

MINUTES

Meeting of Council

Held at the
Civic Centre
511 Burwood Highway
Wantirna South
On
Monday 26 April 2021

The Agenda for the Meeting of Council, Monday 26 April 2021, forms part of these Minutes and is attached in full at the end of the Minutes.

These Minutes are considered draft until adopted and confirmed at the next Meeting of Council



The meeting commenced at 7:00 pm.

PRESENT:

<i>Cr L Cooper (Mayor)</i>	<i>Scott Ward</i>
<i>Cr Y Allred</i>	<i>Baird Ward</i>
<i>Cr J Dwight</i>	<i>Chandler Ward</i>
<i>Cr M Timmers-Leitch</i>	<i>Collier Ward</i>
<i>Cr S Grasso</i>	<i>Dinsdale Ward</i>
<i>Cr M Baker</i>	<i>Dobson Ward</i>
<i>Cr S Laukens</i>	<i>Friberg Ward</i>
<i>Cr D Pearce</i>	<i>Taylor Ward</i>
<i>Cr N Seymour</i>	<i>Tirhatuan Ward</i>
<i>Mr T Doyle</i>	<i>Chief Executive Officer</i>
<i>Mr G Thorne</i>	<i>Director – Infrastructure</i>
<i>Mr M Kelleher</i>	<i>Director - Strategy and Integrity</i>
<i>Ms T Scicluna</i>	<i>Director – Connected Communities</i>
<i>Ms S Mazer</i>	<i>Director - City Centre</i>
<i>Ms S Stanton</i>	<i>Executive Manager - Strategy, People and Culture, Interim Information Technology via Zoom</i>
<i>Mr P McQue</i>	<i>Manager, Governance via Zoom</i>
<i>Mr A Dowling</i>	<i>Coordinator, Governance</i>

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.”

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1 Apologies and Requests for Leave of Absence

Nil.

2 Declarations of Conflict of Interest

Councillor Laukens foreshadowed she would be declaring a conflict of interest in relation to Item 10.1 Proposed Budget 2021-22.

3 Confirmation of Minutes

RESOLUTION

MOVED: Councillor Allred

SECONDED: Councillor Baker

Confirmation of Minutes of Ordinary Meeting of Council held on Monday 22 March 2021

CARRIED

4 Presentations, Petitions and Memorials

Councillor Dwight presented two petitions regarding Koolunga Native Reserve.

The first petition tabled

- *is a hard copy petition with 307 signatures*
- *the petition calls on Council not to construct the proposed wetland in Koolunga Native Reserve.*
- *the petition highlights the value placed on the open grassed area that would be taken up by the proposed wetlands, and which is used by the community particularly for exercising dogs off-lead.*
- *In submitting the petition, the organiser has highlighted the significant community interest (and opposition) this proposal has generated interest in this community – noting the amenity value of open space area.*

The second petition tabled

- *is an online petition with 300 signatures*
- *this petition includes a significant proportion of interstate and overseas signatories.*
- *This petition again, calls on Council to stop construction of wetland in Koolunga Native Reserve. The petitioners similarly object to the loss of the large grassed area in the reserve which the petition notes the local community uses for footy, kids games, and as an off-leash area for dogs.*
- *The petition also alleges Council has failed to consult properly with residents and calls on Council to abandon the wetland plan and undertake consultation.*

The petitions have been circulated in full to all Councillors.

The petitions have also been referred to the Director Infrastructure to ensure that the feedback in the petition can be considered as part of the decision making process, alongside other feedback Council is received on this issue through a variety of channels. I also note that the Director will provide a response to the lead petitioners.

The Petitions lay on the table.

5 Reports by Councillors

5.1.1 Councillor Allred

Councillor Allred reported attending the following meetings:

- On Waste Forum
- Councillor Budget Workshop
- Completion of Floodlighting Upgrade Project at Pickett Reserve
- Councillor Workshop – Long Term Financial Plan
- Metropolitan Local Government Waste Forum
- Knox Early Years Advisory Committee Meeting
- ANZAC Day Services at Boronia RSL and Tim Neville Arboretum

Councillor Allred also:

- Thanked Council officers for their response to a number of reported issues
- Noted Bayswater Roller City have indicated they will close in June due to increased leasing costs
- Noted the support package for Boronia which will include art, public lighting, reinvigorating businesses and pop up events

5.1.2 Councillor Seymour

Councillor Seymour reported attending the following meetings:

- Community consultation re community use of Benedikt Reserve
- Irabina Footy Stars program
- ANZAC Day service at Waterford Valley

Councillor Seymour also:

- Commended the mobile coffee van which has been attending housing estates for the elderly. The team have spoken to over 60 residents and given people the opportunity to reconnect with neighbours post COVID
- Noted the Tirhatuan wetlands engagement is gaining momentum and she has spoken to a number of residents regarding the Koolunga and Glengollan Proposals to get the community's perspective.
- Advised she enjoyed being the guest of Honour at Melbourne Jain community – Festival for their Lord Mahavira, and noted the Jain community are looking at building a community and cultural centre in Rowville

5.1.3 Councillor Grasso

Councillor Grasso reported attending the following meetings:

- Knox Holika Dahan and Hindu Food Festival
- Bayswater Football Club first game of the season
- ANZAC Day Service at Bayswater RSL
- Smart Urban Futures Conference

Councillor Grasso also:

- Noted traffic and tree concerns from residents
- Recognised the concern surrounding the proposal to relocate Knox Hockey Club to Benedikt Reserve
- Paid tribute to servicemen and servicewomen following ANZAC Day
- Acknowledged the impending closure of Myer at Knox City Shopping Centre and encouraged residents to shop locally

