / change area	Min 5
3c	Shower / change area	Min 5
4	First aid room	Min 10
5	Canteen / kiosk / kitchen	Min 14
6	Administration office	Min 12
7	Multipurpose / social / function room	Min 25
8	Storage	Min 20
9	Public toilets	Min 12
10	Accessible toilet / family change	Min 8

**NOTE:**

The public toilets in the pavilion are not designed to cater for moderate to large numbers of players, officials and spectators. The floor area for the toilets is based on the assumption that there will be other public toilet facilities (permanent or temporary) located within easy walking distance (< 150m) of the netball facility.

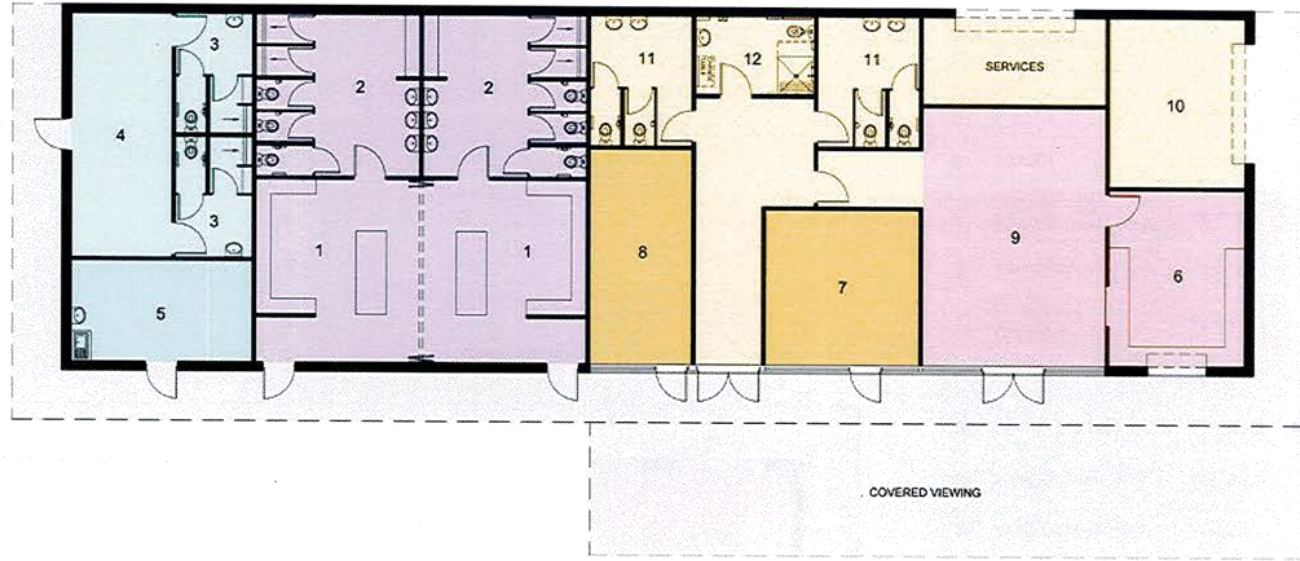
A functional design should always be designed considering the existing overall site facilities on a case by case basis.



## B3

### SUB REGIONAL FACILITY

NO.	NAME	AREA / m <sup>2</sup>
1	Player change rooms	Min 25
2	Player amenities	Min 20
3	Umpire change rooms and amenities	Min 10
4	Umpires duty room	Min 20
5	First aid room	Min 15
6	Canteen / kiosk / kitchen	Min 20
7	Administration office	Min 20
8	Tournament office	Min 15
9	Multipurpose / social / function room	Min 40
10	Storage	Min 25
11	Public toilets	Min 12
12	Accessible toilet / family change	Min 8



#### NOTE:

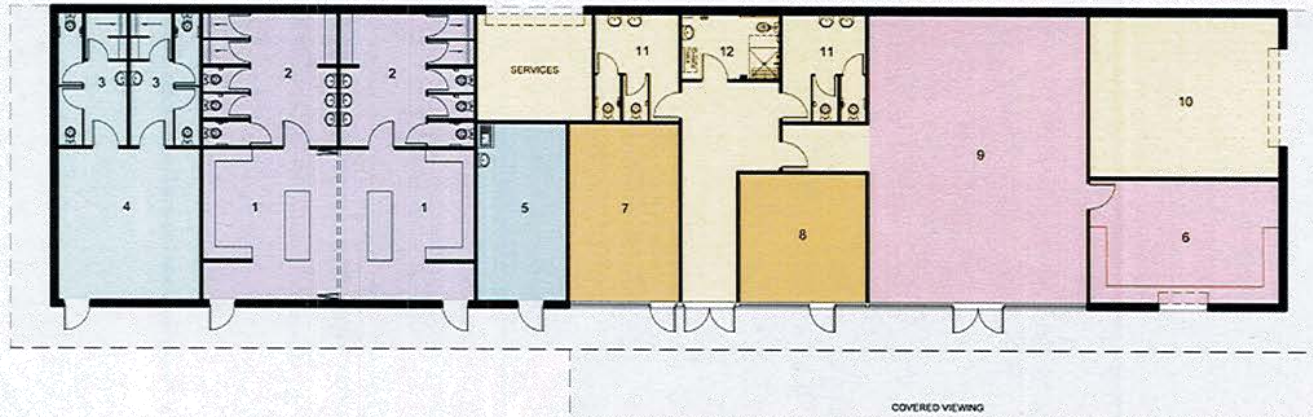
The public toilets in the pavilion are not designed to cater for moderate to large numbers of players, officials and spectators. The floor area for the toilets is based on the assumption that there will be other public toilet facilities (permanent or temporary) located within easy walking distance (< 150m) of the netball facility.

A functional design should always be designed considering the existing overall site facilities on a case by case basis.



B3

## REGIONAL FACILITY



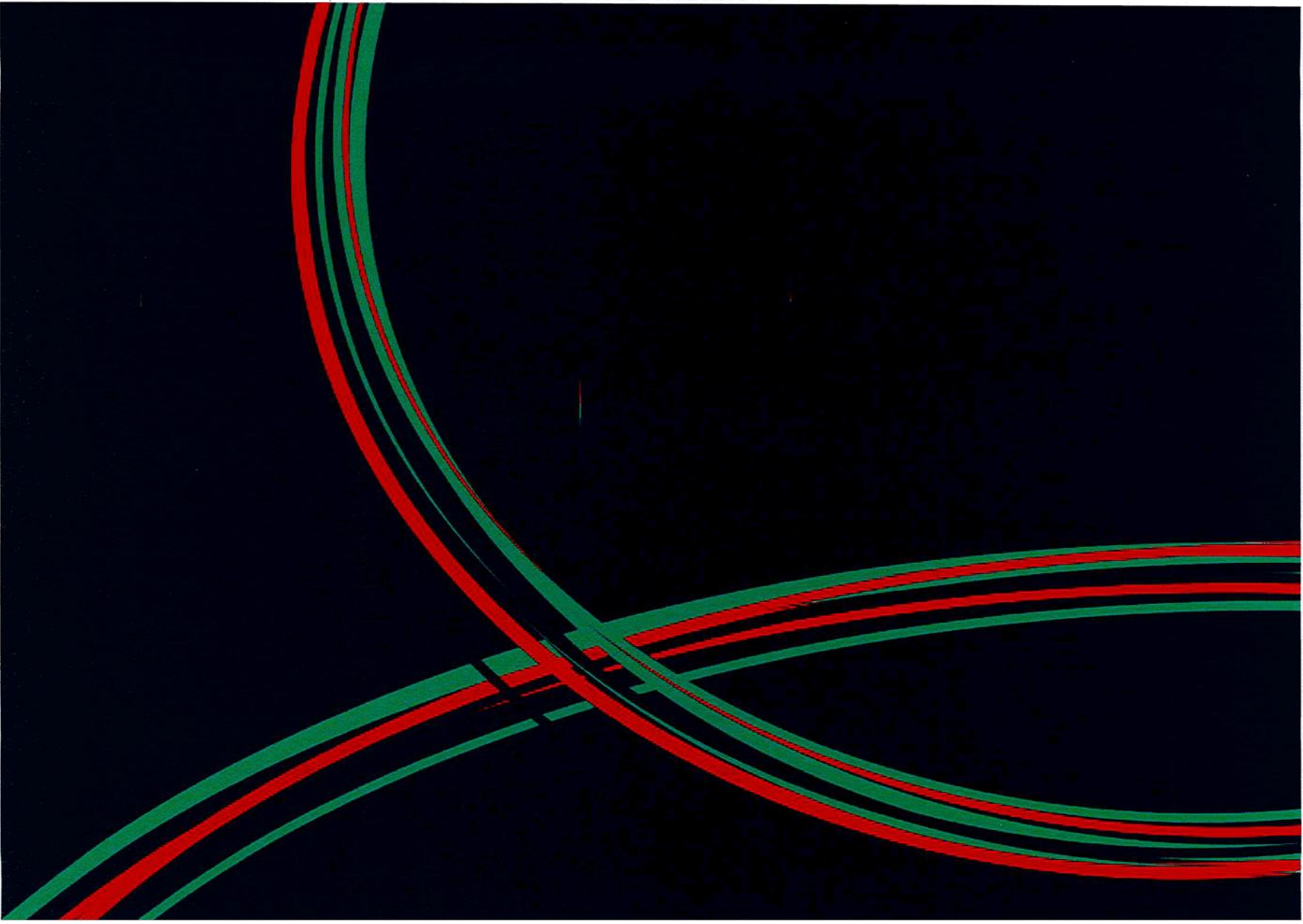
NO.	NAME	AREA / m <sup>2</sup>
1	Player change rooms	Min 25
2	Player amenities	Min 20
3	Umpire change rooms and amenities	Min 12
4	Umpires duty room	Min 25
5	First aid room	Min 20
6	Canteen / kiosk / kitchen	Min 30
7	Administration office	Min 25
8	Tournament office	Min 20
9	Multipurpose / social / function room	Min 100
10	Storage	Min 40
11	Public toilets	Min 12
12	Accessible toilet / family change	Min 8

## NOTE:

The public toilets in the pavilion are not designed to cater for moderate to large numbers of players, officials and spectators. The floor area for the toilets is based on the assumption that there will be other public toilet facilities (permanent or temporary) located within easy walking distance (< 150m) of the netball facility.

A functional design should always be designed considering the existing overall site facilities on a case by case basis.













### **KDNA feedback on Dales Park New pavilion and warm up court**

**Overview Statement:** KDNA would like to acknowledge the work undertaken thus far with K20 Architecture and the City of Kingston Council. We are liaising with the seat of Hotham members for support of the Dales Park Stage 2 New Pavilion and Training court.

#### **Our preference is Option 2 as this meets the 6 highest prioritised needs of the Association:**

- Tournament office centrally placed with clear viewing of all courts .
- Warmup court
- Multipurpose room / social space large enough to meet the needs of our Association and Clubs presentations. Flexibility with umpires room / meeting room to accommodate this is preferable.
- Shelter and viewing of courts for spectators.
- Storage space for needs of the 13 clubs, Association, Representative teams, furniture for function / social space and administration.
- Kitchen and Canteen in separate spaces

#### **Option 1: Remodel Existing Pavilion**

KDNA is **unable to support** option 1 as it **does not meet the needs** of the association for the following reasons.

- The Tournament Office is not central to the netball courts for viewing on Match days
- Three separate buildings disjointed plan
- Three separate buildings creates corridors and blind corners.
- Pathways not all visible from courts. Safety issue with younger players at training and women in general.
- Brick wall on training court runs north south will cast shadow across warm up area in the morning. Radiate heat in the afternoon will impact across the summer months.
- Kitchen and Canteen combined into one space. Problematic as Canteen runs as separate intensity.
- Roof line does not really reflect concept of Netball Defence flexing as outlined in concept
- Minimal shelter from weather wet and heat for spectators around pavilion for viewing of training court, court 1, 3 and 6. These courts do not have shelters.
- One storage area for all purposes separate to Multipurpose / social room and tournament and admin office.
- Existing pavilion hexagonal building is dark, with this option proposed roofline very little natural light would be utilised.
- No BBQ shelter for multi purpose community close to playground and Pavilion for Netball use.
- South wall of umpires room and entrance to this building does not allow for flexibility of opening up multipurpose room to fully to maximise space for club presentations.

#### **Option 1 KDNA support**

- Concept of Training court
- Concept of Tournament Office jutting out of structure
- Concept of underground water tank.
- Concept of containing amenities and change rooms in one area

**Option 2: 2 Storey New Build – Preferred KDNA option**

KDNA is **supportive of option 2** as this does meet the needs of the association for the following reasons.

- Elevated Tournament Office central to all courts with clear viewing of all courts on Match days.
- Concept of Elevated Tournament Office jutting out of structure for viewing of all courts.
- Single Building structure . Streamlined Aesthetics.
- Concept of Training court
- Brick wall on training court east west no casting of shadow on courts
- Kitchen and Canteen separate spaces
- Gym space for flexibility with multipurpose room to utilise space for core strength sessions along with options for community involvement.
- Roof line does reflect concept of Netball Defence flexing as outlined in concept
- Protection from weather wet and heat with viewing platform shelter for all courts, specifically Training court, Court 3 & 6
- Support paved area opening onto training court and court 3
- Support alignment pavilion to access 3 west gates to courts.
- Elevated viewing for spectators of all courts.
- Concept of containing amenities and change rooms in one area
- Concept of underground water tank.
- Concept of BBQ area close to playground and pavilion
- Multiple storage specific spaces for clubs, association, cleaners and administration.

**Need for refining of Concept 2 floor plan.**

- Tournament office access window for scorers
- First Aid room windows for viewing of courts
- Umpires meeting room north wall to be flexible to open to maximise for space for club presentations.
- Layout of player and umpire amenities

**Options 3: Single storey New Build**

KDNA is **supportive of option 3** as this does meet the needs of the association for the following reasons, however would need to consider floor plan for maximising priority of social space for clubs. Please note short turn around time to consult with management committee to consider plan, however able to provide the following:

**Support**

- Tournament Office central to all courts
- Concept of Tournament Office jutting out of structure for viewing of all courts on match days
- Single Building structure . Streamlined Aesthetics.
- Concept of training court
- Brick wall on training court east west no casting of shadow on courts
- Kitchen and Canteen separate spaces

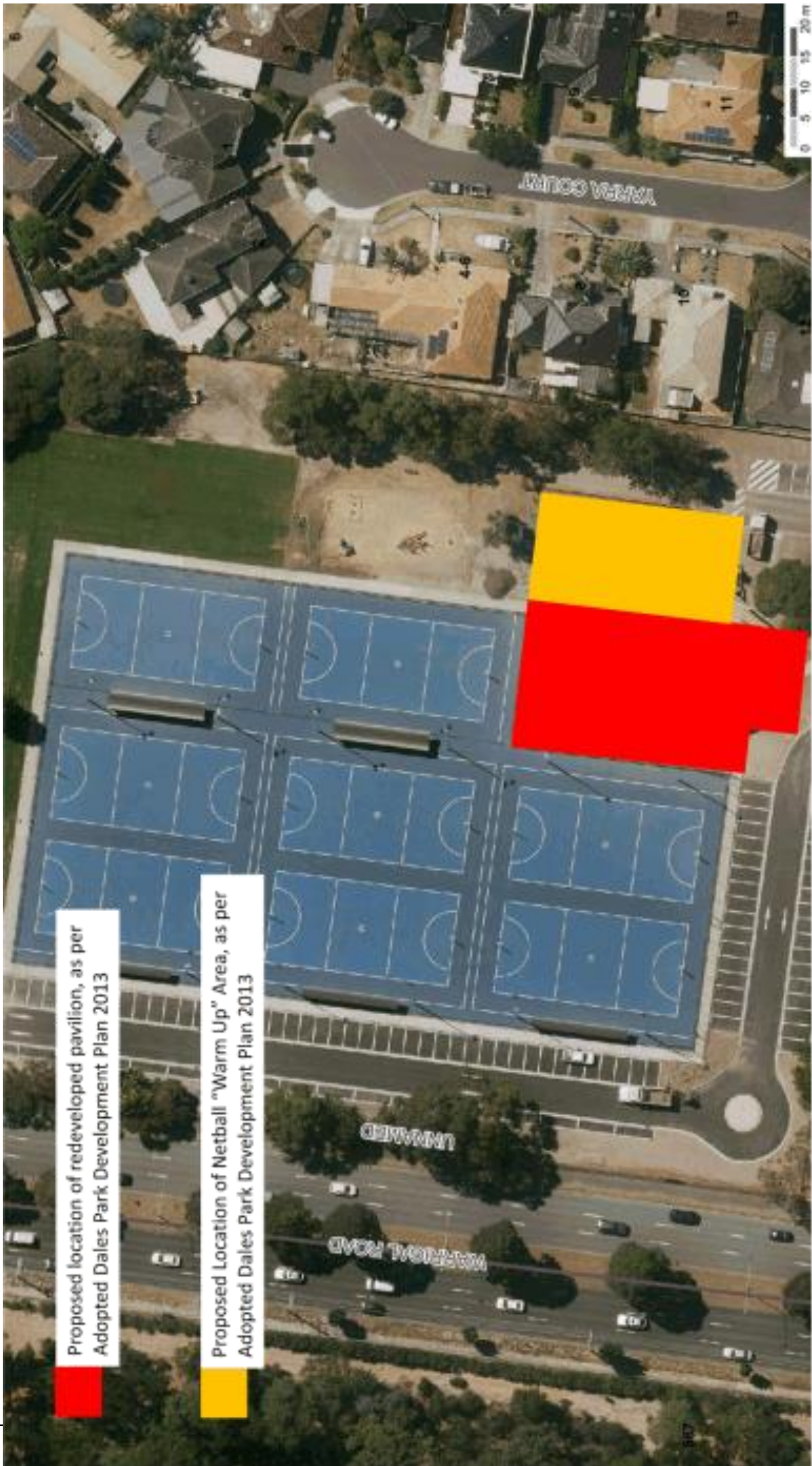
- Roof line does reflect concept of Netball Defence flexing as outlined in concept
- Protection from weather with paved area / shelter stretching North from tournament office specifically for Court 3 & 6.
- Support paved area opening onto training court and court 3
- Support alignment pavilion to access 3 west gates to courts.
- Support social space opening to BBQ area
- Support concept of BBQ area close to playground and pavilion

**Need for refining of Concept floor plan.**

- Containing amenities rooms in one area - comments on plan
- Query regarding including concept of underground water tank.
- Only one smaller storage spaces to meet needs for all purposes - clubs, association, cleaners, social space and administration.
- No shelter for Training court & court 1
- Passageway not enclosed in Pavilion. We would like to see an entrance foyer.
- No Gym space included in building, therefore no flexibility to increase size with multipurpose room. No ability to association to run core strength sessions along with options for community involvement. Please see comments on plan for possibility.
- Umpires meeting room north and east wall to be flexible to open to maximise for space for club presentations.

**On behalf of the KDNA Dales Park Re-development committee**

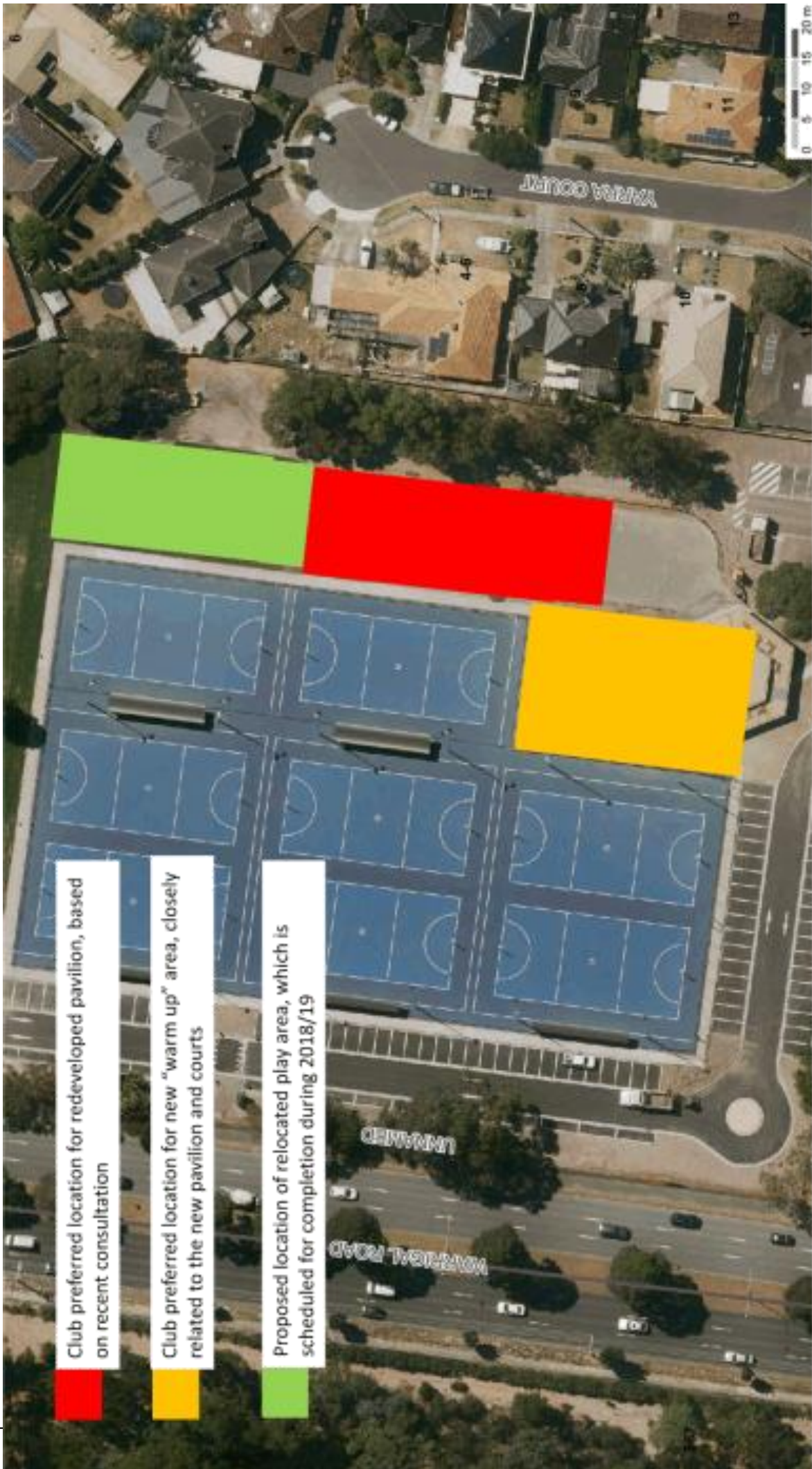
**Mrs Coralie Buckley**



Proposed location of redeveloped pavilion, as per Adopted Dales Park Development Plan 2013

Proposed Location of Netball "Warm Up" Area, as per Adopted Dales Park Development Plan 2013





Room Name	Requirements (based on 'April 2017 Netball Victoria Facilities Manual' Regional Facility Standards	Requirements (based on 'KDNA Needs Statement May 2018 and associated spreadsheet for Dales Park Pavilion')	Option 1	Option 2	Option 3
Player Change Rooms + Player Amenities	min. 25 sqm + 20 sqm req. per room	Combine amenities with changeroom facilities, Req. To fit bed and wheelchair with floor access to treat players.	92 sqm	92 sqm	90 sqm
Umpire Changeroom + Amenities	min. 12 sqm req. Umpire facilities required to be separate from player facilities.	Lockers for umpires.	29 sqm	25 sqm	31 sqm
Umpires Duty Room	min. 25 sqm req.		30 sqm	22 sqm	27 sqm
First Aid Room	min. 20 sqm req.	Ground level, wash basin, view of all courts. Lockable, enclosed, powerpoints. Fridge to store ice/charge items/ house defibrillator.	21 sqm	19 sqm	21 sqm
Canteen/Kiosk/Kitchen	min. 30 sqm req. (Overall area has been split into 15sqm for Canteen and 15sqm for Kitchen )	Powerpoints, External door to access canteen, servery window open to side or front of building. Bench along internal wall for window access. Canteen to include Cooktop/Oven, Rangehood, dishwasher. Provision of space for fridge, microwave, pie warmers, bain marie and freezers (provided by Club). Access for deliveries, customer access, bench space for sales/food preparation. Space for storage of consumable goods.	21 sqm (canteen)	18 sqm (canteen)	20 sqm (canteen)
Kitchen		Powerpoints for microwave, space for fridge, oven, dishwasher, rangehood. Bench with sink and boiling water taps. Additional equipment to these expected to be funded by Club	21sqm (kitchen)	17 sqm (kitchen)	22 sqm (kitchen)
Administration Office	min. 25 sqm req.		27 sqm	33 sqm	25 sqm
Tournament Office	min. 20 sqm req.	Office with sliding glass windows. Bench under window. Must face and have full view of all courts. Must have data points, power, PA, and court lights controls. Must be enclosed and lockable.	36 sqm	28 sqm	25 sqm
Multipurpose/Social/Function Room	min. 100 sqm req.		115 sqm	139 sqm	125 sqm
Storage	min. 40 sqm req.	Ground level accessible for heavy equipment. Access for large items to be loaded, Trolley for balls in and out.	73 sqm	56 sqm	26 sqm
Public Toilets	min. 12 sqm req.		24 sqm	20 sqm	28 sqm
Additional Public toilet requirement to suit up to 500 persons for presentations / events		Noted from Stakeholder meeting 28/05/2018 requirement to Cater for up to 400 spectators/patrons to presentations	Included above	Included above	Included above
Accessible Toilet/Family Change	min. 8 sqm req.	Baby change area.	11 sqm	12 sqm	11 sqm
Circulation Allowance					
Balcony	min. 12sqm req.		N/A	89 sqm	N/A



## Dales Park

Oakleigh South  
Proposed Pavilion

Cost Plan 1  
Concept Design

3 July 2018



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Dales Park

Oakleigh South  
Proposed PavilionCost Plan 1  
Concept Design

3 July 2018

**EXECUTIVE SUMMARY****Introduction**

The Cost Plan is based on Concept Design documents from K20 Architecture.

**Cost Estimates**

The current anticipated total costs are:

<b>Option 1</b>	<b>\$3,795,000</b>
<b>Option 2</b>	<b>\$4,461,000</b>
<b>Option 3</b>	<b>\$3,375,000</b>

Refer to the attached Cost Plan 1 for details.

**Note**

The Cost Plan is based on preliminary information and therefore should be regarded as indicative only of the possible order of cost.

The cost of various components of the Cost Plan could vary significantly depending on the final design, materials selection and quality of the proposed building works.

We recommend that a detailed Cost Plan be prepared at Schematic Design stage to verify the anticipated total cost.

**Inclusions**

The Cost Plan includes allowances for the following:

- Building works
- External works
- Demolition
- Rainwater harvesting
- Landscaping
- Design contingencies
- Contract contingencies
- ESD options
- Project management fees
- Consultants' fees
- Furniture, furnishings and equipment
- Supply authority charges
- Cost escalation up to completion of construction June, 2020
- Site services infrastructure upgrades
- External services

Dales Park

Oakleigh South

Proposed Pavilion

Cost Plan 1

Concept Design

3 July 2018

## EXECUTIVE SUMMARY



### **Exclusions**

The Cost Plan excludes the following:

- Rock excavation
- Asbestos removal
- Site decontamination
- Cost escalation after June, 2020
- GST
- Staging
- Locality allowance
- New training court with lights



Dales Park  
Oakleigh South  
Proposed Pavilion

## COST PLAN SUMMARY

### OPTION 1



Cost Plan 1  
Concept Design

3 July 2018

COST COMPONENT	Quantity	Rate	Total
<b>Existing Pavilion</b>	<b>236 m<sup>2</sup></b>	<b>1785</b>	<b>421,300</b>
<b>New Build East</b>	<b>205 m<sup>2</sup></b>	<b>3075</b>	<b>630,400</b>
<b>New Build West</b>	<b>255 m<sup>2</sup></b>	<b>4136</b>	<b>1,054,600</b>
	<b>696 m<sup>2</sup></b>	<b>3026</b>	<b>2,106,300</b>
<b>Refurbishment to Existing pavilion</b>			
Slabs and footings	No work		-
Structural columns and beams	No work		-
New metal deck roofing including insulation	381 m <sup>2</sup>	180	68,580
New external brick walls including insulation	35 m <sup>2</sup>	220	7,700
Minor demolition, sundry works and make good to existing external walls	Item		10,000
New insulation to external walls	230 m <sup>2</sup>	50	11,500
New aluminium framed double glazed windows and doors	30 m <sup>2</sup>	900	27,000
Modifications to existing external windows and glazed doors	Item		2,000
New double glazed velux skylights	11 No	2000	22,000
New roller shutters	8 m <sup>2</sup>	500	4,000
New stud internal walls including acoustic insulation	50 m <sup>2</sup>	80	4,000
New internal door	1 No	1000	1,000
New plasterboard wall finishes including paint	330 m <sup>2</sup>	80	26,400
New regupol rubber floor finishes	236 m <sup>2</sup>	130	30,680
New levelling screed	236 m <sup>2</sup>	50	11,800
New thermal acoustic ceiling finishes	236 m <sup>2</sup>	140	33,040
Joinery	Item		16,000
Gym equipment	By others		-
Sanitary fittings	Nil		-
HWS, plumbing and reticulation	Nil		-
Mechanical services	Item		35,000
Electrical, communications and fire protection	Item		45,000
Security	Item		5,000
Internal demolition and sundry alterations	Item		25,000
Builder's preliminaries, margin and overheads	12.50%		35,600
<b>Total Existing Pavilion</b>	<b>236 m<sup>2</sup></b>	<b>1785</b>	<b>421,300</b>
<b>New Build East</b>			

Dales Park  
Oakleigh South  
Proposed Pavilion

Cost Plan 1  
Concept Design

3 July 2018

## COST PLAN SUMMARY

### OPTION 1



COST COMPONENT		Quantity	Rate	Total
First Aid	New	21 m <sup>2</sup>	2290	48,100
Change room 1 & 2	New	73 m <sup>2</sup>	2120	154,800
Change room 1 & 2 Amenities	New	19 m <sup>2</sup>	3410	64,800
Umpires	New	29 m <sup>2</sup>	3410	98,900
Cleaners	New	4 m <sup>2</sup>	3520	14,100
Accessible WC	New	11 m <sup>2</sup>	3520	38,800
Public Toilets	New	24 m <sup>2</sup>	3410	81,900
Circulation, Plant and Sundry Areas	New	24 m <sup>2</sup>	1920	46,100
	<b>Sub Total</b>	<b>205 m<sup>2</sup></b>	<b>2671</b>	<b>547,500</b>
Covered Paved Areas	New	82 m <sup>2</sup>	1010	82,900
	<b>Total New Build East</b>	<b>205 m<sup>2</sup></b>	<b>3075</b>	<b>630,400</b>
<b>New Build West</b>				
Kitchen	New	21 m <sup>2</sup>	4090	85,900
Canteen	New	21 m <sup>2</sup>	4090	85,900
Multipurpose room	New	115 m <sup>2</sup>	2960	340,400
Admin Office	New	27 m <sup>2</sup>	2910	78,600
Tournament Office	New	36 m <sup>2</sup>	2910	104,800
Umpire Duty Room	New	30 m <sup>2</sup>	4350	130,500
Circulation, Plant and Sundry Areas	New	5 m <sup>2</sup>	1920	9,600
	<b>Sub Total</b>	<b>255 m<sup>2</sup></b>	<b>2940</b>	<b>749,800</b>
Security gates	New	30 m <sup>2</sup>	800	24,000
Covered Paved Areas	New	278 m <sup>2</sup>	1010	280,800
	<b>Total Build West</b>	<b>255 m<sup>2</sup></b>	<b>4136</b>	<b>1,054,600</b>
<b>TOTAL BUILDING COST (TBC)</b>		<b>696 m<sup>2</sup></b>	<b>3026</b>	<b>2,106,300</b>
External demolition and disposal costs		Nil		-
External excavation and site clearance		Item		17,500
Car park		Existing		-
Concrete paving		294 m <sup>2</sup>	150	44,100
New training court including brick wall, lighting and fencing		Option		-
BBQ area		PC Sum		20,000
Landscaping		PC Sum		25,000
Inground 40,000L rainwater tanks including pumps, filters, and connections		Item		50,000
5kW solar array system		Item		10,000
External lighting		PC Sum		15,000
External services and infrastructure upgrades		Item		160,000

Dales Park  
Oakleigh South  
Proposed Pavilion

Cost Plan 1  
Concept Design

3 July 2018

## COST PLAN SUMMARY

### OPTION 1



COST COMPONENT	Quantity	Rate	Total			
Builder's preliminaries, margin and overheads on external works and services	12.50%		43,000			
<b>NET CONSTRUCTION COST (NCC) (Jun, 2018)</b>	<b>696 m<sup>2</sup></b>	<b>3579</b>	<b>2,491,000</b>			
Allowance for ESD initiatives	5.00%		125,000			
Extra costs associated with staging work			excluded			
Locality allowance			excluded			
Design Contingency	8.00%		200,000			
Contract Contingency	12.00%		299,000			
<b>TOTAL CONSTRUCTION COST (TCC) (Jun, 2018)</b>	<b>696 m<sup>2</sup></b>	<b>4476</b>	<b>3,115,000</b>			
Consultants' fees	10.00%		312,000			
Council and project management fees	2.50%		78,000			
Disbursements			excluded			
Furniture, furnishings and equipment			75,000			
Supply authority and headworks charges	1.00%		31,000			
<b>TOTAL PROJECT COST (TPC) (Jun, 2018)</b>	<b>696 m<sup>2</sup></b>	<b>5188</b>	<b>3,611,000</b>			
Cost Escalation						
Up To	Date	Months	% / year	Weighting	Total %	
Tender	Jun, 19	12	3.00%	1.0	3.00%	108,000
Completion	Jun, 20	12	3.00%	0.7	2.10%	76,000
Goods and Services Tax						excluded
<b>TOTAL END COST (TEC) (Jun, 2020)</b>	<b>696 m<sup>2</sup></b>	<b>5453</b>	<b>3,795,000</b>			

**Note:**

The Cost Plan is based on preliminary information and therefore should be regarded as indicative only of the possible order of cost.

The cost of various components of the Cost Plan could vary significantly depending on the final design, materials selection and quality of the proposed building works.

We recommend that a detailed Cost Plan be prepared at Schematic Design stage to verify the anticipated total cost.

Dales Park  
Oakleigh South  
Proposed Pavilion

## COST PLAN SUMMARY

### OPTION 2



Cost Plan 1  
Concept Design

3 July 2018

COST COMPONENT		Quantity	Rate	Total
<b>New Build Ground Floor</b>		<b>324 m<sup>2</sup></b>	<b>4019</b>	<b>1,302,200</b>
<b>New Build First Floor</b>		<b>322 m<sup>2</sup></b>	<b>3727</b>	<b>1,200,200</b>
		<b>646 m<sup>2</sup></b>	<b>3874</b>	<b>2,502,400</b>
<b>New Build Ground Floor</b>				
First aid	New	19 m <sup>2</sup>	2290	43,600
Player change room 1 & 2	New	41 m <sup>2</sup>	2120	87,000
Player change room 1 & 2 Amenities	New	48 m <sup>2</sup>	3410	163,700
Umpires changeroom 1 & 2	New	24 m <sup>2</sup>	3410	81,900
Accessible WC	New	12 m <sup>2</sup>	3520	42,300
Public Toilets	New	12 m <sup>2</sup>	3410	41,000
Canteen	New	18 m <sup>2</sup>	4090	73,700
Admin Office	New	33 m <sup>2</sup>	2420	79,900
Cleaners	New	3 m <sup>2</sup>	3520	10,600
Store	New	32 m <sup>2</sup>	3410	109,200
Stairs (circulation)	New	6 m <sup>2</sup>	1920	11,600
Entry Node	New	32 m <sup>2</sup>	3580	114,600
Circulation, Plant and Sundry Areas	New	44 m <sup>2</sup>	1920	84,500
	<b>Sub Total</b>	<b>324 m<sup>2</sup></b>	<b>2912</b>	<b>943,600</b>
Covered Paved Areas	New	355 m <sup>2</sup>	1010	358,600
	<b>Total New Build Ground Floor</b>	<b>324 m<sup>2</sup></b>	<b>4019</b>	<b>1,302,200</b>
<b>New Build First Floor</b>				
Kitchen	New	17 m <sup>2</sup>	4090	69,600
Multifunction space	New	139 m <sup>2</sup>	2960	411,500
Operable walls		Item		22,000
Tournament Office	New	28 m <sup>2</sup>	2560	71,700
Umpire Duty Room	New	22 m <sup>2</sup>	4350	95,700
Cleaners	New	0 m <sup>2</sup>	3520	-
Public Toilets	New	8 m <sup>2</sup>	3410	27,300
Gym	New	33 m <sup>2</sup>	2470	81,600
Store	New	24 m <sup>2</sup>	3410	81,900
Stairs	New	5 m <sup>2</sup>	1920	9,600
Lift		Item		80,000
Circulation, Plant and Sundry Areas	New	46 m <sup>2</sup>	2400	110,400
	<b>Sub Total</b>	<b>322 m<sup>2</sup></b>	<b>3296</b>	<b>1,061,300</b>
Balcony	New	89 m <sup>2</sup>	1560	138,900
	<b>Total New Build First Floor</b>	<b>322 m<sup>2</sup></b>	<b>3727</b>	<b>1,200,200</b>
<b>TOTAL BUILDING COST (TBC)</b>		<b>646 m<sup>2</sup></b>	<b>3874</b>	<b>2,502,400</b>

Dales Park  
Oakleigh South  
Proposed Pavilion

## COST PLAN SUMMARY

### OPTION 2



Cost Plan 1  
Concept Design

3 July 2018

COST COMPONENT	Quantity	Rate	Total			
Demolition and disposal costs	Item		40,000			
External excavation and site clearance	Item		17,500			
Car park	Existing		-			
Concrete paving	188 m <sup>2</sup>	150	28,200			
New training court including brick wall, lighting and fencing	Option		-			
BBQ area	PC Sum		20,000			
Landscaping	PC Sum		25,000			
Inground 40,000L rainwater tanks including pumps, filters, and connections	Item		40,000			
5kW solar array system	Item		10,000			
External lighting	PC Sum		15,000			
External services and infrastructure upgrades	Item		190,000			
Builder's preliminaries, margin and overheads on external works and services	12.50%		49,000			
<b>NET CONSTRUCTION COST (NCC) (Jun, 2018)</b>	<b>646 m<sup>2</sup></b>	<b>4548</b>	<b>2,938,000</b>			
Allowance for ESD initiatives	5.00%		147,000			
Extra costs associated with staging work			excluded			
Locality allowance			excluded			
Design Contingency	8.00%		236,000			
Contract Contingency	12.00%		353,000			
<b>TOTAL CONSTRUCTION COST (TCC) (Jun, 2018)</b>	<b>646 m<sup>2</sup></b>	<b>5687</b>	<b>3,674,000</b>			
Consultants' fees	10.00%		367,000			
Council and project management fees	2.50%		92,000			
Disbursements			excluded			
Furniture, furnishings and equipment			75,000			
Supply authority and headworks charges	1.00%		37,000			
<b>TOTAL PROJECT COST (TPC) (Jun, 2018)</b>	<b>646 m<sup>2</sup></b>	<b>6571</b>	<b>4,245,000</b>			
Cost Escalation						
Up To	Date	Months	% / year	Weighting	Total %	
Tender	Jun, 19	12	3.00%	1.0	3.00%	127,000
Completion	Jun, 20	12	3.00%	0.7	2.10%	89,000
Goods and Services Tax						excluded
<b>TOTAL END COST (TEC) (Jun, 2020)</b>	<b>646 m<sup>2</sup></b>	<b>6906</b>	<b>4,461,000</b>			



Dales Park  
Oakleigh South  
Proposed Pavilion

Cost Plan 1  
Concept Design

3 July 2018

## COST PLAN SUMMARY

### OPTION 2



COST COMPONENT	Quantity	Rate	Total
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**Note:**

The Cost Plan is based on preliminary information and therefore should be regarded as indicative only of the possible order of cost.

The cost of various components of the Cost Plan could vary significantly depending on the final design, materials selection and quality of the proposed building works.

We recommend that a detailed Cost Plan be prepared at Schematic Design stage to verify the anticipated total cost.

