



# **KNOX CITY COUNCIL**

# **MINUTES**

Ordinary Meeting of Council

Held at the  
Civic Centre

511 Burwood Highway  
Wantirna South

On

Monday 28 May 2018

**KNOX CITY COUNCIL**

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

**ON  
MONDAY 28 MAY 2018 AT 7.00 PM**

**PRESENT:**

*Cr J Mortimore (Mayor)*

*Cr J Keogh (Deputy Mayor)*

*Cr P Lockwood*

*Cr J Taylor*

*Cr A Gill*

*Cr T Holland*

*Cr L Cooper*

*Cr D Pearce*

*Cr N Seymour*

*Mr T Doyle*

*Dr I Bell*

*Ms J Oxley*

*Mr M Fromberg*

*Ms K Parton*

*Mr R Anania*

*Chandler Ward*

*Dobson Ward*

*Baird Ward*

*Collier Ward*

*Dinsdale Ward*

*Friberg Ward*

*Scott Ward*

*Taylor Ward*

*Tirhatuan Ward*

*Chief Executive Officer*

*Director – Engineering &  
Infrastructure*

*Director - City Development*

*Director – Corporate Services*

*Acting Director – Community  
Services*

*Acting Manager, Governance &  
Strategy*

**THE MEETING OPENED WITH A PRAYER, STATEMENT OF ACKNOWLEDGEMENT  
AND A STATEMENT OF COMMITMENT**

***“Knox City Council acknowledges we are on the  
traditional land of the Wurundjeri and Bunurong people  
and pay our respects to elders both past and present.”***

**BUSINESS:****Page Nos.****1. APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE***Nil.***2. DECLARATIONS OF CONFLICT OF INTEREST***Nil.***3. CONFIRMATION OF MINUTES****COUNCIL RESOLUTION****MOVED: CR. PEARCE****SECONDED: CR. KEOGH**

Confirmation of Minutes of Ordinary Meeting of Council held on Monday 23 April 2018 subject to a correction being made to the name of the organisation recorded in Cr Taylor's Ward Issues on Page 3 from "Mind Bank" to "Mind Blank".

**CARRIED****4. PETITIONS AND MEMORIALS***Nil.***5. REPORTS BY COUNCILLORS**

5.1	<i>Committees &amp; Delegates</i>	<b>1.</b>
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5.2	<i>Ward Issues</i>	<b>1.</b>
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**6. CONSIDERING AND ORDERING UPON OFFICERS' REPORTS WITHIN THE CITY DEVELOPMENT GROUP**

<b>All Wards</b>		
6.1	<i>Report Of Planning Applications Decided Under Delegation (160/1/06)</i>	<b>7.</b>

<b>All Wards</b>		
6.2	<i>Annual Housing Monitoring And Review Program For 2017</i>	<b>15.</b>

<b>Taylor Ward</b>		
6.3	<i>Request To Remove The Public Acquisition Overlay Affecting Hansons Quarry – 1140 Wellington Road Lysterfield</i>	<b>26.</b>

**7. PUBLIC QUESTION TIME**

(Following the completion of business relating to Item 6, City Development, the business before the Council Meeting will be deferred to consider questions submitted by the public). **40.**

**8. CONSIDERING AND ORDERING UPON OFFICERS' REPORTS WITHIN THE ENGINEERING & INFRASTRUCTURE GROUP**

	<b>Dinsdale Ward</b>	
8.1	Two (2) Options For Knox Community Gardens & Vineyard, 254 Scoresby Road, Boronia	<b>43.</b>
	<b>All Wards</b>	
8.2	Supply Of Retail Electricity, Public Lighting, Natural Gas And Associated Services	<b>55.</b>
	<b>All Wards</b>	
8.3	Contract No. 2358 – Drainage Repair, Renewal And Upgrade Works	<b>62.</b>

**9. CONSIDERING AND ORDERING UPON OFFICERS' REPORTS WITHIN THE COMMUNITY SERVICES GROUP**

	<b>All Wards</b>	
9.1	Knox Multicultural Advisory Committee Membership Appointment Report 2018-2020	<b>69.</b>
	<b>All Wards</b>	
9.2	Community Partnership Funding 2018-2022	<b>83.</b>

**10. CONSIDERING AND ORDERING UPON OFFICERS' REPORTS WITHIN THE CORPORATE DEVELOPMENT GROUP**

	<b>All Wards</b>	
10.1	2017-18 Annual Plan Progress Report To 31 March 2018	<b>109.</b>
	<b>All Wards</b>	
10.2	Financial Performance Report For The Period Ended 31 March 2018	<b>131.</b>
	<b>All Wards</b>	
10.3	Review Of Council Committees Policy	<b>156.</b>
	<b>All Wards</b>	
10.4	Fraud And Corruption Control Framework 2018	<b>183.</b>
	<b>Chandler Ward</b>	
10.5	Proposed Sale Of Council Property – 1221 Mountain Highway, The Basin	<b>199.</b>
	<b>All Wards</b>	
10.6	Minor Grants Program Applications	<b>207.</b>



**11. ITEMS FOR INFORMATION**

	<i>All Wards</i>	
11.1	<i>Works Report (as at 4 May 2018)</i>	<b>214.</b>
	<i>All Wards</i>	
11.2	<i>Assemblies of Councillors</i>	<b>241.</b>

**12. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN**

12.1	<i>Notice of Motion No. 77 – Government Funding of Dorset Road Extension from Dorset Road to Lysterfield Road</i>	<b>252.</b>
12.2	<i>Notice of Motion No. 78 – Eastern Region Library Corporation Service Agreement</i>	<b>253.</b>

**13. SUPPLEMENTARY ITEMS** **253.****14. URGENT BUSINESS** **253.**

14.1	<i>Urgent Business</i>	<b>253.</b>
14.2	<i>Call Up Items</i>	<b>253.</b>
14.2.1	<i>Alternative Funding Models</i>	<b>253.</b>

**15. QUESTIONS WITHOUT NOTICE** **253.**

TONY DOYLE  
CHIEF EXECUTIVE OFFICER

## **5. REPORTS BY COUNCILLORS**

### **5.1 Committees & Delegates**

#### **5.1.1 COUNCILLOR LISA COOPER**

Councillor Cooper attended the following Meetings

- Early Years Advisory Committee
- Knox Central Advisory Committee
- Wantirna South Early Years Hub Site Tour

#### **5.1.2 COUNCILLOR JAKE KEOGH**

Councillor Keogh attended the following Meetings

- Interfaith Network
- Multicultural Committee
- ANZAC Day Dawn Service – Ferntree Gully
- ANZAC Day Service at Tim Neville Arboretum
- Eastern Region Group of Councils
- Knox Central Advisory Committee
- Recreation and Leisure Committee
- Lysterfield Football Club ANZAC Awards Presentation
- Wantirna South Early Years Hub Site Tour
- Coonara Community House AGM
- Youth Advisory Committee
- Meeting with Ministers McKenzie and Tudge – Knox Regional Sport Park

#### **5.1.3 COUNCILLOR PETER LOCKWOOD**

Councillor Lockwood attended the following Meetings

- Arts and Culture Committee
- Eastern Affordable Housing Alliance
- Eastern Regional Libraries Corporation
- Eastern Transport Coalition
- Interfaith Network
- Knox Central Advisory Committee
- Multicultural Committee
- Iftar Dinner
- IDAHOBIT Morning Tea and Flag Raising
- ANZAC Commemorations
- Boronia Football Club Chairman's Lunch
- ECLC Dinner Volunteers and Partners
- 1812 Theatre
- Dandenong Creek Pollution

#### 5.1.4 COUNCILLOR JACKSON TAYLOR

Councillor Taylor attended the following Meetings

- Jazz Museum
- Knox Central Advisory Committee
- Knox Community Safety, Health and Wellbeing Advisory Committee
- Wantirna South Early Years Hub Site Tour
- Iftar Dinner
- Youth Advisory Committee
- "Positive Coaching" Education Program – Knox Hockey Club

#### 5.1.5 COUNCILLOR DARREN PEARCE

Councillor Pearce attended the following Meetings

- ANZAC Day Service – St Simon's Parish Church, Rowville
- Knox Central Advisory Committee
- Meeting with Ministers McKenzie and Tudge – Knox Regional Sport Park
- Iftar Dinner

#### 5.1.6 COUNCILLOR JOHN MORTIMORE

Councillor Mortimore attended the following Meetings

- Boronia Rotary Schools ANZAC Day Commemoration
- Briefing with Leader and Community Newspapers
- ANZAC Day Dawn Service – Boronia RSL
- ANZAC Day Service – Tim Neville Arboretum, Ferntree Gully
- Premier of Victoria, The Hon Daniel Andrews
- Residents
- Eastern Region Group of Councils
- Knox Leisureworks
- Danny O'Brien MP (Shadow Minister for Sport) and Nick Wakeling (Shadow Minister for Environment)
- Mayoral Interview with Radio Eastern FM
- The Basin Music Festival Volunteer Thank You Night
- Knox Community Safety, Health and Wellbeing Advisory Committee
- EAGA Executive Committee
- Meeting with Ministers McKenzie and Tudge – Knox Regional Sport Park
- Star Wars Community Planting Event
- The Basin CFA New Station
- Official Launch of ARRB Systems
- Eastern Region, Division 2 Victoria Police 2018 Medal Presentation
- Melbourne Boomers
- Wantirna South Early Years Hub Site Tour
- Daniel Mulino MP – Victorian Parliamentary Secretary for Treasury & Finance
- Knox Active Ageing Advisory Committee
- IDAHOBIT Morning Tea and Flag Raising
- Citizenship Ceremony
- MAV State Council
- Iftar Dinner

- Signing of Hetrel's Certificate
- "Positive Coaching" Education Program – Knox Hockey Club
- Eastern Regional Libraries Corporation Board Meeting
- Sorry Day Flag Raising Ceremony
- YMCA Skate and BMX Event – 10 Year Anniversary of Knox Skate and BMX Park

## 5.2 Ward Issues

### 5.2.1 COUNCILLOR JACKSON TAYLOR (COLLIER WARD)

- Councillor Taylor discussed the recent pollution dumps in Dandenong Creek and described the action as absolutely appalling. Councillor Taylor stated that Knox City Council is known for its beautiful waterways and for looking after its open space and believes that these dumps have had a severe impact on the local habitat. Councillor Taylor continued that it is important to bring this topic up at the meeting as he has received substantial community contact on the issue. Councillor Taylor thanked the local community and the First Friends of Dandenong Creek for the fantastic job they have done on raising awareness on this issue. Councillor Taylor note that the EPA's investigations, in conjunction with Melbourne Water and Knox City Council, are ongoing.
- Councillor Taylor acknowledged the \$4 million allocated in the State Government budget for the creation of a shared path along Burwood Highway between Wantirna and Vermont South. Councillor Taylor noted that the creation of this shared path is incredibly important as it will remedy a dangerous missing link for cyclists who have previously described this section a 'goat track'. Further, Councillor Taylor noted that the new shared path would replace the current dangerous boardwalks, which currently close on wet days and have been the site of multiple crashes, near-misses and a fatality in 2010.

### 5.2.2 COUNCILLOR JAKE KEOGH (DOBSON WARD)

- Councillor Keogh raised the Brenock Park Drive school crossing situated out the front of St Joseph's College in Ferntree Gully and described the crossing as one of the most dangerous in Knox as it experiences approximately two to three drive through incidents every week. Councillor Keogh believes this is an accident waiting to happen and that it is only a matter of time before someone gets hit by a car. One solution would be to work with VicRoads to make the road smaller while the other is for VicRoads to approve and fund the Dorset Road extension. Councillor Keogh thanked Knox City Council staff for working with VicRoads and the Knox Leader for running the story on this important issue.

- Councillor Keogh noted his attendance at a local football game on the weekend. The game was being umpired by a female umpire, who was doing a fantastic job, however there was a supporter who was yelling obscene things and telling her she did not belong in the game. Councillor Keogh would like Knox City Council staff to inform all sporting clubs that they are within their rights to remove a spectator from their facilities if they are acting in an obscene or disrespectful way. Councillor Keogh noted that the sporting clubs are great at encouraging female participation but some spectators may need some further guidance.

#### **5.2.3 COUNCILLOR ADAM GILL (DINSDALE WARD)**

- Councillor Gill acknowledged that the family of Marie Wallace, including her daughters and grandchildren, are in the gallery for the night's meeting. Councillor Gill explained that Marie Wallace was a former Councillor who served Dinsdale Ward for more than 20 years, was Mayor three times and involved with many projects which benefited the Knox community. Councillor Gill believed the family members intended to ask a question relating to the mayoral portraits currently displayed in the foyer.

#### **5.2.4 COUNCILLOR JOHN MORTIMORE (CHANDLER WARD)**

- Councillor Mortimore acknowledged former Councillor Mr Hurtle Lupton was in the gallery for the night's meeting.

**PROCEDURAL MOTION**

**MOVED: CR. KEOGH**  
**SECONDED: CR. LOCKWOOD**

**That Council suspend Standing Orders to allow the Mayor to make a special presentation.**

**CARRIED**

**STANDING ORDERS WERE SUSPENDED AT 7.19PM**

The Mayor, Councillor Mortimore explained it was his great pleasure to honour Mr. and Mrs. George and Pat Hetrel from The Basin. The Hetrels are long standing members of the Knox community who have been generous donors and supporters for a number of local organisations through their Open Days at Como Gardens.

Council would like to acknowledge a historic donation of \$1,000,000 by Mr and Mrs Hetrel which will be used to revitalise the much used Batterham Reserve in The Basin. This single donation is the largest ever donation to our community via Council. The donated funds will be used to fund:

- \$218,500 - New changing facility (gift funding to support Council funding)
- \$220,000 - Extension to existing pavilion female change rooms
- \$75,000 - Relocation of existing flood lighting from main oval to top oval
- \$250,000 - Replacement of existing cricket nets
- \$235,000 - Path network – all ability footpath network around both ovals
- Total Estimate of cost: \$998,500

Mr George Hetrel addressed the meeting and spoke about the events leading up to Mrs Hetrel and his decision to make such a contribution to this local community.

The Mayor, Councillor Mortimore thanked Mr. and Mrs. Hetrel on behalf of Council and presented them with a certificate of appreciation and a framed photo to commemorate the donation.

**PROCEDURAL MOTION**

**MOVED: CR. TAYLOR**  
**SECONDED: CR. KEOGH**

**That Council resume Standing Orders.**

**CARRIED**

**STANDING ORDERS WERE RESUMED AT 7.34 PM**

Official minutes of Knox City Council

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

**SUMMARY:** *Acting Manager – City Planning & Building (Greg Kent)*

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

**RECOMMENDATION**

That the planning applications decided under delegation report (between 1 April to 30 April 2018) be received and noted.

**REPORT**

Details of planning applications decided under delegation from 1 April to 30 April 2018 are attached. The applications are summarised as follows:

<b>Application Type</b>	<b>No</b>
Building & Works: Residential	4
Other	2
Subdivision	21
Units	16
Tree Removal/Pruning	12
Change of Use	7
Single Dwelling	5
Removal of Easement	1
<b>TOTAL</b>	<b>68</b>

**COUNCIL RESOLUTION**

**MOVED: CR. TAYLOR**  
**SECONDED: CR. COOPER**

That the planning applications decided under delegation report (between 1 April to 30 April 2018) be received and noted.

**CARRIED**



**Knox City Council**  
**Planning Applications Decided by Responsible Officer**

1 April 2018 – 30 April 2018

Ward	No/Type	Address	Description	Decision
Baird	2017/6690	2/65 Barry Street BAYSWATER VIC 3153	Change of use (gym)	3/04/2018 Refused
Baird	2017/6396	246 Boronia Road BORONIA VIC 3155	Development of the land for four double storey dwellings	5/04/2018 Refused
Baird	2017/6537	24 Paton Crescent BORONIA VIC 3155	The development of the land for two (2) double storey dwellings and one (1) single storey dwelling and removal of vegetation	11/04/2018 Refused
Baird	2017/6534	17 Narcissus Avenue BORONIA VIC 3155	The construction of two (2) double storey and one (1) single storey dwelling (total 3 dwellings)	6/04/2018 Refused
Baird	2017/6733	46 Paton Crescent BORONIA VIC 3155	Development of the land for three (3) double storey dwellings	6/04/2018 Approved
Baird	2018/9055	3 Sykes Avenue FERNTREE GULLY VIC 3156	Two (2) lot subdivision (Approved Unit Site)	18/04/2018 Approved
Baird	2018/6104	4 Conway Court BORONIA VIC 3155	Nine (9) lot subdivision (Approved Unit Site)	12/04/2018 Approved
Baird	2017/6522	4 Johnson Drive FERNTREE GULLY VIC 3156	The construction of a double storey dwelling to the rear of the existing dwelling	19/04/2018 Approved
Baird	2018/6035	2/68 Barry Street BAYSWATER VIC 3153	Use of the land (Motor Vehicle Sales) and variation to Clause 52.14	12/04/2018 Approved
Baird	2017/6678	29 Springfield Road BORONIA VIC 3155	Development of the land for two (2) double storey dwellings and one (1) single storey dwelling (three (3) dwellings in total)	26/04/2018 Approved

Ward	No/Type	Address	Description	Decision
Chandler	2018/9046	18 Albert Avenue BORONIA VIC 3155	Removal of 1 Acacia melanoxylon (Blackwood)	5/04/2018 Approved
Chandler	2018/9051	14 Stoneleigh Avenue BORONIA VIC 3155	Remove one Grevillea robusta tree	11/04/2018 Approved
Chandler	2017/6677	28 Marie Street BORONIA VIC 3155	Buildings and Works (Additions to garage, pool and alfresco to an existing dwelling) and vegetation removal	9/04/2018 Approved
Chandler	2017/6772	23 Buchanan Street BORONIA VIC 3155	Development of the land for a single dwelling and vegetation removal	6/04/2018 Approved
Chandler	2017/6330	15 Albert Avenue BORONIA VIC 3155	Development of the land for six (6) triple storey dwellings	9/04/2018 Approved
Chandler	2018/9050	56 Mercia Avenue THE BASIN VIC 3154	Remove one Eucalyptus cypellocarpa tree	12/04/2018 Approved
Chandler	2018/6062	18 Prospect Place BORONIA VIC 3155	20 lot subdivision (Approved Development Site)	13/04/2018 Approved
Chandler	2017/6532	300 Dorset Road BORONIA VIC 3155	Development of the land for a double storey dwelling to the rear of the existing dwelling and alteration and access to a road, in a Category 1 Road Zone	19/04/2018 Approved
Chandler	2018/6096	15 Army Road BORONIA VIC 3155	Removal of 3 Eucalyptus sp. trees	12/04/2018 Approved
Chandler	2018/9059	23 Bowen Avenue THE BASIN VIC 3154	Removal of 1 Eucalyptus obliqua tree	23/04/2018 Approved
Chandler	2017/6764	34 Toorak Avenue THE BASIN VIC 3154	Buildings and Works (Construction of new dwelling)	30/04/2018 Approved
Chandler	2018/6036	75 Albert Avenue BORONIA VIC 3155	Three (3) lot subdivision - staged (Approved Unit Site)	26/04/2018 Approved

Ward	No/Type	Address	Description	Decision
Collier	2017/6201	537 Boronia Road WANTIRNA VIC 3152	Development of the land for seven (7) dwellings [five (5) three storey dwellings and two (2) single storey dwellings]	4/04/2018 Notice of Decision
Collier	2017/6668	5 Dudley Avenue WANTIRNA VIC 3152	Development of the land for two (2) single storey dwellings	5/04/2018 Approved
Collier	2017/6718	20 Cumberland Avenue BAYSWATER VIC 3153	Development of the land for a double storey dwelling to the rear of the existing dwelling	5/04/2018 Approved
Collier	2017/6744	324 Wantirna Road WANTIRNA VIC 3152	Removal of a portion of the carriageway easement E-2 on PS412843A.	10/04/2018 Approved
Collier	2017/6566	6 Magnolia Street WANTIRNA VIC 3152	Construction of four double storey dwellings	6/04/2018 Notice of Decision
Collier	2018/6152	9 Gresford Road WANTIRNA VIC 3152	Two (2) lot subdivision (Approved Unit Site)	18/04/2018 Approved
Collier	2018/6101	25 Linsley Way WANTIRNA VIC 3152	Three (3) lot subdivision (Approved unit site)	18/04/2018 Approved
Dinsdale	2017/6749	76 Parkhurst Drive KNOXFIELD VIC 3180	Change of use (motor vehicle sales) and variation to Clause 52.14	4/04/2018 Approved
Dinsdale	2018/6160	12 Moonah Road WANTIRNA SOUTH VIC 3152	Two (2) lot subdivision (Approved Unit Site)	9/04/2018 Approved
Dinsdale	2017/6592	147 Stud Road WANTIRNA SOUTH VIC 3152	The construction of ten, three (3) storey dwellings and access to a Road Zone Category 1	10/04/2018 Notice of Decision
Dinsdale	2017/6607	98 Sasses Avenue BAYSWATER VIC 3153	Development of the land for two (2) double storey dwellings	6/04/2018 Notice of Decision
Dinsdale	2018/9060	2 Derby Road BORONIA VIC 3155	Two (2) lot subdivision (Approved Unit Site)	19/04/2018 Approved

Ward	No/Type	Address	Description	Decision
Dinsdale	2017/6753	124 Kanooka Road BORONIA VIC 3155	Development of a double storey dwelling to the rear of the existing dwelling	11/04/2018 Approved
Dinsdale	2018/6011	30 Ireland Avenue WANTIRNA SOUTH VIC 3152	Development of the land for two (2) double storey dwellings	13/04/2018 Notice of Decision
Dinsdale	2018/9053	12 Orchard Road BAYSWATER VIC 3153	Resubdivision of Lots 2 to Lot 11 & Common Property No. 1 on PS 717578S creating Lots 2A to Lot 11A & Common Property No 1	12/04/2018 Approved
Dinsdale	2018/6144	8 Elm Street BAYSWATER VIC 3153	Seven (7) lot subdivision (Approved Unit Site)	26/04/2018 Approved
Dinsdale	2018/6045	Marie Wallace Bayswater Park 799 Mountain Highway BAYSWATER VIC 3153	Removal of 3 Dead Eucalyptus sp.(Tree 1, 2 and 104), 1 Dead Acacia sp. (Tree 4), 3 Eucalyptus ovata (Tree 7, 34 and 106), 1 Exocarpus cupressiformis (Tree 9), 1 Eucalyptus obliqua (Tree 11), 2 Eucalyptus cephalocarpa (Tree 44 and 105) and the pruning of 1 Acacia mearnsii (Tree 33), 1 Eucalyptus ovata (Tree 102) and Habitat pruning of 1 Dead Eucalyptus sp. (Tree 3)	24/04/2018 Approved
Dinsdale	2018/6061	631 Mountain Highway BAYSWATER VIC 3153	Eight (8) lot subdivision (Approved Unit Site)	30/04/2018 Approved
Dobson	2017/6630	12 Pleasant Road FERNTREE GULLY VIC 3156	Development of the land for a single dwelling and associated works	4/04/2018 Approved

Ward	No/Type	Address	Description	Decision
Dobson	2018/6050	4 Joan Avenue FERNTREE GULLY VIC 3156	Development of the land for a double storey dwelling and removal of vegetation	5/04/2018 Approved
Dobson	2018/9036	7 Waters Avenue UPPER FERNTREE GULLY VIC 3156	Alteration and addition to dwelling	6/04/2018 Approved
Dobson	2018/9048	2/27 Alma Avenue FERNTREE GULLY VIC 3156	Remove one Eucalyptus sp. tree	11/04/2018 Approved
Dobson	2018/6008	15 Logan Court LYSTERFIELD VIC 3156	Development and Use of the land for a double storey dwelling, shed and associated landscaping works including pool	6/04/2018 Approved
Dobson	2018/6080	2 Clematis Avenue FERNTREE GULLY VIC 3156	Removal of one Pittosporum eugenioides 'Variegatum' within the Cemetery grounds and four Pittosporum eugenioides 'Variegatum' located on the adjacent nature strip on Forest Road.	13/04/2018 Approved
Dobson	2018/9058	39 Austin Street FERNTREE GULLY VIC 3156	Removal of one Cedrus deodara (Deodar Cedar)	18/04/2018 Approved
Dobson	2018/9057	2 Gerald Street FERNTREE GULLY VIC 3156	Removal of one Eucalyptus ovata (Swamp Gum)	18/04/2018 Approved
Dobson	2018/9045	13 Barton Avenue FERNTREE GULLY VIC 3156	Buildings and Works for a Proposed Shed and Water Tank	12/04/2018 Approved
Dobson	2018/6191	52 Kia-Ora Parade FERNTREE GULLY VIC 3156	Remove two (2) Eucalyptus gonicalyx (Long leaf Box), four (4) Eucalyptus macrorhyncha (Red Stringybark) and 19 Dead Eucalyptus speceis	27/04/2018 Approved

Ward	No/Type	Address	Description	Decision
Dobson	2017/6785	72 Old Belgrave Road Upper Ferntree Gully VIC 3156	Develop a single storey addition to the dwelling, removal and lopping of vegetation	30/04/2018 Approved
Friberg	2017/6280	19 Christie Street KNOXFIELD VIC 3180	Development of land for double storey dwelling at the rear of existing dwelling	4/04/2018 Refused
Friberg	2017/6687	49 Rodney Drive KNOXFIELD VIC 3180	Development of the land for a double storey dwelling to the rear of the existing dwelling	6/04/2018 Approved
Friberg	2017/6803	13 Coromandel Crescent South KNOXFIELD VIC 3180	The construction of two (2) double storey dwellings and one (1) single storey dwelling on the land (total three (3) dwellings)	11/04/2018 Notice of Decision
Friberg	2018/6197	29 Folkstone Crescent FERNTREE GULLY VIC 3156	Two lot subdivision (Approved Unit Site)	19/04/2018 Approved
Friberg	2018/9056	25 Ross Street FERNTREE GULLY VIC 3156	Two (2) lot subdivision (Approved Unit Site)	13/04/2018 Approved
Friberg	2017/6729	4/35 Gilbert Park Drive KNOXFIELD VIC 3180	Buildings and works, change of use (place of worship) and a reduction of car parking	19/04/2018 Notice of Decision
Friberg	2018/6203	33 Gaydon Street FERNTREE GULLY VIC 3156	Two (2) lot subdivision (Approved Unit Site)	26/04/2018 Approved
Scott	2017/6713	1/28 Witken Avenue WANTIRNA SOUTH VIC 3152	Change of Use (community art and craft centre and educational centre)	19/04/2018 Approved
Scott	2017/6542	5 Henry Road WANTIRNA SOUTH VIC 3152	Use and development of a medical centre and reduction of car parking	23/04/2018 Approved
Taylor	2018/9054	10 Bark Avenue ROWVILLE VIC 3178	Two (2) lot subdivision	11/04/2018 Approved

Ward	No/Type	Address	Description	Decision
Taylor	2018/6162	LOT 28 Wellington Road & 500 Kelletts Road LYSTERFIELD VIC 3156	Removal of 11 Dead Eucalyptus species and 1 Eucalyptus goniocalyx and the pruning of 3 Eucalyptus goniocalyx, 1 Eucalyptus cephalocarpa and 1 Eucalyptus radiata	30/04/2018 Approved
Tirhatuan	2017/6617	48 Deschamp Crescent ROWVILLE VIC 3178	Development of the land for a double storey dwelling to the rear of the existing dwelling	4/04/2018 Approved
Tirhatuan	2017/6531	6/1498 Ferntree Gully Road KNOXFIELD VIC 3180	Use for an Indoor Recreation Facility (Martial Arts Studio and 24 hour Gym), Buildings and Works for a Mezzanine, and reduction of Car Parking requirements	6/04/2018 Refused
Tirhatuan	2018/9031	23 Yvette Drive ROWVILLE VIC 3178	Two (2) lot Subdivision (Approved Unit Site)	6/04/2018 Approved
Tirhatuan	2018/9052	12/1470 Ferntree Gully Road KNOXFIELD VIC 3180	Mezzanine floor addition	13/04/2018 Approved
Tirhatuan	2017/6787	12 Dalmore Drive & 1280 Ferntree Gully Road SCORESBY VIC 3179	The development of two multi-storey office buildings, multi-level car park, retail premises, associated basements and car parking	18/04/2018 Approved
Tirhatuan	2018/6064	10 Laser Drive ROWVILLE VIC 3178	Three (3) lot subdivision (Approved Development Site)	13/04/2018 Approved

**Total: 68**

**ALL WARDS****6.2 ANNUAL HOUSING MONITORING AND REVIEW PROGRAM FOR 2017**

**SUMMARY:** *Jonathan Wright (Coordinator City Research & Mapping, City Futures)*

*This report summarises the findings of Council's tenth annual Housing Monitoring and Review Program for 2017. The number of approved planning applications and potential new dwellings in 2017 were the highest in the ten-year history of the Housing Monitoring Program, driven by large numbers of apartments and townhouses primarily in activity centres.*

*The percentage of new dwellings approved that were consistent with their Housing Policy Area increased from 68% in 2016 to 84% in 2017, which suggest the Housing Policy 2015 is having an increasingly positive impact in encouraging appropriate development. The approval of most new dwellings higher-density areas continues to make a positive contribution to dwelling diversity and affordability in areas that have the best access to services and transport.*

*New census data indicates a new positive trend from 2011-2016, with the number of new smaller dwellings outpacing the growth in smaller households after a deficit from 2006-2011. However rising housing costs, a lack of availability of affordable rental options, and an identified shortfall in social housing remain key policy concerns in 2017.*

**RECOMMENDATION**

That Council receive and note the tenth Housing Monitoring and Review Program Annual Report for 2017 (Appendix A).

**1. INTRODUCTION**

The Housing Monitoring and Review Program was developed to assess the effectiveness of housing policies and planning controls in delivering the *Knox Housing Statement 2005 (updated 2007)*, and was updated last year to reflect the goals and strategies in the *Knox Housing Strategy 2015* and the *Knox Community and Council Plan 2017-2021*.

This report outlines the findings from 1 January to 31 December 2017, which was the second year that the new residential zones and planning controls related to the *Knox Housing Strategy 2015* were part of the Knox Planning Scheme.



## **2. DISCUSSION**

### **2.1 Program Purpose and Structure**

This report seeks to provide a measure progress against the six objectives in the *Housing Strategy* and their counterpart strategies from the *Community and Council Plan* by examining data related planning approvals, housing construction, and population demographics. This analysis is framed around a set of indicators that seeks to measure different aspects of housing in Knox, particularly new dwellings that have been approved through the planning system in 2017. The list of indicators for 2017 is the same as the previous year, with additional indicators in development for future years.

- Aspirational Housing Targets
- Alignment with Housing Policy Areas
- Dwelling Typology
- Dwelling Size
- Rental Options
- Housing Affordability
- Social Housing
- Walkability
- Alignment with VCAT Decisions
- Integrated Place-Based Plans

The *Knox Housing Strategy 2015* sets out four Housing Policy Areas and provides guidance on the different housing typologies that are preferred and permitted in each area.

Table 1 below overlays the number of net new dwellings of each type approved in each of the four Housing Policy Areas in 2017, providing a quick summary of how planning decisions based on the Knox Planning Scheme are delivering the intended outcomes. The rest of the indicators used to assess the performance of Council's housing policies are discussed below.



RESIDENTIAL AREA TYPES		TOTAL NET NEW DWELLINGS	Detached Dwellings	Dual Occupancy	Villa Units	Townhouses	Apartments / Mixed Use
Outside the Urban Growth Boundary	ALL LOTS (Includes rural and other non-residential zones)	3	3	0	0	0	0
Bush Suburban	ALL LOTS (Minimum subdivision requirements apply)	64	17	20	22	5	0
Knox Neighbourhood	SMALL LOTS (Under 1,000sqm)	166	2	89	31	44	0
	LARGE LOTS (Over 1,000 sqm)	91	1	4	49	37	0
Local Living	ALL LOTS (Additional controls from local plans may apply)	159	0	2	5	137	15
Activity Areas	ALL LOTS (Additional controls from local plans may apply)	545	0	2	15	329	199
Commercial Areas	ALL LOTS (Additional controls from local plans may apply)	208	0	0	0	35	173
			 PREFERRED HOUSING TYPE	 PERMISSIBLE BUT NOT PREFERRED			

Table 1: Number of net new dwellings by typology and Housing Policy area

## 2.2 Key Findings

In 2017 there were 252 planning and subdivision applications and 10 subdivision applications approved that, if enacted, would result in 1,406 new dwellings in Knox. Accounting for demolition on some sites, these approved developments have the potential to add 1,236 net new dwellings. This represents a significant increase from the numbers from the previous years, and in fact, represents the most new dwelling approved in the ten year history of the Housing Monitoring Program. This increase appears to resume a general trend of rising approvals volume since 2013, after a brief slowdown in 2016.

The findings show that 74% of net new dwellings approved in 2017 were located in higher density locations in Activity Areas, Local Living, and commercial zones within Activity Centres. This is a 24 percentage point improvement – up from 50% of approvals located in these areas in 2016. This represents a significant improvement in preferred outcome as set out in the *Knox Housing Strategy 2015*, which is to steer most development to designated higher-density areas. Appendix B maps the location, typology and number of net new dwellings possible from each approved planning application against the Housing Policy Areas.

### Housing that Provides Choice through Diversity

A further measure of the Knox Housing Strategy's success is reflected in the delivery of appropriate development in most areas of the city. The proportion of dwelling approvals consistent with Housing Policy Area preferred typology rose from 68% in 2016, to 84% in 2017. This suggests that the new *Knox Housing Strategy 2015* and new residential zones have become more ingrained in the development and assessment process in their second year of operation.

There continued to be some development classified as "not preferred" in the lower-density areas of Knox, as shown in Table 1. As in 2016, most of these were only marginally above the preferred typology for their Housing Policy Area. This included some villa unit and townhouse developments in lower-density Knox Neighbourhood and Bush Suburban areas. In most cases, these lots are large enough that villa units and townhouses typologies can still deliver outcomes related to open space and vegetation that the Housing Policy Areas seek to deliver. In particular, investigating new ways to measure and monitor tree canopy and private open space outcomes are among the future development goals of the Housing Monitoring Program.

In fact, there was a notable prevalence of smaller townhouse developments this year. Of the 36 townhouse applications approved in lower-density areas, 27 were developments of three or fewer units on a block. The key distinguishing factor between villa units and townhouses is the presence of a shared living wall. These small townhouse developments are therefore generally a more compact built form than traditional villa units, which may be a response to larger open space requirements introduced by the State Government recently. So while these may appear as 'above preference' for their Housing Policy Area, they may in fact represent a design response that delivers better open space outcomes – one of Council's key policy aims in Knox Neighbourhood and Bush Suburban areas.

The percentage of smaller dwellings (two bedrooms or less) increased again to 44% in 2017, up from 37% in 2016 and 29% in 2015. Since most of the existing housing stock in Knox is larger dwellings, one of the goals of the *Knox Housing Strategy 2015* is to encourage smaller dwellings in appropriate locations.

The findings for 2017 show that while higher-density areas continue to see a mix of small and large dwellings, nearly all of the smaller dwellings approved across the city in 2017 were in higher-density areas (96%). This suggests that continuing to direct a greater share of new development to Activity Centres could also help deliver more small dwellings in the future.

#### Housing that Responds to Current and Future Needs

Housing prices and rental costs continue to rise across the metropolitan area, and Knox is no exception. Growth in median household income has failed to match the pace of rising house prices over the last few years, making Knox a less affordable place to live. Recent census data indicates that while incomes in Knox grew by 11.5% from 2011-2016, median housing prices grew by 52% over that same period. This continues a trend that has been accelerating over the last 20 years.

While housing affordability is an issue that affects the entire community, it can be particularly challenging for lower income and vulnerable populations. Housing stress is a measure that compares the rental or mortgage costs to annual income, usually with respect to households in the lowest 40% of the national income distribution. For these households in Knox, 24% of rented households and 11% of mortgaged households were experiencing housing stress in 2011, meaning they spent more than 30% of their annual income on housing.

The *Knox Housing Strategy 2015* and the *Knox Affordable Housing Action Plan 2015-2020* have elevated Council into a more prominent role in increasing the supply of social housing in Knox. In recent years, Council has negotiated future social housing on 'Strategic Investigation Sites' identified in the *Knox Housing Strategy 2015*. Examples include: seven future dwellings delivered by Mirvac and the Department of Health and Human Services (DHHS) on the Harcrest site in Wantirna South, 9 future dwellings delivered by Stockland as part of Council's sale of the Stamford Park site in Rowville, and 20 future dwellings plus \$4.5 million in financial contributions to Council agreed to by the Pask Group as part of the proposed rezoning of the Kingston Links Golf Course in Rowville. Women's Housing Limited has also recently purchased a second site in Bayswater to develop a social housing apartment complex in Bayswater.

Through the *Knox Affordable Housing Action Plan 2015-2020*, Council has committed to deliver a 5% component of social housing on Council-owned surplus land and now negotiates for the same on a case-by-case basis with private developers wishing to rezone land, as well as the State Government concerning the pending redevelopment of State Government-owned sites in Knox. Council continues to build supportive relationships with Registered Housing Associations, social housing providers, and not-for-profit organisations that own or are seeking to purchase land in Knox. Council is also developing a memorandum of understanding (MOU) with DHHS to, amongst other things, explore opportunities to upgrade and increase Knox's supply of public housing.

Research firm Demographia publishes a series of annual reports that compare housing affordability across the world. One measure these reports use is “median multiple incomes,” which compares local housing prices with local income levels. Areas where median housing prices are less than three times median incomes are considered ‘affordable’ by this measure.

The ratio of median housing price to median income level for Knox, has steadily increased from 5.2 times median income in 2006 to 6.5 times to 8.8 times in 2016. This is much higher than the affordability benchmark of 3.0 times median income, which rates Knox as ‘severely unaffordable’. In addition, the percentage of private rentals in Knox considered affordable has fallen from around 40-50% in 2002-2006 to 4-6% in 2010-2015, and a new low of 2.9% in 2017.

There are some encouraging trends however. From 2006-2011, the growth in the number of small households outpaced the growth in the supply of smaller dwellings by 600%. From 2011-2016, this trend reversed, with the number of smaller housing options exceeding the growth in smaller households by 29%. This outcome is likely the result of increases in the number of apartments and townhouses approved in Knox since 2012. This is a positive indicator towards a more diversity in housing choice. However, while this represents a step in the right direction, there is still a significant gap to make up in the current housing stock in Knox.

#### Housing that Contributes to a Strong Sense of Place

One of the newer areas of reporting in the Housing Monitoring Program relates to the ‘walkability’ of new development. The *Knox Housing Strategy 2015* seeks to provide opportunities for living locally, with convenient access to transport options and daily services. Similarly, *Plan Melbourne* seeks to create neighbourhoods “where people have the ability to meet most of their everyday needs within a 20-minute walk, cycle, or public transport trip of their home.” This concept of “living locally” is also reflected in structure plans and local area plans in Knox.

Walkscore is an index developed to estimate the ‘walkability’ of a place that has informed public policy and the real estate industry in the US, UK, Canada, and Australia. It examines the proximity of local shops, services, schools, entertainment, and jobs to develop a walkability score on a scale from 1 to 100. Areas that score under 50 are classed as “Car Dependent” while places that score over 90 are deemed a “Walker’s Paradise.”

The average walkscores of Knox’s suburbs range from 44 in The Basin (“Car-Dependent”) to 63 in Wantirna (“Somewhat Walkable”). However, there is a wide range of walkscores within each suburb, and the new dwellings approved in 2017 reflect this. The walkscores of new approvals ranged from a low of 3 in the foothills of Lysterfield to a high of 92 in the heart of the Boronia Activity Centre. In general, approvals in Wantirna South, Rowville, Wantirna, Bayswater, Boronia, Upper Ferntree Gully, and Scoresby were in locations that were considered more walkable than the rest of their suburb, which suggests that the *Knox Housing Strategy 2015* is helping to deliver housing in the most accessible parts of these areas.

### Housing that is Delivered by Sound, Integrated Decision-Making

As in past years, the 2017 Housing Monitoring report examines the number of cases that go to VCAT and the percentage of decisions that are overturned as indicators of the degree of consistency between Council policy, the Knox Planning Scheme, and Council decision-making process.

These might be landowners appealing Council's refusal of a permit, neighbours objecting to Council's approval of a permit, or either party seeking variations to the original permit conditions.

There were 25 planning applications related to new dwellings that were referred to VCAT in 2017, which is similar to the number in previous three years. Overall, 19 referrals were applications that were initially refused by Council, and 12 of these refusals (63%) were overturned by VCAT. These 12 VCAT approvals resulted in permits for 328 net new dwellings, or 27% of the 1,236 net new dwellings possible as a result of all approvals in 2017. The other six referrals were applications that were initially approved by Council, and all of these were either upheld by VCAT or the objections were withdrawn. These numbers are similar to past years, which suggests that the shift to the new *Knox Housing Strategy 2015* has not yet had a large impact on referrals.

However, it is also worth noting that several cases that went to VCAT after a refusal by Council were subsequently amended by the applicant before receiving a permit from VCAT. These mediated outcomes are generally more consistent with Council policy. The statistics in the report compare Council's decision on the *original* application with VCAT's decision on the *final* application, consistent with previous years' reports, the 63% figure may overstate the extent to which VCAT outcomes are misaligned with the Council decision-making process. This indicator may be refined in future reports to more directly measure alignment between decisions made by Council and VCAT.

The Housing Monitoring Report also tracks the status and progress of the integrated planning processes that Council has undertaken in activity centres. These structure plans and local strategic plans are developed with extensive community consultation and stakeholder input to help identify aspirations and give guidance balance competing priorities for future decisions by Council, residents, businesses and community organisations. This year saw the adoption of the Knox Central Structure Plan and the commencement of a review of the Boronia Structure Plan as part of the Boronia Renewal Program, a comprehensive two-year project of community engagement and planning that will provide new direction and guidance for the area over the next 10 years.

### **2.3 Future Program Development**

The Housing Monitoring Report will continue to be published annually as the program is further refined to align with the *Knox Community and Council Plan 2017-2021* and the *Knox Housing Strategy 2015*. The program will also have an important relationship to future State of Knox Reports, which seek to report on a broad set of indicators related to the *Knox Community and Council Plan*, and the list of indicators in the 2017 Housing Monitoring Program will continue to be refined over time. Council is also continuing to develop new indicators that will be integrated into the monitoring program as new data sources become available.

#### **Future Indicators Under Development**

- Residential Construction Activity
- Residential Aged Care Facilities
- Household Water and Energy Use
- Household Waste and Carbon Emissions
- Tree Canopy Cover
- Areas of Natural Significance
- Neighbourhood Character and Urban Design

Council is also developing a 'Housing Scorecard' as a supplement to the Annual Report in order to present some of the key insights in a format that can be distributed widely and shared easily. The Scorecard is being designed to be visually engaging and easily understood by a wide range of audiences, from politicians and policy makers to developers and residents of the Knox community.

### **3. CONSULTATION**

This report has been prepared by the City Research and Mapping team, in consultation with the Strategic Planning, City Planning, Social Policy & Planning, Traffic & Transport and Information Management teams in Council to collate the required data and prepare the maps and tables.

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

The *Knox Housing Strategy 2015* seeks in part to address residents' concerns about the impact of residential development on neighbourhood amenity and character. It aims to strengthen Council's approach balancing residential development that meets the diverse needs of the community, and protecting environmental and neighbourhood character values. The *Knox Community and Council Plan 2017-2021* also seeks to encourage environmentally sustainable design outcomes that deliver more efficient use of resources and reductions in waste.

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

The Housing Monitoring and Review Program annual report for 2017 was completed within the existing City Futures 2017/18 budget, and it is anticipated that the Housing Monitoring and Review Program will continue to be completed within proposed budgets in future years.

## **6. SOCIAL IMPLICATIONS**

There are no direct social implications of this report. The *Knox Housing Strategy 2015* seeks to, where possible, address residents' concerns about social issues such as the availability of affordable and accessible housing. The *Knox Housing Strategy 2015* and the *Knox Affordable Housing Action Plan 2015-2020* have supported a more active approach by Council in seeking to increase the supply of social housing in Knox, which has led to partnership opportunities with State Government and successful negotiations with developers for future social housing units on strategic sites.

The *Knox Community and Council Plan 2017-2021* also seeks to ensure that planning decisions made by Council are informed by and have the confidence of the Knox community.

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

The structure of the Knox Housing Monitoring and Review Program responds to specific strategies in the Knox Community and Council Plan:

<b>Knox Community &amp; Council Plan Strategies</b>	<b>Housing Monitoring Indicators</b>
<b>Strategy 1.2:</b> Create a greener city with more large trees, indigenous flora and fauna	<ul style="list-style-type: none"> <li>• Tree Canopy Cover*</li> <li>• Areas of Natural Significance*</li> </ul>
<b>Strategy 1.3:</b> Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure	<ul style="list-style-type: none"> <li>• <b>Walkability</b></li> <li>• Neighbourhood Character*</li> <li>• Urban Design*</li> </ul>
<b>Strategy 2.1:</b> Plan for a diversity of housing in appropriate locations	<ul style="list-style-type: none"> <li>• <b>Alignment with Housing Policy Areas</b></li> <li>• <b>Dwelling Typology</b></li> <li>• <b>Dwelling Size</b></li> <li>• <b>Rental Options</b></li> </ul>
<b>Strategy 2.2:</b> Encourage high-quality sustainable design	<ul style="list-style-type: none"> <li>• Household Water &amp; Water Use*</li> <li>• Household Waste &amp; Carbon Emissions*</li> </ul>

<b>Knox Community &amp; Council Plan Strategies</b>	<b>Housing Monitoring Indicators</b>
<p><b>Strategy 2.3:</b> Support the delivery of a range of housing that addresses housing and living affordability needs</p>	<ul style="list-style-type: none"> <li>• <b>Aspirational Housing Targets</b></li> <li>• <b>Housing Affordability</b></li> <li>• <b>Social Housing</b></li> <li>• Residential Aged Care Facilities*</li> </ul>
<p><b>Strategy 8.1:</b> Build, strengthen and promote good governance practices across government and community organisations.</p>	<ul style="list-style-type: none"> <li>• <b>Alignment with VCAT Decisions</b></li> <li>• <b>Integrated Place-Based Planning</b></li> </ul>
<p>*Denotes future indicators under development</p>	

## **8. CONFLICT OF INTEREST**

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

Officer Responsible – (Tanya Clark, Manager City Futures) - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – (Jonathan Wright, Coordinator City Research & Mapping) - In providing this advice as the Author, I have no disclosable interests in this report.

## **9. CONCLUSION**

The findings of the Annual Report for 2017 are generally positive, as the potential new dwellings approved through the planning system represent increased diversity of size and topology compared to the current housing stock across the city.

The number of potential new dwellings approved in 2017 was higher than any other year in the 10-year history of the Housing Monitoring Program, resuming a general upward trend in approved dwellings since 2012. The percentage of dwellings approved in designated higher-density areas increased in 2017, as did the percentage of smaller dwellings like townhouses and apartments. The percentage of approvals for dwellings consistent with their Housing Policy Area increased to 84% in 2017, suggesting that the policy is having a positive effect on appropriate development and transparency in the planning process.

Housing affordability continues to be a challenging issue in Knox, with complex causes and influences. Housing is more expensive in Knox than the metropolitan average, and housing costs continue to rise more quickly than incomes. Affordable rental options remain a small portion of the overall housing stock in Knox. No new social housing was built in Knox, though additional progress was made through Council's partnership with State Government and negotiations with the owners of larger sites that should help increase the supply of social housing in Knox in future years.



The Housing Monitoring Report will continue to be refined in future years as new indicators and data sources are incorporated. Council is currently investigating new ways to measure tree canopy cover across the city to help assess the effectiveness of new planning controls related to canopy trees introduced into the Knox Planning Scheme in 2017. Recent progress by the state government in developing metropolitan datasets in this area show promise for advancing this goal in the coming years.

#### **10. CONFIDENTIALITY**

There are no confidentiality issues associated with this report.

#### **COUNCIL RESOLUTION**

**MOVED: CR. TAYLOR**  
**SECONDED: CR. SEYMOUR**

That Council:

1. Receive and note the tenth Housing Monitoring and Review Program Annual Report for 2017 (Appendix A); including a correction on page 27 to the number of social housing units to 20 at the Kingston Links Golf Course Site.
2. Receive a report to the September Issues Briefing for further discussion regarding the outcomes contained within and in particular reference to the Housing Strategy and how it is managing development proposals in the four areas of Bush Suburban, Knox Neighbourhood, Local Living and Activity Areas.

**CARRIED**

**6.2 Annual Housing Monitoring And Review Program For 2017**

Appendix A – Housing Monitoring and Review Program Report 2017 (Annual Report)

And

Appendix B – Map of Planning & Subdivision Approvals by Housing Typology, 2017

are circulated under separate cover.

Official minutes of Knox City Council

## TAYLOR WARD

**6.3 REQUEST TO REMOVE THE PUBLIC ACQUISITION OVERLAY AFFECTING HANSONS QUARRY – 1140 WELLINGTON ROAD LYSTERFIELD**

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

*The Hanson Quarry is one of two quarries operating in Wellington Road Lysterfield (with the Boral Quarry adjoining to the east). The Quarry has operated for over 30 years, and operates pursuant to a planning permit issued in 1999, and a Work Authority issued by the State Government.*

*Council has received a request from the Department of Environment, Land, Water and Planning on whether or not it supports a request from Hanson to remove the Public Acquisition Overlay from the site. With respect to the Public Acquisition Overlay, it is noted that Parks Victoria is the acquiring authority for the purpose of public park and recreation.*

*The quarry owners and operators have also proposed a concept to extend the life of the quarry, whilst at the same time providing an improved result at the end of the life of the quarry. This includes bringing in early benefits for the local community, through opportunities for open space, sporting and recreational facilities.*

*Whilst acknowledging that the proposal is a concept at this time, it is considered that it is likely to provide economic benefits for Knox and the Melbourne region, as well as social and ultimately environmental benefits for the local community.*

*It is noted that the removal of the Public Acquisition Overlay from the site is the first step in a lengthy process for Hanson to realise their proposal of extending the life of the quarry, with a number of decision points to come before Council to ensure that there is an appropriate community benefit in addition to a benefit for Hanson.*

*It is recommended that Council agree to the request to remove the Public Acquisition Overlay from the land. It is also recommended that Council agree in principle with the proposal to extend the life of the quarry – subject to the development of a full proposal in consultation with the local community which provides for a net community benefit. Once a full proposal has been developed it will be presented to Council for further consideration.*

**RECOMMENDATION**

That Council

1. Advise the Department of Environment, Land, Water and Planning that it has no objection to the Public Acquisition Overlay being removed from 1140 Wellington Road Lysterfield.

2. Advise Hanson Construction Materials Pty Ltd that it agrees in principle with the proposal to expand the extraction limits of the existing quarry with revised and improved rehabilitation and land use plans for the quarry, as well as improved community outcomes from the site.
3. Request that Hanson Construction Materials Pty Ltd, in consultation with Council Officers, relevant stakeholders and the local community develop a full proposal for further consideration by Council.
4. Request that any extension to the extraction limit not be closer to residential properties to the west of the site than the current minimum existing separation distance, and that amenity impacts on residents from quarry activities be minimised.
5. Request that the development of the proposal in point 3 above, provide for:
  - 5.1 The sustainable long term use of the land (including avoiding creating a lake if possible) following the completion of quarrying;
  - 5.2 An improved community outcome following the completion of quarrying, including ongoing protection of remaining significant vegetation outside the extent of extraction, and the provision of active and passive recreation opportunities; and
  - 5.3 Community benefit during the ongoing operation of the quarry through the provision of:
    - 5.3.1 Land and facilities that may include an active recreation complex of multiple sporting ovals, with associated change facilities, club rooms, car parking and associated facilities;
    - 5.3.2 The land and the facilities referred to above shall be made available to the community as soon as practical following completion of the necessary statutory processes, with improvements as negotiated; and
    - 5.3.3 Community access to land for equestrian uses.