5.1.4 Councillor Laukens

Councillor Laukens reported attending the following meetings:

- Bunjil Way Users Group Meeting in Knoxfield
- Knox Recreation and Leisure Committee Meeting
- Eastern Regional Group of Councils Meeting
- Holika Dahan and Hindu Food Festival
- Turning the sod for the Knox Regional Netball Centre Expansion Project
- Eastern Transport Coalition Meeting
- Knox Council Budget Workshop
- Councillor Workshop - Long Term Financial Plan
- ANZAC Day March and Dawn Service at Boronia RSL
- ANZAC Day Service at Waterford Park Retirement Village
- Knox Design and Development Excellence Awards

Councillor Laukens also:

- Highlighted her communication with the Council infrastructure and traffic team waiting on a survey relating to the Valleyview Drive petition
- Noted the concerns surrounding a lack of public transport options within Friberg Ward.

5.1.5 Councillor Dwight

Councillor Dwight reported attending the following meetings:

- Easter gathering at Millers Homestead
- ANZAC Day Service
- Councillor Budget Workshop
- Knox Community Safety, Health and Wellbeing Advisory Committee Meeting
- Councillor Workshop- Long Term Financial Plan
- Interactive DEWLP Training for Councillors in relation to CO2 emissions
- 'Beautify Boronia' meeting with residents

Councillor Dwight also:

- Expressed delight of the Knox Arts and Events team ramping up work this year after the restrictions of 2020.
- Noted that the Mountain Highway stretch of road at The Basin near Sassafras is covered with weeds and Council is trying to rectify the issue with VicRoads
- Acknowledged the issues surrounding hoon activity and waste in the local area
- Flagged the opening of the new oval at pavilion at Batterham Park

- Noted that works on Koolunga Reserve will not commence before the end of June and appreciated the passion of residents in relation to this issue
- Recommended the Interactive DEWLP Training for Councillors in relation to CO2 emissions.

5.1.6 Councillor Pearce

Councillor Pearce reported attending the following meetings:

- Opening of new Modular change rooms at Liberty Avenue to meet the growing demand of women's football
- Rowville Football Club first home game
- Councillor Budget Workshop
- Councillor Workshop - Long Term Financial Plan

5.1.7 Councillor Baker

Councillor Baker reported attending the following meetings:

- Turning the sod for the new Knox Regional Netball Centre at Ferntree Gully
- Visit at the Knox Environmental Society
- Knox Disability Advisory Committee Working Group Review of Disability Standards (Access to Premises)
- Knox Active Ageing Advisory Committee Meeting
- Councillor Workshop- Long Term Financial Plan
- Pop Up Drive In Event at the Knox Community Arts Centre
- Knox Design and Development Excellence Awards
- Meeting with residents regarding Koolunga Reserve and Benedikt Reserve
- Hut Gallery Exhibition Opening in Ferntree Gully
- Upper Ferntree Football Club ANZAC Day Commemoration Match
- ANZAC Day services at Boronia RSL and the Tim Neville Arboretum

Councillor Baker also:

- Noted the community concern surrounding the proposed relocation of Knox Hockey Club to Benedikt Reserve
- Acknowledged parking issues faced by some Upper Ferntree Gully residents

5.1.8 Councillor Timmers-Leitch

Councillor Timmers-Leitch reported attending the following meetings:

- Knox Youth Advisory Committee Meeting
- Wantirna Rise Consultation
- Knox Holika Dahan and Hindu Food Festival
- Knox Regional Netball Centre Expansion Project Commencement of Works
- The Knox School Sustainability Shark Tank
- Knox Council Budget Workshop
- Advanced Waste Processing Webinar
- Dinomania at the Knox Community Arts Centre
- ANZAC Day Dawn Service at Boronia RSL
- Wantirna South Junior Football Club ANZAC Day Medal Presentation
- Eastern Regional Libraries Board Planning Day

- Turning the sod at the new Knox Regional Netball Centre site in Ferntree Gully

Councillor Timmers-Leitch also:

- Discussed climate response sustainability issues in local schools
- Recommended Interactive DELWP Training for Councillors in relation to CO2 emissions
- Flagged a waste reduction proposal offering a Council rebate for reusable cloth nappies and menstrual products as rolled out by other Councils.

5.1.9 Councillor Cooper

Councillor Cooper reported attending the following meetings:

- Knox Youth Advisory Committee Meeting
- Knox Recreation and Leisure Committee Meeting
- Opening of new Modular Changerooms at Liberty Reserve in Rowville
- Turning of the sod at the Knox Regional Netball Centre Expansion Project
- Mayoral COVID Briefing for Metropolitan Councils
- Boronia Revitalisation Board Meeting
- Opening of Purpose Built Riding for the Disabled Centre
- Completion of Floodlight Upgrade Project at Pickett Reserve
- Councillor Budget Workshop
- Councillor Workshop- Long Term Financial Plan
- ANZAC Commemoration Service and March at Boronia RSL
- ANZAC Memorial Commemoration with school students at Tim Neville Arboretum
- Knox Design and Development Excellence Awards
- Eastern Regional Group of Councils Meeting
- ANZAC Day Service at Tim Neville Arboretum
- Meeting with State MP Jackson Taylor

Councillor Cooper praised the organisation of ANZAC Day Services in the Knox municipality and thanked community groups and volunteers involved for their efforts in holding the services.