Dales Park  
Oakleigh South  
Proposed Pavilion

### COST PLAN SUMMARY

#### OPTION 3



Cost Plan 1  
Concept Design

3 July 2018

COST COMPONENT		Quantity	Rate	Total
<b>New Build Ground Floor</b>		<b>534 m<sup>2</sup></b>	<b>3348</b>	<b>1,787,900</b>
		<b>534 m<sup>2</sup></b>	<b>3348</b>	<b>1,787,900</b>
<b>New Build Ground Floor</b>				
First aid	New	21 m <sup>2</sup>	2290	48,100
Player change room 1 & 2	New	45 m <sup>2</sup>	2120	95,400
Player change room 1 & 2 Amenities	New	45 m <sup>2</sup>	3410	153,500
Umpires changeroom 1 & 2	New	31 m <sup>2</sup>	3410	105,800
Accessible WC	New	22 m <sup>2</sup>	3520	77,500
Public Toilets	New	28 m <sup>2</sup>	3410	95,500
Canteen	New	20 m <sup>2</sup>	4090	81,800
Kitchen	New	22 m <sup>2</sup>	4090	90,000
Admin Office	New	25 m <sup>2</sup>	2420	60,500
Tournament Office	New	25 m <sup>2</sup>	2140	53,500
Multipurpose Room	New	125 m <sup>2</sup>	2470	308,800
Store	New	26 m <sup>2</sup>	3410	88,700
Umpire Duty Room	New	27 m <sup>2</sup>	3630	98,100
Entry Passageway	New	41 m <sup>2</sup>	3580	146,800
Circulation, Plant and Sundry Areas	New	31 m <sup>2</sup>	1920	59,600
	<b>Sub Total</b>	<b>534 m<sup>2</sup></b>	<b>2928</b>	<b>1,563,600</b>
Covered Paved Areas	New	222 m <sup>2</sup>	1010	224,300
	<b>Total New Build Ground Floor</b>	<b>534 m<sup>2</sup></b>	<b>3348</b>	<b>1,787,900</b>
<b>TOTAL BUILDING COST (TBC)</b>		<b>534 m<sup>2</sup></b>	<b>3348</b>	<b>1,787,900</b>
Demolition and disposal costs		Item		40,000
External excavation and site clearance		Item		35,000
Car park		Existing		-
Concrete paving		333 m <sup>2</sup>	150	49,950
New training court including brick wall, lighting and fencing		Option		-
BBQ area		PC Sum		20,000
Landscaping		PC Sum		25,000
Inground 40,000L rainwater tanks including pumps, filters, and connections		Item		40,000
5kW solar array system		Item		10,000
External lighting		PC Sum		15,000
External services and infrastructure upgrades		Item		140,000
Builder's preliminaries, margin and overheads on external works and services		12.50%		47,000

Dales Park  
Oakleigh South  
Proposed Pavilion

### COST PLAN SUMMARY

#### OPTION 3



Cost Plan 1  
Concept Design

3 July 2018

COST COMPONENT	Quantity	Rate	Total			
<b>NET CONSTRUCTION COST (NCC) (Jun, 2018)</b>	<b>534 m<sup>2</sup></b>	<b>4139</b>	<b>2,210,000</b>			
Allowance for ESD initiatives	5.00%		111,000			
Extra costs associated with staging work			excluded			
Locality allowance			excluded			
Design Contingency	8.00%		177,000			
Contract Contingency	12.00%		266,000			
<b>TOTAL CONSTRUCTION COST (TCC) (Jun, 2018)</b>	<b>534 m<sup>2</sup></b>	<b>5176</b>	<b>2,764,000</b>			
Consultants' fees	10.00%		276,000			
Council and project management fees	2.50%		69,000			
Disbursements			excluded			
Furniture, furnishings and equipment			75,000			
Supply authority and headworks charges	1.00%		28,000			
<b>TOTAL PROJECT COST (TPC) (Jun, 2018)</b>	<b>534 m<sup>2</sup></b>	<b>6015</b>	<b>3,212,000</b>			
Cost Escalation						
Up To	Date	Months	% / year	Weighting	Total %	
Tender	Jun, 19	12	3.00%	1.0	3.00%	96,000
Completion	Jun, 20	12	3.00%	0.7	2.10%	67,000
Goods and Services Tax						excluded
<b>TOTAL END COST (TEC) (Jun, 2020)</b>	<b>534 m<sup>2</sup></b>	<b>6320</b>	<b>3,375,000</b>			

**Note:**

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We recommend that a detailed Cost Plan be prepared at Schematic Design stage to verify the anticipated total cost.

Dales Park  
Oakleigh South  
Proposed Pavilion

Cost Plan 1  
Concept Design

3 July 2018

## COST PLAN SUMMARY

### Training Court



COST COMPONENT	Quantity	Rate	Total			
New training court including brick wall, lighting and fencing	Item		325,000			
Builder's preliminaries, margin and overheads on external works and services	12.50%		41,000			
<b>NET CONSTRUCTION COST (NCC) (Jun, 2018)</b>			<b>366,000</b>			
Allowance for ESD initiatives			excluded			
Extra costs associated with staging work			excluded			
Locality allowance			excluded			
Design Contingency	5.00%		19,000			
Contract Contingency	12.00%		44,000			
<b>TOTAL CONSTRUCTION COST (TCC) (Jun, 2018)</b>			<b>429,000</b>			
Consultants' fees	10.00%		43,000			
Council and project management fees	2.50%		11,000			
Disbursements			excluded			
Furniture, furnishings and equipment			excluded			
Supply authority and headworks charges	1.00%		4,000			
<b>TOTAL PROJECT COST (TPC) (Jun, 2018)</b>			<b>487,000</b>			
Cost Escalation						
Up To	Date	Months	% / year	Weighting	Total %	
Tender	Jun, 19	12	3.00%	1.0	3.00%	15,000
Completion	Jun, 20	12	3.00%	0.7	2.10%	10,000
Goods and Services Tax						excluded
<b>TOTAL END COST (TEC) (Jun, 2020)</b>					<b>512,000</b>	

**Note:**

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We recommend that a detailed Cost Plan be prepared at Schematic Design stage to verify the anticipated total cost.



**KINGSTON & DISTRICTS  
NETBALL ASSOC. INC**

**P.O. Box 5139  
Cheltenham East 3192  
Phone 9570 2188  
ABN: 24 448 866 147  
email: [kingstonnetball@bigpond.com](mailto:kingstonnetball@bigpond.com)**

To Kingston City Council,

We are writing to you to in response to your request for KDNA preference for the Dales Park Pavilion and KDNA financial contributions towards the redevelopment project of the New Pavilion and warm up space.

We have considered the 3 options for design and costing of the Pavilion and warm up area. Our preference is for Option 2 for the following reasons;

- Meets the standards of Netball Victoria.
- Meets the needs of the growing Netball Association numbers of clubs and players. Please note for or the Spring Season 2018 we have expanded with 7 extra teams.
- Adequate club and Association storage space
- Multipurpose and flexible area for meetings, presentations and social space to cater for number of personal with club and association usage.
- Meets the needs for warm up space for all players.
- Meets the need to be able to work with the local community groups.

KDNA's financial position towards the pavilion redevelopment project is for a \$50,000 financial commitment from the Association to demonstrate our support towards the project.

Please note that we are a growing netball association of 14 clubs, 143 teams for the upcoming Spring season. We do not have the ability to draw any income through the selling of alcohol as many other sporting club can do to assist in gaining revenue, and try to keep our player fees as cost effective to families within our community. We have already contributed \$20,000 as an Association in 2017 for Stage 1 of the Dales Park re-development, taking on the complete cost of the Le Page Netball courts re-location of the Association for the Spring 2017 season.

We trust that this will assist council in securing the best possible outcomes to a build high quality netball/sporting pavilion that caters for the future of the community.

Coralie Buckley

On behalf of the KDNA Executive Committee



## **10. City Assets and Environment Reports**

## Ordinary Meeting of Council

23 July 2018

Agenda Item No: 10.1

### **RESPONSE TO NOTICE OF MOTION NO. 6/2016 - CR GLEDHILL - DRAFT MOORING POLICY FOR MORDIALLOC CREEK - UPDATE**

Contact Officer: Daniel Freer, General Manager City Assets and Environment

#### **Purpose of Report**

The purpose of this report is to provide an update following the deferral of this report as previously presented to the June 2018 Ordinary Council Meeting, and to have this item considered at the August 2018 Ordinary Council Meeting.

#### **Disclosure of Officer / Contractor Direct or Indirect Interest**

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

#### **OFFICER RECOMMENDATION**

That Council:

1. Note the proposed consultation actions to be undertaken with Mordialloc Creek Stakeholders; and
2. Consider a further report on this matter at the August 2018 Council Meeting.

#### **1. Executive Summary**

At the June 2018 Ordinary Council Meeting, Council considered a report in response to Notice of Motion No. 6/2016 Draft Mooring Policy for Mordialloc Creek. In considering this report the Council resolved the following:

“That consideration of this item be deferred to the July Ordinary Meeting of Council to allow for a meeting to be convened with the stakeholders in question.”

It is proposed that consultation be undertaken with the Mordialloc Creek stakeholders at a previously arranged meeting to be conducted on 20<sup>th</sup> July 2018. In order for Officers to consider the views of stakeholders and to prepare a further report to Council, an extension of time for a return report is sought.

#### **2. Background**

At the June 2018 Ordinary Council Meeting, Council considered a report in response to Notice of Motion No. 6/2016 Draft Mooring Policy for Mordialloc Creek (Attachment One). In considering this report the Council resolved the following:

“That consideration of this item be deferred to the July Ordinary Meeting of Council to allow for a meeting to be convened with the stakeholders in question.”

Officers have held discussions with a number of Mordialloc Creek stakeholders regarding further consultation on this matter. Given that a pre-arranged regular meeting is scheduled for 20<sup>th</sup> July 2018 with the stakeholders, the feedback received from the stakeholders has been to conduct consultation be held at that time.

Given that this meeting is after the time for finalisation of reports to the June 2018 Ordinary Council Meeting a deferral is sought and for consideration of this item to be made at the August 2018 Ordinary Council Meeting.

### **3. Discussion**

#### **3.1 Council Plan Alignment**

Goal 1 - Our well-planned, liveable city supported by infrastructure to meet future needs

Direction 1.3 - Infrastructure and property investment for a functional city now and into the future

#### **3.2 Consultation/Internal Review**

It is proposed that in consultation with Mordialloc Creek stakeholders, in accordance with Council’s resolution, be held on 20<sup>th</sup> July 2018 at a pre-arranged meeting of creek stakeholders. The outcome of these discussions will be reported to Council.

#### **3.3 Operation and Strategic Issues**

There is no material impact on the existing arrangements for Council’s management of the section of Mordialloc Creek it has responsibility for in deferring consideration of this report

### **4. Conclusion**

#### **4.1 Environmental Implications**

There is no material impact on the environment in deferring consideration of this report.

#### **4.2 Social Implications**

There is no material social implication in deferring consideration of this report.

#### **4.3 Resource Implications**

There is no material impact on Council’s operating budget in deferring consideration of this report.

#### **4.4 Legal / Risk Implications**

There is no change to Council’s legal or risk position in deferring consideration of this report.

**Appendices**

Appendix 1 - Report Response to Notice of Motion No. 6/2016 - Cr Gledhill - Draft  
Mooring Policy for Mordialloc Creek Council Meeting 25 June 2018  
(Ref IC18/958) [↓](#)

Author/s: Daniel Freer, General Manager City Assets and Environment  
Reviewed and Approved By: John Nevins, Chief Executive Officer

# 10.1

## RESPONSE TO NOTICE OF MOTION NO. 6/2016 - CR GLEDHILL - DRAFT MOORING POLICY FOR MORDIALLOC CREEK - UPDATE

- 1 Report Response to Notice of Motion No. 6/2016 - Cr Gledhill  
- Draft Mooring Policy for Mordialloc Creek Council Meeting  
25 June 2018 ..... 417



## Ordinary Meeting of Council

25 June 2018

**Agenda Item No: 10.2**

### **RESPONSE TO NOTICE OF MOTION NO. 6/2016 - CR GLEDHILL - DRAFT MOORING POLICY FOR MORDIALLOC CREEK**

**Contact Officer: Nicholas Beck, Acting Manager Property Arts and Leisure  
Services**

#### **Purpose of Report**

The purpose of this report is to respond to Notice of Motion 6/2016 – Cr Gledhill regarding the implementation of the Mordialloc Creek Mooring Policy and the need for a Mooring Master. Furthermore this report seeks Council directive on the ongoing management of the creek.

#### **Disclosure of Officer / Contractor Direct or Indirect Interest**

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

#### **OFFICER RECOMMENDATION**

That Council:

1. Authorise officers to cede management of A Section to the Crown;
2. Writes a letter of support to DELWP advocating for the establishment of a Mordialloc Creek Community Group to be appointed as Committee of Management;
3. Write to the Mordialloc Creek Community Group advising of points 1 & 2 of this option as well as offering basic financial administration support;
4. Authorise officers to provide basic financial administration support to the group which would include the issuance of invoices; and
5. Advocate for the development of a formal agreement with DELWP for the committee to have 'operational maintenance' exclusive of dredging and any structural asset replacement responsibilities.

#### **1. Executive Summary**

Over the past 2 years officers have worked with the community stakeholders and Councillors on the management of the creek. In recent discussions with the key stakeholders on the creek it has become apparent that a decision is required by Council on its level of involvement with regard to management of the creek.

Officers have prepared a series of options for Councils consideration, feedback and if appropriate resolution. The recommended put forward is that Council adopt option 1, on the basis that the Mordialloc Creek Community Group (MCCG) proposed the option as the most appropriate forward plan.

In effect Option 1 requires Council to cede management of A-Section whilst simultaneously writing a letter of support to the Department of Land, Water and Planning backing a model where by the MCCG forms a new 'Committee of Management' that oversees the management of the creek. Councils role then begins to be an advocacy role where required as well as the provision of basic financial administration. This option requires no capital or additional staff resourcing.

## 2. Background

At the Ordinary Meeting of Council on 29 March 2016, Council resolved as follows:

### 12.4 Notice of Motion No. 6/2016 - Cr Gledhill - Draft Mooring Policy for Mordialloc Creek

**Moved: Cr Gledhill**

**Seconded: Cr Ronke**

1. That officers prepare a draft mooring policy for Mordialloc Creek which will provide clear and unambiguous direction to boat owners and creek users as to their rights and responsibilities and clearly explain the roles for which Council is responsible. The policy also provides advice relating to all applicable fees and charges.
2. That as part of the policy development officers should assess the need for a harbour master or similar. Further, that advice as to how such a role may be funded would also be required.

**CARRIED**

In response to the Notice of Motion a report was presented to Council at the Ordinary Meeting of Council on 28 August 2017, the report has been attached for reference. The report was deferred and over the past 9 months discussions have been had with the key stakeholders of the creek to ascertain a solution that will assist in resolving the large array of ongoing management issues.

Mordialloc Motor Yacht Club (MMYC) established the Mordialloc Creek Community Group in 2017 in an effort to bring the key stakeholders of the creek into one room. The MCCG meets quarterly at the MMYC on Lambert Island. Some of key stakeholders that have attended have been listed below by the organisation or individual they represent:

- Mordialloc Motor Yacht Club
- Mordialloc Boating and Angling Club
- Mordialloc Sailing Club
- Mordialloc Beaumaris Conservation Council
- Kingston Councillors
- Federal Representatives
- State Representative
- Parks Victoria
- Department of Environment, Land, Water and Planning
- Melbourne Water
- Pompeis Marine
- Allnuts

One of the ideas that was developed out of the last meeting held 11 May 2018 was the potential to establish a new 'Committee of Management' that would manage the creek on behalf of the community made up of members from the key creek stakeholders. While not supported unanimously by the MCCG, it would be fair to summarise it as a majority of support for the proposal.

Officers have reflected on the proposal and in general consider it an appropriate management model.

In response to Councillor Gledhill's motion, officers believe that prior to adopting a policy, increasing fees or even employing a Mooring Master, Council needs to provide some direction on the management of the creek. In the options section of this report officers have explored various possibilities raised either at the MCCG quarterly meetings or developed internally.

### **3. Discussion**

#### **3.1 Council Plan Alignment**

Goal 1 - Facilities and Assets that are Well Used and Effectively Managed

Outcome 1.1 - Assets are managed and used to meet the needs and provide for current and future generations

### **4. Options**

#### **Management of the Creek Moorings**

##### Option 1 – Establish Mordialloc Creek Community Group as 'Committee of Management'

That Council:

1. Authorise officers to cede management of A Section to the Crown.
2. Writes a letter of support to DELWP advocating for the establishment of a Mordialloc Creek Community Group to be appointed as Committee of Management.
3. Write to the Mordialloc Creek Community Group advising of points 1 & 2 of this option as well as offering basic financial administration support.
4. Provide basic financial administration support to the group which would include the issuance of invoices.
5. Advocate for the development of a formal agreement with DELWP for the committee to have 'operational maintenance' exclusive of dredging and any structural asset replacement responsibilities.

##### Option 2 – Seek Management of B Section from the Crown

That Council:

1. Authorise officers to do all things necessary to obtain Committee of Management over B Section of the Creek.
2. Develop formal agreements with relevant state agencies for their use of Water and Marine Safety legislative powers.
3. Develop formal agreement with DELWP for 'operational maintenance' exclusive of dredging and any structural asset replacement responsibilities.
2. Report back to Council with a draft Mordialloc Creek Policy which provides for a consistent approach to mooring management across A & B Sections, analysis of the need to employ a Mooring Master, analysis of the current fee's and a draft 5 year infrastructure maintenance plan.

##### Option 3 – Cede Management of A Section to the Crown

That Council:

1. Authorise officers to cede management of A Section to the Crown and no longer have an active role in creek management.

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**Option 4 – Advocate for Parks Victoria to succeed Council as ‘Committee of Management’  
That Council:**

1. Authorise officers to cede management of A Section to the Crown.
2. Writes a letter to DELWP advocating for Parks Victoria to succeed Council as Committee of Management.

## **5. Conclusion**

### **6.1 Environmental Implications**

If Council were to refrain from seeking management of B Section or cede management of A Section to DELWP, officers believe that there is a possibility that Parks Victoria may accept management of the moorings however the maintenance of the creek may deteriorate without an on-going commitment to dredging. This would decrease the utility of the creek and potentially cause adverse environmental impacts with increased silt levels.

### **6.2 Social Implications**

The creek users and broader Mordialloc community have an extremely strong affection for the Creek. Clear and empowered governance of the waterway is required to ensure that the Creek continues to be a central part of community life in Mordialloc. Officers believe the governance role properly sits with the Crown to be delivered by Parks Victoria and that Councils role should be one of advocacy to protect and enhance the waterway.

### **6.3 Resource Implications**

Based on which option Council adopts, Resource Implications may be impacted.

### **6.4 Legal / Risk Implications**

A transition plan would need to be developed to ensure an appropriate handover of responsibilities and liabilities is able to be enacted.

## **Appendices**

Appendix 1 - Report Response to Notice of Motion No. 6 2016 - Cr Gledhill - Draft  
Mooring Policy for Mordialloc Creek Council Meeting 28 August 2017 (Ref  
18/104875)

Author/s: Nicholas Beck, Acting Manager Property Arts and Leisure  
Services

Reviewed and Approved By: Rachelle Quattrocchi, Acting General Manager City Assets &  
Environment

# Ordinary Meeting of Council

23 July 2018

Agenda Item No: 10.2

## SALE OF LAND ADJOINING 20 WANDOO AVENUE CLARINDA

Contact Officer:

### Purpose of Report

The purpose of this report is to seek Council's authorisation to sell a parcel of land, currently enclosed within the adjoining land of 20 Wandoo Ave Clarinda.

### Disclosure of Officer / Contractor Direct or Indirect Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

### OFFICER RECOMMENDATION

That Council:

1. Authorise and direct the CEO or his delegate to publish a public notice in accordance with section 189 of the Local Government Act 1989 ("Act") stating Council's intention to sell land enclosed within 20 Wandoo Ave Clarinda;
2. Authorise and direct the CEO or his delegate to carry out the necessary administrative procedures to allow Council to carry out its functions under section 223 of the Act;
3. Authorise and direct the CEO or his delegate to convene, if required, a section 223 committee of Council to include Councillors Barth, Staikos and Hua, General Manager of City Assets and Environment and Manager Property, Arts and Leisure Services to hear presentations from parties who wish to be heard in support of their written submissions and report back to Council; and
4. That in the event no submissions are received, authorise and direct the CEO or his delegate to sell the land enclosed within 20 Wandoo Avenue, Clarinda, for \$30,000 plus GST and all costs associated with the sale.

### 1. Executive Summary

Council has received a request from the owners of 20 Wandoo Avenue, Clarinda to purchase a section of land which is currently enclosed within their title boundary. Aerial photographs show the land has been enclosed for over 15 years.

Council's 'Discontinuance and sale of Roads Rights of Way and Drainage Reserves Policy' allows for discounts for land enclosed for over 15 years plus a once only incentive of a further 50% discount to encourage an expedient resolution to the matter. After applying the discounts the sale price equates to \$30,000 plus GST. The policy also makes provisions for the recovery of all costs associated with the disposal of land which will be recovered from the purchaser as part of the sale.



## 2. Background

A section of land known as lot 20 on Plan of Subdivision 44774 was purchased by City of Oakleigh for the purpose of a road in 1962. The lot is depicted in green on the plan below.

Officers have attempted to ascertain the reason behind this road being a freehold lot rather than road on title to no avail. However officers can reasonably conclude that the land originally formed part of a subdivision to the north. Once a new subdivision was approved to the South of the subject property; lot 20 was acquired in order to form a connecting road from Arunta Crescent to Wandoo Avenue. The subject land remains as a lot on title with a road constructed over a majority of the land.

The proposal is to subdivide Lot 20 and create a new lot for the occupied land hatched green on the plan below and known as lot 1 on the draft subdivision plan attached (Appendix 1). The new lot of approximately 103 square metres can then be sold by private treaty to the adjoining owners of 20 Wandoo Avenue with the remaining land to be titled as 'Road'.



## 3. Discussion

### 3.1 Council Plan Alignment

Goal 1 - Our well-planned, liveable city supported by infrastructure to meet future needs

Direction 1.1 - Intergenerational land use planning for a sustainable community

**3.2 Consultation/Internal Review**

Officers referred the proposal to key internal departments and received no objection.

A request was received from Councils 'Road's and Drains Team' for a drainage easement in favour of Kingston City Council as there is a small drain in one corner of the subject land.

**3.3 Operation and Strategic Issues**

**3.3.1 Sale process**

It is intended that the land be sold to the adjoining property owner known as 20 Wandoo Avenue by private treaty for \$30,000 plus GST and associated costs.

**3.3.2 Statutory process**

In accordance with Section 189 of The Local Government Act, Council is required to give public notice of its intention to sell land. Any person may make a submission which must be considered under Section 223 of The Act. If submissions are received, they must be considered by a Committee of Council prior to a decision to dispose of the asset being made. In this instance it is proposed that any submissions be considered by a Committee of Council comprising of the North Ward Councillors, General Manager City Assets and Environment and Manager Property Arts and Leisure Services.

**3.4 Options**

**3.4.1 Option 1**

That Council:

1. Authorise and direct the CEO or his delegate to publish a public notice in accordance with section 189 of the Local Government Act 1989 ("Act") stating Council's intention to sell land enclosed within 20 Wandoo Ave Clarinda;
2. Authorise and direct the CEO or his delegete to carry out the necessary administrative procedures to allow Council to carry out its functions under section 223 of the Act;
3. Authorise and direct the CEO or his delegate to convene, if required, a section 223 committee of Council to include Councillors Barth, Staikos and Hua, General Manager of City Assets and Environment and Manager Property, Arts and Leisure Services to hear presentations from parties who wish to be heard in support of their written submissions and report back to Council; and
4. That in the event no submissions are received, authorise and direct the CEO and other relevant Council staff, to proceed to sell the land enclosed within 20 Wandoo Ave Clarlnda.

**3.4.2 Option 2**

Do not proceed with the sale.

**4. Conclusion**

**4.1 Environmental Implications**

Nil.

**City of Kingston  
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**4.2 Social Implications**

Nil.

**4.3 Resource Implications**

All costs associated with the sale will be borne by the purchaser. Council will also receive in the order of \$30,000 for the sale.

**4.4 Legal / Risk Implications**

Nil.

**Appendices**

Appendix 1 - Draft Subdivision Plan 20 Wandoo Clarinda (Ref 18/93560) [↓](#)

Appendix 2 - 20 Wandoo Ave Clarinda Valuation (Ref 18/93591) [↓](#)

Author/s:

Michelle Hawker, Administration Officer

Reviewed and Approved By:

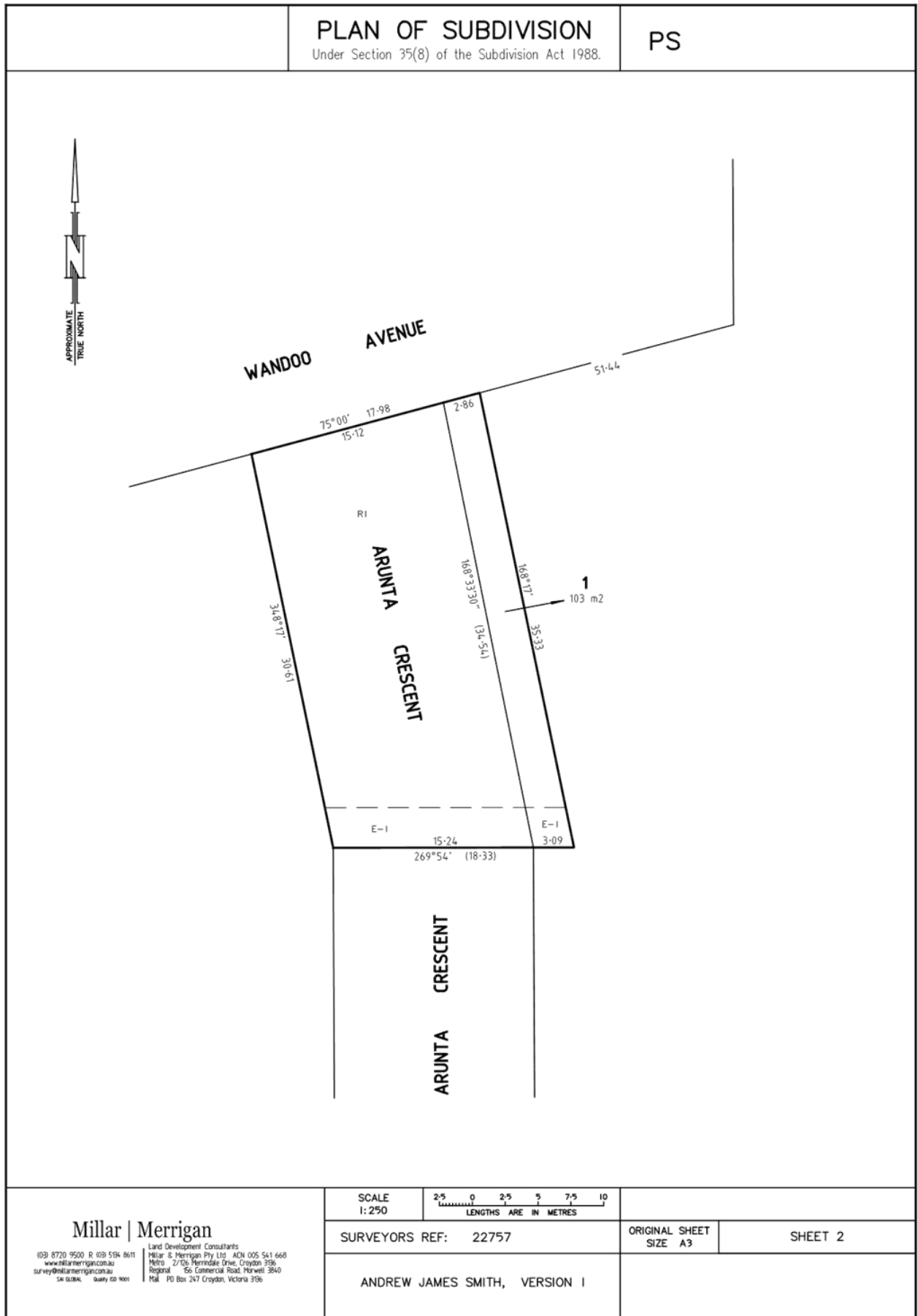
Nicholas Beck, Acting Manager Property Arts and Leisure Services

Daniel Freer, General Manager City Assets and Environment

# 10.2

## SALE OF LAND ADJOINING 20 WANDOO AVENUE CLARINDA

1	Draft Subdivision Plan 20 Wandoo Clarinda .....	429
2	20 Wandoo Ave Clarinda Valuation .....	431







## CERTIFICATE OF VALUATION


### FOR PROPOSED ASSET SALE PURPOSES - RIGHT OF WAY

### PURSUANT TO LOCAL GOVERNMENT ACT 1989

**K.A Reed (Group) Pty. Ltd.**  
Suite1, 314 Bay Road  
Cheltenham, VIC, 3192  
**Telephone: (03) 9239 6900**

<b>KINGSTON CITY COUNCIL</b>	<b>Right of Way "R.O.W." Valuation</b>
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This certificate of valuation must be read in conjunction with the comments, assumptions and limitations contained in the disclaimer of this document.

REPORT DATE	5-March- 2018
CLIENT	Kingston City Council
INSTRUCTING OFFICER	Michelle Hawker, Property Services Department
COMPANY REFERENCE	K A Reed (Group) Pty Ltd, ROW 2018-001
PROPERTY ADDRESS	<b>20 Wandoo Avenue, Clarinda</b>
VALUATION PURPOSE	Valuation required in accordance with the Local Government Act 1989 and Kingston Council Discontinuance and Sale Policy to assess the current "market value" of the subject land to assist Council with a proposed "Right of Way" asset transfer.
PROPERTY DESCRIPTION	Buildings on Site:- Yes, single level weatherboard dwelling with porch and associated car accommodation.
PROPERTY TITLE DETAILS	Lot: 21 , Plan: LP 44774
LAND AREA (m2 approx)	686
ROW DESCRIPTION	Location:- Side land with street frontage to Arunta Avenue with drainage Easement under part of ROW Lot Proportion:- 8% (approx.)
ROW TITLE DETAILS	Pt Lot:20 , Plan: LP 44774
LAND AREA / DIMENSIONS	Land Area: 93.6m2 (approx), Dimensions: 3.2m / 2.7m (width) x 35.33m
ROW OCCUPATION	ROW appears to be occupied within property boundary - Yes
ROW EASEMENTS	Easement:- Yes (8%)
ROW EASEMENTS	Land benefited / in favour of - M.M.B.W.
P.S. ZONE	GRZ3
P.S. OVERLAY CONTROLS	Nil
DATE OF INSPECTION	16-February-2018
VALUATION (GST Exclusive)	ONE HUNDRED THOUSAND DOLLARS
VALUATION (GST Exclusive)	\$100,000
DATE OF VALUATION	5-March-2018
SIGNATURE	
VALUER	<b>John Sly, CPV (Certified Practising Valuer)</b> <b>K.A. Reed (Group) Pty Ltd</b>
VALUER CONTACT DETAILS	(03) 9239 6900

CERTIFICATION: I John Sly, Certified Practising Valuer and Associate of the Australian Property Institute, do hereby certify that to the best of our knowledge and belief, the statements and opinions contained in this Valuation are correct, that our employment is not contingent on the amount of value reported, and that we have no present or contemplated future interests in the property valued herein.

This valuation has been prepared on specific instructions from Kingston City Council for the above purpose and is based on an external kerbside inspection of the property.

The report is not to be relied upon by any other person or for any other purpose. We accept no liability to third parties nor do we contemplate that this valuation will be relied upon by third parties.

## VALUATION ASSESSMENT ASSUMPTIONS, EXCLUSIONS, CONDITIONS &amp; COMMENTS

In accordance with the Council "Discontinuance and Sale" policy, we have had regard to current market sales transactions and the value that the parcel will add to the value of the adjoining (acquiring) property.

MARKET VALUE:- In the *International Valuation Standards (2003)*, the IVSC defines market value as: - *"The estimated amount for which an asset should exchange on the date of valuation between a willing buyer and a willing seller in an arm's length transaction, after proper marketing, wherein the parties had each acted knowledgeably, prudently and without compulsion."*

INTEREST BEING ASSESSED:- The freehold interest of the subject land (as identified and described above), which relates to a sale to an adjoining property.

This valuation is current as at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period (including as a result of general market movements or factors specific to the particular property). We do not accept liability for losses arising from such subsequent changes in value. Without limiting the generality of the above comment, we do not assume any responsibility or accept any liability where this valuation is relied upon after the expiration of 3 months from the date of the valuation, or such earlier date if you become aware of any factors that have any effect on the valuation.

This valuation assumes freehold Titles free from any abnormal covenants or restrictions and an absence of orders against the property or any significant encroachments either by or upon the subject property, except as detailed herein.

This is not a building or a structural report, and it has been assumed that all improvements to the property comply with the terms and conditions of all relevant statutory and other authorities except as detailed herein.

The following general assumptions apply to the valuation assessment.

1. The valuation assessment is based on all assumptions and comments as detailed in this report.
2. All assessments are exclusive of GST unless otherwise noted
3. The subject property is assumed not to be effected by soil or any other form of contamination
4. Valuation assessment is as market levels of the "Valuation Date"
5. Zoning information has been sourced informally by a combination of either the D.E.L.W.P. Planning Scheme website.
6. Subject site occupation is assumed to be in accordance with title unless otherwise noted.
7. Assessed valuations are based on researched and available comparable evidence (sales evidence) and recent sales of other relevant R.O.W. parcels as provided by Council.

If you have any questions regarding the valuation then initial contact should be made with the Valuer to discuss your concerns.

23 July 2018

Agenda Item No: 10.3

## ARTS GRANTS PROGRAM 2018/19 - FUNDING RECOMMENDATIONS FOR GRANT ALLOCATIONS

Contact Officer: Justin Gayner, Team Leader Arts & Cultural Services

### Purpose of Report

This report presents the recommendations of the Arts and Cultural Advisory Committee (ACAC) for the allocation of funding for the 2018-19 Arts Grants Program, and seeks approval for the distribution of the grants.

### Disclosure of Officer / Contractor Direct or Indirect Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

### OFFICER RECOMMENDATION

That Council:

1. Endorse the 2018-19 Arts Grants funding allocations as recommended by Council's Arts and Cultural Advisory Committee:
  - Alison Pilcher - \$3,000
  - Yanni Mougos - \$5,000
  - Robert Scholten - \$5,000
  - Kingston Chinese Senior Citizens Club - \$2,000
  - Citizen Theatre – \$5,000
  - Southern Area Concert Band - \$2,000
2. Authorise officers to distribute the Arts Grants in line with the funding guidelines and conditions outlined.
3. That Council note the proposed relocation of 2017-18 arts grant recipient Georgia Rouette's public art project from the pedestrian underpass at Nepean Hwy – Mordialloc to the Moorabbin Activity Centre.

### 1. Executive Summary

In 2018 a budget of \$22,279 was allocated towards Council's Arts Grants Program to further Council's intention to support the arts community in line with the Council Plan and Council's Arts and Culture Strategy.

Applications opened on Monday 29 January 2018 and closed on Monday 2 April 2018. In total 16 submissions were received.

Each grant was reviewed and assessed by the ACAC against the arts grants criteria. Six projects have been recommended for funding, totalling \$22,000. (Appendix 1 provides detail of the assessment of the 2018-19 Arts Grants applications.)

## **2. Background**

### **2.1 2018/19 Arts Grants Applications**

In 2012, Council approved an annual grant stream for the arts to reinforce its commitment to supporting artists and art organisations to contribute to Kingston's cultural sector.

Four grant categories were created, each reflecting an important focus for the arts in the City of Kingston as detailed below. The Arts Grants Program aims to support the development of creative, innovative and original art projects with a public outcome. These align with the objectives of Council's Arts and Culture Strategy and Public Art Strategy.

Guidelines for the Arts Grants were developed in consultation with the ACAC. (See Appendix 2 for Guidelines)

The four funding categories are:

- Community Grants (up to \$3,000)
- Youth Arts Internship (up to \$3,000)
- Arts and Cultural Tourism (up to \$5,000)
- Sharing Cultures (up to \$5,000)

All submissions are assessed against the following criteria:

- Creativity, innovation and originality
- Capacity to deliver the concept
- Capacity for engagement
- Addressing Council's vision for arts and culture
- Project outcomes

The 2018-19 Arts Grants were promoted through:

- Kingston Your City
- Council website
- Kingston Arts website, e-news and Facebook
- Artscape booklet
- Arts industry networks
- Relevant university art departments
- Direct email to Kingston Arts visual and performing arts databases
- Promotion at Kingston libraries, community centres, leisure centres and customer service

Information sessions for interested applicants were held at:

- Mordialloc Neighbourhood House, 13 February 2018
- Patterson Lakes Community Centre, 14 February 2018
- Cheltenham City of Kingston main office, 15 February 2018

The sessions provided information about the guidelines and application process.

Applications were received via Council's on-line Smarty Grants program. Applications closed on Monday 2 April 2018 and a total of 16 applications were received. All applications were reviewed and assessed by the ACAC prior to meeting on Wednesday 13 June 2018. (Refer to Appendix 3 for meeting minutes.)

Council Officers provided the Committee members an overview of Council's Conflict of Interest process and transparency requirements. No conflicts of interest were declared.

## **2.2 Relocation of Public Art Project by 2017/18 Arts Grant Recipient**

In July 2017 Arts Grants applicant Georgia Rouette successfully received an Arts and Cultural Tourism Grant (\$5,000) to fund the creation of a large scale mural by renowned street artist 'Bailer', to be located along the pedestrian underpass at Nepean Highway – Mordialloc Creek.

As part of the project the artist developed two potential design concepts for the artwork, which were then presented on Council's online Community platform 'Your Kingston Your Say' and invited the public to vote on their favourite design (Refer to Appendix 4).

As part of this community consultation the designs were also advertised on Kingston Council's Facebook page and received considerable interest and feedback from community members. However continual themes throughout the feedback included concerns about the relevance of the design to the local community, history and environment and a desire to see a work by an Aboriginal artist instead which reflected the cultural significance of Mordialloc Creek.

After extensive consultation with Georgia and Bailer it was decided by ACAC to postpone the project. It is proposed that this project be relocated to within the Moorabbin Activity Centre. Once the specific of this new location is found, with consultation with the ACAC, permission granted by the property owner, Bailer will then generate a new design to be reviewed by the relevant parties and by the community through 'Your Kingston, Your Say'.

## **3. Discussion**

### **3.1 Council Plan Alignment**

Goal 3 - Our connected, inclusive, healthy and learning community  
Direction 3.4 - Promote an active, healthy and involved community life

### **3.2 Consultation/Internal Review**

The applications were highly diverse, with a strong community focus, presenting innovative and original concepts. Of those recommended for funding, two have been recommended for partial funding.



### **3.3 Operation and Strategic Issues**

#### **3.3.1 Kingston wide involvement**

In 2015, two additional information sessions were offered in addition to the traditional session held at Kingston Arts Centre. The additional sessions were at Clarinda Community Centre and Chelsea Community Centre in an effort to broaden the geographic spread of applicants to the grant program. While this was successful in increasing applications to the Sharing Cultures grant stream (driven by the Clarinda information session), no applications were received from south of the municipality.

In 2016, the three information sessions were held once again and resultantly two of the successful applicants presented their projects in the south of the municipality.

In 2017 and 2018, the Arts Grants information sessions were merged with those held across the municipality for Council's wider Community Grants program.

#### **3.3.2 Youth Arts Internships**

It was noted by the ACAC that for the third year running no Youth Arts Internship Grant applications were received.

As part Council's new Arts and Cultural Strategy 2018-22 the Arts Grants program will be reviewed and updated in order to best meet the community's needs.

#### **3.3.3 Arts and Cultural Advisory Committee (ACAC) Recommendations**

Funding allocations for 2017-18 as recommended by the ACAC are as follows:

- **Alison Pilcher** through Central Bayside Community Health Services will provide weekly tutored art classes for carers of family members with a disability. The class will provide a support network and a creative outlet.

**Community Arts stream - \$3,000**

- A series of interactive vignettes that reflect the environmental and auditory changes in Kingston by artist **Yanni Mougos** will be display at the Kingston Arts Centre Galleries and draw on archival heritage photos.

**Arts and Cultural Tourism stream - \$5,000**

- Artist **Robert Scholten** will explore local ideas and narrative about Kingston's future through a series of community sci-fi imagination workshops that will inspire a series of illustrations.

**Arts and Cultural Tourism stream - \$5,000**

- **Kingston Chinese Senior Citizens Club** members will organise a Chinese Cultural Community Festival, which will consist of information stall from organisations, cultural activities and performances to share with diverse communities.