## **1. INTRODUCTION**

### **1.1 Hanson Quarry**

The Hanson Quarry is one of two quarries located on the southern side of Wellington Road in Lysterfield, adjoining the Lysterfield State Park and Churchill National Park. The Hanson Quarry is located opposite Napoleon Road, whilst the Boral Quarry adjoins to the east.

The Hanson Quarry is owned and operated by Hanson Construction Materials Pty Ltd, which is a major supplier of heavy building materials to the construction industry. Hanson has owned and operated the quarry for over 30 years.

The site has a total area of about 162 hectares, and contains substantial reserves of high quality stone comprising granodiorite and hornfels which are extracted and processed on site. These materials are in high demand, and have low availability in Melbourne. Quarrying activity comprises extracting rock and transporting it to an onsite crushing plant, then stockpiling the processed stone for sale. The quarry supplies markets in the surrounding southern and eastern suburbs and the CBD with high quality construction materials for use in the concrete and road construction industries.

Current assessments indicate a potential operational lifespan of up to a further 20 years (based on the current Planning Permit and Works Authority, but depending on the pace of excavation from the quarry).

The operation of the quarry is governed by the dual arrangement of a planning permit issued under the Planning and Environment Act 1987 and a Work Authority issued by the State Government under the Mineral Resources (Sustainable Development) Act 1990. The current planning permit (Reference 983157) was issued in August 1999. The Work Authority is administered by the Earth Resources Unit within the State Government Department of Jobs, Transport and Resources.

The Rehabilitation Plan for the site (A requirement of the Work Authority) was developed and approved in 1994. The plan requires that Hanson blend the existing residential areas to the north and west of the site with the established parklands to the south and east. The final after use plan for the site is a combination of residential development, and active and passive parkland including a lake in the mined quarry pit (refer to Appendix A).

Recently the State Government released a Supply and Demand Study for Victoria's extractive resources until 2050. The Study identified 15 Local Government Areas that are critical for supplying extractive resources for Victoria's future construction needs. Knox was rated as the 4<sup>th</sup> most critical resource location in Victoria. This was mostly due to the two Lysterfield hard rock quarries – which are significant suppliers to the Melbourne construction industry and are well located for supplying the Melbourne region.

The land is located in a Special Use Zone under the Knox Planning Scheme, and is located outside the Urban Growth Boundary. The land is also affected by the Public Acquisition Overlay, Design and Development Overlay, Environmental Significance Overlay, Significant Landscape Overlay and Bushfire Management Overlay. The Victoria Planning Provisions specifically recognise the importance of sand and stone resources and the need to ensure that land used for stone extraction does not adversely affect the environment or amenity of an area.

### 1.2 Public Acquisition Overlay

Part of the planning controls that apply to the site under the Knox Planning Scheme is that Public Acquisition Overlay – Schedule 2 applies to the site. The map below details the extent of the overlay as it applies to the site – noting that it excludes the main quarry area from the land to be acquired. It is noted that the Planning Scheme identifies Parks Victoria as the acquiring authority for the identified land.

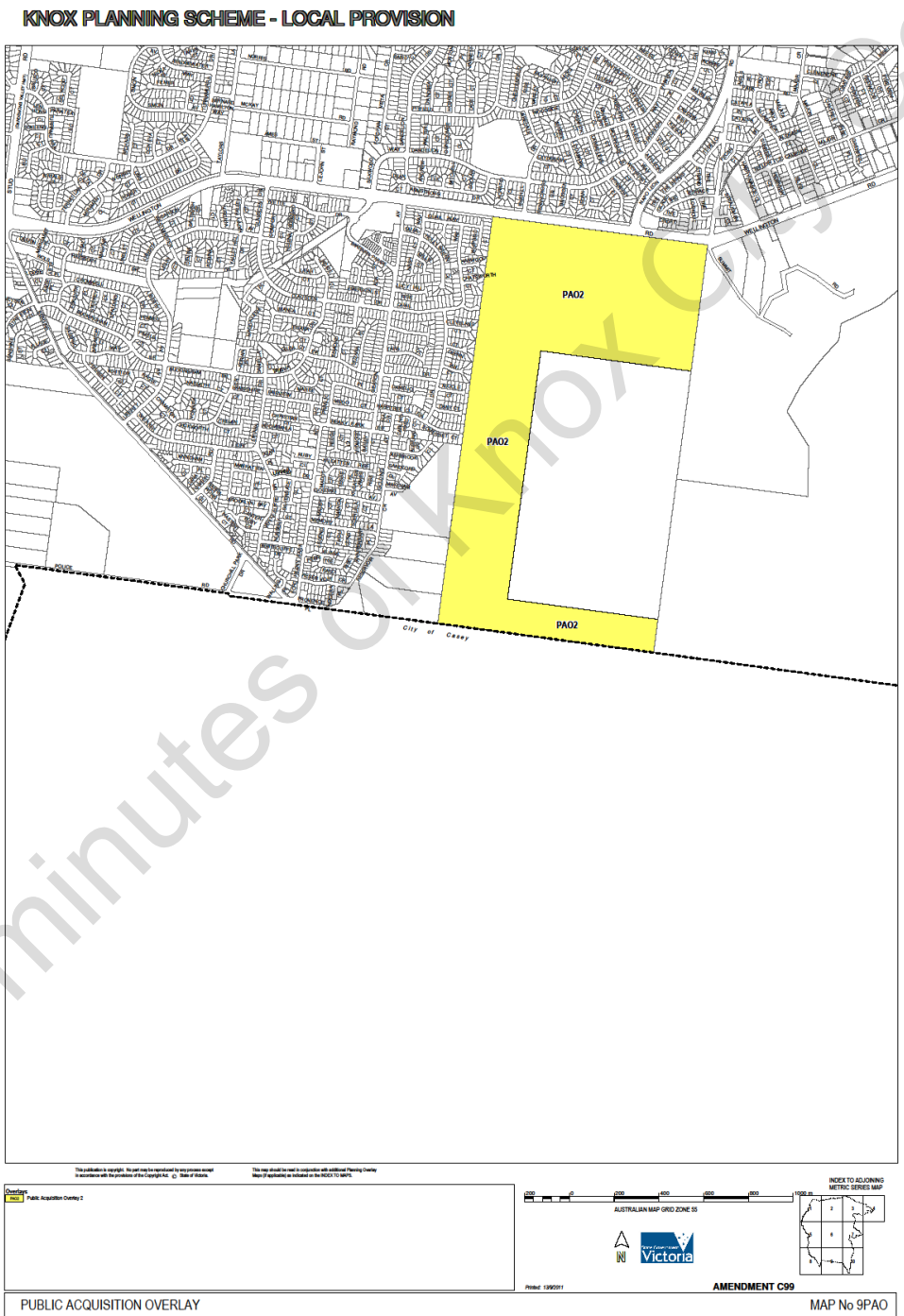


Figure 1 – Public Acquisition Overlay Map

It is noted that the PAO is not consistent with the current approved Rehabilitation Plan, and that much of the land to be acquired has been cleared of significant vegetation.

## **2. DISCUSSION**

### **2.1 The Proposal**

As part of planning for the future, Hanson has consulted with Parks Victoria who have advised that they consider that the land is not a strategic priority for acquisition and addition to the adjoining National Park. On the basis of the Parks Victoria advice, Hanson has requested that the Minister for Planning amend the Knox Planning Scheme to remove the PAO applying to the land. The Department of Environment, Land, Water and Planning have requested Council's position on the Hanson request before progressing the matter.

Council has received a request from the Department of Environment, Land, Water and Planning on whether or not it supports a Hanson Request to remove the Public Acquisition Overlay from the site. With respect to the Public Acquisition Overlay, it is noted that Parks Victoria is the acquiring authority for the purpose of public park and recreation.

In support of the request to remove the PAO Hanson has provided the following supporting information:

#### ***“Aims***

*Hanson seek to extend the operating life of the Lysterfield Quarry through an expansion to its existing extraction limits. This would extend the operating life of the quarry by five-to-ten years, with potential cessation of quarrying activities at the site in 25-to-30 years. This would be supported by revised and improved rehabilitation and land use plans for the quarry, plans which local community stakeholders have, and will continue to be closely involved in developing. Hanson believe that realisation of improved rehabilitation and future land use at the site is best served through the removal of the existing Public Acquisition Overlay over a large portion of the site.*

*From Hanson's perspective, the aims of this proposal are to:*

- *Develop a comprehensive land-use plan for the buffers, non-workable and workable areas of the Lysterfield Quarry through the operational phase and post-closure phase, which will:
 
  - *Add value to the community from an early time (i.e. deliver community benefit during ongoing operations)*
  - *Support incorporation of a range of potential future residential outcomes on the north-west portion of the site*
  - *Provide long-term community infrastructure, with active recreational areas and passive parkland incorporated into the rehabilitation plan for the quarry.**

- *Ensure early gains are provided for both Council and the local Community through the operating life of the quarry. Hanson is amenable to bringing forward access to portions of the northern part of the site for public open space, recreation (sports fields), and/or equestrian activities while quarry remains operational.*
- *Provide improved access for Hanson to ‘in demand’ stone reserves currently outside Hanson’ limit of extraction.*
- *Enable tailored progressive quarrying, landscaping and earthworks aligned with the desired rehabilitation outcomes, and best end use of the site.*

### **Mutual Opportunities through the Proposal**

*Hanson recognise that its desire to extend the operating life of the quarry must return benefits to Council and the local Community in the near term, and during the operating life of the quarry. In this regard Hanson considers that the following mutual opportunities are provided through realisation of the proposal:*

- *Early public access to public open space in the north-eastern portion of the site, potentially supporting a range of community facilities, including sports fields and equestrian uses.*
- *Allow Hanson efficient access to the full stone reserves available within its land holdings within the Lysterfield Hills.*
- *Support the economic rehabilitation of quarry and the realisation of a range of viable after uses.*
- *Enable potential future residential outcomes on the north-west portion of the site, with this providing improved linkages to public open space.*
- *Provide improved recreational links (i.e. walking and cycling paths) and access for Rowville residents to Churchill National Park and Lysterfield Hills State Park.*
- *Support a range of active and passive recreation, education and other uses in the future rehabilitated quarry area.*

### **Enabling the Proposal**

*Enabling the proposal would deliver the following outcomes:*

- *Extend the operating life of the quarry by five-to-ten years, with potential cessation of quarrying activities at the site in 25-to-30 years.*
- *Expand Hanson’s limit of extraction to the west and southwest.*
- *Provide near term access to improved public open space and recreational facilities in northeast (sports fields, equestrian etc.) during operations.*
- *Provide improved long term rehabilitation, landscaping, landform and land use outcomes for the whole site.”*



A visual representation of the concept is shown in Figure 2.



Figure 2 – Indicative Proposal Diagram

- Public Acquisition Overlay area shaded yellow
- Current Work Authority Area shown with a red outline
- Current Extraction Limit shown with a black outline
- Proposed expansion to Extraction Limit (approximate) shown with a blue outline
- Possible early access open space area (indicative only) shown with a green outline

## **2.2 Need for active open space in this area**

Officers have consulted with the Leisure Services Team regarding the need for open space in this area. There is a need for Active Recreation Facilities in this area of Knox – that is multiple playing fields, parking facilities, clubrooms etc.

Leisure Services have advised that depending on what facilities / sports were proposed, a minimum of between 8 and 10 hectares would be required. Leisure Services also made the following comments regarding the idea of active recreational facilities on the site:

- Support is provided in the Knox Leisure Plan for additional active recreation in the Rowville area. This has also been addressed as part of the Kingston Links project- which proposes to create soccer playing fields;
- Council would need to establish a long term tenure over the land if it were to invest in the site;
- The topography of the land is challenging and therefore would need careful site selection and significant investment for land cutting and filling; and
- There does not appear to be any services on site so this is usually another significant cost.

## **3. CONSULTATION**

Hanson does operate a regular Community Reference Group which has discussed the issues raised in this report, and will continue to discuss issues as a proposal is developed by Hanson. There has not been wider community consultation regarding the future of the quarry at this point, however consultation will be required should the process continue.

Officers have discussed the issue with the Youth, Leisure and Cultural Services Department to determine if there were any opportunities to provide recreational facilities in this location.

The request to remove the Public Acquisition Overlay is a matter for the Minister for Planning to determine, and whilst the Department of Environment, Land Water and Planning have sought Council's opinion on the request, officers are not aware of any further consultation.

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

Any plan for this site will need to consider environmental and amenity issues.

The site is partially affected by an Environmental Significance Overlay, and given its location next to a National and State Park native vegetation issues will be significant.

The site is also an operational quarry, located close to residential properties and there is potential for significant loss of amenity to occur (noise, dust, vibration, traffic and the like) if issues are not managed appropriately.

It is noted that dust, vibration, dirt on Wellington Road, and truck driver behaviour are the most common complaints for the Hanson and Boral Quarries.

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

The operation of the Hanson Quarry, together with the adjoining Boral Quarry has been noted by the State Government to provide significant economic benefit to the state through the provision of high quality construction products within a close distance to Melbourne.

At a local level the quarry does provide jobs and economic benefit for residents of Knox and nearby areas. A full cost analysis of financial implications and opportunities will be presented to Council for consideration.

## **6. SOCIAL IMPLICATIONS**

Decisions regarding the rehabilitation of the site, as well as early access to open space, have the potential to provide for significant positive social impacts through improved access to active open space in the short term, as well as a positive final outcome for the site at the completion of quarrying activities.

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

The operation of the quarry for the next two or three decades as well as the final rehabilitation and use of the site once quarry activity ceases, will affect the following goals of the Knox Community and Council Plan 2017 – 2021:

Goal 1 – We value our natural and built environment

Goal 2 – We have housing to meet our changing needs

Goal 3 – We can move around easily

Goal 5 – We have a strong regional economy, local employment and learning opportunities

Goal 6 – We are healthy, happy and well

Goal 8 – We have confidence in decision making

## **8. CONFLICT OF INTEREST**

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

Officer Responsible – Tony Doyle, Chief Executive Officer - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Paul Dickie, Acting Director City Development - In providing this advice as the Author, I have no disclosable interests in this report.

## **9. CONCLUSION**

Given that Parks Victoria have advised that the land is not a strategic priority for acquisition, it is recommended that Council advise the Department of Environment, Land, Water & Planning that it has no objection to the Public Acquisition Overlay being removed from 1140 Wellington Road Lysterfield. It is also recommended that Council agree in principle with the proposal to extend the life of the quarry to provide for improved outcomes, and that Hanson Construction Materials Pty Ltd be requested to develop a full proposal in consultation with Council Officers, relevant stakeholders and the local community, for further consideration. It is requested that the full proposal:

- Provide for the sustainable long term use of the land (including avoiding creating a lake if possible) following the completion of quarrying;
- Ensures that any extension to the extraction limit not be closer to residential properties to the west of the site than the current minimum existing separation distance, and that amenity impacts on residents from quarry activities be minimised.
- Provide for an improved community outcome following the completion of quarrying, including ongoing protection of significant vegetation outside the limit of extraction, and the provision of active and passive recreation opportunities; and
- Provide for community benefit during the ongoing operation of the quarry through the provision of:
  - Land with long term Council tenure with sufficient area for Council to provide for an active recreation complex of multiple sporting ovals, with associated change facilities, club rooms, car parking and associated facilities;
  - The land referred to above shall be made available to the community as soon as practical following completion of the necessary statutory processes, with improvements as negotiated; and
  - Community access to land for equestrian uses.

It is noted that the removal of the Public Acquisition Overlay from the site is the first step in a lengthy process for Hanson to realise their objective of extending the life of the quarry, with a number of decision points to come before Council to ensure that there is an appropriate community benefit in addition to a benefit for Hanson.

Further development of the proposal will require significant community consultation as well as significant officer time and possibly some supporting resources to ensure future proposals are practical and appropriate.

## **10. CONFIDENTIALITY**

There are no confidentiality issues associated with this report.

### **MOTION**

**MOVED: CR. PEARCE**

**SECONDED: CR. SEYMOUR**

That Council:

1. Advise the Department of Environment, Land, Water and Planning that it has no objection to the Public Acquisition Overlay being removed from 1140 Wellington Road Lysterfield.
2. Advise Hanson Construction Materials Pty Ltd that it agrees in principle with the proposal to expand the extraction limits of the existing quarry with revised and improved rehabilitation and land use plans for the quarry, as well as improved community outcomes from the site.
3. Request that Hanson Construction Materials Pty Ltd, in consultation with Council Officers, relevant stakeholders and the local community develop a full proposal for further consideration by Council.
4. Request that any extension to the extraction limit not be closer to residential properties to the west of the site than the current minimum existing separation distance, and that amenity impacts on residents from quarry activities be minimised.
5. Request that the development of the proposal in point 3 above, provide for:
  - 5.1 The sustainable long term use of the land (including avoiding creating a lake if possible) following the completion of quarrying;
  - 5.2 An improved community outcome following the completion of quarrying, including ongoing protection of remaining significant vegetation outside the extent of extraction, and the provision of active and passive recreation opportunities; and

- 5.3 Community benefit during the ongoing operation of the quarry through the provision of:**
- 5.3.1 Land and facilities that may include an active recreation complex of multiple sporting ovals, with associated change facilities, club rooms, car parking and associated facilities;**
- 5.3.2 The land and the facilities referred to above shall be made available to the community as soon as practical following completion of the necessary statutory processes, with improvements as negotiated; and**
- 5.3.3 Community access to land for equestrian uses.**

**AMENDMENT**

**MOVED: CR. GILL**  
**SECONDED: CR. COOPER**

**That Council:**

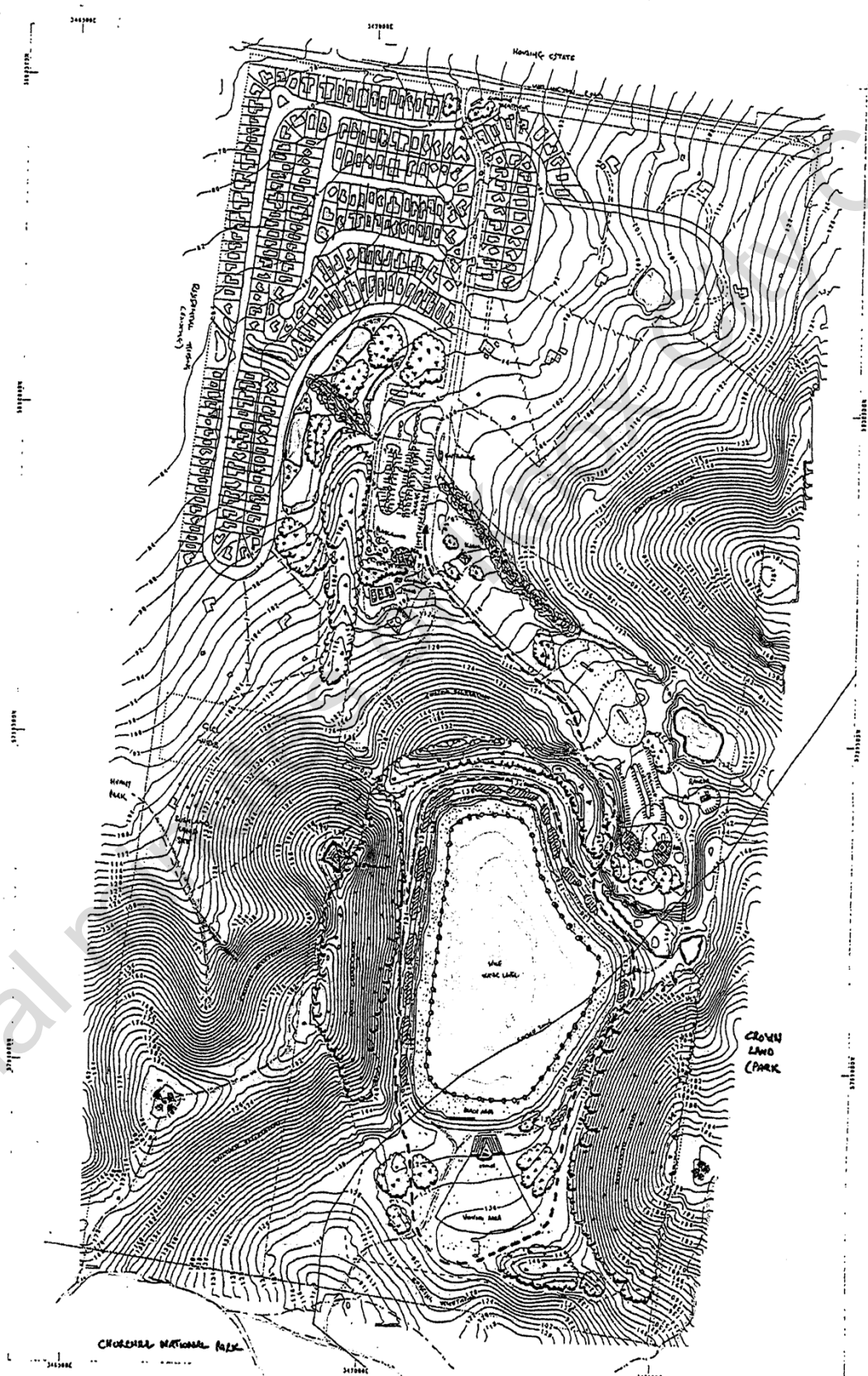
- 1. Advise the Department of Environment, Land, Water and Planning that it has no objection to the Public Acquisition Overlay being removed from 1140 Wellington Road Lysterfield.**
- 2. Advise Hanson Construction Materials Pty Ltd that it agrees in principle with the proposal to expand the extraction limits of the existing quarry with revised and improved rehabilitation and land use plans for the quarry, as well as improved community outcomes from the site.**
- 3. Request that Hanson Construction Materials Pty Ltd, in consultation with Council Officers, relevant stakeholders and the local community develop a full proposal for further consideration by Council.**
- 4. Request that any extension to the extraction limit not be closer to residential properties to the west of the site than the current minimum existing separation distance, and that amenity impacts on residents from quarry activities be minimised.**
- 5. Request that the development of the proposal in point 3 above, provide for:**
  - 5.1 The sustainable long term use of the land (including avoiding creating a lake if possible) following the completion of quarrying;**

- 5.2 An improved community outcome following the completion of quarrying, including ongoing protection of remaining significant vegetation outside the extent of extraction, and the provision of active and passive recreation opportunities; and
- 5.3 Community benefit during the ongoing operation of the quarry through the provision of:
- 5.3.1 Land and facilities that may include an active recreation complex of multiple sporting ovals, with associated change facilities, club rooms, car parking and associated facilities;
- 5.3.2 The land and the facilities referred to above shall be made available to the community as soon as practical following completion of the necessary statutory processes, with improvements as negotiated; and
- 5.3.3 Community access to land for equestrian uses.
6. Negotiate the transfer of the land comprising facilities noted in 5.3.1 above into the ownership of Knox City Council.

**THE AMENDMENT WAS PUT AND LOST**

**THE MOTION WAS PUT AND CARRIED**





- LEGEND**
- MOUNTAIN SUMMIT
  - LAKE
  - SAND SCARP
  - GRASS
  - WETLAND SWAMP
  - BOUNDARY
  - ROAD MARK
  - UNSURFACED TRACK (ROUGH)
  - SURFACED TRACK (ROUGH)
  - SURFACED ROAD TRACK (OPEN WAY)
  - ROAD



## 7. PUBLIC QUESTION TIME

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

Question Time commenced at 8.09pm.

**Councillor Holland left the meeting at 8.10pm and returned at 8.12pm.**

The following questions were raised with Council:

<b>Question 1</b>	Why Sell Millers Homestead? Our history.
<b>Answer</b>	The Mayor, Councillor Mortimore, responded that Council has not made a firm decision on Millers Homestead at this time and will not be doing so until extensive community consultation has occurred. The Mayor continued by stating that within the State most buildings of historic significance are owned privately, as opposed to by a local council, and in this instance Council does not have the money required to restore the property to its former glory. The Mayor acknowledged that the exterior of the house is of great historical significance but believes that the homestead has been underutilised for his entire council term. In conclusion the Mayor stated that if the homestead was sold there would be strict conditions placed on the sale to ensure the historical content be maintained and again emphasised that no sale will occur until community consultation has occurred.
<b>Question 2</b>	In relation to the Councillors requested report on the Art Works within the Council building. How much input from Councillors was provided in the preparation of this report?
<b>Answer</b>	The Mayor, Councillor Mortimore, responded that a previous report had been prepared by Council officers relating to a public art policy and noted that Councillors had been consulted on this policy in the latter stages of development. The Mayor continued by explaining that the policy referred to in the question does not specifically relate to the mayoral portraits but notes they would fall into the definition of 'public art'.

<b>Question 3</b>	Is Rowville heavy rail still Councils top transport infrastructure project in Knox? And what public transport advocacy is planned for the balance of 2018?
<b>Answer</b>	<p>The Director Engineering and Infrastructure, Dr Ian Bell, responded that there have been a number of announcements from both State and Federal Governments relating to future public transport in Rowville. Dr Bell continued that Council has been working behind the scenes on its public transport advocacy plan and that said plan was intended to have been tabled at Council by now. However, the recent announcements have delayed this as Council wants further details on both the light rail and heavy rail proposals. Dr Bell concluded that it is now anticipated that the public transport advocacy plan will now be taken to Council in June and will guide future advocacy by Council leading up to the State election.</p> <p>The Mayor, Councillor Mortimore, added that there have been meetings with the State Government and the public transport authority where Council has made it clear that heavy rail is the preferred option.</p>
<b>Question 4</b>	Can the Knox Community Gardens as a key stakeholder onsite be formally involvement in every stage of planning and design layout, as we have are aware of all nuances on the site?
<b>Answer</b>	<p>The Director Engineering and Infrastructure, Dr Ian Bell, responded that due to its relationship and strategic value as a part of Knox Central it was determined to include the Knox Community Gardens and Vineyard be included in the strategic Master Plan for Lewis Park. Further, the concepts being considered by Council tonight are very high level and are only intended to test community attitudes and encourage stakeholder comments. Dr Bell stated that once community comments have been received they will be taken into consideration when further developing the Lewis Park Master Plan. Dr Bell stated that there is still plenty of time to engage in the process and encourage all groups to participate in the process.</p>

<b>Question 5</b>	<p>Can Council please confirm if the Mayoral Portraits will remain in the Civic Center, and if not, what other physical locations have been considered to honour the service of these past Mayors?</p> <p>Can Council please elaborate how deaccessing Mayoral portraits of long serving Mayors contributed to inclusion, belonging and the valuing of Knox's identity, especially given that the initiatives/works/legacy of many of these former Mayors still exist in Knox today?</p>
<b>Answer</b>	<p>The Mayor, Councillor Mortimore, responded that no firm decision has been made by Council yet on the current mayoral portraits. The Mayor acknowledged that Council is considering where the portraits could be located as well as how to best honour past mayors, councillors and community members in the future. The Mayor explained that one possible option is an electronic kiosk which would include a good representation of the individual as well as detailed information on them and their achievements. The Mayor continued by stating where the portraits is currently located is not highly frequented by individuals as it is at the end of the building and that an electronic kiosk could be better situated at the front of the building. The Mayor conclude by stating that no decision has been made on the portraits at this stage and welcomed the questioner's input.</p>
<b>Question 6</b>	<p>Re Item 8.1. The Management Committee of the Knox Community Gardens have examined the 2 options put for consideration. We consider that there is no significant benefit to the Community as a whole to retain the vineyard, as such we would prefer Option 2 in principle. Bearing in mind the expected increase in demand for plots in the future and with an intimate understanding of the site, based on our 34 years occupancy, we ask can Council consider modifying option 2 to relocate the Café be on the other side of the road next to the playground on the old vineyard site?</p>
<b>Answer</b>	<p>The Mayor, Councillor Mortimore, responded that Council will take these comments on board as part of the public submission process.</p> <p>The Director Engineering &amp; Infrastructure, Dr Ian Bell, continued that this item will be considered by Council next on the agenda and that he cannot pre-empt what Council may determine. However, irrespective of which option may be adopted tonight they will then be made available for public comment.</p>

Question Time concluded at 8.40 pm

Councillor Taylor left the meeting at 8.46pm and returned at 8.49pm.

**DINSDALE WARD**

**8.1 TWO (2) OPTIONS FOR KNOX COMMUNITY GARDENS & VINEYARD, 254 SCORESBY ROAD, BORONIA**

**SUMMARY:** *Coordinator – Open Space & Landscape  
(Andrea Szymanski)*

*As a part of the 2017/18 Capital Works Program, Council has included the development of a masterplan for Lewis Park. Given its relationship and strategic value as a part of Knox Central, Council have sought that the associated open space – including the Blind Creek Linear Park and the Knox Community Gardens and Vineyard – be included in the strategic masterplan for Lewis Park. Council have sought options for the possible long term use of the Community Gardens and Vineyard site as a part of the overall master planning process.*

*This report presents two (2) concept options and seeks Council consideration and endorsement for the purpose of seeking feedback from the community and stakeholders on the two (2) options for the site.*

**RECOMMENDATION**

That Council:

1. Endorse the two (2) concept options for the purpose of seeking feedback from the community and stakeholders; and
2. Following the consultation period, receive a further report with a final option for Council's consideration and endorsement for inclusion as a part of the overall Lewis Park Masterplan.

**1. INTRODUCTION**

As a part of the 2017/18 Capital Works Program, Council has included the development of a masterplan for Lewis Park. Given its relationship and strategic value as a part of Knox Central, Council have sought that the associated open space – including the Blind Creek Linear Park and the Knox Community Gardens and Vineyard – be included in the strategic masterplan for Lewis Park. Council have sought options for the possible long term use of the Community Gardens and Vineyard site as a part of the overall master planning process.

At the 7 May 2018 Confidential Issues Briefing, Councillors were presented with four (4) options for the future of the site, which incorporated the following possible options:

- *The relocation of the Community Gardens*
- *Moving the café to a better location*
- *Options with and without the Vineyard*
- *A playground incorporated on the site*
- *Retention of the passive recreation space and potential growth of it*
- *Inclusion of a dog park*

Following receipt of feedback, two (2) options have been developed and are now presented to Council for endorsement, prior to seeking stakeholder and community feedback.

Upon receipt of community feedback, it is proposed that a final option be presented to Council for consideration for inclusion in the Lewis Park Masterplan.

## **2. DISCUSSION**

### **2.1 The Site**

The Knox Community Gardens and Vineyard site is a 7ha parcel of public open space (Crown Land) located at 254 Scoresby Road, Boronia.

The site is bounded by industrial land to the west; residential land to the north; Genesis Gym/EFL office to the east and nestles along a section of Blind Creek to the south.

The site is in close proximity (approx.700m) to the Knox Central Activity Centre, an area that will be subject to changing land uses and an increase in higher density development and population.

To the south of Blind Creek is the Department of Land Water and Planning (DELWP) land at 621 Burwood Highway, Wantirna. This site is also currently being fast tracked for development by Development Victoria. (Refer Site Plan – Appendix A).

In the Knox City Council Planning Scheme, the site is currently zoned as a Public Use Zone 7 – Other Public Use. The site currently contains a community garden, a vineyard, storage sheds, club facilities, toilet facilities and an area of significant vegetation, generally close to Blind Creek.

It is Crown Land with Council appointed as the Committee of Management (1981) and any changes to the use or development of the site requires the consent of the State Government via the Department of Environment, Land, Water and Planning. (DELWP). It is understood that Council will remain as Committee of Management in perpetuity but this is to be confirmed.

Council currently maintains the access roads, grassed areas and adjacent bushland.

## 2.2 The Knox Community Gardens

Knox Community Gardens Society has been operating on the site since 1984.

There is currently 170 members and around 130 garden plots (on average, 3m x 10m in size). The garden plots are very popular and often have a waiting list to rent a plot.

With the growth of high density development particularly in association within an activity centre such as Knox Central, and the subsequent reduction in the traditional garden, access to community gardens is anticipated to be highly sought.

## 2.3 The Vineyard

The Vineyard was planted in 1981 as part of a community employment (CEP) scheme, sponsored by Council. The vineyard was managed by Council until the mid-1990s.

The Outer Eastern College of TAFE managed the facility from 1996, incorporating the vineyard in its viticulture program, until 2005.

Following the withdrawal of TAFE, Council ran an Expression of Interest process where a nine (9) year lease was granted for the management of a functional vineyard (WineSOFT).

As part of their tenure, WineSOFT also provided cellar-door sales and ran a café which attracted a regular customer base. The lease expired in 2015 and the vineyard is no longer maintained by Council or others for viticulture purposes.

An independent viticulture consultant's report (May 2016) found that historical yields had been extremely low; the vineyard is almost certainly economically unviable and could find no compelling reason to retain the vineyard.

The report notes that the single most striking feature of the vineyard, which was still clear after the leaves had fallen, was the very weak vigour – i.e. the shoot growth is very small indeed. While it is probably the case that soil nutrition is depleted on the site, the single most important factor is almost certainly the lack of water supply to the vines. It is almost certainly the case that the soil is deficient in nutrition but investigating the extent is pointless until the water supply situation is resolved.

To a certain extent, none of this is especially important in the short term if one considers that viticulture is not core business for a City Council. However, the primary aim of the management was to maintain the vineyard in such a condition as to make it appealing to potential lessees and have them take on the management.

The report suggested a minimum investment of approximately \$20,000 would be needed to restore the site (re-work vines, replace irrigation, repair trellis, etc.) with a further cost of between \$5,000 - \$12,000 to delineate the tenancies and reconfigure the site. Vineyard removal costs were estimated at \$6,000 (site clean-up only).

While the landscape amenity of a vineyard in Knox is unique, the current condition of the dehydrated and neglected vines is not so visually appealing.

Another consideration is that if the vineyard is to be properly maintained it would require regular spraying to control pest and diseases. Such sprays would not be compatible or appropriate in close proximity of community vegetable plots or in areas frequented by the community.

Council currently cut the grass at this site 15 times a year. If Council were to retain the vineyard, the ongoing maintenance costs would be approximately \$12,000 annually.

## **2.4 Concept Options**

Two (2) concept options or scenarios have been prepared for the Knox Community Gardens and Vineyard site. (Refer Appendix A):

1. Garden Harvest, Vineyard & Café
2. Garden Harvest, Café & Play

Consideration of options will need to be cognitive of such factors as:

- viability/sustainability of retaining/reactivating the vineyard;
- viability/sustainability of a café at the site;
- access to the site (vehicular and pedestrian);
- safety of those accessing and patronising the site;
- compatibility between proposed uses;
- the combination of accessible public open space and fenced off areas;
- immediate and ongoing costs;
- management of the site and facilities; and
- consideration of Council's role as a Committee of Management of Crown Land.

The options have been presented to best site the elements and consider the current constraints of the site, eg. topography, vegetation, flooding, access, utilities and residential interface.

Both options seek to encourage visitation to the site from the broader local community and from site stakeholder groups, maximising the opportunity for the community to connect to nature and the outdoors.

The options have also considered the potential increase in residential development and population – within the Knox Central Activity Centre, 621 Burwood Highway and other adjoining, potential, land developments.

**Concept Options Summary:****Option 1 – Garden Harvest, Vineyard & Cafe**

- **Relocate and fence community garden plots (with no net loss of garden plot area). Retain on site as an activity.**
- **Retain the vineyard.**
- **Provide passive open space.**
- **Include a café/meeting space.**
- **Improve vehicle roadway and access.**
- **Provide enhanced pedestrian connectivity.**
- **Enhance the Blind Creek Corridor with wetlands and revegetation.**

<b>Con</b>	<b>Pro</b>
<ul style="list-style-type: none"> <li>• Relocation of existing community garden plots and associated disruption and cost.</li> <li>• Increased vehicle traffic on a gravel driveway.</li> <li>• Long, narrow, access road with poor passive surveillance.</li> <li>• Poor access from Scoresby Road (construction of a dedicated right turn lane may be needed).</li> <li>• Conflicts between organic, community gardening, maintenance requirements of a working viable vineyard.</li> <li>• Health and safety issues with vineyard chemical spraying and interaction with the general public.</li> <li>• User conflicts between the vineyard spraying and the adjacent organic farming principles and techniques of the garden plot community.</li> <li>• Unknown viability of a café.</li> <li>• Unknown viability of the vineyard.</li> <li>• Fencing of garden plot area – fencing a large portion of public open space for exclusive use of a single user group.</li> <li>• Use of public open space for a possible commercial enterprise (vineyard/café)</li> <li>• Initial vineyard restoration costs (\$20K)</li> <li>• Ongoing maintenance cost of the vineyard and associated infrastructure (irrigation, fencing, pest and disease control).</li> </ul>	<ul style="list-style-type: none"> <li>• Retention of popular community garden plots (no net loss) as a part of overall site.</li> <li>• Retention of vineyard – a unique landscape/agriculture feature in Knox.</li> <li>• Café/multipurpose learning space. Potential for gardening education classes and tutorials, community meeting space, TAFE/school educational classroom, fresh food cooking demonstrations, organic café and produce, etc.</li> <li>• Existing pedestrian access and delivery service vehicle access from Kleinert Road.</li> <li>• Provision of green, open space for informal passive recreation opportunities.</li> <li>• Opportunities to revisit vineyard species to reduce maintenance issues and chemical use.</li> <li>• Existing public toilets on site.</li> <li>• Improved pedestrian connectivity.</li> <li>• Waterway, wetland and revegetation works to enhance the biodiversity and habitat corridor along Blind Creek.</li> </ul>



<p><b>Option 2 - Garden Harvest, Café &amp; Play</b></p> <ul style="list-style-type: none"> <li>• <b>Retain and expand the capacity for community garden plot space and fence.</b></li> <li>• <b>Remove the vineyard.</b></li> <li>• <b>Provide a large, passive open space area.</b></li> <li>• <b>Include a café/meeting space.</b></li> <li>• <b>Improve vehicle roadway and access.</b></li> <li>• <b>Provide enhanced pedestrian connectivity.</b></li> <li>• <b>Enhance the Blind Creek Corridor with wetland and revegetation</b></li> </ul>	
<p><b>Con</b></p> <ul style="list-style-type: none"> <li>• Increased vehicle traffic on a gravel driveway.</li> <li>• Long, narrow, access road with poor passive surveillance.</li> <li>• Poor access from Scoresby Road (construction of a dedicated right turn lane may be needed).</li> <li>• Potential user group conflicts between garden plots and general public use.</li> <li>• Unknown viability of a café.</li> <li>• Fencing of garden plot area – fencing a large portion of public open space for exclusive use of a single user group.</li> </ul>	<p><b>Pro</b></p> <ul style="list-style-type: none"> <li>• Retain and enhance community garden plots.</li> <li>• Recognises the current demand for community garden space.</li> <li>• Café/multipurpose learning space. Intended for gardening education classes and tutorials, community meeting space, TAFE/school educational classroom, fresh food cooking demonstrations, organic café and produce, etc.</li> <li>• Existing pedestrian access and delivery service vehicle access from Kleinert Road.</li> <li>• Provision of a large, green, open space for informal passive recreation opportunities.</li> <li>• Large open space to accommodate a range of future uses and events – art sculptures in the park, temporary big slide, kite flying festival, etc.</li> <li>• Picnic shelter and BBQ amenities for shared public and community garden use.</li> <li>• Provision of a playspace.</li> <li>• Existing public toilets on site.</li> <li>• Improved pedestrian connectivity.</li> <li>• Waterway, wetland and revegetation works to enhance the biodiversity and habitat corridor along Blind Creek.</li> </ul>

### **3. CONSULTATION**

Consultation has occurred with Councillors as a part of Confidential Issues Briefings on 14 August 2017 and 7 May 2018. This consultation has informed the possible matters for consideration in terms of the long term strategic use of the site – including the sites relationship as valuable open space associated with Lewis Park and the Blind Creek linear corridor.

Subject to Council endorsement, the two (2) concept option plans will be made public for the purpose of stakeholder and community feedback. It is proposed that comments will be sought for a period of 3-4 weeks.

Upon receipt of community and stakeholder feedback, it is proposed that the options will be presented to Councillors at a briefing, for further consideration and eventual inclusion in the Lewis Park Masterplan.

Public consultation for the Lewis Park Draft Masterplan is currently scheduled for July 2018.

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

Both concept options include adjoining waterway and amenity enhancements to the Blind Creek corridor and will require liaison with Melbourne Water.

A Vegetation Protection Overlay – Schedule 1 (VPO 1) applies to remnant over-storey vegetation – five (5) meters high or more. In this case, it applies to a row of Pine trees to the south west of the site – along an existing maintenance vehicle access path.

An Environmental Significance Overlay – Schedule 2 (ESO 2) applies to Sites of Biological Significance. The majority of the Blind Creek corridor to the south of the site is identified as Site of Biological Significance – Site 33. All the native vegetation in this site belongs to Ecological Vegetation Classes that are regionally Endangered or Vulnerable. Blind Creek corridor provides for daily and season movements of birds and insects, which may also transport pollen and plant propagules.

All concepts options have taken into consideration CEPTED Principles (Crime Prevention Through Environmental Design), Universal Design Guidelines, accessibility requirements in accordance with Australian Standards AS1428, where possible.

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

The final concept option will be costed as part of the Draft Lewis Park Masterplan.

An initial opinion of probable costs has been prepared for the two option plans (excluding wetland and revegetation works to the Blind Creek Corridor). These costs are indicative costs only to provide an estimate for the future works as identified for Council's consideration.

Option 1 approx. \$2.2M

Option 2 approx. \$2.1M

The main proportion of the costs would be incurred in the delivery of roadway works, providing new carparking areas, the shared path and provision of the café.

There is no capital funding in the draft 2018/19 budget for Lewis Park implementation works.

It is proposed that the remainder of the 2017/18 capital funding be used to carry out site investigations e.g. site survey, geotechnical investigations, further liaison with Melbourne Water, etc. to plan for and inform the proposed detailed design phase in 2019/20.

The current draft 5-year capital works program has identified \$100,000 for detailed design in the 2019/20 financial year. The current draft 5 year capital works program identifies \$600,000 for delivery of priority works to commence in 2020/21 and \$500,000 in 2021/22.

Construction, project management and consideration of the ongoing maintenance, operating and renewal costs will also be identified and refined in the development of the Masterplan.

Funding for the design and delivery could be from Open Space Reserve funds.

## **6. SOCIAL IMPLICATIONS**

It is anticipated that public open spaces will become an increasingly valued and necessary, particularly in consideration of future, higher-density development.

Survey results from the recent Knox Community and Council Plan 2017-2021 reaffirmed that the community continues to value their 'green and leafy' open space.

### **6.1 Community Gardens**

Community Gardens offer a range of individual health and learning benefits as well as social and urban improvements benefits:

- Participants have access to fresh fruit and vegetables.
- Physical activity, promotes fitness and health.
- Learning to grow plants is mentally stimulating and adds to an individual's knowledge and expertise.
- Involves shared decision-making, problem solving and negotiation.
- Provide places where people come together with a common purpose and meet others.
- Build a sense of community and belonging; community workers already use the gardens for these purposes.
- Improve the urban environment by diversifying the use of open space and creating the opportunity for passive and active recreation.

With an increase in general public visitation to the site, the community garden plot spaces would require perimeter fencing and gates to reduce the potential of theft of produce. A lockable private shed for storage of equipment would generally also be required.

Consideration needs to be given to the notion of fencing and providing exclusive use of crown land and public open space to an organised group.

It is worth noting that Council has committed to a Business Case in 2018/19 regarding the investigation into the provision of Community Gardens in Knox.

## **6.2 Vineyard**

There are no other vineyards on public land in Knox and is consequently a unique landscape feature of Knox.

The maintenance of a productive vineyard requires significant investment in time and costs. Watering, pruning, protection from frosts, severe weather conditions and pesticide spraying needs to be considered, in the context of adjoining site users, on crown land and in a public open space.

If a key driver for the retention of the vineyard is predominantly for the visual aesthetic and landscape amenity for public interaction, there are opportunities to investigate alternative vine species plants which could achieve the uniform row planting style and change in vegetation colour with the seasons, without the intensive maintenance regime required for commercial viticulture purposes.

## **6.3 Café/Meeting Space**

The viability of a café/multipurpose learning space will need to be considered.

It is recommended that the small building should be intended for gardening education classes and tutorials, community meeting space, TAFE/school educational classroom, fresh food cooking demonstrations, organic café, produce, etc.

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

The provision of good public open space is an essential requirement of a healthy community and is reflected in the Knox Community and Council Plan 2017-2021 as:

Goal 1 – We value our natural and built environment.

Strategy 1.1 – Protect and enhance our natural environment.

Goal 4 – We are safe and secure.

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

Goal 6 – We are healthy, happy and well

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

## **8. CONFLICT OF INTEREST**

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

Officer Responsible – Ian Bell, Director Engineering and Infrastructure – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

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

## **9. CONCLUSION**

That Councillors endorses the two (2) concept options plans for the purpose of seeking community and stakeholder comment.

## **10. CONFIDENTIALITY**

There are no confidentiality issues with this report.

### **COUNCIL RESOLUTION**

**MOVED: CR. SEYMOUR**

**SECONDED: CR. GILL**

That Council:

1. **Endorse three (3) concept options for the purpose of seeking feedback from the community and stakeholders; with the third option being the relocation of the café to an alternative location; and**
2. **Following the consultation period, receive a further report with a final option for Council's consideration and endorsement for inclusion as a part of the overall Lewis Park Masterplan.**

**CARRIED**



# Option 1 - 'Garden Harvest, Vineyard & Cafe'



- Retain, relocate and fence garden plots (with no net loss of garden plot area)
- Retain a section of the vineyard
- Provision for passive open space
- Investigate the feasibility of a café/meeting space
- Improve vehicle roadway and access
- Provide enhanced pedestrian connectivity
- Enhanced Blind Creek Corridor with wetlands and revegetation





# Option 2 - 'Garden Harvest, Cafe & Play'



- Retain and expand capacity for garden plot space and fence
- Removal of vineyard
- Investigate the feasibility of a café/meeting space
- Provision for large area of passive open space
- Picnic shelter and BBQ amenities
- Improve vehicle roadway and access
- Provide enhanced pedestrian connectivity
- Enhanced Blind Creek Corridor with wetlands and revegetation





Councillor Pearce left the meeting at 8.55pm and returned at 8.56pm.

ALL WARDS

## 8.2 SUPPLY OF RETAIL ELECTRICITY, PUBLIC LIGHTING, NATURAL GAS AND ASSOCIATED SERVICES

**SUMMARY:** *Manager – Community Infrastructure (David Yeouart)*

*This report considers and recommends the appointment of tenderers for the supply of retail electricity (including public lighting) and natural gas to large and small market sites for Knox City Council.*

### **RECOMMENDATION**

That Council

1. accept the offer of AGL Sales Pty Ltd, via the Procurement Australia Contract No. 2106/0634, for the supply of large market electricity, public lighting and associated services for the period of three (3) years from 1 July 2018;
2. accept the offer of Origin Energy, via the Procurement Australia Contract No. 2106/0634, for the supply of small market electricity and small market natural gas and associated services for the period of three (3) years from 1 July 2018;
3. authorise the Chief Executive Officer to sign the formal agreements by fuel type with AGL Sales Pty Ltd; and
4. authorise the Chief Executive Officer to sign the formal agreements by fuel type with Origin Energy.

### **1. INTRODUCTION**

Maps Group Ltd, trading as Procurement Australia, is a public company which negotiates and facilitates public tenders for its members, in the provision of goods and services, including electricity, gas and associated services.

Knox City Council is a participating member of this group and has engaged Procurement Australia, as its agent, to undertake a tender process for the ongoing supply of electricity and natural gas. A copy of the Procurement Australia, Tender Evaluation Report is provided as a Confidential attachment.

This report considers and recommends the appointment of tenderers to undertake the new service contracts, which are to come into effect on 1 July 2018.

### **2. DISCUSSION**

The service involves the retail supply of electricity (including public lighting) and natural gas to large market and small market sites and covers a period of three (3) years from 1 July 2018.



Council's current contract for this requirement expires on 30 June 2018 and all electricity and gas is currently supplied by AGL.

Tenders were invited for the supply of:

- Electricity (for large and small sites);
- Natural Gas (for large and small sites); and
- Public Lighting.

A weighted scoring and evaluation methodology was used in evaluating the tenders, using both price and non-price criteria which reflects Council's current tender evaluation ethos and specialist analysis was undertaken, independently of Procurement Australia.

A full listing of the evaluation criteria and weightings is shown in Appendix A (Tender Evaluation Report) and includes Price, Customer Focus, Corporate Responsibility (including social/community impact and environmental impact) and Contractor's Performance.

Tenders were received from seven (7) retailers and five (5) were shortlisted.

Procurement Australia has now completed their tender process and has recommended AGL and Origin Energy to Council for consideration.

Procurement Australia asks for Council to execute energy supply and services agreements, by fuel type, with the recommended retailers prior to the 1 July 2018.

In the case of Origin Energy, small electricity and gas sites will need to be transferred from AGL (the current supplier).

The Energy Supply Agreement is a standard document used to confirm energy supply between the retailer and Council, via the Procurement Australia contract.

### **3. CONSULTATION**

Procurement Australia has engaged with retail suppliers in determining the possible options for the supply of electricity and gas.

No public consultation was undertaken.

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

Environmental impact was included in the evaluation criteria. Both recommended tenderers scored high against this criterion.

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

Electricity and gas prices for large and small sites were expected to increase with the introduction of the new contracts.

In November 2017, market benchmark prices were sought during consideration of an option Procurement Australia had on the existing contracts. These benchmarked figures were used as input for the 2018/19 budget and extended forecast.

However, when the benchmark figures are compared with the tendered rates received, it is estimated that the market has softened by ~6.6%, giving a less than indicated increase (initially 20 – 30%) with further softening expected.

### Historic Energy Costs (actual)

Utility	2013/14	2014/15	2015/16	2016/17
Electricity	\$812,086	\$563,742	\$468,601	\$405,010
Gas	\$151,820	\$73,993	\$51,014	\$67,539
<b>SUB - TOTAL</b>	<b>\$963,906</b>	<b>\$637,735</b>	<b>\$519,615</b>	<b>\$472,549</b>
Public Lighting (includes OMR charges, additional lights and payments to VicRoads)	\$2,127,161	\$2,078,077	\$2,044,842	\$1,486,379  (energy cost \$863,337)
<b>TOTAL</b>	<b>\$3,091,067</b>	<b>\$2,715,812</b>	<b>\$2,564,457</b>	<b>\$1,958,928</b>

**NB** OMR – Operation, Maintenance and Replacement: OMR charges, additional lighting and VicRoads payments are estimated at 42 – 47% of total public lighting costs

When new rates are applied, the forecast expenditure becomes:

Electricity and Gas	2017/18 Forecast	2018/19	2019/20	2020/21
Large Electricity	\$514,950 (large & small)	\$246,058	\$227,100	\$222,857
Small Electricity	(See above)	\$326,374	\$305,269	\$298,825
Gas	\$103,163	\$68,319	\$69,094	\$69,532
<b>SUB -TOTAL</b>	<b>\$618,113</b>	<b>\$640,751</b>	<b>\$601,463</b>	<b>\$591,214</b>
Public Lighting (energy costs only)	\$604,000	\$792,113	\$747,291	\$745,045

<b>TOTAL</b>	<b>\$1,222,113</b>	<b>\$1,432,863</b>	<b>\$1,348,754</b>	<b>\$1,336,260</b>
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**NB** Council has no Large Gas sites.