6 City Strategy and Integrity Officers' Reports for consideration

6.1 Report of Planning Applications Decided Under Delegation - 1 March 2021 to 31 March 2021

SUMMARY: Manager, City Planning & Building, Paul Dickie

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

RECOMMENDATION

That the planning applications decided under delegation reports (between 1 March 2021 and 31 March 2021) be noted.

RESOLUTION

MOVED: Councillor Laukens

SECONDED: Councillor Dwight

That the planning applications decided under delegation reports (between 1 March 2021 and 31 March 2021) be noted.

CARRIED

6.2 Notice of Motion 105 - 201 Ferndale Road, Sassafras - Independent Review of Enforcement Related Complaints and Actions

SUMMARY: Director City Strategy and Integrity, Matt Kelleher

The Council considered 'Notice of Motion 105 – 201 Ferndale Road Sassafras' in July 2020 and resolved to receive a report by February 2021 on this matter. An independent review into Council's handling of enforcement related complaints and actions for the property at 201 Ferndale Road, Sassafras (and adjacent properties) has been finalised and is the focus of this report.

In Summary, the review found that in each allegation of non-compliance subject to the investigation, it was concluded that there is either insufficient proof of any non-compliance, or that there is no actionable non-compliance. The review provides recommendations regarding planning enforcement actions and general process improvement.

RECOMMENDATION

That Council:

1. Note the Independent Legal Review Report as prepared by Marcus Lane Group in response to enforcement complaints and actions at 201 Ferndale Road, Sassafras and adjoining properties, in the form of Attachment A;
2. Thanks the submitters for participating in the review and provide them with a copy of the review report;
3. Advises the owner of 201 Ferndale Road, Sassafras of the conclusion of the review process, provides them with a copy of the review report, and highlights the opportunity to update the Section 173 Agreement and Environmental Management Plan, as per paragraph 267.3 of the review report;
4. Notes the analysis provided within this report regarding the enforcement and improvement recommendations and refers these matters to be addressed as part of ongoing improvements or Departmental business planning.

RESOLUTION

MOVED: Councillor Dwight

SECONDED: Councillor Allred

That Council:

1. **Note the Independent Legal Review Report as prepared by Marcus Lane Group in response to enforcement complaints and actions at 201 Ferndale Road, Sassafras and adjoining properties, in the form of Attachment A;**
2. **Thanks the submitters for participating in the review and provide them with a copy of the review report;**

- 3. Advises the owner of 201 Ferndale Road, Sassafras of the conclusion of the review process, provides them with a copy of the review report, and highlights the opportunity to update the Section 173 Agreement and Environmental Management Plan, as per paragraph 267.3 of the review report;**
- 4. Notes the analysis provided within this report regarding the enforcement and improvement recommendations and refers these matters to be addressed as part of ongoing improvements or Departmental business planning.**

CARRIED

6.3 Review of Rowville LDRZ and adjoining NRZ4 land

SUMMARY: Strategic Planner, David Cameron

This report highlights the findings and recommendations of the 'Review of Rowville LDRZ and adjoining GRZ2 land', prepared for Council by Glossop Town Planning. The area under review is currently zoned Low Density Residential Zone (LDRZ) with adjoining land within the Neighbourhood Residential Zone – Schedule 4 (NRZ4) (formerly General Residential Zone – Schedule 2), located on the north-east corner of Wellington Road and Taylors Lane.

The study area can be separated into three distinct areas, the residential aged-care and non-residential uses along Wellington Road, the LDRZ lots, and the 'buffer' NRZ4 area on the periphery of the LDRZ land. From a historic land use standpoint, the buffer area has applied a transitional lot size to the low density area since the area was originally subdivided.

The report recommends minimal change to the residential aged care and non-residential uses, as their current zoning and planning permit history allow for their continued use. Due to the constraints of a lack of reticulated sewerage across the LDRZ area, no change to the current zone is recommended without a comprehensive plan for redevelopment of the area, including necessary infrastructure provision.

The buffer area has been the subject of repeated Victorian Civil and Administrative Tribunal (VCAT) appeals. The transitional nature of this area, between the LDRZ and the standard residential density, is important. However, the provision of suitable development is also important. Changes to the Knox Planning Scheme are recommended (specifically a local policy direction and a new schedule to the NRZ) to provide an appropriate transition in this area, differentiate the area from its surroundings, and manage development pressures and expectations.

RECOMMENDATION

That Council:

1. Endorse the report entitled 'Review of Rowville LDRZ and adjoining GRZ2 land' (March 2021) in Attachment 1 and the draft Amendment C189knox documents (Attachment 4) for the purpose of seeking Ministerial authorisation to prepare and exhibit a Planning Scheme Amendment;
2. Request authorisation from the Minister for Planning to prepare and exhibit Amendment C189knox to the Knox Planning Scheme in accordance with section 8A of the Planning and Environment Act 1987 to:
 - a. Include a new strategy under clause 21.06-3 (Design and Character) to identify and protect the unique character of the 'buffer area' properties.
 - b. Insert a new schedule to the Neighbourhood Residential Zone (Schedule 9) to apply to the properties within the 'buffer area' specified within this report.
3. Subject to receiving authorisation from the Minister for Planning, place Amendment C189knox and the associated supporting documents on public exhibition for a period of at least one month in accordance with Section 19 of the Planning and Environment Act 1987;

4. Authorise the Director City Strategy and Integrity to make minor changes to the Amendment, where the changes do not affect the purpose or intent of the Amendment.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Seymour

That Council:

1. Endorse the report entitled 'Review of Rowville LDRZ and adjoining GR22 land' (March 2021) in Attachment 1 and the draft Amendment C189knox documents (Attachment 4) for the purpose of seeking Ministerial authorisation to prepare and exhibit a Planning Scheme Amendment;
2. Request authorisation from the Minister for Planning to prepare and exhibit Amendment C189knox to the Knox Planning Scheme in accordance with section 8A of the Planning and Environment Act 1987 to:
 - a. Include a new strategy under clause 21.06-3 (Design and Character) to identify and protect the unique character of the 'buffer area' properties.
 - b. Insert a new schedule to the Neighbourhood Residential Zone (Schedule 9) to apply to the properties within the 'buffer area' specified within this report.
3. Subject to receiving authorisation from the Minister for Planning, place Amendment C189knox and the associated supporting documents on public exhibition for a period of at least one month in accordance with Section 19 of the Planning and Environment Act 1987;
4. Authorise the Director City Strategy and Integrity to make minor changes to the Amendment, where the changes do not affect the purpose or intent of the Amendment.

PROCEDURAL MOTION

MOVED: Councillor Cooper

SECONDED: Councillor Laukens

That Councillor Pearce be permitted an extension of time to speak under Section 42 of the Governance Rules of Knox City Council.

CARRIED

THE MOTION WAS CARRIED

6.4 Determination of Mayoral and Councillor Allowances

SUMMARY: Co-ordinator Governance, Andrew Dowling

The Local Government Act 2020 (the LGA 2020) has reformed the process for determining mayoral, deputy mayoral and councillor allowances, transferring responsibility for setting allowances to the Victorian Independent Remuneration Tribunal (the Remuneration Tribunal).

Until the Remuneration Tribunal makes its first determination on allowances, Council is required to conduct a review under the former provisions of the Local Government Act 1989 (the LGA 1989). Those provisions require a review to be completed by 30 June 2021.

In light of the impending transfer of responsibility for setting allowances to the Remuneration Tribunal, no changes to the current allowances are proposed.

RECOMMENDATION

That Council:

- 1) Endorse in principle:
 - the retention of the current annual allowance for the Mayor of \$100,434 plus an annual \$9,541.23 superannuation equivalent; and
 - the retention of the current annual allowance for councillors (including the Deputy Mayor) of \$31,444 plus an annual \$2,987.18 superannuation equivalent
- 2) Note the Chief Executive Officer (or such person the Chief Executive Officer selects) shall give public notice of the proposed mayoral and councillor allowances and invite submissions in accordance with sections 74(4) and 223 of the Local Government Act 1989.
- 3) Receive submissions (and hear submitters as required) and finalise the review and determination of allowances at the Council meeting on 28 June 2021.

RESOLUTION

MOVED: Councillor Seymour

SECONDED: Councillor Pearce

That Council:

1. Endorse in principle:
 - the retention of the current annual allowance for the Mayor of \$100,434 plus an annual 9.5% superannuation equivalent of \$9,541.23 ; and
 - the retention of the current annual allowance for councillors (including the Deputy Mayor) of \$31,444 plus an annual 9.5% superannuation equivalent of \$2,987.18.

- 2. Note that legislated changes to superannuation on 1 July 2021 will increase the Councillors' superannuation equivalent entitlement by 0.5% to 10%.**
- 3. Note the Chief Executive Officer (or such person the Chief Executive Officer selects) shall give public notice of the proposed mayoral and councillor allowances and invite submissions in accordance with sections 74(4) and 223 of the Local Government Act 1989.**
- 4. Receive submissions (and hear submitters as required) and finalise the review and determination of allowances at the Council meeting on 28 June 2021.**

CARRIED

7 Public Question Time

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

Question Time commenced at 8:17 pm.

The Mayor advised Council had received a submission from Ms Arnott in relation Benedikt Reserve noting that as the submission did not contain a question, it had been circulated as a comment to all Councillors for their information.

The following questions were raised with Council:

<p>Question: Steve Cornell</p>	<p>As a member of the Protect Benedikt Reserve group, I would ask the Councillors this on behalf of all the concerned local residents who are opposed to the proposal proceeding at Benedikt Reserve. The summary report dismisses loss of amenity concerns for locals by comparing the proposed unavailability of the reserve for general public use in the future to the current arrangements in place. Knox Hockey Club would reserve the right to use the space after 5pm until after dark on all weekdays and all day on weekends.</p> <p>Do the Councillors acknowledge that a yes vote on installing a hockey club and all the required amenities, infrastructure and usage requirements in no way resembles the current use by football and cricket, and would prevent community access almost entirely outside of work/school hours?</p>
<p>Answer- Tanya Scicluna, Director Connected Communities</p>	<p>The Director Connected Communities responded:</p> <ul style="list-style-type: none"> • Officers do accept that there will be some amenity impact on the site and noting the amenity issues are listed as a disadvantages in the officers report in table 2 on page 510. These will be considered by Council later this evening when they consider the report. • No decisions have been made or assumed regarding tenant access or allocation to a potential facilitate at any site should a development process and that hours of operation would be negotiated in the event a site was determined.
<p>Question: Lauren Kay</p>	<p>Given the feedback from the local community, the petition signed by 537 local residents and the deadline placed upon yourself by the Knox Hockey Club due to numerous reason of previous Councillors and the Knox Hockey Club originally commitment to their members to not lease a hockey field for any period of time.</p> <p>Do you believe the local residents have been treated fairly by this process compared to other redevelopment? And we would appreciate if you didn't blame the lack of consultation due to COVID-19 as we all had to adapt in 2020 and find other means of communication.</p>
<p>Answer- Tanya Scicluna,</p>	<p>The Director Connected Communities responded :</p> <ul style="list-style-type: none"> • The matter is listed for Council consideration and no comment could be made about Councillors views.