**Community Arts stream - \$2,000**

- Forgotten Suburbs is an interdisciplinary, collaborative project by **Citizen Theatre**, combining photography, painting, writing and theatre in order to instigate a creative reimagining and conceptualisation for the future of 'forgotten' places. It will be presented at the Kingston Arts Centre.

**Arts and Cultural Tourism stream - \$5,000**

- This will be a collaborative performance between members of **Southern Area Concert Band** and musicians and dancers for different cultures around the world to share their music.

**Community Arts stream - \$2,000**

**4. Conclusion**

**4.1 Environmental Implications**

It is recommended that once a new site for **Bailer and Georgia Rouette's** Public Artwork is found that a formal agreement be formulated between Council and the owner of the property in writing, addressing issues of access and maintenance prior to the project commencing.

**4.2 Social Implications**

The funding provided to successful applicants demonstrates Council's commitment to supporting individual artists and arts organisations to present events, projects, services and / or initiatives that are of benefit to the community that are not being delivered by Council.

The ACAC recommended that a condition of **Bailer and Georgia Rouette** developing a new work is that the consultation with the community be done only through the online engagement platforms 'Your Kingston, Your Say' and not through social media prior to the commencement of the final artwork.

**4.3 Resource Implications**

The 2018-19 budget allocation of **\$22,279** can accommodate the grant distributions and will ensure that all projects are fully funded, as outlined below and in Appendix 1.

<b>Applicants</b>	<b>Requested</b>	<b>Recommended</b>
Alision Pilcher	\$3,000	\$3,000
Yanni Mougos	\$5,000	\$5,000
Robert Scholten	\$5,000	\$5,000
Anna Wang	\$3,000	\$2,000
Jayde Kirchett	\$5,000	\$5,000
Nicole Marshall	\$5,500	\$2,000
<b>Total</b>	<b>\$26,500</b>	<b>\$22,000</b>
	Total budget allocation	\$22,279
	Variance	\$279

**4.4 Legal / Risk Implications**

All successful applicants are required to attain and present a copy of their Public Liability Insurance before receiving funding and hold Intellectual Property.

## Appendices

Appendix 1 - 2018-19 Arts Grant Assessment Recommendations (Ref 18/277169) [↓](#)

Appendix 2 - 2018 -2019 Arts Grants Guidelines (Ref 18/94517) [↓](#)

Appendix 3 - Minutes Arts and Cultural Advisory Committee Meeting 13 June 2018.pdf  
(Ref 18/95092) [↓](#)

Appendix 4 - Pompei Bridge Underpass Mural Concepts (Ref 18/94518) [↓](#)

Author/s: Justin Gayner, Team Leader Arts & Cultural Services  
Reviewed and Approved By: Julian Harvey, Manager Property, Arts and Leisure Services  
Daniel Freer, General Manager City Assets and Environment

# 10.3

## ARTS GRANTS PROGRAM 2018/19 - FUNDING RECOMMENDATIONS FOR GRANT ALLOCATIONS

1	2018-19 Arts Grant Assessment Recommendations.....	441
2	2018 -2019 Arts Grants Guidelines .....	445
3	Minutes Arts and Cultural Advisory Committee Meeting 13 June 2018.pdf.....	461
4	Pompei Bridge Underpass Mural Concepts .....	465

**APPENDIX ONE**  
**Arts Grants Program**  
**Funding Recommendations for Grant Allocations 2018-2019**  
**Total available funding pool \$22,279**

**Recommended for funding**

Applicant	Type	Organisation	Stream	Project	Request	Recommended	Comments
Alison Pilcher	Organisation or group of artists	Central Bayside Community Health Services Ltd	Community Arts Grants	To continue a weekly tutored art class for Carers of family members with a disability. The class provides a support network and a creative outlet.	\$3,000	\$3,000	There is a keen interest in supporting the group and enabling this work to continue. The quality of the artworks is variable. But the therapeutic opportunity to meet and connect meets the cultural side of KA's agenda.
Yanni Mougos	Individual		Arts and Cultural Tourism Grants	We will be creating interactive vignettes that reflect the environmental and auditory changes in the Kingston Area, drawing on archival heritage photos.	\$5,000	\$5,000	An innovative and adventurous application. Kingston Arts are interested in mentoring Yanni to produce a small part of his project as a prototype. He may seek further funding once the concept is more fully developed. KA staff to offer seed funding for a development. ACAC committee supports mentoring and development of emerging artists.
Robert Scholten	Individual		Arts and Cultural Tourism Grants	To explore local ideas and narratives about Kingston's future through a series of community sci-fi imagination workshops that will inspire a series of illustrations.	\$5,000	\$5,000	Noted that the Artist has a Kingston Arts studio space. Quality of work very high and a good track record in community engagement. To avoid capital gains from grant, grant conditions would preclude sales of merchandise until after the term of the grant.
Anna Wang	Organisation or group of artists	Kingston Chinese Senior Citizens Club Inc.	Community Arts Grants	The project is to host Chinese Cultural Community Festival, which consists of information stalls from organisations, cultural activities, performances that could share with diverse community.	\$3,000	\$2,000	This group is very successful at securing funding for annual Chinese festival. Very organised and servicing a very large Chinese community. KA staff to ask for a breakdown of cultural activities and their costs before awarding grant.
Jayde Kirchett	Organisation or group of artists	Citizen Theatre	Arts and Cultural Tourism Grants	Forgotten Suburbs is an interdisciplinary, collaborative project combining photography, painting, writing & theatre, aiming to instigate creative reimaginings and conceptualisations for the future of 'forgotten' places.	\$5,000	\$5,000	The panel enjoyed the fresh sense of experimentation and professionalism of this application and wishes to support small arts companies exploring contemporary practice in Kingston. A good local flavour about it. The group's website is interesting, abstract and has a young vibe. We want to offer Citizen Theatre an opportunity to develop their project. KA staff may want to steer them away from the community direction. Community Arts category anticipates a high level of skills in CACD. KA staff to suggest responding to site as artists rather than community practitioners. A PD to grow understanding of best practice CACD is required.
Nicole Marshall	Organisation or group of artists	Southern Area Concert Band Incorporated	Community Arts Grants	A collaborative performance bringing together musicians and dancers playing music from different cultures around the world	\$5,500	\$2,000	Unclear who the community groups and dancers are that are being engaged. Some consternation the project has already been programmed leading to discussions about whether the start date of projects needs to be well clear of Arts Grants assessment deadlines - we do not wish groups to rush community engagement through at the last minute but to give it due time. The panel also queried whether triennially funded groups should be eligible for project funding. The intention of the community engagement is well meaning. However the project aims to interpret cultural music and dance through an Anglo lens (the brass band) rather than celebrating the integrity and ethnicity of the group's own culture. A PD in best practice community arts and cultural development engagement would be of benefit to the arts community. It's noted that the Community Arts category in the current grants scheme anticipates a level of skill in community engagement that many arts groups are ill-equipped to do well. This needs to be looked at when the grant guidelines are revised. KA staff to request the performance component of the project goes ahead if funded.
<b>TOTAL</b>					<b>\$26,500</b>	<b>\$22,000</b>	

## Not recommended for funding

Applicant	Type	Organisation	Stream	Project	Request	Recommended	Comments
Kerry Susan Drake	Organisation or group of artists	The Leading Dramatic Society Theatre INC	Community Arts Grants	FAMILY ALBUM BY NOEL COWARD is a great piece of theatre and highlights family life an entertaining music theatre play that captures life after the first world war and the mood of the 1920-30's. It is drama and music befitting the christian and romantic lives of the adult children who come together for the reading of their beloved departed father. it is a humoured and uplifting script performed by professional actors	\$1,200	\$0	The concept is too similar to offerings from many other amateur companies in Kingston. The panel is looking for more innovative and original work.
Kerry Susan Drake	Organisation or group of artists	The Leading Dramatic Society Theatre INC	Community Arts Grants	A cast of actors in mime will tell the story of alice in wonderland in dance, song and action. there will be rehearsals and a performance under the direction of a director and dance tutor. in character costumes the cast of talented actors will enact with visual images the tale of Alice in Wonderland	\$1,000	\$0	As with the Noel Coward piece, this kind of work has been done many times before. The panels would prefer more contemporary programming for young people in Kingston both in school holiday programs and at other times. Not innovative. Can't be sure there is adequate audience interest. The grants need to benefit the community by offering more interesting ideas.
Kieran Carroll	Individual		Community Arts Grants	The World Comes To Westall is the proposed third instalment in a series of theatre productions for residents of the City of Kingston.	\$5,000	\$0	The applicant has received many grants over the years. Feel the work is limited in its appeal, despite being based in Westall. The intentions and language around cultural development imposes an artistic direction on the community that is oriented to Anglo cultural models, instead of inviting community members to set a direction based on own cultural practice. While the work is focussed it is narrow in scope. Calls for a PD for local artists in community engagement.
Tomislav Mikulic	Individual		Arts and Cultural Tourism Grants	"Evolution of Computer Graphics". Educational exhibition showing the impact of computer technology evolution on computer art.	\$5,000	\$0	Lack of certainty as to whether this work has an audience in Kingston. A similar exhibition is already being shown in ACMI. The application was submitted last year and the panel continues to have reservations about it. Suggested it might better fit a university setting or a science museum.
Jacqueline Marie Goedhart	Individual		Arts and Cultural Tourism Grants	Art Date; a conceptual art seed project bringing together artists, performers and writers with their perspective audience niches.	\$3,343	\$0	The idea does not require council support. Many network groups already exist or are springing up around Kingston. KA's performance art network - very few people wanted to meet on a regular basis for the sake of meeting. Rather they want sector-specific PDs in a range of talks and training sessions across all aspects of Performing arts.
Priya Kulkarni	Organisation or group of artists	Natya Sudha School of Indian Classical Dance	Sharing cultures grants	Natya Sudha will be organising an annual concert to showcase the learnings of the students over the past 12 months to the local community.	\$5,000.00	\$0.00	Good diverse reach via engagement with other cultures and their dance. Good track record. High quality. Applicant is asking us to support a strategic direction where by holding a concert, newcomers might be interested in attending their dance workshops. The committee would rather support intercultural dance project, bringing two or more groups together to share practice. Panel prefers arts grants to go to people developing content - although cultural activity is also important. KA staff to build a relationship with the group and see what might transpire down the track. Hold a dance network meeting?
<b>TOTAL</b>					<b>\$ 20,543</b>		



### Considered ineligible for funding

Applicant	Type	Organisation	Stream	Project	Request	Recommended	Comments
Anna Wheeler	Individual		Community Arts Grants	Creating paintings with local young residents and their families on metal sheets, to be attached to fence in Lorna St reserve.	\$1,000	\$0	Ineligible
Linda Roberts	Individual		Community Arts Grants	Artist has designed a wall mural that would suit large public area, and would like to sell the design for others to manufacture/install.	\$5,000	\$0	Ineligible
Jodi Nicole Helliwell	Individual		Community Arts Grants	Skill learning workshops. Series of art and craft workshops for all generations. Preschoolers printmaking, children watercolour painting, teens stencilart, adults mosaic, senior citizens greeting cards.	\$3,000	\$0	Ineligible - did not submit required documents
Kate Kinnear	Individual		Community Arts Grants	To create many large scale murals on the numerous walls needing vibrancy around the Kingston area with each mural costing around \$3000 (depending on size).	\$3,000	\$0	Ineligible
<b>TOTAL</b>					<b>\$12,000</b>	<b>\$0</b>	

# CITY OF KINGSTON GUIDELINES ARTS GRANTS 2018-19

The City of Kingston invites individual artists, not-for-profit arts groups and organisations to make an application to the Arts Grants Program for activities taking place between July 2018 and June 2019.

**Multilingual services are also available for those experiencing language difficulties.**

<b>Council Contacts:</b>			
Main switchboard 9581 4567	Arabic - عربي 9679 9881	Cambodian - ខ្មែរ 9679 9882	All other languages 9679 9887
Facsimile 9581 4500	Croatian - Hrvatski 9679 9884	Greek - Ελληνικά 9679 9885	Including:
TTY (for hearing impaired) 9581 4506	Vietnamese - Việt-ngữ 9679 9886	Cantonese - 粵語 9679 9883	Turkish - Türkçe Spanish - Español
	Italian - Italiano 9679 9865		Mandarin - 國語 Polish - Polski
			Somali - Soomaali Sinhalese - සිංහල

## IMPORTANT DATES

Monday 29 <sup>th</sup> January 2018	Applications open
Tuesday 13 February 2018, 1.30pm – 3pm	Information Session – Mordialloc Neighbourhood House, 457 Main St, Mordialloc Free but please RSVP <a href="mailto:community@kingston.vic.gov.au">community@kingston.vic.gov.au</a> or call 9581 4676
Wednesday 14 February 2018, 6.30pm – 8pm	Information Session – Patterson Lakes Community Centre, 54-70 Thompson Rd, Patterson Lake FREE BUT PLEASE RSVP <a href="mailto:kingart@kingston.vic.gov.au">kingart@kingston.vic.gov.au</a> or call 9556 4440
Thursday 15 February 2018, 6pm – 7.30pm	Information Session – Cheltenham City of Kingston, 1230 Nepean Hwy, Cheltenham FREE BUT PLEASE RSVP <a href="mailto:kingart@kingston.vic.gov.au">kingart@kingston.vic.gov.au</a> or call 9556 4440
<b>Monday 2 April 2018</b>	<b>Applications close at 5.00pm</b>
Apr-May	Assessment of applications
July	Council meeting to approve funding
July	Funding announcements made
August-October	Processing of grant payments



## INTRODUCTION

Kingston City Council sees its purpose as working in partnership with the community to enhance the quality of life of current and future generations. Its vision is for a diverse, dynamic community where we all share a sustainable, safe, attractive environment and a thriving economy (*City of Kingston Council Plan 2013-2017*).

In response to this vision, and to recognise and support the community's contribution to creating a vital and vibrant Kingston, the City of Kingston provides a Community Grants Program comprising Arts Grants for local artists, not for profit art groups and organisations for arts programs that benefit the community.

For more information on the City of Kingston Community Grants Program, please contact Council's Community Grants and Network Officer on 9581 4676.

Alternatively, please refer to Council's website [www.kingston.vic.gov.au](http://www.kingston.vic.gov.au) or the Kingston Arts website [www.kingstonarts.com.au](http://www.kingstonarts.com.au) for more information.

## ARTS IN KINGSTON

The City of Kingston is proud of what it offers in terms of arts, entertainment and cultural engagement for those living in and visiting the City. There is a vibrant arts and cultural scene in Kingston, hosting a variety of arts spaces; arts, historical and cultural organisations and services; professional and non professional artists; creative industries and arts workers and practitioners, writers and performers. Many people, histories, environments, cultures, iconic places and spaces form the unique identity of Kingston.

The City presents an impressive calendar of performing, visual and cinematic arts events and activities across its three primary arts spaces; Kingston Arts Centre, Kingston City Hall and Shirley Burke Theatre. It also supports artists with its Artist-in-Residence space at Kingston Arts Centre.

Council recognises the role arts and culture plays in our communities and in attracting visitors to Kingston, and accordingly have allocated funding for specific arts grants, above and beyond the funding that can be received through the general Community Grants.

Council's *Arts and Cultural Strategy 2011-2015* supports investment in arts and culture in Kingston for the future and aims to build on these strengths, increase the profile of and opportunities for artists, creative teams and industries within the community and foster greater creative engagement and cultural tourism.

This Strategy defines the direction for the growth of arts and culture in Kingston across five key priority areas: communication, leadership, partnerships, communities and places and spaces.

Through the implementation of this Strategy Council seeks to realise our vision to enhance, strengthen and act on the community's desire to position Kingston as a liveable, creative city.

## ABOUT THESE GUIDELINES AND GRANTS

These Guidelines refer to funding opportunities open to individual artists and creative teams, not for profit community arts groups and organisations under the Arts Grants stream.



All Arts Grants will be assessed on the following criteria:

- 1 Creativity, innovation and originality;
- 2 Capacity to deliver the concept;
- 3 Capacity for engagement;
- 4 Addressing Council's vision for Arts and Culture; and,
- 5 Project outcomes.

## ARTS GRANTS AVAILABLE

Applications can be made through one of four grant categories:

1. **Community Arts Grant** - To fund local individual artists, creative teams and arts organisations to present a project of any art form to the community. There must be a public outcome for the arts activity in Kingston, and it must be open to all residents to attend or view.

The maximum grant request for Community Arts Grants is \$3,000.

**Links for examples:**

- Yarn Graffiti Documentary Teaser: <http://www.youtube.com/watch?v=72ick-BED6A&feature=related>
- The Ballad of Howard Road (2014 Kingston City Council Arts Grant project): <https://www.youtube.com/watch?v=oCCqQrro3cc&list=PL0o17oGP2r4Yo4Q2ahuvDXIRUg8u7v2Rg>

2. **Youth Arts Internship Grant** – To fund a local individual between the age of 18 - 27 to work with a professional artist in a residency or mentorship arrangement. The Internship must include a public outcome for the relevant art form (eg: exhibition, film screening, concert) from the internship period and applicants can propose the internship to be in any art form including visual arts, performing arts or multimedia. Applicants must include the name; CV and a letter of support from the professional artist that they intend to complete their internship with, with the Grant Application. Staggered payments may be possible depending on duration of internship.

Please note funding may be used to contribute to the studio for utilities and materials, to be put towards the public outcome or to pay the professional artist.

The maximum grant request for Youth Arts Internship Grants is \$3,000.

**Links for examples:**

- Making "The Not Quite White Apartment on Irolo": <http://www.youtube.com/watch?v=xEttUFd8tsk>
- Learn About Our Youth Art Intern Program: <http://www.youtube.com/watch?v=SQ7fl1iYoZ0>



- 3. Arts and Cultural Tourism Grant** – To fund artists, creative teams or not-for-profit arts organisations to stage, produce or exhibit their work in the municipality, thereby attracting residents and audiences beyond the municipal borders to Kingston arts and cultural activities and events, raising the profile of arts offerings in Kingston.

This grant is to forward the artistic development of a project and is open to artists, creative teams and not-for-profit arts organisations outside of Kingston.

The maximum grant request for Arts and Cultural Tourism Grants is \$5,000.

**Links for examples:**

- The Swimmer (2014 Kingston City Council Arts Grant project): <https://www.youtube.com/watch?v=3bfqynQaS48>
- Inflatable Stonehenge: <http://www.youtube.com/watch?v=beYLiDRvdvQ>
- Flashmob ABC3 at Fed Square: <http://www.youtube.com/watch?v=F4dgOzvdGn4>

- 4. Sharing Cultures Grant** – To fund local individual artists, creative teams and arts organisations to present a project which specifically aims to expose, display or encourage engagement between multicultural / indigenous arts groups and the greater community.

The maximum grant request for Sharing Cultures Grants is \$5,000.

**Links for examples:**

- Chooky Dancers: <http://www.youtube.com/watch?v=9rl9TB0dUHQ>
- Snow and Lights - Global community art project: <http://www.youtube.com/watch?v=9nAdLing4ww>

## BEFORE YOU BEGIN

Before reading the Guidelines, it's important that you have asked yourself the following questions:

- **Am I eligible to apply to the program?**

General eligibility requirements include:

- Applicants are eligible to apply for one Arts Grant per funding round;
- Applicants must hold Public Liability Insurance. If applicants do not already have Public Liability Insurance, applicants may include it as part of their budget requirements; and,
- The Arts Grants are available for Australian citizens and permanent residents only.

- **Am I applying through the right funding program?**

These Guidelines contain a complete list of each funding category available under the Arts Grants stream. Make sure you read through each funding category carefully to ensure you are applying to the right one.

- **Have I developed my idea?**

Applying for a grant is a very competitive process. Your application will be assessed by a Committee with relevant expertise so to ensure the best chance of success make sure your project idea is clear and that it has significant, achievable outcomes.

- **Am I familiar with the assessment criteria and other important information?**

These Guidelines set out the assessment criteria and the process that is used to assess applications. It also provides information on putting together support material and information about how to submit applications, what happens after submission and other important and relevant Council Strategies and Policies.

## **NOW YOU ARE READY TO:**

- Prepare your application;
- Assemble your support material; and,
- Submit your application.

These Guidelines will assist you with these final steps.

### **Notes on Completing the Application Form**

Many applications are unsuccessful due to poor planning and lack of details, so make sure you:

- Answer all parts of every question, regardless of the type or level of assistance you are requesting;
- Use plain English and be clear and concise; and,
- Answer the questions within the limits on the form.

When drafting your application remember that your application will be assessed against the assessment criteria for your funding category, as set out in these Guidelines. It is important that you assume that the Committee does not have any prior knowledge of you or your project.

## **Information for Applicants**

### **Section One – Applicants Details**

**\*\*\*Please note this is not the Application Form\*\*\***

Please read this section thoroughly before starting your application. The information below will assist you to complete the Arts Grants Application Form, including preparation of your budget and support material. It also has essential information regarding submission requirements.





**Your Details**

- The applicant name (or auspicng organisation name) must be the same as the legal name or trading name registered with the ABN (Australian Business Number) supplied
- In order to be eligible for support applicants must provide an ABN or evidence that the Australian Taxation Office has determined you are ineligible for an ABN with a 'Statement by a Supplier' form which is available from any post office or at [www.ato.gov.au](http://www.ato.gov.au)

**For Organisations Only**

For your legal status you must choose from one of the following:

- Company limited
- Statuary body
- Incorporated association
- Other (please specify)

**For Individuals**

For applicants applying for funding categories 1, 2 and 4, you must have been living in Kingston for 12 months prior to making an application.

**Funding Category****Category**

What funding category program are you applying to? Please answer with the title of the program, as it is listed in these Guidelines e.g. Community Arts Grant, Youth Arts Internship Grant etc.

**Discipline**

In which discipline is your application primarily focussed? Please nominate one of the following:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Dance</li> <li>• Writing</li> <li>• Visual Arts and Craft</li> <li>• Theatre</li> <li>• Music</li> </ul> | <ul style="list-style-type: none"> <li>• Digital Art</li> <li>• Public Art</li> <li>• Multi Arts</li> <li>• Community Cultural Development (CCD)/Community Arts</li> </ul> |
|---|--|

**Your Project**

It is important that you clearly and concisely summarise the nature and purpose of your application. This may be used for promotional purposes by Kingston.

Ensure that the start date you list is not before the allowable start date for the funding round otherwise your application will be deemed ineligible.

Ensure that the amounts written as the 'Total Cost of Project' and 'Amount of Your Request to Kingston' match the amounts in your budget in Section Four.



Ensure you obtain Intellectual Property (IP). IP most commonly refers to copyright and designs. It is your responsibility to ensure you have acquired all relevant permissions to use any work involved in your project. This includes images you may have had taken of a work, performances or event for promotional purposes. You must also pay particular attention to all aspects of IP arising from your proposed project.

You need to ensure that everyone involved is correctly acknowledged, consulted and had given appropriate written permission for you to use or reproduce the work. In preparing your budget you may need to consider including costs for license fees for the use of any images, music or IP created by other people.

## **Section Two – Project Details**

### **Answering Question 1**

(Criteria 1: Creativity, innovation and originality)

#### **What is the project you are proposing to undertake?**

Clearly and concisely describe what you plan to do and the artistic rationale for your project. All elements of your project should feature in your answer to this question.

### **Answering Question 2**

(Criteria 2: Capacity to deliver this project)

#### **How do you plan to undertake this project?**

State a clear purpose, well defined objectives and a sound methodology. Note that your answer to this question should not be a timeline, but should demonstrate how you will effectively plan the project and ensure its outcomes are met.

### **Answering Question 3**

(Criteria 2: Capacity to deliver this project)

#### **Who are the key creative and/administrative personnel involved in the proposed project? Please list them in the table below.**

List the key personnel for your project, remembering to include yourself. You will need to indicate whether their commitment to the project has been confirmed and for applications to the Youth Arts Internship Grant you will need to include their date of birth.

Written confirmation for any participants with other individuals or organisations should be included in your support material. Don't forget to attach CVs or biographies for all relevant personnel as well as for yourself.

All listed people must not have overdue Kingston City Council acquittals for previous grants received.



**Answering Question 4**

(Criteria 2: Capacity to deliver this project)

**What is the timelines for your proposed project?**

Please provide a timeline or schedule for the various aspects of the project, including what you will be doing, dates, and, where relevant, location (e.g. site, venue, etc.)

It is essential that your proposed project falls within the relevant timeframes set out in these Guidelines. Kingston does not provide retrospective financial support.

It is important that you provide written confirmation from the venue managers that they are able to host your project at the time stated in the application should your application be successful.

**Answering Question 5**

(Criteria 2: Capacity to deliver this project)

**Support Material**

Support material is essential to the success of your application and must be submitted with your application. Inadequate support material will impair the Committee's ability to assess your application and is likely to result in an unsuccessful application.

It is entirely your responsibility to ensure that everything listed on the application form is actually with the application when submitted. Kingston staff will, on receipt, check off these items but will not follow up on any listed material that is not with the application and takes no responsibility for missing material.

**Answering Question 6**

(Criteria 2: Capacity to deliver this project)

**Preparing Your Budget**

Complete the summary of anticipated expenditure and income in Section Four of the Application Form as accurately as you can. Your final calculations should show a shortfall between anticipated expenditure and income. **This will be the amount you request from the Arts Grants funding.**

In the table, you need to identify which costs you would like Kingston to fund, e.g. research and development phase, professional fees, cost of promotion, commissioning of the new work etc.

**Expenditure**

Expenditure items can vary widely from one project to the next. Anything that is a legitimate expenditure item for the purpose of successfully undertaking your project can be included in your budget.



- **Salaries, Fees and Living Allowances**

For salaries, fees and living allowances please include the relevant names of all principal personnel. Separate stages or components should be itemised in the budget.

Kingston supports appropriate rates of pay for artists and administrative staff involved in any application to the Arts Grants funding stream. Please refer to the following organisations for information on industry standard payment rates:

- o National Association for Visual Arts – [www.visualarts.net.au](http://www.visualarts.net.au)
- o Media, Entertainment & Arts Alliance – [www.alliance.org.au](http://www.alliance.org.au)
- o The Australian Society of Authors – [www.asauthors.org](http://www.asauthors.org)
- o The Australian Writer's Guild – [www.awg.com.au](http://www.awg.com.au)
- o Museums Australia – [www.museumsaustralia.org.au](http://www.museumsaustralia.org.au)

If these standards do not apply, please indicate how reasonable rates have been calculated.

**Income**

- **Earned**

It is important to show all forms of anticipated earned income applicable to your project. Earned income does not include subsidies (funding from Kingston or other agencies).

- **In-Kind**

The term 'in-kind' refers to goods and services that have been contributed for free or at a reduced rate and can include borrowed equipment, the use of a rehearsal space, donated goods, discounted goods or services (the discount is regarded as an in-kind contribution) or volunteer labour – including your own. Contributions should be valued on the basis of what is agreed between you and your sponsor or participant. If the contribution is an unconditional donation, the value is what these services, facilities or equipment would cost within the marketplace normally. It is important to include in-kind costs as they contribute to the total cost of your project.

Remember that there must always be a corresponding expense of equal or greater value in the expenditure column for each item of in-kind income.

- **Grants and Sponsorship**

All grants and sponsorship being sought from other sources must be listed e.g. from Local Government, the Australia Council, other State and Australian Government departments or other funding institutions. You need to indicate whether this support has been confirmed.

**Example Budget**

Don't forget in-kind support

<b>Income Description</b>	<b>\$</b>	<b>Expenditure Description</b>	<b>\$</b>
City of Kingston Arts Grant	\$5,000	Set design / build	\$5,000
Lighting / sound equipment – in-kind from artist / group	\$2,000	Lighting / sound equipment - in-kind from artist / group	\$2,000
Performer's fees – in-kind from artist / group	\$2,000	Performer's fees – in-kind from artist / group	\$2,000
Auspice fee – in-kind from artist / group	\$450.00	Auspice fee - in-kind from artist / group	\$450.00
<b>Total:</b>	\$9,450	<b>Total:</b>	\$9,450

**Answering Question 7**

(Criteria 3: Capacity for engagement)

**Outline the capacity for engagement through your project with a range of stakeholders.**

The Arts Grants support artists and arts organisations with a range of stakeholders within the development and/or delivery of your project including but not limited to other artists, arts organisations, schools, communities etc. List the key engagement strategies utilised and stakeholders targeted within the planning and / or delivery of your project.

**Answering Question 8**

(Criteria 4: Addressing Council's vision for Arts and Culture)

**How does the project address action/s in the Public Art Strategy 2012-16 and / or Arts and Cultural Strategy 2011-2015?**

The direction for arts and culture in the City of Kingston is guided by its key arts strategies; the *Arts and Cultural Strategy 2011-2015*, which defines the direction for the growth of Council's overall Arts and Culture program, and the *Public Art Strategy 2012-16*, providing direction for Council's Public Art Program within the municipality. In this section, it is essential that you outline how your proposed project addresses action/s within one or both of these strategic documents.

**Answering Question 9**

(Criteria 5: Project outcomes)

**How does the project benefit the individual artist and/or organisation and the wider Kingston community?**

Outline how the project benefits the artist and the wider Kingston community.

In terms of the community does the project reflect local issues that have been identified by people within the community? Does it build relationships and involve all members of a neighbourhood helping to establish collective identity? Does it reflect the values of the community, the character and diversity of the local area, connections with local history, cultures, stories and diversity? Does it create attractive, accessible, stimulating and safe open spaces?

### **Section Three – Previous Council Support**

Please list funding support received from Kingston from the previous three years and/or any funding received from other funding bodies listed.

### **Section Four – Feedback**

Please note this section is optional. Applicants are not required to complete this section for their submission to be considered.

### **Section Five – Declaration**

If you require more information or clarification with any item on these forms before you sign, please do not hesitate to contact the Arts and Cultural Development Coordinator.

### **Section Six – Checklist and Submission**

Before submitting your application see the checklist in the Application Form to make sure you have remembered everything.

Applications must be submitted on or before the relevant closing date by visiting Smarty Grants at <http://kingston.smartygrants.com.au>

For any enquiries about your application please contact the Arts and Cultural Development Coordinator on 9556 4440 or at [arts@kingston.vic.gov.au](mailto:arts@kingston.vic.gov.au)

For any enquiries regarding the on-line application process via Smarty Grants, please contact Council's Community Grants and Network Officer on 9581 4676 or [Kathryn.scarpella@kingston.vic.gov.au](mailto:Kathryn.scarpella@kingston.vic.gov.au)

### **Other Important Points**

#### **Start Date and Promotion of Your Project**

You should not plan to start the activities for which you seek funding before the nominated start date of the funding program. Further, you must not begin public promotion of your project before the start date. Applicants intending to undertake marketing and promotion of their project should ensure they apply with adequate lead time.





If your project will be included in a company season or subscription brochure that will be publicly released before funding is secured, you must notify the Arts and Cultural Development Coordinator in advance. They will require a written statement outlining the rationale for early promotion.

#### **Other Important Information**

- Council's funding decisions are final
- Successful applicants will need to enter into a Funding Agreement, which outlines the conditions under which the grant will be made available
- Funding is released once Council receives the signed Funding Agreement with a tax invoice
- Funding will not be released if a group owes Council money or a report on a previous grant
- Successful applicants will need to acknowledge Council's support
- Successful applicants will need to report on the spending of the funding received (acquittal)
- Council may make funding conditional on other specific conditions being met
- Applicants must not spend money on the proposed activity before funding decisions are announced. This is considered retrospective funding, which is not eligible for support
- Funding is not automatic on application. All requests are subject to consideration on their individual merits each year and in no way can be seen as recurrent.

Grants Committees may also discuss applications and / or seek further information from an applicant.

Funding decisions are then communicated to applicants and published on the Kingston Arts' website.

#### **Important Notes to Making an Application**

- Council will acknowledge the receipt of all applications
- Incomplete or late applications will not be considered
- If a group or organisation happens to lodge more than one application, Council will ask them to choose one application for assessment. Multiple applications will not be assessed.

#### **Help and Advice**

In addition to these Guidelines, Council has further assistance available to help with preparing an application. Council also has a Language Line available for those experiencing language difficulties (see Page 1 of these Guidelines for details).

Anyone seeking further information or advice is welcome to contact the Arts and Cultural Development Coordinator on 9556 4440 or at [arts@kingston.vic.gov.au](mailto:arts@kingston.vic.gov.au)



## Council Strategies

Council undertakes a lot of planning work to help identify the needs of the community and to direct resources to meet those needs. To assist you with preparing your application, the following information provides a basic summary of some key Council strategies.

Further information about strategies, priority actions and identified needs can be found by visiting Council's website [www.kingston.vic.gov.au](http://www.kingston.vic.gov.au) or your local Kingston library, or call the relevant Council officer above.

## City of Kingston Council Plan 2013-2017

Council's Plan guides delivery of services to the community with six overarching goals:

- Goal 1. Facilities and assets that are well used and effectively managed
- Goal 2. A sustainable natural and built environment
- Goal 3. Healthy, strong and connected communities
- Goal 4. A prosperous and dynamic city
- Goal 5. An effective voice
- Goal 6. A well-managed and effective organisation

## Arts and Culture

The City of Kingston is home to many local arts and cultural groups that provide quality programs and opportunities for artists, historians, writers and performers.

Council's *Arts and Cultural Strategy 2011-2015* is the culmination of intensive research and consultation with these groups as well as the wider community, and consolidates the City's current arts and culture opportunities and defines the direction for the growth of the program over the five years.

The Strategy aims to foster a stronger, more engaged and resilient community, increase profile and support for creative industries, and strengthen leadership of both Council and local communities. It will see Kingston positioned as a more liveable creative city, with increased opportunities for creative engagement and cultural tourism, resulting in a growth in the local economy and improved sustainable built and natural environments.

Council's *Public Art Strategy 2012-16* arises from the *Arts and Cultural Strategy 2011-2015* and provides direction for a public art program that revitalises public places and spaces through connections with our history, cultures, stories and diversity.

The outcomes of the *Public Art Strategy 2012-16* will increase liveability through advancing opportunities for public participation and street life, improving aesthetics in public places, enhancing opportunities for local artists, and increasing understanding and interest in our diverse cultures, stories, histories and heritages through collaborative development with the community, developers, local businesses, state organisations and Council.



## Access & Equity

Kingston is richly diverse with residents from a variety of cultural backgrounds and life experiences. Council's *Disability Action Plan 2015-2019* and *Multicultural Action Plan 2013-2017* and *Aboriginal Policy and Action Plan 2014–2019* to provide accessible services to all members of the community. They have been developed to enable people from culturally and linguistically diverse communities, people with disabilities, and people from the Indigenous community to participate fully in the life of the community. Together, these plans have a range of priorities. These include seeking to:

- Ensure that people can find, access, move through and utilise premises including buildings, facilities and public outdoor spaces provided by Council;
- Ensure that Council advocates appropriately on behalf of people with disabilities for improved services, facilities and programs to meet community needs;
- Work with communities and residents from culturally and linguistically diverse backgrounds; and,
- Deliver services that meet the needs of multicultural communities and people from the Indigenous community.

## Young People

The *Kingston Youth Strategy 2012-2016* provides Council's position, commitment and vision for young people, the importance of young people to the community, and the guiding principles which Council will use when working with young people.

The Strategy provides a public statement of Council's commitment to young people and their families, the actions it is going to undertake, and the principles that will underpin its work with young people. Some key examples are provided below:

- Development of a marketing strategy to determine the best communication method for young people;
- Service enhancement;
- Based on information networks, extensive consultations and requests made by local schools, provide a range of services and programs to support the health and wellbeing of young people and their families;
- Youth participation and engagement;
- Engage and consult with young people to identify social, recreation and leisure needs to inform program development and implementation;
- Leadership and innovation;
- Provide young people with opportunities to build their leadership capacity, civic engagement, life skills, entrepreneurship and mentoring skills;



## Older Adults

The *Kingston Positive Ageing Plan 2008-2013* sets out a strategic direction for Council to promote the wellbeing of those in the community aged 55 years and over through a whole-of-community approach underpinned by the notion of positive ageing. The Strategy embraces a range of actions across 7 key themes:

- Exploring and sharing knowledge to improve the wellbeing of Kingston's older population;
- Promoting a vibrant and connected community through participation and engagement of older adults;
- Connecting the community through improved transport and mobility options;
- Reflecting the needs of an ageing population;
- Having access to employment and educational opportunities regardless of age;
- Having the older population lead healthy and independent lives at home in the community; and,
- Having access to timely, up-to-date and accurate information tailored to older adults.

# notes



## Art and Culture Advisory Committee

13 June 2018 at 6pm  
Chamber, Kingston Arts Centre

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1. **Apologies**  
Janis Morgan
2. **Declaration by members & officers of any interest or conflict of interest in items on the agenda**  
Nil
3. **Review and confirmation of previous minutes**  
Confirmed.
4. **Matters Arising (6 – 7.30pm)**

### 4.1 Assessment of Arts Grants 18/19

Grants were discussed and allocated. Successful applicants are Citizen Theatre, Robert Scholten, Yanni Mougas, Southern Area Concert Band, Central Bayside Community Health (Carers Respite Art Group), Kingston Chinese Citizen's Club.

**Action:** Some offers are awaiting grantees acceptance of conditions and will be confirmed by mid July.

### 4.2 Location change of Bailer Public Artwork

Justin reviewed process of feedback on Bailer's artwork on social media underpinning the resulting decision to move the artwork. Justin noted it was still unclear if there are indigenous sensitivities around the proposed site (Mordialloc Creek underpass). Lisa said we may be responsible for missing cultural sensitivity but felt it's important that we affirm and assert ACAC's role as decision-makers.

Justin proposed the work be moved to a site we have

earmarked in Moorabbin and discussed its suitability to Bailer's work. He added that to keep Bailer's work at the Morialloc Creek underpass would be unfair on Bailer and cause continued undue scrutiny. Tamsin said she preferred the artwork find a site where people will embrace it and is sorry the artist has had this experience. ACAC approved the relocation of the artwork.

**Action:** Tamsin, Barbara and Lisa asked that artwork proposals not be aired on social media and to affirm the role of the committee as representative of the community.

**Action:** Tamsin requested Justin confer with Aunty Carolyn about an indigenous artist who might create a culturally appropriate work.

**Action:** Justin recommended that a sketch of site designs should be submitted by the artist with the grant application. The committee noted that many other artworks are accepted as proposals. This area requires further discussion as part of our review of the Public Art Policy due end of 2019 (led by Public Programs officer Victoria O'Shea) and review of arts grants due September 2018 (led by Cultural Producer and Partnerships officer).

### 4.3 Review of Public Art Policy

The Public Art Policy is due for review before the end of 2019. Kingston Arts is being approached by developers who have public art clauses in their contracts, for assistance. Urban Planning (now called City Strategy) is keen for our involvement. Currently City Strategy is cherry picking developers without a strategy behind the choices. Without a Public Art Policy Review, it is not possible to put proposals through ACAC. Tamsin feels that public art curation must go through Arts and Culture. Lisa asked is Arts & Culture responsible for ongoing maintenance? Justin affirmed we are not responsible for ongoing maintenance but would provide developers with resources answering questions artist engagement, moral rights and copyright, artistic briefs and OHS accompanied by a list of local artists with a strong track record. Tamsin thought Kingston Arts would not get push back from the community if the public art was paid for by private enterprise. Tamsin commented she would like to put a proposal to Council to contract public art percentages across the board, or a contracted contribution to public art in general



for developers whose budget exceeds a certain level. Kingston Council has open space fund supported by developers, and could also have a public art fund which is a smaller pool to increase funding to muralists of smaller scale works.

ACAC members are open to the idea of Kingston Arts reviewing the grant program and offering quick response grants for public art projects, on condition that artists have permission to use the site before they apply.

Until the Public Art Policy is reviewed, public art projects created by developers will not be passed through ACAC for approval.

## **5 Other Business**

### **5.1 Call – out for new ACAC members underway**

The callout for ACAC members will close on 19 June. Justin is targeting specific people in the interim. We have advertised far and wide with 2-3 people expressing interest.

## **6. Date of next meeting: Wednesday 12th September**

The meeting closed at 8:10pm.

### Pompeii Bridge Underpass Mural Concepts

Georgia Rouette (curator) and Bailer (artist) received an Art Grant to create a vibrant and lively painting on the Pompeii Bridge underpass. The underpass located in busy Mordialloc and main thoroughfare for pedestrians and cyclists has become a hotspot for tagging. This project will not only mitigate the ongoing tagging but also create a colourful space in the otherwise dark path.