Prices are at current rates and will be adjusted each January for regulatory network changes, environmental certification and CPI except for Large Market Electricity, which is fixed by quoted rates for the contract term (ie. not subject to any escalation) and will result in a reduction in cost to Council over the contract term.

### Large Market Electricity Rates

Financial Year	Peak Rate (\$/MWh)	Off Peak Rate (\$/MWh)
2018/19	107.67	81.11
2019/20	94.18	72.29
2020/21	92.29	72.30

All rates are exclusive of GST, network, metering and market charges, which will be included at cost.

Current Forecast Expenditure (Current Proposed Budget - excluding Public Lighting and anticipated, January adjustments):

Electricity and Gas (excludes public lighting)	2018/19	2019/20	2020/21
Budget	\$773,779	\$791,099	\$825,975
Tendered Rates	\$640,751	\$601,463	\$591,214
Anticipated Cost Difference	-\$133,028	-\$189,636	-\$234,761

## **6. SOCIAL IMPLICATIONS**

Social and community impact was included in the evaluation criteria. Both recommended tenderers scored high against these criteria.

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

The provision of gas and electricity for the municipality is a basic, essential element of any and all Council services.

## **8. CONFLICT OF INTEREST**

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

Officer Responsible – (Ian Bell, Director Engineering and Infrastructure) - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – (David Yeouart, Manager Community Infrastructure) - In providing this advice as the Author, I have no disclosable interests in this report.

## **9. CONCLUSION**

Procurement Australia, on behalf of its members, has undertaken a project development, briefing and tendering process to obtain competitive prices and value for money services for the supply of electricity and gas.

AGL is Council's current retailer and supplies electricity and gas to large scale users including businesses, government departments and local authorities. Similarly, Origin Energy is a major, industry supplier.

Consequently, Council can be confident it is offered these services at a competitive rate by suitable companies.

Also, Procurement Australia has provided a process, as Council's agent, which complies with the requirements of the Local Government Act for purchases in excess of \$150,000 and has been evaluated by those with appropriate expertise.

## **10. CONFIDENTIALITY**

The confidential Tender Evaluation Report is provided separately to this report.

**COUNCIL RESOLUTION****MOVED: CR. TAYLOR****SECONDED: CR. LOCKWOOD****That Council:**

1. accept the offer of AGL Sales Pty Ltd, via the Procurement Australia Contract No. 2106/0634, for the supply of large market electricity, public lighting and associated services for the period of three (3) years from 1 July 2018;
2. accept the offer of Origin Energy, via the Procurement Australia Contract No. 2106/0634, for the supply of small market electricity and small market natural gas and associated services for the period of three (3) years from 1 July 2018;
3. authorise the Chief Executive Officer to sign the formal agreements by fuel type with AGL Sales Pty Ltd; and
4. authorise the Chief Executive Officer to sign the formal agreements by fuel type with Origin Energy.

**CARRIED**

**8.2 Supply of Retail Electricity, Public Lighting, Natural Gas And Associated Services**

A confidential tender evaluation report is circulated under separate cover.

Official minutes of Knox City Council

**ALL WARDS****8.3 CONTRACT NO. 2358 – DRAINAGE REPAIR, RENEWAL AND UPGRADE WORKS**

**SUMMARY:** *Project Delivery Engineer (Nathan Hadfield)*

*This report considers tender submissions and recommends the appointment of a panel of suppliers for the supply of drainage repair, renewal and upgrade services.*

**RECOMMENDATION**

That Council

1. accepts the Schedule of Rates tenders submitted by:

Blue Peak Constructions Pty Ltd;  
C & L Pit Builders Pty Ltd;  
Etheredge Mintern Pty Ltd;  
Jaydo Construction Pty Ltd;  
Jotomex Civil Contracting Pty; and  
Roadside Services & Solutions Pty Ltd.

for Contract No. 2358 – Drainage Repair, Renewal and Upgrade Works for a period of three (3) years from 1 July 2018 to 30 June 2021 with the option of a further two year extension at Council's discretion;

2. authorises the Chief Executive Officer to formalise the contract documentation and to sign and seal the contracts; and
3. advise successful and unsuccessful tenderers accordingly.

**1. INTRODUCTION**

This contract is for the supply of drainage repair, renewal and upgrade services for various projects and locations around the Knox City Council municipality. It is a civil construction contract for the repair, renewal and upgrade of Council's drainage infrastructure.

Council's current contract for this type of work, *Contract 2004 – General Drainage Repairs, Renewals and Upgrade Works*, started December 2013 and after taking the option to extend for a further 12 months is due to expire 30 June 2018. The new contract under consideration is for a similar Schedule of Rates contract with updates and improvements based on the experiences and learnings of the past 4 years administering Contract 2004.

It is intended to award the contract to a panel of suppliers for drainage services with the objective of ensuring these items are cost effective and readily available across the municipality when required. The contract will be for a period of 3 years from 1 July 2018 to 30 June 2021 with the option to extend for a further 2 years at Council's discretion.

Of note, larger scale and more complex drainage projects will be subject to a separate design, documentation and tender process.

## **2. DISCUSSION**

### **2.1 Proposed Service**

The contract includes a comprehensive Schedule of Rates that covers a wide range of civil construction tasks, particularly in relation to drainage infrastructure. The contract will enable the supply of drainage repair, renewal and upgrade services for various projects and locations around the Knox City Council area.

### **2.2 Tenders Received**

The market has been engaged by way of public tender which was advertised in 'The Age' on Wednesday 21 March and Saturday 24 March 2018 and closed Wednesday 11 April 2018.

Prospective tenderers were asked to supply rates for specific items in accord with tender documents. They were asked to fully complete Schedule 1A – Drainage Maintenance and Minor Works, Schedule 1B – Drainage Renewals and Upgrades and Schedule 1C – Plant and Labour Hire. Refer confidential attachment – Appendix A.

The following tenders were received:

Tenderer 1	Accomplished Plumbing Services Pty Ltd
Tenderer 2	Blue Peak Constructions Pty Ltd
Tenderer 3	C & L Pit Builders Pty Ltd
Tenderer 4	Contek Constructions Pty Ltd
Tenderer 5	Etheredge Mintern Pty Ltd
Tenderer 6	Jaydo Construction Pty Ltd
Tenderer 7	Jotomex Civil Contracting Pty Ltd
Tenderer 8	Kalow Holdings Pty Ltd
Tenderer 9	M. Tucker & Sons Pty Ltd
Tenderer 10	Plumbtrax Pty Ltd
Tenderer 11	Prestige Paving Pty Ltd
Tenderer 12	Roadside Services & Solutions Pty Ltd

#### **2.2.1 Pre-Evaluation Checks**

All tenderers had conforming tender submissions in accordance with the advertised Tender Conditions.



### **2.2.2 Tender Evaluation Panel**

The Tender Evaluation Panel consisted of the following members:

Nathan Hadfield	Project Delivery Engineer – Construction (Chair)
Kim Hanisch	Coordinator – Construction
James Backhouse	Drainage Project Officer – Works Services
Michele Colman	Acting Strategic Procurement Lead (Probity Advisor)

All members of the Panel signed the Tender Evaluation Panel Declaration Form indicating that they had no conflict of interest or association with any tenderers.

### **2.2.3 Evaluation Criteria**

The tenders were evaluated against the following criteria:

Price	40%
Capability	20%
Capacity	20%
Quality & Sustainability	20%

## **2.3 Tender Evaluation Results**

### **2.3.1 Preferred Tenderers**

The tender evaluation panel agreed that contracts should be awarded to the following:

- Blue Peak Constructions Pty Ltd;
- C & L Pit Builders Pty Ltd;
- Etheredge Mintern Pty Ltd;
- Jaydo Construction Pty Ltd;
- Jotomex Civil Contracting Pty; and
- Roadside Services & Solutions Pty Ltd.

Details about the tender evaluation process are provided in the Confidential Procurement Report. Refer attachment – Appendix A.

## **3. CONSULTATION**

Consultation has occurred with potential tenderers and stakeholders during the phases of tender preparation and advertising and also with the current contract officer, relevant Council staff and representation of other Councils during the evaluation phase to ensure a successful tendering process was achieved.

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

No environmental or amenity issues needed to be further considered in the evaluation of this contract.

In relation to this group of projects, the delivery of this contract will significantly improve Council's assets and maintain infrastructure integrity well into the future while providing greater amenity to local residents.

Any surplus material from these works will be disposed of at a licenced disposal centre or returned to asphalt plants for recycling by the contractor.

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

It is anticipated that Council will spend up to \$3.0 million per annum under this contract in the management of drainage infrastructure. Various departments will utilise the contract for their drainage and civil works requirements including Construction, Stormwater, Waste Management, and Works Services.

This is derived from anticipated expenditure as projected in Council's Long Term Financial Forecast over the life of the contract.

Funding utilised under the contract will come from both operational and capital works programs as required. The main program will be Capital Works Program 1003(A) – Drainage Pit and Pipe Renewal Program. The actual expenditure will be dependent on the annual budget allocations during the life of the contract.

## **6. SOCIAL IMPLICATIONS**

Council's drainage repair, renewal and upgrade programs have social implications during construction in terms of temporary inconvenience and access restrictions. However, disruptions will be kept to a minimum and prior notification will be given of any restrictions.

The drainage rehabilitation and upgrade programs ensure Council's drainage infrastructure achieves service standards, improving amenity and community experience.

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

The road resurfacing and associated services contract is consistent with the goals of the Knox Community and Council Plan 2017-2021:

- Goal 1 – We value our natural and built environment
- Goal 3 – We can move around easily
- Goal 4 – We are safe and secure
- Goal 5 – We have a strong regional economy, local employment and learning opportunities
- Goal 8 – We have confidence in decision making

## **8. CONFLICT OF INTEREST**

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

Officer Responsible – (Ian Bell, Director - Engineering and Infrastructure) - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – (Nathan Hadfield, Project Delivery Engineer) - In providing this advice as the Author, I have no disclosable interests in this report.

## **9. CONCLUSION**

Following the tendering process it has found that preferred tenderers for Contract No. 2358 – Drainage Repair, Renewal and Upgrade Works are:

- Blue Peak Constructions Pty Ltd;
- C & L Pit Builders Pty Ltd;
- Etheredge Mintern Pty Ltd;
- Jaydo Construction Pty Ltd;
- Jotomex Civil Contracting Pty; and
- Roadside Services & Solutions Pty Ltd.

The preferred tenderers have sufficient resources and are expected to be available to undertake this contract within the constraints of time, quality and cost as detailed in the contract documentation.

## **10. CONFIDENTIALITY**

The Procurement Report is provided separately to this report.

### **COUNCIL RESOLUTION**

**MOVED: CR. LOCKWOOD**

**SECONDED: CR. HOLLAND**

**That Council:**

1. **accept the Schedule of Rates tenders submitted by:**

**Blue Peak Constructions Pty Ltd;  
C & L Pit Builders Pty Ltd;  
Etheredge Mintern Pty Ltd;  
Jaydo Construction Pty Ltd;  
Jotomex Civil Contracting Pty; and  
Roadside Services & Solutions Pty Ltd.**

**for Contract No. 2358 – Drainage Repair, Renewal and Upgrade Works for a period of three (3) years from 1 July 2018 to 30 June 2021 with the option of a further two year extension at Council's discretion;**

2. **authorise the Chief Executive Officer to formalise the contract documentation and to sign and seal the contracts; and**
3. **advise successful and unsuccessful tenderers accordingly.**

**CARRIED**

Official minutes of Knox City Council

**8.3 Contract No. 2358 – Drainage Repair, Renewal and Upgrade Works**

Confidential Appendix A is circulated under separate cover.

Official minutes of Knox City Council

**ALL WARDS****9.1 KNOX MULTICULTURAL ADVISORY COMMITTEE MEMBERSHIP APPOINTMENT REPORT 2018-2020**

**SUMMARY:** *Multicultural Communities Officer (Joan Pepi)*

*The Knox Multicultural Advisory Committee (KMAC) Terms of Reference requires that committee membership be renewed every two years through a selection process, inviting community and service provider representatives to submit applications.*

*This report outlines the recent recruitment process and seeks approval for the appointment of six new committee members for a two year term, from June 2018-2020. Confidential Appendix A provided relevant details.*

**RECOMMENDATION**

That Council appoint:

Name	Category
1.	Agency Representative
2.	Agency Representative
3.	Agency Representative
4.	Community Representative
5.	Community Representative
6.	Community Representative

to the Knox Multicultural Advisory Committee for the period June 2018 – June 2020.

**1. INTRODUCTION**

The Knox Multicultural Advisory Committee (KMAC) was established in March 2009 to provide Council with advice on multicultural issues and promote greater awareness and understanding in the local community of cultural diversity in Knox.

KMAC also assists Council to monitor and enable the implementation of the *Knox Community Access and Equity Plan 2017-2022*.

The KMAC Terms of Reference requires that committee membership be renewed every two years through a selection process, inviting both community and service provider representatives to submit applications. In this round of recruitment there were six vacancies.

## **2. DISCUSSION**

### **2.1 Objectives of KMAC**

The objectives of KMAC as outlined in the Terms of Reference (Appendix B) are to:

- Provide advice and recommendations to Council on multicultural issues;
- Identify issues and opportunities affecting people from multicultural backgrounds;
- Assist Council in the development of policy, strategies and actions in relation to issues and opportunities identified;
- Advocate for increased awareness and understanding of issues and opportunities affecting multicultural communities within Knox City Council;
- Assist Council with its communication, consultation and engagement with multicultural communities;
- Assist Council to promote and celebrate the benefits of cultural diversity in Knox and to build connections between different cultural groups within the Knox community; and
- Assist Council to monitor the implementation of the Knox City Council Multicultural Strategic Plan 2012-17.

### **2.2 KMAC membership**

Membership of KMAC consists of a maximum of 16 community and agency representatives and two Councillors. Further details are outlined in Appendix B.

#### **2.2.1 Recruitment Process**

It is required that appointment to a Council Advisory Committee be in accordance with the *Knox City Council Committees Policy*. The Policy requires that every effort be made to ensure a representative cross section of people from the municipality is selected to the committee, as appropriate.

Recruitment for the KMAC positions was promoted through the following:

- Current KMAC members and Council Officer networks with community and service providers;
- Knox City Council website;
- Knox Multicultural e-bulletin;
- Council's Facebook page; and
- An advertisement in local print media.

### **2.2.2 Selection Process**

Eight applications for new community members were received (see Confidential Appendix A). The full applications are attached as Confidential Appendix C. An information session was held for applicants on Tuesday 13 March 2018. The purpose of this session was to provide further information about KMAC and to assist in the shortlisting of applicants.

A selection panel comprising, Cr Peter Lockwood, Jessica Bishop, CEO Migrant Information Centre Eastern Melbourne and one of Council's Multicultural Communities Officers interviewed applicants.

The selection panel met on 20 March and 11 April 2018 to interview the applicants. The following criteria were used when interviewing applicants:

- Reside/work/volunteer in Knox;
- Member of a Knox focused community organisation;
- Experience and knowledge of multicultural issues;
- Ability to promote cultural awareness and understanding in the wider community;
- Ability to identify issues and solutions and provide advice to Council; and
- Ability to work collaboratively.

Six of the eight applicants were recommended by the selection panel for a two year appointment to KMAC (Confidential Appendix A).

## **3. CONSULTATION**

Information about KMAC and the recruitment process was promoted on Council's website, through Council community email networks and social media. An information session was held for applicants on the 13 March 2018.

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

There are no environmental or amenity issues associated with this matter.

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

Council allocates \$5000 per annum to support KMAC and related multicultural activities within its annual operational budget. KMAC is supported by Council's Community Wellbeing Department.



## **6. SOCIAL IMPLICATIONS**

According to the 2016 Census, Knox's residents come from over 145 countries with 30.1% (46,424) of the Knox population born overseas. 23% (35,525) of the population come from non-English speaking backgrounds. Since the 2011 Census there has been an increase of 4,980 people born overseas settling in Knox. This is a continuing area of focus for KMAC who provide Council with advice and recommendations based on their experiences, knowledge and expertise of the multicultural community and related current issues in Knox.

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

The *Knox Community Council Plan 2017-2021* identifies the key goals and strategic objectives to achieve desired health and wellbeing outcomes for the Knox community.

The goal of particular relevance to KMAC is "Goal 7: We are inclusive, feel a sense of belonging and value our identity". KMAC works across the additional seven Knox Community and Council Plan goals to provide input and feedback to achieve outcomes from a multicultural perspective.

## **8. CONFLICT OF INTEREST**

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

Officer Responsible – Lisette Pine, Acting Manager Community Wellbeing - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Joan Pepi, Multicultural Communities Officer - In providing this advice as the Author, I have no disclosable interests in this report.

## **9. CONCLUSION**

Between February and April 2018, Council officers conducted a recruitment process for six new members to KMAC. Recommendations from this process are outlined in Appendix A.

The work of KMAC will further be enhanced with new membership on a regular basis as outlined in the KMAC Terms of Reference.

## **10. CONFIDENTIALITY**

In the interests of personal privacy, names and details of applicants in Appendix A are treated as confidential.

**COUNCIL RESOLUTION****MOVED: CR. LOCKWOOD****SECONDED: CR. KEOGH****That Council appoint:**

<b>Name</b>	<b>Category</b>
<b>1. Angela Ng</b>	<b>Agency Representative</b>
<b>2. Eva Simo</b>	<b>Agency Representative</b>
<b>3. Wayne Fielding</b>	<b>Agency Representative</b>
<b>4. Sri Rasad</b>	<b>Community Representative</b>
<b>5. Stephen Yin</b>	<b>Community Representative</b>
<b>6. Amy Yuen</b>	<b>Community Representative</b>

**to the Knox Multicultural Advisory Committee for the period  
June 2018 – June 2020.**

**CARRIED**

**9.1 Knox Multicultural Advisory Committee Membership Appointments  
2018-2020**

Confidential Appendix A is circulated under separate cover.

Official minutes of Knox City Council

## TERMS OF REFERENCE

### KNOX MULTICULTURAL ADVISORY COMMITTEE

<b>Directorate</b>	<b>Community Services</b>
<b>Responsible Officer</b>	<b>Multicultural Communities Officer</b>
<b>Committee Type</b>	<b>Advisory Committee</b>
<b>Approval Date:</b>	<b>14 June 2016</b>
<b>Review Date:</b>	<b>14 June 2020</b>

#### 1. PURPOSE

The Knox Multicultural Advisory Committee provides Council with advice on multicultural issues and the promotion of greater awareness and understanding in the local community of cultural diversity in Knox.

#### 2. OBJECTIVES

The objectives of the Committee are to:

- Provide advice and recommendations to Council on multicultural issues in and beyond Knox;
- Identify issues and opportunities affecting people from multicultural backgrounds in and beyond Knox;
- Assist Council in the development of policy, strategy and advocacy initiatives related to the issues and opportunities identified;
- Advocate for increased awareness and understanding of issues and opportunities affecting multicultural communities within Knox;
- Assist Council with its communication, consultation and engagement with multicultural communities through two-way information exchange, from Council to communities and from communities to Council;
- Assist Council to promote and celebrate the benefits of cultural diversity in Knox and to build connections between different cultural groups within the Knox community; and
- Assist Council to monitor the implementation of the Knox City Council Multicultural Strategic Plan 2012-17.

### **3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT**

**3a** The Committee shall comprise the following:

#### **Community and Professional/Industry Members**

- A maximum of twelve community and agency members (maximum of four professional/industry members)
- One representative of the Knox Interfaith Network;
- One representative of the Migrant Information Centre; and
- Up to two community agency representatives engaged with local multicultural communities from any of the following areas or sectors: welfare, health, education, housing, volunteering, community services, arts, sports or not-for-profit community groups

#### **Councillors**

- Two Councillors appointed annually by Council

The Mayor is, by virtue of the Office, ex officio a member of any committee which may be established by Council from time to time. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor in attendance. The Mayor has no voting rights in their capacity as an ex officio member of the committee.

#### **Council Officers**

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

### **3b Membership Criteria and Commitment**

Members of the advisory committee will:

- Demonstrate contemporary knowledge and understanding of the needs and issues affecting the multicultural community in and beyond Knox
- Have direct links with local multicultural communities
- Provide consistent representation. Community and professional/industry representatives are recruited on the basis that they are a conduit between Council and their communities/agencies, hence it is the responsibility of these members to ensure that there is a regular information exchange between Council and their communities/agencies
- Attend meetings as required

- Carry out specified tasks as designated
- Provide bimonthly reports on multicultural community related activities (Professional/agency representatives)
- Have the ability to look beyond personal experience and investments for the benefit of the local and wider community
- Be supported by their own community organization or community
- Participate in relevant training and development opportunities as required
- Respond to communications in a timely manner
- Seek to obtain and represent the views of the broader community and not individual views

### **3c Period of membership**

- Councillors – appointed annually by Council
- Community and professional/industry representatives will be appointed for a period of two years and are eligible to re-apply for an additional two year appointment, however, continuous membership for longer than four years will not be considered
- Casual vacancies which occur due to community and professional/industry members being unable to complete their appointments will be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbent's terms or recruiting through a new selection process.

### **3d Method of Appointment**

- The process to appoint community and professional/industry members will be advertised on Council's internet site, social media, multicultural e-bulletin and through local networks.
- Eligible community and professional/industry members will have an interest in and understanding of multicultural issues and a personal or professional link with multicultural communities within Knox.
- Knox Inter-faith Network and the Migrant Information Centre Eastern Melbourne will nominate their respective representatives at the beginning of each calendar year, for a one-year term.
- New community and professional/industry members will be selected by a panel comprising a Councillor, a Council Officer and an external representative (eg: from the Migrant Information Centre, a surrounding area Multicultural or other Advisory Committee, or professional/industry representative).

- Applicants may be engaged in a preliminary screening and information provision process to ensure best fit.
- Council will be responsible for appointing all community and professional/industry members and members filling casual vacancies.

#### **4. DELEGATED AUTHORITY AND DECISION MAKING**

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

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

#### **5. MEETING PROCEDURES**

The Knox Multicultural Advisory Committee will meet on a bi-monthly basis and an annual schedule of meetings will be agreed upon at the first meeting of the Committee in any given calendar year.

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

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

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

Guest speakers will be confirmed one month in advance of meetings and preparatory reading circulated to Committee members at least seven days prior to the scheduled meeting. Prior to attending, guest speakers will clearly articulate the purpose of their visit to Council Officers and will work with Officers to ensure they communicate this in ways that are accessible for the Committee.

Meeting format is at the discretion of the Chair but may include workshop and small-group style discussions where appropriate.

Meetings will be conducted in language and at a pace that supports maximum participation of non-native English speakers.

## **6. CHAIR**

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

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

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

If the Chairperson is not present at a meeting, any other Councillor shall be appointed Chairperson. In the absence of any other Councillor representative/s, the committee members shall appoint a Chairperson for the purpose of conducting the meeting.

The committee must advise the Governance Team of the name of the chairperson within one week of appointment. These details will then be updated on the intranet.

The chairperson will encourage, acknowledge and value multicultural community-related input from all members and work to uphold the community rather than personal focus of the Committee.

## **7. AGENDAS AND MINUTES**

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

Minutes will be provided to the Chairperson for approval before being published or distributed and will be formally endorsed at the subsequent meeting.

Agendas and minutes will be prepared and circulated by the responsible Council officer to members in a timely manner, but not less than 48 hours prior to the time fixed for holding the meeting.

## **8. VOTING**

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

All members (excluding Council Officers) have voting rights.

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

In the event of an equality of votes the chairperson has a second vote.



## 9. CONDUCT AND INTEREST PROVISIONS

In performing the role of Advisory Committee member, a person must:

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

Meetings of an Advisory Committee may potentially form an Assembly of Councillors. When this occurs, Councillors and officers are required to comply with the conflict of interest provisions as set down in the Local Government Act 1989.

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the committee is concerned, they must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting. The member must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.

Where a community member has an interest or a Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

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

## **10. REPORTING**

The Committee will provide an annual report to the Council on its activities and achievements in accordance with the objectives stated in these Terms of Reference.

## **11. ADMINISTRATION SUPPORT**

Administration support will be provided by Council's Community Access and Equity Department

## **12. PARTICIPATION SUPPORT**

The provision of resources for the personal support of Committee members to participate in KMAC meetings – including interpreters and translators – is provided by Council as required.

## **13. CONTACT WITH THE MEDIA**

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

## **14. SUNSET CLAUSE AND REVIEW DATE**

The Committee will conclude in June 2020 unless Council endorses a recommendation to continue the Committee's role for a further period. If the Committee continues to have a relevant function, a report must be presented to Council prior to June 2020 that includes a review of the committee's Terms of Reference and seeks endorsement from Council to continue to act in an advisory capacity for a further period.

## **15. MEALS**

The provision of refreshments during the course of an Advisory Committee meeting will be in accordance with the Meals and Beverages for Council Committees Policy.

**9.1 Knox Multicultural Advisory Committee Membership Appointments  
2018-2020**

Confidential Appendix C is circulated under separate cover.

Official minutes of Knox City Council

**ALL WARDS****9.2 COMMUNITY PARTNERSHIP FUNDING 2018-2022**

**SUMMARY:** *Acting/Coordinator – Community Strengthening  
(Deb Robert)*

*This report presents the recommended grant allocations for the Community Partnership Funding Program 2018-2022 to support 11 locally based not-for-profit services for the four-year funding period and 9 local emergency services for a two year funding period.*

**RECOMMENDATION**

That Council

1. Approve the recommended allocation of funds to eligible applicants in the contested service streams, as listed in Appendix A.
2. Approve the allocation of funds to eligible applicants in the non-contested service streams, as listed in Appendix B.

**1. INTRODUCTION**

Knox City Council has historically made varying financial and in-kind contributions to community organisations to support the delivery of a range of services. This investment in social outcomes reflects Council's strategic objectives and aim to benefit the Knox community.

In January 2018 Council approved the renaming of the program from Community Operational Funding to Community Partnership Funding (CPF) program and proposed changes to the program to clarify the focus of the funding in relation to the Community and Council Plan 2017-21 and reflect the outcomes of the program review in 2017.

At that time Council discussed a number of specific changes to funding support for Volunteer Based Emergency Services in Knox, and resolved to:

- *Reduce operational funding to the local State Emergency Services (SES) from 2018/19 to 2020/21 by \$16,000 which represents an offset to the additional funding provided by the State Government in 2017/18 (relieving Council burden of covering local operational costs);*
- *Maintain the current level of aggregated funding to the Knox CFA group and brigades up until the 2020-21 financial year;*
- *Increase advocacy to the State Government to ensure that they commit to providing full operational funding for Knox Volunteer Based Emergency Services;*
- *Conduct a review in 2019-20 to assess the impact of Council ceasing ongoing funding with the expectation that the operational needs of the Volunteer Based Emergency Services will be fully funded by the State Government by 2020-21.*

Council approved to promote and seek expressions of interest for the CPF within three contested funding streams:

- Specialist family and individual support services (covering generalist and financial counselling, community legal services, and welfare support)
- Volunteer Resource Centre
- Preservation and promotion of the history of Knox;

and two non-contested streams:

- Knox Learning Alliance
- Volunteer based emergency services

The CPF program application process, with new guidelines and updated policy, was advertised in February 2018 and closed 26 March 2018.

Applications were received in all of the funding streams, both contested and non-contested. In accordance with Council's Policy, an internal assessment panel was established to assess the applications and make recommendations to Council for consideration and approval.

## **2. DISCUSSION**

### **2.1 Community Partnership Funding Program framework**

The review of the Community Operational Funding program, completed in 2017, confirmed the program strengths in supporting valuable services for the Knox community and identified opportunities for improvements to add value to Council's funding to support community organisations to enable social outcomes in Knox.

The re-naming of the program as Community Partnership Funding (CPF) highlighted the focus on building and maintaining stronger partnerships to support implementation of the Community and Council Plan 2017-2021.

The administration and management of the CPF program for 2018-22 is guided by the CPF Policy, as approved by Council in January 2018. The following principles guide implementation of this policy.

- A focus on outcomes for Council and the Knox community;
- The ability to respond to current and changing needs;
- Facilitation of cost effective services that deliver Community and Council Plan objectives;
- Consistent, transparent and equitable processes;
- Accountability for funding;
- Commitment to continuous improvement and regular review; and
- Providing certainty for community organisations.

The aim of the CPF is to support not-for-profit community organisations based in Knox to provide services and activities that:-

- a) Build community capacity and resilience;
- b) Require longer term operation to maximise community and client engagement; and/or
- c) May require longer term funding commitment to support recruitment and/or retention of qualified professional staff.

These principles and aims were distributed in the CPF guidelines (Appendix D)

## 2.2 Application and Assessment Process

The five CPF funding streams, clearly aligned to the Community and Council Plan and approved by Council in January 2018, were advertised for applications in February.

Two of the five funding streams were open to specific locally based community organisations on the basis that there was no other competitor or equivalent services. The non-contested streams were open to the five Knox neighbourhood houses/learning centres and local volunteer based emergency services (CFA and SES). (Refer to Appendix C).

The emergency services stream was advertised for two year funding, in accordance with Council's January 2018 decision to phase out operational funding to State-funded emergency services by 2020.

A summary of the five service streams is presented in Table 1 and applications received. The funding objectives for each of the streams are detailed in Appendix A.

**Table 1: Overview of funding streams**

<b>Contested Funding (2018-2022)</b>	<b>No of services</b>	<b>Applicants</b>
<b>1. Specialist family and individual support services</b> Contribution to the coordination and delivery of no-cost services and referral for Knox residents in need of support or experiencing crisis. <b>Service categories:</b>		
- General Counselling	1	3
- Financial Counselling	1	1
- Legal service and advocacy	1	1
- Welfare support and emergency relief.	1	1
<b>2. Volunteer Resource Centre</b> Contribution to the coordination of a volunteer resource centre to build the capacity of volunteers and volunteer involving organisations for Knox	1	2
<b>3. Preservation and promotion of the history of Knox</b> Contribution to the provision of a local history collection and resource centre, maintaining a broad range of historical archives of significance to Knox municipality	1	1
<b>Totals</b>	<b>6</b>	<b>9</b>
<b>Non Contested Funding Streams</b>		<b>Applicants</b>
<b>4. Knox Learning Alliance (2018-2022)</b> Contribution to the operation of the five Community Houses to support the provision of a range of social activities, community development and local learning opportunities for people at all stages of life within Knox	5	5
<b>5. Volunteer based emergency services (2018-2020)</b> Contribution to recognition and support of volunteers in rescue and emergency service for the Knox municipality.	9	9
<b>Totals</b>	<b>14</b>	<b>14</b>

In the three contested streams, there were multiple applicants for two of the six categories of service.

### **2.3 Selection Process**

An internal assessment panel was convened to assess all of the 9 applications received for the contested streams. The panel comprised of the following Council officers:

- Kathy Parton (Manager, Community Wellbeing),
- Lisette Pine (Coordinator, Community Safety),
- Elissa Pachacz (Coordinator, Arts & Culture),
- Pip Smith (Coordinator, Community Strengthening), and
- Rodney Mckail (Governance Advisor).

Panel members were required to review all applications against the selection criteria in the contested streams. After members had reviewed the applications independently online, the panel convened for two meetings (11 April and 16 April) to assess applications and determine funding recommendations. The eligibility and assessment criteria is documented in Appendix B.

Further details were required from the applicants for the volunteer resource centre category. The Panel requested that the applicants attended separate interviews on 18 April to respond to three specific questions (Appendix B).

The panel finalised their assessments on-line and the recommendations are outlined in Appendix A.

## **3. CONSULTATION**

Council officers met with currently funded organisations regarding the review process in 2017 and the intent to proceed with an Expression of Interest/application process in early 2018. These organisations received written notification of the time frame in January 2018.

Council advertised and promoted the CPF program through print and social media, on Council's website and through wide reaching e-bulletin mail outs in February 2018.

Council staff responded to various enquiries from existing and other interested and potential applicants during the application period.

Following Council's decision regarding Community Partnership Program Funding 2018-2022, further consultation will occur with approved organisations to finalise annual work plans based on the agreed funding objectives and social outcomes. This will form the basis of two year and four year funding agreements, as applicable.

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

There are no environmental/amenity issues related to this report.

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

The proposed budget allocation for the 2018-19 CPF is \$719,153 as detailed in Appendix A, with the total cost of the four-year program at \$2,763,576.

This funding is based on 2017-18 funding levels with the approved 1% annual increase, and incorporates the planned reduction in funding to local emergency services after 2020.

The \$16,000 reduction in funding from 2017/18 to the SES Knox Unit is recommended to be distributed amongst the five neighbourhood houses in the Knox Learning Alliance. An increase of \$3,200 per house acknowledges the challenges of meeting changing community needs in an increasingly diverse municipality and will contribute to meeting priorities in the Community and Council Plan.

Approved organisations are required to report annually on expenditure and provide necessary acquittal and reporting documentation in accordance with funding agreements and community grants best practice.

## **6. SOCIAL IMPLICATIONS**

The services supported by the CPF program will continue to ensure accessibility to important services for Knox residents including some of the most vulnerable in the Knox community.

The allocation of the recommended funding will contribute to new and existing important Council/ community partnerships that enable the successful delivery of the Community and Council Plan 2017-2021.

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

The Community Partnerships Funding Program aligns with goals and objectives of the Community and Council Plan 2017-2021. The program clearly aligns with goals four to eight and the specific category alignment is detailed in Table 2.



**Table 2: Alignment of funding categories with the Community and Council Plan 2017-2021**

<b>Funded categories</b>	<b>Council &amp; Community Plan (2017-21) related Goal &amp; Strategy</b>
Volunteer based emergency services	Goal 4: We are safe and secure Goal 7: We are inclusive, feel a sense of belonging and value our identity Strategy 7.4: Promote and celebrate the contribution of our volunteers
Knox Learning Alliance	Goal 5: We have a strong regional economy, local employment and learning opportunities Strategy 5.4: Increase and strengthen local opportunities for lifelong learning formal education pathways and skills development to improve economic capacity of the community. Goal 7: We are inclusive, feel a sense of belonging and value our identity
Specialist family and individual support services	Goal 6: We are healthy, happy and well Strategy 6.2 Support the community to enable positive physical and mental health
Volunteer Resource Centre	Goal 7: We are inclusive, feel a sense of belonging and value our identity Strategy 7.4 Promote and celebrate the contribution of our volunteers
Preservation and promotion of the history of Knox	Goal 7: We are inclusive, feel a sense of belonging and value our identity Strategy 7.1 Protect and preserve our local cultural heritage

**8. CONFLICT OF INTEREST**

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

Officer Responsible – Lisette Pine, Acting Manager Community Wellbeing – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Deb Robert, Acting Coordinator Community Strengthening – In providing this advice as the Author, I have no disclosable interests in this report.

## **9. CONCLUSION**

The Community Partnership Funding program 2018-2022 continues Council's role in ensuring access to valued community services for Knox residents to maintain and build community capacity, connection and resilience.

Council has completed the assessment process of applicants for the 2018-2022 Community Partnerships Funding Program and identified recommendations for Council's consideration.

The recommended funding will support the ongoing development of partnerships with funded organisations to realise opportunities for project and program collaboration to advance the achievement of the Community and Council Plan 2017-2021.

## **10. CONFIDENTIALITY**

There are no confidentiality issues related to this report.

### **COUNCIL RESOLUTION**

**MOVED: CR. SEYMOUR**

**SECONDED: CR. KEOGH**

**That Council:**

- 1. Approve the recommended allocation of funds to eligible applicants in the contested service streams, as listed in Appendix A.**
- 2. Approve the allocation of funds to eligible applicants in the non-contested service streams, as listed in Appendix B.**

**CARRIED**

**APPENDIX A – Recommendations for Community Partnership Funding (Contested Stream)**

<b>RECOMMENDATIONS FOR 2018-22 COMMUNITY PARTNERSHIP FUNDING PROGRAM</b>				
<b>Funding Stream</b>	<b>Category of service</b>	<b>Applicant</b>	<b>Amount per annum Recommended</b>	<b>Term of Agreement</b>
<b>Specialist family and individual support services</b>	a) Financial counselling	EACH	<b>\$100,504 p/a</b>	<b>4 years</b> subject to requirements of Funding Agreement
	b) General Counselling	EACH	<b>\$130,000 p/a</b>	<b>4 years</b> subject to requirements of Funding Agreement
	c) Legal service and advocacy	Eastern Community Legal Centre	<b>\$27,638 p/a</b>	<b>4 years</b> subject to requirements of Funding Agreement
	d) Welfare support and emergency relief	Knox Infolink Inc	<b>\$155,125 p/a</b>	<b>4 years</b> subject to requirements of Funding Agreement
<b>Volunteer Resource Centre</b>		Coonara Community House – lead partner “Volunteer for Knox”	<b>\$131,090 p/a</b>	<b>4 years</b> subject to requirements of Funding Agreement
<b>Preservation and promotion of the history of Knox</b>		Knox Historical Society	<b>\$10,924 p/a</b>	<b>4 years</b> subject to requirements of Funding Agreement
<b>Total Contested Streams Allocations</b>			<b>\$555,281 p/a</b>	
<b>Total Non-Contested Streams Allocations (Appendix C)</b>			<b>\$163,872</b>	
<b>TOTAL PROPOSED 2018-19 CPF ALLOCATION</b>			<b>\$719,153</b>	

**APPENDIX A – Recommendations for Community Partnership Funding (Contested Stream) – unsuccessful applicants**

<b>RECOMMENDATIONS FOR 2018-22 COMMUNITY PARTNERSHIP FUNDING PROGRAM</b>				
<b>Funding Stream</b>	<b>Category of service</b>	<b>Applicant</b>	<b>Recommended Allocation</b>	<b>Term of Agreement</b>
<b>Specialist family and individual support services</b>	b)General Counselling	<i>Wellington Care Centre</i>	<i>Not recommended</i>	<b>n/a</b>
<b>Specialist family and individual support services</b>	b)General Counselling	<i>Shakti Migrant &amp; refugee women's Support Group Melbourne Inc.</i>	<i>Not recommended</i>	<b>n/a</b>
<b>Volunteer Resource Centre</b>		<i>Bridges Connecting Communities Ltd</i>	<i>Not recommended</i>	<b>n/a</b>

**APPENDIX A – Recommendations for Community Partnership Funding ( Contested Stream) cont'd****Summary of funding objectives and service priorities****1. SPECIALIST FAMILY AND INDIVIDUAL SUPPORT SERVICES****a) Contribution to no-cost, confidential financial counselling services for Knox residents, and associated community education activities in community settings in Knox that will:-**

- Ensure equitable access to a high quality and consistent standard of financial counselling in Knox by promotion through a range of relevant networks ;
- Support the development of personal skills and knowledge to respond resiliently to financial pressure and consumer choice;
- Improve community resourcefulness to negotiating various financial circumstances;
- Contribute to improvement of integrated support services for individuals and families across Knox;
- Contribute to data collection, emerging trends and needs analysis to inform local advocacy and service planning.

**b) Contribution to no-cost prompt response general counselling and referral for Knox residents in need of support or experiencing crisis that will:-**

- Ensure equitable access to a high quality and consistent standard of general counselling in Knox;
- Support development of personal skills and knowledge to enable individuals and families to respond to life challenges;
- Improve individual and community resilience;
- Encourage and promote the value of social connectedness and support local community support options;
- Contribute to ongoing improvement of integrated support services for individuals and families across Knox;
- Contribute to data collection, emerging trends and needs analysis to inform local advocacy and service planning.

**c) Contribution to no-cost legal service and associated legal advocacy and community education in Knox that will:-**

- Ensure equitable access to a high quality and consistent standard of affordable legal information and advice for residents in Knox, particularly those experiencing socio-economic disadvantage;
- Contribute to ongoing improvement of integrated support services for individuals and families across Knox;
- Contribute to data collection, emerging trends and needs analysis to inform local advocacy and service planning.

**d) Contribution to the co-ordination and delivery of welfare support for Knox residents including the provision of relevant community information and advice and associated emergency relief activities. The service will be able to:**

- Ensure equitable access to community information, advice and referral to individuals and families in Knox experiencing hardship;
- Facilitate the provision and availability of emergency relief options for individuals and families in Knox experiencing hardship;
- Contribute to ongoing improvement of integrated welfare support services for individuals and families across Knox;
- Contribute to data collection, emerging trends and analysis of welfare issues in Knox to inform local advocacy and service planning;
- Co-ordination, facilitation and promotion of municipal-wide network of agencies and organisations providing emergency relief and material aid.

**2. VOLUNTEER RESOURCE CENTRE**

**The coordination of volunteer resource centre services and activities to build the capacity and number of volunteers to support the requirements of volunteer-based organisations in Knox. The resource centre will:**

- Build a recognizable service profile and promotion approach for volunteer activity and participation across the Knox municipality;
- Provide a recruitment and placement service for volunteers in Knox;
- Initiate, implement and promote volunteer recognition strategies, including relevant partnership opportunities;
- Facilitate the availability of relevant resource material and training for volunteers and volunteer involving organisations;
- Assist volunteer-based and volunteer-involving organisations to effectively recruit, host, support and develop volunteers in line with contemporary best practice;
- Enhance community awareness of the significant contribution made to community life and the local economy by volunteers;
- Provide a municipal level role in local volunteer sector planning and advocacy, with coordination of a regular Knox network of volunteer-involving and volunteer-based organisations;
- Contribute to data collection, emerging trends and analysis of volunteering issues in Knox to inform local advocacy and service planning.

**3. PRESERVATION AND PROMOTION OF THE HISTORY OF KNOX**

**Contribution to the provision of a local history collection and resource centre maintaining a broad range of historical archives of significance to the Knox municipality, that will:-**

- Contribute to the enrichment of the municipality's cultural identity by developing greater awareness of local history;
- Preserve, store and archive records relevant and significant to the history of the municipality;
- Encourage volunteer participation in the appreciation and promotion of Knox local history.

## APPENDIX B – Assessment Criteria for Community Partnership Funding – Contested Streams

### To be eligible for funding, all applicants needed to meet the following requirements:-

- must be a not-for-profit organisation established under the Victorian Associations Incorporation Reform Act 2012, Corporation Law or in another form of legal entity considered appropriate by Knox City Council. Applications could be considered from organisations under the auspice of another organisation which met any of these criteria.
- have a base in Knox and be able to demonstrate local networking, collaboration or project partnership of benefit to the Knox community.
- have satisfactorily acquitted and reported on previous Knox grants and have no outstanding debts to Knox Council;
- be able to confirm adequate and appropriate insurance, Child Safe policies, work cover and superannuation coverage as relevant to funded services;
- demonstrate the resource and skill capacity to deliver proposed services.

### Assessment for Community Partnership Funding – Contested Streams

#### The internal panel members assessed and scored each application against the following criteria:

- Relevance to specified funding stream objectives; (Weighting 30%)
- Scope of service delivery (*accessibility for residents across Knox*); (Weighting 10%)
- Organisational capacity (*demonstrated ability and experience in*) (Weighting 25%)
- Clarity of proposed funding expenditure  
(*evidence of realistic budget planning for funding period*) (Weighting 25%)
- Opportunities to strengthen effective partnership and collaboration (Weighting 10%)

Alignment with the Community and Council Plan Goals and Strategies was considered in the overall assessment of applicants proposals and particularly in relation to the opportunities for partnership and collaboration.

### Panel Interview – Contested Stream (Volunteer Resource Centre)

#### The applicants presented to the panel in response to the following questions:

- Further explanation of the proposed VRC service model and the anticipated outcomes over the funding period
- Description of what will be new/different in the approach to the VRC service based on experience and anticipated priorities
- Detailed explanation of proposed budget expenditure



**APPENDIX C – Community Partnership Funding - Non Contested Streams – eligible applicants**

<b>Stream 4 – Volunteer Based Emergency Services – 2 year funding*</b>	<b>Amount per annum Recommended</b>
<p><b>Contribution to the recognition and support of volunteers in rescue and emergency service and fire prevention service for the Knox municipality, specifically the CFA brigades and group in Knox &amp; SES Knox Unit, which will be expected to:-</b></p> <ul style="list-style-type: none"> <li>• Build community capacity and resilience in response to emergencies in Knox;</li> <li>• Enhance community awareness of the significant contribution made to local community life by volunteers with respect to fire prevention and emergency services;</li> <li>• Provide partnership support and assistance to other emergency service organisations operating in Knox;</li> <li>• Collect data to assist in identifying local trends and issues to inform advocacy and service planning in Knox.</li> </ul>	Bayswater Fire Brigade (CFA) <b>\$6,807</b>
	Boronia Fire Brigade <b>\$6,807</b>
	Ferntree Gully Fire Brigade <b>\$6,807</b>
	Upper Ferntree Gully (CFA) <b>\$6,807</b>
	Rowville Fire Brigade (CFA) <b>\$6,807</b>
	Scoresby CFA <b>\$6,807</b>
	The Basin Fire Brigade <b>\$6,807</b>
	Knox Group of Fire Brigades <b>\$6,807</b>
	<b>Total 2018-19 CFA Brigades Allocation</b> <b>\$54,460</b>
	Victoria State Emergency Service - Knox Unit <b>\$21,856</b>
<b>Total 2018-19 Volunteer Based Emergency Services Allocation</b> <b>\$76,316</b>	

<b>Stream 5 – Knox Learning Alliance – Four year funding*</b>	<b>Amount per annum Recommended</b>												
<p><b>Contribution to the operation of the five Neighbourhood/Community Houses covering the Knox municipality to provide a range of social activities, services and local learning opportunities for Knox residents at all stages of life. The operation of the Houses will be expected to:-</b></p> <ul style="list-style-type: none"> <li>• Support diversity and promote community participation and inclusion;</li> <li>• Facilitate community development and capacity building activities in response to community needs;</li> <li>• Provide lifelong learning opportunities that can improve training and employment pathways and participation in broader community life;</li> <li>• Maintain and consolidate the federated approach between the Houses to support key activities and develop new opportunities for sustainability;</li> <li>• Contribute to the collection of data to identify community needs and emerging trends that can inform advocacy and service planning in Knox.</li> </ul>	<table border="1"> <tr> <td data-bbox="958 327 1411 470">Coonara Community House</td> <td data-bbox="1411 327 2188 470" style="text-align: right;"><b>\$17,512</b></td> </tr> <tr> <td data-bbox="958 470 1411 614">Mountain District Learning Centre</td> <td data-bbox="1411 470 2188 614" style="text-align: right;"><b>\$17,512</b></td> </tr> <tr> <td data-bbox="958 614 1411 758">Orana Neighbourhood House Inc</td> <td data-bbox="1411 614 2188 758" style="text-align: right;"><b>\$17,512</b></td> </tr> <tr> <td data-bbox="958 758 1411 901">Rowville Neighbourhood Learning Centre Inc.</td> <td data-bbox="1411 758 2188 901" style="text-align: right;"><b>\$17,512</b></td> </tr> <tr> <td data-bbox="958 901 1411 1045">The Basin Community House</td> <td data-bbox="1411 901 2188 1045" style="text-align: right;"><b>\$17,512</b></td> </tr> <tr> <td data-bbox="958 1045 1411 1141"><b>Total 2018-19 – Knox Learning Alliance</b></td> <td data-bbox="1411 1045 2188 1141" style="text-align: right;"><b>\$87,560</b></td> </tr> </table>	Coonara Community House	<b>\$17,512</b>	Mountain District Learning Centre	<b>\$17,512</b>	Orana Neighbourhood House Inc	<b>\$17,512</b>	Rowville Neighbourhood Learning Centre Inc.	<b>\$17,512</b>	The Basin Community House	<b>\$17,512</b>	<b>Total 2018-19 – Knox Learning Alliance</b>	<b>\$87,560</b>
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<p><i>*subject to meeting Funding Agreement requirements</i></p>	<table border="1"> <tr> <td data-bbox="958 1141 1411 1364"><b>Total 2018-19 – Non-Contested Streams</b></td> <td data-bbox="1411 1141 2188 1364" style="text-align: right;"><b>\$163,876</b></td> </tr> </table>	<b>Total 2018-19 – Non-Contested Streams</b>	<b>\$163,876</b>										
<b>Total 2018-19 – Non-Contested Streams</b>	<b>\$163,876</b>												

# Community Partnership Funding 2018-2022



## Program Guidelines

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### Community Partnership Funding (CPF) Grants Program

The CPF Grants program supports community organisations in delivering a range of services and activities of benefit to the Knox community, and which reflect Council's strategic objectives and priorities of the Community and Council Plan 2017-21.

The program assists a range of community organisations across the municipality with the ongoing operational costs incurred in the delivery of agreed community outcomes that benefit Knox residents by addressing local community priorities and identified strategic service requirements.

Four-year funding agreements commencing from July 2018 (an initial two year term with the option of a second two years, subject to satisfactory outcomes) will be offered to community organisations that are successful in the eligibility and assessment process.

### Program Principles and Aims

The CPF Grants Policy is under-pinned by the following principles:

- A focus on outcomes for Council and the Knox community;
- The ability to respond to current and changing needs;
- Facilitation of cost effective services that deliver Community and Council Plan objectives;
- Consistent, transparent and equitable processes;
- Accountability for funding;
- Commitment to continuous improvement and regular review; and
- Providing certainty for community organisations.

The CPF Grants program aims to support not-for-profit community organisations based in Knox to provide a range of services and activities in the municipality that:

- Build community capacity and resilience;
- Require longer term operation to maximise community and client engagement; and/or
- May require a longer term funding commitment to support the recruitment and/or retention of qualified professional staff.

## Community Partnership Funding Streams 2018 – 22

The funding streams below reflect the outcome of a review of Council's Community Operational Funding program, undertaken in 2017, which previously funded 11 specific community categories.

The review supported the four-year funding framework and the continuation of funding for a range of services valuable to the Knox community, with an increased focus on partnership development, as reflected in the new program name. The partnership development focus will aim to create opportunities for additional project development, social impact assessment and proactive data collection in relation to identified needs in Knox.

The review recommended the creation of a non-contested stream where it is accepted that there is no locally based competitor or equivalent service. Both streams require the submission of relevant documentation in accordance with the relevant on-line application forms. Eligibility criteria and assessment do not apply to the non-contested streams.

### **Contested Funding Streams – open to locally based organisations that meet the key eligibility criteria (see page 3)**

#### **1. Specialist family and individual support services**

Contribution to the coordination and delivery of no-cost services and referral for Knox residents in need of support or experiencing crisis, specifically services to cover the following categories:-

- Counselling
- Financial counselling
- Legal service and advocacy
- Welfare support and emergency relief

#### **2. Volunteer Resource Centre**

Contribution to the coordination of a volunteer resource centre to build the capacity of volunteers and volunteer involving organisations for Knox

#### **3. Preservation and promotion of the history of Knox**

Contribution to the provision of a local history collection and resource centre, maintaining a broad range of historical archives of significance to the Knox municipality

### **Non-Contested Funding Streams – open to locally based organisations as specified below and which also meet general eligibility criteria (see page 3)**

#### **4. Knox Learning Alliance**

Contribution to the operation of the five Community Houses within Knox to support the provision of a range of social activities, community development and local learning opportunities for people at all stages of life.