<p>Director Connected Communities</p>	<ul style="list-style-type: none"> • Consultation is individually designed and planned and a consultation summary regarding the feedback received, is included in the officer’s report.
<p>Question: Bill Waite</p>	<p>Question 1: I and many other residents who are concerned about the proposed wetland at Koolunga Native Reserve have asked questions of Council. Some of these questions date back several weeks and answers are still awaited. At the previous meeting on 22 March, I and other residents submitted questions of Council related to the wetland for the Council meeting. A collective response to these questions was provided as part of the minutes to the last meeting. However, each questioner was told that they would receive an individual response from Council. We have not received any such response to date. Please can Council provide a date when these individual responses will be provided to questioners?</p> <p>Question 2: We trust that Council is undertaking true consultation with the whole community of reserve users and the community understands from the public meetings with the Director- Open Space that all options are available, including the cancelling of the project. Why does the project update presented in tonight's agenda still refer to delivering onsite works?</p>
<p>Answer: Grant Thorne, Director Infrastructure</p>	<p>The Director Infrastructure responded:</p> <ul style="list-style-type: none"> • Council sought community feedback on the proposed wetlands at Koolunga Reserve. In his response to question at the March Council meeting it was said that the questions will be added to the feedback received on the proposed wetlands. • Council will be providing responses to all members of the community who provided feedback. Due to the quantity of feedback received it is anticipated that these responses will be provided in the next 2 – 4 weeks. • The project remains in the capital works update as it is still a live project, although the project is on hold while Council reviews the way forward for this project in the Reserve
<p>Question: Cassandra Simpson</p>	<p>I requested the background reports for the proposed Koolunga wetland in my emails to Council dated 16/03/21, 26/03/21 and 30/03/21. I appreciate Council has responded partially to one of my emails. Previous Council meeting minutes referenced the following:</p> <ul style="list-style-type: none"> • Minutes 2018_10_22 feasibility plan • Minutes 2018_11_26 detailed design • Minutes 2018_12_17 detailed design and functional layout • Minutes 2020_05_25 community consultation strategy with internal stakeholders was in progress • Minutes 2020_06_22 community consultation strategy planning was in progress • Minutes 2020_08_24 community consultation was underway. <p>When can Council please make these reports and strategies available to the public?</p>

	<p>Would Council please confirm if the previous work for the proposed Koolunga wetland considered balancing the value of treating stormwater and community use prior to allocating budget for this project?</p>
<p>Answer: Grant Thorne, Director Infrastructure</p>	<p>The Director Infrastructure responded:</p> <ul style="list-style-type: none"> • The Council minutes include the monthly Capital Works Program Works report which is provided to Council each month and provides a comment about the progress the projects, however there is not necessarily a report or strategy that is linked to every monthly comment. • There is a feature level survey which has been undertaken and with that there is a plan which shows levels and features in the reserve. That plan was then used to develop the detailed concept design which is what is shown on Council’s HaveYourSay website. • There is further technical information which we, as normal practice, do not provide to the community due to the technical knowledge within the reports. • Council is reviewing the feedback and working out a process to involve the community in working through the feedback. Part of the process will involve working through the technical reports with a technical expert present to bring everyone up to the same level of knowledge, and allow us to work through the feedback and work through whether there are any options for the proposed wetlands moving forward. • The proposed wetlands are on hold while officers work through the feedback with the community.
<p>Question: Rosemary Lavin</p>	<p>Will Council put more funding and resources into clearing Koolunga Reserve of alien flora to ensure the new wetland and reserve are well maintained with indigenous flora to support healthy biodiversity?</p>
<p>Answer: Grant Thorne, Director Infrastructure</p>	<p>The Director Infrastructure responded by stating that:</p> <ul style="list-style-type: none"> • No additional funding or resources are currently planned to be allocated to Koolunga Reserve than currently budgeted. The current budget includes capital funding from Council and funding from Melbourne Waters Living Rivers Program, with this funding being allocated towards the construction of the proposed wetland within Koolunga Reserve. • Council’s maintenance budget includes funding for the regular maintenance of Koolunga Reserve. • The construction of the proposed wetland within Koolunga Reserve is currently on hold subject to consultation and the assessment of that feedback.
<p>Question: Glenn Jackson</p>	<p>Question 1: A number of the 378 pro-hockey emails referred to in the Knox Hockey Club Consultation Summary of March 2021 were sent by children, presumably at their parent’s urging to stack the numbers. The 371 emails referred to as against the proposal, were sent by RATEPAYERS, many of whom have lived adjacent to Benedikt reserve for over 40 years. How is the council adjusting its deliberations to balance this stacking of numbers, in order to ensure a fair representation for Benedikt residents?</p>

	<p>Question 2: What can the council present, to refute the argument that the utterly illogical choice to destroy Benedikt Reserve to make a new home for Knox Hockey is predicated entirely on the lower cost of using Benedikt Reserve, given the absurd rebuttals in the Summary? I quote: “a perception of loss of space” when over half of the ground area will be taken and: “traffic volumes would increase marginally at peak use times” when there is no existing controlled access to any of the adjacent arterials into this residential area which is already used as a rat run by commuters struggling with access to and from the arterials of Stud Rd and FTG Road.</p>
<p>Answer- Tanya Scicluna, Director Connected Communities</p>	<p>The Director Connected Communities responded:</p> <ul style="list-style-type: none"> • The assessment of community feedback is not undertaken according to weight of numbers. • All feedback received is equally represented in the officers report. • Council will consider all community submissions along with other relevant considerations and information in order to make a decision in the interests of the Knox Municipality. • Officer’s recommendations and the rationale for them are set out in the Council report tonight for Council’s consideration and it would be inappropriate for officers to make further comment as Council will be considering that report later this evening.