**Bailer** is an internationally renowned artist who paints large scale art works on walls across Australia, Asia and Europe. His work is respected within the arts community and his well-known for his Hokusai inspired line work which adds movement and grace on surfaces. [www.bailer.com.au](http://www.bailer.com.au)

Georgia Rouette has been living in Aspendale with her young family for the past 19 years. She is a professional Curator and Art historian with over 25 years working in public galleries and museums across Victoria. She uses this underpass every weekend with her young family on bike rides and walks. Bailer and Georgia have been working on similar projects across Victoria for the last 3 years. [www.culturalmatters.com.au](http://www.culturalmatters.com.au)

The two ideas express similar themes of movement, tides, the sea, sun, sand and sunset. Audiences are encouraged to look and decide for themselves what the painting might mean to them as this is the nature of Bailer's practice. Abstraction through the use of lines and colours express diverse responses from viewers and these paintings aim to encourage contemplation.





**Agenda Item No: 10.4**

## **WAVES ACCESSIBLE CHANGE ROOM FACILITIES**

**Contact Officer: Kim Forbes, Centre Director**

### **Purpose of Report**

The purpose of this report is to inform Council of the estimated costs for expanding the current accessible change facilities at Waves Leisure Centre. This report is in response to the settlement of a 2017 VCAT Compulsory Conference held between the City of Kingston and the complainant regarding the perceived inadequacies of the current accessible change facilities at Waves Leisure Centre.

### **Disclosure of Officer / Contractor Direct or Indirect Interest**

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

### **OFFICER RECOMMENDATION**

That Council:

1. Note the design and associated costs for the installation of an expanded accessible change facility at Waves Leisure Centre; and
2. Authorise the CEO to redirect Leisure Centre 2018/19 Asset Replacement Capital funding to implement the project in the 2018/2019 financial period.

## **1. Executive Summary**

This report has been prepared in response to the settlement of a 2017 VCAT Compulsory Conference held between the City of Kingston and the complainant regarding the perceived inadequacies of the current accessible change facilities at Waves Leisure Centre. Specifically, the complainant felt there was an insufficient number of toilets available for clients with disabilities who access the Centre with a carer of the opposite gender.

The report details a proposed redevelopment option and cost plan for the expansion of the accessible toilet facilities at Waves Leisure Centre within the existing facilities footprint.

## **2. Background**

In September 2017, Council were made aware that an application to VCAT had been made by a member of the public who raised concerns that her teenage son, who has significant disabilities, was unable to access the female change rooms with his female carer.

Waves Leisure Centre currently has one unisex accessible change facility located adjacent to the pool deck, and 2 accessible toilets within the men's and women's change rooms.

As displayed on both change facilities, the Centre's currently allow children under the age of 6 years, to access the change room of the opposite gender. This is an aquatic industry standard for Leisure Centre's, as many facilities (including Waves) contain open shower cubicles. The

Centre has in the past received complaints from users when patrons attempt to use the single gender facilities for their older children.

In order to cater to a large number of users who fall outside of the above criteria, the Centre has a Family Change Village that contains; one complete accessible change room that includes a shower, toilet and change bench, 5 change cubicles with no amenities, and an open shower area. During peak times, especially around Learn to Swim periods, this change area is highly used and has patrons waiting to access the area, in particular the accessible change room.

There have been a number complaints in the past about the inadequacy and delays experienced by patrons in waiting for this facility. Investigations were conducted in 2014 to improve this amenity which concluded that improvements in this space would be made in any future facility development.

Council's Public Toilet Strategy has the Centre listed to receive a changing places facility in year 7 of the strategy, which will fall in 2023. It is felt that the introduction of the changing places facility should be linked to any future development of the Centre, as it would require more space than is currently allocated within the current Family Change Village. In addition, a changing places facility would still be a single user facility so would not resolve the issue of availability at high peak times.

Various refurbishment options were discussed with Community Buildings, and as part of the VCAT hearing settlement, Council committed to investigating and costing these options further and presenting them for discussion.

The Leisure Centre's appointed ETCH architects to review the current Family Change Village to determine if additional facilities could be provided in the current footprint, ETCH also appointed a DDA specialist to assist in this project. ETCH determined that an additional 2 accessible toilet/change facilities could be accommodated within the space – refer appendix 1.

Whilst the proposed design does reduce the number of available change cubicles, the addition of 2 new facilities, with amenities, would allow the Centre to cater to a larger demographic of users, and provide greater comfort for more patrons. This concept has been assessed by a quantity surveyor for review and pricing, with an estimated construction cost of \$203,663.

### **3. Discussion**

#### **3.1 Council Plan Alignment**

Goal 3 - Our connected, inclusive, healthy and learning community  
Direction 3.2 - Provide equitable access to services and facilities for all community members, irrespective of background and ability

The Centre is committed to providing accessible facilities and services for all members of the community and concedes that the current Family Change Village is inadequate at times of high demand, both for patrons with disabilities and patrons who are uncomfortable sending their children into the opposite gender change facility.

#### **3.2 Consultation/Internal Review**

The Centre has consulted with customers over time in regards to the change village as well as staff on duty at peak use times. In general there are two key users that need to be addressed with any change; first being users with disabilities and groups who bring patrons with disabilities, and secondly, parents who come with children of the opposite gender that are older than 6 years, however still require adult supervision at all times.

### **3.3 Operation and Strategic Issues**

#### **3.3.1 Adequate accessible change facilities**

The Centre currently has one unisex accessible change/toilet facility available that is currently used by two key users of the Centre resulting in high demand at peak times. Expansion of these facilities is currently not budgeted within the Capital Works program.

#### **3.3.2 Potential facility development**

Kingston Leisure Centre's are currently planning for future development opportunities at both sites, however these works are in the design and planning stage only and it could be some time before implementation. With the growing population in the local area, the stress placed on the existing family change village will only increase in the coming years.

### **3.4 Options**

#### **3.4.1 Align the accessible change room expansion with a strategic future site development**

Continue to operate with the existing facilities and ensure signage remains in place to help ensure priority access to the accessible change room for people with high needs. Expansion of these facilities will be aligned with future development plans.

The risk with this option is that any works would not commence for a period of time, which may cause significant backlash from the community as demand for these facilities grow along with the local population.

#### **3.4.2 Undertake the proposed expansion of the current Family Change Village as soon as practicable**

Redevelop the existing Family Change Village as soon as practicable at an estimated cost of \$203,663 excluding GST. Whilst minimal disruption would occur during the construction of these facilities, the outcome would be available sooner for the community. These works are not listed in the current Capital Works program.

## **4. Conclusion**

Officers recommend that Council note the design and associated costs for the installation of an expanded accessible change facility at Waves Leisure Centre, and authorise the CEO to redirect funding from identified savings in the 2018/19 Capital works program, in order to complete the project within the 2018/2019 financial period.

### **4.1 Environmental Implications**

Increased shower and change amenities would increase the water consumption at the facility to a small degree, however this would be monitored along with overall facility usage.

### **4.2 Social Implications**

Improving the accessible change facilities at the Centre would allow for increased use by patrons with disabilities, who are currently restricted in high use times. Failure to implement these improvements could result in patrons not being able to access the



facilities as required, which may result in further complaints from affected members of the community.

**4.3 Resource Implications**

The ongoing operational expenses associated with the expanded family change village could be accommodated within the current operational budget.

The works are currently not included in proposed 2018/19 Capital program. However, within the 2018/19 Leisure Centre's Asset Replacement Budget of \$625K the capacity exists to re-order priorities.

**4.4 Legal / Risk Implications**

The VCAT settlement referred to in this report required Council to consider the expansion of these facilities only, Council are not required to commit to any further action. The settlement requirement has now been met by Council as a result of the presentation of this report. However failure to address this ongoing issue may lead to new legal risks, or poor publicity for the Centre.

**Appendices**

Appendix 1 - Waves - KINGSTON FAMILY CHANGE SK01 V1 - ETCH (Ref 18/56114)

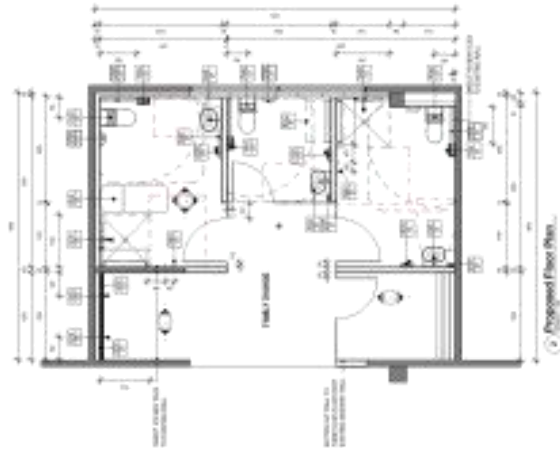


Author/s:	Kim Forbes, Centre Director
Reviewed and Approved By:	Julian Harvey, Manager Property, Arts and Leisure Services Daniel Freer, General Manager City Assets and Environment

# 10.4

## WAVES ACCESSIBLE CHANGE ROOM FACILITIES

- 1 Waves - KINGSTON FAMILY CHANGE SK01 V1 - ETCH ..... 473



**KINGSTON WAVES - Proposed Family Change Upgrade**  
 111 Chesterville Rd, Hightett



PRELIMINARY ISSUE  
 10 Number 81177018 1/2/2018  
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**etch**ARCHITECTS

100 Ardmore Hill Road  
 Level 2, 100 Ardmore Hill Road, Hightett, 7111  
 Auckland, New Zealand  
 Tel: +64 9 274 1234  
 Fax: +64 9 274 1235  
 Email: info@etch.co.nz  
 Website: www.etch.co.nz

# Ordinary Meeting of Council

23 July 2018

Agenda Item No: 10.5

## CONTRACT 18/45 ASPHALT PAVING MINOR WORKS

Contact Officer: Tim Scott, Team Leader Maintenance Contracts and Waste

### Purpose of Report

This report seeks Council's approval to award Contract No.18/45 Asphalt Paving – Minor Works to Prestige Paving Pty Ltd based on a schedule of rates contract for a total value up to \$800,000 for a one year period with the option of a further one year.

### Disclosure of Officer / Contractor Direct or Indirect Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

### OFFICER RECOMMENDATION

That Council:

1. Award contract No.18/45 Asphalt Paving – Minor works to Prestige Paving Pty Ltd as a schedule of rates contract for one year, with a further one year option at Council's discretion, as per pricing option 1 for a total contract sum of \$800,000 per year; and
2. Authorise the Chief Executive Officer or their delegate to execute this contract and award a further one year option subject to the contractors' satisfactory performance.

### 1. Executive Summary

This report seeks approval for the award of Contract No.18/45 Asphalt Paving – Minor works to Prestige Paving Pty Ltd.

Officers have evaluated the single tender submission received for Contract No.18/45 and have ranked Prestige Paving Pty Ltd as an appropriate tenderer, this ranking has been arrived at after scoring of financial factors and company capabilities.

The recommended tenderer has passed financial viability checks and has been reference checked with other Melbourne Councils. Prestige Paving P/L, have a long history of successfully undertaking Council service contracts in the road maintenance field in the Eastern suburbs of Melbourne.

### 2. Background

The City of Kingston has an extensive road network for which it has statutory obligations under the Road Management Act. Part of these obligations are to maintain the road network to standards prescribed in Council's Road Management Plan dated 2017. This report allows for a contractor to be appointed to provide asphalt maintenance services for both programmed and reactive works.

The current Asphalt Paving Minor works contract is held by Citywide Services and was approved by Council on 1 July 2012 on a schedule of rates basis for a 3 year period with an option to extend for 1 year + 1 year + 1 year, and up to 6 months on a monthly basis.

### **3. Discussion**

#### **3.1 Council Plan Alignment**

Goal 1 - Our well-planned, liveable city supported by infrastructure to meet future needs  
Direction

1.3 - Infrastructure and property investment for a functional city now and into the future

The works undertaken as part of Contract No.18/45 are general reactive asphalt repairs for issues such as road pot-holes or shopping centre pavement repairs as referred by Council to the Contractor. This type of service is required to effectively maintain a municipal road pavement. The ongoing repairs provided under this contract allow Council to extend the life of 600km of asphalt assets for minimal outlay.

#### **3.2 Consultation/Internal Review**

This Asphalt Paving – Minor works service was consulted with the Roads and Drains team with an emphasis on complementing the services provided by each team.

#### **3.3 Operation and Strategic Issues**

This contract is required to effectively maintain the 600km local road network utilized by the wider community. As such, providing a repair service to these assets will reduce future capital expenditure whilst still maintaining a satisfactory level of service. Based on the number of customer requests received by Council for road repairs and the rates provided by the tenderer, Contract 18/45 should provide Council with an appropriate service.

The existing contract with Citywide for this type of services expires on July 30<sup>th</sup> 2018, with the option for a maximum 6 month extension.

#### **3.4 Tender Evaluation**

Prices were sought by Advertised Public Tender with tenders closing Thursday 27<sup>th</sup> May 2018, at 2:00pm.

One tender was received and evaluated by a Tender Evaluation Panel, consisting of Tim Scott, TL Maintenance Contracts & Waste and Robin Fisher, Senior Field Officer. Procurement procedures were followed in line with advice received from Council's procurement department for previous "standard" service contracts of a similar value.

Tender Evaluation for contract 18/45 was undertaken by an evaluation method which confirmed that the only tenderer was appropriate. The tender prices were compared against the existing Citywide contract and confirmed that the rates were very similar and appropriate.

The detailed evaluation of the tender was confirmed through the following criterion:

- Schedule of Rates price comparison;
- Company history in similar roles;
- Quality of works in similar roles;

- Responsiveness to customer requests for similar Councils;
- Access to suitable plant and equipment;
- Access to suitable sub-contractors and in-house trades where required;
- Relationship with contract principal and residents;
- Insurances;
- OH&S compliance; and
- Financial viability.

Following the evaluation of the minimum criteria, non-price and price criteria, Prestige Paving P/L was invited to an interview. As a result Prestige Paving P/L was selected as the preferred tenderer.

### **3.5 Occupational Health**

As per the attached, Council's Procurement and Contracts team has approved Prestige Paving Pty Ltd as Rapid Compliant.

### **3.6 Options**

#### **3.6.1 Option 1**

That Council:

1. Award contract No.18/45 Asphalt Paving – Minor works to Prestige Paving Pty Ltd as a schedule of rates contract for one year with a further one year option at Council's discretion as per pricing option 1 for a total contract sum of \$800,000 per year.
2. Authorise the Chief Executive Officer or their delegate to execute this contract and award a further one year option subject to the contractors' satisfactory performance.

#### **3.6.2 Option 2**

Not award this contract.

## **4. Conclusion**

Prestige Paving is the preferred tenderer for the Asphalt Paving – Minor works covered by Contract 18/45, representing the best value for Council in providing a service for asphalt patching and repairs to roads managed by Council.

### **4.1 Environmental Implications**

The use of hot-mix asphalt is constantly evolving with a greater emphasis on environmental outcomes. Due to the large amount of concrete roads, Kingston is well suited to using crumbed rubber (granulated recycled tyres) and recycled plastic within the asphalt mix.

The use of hot-mix asphalt is generally considered a better environmental outcome than concrete alternatives due to the lower energy requirements to produce the bituminous material. However bituminous materials are still produced using the heavy products from an oil refining process.

### **4.2 Social Implications**

This contract supports continued road maintenance of the road network within the municipality, which aligns with the requirements of the Road Management Plan to provide a safe and efficient road network for the community.



**4.3 Resource Implications**

This contract is to be funded and managed from within the existing budget allocation within the Infrastructure Road Maintenance operational budget.

**4.4 Legal / Risk Implications**

Routine road maintenance ensures that service levels are maintained, a safe and efficient road network is provided and defects are minimised that may otherwise expose Council to claims from potential issues or incidents.

**Appendices**

Appendix 1 - Certificate of RAPID OHS Compliance : Prestige Paving Pty Ltd for Asphalt Paving - Minor Works (Ref 18/271843) [↓](#)

Appendix 2 - CON-18/45 - Tender Evaluation Matrix for Contract Asphalt Paving Minor Works (Ref 18/289924) - Confidential

Author/s: Tim Scott, Team Leader Maintenance Contracts and Waste  
Reviewed and Approved By: Rachelle Quattrocchi, Manager Infrastructure  
Daniel Freer, General Manager City Assets and Environment

# 10.5

## CONTRACT 18/45 ASPHALT PAVING MINOR WORKS

- 1 Certificate of RAPID OHS Compliance : Prestige Paving Pty  
Ltd for Asphalt Paving - Minor Works ..... 481

# Certificate of Compliance

## Prestige Paving Pty Ltd

Have been assessed and deemed Compliant as a Level 2 Contractor in Kingston's OHS Contractor management system.

Date: Thursday, 14 June 2018

(This assessment remains valid for a period not exceeding 2 years from the issue date.)

Certification will be suspended upon the expiry of

Insurance Policies, Licences and Certification documents.

Repeated or serious safety breaches may lead to the cancellation of this certification.

Compliance to Level 2 allows the contractor to undertake tasks assessed as Extreme, High, Medium and Low Risk

community inspired leadership



# Ordinary Meeting of Council

23 July 2018

Agenda Item No: 10.6

## DRAFT FENCING POLICY

Contact Officer: Michelle Hawker, Administration Officer  
Nicholas Beck, Team Leader Property Services

### Purpose of Report

The purpose of this report is to seek Council approval to adopt the revised draft Fencing Policy for the purpose of consultation with the community.

### Disclosure of Officer / Contractor Direct or Indirect Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

### OFFICER RECOMMENDATION

That Council:

1. Adopt the Draft Fencing Policy 2018 (Appendix 1) for the purpose of consultation with the community, and
2. Receive a further report including consultation findings and for further consideration.

### 1. Executive Summary

Council's current Fencing Policy (Appendix 2) was last adopted in 1997.

The current policy has worked well over the past 20 years, however concerns are raised both internally and externally regarding when Council will contribute to the cost of fences adjoining Council owned and managed land.

Under the *Fences Amendment Act 2014* Council is not legally required to contribute to the cost of fencing. Officers recognise the importance of fences and propose that Council continue to contribute to the cost of fencing despite the legislative change. Officers believe that in order to secure our land sufficiently we require all adjoining owners to fence their land, if Council ceases to make financial contributions the ability to secure such land is severely diminished.

The purpose of the Draft Fencing Policy is to clearly outline Council's obligations and willingness to share fencing costs with adjoining property owners. The policy will also provide consistency in the information provided to both internal and external parties.

The process of reviewing and updating the policy included consultation with Community Buildings (Programmed and Reactive Maintenance), Parks and Customer Service Departments who provided input and feedback on the Draft Policy. All of these departments support the proposed policy changes.

Key changes to the Draft Fencing Policy are detailed below:

1. Increase the standard fencing height from 1.67m to 1.9m to be consistent with industry practice.
2. Clarification of the classes of Properties to which Council will not contribute half cost fencing being land not owned or controlled by Council, Crown Land, Roads, Drains, Paths, or fencing enhancements such as trellis and pool fencing. These categories are consistent with Councils current policy and practice.
3. Gates in boundary fences to Council land are allowed at the private landowner's cost.

Importantly the practice of contributing to fencing for walkways and paths that form part of a recreation reserve has been specifically incorporated into the Draft Fencing Policy.

## **2. Background**

The current Fencing Policy was adopted in 1997 and is attached to this report (Appendix 2). In general the Policy has functioned appropriately, providing internal and external stakeholders with Councils position. In 2014 a new Act was legislated that provided Council with the ability to cease making financial contributions to the construction of fences adjoining Council owned or managed public parks and reserves.

On face value officers welcomed the change, however after reflection and internal consultation, it became apparent that this action would reduce Councils' ability to secure its land. There is no legal requirement for land owners to fence their land which may cause a situation where no fence exists in a public park between Council owned land and privately owned land. By sharing in the cost of fencing Council is provided the ability to ensure fencing is constructed on title boundaries.

The purpose of the draft policy is to clearly outline Council's obligation to share fencing costs with adjoining property owners. The policy aims to provide consistency to both internal and external parties. The policy will enable staff to deliver timely and accurate information to external stakeholders.

Below are the key changes made to update the 1997 policy:

- Increase the standard fencing height from 1.67m to 1.9m to be consistent with industry practice.
- Clarification of the classes of Properties to which Council will not contribute half cost fencing being land not owned or controlled by Council, Crown Land, Roads, Drains, Paths, or fencing enhancements such as trellis and pool fencing. These categories are consistent with Councils current policy and practice.
- Gates in boundary fences to Council land are allowed at the private landowner's cost.

Importantly the practice of contributing to fencing for walkways and paths that form part of a recreation reserve has been specifically incorporated into the Draft Policy.

Council expends in the vicinity of \$50,000 per annum on contributions to adjoining fences.

### **3. Discussion**

#### **3.1 Council Plan Alignment**

Goal 1 - Our well-planned, liveable city supported by infrastructure to meet future needs

Direction 1.3 - Infrastructure and property investment for a functional city now and into the future

This policy review captures the new legislative changes as a result of the Fences Amendment Act 2014 and clearly defines Council's responsibility to contribute to shared fencing costs within the municipality.

#### **3.2 Consultation/Internal Review**

The Draft Fencing Policy 2018 was provided to the internal departments in March and June 2018, where feedback and advice on the policy was sought.

The key internal stakeholders consulted were:

- Parks
- Community Buildings – Programmed Maintenance
- Community Buildings – Reactive Maintenance
- Customer Service

In summary, the feedback and input provided was in support of the draft policy and identified the following additions:

- Increasing the fencing height from 1670mm to 1900mm.
- Clarifying the process for obtaining quotes and engaging fencing contractors.

It is proposed to undertake broader community consultation on this policy. Following this consultation a further report will be prepared for consideration by Council.

#### **3.3 Operation and Strategic Issues**

##### **3.3.1 Extent of requests**

Queries from the community regarding fencing responsibilities will be reduced both via email and phone as the information regarding which fences Council will share half costs for will be clearer. It would be appropriate to publish the final policy on Council's website, providing customers with advice online which will allow customers to seek the advice in their own time.

##### **3.3.2 Review of other relevant local governments' policies**

Officers conducted a desktop review of other local governments' Fencing Policies. In summary the policies reflected a similar position and contents to our proposed draft lease.

##### **3.3.3 Contribution responsibilities**

The review of the existing policy revealed a need to be explicit on those circumstances where council does not contribute to boundary fencing. Council does not contribute the cost of fences on roads, drains and Crown Land, however where an unused road or drain forms part of a recreation reserve it has been officer's practice to contribute to fencing costs. This has been clarified in the Draft Fencing Policy.



**4. Conclusion**

The Fencing Policy 2018 establishes when Council will share in the cost of constructing, maintaining or replacing fencing. The policy details the requirements for when Council will contribute to dividing fencing between private land and a reserve and/or property owned or controlled by Council. The importance of fences and Councils ongoing contribution to boundary fences is detailed in the Draft Fencing Policy. Consultation will enable officers to consider any feedback and report back to Council.

**4.1 Environmental Implications**

Nil.

**4.2 Social Implications**

Nil.

**4.3 Resource Implications**

The revised policy will have a positive impact on Council's resources. The degree of queries on shared fencing cost both internally and externally should reduce as the clarity and consistency of information to both internal and external parties has improved.

**4.4 Legal / Risk Implications**

Nil.

**Appendices**

Appendix 1 - Draft Fencing Policy 2018 (Ref 18/90243) [↓](#)

Appendix 2 - 1997 Fencing Policy (Ref 18/290712) [↓](#)

Author/s:	Michelle Hawker, Administration Officer Nicholas Beck, Team Leader Property Services
Reviewed and Approved By:	Julian Harvey, Manager Property, Arts and Leisure Services Daniel Freer, General Manager City Assets and Environment

# 10.6

## DRAFT FENCING POLICY

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# Fencing Policy

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## 1 Document Control

The electronic version of this document is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

RESPONSIBLE GENERAL MANAGER	General Manager City Assets and Environment
POLICY OWNER	Manager Property, Arts & Leisure Services
APPROVED/ADOPTED BY	Council on 23 July 2018
EFFECTIVE DATE (If different from approval date)	
REVIEW DATE	30/06/2022
CM REF AND VERSION	18/90243
VERSION HISTORY	Version 1 adopted by Council 24 November 1997 Version 2 adopted by Council TBA

## 2 Purpose

The purpose of this policy is to set out clear responsibilities for the construction, maintenance or replacement of boundary fencing abutting Council owned land, which includes compliance with the *Fencing Amendment Act 2014*.

## 3 Scope

This policy applies to land abutting Council owned or managed property who seek a Council contribution to the cost of construction, maintenance or repair of a boundary fence.

## 4 Policy Details

The *Fencing Amendment Act 2014* does not require Council to make contributions towards the construction and/or maintenance of a common boundary fence with an adjoining owner in respect of land owned by, vested in or under the care, control or management of the Council for the purpose of a public park.

Council is willing to contribute 50% of the cost for a standard fence in cases where the owner adjoins a Council owned public park.

### 4.1 Standard Fence

The standard fence for properties adjoining Council owned land will be a timber paling fence of no more than 1.9 metres in finished height (palings, posts and plinth). Construction standard and materials will be in accordance with the accepted industry standard.

The standard fence does not include enhancements such as trellis, fence toppings, gates or decorative timbers, this is at full cost to the adjoining owner.

### 4.2 Half Cost Share

If a fence adjoining a Council owned property requires replacement, Council will contribute 50% of the cost of replacement of a standard fence. Council will determine at its discretion if the fence requires replacement.

Council does not carry out any repairs or maintenance to adjoining boundary fences. All requests for fence repairs are to be carried out by a registered fencing contractor in accordance with this policy.

Construction of a new fence on a previously undefined boundary will require the adjoining owner to engage a qualified surveyor to prepare a boundary establishment plan at the owner's cost. Council will then contribute 50% of the cost of a standard fence.

Should there be any discrepancies with existing fence lines in regards to the correct title boundary; the owner will be requested to carry out a title re-establishment survey at their cost to define and set the boundary / fence line.

Pool fences / gates that lead onto council land are required to comply with the Australian Standards AS1926.1

### 4.3 **Exclusions**

Council does not accept responsibility for half cost fencing for the following:

- Land not in direct Council ownership or maintained under Kingston management.
- Crown Land and foreshore reservations.
- Road reservations.
- Right of ways, laneways, discontinued roads, walkways and other unoccupied spaces. (Except where a walkway or road forms part of a recreation reserve.)
- Buffer to a Roads examples, plantation and tree reserves or other land
- Drainage reservations.
- Bicycle path.
- Non Council owned open space.
- Gates, trellis, enhancement, painting, decorative and other features.
- Pedestrian gates.
- Pool compliance fencing.

## 5 **Delegation Authority and Decision Guidelines**

### 5.1 **Delegations/Authorisations**

n/a

### 5.2 **Exemptions**

The policy does not apply to emergency works where public safety is of concern.

### 5.3 **Human Rights Charter**

This policy has been reviewed against and complies with the Charter of Human Rights and Responsibilities Act 2006. Property rights are a human right under the charter which states that a person must not be deprived of his or her property other than in accordance with law.

## 6 **Related Documents and Resources**

### **Legislation**

- *Fencing Act 1968*
- *Amendment 2014*
- *Australian Standard AS1926.1*

## 7 **Definitions**

**Fence** "fence" means a structure, ditch or embankment, or hedge or similar vegetative barrier, that encloses or bounds land.

## **POLICY**

### **FENCING**

#### **INTRODUCTION**

A policy to acknowledge Council's obligations under the Fencing Act 1968

#### **1 Standard Fence**

- 1.1 The "Standard" fence for properties adjoining Council owned lands will be 1.67m height (5 foot 6 inches) timber paling. Construction standard and materials will be in accordance with the accepted industry standard.

#### **2 Half Cost Share**

- 2.1 Should a fence adjoining a Council property require replacement, Council in accordance with the Fencing Act 1968 will be responsible for "Half cost share" of the replacement of a "Standard" fence.
- 2.2 Should one of the adjoining owners require a fence of a higher standard, that owner shall be required to pay in addition to their half cost share the full cost difference over that of a "Standard" fence.
- 2.3 Property boundary fences at walkways directly leading to Council reserves held in freehold title

#### **3 Exclusions**

- 3.1 Council does not accept responsibility for fences adjoining and that are not under direct ownership of Council, for example:
  - Foreshore Reservations
  - Road Reservations
  - Right of Ways & Laneways
  - Tree Reserves, which act as a buffer to Main Roads
  - Drainage reservations.



# Ordinary Meeting of Council

23 July 2018

Agenda Item No: 10.7

## CON 17/116 TREE PLANTING & TREE ESTABLISHMENT SERVICES

Contact Officer: Tony Collins, Team Leader Parks & Recreation

### Purpose of Report

This report seeks approval for the Tree Planting and Tree Establishment Services Contract No. 17/116 to be awarded to Sevron Environmental Contractors Pty Ltd, as a Schedule Of Rates contract for a four (4) year period, with the option to extend this Contract beyond the Initial Contract Term for a maximum period of two periods of two (2) years each from the expiration of the Initial Contract Term.

### Disclosure of Officer / Contractor Direct or Indirect Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

### OFFICER RECOMMENDATION

That Council:

1. Award Contract 17/116 Tree Planting and Establishment Services to Sevron Environmental Contractors Pty Ltd, as a schedule of rates contract for a four (4) year period, commencing on the 1st of September 2018 with an estimated annual value of \$592,000 (ex GST); and
2. Approve the CEO or his delegated staff authority to exercise the option to extend Contract 17/116 by two periods of two (2) years each, subject to satisfactory performance of the contract.

### 1. Executive Summary

The City Of Kingston requires a suitably qualified and experienced contractor to undertake the tree planting and establishment services to ensure renewal of the urban forest and amenity of Kingston's streetscapes and parks are maintained and improved.

Following a tender process, Sevron Environmental Contractors Pty Ltd have been selected as the preferred Contractor. Sevron has been providing quality tree planting and establishment services for the City of Kingston through an existing and previous contracts for 10 years and have developed a strong local knowledge of the city.

Approval is sought to award Contract 17/116 Tree Planting and Establishment Services to Sevron Environmental Contractors Pty Ltd, as a schedule of rates contract for a four (4) year period, commencing on the 1st of September 2018. Approval is also sought to allow the CEO or his delegated staff authority to exercise the option to extend Contract 17/116 by two periods of two (2) years each, subject to satisfactory performance of the contract.

## **2. Background**

The City of Kingston undertakes annual tree planting and establishment to increase Council's urban forest and to ensure the amenity of Kingston's streetscapes and parks are maintained and improved. These services have been provided under Contract 12/10 Tree Planting & Tree Establishment Services which is due to finish on 31 August 2018. The 2017/18 cost of this service was \$565,000 (ex GST).

The new tender for tree planting and establishment services was put out to market in January 2018 under Contract 17/116 Tree Planting & Tree Establishment Services and this tender closed in February 2018. The successful contractor is required to provide tree establishment and planting services across the municipality including road reserves, parks and other Council-owned properties. This work is due to commence 1st of September 2018.

The works to be completed under this contract typically include:

- The irrigation of approximately 4,500 recently planted street & park trees within the municipality. Approximately 51 scheduled irrigation events between September and May.
- The planting of approximately 2,000 street trees annually.
- Activities included within the establishment program are, mulching, re-staking and tying, weed control, formative pruning, stake removal and servicing customer service requests.

This contract is a schedule of rates contract with an initial Contract Term of four (4) years with an option for two (2) periods of two (2) years each (maximum Contract Term of eight years) with an estimated value of \$2,368,000 (ex GST) over the first 4 year period of the contract. The contract is subject to price adjustment for rise and fall in prices (CPI).

Following the tender evaluation, Sevron Environmental Contractors Pty Ltd have been selected as the preferred Contractor. (Attachments 1 and 2).

As part of the tender evaluation, officers prepared a Tender Evaluation & Probity Plan (Attachment 3).

To complete the tender assessment process, the Probity Auditor compiled a Probity Audit Report to confirm the required processes were followed by the Tender Evaluation Panel. (Attachment 4).

Sevron Environmental Contractors has been providing quality tree planting and establishment services for the City of Kingston through the existing Tree Planting & Establishment Contract 12/10 and have a strong local knowledge that has developed during the 10 years they have been providing tree planting and establishment services for Kingston. Sevron are a leading provider of tree establishment services across Local Government in Victoria.

## **3. Discussion**

### **3.1 Council Plan Alignment**

Goal 2 - Our sustainable green environment with accessible open spaces  
Direction 2.2 - Greening Kingston and place making

The planting and maintenance of street and park trees will allow for increased tree numbers thus expanding tree canopy and greening Kingston.

**3.2 Consultation/Internal Review**

As part of the initial scoping of this tender, Council officers met with City Of Greater Dandenong staff to consider a joint tender for this service. Following discussions, it was evident that the timing of both contracts weren't aligned and as such combining both tenders was not feasible on this occasion.

Officers undertook a review of this service and the existing specification. The specification was changed to reflect a schedule of rates service rather than a lump sum contract to provide greater flexibility and value for money.

**4. Conclusion**

**4.1 Environmental Implications**

The services provided under this contract are critical in ensuring the survival of the trees planted every year by Council. Sevron have demonstrated they have the experience and quality service delivery model that is required to meet the needs of this contract.

**4.2 Social Implications**

The awarding of this contract will continue to build on the improvements implemented to the tree establishment service delivery which has been very successfully undertaken by Sevron for over 10 years. Sevron has provided services above the specified standard for the Tree Planting and Establishment Contract with a 98% tree establishment rate being achieved, this is well above the required establishment rate contract target of 90%.

A high establishment rate will continue to improve the urban forest, increase the tree canopy and the overall quality, character and amenity of the Kingston landscape.

**4.3 Resource Implications**

The ongoing costs for Contract 17/116, Street Tree Planting and Establishment Services, will be met within the existing Council Parks budget.

**4.4 Legal / Risk Implications**

If these services are not provided, the renewal, maintenance and establishment of Council's urban forest would decline and this would affect the amenity and presentation of the city.

**Appendices**

Appendix 1 - CON-17/116 Confidential Tender Evaluation Report (Ref 18/214038) - Confidential

Appendix 2 - CON-17/116 Tender Evaluation Summary (Ref 18/214007) - Confidential

Appendix 3 - Tender Evaluation & Probity Plan-signed Tree Est CON-17/116 (Ref 18/24610) [↓](#)

Appendix 4 - Probity Audit Report - Tree Planting and Establishment Services (Ref 18/85018) [↓](#)

Author/s: Tony Collins, Team Leader Parks & Recreation  
Reviewed and Approved By: Mark Juler, Manager Parks & Recreation  
Daniel Freer, General Manager City Assets and Environment

# 10.7

## CON 17/116 TREE PLANTING & TREE ESTABLISHMENT SERVICES

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# Tender Evaluation & Probiy Plan

## Tree Planting & Tree Establishment Services Contract

CON 17/116

This Tender Evaluation Plan has been reviewed by the relevant Council Officers, Probiy Auditor and Procurement Coordinator for Tree Planting & Tree Establishment Services Contract. It relates to a Council Contract for the above Services, and has been jointly adopted as the basis for reviewing all Tender submissions received.

Project Manager: Kingston City Council

*[Signature]* 20/2/2018  
(Signature) (Date)

Tender Evaluation Panel Chair:

*[Signature]* 20/2/2018  
(Signature) (Date)

Probiy Auditor:

*[Signature]* 20/2/2018  
(Signature) (Date)

Procurement Coordinator:

*[Signature]* 20/2/18  
(Signature) (Date)

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## 1. Introduction

This document is the Kingston City Council's Tender Evaluation Plan for the Request for Tender for Tree Planting & Tree Establishment Services. This Contract provides the required Tree Planting and Tree Establishment Services at multiple locations within the Municipal District, and includes works in road reserves, parks and other Council-owned properties.

The Tender Evaluation Plan is the planning and control document in conducting the evaluation of tenders received in response to this Request for Tender.

## 2. The Tender Process

The overall proponent selection process is being carried out via a public tender in accordance with the Victorian Local Government Act, 1989. The process will be managed via Kingston City Council's on-line e-Tender system.

This Tender Evaluation Plan sets out the process and principles to be followed when evaluating tenders for the aforementioned contract. It is expected that this process will result in one preferred proponent being nominated for further final consideration by Council before pursuing the Contract Negotiations and awarding a contract.

## 3. Enquiries and Further Information

Enquiries will be treated in accordance with Item 7 of the Tender Details.

## 4. Late tenders

Late tenders will be treated in accordance with clause 3.2.3 of the Tender Conditions.

## 5. Security

All tender submissions will be considered "Commercial-in-confidence". Accordingly, the submissions will be maintained by Council's Procurement & Contracts team, registered in Council's Records Management System, and access only provided to members of the Tender Evaluation Panel after the completion of the Tender Evaluation Panel Declaration Form.

With the exception of other senior executive officers of Council, and requests in accordance with 'Freedom of Information' legislation, there should be no reason why any other party would need to view the documentation.

## 6. Confidentiality

All information related to the project should be considered confidential.

External consultants are required to sign confidentiality deeds acknowledging their understanding of their requirements to protect confidential information from unauthorised access or use. Kingston City Council employees have given confidentiality undertakings as part of their contract of employment. All team members must take proper and adequate precautions at all times to preserve the secrecy and confidentiality of all confidential information.

Given that project submissions may include proprietary and financial information, it is essential that project information be stored securely. A lack of respondent confidence in security procedures could deter them from submitting, or reduce the detail and volume of information provided in support of submissions.

Security procedures should include:

- Only those individuals with a direct need are to be granted access to project related information
- Document security is both physical (e.g. locked cabinets) and electronic (e.g. password protection)
- Limited copies of submissions are produced

- All documents and correspondence unnecessary for project files should be disposed of securely (e.g. shredded or security bins)
- A "clean desk" policy should be adhered to and files should be locked away when not in use

## 7. Conflicts of Interest

No member of the tender evaluation panel or Expert Resource should have any material interest in any Tenderer, whether by shareholding in a relevant company, by promise of benefit from a proponent or related party, or otherwise. Declarations of such interests (including nil returns) must be provided to the Evaluation Panel Chair by each Panel Member. Copies will then be provided to the Probity Auditor.

## 8. Communication with Respondents

All communication regarding the Project will be conducted in a way which supports probity requirements. The following principles should be followed to ensure consistent information is provided to respondents:

- Any background information which is not public knowledge must only be communicated to a respondent if it is communicated to all respondents
- Any requests for copies of documents from external parties should be referred to the Procurement Coordinator and should not be provided unless approved by the Procurement Coordinator
- Information provided during presentations (pre-approved by the Procurement Coordinator) must be supplied uniformly to ensure that no respondent receives an advantage

Tenders Online will be the single advertised contact point for respondents and any external parties wishing to enquire about the project.

The Procurement Coordinator will be the contact point for issue of all Clarification Questions throughout the evaluation process.

## 9. Probity

A Probity Auditor has been nominated for the Project. Any concerns regarding the probity of the process should be addressed, in the first instance, to the Panel Chair; or alternatively to the Probity Auditor:

Attn: Daniel Byrne / Annabelle Davis

Pitcher Partners Consulting Pty Ltd

Level 19, 15 William Street,

Melbourne, Vic, 3000

Email: [Daniel.byrne@pitcher.com.au](mailto:Daniel.byrne@pitcher.com.au) / [Annabelle.davis@pitcher.com.au](mailto:Annabelle.davis@pitcher.com.au)

## 10. Evaluation Program

Tenders for Contracts will close at 2pm on Thursday 22 February 2018 (AEDT).

No Tender offer may be read by a Tender Evaluation Panel member before:

- this Tender Evaluation Plan is approved by the evaluation panel members and lodged with the Chair of the Tender Evaluation Panel; and
- The relevant panel member has given the Chair of the Tender Evaluation Panel a statement in relation to conflict of interest and signed a Confidentiality Agreement.

A Tender Evaluation Panel meeting is to be convened to confirm weightings and review probity requirements prior to the Tender Close. The Panel will receive a Probity Briefing at this meeting.

After the tender has closed, the tender submissions will be distributed to the Tender Evaluation Panel. Specific sections of the tenders may be distributed to Expert Resources for advice on evaluation.

The initial consensus scoring of all Tenders will be completed at a second meeting and the clarification questions and shortlisting determined. Further meetings shall be convened by the Chair as required to complete the evaluation process.

## 11. Tender Evaluation Panel

The Tender Evaluation Panel is comprised of the following personnel

ID	Position	Name
1	Tree Planting & Establishment Supervisor	Denise Gray
2	Parks Contracts Supervisor	Will Tangipo
3	Parks Team Leader	Tony Collins

The additional Expert Resources, who may be called upon for specific advice by the Tender Evaluation Panel and will sign confidentiality deeds, will include, but not be limited to the following nominees:

ID	Name	Position
1	Danielle Watts	Procurement Coordinator
2	Graeme Hobbs	OHS & Compliance Coordinator

Specific expert briefs may include any /or all of the following:

- Credit/Risk Report;
- OH&S Statutory Compliance
- Legal Advice on Compliance Departures, if required;

The Tender Evaluation Panel may also identify additional specific tasks to a suitable nominee, subject to standard confidentiality agreements being in place.