#### **5. Volunteer based emergency services (2 year funding to 2020-21, pending review in 2019-20)**

Contribution to recognition and support of volunteers in rescue and emergency service for the Knox municipality, *specifically SES and CFA.*

## Eligibility for Contested Funding Streams

To be eligible for funding, applicants must meet the following requirements:-

- An organisation must be a not-for-profit organisation established under the Victorian Associations Incorporation Reform Act 2012, Corporation Law or in another form of legal entity considered appropriate by Knox City Council. Applications will also be considered from organisations under the auspice of another organisation which meets any of these criteria.
- *Applying organisations must have a base in Knox and be able to demonstrate local networking, collaboration or project partnership of benefit to the Knox community.*
- Applying organisations must have satisfactorily acquitted and reported on previous Knox grants and have no outstanding debts to Knox Council;
- *Applying organisations must be able to confirm adequate and appropriate insurance, Child Safe policies, work cover and superannuation coverage as relevant to funded services;*
- *Applying organisations must demonstrate the resource and skill capacity to deliver proposed services.*

## Application Process

The administration and management of the grants program is guided by the CPF Grants policy  
<http://www.knox.vic.gov.au/cpf>

Organisations are strongly advised to discuss their proposed application with Council's Community Resourcing Officer team prior to submitting. Please contact Council's Community Resourcing Officer via email at [cpfunding@knox.vic.gov.au](mailto:cpfunding@knox.vic.gov.au) or alternatively via telephone on 9298 8000.

### Application Form

Applications are to be completed and submitted on-line through Council's web site  
<http://www.knox.vic.gov.au/cpf> or a SmartyGrants account.

**Applications for the 2018-22 CPF will be open from Monday 26 February, 2018 and will close at 5pm on Monday 26 March, 2018.**

**Please note:** The SmartyGrants program will not receive applications beyond the specified closing date and time. Ensure adequate time in submitting online to anticipate the possibility of last minute technical challenges.

## Assessment Process

All applications will be assessed by an internal staff Assessment Panel to make recommendations to Council for consideration and endorsement.

Applications will be assessed on the following criteria:

- **Relevance to specified funding stream objectives;**
- **Scope of service delivery** (*accessibility for residents across Knox*);
- **Alignment with Community & Council Plan Goals and Strategies;**
- **Organisational capacity** (*demonstrated ability and experience in* )
- **Clarity of proposed funding expenditure** (*evidence of realistic budget planning for funding period*)
- **Opportunities to strengthen effective partnership and collaboration**

Applicants will be advised of the outcome of the submission process by end of May 2018.

## Funding agreements

Successful applicants will be required to enter into a Funding Agreement with Knox City Council to define the terms and conditions of the funding and ensure appropriate accountability for public funds. Funding agreements are issued for a maximum of a four year period based on the agreed funding objectives. Annual work plans will be negotiated and reviewed with Council's Community Resourcing Officer to fulfil reporting and acquittal requirements.

Successful applicants will be expected to inform Council of any significant changes within their organisation (e.g. governance, financial) which may impact on the achievement of Funding Agreement objectives and the delivery of service priorities.

## Payment of Grants

Grant monies will be paid annually, by electronic funds transfer (EFT) to the funded organisation. Funding payments will be made in accordance with agreed timeframes specified in individual funding agreements, subject to the provision of relevant documentation and reporting.

Successful applicants that are registered for the GST will receive the approved grant allocation plus GST.

## Monitoring and evaluation

Information collected by funded organisations throughout the funding period will be used to assist Council to monitor trends relating to community need and service delivery.

Council will undertake a review process with funded organisations after two years including assessment of:

- *Achievement of annual work plan objectives for which the Council funding was allocated;*
- *Proper acquittal and use of Council funds by the recipient;*
- *Achievement of obligations contained within the Funding Agreement*
- *Identification of opportunities for project collaboration; and*
- *Any other matter considered relevant.*

A full strategic review will be undertaken by Council within the final year of the four year Funding Agreement period and will include an assessment of:

- *The continuing benefit of the service/activity to the Knox community;*
- *Whether the service/activity continues to be a priority of Council including alignment with Council's policies, strategies and vision; and*
- *Any other matter considered relevant.*

## Recognition of Council Funding

Recipients of funding from this program are expected to acknowledge Council's contribution and support through any or all of the following means:

- Use of the Council logo on relevant promotional material
- Recognition in annual reports and at relevant events, launches and other public activities
- Invitation of the Mayor and Councillors to attend relevant service events and/or milestones

Specific instructions in relation to use of Council's logo will be included in Funding Agreement documentation.

## Privacy of Information

As part of the Information Privacy Act Statement of Consent, Council collects information from CPF Grants applicants for the purpose of registering and administering grant applications for the specified funding period. The information may also be used to send information and to ascertain satisfaction with our services. The information will not be disclosed except as required by law. In particular, the information will not be disclosed to others for marketing purpose

# APPENDIX 1

## CONTESTED STREAMS:

### 1: SPECIALIST FAMILY AND INDIVIDUAL SUPPORT SERVICES

**PLEASE NOTE: Separate applications are required for each of these categories**

Summary of funding objectives and service priorities	Proposed 2018-22 allocation per annum
<p><b>a) Contribution to no-cost, confidential <u>financial counselling services</u> for Knox residents, and associated community education activities in community settings in Knox that will:-</b></p> <ul style="list-style-type: none"> <li>• Ensure equitable access to a high quality and consistent standard of financial counselling in Knox by promotion through a range of relevant networks ;</li> <li>• Support the development of personal skills and knowledge to respond resiliently to financial pressure and consumer choice;</li> <li>• Improve community resourcefulness to negotiating various financial circumstances;</li> <li>• Contribute to improvement of integrated support services for individuals and families across Knox;</li> <li>• Contribute to data collection, emerging trends and needs analysis to inform local advocacy and service planning.</li> </ul> <p><b>b) Contribution to no-cost prompt response <u>general counselling and referral</u> for Knox residents in need of support or experiencing crisis that will:-</b></p> <ul style="list-style-type: none"> <li>• Ensure equitable access to a high quality and consistent standard of general counselling in Knox;</li> <li>• Support development of personal skills and knowledge to enable individuals and families to respond to life challenges;</li> <li>• Improve individual and community resilience;</li> <li>• Encourage and promote the value of social connectedness and support local community support options;</li> <li>• Contribute to ongoing improvement of integrated support services for individuals and families across Knox;</li> <li>• Contribute to data collection, emerging trends and needs analysis to inform local advocacy and service planning.</li> </ul>	<p>(1% increase each year of four year funding period)</p> <p><b>a) \$100,504</b></p> <p><b>b) \$130,000</b></p>



<p><b>c) Contribution to no-cost legal service and associated legal advocacy and community education in Knox that will:-</b></p> <ul style="list-style-type: none"> <li>• Ensure equitable access to a high quality and consistent standard of affordable legal information and advice for residents in Knox, particularly those experiencing socio-economic disadvantage;</li> <li>• Contribute to ongoing improvement of integrated support services for individuals and families across Knox;</li> <li>• Contribute to data collection, emerging trends and needs analysis to inform local advocacy and service planning.</li> </ul> <p><b>d) Contribution to the co-ordination and delivery of welfare support for Knox residents including the provision of relevant community information and advice and associated emergency relief activities. The service will be able to:</b></p> <ul style="list-style-type: none"> <li>• Ensure equitable access to community information, advice and referral to individuals and families in Knox experiencing hardship;</li> <li>• Facilitate the provision and availability of emergency relief options for individuals and families in Knox experiencing hardship;</li> <li>• Contribute to ongoing improvement of integrated welfare support services for individuals and families across Knox;</li> <li>• Contribute to data collection, emerging trends and analysis of welfare issues in Knox to inform local advocacy and service planning;</li> <li>• Co-ordination, facilitation and promotion of municipal-wide network of agencies and organisations providing emergency relief and material aid.</li> </ul>	<p><b>(1% increase each year of four year funding period)</b></p> <p><b>c) \$27,638</b></p> <p><b>d) \$155,125</b></p>
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## CONTESTED STREAMS:

### 2. Volunteer Resource Centre

Summary of funding objectives and service priorities	Proposed 2018-22 allocation per annum
<p><b>The coordination of volunteer resource centre services and activities to build the capacity and number of volunteers to support the requirements of volunteer-based organisations in Knox. The resource centre will:</b></p> <ul style="list-style-type: none"> <li>• Build a recognizable service profile and promotion approach for volunteer activity and participation across the Knox municipality;</li> <li>• Provide a recruitment and placement service for volunteers in Knox;</li> <li>• Initiate, implement and promote volunteer recognition strategies, including relevant partnership opportunities;</li> <li>• Facilitate the availability of relevant resource material and training for volunteers and volunteer involving organisations;</li> <li>• Assist volunteer-based and volunteer-involving organisations to effectively recruit, host, support and develop volunteers in line with contemporary best practice;</li> <li>• Enhance community awareness of the significant contribution made to community life and the local economy by volunteers;</li> <li>• Provide a municipal level role in local volunteer sector planning and advocacy, with coordination of a regular Knox network of volunteer-involving and volunteer-based organisations;</li> <li>• Contribute to data collection, emerging trends and analysis of volunteering issues in Knox to inform local advocacy and service planning.</li> </ul>	<p>(1% increase each year of four year funding period)</p> <p style="text-align: center;"><b>\$ 131,090</b></p>

## CONTESTED STREAMS:

### 3. Preservation and Promotion of the history of Knox

Summary of funding objectives and service priorities	Proposed 2018-22 allocation per annum
<p>Contribution to the provision of a local history collection and resource centre maintaining a broad range of historical archives of significance to the Knox municipality, that will:-</p> <ul style="list-style-type: none"> <li>• Contribute to the enrichment of the municipality's cultural identity by developing greater awareness of local history;</li> <li>• Preserve, store and archive records relevant and significant to the history of the municipality;</li> <li>• Encourage volunteer participation in the appreciation and promotion of Knox local history.</li> </ul>	<p><b>(1% increase each year of four year funding period)</b></p> <p><b>\$ 10,924</b></p>

# APPENDIX 1

## UNCONTESTED FUNDING STREAMS:

### 4. VOLUNTEER BASED EMERGENCY SERVICES IN KNOX

**PLEASE NOTE: As per Council resolution (22/1/2018) funding for this category will be reviewed in 2019-20 to inform future funding decisions.**

Summary of funding objectives and service priorities	Proposed 2018-20 allocation per annum*
<p><b>Contribution to the recognition and support of volunteers in rescue and emergency service and fire prevention service for the Knox municipality, specifically the CFA brigades and group in Knox &amp; SES Knox Unit, which will be expected to:-</b></p> <ul style="list-style-type: none"> <li>• Build community capacity and resilience in response to emergencies in Knox;</li> <li>• Enhance community awareness of the significant contribution made to local community life by volunteers with respect to fire prevention and emergency services;</li> <li>• Provide partnership support and assistance to other emergency service organisations operating in Knox;</li> <li>• Collect data to assist in identifying local trends and issues to inform advocacy and service planning in Knox.</li> </ul>	<p>SES Knox Unit - <b>\$21,856</b></p> <p>CFA - 7 Knox brigades and Knox Group - <b>\$54,460</b> (allowing \$6,807 per brigade/group)</p>

## UNCONTESTED FUNDING STREAMS:

### 5. KNOX LEARNING ALLIANCE

Summary of funding objectives and service priorities	Proposed 2018-22 allocation per annum
<p><b>Contribution to the operation of the five Neighbourhood/Community Houses covering the Knox municipality to provide a range of social activities, services and local learning opportunities for Knox residents at all stages of life.</b></p> <p><b>The operation of the Houses will be expected to:-</b></p> <ul style="list-style-type: none"> <li>• Support diversity and promote community participation and inclusion;</li> <li>• Facilitate community development and capacity building activities in response to community needs;</li> <li>• Provide lifelong learning opportunities that can improve training and employment pathways and participation in broader community life;</li> <li>• Maintain and consolidate the federated approach between the Houses to support key activities and develop new opportunities for sustainability;</li> <li>• Contribute to the collection of data to identify community needs and emerging trends that can inform advocacy and service planning in Knox.</li> </ul>	<p><b>(1% increase each year of four year funding period)</b></p> <p><b>\$14,312 per House</b></p> <p><b>(total of \$71,560)</b></p>

**ALL WARDS****10.1 2017-18 ANNUAL PLAN PROGRESS REPORT TO 31 March 2018**

**SUMMARY:** *Strategy and Reporting Lead (Carrie Hudson)*

*This report provides the third quarter progress on initiatives identified in the 2017-18 Annual Plan. The Annual Plan for 2017-18 was adopted by Council at the Ordinary Meeting of Council on 26 June 2017 as part of the 2017-18 Annual Budget. The Annual Plan satisfies the requirements of the Local Government Act 1989 by outlining the services provided by Council and the initiatives that Council will complete in the 2017-18 year.*

*The Annual Plan progress report only reports on those initiatives identified in the Annual Plan and Annual Budget process, it is not a comprehensive report on all of Council's activities.*

**RECOMMENDATION**

That Council receive and note the 2017-18 Annual Plan progress report for the period 1 January to 31 March 2018.

**1. INTRODUCTION**

An Annual Plan was established for the 2017-18 financial year to assist in the achievement of the goals of the Community and Council Plan 2017-21. The 2017-18 Annual Plan progress report to 31 March 2018 (see Appendix A) reports on the initiatives that support those goals.

**2. DISCUSSION**

Appendix A (attached) provides the Annual Plan progress report for the third quarter of 2017-18.

**Q3 2017-18 Results:**

Of the 31 initiatives included in the 2017-18 Annual Plan:

- 12 initiatives are on schedule
- 6 initiatives have fallen slightly behind schedule (less than 15%)
- 7 initiatives have fallen more than 15% behind schedule
- 1 initiative is not proceeding due to unsuccessful funding application
- 5 initiatives are complete

Significant progress is expected in the fourth quarter of the year for many of the initiatives behind schedule. Officers are confident that the majority of initiatives will be delivered as expected by the end of the year.

**The initiatives currently more than 15% behind schedule are:**

1. Investigate community transport services and availability in Knox to determine requirement for funding advocacy to increase community transport options delivered by community agencies.
2. Advance the planning for the Wantirna Health Precinct (WHP) in partnership with the Metropolitan Planning Authority and Department of Economic Development, Jobs, Transport and Resources.
3. Progress Council's public Expression of Interest process seeking applications from NDIS/ECIS service providers to lease the Illoura House facility for use as a disability focused centre supporting children, families, carers and people with disabilities in Knox.
4. Develop an Aquatic Plan.
5. Further develop partnerships with community houses for extended programming related to digital literacy.
6. Relocate the Knox City Library service and Youth Information Centre within Knox Westfield.
7. Facilitate regular networking sessions with key agencies and stakeholders to identify partnership opportunities in order to achieve shared Community and Council Plan goals.

Progress comments on all initiatives can be found in Appendix A.

**3. CONSULTATION**

The 2017-18 Annual Plan actions are linked to, and support the delivery of, the Community and Council Plan 2017-21. Significant community engagement was incorporated into the development of the Community and Council Plan 2017-21.

The Annual Plan 2017-18, including the initiatives, was approved as part of the Annual Budget after public consultation on 26 June 2017.

**4. ENVIRONMENTAL/AMENITY ISSUES**

There are no direct environmental/amenity issues arising from this report. A number of initiatives within the 2017-18 Annual Plan seek to have a positive impact on environmental issues within the Knox municipality.

**5. FINANCIAL & ECONOMIC IMPLICATIONS**

There are no direct financial and economic implications arising from this report. Changes in specific projects are reported through Capital Works and Budget processes.

**6. SOCIAL IMPLICATIONS**

There are no direct social implications arising from this report. A number of initiatives within the 2017-18 Annual Plan seek to have a positive social impact within the Knox municipality.

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

The Annual Plan aligns to **Goal 8: We have confidence in our decision making**, of the Community and Council Plan 2017-21. Monitoring performance against the plan allows us to have confidence in our decision making.

## **8. CONFLICT OF INTEREST**

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

Officer Responsible – (Michael Fromberg, Director Corporate Services) - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – (Carrie Hudson, Strategy and Reporting Lead) - In providing this advice as the Author, I have no disclosable interests in this report

## **9. CONCLUSION**

There has been good progress made on the majority of Annual Plan initiatives in quarter three 2017-18, with 17 of the 31 initiatives on or ahead of schedule.

## **10. CONFIDENTIALITY**

There are no issues of confidentiality associated with this report.

### **COUNCIL RESOLUTION**

**MOVED: CR. PEARCE**

**SECONDED: CR. LOCKWOOD**

That Council receive and note the 2017-18 Annual Plan progress report for the period 1 January to 31 March 2018.

**CARRIED**

### **SUBSEQUENT MOTION**

**MOVED: CR. PEARCE**

**SECONDED: CR. KEOGH**

That Council request a report, relating to the expression of interest process seeking applications from NDIS/ECIS service providers to lease the Illoura House facility, be provided at the June Issues Briefing.

**CARRIED**

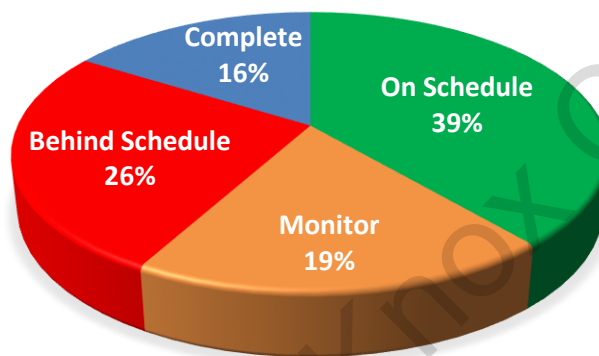


# Annual Plan Progress Report

Q3 2017-18

1 January to 31 March 2018

## 2017-18 Annual Plan Progress Report - Quarter Three (January – March 2018)



Goal	On Schedule	Monitor (<15% behind schedule)	Behind Schedule (>15%)	Complete
1. We value our natural and built environment	2	2	0	0
2. We have housing to meet our changing needs	2	1	0	0
3. We can move around easily	1	1	1	0
4. We are safe and secure	1	0	1 (not moving forward)	2
5. We have a strong regional economy, local employment and	1	0	1	0
6. We are healthy, happy and well	0	1	2	0
7. We are inclusive, feel a sense of belonging and value identity	3	1	2	1
8. We have confidence in decision making	2	0	1	2
<b>Total</b>	<b>12</b>	<b>6</b>	<b>8</b>	<b>5</b>

The overall progress completion percentage of each initiative is calculated by the combined progress of the associated milestones.

## Goal 1: We value our natural and built environment

Initiative Description		Department	Q3 Target	Progress
Identify and commence implementation of strategic and appropriate locations for dog parks in Knox.		Community Infrastructure	50%	87%
<b>Progress Comment:</b>				
A consultant has been appointed to undertake the Knox Strategic Dog Plan and Policy Investigation. A draft report has been received which will be presented to Council for feedback, at a confidential issues briefing. Implementation works are expected to begin in 2018-19, subject to funding.				
Initiative Milestones	Description	Start date	End date	Progress
	Appointment of consultant.	01-07-2017	15-10-2017	100%
	Undertake initial research including a review of relevant strategies and policies and undertake initial consultation.	16-10-2017	15-11-2017	100%
	Preparation of draft key principles and criteria to guide the design and siting process. Undertake initial site identification, assessment and evaluation.	15-12-2017	15-02-2018	100%
	Preparation of a draft Plan including estimates of cost (establishment and operation/maintenance). Consultation sought on the draft and preparation of the final Plan.	16-02-2018	15-04-2018	50%
YTD Actual		YTD Budget		Initiative Budget
\$ -		\$22,500		\$30,000

Initiative Description		Department	Q3 Target	Progress
Increase the provision of public place recycling bins across the municipality.		Sustainable Infrastructure	50%	50%
<b>Progress Comment:</b>				
<p>Since the new litter and public place recycling collection and maintenance contract commenced in July 2016, Council has increased the number of public place recycle bins in shopping centres, parks and reserves by 20 overall to 268 receptacles. We have also increased the capacity of many of our existing reserve recycling bins from 120 litres to 240 litres, to meet additional demand for public place recycling in some of our more popular parks.</p> <p>In addition Council have also mapped and continually reviews the placement of our litter bins to ensure they are best situated. In the last 18 months we have removed and relocated over 300 litter bins across Knox, and as part of this program, we have refurbished many of the retrieved bins and used them to replace broken and irreparable litter and recycle bins.</p> <p>As a result of the abovementioned initiatives and dedication of the current contractor to service improvements, the ratio of collected litter versus public place recycling (by mass) in Knox has increased from approximately 19% to 26% in the past three years, meaning there is 7% less waste sent to landfill – against the trend of rising household waste generation.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Consultation with Council departments involved in reserve, shopping centre and streetscape upgrade works and maintenance (as applicable) – to identify appropriate locations for new recycling bins.	01-10-2017	30-06-2018	50%
	Supply and install new bins at priority locations as identified by internal stakeholders and waste collection contractors. Refer balance of new bins to the 2018-19 operating budget.	01-12-2017	30-06-2018	50%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

Initiative Description		Department	Q3 Target	Progress
Undertake a strategic review of the Boronia Structure Plan including a detailed assessment of strategic sites (i.e. Boronia Park).		City Futures	75%	67%
<b>Progress Comment:</b>				
Council adopted the project plan and scope on 11 September 2017. A preliminary Key Directions report is being prepared based on data collected to date. Community engagement commenced in October 2017 with 540 survey outcomes and six charette workshops to be delivered in January and February 2018. A Social Demographic Profile based on the 2016 census has been prepared. The Community Services and Facilities Review has been prepared and is now being broadened to include non-council organisations to build a more comprehensive understanding of service delivery in Boronia. A Mapping and Audit of Council owned Assets and Services report which has been combined with another project to avoid duplication to become BAMP for Boronia (Building Asset Management Plan); and a Boronia – Economic Demand, Land and Site Options Analysis Report has been prepared by HillPDA consulting. Stage 1 was reported to Council Issues Briefing in March 2018.				
Initiative Milestones	Description	Start date	End date	Progress
	Scope development and approval by Council.	01-07-2017	11-09-2017	100%
	Key Directions Report development and Council approval.	01-08-2017	30-03-2018	90%
	Draft Boronia Strategic Community Plan prepared.	01-03-2018	30-06-2018	10%
YTD Actual		YTD Budget	Initiative Budget	
\$117,993.31		\$99,999.99	\$389,999.99	

Initiative Description		Department	Q3 Target	Progress
Finalise and implement a public arts plan for Knox.		Youth, Leisure and Cultural Services	80%	76%
<b>Progress Comment:</b>				
The Public Art Assessment Panel terms of reference have been approved and appointment of panel members is underway. The Marie Wallace mural project is likely to be the first public art project run through the new strategic framework provided by the Action Plan and Assessment Panel.				
Initiative Milestones	Description	Start date	End date	% Complete
	Finalise report and present to Council.	01-07-2017	18-09-2017	100%
	Report adopted by Council.	18-09-2017	23-10-2017	100%
	Implement the Action Plan.	01-12-2017	30-06-2018	30%
YTD Actual		YTD Budget	Initiative Budget	
Derived from various programs.				

## Goal 2: We have housing to meet our changing needs

Initiative Description		Department	Q3 Target	Progress
Continue to support the development of Stamford Park residential estate.		City Futures	65%	70%
<b>Progress Comment:</b>				
Stockland has been liaising with Melbourne Water to confirm their support for the revised levels associated with the land subject to inundation. Melbourne Water has confirmed that it supports the revised levels and the modified Land Subject to Inundation Overlay (LSIO). Stockland is yet to submit a planning scheme amendment request to modify the LSIO. Discussions have progressed with Stockland in relation to a way forward, and the amendment process that will best fit the outcome. Progress continues with the cross Council Intergenerational parklands project and supporting the relocation of the Stamford Park Mens Shed.				
Initiative Milestones	Description	Start date	End date	Progress
	Planning Scheme Amendment to remove LSIO from Stamford.	01-10-2017	30-06-2018	70%
YTD Actual		YTD Budget		Initiative Budget
\$29,757.98		\$112,697.00		\$148,185.00

Initiative Description		Department	Q3 Target	Progress
Explore a range of mechanisms to improve and encourage high quality and sustainable design in the built form.		City Futures	75%	62%
<b>Progress Comment:</b>				
Urban Design Consultancy continued to be used on a range of significant applications and a new Request for Quotation for the urban design consultancy will be advertised in April 2018. Recommendations from the Urban Design Consultancy are incorporated in planning decisions and recommendations. A business case for the delivery of an Urban Design Awards was given in principle support during budget deliberations in February 2018. The second Urban Design Workshop is being planned for June 2018.				
Initiative Milestones	Description	Start date	End date	Progress
	Continued use of consultancy Urban Design Advice for relevant planning applications.	01-07-2017	30-06-2018	75%
	Delivery of Urban Design Forum and Workshop series (as per 24/7/2017 Council Report).	01-11-2017	30-06-2018	50%
YTD Actual		YTD Budget		Initiative Budget
\$33,735.30		\$24,000.00		\$50,000.00

Initiative Description		Department	Q3 Target	Progress
Implement the Affordable Housing Action Plan including advocacy for an increase for the supply of social and affordable housing at key strategic sites and across the municipality.		Community Wellbeing	75%	75%
<b>Progress Comment:</b>				
Council has commenced discussions with Boral regarding inclusion of social housing on the former Boral Quarry site. Council has also liaised with Women's Housing Limited, Uniting, Community Housing Victoria Limited and Stockland regarding prospective social housing opportunities at key strategic sites in Knox. A Social Housing Investment Planning Grant for Local Government application has been submitted to the Department of Health and Human Services for the Laying a Social Housing Pipeline in Knox project. The 2017 Housing Monitoring Report will be presented to Council in May 2018.				
Initiative Milestones	Description	Start date	End date	Progress
	Negotiate with developers for a 5% voluntary social housing component for Kingston.	01-07-2017	30-09-2017	100%
	Advocate for 'inclusionary zoning' to increase the supply of social housing in Knox.	01-07-2017	30-06-2018	80%
	Prepare the 2017 annual Housing Monitoring Report.	01-07-2017	30-06-2018	45%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

### Goal 3: We can move around easily


Initiative Description		Department	Q3 Target	Progress
Undertake a strategic review of Council's parking compliance services to review current parking compliance issues within the municipality, and provide strategies and recommendations to address them.		City, Safety and Health	75%	63%
<b>Progress Comment:</b>				
The Parking Enforcement Strategy project brief has been prepared. This document is to provide scope for consultants for the Expression Of Interest (EOI).				
Initiative Milestones	Description	Start date	End date	Progress
	Project scope finalised.	01-07-2017	31-12-2017	100%
	Appoint a consultant and prepare strategy.	01-01-2018	28-02-2018	90%
	Prepare draft report and present to Council.	01-07-2017	30-06-2018	Not Started
YTD Actual		YTD Budget	Initiative Budget	
\$ -		\$ -	\$60,000	

Initiative Description		Department	Q3 Target	Progress
Investigate community transport services and availability in Knox to determine requirement for funding advocacy to increase community transport options delivered by community agencies.		Active Ageing and Disability Services	75%	50%
<b>Progress Comment:</b>				
A desktop survey has been completed that will be used to inform the forum that has been scheduled for late April. This forum will look to identify gaps, create partnership opportunities and increase advocacy of community needs.				
Initiative Milestones	Description	Start date	End date	Progress
	Identify the current availability of community transport/not for profit/volunteer services in the Knox region and identify gaps/opportunities.	01-11-2017	28-02-2018	50%
	Investigate existing collaborative opportunities to work with local agencies to support changing transport needs of older residents and prepare a report with recommendations for future action and advocacy.	01-11-2017	30-06-2018	50%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				


Initiative Description		Department	Q3 Target	Progress
Advocate to State and Federal Governments for improved sustainable transport infrastructure and services.		Sustainable Infrastructure	50%	53%
<b>Progress Comment:</b>				
<p>Council officers met with representatives from Public Transport Victoria, Transport for Victoria and the Active Transport Unit to discuss regional priorities for Melbourne's East as part of a delegation from the Eastern Transport Coalition (ETC). Officers have progressed priority advocacy initiatives to inform advocacy agendas, identifying bus servicing and bus route priorities, following consultation with bus operators. An advocacy approach has been prepared for discussion with Council in early May. Through the ETC, Council officers and elected representatives have met with staff from Transport for Victoria and the Parliamentary Secretary for Infrastructure to discuss local and regional public transport priorities. Near term priorities include advocacy on Rowville Rail, Knox Tram and Better buses.</p>				
<b>Initiative Milestones</b>	Description	Start date	End date	Progress
	Identification, justification and prioritisation of each of Council's transport priorities.	01-12-2017	28-02-2018	80%
	Support the development of messaging for purposes of advocacy.	01-12-2017	31-03-2018	60%
	Support the delivery of Council's sustainable transport advocacy messages – through Council and the Eastern Transport Coalition (ETC).	01-12-2017	30-06-2018	50%
	Advocate key transport priorities to relevant Ministers and local MPs and candidates in the lead up to the 2018 State election through Council and the Eastern Transport Coalition (ETC).	01-04-2018	30-06-2018	25%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				



## Goal 4: We are safe and secure

Initiative Description		Department	Progress	
Develop and participate in a Council and community program for the 16 days of Activism against gender violence.		Community Wellbeing	 <b>Complete</b>	
<b>Progress Comment:</b>				
The launch of the 16 days of Activism and morning tea was held on 22 November with approximately 50 community and staff attending. Guest speakers included Heather McTaggart Knox Ambassador, Knox City Council's Mayor and CEO. Suzi Hayes also provided an update on the Listen, Learn and Lead Gender Equity Program. Knox was the only Council to hold a launch of the 16 Days of Activism to raise awareness of gender inequality and its impact on family violence. A review of the event will be included following an analysis of the online campaign.				
Initiative Milestones	Description	Start date	End date	Progress
	Scope Development.	01-07-2017	01-10-2017	100%
	Communication of promotional material.	01-11-2017	30-12-2017	100%
	Implementation of the program.	23-11-2017	30-12-2017	100%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

Initiative Description		Department	Q3 Target	Progress
Continue to implement the Victorian Child Safe Standards		Corporate Development	75%	87%
<b>Progress Comment:</b>				
Council's Child Safe Policy and Procedures along with the communications strategy and budget have now been endorsed. Communication to the organisation to raise awareness of organisational and individual obligations will now commence.				
Initiative Milestones	Description	Start date	End date	Progress
	Finalise an EMT approved Child Safe Standards Implementation Plan.	01-07-2017	31-12-2017	100%
	Establish and implement an internal Communication Plan, information and support for the process.	01-07-2017	30-06-2018	75%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

Initiative Description		Department	Progress	
Implement a Graffiti reporting system (mobile app) in partnership with other Metropolitan Councils.		Community Wellbeing	 <b>Complete</b>	
<b>Progress Comment:</b>				
<p>The vandaltrack app has been commissioned and uploaded to Council and Police systems. Police are currently utilising the information as a tool to track graffiti offenders and locations.</p> <p>The app was launched via social media and through local newspapers. The uptake and use by the community will be monitored over the next six months and further social marketing will be rolled out during this time.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Implementation of the mobile app.	01-07-2017	30-06-2018	100%
	Launch of the Graffiti reporting system mobile app.	01-10-2017	30-10-2017	100%
YTD Actual		YTD Budget	Initiative Budget	
\$2,000		\$2,000	\$ 2,000	

Initiative Description	Department	Q3 Target	Progress
Implement the Business Champions of Change Project on family violence prevention with three businesses across Outer East. (subject to grant funding)	Community Wellbeing		
<b>Progress Comment:</b>			
Grant funding for the delivery of this initiative was not successful- the project will not proceed on this basis.			

## Goal 5: We have a strong regional economy, local employment and learning opportunities

Initiative Description		Department	Q3 Target	Progress
Develop and regularly update a Knox Investment Plan to support Council's advocacy program and activities.		Communications & Customer Service	75%	89%
<b>Progress Comment:</b>				
Version one of The Knox Investment Plan document is now complete. Given that a number of the projects are likely to change in the coming months, the next version of this document will be reviewed between May and June 2018.				
Initiative Milestones	Description	Start date	End date	Progress
	Develop version one of the Knox Investment Plan.	01-7-2017	30-10-2017	100%
	First review of the Knox Investment Plan.	01-02-2018	28-02-2018	99%
	Second review of the Knox Investment Plan.	01-06-2018	30-06-2018	Not Started
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

Initiative Description		Department	Q3 Target	Progress
Advance the planning for the Wantirna Health Precinct (WHP) in partnership with the Metropolitan Planning Authority and Department of Economic Development, Jobs, Transport and Resources.		City Futures	75%	42%
<b>Progress Comment:</b>				
A revised scope has now been prepared. Whilst originally it was anticipated that the Victorian Planning Authority (VPA) would lead, it has since been agreed that Knox will take the lead and a project plan/brief for a Wantirna Health Structure Plan has been completed. Officers met with the VPA, Eastern Health and DHHS in January to seek feedback on the project plan/brief and to seek financial or other assistance to further the development and progression of the Structure Plan. A recommendation was made to the VPA CEO to support advocating to the Minister that the WHP project be added to the 2018-19 VPA workplan.				
Initiative Milestones	Description	Start date	End date	Progress
	Scope the development of a Structure Plan for Wantirna Health Structure Plan.	01-10-2017	30-12-2017	75%
	Conduct a stakeholder forum to determine urban form development agenda and progress the preparation of an Urban Form Concept Plan for the precinct.	01-12-2017	30-06-2018	10%
YTD Actual		YTD Budget	Initiative Budget	
\$ -		\$46,247.00	\$60,000.00	

## Goal 6: We are healthy, happy and well

Initiative Description		Department	Q3 Target	Progress
<b>Deliver health promotion and harm minimisation programs, including:</b> <ul style="list-style-type: none"> <li>Education /capacity building programs with sporting clubs focused on cultural change; and</li> <li>Advocacy to improve planning policy responses and regulatory framework that manage the density of alcohol outlets within places or locations.</li> </ul>		Community Wellbeing	75%	72%
<b>Progress Comment:</b>				
<p>Advocacy on health promotion and harm minimisation programs have been built into the Knox Community Investment Plan. Council continues to advocate to the state government for legislative change on health issues relevant to Knox. A report on a strategy to address packaged alcohol outlets and links to harmful alcohol use was approved by Council in December 2017.</p> <p>A program Coordinator for sporting club development (Leisure Services) focused on health and wellbeing has begun to roll out workshops in three Knox sporting clubs (pilot program).</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Delivery of the Sports Club Culture Development Program.	01-07-2017	30-06-2018	95%
	Development of an Advocacy campaign on health promotion issues.	01-07-2017	30-06-2018	50%
YTD Actual		YTD Budget	Initiative Budget	
\$61,945,248.78		\$79,777,193.78	\$107,265,177.00	

Initiative Description		Department	Q3 Target	Progress
<b>Progress Council's public Expression of Interest process seeking applications from NDIS/ECIS service providers to lease the Illoura House facility for use as a disability focused centre supporting children, families, carers and people with disabilities in Knox.</b>		Financial Services	100%	25%
<b>Progress Comment:</b>				
<p>Council progressed a public EOI process in accordance with Section 223, through to submissions and subsequently resolved to terminate the EOI process. A report to Council is being prepared with procurement options moving forward. This extends the project much further out, most likely into 2018-19.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Complete EOI Process.	01-07-2017	30-09-2017	50%
	Report to Council.	01-10-2017	30-11-2017	Not Started
YTD Actual		YTD Budget	Initiative Budget	
			No additional budget, sits within current operating budget.	

Initiative Description	Department	Q3 Target	Progress
Develop an Aquatic Plan.	Youth, Leisure and Cultural Services		40%


**Progress Comment:**

This project has required completion of a building structural assessment which will be finalised by the end of June 2018. On the basis of this, the State Government, as the external funding body for this project, has approved the completion date of the Aquatic Plan to be September 2018. While the full infrastructure review is yet to be completed, the initial visual inspection has indicated that the facility is sound. This information has enabled the project to proceed with the development of an 'Issues and Opportunities' Paper which will be used to inform the final plan. This Issues and Opportunities Paper will be completed by June 2018 for consideration by Councillors prior to completing the Aquatic Plan by September.

## Goal 7: We are inclusive, feel a sense of belonging and value identity

Initiative Description		Department	Q3 Target	Progress
Further develop partnerships with community houses for extended programming related to digital literacy.		Community Wellbeing	75%	50%
<b>Progress Comment:</b>				
The February Learn Local Network meeting was deferred from February 2018 to March 2018. Analysis of current courses available is being undertaken.				
Initiative Milestones	Description	Start date	End date	Progress
	Consult with community houses.	01-09-2017	31-12-2017	50%
	Develop project scope, including mapping and partnership opportunities.	01-12-2017	30-04-2017	50%
	Support partnerships and project development.	01-02-2018	30-06-2018	50%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

Initiative Description		Department	Q3 Target	Progress
Support the development of the new The Basin Community House on The Basin Primary School site.		Community Wellbeing	75%	70%
<b>Progress Comment:</b>				
This project is led by the State Department of Education and Training (DET). The tender assessment and allocation is complete and the Planning Amendment to rezone the existing Community House site to a residential zone has been completed. Construction of the new facility has commenced and is due for completion at the end of July 2018.				
Initiative Milestones	Description	Start date	End date	Progress
	Tender assessment and allocation	01-07-2017	15-11-2017	100%
	Submit the Planning Amendment	01-07-2017	31-01-2017	100%
	Construction of the building	16-11-2017	30-06-2018	10%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget. Capital contribution from Council will relate to furniture and fittings.				

Initiative Description		Department	Progress		
Finalise the review of Council's Community Operational Funding Program.		Community Wellbeing	 <b>Complete</b>		
<b>Progress Comment:</b>					
The report reviewing Council's Community Operational Funding Program was presented to Council on 22 January 2018. The adopted changes were implemented in the current round of funding. Applications for this round closed in March and successful applicants will be notified in June.					
Initiative Milestones	Description	Start date	End date	Progress	
	Report presented to EMT.	01-10-2017	30-10-2017	100%	
	Report presented to Council.	01-11-2017	30-01-2018	100%	
	Implementation of identified changes.	01-03-2018	30-06-2018	100%	
YTD Actual		YTD Budget	Initiative Budget		
No additional budget, sits within current operating budget.					

Initiative Description		Department	Q3 Target	Progress	
Develop a streamlined approach and tools to support community members holding community events and festivals on Council land.		Youth, Leisure and Cultural Services	75%	85%	
<b>Progress Comment:</b>					
Process mapping is now complete. Internal Key stakeholders identified opportunities for process improvement and central coordination of a service model. A preferred process has been constructed with internal key stakeholders, using a centralised service model to coordinate customer enquiries across up to 11 different units for event support, approvals and permits. The new service model and resources are currently being further developed with a contractor with the aim to implement the new process and tools from July 2018, business case pending.					
The preferred model for the event guide is now developed, using the low/medium/high impact category for event management. A contractor has been appointed to assist building this guide and work is now progressing.					
Initiative Milestones	Description	Start date	End date	Progress	
	Undertake process mapping of the current Council system for community run events on Council land.	01-07-2017	31-01-2018	100%	
	Develop Events guide.	01-07-2017	30-06-2018	70%	
YTD Actual		YTD Budget	Initiative Budget		
No additional budget, sits within current operating budget.					


Initiative Description		Department	Q3 Target	Progress
Relocate the Knox City Library service and Youth Information Centre within Knox Westfield.		Youth, Leisure and Cultural Services	100%	36%
<b>Progress Comment:</b>				
Awaiting handover to occur prior to Council taking charge of the internal fit for the interim building. Work is currently progressing on the longer term building design of the permanent facility.				
Initiative Milestones	Description	Start date	End date	Progress
	Complete detailed design.	01-07-2017	30-09-2017	100%
	Construction/Fit out.	01-10-2017	28-02-2018	10%
	Occupy building.	01-03-2018	30-06-2018	Not Started
YTD Actual		YTD Budget	Initiative Budget	
\$ 10,010.44		\$ 200,000.00	\$664,000.00	

Initiative Description		Department	Q3 Target	Progress
Continue to support the attraction, placement and recognition of volunteers through the Volunteer Resource Centre for community groups in Knox.		Community Wellbeing	75%	75%
<b>Progress Comment:</b>				
Regular meetings with Volunteer for Knox are being held. Acquittal reports have been completed and funding agreements signed. The new Council Volunteer Support Advisor has been introduced to Volunteer for Knox.				
The category of Volunteer Resource Centre was a contested stream in the recent Community Partnership Funding round. Assessments of the Community Partnership Funding have been completed and a report has been prepared for the May Council meeting. The successful organisation will be notified in June 2018.				
Initiative Milestones	Description	Start date	End date	Progress
	Monitor the service agreement.	01-07-2017	30-06-2018	
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				




Initiative Description		Department	Q3 Target	Progress
Embed a strengthened approach to the management and recognition of volunteers within the organisation.		People Performance	50%	50%
<b>Progress Comment:</b>				
The Volunteer Support Officer has completed initial stakeholder engagement meetings where there has been evidence of a positive commitment to the establishment of an internal Volunteer Coordinators Network. Preliminary steps include the establishment of an email group and a volunteer subscription such as Volpro or e-volunteerism which includes tools and resources, followed by the establishment of a network forum or steering committee. A stakeholder report is in development and will feed into a broader EMT Report to be presented in June 2018 and will include proposed next steps and recommendations.				
Initiative Milestones	Description	Start date	End date	Progress
	Recruitment and induction of a Volunteer Support Advisor.	01-10-2017	30-12-2017	100%
	Establish an internal Volunteer Coordinators network.	01-01-2018	31-03-2018	25%
	Review current volunteer management practices and processes across Council and prepare a report that identifies strengths, opportunities to improve and a prioritised forward action plan.	01-01-2018	30-06-2018	25%
YTD Actual		YTD Budget	Initiative Budget	
\$ -		\$39,654.00	\$52,880.00	

## Goal 8: We have confidence in decision making

Initiative Description	Department	Progress
Review Council's advisory committees to enable community participation, advice and action.	Governance and Innovation	 Complete
<b>Progress Comment:</b>		
A review of Council's Advisory Committees was completed with a Discussion Paper prepared and presented to Councillors at an Issues Briefing meeting held on 14 August 2017. The item was further discussed at an Issues Briefing meeting held on 4 September and 2 October 2017. The Discussion Paper incorporated three models for consideration along with the identification of a number of committees recommended to be retained due to the statutory nature or being a time limited project nature of the committee. Council continues to consider its preferred option and structure of advisory committees.		

Initiative Description	Department	Q3 Target	Progress	
Implement staged delivery of the ICT Roadmap to support organisational efficiency and effectiveness and to increase capacity for customer self-service.	Information Management	75%	75%	
<b>Progress Comment:</b>				
Formation of the ICT Governance Committee is now complete. The first meeting is scheduled for the 6th June. The Cost Benefits Analysis report was presented to Issues briefing on the 9th April and will be presented at the ordinary Council meeting on 23rd April 2018 for endorsement. Work has commenced to progress business cases against three initiatives with the first business case expected to be completed in June.				
Initiative Milestones	Description	Start date	End date	Progress
	Establish Digital/ICT Governance Committee.	01-09-2017	28-02-2018	100%
	Develop Business Cases for approved projects.	01-10-2017	31-04-2018	50%
YTD Actual		YTD Budget	Initiative Budget	
\$21,250		\$30,000	\$220,500	

Initiative Description	Department	Progress		
Strengthen and centralise the coordination, collection and provision of research and data to support future planning by Council.	City Futures	 Complete		
<b>Progress Comment:</b>				
A research and mapping function has been established within the City Futures Department. An annual program of work is under development and key stakeholder partnership building has commenced across the organisation.				
Initiative Milestones	Description	Start date	End date	Progress
	Establishment of Research & Mapping function within City Futures Department.	01-07-2017	30-09-2017	100%
YTD Actual		YTD Budget	Initiative Budget	
\$18,375.00		\$11,510.00	\$15,150	

Initiative Description		Department	Q3 Target	Progress
Finalise and implement Council's Communication Strategy.		Communications and Customer Service	75%	80%
<b>Progress Comment:</b>				
The Communication Strategy was presented to Issues Briefing in March and is due to Council Meeting in April.				
Initiative Milestones	Description	Start date	End date	Progress
	Continue strategy development.	01-07-2017	31-12-2017	80%
	Present report to Executive management and Council for endorsement.	01-01-2018	30-06-2018	80%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

Initiative Description		Department	Q3 Target	Progress
Facilitate regular networking sessions with key agencies and stakeholders to identify partnership opportunities in order to achieve shared Community and Council Plan goals.		City Futures	75%	60%
<b>Progress Comment:</b>				
Planning has commenced for the delivery of a key agency and stakeholder networking session. Sessions are anticipated to occur in early 2018. Detailed scoping is to commence early in 2018. Ongoing engagement with stakeholders will occur in early to mid-2018 and throughout the implementation of the Community and Council Plan 2017-21, including the monitoring and review of the current plan, and to inform the development of the new plan.				
Initiative Milestones	Description	Start date	End date	Progress
	Scope development of regular Networking Session approach.	01-07-2017	30-12-2017	70%
	Develop and commence delivery of a program for key agency & stakeholder networking.	01-01-2018	30-06-2018	50%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

**Councillor Holland left the meeting at 9.09pm.**

**ALL WARDS**

## **10.2 FINANCIAL PERFORMANCE REPORT FOR THE PERIOD ENDED 31 MARCH 2018**

**SUMMARY:** *Coordinator Management Accounting (James Morris)*

*The Financial Performance Report for the period ended 31 March 2018 is presented for consideration.*

*The overall financial position for the period ended 31 March 2018 is satisfactory and indicates that Council is on track to achieve the budget targets for the year.*

### **RECOMMENDATION**

That Council receive and note the Financial Performance Report for the period ended 31 March 2018.

#### **1. INTRODUCTION**

The provision of the quarterly Financial Performance Report to Council ensures that associated processes are accountable, transparent and responsible resulting in sound financial management.

The attached Financial Performance Report (Appendix A) has been prepared in accordance with Australian Accounting Standards and contains the following financial statements:

- Comprehensive Income Statement;
- Balance Sheet;
- Cash Flow Statement; and
- Statement of Capital Works.

The Financial Performance Report is aimed and designed to identify major variations against Council's year to date financial performance (actual results) and the Adopted Budget. Council adopted its 2016-17 annual budget at its Ordinary Council Meeting held 26 June 2017.

The financial year-end position of Council is anticipated by way of forecasts. The full year Adopted Budget is compared against the full year projected position as reflected by the Forecast. The 2017-18 Forecast includes the following details:

- The 2017-18 Adopted Budget;
- Carry forward funding from 2016-17 into 2017-18 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects;

- Anticipated carry forward funding from 2017-18 into 2018-19 for capital works expenditure. These funds will not be expended during the current financial year but will be required in the following financial year for the successful completion and delivery of key outcomes and projects; and
- Adjustments as a result of officers periodically assessing Council's budgetary performance taking into account emerging events and matters.

## **2. DISCUSSION**

General discussion in regards to this report is detailed under Section 5 'Financial & Economic Implications'.

## **3. CONSULTATION**

This report does not necessitate community consultation. A copy of the quarterly Financial Performance Report is provided to Council's Audit Committee.

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

This report does not have any environmental or amenity issues for discussion.

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

The overall financial position at 31 March 2018 is satisfactory and indicates that Council, after taking into consideration carry forward funding requirements from 2016-17 into 2017-18, is on track to complete the current financial year within the targets established in the 2017-18 Adopted Budget.

For the period ending 31 March 2018, Council has achieved an operating surplus of \$45.874 million. This is \$9.509 million favourable to the year to date (YTD) Adopted Budget. Council's forecast year end position is an operating surplus of \$10.337 million, which is \$6.385 million greater than the Adopted Budget. This is primarily due to the higher than expected income derived from public open space contributions, higher than anticipated income from supplementary rates and the residential garbage charge, a decrease in forecast employee costs due to position vacancies throughout the organisation, and a decrease in depreciation due to the lower than forecast capital expenditure in 2016-17.

The forecast also includes a \$0.565 million decrease in the sale of recyclable materials. This is a conservative forecast, and it is noted that negotiations in April and May are now expected to lead to a revised \$0.286 million shortfall in the budgeted income for receipt of recyclable materials. This forecast will be updated for future Financial Performance Reports. The recent collapse of the global recycling markets has adversely impacted the current and future cost of processing recyclable waste. Council is currently negotiating with its recyclable waste contractor, with the intention to minimise the financial impact, which is likely to result in Council paying for rather than receiving income for recyclable materials. A State Government relief package has been announced however only provides financial relief for the current financial year.

The total capital works expenditure for the period ended 31 March 2018 is \$30.671 million. This is \$12.514 million less than the YTD Adopted Budget. The forecast capital works expenditure for the year is \$62.992 million and includes \$32.724 million in carry forward funding requirements from 2016-17 into 2017-18, and excludes \$32.382 million in anticipated carry forward expenditure from 2017-18 into 2018-19.

Further detail and discussion of the financial performance of Council for the period ended 31 March 2018 is provided in the attached Financial Performance Report (Appendix A).

## **6. SOCIAL IMPLICATIONS**

There are no direct social implications arising from this report.

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

This report relates to the following goals and strategies within the Knox Community and Council Plan 2017-2021 as outlined below:

### **Goal 8 We have confidence in decision making**

*Strategy 8.1* - Build, strengthen and promote good governance practices across government and community organisations.

## **8. CONFLICT OF INTEREST**

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

Officer Responsible – Dale Monk, Manager Business & Financial Services - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – James Morris, Coordinator Management Accounting - In providing this advice as the Author, I have no disclosable interests in this report.

## **9. CONCLUSION**

Council has achieved an operating surplus of \$45.874 million for the period ended 31 March 2018, which compares favourably with the year to date adopted budget operating surplus of \$36.365 million. An operating surplus of \$10.337 million is forecast for 2017-18.

## **10. CONFIDENTIALITY**

There are no components of this report which have been declared confidential in accordance with the *Local Government Act 1989*.

**COUNCIL RESOLUTION****MOVED: CR. TAYLOR****SECONDED: CR. COOPER**

**That Council receive and note the Financial Performance Report for the period ended 31 March 2018.**

**CARRIED**

Official minutes of Knox City Council



# KNOX

your city



## Financial Performance Report

For year to date ended 31 March 2018



# Contents

Financial Performance Report for year to date ended 31 March 2018

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# Executive Summary

## Financial Performance Report for year to date ended 31 March 2018



### Introduction and Purpose

The Financial Performance Report for year to date ended 31 March 2018 has been prepared in accordance with Australian Accounting Standards and contains the following financial statements:

- Comprehensive Income Statement;
- Balance Sheet;
- Cash Flow Statement; and
- Statement of Capital Works.

This report is aimed and designed to identify major variations against Council's year to date financial performance (actual results) and the Adopted Budget and anticipate the financial position of Council as at financial year end by way of forecasts. Council adopted its 2017-18 Annual Budget at its Ordinary Council Meeting held 26 June 2017.

The full year Adopted Budget is compared against the full year projected position as reflected by the Forecast. The 2017-18 Forecast includes the following details:

- Carry forward funding from 2016-17 into 2017-18 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects; and
- Adjustments to the adopted budget as a result of officers periodically assessing Council's financial health and landscape as a result of emerging events and matters.

### Discussion of Financial Results

#### Forecast

Budgetary forecasts can be updated at any stage throughout the remainder of the financial year.