<p>Question: Jennie Griffin</p>	<p>Question 1: Can you please explain your reasons for not further considering Gilbert Park for the development of the Knox Hockey Club?</p> <p>Question 2: Who on the Council is willing to put on the record tonight that the development of a Hockey field on Benedikt Reserve will impact local residents?</p>
<p>Answer: Tanya Scicluna, Director Connected Communities</p>	<p>The Director Connected Communities responded:</p> <ul style="list-style-type: none"> • During the initial scoping for sites, both as part of the Outer East Regional study and in looking for a single club stand-alone site officers considered all of Knox’s Active Reserves. • A number of sites were progressed for further assessment and investigation. Gilbert Park’s usage is aligned to the 2018 masterplan which is in the implementation phase. Some masterplan projects are under way, others are planned or completed. • Inclusion of hockey at this site was considered inconsistent with the masterplan. The site is also subject to some known site constraints, and concerns regarding incompatibility of colocation of different sports and its current status as a Regional Softball and Baseball facility that is also heavily utilised by local schools and other stakeholders.
<p>Answer: Mayor Lisa Cooper</p>	<p>The Mayor responded:</p> <ul style="list-style-type: none"> • I believe all Councillors here acknowledge there will be amenity impacts as a result of this development. • These are listed in the officers’ report for Council’s consideration later in the

	meeting.
Question: Teodora Mustac	<p>Question 1: Why are rate payers paying for charging free electric cars & buying expensive electric cars?</p> <p>Question 2: Why is council wasting time & money on issues council has no business to do so (eg climate change, LGBTIQ, ect) do your job that council is supposed to do?</p>
Answer- Tony Doyle, Chief Executive Officer	<p>The Chief Executive Officer responded:</p> <ul style="list-style-type: none"> • Council is conducting a pilot project involving the acquisition of 3 electric vehicles and has established infrastructure for Council and the community charge electric vehicles. • The project enables Council to understand the new technology and its value proposition to Council, as well as provide leadership in the sustainability space. • The Chief Executive Officer advised that other initiatives referred to were from the Council and Community Plan, which was the subject of extensive community consultation.
Question- Sara Chessa	<p>As reported to the Rowville Police Station and later confirmed by them, the Lysterfield Cricket Club breached Covid-19 restrictions by holding an inside mass gathering with over 60-70 people. The Rowville Police did not issue any penalty notices, but they will provide further guidance and education to ensure compliance with their Covid-19 density safety rules. Furthermore, the Lysterfield Cricket Club has reportedly breached its seasonal licence agreement multiple times by selling alcohol without a valid liquor licence and many other tenancy breaches through the Council.</p> <p>Furthermore, the Lysterfield Cricket Club has reportedly breached its seasonal licence agreement multiple times by selling alcohol without a valid liquor licence and many other tenancy breaches through the council.</p> <p>I want to ask why these breaches have not been made public to the local community's attention?</p> <p>Will there be a change to the current seasonal licence agreement whereby breaches are released in the public interest so that individuals and families can make informed decisions of what sporting club they wish to be part of?</p>
Answer- Tanya Scicluna, Director Connected Communities	<p>The Director Connected Communities responded:</p> <ul style="list-style-type: none"> • Council Officers have been actively working with all of Knox's Sporting and Leisure clubs to ensure compliance with COVID-19 restrictions and their respective licence agreements. This has included working with groups to ensure they have a COVID-19 Safe plan and providing regular updates as the restrictions have changed • Sporting Leagues and State Associations have also provided advice and resources to assist clubs. Should a breach occur this is a Police matter and should continue to be duly reported • Council cannot make a public comment on individual licensing arrangements. • Any matters pertaining to the Victoria Police or other authorities which may be under investigation can also not be commented on

	<ul style="list-style-type: none"> • Council Officers do meet with Sporting Clubs at regular intervals to work with them to provide advice and support to any new Executive Committee Members as required on the roles and responsibilities they have as a tenant of a Council facility.
<p>Question: Robert Williams</p>	<p>I am keen on finding out more about Council's policy and procedures around reporting back to users of Snap Send Solve, when they report an issue. Some issues get fixed and you can see the fix quickly, others, appear to not be attended to, or get any attention and when you ask to find out more information, the public isn't provided with any info.</p> <p>Is there a way Council can report this process to the person who reports the issue, to ensure it is in fact completed and/or a resolution found? It would be great if this was to occur, as it provides an even more engaging local community with council</p>
<p>Answer- Samantha Mazer, Director City Centre</p>	<p>The Director City Centre responded:</p> <ul style="list-style-type: none"> • Snap Send Solve is a third party application that does not automatically integrate with Council's systems or differing operational requirements. • As a result, there is not currently an automated way to report back once issues are resolved. Most councils face similar challenges with Snap Send Solve. • Council appreciates that customers value communication and Council does have a longer term goal to be able to close the loop when work has been completed. • However this involves significant investment in system upgrades and process changes that will need to be considered and prioritised in line with Council's ICT strategy and other operational requirements • Even though this work will take some time, Council is continuing to improve its interface for customers who choose to use Snap Send Solve. • Last year Council introduced an automated acknowledgement with a customer reference number. This gives our customers certainty to know that the issue has been received, and a reference number to follow up directly with Council if necessary
<p>Question:- Scott Wheeler</p>	<p>This question is around the report titled "Review of Rowville LDRZ and adjoining GRZ2 land" on the Knox City council meeting agenda for 26 April 2021 What is the Council's preparedness to adopt the recommended option 3: (Cont'd) "3. Amend the planning scheme (via changes to local planning policy only) to identify and require consideration of the unique neighbourhood character of this area, and the role as an interface to land to the south and west – while retaining the existing zone." What time line to act on the report? Can the appropriate terminology be reflected in the Knox Planning Scheme to protect the unique character of these transition blocks into the LDRZ of Norris Road?</p>
<p>Answer- Matt Kelleher,</p>	<p>The Director City Strategy and Integrity responded:</p> <ul style="list-style-type: none"> • As per Council's resolution earlier this evening, Council resolved to request