## 12. Evaluation Criteria

The criteria listed are to be used, and the weighting is to be applied to each criterion in determining which Tenderers offer the "best value" for Council. The Tender Evaluation Panel will finalise any sub-criterion weightings prior to tenders being opened.

The overall evaluation criteria were identified to Tenderers in the Tender Conditions Document.

**Mandatory Criteria (Pass / Fail) - Only shortlisted tenderers will be assessed against this criteria**

Tender Schedule	Data sought
Schedule 2	Tenderers Financial Information
Schedule 6 – OH&S and Insurance	Occupational Health & Safety and Insurance



**Weighted Criteria**

<b>Tender Schedule</b>	<b>Data sought</b>	<b>Weighting %</b>
Schedule 3 – Schedule Of Rates	Price – Comparative Estimated full first year contract value.	60
<b>Qualitative Criteria</b>		<b>40</b>
Schedule 2.3 Relevant Experience	A list of current and previous work of a similar type that has been performed over the past five years	5
Schedule 4 – Resourcing	Details of the resources to deliver the Services in accordance with the Specification, including: Management/Admin, Skilled Personnel, Sub-Contractors, Equipment	10
Schedule 5 – Methodology	Details of methodology to deliver the Services in accordance with the Specification including Depot location, use of labour, waste mgt, and Quality Assurance Plan.	20
Schedule 7 - Local Community Benefit	Details how the Contractor will work with Council to maximise the community benefits delivered through the contract.	5

**13. Scoring of Tenders**

The scoring of each criterion subject to a weighted assessment is to be completed with a score of between 0 and 10 (any integer value may be given). The guideline range of scores is as follows:

**SCORING GUIDE**

<b>Level of Proposal</b>	<b>Attributes</b>
Superior Proposal. <b>(10)</b>	Superior Proposal. Extremely convincing and credible. Exceeds most of the specification requirements. Comprehensively documented with all claims fully substantiated. <i>Totally risk free</i>
Very Good Proposal. <b>(7-9)</b>	Proposal complies. Highly convincing and credible. Exceeds some of the specification requirements. Complete documentation. All claims adequately detailed and substantiated. <i>Substantially risk free</i>
Acceptable Proposal. <b>(5-6)</b>	Minor omissions. Convincing and credible. Meets the specification requirement. Appropriate documentation. Almost all claims adequately detailed and documented. <i>Generally risk free</i>
Marginal Proposal. <b>(3-4)</b>	Barely sufficient. Unconvincing and somewhat confusing. Meets the specification requirements in a very minimal way. Poor documentation. A number of claims not adequately detailed or substantiated. <i>Minor risk</i>
Unacceptable Proposal. <b>(0-2)</b>	Tender is not manageable or not genuine or requires substantial restructuring. Only meets specification requirements in a very minimal way. Poor documentation. A number of claims are not adequately detailed or substantiated. Major reservations. <i>Unacceptable level of risk</i>

## 14. Evaluation – Methodology

The evaluation of Tenders will be carried out by the Tender Evaluation Panel, comprised of representative Council officers. Expert assistance from other specialist Council staff and external consultants may be sought by the Evaluation Panel as appropriate, subject to suitable confidentiality agreements.

The tender evaluation panel will evaluate the submissions against the evaluation criteria listed in the Request for Tender. Council reserves the right to exclude any Non-Conforming Tender from evaluation at any stage of the Tender process. The Council has noted that any factors considered in the evaluation must be broadly in line with the published evaluation criteria to satisfy probity requirements.

Members of the Tender Evaluation Panel are expected to use their professional judgment to establish appropriate relativity on each criterion scored and to maintain equality of application between all Tenderers.

Tender evaluation and the ranking of Tenders for the overall contract, by Council will be based on, but not limited to, the following:

- information provided in the Tender Submission;
- an independent financial assessment, OHS compliance and referee feedback; and
- outcomes from the any correspondence regarding clarifications sought, interviews between the Evaluation Panel and/or Councils and selected Tenderers

### Initial Assessment

#### Stage 1:

All Tenders will initially be clarified where necessary to the stage where conformity with all of Council's minimum requirements is established, if possible.

#### Stage 2:

After review of the submissions, each Non-Financial criterion will be assessed out of 10 by each Tender Evaluation Panel member.

Raw scoring will then be moderated by the Council's appointed Tender Evaluation Panel as a group and their consensus results adopted, for each Tender against each criterion, prior to applying weightings and subsequent summation. The latter assessment may have regard to written advice by expert advisers, as nominated herein. The Procurement Coordinator and/or Probity Auditor may be in attendance at this meeting.

#### Stage 3:

For the Price component, unit rates will be checked and compared for all tenders to identify any outlier values for services, but this will not influence scoring. Rather it would assist in identifying where any clarifications may be required.

The Price will comprise of the estimated full first year contract value. This amount will be compared to the lowest Total Contract Cost estimate received, and then scored and weighted on a pro-rata basis, compared to the maximum available for score for this criterion.

Where a Tenderer is deemed to have offered less than a compliance level for any comparative evaluation category, their Tender may be adjusted through clarification, if that is due to inadequate or incorrect documentation submitted with the Tender to compliance only (i.e. 0). That is, a clarification can achieve compliance *if the submission of itself did not constitute a benchmark pass*, but cannot further advantage a Tenderer.

### **Shortlisting Tenders**

Preferred tenderers, based on the initial assessment, may then be shortlisted as per clause 5.2 of the RFT Tender Conditions. At any time during the evaluation process, Council may shortlist more than one Tenderer. Any such shortlist shall be:

- based on the evaluation criteria, including price; and
- undertaken where no benefit is derived from the evaluation of all the tenders received

Shortlisting would then lead to a Council review of the Tenderer's OHS systems and record, financial capability, stability, risk and reference checking. Subject to a final Pass/Fail assessment of the mandatory criteria, and validation of the referees, the Tenderer may then be required to attend a formal interview.

It is the pre-determined intent of the panel that not all Tenderers will be invited to this part of the evaluation process.

This selection may be subject to a round of clarification questions. Clarification questions ('CQs') will be prepared and issued in writing.

Following the interviews and consideration of all CQ responses, the Tender Evaluation Panel will meet to review and/or refine the scores previously allocated, to the extent that the interviews and any CQ responses have provided further clarification of the Tenders. There is not any additional scoring category associated with the interviews. Further CQs may be issued to Tenderers, as necessary, following the interviews.

### **15. Interviews**

Interviews do not provide any additional evaluation criteria, but are a means for Council to confirm their assessment of the listed criteria through first-hand interaction. The Tender Evaluation Panel may require a tenderer to submit additional information concerning its tender, to personally discuss its tender or to make a formal presentation with respect to its tender before any tender is accepted.

### **16. Financial Capacity Verification**

Council will undertake a further check of the financial capability of any Tenderer and its associated firms, prior to entering into any formal contract negotiations, because of this process. The purpose of such a further check is to confirm that in the context of global and local financial conditions at the time, the current corporate trading and financial status of the Tenderer remains sufficient in Council's view for it to be in a position to satisfy all Contract financial obligations.

### **17. Departures**

Schedule 8 of the RFT will be used by the Tender Evaluation Panel as a device for assessment and clarification of Tenders. The Schedule will not form part of the Agreement, as any departures or commercial issues will be resolved prior to the formation of a Conformed Agreement.

### **18. Negotiation**

A period of negotiation with the successful tenderer(s) may arise following completion of the tender phase and approval by Senior Executive Officers of Council.

The outcome of the negotiations will be reflected in the final contract and all negotiation discussions and outcomes will be documented.

### **19. Evaluation Report**

On completion of the evaluation process, the final results will be documented in a report, with a recommendation which will be presented to Council for approval.



## 20. Respondent Debrief

Debriefs give respondents the opportunity to receive feedback on their submission in order to see where their submissions did not offer the best solution and thus offer more competitive submissions in the future.

Debriefs also provide transparency to the decision making process and improves respondent confidence in the process.

Probity requirements continue to apply throughout the debrief sessions. Guidelines are provided below:

- The debriefing will be conducted by member(s) of the Evaluation panel as appropriate.
- The debriefs will be offered to all respondents and be held for the same amount of time for each.
- The Procurement Coordinator may also be requested to attend as appropriate.
- Advise the respondents before the session that the debriefing will:
- Focus on identifying areas in their submission as against the evaluation criteria that may be improved for the future
- Be limited only to the contents of their submissions
- Not include any discussion of other respondent's offerings (regardless of their outcome)
- Not be used to justify the selection of the successful respondent
- Point scores and prices should not be disclosed to respondents. Scores are relative and may not represent an absolute measure, therefore any reference to scores can be misleading. Phrases such as, "You rated well/mid-range/poorly on this criteria" can be used to give guidance.

Discuss any queries with the Procurement Coordinator. As noted above, the project team and / or the respondents may request to have a probity presence at debriefs to ensure consistency and fairness of process.



**PITCHER PARTNERS**  
CONSULTING PTY LTD

Level 19  
15 William Street  
Melbourne  
Victoria 3000

Postal Address:  
GPO Box 5193  
Melbourne Vic 3001  
Australia

Information Technology  
Risk Management  
Business Consulting

Tel: +61 3 8610 5000  
Fax: +61 3 8610 5999

www.pitcher.com.au  
partners@pitcher.com.au

Ref: DB:nm:ad:ss

28 May 2018

Ms Denise Gray  
Tree Establishment Supervisor  
Kingston City Council  
P.O. Box 1000  
MENTONE VIC 3194

By Email: [denise.gray@kingston.vic.gov.au](mailto:denise.gray@kingston.vic.gov.au)

Dear Ms Gray

**TREE PLANTING AND ESTABLISHMENT SERVICES  
PROBITY AUDIT REPORT**

We were engaged by Kingston City Council to provide probity audit services in relation to the tender process to engage a contractor for Tree Planting and Establishment Services.

**Background and Context**

Kingston City Council is seeking a contractor to provide tree establishment and planting services across the municipality. Services to be provided under the contract include the planting and ongoing maintenance of new trees in Kingston's parks, road reserves and other Council-owned properties.

The existing contract for this service is due to expire on 31 August 2018. A public Request for Tender (RFT) was released on 20 January 2018 and closed on 22 February 2018. Five tenders were received:

- Arborcraft
- Citywide
- Landlink
- Sevron
- UDL

**Scope of Probity Audit**

As the probity auditor for the Tree Planting and Establishment Services tender process, we have reviewed documentation provided by Kingston City Council as follows:

- Evaluation and Probity Plan
- Request for Tender

Liability limited by a scheme approved under Professional Standards Legislation ACN 106 840 493

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- One clarification to the market in relation to the specifications
- Tender Submission Receipt
- Tender Evaluation Panel Declaration Form
- Evaluation Matrix with scores and pricing (Pre- and Post-Interviews and clarifications)
- Tender Evaluation Report dated 14 May 2018 with a recommendation to award the contract to Sevron Environmental Contractors.

In undertaking the probity audit, we have relied upon the documents provided and representations made in relation to the procurement process provided by Kingston City Council and its representative, Ms Denise Gray. We also note the advice from Ms Danielle Watts, Procurement Coordinator, Kingston City Council, that she is not aware of any outstanding probity issues that have not been appropriately mitigated.

### **Probity Findings and Observations**

Our role as Probity Auditor has been to verify whether the adopted project processes are consistent with organisational probity requirements. These probity requirements include:

- Acting with integrity and impartiality;
- Ensuring market equality;
- Use of consistent and transparent processes;
- Security and confidential market engagement information;
- Identification and resolution of conflicts of interest; and
- Allocation of appropriate capability to elements of the procurement process.

There are inherent limitations in any probity review process. It is possible that irregularities may occur and not be detected as evidence is gathered at particular points in the process, rather than continuously throughout the process.

### **Item Noted**

Section 6 of the Tender Evaluation Report states:

*"Each of the Qualitative Criteria were assessed out of 10 with a minimum acceptable score of 3 out of 10 required for each criteria. This minimum was agreed by the panel prior to opening any of the tenders. A score below 3 for any of the qualitative criteria would render the tender submission unacceptable and the tender would be disqualified."*

This same statement or 'minimum' was not contained in the RFT or Evaluation Plan. Section 13 of the Evaluation Plan contains the Scoring Guide, which deems a score between 0-2 to be an "unacceptable proposal" with an "unacceptable level of risk". While this is consistent with the above statement from the Tender Evaluation Report, the disqualification of a tender based on the score for one evaluation criterion was not contained in the Evaluation Plan.

One tenderer, UDL, received a score of 2 against the 'Methodology' evaluation criterion and as a result was set aside from further evaluation. We note that given their low scores against all qualitative evaluation criteria, they would not have been successful even if carried through to the next stage of evaluation. As a result, we do not believe this impacted on the process but recommend in future procurements, adding new elements or requirements to the evaluation process that are not contained in the RFT or Evaluation Plan be avoided.

### **Probity Opinion**

In our view, following the completion of our scope of works:

3



- The procurement process followed was, in all material respects, in accordance with documented procedures including the procurement conduct plan and probity requirements; and,
- The evaluation conducted was, in all material respects, in accordance with agreed evaluation methodology including evaluation criteria as set out in the evaluation plan and probity requirements.

Please contact Neil MacLachlan or me if you wish to discuss this matter further.

Yours sincerely

PITCHER PARTNERS CONSULTING PTY LTD

A handwritten signature in black ink, appearing to read "Daniel Byrne".

Daniel Byrne  
Executive Director

# **11. Corporate Services Reports**

# Ordinary Meeting of Council

23 July 2018

Agenda Item No: 11.1

## 2017/18 ANNUAL REPORT OF THE CHAIRMAN OF THE AUDIT COMMITTEE

Contact Officer: **Hugh Parkes, Chairman, Kingston City Council Audit Committee**

### Introduction

As a part of Council's governance obligations to its community the Audit Committee was established as an independent Advisory Committee to Council in 1997.

The primary objective of the Audit Committee is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, business continuity, maintaining a reliable system of internal controls and facilitating the organisation's ethical development.

As part of Council's governance obligations to its community, Council has constituted the Audit Committee under a Charter to facilitate the following outcomes as a part of its work program:-

1. the enhancement of the credibility and objectivity of internal and external financial reporting;
2. effective management of Council's strategic risks and the protection of Council assets;
3. monitoring of Council's Business Continuity Plans and processes;
4. the efficiency, effectiveness and compliance of significant Council Programmes;
5. compliance with laws and regulations as well as use of best practice guidelines;
6. to monitor, review and advise the Council on the standard of financial control, risk management and corporate governance; and
7. effectiveness of the audit functions.

### Disclosure of Officer / Contractor Direct or Indirect Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

### OFFICER RECOMMENDATION

That Council notes the Annual Report of the Chairman of the Audit Committee.

### Membership

The membership of the Audit Committee during the reporting period was:-

Name	Qualifications	Role	Period	Attendance
Mr Hugh Parkes	BA, MBA, FCA, CISA	Independent Member & Chair	July 2017-June 2018	4 of 5 meetings
Mr Bruce Potgieter	FCA - Australia ICA - South Africa	Independent Member	July 2017-June 2018	5 of 5 meetings
Ms Claire Filson	LLB; MBA	Independent Member	July 2017-June 2018	5 of 5 meeting
Cr David Eden	Mayor	Internal Member	July 2017-October 2017	2 of 2 meetings



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<b>Name</b>	<b>Qualifications</b>	<b>Role</b>	<b>Period</b>	<b>Attendance</b>
Cr Georgina Oxley	Councillor	Internal Member	July 2017-October 2017	2 of 2 meetings
Cr Steve Staikos	Mayor	Internal Member	November 2017-June 2018	2 of 3 meetings
Cr Geoff Gledhill	Councillor	Internal Member	November 2017-June 2018	2 of 3 meetings

**Meetings**

The Audit Committee considered agendas on 5 occasions in 2017/18:-

- 16 August 2017
- 19 September 2017
- 12 December 2017
- 21 March 2018
- 20 June 2018

**2017/18 Review**

I am pleased to report that Kingston has in place a strong Audit Committee that has in 2017/18 undertaken a thorough and comprehensive review of many of Council's higher risk profile systems and processes. It has also continued to oversee the activities of Council's contracted Internal Auditor and of the External Auditor who is appointed by the Auditor-General as well as responded to ad hoc issues raised from time to time and provided advice to Management and the Council on those issues.

The activities of 2017/18 have been guided by the Strategic Internal Audit Plan which over a rolling three year period continues to examine higher risk areas of Council's operations to give a level of assurance that Council's stewardship of the Kingston community's assets is maintained at the highest level. The Strategic Audit Plan was revised in 2017/18 to guide the Audit Committee's activities in 2018/19.

A highlight of the Audit Committee in 2017/18 has been the attendance in turn of each of Council's General Managers who have briefed the Committee on the current activities of their respective division within Council. This has enabled the Committee to gain a better appreciation of current issues in local government and of Kingston specific matters. The committee has also received detailed updates from the Manager Information Services and Strategy outlining Council's strategic approach to Information Technology and strong focus on cyber security. Briefings are also received on relevant topics such as the current state of the recycling industry; flood mitigation measures; business continuity planning; asset management practices; developments in Local Government such as the New Local Government Act and relevant reports from the Victorian Auditor-General, the Ombudsman and other integrity agencies.

The Audit Committee also took the opportunity to review its charter and recommend to Council that the Charter be revised to ensure that it is contemporary and fit for purpose. The Committee is pleased that the Council adopted the revised Charter at April Ordinary Council meeting. The Committee is also looking forward to working with Council to review the Charter again in 2018/19 to ensure compliance with the revised Local Government Act, which is currently being considered by the Victorian Parliament.

**1. The enhancement of the credibility and objectivity of internal and external financial reporting**

To achieve this outcome the Audit Committee considered and commented on the following reports:-

- Interim Management Letter 2016/17
- Final Management Letter 2016/17
- 2016/17 Draft Financial and Performance Statements
- Annual Financial Report for the Year Ended 30 June 2017
- Performance Statement for the Year Ended 30 June 2017
- Draft 2016/17 Closing Report – HLB Mann Judd
- Draft 2016/17 Management Representation Letter
- CAATs Review
- 2016/17 LGPRF Indicators and Management Checklist
- Annual Financial and Performance Statements Update
- 2017/18 External Audit (HLB Mann Judd) – Audit Strategy
- Key Dates 2017/18 External Audit
- LGPRF Comparative Results 2016/17

**2. Effective management of Council's strategic risks and the protection of Council assets**

To achieve this outcome the Audit Committee considered and commented on the following reports:-

- Internal Audit Report – Cash Handling
- Continual Internal Audit Report – IT Systems
- Internal Audit Report – Fraud Management
- Internal Audit Report – IT Data Security
- Internal Audit Report – Accounts Payable and Accounts Receivable
- IT Strategy Update – December 2017 and June 2018
- Internal Audit Scope – Contractor OHS Management
- Internal Audit Scope – IT Systems (Access, Security and General Controls)

**3. Monitoring of Council's Business Continuity Plans and Processes**

To achieve this outcome the Audit Committee considered and commented on the following:-

- VAGO Performance Audit – Local Government Insurance Risks
- Business Continuity Planning Update

**4. The Efficiency, Effectiveness and compliance of Significant Council Programmes**

To achieve this outcome the Audit Committee considered and commented on the following reports:-

- Internal Audit Report – Permit Management
- Internal Audit Report – Tree Management
- Internal Audit Scope – Procurement and Supplier Management
- Internal Audit Scope – Budgeting and Forecasting
- Internal Audit Scope – Stakeholder and Community Engagement
- Internal Audit Scope – Tendering and Contract Management
- Internal Audit Report – Financial Management – Information Services Department
- Internal Audit Report – Capital Works Planning
- Internal Audit Scope – Rates Revenue
- Internal Audit Report – Procurement and Supplier Management

- Internal Audit Report – Budgeting and Forecasting
- Internal Audit Report – Rate Revenue
- Internal Audit Scope – Parking Enforcement

**5. Compliance with laws and regulations as well as use of best practice guidelines**

To achieve this outcome the Audit Committee considered and commented on the following reports:-

- Update on New Local Government Act (September 2017; December 2018 and June 2018)
- VAGO Report: Results of Local Government 2016/17 Audits
- Central Goldfields Shire Council Investigations – Comments on Findings
- Commission of Inquiry into Ararat Rural City Council
- Local Government Bill Exposure Draft – Audit Committee Roles and Responsibilities
- Setting of Service Charges under the LGA (1989)

**6. To monitor, review and advise the Council on the standard of financial control, risk management and corporate governance**

To achieve this outcome the Audit Committee considered and commented on the following reports:

- DRAFT Internal Audit Plan 2018/19
- FINAL Internal Audit Plan 2018/19

**6. The effectiveness of the audit functions**

- **Internal Audit**

Council's current Internal Auditors are Pitcher Partners who have extensive experience in the Local Government sector as Internal Auditors at other municipalities.

Pitcher Partners commenced their contract in July 2013 for an initial three year period with an option to extend for a subsequent 3 year term. Following review by management and the Audit Committee, Council elected to exercise the 3 year extension available under the contract as of July 2016. Following reappointment Pitcher Partners, in consultation with Senior Management at Council, conducted an organisational risk assessment. This, together with the City's risk register and the information architecture diagram, formed the basis of the 2016-2019 Internal Audit Strategic Plan. The Strategic Audit Plan is subject to review by Internal Audit and Management and then confirmed by the Audit Committee annually. The Internal Audit program that the Committee has overseen is in place to assist both Council and Management to achieve sound control over all Council activities. Internal Audit is not involved in the day to day internal transaction checking but provides an independent and objective assurance that the appropriate processes are in place. The Audit Committee also formally reviews the performance of the Internal Auditor each year.

The Audit Committee is particularly pleased to see Pitcher Partners identify the major reports used by Council management to regularly review Council activities. Effective use of these reports by management indicates the strong governance culture that exists within the Council.

Prior to accepting each report submitted by the Internal Auditor, the Committee examines the recommendations made in each report and management's comments thereon. These reviews give the Audit Committee and Council a level of assurance on the systems, processes and procedures employed by Council in the governance and control of its day to day operations.

- **External Audit**

Council's current External Auditor is the Victorian Auditor-General. The Auditor-General has elected to contract this activity for 2017/18 to HLB Mann Judd. HLB Mann Judd is responsible for providing a recommendation to the Auditor-General that the Annual Financial Statements of Council present fairly and in accordance with applicable Accounting Standards. Representatives of HLB Mann Judd met with the Audit Committee during March 2018 to brief the Committee on how they would be conducting the annual audit. It is usual practice to meet again with representatives of HLB Mann Judd in August to receive a report on the findings of the examination of Council's financial records. It is normal practice for the External Auditor to review the Internal Audit program to better understand the internal control framework that exists at Council.

I feel that the above comments clearly demonstrate to Council that the Audit Committee has discharged its responsibilities to Council as set out in the Audit Committee Charter.

### **Accountability**

In addition to this annual report, the Audit Committee's minutes are available to Councillors as part of the communication from the Audit Committee to the Council. Whilst the Committee has two Councillors as members, I also welcome any opportunity for further interaction with the other elected representatives, several of whom have previously served on the Audit Committee.

### **Status of Audit Recommendations**

To enable the Committee to closely monitor the implementation of Management's agreed actions to address the recommendations contained in the Internal Auditor's reports, a progress report from Management is provided to each meeting. Whilst it is particularly pleasing that during the year a large number of actions, including some very long standing ones of high or significant importance, have been completed by management. Some lower level recommendations remain outstanding. In summary:

Recommendations open at 1 July 2017	34
Recommendations added during 2017/18	75
Recommendations closed during 2017/18	77
Recommendations open at 30 June 2018	32

Of the 32 recommendations which remain open at 30 June 2018, it is noted that 9 Low and 9 Medium recommendations – 18 in total, are overdue for completion. While the Audit Committee is appreciative of Management's focus on addressing the recommendations of the Auditor, the occasional lack of timely implementation of audit recommendations is drawn to Council's attention.

**Acknowledgements**

I would like to acknowledge the professionalism and participation of all the members of the Audit Committee. The level of discussion on matters brought before the Committee have been of a very high standard, which I believe have resulted in tangible benefits to the community, Council and Council officers. The Committee has also greatly benefited from the contributions of the Councillor Committee Members who bring significant local knowledge and local community experience to the meeting table.

I also wish to record my appreciation of the work undertaken by Council staff in supporting the work of the Committee including the commitment and involvement of the Chief Executive Officer John Nevins with the Audit Committee along with the support provided to the Audit Committee by Paul Franklin, Hayley Gniel and Caroline Reidy during 2017/18.

**Conclusion**

Council has an obligation to the community to properly utilise the resources put at its disposal. The Audit Committee and the activities that it oversees is one mechanism that allows the community to feel confident that Council is properly discharging its stewardship and governance obligations.

Author/s: Hugh Parkes, Chairman, Kingston City Council Audit Committee  
Reviewed and Approved By: Hugh Parkes, Chairman, Kingston City Council Audit Committee

# Ordinary Meeting of Council

23 July 2018

Agenda Item No: 11.2

## QUICK RESPONSE GRANTS

Contact Officer: Gabby Pattenden, Governance Officer

### Purpose of Report

To seek Council's consideration of Quick Response Grant applications received.

### Disclosure of Officer / Contractor Direct or Indirect Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

### OFFICER RECOMMENDATION

- That Council approve the following grant applications:
  - Unified Filipino Elderly Association Inc - \$1000.00;
  - Dingley Village Community Association - \$1388.00 (subject to the acquittal of previous grant);
  - Neighbourhood Watch Victoria Inc – \$500.00 (subject to the acquittal of previous grant); and
  - Dingley Tennis Club - \$2000.00 (subject to the acquittal of previous grant).
- 2. That Council not approve the following grant applications:
  - SKGA Inc - Sangam Kala Group Australia
  - Ken Bushby

### 1. Executive Summary

The Quick Response Grants Program gives individuals and community groups the opportunity to apply for small grants to help them achieve their goals and ambitions.

This Program responds to the community's need for a form of grant that is flexible and efficient in terms of the time between application and approval and applies to smaller amounts of funding to a maximum of \$2,000.00.

Quick Response Grants are a category under Council's Community Grants Program.

### 2. Background

In November 2015 Council adopted the Quick Response Grants Program and Guidelines. Grant applications are checked for eligibility in line with a set of criteria outlined in the Guidelines. An application must be submitted to Council and considered for approval at an Ordinary Meeting of Council.



Any not-for-profit group, school or community organisation providing services within the City of Kingston may apply.

Individuals must be a resident of the City of Kingston and participating in an activity in an unpaid capacity and not as a requirement of any formal course of study or of their employment. Individuals can apply for a grant to assist them to participate in a sporting, educational, recreational or cultural activity; other pursuit of a personal development nature; or who is in needing circumstances.

Community groups can apply for a grant to assist with the provision of a service, program or activity used by or of benefit to Kingston residents.

### **3. Discussion**

#### **3.1. Council Plan Alignment**

Goal 3: Our connected, inclusive, healthy and learning community  
Direction 3.4 Promote an active, healthy and involved community life

#### **3.2. Operation and Strategic Issues**

##### **3.2.1. Assessment of Application Criteria**

Applications for Quick Response Grants are assessed against the criteria outlined in the guidelines as follows:

- Does the proposed activity/event/project support the delivery of one or more of Council Plan strategic goals?
- Does the proposed activity/event/project benefit the City of Kingston residents?
- Has the applicant demonstrated a clear need for funds?
- If the applicant is an organisation, that it is a not-for-profit and has a bank account in the name of organisation.
- If the applicant is an organisation, are funds needed at short notice or can they wait for the Annual Grants program?
- Can the project be funded under any other Council grant program?

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**4. Applications**

<b>Name:</b>	Unified Filipino Elderly Association Inc	
<b>Amount requested:</b>	\$2000.00	
<b>Description of Project/Event:</b>	Bus excursions for the Elderly group. There will be three trips organised for July, August and September 2018 to provide interaction and entertainment for the elderly residents of Kingston.	
<b>How the funds will be used:</b>	Bus Hire, entrance fee and meals	
<b>Assessment Criteria:</b>		
<ul style="list-style-type: none"> <li>• The activity/event/project supports one or more of the Council Plan strategic goals</li> <li>• The activity/event/project benefits the City of Kingston residents</li> <li>• The applicant has demonstrated a clear need for funds</li> <li>• The applicant is an individual or not for profit organisation</li> <li>• Funds are needed at short notice</li> <li>• The project cannot be funded under any other Council Grant program</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Grants received in current or last financial year</b>		
Nil		
<b>Officer Comment:</b>		
Officers have obtained the following information regarding this organisation:		
The UFEA group formed early 2018 and since becoming incorporated they meet at Melaleuca Activity Hub on Saturdays. They currently have approximately 20 members.		
This application meets the assessment criteria and is recommended for a grant of \$1000.00		

<b>Name:</b>	Dingley Village Community Association	
<b>Amount requested:</b>	\$1388.00	
<b>Description of Project/Event:</b>	Running costs for the Dingley Village Community Association.	
<b>How the funds will be used:</b>	a) cost of meeting room hire in DVNC \$20/month for 11 months \$220. Monthly committee meetings. b) cost of public liability insurance as per KCC invoice \$462 c) cost of publishing regular monthly article in the Dingley Dossier ( circ 5,400) \$44/month for 11 months \$484 d) cost of attending meetings with KCC, EPA, VicRoads; stationary, printing & postage. \$62 e) funding room hire for another community group, as a donation ( RAMPFE) for 8 meetings , \$160	
<b>Assessment Criteria:</b>		
<ul style="list-style-type: none"> <li>• The activity/event/project supports one or more of the Council Plan strategic goals</li> <li>• The activity/event/project benefits the City of Kingston residents</li> <li>• The applicant has demonstrated a clear need for funds</li> <li>• The applicant is an individual or not for profit organisation</li> <li>• Funds are needed at short notice</li> <li>• The project cannot be funded under any other Council Grant program</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Grants received in current or last financial year</b>		
Quick Response Grant – September 2017 - \$1458.00		
<b>Officer Comment:</b>		
This application meets the assessment criteria and is recommended for approval for a grant of \$1388.00 (subject to the acquittal of the grant received in September 2017).		

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<b>Name:</b>	Neighbourhood Watch Victoria Inc. 0018739R Kingston	
<b>Amount requested:</b>	\$500.00	
<b>Description of Project/Event:</b>	We produce Newsletters four times a year for distribution in the community. We also produce newsletters twice a year for schools and recently over 2000 copies were distributed to schools in Kingston.	
<b>How the funds will be used:</b>	Printing costs for Springtime edition of community Neighbourhood Watch Newsletter. Last Schools edition attached.	
<b>Assessment Criteria:</b>		
<ul style="list-style-type: none"> <li>• The activity/event/project supports one or more of the Council Plan strategic goals</li> <li>• The activity/event/project benefits the City of Kingston residents</li> <li>• The applicant has demonstrated a clear need for funds</li> <li>• The applicant is an individual or not for profit organisation</li> <li>• Funds are needed at short notice</li> <li>• The project cannot be funded under any other Council Grant program</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Grants received in current or last financial year</b>		
Quick Response Grant – April 2018 - \$500.00		
<b>Officer Comment:</b>		
This application meets the assessment criteria and is recommended for approval for a grant of \$500.00 (subject to the acquittal of the grant received in April 2018).		

<b>Name:</b>	Dingley Tennis Club	
<b>Amount requested:</b>	\$2000.00	
<b>Description of Project/Event:</b>	The Dingley Tennis Club is going to install a system called Book-A-Court planned for installation July 2018. Book-A-Court is a system strongly advocated by Tennis Australia, which is an online booking system for the community as well as members in order to hire a court at a tennis club. It is an online booking and payment platform that connects pin pad technology on a club's gate. It involves the installation of both software and hardware technology which involves a substantial cost, which is why Dingley Tennis Club is applying for a grant.	
<b>How the funds will be used:</b>	The funds will be used toward the costs of installing the book-a-court system. The total cost is \$19,500. \$18,229.48 is the actual Book-a-Court system, \$1000 electrical work, at least \$300 to install the gate. Dingley Tennis Club (DTC) needs to provide \$6500 toward the project. With limited funds, a \$2000 grant from the council would be very appreciated to reduce the cost of DTC to \$4500, which would be of great assistance to our club.	
<b>Assessment Criteria:</b>		
<ul style="list-style-type: none"> <li>• The activity/event/project supports one or more of the Council Plan strategic goals</li> <li>• The activity/event/project benefits the City of Kingston residents</li> <li>• The applicant has demonstrated a clear need for funds</li> <li>• The applicant is an individual or not for profit organisation</li> <li>• Funds are needed at short notice</li> <li>• The project cannot be funded under any other Council Grant program</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Grants received in current or last financial year</b>		
Sponsorship – June 2017 - \$1000.00		
Quick Response Grant – November 2017 - \$2000.00		
<b>Officer Comment:</b>		
This application meets the assessment criteria and is recommended for approval for a grant of \$2000.00 (subject to the acquittal of the grant received in November 2017).		

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<b>Name:</b>	SKGA Inc - Sangam Kala Group Australia	
<b>Amount requested:</b>	\$2000.00	
<b>Description of Project/Event:</b>	Satrangi Festival, aims to foster and strengthen Music, Film and cultural ties of primarily an Indigenous, Indian and diverse multi-cultural backgrounds. It will recognize the residents of talent in all mentioned areas to Indigenous, Australian and Cross-cultural origins. SSCAFF 2018 Satrangi 7 Colors Arts & Film Festival is one week long program, and one day will be spend in City of Kingston and second day in Clayton Community Centre supported by Clayton-Clarinda Leadership Group.	
<b>How the funds will be used:</b>	Advertising, Designing Flyer, Printing Poster & Promotional materials, Distributing, Social Media publicity and promotions, artists fees, meeting expenses, venue hire, food, water bottles, snacks for the performers and volunteers, projector hire for films, Certificate, Awards, video & photography, program and event coordination, and miscellaneous	
<b>Assessment Criteria:</b>	<ul style="list-style-type: none"> <li>• The activity/event/project supports one or more of the Council Plan strategic goals</li> <li>• The activity/event/project benefits the City of Kingston residents</li> <li>• The applicant has demonstrated a clear need for funds</li> <li>• The applicant is an individual or not for profit organisation</li> <li>• Funds are needed at short notice</li> <li>• The project cannot be funded under any other Council Grant program</li> </ul>	    ✓ ✓ ✓
<b>Grants received in current or last financial year</b>		
Nil		
<b>Officer Comment:</b>		
This application is not recommended for approval as the group is based outside the City of Kingston and there appear to be limited taking place in the municipality. The festival, running from 23 – 29 June, has already taken place.		

<b>Name:</b>	Ken Bushby	
<b>Amount requested:</b>	\$2000.00	
<b>Description of Project/Event:</b>	I would like to apply for a grant from the city of Kingston for \$2000 preferably and the reason I am applying for this grant is because I struggle to pay bills financially because I don't really have the money to pay for them.	
<b>How the funds will be used:</b>		
<b>Assessment Criteria:</b>	<ul style="list-style-type: none"> <li>• The activity/event/project supports one or more of the Council Plan strategic goals</li> <li>• The activity/event/project benefits the City of Kingston residents</li> <li>• The applicant has demonstrated a clear need for funds</li> <li>• The applicant is an individual or not for profit organisation</li> <li>• Funds are needed at short notice</li> <li>• The project cannot be funded under any other Council Grant program</li> </ul>	    ✓ ✓ ✓
<b>Grants received in current or last financial year</b>		
Nil		
<b>Officer Comment:</b>		
This application is not recommended for approval it does not meet the assessment criteria. The applicant has been given information about support available for those experiencing financial hardship.		

## 5. Conclusion

The grant applications in this report have been assessed according to the assessment criteria approved by Council in the Quick Response Guidelines.

### 5.1. Environmental Implications

Not applicable to this report.

### 5.2. Social Implications

The allocation of Quick Response Grants allows for Council to provide funds on a small scale to groups and individuals or towards projects or events that are consistent with Council's strategic directions and of benefit to Kingston's residents and community.

### 5.3. Resource Implications

Funds for Quick Response Grants are allocated by Council through its annual budget process.

### 5.4. Legal / Risk Implications

Not applicable to this report.

## Appendices

Appendix 1 - Quick Response Grant Application - Unified Filipino Elderly Association (Ref 18/87421) [↓](#)

Appendix 2 - Quick Response Grant Application QRG017801 - Dingley Village Community Association - July 2018 (Ref 18/270943) [↓](#)

Appendix 3 - Quick Response Grant Application QRG017802 - Neighbourhood Watch Victoria Inc Kingston - July 2018 (Ref 18/270925) [↓](#)

Appendix 4 - Quick Response Grant Application QRG017804 - Dingley Tennis Club - July 2018 (Ref 18/270935) [↓](#)

Appendix 5 - Quick Response Grant Application QRG017805 - Sangam Kala Group Australia - July 2018 (Ref 18/270928) [↓](#)

Appendix 6 - Quick Response Grant Application QRG017807 - Ken Bushby - July 2018 (Ref 18/276923) [↓](#)

Author/s: Gabby Pattenden, Governance Officer  
Reviewed and Approved By: Phil DeLosa, Manager Governance  
Paul Franklin, General Manager Corporate Services

# 11.2

## QUICK RESPONSE GRANTS

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## Quick Response Grants - June 2018

### Quick Response Grants Application Form

Application 00014 From Unified Filipino Elderly Association, Inc.

#### Applicant Details

\* indicates a required field

<b>Applicant *</b>	Unified Filipino Elderly Association, Inc.
<b>Contact Person 1 *</b>	Ms Evelyn Villanueva
<b>Contact Person 1 Primary Address *</b>	[REDACTED]
<b>Contact Person 1 Primary Phone Number *</b>	[REDACTED]
<b>Contact Person 1 Alternative Phone Number</b>	Must be an Australian phone number
<b>Contact Person 1 Primary Email *</b>	[REDACTED]
<b>Type of organisation *</b>	<input checked="" type="radio"/> Not-for-profit <input type="radio"/> School <input type="radio"/> Community Group <input type="radio"/> Individual
<b>Activity Description</b>	
<b>Short project description *</b>	<p>Bus excursions for the Elderly group. There will be three trips organised for July, August and September 2018 to provide interaction and entertainment for the elderly residents of Kingston.</p> <p>Provide a short description of your project/activity/event</p>
<b>Location of Project *</b>	<p>Buses will depart from Kingston Melaleuca Centre.</p> <p>What is the location of your activity/project/event?</p>
<b>Who will benefit from the project? *</b>	<p>Elderly residents of Kingston Council</p> <p>Describe how the proposed activity/event/project benefits City of Kingston residents</p>
<b>Total project cost *</b>	<p>\$2,000.00</p> <p>Must be a dollar amount</p>
<b>Amount requested *</b>	<p>\$2,000.00</p> <p>Must be a dollar amount and no more than 2000</p>
<b>When are the funds required? *</b>	<p>02/07/2018</p> <p>Must be a date</p>

## Quick Response Grants - June 2018

### Quick Response Grants Application Form

Application 00014 From Unified Filipino Elderly Association, Inc.

**What will the funds be used for? \***

Bus Hire, entrance fee and meals  
Describe how the funds will be spent

**Please attach any supporting information**

*No files have been uploaded*  
For example, references, images or annual reports

#### Budget Details

**Have any other funds been raised? \***

Yes  
 No

**If yes, how much?**

Must be a dollar amount

**How were the funds raised?**

**Has you received any funding from Kingston City Council for this project?**

Yes  
 No

**If yes, how much?**

Must be a dollar amount

**If yes, when did you receive the funding?**

Must be a date

#### Applicant Bank Details

**Does your organisation have a bank account?**

Yes  
 No

**Bank Name**

██████████

**Bank BSB**

██████████

**Bank Account Number**

████████████████████

**If you would prefer payment by cheque, who should this be made out to?**

Barbara Ann Price  
If you are an individual under 18 and are successful in being awarded a grant, please provide the name of a parent or guardian as the cheque will be made out in their name.

#### Privacy Statement

Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes.

## Quick Response Grants - June 2018

### Quick Response Grants Application Form

Application 00014 From Unified Filipino Elderly Association, Inc.

Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer. A full copy of our Privacy Policy may be obtained from the Kingston website: <http://www.kingston.vic.gov.au/Contact-Us/Privacy> or from one of our Customer Service Centres.

#### Declaration

I have read and understood the Quick Response Grants Guidelines.