The 2017-18 Forecast includes the following adjustments:

#### *Income*

- \$0.204M net increase in the final 2017-18 financial assistance grant income allocation received from the Victoria Grants Commission (general purpose and local roads funding);
- \$0.580M increase in income from supplementary rates;
- \$0.522M increase in income from the residential garbage charge;
- \$2.244M increase in Monetary Contributions with \$2.000M of this increase being in City Planning due to higher than expected income from public open space contributions;
- \$0.312M increase in Statutory Fees and Charges due to higher than anticipated application numbers in City Planning;
- \$1.160M decrease in operating grants revenue across the organisation, including \$0.813M decrease in grants revenue in Family & Children's Services due to lower utilisation – every effort has been made to minimise the net variance, particularly through the reallocation of staff across the childcare network;
- \$0.356M increase in capital grants and contributions carried forward from 2016-17 into 2017-18; and

# Executive Summary (continued)

## Financial Performance Report for year to date ended 31 March 2018



- \$0.565M decrease in the sale of recyclable materials. The recent collapse of the global recycling markets has adversely impacted the current and future cost of processing recyclable waste. Council is currently negotiating with its recyclable waste contractor, with the intention to minimise the financial impact, which is likely to result in Council paying for rather than receiving income for recyclable materials. A State Government relief package has been announced however only provides financial relief for the current financial year.

### Expenses (Operating and Capital Works)

- \$15.344M in additional carry forward funding from 2016-17 into 2017-18 for both operational expenditure (\$2.335M) and capital works expenditure (\$13.009M). \$0.643M of this carry forward funding for capital works expenditure is operational in nature. These funds are required for the successful completion and delivery of key outcomes and projects;
- The above carry forward of capital works expenditure is in addition to the \$19.715M of carry forward capital works expenditure included in the Adopted Budget (making a total capital carry forward expenditure of \$32.724M);
- Anticipated \$32.382M in carry forward funding from 2017-18 into 2018-19 for approved capital works expenditure identified as being required to carry forward. This anticipated carry forward in capital works includes \$9.017M relating to the Knox Central project (including libraries), \$5.679M relating to the Stamford Park redevelopment, \$4.388M relating to the Wantirna South Early Years Hub, \$2.038M relating to the Bayswater Early Years Hub, and \$5.291M relating to information technology and the ICT Strategy;
- Forecast depreciation has been reduced by \$1.224M due to the lower than forecast capital expenditure in the 2016-17 financial year. The capital expenditure carried forward will not be depreciated for the full financial year;
- \$1.955M decrease in forecast employee costs due to position vacancies throughout the organisation, with employee costs in Active Ageing & Disability Services down \$0.601M and Family & Children's Services down \$0.557M due to lower utilisation; and
- \$0.164M decrease in loan interest payments as a result of the \$4.750M loan for the street light upgrade project not being required to be taken out in the 2016-17 financial year.

### Operating Results

Operating Results	Year to Date			Full Year		
	Adopted Budget	Actual	Variance	Adopted Budget	Forecast	Variance
	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's
Income	144,795	147,543	2,747	159,566	162,504	2,938
Expense	108,430	101,669	6,762	155,614	152,166	3,447
<b>Surplus (Deficit)</b>	<b>36,365</b>	<b>45,874</b>	<b>9,509</b>	<b>3,953</b>	<b>10,337</b>	<b>6,385</b>

Full year Forecast for Operating Results includes \$2.335M in carry forward net expenditure from 2016-17 into 2017-18, together with \$0.643M in additional carry forward expenditure for capital works that is operational in nature.

Income has an overall favourable variance of \$2.747M compared to the year to date (YTD) Adopted Budget of \$144.795M. This is primarily due to a favourable variance in Monetary Contributions, coupled with higher than anticipated supplementary rates income and a favourable variance in the residential garbage charge which reflects the number of tenements across the municipality. The full year forecast total income is anticipated to be \$162.504M and is \$2.938M favourable to the Adopted Budget.



# Executive Summary (continued)

## Financial Performance Report for year to date ended 31 March 2018

Expenditure has an overall favourable variance of \$6.762M compared to the YTD Adopted Budget of \$108.430M. The favourable variance in Materials and Services of \$4.238M and Employee Costs of \$3.111M are partially offset by the early payment of the fourth quarter contribution to Eastern Regional Libraries Corporation. The full year forecast expenditure is anticipated to be \$152.166M and is \$3.447M favourable to the Adopted Budget. This favourable variance is after allowing for the carry forward funding from 2016-17 into 2017-18 for operational expenditure and capital works that is operational in nature (i.e. expenses that do not meet the criteria for capitalisation).

The operating surplus for the period ended 31 March 2018 is \$45.874M which is \$9.509M favourable to the YTD Adopted Budget. The forecast surplus for the year is \$10.337M which is \$6.385M favourable to the Adopted Budget of \$3.953M.

### Capital Works Program

Capital Works Expenditure	Adopted			Adopted		
	Budget \$'000's	Actual \$'000's	Variance \$'000's	Budget \$'000's	Forecast \$'000's	Variance \$'000's
Property	23,295	10,540	12,754	46,907	26,355	20,552
Plant and Equipment	3,705	2,045	1,659	10,435	5,763	4,671
Infrastructure	16,185	18,085	(1,900)	24,649	30,874	(6,225)
<b>Total Capital Works Expenditure</b>	<b>43,184</b>	<b>30,671</b>	<b>12,514</b>	<b>81,990</b>	<b>62,992</b>	<b>18,998</b>

Full year Forecast for Capital Works Expenditure includes \$32.724M in carryforward expenditure from 2016-17 into 2017-18, and excludes \$32.382M in carry forward expenditure from 2017-18 into 2018-19.

The performance of the Capital Works Program including details of variances is reported in the Statement of Capital Works.

For the period ended 31 March 2018 the Capital Works Program shows an expenditure of \$30.671 – this is \$12.514M less than the expected YTD Adopted Budget position. After taking into consideration the capital works projects carried forward from 2016-17 into 2017-18, and also taking into account the capital works projects expected to be carried forward from 2017-18 into 2018-19, the forecast Capital Works Expenditure for the year is \$62.992M.

# Executive Summary (continued)

## Financial Performance Report for year to date ended 31 March 2018

### Balance Sheet

Balance Sheet	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Forecast \$'000's	Variance \$'000's
Current Assets	68,692	103,808	35,117	52,486	80,849	28,363
Non-Current Assets	1,729,957	1,685,639	(44,317)	1,754,203	1,732,270	(21,933)
<b>Total Assets</b>	<b>1,798,648</b>	<b>1,789,448</b>	<b>(9,201)</b>	<b>1,806,689</b>	<b>1,813,119</b>	<b>6,430</b>
Current Liabilities	27,099	28,268	(1,169)	47,869	36,217	11,652
Non-Current Liabilities	11,407	5,803	5,604	30,483	24,907	5,576
<b>Total Liabilities</b>	<b>38,506</b>	<b>34,071</b>	<b>4,435</b>	<b>78,352</b>	<b>61,124</b>	<b>17,228</b>
<b>Net Assets</b>	<b>1,760,143</b>	<b>1,755,377</b>	<b>(4,766)</b>	<b>1,728,337</b>	<b>1,751,994</b>	<b>23,657</b>
Accumulated Surplus	658,591	645,198	(13,394)	635,708	645,216	9,508
Asset Revaluation Reserve	1,067,083	1,072,093	5,010	1,067,083	1,072,093	5,010
Other Reserves	34,468	38,085	3,617	25,546	34,685	9,139
<b>Total Equity</b>	<b>1,760,143</b>	<b>1,755,377</b>	<b>(4,766)</b>	<b>1,728,337</b>	<b>1,751,994</b>	<b>23,657</b>
<b>Working Capital Ratio</b>	<b>2.53</b>	<b>3.67</b>		<b>1.10</b>	<b>2.23</b>	

The Balance Sheet as at 31 March 2018 continues to indicate a sustainable result. A comparison of total Current Assets of \$103.808M with total Current Liabilities of \$28.268M continues to depict a sustainable financial position (Working Capital Ratio of 3.67 to 1). Current Assets primarily comprises Cash and Cash Equivalents (\$30.381M), Other Financial Assets (\$44.100M) and Trade and Other Receivables (\$28.806M). Trade and Other Receivables includes \$25.470M of rates debtors (of which \$4.428M relates to arrears pre July 2017) and \$2.773M in other debtors.

Trade and Other Receivables	Ageing				Total \$'000
	Current - 30 Days \$'000	31 Days - 60 Days \$'000	61 Days - 90 Days \$'000	More than 90 Days \$'000	
Rates Debtors	21,042	0	0	4,428	25,470
Special Rate Assessment	0	0	0	52	52
Parking and Animal Infringement Debtors	89	88	60	274	511
Other Debtors	2,084	64	27	598	2,773
<b>Total Trade and Other Receivables</b>	<b>23,215</b>	<b>152</b>	<b>87</b>	<b>5,352</b>	<b>28,806</b>

Rate debtors in arrears is \$4.428M. This amount has been outstanding from 2016-17 and prior.

The percentage of rates collected to 31 March 2018 of 79.89% is almost identical to the percentage collected for the same period last year of 79.93%. Rate amounts owing are a charge over the property and therefore Council has recourse to collect these debts. Penalty interest at 9.5% per annum also applies. The due date for rates being paid in full was 15 February 2018, while the final quarterly instalment is due on 31 May 2018.

Trade and Other Payables are \$7.264M as at 31 March 2018, which is \$0.114 unfavourable to the Adopted Budget. This has increased from \$5.647M as at 31 December 2017.

# Executive Summary (continued)

## Financial Performance Report for year to date ended 31 March 2018



The working capital ratio of 3.67 compares favourably to the Adopted Budget working capital ratio of 2.53. The Working Capital Ratio is anticipated to continue to diminish over the course of the financial year as Council utilises its funds to deliver on its operating programs and capital works. The forecast working capital ratio is anticipated to remain healthy at 2.23 at year end. This is greater than the Adopted Budget working capital ratio of 1.10 mainly as a result of the forecast carry forward of capital works projects, together with the forecast increase in income as listed above, and the reduction in employee costs.

### Investment Analysis

Investment	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Forecast \$'000's	Variance \$'000's
Cash and Cash Equivalents	35,442	30,381	(5,061)	40,794	24,744	(16,050)
Other Financial Assets	0	44,100	44,100	0	44,100	44,100
<b>Total Funds Invested</b>	<b>35,442</b>	<b>74,481</b>	<b>39,039</b>	<b>40,794</b>	<b>68,844</b>	<b>28,050</b>
<b>Earnings on Investments</b>	<b>912</b>	<b>979</b>	<b>68</b>	<b>1,287</b>	<b>1,351</b>	<b>63</b>

There was \$74.481M invested with various financial institutions as at 31 March 2018 – this includes Cash and Cash Equivalents (\$30.381M) and Other Financial Assets (\$44.100M). These funds include monies from trust funds and deposits and specific purpose reserves.

There are currently thirteen specific purpose reserves totalling \$38.085M as at 31 March 2018. These reserves are cash-backed, but do not usually have an allocated individual bank account.

The earnings on investments for the period ended 31 March 2018 was \$0.979M and is \$0.068M favourable to the YTD Adopted Budget as a result of current holdings of Cash and Cash Equivalents and Other Financial Assets.

# Comprehensive Income Statement

for year to date ended 31 March 2018

Description	Notes	Year-to-Date				Full Year			
		Adopted Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Forecast	Variance Fav/(Unfav)	
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S	
<b>Income</b>									
Rates and Charges		107,120	108,742	1,622	1.51%	✓	107,272	108,829	1,557
Statutory Fees and Fines		2,091	2,270	179	8.56%	✓	2,833	3,145	312
User Fees		11,919	12,147	228	1.91%	✓	14,843	14,724	(120)
Grants - Operating		15,235	14,720	(516)	(3.38%)	!	20,351	19,191	(1,160)
Grants - Capital		2,844	2,461	(383)	(13.46%)	✗	4,724	5,303	579
Contributions - Monetary	1	3,659	5,447	1,788	48.86%	✓	4,932	7,176	2,244
Contributions - Non-Monetary		0	0	0	0.00%	✓	2,000	2,000	0
Increment on investment in associates		0	0	0	0.00%	✓	0	0	0
Other Income		1,927	1,755	(172)	(8.91%)	!	2,611	2,136	(475)
<b>Total Income</b>		<b>144,795</b>	<b>147,543</b>	<b>2,747</b>	<b>1.90%</b>		<b>159,566</b>	<b>162,504</b>	<b>2,938</b>
<b>Expenses</b>									
Employee Costs		50,841	47,730	3,111	6.12%	✓	68,251	66,296	1,955
Materials and Services	2	36,069	31,831	4,238	11.75%	✓	57,071	57,339	(268)
Depreciation and Amortisation		17,150	16,615	535	3.12%	✓	22,867	21,643	1,224
Contributions and Donations	3	4,322	5,624	(1,302)	(30.13%)	✗	5,399	5,864	(465)
Borrowing Costs		123	0	123	100.00%	✓	164	0	164
Bad and Doubtful Debts		48	54	(6)	(11.84%)	✗	64	64	0
Other Expenses		418	546	(128)	(30.59%)	✗	558	767	(209)
Net (Gain) Loss on Disposal of Property, Infrastructure, Plant and Equipment		(541)	(732)	191	35.33%	✓	1,239	193	1,046
<b>Total Expenses</b>		<b>108,430</b>	<b>101,669</b>	<b>6,762</b>	<b>6.24%</b>		<b>155,614</b>	<b>152,166</b>	<b>3,447</b>
<b>Surplus (Deficit)</b>		<b>36,365</b>	<b>45,874</b>	<b>9,509</b>	<b>26.15%</b>		<b>3,953</b>	<b>10,337</b>	<b>6,385</b>
<b>Total Comprehensive Income for the Year</b>		<b>36,365</b>	<b>45,874</b>	<b>9,509</b>	<b>26.15%</b>		<b>3,953</b>	<b>10,337</b>	<b>6,385</b>

Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✓ 0% or greater.
- ! Less than 0% and greater than negative 10%.
- ✗ Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.



# Comprehensive Income Statement

for year to date ended 31 March 2018

## Notes:

1	Higher than expected income from Public Open Space Contributions (\$1.533M favourable); income of this nature is unpredictable and is directly contingent on Developer activities in the municipality.
2	Favourable timing variance in Waste Management contractors and services costs (\$470K) mainly due to small variances, seasonal demand and the timing of incoming invoices. Favourable timing variances in Information Management's software upgrades, maintenance and licencing extensions (\$288K) due to the timing of activity and incoming invoices. Favourable timing variance in Building Maintenance contractors & services costs (\$16K) mainly due to timing of incoming invoices. Favourable timing variance for Knox Central contract costs (\$290K) mainly due to timing of the program's activities. Permanent favourable variance for Public Liability and Professional Indemnity Insurance (\$185K), and Industrial Special Risk Insurance (\$68K) with a tendering process leading to lower premiums and Contracts Cost. Favourable timing variance of \$495K with the CFBI contract, which is partially offset by an unfavourable timing variance of \$375K in the recognition of CFBI savings. Favourable timing variance in Open Space Maintenance expenditure (\$215K) mainly due to weather conditions in previous months affecting timing of activities and incoming invoices for mowing contracts. Favourable timing variance in Early Years Strategy, Planning and Evaluation costs (\$229K) mainly due to the timing of activity. Favourable variance in Active Living contractors & services and material costs (\$190K) due to lower than projected service delivery levels and timing of activities. Favourable timing variance in City Futures Investment and Partnership consultant costs (\$235K) and contract costs (\$192K) due to rescheduling of activities for Development Contributions Plan, Strategic Site redevelopments, Land for Business and Rural Land major projects, Economic Development initiatives, Bayswater Industrial Precinct project, Bayswater Back on Track and Strategic Asset & Investment Strategy. Favourable timing variance in Workshop expenditure (\$176K) due to timing of incoming invoices. Favourable timing variance in Traffic Management signal maintenance charges (\$72K) due to the timing of incoming invoices from VicRoads and contracts (\$64K) due to timing of activities. Unfavourable variance in Drainage Maintenance expenditure (\$557K) mainly due to more repair works required following storm events in previous months, in Tree Maintenance (\$340K) due to more requests for works done at owner cost and in Local Road Maintenance expenditure (\$201K) due to the timing of the fire hydrant maintenance invoice from last year and additional works on gravel roads due to storm damage. Unfavourable variance in Stormwater expenditure (\$167K) due to timing of Flood Mapping invoices.
3	Unfavourable timing variance in Library Services – the fourth quarter contribution to Eastern Regional Libraries Corporation was budgeted for April 2018 but paid in March 2018 (unfavourable variance of \$1.001M).

The 2016-17 Forecast includes \$2.335M in carry forward expenditure from 2016-17 into 2017-18 required for the completion and delivery of key operational projects. Also included is \$0.643M in carry forward expenditure for capital works that is operational in nature.



# Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2018



Net (Income) / Expenditure	Notes	Year-to-Date				Full Year			
		Adopted Budget	Actual	Variance Fav/(Unfav)	%	Adopted Budget	Forecast	Variance Fav/(Unfav)	
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S	
<b>Rates</b>									
Rates and Valuation		(96,657)	(97,732)	1,075	1.11%	✓	(96,705)	(97,736)	1,031
<b>Net (Income) / Expense - Rates</b>		<b>(96,657)</b>	<b>(97,732)</b>	<b>1,075</b>	<b>1.11%</b>		<b>(96,705)</b>	<b>(97,736)</b>	<b>1,031</b>
<b>CEO and Council</b>									
Chief Executive Officer		439	424	15	3.43%	✓	585	585	(0)
Councillors		538	479	59	10.95%	✓	702	709	(7)
People Performance	1	3,276	2,536	740	22.59%	✓	3,947	3,648	299
<b>Net (Income) / Expense - CEO and Council</b>		<b>4,253</b>	<b>3,438</b>	<b>814</b>	<b>19.14%</b>		<b>5,234</b>	<b>4,942</b>	<b>292</b>
<b>City Development</b>									
Directorate City Development		387	292	94	24.37%	✓	516	474	41
City Planning & Building	2	(1,508)	(3,180)	1,672	110.87%	✓	(2,001)	(4,438)	2,437
City Safety and Health	3	2,004	1,755	249	12.44%	✓	2,812	2,584	228
City Futures	4	2,851	2,237	614	21.53%	✓	3,768	4,366	(599)
<b>Net (Income) / Expense - City Development</b>		<b>3,734</b>	<b>1,104</b>	<b>2,629</b>	<b>70.42%</b>		<b>5,094</b>	<b>2,987</b>	<b>2,107</b>
<b>Knox Central</b>									
Knox Central	5	503	252	251	49.89%	✓	671	670	0
<b>Net (Income) / Expense - Knox Central</b>		<b>503</b>	<b>252</b>	<b>251</b>	<b>49.89%</b>		<b>671</b>	<b>670</b>	<b>0</b>
<b>Community Services</b>									
Directorate Community Services		443	367	75	17.01%	✓	597	555	42
Community Wellbeing	6	2,801	2,365	436	15.56%	✓	3,399	3,363	36
Family and Children's Services		3,104	3,111	(8)	(0.25%)	⚠	4,324	5,153	(829)
Active Ageing and Disability Services	7	1,955	1,531	424	21.70%	✓	2,554	2,729	(175)
Youth, Leisure and Cultural Services	8	5,805	6,709	(904)	(15.57%)	✗	7,651	7,903	(252)
<b>Net (Income) / Expense - Community Services</b>		<b>14,107</b>	<b>14,084</b>	<b>24</b>	<b>0.17%</b>		<b>18,525</b>	<b>19,702</b>	<b>(1,177)</b>
<b>Corporate Services</b>									
Directorate Corporate Services		290	318	(28)	(9.53%)	✗	387	492	(106)
Business & Financial Services	9	89	(459)	548	616.39%	✓	220	(279)	499
Governance and Strategy	10	2,351	1,816	534	22.73%	✓	3,114	2,444	669
Information Technology	11	4,323	3,687	636	14.71%	✓	5,518	5,164	355
Communications and Customer Service	12	2,750	2,404	346	12.58%	✓	3,650	3,626	25
<b>Net (Income) / Expense - Corporate Development</b>		<b>9,803</b>	<b>7,766</b>	<b>2,036</b>	<b>20.77%</b>		<b>12,889</b>	<b>11,447</b>	<b>1,442</b>
<b>Engineering and Infrastructure</b>									
Directorate Engineering and Infrastructure		502	601	(99)	(19.61%)	✗	670	684	(14)
Sustainable Infrastructure	13	(1,793)	(2,749)	956	53.34%	✓	2,749	2,782	(33)
Community Infrastructure	14	4,304	3,698	606	14.09%	✓	6,255	5,871	383
Operations		10,468	10,419	49	0.47%	✓	13,935	13,971	(36)
<b>Net (Income) / Expense - Engineering and Infrastructure</b>		<b>13,482</b>	<b>11,968</b>	<b>1,513</b>	<b>11.22%</b>		<b>23,608</b>	<b>23,309</b>	<b>299</b>

# Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2018



Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 5%.
- ✘ Negative 5% or less.

Notes have been provided for these variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$100K and equal to or greater than positive 5%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$100K and equal to or less than negative 5%.

## Notes:

1	Permanent favourable variance for Public Liability and Professional Indemnity Insurance (\$185K), and Industrial Special Risk Insurance (\$68K) with a tendering process leading to lower premiums and contract costs. Permanent favourable variance for Insurance Proceeds (\$119K) mainly due to the cancellation of Carols by Candlelight – this is partially offset by unfavourable variance for Claims – Public Liability (\$40K). Favourable timing variance for People Performance employee costs and on-costs (\$158K) due to partial vacancies at present – this is partially offset by an unfavourable variance due to utilisation of temporary consultants (\$50K) to backfill vacancy. Favourable timing variance in contract costs (\$109K) mainly due to the deferral of the cultural survey, which is to now occur in August 2018.
2	Higher than expected income from Public Open Space Contributions (\$1.533M favourable); income of this nature is unpredictable and is directly contingent on Developer activities in the municipality. Permanent variances in Planning Application fees (\$242K favourable) and Supervision Fees (\$115K favourable) due to increased activity. Unfavourable permanent variances in consultant costs (\$105K) and employee costs (\$62K) due to increased VCAT appeals and utilisation of consultants and agency staff for backlog works. These have been reflected in the forecast.
3	Favourable variance is mainly due to employee costs and on-costs being \$247K lower than budget, driven primarily by several vacancies across the department and there has been limited suitable agency staff to backfill these vacant roles during 2017. Recruitment is well progressed on the current vacancy, and the Infringements & Compliance Officer recently commenced in the role in April 2018. The Parking Officer vacancy during 2017 has also contributed to lower than budgeted parking fine income (\$98K), which partially offsets the bottom line underspend position at the end of March. The variance at the end of March is also due to lower than budgeted Pound contract costs (\$85K), due to the change of animal pound provider after the 2017-18 budget was approved. The end of March results also reflect a one-off \$85K receipt from the payment of a Court awarded fine to Council from a Food Act prosecution in 2017.
4	Permanent favourable variance in employee costs (\$276K) across the department, mainly due to vacant roles some of which have now been filled. This is offset by permanent unfavourable variance for legal fees (\$61K) relating to Kingston Links strategic site redevelopment. Favourable timing variance in consultant costs (\$235K) and contract costs (\$192K) due to rescheduling of activities for Development Contributions Plan, Strategic Site redevelopments, Land for Business and Rural Land major projects, Economic Development initiatives, Bayswater Industrial Precinct project, Bayswater Back on Track and Strategic Asset & Investment Strategy.
5	Favourable timing variance for Contract Costs (\$290K) due to timing of program's activities.
6	Favourable variance in the Municipal Leadership Disability program (\$125K favourable) due to the delay in program establishment and recruitment for the vacant positions (budgeted for 2.20 EFT positions) - this has been reflected in the forecast. Permanent favourable variance in Social Policy & Planning for subscription costs (\$45K) due to the realignment of tasks to the City Futures team and for employee costs (\$57K) due to a delay in back-filling for staff leave. Favourable variance of \$46K in the Community Safety Management employee costs and on-costs with a delay in recruitment for a Community Safety Officer due to a department realignment and \$34K in cleaning costs due to the timing of contract payments.
7	Favourable variance of \$750K for employee costs and on-costs across the Active Ageing and Disability Services department. This includes a favourable variance of \$523K in Active Living employee costs and on-costs due to staff movements and position vacancies, partially offset by lower than projected service delivery levels; a favourable variance of \$154K in Active Ageing and Disability Services Management employee costs and on-costs due to positions being vacant; and a favourable variance of \$74K in Active Communities employee costs and on-costs due to position vacancies. Permanent favourable variance in Commonwealth grants revenue due to extension of a program into 2018-19 (\$140K) and grants that have been received retrospectively for 2016-17 (\$58K); both have been reflected in the forecast. Also favourable are Active Living contracts (\$81K), materials (\$21K) and mobile phones (\$19K); and Active Ageing & Disability Management marketing costs (\$23K) due to timing of activities. Permanent unfavourable variance for Active Living's fees (\$109K) due to lower than projected delivery levels. These have been reflected in the forecast.
8	Unfavourable timing variance due to the early payment of the quarterly contribution to Eastern Regional Libraries Corporation. This payment of \$1.001M was budgeted for payment in April 2018 but was paid in March 2018. Also unfavourable is Arts and Cultural contract costs (\$136K) due to the timing of Knox Festival incoming invoices. Permanent favourable variance in grants revenue (\$244K) mainly due to receipt of the Creative Victoria grant and a new contract for L2P program, School-Focussed Youth program and Engage. Favourable timing variance in Local Contributions mainly due to earlier than budgeted annual contribution for KBI KRSP Asset (\$101K).

# Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2018



## Notes (continued):

9	Permanent favourable variance of \$140K with the WorkCover premium due to the 2016/17 rateable remuneration being lower than estimated, together with a reduction in the WorkCover rate. Permanent favourable variance of \$152K in grants revenue due to an increase in the Victoria Grants Commission grant. Favourable variance of \$123K in interest payments due to the \$4.750M loan for the street lighting upgrade project not being taken out in 2016/17. Favourable timing variances with the external audit (\$52K favourable), and the valuation services contract (\$53K favourable). Unfavourable timing variance with the fire services levy (\$44K).
10	Favourable timing variance of \$495K with the CFBI contract, which is partially offset by an unfavourable timing variance of \$375K in the recognition of CFBI savings. Permanent favourable variance of \$89K for fines from those who failed to vote at the 2016 election. Also favourable is employee costs in Governance Management (\$78K) due to vacancies (one has been filled); this is partially offset by increased contract costs for replacement of some staff. Favourable variances due to timing of activities in Minor Grants Program funding (\$44K favourable) – this will be subject to applications received over the balance of the financial year.
11	Favourable timing variance of \$241K for employee costs and on-costs due to some vacancies across the Information Technology department – this will be utilised to deliver the ICT Strategy. Favourable timing variances in software upgrades, maintenance and licencing extensions (\$288K) due to the timing of activity.
12	Permanent favourable variance in the Department's employee costs and on costs (\$214K) due to staff vacancies and movements throughout the year. Favourable timing variance in Communications consultants (\$40K) due to the timing of development of the Social Media Strategy and Web Strategy which is expected to be carried forward into 2018-19 (as reflected in the forecast) and marketing (\$35K) due to rescheduling of activity in getting new Visual Identity assets. Also favourable is the variance from internal transfer reimbursements (\$47K) due to utilisation of Communication's agents to deliver outcomes for Community Services' initiatives.
13	Permanent favourable variance for Residential Garbage Charge (\$516K) – income reflects the number of tenements across the municipality. Permanent unfavourable variance in recyclable material sales (\$384K) due to the reversal of six months accrual for budgeting purposes. The recent collapse of the global recycling markets has adversely impacted the current and future cost of processing recyclable waste. Council is currently negotiating with its recyclable waste contractor, with the intention to minimise the financial impact, which is likely to result in Council paying for rather than receiving income for recyclable materials. A State Government relief package has been announced however only provides financial relief for the current financial year. Favourable timing variance in Waste Management contractors and services costs (\$470K) mainly due to small variances, seasonal demand and the timing of incoming invoices; in Street Lighting (\$80K) due to seasonal utilisation; and in Traffic Management signal maintenance charges (\$72K) due to the timing of incoming invoices from VicRoads and contracts (\$64K) due to timing of activities.
14	Permanent favourable variance in the Department's employee costs (\$135K) due to vacancies of which some have been filled. Permanent favourable variance for Project Delivery footpath/crossing site protection fee (\$44K) – this reflects the quantity of development work; Landscaping grants income due to an unexpected grant from Melbourne Water for the Enhancing of Dandenong Creek program (\$20K) and Biodiversity local contributions (\$18K) for Native Vegetation Net Gain Offset. Permanent unfavourable variance in water expenditure due to two significant cases of burst water pipes. Favourable timing variance in Building Maintenance Services contractors and services costs (\$316K); in Landscaping Services contracts, Landscaping and Linear Parks revegetation costs (\$89K) mainly due to scheduling of planting activities, activity for minor playgrounds and Knox Regional Netball Centre (currently on hold); and timing of incoming invoices for contract costs (\$42K) in Biodiversity Management. These are partially offset by a permanent unfavourable variance relating to last year's Stormwater project (\$163K) – \$71K covered by approved carry forward from 2016-17.

# Statement of Capital Works

for year to date ended 31 March 2018



Description	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance		Adopted Budget	Forecast	Variance
		\$000'S	\$000'S	\$000'S	Fav/(Unfav) %	\$000'S	\$000'S	\$000'S
<b>Expenditure - Capital Works Program</b>								
<b>Property</b>								
Land		0	82	(82)	(100.00%)	8,085	82	8,003
Buildings	1	23,295	10,458	12,837	55.11%	38,822	26,272	12,549
<b>Total Property</b>		<b>23,295</b>	<b>10,540</b>	<b>(12,754)</b>	<b>(54.75%)</b>	<b>46,907</b>	<b>26,355</b>	<b>20,552</b>
<b>Plant and Equipment</b>								
Artworks		100	45	55	55.32%	161	51	110
Plant, Machinery and Equipment		1,587	1,139	449	28.28%	2,254	2,985	(732)
Fixtures, Fittings and Furniture		200	20	180	90.03%	664	34	630
Computers and Telecommunications	2	1,817	842	975	53.65%	7,356	2,693	4,663
<b>Total Plant and Equipment</b>		<b>3,705</b>	<b>2,045</b>	<b>(1,659)</b>	<b>(44.79%)</b>	<b>10,435</b>	<b>5,763</b>	<b>4,671</b>
<b>Infrastructure</b>								
Roads (including Kerb and Channel)	3	6,189	7,723	(1,534)	(24.78%)	8,167	13,213	(5,046)
Drainage	4	2,016	3,072	(1,055)	(52.32%)	2,695	4,063	(1,368)
Bridges		196	311	(115)	(58.99%)	1,000	619	381
Footpaths and Cycleways		2,311	2,273	39	1.67%	3,673	3,282	392
Off Street Car Parks		312	437	(125)	(40.18%)	550	550	0
Recreation, Leisure, Parks and Playgrounds	5	4,696	3,348	1,347	28.69%	7,872	7,912	(40)
Other Infrastructure		465	921	(456)	(97.99%)	692	1,235	(544)
<b>Total Infrastructure</b>		<b>16,185</b>	<b>18,085</b>	<b>1,900</b>	<b>11.74%</b>	<b>24,649</b>	<b>30,874</b>	<b>(6,225)</b>
<b>Total Expenditure - Capital Works Program</b>		<b>43,184</b>	<b>30,671</b>	<b>12,514</b>	<b>28.98%</b>	<b>81,990</b>	<b>62,992</b>	<b>18,998</b>
<b>Represented by:</b>								
Extension / Expansion		5,875	733	5,142	87.52%	5,875	3,994	1,881
Legal Requirements		0	277	(277)	(100.00%)	0	0	0
New		9,793	6,087	3,706	37.84%	26,195	12,331	13,864
Renewal		19,425	18,130	1,294	6.66%	29,229	34,270	(5,041)
Upgrade		8,092	5,443	2,649	32.73%	20,691	12,396	8,295
<b>Total Expenditure - Capital Works Program</b>		<b>43,184</b>	<b>30,671</b>	<b>12,514</b>	<b>28.98%</b>	<b>81,990</b>	<b>62,992</b>	<b>18,998</b>
<b>Funding Source for Capital Works Program</b>								
<b>External Funding</b>								
Contributions - Monetary - Capital		155	155	(0)	(0.22%)	172	358	186
Grants - Capital		2,844	2,461	(383)	(13.46%)	4,724	5,303	579
User Fees - Capital		0	24	24	100.00%	0	0	0
Proceeds from Loan Borrowings		0	0	0	0.00%	19,950	19,950	0
Other Income - Capital		0	0	0	0.00%	0	0	0
<b>Total External Funding</b>		<b>2,999</b>	<b>2,640</b>	<b>(359)</b>	<b>(11.98%)</b>	<b>24,846</b>	<b>25,611</b>	<b>765</b>
<b>Internal Funding</b>								
Proceeds from Sale of Property, Infrastructure, Plant and Equipment		1,021	1,183	162	15.90%	1,361	2,361	1,000
Reserves	6	4,562	3,877	(686)	(15.03%)	14,683	8,762	(5,920)
Rate Funding	7	34,602	22,971	(11,631)	(33.61%)	41,101	26,257	(14,843)
<b>Total Internal Funding</b>		<b>40,186</b>	<b>28,031</b>	<b>(12,154)</b>	<b>(30.25%)</b>	<b>57,144</b>	<b>37,381</b>	<b>(19,763)</b>
<b>Total Funding Source for Capital Works Program</b>		<b>43,184</b>	<b>30,671</b>	<b>(12,514)</b>	<b>(28.98%)</b>	<b>81,990</b>	<b>62,992</b>	<b>(18,998)</b>
Carry forward expenditure from 2016-17							32,724	
Carry forward expenditure to 2018-19							(32,382)	
<b>Movement in carry forward expenditure</b>							<b>342</b>	

# Statement of Capital Works

for year to date ended 31 March 2018

Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✘ Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10.00%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.

## Notes:

1	Favourable timing variances mainly relating to Major Projects, in the Early Years Hub - Bayswater (\$5.140M); in the Early Years Hub - Wantirna South (\$3.310M) and the Stamford Park Development (\$1.081M) - \$12.105M for these Major Projects in 2017-18 has already been identified as being required to be carried forward into 2018-19. Favourable timing variances in the Replacement of Components for all Council Owned Buildings (\$1.500M), the Basin Neighbourhood House (\$1.300M), the Alternative Buildings Program (Pavilions) (\$0.549M) and Community Toilet Replacement Program (\$0.204M). These are partially offset by carry forward works carried out, including the Operations Centre Relocation (\$0.496M) and Eildon Park Reserve Pavilion (\$0.124M).
2	Favourable timing variances particularly relating to the ICT Strategy - \$4.108M of the budgeted ICT Strategy for 2017-18 has already been identified as being required to be carried forward into 2018-19.
3	Unfavourable variance due to the carry forward of works from 2016-17 being carried out, including Bayswater Activity Centre Streetscape (\$1.970M), road reconstructions for Windermere Drive, Ferntree Gully (\$0.501M), Park Crescent, Boronia (\$0.327M), Sasses Avenue, Boronia (\$0.309M), and Macquarie Place, Boronia (\$0.282M). Partially offset by favourable timing variances for the road surface renewal program (\$0.760M); and the road reconstructions for Rosehill St, Scoresby (\$0.514M), Alma Avenue, Ferntree Gully (\$0.199M), Helene Court, Boronia (\$0.197) and the High Risk Road Failure program (\$0.167M).
4	Unfavourable variance due to the majority of work carried out being on carry forward works, including works on Drainage Works - 1825 Ferntree Gully Rd, Ferntree Gully (\$0.624M), the works on Waldhelm Street Wetland (\$0.410M), and Stage 2 Wetland for Mint St, Wantirna (\$0.315M). These are partially offset by a favourable variance in the Drainage Replacement Program (\$0.188M); and a permanent favourable variance for the Botany Court Water Sensitive Urban Design System (\$0.100M) as the program is no longer feasible.
5	Unfavourable variance due to work carried out being on carry forward works, including for the Revision of Masterplan for Marie Wallace Reserve (\$0.154M). Unfavourable variance for the Masterplan of Picketts Reserve, Ferntree Gully (\$0.124M) and the Masterplan of Templeton Reserve, Wantirna (\$0.123M). Partially offset by favourable timing variance for the Knox Regional Netball Centre - New Additional Floodlights (\$0.198M), Batterham Reserve - Floodlighting Upgrade (\$0.195M), the development and subsequent implementation of the masterplan for Talaskia Reserve, Upper Ferntree Gully (\$0.178M), the Tim Neville Arboretum (\$0.175M), HV Jones Reserve - Floodlighting (\$0.174M), Schultz Reserve - Floodlighting (\$0.150M), and the tennis court renewal work at Knox Gardens Reserve, Wantirna (\$0.119M).
6	Favourable variance due to the carry forward of capital works and associated reserve transfers, particularly with the Stamford Park Building Upgrades (\$0.818M) and the Marie Wallace Reserve, Bayswater (\$0.139M). Unfavourable timing variance with the Early Years Hubs, Bayswater (\$0.675M), the Knox Regional Netball Centre - New Additional Floodlights (\$0.198M), the development and subsequent implementation of the masterplan for Talaskia Reserve, Upper Ferntree Gully (\$0.178M), the Tim Neville Arboretum (\$0.175M), the Llewelyn Reserve Masterplan (\$0.095M), the Arcadia Reserve, Rowville (\$0.94M), and Knox Regional Netball Centre - Improvements to Outdoor Amenities (\$0.092M).
7	Council generates cash from its operating activities which is used as a funding source for the capital works program. It is forecast that \$26.257M will be generated from operations to fund the 2017-18 capital works program (inclusive of projects carried forward into 2017-18).

The 2017-18 Forecast includes \$32.724M in carry forward expenditure from 2016-17 into 2017-18 required for the successful completion and delivery of key capital works projects (including \$0.643M in carry forward expenditure for capital works that is operational in nature). As at 31 March 2018, a total of \$32.382M of approved capital works projects for 2017-18 have been identified as being required to be carried forward into 2018-19.



# Balance Sheet

as at 31 March 2018

Description	Notes	Year-to-Date				Full Year			
		Adopted Budget	Actual	Variance		Adopted Budget	Forecast	Variance	
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S	
<b>Current Assets</b>									
Cash and Cash Equivalents	1	35,442	30,381	(5,061)	(14.28%)	✘	40,794	24,744	(16,050)
Other Financial Assets	2	0	44,100	44,100	100.00%	✔	0	44,100	44,100
Trade and Other Receivables		31,719	28,806	(2,913)	(9.18%)	!	10,161	10,692	531
Other Current Assets	3	1,527	198	(1,329)	(87.06%)	✘	1,527	1,308	(219)
Non-Current Assets classified as Held for Sale		0	314	314	100.00%	✔	0	0	0
Inventories		4	10	6	143.84%	✔	4	5	1
<b>Total Current Assets</b>		<b>68,692</b>	<b>103,808</b>	<b>35,117</b>	<b>51.12%</b>		<b>52,486</b>	<b>80,849</b>	<b>28,363</b>
<b>Non-Current Assets</b>									
Investment in Associates		3,741	3,981	240	6.41%	✔	3,741	3,981	240
Property, Infrastructure, Plant and Equipment		1,724,904	1,680,064	(44,840)	(2.60%)	!	1,749,150	1,726,431	(22,719)
Intangible Assets		1,312	1,595	283	21.55%	✔	1,312	1,858	546
<b>Total Non-Current Assets</b>		<b>1,729,957</b>	<b>1,685,639</b>	<b>(44,317)</b>	<b>(2.56%)</b>		<b>1,754,203</b>	<b>1,732,270</b>	<b>(21,933)</b>
<b>Total Assets</b>		<b>1,798,648</b>	<b>1,789,448</b>	<b>(9,201)</b>	<b>(0.51%)</b>		<b>1,806,689</b>	<b>1,813,119</b>	<b>6,430</b>
<b>Current Liabilities</b>									
Trade and Other Payables		7,150	7,264	(114)	(1.59%)	!	25,906	10,271	15,635
Trust Funds and Deposits	4	2,802	4,253	(1,451)	(51.77%)	✘	2,802	7,232	(4,430)
Provisions - Employee Costs		15,884	14,927	957	6.03%	✔	17,155	16,016	1,139
Defined Benefits Superannuation		0	0	0	0.00%	✔	0	0	0
Provision - Landfill Rehabilitation		591	1,155	(564)	(95.38%)	✘	591	1,155	(564)
Interest-Bearing Loans and Borrowings		671	0	671	100.00%	✔	1,415	874	541
Other Provisions		0	670	(670)	(100.00%)	✘	0	670	(670)
<b>Total Current Liabilities</b>		<b>27,099</b>	<b>28,268</b>	<b>(1,169)</b>	<b>(4.31%)</b>		<b>47,869</b>	<b>36,217</b>	<b>11,652</b>
<b>Non-Current Liabilities</b>									
Provisions - Employee Costs		910	848	62	6.81%	✔	910	876	34
Interest-Bearing Loans and Borrowings	5	3,687	0	3,687	100.00%	✔	22,763	19,076	3,687
Provision - Landfill Rehabilitation	6	6,810	4,955	1,855	27.24%	✔	6,810	4,955	1,855
Defined Benefits Superannuation		0	0	0	0.00%	✔	0	0	0
Other Provisions		0	0	0	0.00%	✔	0	0	0
<b>Total Non-Current Liabilities</b>		<b>11,407</b>	<b>5,803</b>	<b>5,604</b>	<b>49.13%</b>		<b>30,483</b>	<b>24,907</b>	<b>5,576</b>
<b>Total Liabilities</b>		<b>38,506</b>	<b>34,071</b>	<b>4,435</b>	<b>11.52%</b>		<b>78,352</b>	<b>61,124</b>	<b>17,228</b>
<b>Net Assets</b>		<b>1,760,143</b>	<b>1,755,377</b>	<b>(4,766)</b>	<b>(0.27%)</b>		<b>1,728,337</b>	<b>1,751,994</b>	<b>23,657</b>
<b>Equity</b>									
Accumulated Surplus		658,591	645,198	(13,394)	(2.03%)	!	635,708	645,216	9,508
Asset Revaluation Reserve		1,067,083	1,072,093	5,010	0.47%	✔	1,067,083	1,072,093	5,010
Other Reserves		34,468	38,085	3,617	10.49%	✔	25,546	34,685	9,139
<b>Total Equity</b>		<b>1,760,143</b>	<b>1,755,377</b>	<b>(4,766)</b>	<b>(0.27%)</b>		<b>1,728,337</b>	<b>1,751,994</b>	<b>23,657</b>

Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ! Less than 0% and greater than negative 10%.
- ✘ Negative 10% or less.

Notes have been provided for items with the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$1M and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$1M and equal to or less than negative 10%.

## Balance Sheet

as at 31 March 2018

### Notes:

1	The favourable variance of \$39.039M in the cash and cash equivalents balance (including other financial assets) is due in part to the actual balance as at 30 June 2017 being \$16.335M higher than the forecast figure used for the adopted budget. Also contributing to this favourable variance is the \$12.154 variance for the internal funding of the Capital Works Program, and the \$2.913 favourable variance in trade and other receivables.
2	Other financial assets are term deposits currently held with an original maturity date of more than 90 days.
3	Prepayments are taken up at financial year end.
4	Trust funds and deposits primarily reflects the cash holdings for refundable deposits. This includes \$1.125M collected for the fire services levy; this amount is payable to the State Revenue Office by the 28th June 2018.
5	Currently no interest-bearing loans and borrowings due to the \$4.750M loan for the street light upgrade project not being taken out in the 2016-17 financial year, while anticipated borrowings for the 2017-18 financial year are not scheduled for until June 2018.
6	An adjustment was made to the landfill provision on 30th June 2017, after the 2017-18 budget was adopted. To date there has been no further change to this provision balance in the 2017-18 financial year.

# Cash Flow Statement

for year to date ended 31 March 2018

Description	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance		Adopted Budget	Forecast	Variance
		\$000'S	\$000'S	\$000'S		\$000'S	\$000'S	\$000'S
<b>Cash Flows from Operating Activities</b>								
<b>Receipts</b>								
Rates and Charges		87,584	92,305	4,722	5.39%	107,138	108,695	1,557
Statutory Fees and Fines		2,091	2,270	179	8.56%	2,833	3,145	312
User Fees		10,797	11,847	1,050	9.72%	14,799	14,679	(120)
Grants - Operating		14,367	14,354	(13)	(0.09%)	20,345	19,185	(1,160)
Grants - Capital		2,735	2,461	(274)	(10.03%)	4,723	5,303	579
Contributions - Monetary	1	3,551	5,356	1,805	50.84%	4,931	7,175	2,244
Interest Received		912	979	68	7.41%	1,287	1,351	63
Other Receipts		1,015	776	(239)	(23.56%)	1,324	785	(539)
Net Movement in Trust Deposits	2	68	(2,912)	(2,980)	(4,381.84%)	68	68	0
Employee Costs		(51,552)	(48,287)	3,265	6.33%	(67,691)	(65,736)	1,955
Materials and Services		(39,857)	(36,035)	3,822	9.59%	(45,264)	(56,285)	(11,021)
Contributions and Donations	3	(5,167)	(6,175)	(1,008)	(19.51%)	(2,493)	(5,814)	(3,321)
Other Payments		(418)	(546)	(128)	(30.59%)	(558)	(767)	(209)
<b>Net Cash Provided by / (Used in) Operating Activities</b>		<b>26,125</b>	<b>36,393</b>	<b>10,268</b>	<b>39.30%</b>	<b>41,442</b>	<b>31,784</b>	<b>(9,658)</b>
<b>Cash Flows from Investing Activities</b>								
Payments for Property, Infrastructure, Plant and Equipment	4	(42,384)	(30,671)	11,714	27.64%	(72,468)	(52,827)	19,641
Proceeds from Sales of Property, Infrastructure, Plant and Equipment		1,021	1,229	208	20.41%	1,361	2,407	1,046
Payments for investments	5	0	(44,100)	(44,100)	(100.00%)	0	(44,100)	(44,100)
Proceeds from sale of investments	6	0	49,100	49,100	100.00%	0	49,100	49,100
<b>Net Cash Used in Investing Activities</b>		<b>(41,364)</b>	<b>(24,442)</b>	<b>16,922</b>	<b>40.91%</b>	<b>(71,107)</b>	<b>(45,420)</b>	<b>25,687</b>
<b>Cash Flows from Financing Activities</b>								
Proceeds of Borrowings		0	0	0	0.00%	19,950	19,950	0
Repayment of Borrowings		(391)	0	(391)	(100.00%)	(522)	0	522
Finance costs		(123)	0	(123)	(100.00%)	(164)	0	164
<b>Net Cash Provided by / (Used in) Financing Activities</b>		<b>(514)</b>	<b>0</b>	<b>(514)</b>	<b>(100.00%)</b>	<b>19,264</b>	<b>19,950</b>	<b>686</b>
<b>Net increase / (decrease) in Cash and Cash Equivalents</b>		<b>(15,753)</b>	<b>11,951</b>	<b>(27,704)</b>	<b>(175.87%)</b>	<b>(10,401)</b>	<b>6,314</b>	<b>16,715</b>
Cash and Cash Equivalents at the Beginning of the Financial Year		51,195	18,430	(32,765)	(64.00%)	51,195	18,430	(32,765)
<b>Cash at the End of the Year</b>		<b>35,442</b>	<b>30,381</b>	<b>(5,061)</b>	<b>(14.28%)</b>	<b>40,794</b>	<b>24,744</b>	<b>(16,050)</b>

Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✓ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✗ Negative 10% or less.

Notes have been provided for items with the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.



## Cash Flow Statement

for year to date ended 31 March 2018

### Notes:

1	Higher than expected income from Public Open Space Contributions (\$1.533M favourable); income of this nature is unpredictable and is directly contingent on Developer activities in the municipality.
2	Trust deposits includes \$1.125M collected for the fire services levy; this is payable to the State Revenue Office by the 28th June 2018.
3	Unfavourable timing variance in Library Services (\$1,001K)– the fourth quarter contribution to Eastern Regional Libraries Corporation was budgeted for April 2018 but paid in March 2017.
4	Favourable timing variances mainly relating to Major Projects, including the Early Years Hub - Bayswater (\$5.140M); in the Early Years Hub - Wantirna South (\$3.310M) and the Stamford Park Development (\$1.081M). Other major favourable timing variances include the Replacement of Components for all Council Owned Buildings (\$1.500M), and the Basin Neighbourhood House (\$1.300M). Partially offset by unfavourable variances due to the carry forward of works from 2016-17, including the Bayswater Activity Centre Streetscape (\$1.970M).
5	Payments for investments are term deposits with a maturity of greater than 90 days that have been invested during the 2017-18 financial year and have yet to mature.
6	Proceeds from the sale of investments are term deposits held at 30 June 2017 with a maturity of greater than 90 days that have matured during the 2017-18 financial year.

# Financial Performance Indicators



as at 31 March 2018




The following table highlights Council's current and forecasted performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the Council's objectives.

Indicator	Calculation of Measure	Full Year			Notes	
		Expected Bands	Adopted Budget	Forecast		
<p><b>Operating Position - Measures whether a council is able to generate an adjusted underlying surplus.</b></p>						
<p><b>Adjusted Underlying Result</b></p>						
Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position. The adjusted underlying surplus and the adjusted underlying revenue exclude the following types of income: grants - capital (non-recurrent), contributions - monetary (capital) and contributions - non-monetary.	[Adjusted Underlying Surplus (Deficit) / Adjusted Underlying Revenue] x 100	(20%) to 20%	(0.90%)	2.71%	✓	1
<p><b>Liquidity - Measures whether a council is able to generate sufficient cash to pay bills on time.</b></p>						
<p><b>Working Capital</b></p>						
Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity.	[Current Assets / Current Liabilities] x 100	100% - 400%	109.65%	223.23%	✓	2
<p><b>Unrestricted Cash</b></p>						
Indicator of the broad objective that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of unrestricted cash suggests an improvement in liquidity.	[Unrestricted Cash / Current Liabilities] x 100	10% - 300%	61.72%	130.36%	✓	3
<p><b>Obligations - Measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities.</b></p>						
<p><b>Loans and Borrowings</b></p>						
Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations.	[Interest Bearing Loans and Borrowings / Rate Revenue] x 100	0% - 70%	22.54%	18.33%	✓	4
<p><b>Debt Commitments</b></p>						
Defined as interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue.	[Interest and Principal Repayments / Rate Revenue] x 100	0% - 20%	0.64%	0.00%	✓	5
<p><b>Indebtedness</b></p>						
Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations	[Non Current Liabilities / Own Source Revenue] x 100	2% - 70%	23.90%	19.33%	✓	6

# Financial Performance Indicators

as at 31 March 2018

Indicator	Calculation of Measure	Full Year			Notes
		Expected Bands	Adopted Budget	Forecast	
<b>Asset Renewal</b> Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations	[Asset Renewal Expenditure / Depreciation] x 100	40% - 130%	99.73%	128.66% 	<b>7</b>
<b>Stability - Measures whether a council is able to generate revenue from a range of sources.</b>					
<b>Rates Concentration</b> Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability.	[Rate Revenue / Adjusted Underlying Revenue] x 100	30.00% - 80.00%	69.55%	69.58% 	<b>8</b>

 Forecasts improvements in Council's financial performance / financial position indicator compared to the Adopted Budget position.  
 Forecasts that Council's financial performance / financial position indicator will be reasonably steady and is within Expected Bands.  
 Forecasts deterioration in Council's financial performance / financial position indicator compared to the Adopted Budget position.