<p>Director City Strategy and Integrity</p>	<p>authorisation from the Minister for Planning to commence the C189 Knox planning scheme amendment process. The Amendment seeks to implement options 3 and 4 of Attachment 1 ‘Review of Rowville LDRZ and adjoining GRZ2 land’ to the Council report. This includes both a change within local policy and a new zone schedule to apply to the ‘buffer area’ lots in the Knox Planning Scheme.</p> <ul style="list-style-type: none"> • Within local policy, clause 21.03-3 (Design and character) it is proposed to add a new strategy, which states: <ul style="list-style-type: none"> In Rowville support residential development that provides an appropriate transition to dwellings in the LDRZ through the provision of large backyards for landscaping, tree planting and open space. • This strategy seeks to identify the unique character of the buffer lots and their qualities, which is further supported by the introduction of a new zone schedule (schedule 9) that includes specific requirements to enable a transition between areas with an open garden setting, and to guide development outcomes. The proposed changes recognise the transitional nature of these “buffer area” lots, and their interaction with the adjoining LDRZ. • Regarding timeframes, the Amendment will be submitted to the Minister for Planning for authorisation to prepare and exhibit an amendment, shortly after the release of Council’s minutes for this meeting. Council is also required to follow Ministerial Direction 15 (The Planning Scheme Amendment Process), during the amendment process. • The process can take 1-2 years to finalise and the Minister for Planning has the final right of approval for amendments.
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<p>Question: Darren Wallace</p>	<p>Does Council's Planning Department have a resourcing problem with planning enforcement, investigation and landscape compliance?</p>
<p>Answer- Matt Kelleher, Director City Strategy and Integrity</p>	<p>The Director City Strategy and Integrity responded</p> <ul style="list-style-type: none"> • Compliance functions do experience peaks and troughs and complaints have escalated in the last 12 months. • Knox City Council is at the lower end of resourcing, however resourcing needs depend on the level and complexity of complaints and expected services levels. This resourcing also needs to be balanced with other needs at Council. • A Planning Service Plan prepared some years ago identified the need for an additional senior staff member to manage this and other functions in the department however funding was not supported at the time due to other priorities. • While Knox’s resources for planning investigations are at the lower end, this is not considered to be a resourcing problem, however officers do see a need to update the planning Service Plan and provide greater clarity around service expectations are.
<p>Question: Darren Wallace</p>	<p>Why are numbers restricted to 30 people in the gallery at this meeting and who determined this capping?</p>
<p>Answer- Matt</p>	<p>The Director City Strategy and Integrity responded</p>

<p>Kelleher, Director City Strategy and Integrity</p>	<ul style="list-style-type: none"> • The volume of people in the Council room in the meeting is determined by the COVID-19 Safe Plan which is guided by the State Government to ensure the safety of the gallery. • As Council Meetings are not specified in the requirements, Council does its best to align with current requirements provided by the State Government. • The cap on attendees is dependent on the prevailing COVID-19 safe requirements and they are reviewed as requirements change over time.
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<p>Question: Rosemary Lavin</p>	<p>As the Domestic Animal Management Plan is due for renewal this year, when will it be made available for public engagement? I submitted this question via email to general.knox@knox.vic.gov.au (as suggested by the receptionist) on 10th February 2021, but have yet to receive a response.</p>
<p>Answer- Matt Kelleher, Director City Strategy and Integrity</p>	<p>Director Kelleher thanked the questioner and asked her to accept apologies that a response had not been provided to her email. Director Kelleher advised that the project manager would be making direct contact.</p> <p>The current 2017-2021 Domestic Animal Management Plan is due to expire at the end of 2021, and in accordance with State Government legislative timelines and requirements, a new 4-year Plan is required to be produced by December 2021. Officers are currently finalising the project plan and community engagement program for the new Domestic Animal Management Plan project, and I expect we will have news in the coming weeks when engagement will commence. Once commenced, information will be available on Council's Have your say website which will be the hub for this project. It will provide our residents, businesses and interested animal welfare organisations with information and the opportunity to have their say on the development of the 2021-2025 Domestic Animal Management Plan. You will also be able to register your ongoing interest in the project on this webpage.</p> <p>Over the coming months, a draft DAM Plan will be developed – taking into consideration the community feedback and ideas. Subject to Council approval, it is anticipated the draft Plan will be released for public feedback and comment later in the year.</p> <p>We welcome your interest and feedback during the development of this new 4-year Plan, and the Project Manager will contact you directly to advise you of the community engagement program once finalised.</p>

The following question was taken on notice and a response will be provided in writing.