I agree that the information in this application and the attachments is, to the best of my knowledge, true and correct. I shall notify Kingston City Council of any changes to this information or circumstances that may affect this application. I understand that this is an application only and may not necessarily result in funding approval.

**Name** Barbara Ann Price

**Position held (if applicable)** Vice President

**Date** 01/06/2018  
Must be a date

#### Declaration



Please tick to agree with the Declaration

**Please review your application and ensure all fields marked with an \* are completed.**

**NOTE: when you submit your application you will receive an email confirming this. A PDF copy of your application will be attached to the email.**

**IF YOU DO NOT RECEIVE AN EMAIL YOUR APPLICATION HAS NOT BEEN SUBMITTED.**

## Quick Response Grants - July 2018

### Quick Response Grants Application Form

#### Application QRG017801 From Dingley Village Community Association

### Applicant Details

\* indicates a required field

**Applicant \*** Dingley Village Community Association

**Contact Person 1 \*** Dr david madill

**Contact Person 1 Primary Address \*** [REDACTED]

**Contact Person 1 Primary Phone Number \*** [REDACTED]

**Contact Person 1 Alternative Phone Number** [REDACTED]  
Must be an Australian phone number

**Contact Person 1 Primary Email \*** [REDACTED]

**Type of organisation \***

- Not-for-profit
- School
- Community Group
- Individual

### Activity Description

**Short project description \*** Running costs for the Dingley Village Community Association. In the past we were supported by the KCC Ward Councillor grant system which has been discontinued .  
Provide a short description of your project/activity/event

**Location of Project \*** Dingley Village  
What is the location of your activity/project/event?

**Who will benefit from the project? \*** The residents of Dingley Village. The DVCA is a focal point for addressing resident complaints, advising residents ( through the Dingley Dossier) of important issues & items affecting the Village and is a forum for resident feedback & comment.  
Added to this is a DVCA community grant/award available to a qualifying young person in Dingley Village (\$200), rubbish clean up, reporting of illegal advertising and other breaches of KCC regulations, graffiti and Vandalism as well as various visual improvements/plantings for our area  
Describe how the proposed activity/event/project benefits City of Kingston residents

## Quick Response Grants - July 2018

### Quick Response Grants Application Form

#### Application QRG017801 From Dingley Village Community Association

<b>Total project cost *</b>	\$1,388.00 Must be a dollar amount
<b>Amount requested *</b>	\$1,388.00 Must be a dollar amount and no more than 2000
<b>When are the funds required? *</b>	10/07/2018 Must be a date
<b>What will the funds be used for? *</b>	a) cost of meeting room hire in DVNC \$20/month for 11 months \$220. Monthly committee meetings. b) cost of public liability insurance as per KCC invoice \$462 c) cost of publishing regular monthly article in the Dingley Dossier ( circ 5,400) \$44/month for 11 months \$484 d) cost of attending meetings with KCC, EPA, VicRoads; stationary, printing & postage. \$62 e) funding room hire for another community group, as a donation ( RAMPFE) for 8 meetings , \$160 Describe how the funds will be spent
<b>Please attach any supporting information</b>	<i>No files have been uploaded</i> For example, references, images or annual reports
<b>Budget Details</b>	
<b>Have any other funds been raised? *</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>If yes, how much?</b>	\$175.00 Must be a dollar amount
<b>How were the funds raised?</b>	Sausage sizzle run by members of DVCA and held outside the entrance to Woolworth's store in Dingley village. Function was to a) raise some funds b) raise community awareness of our profile and the current problems faced by residents of Dingley Village. To encourage residents to participate in Community activities
<b>Has you received any funding from Kingston City Council for this project?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>If yes, how much?</b>	\$1,430.00 Must be a dollar amount
<b>If yes, when did you receive the funding?</b>	30/09/2017 Must be a date

## Quick Response Grants - July 2018

### Quick Response Grants Application Form

#### Application QRG017801 From Dingley Village Community Association

#### Applicant Bank Details

**Does your organisation have a bank account?**  Yes  
 No

**Bank Name**

██████████

**Bank BSB**

██████████

**Bank Account Number**

██████████

**If you would prefer payment by cheque, who should this be made out to?**

n/a

If you are an individual under 18 and are successful in being awarded a grant, please provide the name of a parent or guardian as the cheque will be made out in their name.

#### Privacy Statement

Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes.

Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer. A full copy of our Privacy Policy may be obtained from the Kingston website: <http://www.kingston.vic.gov.au/Contact-Us/Privacy> or from one of our Customer Service Centres.

#### Declaration

I have read and understood the Quick Response Grants Guidelines.

I agree that the information in this application and the attachments is, to the best of my knowledge, true and correct. I shall notify Kingston City Council of any changes to this information or circumstances that may affect this application. I understand that this is an application only and may not necessarily result in funding approval.

**Name** david madill

**Position held (if applicable)** Chairperson Dingley Village Community Association

**Date** 05/06/2018  
Must be a date

**Declaration**   
Please tick to agree with the Declaration

**Please review your application and ensure all fields marked with an \* are completed.**



**Quick Response Grants - July 2018**  
**Quick Response Grants Application Form**  
**Application QRG017801 From Dingley Village Community Association**

**NOTE: when you submit your application you will receive an email confirming this. A PDF copy of your application will be attached to the email.**

**IF YOU DO NOT RECEIVE AN EMAIL YOUR APPLICATION HAS NOT BEEN SUBMITTED.**

## Quick Response Grants - July 2018

### Quick Response Grants Application Form

Application QRG017802 From Neighbourhood Watch Victoria Inc. 0018739R  
Kingston

#### Applicant Details

\* indicates a required field

<b>Applicant *</b>	Neighbourhood Watch Victoria Inc. 0018739R Kingston
<b>Contact Person 1 *</b>	Ms Judith McKenzie
<b>Contact Person 1 Primary Address *</b>	[REDACTED]
<b>Contact Person 1 Primary Phone Number *</b>	[REDACTED]
<b>Contact Person 1 Alternative Phone Number</b>	Must be an Australian phone number
<b>Contact Person 1 Primary Email *</b>	[REDACTED]
<b>Type of organisation *</b>	<input checked="" type="radio"/> Not-for-profit <input type="radio"/> School <input type="radio"/> Community Group <input type="radio"/> Individual
<b>Activity Description</b>	
<b>Short project description *</b>	<p>We produce Newsletters four times a year for distribution in the community. We also produce newsletters twice a year for schools and recently over 2000 copies were distributed to schools in Kingston.</p> <p>Provide a short description of your project/activity/event</p>
<b>Location of Project *</b>	<p>Schools &amp; homes throught Kingston</p> <p>What is the location of your activity/project/event?</p>
<b>Who will benefit from the project? *</b>	<p>All citizens of Kingston.</p> <p>Describe how the proposed activity/event/project benefits City of Kingston residents</p>
<b>Total project cost *</b>	<p>\$1,000.00</p> <p>Must be a dollar amount</p>
<b>Amount requested *</b>	<p>\$500.00</p> <p>Must be a dollar amount and no more than 2000</p>
<b>When are the funds required? *</b>	<p>31/07/2018</p> <p>Must be a date</p>

## Quick Response Grants - July 2018

### Quick Response Grants Application Form

Application QRG017802 From Neighbourhood Watch Victoria Inc. 0018739R  
Kingston

**What will the funds be used for? \***

Printing costs for Springtime edition of community Neighbourhood Watch Newsletter. Last Schools edition attached.

Describe how the funds will be spent

**Please attach any supporting information**

Filename: NHW Schools No 5.pdf

File size: 4.9 MB

For example, references, images or annual reports

#### Budget Details

**Have any other funds been raised? \***

- Yes  
 No

**If yes, how much?**

Must be a dollar amount

**How were the funds raised?**

**Has you received any funding from Kingston City Council for this project?**

- Yes  
 No

**If yes, how much?**

Must be a dollar amount

**If yes, when did you receive the funding?**

Must be a date

#### Applicant Bank Details

**Does your organisation have a bank account?**

- Yes  
 No

**Bank Name**

██████████

**Bank BSB**

██████████

**Bank Account Number**

██████████

**If you would prefer payment by cheque, who should this be made out to?**

If you are an individual under 18 and are successful in being awarded a grant, please provide the name of a parent or guardian as the cheque will be made out in their name.

Privacy Statement

## Quick Response Grants - July 2018

### Quick Response Grants Application Form

Application QRG017802 From Neighbourhood Watch Victoria Inc. 0018739R  
Kingston

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### Declaration

I have read and understood the Quick Response Grants Guidelines.

I agree that the information in this application and the attachments is, to the best of my knowledge, true and correct. I shall notify Kingston City Council of any changes to this information or circumstances that may affect this application. I understand that this is an application only and may not necessarily result in funding approval.

**Name** Judith McKenzie

**Position held (if applicable)** Treasurer/Newsletter Editor

**Date** 15/06/2018  
Must be a date

**Declaration**  Please tick to agree with the Declaration

**Please review your application and ensure all fields marked with an \* are completed.**

**NOTE: when you submit your application you will receive an email confirming this. A PDF copy of your application will be attached to the email.**

**IF YOU DO NOT RECEIVE AN EMAIL YOUR APPLICATION HAS NOT BEEN SUBMITTED.**

## Quick Response Grants - July 2018

### Quick Response Grants Application Form

#### Application QRG017804 From Dingley Tennis Club

### Applicant Details

\* indicates a required field

<b>Applicant *</b>	Dingley Tennis Club
<b>Contact Person 1 *</b>	Miss Carol Charters
<b>Contact Person 1 Primary Address *</b>	[REDACTED]
<b>Contact Person 1 Primary Phone Number *</b>	[REDACTED]
<b>Contact Person 1 Alternative Phone Number</b>	[REDACTED] Must be an Australian phone number
<b>Contact Person 1 Primary Email *</b>	[REDACTED]
<b>Type of organisation *</b>	<input checked="" type="radio"/> Not-for-profit <input type="radio"/> School <input type="radio"/> Community Group <input type="radio"/> Individual

### Activity Description

<b>Short project description *</b>	<p>The Dingley Tennis Club is going to install a system called Book-A-Court planned for installation July 2018. Book-A-Court is a system strongly advocated by Tennis Australia, which is an online booking system for the community as well as members in order to hire a court at a tennis club. It is an online booking and payment platform that connects pin pad technology on a club's gate. It involves the installation of both software and hardware technology which involves a substantial cost, which is why Dingley Tennis Club is applying for a grant.</p>
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Provide a short description of your project/activity/event

<b>Location of Project *</b>	<p>Dingley Tennis Club</p> <p>What is the location of your activity/project/event?</p>
<b>Who will benefit from the project? *</b>	<p>The installation of the Book-a-Court system will be very beneficial to the residents of Dingley, as well as the wider Kingston Community, as it will enable the community more convenient access to hire courts at Dingley Tennis Club. It is strongly advocated by Tennis Australia as a successful system in encouraging more people to play tennis. Since we now live in the IT age, where people of all</p>

## Quick Response Grants - July 2018

### Quick Response Grants Application Form

#### Application QRG017804 From Dingley Tennis Club

ages are embracing and accepting technology as a much more convenient way to access services, this can only be of encouragement of the community of Kingston residents to engage in a more active lifestyle, which supports the Kingston Council strategic goal of "Our Sustainable Green Environment with accessible open spaces" . Section 2.5 of this strategic goal states "Provide for a variety of sport and recreation opportunities across Kingston through the sport and leisure strategy".

The committee of Dingley Tennis Club feel that it will encourage the Kingston community to come and play tennis, a sport which is popular with all age groups. Therefore, a great sport for families to play & engage with the wider community. The booking system will be a more convenient system to come and use our 16 court complex surrounded by wide open spaces and parkland, which is also strongly related to this strategic goal. For instance, by booking online, court availability can be seen, rather than the inconvenience of a phone inquiry not answered immediately, or arriving at the Tennis Club and no courts are available at that time.

As highlighted in the active leisure plan, as well as the media, there is a rise in health issues and diseases in Australia related to lifestyle, such as lack of physical activity. The City of Kingston Public Health and Well-Being Plan 2017-2021, which as stated in the brochure aims "to get people exercising more often". By embracing the Technological age in accessing sporting and recreational facilities such as the courts at the Dingley Tennis Club, it will give residents within the Kingston Community more encouragement to participate in a more active lifestyle, such as Tennis, which can be enjoyed in a social, fun capacity as well as a competitive sport. This can only be of benefit to the physical, mental and social health & well-being of the Kingston Community.

Describe how the proposed activity/event/project benefits City of Kingston residents

**Total project cost \***

\$19,500.00  
Must be a dollar amount

**Amount requested \***

\$2,000.00  
Must be a dollar amount and no more than 2000

**When are the funds required? \***

31/07/2018  
Must be a date

**What will the funds be used for? \***

The funds will be used toward the costs of installing the book-a-court system. The total cost is \$19,500.  
\$18,229.48 is the actual Book-a-Court system, \$1000 electrical work, at least \$300 to install the gate.



## Quick Response Grants - July 2018

### Quick Response Grants Application Form

#### Application QRG017804 From Dingley Tennis Club

Dingley Tennis Club (DTC) needs to provide \$6500 toward the project. With limited funds, a \$2000 grant from the council would be very appreciated to reduce the cost of DTC to \$4500, which would be of great assistance to our club.

Describe how the funds will be spent

#### Please attach any supporting information

Filename: Accept Quote BAC.pdf  
File size: 2.4 MB

Filename: ATO Supply Agreement signed.pdf  
File size: 4.8 MB

Filename: BAC Installation stages.pdf  
File size: 3.7 MB

Filename: BAC Support Agreement signed-1.pdf  
File size: 2.9 MB

Filename: Book-a-Court case study.pdf  
File size: 4.2 MB

For example, references, images or annual reports

#### Budget Details

##### Have any other funds been raised? \*

- Yes  
 No

##### If yes, how much?

\$13,000.00  
Must be a dollar amount

##### How were the funds raised?

\$11000 grant has been approved from Tennis Australia  
\$2000 grant approved from Tennis Victoria

##### Has you received any funding from Kingston City Council for this project?

- Yes  
 No

##### If yes, how much?

Must be a dollar amount

##### If yes, when did you receive the funding?

Must be a date

#### Applicant Bank Details

##### Does your organisation have a bank account?

- Yes  
 No

##### Bank Name

[REDACTED]

## Quick Response Grants - July 2018

### Quick Response Grants Application Form

#### Application QRG017804 From Dingley Tennis Club

**Bank BSB**



**Bank Account Number**



**If you would prefer payment by cheque, who should this be made out to?**

If you are an individual under 18 and are successful in being awarded a grant, please provide the name of a parent or guardian as the cheque will be made out in their name.

### Privacy Statement

Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes.

Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer. A full copy of our Privacy Policy may be obtained from the Kingston website: <http://www.kingston.vic.gov.au/Contact-Us/Privacy> or from one of our Customer Service Centres.

### Declaration

I have read and understood the Quick Response Grants Guidelines.

I agree that the information in this application and the attachments is, to the best of my knowledge, true and correct. I shall notify Kingston City Council of any changes to this information or circumstances that may affect this application. I understand that this is an application only and may not necessarily result in funding approval.

**Name** Carol Charters

**Position held (if applicable)** Club Secretary

**Date** 22/06/2018  
Must be a date

**Declaration**



Please tick to agree with the Declaration

**Please review your application and ensure all fields marked with an \* are completed.**

**NOTE: when you submit your application you will receive an email confirming this. A PDF copy of your application will be attached to the email.**

**IF YOU DO NOT RECEIVE AN EMAIL YOUR APPLICATION HAS NOT BEEN SUBMITTED.**

**Quick Response Grants - July 2018**  
**Quick Response Grants Application Form**  
**Application QRG017804 From Dingley Tennis Club**

## Quick Response Grants - July 2018

### Quick Response Grants Application Form

#### Application QRG017805 From SKGA Inc - SANGAM KALA GROUP AUSTRALIA

### Applicant Details

\* indicates a required field

<b>Applicant *</b>	SKGA Inc - SANGAM KALA GROUP AUSTRALIA
<b>Contact Person 1 *</b>	Mr NAWAL (Noel) MOUDGIL
<b>Contact Person 1 Primary Address *</b>	[REDACTED]
<b>Contact Person 1 Primary Phone Number *</b>	[REDACTED]
<b>Contact Person 1 Alternative Phone Number</b>	[REDACTED] Must be an Australian phone number
<b>Contact Person 1 Primary Email *</b>	[REDACTED]
<b>Type of organisation *</b>	<input checked="" type="radio"/> Not-for-profit <input type="radio"/> School <input type="radio"/> Community Group <input type="radio"/> Individual

### Activity Description

<b>Short project description *</b>	<p>Satrangi Festival, aims to foster and strengthen Music, Film and cultural ties of primarily an Indigenous, Indian and diverse multi-cultural backgrounds. It will recognize the residents of talent in all mentioned areas to Indigenous, Australian and Cross-cultural origins. SCAFF 2018 Satrangi 7 Colors Arts &amp; Film Festival is one week long program, and one day will be spend in City of KINGSTON and second day in Clayton Community Centre supported by Clayton-Clarinda Leadership Group.</p> <p>Our themes lie in CREATIVITY and DIVERSITY. The creativity aspect lies in the various art forms which will be showcased such as in music, dance, comedy and film presentations. The diversity lies in the strong multicultural themes that City of Kingston and Melbourne is blessed with.</p> <p>The talent that will be showcased will be Indian, Australian &amp; other multi-cultural talents like of African, Chinese, Greeks, Turkish, Srilankan, Bangla Deshi, Pakistani, Afghanistan and Nepalese. The focus will be on multicultural films and other performing arts such as music and dance including Bollywood entertainment and fusion music. One of the themes will relate to a tribute to</p>
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## Quick Response Grants - July 2018

### Quick Response Grants Application Form

#### Application QRG017805 From SKGA Inc - SANGAM KALA GROUP AUSTRALIA

the renowned Indian Filmmaker Late Dr Yash Raj Chopra from Yash Raj Films. The showcasing of Australia-Indian-Multicultural Films, will be a fitting tribute to this late great creative legend of a filmmaker. Another themes will be Ramadan/Eid-Mubarak and Sant Kabir Daas Jayanti.

The fusion music that we will showcase will be drawn from diverse cultural backgrounds of Western, South Asian, African, Serbians, Macedonians, Afghan, Turkish and chinese traditions. The growing popularity of spectacularly adorned and vibrant performing Bollywood and Indian Traditional dancing together with African themes will be showcased.

The Talks & Workshops in Teen Transformation, Business Coaching & Wealth Management, Taxation and Accounting, Yoga - Meditation & Mental Health, Diversity in Business and Finance, Real Estate and Home Loan, 21st Century Education, Education - Migration & Immigration Consulting, Bharatanatyam: An Immersion of Body & Mind, Preserver of Linguistic Diversity - The Sanskrit, Hindi Language & Literature in Australia.

Provide a short description of your project/activity/event

#### **Location of Project \***

City of Kingston and City of Monash

What is the location of your activity/project/event?

#### **Who will benefit from the project? \***

There is no other festival of this variety and diversity with a proven track record has been held in held the City of Kingston & Monash and indeed South Eastern Melbourne.

The aims are to promote:-

- 1) MULTI-CULTURAL AWARENESS & APPRECIATION
- 2) CROSS CULTURAL PARTICIPATION IN LIKE EVENTS TO BE HELD IN FUTURE
- 3) THE GATHERING, APPRECIATION & CELEBRATION OF MULTI-CULTURAL AUDIO & VISUAL ARTS
- 4) PARTICIPATION FROM YOUNG PEOPLE, PARTICULARLY IN THE PERFORMING ARTS SUCH AS MUSIC, DANCE AND THE FASHION SHOW
- 5) TO PROMOTE A DEEPER UNDERSTANDING, LOVE & UNDERSTANDING OF VARIOUS CULTURES THROUGH MUSIC, FILM, DANCE, COMEDY SKETCHES & THE FASHION SHOW
- 6) RECOGNITION AND APPRECIATION OF THE TALENT OF FILM & MUSIC PRODUCERS, WRITERS, DIRECTORS, ACTORS, MUSIC COMPOSERS, MUSICIANS & TECHNICAL STAFF

To briefly amplify, the festival will be divided into six broad categories:

- 1) Film

## Quick Response Grants - July 2018

### Quick Response Grants Application Form

#### Application QRG017805 From SKGA Inc - SANGAM KALA GROUP AUSTRALIA

- 2) Music
- 3) Percussion & Drumming
- 4) Dancing
- 5) Multi-Cultural fashion show
- 6) Comedy and Theatre acts

The festival will provide opportunities for people to perform in order to raise community awareness and appreciation of the respective cultures which will be showcased. It is also hoped that raised awareness and interest in the various activities will encourage and enthuse members of the audience to take part in future events by performing or participating themselves.

We have a proven track record of successfully organizing and running the SCAFF Satrangi festival in 2014, 2015, 2016 and 2017.

<http://www.indianlink.com.au/the-role-of-the-arts-indiversity/>

[http://www.theindiansun.com.au/multicultural-tribute-tofilm-](http://www.theindiansun.com.au/multicultural-tribute-tofilm-maker-yash-chopra-indiannewspaperinmelbourne/)

<http://www.indianlink.com.au/a-rainbow-of-colour/>

<http://www.beyondindia.com.au>

In the past, The aspirations with which we set out to organize the event was to engender cross-cultural participation amongst the various community groups. We were successful in that all performers, participants, sponsors and above all the audience fully enjoyed themselves in the event.

What we now hope for with successive events is to widen the awareness & enthusiasm of more cultural groups within the Kingston community to participate in like events in the future. Inevitably this will lead to a greater degree of multicultural participation in such events held by other communities and organizations in the area. There is a genuine desire to promote a greater HARMONY, PEACE, AWARENESS, LOVE & UNDERSTANDING of the multi-cultural environment that the City of Kingston, Monash, Melbourne

& Victoria have been blessed with.

Our Venue at Bunney Rd, Oakleigh South VIC 3167 and Clayton Community Centre Theatre, Library & MYFS Meeting Rooms, for One full day event of Indigenous, Indian & Cross-Cultural Film Screenings & Recognitions, Workshops, Talks, Awards, Artistic Entertainments, & Cultural Extravaganza attracting 500 plus audience, performers & volunteers.

Describe how the proposed activity/event/project benefits City of Kingston residents



## Quick Response Grants - July 2018

### Quick Response Grants Application Form

#### Application QRG017805 From SKGA Inc - SANGAM KALA GROUP AUSTRALIA

<b>Total project cost *</b>	\$20,000.00 Must be a dollar amount
<b>Amount requested *</b>	\$2,000.00 Must be a dollar amount and no more than 2000
<b>When are the funds required? *</b>	31/07/2018 Must be a date
<b>What will the funds be used for? *</b>	Advertising, Designing Flyer, Printing Poster & Promotional materials, Distributing, Social Media publicity and promotions, artists fees, meeting expenses, venue hire, food, water bottles, snacks for the performers and volunteers, projector hire for films, Certificate, Awards, video & photography, program and event coordination, and miscellaneous Describe how the funds will be spent
<b>Please attach any supporting information</b>	<hr/> Filename: 1. SSCAFF 18 Main Flyer %.jpg File size: 497.3 kB <hr/> Filename: 2. SSCAFF 18 Closing Flyer %.jpg File size: 494.1 kB <hr/> Filename: 2SKGA Inc proof of IncorporationRegistration AB N.pdf File size: 1.2 MB <hr/> Filename: BALU RAO VMC reference letter.jpg File size: 528.3 kB <hr/> Filename: CCLG logo_colour.jpg File size: 739.4 kB <hr/> Filename: MP Hong Lim Ref Letter Nawal Moudgil 040816.pdf File size: 633.3 kB <hr/> Filename: Nawal (Noel) Moudgil Profile 2018.jpg File size: 1.3 MB <hr/> Filename: NAWAL Nawal Moudgil Articles.pdf File size: 5.6 MB <hr/> Filename: NAWAL SJMAV 18 Nawal Moudgil.docx File size: 1.8 MB <hr/> Filename: NAWAL SSCAFF 18 Part 1.docx File size: 3.5 MB <hr/> Filename: NAWAL SSCAFF 18 Part 2.docx File size: 4.5 MB <hr/> Filename: SKGA 2017 Financial Statement.pdf File size: 1.9 MB <hr/> Filename: SSCAFF 18 satrangi 2018-final standee 1MB.jpg

## Quick Response Grants - July 2018

### Quick Response Grants Application Form

#### Application QRG017805 From SKGA Inc - SANGAM KALA GROUP AUSTRALIA

File size: 1.1 MB

Filename: SSCAFF 2018 Commuity Awards Banner.jpg  
File size: 69.1 kB

Filename: SSCAFF 2018 Program Official H.jpg  
File size: 760.8 kB  
For example, references, images or annual reports

#### Budget Details

**Have any other funds been raised? \***

- Yes  
 No

**If yes, how much?**

\$16,000.00  
Must be a dollar amount

**How were the funds raised?**

VMC , City of Monash, Sponsors, Stalls, Donation, In-kind Contribution, raffle and tickets etc

**Has you received any funding from Kingston City Council for this project?**

- Yes  
 No

**If yes, how much?**

Must be a dollar amount

**If yes, when did you receive the funding?**

Must be a date

#### Applicant Bank Details

**Does your organisation have a bank account?**

- Yes  
 No

**Bank Name**

██████████

**Bank BSB**

██████████

**Bank Account Number**

██████████

**If you would prefer payment by cheque, who should this be made out to?**

NAWAL MOUDGIL  
If you are an individual under 18 and are successful in being awarded a grant, please provide the name of a parent or guardian as the cheque will be made out in their name.

#### Privacy Statement

## Quick Response Grants - July 2018

### Quick Response Grants Application Form

#### Application QRG017805 From SKGA Inc - SANGAM KALA GROUP AUSTRALIA

Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes.

Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer. A full copy of our Privacy Policy may be obtained from the Kingston website: <http://www.kingston.vic.gov.au/Contact-Us/Privacy> or from one of our Customer Service Centres.

### Declaration

I have read and understood the Quick Response Grants Guidelines.

I agree that the information in this application and the attachments is, to the best of my knowledge, true and correct. I shall notify Kingston City Council of any changes to this information or circumstances that may affect this application. I understand that this is an application only and may not necessarily result in funding approval.

**Name** NAWAL MOUDGIL

**Position held (if applicable)** Festival Director

**Date** 15/06/2018  
Must be a date

**Declaration**  Please tick to agree with the Declaration

**Please review your application and ensure all fields marked with an \* are completed.**

**NOTE: when you submit your application you will receive an email confirming this. A PDF copy of your application will be attached to the email.**

**IF YOU DO NOT RECEIVE AN EMAIL YOUR APPLICATION HAS NOT BEEN SUBMITTED.**

## Quick Response Grants - July 2018

### Quick Response Grants Application Form

Application QRG017807 From [REDACTED]

#### Applicant Details

\* indicates a required field

<b>Applicant *</b>	[REDACTED]
<b>Contact Person 1 *</b>	[REDACTED]
<b>Contact Person 1 Primary Address *</b>	[REDACTED]
<b>Contact Person 1 Primary Phone Number *</b>	[REDACTED]
<b>Contact Person 1 Alternative Phone Number</b>	Must be an Australian phone number
<b>Contact Person 1 Primary Email *</b>	[REDACTED]
<b>Type of organisation *</b>	<input type="radio"/> Not-for-profit <input type="radio"/> School <input type="radio"/> Community Group <input checked="" type="radio"/> Individual
<b>Activity Description</b>	
<b>Short project description *</b>	N/A Provide a short description of your project/activity/event
<b>Location of Project *</b>	N/A What is the location of your activity/project/event?
<b>Who will benefit from the project? *</b>	N/A Describe how the proposed activity/event/project benefits City of Kingston residents
<b>Total project cost *</b>	\$0.00 Must be a dollar amount
<b>Amount requested *</b>	\$2,000.00 Must be a dollar amount and no more than 2000
<b>When are the funds required? *</b>	01/07/2018 Must be a date
<b>What will the funds be used for? *</b>	N/A Describe how the funds will be spent

## Quick Response Grants - July 2018

### Quick Response Grants Application Form

Application QRG017807 From [REDACTED]

**Please attach any supporting information**

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Filename: IMG\_20180701\_0001.pdf  
File size: 763.4 kB

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Filename: IMG\_20180701\_0002.pdf  
File size: 767.7 kB

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Filename: IMG\_20180701\_0003.pdf  
File size: 566.8 kB

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Filename: IMG\_20180701\_0005.pdf  
File size: 706.4 kB

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Filename: IMG\_20180701\_0006.pdf  
File size: 443.8 kB

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Filename: IMG\_20180701\_0007.pdf  
File size: 855.5 kB

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Filename: IMG\_20180701\_0008.pdf  
File size: 854.8 kB

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Filename: IMG\_20180701\_0009.pdf  
File size: 154.1 kB

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Filename: IMG\_20180701\_0010.pdf  
File size: 800.7 kB

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Filename: IMG\_20180701\_0011.pdf  
File size: 787.4 kB

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Filename: IMG\_20180701\_0012.pdf  
File size: 286.8 kB

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Filename: IMG\_20180701\_0013.pdf  
File size: 547.7 kB

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Filename: Quick Response Grant-City of Kingston.docx  
File size: 14.8 kB

For example, references, images or annual reports

### Budget Details

**Have any other funds been raised? \***

- Yes  
 No

**If yes, how much?**

Must be a dollar amount

**How were the funds raised?**

**Has you received any funding from Kingston City Council for this project?**

- Yes  
 No

## Quick Response Grants - July 2018

### Quick Response Grants Application Form

Application QRG017807 From [REDACTED]

**If yes, how much?**

Must be a dollar amount

**If yes, when did you receive the funding?**

Must be a date

#### Applicant Bank Details

**Does your organisation have a bank account?**

- Yes  
 No

**Bank Name**

[REDACTED]

**Bank BSB**

[REDACTED]

**Bank Account Number**

[REDACTED]

**If you would prefer payment by cheque, who should this be made out to?**

If you are an individual under 18 and are successful in being awarded a grant, please provide the name of a parent or guardian as the cheque will be made out in their name.

#### Privacy Statement

Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes.

Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer. A full copy of our Privacy Policy may be obtained from the Kingston website: <http://www.kingston.vic.gov.au/Contact-Us/Privacy> or from one of our Customer Service Centres.

#### Declaration

I have read and understood the Quick Response Grants Guidelines.

I agree that the information in this application and the attachments is, to the best of my knowledge, true and correct. I shall notify Kingston City Council of any changes to this information or circumstances that may affect this application. I understand that this is an application only and may not necessarily result in funding approval.

**Name**

[REDACTED]

**Position held (if applicable)****Date**

01/07/2018  
Must be a date



Quick Response Grants - July 2018  
Quick Response Grants Application Form  
Application QRG017807 From [REDACTED]

**Declaration**



Please tick to agree with the Declaration

**Please review your application and ensure all fields marked with an \* are completed.**

**NOTE: when you submit your application you will receive an email confirming this. A PDF copy of your application will be attached to the email.**

**IF YOU DO NOT RECEIVE AN EMAIL YOUR APPLICATION HAS NOT BEEN SUBMITTED.**

To whom it may concern,

I would like to apply for a grant from the city of Kingston for \$2000 preferably and the reason I am applying for this grant is because I struggle to pay bills financially because I don't really have the money to pay for them. I have put today's date under some questions answered as it is the only way I can submit this application and please disregard that part of my application, but it is having nothing to do with my application. Also, another question on the application says the amount requested and I have written \$2000 and another question asks what date are the funds required and I put down today's date which is the 1/7/18 as it is the only way I can submit this quick response grant. Total project cost is a question that is asked on the quick response grant application and I have answered the question as \$0 as it is the only way I can submit this application and when I do this I am lying. A lot of questions I have answered on this grant application is N/A because it doesn't apply to me and in order to submit this application I must answer the questions that is why I write N/A. The bills I pay monthly are attached with this application and the 4 bills I pay are my Optus bill, car insurance bill, my Foxtel bill and I am currently paying of a loan where I pay \$158.64 on a monthly basis. If given this grant for \$2000 the financial freedom it would give me would be great and change my life basically and I would be forever grateful to the city of Kingston for this. I work and try to make money in order to look after myself and perhaps have kids or a family one day. Finally if you require evidence to show that the money you gave me for \$2000 will go to paying these 4 bills I am more than happy to do that and the thoughts and experiences if appropriate I had when I did this. The 4 bills or evidence of them are all attached when this application for a quick response grant is submitted. With the loan I am paying it off and under May and June 2018 it says payments of \$158.64 have to be paid off and that is the only evidence I have to prove that I make these payments of a monthly basis as it says this on the document attached with this application for an individual grant and please disregard the rest of the stuff on that document because it is irrelevant to this application for a grant. Also, if being successful in getting this grant my name could be on the city of Kingston website or my name could be visible whether it is in a magazine, website etc or anything else possible and I can't have this occur and that is the same with the grant application I made today for an individual grant. Also my first preference would be this application in regards to which grant I would prefer to receive from the city of Kingston because of the money which it offers which is much greater than the individual grant application amount. In the letter or Microsoft word document named grant application-city of Kingston which I submitted earlier today when submitting my individual grant application I made a grammar error which is: "I have put today's date under some questions answered as it is the only way I can submit this application and please disregard that part of my application but it is has nothing to do with my application" and instead I was supposed to write: "I have put today's date under some questions answered as it is the only way I can submit this application and please disregard that part of my application but it has nothing to do with my application". Lastly thanks for taking the time out to read this letter.

Thanks

[REDACTED]

# Ordinary Meeting of Council

23 July 2018

Agenda Item No: 11.3

## ASSEMBLY OF COUNCILLORS RECORD REPORT

Contact Officer: Phil DeLosa, Manager Governance

### Purpose of Report

To provide copies of the Assembly of Councillors records in line with Section 80A of the Local Government Act 1989 to support openness and transparency of Governance processes.

### Disclosure of Officer / Contractor Direct or Indirect Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

### OFFICER RECOMMENDATION

That Council note the contents of this report for the public record.

#### 1. Executive Summary

This report contains records for all meetings defined as an Assembly of Councillors under Section 80A of the Local Government Act 1989, (the Act).

#### 2. Background

The Act requires that Assembly of Councillors records are reported to the next possible meeting of Council. This seeks to promote openness and transparency of Council decision making and to place on public record any declarations of direct or indirect interests by Councillors.

#### 3. Discussion

##### 3.1 Council Plan Alignment

Goal 5 - Our well-governed and responsive organisation

Direction 5.1 - Support decision making to provide an efficient and effective council which embodies the principles of democracy

The reporting of Assembly of Councillors meets the requirements of the Act and is critical to Direction 5.1.

##### 3.2 Consultation/Internal Review

Not applicable to this report.

### **3.3 Operation and Strategic Issues**

#### **3.3.1 Legislative Requirements**

As prescribed by section 80A of the Act, the written record only needs to be a simple document that records:

- The names of all Councillors and staff at the meeting;
- A list of the matters considered;
- Any conflict of interest disclosed by a Councillor; and
- Whether a Councillor who disclosed a conflict leaves the assembly.

A standard Assembly of Councillors form will be used as the record for the purposes of the Act. These form the appendices to the report. At times, however to avoid duplication, minutes of some meetings may be attached as the record of the Assembly if they include the required information, including disclosures.

Section 80A of the Act requires a Councillor attending an assembly to disclose a conflict of interest and leave the room whilst the matter is being considered.

This requirement is explained in further detail in Practice Note No. 6 Assemblies of Councillors which was authored by Local Government Victoria. This Practice Note advises that unlike Council meetings, it is not necessary for a Councillor to disclose any details of the conflict of interest. It is sufficient to just disclose that the conflict of interest exists and this is all that should be recorded.

The rationale behind this limited requirement is to protect Councillors' privacy. In Council or Special Committee meetings, Councillors have an option under the Act to disclose a conflict of interest in writing to the CEO, which allows for the nature and type of the conflict of interest to remain private. The Act does not provide this option in relation to Assemblies of Councillors and thus Councillors are only required to disclose the existence of a conflict of interest and not the nature and type of interest at an assembly.

## **4. Conclusion**

The report is provided in line with Section 80A of the Act which requires that the record of an assembly must be reported to the next practical Ordinary Meeting of Council and recorded in the minutes of that meeting.

### **4.1 Environmental Implications**

Nil

### **4.2 Social Implications**

Tabling Assembly of Council records supports disclosure and transparency of Council operations.

### **4.3 Resource Implications**

Nil

### **4.4 Legal / Risk Implications**

Reporting Assemblies of Councillors to Council meets the legislative requirement contained in section 80A of the Act.

**Appendices**

- Appendix 1 - Assembly of Councillors - Councillor Information Session 2 July 2018 (Ref 18/273575) [↓](#)
- Appendix 2 - Assembly of Councillors Record - Public Spaces and Environment Advisory Committee Meeting - 31 May 2018 (Ref 18/123219) [↓](#)
- Appendix 3 - Assembly of Councillors Record - Strategic Councillor Information Session - 9 July 2018 (Ref 18/324225) [↓](#)
- Appendix 4 - Assembly of Councillors - Strategic Councillor Information Session 16 July 2018 (Ref 18/464429) [↓](#)

Author/s: Phil DeLosa, Manager Governance  
Reviewed and Approved By: Paul Franklin, General Manager Corporate Services

# 11.3

## ASSEMBLY OF COUNCILLORS RECORD REPORT

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2	Assembly of Councillors Record - Public Spaces and Environment Advisory Committee Meeting - 31 May 2018 .....	571
3	Assembly of Councillors Record - Strategic Councillor Information Session - 9 July 2018.....	573
4	Assembly of Councillors - Strategic Councillor Information Session 16 July 2018.....	577



# Assembly of Councillors Record

This Form MUST be completed by:

- (i) The appropriate attending Council Officer or;
- (ii) Chairperson of any Council Advisory Committee where there is no Council Officer present and returned IMMEDIATELY to the Manager Governance for filing.

## Assembly details:

**Date:** 2 July 2018

**Time:** 5.45pm

**Assembly Location:** Oakleigh Room, 1230 Nepean Highway Cheltenham

**Assembly Reason:** Planning Councillor Information Session

## Attendees:

### Councillor/s:

Cr Steve Staikos (Mayor)  
 Cr Tamara Barth (arrived at 5.50pm)  
 Cr Tamsin Bearsley  
 Cr Ron Brownlees OAM  
 Cr David Eden  
 Cr George Hua  
 Cr Georgina Oxley  
 Cr Rosemary West OAM

### Officer/s:

John Nevins, Chief Executive Officer  
 Mauro Bolin, General Manager Community Sustainability  
 Paul Franklin, General Manager Corporate Services  
 Daniel Freer, General Manager City Assets and Environment  
 Jonathan Guttman, General Manager Planning and Development  
 Megan O'Halloran, Manager Communications and  
 Angela Granter, Acting Manager Governance  
 Paul Marsden, Manager City Strategy  
 Ian Nice, Manager City Development  
 Jaclyn Murdoch, Principal Planner  
 Alfred Carnovale, Planning Appeals Advocate  
 Adam Stark, Team Leader Statutory Planning  
 Jeremy Hopkins, Principal Planner  
 Stephanie O'Gorman, Governance Officer

### Guests

Shaun Cox, DELWP  
 Dr Shiroma Maheepala, DELWP

### Apologies:

Cr Gledhill

### Matter/s Discussed:

1. Apologies

## Assembly of Councillors Record

This Form MUST be completed by;

- (i) The appropriate attending Council Officer or;
- (ii) Chairperson of any Council Advisory Committee where there is no Council Officer present and returned IMMEDIATELY to the Manager Governance for filing.

2. Disclosures by Councillors, Officers and Contractors of any Conflict of Interest
3. Notes of the Planning CIS Meeting of 4 June 2018
4. Individual Ward Briefings
5. Draft Agenda - Planning Committee - See Separate Agenda
6. Planning Delegation Policy Emails - June 2018
7. Public Spaces and Environment Advisory Committee Meeting - Notes from 31st May 2018
8. Presentation - Dandenong Valley Catchment
9. Integrated Water Management Forum Update
10. Amended Process Regarding Council Reports
11. Cheltenham Station Update
12. CEO/Councillor Only Discussion
13. Festival and Events Options
14. Report on Legal Advice
15. Invitations

Other Business  
Taralla Road, Chelsea  
MP's Breakfast

### Conflict of Interest Disclosures:

Nil

### Did senior officer present ask for disclosure of Conflicts of Interest? Yes

### Councillor Disclosures: (refer 2 over page).

Nil

### Record if a Councillor left the meeting during the discussion.

N/A

### Officer Disclosures: (refer 4 over page)

Nil

## Assembly of Councillors Record

This Form MUST be completed by:

- (i) The appropriate attending Council Officer or;
- (ii) Chairperson of any Council Advisory Committee where there is no Council Officer present and returned IMMEDIATELY to the Manager Governance for filing.