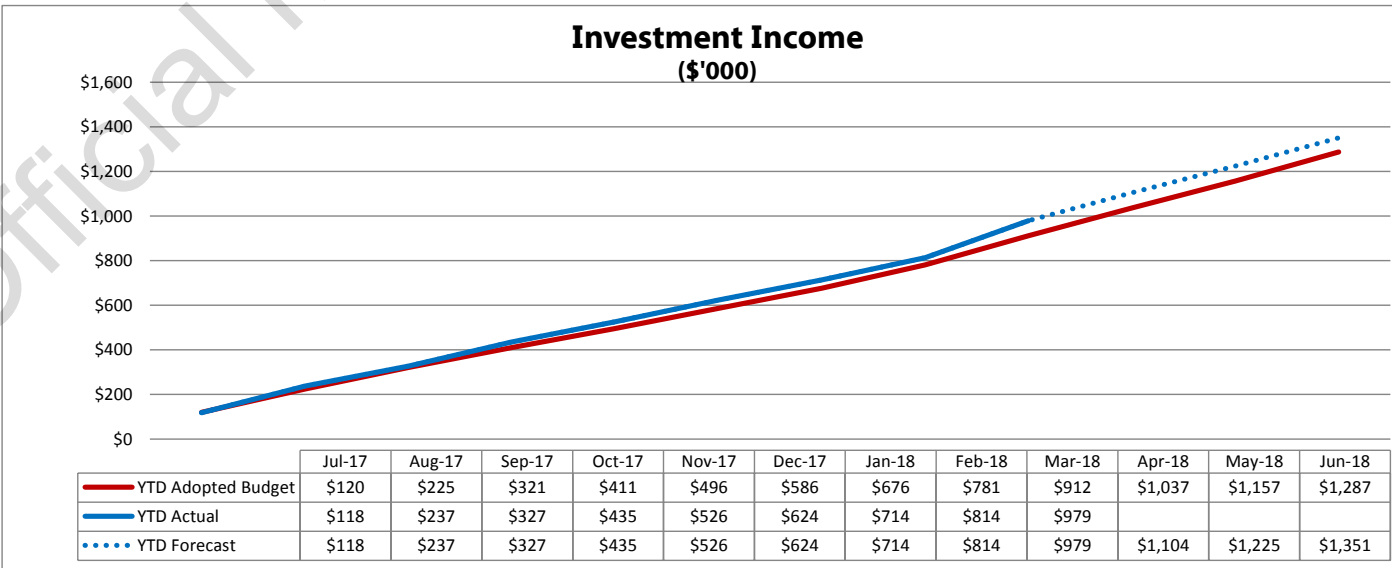
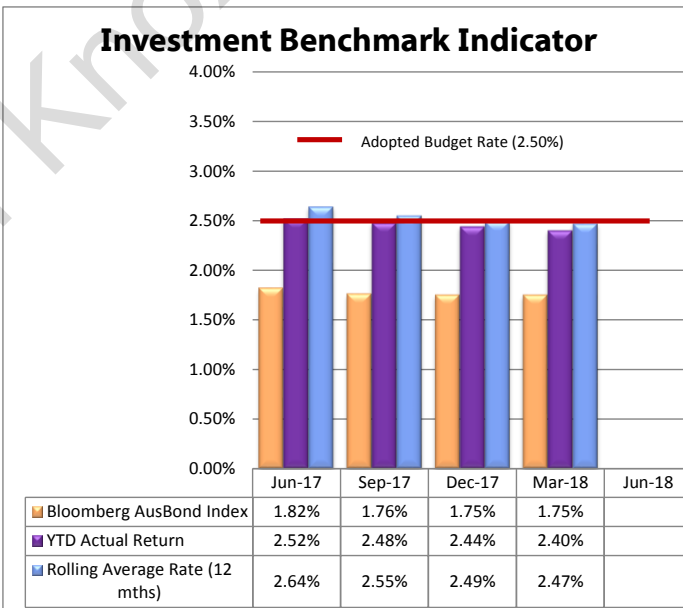
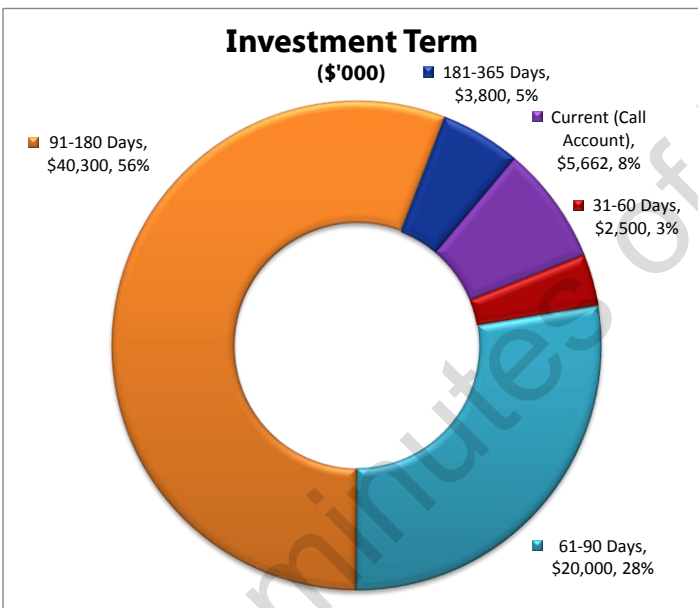
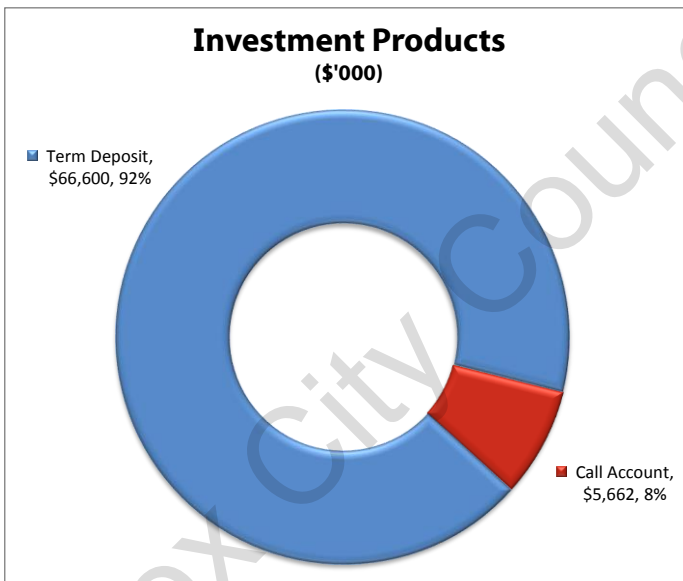
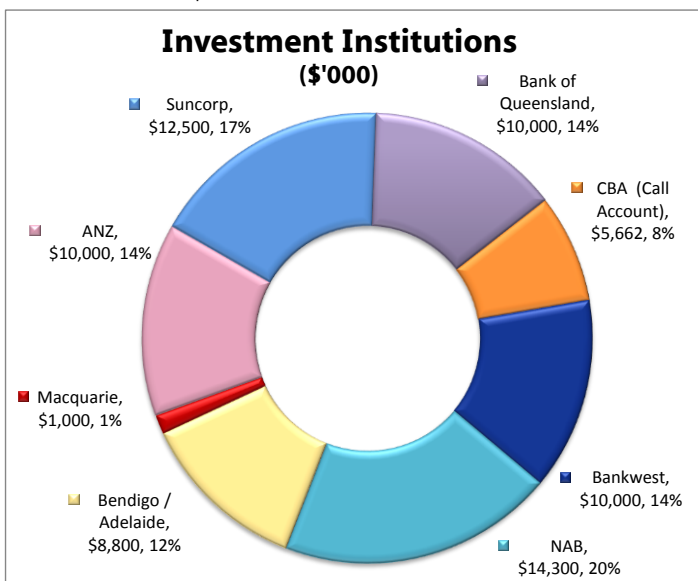
**Notes:**

1	Forecast adjusted underlying result ratio is within expected bands. The anticipated increase in the ratio is due to the anticipated carry forward of capital works projects from 2017-18 into 2018-19.
2	Forecast working capital ratio is within expected bands. The anticipated increase in the ratio is due to the anticipated carry forward of capital works projects from 2017-18 into 2018-19.
3	Forecast unrestricted cash ratio is within expected bands. The anticipated increase in the ratio is due to the anticipated carry forward of capital works projects from 2017-18 into 2018-19.
4	Forecast loans and borrowings ratio is within expected bands. The anticipated decrease in the ratio is due to the \$4.750M loan for the street light upgrade project not being taken out in the 2016-17 financial year.
5	Forecast debt commitments ratio is within the expected bands. The anticipated decrease in the ratio is due to the \$4.750M loan for the street light upgrade project not being taken out in the 2016-17 financial year, while anticipated borrowings for the 2017-18
6	Forecast indebtedness ratio is within expected bands. The anticipated decrease in the ratio is due to the \$4.750M loan for the street light upgrade project not being taken out in the 2016-17 financial year, together with the reduction in the landfill rehabilitation
7	Forecast asset renewal is within the expected band. The anticipated increase in the ratio is due to the carry forward of capital works from 2016-17 in to 2017-18. This carry forward of capital works has also led to a reduction to the forecast depreciation for property,
8	Forecast rates concentration is within the expected bands. Rates and charges income is higher than expected due to the permanent favourable variance for the Residential Garbage Charge (\$516K) - this income reflects the number of tenements across the municipality - and the permanent favourable variance in Supplementary Rates (\$580K). The anticipated slight increase in the ratio is in part due to the forecast decrease in operating grants income in the Family Child Care Network due to lower utilisation, and in Active Living due to lower than projected service delivery levels. This offsets the forecast increase over the adopted budget for Public Open Space Contributions (\$2.000M).

# Investment Analysis

as at 31 March 2018

A total amount of \$72.262 million in funds were invested with various financial institutions as at 31 March 2018.



**ALL WARDS****10.3 REVIEW OF COUNCIL COMMITTEES POLICY****SUMMARY:** *Governance Advisor (Rodney McKail)*

*In late 2017, Council adopted a revised Council Committees Structure. Council committees are supported by a Policy which governs the operation of committees. As a result of the change in Committee Structure, the Policy has now been revised and is presented to Councillors for comment prior to being presented to Council for adoption.*

**RECOMMENDATION**

That Council adopt the revised Council Committees Policy.

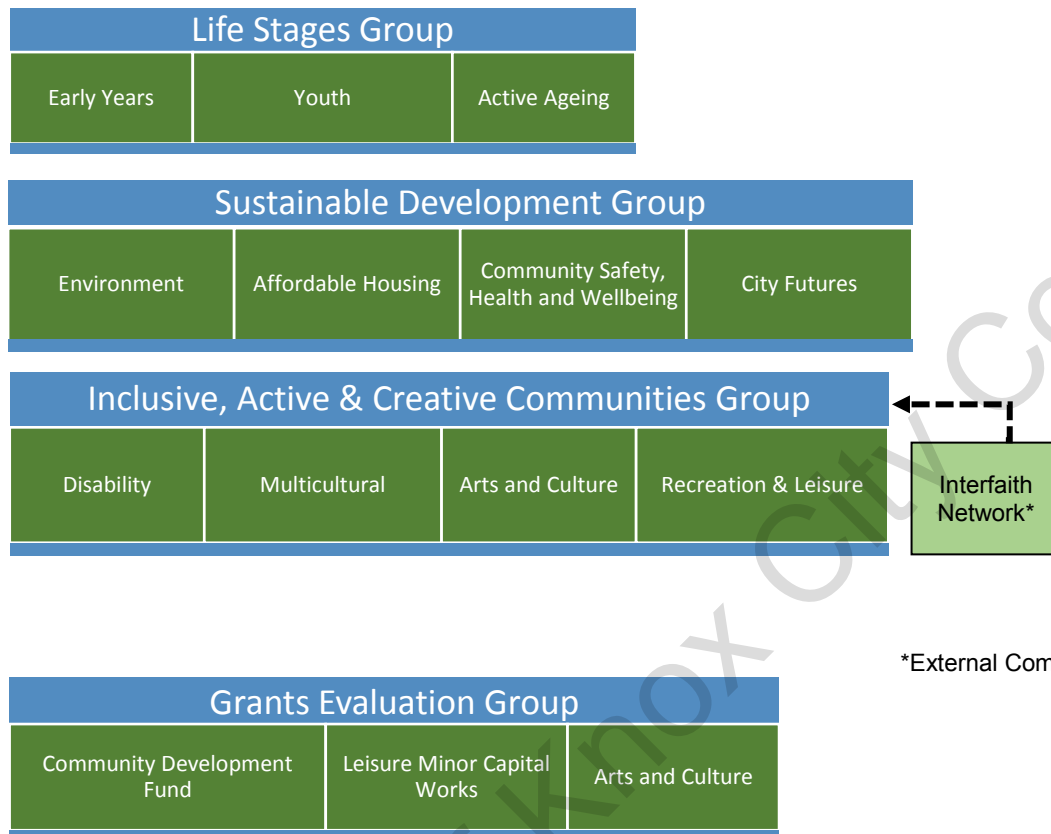
**1. INTRODUCTION**

Each year Council appoints Councillor representation to various committees. The Council Committees Policy provides direction in the formation of the committees and distinction between the roles and responsibilities of different committee types on which there is Councillor representation.

Council Committees provide valuable advice on the development, implementation, monitoring, review and/or evaluation of programs or activities on the Knox Community and Council Plan. When appointing community representatives to its advisory committees, Council seeks to ensure that appointments are a cross-sectional representation of the Knox community.

The Policy governs the establishment of each committee, their role and provides a mechanism for Council to monitor the performance and relevance of all committees against the Community and Council Plan, the documented Terms of Reference and annual objectives for each committee.

Throughout 2017 Council reviewed its committee structure. The revised committee structure is as follows:

**Advisory Committees**

\*External Committee

The new model concluded the following committees, the majority of these were absorbed into the new structure:

- Stamford Park Community Reference Group and Steering Committee
- Knox Transfer and Recycling Facility Management Committee
- Transport Advisory Committee
- Community Safety Advisory Committee
- Housing Advisory Committee

The following committees continue as stand-alone committees:

**Specific Purpose**

- Audit Committee
- CEO Performance Evaluation Committee
- Australia Day Awards Committee

**Strategic Projects**

- Knox Central Advisory Committee

**Working Groups**

- Knox Regional Sports Park Committee
- Knox Hockey Committee

Based on the change to the structure, it is appropriate to review and update the Committee Policy to ensure that it meets Council's ongoing needs.

## **2. DISCUSSION**

The Policy has now been revised and is presented as Appendix A.

The document covers Advisory Committees, Specific Purpose Committees, Strategic Project Committees and Working Groups. External Committees are also referenced within the Policy but it is noted that Council has no direct control over the Terms of Reference, structure and operations of these committees. The Policy has changed substantially to reflect the new structure. Some of the more detailed provisions of the Policy have also been removed and incorporated into the draft Terms of Reference for each different committee type. This avoids ambiguity and provides consistency in regards to how each of the committees are formed.

The key changes to the document are as follows:

- As indicated earlier the prescriptive provisions relating to each different committee type has been relocated from the Policy into the relevant Terms of Reference template.
- The definitions within the document have been updated to align with the changes to the committee structure.
- References to the current Local Government Act (LGA) have been removed and made more generic so that the Policy aligns with the current LGA and where practicable is consistent with the revised Local Government Bill that is currently under consideration.
- The standard template for each committee type has been developed as a starting point for a committee; this can be modified to meet the specific committee needs.
- The Policy and template requires a clear reference and annual work plan which addresses its alignment with the relevant goals and strategies of the Community and Council Plan.
- Committees are aligned to their new grouping with the requirement for a 12 monthly group meeting and a 12 monthly all committee group meeting. The purpose of each of these meetings has been defined.
- Process to fill casual vacancies has been clarified and reference made to inclusion of observers and guests at meetings.
- The function of committees as advisory committees and not decision making bodies has been further clarified and as such, reference to voting rights have been removed and replaced with a process of consensus.
- Stronger link has been made in regards to the role of Councillors in meetings and the reports on committees at Council meetings.

### **3. CONSULTATION**

Detailed consultation has been undertaken with staff who have responsibility for working with Council's committees in revising the Policy. The revised Policy also reflects feedback from Councillors when the new committee structure was developed in late 2017.

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

There are no direct environmental issues associated with this report.

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

The additional cost implications for the group and all advisory committee group meetings have been incorporated into the 2018/19 draft budget. There are no direct financial implications associated with this report.

### **6. SOCIAL IMPLICATIONS**

There are no direct social implications associated with this report.

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

The establishment and operation of Council committees is a key enabler for the achievement of most of the goals and objectives contained in the Knox Community and Council Plan.

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

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

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

Author – Rodney McKail, Governance Advisor - In providing this advice as the Author, I have no disclosable interests in this report.

### **9. CONCLUSION**

This Policy has been reviewed to align with the revised Committee Structure adopted by Council. The opportunity has also been taken to remove some ambiguity that existed in the former Policy. Due to the relatively minor changes in the structure of the Terms of Reference, it is not intended that all committees will immediately review their existing Terms of Reference, the new template can be introduced as existing committee's Terms of Reference sunset and are due for review.



**10. CONFIDENTIALITY**

There are no issues of confidentiality associated with this report

**COUNCIL RESOLUTION**

**MOVED: CR. TAYLOR**

**SECONDED: CR. PEARCE**

**That Council adopt the revised Council Committees Policy.**

**CARRIED**

Official minutes of Knox City Council

## APPENDIX A

## KNOX POLICY



### COUNCIL COMMITTEES

<b>Policy Number:</b>	2006/13	<b>Directorate:</b>	Corporate Development
<b>Approval by:</b>	Council	<b>Responsible Officers:</b>	Manager Governance & Strategy
<b>Approval Date:</b>	28 May 2018	<b>Version Number:</b>	4
<b>Review Date:</b>	4 years after adoption		

#### 1. PURPOSE

The purpose of this policy is to provide a consistent approach to the establishment of Council Committees on which there is Councillor representation. Participation by interested parties and affected stakeholders assists Council in making decisions that incorporate the interests and concerns of the community. This policy governs the operation of Advisory Committees, Specific Purpose Committees, Strategic Project Committees and Working Groups.

Generally, the purpose of Council committees is to provide advice on the development, implementation, monitoring, review and/or evaluation of programs or activities specified in the Knox Community & Council Plan.

#### 2. CONTEXT

Each year Council appoints Councillor representation to various committees. Their role in relation to these committees can range from representation to advocacy and consultation. This policy provides support and direction in the formation of committees and distinction between the roles and responsibilities of different committee types on which there is Councillor representation.

This policy governs the establishment of committees and the ongoing review of existing committees giving the Council the opportunity to monitor the performance and relevance of all committees against the Community and Council Plan. This structured approach articulates the role of each different committee type and allows for a review of the relevance and the performance against documented Terms of Reference and annual objectives for each committee. This approach will ensure that committees do not operate in perpetuity beyond achieving their purpose.

### 3. SCOPE

This policy applies to the formation, development, general operation and sun setting of Council endorsed committees that do not have delegated powers, including Advisory Committees, Specific Purpose Committees, Strategic Project Committees and Working Groups. Therefore, this policy applies to Councillors, committee members and members of staff.

### 4. REFERENCES

#### 4.1 ***Knox Community and Council Plan***

#### 4.2 ***Relevant Legislation***

- Local Government Act 1989
- Meeting Procedure and Use of Common Seal Local Law 2008

#### 4.3 ***Charter of Human Rights***

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

#### 4.4 ***Related Council Policies***

- Council Meeting Structure Policy
- Meals and Beverages for Council Committees
- Councillor Code of Conduct
- Councillor Media Policy
- Staff Code of Conduct
- Staff Media Policy

#### 4.5 ***Related Council Procedures***

- Councillor Media Procedure
- Staff Media Procedure

#### 4.6 ***Other***

- Conflict of Interest Guidelines – Department of Planning & Community Development
- Terms of Reference Template
- Record of Assembly of Councillors Form
- Conflict of Interest Form – Councillors and Members of Committees/ Staff
- Councillor Appointments to Committees

### 5. DEFINITIONS

<b><i>Advisory Committee Group</i></b>	The cluster of committees appointed in the following groupings: Life Stages Group; Sustainable Development Group; Inclusive, Active and Creative Community Groups and Grants Evaluation Group.
<b><i>Assembly of Councillors</i></b>	An Assembly of Councillors is a meeting of a committee that provides advice to Council, if at least one Councillor is present, which considers matters that are intended or likely to be – (a) the subject of a decision of the Council; or (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

<b>Advisory Committees</b>	<p>An advisory committee is any committee established by the Council, that provides advice to –</p> <p>(a) the Council; or</p> <p>(b) a special committee; or</p> <p>(c) a member of Council staff who has been delegated a power, duty or function of the Council under the Act.</p> <p>The main function of an Advisory Committee is to enable stakeholder engagement that provides input and guidance to support quality decision making and in turn, the achievements of Council's goals and strategies under the Community and Council Plan. Advisory Committees facilitate access to independent advice from external stakeholders and collaboration with the community on a range of matters. Advisory Committees generally have a lifespan beyond one year and are aligned with a Council plan or strategy.</p>
<b>Conflict of Interest</b>	As defined in the Local Government Act (the Act).
<b>Council Committee</b>	Includes an Advisory Committee, Specific Purpose Committee, Strategic Projects Committee or Working Group.
<b>Special Committee</b>	Committees appointed by Council that have delegated powers and must operate in accordance with the Act. These committees are not covered by this policy.
<b>Specific Purpose or Strategic Purpose Committee</b>	Specific or Strategic Purpose Committees are created for a pre-determined purpose and their role is to oversee a designated task or activity generally on an ongoing basis and report back to Council annually.
<b>Working Groups</b>	Working Groups are created to oversee the delivery of a specified project which would generally be location based and report back to Council (development of or oversee the delivery of a Masterplan, for example). These committees sunset at the delivery of the project brief.

## 6. COUNCIL POLICY

### **General Provisions**

A template has been developed for each different type of Council Committee, refer Appendix 1 - 3. The standard Terms of Reference template for each committee type creates a common ground for them to begin from. The Terms of Reference provides a framework within which the committee shall operate. Included in the Terms of Reference is information about the purpose and objectives of the committee, appointment of members, information about meetings, recommendations and reporting.

The standard template shall be the starting point for development of the Terms of Reference for any new committee. It is not anticipated that they would be varied substantially for a new committee unless circumstances justify changes.

## **6.1 COUNCIL COMMITTEES**

The following sections prescribe a foundation for the operation of the terms of reference for each committee.

### **6.1.1 Terms of Reference**

The Terms of Reference must be presented to Council for consideration and adoption at the inception of the Council Committee. The Terms of Reference must include a clear statement of purpose and the committee's objectives and where relevant, the timeframe for completion. Objectives shall reference the goal within the Community and Council Plan that is relevant to the committee and should be supported by measurable outcomes.

The Terms of Reference and objectives of a Council Committee are to be reviewed by the committee and Council at least once in any Council term. Any proposed changes to the Terms of Reference resulting from a review must be presented to Council for formal approval. A copy of the Terms of Reference are to be made available on the Council Intranet and Internet.

### **6.1.2 Membership, Period of Membership and Method of Appointment**

The most appropriate mix of membership will be determined by Council. The committees may comprise:

- **Councillor(s)** – appointed annually by Council.
- **Community representative(s)** – appointed by Council through a registration of interest and selection process. Every effort should be made to ensure a representative cross section of people from the municipality are appointed to the committee.
- **Staff** – appointed for a time period specified by the Chief Executive Officer or relevant Director to provide administrative support and advice to the committee.

There will be no designated quorum for Council Committees. A committee can proceed if Councillor nominee/s are not present at the meeting.

### **6.1.3 Delegated Authority and Decision Making**

Council Committees act in an advisory capacity only and do not have delegated authority to make decisions as if they were the Council. Council Committees provide advice or make recommendations to Council and staff to assist them in their decision making.

Recommendations may be implemented by a staff member who has the appropriate delegation and level of authority, where they support the recommendation. In accordance with the Act, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function.

A committee cannot make recommendations for matters outside its agreed scope as detailed in its Terms of Reference.

#### **6.1.4 Meeting Procedures**

Meetings are to be held at a time and place determined by the Council Committee. Council Committees are not required to give public notice of their meetings and meetings are not required to be open to the public.

Meetings will:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and respectful discussion;
- Focus on the relevant issues at hand; and
- Provide advice to Council, as far as practicable, on a consensus basis.

#### **6.1.5 Chair**

Unless otherwise stated, the position of Chairperson shall be held by a Councillor.

The Chairpersons responsibilities includes ensuring all committee members have the opportunity to participate/contribute at meetings.

#### **6.1.6 Agendas and Meeting Notes**

Agendas and meeting notes must be prepared for each meeting of the Council Committee in accordance with the Terms of Reference.

The committee must determine through its Terms of Reference whether agendas and meeting notes are to be made available to the public or any other community members of interested community groups. As a general rule, agendas and notes from meetings are not required to be made available to the public.

#### **6.1.7 Voting**

As Council Committees are advisory in nature, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

#### **6.1.8 Conduct and Interest Provisions**

In performing the role of Advisory Committee member, a person must:

- act with integrity;
- impartially exercise his or her responsibilities in the interests of the local community;
- not improperly seek to confer an advantage or disadvantage on any person;
- treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;

- commit to regular attendance at meetings; and
- not make improper use of information acquired because of his or her position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of a Council Committee may potentially form an Assembly of Councillors. When this occurs, Councillors and officers are required to comply with the conflict of interest provisions as set down in the Act.

Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.

All members of a Committee must agree to participate in training on the Conduct and Interest provisions which will be run a minimum of annually by the Governance team.

#### **6.1.9 Reporting**

Council Committees are required to prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the committee and should directly reflect the objectives and the performance measures of the committee as set out in the Terms of Reference. Once adopted by the committee the report will be distributed as provided for within the Terms of Reference.

#### **6.1.10 Administration Support**

Administration support is provided to Council Committees by the directorate whose functions are most aligned to the committee's objectives.

#### **6.1.11 Contact with the Media**

Contact with the Media by Councillors or staff shall be undertaken in accordance with the Councillor and Staff Media Policies. External committee members, should they have contact with the media in relation to a committee, shall liaise with Chairperson in the first instance and then the Council Communications team, if deemed necessary, and must not at any stage purport to be a spokesperson for Council or the committee.

#### **6.1.12 Sunset Clause**

Council Committees shall have a sunset clause, this may vary depending on the committee type and will generally not exceed 4 years. If the committee has a relevant function at the end of the standard sunset period, a report must be presented to Council prior to that period ending, including a review of the committee's Terms of Reference and seeking endorsement from Council to continue to act for a further period.

#### **6.1.13 Meals**

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

## **7. ADMINISTRATIVE UPDATES**

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

Official minutes of Knox City Council



## ADVISORY COMMITTEE TERMS OF REFERENCE



### COMMITTEE NAME

<b>Directorate</b>
<b>Responsible Officer</b>
<b>Committee Group</b>
<b>Approval Date:</b>
<b>Review Date:</b>

#### 1. PURPOSE

The function of this Advisory Committee is to facilitate stakeholder engagement which supports quality decision making and in turn, the achievements of Council's goals and strategies under the Community and Council Plan.

Detail Committee Purpose

#### 2. OBJECTIVES

Detail Committee Objectives

Provide details of relevant goals within the Knox Community & Council Plan that apply to the Committee.

Advisory Committees when established under this policy will be aligned to one of the following groups:

- Life Stages Group
- Sustainable Development Group
- Inclusive, Active and Creative Community Groups
- Grants Evaluation Group

Whilst the individual committees will meet at the designated times within its Terms of Reference each 'group' will meet once annually, this will generally be between October to December each year. A designated Directorate will be responsible for coordinating group meetings. The purpose of these meetings will be to:

- Provide feedback to group on priorities for individual committees;
- Update group of progress of key issues; and
- Identify synergies between groups and links to progressing the Community and Council Plan.

In addition to group meetings, all committees will be provided with an opportunity to meet together annually. The 'annual advisory committee' sessions will generally be held between April or May each year and will be co-ordinated by the Governance team. The purpose of these meetings will be to:

- Report on progress by Council against Community and Council Plan;
- Provide overview of industry trends and Council priorities for the upcoming year;
- Consider synergies and opportunities for sharing information and collaboration; and
- Deliver training to support to committees.

### **3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT**

The \_\_\_\_\_ Advisory Committee shall comprise the following:

- A maximum of \_ community members (please add any specialist requirements)
- A maximum of \_ industry members (including any relevant government agency representatives)
- \_ Councillors

#### **3.1 Selection and Recruitment of Community and Professional Industry Representative Members**

The process to appoint community members will be advertised in local newspapers, on Council's internet site and through local networks. Applicants must make application via an expression of interest process.

Eligible community members will have an interest in and good working knowledge of \_\_\_\_\_.

The approach and method for appointing representatives will include the following:

- Community and professional/ industry members will be selected by a panel comprising a Councillor and 2 Council Officers from the relevant service unit;
- The method of appointment will be via an expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered;
- Council will be responsible for appointing all Councillor, community and professional/industry representative members; and
- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.

Professional/industry representatives unable to attend a committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's nominated officer at least 24 hours prior to the meeting. It is expected the appointed professional/industry representative will provide an appropriate briefing of the committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.

The committee may invite observers to meetings from time to time. This is at the discretion of the committee.

Guests may also be invited to attend and participate at meetings, this would generally be for a specific purpose and/or specified period of time. This is at the discretion of the committee.

### **3.2 Councillors**

Council will appoint Councillor representation annually.

Unless otherwise appointed to the committee by Council, the Mayor is, by virtue of the Office, an ex officio member of the committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance.

The role of Councillors is to participate in the meetings, listen to community and stakeholder views and keep the Council informed, through reports on committees by Councillors at Council meetings, on issues of community interest being considered at meetings.

### **3.3 Council Officers**

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

## **4. DELEGATED AUTHORITY AND DECISION MAKING**

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

## **5. MEETING PROCEDURES**

The committee will meet on a **monthly/bi-monthly/quarterly** basis and an annual schedule of meetings will be agreed upon at the first meeting of the committee in each year. The committee will also participate in the 6 monthly Group Meetings and the annual advisory committee Forum.

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

At the commencement of each financial year the committee will develop a work plan for the upcoming year. This will generally be aligned with the Community and Council Plan. The committee may also highlight any emerging issues which will also be documented. For efficiency purposes the business of the committee throughout the ensuing year should align with the work plan and list of emerging issues.

Meetings will follow standard meeting procedure protocols, which are in summary:

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

## **6. CHAIR**

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

## **7. AGENDAS AND MEETING NOTES**

Agendas and meeting notes must be prepared for each meeting.

The Agenda must be provided to members of the committee not less than 4 days before the time fixed for the holding of the meeting.

The Chairperson must arrange for meeting notes of each meeting of the committee to be kept.

The meeting notes of a Council Committee must:

- (a) contain details of the proceedings and recommendations made;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) incorporate relevant reports or a summary of the relevant reports considered by the committee.

Draft meeting notes must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 days of the meeting;
- (b) distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) submitted to the next meeting of the Committee for information.

Agendas and notes from meetings are not required to be made available to the public.

## **8. VOTING**

As this is an advisory committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

## **9. CONFLICT AND INTEREST PROVISIONS**

In performing the role of Advisory Committee member, a person must:

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

Meetings of the Advisory Committee may potentially form an Assembly of Councillors. Councillors and officers are required to comply with the conflict of interest provisions as set down in the Act.

Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.

Where a community member has a Conflict of Interest or perceived conflict of interest in relation to a matter before the committee, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

All members of the Advisory Committee shall participate in training on the Conduct and Interest provisions which will be run a minimum of annually by the Governance team.

## **10. REPORTING**

The committee will prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the committee and should directly reflect the objectives and the performance measures of the committee as set out in the Terms of Reference. Once adopted by the committee the report will be presented to Council.

## **11. ADMINISTRATION SUPPORT**

Administration support will be provided by the \_\_\_\_\_ Directorate.

## **12. CONTACT WITH THE MEDIA**

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

## **13. REVIEW DATE**

The committee will sunset after 4 years. If the committee continues to have a relevant function, a report must be presented to Council prior to this date that includes a review of the committee's Terms of Reference and seeking endorsement from Council to continue act in an advisory capacity.

## **14. MEALS**

The provision of refreshments during the course of a committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.



## SPECIFIC PURPOSE & STRATEGIC PROJECTS TERMS OF REFERENCE

### COMMITTEE NAME

<b>Directorate</b>
<b>Responsible Officer</b>
<b>Approval Date:</b>
<b>Review Date:</b>

#### 1. PURPOSE

Detail Committee Purpose and how it will assist with the achievement of Council's goals and strategies under the Community and Council Plan.

#### 2. OBJECTIVES

Detail Committee Objectives

Provide details of relevant goals within the Knox Community & Council Plan that apply to the Committee.

#### 3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

The \_\_\_\_\_ Advisory Committee shall comprise the following:

- A maximum of \_ community members (please add any specialist requirements)
- A maximum of \_ industry members (including any relevant government agency representatives)
- \_ Councillors)

##### 3.1 Selection and Recruitment of Community and Professional Industry Representative Members

The process to appoint community members will be advertised in the local newspaper, on Council's internet site and through local networks. Applicants must make application via an expression of interest process.

Eligible community members will have an interest in and good working knowledge of \_\_\_\_\_.

The approach and method for appointing representatives will include the following:

- Community and professional/ industry members will be selected by a panel comprising a Councillor, and 2 Council Officers from the relevant service unit.
- The method of appointment will be via an expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered;
- Council will be responsible for appointing all Councillor, community and professional/industry representative members; and
- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.

Professional/industry representatives unable to attend a committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's nominated officer as least 24 hours prior to the meeting. It is expected the appointed professional/industry representative will provide an appropriate briefing of the committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.

The committee may invite observers to meeting from time to time. This is at the discretion of the committee.

Guests may also be invited to attend and participate at meetings, this would generally for a specific purpose and/or period of time. This is at the discretion of the committee.

### **3.2 Councillors**

Council will appoint Councillor representation annually

Unless otherwise appointed to the committee by Council, the Mayor is, by virtue of the Office, an ex officio member of the committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance.

The role of Councillors is to participate in the meetings, listen to community and stakeholder views and keep the Council informed, through reports on committees by Councillors at Council meetings, on issues of community interest being considered at meetings.



### **3.3 Council Officers**

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

## **4. DELEGATED AUTHORITY AND DECISION MAKING**

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

## **5. MEETING PROCEDURES**

The committee will meet on a **monthly/bi-monthly/quarterly** basis and an annual schedule of meetings will be agreed upon at the first meeting of the committee in each year.

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

Meetings will follow standard meeting procedure protocols, which are in summary:

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

## **6. CHAIR**

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

## **7. AGENDAS AND MEETING NOTES**

Agendas and meeting notes must be prepared for each meeting.

The Agenda must be provided to members of the committee not less than 4 days before the time fixed for the holding of the meeting.

The Chairperson must arrange for meeting notes of each meeting of the committee to be kept.

The meeting notes of a Council Committee must:

- (a) contain details of the proceedings and recommendations made;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) incorporate relevant reports or a summary of the relevant reports considered by the Committee.

Draft meeting notes must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 days of the meeting;
- (b) distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting;
- (c) submitted to the next meeting of the Committee for information.

Agendas and notes from meetings are not required to be made available to the public.

## **8. VOTING**

As this is a form of advisory committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

## **9. CONFLICT AND INTEREST PROVISIONS**

In performing the role of a specific purpose or strategic purpose committee member, a person must:

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

Meetings may potentially form an Assembly of Councillors. Councillors and officers are required to comply with the conflict of interest provisions as set down in the Act.

Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.

Where a community member has a Conflict of Interest or perceived conflict of interest in relation to a matter before the committee, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

All members of the committee shall participate in training on the Conduct and Interest provisions which will be run a minimum of annually by the Governance team.

## **10. REPORTING**

The committee will prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the committee and should directly reflect the objectives and the performance measures of the committee as set out in the Terms of Reference. Once adopted by the committee the report will be forwarded to all Councillors for information.

## **11. ADMINISTRATION SUPPORT**

Administration support will be provided by the \_\_\_\_\_  
Directorate.

## **12. CONTACT WITH THE MEDIA**

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

## **13. REVIEW DATE**

The committee will sunset at the conclusion of the project. To ensure currency the Terms of Reference will be reviewed as a minimum every 4 years. If the committee continues to have a relevant function after 4 years, a report must be presented to Council prior to this date that includes a review of the committee's Terms of Reference and seeking endorsement from Council on the committee's agreed function.

## **14. MEALS**

The provision of refreshments during the course of a committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.

## WORKING GROUP TERMS OF REFERENCE



### COMMITTEE NAME

**Directorate**

**Responsible Officer**

**Approval Date:**

**Review Date:**

### 1. PURPOSE

Detail Committee Purpose

The \_\_\_\_\_ Working Group (Working Group) exists to \_\_\_\_\_ and to provide a forum for the discussion of matters pertaining to the operations of activities at \_\_\_\_\_.

### 2. OBJECTIVES

Detail Committee Objectives.

The objectives of the Working Group are to:

- Promote the positive co-existence of the organisations situated at the \_\_\_\_\_;
- Monitor operations affecting occupants at the \_\_\_\_\_; and
- Provide input and feedback to help inform the future development of the \_\_\_\_\_.

Provide details of relevant goals within the Knox Community & Council Plan that apply to the Committee.

### 3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

Detail membership make up and method of appointment. May include representation from various user groups and/or stakeholders.

The Committee shall comprise of a maximum \_\_\_\_\_ representatives and include:

- One (1) \_\_\_\_\_;
- One (1) \_\_\_\_\_;
- One (1) \_\_\_\_\_;
- One (1) \_\_\_\_\_; and
- Two (2) Councillors of Knox City Council, with one (1) substitute.

Any non-Council members and substitutes are to be appointed by resolution of the Board or Committee of the respective organisation they represent. Members will be appointed for a two year term. All members will be eligible to re-apply for appointment.

The Working Group may invite observers to meeting from time to time.

Guests may also be invited to attend and participate at meetings, this would generally for a specific purpose and/or period of time.

### **Substitute**

Should a member of the committee be unable to attend a meeting or complete their term on the committee, an appointed substitute member may attend meetings on their behalf. The substitute must be part of the organisation/group's Executive Committee. The attendance of a substitute must be approved by the Chairperson prior to any meeting.

## **4. DELEGATED AUTHORITY AND DECISION MAKING**

The committee is a working Group providing assistance to staff in regards to the operation of \_\_\_\_\_ and has no delegated authority to make decisions on behalf of Council.

## **5. MEETING PROCEDURES**

The committee will meet quarterly, is not required to give public notice of its meetings and its meetings are not open to the public. Additional meetings may be called if required.

Meetings will follow standard meeting procedure protocols, which are in summary:

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

## **6. CHAIR**

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the Working Group shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

## **7. AGENDAS AND MEETING NOTES**

Agendas and meeting notes will be prepared for each meeting of the committee. The Agenda must be provided to members of the Working Group not less than 7 days before the time fixed for the holding of the meeting.

The Chairperson must arrange for meeting notes of the Working Group to be kept. The meeting notes must:

- (a) contain details of the proceedings;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) in relation to recommendations, incorporate relevant reports or a summary of the relevant reports considered by the Working Group.

Draft notes of meetings must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 days of the meeting;
- (b) distributed to all Working Group Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) submitted to the next meeting of the Working Group for information.

Agendas and notes from meetings are not required to be made available to the public.

## **8. VOTING**

As this is a Working Group which has no decision making capacity, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

## **9. CONFLICT AND INTEREST PROVISIONS**

In performing the role of a Working Group member, a person must:

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

Meetings of the Working Group may potentially form an Assembly of Councillors. Councillors and officers are required to comply with the conflict of interest provisions as set down in the Act.

Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.

Where a community member has a perceived Conflict of Interest in relation to a matter in which the Working Group is concerned, or is likely to be considered or discussed, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the relevant interest and be recorded in the notes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

All members of the Working Group must participate in training on the Conduct and Interest provisions which will be run a minimum of annually by the Governance team.

## **10. REPORTING**

The Working Group is required to prepare a formal report on an annual basis. The report must be formally adopted by the Working Group and provide an annual summary of the discussion points, outcomes and any recommendations in regards to the future of the facility. Once adopted by the committee the report will be forwarded to all Councillors for information.

## **11. ADMINISTRATION SUPPORT**

Administration support will be provided by the relevant Council Service Unit supporting the Working Group.

## **12. CONTACT WITH THE MEDIA**

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

## **13. REVIEW DATE**

The Terms of Reference will be reviewed after 2 years of the date of adoption if the committee's purpose has not been concluded within that time.

## **14. MEALS**

The provision of refreshments during the course of a Working Group meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.

Councillor Holland returned to the meeting at 9.14pm.

ALL WARDS

## 10.4 FRAUD AND CORRUPTION CONTROL FRAMEWORK 2018

**SUMMARY:** Governance Advisor (Rodney McKail)

*A recommendation in a 2016 Internal Audit on Fraud Management sought the review of the Fraud Policy and Fraud Control Plan with a view to combining the two documents as well as including a definition of corruption. This work has now been completed and endorsed by the Audit Committee, and a revised Framework is now presented for consideration.*

### **RECOMMENDATION**

That Council adopt the Fraud and Corruption Control Framework 2018.

#### **1. INTRODUCTION**

Council is the custodian of significant public funds and assets, therefore it is important that the community has assurance that these are adequately protected from fraud and corruption.

A revised Fraud and Corruption Control Framework (and associated Procedure) has been developed (refer Appendix A). The approach is quite a shift in structure to the previous policy and plan in that it is now aligned with the Australian Standard (AS 8001-2008) Fraud and Corruption Control. The revised document addresses all of the issues raised in the 2016 Internal Audit.

The revised Framework forms part of Council's risk management program and seeks to limit exposure to the potential opportunity for fraud and corruption to occur. It applies to Councillors, employees, contractors, sub-contractors, consultants, temporary employees, persons employed by a third party agency and volunteers of Knox City Council.

The original plan was developed in 2002 and has been through a number of iterations, the current policy sunsetted in March 2018. It is timely for a comprehensive review to be undertaken to ensure there is an alignment with current Australian Standards and conventional thinking.

#### **2. DISCUSSION**

The revised Framework appended to this report, is supported by a detailed procedural document. The Framework clearly states that Council has zero tolerance for corrupt conduct or fraudulent activities. The document clearly outlines Council's approach to controlling fraud and corruption at both strategic and operational levels. The primary objective is to eliminate the possibility of fraud and corruption throughout Council's operations.



The document provides a clear definition for both fraud and corruption and covers the various components of a strong approach to the associated risks of fraud and corruption under the following headings:

- Resourcing;
- Prevention;
- Detection; and
- Response to claims.

In addition to this review, Council is participating in the ‘*Whistling While They Work*’, *Integrity@WERQ* survey, which is an important research project on how organisations handle integrity issues, and especially how we should respond when staff raise concerns about wrongdoing in the organisation.

This is an independent research project, funded by the Australian Research Council and led by Griffith University, with support from 23 public integrity, regulatory and governance agencies across Australia and New Zealand. Councillors have been invited to participate in this survey. This study provides a unique opportunity to inform better laws, practices and processes in all organisations, including Knox. The survey is currently under way and the findings will be reported back to Council in late 2018. Any outcomes from the research will be assessed against the Framework. This will provide an opportunity for further refinement of Council’s processes if deemed necessary.

### **3. CONSULTATION**

Both the Executive Management Team and the Audit Committee have provided input throughout the development of the new approach. As previously indicated, the structure of the Framework is now aligned with the Australian Standard for fraud and corruption. It has also been benchmarked with a number of Councils and State Government bodies

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

There are no direct environmental or amenity issues associated with this report.

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

The cost for training and awareness of this issue forms part of Council’s existing induction and ongoing training program, they will need to be modified slightly to address the new approach.

Funds are already provided for ongoing oversight through the Audit Committee and the ongoing internal audit program.

The Fraud and Corruption Control Framework is designed to provide Council, as the custodian of significant public funds and assets, and the community with assurance that there are adequate protections in place to prevent, detect and respond to fraud and corruption across the organisation.

## **6. SOCIAL IMPLICATIONS**

There are no direct social implications associated with this report.

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

The establishment of a robust and comprehensive approach to fraud and corruption control is a fundamental governance responsibility and supports community confidence in Council making informed, transparent, accountable and evidence-based decisions.

## **8. CONFLICT OF INTEREST**

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

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

Author – Rodney McKail, Governance Advisor - In providing this advice as the Author, I have no disclosable interests in this report.

## **9. CONCLUSION**

The revised Framework has been through an extensive process of review and is now presented to Council for formal adoption. Once adopted the Framework and associated procedure will be implemented across Council.

## **10. CONFIDENTIALITY**

There are no matters of confidentiality associated with this report.

### **COUNCIL RESOLUTION**

**MOVED: CR. PEARCE**

**SECONDED: CR. GILL**

**That Council defer this matter to the June Ordinary Meeting of Council; pending the inclusion of further information clarifying Councillors' reporting requirements.**

**CARRIED**

# FRAUD & CORRUPTION CONTROL FRAMEWORK 2018



<b>Policy Number:</b>	To be issued by Governance	<b>Directorate:</b>	Governance
<b>Approval by:</b>	Council	<b>Responsible Officer:</b>	Manager Governance & Strategy
	28 May 2018	<b>Version Number:</b>	1
<b>Review Date:</b>	3 Years from Meeting Date		
<b>SHORT DESCRIPTION:</b>	This Framework documents the approach to controlling fraud and corruption		
<b>RELEVANT TO:</b>	All Workers and Councillors		
<b>RELATED DOCUMENTS:</b>	Knox City Council Fraud and Corruption Control Procedure Employee Code of Conduct Councillor Code of Conduct Risk Management Framework Procurement Policy Disciplinary Policy & Procedure Selection for Excellence Policy Protected Disclosure Procedures Australian Standard AS 8001-2008 Fraud and Corruption Control		
<b>RELATED LEGISLATION:</b>	Local Government Act 1989 Protected Disclosure Act 2012		

## *Knox City Council - Fraud & Corruption Control Framework*

### **1. Executive Summary**

- 1.1. Introduction
- 1.2. Definition of fraud and corruption
- 1.3. Code of conduct
- 1.4. Related policies and procedures
- 1.5. Related legislation and guidelines

### **2. Framework and resourcing**

- 2.1. Program for fraud and corruption control framework and review
- 2.2. Fraud control resources and external assistance
- 2.3. Internal audit activity in fraud and corruption control

### **3. Fraud and corruption prevention**

- 3.1. Implementing and maintaining our integrity framework
- 3.2. Line Managers commitment to controlling the risk of fraud and corruption
- 3.3. Fraud and corruption risk assessment
- 3.4. Maintaining strong internal control systems and internal control culture
- 3.5. Communication and awareness of fraud and corruption
- 3.6. Employment screening
- 3.7. Job rotation and excess annual leave
- 3.8. Supplier vetting

### **4. Fraud and corruption detection**

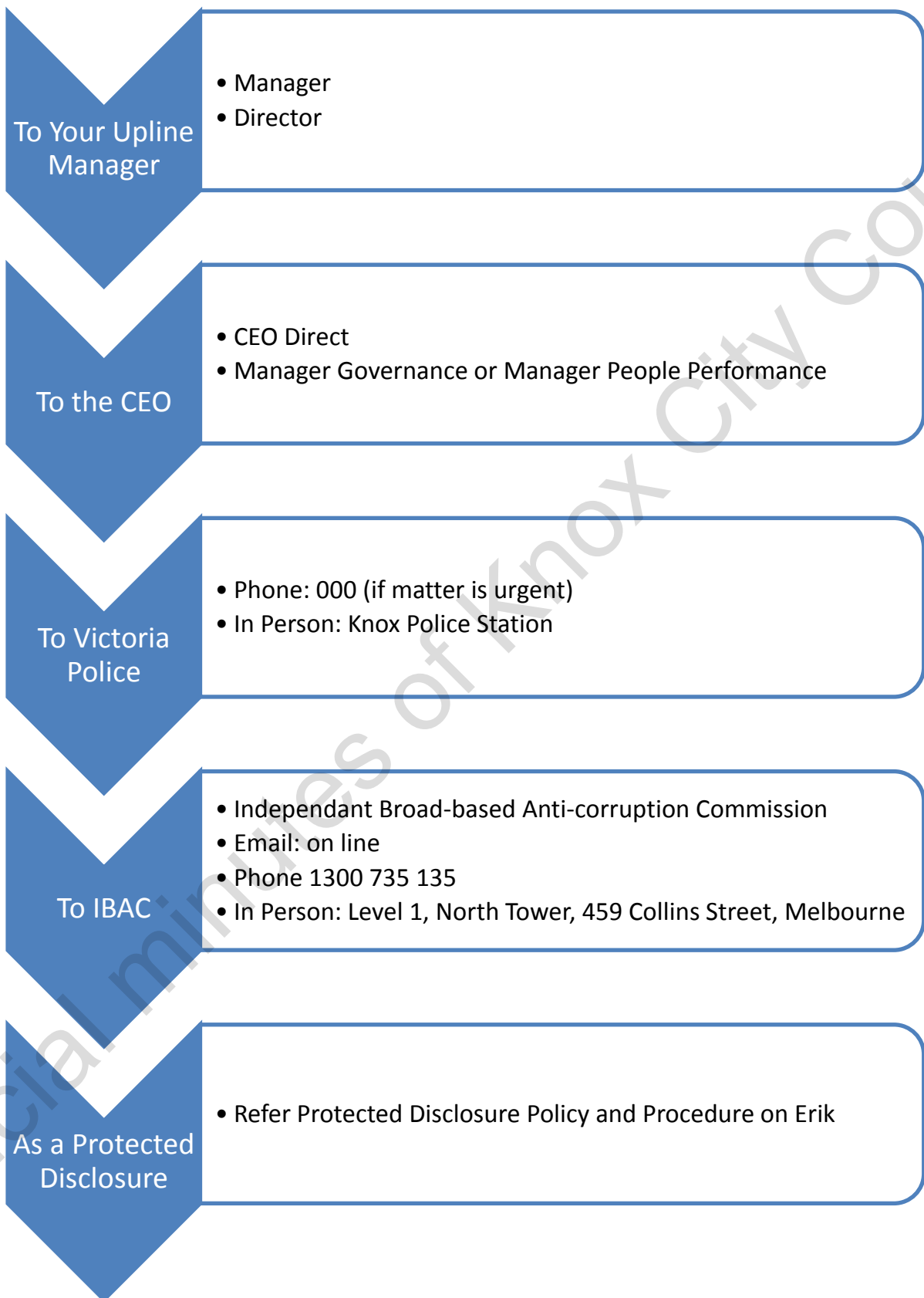
- 4.1. Fraud and corruption detection program
- 4.2. External auditor's role in the detection of fraud
- 4.3. Mechanisms for reporting suspected fraud and corruption
- 4.4. Implementing a protected disclosure program

### **5. Responding to detected fraud and corruption incidents**

- 5.1. Procedures of the investigation of detected or suspected incidents
- 5.2. Internal reporting
- 5.3. Disciplinary policy
- 5.4. External reporting (Local Government Investigations and Compliance Inspectorate, IBAC)
- 5.5. Policy for civil proceeding to recover the proceeds of fraud and corruption
- 5.6. Internal control review following discovery of fraud
- 5.7. Maintaining and monitoring adequacy of Commercial Crime insurance and other insurance related policies dealing with fraudulent or improper conduct

### **6. Commonly asked questions**

## How to report fraud and corruption



## 1. *Executive Summary*

Knox City Council has zero tolerance for corrupt conduct or fraudulent activities. Council is committed to preventing, deterring and detecting fraudulent and corrupt behaviour in the performance of Council activities.

