

# Draft Meeting Notes

## Knoxfield Community Working Group (CWG) Meeting #1

**Meeting Name:** Knoxfield CWG Meeting #1  
**Meeting date:** 6 August 2020, 5:30pm-7:30pm  
**Meeting location:** Teams video-conferencing platform

### Invitees

Name	Initials	Company	Role
<b>Development Victoria Project team</b>			
Emma Arkesteijn	EA	Development Victoria	Senior Development Manager
Tina Blackam	TB	Development Victoria	Development Manager
Peter Hood	PH	Development Victoria	Senior Director Property Group
Kelly Olsson	KO	Development Victoria	Senior Communications and Engagement Advisor
Jennie Suann	JS	RPS AAP Consulting	Facilitator
Ai-Lin Chang	AC	RPS AAP Consulting	Tech, notes, support
<b>CWG nominees</b>			
Robert Williams	RW		
Linda Black	LB		
Teresa Dominik	TD		
Sansha Johnson	SJ		
Kate Harris	KH		
Susan Laukens	SL		
Glenda Cass	GC		
Richard Faragher	RF		
<b>Apologies</b>			
Catherine Balaz	CB		



## Meeting notes

Ref no	Item	Description
1.	Welcome, agenda and introductions	Jennie Suann (JS) welcomed nominees to the first Knoxfield Community Working Group (CWG) meeting.
2.	The project	<p>Development Victoria (DV) presented on the project, its key progress to date, project timelines and overview of draft masterplan.</p> <p><b>Theme: Builder appointment</b></p> <p>Linda Black (LB) asked about the recent appointment of the project's four builders, the level of input they could have on the housing products and the procurement process.</p> <p>DV: four builders appointed will have pre-existing products. The CWG can have input into elements of the builder product such as the number of bedrooms and levels within the homes. DV explained the two-stage tender process for builder appointment.</p> <p><b>Theme: Pedestrian linkages</b></p> <p>LB asked whether the pedestrian linkages were included in the project's overall green space percentage.</p> <p>DV: pedestrian areas are not included in green space calculations.</p>
3.	Community engagement and feedback	Development Victoria provided an overview of community engagement for the project to date (including two phases in 2019) and key insights from the June-July 2020 community consultation period on the project's draft masterplan.
4.	Key discussion points	<p>Development Victoria presented a high-level overview of the anticipated negotiable and non-negotiable elements.</p> <p><b>Theme: Non-negotiable</b></p> <p>Susan Laukens (SL) asked about the level of input the CWG could have over the housing product selection and the Commercial Development Zone (CDZ) process which has been finalised.</p> <p>DV: confirmed the CDZ was approved by a range of authorities external to DV prior to the CWG process, including Council and the Department of Environment, Land, Water and Planning (DELWP). (<a href="#">Link to CDZ planning scheme amendment process</a>)</p> <p>DV: advised the project has not progressed onto its detailed design and there is still a range of items nominees could provide input into. These items were discussed.</p> <p><b>Theme: Negotiables</b></p> <p>It was confirmed there are several items nominees could influence. It was noted that whilst these items might not encompass every nominee's specific topic of interest in the project, the proposed key discussions points cover most of the major elements that will create the new neighbourhood.</p> <p><b>Theme: Sustainability</b></p> <p>LB asked what environmental standards have been required for the buildings.</p> <p>DV: confirmed the project is exploring the Green Star Communities rating tool.</p>
5.	CWG expectations	<p>Participants were asked about their expectations of each other. JS asked the group if they had any items they would like considered.</p> <p><b>Theme: Pre-reading materials</b></p>

Teresa Dominik (TD) requested that CWG materials be provided one week in advance of the meetings, to enable members to consult with their own networks prior to the meetings. DV agreed and JS committed to providing notes within two weeks of meetings.

JS requested all participants used a respectful, open and honest communications approach at and between meetings.

6.	Terms and Reference and Code of Conduct	<p>An overview of the CWG's proposed Terms of Reference (TOR) and Code of Conduct and provided the opportunity for nominees to raise any questions. JS referred to TOR principles and noted probity and confidentiality requirements, and protocols associated with not commenting to the media on behalf of the CWG (only). It was requested nominees return and sign-off on the Terms of Reference by COB Thursday 20 August 2020.</p> <p><i>Note: A signed TOR is required for nominees to become CWG members. The initial date has been extended to 28 August 2020.</i></p>
7.	Questions and Answers	<p>Throughout the meeting nominees used the chat function to enter questions. The questions have been collated into themes and circulated to the prior to the second meeting nominees.</p>
8.	Next steps	<p>An overview of the forward program of the CWG, noting a reduced timeframe and a proposed additional CWG meeting in November 2020, covering the mixed-use zone and integration with the new community. CWG nominees agreed to this proposal. LB asked if co-housing and community housing options would be covered in Meeting 4 – Sustainability and housing.</p> <p>DV: suggested an additional meeting could be held specifically on co-housing, if the CWG is happy to attend a further additional meeting.</p> <p>Note: this means 2 additional CWG meetings.</p> <p>CWG nominees acknowledged their names will be provided within notes on DV's project website, and requested this was acknowledged on the signed TOR.</p>

## Actions

#	Action	Responsibility	Due	Status
1	Sign-off and return Terms of Reference and Code of Conduct to DV	CWG nominees	28 August 2020	Open
2	Provide CWG materials to members one week prior to CWG meetings, and notes within two weeks of meeting where possible	DV/ RPS	Ongoing	Open
3	Update CWG meeting program and provide to CWG nominees with notes	RPS/ DV	20 August 2020	Delayed, issued on 25 August 2020
4	Project team investigate any available reports associated with the mixed-use development	DV	One week before CWG #2	Open
5	Consider and develop co-housing response	LB/TD	One week before CWG #2	Open