Completed by: **Stephanie O’Gorman, Governance Officer**  
Date: **3 July 2018**

**Assembly of Councillors Record - Any record of an Assembly of Councillors is reported at next practicable Council meeting and recorded in the Minutes.**

**Requirements and explanation:**

**1. Section 80A(1) and (2) Officer Requirements (re Written Record to be made of disclosure of Conflicts of Interest):**

Section 80A(1) and (2) of the Local Government Act 1989, stipulates:

- "(1) At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:
- (a) the names of all Councillors and members of Council staff attending,
  - (b) the matters considered,
  - (c) any conflict of interest disclosures made by a Councillor attending under subsection (3),
  - (d) whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."
- (2) The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as practicable-
- (a) reported at an ordinary meeting of the Council; and
  - (b) incorporated in the minutes of that Council meeting."

**2. Section 80A(3) and (4) Councillor Requirements (re Conflict of Interest):**

Section 80A(3) and (4) of the Local Government Act 1989, stipulates:

- "(3) If a Councillor attending an assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must, at the time set out in subsection (4), disclose to the assembly that he or she has a conflict of interest and leave the assembly whilst the matter is being considered by the assembly. Penalty: 120 penalty units.
- (4) A Councillor must disclose the conflict of interest either-
- (a) immediately before the matter in relation to which the Councillor has a conflict of interest is considered; or
  - (b) if the Councillor realises that he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware that he or she has a conflict of interest."

**3. Section 3(1) definition:**

"**Assembly of Councillors**" (however titled) means a planned or scheduled meeting of at least five Councillors and one member of Council staff, or an advisory committee of the Council where one or more Councillors are present which considers matters that are intended or likely to be:

- the subject of a decision of the Council; or
- subject to the exercise of a function, duty or power of the Council that has been delegated to a person or Committee; or

but does not include a meeting of the Council, a Special Committee of the Council, a club, association, peak body, political party or other organisation."

**Brief Explanation:**

Some examples of an *Assembly of Councillors* will include:-

- Meeting / briefing of five Ward Councillors;
- Advisory committee or Village Committee Meeting where 1 or more Councillor is present
- Other Councillor briefing sessions;
- Budget discussions;
- Workshops re key Council priorities;
- Site inspections / preliminary planning conferences;

providing **at least five Councillors and one Council Staff member is present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

*As a matter of good practice, it would be considered exceptional not to deem any scheduled / planned meeting of five or more Councillors and an officer/s as an Assembly of Councillors. If you require further clarification, please call the Governance team.*

**4. Section 80B Officer Requirements (re Disclosure of Conflicts of Interest):**

A member of Council staff who has a conflict of interest in a matter in which they also have delegated power, duty or function must:

- not exercise the power or discharge the duty or function; and
- disclose the type of interest and the nature of the interest to the Chief Executive Officer, in writing, as soon as he or she becomes aware of the conflict of interest in the matter, including those situations when the Officer is exercising a statutory power or duty of the Chief Executive Officer.

# Assembly of Councillors Record

This Form MUST be completed by:

- (i) The appropriate attending Council Officer or;
- (ii) Chairperson of any Council Advisory Committee where there is no Council Officer present and returned IMMEDIATELY to the Manager Governance for filing.

## Assembly details:

**Date:** 31<sup>st</sup> May 2018

**Time:** 6pm – 8pm

**Assembly Location:** Oakleigh Room, Level 6, 1230 Nepean Highway Cheltenham

**Assembly Reason:** Public Spaces and Environment Advisory Committee Meeting

### Attendees:

Cr Rosemary West (Chair)  
Joseph Astbury  
Nina Earl  
Robin Erwin  
Pamela Payne  
Penny McGuire-White  
Mary Rimington  
Judy Wilks

**Councillor/s:** Cr Rosemary West

**Officer/s:** Jonathan Guttmann  
Emily Boucher

### Apologies:

Paul Baumgartner  
Bronwyn Biggs  
Barry Bush  
Warren De Silva  
Louise Dorr  
Walter Grahame  
Claire Houston  
Margaret Hunter  
Maureen Lim

### Matter/s Discussed:

Edithvale Bonbeach Level Crossing Removal – Public Hearing  
Mordialloc Freeway and its Environmental Effects Statement process  
Draft Climate Change Strategy

**Conflict of Interest Disclosures:** None

**Did senior officer present ask for disclosure of Conflicts of Interest?** Yes

**Record if a Councillor left the meeting during the discussion.**

N/A

**Officer Disclosures: (refer 4 over page)**

**Completed by:** Emily Boucher

**Date:** 21 June 2018

**Assembly of Councillors Record - Any record of an Assembly of Councillors is reported at next practicable Council meeting and recorded in the Minutes.**

**Requirements and explanation:**

**1. Section 80A(1) and (2) Officer Requirements (re Written Record to be made of disclosure of Conflicts of Interest):**

Section 80A(1) and (2) of the Local Government Act 1989, stipulates:

- "(1) At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:
- (a) the names of all Councillors and members of Council staff attending,
  - (b) the matters considered,
  - (c) any conflict of interest disclosures made by a Councillor attending under subsection (3),
  - (d) whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."
- (2) The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as practicable-
- (a) reported at an ordinary meeting of the Council; and
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Section 80A(3) and (4) of the Local Government Act 1989, stipulates:

- "(3) If a Councillor attending an assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must, at the time set out in subsection (4), disclose to the assembly that he or she has a conflict of interest and leave the assembly whilst the matter is being considered by the assembly. Penalty: 120 penalty units.
- (4) A Councillor must disclose the conflict of interest either-
- (a) immediately before the matter in relation to which the Councillor has a conflict of interest is considered; or
  - (b) if the Councillor realises that he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware that he or she has a conflict of interest."

**3. Section 3(1) definition:**

"**Assembly of Councillors**" (however titled) means a planned or scheduled meeting of at least five Councillors and one member of Council staff, or an advisory committee of the Council where one or more Councillors are present which considers matters that are intended or likely to be:

- the subject of a decision of the Council; or
- subject to the exercise of a function, duty or power of the Council that has been delegated to a person or Committee; or

but does not include a meeting of the Council, a Special Committee of the Council, a club, association, peak body, political party or other organisation."

**Brief Explanation:**

Some examples of an *Assembly of Councillors* will include:-

- Meeting / briefing of five Ward Councillors;
- Advisory committee or Village Committee Meeting where 1 or more Councillor is present
- Other Councillor briefing sessions;
- Budget discussions;
- Workshops re key Council priorities;
- Site inspections / preliminary planning conferences;

providing **at least five Councillors and one Council Staff member is present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

*As a matter of good practice, it would be considered exceptional not to deem any scheduled / planned meeting of five or more Councillors and an officer/s as an Assembly of Councillors. If you require further clarification, please call the Governance team.*

**4. Section 80B Officer Requirements (re Disclosure of Conflicts of Interest):**

A member of Council staff who has a conflict of interest in a matter in which they also have delegated power, duty or function must:

- not exercise the power or discharge the duty or function; and
- disclose the type of interest and the nature of the interest to the Chief Executive Officer, in writing, as soon as he or she becomes aware of the conflict of interest in the matter, including those situations when the Officer is exercising a statutory power or duty of the Chief Executive Officer.



# Assembly of Councillors Record

This Form MUST be completed by;

- (i) The appropriate attending Council Officer or;
- (ii) Chairperson of any Council Advisory Committee where there is no Council Officer present and returned IMMEDIATELY to the Manager Governance for filing.

## Assembly details:

**Date:** 9 July 2018    **Time:** 5.45pm

**Assembly Location:** Oakleigh Room, 1230 Nepean Highway, Cheltenham 3192

**Assembly Reason:** Strategic Councillor Information Session

## Attendees

### Councillors

Cr Steve Staikos (Mayor)  
 Cr Ron Brownlees OAM  
 Cr David Eden  
 Cr Geoff Gledhill (arrived at 5.47pm)  
 Cr Georgina Oxley  
 Cr Rosemary West OAM

### Officers

John Nevins, Chief Executive Officer  
 Steve Lewis, Acting General Manager Community Sustainability  
 Paul Franklin, General Manager Corporate Services  
 Daniel Freer, General Manager City Assets and Environment  
 Jonathan Guttman, General Manager Planning and Development  
 Megan O'Halloran, Manager Communications & Community Relations  
 Angela Granter, Acting Manager Governance  
 Joanne Creedon, Governance Officer  
 Tim Bearup, Manager Libraries and Social Development  
 Dominic McCann, Co-ordinator Community Wellbeing  
 Paul Marsden, Manager City Strategy  
 Andrea Skraba Team Leader, Strategic and Environmental Planning

### Guests

Lisa Riddle, Director - Ethos Urban  
 Kristan Wilkes, Principal Planning and Design - Ethos Urban

### Apologies

Cr Tamara Barth  
 Cr Tamsin Bearsley  
 Cr George Hua

# Assembly of Councillors Record

This Form MUST be completed by;

- (i) The appropriate attending Council Officer or;
- (ii) Chairperson of any Council Advisory Committee where there is no Council Officer present and returned IMMEDIATELY to the Manager Governance for filing.

## **Matter/s Discussed:**

1. Community Grants Program 2018-2019 - Funding Recommendations for Partnership Grants and Annual Grants allocations
2. Funding Request from Emerge - Women and Children's Support Network for its 'Little Sparkz to Bright Minds' Program
3. Presentation by Lisa Riddle, Ethos Urban: Housing Strategy and Neighbourhood Character Study
4. Mordialloc Freeway Environment Effects Statement Update
5. Arts Grants Program 2018/19 - Funding Recommendations for Grant Allocations
6. Sale of Land Adjoining 20 Wandoo Avenue Clarinda
7. Lochiel Avenue – Auction Update
8. Draft Agenda - Ordinary Meeting of Council
9. Local Government Act Implementation
10. Invitations

**Conflict of Interest Disclosures:** Nil

**Did senior officer present ask for disclosure of Conflicts of Interest?** Yes

**Councillor Disclosures:** (refer 2 over page).

Nil

**Record if a Councillor left the meeting during the discussion:**

NA

**Officer Disclosures:** (refer 4 over page)

Nil

Completed by: Joanne Creedon

Date: 9 July 2018

**Assembly of Councillors Record - Any record of an Assembly of Councillors is reported at next practicable Council meeting and recorded in the Minutes.**

**Requirements and explanation:**

**1. Section 80A(1) and (2) Officer Requirements (re Written Record to be made of disclosure of Conflicts of Interest):**

Section 80A(1) and (2) of the Local Government Act 1989, stipulates:

- "(1) At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:
- (a) the names of all Councillors and members of Council staff attending,
  - (b) the matters considered,
  - (c) any conflict of interest disclosures made by a Councillor attending under subsection (3),
  - (d) whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."
- (2) The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as practicable-
- (a) reported at an ordinary meeting of the Council; and
  - (b) incorporated in the minutes of that Council meeting."

**2. Section 80A(3) and (4) Councillor Requirements (re Conflict of Interest):**

Section 80A(3) and (4) of the Local Government Act 1989, stipulates:

- "(3) If a Councillor attending an assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must, at the time set out in subsection (4), disclose to the assembly that he or she has a conflict of interest and leave the assembly whilst the matter is being considered by the assembly. Penalty: 120 penalty units.
- (4) A Councillor must disclose the conflict of interest either-
- (a) immediately before the matter in relation to which the Councillor has a conflict of interest is considered; or
  - (b) if the Councillor realises that he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware that he or she has a conflict of interest."

**3. Section 3(1) definition:**

"**Assembly of Councillors**" (however titled) means a planned or scheduled meeting of at least five Councillors and one member of Council staff, or an advisory committee of the Council where one or more Councillors are present which considers matters that are intended or likely to be:

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but does not include a meeting of the Council, a Special Committee of the Council, a club, association, peak body, political party or other organisation."

**Brief Explanation:**

Some examples of an *Assembly of Councillors* will include:-

- Meeting / briefing of five Ward Councillors;
- Advisory committee or Village Committee Meeting where 1 or more Councillor is present
- Other Councillor briefing sessions;
- Budget discussions;
- Workshops re key Council priorities;
- Site inspections / preliminary planning conferences;

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# Assembly of Councillors Record

This Form MUST be completed by:

- (i) The appropriate attending Council Officer or;
- (ii) Chairperson of any Council Advisory Committee where there is no Council Officer present and returned IMMEDIATELY to the Manager Governance for filing.

## Assembly details:

**Date:** 16 July 2018

**Time:** 5.45pm

**Assembly Location:** Oakleigh Room, 1230 Nepean Highway Cheltenham

**Assembly Reason:** Strategic Councillor Information Session

## Attendees:

### Councillor/s:

Cr Steve Staikos (Mayor)  
 Cr Tamara Barth (arrived at 5.52pm)  
 Cr Tamsin Bearsley (arrived at 5.49pm)  
 Cr Ron Brownlees OAM  
 Cr David Eden  
 Cr George Hua (arrived at 5.57pm)  
 Cr Georgina Oxley  
 Cr Rosemary West OAM

### Officer/s:

John Nevins, Chief Executive Officer  
 Mauro Bolin, General Manager Community Sustainability  
 Paul Franklin, General Manager Corporate Services  
 Daniel Freer, General Manager City Assets and Environment  
 Jonathan Guttman, General Manager Planning and Development  
 Megan O'Halloran, Manager Communications & Community Relations  
 Phil De Losa, Manager Governance  
 Tim Bearup, Manager Libraries and Social Development  
 Rachele Quattrocchi, Manager Infrastructure  
 Steve Lewis, Manager Community Buildings  
 Ross Gregory, Manager Traffic and Transport

### Apologies:

Cr Geoff Gledhill

### Matter/s Discussed:

1. Apologies
2. Disclosures by Councillors, Officers and Contractors of any Conflict of Interest
3. Notes of the Strategic CIS Meeting of 9 July 2018
4. Access and Equity Advisory Committee 6 June 2018
5. Tender Report - Contract 17/116 Tree Planting & Tree Establishment Services
6. CON18/10 – Establishment of Asbestos Removal Services Contractor Panel
7. Contract 18/45 Asphalt Paving Minor Works

## Assembly of Councillors Record

This Form MUST be completed by;

- (i) The appropriate attending Council Officer or;
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8. CON 18/43 - Supply, Installation and Acquisition of Computer Hardware Assets
9. Draft Fencing Policy
10. Waves Accessible Change Room Facilities
11. New Waste Truck Artwork
12. Community Building Capital Works Programme
13. Update on the redevelopment of Dingley Library and Harold Box Hall
14. Dales Park Pavilion Redevelopment - Issues Arising From Consultation With Club Representatives
15. Kingston Green Wedge Sports Field Update
16. Sports Fields Feasibility Findings and Next Steps, Dingley and Aspendale Gardens
17. Response to Notice of Motion 11/2018 - Cr Oxley - Return Dog Home Policy
18. Foreshore Shared Path Construction Project 1 - Naples Road, Mentone to Rennison Street, Parkdale
19. Festivals and Events Options
20. Confidential - Purchase of 245-247 Charman Road Cheltenham
21. Ward Advisory Committees
22. 23 July Council Briefing
23. Invitations
24. Councillor/CEO Only Discussion

### Conflict of Interest Disclosures:

**Did senior officer present ask for disclosure of Conflicts of Interest? Yes**

**Councillor Disclosures: (refer 2 over page).**

Nil

**Record if a Councillor left the meeting during the discussion.**

N/A

**Officer Disclosures: (refer 4 over page)**

Nil

Completed by: Stephanie O'Gorman, Governance Officer

Date: 18 July 2018

**Assembly of Councillors Record - Any record of an Assembly of Councillors is reported at next practicable Council meeting and recorded in the Minutes.**

**Requirements and explanation:**

**1. Section 80A(1) and (2) Officer Requirements (re Written Record to be made of disclosure of Conflicts of Interest):**

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- Workshops re key Council priorities;
- Site inspections / preliminary planning conferences;

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# Ordinary Meeting of Council

23 July 2018

Agenda Item No: 11.4

## FESTIVALS AND EVENTS OPTIONS

Contact Officer: Megan O'Halloran, Manager Communications & Community Relations

### Purpose of Report

The aim of this report is to present the recommend approach to save \$400,000 from Council's Festivals and Events program.

### Disclosure of Officer / Contractor Direct or Indirect Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

### RECOMMENDATION

That Council:

1. Discontinue Globe to Globe Festival and explore alternative options from 2020;
2. Discontinue Harvest/Carrum Festival and explore alternative options from 2020;
3. Combine the Mayoral Appreciation and Volunteer Appreciation events from 2018;
4. Combine the Kingston Charitable Fund Dinner and Grant Giving Ceremony from 2019;
5. Move Carols by Kingston to Bicentennial Park, Chelsea for 2018;
6. Change the format and the focus of the Australia Day Breakfast to have a greater emphasis on the Citizenship ceremony while retaining the Citizen and Community Group of the Year Awards;
7. Continue to enhance and improve the festivals and events program;
8. Note that the target savings of \$400,000 is achieved;
9. Notes the likely 0.8 EFT reduction in event staffing and commitment to seek meaningful redeployment opportunities for effected staff;
10. Advise the community and all event stakeholders of the above decisions; and
11. Undertakes a further review of Council's Festivals and Events program and report to Council no later than June 2019.

### 1. Executive Summary

At the 14 May 2018 Special Council meeting, Council resolved to review the Festivals and Events budget to partially absorb some of the impact an increase in recycling waste charges will have on ratepayers.

Officers have now reviewed the Festivals and Events program and made recommendations that will save Council approximately \$411,000 in material costs plus up to approximately \$95,000 in EFT from the 2018/19 festivals program onwards.

## **2. Background**

Council's current program of festivals and events include the four major festivals, a range of civic events and formal launches and a number of council events including the Mayoral Appreciation and the Australia Day Breakfast.

Officers also guide and assist the community or commercial operators to hold their own events on Council owned or managed land. This ensures all legislative requirements are adhered to and reduces the risk to Council. There are approximately 200 of these community event notifications and ten commercial event notifications each year.

On 14 May at the Special Council meeting the decision was made to review the current festivals and events with a view to reducing the budget by \$400,000, the Council resolution specifically stated that...

*...In an effort to reduce the proposed increase in the recycling waste charge to the ratepayers as a result of unexpected increased charges by Council's contractor, the budget is amended by possibly reducing this year's proposed Festival Budget by \$400,000 pending a review and report back to Council...*

Discussion with Councillors has taken place on 4 June, 2 July and 16 July on the parameters and draft recommendations of the review, Councillor feedback to date includes:

- discontinuing Carrum Beats and Eats/Harvest Festival
- discontinuing Globe to Globe for 2019 and explore alternate festival/event options for the north ward from 2020 onwards
- consider pros and cons of moving the Carols by Kingston to the South Ward (Bicentennial Park)
- refocus the format of the Australia Day breakfast to focus more on the citizenship ceremony takes place;
- merging the Mayoral Appreciation and Volunteer Recognition events as well as the two Kingston Charitable Fund events.

## **3. Discussion**

### **3.1 Council Plan Alignment**

Goal 3 - Our connected, inclusive, healthy and learning community  
Direction 3.4 - Promote an active, healthy and involved community life

Festivals and events offer the community a place to celebrate and connect with family and friends in a local setting, they also provide an opportunity for the community to connect to Council services.

### **3.2 Consultation/Internal Review**

The Festival and Events Network have been provided with an overview of the recommendations to date; overall the feedback has been relatively neutral with network members understanding that Council is under pressure to reduce costs; they did however suggest that Council can expect negative feedback from their areas where festivals were being cut.

Wider community consultation has not been undertaken. The below proposed approach will be used to provide information to key stakeholders and the wider Kingston community following a formal decision by Council.

<b>Following 2 July Councillor Information Session</b>	
Festival and Events Network	Direct contact, face to face meeting
Internal teams	Direct contact, face to face meeting
<b>Following 23 July Ordinary Council meeting</b>	
Tendered Contractors	Direct contact
Suppliers	Direct contact
Engaged vendors database	Direct contact via electronic newsletter
Engaged community groups	Direct contact via electronic newsletter
Regular attendees at Civic events	Direct contact via electronic newsletter or mail
North Ward	Media release and website
South Ward	Media release and website
Wider Community	KYC and website

### **3.3 Operation and Strategic Issues**

#### **3.3.1 Overview**

This paper sets out a range of changes to Council's Festival and Events program, the recommendations are outlined below.

##### *Key changes*

- discontinue Globe to Globe World Music Festival in 2019
- Harvest/Carrum Festival be discontinued
- Carols be moved to Bicentennial Park, Chelsea
- Australia Day Breakfast to have a greater focus on the citizenship ceremony
- Mayoral Appreciation and Volunteer Appreciation events to be merged into one event
- Kingston Charitable Fund Dinner and Grant Giving Ceremony to be merged into one event

##### *Status Quo*

- Mordialloc Festival to remain
- Civic event support and coordination to remain
- Council event support and coordination to remain
- Commercial event support and coordination to remain
- Event notification processing coordination to remain

#### **3.3.2 Harvest Festival/Carrum Beats and Eats**

This family friendly event is held annually on one day in early May. In 2018 the cost per head was the highest of the major festivals due, in part, to the low attendance. To date neither Carrum nor Harvest has attracted large crowds and this event has limited ability to create a commercial income.

It is recommended that Harvest/Carrum festival is discontinued. However, officers will continue to encourage commercial operators to consider Bicentennial Park to hold a food truck or similar festival.

The recommended approach will result in savings of \$186,000 in material costs.

**3.3.3 Globe to Globe World Music Festival**

This festival is held on Australia Day each year and is the major community celebration in the North Ward. Attendance has been declining at this event for a number of years and in 2018 it attracted approximately 2,500 people. For the next three years Globe will be delivered over the Australia Day long weekend and it is expected this will have continued impact on attendance.

Despite the drop in numbers, Globe to Globe remains Council's only community festival that celebrates and recognises diversity and provides for a wide-range of community groups to perform.

However, in the interests of reducing budget and due to declining numbers it is recommended that Globe to Globe not run in 2019; it is also recommended that the year off is used to review and consider other festival/event ideas that may work in the north ward.

In the meantime, further work also will be undertaken to encourage commercial operators to consider Namatjira Park for food truck or a similar style festival. Officers will also start to explore alternate festival/event that could be held in the north ward from 2020 onwards including a possible partnership with the Clayton Street Festival and report back to Council.

This recommended approach will result in a saving of \$209,000 in material costs in 2019.

**3.3.4 Australia Day Breakfast, Awards and Nominee Function**

The current Australia Day breakfast is an invitation only event; over the years the attendance numbers have declined from a high in 2012 of 600 to current attendance of 300. It is also worth noting the invite list has remain unchanged for a considerable length of time.

The Australia Day breakfast also includes a small Citizenship Ceremony and the Kingston Australia Day Awards. Nominations for these Awards have consistently declined each year. This is despite the Awards being widely publicised and the introduction of the Nominee Function to recognise the effort of the nominees and nominators.

It is recommended that from 2019 the Australia Day breakfast place greater emphasis on the Citizenship ceremony – increasing the numbers from a current ceremony of about 10 people to (say) 80 people.

In order to accommodate this increase, it is recommended the format be more in line with a standard citizenship ceremony thereby allowing for a greater number of people to be able to attend to support their friends/family taking citizenship of Australia. It is recommended the breakfast be held a little later (9am) and the food be more informal (served in the banquet room to the side of the main hall).

It is an option for the Citizenship Awards given at the breakfast to now be awarded at the Appreciation event.

The current budget of \$30,000 spent on the Australia Day breakfast would remain the same.

**3.3.5 Mayoral Appreciation Function/ Volunteer Recognition Function**

These two events are held annually to celebrate the contribution made by volunteers to the Kingston community. In 2017 the Mayoral Appreciation Function had approximately 200 attendees and the Volunteer Recognition Function had 150 attendees.

It is recommended that these two events are combined to find efficiencies in both officer time and some cost savings. The Volunteer of the Year Award could be introduced to this event. This award could be nominated by officers and chosen by the Mayor of the day.

This recommended approach will result in savings of \$8,000 in material costs.

**3.3.6 Flagship Kingston Festivals**

The recommendations outlined in this paper will mean that Council have two major festivals – Mordialloc Food & Wine and Carols by Kingston. Given this it is recommended that the budget for both events is slightly increased while still delivering the \$400,000 reduction in expenditure in order to attract better performers and to ensure both festivals remain high quality, safe and family friendly events able to attract quality vendors in turn making them more commercially viable.

*Carols by Kingston*

Carols by Kingston is a family friendly annual event that attracts approximately 5000 attendees, it is currently delivered at Sir William Fry Reserve, Highett and has previously been delivered at Peter Scullin Reserve, Mordialloc. It is well attended and one of Council's most cost effective.

Carols could be held at either Sir William Fry, Highett or be moved to Bicentennial Park in Chelsea – the later location would ensure there continues to be an event within the South Ward.

A key advantage in moving Carols to the South Ward is that the park is surrounded by a larger number of homes (all of which are within the Kingston boundary). It would be expected that over time Carols at Bicentennial could become a larger event than can currently be accommodated at William Fry.

Further, Carols at William Fry competes for publicity and attendance with the very successful and well-attended Bayside Carols at Dendy Park Brighton and Glen Eira Council Carols in Bentleigh. Frankston Council on the other hand do not currently run a Carols event, instead opting for a Festival of Lights event in November.

An advantage of remaining at Highett is the access to the Southland carpark and new train station. It is worth noting that there were issues with exiting the car park at Southland last year as the boom gates would not open and people were unable to leave immediately- this is despite an agreement by Westfield that this would not occur. A previous advantage in holding the event at William Fry was the Westfield sponsorship - this sponsorship has now ceased.

Officer experience with running Harvest at Bicentennial is that a large proportion of people walked rather than drove – this could be expected to be the same for Carols – however it is worth noting that Bicentennial Park offers considerably more parking options than at William Fry because we utilise parts of the park for vehicle parking. The change to December (from May) makes this less of a risk for the Parks department.

**4. Conclusion**

Officers are seeking a Council resolution to proceed with the recommended option outlined for each of the major festivals and events. The recommendations would see a savings of approximately \$411,000 in material costs and continue to offer the community opportunities to engage and celebrate locally. Officers are seeking support to proceed with the planning of these events before the July Ordinary Council meeting to ensure adequate planning time to deliver these events.

**4.1 Environmental Implications**

NA

**4.2 Social Implications**

There will be a negative impact on the local community who currently attend the festivals that will no longer be delivered.

**4.3 Resource Implications**

If all recommendations are adopted the below savings will be achieved. Plus there will be a saving of 0.8EFT which equates to approximately \$95,000 less any redundancy payment that will be required if no redeployment opportunities can be found. Noting that Council first has an obligation to canvass meaningful redeployment options with those effected by the reduction in the overall program

<b>Festival/event</b>	<b>Materials Budget Savings</b>
Harvest Festival/Carrum Beats and Eats	Savings of \$186,000
Globe to Globe World Music Festival	Savings of \$209,000 (2019 only)
Combine Mayoral Appreciation/Volunteer Function	Savings of \$8,000
Combine the Kingston Charitable Fund Dinner and Grant Giving Ceremony	Savings of \$8,000
<b>Total</b>	<b>\$411,000</b>

**4.4 Legal / Risk Implications**

Encouraging commercial events to be run on Council owned or managed land has legal implications that are currently managed through the Event Notification Process.

There is a risk that events run by community groups and commercial operators delivered unprofessionally may reflect negatively on Council. This risk will increase if the amount of events increase.

Author/s: Megan O'Halloran, Manager Communications & Community Relations

Reviewed and Approved By: Paul Franklin, General Manager Corporate Services



# Ordinary Meeting of Council

23 July 2018

Agenda Item No: 11.5

## CON 18/43 - SUPPLY, INSTALLATION AND ACQUISITION OF COMPUTER HARDWARE ASSETS

Contact Officer: Tony Ljaskevic, Manager Information Services and Strategy

### Purpose of Report

The purpose of this report is to seek Council approval to award Contract Con 18/43 Supply, Installation and Acquisition of Computer Hardware Assets project to the recommended tenderer from the tender submissions received.

### Disclosure of Officer / Contractor Direct or Indirect Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

### OFFICER RECOMMENDATION

That Council:

1. Receive the information and note the outcome of the tender assessment process for Con 18/43, as set out in the confidential appendix attached to this report;
2. Agree to award Contract 18/43 – Supply, Installation and Acquisition of Computer Hardware Assets and accessories as a schedule of rates contract to Learning with Technologies Pty Ltd to a value of up to \$1,500,000 (exclusive of GST) of new computers, peripherals, accessories and associated services.

### 1. Executive Summary

Tenders have been sought for the Supply, Installation and Acquisition of Computer Hardware Assets. Council requires up to 900 new computers to replace an ageing fleet of exiting computers and to increase the number of laptops in the organisation to allow staff to be more mobile and efficient in their work duties and to therefore better serve the community.

This report is seeking Council approval to award Con 18/43 Supply, Installation and Acquisition of Computer Hardware Assets to Learning with Technologies Pty Ltd as a schedule of rates contract. It is expected that Council will procure up to \$1,500,000 of new computers, peripherals and associated services. The services include the delivery and installation the new computers as well as services to remove and securely dispose up to 900 old computers.

## **2. Background**

In November 2017 the Manager Information Services and Strategy reviewed Council's computer equipment fleet. Key findings of that review included:

- Council has approximately 1100 computers in total used by staff and the community in our libraries.
- Council has historically replaced/renewed 100 to 200 computers annually.
- Only 15% of the computer the current computer fleet are laptops. Many staff are requesting laptops to allow them to work more effectively.
- 90% of the computer fleet is over 3 years old and are out of warranty. Many of the public access computers in the libraries are 5 to 8 years old.

In November 2017, the Information Communication and Technology Steering Committee which includes General Managers and the CEO endorsed a proposal to seek budget funding for up to \$1,650,000 for the 18/19 financial year to replace up-to 900 computers.

## **3. Discussion**

### **3.1 Council Plan Alignment**

Goal 5 - Our well-governed and responsive organisation

Direction 5.4 - A responsive and well managed organisation

Council's current computer fleet no longer supports best practice delivery and management of computing technology. The current fleet is outdated, fragmented, costly to maintain and does not permit staff to be efficient and effective in the delivery of services to the community.

Using lightweight laptops in lieu of desktop computers will allow staff to become more mobile and deliver services responsively and effectively in-the field.

Standardising the computer fleet and renewing it on mass every 3 to 4 years will:

- Allow IT staff to be more efficient with the deployment and management of the computers
- Provide Council staff with contemporary technology at regular and planned cycles
- Allow Council to negotiate better value purchase prices of equipment.

### **3.2 Consultation/Internal Review**

Consultation has been undertaken with a wide range of internal stakeholders, who have all contributed towards the requirements of the new computers. During May 2018, staff from Information Services and Strategy and People Support partnered together and delivered 21 workshops with Team Leaders and Managers from all Departments. These workshops were designed to understand each Department's specific computer requirements. The departmental requirements have been used to determine the estimated makeup of computer hardware that Council will procure and has been used to determine the estimated sum of each of the tenders received.

**3.3 Operation and Strategic Issues**

**3.3.1 Tender Evaluation**

The public tender closed on Thursday 3 May 2018 and submissions with detailed schedule of rates attached were received from the following tenderers:

<b><i>Tenders received (in alphabetical order)</i></b>
Blue Connections
Data3
DELL EMC
Ethan Group
Invotec
Learning With Technologies (LWT)
SIMS
Southern Cross Computing (SXiQ)
Thomas Duryea Logicalis (TDL)
Verser w/HP
Verser w/Lenovo

<b><i>Tender Amount Estimated based on Schedule of Rates (excl GST) (in lowest to highest order)</i></b>
\$1,207,571.78
\$1,208,757.40
\$1,216,044.07
\$1,398,725.00
\$1,461,280.48
\$1,509,654.44
\$1,546,919.80
\$1,589,396.00
\$1,603,016.04
\$1,727,076.31
\$0 Non-Compliant Tender

The Tender Evaluation Panel (TEP) comprised the following Officers:

- Tony Ljaskevic – Manager Information Services & Strategy
- Eric Bouwmeester – ICT Operations Team Leader
- Paul Merat – Service Delivery Coordinator
- Laszlo Szabo – Help Desk Officer

The evaluation criteria used to evaluate tenders under Con 18/43 (listed in order of importance) are as follows:

- (i) Price
- (ii) Proposed Equipment
- (iii) Project Management Methodology
- (iv) Resourcing / Staffing
- (v) Warranties and Guarantees

The evaluation panel assessed the responses and scored each tender submission against the criteria above. Three tenderers were invited to present their offer and clarify their products and services.

As a result of the above process some scores were revised and two-tenderers were short-listed, being LWT and TDL. Clarification questions were asked of the remaining short-listed tenderers and the following final assessed scores based on their submitted schedule of rates and qualitative attributes is as follows:

<b>Short-listed Tenderers Contract Amount Estimated based on Schedule of Rates (excl GST) (highest to lowest score order)</b>	
<b>Name</b>	<b>Score</b>
Learning With Technologies	89.7%
Thomas Duryea Logicalis	87.0%

Based on the estimated cost, it is recommended that Council agree to award Contract 18/43 – Supply, Installation and Acquisition of Computer Hardware Assets to the highest evaluation score tenderer; Learning With Technologies Pty Ltd.

#### **4. Conclusion**

##### **4.1 Environmental Implications**

The services tendered include the removal, acquisition and disposal of Council's old computer equipment. The contractor will use industry recognised and approved software to erase data on each computer removed. This process is the most secure way of disposing of data and ensuring that Council data is completely unrecoverable.

In the event that a device fails to erase or it is determined that the resale value of a device is worth nothing on the open market the contractor will break down the equipment (and drill disk platters) into recyclable materials and ensure that less than 2% of the recycled product goes to government sanctioned and approved landfill.

##### **4.2 Social Implications**

There are no significant social implications that require noting.

##### **4.3 Resource Implications**

The current approved budget for Con 18/43 Supply, Installation and Acquisition of Computer Hardware Assets is \$1,650,000 for the 18/19 financial year.

The contract price in this report is an estimated price calculated from the schedule of rates tendered. As Council is yet to finalise the exact quantities of computer peripherals and accessories such as bags, additional monitors and that some Departments may change their initial computer preference; the final contract price will vary and is likely to be higher than the total estimated in this report. However, it is not estimated that Council will exceed \$1,500,000 of contracted products and services to Learning With Technologies for this initiative.

The balance of the budget (up to \$150,000) will be used for additional temporary staff resources such as project coordinators and contractors to assist Council staff with the deployment of the new computers.

The estimated contract price includes services to dispose of Councils old equipment and the revenue Council will obtain from the market value of the old equipment. This is summarised in the table below:

<b>Service</b>	<b>Total (\$ ex GST)</b>
Cost of disposal of existing hardware assets	\$42,000.00
Revenue from existing hardware assets	\$97,000.00
<b>Net Position (Return to Council)</b>	<b>\$55,000.00</b>

#### **4.4 Legal / Risk Implications**

The price/cost to Council for the acquisition and disposal of existing hardware assets is an estimated value. Council is asked to note there is a risk that prices will vary if our equipment is in poor condition or has components missing. The net position estimated above is included in the total estimated contract price for the recommended tenderer.

## **Appendices**

Appendix 1 - Summary of Tender Evaluation Scores for Council Report CON 18 43  
Supply Installation and Acquisition of Computer Hardware Assets (Ref  
18/310753) - Confidential

Author/s: Tony Ljaskevic, Manager Information Services and Strategy  
Reviewed and Approved By: Paul Franklin, General Manager Corporate Services

# Ordinary Meeting of Council

23 July 2018

Agenda Item No: 11.6

## WARD ADVISORY COMMITTEES

Contact Officer: Stephanie O'Gorman, Governance Officer

### Purpose of Report

This further report responds to a resolution from the Council meeting on 27 February 2017 regarding the establishment of Ward based Advisory Committees. The resolution sought an officer report on the need to provide area based Advisory Committees following discussion at the Councillor Planning Workshop held in February 2017.

The report identifies considerations regarding the structure and operation of the proposed committees in terms of the organisation's needs and commitment to contemporary consultation in the context of future legislative direction.

Given the direction of the new Local Government Act, much of the thinking behind the structure of the committees is aimed at aligning them with the consultation / engagement objectives of the new Act. The Local Government Bill 2018 is anticipated to receive royal assent in November 2018

It is recommended a demographically representative advisory committee be established in each ward.

### Disclosure of Officer / Contractor Direct or Indirect Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

### OFFICER RECOMMENDATION

That Council:

1. Establish a demographically representative advisory committee in each ward to be known as the North Ward Advisory Committee, the Central Ward Advisory Committee and the South Ward Advisory Committee.
2. Adopt the Ward Advisory Committee Terms of Reference and Ward Advisory Committee Guidelines attached to this report.
3. Commences operation of the Ward Advisory Committees in February 2019.

### 1. Executive Summary

At the Councillor Workshop in February, 2017 Councillors expressed an interest in forming area based advisory committees.

Further to this discussion a Notice of Motion was submitted at the 27 February 2017 Ordinary Meeting of Council seeking an officer report on the potential formation of such committees. It was resolved as follows:



**12.3 Notice of Motion No. 5/2017 - Cr Brownlees - Ward Based Committees**

**Moved: Cr Brownlees**

**Seconded: Cr Gledhill**

*That officers prepare a report that outlines the processes for establishing and forming, including operational, reporting and staffing possibilities, a Ward based advisory/consultative committee for each ward.*

**Procedural Motion**

**Moved: Cr West**

**Seconded: Cr Staikos**

*That this item be deferred until Council officers provide a report in response to discussion at the Councillor Planning Workshop about the need to provide locally based Village or Ward Advisory Committees.*

**CARRIED on the Casting Vote of the Chairperson**

Further discussion with Councillors regarding the proposed committees also took place at the Planning Councillor Information Session on 5 June and 17 July 2017 (with this report being deferred from 21 August 2017).

Consequently, this report outlines a proposal for each ward to have its own Ward Advisory Committee. These committees are in addition to the existing issue based Advisory Committees complementing Council's Consultation Structure.

This report provides a Terms of Reference document (which references supporting Guidelines) for the operation of the new committees and are provided as attachments to this report.

## **2. Background**

In March 2015 Council resolved to form seven Advisory Committees as a part of its Consultation Framework (adopted August 2014). These committees included:

- Public Spaces and Environment Advisory Committee
- Access and Equity Advisory Committee
- Sport and Recreation Advisory Committee
- Arts and Culture Advisory Committee
- Kingston Festivals Advisory Committee
- Kingston Youth Advisory Committee
- Community Safety Advisory Committee

In July 2015 an eighth advisory committee was added to the structure, that being the Business and Development Advisory Committee. The objective of these committees is to assist Council in achieving its goals as set out in the Council Plan.

Following feedback received from Councillors in the February 2017 workshop and the related resolution from the February 2017 Ordinary Council Meeting, a report on the need for new committees be formed on a ward basis – North, South and Centre Ward Advisory Committees was called for

The concept of the Ward Advisory Committees was further discussed with Councillors at the Planning Councillor Information Session on 5 June, 17 July, 21 August 2017 and most recently on 16 July 2018.

The proposed Ward Advisory Committees provide further opportunities for Council to engage with our community.

An expansion of Council's consultative reach is in line with Council's commitment to engagement as outlined in the Council plan and aligns with the Local Government Bill 2018.

### **3. Discussion**

#### **3.1 Operation and Strategic Issues**

##### **3.1.1 Local Government Act Review**

The Local Government Act is currently under review with the Local Government Bill 2018 anticipated for royal assent on 1 November 2018. One of the cornerstones of the new Local Government Act is its emphasis on participatory engagement. The proposed expansion of Council's consultative reach in creating additional Advisory Committees aligns well with these legislative changes and enables Council to enhance its existing engagement with the community in advance of the adoption of the revised Local Government Act.

##### **3.1.2 Advisory Committee Structure**

Ward Advisory Committees are in addition to the current Advisory Committee structure. The new committees will not affect the operations of the existing committees.

At the Planning Councillor Information Session on 5 June 2017, Councillors were supportive of the proposal for the Ward Advisory Committees to operate as an addition to the already existing strategic Advisory Committees.

It is therefore proposed that to encourage wider community participation in Council's Advisory Committee structure that preference be given to community members who are not already members of a strategic Advisory Committee. If vacancies remain, those community members who are already on a Strategic Advisory Committee may be appointed to a Ward Advisory Committee or vice versa.

##### **3.1.3 Ward Advisory Committee Membership**

It is proposed that the membership of Ward Advisory Committees be selected on a demographic representative basis to ensure that committees effectively represent the distinct demographic profile of the Kingston community.