This Fraud & Corruption Control Framework clearly documents Council's approach to controlling fraud and corruption at both strategic and operational levels and is to be read in conjunction with the Knox Fraud and Corruption Control Procedure, Risk Management Strategy and relevant legislation.

### **1.1. Introduction**

Council is the custodian of significant public funds and assets therefore it is important that the community has assurance that these are adequately protected from fraud and corruption. Council has developed a structured framework and approach to the implementation and review of fraud and corruption prevention, detection, monitoring and reporting. This Framework is based on the Australian Standard for Fraud and Corruption Control (AS8001-2008) and has been endorsed by EMT and the 'Audit Committee'.

The desired outcome of this commitment is the elimination of fraud and corruption throughout Council operations both internally and externally. Council will prosecute people identified as committing fraud or undertaking corrupt behaviour. Employees may also face disciplinary action under the Disciplinary Policy and restitution of money or property lost through fraudulent activity will be pursued through legislative means.

Fraud and corruption control forms part of Council's risk management framework. It is a risk that Council actively seeks to identify and limit its exposure to, by reducing the potential opportunity (risk likelihood) for fraud and corruption to occur.

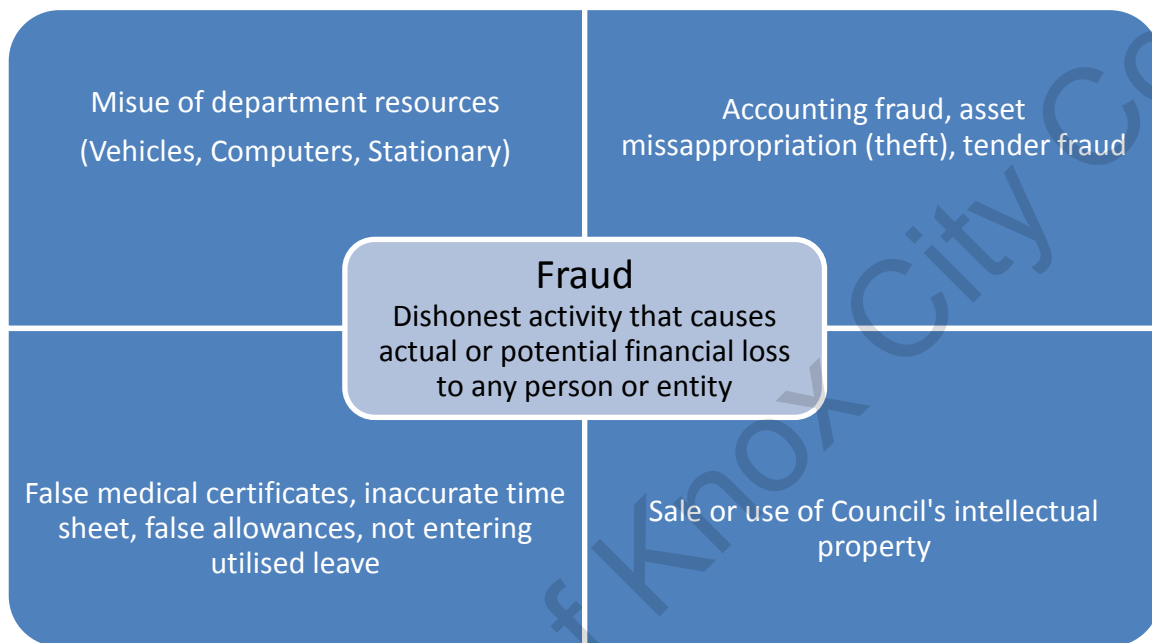
This Framework applies to Councillors, employees, contractors, sub-contractors, consultants, temporary staff, persons employed through a third party agency and volunteers of Knox City Council.

## 1.2. Definition of fraud and corruption

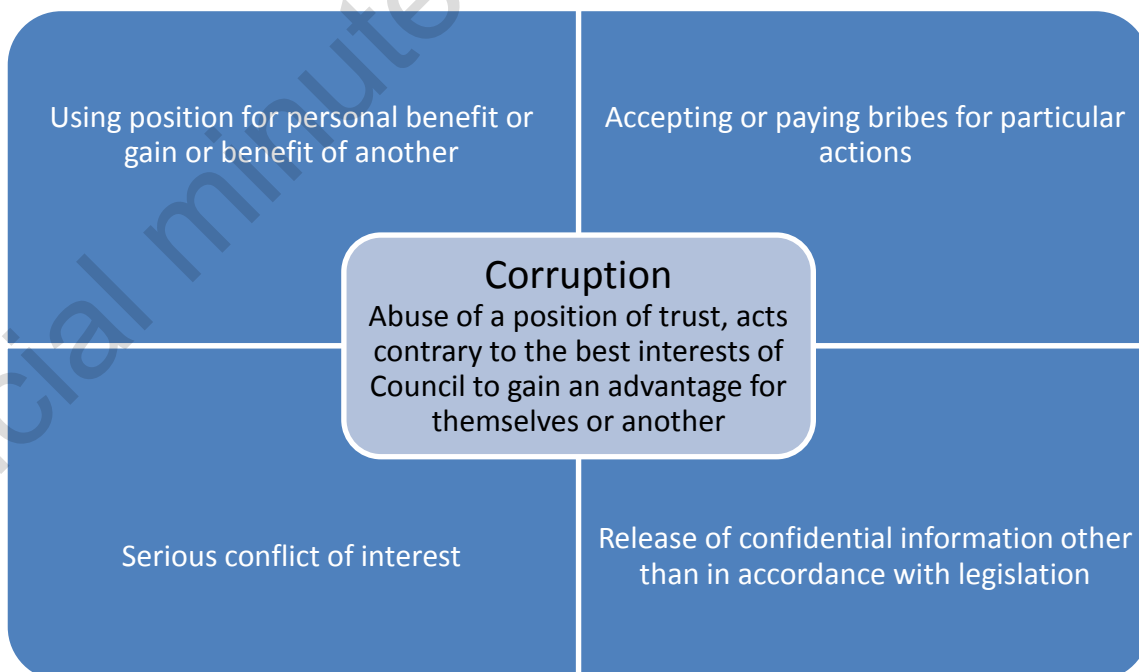
AS 8001-2008 Fraud and Corruption Control defines fraud and corruption as:

**Fraud** is dishonest activity causing actual or potential loss to the Council (including theft of money or other property) and where deception is used at the time, immediately before or following the activity.

This also includes the deliberate falsification, concealment, destruction or use of (or intention to use) falsified documentation and the improper use of information or position for personal financial benefit.



**Corruption** is dishonest activity in which a person to whom the Policy applies acts contrary to the interests of Council and abuses their position of trust in order to achieve some personal gain or advantage for themselves or for another person or entity or to disadvantage Council.



### 1.3. Code of conduct

Council's Fraud & Corruption Control Framework, Fraud and Corruption Control Procedure, Employee Code of Conduct and Councillor Code of Conduct are important documents for clearly articulating Council's objectives and expected outcomes in managing fraud and corruption. The Fraud & Corruption Control Framework and Fraud and Corruption Control Procedure establishes Council's attitude and approach to fraud and corruption control, while the Employee Code of Conduct and the Councillor Code of Conduct set out the high standards of ethical behaviour required in delivery of Council's commitment to these outcomes.

### 1.4. Related policies and procedures

The policies and procedures listed on the cover page set out expected practices and behaviours and should be read in conjunction with this Framework.

### 1.5. Related legislation and guidelines

The Local Government Act 1989 requires Council to develop and maintain adequate internal control systems, and to establish codes of conduct and an Audit Committee.

The Protected Disclosure Act 2012 requires Council to establish written procedures for handling of any protected disclosures.

This Fraud Control Framework operates within an existing legislative and strategic framework. The diagram below shows the interdependency of a good Framework with complimentary programs and processes.





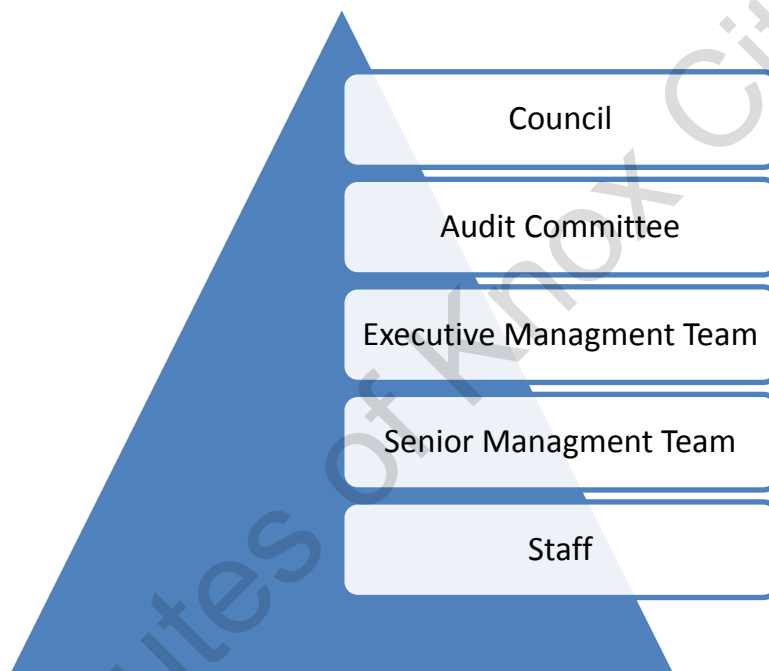
This Framework is consistent with the following legislation and standards:

- The Local Government Act 1989
- The Protected Disclosure Act
- AS 8001:2008 Fraud and Corruption Control
- AS/NZS ISO 31000:2009 Risk Management

## 2. Framework and resourcing

### 2.1 Program for fraud and corruption control framework and review

Council operates under a distributed assurance model in accordance with the Risk Management Framework. This model provides that the following groups are all involved in effective risk management.



### 2.2 Fraud control resources and external assistance

The Manager Governance and Strategy with the assistance of the Manager People Performance has overall responsibility for implementing and overseeing the fraud and corruption control program.

Where specialised skills are required, such as forensic accounting, computer forensic analysis, data analytics, and/or complete investigations, an external party may be enlisted to assist. Costs associated with engaging external service providers are borne by the Directorate where the work is necessary to be undertaken.

### 2.3 Internal audit activity in fraud and corruption control

Under this Framework the primary responsibility for the identification of fraud and corruption rests with management, however, it is also recognised that internal audit activity can also be an effective part of the overall control environment to identify fraud and corruption.

The Internal Audit program is a key independent governance tool that oversees and conducts a series of reviews, which incorporates the detection and prevention of fraud and corruption throughout the organisation. Internal Audit operates under the International Professional Practices Framework (IPPF) issued by the Institute of Internal Auditors in Australia.

Internal Audit is obligated to look out for and consider potential fraud risks to Council and the adequacy of Council's fraud risk controls. If an internal auditor locates a fraud or identifies a potential fraud risk, they will report this to the CEO or delegate or the Audit Committee Chair.

If deemed necessary Council will utilise the role of the internal auditor in the investigation and reporting of any suspected fraud or corrupt activity.

### **3. Fraud and corruption prevention**

#### **3.1 Implementing and maintaining our integrity framework**

The Codes of Conduct are key enablers in delivering the sound and ethical culture required in the prevention of fraud and corruption throughout the organisation.

Line Managers shall set the example in regards to exercising and demonstrating high levels of integrity in the execution of their roles and functions by regularly reminding employees of the importance of complying with Council's Employee Code of Conduct and the Fraud & Corruption Control Framework.

Councillors' responsibilities are articulated in the Local Government Act and the Councillors Code of Conduct.

#### **3.2 Line Managers commitment to controlling the risk of fraud and corruption**

Management will not be complacent and will treat fraud and corruption risks as a serious threat to the organisation

EMT and Managers will regularly be briefed on the following:

- Council's current fraud and corruption control framework;
- Information on the program and robustness of the internal control environment in regards to preventing and detecting fraud;
- The types of fraud and corruption common with the sector;
- Incidence of fraud and corruption generally in Australia;
- Information on the types of fraud and corruption that have been detected at Council over the previous five years; and
- Information of new or emerging trends in this area.

#### **3.3 Fraud and corruption risk assessment**

Risk assessments will be undertaken for all identified fraud and corruption risks in accordance with Council's current Risk Management approach.

As a minimum, the following risks will be assessed:

- Theft of cash
- Theft/misuse of assets
- Misuse of confidential corporate information

- Conflict of Interest
- Accounts payable
- Payroll practices
- Procurement
- I T and information security
- Recruitment
- Misuse of credit cards

Additional risks will be identified through normal business unit operations and through the regular review of the risk register in accordance with the Risk Management Framework.

### ***3.4 Maintaining strong internal control systems and internal control culture***

Knox has an existing culture of continuous improvement. The implementation of effective systems of internal control is an integral part of this program, particularly for activities assessed as having a high predisposition to the risk of fraud and corruption.

Well planned and documented internal controls will be a major defence for avoiding fraud and corruption. When undertaking projects or reviewing existing practices into the future, consideration will be given to appropriate fraud and corruption controls in the development of outcomes.

Internal controls will be:

- Appropriately documented
- Accessible
- Reviewed and amended regularly
- Communicated effectively
- Subject to review of adherence
- Reported to Knox Audit Committee

### ***3.5 Communication and awareness of fraud and corruption***

It is important that fraud and corruption is identified and reported at an early stage and that workers and councillors have understanding and confidence in the system.

Workers will be provided with information on the Fraud & Corruption Control Framework so that they have confidence in knowing how to respond if this type of activity is detected or suspected.

The awareness of Councils risk of fraud and corruption controls will be made available through the following:

- Copy of the Employee Code of Conduct and Fraud & Corruption Control Framework will be included in packs for all new staff;
- A dedicated page will be maintained on the Council intranet in regards to fraud and corruption, this will include links to all relevant documents in particular the process for reporting allegations;
- Fraud and Corruption awareness training will be conducted in accordance with frequency identified through a risk assessment by way of the Learning and Development Program;
- Fraud and Corruption awareness will be conducted with Councillors at the beginning of their term with a refresher annually; and
- Any substantive changes in the framework or procedure will be communicated to all workers.

### **3.6 Employment screening**

Employment screening will be undertaken for all new positions. This screening process will reduce the risk of a potential security breach and will provide a high level of assurance as to the integrity, identity and credentials of prospective employees.

The following screening shall be undertaken with the express consent of the individual concerned for all prospective employees:

- Verification of identity requiring at least two forms of identity (passport, birth certificate, drivers licence, rate certificate, at least one must include photo identification);
- Police criminal history check for relevant positions;
- Working with children check – relevant identified positions;
- Reference checks with two most recent employers;
- Consideration of any gaps on employment history and the reasons for the gaps; and
- Verification of formal qualifications claimed where required for the position.

### **3.7 Job rotation and excess annual leave**

Individual Service Units will regularly consider job rotation for positions where there are multiple officers undertaking the same or similar functions and the position is deemed a high risk from a fraud or corruption perspective, local law enforcement, parking enforcement, planning officers, contract management, cash handling, for example.

Excess annual leave will be monitored on a quarterly basis to ensure excess leave is managed.

### **3.8 Supplier vetting**

Council will continue to undertake supplier vetting for new and ongoing suppliers in accordance with existing practices. Financial and/or Performance assessments are to be undertaken where the contract poses a key financial risk to Council or where it is a new contractor that has never been used by Council before and the risk of poor performance or financial collapse is likely to adversely affect Council. Financial and Performance assessment checks may also be undertaken where Council wishes to understand the financial and previous contract performance of the contractor or if no security is in place.

## **4. Fraud and corruption detection**

### **4.1. Fraud and corruption detection program**

Council's detection program includes the annual internal audit Plan, annual financial statement, external audit, Audit Committee oversight, annual compliance plan, review of risk strategies and various reporting avenues. Other detection programs may also include:

- Post transactional reviews - a review of transactions after they have been processed. This option may identify or uncover altered documents or missing documentation, falsified or altered authorisations or inadequate documentary support.
- Data mining - the application of sophisticated (and sometimes unsophisticated) software applications and techniques where a series of suspect transactions can be identified and then investigated which can identify anomalies at an early stage.

- Analysis of management accounting reports - using relatively straight forward techniques in analysing management accounting reports, trends can be examined and investigated which may be indicative of fraudulent or corrupt conduct.

#### **4.2. External auditor's role in the detection of fraud**

As required under the Audit Act 1994 and the Local Government Act 1989, the Victorian Auditor-General's Office (VAGO) is local government's external auditor. VAGO is required to consider the risk of material misstatement in Council's financial statements, due to fraud when performing their audit (via appointed agent). The Audit Committee take an active role in considering VAGO's Closing Report and Management Letter. VAGO ultimately issue their findings in an Independent Auditor's Report, published in Council's annual report.

#### **4.3. Procedures for reporting suspected fraud and corruption**

The Knox Fraud and Corruption Control Procedure is to provide clear direction in regards to the procedure for staff to reporting suspicious or known illegal or unethical conduct.

#### **4.4. Implementing a protected disclosure program**

Council is committed to encouraging staff, customers and community to report suspicious activity at the first available opportunity, to an appropriate reporting point within the Council or where necessary to an outside authority.

Protected Disclosure Act 2012 protects persons who report improper conduct by public officers against reprisals. To support this process, Council has adopted Protected Disclosure Procedures. These procedures can be found on the Council's website.

### *5. Responding to detected fraud and corruption incidents*

#### **5.1. Procedures of the investigation of detected or suspected incidents**

The Knox Fraud and Corruption Control Procedure provides direction in regards to the procedures for dealing with suspected fraud or corruption. The procedure provides:

- Appropriate measures for the comprehensive investigation of such matters based on the principles of independence, objectivity and fair due process (rules of natural justice);
- Systems for internal reporting of all detected incidents;
- Process for reporting the matters of suspected fraud and corruption to the appropriate enforcement agency; and
- For the recovery of stolen funds or property.

The procedure will be reviewed biennially to ensure that it continues to meet these objectives.

#### **5.2. Internal reporting**

The Manager Governance and Strategy is the custodial owner of the Incident and Near Miss Register and ensures all incidents or near misses are recorded in the register. Incident and Near Miss Summary Reports for high or above rated fraud and corruption related incidents will be tabled at an Executive Management Team meeting.

### **5.3. Disciplinary policy**

Council's disciplinary policy outlines the potential disciplinary outcomes that apply in regards to the application of this Framework and associated policy.

### **5.4. External reporting**

The Knox Fraud and Corruption Control Procedure provides direction in regards to reporting any suspected fraudulent or corrupt conduct to any external enforcement agencies including:

- Independent Broad-based Anti-corruption Commission (IBAC) 1300 735 135
- Victoria Police 000

### **5.5. Policy for civil proceeding to recover the proceeds of fraud and corruption**

Council will pursue recovery of any losses due to fraud or corruption where there is clear evidence of fraud and corruption and where the likely benefits of such recovery will exceed the funds and resources required to be invested in the recovery action.

### **5.6. Internal control review following discovery of fraud**

Where fraud or corruption is detected, the relevant service unit Manager with Director will be responsible to assess the adequacy of the relevant internal control environment and provide a report to the Executive Management Team on any recommended improvements identified.

Service unit managers will also be responsible for ensuring that recommendations arising out of the assessment are to be clearly allocated in the report with an associated time frame.

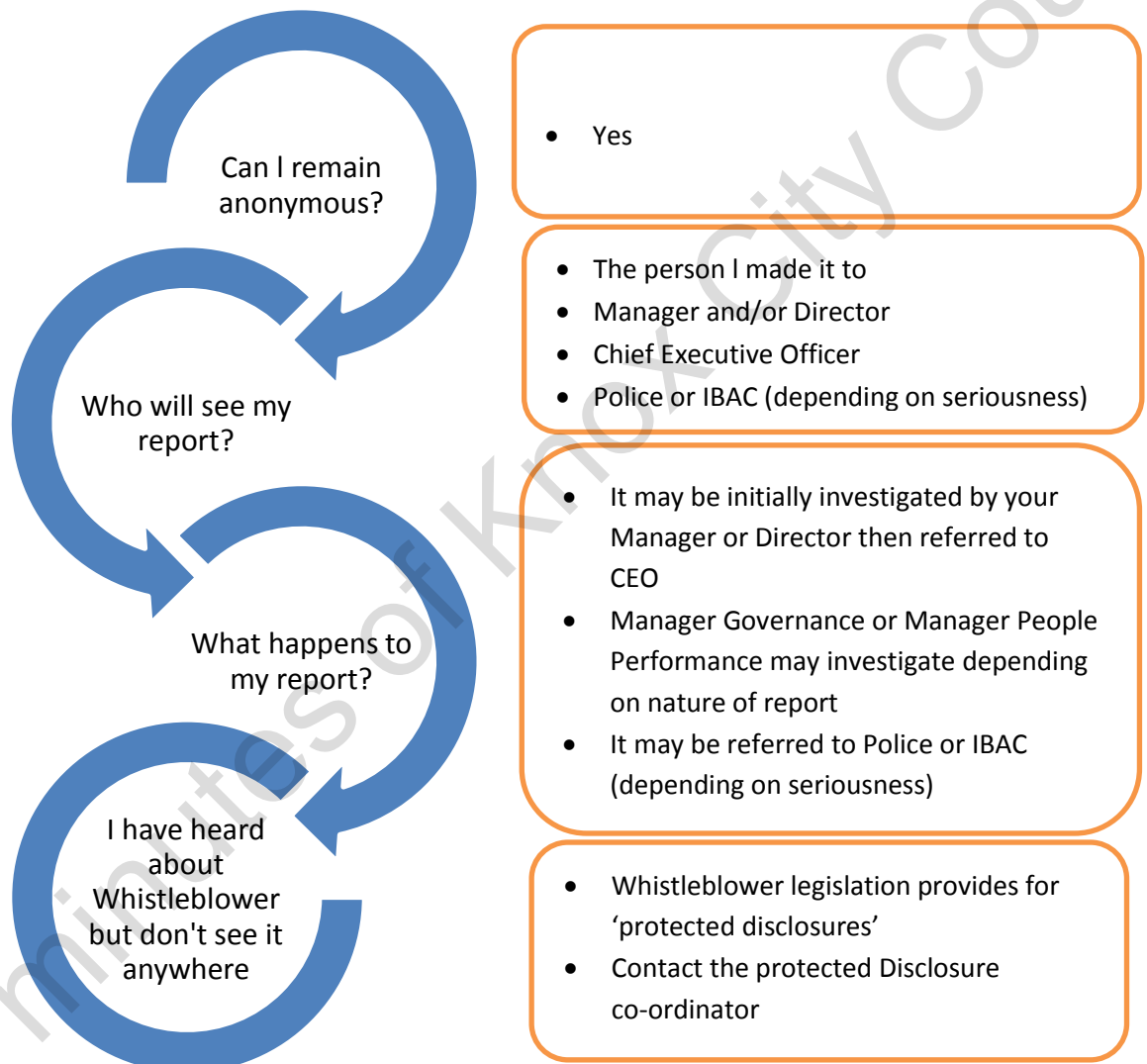
### **5.7. Maintaining and monitoring adequacy of Commercial Crime insurance and other insurance related policies dealing with fraudulent or improper conduct**

Council will maintain a commercial Crime insurance policy that insures the risk of loss arising from internal fraudulent conduct. The level of the policy will be determined as part of Council's annual insurance renewal program. This will be reported annually to the Executive Management Team alongside Council's other insurance policies.

Insurance for external fraud and corruption, in particular theft of Council property, will also be maintained and reviewed annually by staff in conjunction with the normal annual reassessment of insurance policy cover and limits.

## 6. Commonly asked questions

### Questions and answers



**CHANDLER WARD****10.5 PROPOSED SALE OF COUNCIL PROPERTY – 1221 MOUNTAIN HIGHWAY, THE BASIN**

**SUMMARY:** *Coordinator Property Management (Angela Mitchell)*

*This report is presented following the rezoning of the Council property at 1221 Mountain Highway, The Basin from Public Use Zone 6 – Local Government (PUZ6) to Neighbourhood Residential Zone – Schedule 2 (NRZ2). The property has been assessed as surplus to Council’s requirements in accordance with Council’s Sale of Land and Buildings Policy. This report recommends that Council gives notice of its intention to commence the statutory process to sell this property.*

**RECOMMENDATION**

That Council

1. Being of the opinion that the property known as 1221 Mountain Highway, The Basin identified as Lot 1 on TP 127632Q within Certificate of Title Volume 7733 Folio 098 (refer Appendix A), is surplus to Council’s requirements:
  - a. Commence the statutory process, under Section 189 of the Local Government Act 1989, to sell the property known as 1221 Mountain Highway, The Basin identified as Lot 1 on TP 127632Q within Certificate of Title Volume 7733 Folio 098 and that under Section 223 of that Act, public notice of the proposed sale by a public process be given in the Knox Leader.
  - b. Hears submissions in accordance with Section 223(1)(b) of the Local Government Act 1989 and appoint the following Committee of Council comprising Cr \_\_\_\_\_, Cr \_\_\_\_\_ and Cr \_\_\_\_\_ to consider submissions on Monday, 23 July 2018 at 5.00pm.
2. That a further report be presented to Council following the conclusion of the statutory process.

**1. INTRODUCTION**

At the 26 June 2017 Council meeting, Council resolved as follows:

*“That Council*

1. *Declares 1221 Mountain Highway, The Basin surplus to Council’s requirements.*
2. *Seeks authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C161, as shown in Appendix B to this report.*
3. *Subject to receiving authorisation from the Minister for Planning, place Amendment C161 on public exhibition for a period of at least one month.*



4. *Adopts Amendment C161 (as shown in Appendix B) and submits the Amendment to the Minister for Planning for approval, should no submissions be received which cannot be resolved by officers.*
5. *Authorise the Director – City Development to make any minor changes to Amendment C161 provided these are consistent with the intent of the Amendment as shown in Appendix B.*
6. *Receives a further report outlining the process for the sale of 1221 Mountain Highway, The Basin following Ministerial approval of Amendment C161.”*

The amendment to rezone the land was gazetted on 8 March 2018 and came into effect on that date.

One of Council's core responsibilities is to manage its assets in order to optimise their value to the community. Part of this responsibility involves evaluating any unused or redundant assets and releasing the funds tied up in these assets in order to acquire, develop or improve other assets. The subject land is an example of resources tied up in an asset which Council can deploy in other areas of priority.

The current tenant of 1221 Mountain Highway, The Basin (The Basin Community House), will be relocating to the new community facility at the adjacent site within The Basin Primary School, as part of the State Government redevelopment of the school.

## **2. DISCUSSION**

The subject property at 1221 Mountain Highway, The Basin comprises an allotment of 1,011.7m<sup>2</sup> (approximately). It comprises a building currently occupied by The Basin Community House. The property is now zoned Neighbourhood Residential Zone 2.

### **2.1 Assessment Against Criteria for Sale of Land and Buildings**

In accordance with Council's policy on the Sale of Land and Buildings consideration will be given to a number of criteria in order to ensure that the proposed disposal of this property is in the community's best interests prior to resolving to proceed with the public consultation process.

An assessment of these criteria follows:

#### **ECONOMIC**

<b>Principle:</b>	Council evaluation of surplus property will consider the value the land as well as the cost of retaining the land; ongoing maintenance, utilities and any foregone revenue; as well as any potential return available from use for alternative purposes.
<b>Assessment:</b>	Council currently provides an operational grant of \$13,000 per annum to the Community House. In addition to this, \$9,000 is allocated to this site (land and building) for maintenance. The building has been assessed as being not fit for other organisations usage due to its condition and no further funds should be spent on it once the neighbourhood house relocates.

**ENVIRONMENTAL**

<b>Principle:</b>	Council will sell surplus land where retention will not enhance or protect its environmental value.
<b>Assessment:</b>	1221 Mountain Highway is located within the Dandenong Ranges Buffer Area of biological significance, however, the site itself is not specifically identified. Council's Landscape Services has inspected the site and considers that application of Environmental Significance (ESO) and Significant Landscape overlays (SLO) are appropriate.

**PHYSICAL WORKS**

<b>Principle:</b>	Council will sell surplus land where it is not required in the foreseeable future for the development of new assets or the improvements of existing assets.
<b>Assessment:</b>	The land is considered to have insufficient parking for alternative community or commercial uses, and would require renovations to suit these purposes. Consequently, residential use is considered the most appropriate use of the site.

**RECREATION**

<b>Principle:</b>	Council will sell surplus land where it is not required in the foreseeable future for recreational purposes.
<b>Assessment:</b>	1221 Mountain Highway has not been identified in the Knox Open Space Plan.

**LAND USE PLANNING**

<b>Principle:</b>	Council will sell surplus land where there are not compelling land use planning grounds for retention.
<b>Assessment:</b>	There are no compelling land use planning grounds for the retention by Council of 1221 Mountain Highway, The Basin.

**SOCIAL**

<b>Principle:</b>	Council will sell surplus land where alternative social uses have not been identified.
<b>Assessment:</b>	The Knox Affordable Housing Action Plan 2015-2020 (KAHAP) outlines the roles of Council in increasing the supply of affordable and social housing in Knox as a planner, provider, partner and advocate. However, an assessment against Council's affordable and social housing policy indicates that this site is not suitable for the provision of social or affordable housing due to its distance from activity centres, as well as its limited development potential due to its Neighbourhood Residential zoning.

**2.2 Land Use Zoning**

The current zoning of 1221 Mountain Highway, The Basin is Neighbourhood Residential Zone. The site is also affected by the Environmental Significance Overlay - Schedule 3 (ESO3), the Design and Development Overlay - Schedule 2 (DDO2), and the Significant Landscape Overlay - Schedule 3 (SLO3) which relates to the 'Dandenong Foothills: Lower Slope and Valley Area'.

The DDO2 applies a minimum subdivision area of 500m<sup>2</sup>. 1221 Mountain Highway, The Basin has an area of 1,011.7m<sup>2</sup> (approximately).

### **2.3 Method of Sale**

The policy on the Sale of Land and Buildings provides that the sale will occur through a public process unless Council resolves that circumstances exist that justify an alternative method of sale.

The policy also provides that the public process be selected from the options of public auction, public tender or registration of expressions of interest and will be determined by the Chief Executive Officer on recommendation from the Director Corporate Services and be based on achieving the optimum economic return to Council.

It is proposed that the method of sale be through a public process, ie either a public auction or through an Expression of Interest, to achieve an optimum economic return for Council in this instance. Both of these processes allow for a transparent and public process irrespective of who should purchase the land.

### **3. CONSULTATION**

Council will undertake a public consultation program in order to fulfil both its statutory and community engagement obligations.

The consultative process covers the following measures:

- Pursuant to Section 189 of the Local Government Act 1989, Council will place a public notice in a newspaper, which is generally circulating within the municipality.
- The public notice will invite submissions on the proposal to sell the land.
- Submissions will be considered by Council pursuant to Section 223 of the Local Government Act 1989.
- Submitters have the opportunity to be heard, in person, in support of any written submission they make should they desire to do so.
- Following consideration of the Committee's report, Council will then decide whether to proceed with its proposal to sell the land.

It should be noted that Amendment C161, which proposed the rezoning in order to facilitate the sale of the land was exhibited from 31 August to 2 October 2017 with no submissions being received.

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

Application of the SLO3, DDO2 and ESO3 will continue to protect the Dandenong Foothills landscape and the environmental significance.

Amenity issues, such as impacts on neighbouring properties and landscaping, will be considered as part of any future planning permit applications.

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

The identification of 1221 Mountain Highway, The Basin as surplus to Council's needs is in accordance with the Sale of Land and Buildings Policy.

Council, at its meeting on 28 August 2017, resolved as follows in relation to the allocation of funds from the sale of this property:

- Once-off funding up to an amount of \$150K for furniture, fixtures and equipment; and
- Funding asset renewals, maintenance and Council's operational and management costs over the terms of the 20-year lease, estimated at \$522,440.

If the sale does not realise the above commitment, Council will need to allocate funds from general revenue.

A confidential valuation dated 17 May 2018 is attached as Appendix B.

## **6. SOCIAL IMPLICATIONS**

These are addressed in the assessment criteria set out earlier in this report.

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

This report relates to the following goals and strategies within the Knox Community and Council Plan 2017-2021 as outlined below:

**Goal 7 We are inclusive, feel a sense of belonging and value our identity**  
*Strategy 7.3 - Strengthen community connections.*

**Goal 8 We have confidence in decision making**  
*Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations.*

## **8. CONFLICT OF INTEREST**

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

Officer Responsible – Dale Monk, Manager Business and Financial Services - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Angela Mitchell, Coordinator Property Management - In providing this advice as the Author, I have no disclosable interests in this report.

## **9. CONCLUSION**

The proposed sale of 1221 Mountain Highway, The Basin presents an opportunity to convert an asset that will no longer be used to deliver community outcomes. The operations of The Basin Community House will be administered from the building to be constructed on the abutting school site.

It is therefore recommended that Council commence the statutory process to sell 1221 Mountain Highway, The Basin identified as Lot 1 on TP 127632Q within Certificate of Title Volume 7733 Folio 098.

## **10. CONFIDENTIALITY**

A confidential valuation is attached to this report.

### **COUNCIL RESOLUTION**

**MOVED: CR. MORTIMORE**

**SECONDED: CR. KEOGH**

That Council:

1. **Being of the opinion that the property known as 1221 Mountain Highway, The Basin identified as Lot 1 on TP 127632Q within Certificate of Title Volume 7733 Folio 098 (refer Appendix A), is surplus to Council's requirements:**
  - a. **Commence the statutory process, under Section 189 of the Local Government Act 1989, to sell the property known as 1221 Mountain Highway, The Basin identified as Lot 1 on TP 127632Q within Certificate of Title Volume 7733 Folio 098 and that under Section 223 of that Act, public notice of the proposed sale by a public process be given in the Knox Leader.**
  - b. **Hears submissions in accordance with Section 223(1)(b) of the Local Government Act 1989 and appoint the following Committee of Council comprising Cr Mortimore, Cr Keogh and Cr Lockwood to consider submissions on Monday, 23 July 2018 at 5.00pm.**
2. **That a further report be presented to Council following the conclusion of the statutory process.**

**CARRIED**

APPENDIX A



Official minutes of Council

**10.5 PROPOSED SALE OF COUNCIL PROPERTY – 1221 MOUNTAIN  
HIGHWAY, THE BASIN**

Confidential Appendix B is circulated under separate cover.

Official minutes of Knox City Council

**ALL WARDS****10.6 MINOR GRANTS PROGRAM APPLICATIONS**

**SUMMARY:** *Governance Officer - (Kirstin Ritchie)*

*This report summarises the recommended grants from the Minor Grants Program. All applications have been assessed against the criteria as set out in the Minor Grants Program Policy.*

**RECOMMENDATION**

That Council:

1. Approve the five (5) recommended Minor Grants Program applications for a total of \$9,719.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Knox Waverley Calisthenics Club	Financial assistance towards the cost of storage for costumes and props which will exceed the annual revenue of club due to decrease in club members and loss of expected fundraising opportunities.	\$3,000.00	\$3,000.00
Rowville Uniting Church	Funding to purchase 11 office partitions which will create a space to run a toddler gym program.	\$3,000.00	\$3,000.00
Eastern Lion Auskick	Funding to upgrade old training bibs and to replace old and damaged goal posts that are used to conduct mini games at clinics each week	\$927.00	\$927.00
Knox Gardens Tennis Club	Funding to purchase and install a Waterlogic Filtered Water System for use by members and visitors of the club.	\$1,000.00	\$1,000.00
The Links at Waterford Residents Association	Funding to purchase Carbatec Two Stage Dust Cyclone to extract woodworking dust from the shed.	\$2,799.00	\$1,792.00
	TOTAL	\$10,726.00	\$9,719.00



2. Note the one (1) Minor Grants Program application approved and paid under delegated authority for a total of \$440.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Rowville Lysterfield Community News	Financial assistance towards the cost of paper which has exceeded the yearly expected revenue from advertising sales.	\$440.00	\$440.00
	TOTAL	\$440.00	\$440.00

3. Note that inclusive of the above grants, a total of \$121,104.08 has been awarded under the Minor Grants Program in 2017-18 in support of a variety of community based organisations and their programs.

## **1. INTRODUCTION**

At the Strategic Planning Committee meeting held on 10 July 2017 the Committee endorsed the Minor Grants Program Policy, effective from 25 July 2017.

Minor Grant applications must be for the purposes of meeting requests for small, incidental funding requests from eligible organisations within Knox and not exceed \$3,000.00.

Under the Minor Grants Program Policy an eligible organisation must:

- provide services, projects and programs that directly benefit residents of the City of Knox;
- be a not for profit legal entity that provides services, support or activities to the Knox community. This expressly excludes educational institutions and State and Federal government departments and agencies; but does not exclude related not for profit organisations, including school councils/auxiliaries/parent groups who otherwise qualify under the Policy;
- be incorporated or be auspiced by an incorporated body (for grants over \$500 only);
- have an Australian Business Number or complete a Statement by Supplier form;
- have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant (for grants over \$500 only);
- hold adequate public liability insurance appropriate to the activity outlined in the application;

- be able to supply permits and plans appropriate to the funded activity where requested by Council;
- have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.

This report presents to Council recommended grant applications in accordance with the Minor Grants Program Policy.

## **2. DISCUSSION**

Council established the Minor Grants Program to ensure that funding may be provided to community groups who request ad hoc, incidental, community based, one-off grants.

The Minor Grants Program Policy (the Policy) sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the *Local Government Act 1989*.

In accordance with the Policy, applications for funding up to \$500 are assessed and determined under delegation by the Chief Executive Officer, or delegate. Applications for funding between \$501 and \$3,000 have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

All recipients of Minor Grants must provide proof of expenditure or purchase. In addition, Minor Grants over \$1,000.00 must meet all funding agreement requirements.

This report outlines the grant applications received since the 23 April 2018 Ordinary Council meeting. It recommends five grants for Council's approval and notes one grant that have been approved and paid under delegated authority.

It is important to note that section 6.22 of the Policy states that an application may not be supported if a grant would increase the total funding provided from the Minor Grants Program to the organisation to more than \$3,000.00 in the current financial year. The Links at Waterford Residents Association has previously received \$1,208.00 this financial year from the Minor Grants Program. Consequently, it is recommended that an amount of \$1,792 be approved, bringing their total to \$3,000.00 for the 2017-18 financial year.

## **3. CONSULTATION**

No consultation has been undertaken in relation to the grant applications detailed in this report as the policy specifies assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

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

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

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

The approval of minor grants is managed within Council's adopted budget.

## **6. SOCIAL IMPLICATIONS**

The Minor Grants program allows Council the flexibility to respond to requests from community groups within Knox at a municipal level. These grants provide applicants the opportunity to participate and support a variety of community based programs.

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

Provision of the Minor Grants program assists Council in meeting the following objectives under the Knox Community and Council Plan.

Goal 6. We are healthy, happy and well

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

Goal 7. We are inclusive, feel a sense of belonging and value our identity

- Strategy 7.3 - Strengthen community connections.

Goal 8. We have confidence in decision making

- Strategy 8.1 – Build, strengthen and promote good governance practices across government and community organisations.

## **8. CONFLICT OF INTEREST**

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

Officer Responsible – Michael Fromberg, Director Corporate Development - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Kirstin Ritchie, Governance Officer - In providing this advice as the Author, I have no disclosable interests in this report

## **9. CONCLUSION**

This report contains the recommendation for funding through the Minor Grants program.

## **10. CONFIDENTIALITY**

Confidential Appendix A contains each of the individual grant applications for Council's consideration.

**COUNCIL RESOLUTION****MOVED: CR. SEYMOUR****SECONDED: CR. COOPER**

That Council:

1. Approve the five (5) recommended Minor Grants Program applications for a total of \$9,719.00 as detailed below:

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
<b>Knox Waverley Calisthenics Club</b>	<b>Financial assistance towards the cost of storage for costumes and props which will exceed the annual revenue of club due to decrease in club members and loss of expected fundraising opportunities.</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>
<b>Rowville Uniting Church</b>	<b>Funding to purchase 11 office partitions which will create a space to run a toddler gym program.</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>
<b>Eastern Lion Auskick</b>	<b>Funding to upgrade old training bibs and to replace old and damaged goal posts that are used to conduct mini games at clinics each week</b>	<b>\$927.00</b>	<b>\$927.00</b>
<b>Knox Gardens Tennis Club</b>	<b>Funding to purchase and install a Waterlogic Filtered Water System for use by members and visitors of the club.</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>
<b>The Links at Waterford Residents Association</b>	<b>Funding to purchase Carbatec Two Stage Dust Cyclone to extract woodworking dust from the shed.</b>	<b>\$2,799.00</b>	<b>\$1,792.00</b>
	<b>TOTAL</b>	<b>\$10,726.00</b>	<b>\$9,719.00</b>

2. Note the one (1) Minor Grants Program application approved and paid under delegated authority for a total of \$440.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Rowville Lysterfield Community News	Financial assistance towards the cost of paper which has exceeded the yearly expected revenue from advertising sales.	\$440.00	\$440.00
	<b>TOTAL</b>	<b>\$440.00</b>	<b>\$440.00</b>

3. Note that inclusive of the above grants, a total of \$121,104.08 has been awarded under the Minor Grants Program in 2017-18 in support of a variety of community based organisations and their programs.

**CARRIED**

**10.6 MINOR GRANTS PROGRAM APPLICATIONS**

Confidential Appendix A is circulated under separate cover.

Official minutes of Knox City Council

**ALL WARDS****11.1 WORKS REPORT AS AT 4 MAY 2018**

**SUMMARY:** *Coordinator – Capital Works (Gene Chiron)*

*The Works Report shows projects on Council's Capital Works Program and indicates the status of each project as at 4 May 2018.*

**RECOMMENDATION**

That Council receive and note the Works Report, as at 4 May 2018.

**1. INTRODUCTION**

This report summarises Council's Capital Works Program for the 2017/2018 financial year. The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report, as of 4 May 2018, is attached as Appendix A.

Highlights of the Works Report as at 4 May, 2018 include:

- Knox Regional Sports Park Draft Masterplan – Endorsed by Council for purposes of consultation.
- Bayswater Early Years Hub – Site work preparation complete.
- Bergins Road, Rowville – Fowler Road to Kalimna Court – Footpath complete.
- Wally Tew Reserve Floodlighting Upgrade – Completed and operational.
- Knox Regional Netball Centre Improvements to Outdoor Amenities – Works complete.
- Mountain Highway, The Basin Footpath (Wicks Road and Basin Shops) – Works complete.

**COUNCIL RESOLUTION**

**MOVED: CR. PEARCE**

**SECONDED: CR. TAYLOR**

That Council receive and note the Works Report, as at 4 May 2018.

**CARRIED**

## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
<b>1</b>	<b>Bridges Renewal Program</b>	<b>\$599,093</b>
All Wards	<p>The Burwood Highway-Ferntree Gully Community Arts and Library bridge investigation is considering various options to replace the existing timber bridge.</p> <p>A quote for the design of Cathies Lane bridge (off High Street Road) has been received. Due to the Knox Transfer Station fire, investigation has commenced to replace the bridge on the shared path off George Street.</p>	
<b>4</b>	<b>High Risk Road Failures</b>	<b>\$500,000</b>
All Wards	Reactive works to be undertaken to complete this program.	
<b>7</b>	<b>Road Surface Renewal Program</b>	<b>\$4,000,000</b>
All Wards	Program progressing with 67 streets completed.	
<b>8</b>	<b>Drainage Pit and Pipe Renewal Program</b>	<b>\$2,000,000</b>
All Wards	Conyers Avenue, The Basin has been completed. Rickards Avenue North is continuing. Station Street, Ferntree Gully and Mercia Avenue, The Basin, to commence shortly.	
<b>9</b>	<b>Footpath Renewal Program</b>	<b>\$1,900,000</b>
All Wards	Additional renewal works to be undertaken to ensure paths are maintained.	
<b>10</b>	<b>Bicycle / Shared Path Renewal Program</b>	<b>\$500,000</b>
All Wards	Asphalt contractor engaged to commence resurfacing works to Underwood Road and Burwood Highway shared paths. Karoo Road shared path renewal to commence shortly.	
<b>16</b>	<b>Building Renewal Program</b>	<b>\$6,094,500</b>
All Wards	Program is 66% committed/expended. Works nearing completion/commencing over May include: Knox Leisureworks - utility room structural rectifications and painting, pool plant renewal works, State Basketball Centre - airconditioning renewal works, Bayswater Oval Pavilion - kitchen refit, electronic locking systems to various sites.	
<b>17</b>	<b>Playground Renewal Program</b>	<b>\$1,434,367</b>
All Wards	<p>2016/17 program, 6 of 6 playgrounds are now at Practical Completion. Planting to begin once weather is more favourable.</p> <p>Knox Playspace Renewal 2017/18 program, documentation package is out for tender.</p>	
<b>22</b>	<b>Fire Hydrant Replacement Program</b>	<b>\$250,000</b>
All Wards	Final Payment to be made in June.	



## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
<b>24</b>	<b>Car Park Renewal</b>	<b>\$550,000</b>
All Wards	Frances Crescent, Ferntree Gully, beside the Tim Neville Arboretum is to be resurfaced shortly.	
<b>25</b>	<b>Plant &amp; Machinery Replacement Program</b>	<b>\$2,985,330</b>
All Wards	Fleet Renewal Program 74% of funding committed.	
<b>26</b>	<b>Street Tree Replacement Program</b>	<b>\$755,000</b>
All Wards	Bulk removal works have been completed and planting has commenced.	
<b>31</b>	<b>Stamford Park Redevelopment</b>	<b>\$9,256,618</b>
Tirhatuan	Homestead – services (sewer, fire, heating/cooling) complete, internal flooring and wall repairs complete, verandah and ramps complete. Aiming to complete internal painting, accessible toilet and kitchen extension in June. Works in accordance with heritage conservation report.  Homestead Gardens - tender has closed and currently under assessment.  Parklands - progressing with design works and have commenced planning process.	
<b>43</b>	<b>Shade Sails &amp; Play Structure Maintenance</b>	<b>\$3,193</b>
All Wards	Project completed.	
<b>104</b>	<b>Roadside Furniture Renewal Program</b>	<b>\$100,000</b>
All Wards	Budget 29% expended. Road furniture program focusing on reactive based works referrals. Funding being expended throughout the year as required.	
<b>147</b>	<b>Energy &amp; Greenhouse Program for Council Facilities</b>	<b>\$70,000</b>
All Wards	Works at the Tim Neville Arboretum and the Preschools have been completed. Awaiting quotes for Knox Leisureworks to replace lighting near the Toddler Pool.	
<b>229</b>	<b>Building Code Australia Compliance</b>	<b>\$100,000</b>
All Wards	Project is 50% committed/expended. Remaining projects including Carrington Leisure Centre to be rolled out between May and June.	
<b>345</b>	<b>Asbestos Removal</b>	<b>\$100,000</b>
All Wards	Remaining projects to be undertaken between May and June.	
<b>347</b>	<b>Miscellaneous Industrial Roads - Pavement Rehabilitation</b>	<b>\$250,000</b>
All Wards	Works continuing at Rocco Drive, Scoresby, Corporate Avenue, Rowville and Wigan Road, Bayswater.	

## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
<b>409</b>	<b>Parks Furniture Renewal</b>	<b>\$50,000</b>
All Wards	All furniture purchased has been allocated and installations are in progress. Program on track to be completed by June.	
<b>410</b>	<b>Parks Signage Renewal</b>	<b>\$20,000</b>
All Wards	Installations of replacement signs continue to occur on schedule.	
<b>412</b>	<b>Water Sensitive Urban Design Renewal</b>	<b>\$326,061</b>
All Wards	Design of the swales at Waterford Valley Golf Course is underway.	
<b>441</b>	<b>Tim Neville Arboretum Renewal</b>	<b>\$280,000</b>
Dobson	Council recently posted the proposed shelter design via social media. Contractors currently undertaking fabrication.	
<b>443</b>	<b>Reserves Paths Renewal</b>	<b>\$60,000</b>
All Wards	The reserve path renewal works will be completed by June.	
<b>459</b>	<b>Dobson Street Reserve Retarding Basin</b>	<b>\$738,692</b>
Friberg	Project completed.	
<b>492</b>	<b>Food Act Compliance - Kitchen Retrofitting</b>	<b>\$50,000</b>
All Wards	Funds to be committed with upcoming kitchen refits at Bayswater Oval and other minor works associated with kitchen refits at sporting pavilions.	
<b>494</b>	<b>Cathies Lane - Landfill Rehabilitation Works</b>	<b>\$175,000</b>
Scott	<p>Reinstatement of inadequate capping around gas wells exposed in cells 1 and 2 and also topsoiling of exposed areas of capping and depressions completed in February.</p> <p>Recommendation from consultant's investigations is that there is no current requirement to lower leachate at the site. Investigations underway on stability of embankment near leachate pond. Installed drains at top and toe of embankment and undertaking periodic surveys over twelve months to ascertain if the embankment is moving.</p> <p>Investigation underway to determine if high carbon dioxide levels in landfill gas monitoring bores are from the landfill or other sources. EPA have issued a draft Post Closure Pollution Abatement Notice which will govern the management of the site.</p>	
<b>516</b>	<b>Rumann and Benedikt Reserves - Open Space Upgrade</b>	<b>\$176,094</b>
Tirhatuan	Design plans completed and project tender has closed. Anticipate construction completion late July.	

## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
<b>536</b>	<b>Parkland Asset Renewal</b>	<b>\$64,000</b>
All Wards	Suffern Reserve planting preparation works about to commence, works will continue and be finalised by the end of June.	
<b>537</b>	<b>Bush Boulevard Renewal</b>	<b>\$30,000</b>
All Wards	Renewal works currently underway with completion anticipated prior to the end of June.	
<b>543</b>	<b>Llewellyn Park - Landfill Rehabilitation Works</b>	<b>\$175,000</b>
Scott	<p>Drainage improvements on the site completed in December 2017. Investigation is being undertaken to determine if a landfill gas extraction system is required. This is being done by installing replacement monitoring bores further away from the landfill where this is possible. The replacement bores on the south side were installed in November 2016 and are being monitored. This is not possible on the east side due to proximity of houses so alternative investigations are being undertaken for these bores.</p> <p>Work to remove exposed waste in the south west and north west areas of the site was completed in December 2017. Investigation being undertaken on high carbon dioxide readings in monitoring bores to determine if this is from the landfill or background sources.</p>	
<b>566</b>	<b>Artwork Renewal</b>	<b>\$30,463</b>
All Wards	Restoration of the Placemaker Legacy continues. Remaining works are being repaired and reviewed via a deaccession process (as outlined in the Knox Public Art Implementation Plan). All work has been quoted and we expect that most of the work will be completed by the end of the financial year.	
<b>576</b>	<b>Early Years Facility Emergency Warning System</b>	<b>\$50,000</b>
All Wards	Projects currently being undertaken and nearing completion.	
<b>587</b>	<b>Upper Ferntree Gully Neighbourhood Activity Centre - Design</b>	<b>\$472,867</b>
Dobson	Project on hold at Council request.	
<b>589</b>	<b>KEYS - Application Review and Solution Remediation</b>	<b>\$70,000</b>
All Wards	Agreed with sponsor that works will be carried over to 2018/19.	
<b>593</b>	<b>Marie Wallace Reserve - Masterplan Implementation</b>	<b>\$416,876</b>
Dinsdale	<p>(1) Access road carpark - works completed.</p> <p>(2) Pedestrian bridge - survey and concept plans completed. Works to include renewal of existing shared use pedestrian bridge as well as design of new bridge between ovals. Design &amp; construct documentation to be tendered by early June.</p>	

## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
<b>607</b>	<b>Ashton Road, FTG - Reconstruction</b>	<b>\$350,000</b>
Friberg	Stage 2 of Ashton Road roadworks packaged with Stage 2 of Kingston Street. Contractor appointed. Anticipate construction to be completed by late June.	
<b>608</b>	<b>Kingston Street, FTG - Reconstruction</b>	<b>\$265,000</b>
Friberg	Stage 2 of Kingston Street road works packaged with Stage 2 of Ashton Road. Contractor appointed. Construction commenced and works to be completed by late June.	
<b>630</b>	<b>Early Years Hubs - Bayswater</b>	<b>\$5,925,571</b>
Dinsdale	Site works completed. Underground services completed, foundations poured, slab preparations underway.	
<b>649</b>	<b>Scoresby (Exner) Reserve - Masterplan Implementation</b>	<b>\$430,000</b>
Tirhatuan	Knox Construction appointed and car park works underway. Anticipate construction to reach completion by early June.	
<b>660</b>	<b>Mountain Highway (No. 598), Bayswater Drainage - Design</b>	<b>\$15,015</b>
Dinsdale	Final detailed functional design and cost estimation completed.	
<b>664</b>	<b>Stormwater Harvesting Program Development</b>	<b>\$92,961</b>
All Wards	Site investigations at Knox Gardens, Batterham Reserve, Fairpark and Eildon Park have been completed. Catchment modelling and feature survey completed. Concept designs are currently underway for all 4 priority sites.	
<b>667</b>	<b>Dobson Creek Catchment - Streetscape Water Sensitive Urban Design</b>	<b>\$186,587</b>
Chandler	Stage 2 - Wicks Road Water Sensitive Urban Design project works are underway.	
<b>668</b>	<b>Knox Active Aging Management System (KAAMS)</b>	<b>\$36,266</b>
All Wards	Project completed.	
<b>675</b>	<b>Public Art Project</b>	<b>\$160,858</b>
All Wards	A scoping document outlining the process, implementation and management of public art at Stamford Park is currently being drafted.	
<b>689</b>	<b>Lewis Park, Wantirna South Oval 1 Renewal</b>	<b>\$700,000</b>
Dinsdale	Cricket pitch installed, fencing work to follow. Grass nearly 100% covered. Goal posts and coaches boxes will be installed in May.	

## Knox City Council Project Status Report

04-May-2018

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>708</b>	<b>Cricket run ups and goal squares</b>	<b>\$44,000</b>
All Wards	All works complete.	
<b>710</b>	<b>Colchester Reserve Rugby Pitches</b>	<b>\$17,160</b>
Chandler	Project completed.	
<b>716</b>	<b>Early Years Hubs - Wantirna South</b>	<b>\$13,511,821</b>
Scott	Steelworks well advanced, internal framing, mechanical services commenced. Roof cladding commenced and electrical/plumbing rough-ins underway.	
<b>717</b>	<b>Knox Central Package</b>	<b>\$8,085,000</b>
Dinsdale	Negotiations to acquire parcels for future road corridor and delivery of Knox Central Masterplan continue, with conclusion expected in this financial year. Residual funding from the Operations Centre land acquisition to remain allocated to the project should additional land be required.	
<b>718</b>	<b>Bulk Replacement of Street Lights with LED</b>	<b>\$500,000</b>
All Wards	Project completed.	
<b>721</b>	<b>Eildon Park Reserve (Pavilion upgrade), Rowville</b>	<b>\$97,600</b>
Taylor	Project completed.	
<b>724</b>	<b>Knox (Interim) Library</b>	<b>\$674,215</b>
Dinsdale	Awaiting confirmed start date from Westfield.	
<b>725</b>	<b>Placemakers Site - Design</b>	<b>\$222,263</b>
Dobson	Project to be carried forward.	
<b>727</b>	<b>Knox Community Arts Centre - Outdoor Furniture</b>	<b>\$9,517</b>
Dinsdale	Project completed.	
<b>733</b>	<b>Preschool Office/Storage - Minor Works</b>	<b>\$50,000</b>
All Wards	Project completed.	
<b>735</b>	<b>Family &amp; Children Services Buildings Door Jamb Protectors</b>	<b>\$25,000</b>
All Wards	Project completed.	

## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
<b>737</b>	<b>Meals on Wheels site reconfiguration - Stage 2</b>	<b>\$50,000</b>
Dinsdale	Strategic review of Meals on Wheels configuration is underway. Plan to be developed over the next six months.	
<b>746</b>	<b>Revegetation Plan</b>	<b>\$100,000</b>
All Wards	Site preparation has been completed. Mulch has been delivered to site and spread. Planting to be completed end of June.	
<b>747</b>	<b>Chandler Park, Boronia - Masterplan Implementation</b>	<b>\$57,128</b>
Chandler	Project completed for 2017/18 financial year.	
<b>751</b>	<b>Tim Neville Arboretum - Lake Structure Upgrade</b>	<b>\$141,750</b>
Dobson	Council recently posted the proposed shelter design via social media. Contractors currently undertaking fabrication.	
<b>752</b>	<b>Mountain Gate Shopping Centre Reserve - Design</b>	<b>\$154,425</b>
Friberg	Quote documentation completed and quotations about to be sent.	
<b>755</b>	<b>Talaskia Reserve, Upper Ferntree Gully - Masterplan</b>	<b>\$300,000</b>
Dobson	Aiming to re-tender construction works in May.	
<b>757</b>	<b>Carrington Park, Knoxfield - Masterplan</b>	<b>\$88,644</b>
Friberg	Parks to install new seats in May.	
<b>761</b>	<b>Dandenong Creek Gateways - Strategic Road Corridors Revegetation</b>	<b>\$95,795</b>
All Wards	Open Space to prepare sketch plans for planting. Planting to commence in mid-late Autumn depending on weather conditions.	
<b>769</b>	<b>Mint Street Wetland System - Stage 2a</b>	<b>\$364,038</b>
Collier	Project completed.	
<b>771</b>	<b>Colchester Road, Boronia – Wetland and Raingarden</b>	<b>\$40,000</b>
Chandler	Project completed.	
<b>773</b>	<b>Suffern Avenue (Waldheim Street) Wetland</b>	<b>\$368,345</b>
Dinsdale	Project completed.	

## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
785	<b>Printer Upgrade</b>	\$43,000
All Wards	Project completed	
786	<b>Microsoft Office 365</b>	\$200,000
All Wards	Project completed.	
787	<b>Website Redevelopment</b>	\$0
All Wards	Replaced with Project 945.	
788	<b>Network Drive Migration</b>	\$225,000
All Wards	Migration of files to new network drive will be carried over to 2018/19.	
789	<b>Facilities Booking Review/Upgrade</b>	\$71,300
All Wards	Project on hold until software release available from Priava.	
791	<b>Computer Lease</b>	\$120,000
All Wards	Leased software and hardware expenses are incurred throughout the year.	
792	<b>PC/Device Rollout Lease</b>	\$280,000
All Wards	Leased software and hardware expenses are incurred throughout the year.	
793	<b>Non Leased Software and Hardware</b>	\$120,000
All Wards	Leased software and hardware expense are incurred throughout the year.	
794	<b>Switch Replacement Program (Leased)</b>	\$250,000
All Wards	Leased software and hardware expenses are incurred throughout the year.	
796	<b>Park Crescent, Boronia - Reconstruction</b>	\$383,040
Baird	Project completed.	
798	<b>Woodvale Road, Boronia - Reconstruction</b>	\$114,240
Baird	Project completed.	
799	<b>Windermere Drive, Ferntree Gully - Reconstruction</b>	\$305,446
Friberg	Project completed.	

## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
800	<b>Smithfield Square, Wantirna - Reconstruction</b> Collier Project completed.	\$281,205
801	<b>Sasses Avenue, Bayswater - Reconstruction</b> Dinsdale Project completed.	\$344,202
802	<b>Erica Avenue, Boronia - Reconstruction</b> Baird Project completed.	\$70,725
803	<b>Macquarie Place, Boronia - Reconstruction</b> Chandler Project completed.	\$270,289
804	<b>Dorset Road (169), Boronia - Flood Mitigation</b> Baird Project completed.	\$97,000
806	<b>Cash Fues Place Wetland System - Design</b> Collier Construction works underway. Works scheduled to be completed before end of June.	\$60,765
809	<b>Bayswater Activity Centre Streetscape Improvements</b> Dinsdale Streetscape works are nearing completion. There are some minor rehabilitation works to be completed.  The works associated with the undergrounding of the powerlines is progressing well. It is expected power poles and overhead wires will be completely removed during the weekend of 28 July.  The 'Aeroplane Boy' sculpture has been installed.	\$1,620,411
812	<b>Asset Management System</b> All Wards Project to be completed in 2018/19.	\$20,000
813	<b>Information architecture design and planning</b> All Wards Work plans being developed for remaining datasets to be mapped and developed.	\$280,000
814	<b>Standard Operating Environment Upgrade</b> All Wards Project completed.	\$130,336
815	<b>Pathway Smartclient implementation</b> All Wards Item being reported under project 977.	\$90,000



## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
816	<b>ePathway Payment enhancements/extension</b>	\$80,000
All Wards	Item being reported under project 977.	
817	<b>WAN Network Enhancements</b>	\$50,000
All Wards	Project completed.	
818	<b>DRP Update and full test</b>	\$0
All Wards	Transferred to Project 1026.	
819	<b>IT Security Audit (policies &amp; procedures)</b>	\$50,000
All Wards	Penetration testing scheduled for May.	
820	<b>Mobile phone refresh (iPhone)</b>	\$20,000
All Wards	Replacement program in progress.	
821	<b>Storage</b>	\$60,000
All Wards	Project completed.	
822	<b>Security, Email Filtering and Firewall</b>	\$57,581
All Wards	Not yet scheduled to commence.	
823	<b>Computer Room AC &amp; UPS</b>	\$200,000
All Wards	Project completed.	
825	<b>Microsoft Licensing (True Up)</b>	\$150,000
All Wards	True-up schedule to commence in May.	
826	<b>Microsoft SQL Licence</b>	\$220,000
All Wards	Expenses are incurred throughout the year as required.	
827	<b>Intranet Update (2018/9)</b>	\$615,000
All Wards	Project to be undertaken in 2018/19.	
829	<b>Knox Community Art Centre, Bayswater</b>	\$10,000
Dinsdale	Project completed.	

## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
830	<b>Park Ridge Reserve, Rowville - Oval Renewal</b>	<b>\$56,500</b>
Taylor	Project completed.	
831	<b>Templeton Reserve, Wantirna - Oval Renewal</b>	<b>\$38,000</b>
Collier	Project completed.	
832	<b>Knox Gardens Reserve, Wantirna South - Oval 2 Renewal</b>	<b>\$14,788</b>
Scott	Project completed.	
833	<b>Knox Gardens Reserve, Wantirna South - Tennis Court Renewal</b>	<b>\$294,000</b>
Scott	Leisure and club consulted on design. Design and documentation completed and tenders have closed. Anticipate construction commencement in May subject to availability of contractor.	
834	<b>Oversowing of Sports Fields</b>	<b>\$30,000</b>
All Wards	All grounds have been oversown and are progressing well.	
837	<b>Westfield (Permanent) Library - Design</b>	<b>\$200,000</b>
Dinsdale	Awaiting outcomes of discussions with Westfield.	
838	<b>Bayswater Community Hub - Scoping</b>	<b>\$120,000</b>
Dinsdale	Council report presented to Council Issues Briefing 13 March re potential land acquisition and Sale of Land.  EMT meeting 5 April planned to discuss status of the current activities occurring with Bayswater Activity Centre and opportunities for enhanced coordination.  Current activities related to this site include: capacity assessment of potential of 3 sites for Multipurpose Community Facility, Community planning and engagement re Multipurpose community facility, public art installation, grade separation finalisation works, Bayswater Business precinct transformation project.	
839	<b>Preschool Bathroom Upgrades - Bena Angliss Preschool</b>	<b>\$222,000</b>
All Wards	Project completed.	
842	<b>Knox Athletics - Hammer Throw Cage Upgrade</b>	<b>\$56,549</b>
Friberg	Detailed design finalised. Club have offered additional funding and have asked Council to fund remainder for preferred design. Scope and plans amended to suit reduced budget with Club in agreement. Project to be packaged with discus cage. Contract awarded.  Athletics Club have requested construction be delayed until the period 6 June to 20 July.	

## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
<b>844</b>	<b>Score Boards - Design and Installation</b>	<b>\$390,000</b>
All Wards	Project list has been finalised and approved. Approved projects have been commenced and all projects are expected to be completed by the end of June.	
<b>845</b>	<b>Carrington Park Leisure Centre - Basketball Rings</b>	<b>\$35,000</b>
Friberg	Project completed.	
<b>846</b>	<b>Knox Gardens Reserve - Lower Oval Shelters</b>	<b>\$39,015</b>
Scott	Project completed.	
<b>847</b>	<b>Boronia Basketball Stadium - Safety Padding</b>	<b>\$36,000</b>
Baird	Project completed.	
<b>849</b>	<b>Repurposing Scoping of Facilities from Hub Projects.</b>	<b>\$93,550</b>
All Wards	Scoping the future use of Family and Children's Services Child Care Centres is tracking late with low impact due to other early years priorities. Once scoping is complete, information will go to Council for further advice mid-2018.	
<b>851</b>	<b>Senior Citizens Centres - Facilities Development Plan</b>	<b>\$60,000</b>
All Wards	Project completed.	
<b>853</b>	<b>Aimee Seebeck Hall, Amenities Design</b>	<b>\$20,000</b>
Taylor	Project completed.	
<b>854</b>	<b>Knox Community Gardens/Vineyard Pergola Upgrade</b>	<b>\$10,000</b>
Dinsdale	Knox Community Gardens Group informed Council officers that the upgrade to the pergola is no longer required.	
<b>860</b>	<b>Bergins Road, Rowville - Fowler Road to Kalimna Court Footpath</b>	<b>\$125,000</b>
Taylor	Project completed.	
<b>862</b>	<b>Burwood Highway Shared Path - Traydal Close to Knox School</b>	<b>\$137,900</b>
Collier	The section of concrete path has been constructed. Mulching of the area is proceeding. There is a delay in the delivery of the fibreglass deck for boardwalk as the supplier has changed specifications and is awaiting compliance testing of the new product.	

## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
<b>866</b>	<b>Ferntree Gully Village Square - Masterplan Implementation</b>	<b>\$183,585</b>
Dobson	On hold. Design subject to future development plans at the site, following Council purchase of adjoining land.	
<b>867</b>	<b>Knox Regional Netball Centre, Ferntree Gully - Masterplan</b>	<b>\$131,872</b>
Dobson	Consultants have provided the updated report and officers are currently reviewing the edits.	
<b>868</b>	<b>H V Jones, Ferntree Gully Masterplan Implementation</b>	<b>\$143,000</b>
Friberg	Currently seeking comments and consultation on the draft masterplan. An informal drop in meeting will be scheduled in May to discuss the comments raised during the consultation.	
<b>869</b>	<b>Gilbert Park, Knoxfield - Masterplan Review</b>	<b>\$177,000</b>
Friberg	Council Report is currently being prepared.	
<b>871</b>	<b>Energy Performance Audit for Community Buildings</b>	<b>\$418,636</b>
All Wards	A final draft of the Detailed Facility Study outlining the opportunities for energy savings across the seven sites is due in June.	
<b>874</b>	<b>Fulham Road, Rowville Reconstruction</b>	<b>\$125,000</b>
Tirhatuan	Design and review completed. Consultation with Stud Park Centre Management and retirement village has occurred. Letters to be sent over May advising stakeholders of Council plans to undertake construction activity as night-works. Construction to be carried out by Knox Construction Group.	
<b>875</b>	<b>Parkhurst Drive, Knoxfield Reconstruction</b>	<b>\$120,000</b>
Dinsdale	Detailed design completed. It is proposed to carry forward the funding for this project to the next financial year and be packaged with five other road reconstruction projects as a single tender, one or more contracts may be awarded. Works to be carried out over the 2018/19 financial year.	
<b>876</b>	<b>Eastgate Court, Wantirna South Reconstruction</b>	<b>\$295,000</b>
Dinsdale	Contractor appointed with construction commenced.	
<b>877</b>	<b>Rosehill Street, Scoresby Reconstruction</b>	<b>\$530,000</b>
Tirhatuan	Contractor appointed and possession of site to be provided on approval of contract documentation. Construction commenced and to be completed by late June.	

## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
<b>878</b>	<b>Alma Avenue, Ferntree Gully Reconstruction</b>	<b>\$330,000</b>
Dobson	Contract packaged with Winwood Drive and Helene Court projects. Contract works completed in Helene Court and Winwood Drive. Works have commenced in Alma Avenue and to be completed by late June.	
<b>879</b>	<b>Winwood Drive, Ferntree Gully Reconstruction</b>	<b>\$398,000</b>
Dobson	Contract packaged with Alma Avenue and Helene Court projects. Contract works completed in Helene Court and Winwood Drive. Works commenced in Alma Avenue.	
<b>880</b>	<b>Helene Court, Boronia Reconstruction</b>	<b>\$337,000</b>
Chandler	Contract packaged with Winwood Drive and Alma Avenue projects. Contract works completed in Helene Court and Winwood Drive. Alma Avenue works commenced.	
<b>884</b>	<b>Glenfern Road Footpath - Burwood Highway to Brenock Park Drive</b>	<b>\$36,961</b>
Dobson	Project completed.	
<b>886</b>	<b>Schultz Reserve - Internal Pavilion Upgrades (Female Friendly)</b>	<b>\$100,000</b>
Collier	Construction has commenced and is expected to be completed by early June.	
<b>888</b>	<b>Batterham Reserve Floodlighting Upgrade</b>	<b>\$200,000</b>
Chandler	Works have commenced with completion expected late-May to mid-June.	
<b>889</b>	<b>Wally Tew Reserve Floodlighting Upgrade</b>	<b>\$200,000</b>
Dobson	Lighting completed and operational. An official opening has been undertaken.	
<b>891</b>	<b>Henderson Road Bridge - Preconstruction</b>	<b>\$545,900</b>
Friberg	Melbourne Water approval of a suitable concept design within the available budget has not yet been achieved.	
<b>907</b>	<b>JW Manson Reserve WSUD - Construction</b>	<b>\$240,793</b>
Collier	An acquisition value has been finalised between VicRoads and Council. Council is now going through the internal process to finalise the agreement.	
<b>923</b>	<b>679 Boronia Road - Service Road, Wantirna - Reconstruction</b>	<b>\$10,000</b>
Collier	Project deferred indefinitely to allow for scoping and complex title investigations.	

## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
<b>924</b>	<b>Cherrington Square, Wantirna - Design</b>	<b>\$15,000</b>
Collier	Project to be tendered along with five other road reconstruction projects as single tender, one or more contracts may be awarded. Works to be carried out over 2018/19 financial year.	
<b>925</b>	<b>1101 Burwood Hwy, Ferntree Gully - Design</b>	<b>\$5,000</b>
Dobson	Project completed (design).	
<b>926</b>	<b>Windermere Drive, Ferntree Gully - Design</b>	<b>\$25,000</b>
Friberg	Detailed design approximately 90% complete.	
<b>927</b>	<b>Selman Avenue, Ferntree Gully - Design</b>	<b>\$30,000</b>
Dobson	Project to be tendered along with five other road reconstruction projects as single tender, one or more contracts may be awarded. Works to be carried out over 2018/19 financial year.	
<b>928</b>	<b>Barmah Drive, Wantirna - Design</b>	<b>\$5,000</b>
Collier	Geotech and survey completed and design 15% completed.	
<b>929</b>	<b>Albert Avenue, Boronia - Design</b>	<b>\$55,000</b>
Chandler	Project to be tendered along with five other road reconstruction projects as single tender, one or more contracts may be awarded. Works to be carried out over 2018/19 financial year.	
<b>930</b>	<b>Forest Road, Ferntree Gully - Design</b>	<b>\$40,000</b>
Dobson	Survey completed and detailed design 30% completed.	
<b>931</b>	<b>Underwood Road, Ferntree Gully - Design</b>	<b>\$30,000</b>
Dobson	Project to be tendered along with five other road reconstruction projects as single tender, one or more contracts may be awarded. Works to be carried out over 2018/19 financial year.	
<b>932</b>	<b>Burwood Highway - service road, Ferntree Gully - Design (1)</b>	<b>\$10,000</b>
Dobson	Detailed design underway.	
<b>933</b>	<b>Burwood Highway - service road, Ferntree Gully - Design (2)</b>	<b>\$5,000</b>
Dobson	Detailed design has commenced.	
<b>934</b>	<b>Sheraton Cres, Ferntree Gully - Design</b>	<b>\$20,000</b>
Friberg	Geotech investigation completed, survey underway and detailed design 50% completed.	

## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
935	<b>Scoresby (Exner) Reserve - Tennis Court Renewals</b>	\$250,000
Tirhatuan	Contractor appointed and works commenced. Works to be completed by mid-June with surfacing deferred to October 2018 when temperatures higher.	
936	<b>Carrington Park Reserve - Tennis Court Renewals</b>	\$155,000
Friberg	Survey completed and design completed. Quotes called and being evaluated.	
937	<b>Kings Park Baseball Diamond - Safety Fencing</b>	\$60,000
Dobson	Works continue to be on hold while Club is considering the appropriate design for cages.	
938	<b>Kings Park Reserve - Drainage Renewal Works Oval #1</b>	\$150,000
Dobson	Project completed.	
939	<b>Millers Reserve - Oval Renewal - Design</b>	\$15,000
Chandler	Design drawings are nearing completion.	
940	<b>Wally Tew Reserve - Cricket net renewals - Design</b>	\$10,000
Dobson	Detailed quotes for construction have been requested from contractors.	
941	<b>Knox Regional Netball Centre - Court Renewals</b>	\$20,000
Dobson	Project completed.	
942	<b>Tree Management</b>	\$100,000
All Wards	Works to be carried out as required.	
943	<b>Early Years Security Keypads</b>	\$30,000
All Wards	Works currently underway and nearing completion.	
944	<b>Knox Central (Operations Centre Relocation)</b>	\$500,000
Dinsdale	Have had Operations sign-off on design development plans. Aiming for detailed design completion July 2018 in preparation for construction tender.  Remediation and assessment works (relating to contaminated soil at current Centre) are progressing on site in conjunction with an independent environmental auditor.	
945	<b>ICT - Website Redevelopment (Part of Project 787)</b>	\$860,500
All Wards	Tender procurement plan in approval phase for approach to market. Tender planned to open in late May subject to approval.	

## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
<b>946</b>	<b>Boronia Precinct Planning</b>	<b>\$390,000</b>
Baird	Transport study has been delayed and will run beyond the current financial year. Stage 1 has been completed and further resource cost will be incurred throughout stage 2 Strategy Development.	
<b>947</b>	<b>Knox Skate &amp; BMX Park - New Youth Pavilion</b>	<b>\$75,000</b>
Friberg	Concept design and cost plan is being prepared for 2018/19 SRV application.	
<b>948</b>	<b>Modular Building Program (Modern Construction Systems)</b>	<b>\$550,000</b>
All Wards	Contractor has been appointed and commenced with completion expected by October.	
<b>949</b>	<b>The Basin Neighbourhood House Redevelopment at The Basin Primary School</b>	<b>\$500,000</b>
Chandler	Priority list of fittings, furniture and equipment currently being quoted (up to \$150,000) with view to finalise by end of June.	
<b>950</b>	<b>Family &amp; Childrens Services Buildings &amp; Facilities</b>	<b>\$270,000</b>
All Wards	Project completed.	
<b>951</b>	<b>Community Toilet Replacement Program</b>	<b>\$220,000</b>
All Wards	Construction of new public toilet has commenced at Stud Park (Rowville) with project expected to be completed by late June.	
<b>952</b>	<b>HV Jones Reserve Floodlighting Upgrade</b>	<b>\$250,000</b>
Friberg	Underground boring and footings all complete. Lighting towers erected. Power upgrade works (and associated cabling/panel upgrades) are in progress but awaiting Ausnet confirmation.	
<b>953</b>	<b>Schultz Reserve - New Floodlighting</b>	<b>\$150,000</b>
Collier	Contractor has been appointed and construction has commenced with completion early-mid June.	
<b>954</b>	<b>Knox BMX Track - New Storage &amp; Start Gate Structure</b>	<b>\$200,000</b>
Friberg	Project is awaiting revised documentation to proceed to tender. Likely that project will be carried forward.	
<b>955</b>	<b>Gilbert Park Skate Park Lighting</b>	<b>\$25,000</b>
Friberg	Project completed.	



## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
956	<b>Knox Athletics Track - Discus Cage Upgrade</b>	<b>\$75,000</b>
Friberg	Detailed design completed. Scope and plans have been altered to suit amended budget with Club in agreement. Project packaged with Hammer-throw cage and contract awarded.	
957	<b>Kings Park - New Floodlighting (Oval 2) - Design</b>	<b>\$2,000</b>
Dobson	Project completed.	
958	<b>Liberty Avenue Reserve - New Floodlighting - Design</b>	<b>\$2,000</b>
Taylor	Project completed.	
959	<b>Rowville Community Centre - Lighting Upgrade</b>	<b>\$50,000</b>
Taylor	Project nearing completion.	
960	<b>Knox Regional Netball Centre Improvements to Outdoor Amenities</b>	<b>\$150,000</b>
Dobson	Project completed.	
961	<b>Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8</b>	<b>\$200,000</b>
Dobson	The project is on hold. Waiting for revised masterplan from Leisure Services and Open Space & Landscape team.	
962	<b>Knox Regional Sports Park Signage</b>	<b>\$130,000</b>
Scott	Concept design is completed. New location has been confirmed. Awaiting authority consent (VicRoads) to proceed to request for quotation. Likely that project is to be carried forward.	
963	<b>Family &amp; Children Services - Site Master Plans - Stages 1 &amp; 2</b>	<b>\$50,000</b>
All Wards	Project completed.	
964	<b>Relocate Preschool Bag Lockers</b>	<b>\$32,000</b>
All Wards	Project underway with remaining works to be completed by end of June.	
965	<b>Billoo Park Preschool - Toilet and Storage Upgrade Design</b>	<b>\$10,000</b>
Collier	Project to be placed on hold until the childcare has relocated to the new Hub and then revisit the facility to scope works.	
966	<b>Alexander Magit Preschool - Verandah Replacement Design</b>	<b>\$10,000</b>
Friberg	Project completed.	

## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
967	<b>Goodwin Estate Preschool - Verandah Replacement Design</b> Chandler Project completed.	\$10,000
968	<b>Flamingo Preschool - Verandah Replacement Design</b> Collier Project completed.	\$10,000
969	<b>Orana Neighbourhood House Kitchen Upgrade</b> Dinsdale Project has proceeded to design phase. Design completion expected by end of May.	\$5,000
970	<b>Bayswater Scout Hall at Marie Wallace</b> Dinsdale Project implementation subject provision of a State Government Grant.	\$150,000
971	<b>Mountain Highway, The Basin Footpath (Basin Primary School)</b> Chandler Project completed.	\$10,000
972	<b>Mountain Highway, The Basin Footpath (Dorrigo Drive)</b> Chandler Project completed.	\$40,000
973	<b>Mountain Highway, The Basin Footpath (Wicks Road and Basin Shops)</b> Chandler Works completed. Practical completion inspection to follow.	\$340,000
974	<b>Bergins Road right turn lane</b> Taylor Project completed.	\$150,000
975	<b>AV Equipment for Function Rooms</b> All Wards Requests for quotation were sent in April and we are currently evaluating responses. Procurement report due to be completed mid-May.	\$150,000
976	<b>iChris - Chris21 Upgrade</b> All Wards Recruitment underway for dedicated Business Analyst, scoping works continue.	\$117,400
977	<b>Pathway Online Applications / Permits / Registrations</b> All Wards Planning pre-applications now live. Smartclient training continuing. Recent purchase of improved functionality being scheduled in future works.	\$127,000
978	<b>Microsoft Exchange Upgrade</b> All Wards Project completed.	\$150,000

## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
<b>979</b>	<b>GIS Phase 3</b>	<b>\$200,000</b>
All Wards	3D GIS development underway. Preparing scope/RFQ for VicMap data migration project expected to be completed by late June.	
<b>981</b>	<b>Applications Support - Mobile Computing &amp; Information Integrity (EFT) (2018/19)</b>	<b>\$90,000</b>
All Wards	Project to be undertaken in 2018/19.	
<b>982</b>	<b>Anne Road, Knoxfield LATM</b>	<b>\$10,000</b>
Friberg	Consultation letter distributed.	
<b>983</b>	<b>Stewart Street LATM</b>	<b>\$90,000</b>
Chandler	Construction of traffic devices has now started on Olive Grove to be followed by Stewart Street and Elsie Street.	
<b>984</b>	<b>Napoleon Road, Lysterfield Shared Path</b>	<b>\$200,000</b>
Taylor	Waiting for approval from VicRoads before finalising plans ready for construction.	
<b>985</b>	<b>Napoleon Road, Lysterfield, Shared Path 4 - Design</b>	<b>\$10,000</b>
Taylor	Survey completed and scope confirmed between Catalpa Close and bus-stop on Napoleon Road. Detailed design completed with design review to follow. Plans sent to Public Transport Victoria and bus companies.	
<b>986</b>	<b>Boronia Road Activity Centre Bike Parking</b>	<b>\$1,500</b>
Baird	Project completed.	
<b>987</b>	<b>Wayfinding Signage for Cyclists</b>	<b>\$5,000</b>
All Wards	Quotes are being sought.	
<b>988</b>	<b>Marie Wallace Bicycle Repair Station</b>	<b>\$3,000</b>
Dinsdale	Project completed.	
<b>989</b>	<b>George Street, Scoresby Bicycle Improvements</b>	<b>\$139,000</b>
Scott	Construction of Stage 2 has commenced. Works are currently being undertaken.	
<b>990</b>	<b>Tyner Rd, Wantirna South New School Crossing</b>	<b>\$28,000</b>
Scott	Project completed.	

## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
991	<b>Wellington Road, Rowville Footpath Connection</b> Tirhatuan Project completed.	\$40,000
992	<b>Karoo Rd, Rowville Footpath Connection</b> Friberg Project completed.	\$25,000
993	<b>Ferntree Gully Road, Scoresby Footpath Connection</b> Tirhatuan Design completed with design review underway.	\$10,000
994	<b>Picketts Reserve, Ferntree Gully Masterplan Implementation</b> Baird Project completed.	\$100,000
995	<b>Peregrine Reserve, Rowville - Masterplan Implementation</b> Taylor Currently finalising the consultation phase of the project and updating the costing and priorities for proposed works.	\$45,000
996	<b>Arcadia Reserve, Rowville - Masterplan Implementation</b> Tirhatuan Construction has commenced on site. Works are scheduled to be completed by end of May.	\$100,000
997	<b>Llewellyn Reserve, Wantirna South - Masterplan Implementation</b> Scott Indigenous planting to disturbed area north of site, embankment planting and entry planting to commence in Autumn. Currently seeking quotes for new entry signage and relocation of fencing/gates.	\$100,000
998	<b>Templeton Reserve, Wantirna - Masterplan Implementation</b> Collier Contract works completed. An extension of the original scope priced and approved. Verandah extension works completed.	\$170,000
999	<b>Lewis Park, Wantirna South - Masterplan</b> Dinsdale Initial consultation phase complete. Consultants to develop the draft masterplan. Due to Council in early June.	\$200,000
1000	<b>Stud Park Reserve, Rowville - Masterplan</b> Tirhatuan Currently seeking quotes from consultants to undertake detailed documentation.	\$40,000
1001	<b>Scoresby Village Reserve - Masterplan</b> Tirhatuan Currently seeking quotes for detailed design.	\$20,000

## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
1002	<b>RD Egan Lee Reserve, Knoxfield</b>	<b>\$45,000</b>
Scott	Currently reviewing the draft masterplan and arranging for public consultation phase 2, to commence in May.	
1003	<b>Wantirna Reserve - Masterplan</b>	<b>\$50,000</b>
Collier	Consultants are currently refining the draft masterplan. Public consultation for the next stage is on hold until Council have a resolution with Parks Victoria regarding future land use agreements.	
1004	<b>Knox Park, Knoxfield - Relocation of Playground</b>	<b>\$20,000</b>
Friberg	Project completed.	
1005	<b>Neighbourhood Green Streets</b>	<b>\$50,000</b>
All Wards	Open Space to prepare sketch plans for planting. Planting to commence in mid-late Autumn depending on weather conditions.	
1006	<b>Bush Boulevards</b>	<b>\$50,000</b>
All Wards	Open Space to prepare sketch plans for planting. Planting to commence in mid-late Autumn depending on weather conditions.	
1007	<b>Koolunga Reserve (Catchment 910) - Feasibility</b>	<b>\$50,000</b>
Dobson	Tree assessment has been completed. Awaiting tree assessment report from Arborist to finalise concept design.	
1008	<b>Mont Albert to Forest Roads (catchment 910) - Feasibility</b>	<b>\$20,000</b>
Dobson	The stakeholder meeting has been scheduled for mid-May. The outcomes of the meeting will define the feasibility of the project and the way forward.	
1009	<b>Talking Tanks Initiative - Flood Protection</b>	<b>\$30,000</b>
All Wards	Flood modelling to date is showing it is very difficult to mitigate flooding in this catchment without a combination of tanks on site, network upgrades, pumps and detention basins. Knox has many catchments similar to this one where traditional methods of flood mitigation is not possible. Flood risk will increase in these areas due to further infill development and climate change.  Stage 1 modelling is now complete. Stage 2 modelling of a combination of options is now underway in partnership with South East Water.	

## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
<b>1010</b>	<b>Dam Condition Audit &amp; Concept Design Solutions</b>	<b>\$50,000</b>
All Wards	An internal review found that the additional retarding basins within the municipality do not meet the ANCOLD definition of a large dam and thus no dam condition audits are required at these sites.	
<b>1011</b>	<b>The Basin Triangle Public Toilet - Installation of Change Table</b>	<b>\$3,500</b>
Dobson	Project completed.	
<b>1013</b>	<b>Marie Wallace Bayswater Solar Panel Installation</b>	<b>\$40,910</b>
Dinsdale	Project completed.	
<b>1014</b>	<b>Batterham Reserve Solar Panel Installation</b>	<b>\$12,513</b>
Chandler	Project completed.	
<b>1015</b>	<b>Tormore Reserve Solar Panel Installation</b>	<b>\$40,910</b>
Baird	Project completed.	
<b>1016</b>	<b>Kings Park Solar Panel Installation</b>	<b>\$9,091</b>
Dobson	Building permit has been lodged by the club for the verandah project. Works expected to commence soon. It's likely the solar panels won't be installed until mid-2018.	
<b>1024</b>	<b>ICT - Information architecture design and planning (Part of Project 813) (2018/9)</b>	<b>\$0</b>
All Wards	Funds transferred to Project 813.	
<b>1025</b>	<b>ICT - Pathway Smartclient implementation (Part of Project 815)</b>	<b>\$0</b>
All Wards	Funds migrated to project 815.	
<b>1026</b>	<b>ICT - DRP Update and full test (Part of Project 818)</b>	<b>\$140,000</b>
All Wards	New Disaster Recovery Centre at Next Data Recovery Centre established. Full Disaster Recovery test to be conducted.	
<b>1027</b>	<b>Integrated Agenda &amp; Minutes Management system</b>	<b>\$80,000</b>
All Wards	Project on schedule with initial scoping and needs analysis workshop with vendor and project team completed.  Project Implementation Phase 1 in progress - initiation and planning of integration to core systems, process review of templates and change management.	

## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
1028	<b>ICT - Intranet Upgrade (Part of Project 827) (2018/9)</b> All Wards Funds transferred to Project 827.	\$0
1029	<b>ICT - iChris - Chris21 upgrade (Part of Project 976)</b> All Wards Funds transferred to Project 976.	\$0
1030	<b>ICT - Microsoft Exchange Upgrade (Part of Project 978)</b> All Wards Project completed.	\$0
1031	<b>ICT - Data Integration - Spatial (2018/9)</b> All Wards Project to be undertaken in 2018/19.	\$70,000
1032	<b>ICT - CRM Citizen Portal for Web</b> All Wards Awaiting prioritisation and scheduling.	\$65,000
1033	<b>ICT - CMS Integration and Portal (2018/9)</b> All Wards Project to be undertaken in 2018/19.	\$160,000
1034	<b>ICT - CRM Pilot, Enterprise Solution</b> All Wards Awaiting prioritisation and scheduling.	\$1,100,000
1035	<b>ICT - Payment Gateway</b> All Wards Awaiting prioritisation and scheduling.	\$150,000
1036	<b>ICT - HR System Enhancements</b> All Wards Initial scoping exercise. Business under development.	\$300,000
1037	<b>ICT - Key Project Initiation Documentation</b> All Wards Project completed.	\$145,500
1038	<b>ICT - Business Strategy and Benefits Identification</b> All Wards Project completed.	\$75,000
1039	<b>ICT - IT Network Security Evaluation and Upgrade (2018/9)</b> All Wards Project to be undertaken in 2018/19.	\$554,000

## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
1040	<b>Dandenong Creek Amenity Improvements</b>	<b>\$50,000</b>
All Wards	Currently seeking quotes for design and construction of gym stations adjacent to Mint Street wetlands.	
1041	<b>11 Nathan Street, Ferntree Gully - Flood Mitigation</b>	<b>\$97,000</b>
Dobson	Detailed design and estimation completed.	
1045	<b>Egan Lee Reserve - Pavilion Upgrades (Female Friendly)</b>	<b>\$3,000</b>
Scott	Application to SRV was successful. Council has secured \$100,000 for this project.	
1046	<b>Scoresby Recreation Reserve - Pavilion Lift Installation</b>	<b>\$34,460</b>
Tirhatuan	Project completed.	
1047	<b>Colchester Reserve Safety Fencing</b>	<b>\$5,800</b>
Chandler	Project completed.	
1052	<b>Coonara House Solar Panels</b>	<b>\$13,636</b>
Dobson	Project completed.	
1053	<b>Eildon Park - New Shade Structure</b>	<b>\$26,227</b>
	Project completed.	
1054	<b>Knox Regional Sports Park - Masterplan</b>	<b>\$150,000</b>
Scott	Masterplan adopted by Council with some amendments.	
1063	<b>Sasses Reserve Safety Fencing</b>	<b>\$20,500</b>
Dinsdale	Project completed.	
1068	<b>Rowville Recreation Reserve - Multipurpose Community Workshop</b>	<b>\$350,000</b>
Taylor	Currently obtaining quotes for the design and development of the multipurpose community workshop space and soil testing on site.	
1071	<b>Park Ridge Reserve Floodlighting Timer</b>	<b>\$940</b>
Taylor	Timer is ordered and awaiting installation.	



## Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
1084	Goal Post Relocation Project	\$80,228
All Wards	Contractor is organising work schedule. Project will commence in May.	
		<b>Total: \$92,658,102</b>

Official minutes of Knox City Council

**ALL WARDS****11.2 ASSEMBLIES OF COUNCILLORS**

**SUMMARY:** *Acting Manager Governance and Strategy  
(Ralph Anania)*

*This report provides details of Assembly of Councillors for the period 9 April 2018 to 7 May 2018, as required under section 80A(2) of the Local Government Act.*

**RECOMMENDATION**

That Council

1. Note the written record of Assemblies of Councillors as attached to this report.
2. Incorporate the records of the Assemblies into the minutes of the meeting.

**1. INTRODUCTION**

Under section 80A(2) of the Local Government Act, the Chief Executive Officer must present a written record of an Assembly of Councillors to an ordinary meeting of Council as soon as practicable after an Assembly occurs. This written record is required to be incorporated into the minutes of the meeting.

**COUNCIL RESOLUTION**

**MOVED: CR. PEARCE**

**SECONDED: CR. TAYLOR**

That Council:

1. **Note the written record of Assemblies of Councillors as attached to this report.**
2. **Incorporate the records of the Assemblies into the minutes of the meeting.**

**CARRIED**

## Complete this Section

Date of Assembly: 9/4/2018

Name of Committee or Group (if applicable): CEO Performance Evaluation Committee

Time Meeting Commenced: 5.00pm

## Name of Councillors Attending:

Cr John Mortimore, Mayor

Cr Peter Lockwood

Cr Darren Pearce

## Name of Members of Council Staff Attending:

Tony Doyle

## Matters Considered:

1. Confirmation of Minutes – Meeting held 3 October 2017
2. CEO Key Performance Indicators Report to 30 March 2018
3. CEO Remuneration

## Any conflict of interest disclosures made by a Councillor attending: \*Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No
			Yes/No

Name of Person Completing Record: Tony Doyle

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

## Complete this Section

Date of Assembly: 9/4/2018

Name of Committee or Group (if applicable): Special Issues Briefing

Time Meeting Commenced: 7.45pm

## Name of Councillors Attending:

Cr John Mortimore, Mayor

Cr Tony Holland

Cr Jake Keogh, Deputy Mayor

Cr Darren Pearce

Cr Peter Lockwood

Cr Nicole Seymour

Cr Jackson Taylor

## Name of Members of Council Staff Attending:

Tony Doyle

Rodney McKail

Ian Bell

Paige Kennett

Paul Dickie

Peter Gore (Item 1)

Michael Fromberg

Monica Micheli (Item 1)

Kerry Stubbings

Paul Barrett (Item 2)

## Matters Considered:

1. Knox Regional Sports Park – Draft Masterplan
2. ICT Cost Benefit Analysis
3. Council Committees – Policy Review
4. Fraud Control Framework
5. Forward Report Schedule

## Any conflict of interest disclosures made by a Councillor attending: \*Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No
			Yes/No

Name of Person Completing Record: Paige Kennett

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

## Complete this Section

**Date of Assembly:** 17/4/2018

**Name of Committee or Group (if applicable):** Youth Advisory Committee

**Time Meeting Commenced:** 6.30pm

**Name of Councillors Attending:**

Cr Jackson Taylor

**Name of Members of Council Staff Attending:**

Katie Scott

Samuel Mepham

**Matters Considered:**

1. Youth Services undertook a consultation exploring the Young Leaders program.

**Any conflict of interest disclosures made by a Councillor attending: \* Nil**

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

**Name of Person Completing Record:** Katie Scott

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

## Complete this Section

Date of Assembly: 24/4/2018

Name of Committee or Group (if applicable): Knox Disability Advisory Committee

Time Meeting Commenced: 6.30pm

## Name of Councillors Attending:

Cr Nicole Seymour

## Name of Members of Council Staff Attending:

Michelle Penney

Peter Johnston

Joy Temple

## Matters Considered:

1. Waste Management Processes for People with Disabilities
2. Consultation sought from Major Initiatives regarding Stamford

## Any conflict of interest disclosures made by a Councillor attending: \* Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No
			Yes/No

Name of Person Completing Record: Amanda Wiggs

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

## Complete this Section

**Date of Assembly:** 24/4/2018

**Name of Committee or Group (if applicable):** Knox Multicultural Advisory Committee

**Time Meeting Commenced:** 6.30pm

**Name of Councillors Attending:**

Cr Peter Lockwood

**Name of Members of Council Staff Attending:**

Joan Pepi

Merran Graf

Zoe Lehmann

**Matters Considered:**

1. Knox Multicultural Directory
2. Refugee Week 2018
3. Reports from Knox Multicultural Advisory Committee Members
4. Knox City Council Community Access and Equity Implementation Plan Report

**Any conflict of interest disclosures made by a Councillor attending: \* Nil**

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

**Name of Person Completing Record:** Joan Pepi

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

## Complete this Section

**Date of Assembly:** 26/4/2018

**Name of Committee or Group (if applicable):** Early Years Advisory Committee

**Time Meeting Commenced:** 6.30pm

**Name of Councillors Attending:**

Cr Adam Gill

Cr Lisa Cooper

**Name of Members of Council Staff Attending:**

Angela Morcos

Vicki Kindilien

Amanda Wiggs

Robyn Renkema

**Matters Considered:**

1. NDIS System
2. Municipal Disability Leadership Model
3. Focus on Early Intervention
4. Beyond ECIS

**Any conflict of interest disclosures made by a Councillor attending: \* Nil**

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

**Name of Person Completing Record:** Robyn Renkema

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



## Complete this Section

Date of Assembly: 1/5/2018

Name of Committee or Group (if applicable): Knox Central Advisory Committee

Time Meeting Commenced: 6.00pm

## Name of Councillors Attending:

Cr Peter Lockwood

Cr Lisa Cooper

Cr Jackson Taylor

Cr Darren Pearce

Cr Tony Holland

## Name of Members of Council Staff Attending:

Tony Doyle

Monica Micheli

Samantha Mazer

Andrew Chadder

Ian Bell

Tanya Clark

## Matters Considered:

1. Project Delivery Update:
  - Operations Centre
  - Site Design and Development
  - Civic Amenity

## Any conflict of interest disclosures made by a Councillor attending: \* Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No
			Yes/No

Name of Person Completing Record: Samantha Mazer

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

## Complete this Section

**Date of Assembly:** 2/5/2018

**Name of Committee or Group (if applicable):** Recreation and Leisure Liaison Group

**Time Meeting Commenced:** 6.30pm

**Name of Councillors Attending:**

Cr Jake Keogh, Deputy Mayor

Cr Tony Holland

**Name of Members of Council Staff Attending:**

Daniel Clark

Suranga Dissakarunaratne

**Matters Considered:**

1. Policy Review – Use of Synthetic Turf on Council's Active Reserves
2. Capital Works Update
3. Knox Sports and Leisure Awards Discussion
4. Knox Regional Sports Park Masterplan Discussion

**Any conflict of interest disclosures made by a Councillor attending: \* Nil**

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No
			Yes/No

**Name of Person Completing Record:** Suranga Dissakarunaratne

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

## Complete this Section

**Date of Assembly:** 3/5/2018

**Name of Committee or Group (if applicable):** Knox Community Safety, Health and Wellbeing Advisory Committee

**Time Meeting Commenced:** 9.00am

**Name of Councillors Attending:**

Cr John Mortimore, Mayor

Cr Jackson Taylor

**Name of Members of Council Staff Attending:**

Kathy Parton Yvonne Rust

Lisette Pine Sam Spooner

Rosie Tuck Merran Graf

Tony Justice

**Matters Considered:**

1. Boronia Structure Plan
2. Proposal for Mental Health Forum
3. Committee Topics Schedule for 2018
4. Update of Committee Recruitment
5. Organisational Updates

**Any conflict of interest disclosures made by a Councillor attending: \* Nil**

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No
			Yes/No

**Name of Person Completing Record:** Melissa Roche

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

## Complete this Section

Date of Assembly: 7/5/2018

Name of Committee or Group (if applicable): Issues Briefing

Time Meeting Commenced: 6.50pm

## Name of Councillors Attending:

Cr John Mortimore, Mayor

Cr Jackson Taylor

Cr Jake Keogh, Deputy Mayor

Cr Adam Gill

Cr Peter Lockwood

Cr Darren Pearce

## Name of Members of Council Staff Attending:

Tony Doyle

David Cameron (Item 2)

Ian Bell

Anthony Petherbridge (Item 2)

Paul Dickie

Felicity Smith (Item 3)

Michael Fromberg

Lisette Pine (Item 3)

Kathy Parton

James Morris (Item 4)

Paul Anania

Andrea Szymanski (Item 5)

Paige Kennett

David Yeouart (Item 5)

Tanya Clark (Items 1 &amp; 2)

Matt Hanrahan (Items 6 &amp; 7)

Susan Thompson (Item 1)

Ron Crawford (Item 6)

Angela Mitchell (Item 1)

Jude Whelan (Item 6)

Geoff McMeeken (Item 7)

## Matters Considered:

1. Proposed Rezoning and Sale of 30 Dorrigo Drive, Boronia (Millers Homestead)
2. Heritage Progression within Knox
3. Review of the Acknowledgement of Traditional Custodians Policy
4. Quarterly Financial Performance Update – March 2018 Quarter
5. Concept Options for Knox Community Gardens and Vineyard – 254 Scoresby Road, Boronia
6. Public Transport Advocacy
7. Proposed Variation to Contract No. 2109 – Receipt of Recyclables Services
8. Forward Report Schedule

## Any conflict of interest disclosures made by a Councillor attending: \* Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: Paige Kennett

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

**12. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN****12.1 NOTICE OF MOTION – NO. 77****GOVERNMENT FUNDING OF DORSET ROAD EXTENSION FROM DORSET ROAD TO LYSTERFIELD ROAD****COUNCIL RESOLUTION****MOVED: CR. KEOGH****SECONDED: CR. PEARCE****That Council:**

1. Write to the Minister for Roads and Road Safety, the Hon Luke Donnellan MP requesting the State Government commit to funding the Dorset Road extension from Dorset Road to Lysterfield Road, by communicating safety pressures on the immediate road network including the crossing at St. Joseph's College.
2. Write to the Member of Easter Metropolitan, Mr. Shaun Leane MP informing him of terms of 1 above.
3. Write to the Shadow Minister for Roads and Infrastructure, the Hon David Hodgett MP requesting the State Opposition commit to funding the Dorset Road extension from Dorset Road to Lysterfield Road, by communicating safety pressures on the immediate road network including the crossing at St. Joseph's College.
4. Write to the Member for Bayswater, the Hon Heidi Victoria MP, and the Member for Ferntree Gully, the Hon Nick Wakeling MP and the Member for Rowville, the Hon Kim Wells MP informing them, in terms of 3 above.
5. Write to the Federal Minister for Infrastructure and Transport, the Hon Michael McCormick MP requesting the Federal Government commit to funding the Dorset Road extension from Dorset Road to Lysterfield Road (given the commitment of funds to the Rowville Rail as the justification of investment of Federal funds to this project).
6. Write to the Federal Member for Aston, the Hon Alan Tudge MP, informing him in terms of 5 above.
7. Inform all parties in 1-6 above that Council intends to table all responses and update the community of these responses at the August Council meeting on 27 August 2018.

**CARRIED**

**12.2 NOTICE OF MOTION – NO. 78****EASTERN REGION LIBRARY CORPORATION SERVICE AGREEMENT****COUNCIL RESOLUTION****MOVED: CR. LOCKWOOD****SECONDED: CR. MORTIMORE**

That Council:

1. Continue to provide to the Eastern Region Library Corporation as per the interim service agreement for the interim annual fee plus indexation with no change to services for a period of 12 months from 1st July 2018.
2. Commit to negotiate with the Eastern Region Library Corporation on its 2019/20 fees and services in parallel with Council's 2019/20 budget process.

**CARRIED****13. SUPPLEMENTARY ITEMS**

Nil.

**14. URGENT BUSINESS****14.1 URGENT BUSINESS**

Nil.

**14.2 CALL UP ITEMS****14.2.1 ALTERNATE FUNDING MODELS****MOVED: CR. GILL****SECONDED: CR. COOPER**

That Council undertake a preliminary investigation into future alternate funding (as opposed to borrowing) models for major community infrastructure and table a report on the findings at an August 2018 Issues Briefing.

**LOST****15. QUESTIONS WITHOUT NOTICE**

Nil.

**MEETING CLOSED AT 9.36PM**

Minutes of Meeting confirmed at the  
Ordinary Meeting of Council  
held on  
Monday, 25 June 2018

.....  
Chairperson

Official minutes of Knox City Council