Demographic characteristics for membership may include age, gender, suburb and/or cultural background for example. It is recommended that the membership structure of Ward Advisory Committees should reflect the demographic profile of each Ward as much as possible.

Each committee will have a maximum of 25 members. The selection of the membership will involve calling for nominations, utilising a similar process to that which was used for the Customer Charter Community Panel and the Housing Strategy/Neighbourhood Character Community Panel. Direct nomination by Council of community members could be utilised if nominations do not meet the number of positions available for each Ward Advisory Committee.

It is proposed that the initial term of membership for Ward Advisory Committees aligns with the current Council Term, with memberships expiring in February 2021. This membership term will enable the new Council to review the Ward Advisory Committees along with the Strategic Advisory Committees.

**3.1.4 Council Plan 2017 – 2021**

Ward Advisory Committees are Advisory Committees of Council. As with all City of Kingston's Advisory Committees, these committees have a strategic focus.

In establishing Ward Advisory Committees, Council is seeking high level discussion, advice and feedback from members of the local community on matters that link directly to the delivery of the Council Plan.

This includes feedback on Council projects, policy initiatives and issues that impact on the local community.

Ward Advisory Committees will provide an important link in Council's consultation process and enable Council to deliver on the goals as set out in the Council Plan 2017 – 2021 by engaging the community in decision making and speaking up on behalf of our community.

**3.1.5 Ability to make recommendations to Council**

Consistent with Council's Strategic Advisory Committees, the ability to make recommendations to Council via the Councillor Information Session (CIS) cycle is a key element of Ward Advisory Committees. The CIS cycle will provide a conduit for discussion between Councillors and Officers as to the progression of proposed recommendations from Ward Advisory Committees to Council.

In order to make a recommendation to move forward to the CIS cycle, it is proposed that it must be supported by two thirds of the total committee.

A Ward Advisory Committee recommendation must call for an Officer report if the recommendation:

- substantially affects the level of Council services;
- commits the Council to expenditure in excess of \$2,500 and that has not been included in the adopted budget;
- establishes or amends a Council policy; or
- commits the Council to any contractual arrangement, as determined by the Chief Executive Officer.

Whether an Officer report is prepared will then be discussed with all Councillors at a CIS to be dealt with as set out in Appendix 2.

Officers may progress a recommendation of a Ward Advisory Committee in consultation with the appropriate General Manager if the recommendation does not trigger any of the above and:

- aligns with the Council Plan;
- is consistent with Council Policy, Strategy, Masterplan or Officer Delegation;
- is within existing budget and less than \$2,500; and
- is of an appropriate scope and scale.

Officers will inform Councillors that a recommendation is being progressed in accordance with delegated responsibilities through the CIS reporting cycle which is further outlined in Appendix 2 of this report – Ward Advisory Committee Guidelines.

### **3.2 Operation**

The addition of three Ward Advisory Committees is consistent with achieving Council's engagement and consultative priorities. The major question is the level of administration required for the committees and the best way to facilitate high level feedback to Council. The level of administration and facilitation will dictate the resource implications for the organisation.

#### **3.2.1 External Facilitation and Internal Administration**

It is proposed that an external person be engaged to facilitate Ward Advisory Committee meetings. Given the large membership numbers for each Ward Advisory Committee, it is considered that the skills of an experienced external facilitator will be required to manage discussions to ensure that all voices are heard and each member is given the opportunity to contribute in a meaningful way.

The administration of the committees will be undertaken by the Governance Department.

#### **3.2.2 Meeting Cycle**

The structure of the Ward Advisory Committee meeting cycle is designed to maximise opportunities for Councillors to attend while balancing additional out of hours workload. It is proposed that meetings are held during the second week of the relevant month on a Tuesday, Wednesday and Thursday evening. This takes into consideration existing commitments in relation to Council meetings, Planning Committee meetings, Councillor Information Sessions, Planning Conferences, Strategic Advisory Committee Meetings, civic and community events etc.

At the CIS on July 17 2017 the majority of Councillors indicated a preference for the meeting cycle as outlined below. It provides for three Ward Advisory Committee meetings per calendar year with the option for Council to call a city-wide meeting when and if the need arises.

It is proposed that meetings would not be scheduled for the months of December and January or within the care taker period prior to Local, State and Federal Government Elections.

Ward Advisory Meetings do not affect a Councillor's ability to call a Ward Meeting that is open to all constituents in a ward as per the existing Ward Councillor Meeting Policy

**City of Kingston  
Ordinary Meeting of Council**

**Agenda**

**23 July 2018**

Month	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
<b>Ward Advisory Committee Meetings</b>	North Centre South				North Centre South				North Centre South	
<b>City Wide Meeting i.e. all 3 Ward Advisory Committees</b>	To be determined as required									

**3.2.3 Digital Engagement between Ward Advisory Committee Meetings**

It is proposed to use digital platforms to engage with committee members between meetings to further enhance engagement with the committees.

**3.2.4 Venues, Catering and Reimbursements**

Meetings will be held at Council owned venues to be determined. Venues will be chosen on a rotational basis across each of the wards. City-wide meetings would also rotate from ward to ward.

Appropriate catering will be provided for committee members prior to the beginning of each meeting. Meetings will run from 6 - 8pm with catering provided between 5.30pm and 6pm.

It is also proposed that members be paid a retainer of \$200 per annum for their attendance. Officers feel this is appropriate given the level of involvement and commitment being asked of members. Additional expenses associated with travel, respite care and/or child care would also be paid in order to encourage attendance from all sectors of the community.

**3.2.5 Proposed Timeline for implementation of Ward Advisory Committees**

It is proposed that the Ward Advisory Committees begin meeting in February 2019. This will allow sufficient time for a comprehensive recruitment process, including an external facilitator, and time to develop work plans for the committees.

<b>Date</b>	<b>Action</b>
Early October	Develop demographic profile and criteria for selection of committee members
Mid-October	Prepare information for advertising of Expression of Interest
Mid-October– mid November	Expressions of Interest open for committee members Recruitment of facilitator
Late November	Ward Advisory Committee formed

**4. Conclusion**

**4.1 Environmental Implications**

N/A

**4.2 Social Implications**

Advisory Committees provide an important link in Council's consultation process and enable Council to deliver on the goals as set out in the Council Plan 2017 – 2021 by engaging the community in decision making and speaking up on behalf of our community.

**4.3 Resource Implications**

Costs associated with the operation of the Ward Advisory Committees are currently unbudgeted.

The approximate costs per annum for the operation of the committees would be as follows:

1. Payment of a facilitator - approximately \$5,000 to \$10,000.
2. Payment of members of the committees (retainer and reimbursement costs) – approximately \$15,000.
3. Payment of catering – approximately \$10,000

**4.4 Legal / Risk Implications**

N/A

**Appendices**

Appendix 1 - Draft Ward Advisory Committee - Terms of Reference (Ref 17/58663) [↓](#)

Appendix 2 - Draft Ward Advisory Committee Guidelines (Ref 17/58690) [↓](#)

Appendix 3 - Ward Advisory Committee Recommendations Process (Ref 17/109162) [↓](#)

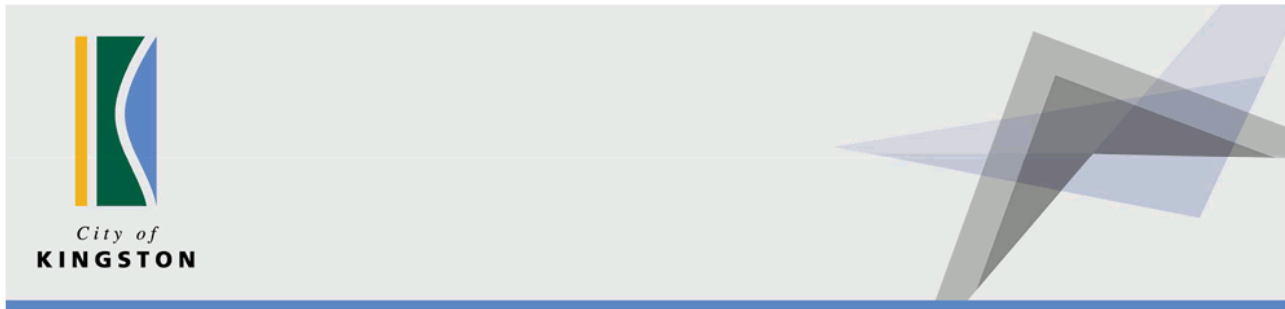
Author/s: Stephanie O'Gorman, Governance Officer  
Reviewed and Approved By: Phil DeLosa, Manager Governance  
Paul Franklin, General Manager Corporate Services



# 11.6

## WARD ADVISORY COMMITTEES

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3	Ward Advisory Committee Recommendations Process .....	617



## Draft Ward Advisory Committee Terms of Reference

<p><b>Purpose and Scope of Committee:</b></p>	<p>Council has established three (3) Ward Advisory Committees. These are the North Ward Advisory Committee, the Central Ward Advisory Committee and the South Ward Advisory Committee.</p> <p>Ward Advisory Committees are Advisory Committees of Council and consistent with all City of Kingston Advisory Committees have a purely strategic focus.</p> <p>In establishing Ward Advisory Committees, Council is seeking high level discussion, advice and feedback from members of the local community on matters that link directly to the delivery of the Council Plan.</p> <p>This includes feedback on Council projects, policy initiatives and issues that impact on the local community.</p> <p>Ward Advisory Committees provide an important link in Council's communication process and enable Council to deliver on the goals as set out in the Council Plan 2017 – 2021 by engaging the community in decision making and speaking up on behalf of our community.</p> <p>Ward Advisory Committees have no delegated decision making power from Council.</p>
<p><b>Committee Objectives:</b></p>	<p>The objective of Ward Advisory Committees is to assist Council in achieving its goals as set out in the Council Plan.</p> <p>Ward Advisory Committees will achieve this by;</p> <ul style="list-style-type: none"> <li>• Providing feedback to Council on items of strategic importance</li> <li>• Acting as a key consultation mechanism for Council on items requiring community consultation</li> <li>• Bringing to Council's attention issues of importance to the local community</li> <li>• Representing the local community and their interests</li> <li>• Working positively with Council and celebrating achievements and successes as a community</li> </ul>

## DRAFT WARD COMMITTEE TERMS OF REFERENCE

<p><b>Criteria for membership:</b></p>	<p>Ward Advisory Committee members may include residents, property/business owners and members of community organisations from each of the three wards respectively.</p> <p>Ward Councillors will support their Ward Advisory Committee. Ward Councillors are non-voting members of their respective committee.</p> <p>Committee members must demonstrate;</p> <ul style="list-style-type: none"> <li>• An ability to constructively participate in an advisory capacity;</li> <li>• An ability to represent a broad range of views that reflect the diversity of the community;</li> <li>• A strong understanding of the local community and its social, environmental and economic influences;</li> <li>• Good knowledge and understanding of the local issues;</li> <li>• A willingness to contribute positively to meetings in a fair and unbiased manner;</li> <li>• An ability to look beyond personal interests for the benefit of the community and residents of the City of Kingston;</li> <li>• An ability and willingness to encourage participation from and provide feedback to the community;</li> <li>• A capacity to commit to the Ward Advisory Committee for the required duration;</li> <li>• A willingness to celebrate the success and achievements the City of Kingston.</li> </ul>
<p><b>Membership Structure:</b></p>	<p>Ward Advisory Committees will consist of the following membership structure:</p> <p><b>Demographic based nominees (Max 25)</b> Self-nominated community members will be selected to reflect the Ward's demographic profile. A maximum of 25 members will be selected from the community based on this demographic profile to the extent possible.</p> <p>To encourage wider community participation in Council's Advisory Committee structure preference will be given to community members who are not already members of a Strategic Advisory Committee.</p> <p>Direct nomination by Council of community members could be utilised if nominations do not meet the number of positions available for each Ward Advisory Committee inclusive of those community members who are already on a Strategic Advisory Committee.</p>
<p><b>Selection of Members:</b></p>	<p>The selection of the membership will involve calling for expressions of interest.</p> <p>Individual letters will be sent to a random sample of addresses supported by an advertisement placed in the local media and on Council's website.</p> <p>A form must be completed by interested representatives.</p> <p>Ward Advisory Committee membership should be reflective of a broad range of community interests, locations, gender, cultural background, suburb, age, etc.</p>

## DRAFT WARD COMMITTEE TERMS OF REFERENCE

	<p>Appointment will be for an initial period to February 2021. Should the next Council continue with Ward Advisory Committees, members may be reappointed for a maximum of two terms i.e. four years. Casual vacancies will be filled according to the selection process outlined in these Terms of Reference.</p> <p>If inadequate nominations are received during the re-appointment process, members whose term has expired (i.e. served for the initial term) are eligible to re-nominate.</p>
<b>Facilitation of Meetings</b>	<p>Meetings will be facilitated/chaired by an independent facilitator.</p> <ul style="list-style-type: none"> <li>• The facilitator must ensure that:</li> <li>• Meetings run smoothly and efficiently</li> <li>• The agenda is followed</li> <li>• Councillors, members and Officers are asked to disclose conflicts of interest</li> <li>• All members have an opportunity to contribute to discussions on each agenda item</li> <li>• All members are respectful of each other and listen to each other's opinions</li> <li>• The meeting concludes within two hours of its commencement</li> </ul>
<b>Administrative Support:</b>	<p>The Governance Department will:</p> <ul style="list-style-type: none"> <li>• Provide terms of reference to committee members.</li> <li>• Facilitate a review process for the committee and its terms of reference every two years.</li> <li>• Provide information and education on good governance issues such as; conflict of interest, confidentiality and register of interests.</li> <li>• Oversee the recruitment and selection process for committee membership.</li> <li>• Compile and circulate agendas, compile and distribute minutes.</li> </ul> <p>General Managers and selected Council Officers will provide professional advice to the committees as required on an ex officio basis.</p>
<b>Quorum and Voting:</b>	<p>The Committee will operate with 'two thirds plus one' of the total membership.</p> <p>It is preferable that decisions of Ward Advisory Committees are made by consensus however; there may be circumstances where a matter is decided by a vote.</p> <p>Recommendations of the Ward Advisory Committee to Councillors must have the support of two thirds of the total membership.</p> <p>Each member is entitled to one vote. Councillors are non-voting members of the committees.</p>

## DRAFT WARD COMMITTEE TERMS OF REFERENCE

<p><b>Conflict of Interest and Confidentiality:</b></p>	<p>The Local Government Act identifies direct and indirect conflicts of interest which require disclosure as and when they arise. Members of Ward Advisory Committees must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as members.</p> <p>Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Governance Department either prior to a meeting or before the specific item is discussed and dealt with in line with the Act and any relevant Council policies or guidelines.</p> <p>It is intended that Ward Advisory Committees will be a forum for discussing proposed policies and actions that may impact the Kingston Community.</p> <p>It is envisaged that members may be provided with information that is not available in the public realm. It will be critical that committee members are seen as a group that can be trusted with confidential information.</p> <p>A Ward Advisory Committee's ability to fulfill its purpose will be severely hampered if that trust is undermined in any way. Given the level of confidentiality that will be associated with some of the information provided to members, any discussion with non-committee members is limited to information already available to the public.</p> <p>Confidential information will not be disclosed without Council's prior approval.</p>
<p><b>Meetings:</b></p>	<p>Ward Advisory Committee meetings will be held 3 times per annum with the option for one joint meeting of all Committees on an as needs basis determined by the Council. Meetings will be scheduled for the second week in the months of February, June and October. Members will be engaged using digital platforms between scheduled meetings.</p> <p>Under special circumstances a meeting may be cancelled or re-scheduled. A Council venue that is central for all members to access will be nominated for meetings.</p> <p>It is expected that each committee member will attend a minimum of 2 out of 3 meetings each year.</p> <p>Members will be paid a retainer for their participation. Additional expenses associated with travel, Respite care and/or child care will also be paid to members.</p>
<p><b>Guiding Principles:</b></p>	<ul style="list-style-type: none"> <li>• We are inclusive, open minded and respectful of everyone's perspective</li> <li>• We put our personal agendas aside and provide advice for the greater good of the diverse City of Kingston community</li> <li>• Challenging and exploring are an integral part of what we do and how we operate</li> <li>• We represent and commit to the value of the committee</li> <li>• We actively participate and engage in the work of the committee</li> </ul>

## DRAFT WARD COMMITTEE TERMS OF REFERENCE

	<ul style="list-style-type: none"> <li>• We are punctual, well prepared, timely with responses and we follow through</li> <li>• We are realistic about what we can achieve</li> <li>• We have a strong focus on outcomes</li> </ul>
<b>Reporting:</b>	<p>Notes of Ward Advisory Committee meetings will be prepared by Council Officers and will be submitted to a Councillor Information Session.</p> <p>Where a Ward Advisory Committee wishes to make a recommendation to Council, members and officers should refer to the Ward Advisory Committee Guidelines (Section 9 – Reporting and Committee Recommendations).</p> <p>Recommendations of Ward Advisory Committees will be processed for Council consideration via a report prepared by officers as per the Ward Advisory Committee Guidelines.</p>
<b>Related Documents:</b>	<p><a href="#">Ward Advisory Committee Guidelines</a></p> <p><a href="#">Ward Advisory Committee Proposed Recommendations Process</a></p> <p><a href="#">Council Plan 2017 - 2021</a></p> <p><a href="#">Living Kingston 2035</a></p>
<b>Review:</b>	To be reviewed in February 2021



## Ward Advisory Committee Guidelines

APPROVAL:	
VERSION NO:	1
TRIM REF:	
ENDORSEMENT:	Manager, Governance General Manager Corporate Services
REVIEW DATE:	To be reviewed February 2021
RESPONSIBLE EXECUTIVE:	General Manager Corporate Services
POLICY OWNER	Manager Governance

### 1. Purpose

The Ward Advisory Committee Guidelines (the Guidelines) provide information and procedures in relation to the *Ward Advisory Committees* program at the City of Kingston for the Council Term 2016 - 2020.

### 2. Scope

The Guidelines apply to all *meetings* of *Ward Advisory Committees* of the City of Kingston.

The Guidelines are designed to ensure *Ward Advisory Committees* operate efficiently and productively by outlining procedures for a range of matters including preparation of agendas and notes, governance requirements and *meeting* procedures.

The Guidelines serve as a reference document for Council *officers* and *Committee members* in facilitating *Ward Advisory Committee* meetings.

### 3. Definitions

<b>Word/Term</b>	<b>Definition</b>
<i>Ward Advisory Committee</i>	means a Ward Advisory Committee adopted by Council.
<i>Committee</i>	means a Ward Advisory Committee as defined in this section.
<i>Assembly</i>	means an Assembly of Councillors as defined in the Act.
<i>Member</i>	means a member of a Ward Advisory Committee.
<i>Meeting</i>	means a meeting of a Ward Advisory Committee.
<i>Officer</i>	means an officer of Kingston Council.
<i>Terms of Reference</i>	means Ward Advisory Committee Terms of Reference as adopted by Council.

## 4. Procedure / Guidelines

### (1) Overview of Ward Committees

Council has established three *Ward Advisory Committees*.

These committees are:

- Central Ward Advisory Committee
- South Ward Advisory Committee
- North Ward Advisory Committee

These *committees* have a strategic focus and Council is seeking high level discussion, advice and feedback from these committees on matters that link directly to the delivery of the Council Plan.

*Ward Advisory Committees* do not have delegated decision making power from Council. Rather, they serve as a reference source that provides Ward Councillors with important feedback on Council projects and policy initiatives that impact on the Ward and municipality.

*Ward Advisory Committees* will be reviewed in line with each Council term to reflect the Council's priorities as identified in the Council Plan.

### (2) Scope of Ward Advisory Committees

The scope of each *Ward Advisory Committee* is defined in the *Terms of Reference*. *Ward Advisory Committees* must operate within their *Terms of Reference*.

### (3) Roles and Responsibilities

#### a. Ward Advisory Committee Members

The overarching role of a *member* is to attend scheduled meetings and to provide feedback and advice to Council on matters within the scope of the *committee's Terms of Reference*. *Members* must be familiar with the *Terms of Reference*.

*Members* should actively participate in meetings and show respect to other *members* by listening while another person is speaking.

It is the intention of Council that *committees* will be strategically focused. *Members* can contribute to the achievement of this objective by ensuring their contributions are in line with the 'bigger picture' focus of their *committee*. *Members* should not use meetings to raise maintenance and/or service requests with Council. This is to be done via Council's existing Customer Service mechanisms.

#### b. Council Officers

The overarching role of *officers* is to ensure the effective running of *committees* by providing advice, presentations and administrative support to committees.

*Officers* have a range of responsibilities in relation to *committees*. Specific responsibilities have been listed in the *Terms of Reference* and this Guideline provides further specificity in relation to responsibilities of *officers*.

*Officers* responsible for *Ward Advisory Committees* are responsible for preparing and setting the agenda in line with Council Plan objectives (see part 4 'Agendas' of Guideline) and presenting the notes of each meeting to the next scheduled Corporate Leadership Group (CLG) Meeting and Strategic Councillor Information Session (CIS) (see part 9 'Reporting' of Guidelines). These *officers* are also expected to attend all *meetings*.

*Officers* in the Governance Department are responsible for communicating and ensuring compliance with relevant governance requirements for each *committee* (see part 8 'Governance Requirements' of Guidelines).

All *officers* are responsible for utilising *committees* to gain feedback and undertake consultation on projects and policy initiatives. Feedback provided by *committees* should be considered in *officers*' decision making processes and outlined in Council reports under the sub-heading consultation, where applicable.

c. Councillors

Councillors may attend any *meeting* in their Ward. A Councillor in attendance shall be accorded due status as an elected representative of the community.

**(4) Agendas**

a. Preparation

Agendas for meetings are to be compiled by the Governance Department responsible for the *committee*.

b. Content

Agenda items should be generated within the scope of a committee's *Terms of Reference*.

*Members* may suggest items for discussion to responsible *officers*; however, *officers* must assess whether the suggested item links to the Council Plan and is within the scope of the committee's *Terms of Reference*. Items not meeting these requirements should not be included on an agenda.

All agendas must include the following items:

- Apologies
- Disclosures of *officer/Councillor/member* conflicts of interest
- Confirmation of Notes of previous meeting
- Items for discussion

c. Delivery

Agendas will be circulated to all *members* via email at least five clear days before meetings. Hardcopy agendas will only be provided where a member does not have email access.

**(5) Notes of the Meeting**

a. Content

Notes of the meeting must include the following:

- Attendance of *members, officers* and Councillors
- Apologies
- Disclosures of *officer/Councillor/member* conflicts of interest
- Items discussed
- Proposed Recommendations raised by the *committee*

Notes should be concise and provide a summary of the discussion on each agenda item. Notes are not to be a transcript of the meeting.

b. Delivery

Notes will be provided to *members* with the next meeting's agenda (see clause 4 (c))

Notes will be presented to Councillors at the next scheduled Strategic CIS after meetings (see part 9 'Reporting' of Guideline).

**(6) Meetings**

a. Venues

Meetings will be held at Council owned venues to be determined by *officers* annually. Venues will be chosen on a rotational basis across each ward.

b. Times

Meetings may run for a maximum duration of two hours. It is incumbent on the Facilitator to ensure that meetings do not exceed the maximum duration so as to respect the community nature of the committees and out of hours *officer* and Councillor time.

**(7) Meeting Procedures**

a. Facilitation of Meetings

In accordance with the *Terms of Reference* for *committees*, meetings will be facilitated/chaired by an independent facilitator.

The facilitator must ensure that:

- Meetings run smoothly and efficiently
- The agenda is followed
- Councillors, *members* and *Officers* are asked to disclose conflicts of interest
- All *members* have an opportunity to contribute to discussions on each agenda item
- All *members* are respectful of each other and listen to each other's opinions
- The meeting concludes within two hours of its commencement

b. Presentations

Presentations may be included on an agenda where *officers* consider this would enhance the *committee's* understanding of a particular issue. *Members* may request specific presentations and *officers* must assess whether the requested presentation is linked to the Council Plan and within the *committee's Terms of Reference*.

Presentations not meeting these requirements will not be included on the agenda.

Presenters may be Council *officers* or representatives from external agencies.

c. Rules of Discussion

Discussions in meetings should generally be informal and not subject to formal rules of debate. The facilitator should generally allow free discussion on issues, without enforcing rules of debate, wherever free discussion is practical or appropriate.

Notwithstanding the above, the facilitator may wish to use formal meeting procedures when dealing with matters. In such instances, the following procedures shall apply:

The facilitator shall invite *members* to speak on a matter in the following order:

- a. mover
- b. seconder
- c. other *members*;
- d. Facilitator to summarise and advise committee of outcome and next steps.

## (8) Governance Requirements

### a. Assembly of Councillors

A *Ward Advisory Committee meeting* with one or more Councillors in attendance is considered an '*Assembly of Councillors*' under the Local Government Act (the Act). An *assembly* must observe the following legislative requirements<sup>1</sup>:

- An 'Assembly of Councillors Record' form must be completed by *officers* in attendance at *meetings*. This form must record:
  - Names of all Councillors and *officers* in attendance
  - Matters considered
  - Conflict of interest disclosures by Councillors and if so, whether the Councillor in question left the *assembly* (see clause 8(b) 'Conflicts of Interest' of Guideline).
- An 'Assembly of Councillors Record' form must be reported at and incorporated into the minutes of an Ordinary Meeting of Council as soon as practicable.

*Officers* can access an 'Assembly of Councillors Record' form in the Policy Portal on Kingston's staff intranet. Once completed, this form must be saved in HPE Content Manager container 02/06/01.

Governance will prepare the Assembly of Councillors Record Report for each Ordinary Meeting of Council, which will capture all assembly forms completed by *committee officers*.

### b. Conflicts of Interest

Councillors and *officers* in attendance at *meetings* must also be mindful of the legislative requirements for *assemblies* in relation to conflicts of interest<sup>2</sup>.

Councillors must consider whether a matter before the *assembly* would give rise to a conflict of interest if it was before Council. If so, Councillors must disclose the conflict of interest and leave the *assembly* whilst the matter is under consideration. This disclosure must be either immediately before the consideration of the item, or as soon as the Councillor becomes aware that he or she has a conflict of interest.

A member of Council staff who has a conflict of interest in a matter in which they also have delegated power, duty or function must:

- not exercise the power or discharge the duty or function; and
- disclose the type of interest and the nature of the interest to the Chief Executive Officer, in writing, as soon as he or she becomes aware of the conflict of interest in the matter, including those situations when the *Officer* is exercising a statutory power or duty of the Chief Executive Officer.

<sup>1</sup> Local Government Act 1989 (Vic) sections 76AA and 80A

<sup>2</sup> Local Government Act 1989 (Vic) section, 79, 80A(3) and (4)

All Councillor and *officer* disclosures must be noted on the Assembly of Councillors record form.

*Ward Advisory Committee members* are not subject to the requirements of the Act. However, to preserve the integrity of *committees* it is recommended that *members* declare any personal interests that might conflict with matters discussed at *meetings*.

As a general rule, *members* should declare an interest to the *meeting* before a matter giving rise to the conflict of interest is discussed and leave the room for the duration of the discussion. *Members* can refer to relevant sections of the Act to gain a better understanding of circumstances which give rise to a conflict of interest<sup>3</sup>.

## (9) Reporting and Committee Recommendations

### a. Reporting

*Officers* must prepare a report attaching the notes of *meetings* to the next scheduled CLG meeting and CIS meeting after an *Advisory Committee meeting*.

### b. Committee Recommendations

*Ward Advisory Committees* do not have decision making powers and cannot direct *Officers*.

Where a *Ward Advisory Committee* wishes to make a recommendation to Council, *Officers* should refer to the Ward Advisory Committee Proposed Recommendation Flowchart contained in Appendix 1 for guidance on the appropriate action to take.

In order to make a recommendation to Council, the recommendation must be supported by two thirds of the total committee.

A *Ward Advisory Committee* Recommendation must call for an *Officer* report if the recommendation:

- Substantially affects the level of Council services;
- Commits the Council to expenditure in excess of \$2,500 and that has not been included in the adopted budget;
- Establishes or amends a Council policy; or
- Commits the Council to any contractual arrangement, as determined by the Chief Executive.

Whether an *Officer* report is prepared will then be discussed with all Councillors at a CIS to be dealt with as set out in Appendix 2.

*Officers* may progress a recommendation of a *Ward Advisory Committee* if the recommendation does not trigger any of the above and:

- Aligns with the Council Plan; and
- Is consistent with Council Policy, Strategy, Masterplan or *Officer* Delegation; and
- Is of an appropriate scope and scale; and
- Is within existing budget and less than \$2,500.

*Officers* must liaise with General Managers prior to undertaking a recommendation from a *Ward Advisory Committee*. *Officers* must inform Councillors that a recommendation is being progressed via the reporting requirements set out above.

<sup>3</sup> Local Government Act 1989 (Vic) sections 77A, 77B, 78, 78A-E



*Officers* must not progress a recommendation from a *Ward Advisory Committee* if it does not meet the criteria. Officers must instead inform Councillors of the recommendation via the reporting requirements. Councillors may then make a decision to progress the proposed recommendation via an officer report to a Council Meeting, a Councillor Notice of Motion to a Council Meeting or alternatively inform the Ward Advisory Committee that the recommendation will not be progressed.

**(10) Responsibility**

Governance Officer - Governance

**(11) References and links to other documents**

Local Government Act 1989 (Vic)

[http://www.austlii.edu.au/au/legis/vic/consol\\_act/lga1989182/](http://www.austlii.edu.au/au/legis/vic/consol_act/lga1989182/)

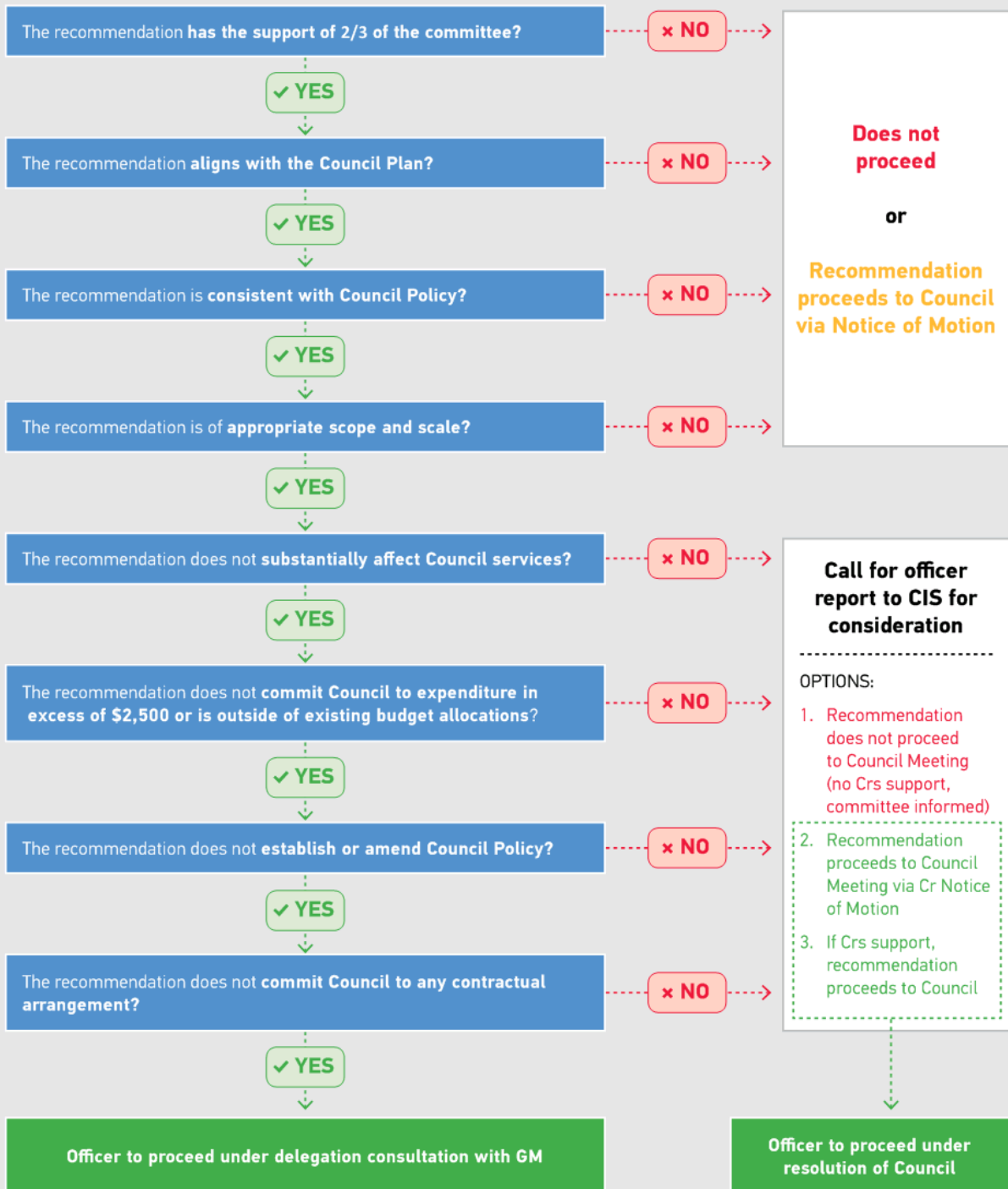
Ward Advisory Committee Terms of Reference [www.kingston.vic.gov.au/](http://www.kingston.vic.gov.au/)

**Appendices**

*Appendix 1 – Proposed Ward Advisory Committee Recommendations Process*  
(Trim 17/109162)



# Committee Recommendation Process



## **12. Notices of Motion**

## Ordinary Meeting of Council

23 July 2018

Agenda Item No: 12.1

### **NOTICE OF MOTION NO. 21/2018 - CR GLEDHILL - PRIVACY PROCESSES**

I move that:

Officers prepare a report advising Councillors on the existing processes and protocols that are in place to protect the privacy and ensure the appropriate confidentiality of personal details of private individuals communicating with the City of Kingston.

Officers should note any areas they identify as being deficient and suggest improvements where required.

Cr Geoff Gledhill

## Ordinary Meeting of Council

23 July 2018

Agenda Item No: 12.2

### **NOTICE OF MOTION NO. 22/2018 - CR GLEDHILL - DUMPING OF RAILWAY BALLAST**

I move that:

Council write to Public Transport Victoria seeking confirmation as to the health risks, if any, posed by the dumping of old rail ballast on the rail reserve in Como Pde East between Parkdale and Mordialloc. The letter should also seek advice as to when this eyesore might be removed.

Cr Geoff Gledhill

## Ordinary Meeting of Council

23 July 2018

Agenda Item No: 12.3

### **NOTICE OF MOTION NO. 24/2108 - CR WEST - POMPEI BOATSHED**

I move that Council investigates whether there may be any scope for Council to cooperate with the new owners of the Pompei Boatshed with a view to preserving the shed as a centre for wooden boatbuilding.

Cr Rosemary West



## Ordinary Meeting of Council

23 July 2018

Agenda Item No: 12.4

### **NOTICE OF MOTION NO. 23/2018 - CR WEST - NEIGHBOURHOOD CHARACTER ADVISORY PANEL**

I move that:

1. Council invite residents who have previously taken an interest in maintaining or enhancing the neighbourhood character of their street or area to be appointed to the Neighbourhood Character Advisory Panel, up to 50% of the membership, with other positions to be filled as previously resolved.
2. Such residents to be nominated by Councillors or officers or by the NC consultants on the basis of their record of involvement in NC issues or of comments or submissions they have made during the NC consultation or to last year's ward meetings.
3. The most recent Ethos Planning submission to Councillors be included in the agenda or minutes with this motion to enhance community understanding of the scope, possibilities and limitations of the NC study (provided Ethos Planning are agreeable and subject to any changes they may wish to make before publication.)

Cr Rosemary West

#### **Officer Comment**

Council was briefed on the 3<sup>rd</sup> April regarding the Consultation Strategy for the Housing and Neighbourhood Character Study. Specifically, the CIS report advised a deliberative consultation process similar to Council's Customer Service Charter "People's Panel" cross section of the community would be randomly selected to help inform the development of a draft document. This engagement would be undertaken prior to finalising the draft Housing and Neighbourhood Character work for further community consultation.

Officers have now progressed the appointment of the Community Panel and the 45 randomly selected community representatives have been formally informed of their participation in forums to be held on 24<sup>th</sup> July, 4<sup>th</sup> August, 16<sup>th</sup> August and 25<sup>th</sup> August, 2018.

## **14. Confidential Items**

## 14 Confidential Items

The following items were deemed by the Chief Executive Officer to be suitable for consideration in closed session in accordance with section 89 (2) of the Local Government Act 1989. In accordance with that Act, Council may resolve to consider these issues in open or closed session.

- 14.1 Notice of Motion No. 13/2018 - Cr West - Engagement of Lawyers**  
*Agenda item 14.1 Notice of Motion No. 13/2018 - Cr West - Engagement of Lawyers* is designated confidential as it relates to any other matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)
- 14.2 Confidential Property Purchase**  
*Agenda item 14.2 Confidential Property Purchase* is designated confidential as it relates to any other matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)

### Confidential Appendices

- 8.5 Dandenong Integrated Water Management Forum - Update**  
*Appendix 1, Draft Dandenong Integrated Water Management (IWM) Forum Strategic Directions Statement (SDS)* is designated confidential as it relates to (s89 2c)
- 9.4 CON 18/10 – Establishment of Asbestos Removal Services Contractor Panel**  
*Appendix 2, CON 18-10 Tender evaluation matrix* is designated confidential as it relates to (s89 2d)
- 10.5 Contract 18/45 Asphalt Paving Minor Works**  
*Appendix 2, CON-18/45 - Tender Evaluation Matrix for Contract Asphalt Paving Minor Works* is designated confidential as it relates to (s89 2d)
- 10.7 CON 17/116 Tree Planting & Tree Establishment Services**  
*Appendix 1, CON-17/116 Confidential Tender Evaluation Report* is designated confidential as it relates to (s89 2d)
- 10.7 CON 17/116 Tree Planting & Tree Establishment Services**  
*Appendix 2, CON-17/116 Tender Evaluation Summary* is designated confidential as it relates to (s89 2d)
- 11.5 CON 18/43 - Supply, Installation and Acquisition of Computer Hardware Assets**  
*Appendix 1, Summary of Tender Evaluation Scores for Council Report CON 18 43 Supply Installation and Acquisition of Computer Hardware Assets* is designated confidential as it relates to (s89 2d)

### RECOMMENDATION

That in accordance with the provisions of section 89(2) of the *Local Government Act 1989*, the meeting be closed to members of the public for the consideration of the following confidential items:

**14.1 Notice of Motion No. 13/2018 - Cr West - Engagement of Lawyers**

*This agenda item is confidential in accordance with the Local Government Act s89(2) as it relates to any other matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)*

**14.2 Confidential Property Purchase**

*This agenda item is confidential in accordance with the Local Government Act s89(2) as it relates to any other matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)*

**Confidential Appendices**

**8.5 Dandenong Integrated Water Management Forum - Update  
Appendix 1, Draft Dandenong Integrated Water Management (IWM)  
Forum Strategic Directions Statement (SDS)**

*This appendix is confidential in accordance with the Local Government Act s89(2) as it relates to (s89 2c)*

**9.4 CON 18/10 – Establishment of Asbestos Removal Services Contractor  
Panel**

**Appendix 2, CON 18-10 Tender evaluation matrix**

*This appendix is confidential in accordance with the Local Government Act s89(2) as it relates to (s89 2d)*

**10.5 Contract 18/45 Asphalt Paving Minor Works  
Appendix 2, CON-18/45 - Tender Evaluation Matrix for Contract Asphalt  
Paving Minor Works**

*This appendix is confidential in accordance with the Local Government Act s89(2) as it relates to (s89 2d)*

**10.7 CON 17/116 Tree Planting & Tree Establishment Services  
Appendix 1, CON-17/116 Confidential Tender Evaluation Report**

*This appendix is confidential in accordance with the Local Government Act s89(2) as it relates to (s89 2d)*

**10.7 CON 17/116 Tree Planting & Tree Establishment Services  
Appendix 2, CON-17/116 Tender Evaluation Summary**

*This appendix is confidential in accordance with the Local Government Act s89(2) as it relates to (s89 2d)*

**11.5 CON 18/43 - Supply, Installation and Acquisition of Computer Hardware  
Assets**

**Appendix 1, Summary of Tender Evaluation Scores for Council Report  
CON 18 43 Supply Installation and Acquisition of Computer Hardware  
Assets**

*This appendix is confidential in accordance with the Local Government Act s89(2) as it relates to (s89 2d)*