Question: Mary Riley	Why have Council proposed to allow development of Benedikt Reserve Scoresby for the Hockey Club? This development will significantly impact on local residents in terms of traffic, noise, intrusive lighting for 6 days of the week. Local residents will lose most of the reserve...a tranquil, peaceful and precious place to exercise, to meet family, walk the dog, play with children and grandchildren and a place for local groups to use. Registering my absolute disgust if council permits this to happen. This is the only open and peaceful reserve within a ten minute walk of local residents. Leave it alone!
Question: Teodora Mustac	Question 3: Why aren't rate payers allowed to use the Knox sports complex in Scoresby (George Street.)? & why isn't Council running programs at the center as other council built & paid by rate payers? Why are we paying for only basketball use (was this complex build on fraud and corruption)?

PROCEDURAL MOTION

MOVED: Councillor Cooper

SECONDED: Councillor Timmers-Leitch

That Council resolve to extend Public Question time by 30 minutes.

CARRIED

Question Time Concluded at 9:06pm

Councillor Pearce left the meeting at 8:17 pm during discussion on item 7

Councillor Pearce returned to the meeting at 8:19 pm during discussion item 7

8 Infrastructure Officers' Reports for consideration

8.1 Local Roads and Community Infrastructure Program

SUMMARY: Manager, Sustainable Infrastructure, Mathew Hanrahan

This report informs Council of the Federal Government's offer to Local Government of an extension to the Local Roads and Community Infrastructure Grant Program. Knox Council has previously applied for and received funds under Phase 1 of the Program to the value of \$732,902. Phase 2 of the Program under offer is to the value of \$4,813,785 and this report informs Council of the eligibility guidelines for the Grant application and recommends candidate projects applicable to these guidelines.

RECOMMENDATION

That Council:

1. Accept the offer of \$4,813,785 made by Federal Government Local Roads and Community Infrastructure Program Extension for the implementation of Capital Works projects in order to create local job opportunities to assist in the recovery from the COVID-19 pandemic.
2. Endorse the project listing in this report for inclusion in the grant funding agreement with the Federal Government.

RESOLUTION

MOVED: Councillor Seymour

SECONDED: Councillor Laukens

That Council:

1. **Accept the offer of \$4,813,785 made by Federal Government Local Roads and Community Infrastructure Program Extension for the implementation of Capital Works projects in order to create local job opportunities to assist in the recovery from the COVID-19 pandemic.**
2. **Endorse the project listing in this report for inclusion in the grant funding agreement with the Federal Government.**

CARRIED

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Cooper

That we move:

- 9.1- Minor Grants Program 2020-21 Monthly report- April 2021
- 9.5- Community Development Fund (CDF) Program Policy Review and CDF Evaluation Panel Terms of Reference Review
- 12.1- Capital Works Program Report; and
- 12.2- ICT Capital Works Report

concurrently.

CARRIED

9 Connected Communities Officers' Reports for consideration

9.1 Minor Grants Program 2020-21 Monthly Report - April 2021

SUMMARY: Community Partnerships Officer, Deb Robert

This report summarises the grant applications recommended for approval in April 2021 for the Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Policy.

Applications under the Minor Grants Policy are limited to a maximum of \$3,000 within the current financial year.

RECOMMENDATION

That Council:

1. Approve 7 applications for a total of \$13,835.81 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Boronia Soccer Club	Ground Marking	\$1,180.00	\$1,180.00
St Joseph's Boronia Parents Community	Junior School Lunch Time Activities	\$1,500.00	\$1,500.00
Hungarian Community Co-op Association	Decking	\$1,980.00	\$1,980.00
Coonara Community House	My Meditation	\$2,895.81	\$2,895.81
Shishukunj Melbourne	Youth Program First Aid Renewal and New Teams	\$2,300.00	\$2,300.00
Australian Creative and Experimental Revue Society	Benefiting the Post-COVID Community Wellness Through Creative Experimental Art	\$980.00	\$980.00
Upper Ferntree Gully Playgroup	Outdoor Play Update	\$3,000	\$3,000.00
TOTAL		\$13,835.81	\$13,835.81

2. Note that inclusive of the above recommended grants, totalling \$13,835.81, a total of \$145,012.06 has been awarded to date under the 2020-2021 Minor Grants Program supporting 66 community-based organisations and their programs.

RESOLUTION**MOVED:** Councillor Pearce**SECONDED:** Councillor Cooper

That Council:

1. Approve 7 applications for a total of \$13,835.81 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Boronia Soccer Club	Ground Marking	\$1,180.00	\$1,180.00
St Joseph's Boronia Parents Community	Junior School Lunch Time Activities	\$1,500.00	\$1,500.00
Hungarian Community Co-op Association	Decking	\$1,980.00	\$1,980.00
Coonara Community House	My Meditation	\$2,895.81	\$2,895.81
Shishukunj Melbourne	Youth Program First Aid Renewal and New Teams	\$2,300.00	\$2,300.00
Australian Creative and Experimental Revue Society	Benefiting the Post-COVID Community Wellness Through Creative Experimental Art	\$980.00	\$980.00
Upper Ferntree Gully Playgroup	Outdoor Play Update	\$3,000	\$3,000.00
TOTAL		\$13,835.81	\$13,835.81

2. Note that inclusive of the above recommended grants, totalling \$13,835.81, a total of \$145,012.06 has been awarded to date under the 2020-2021 Minor Grants Program supporting 66 community-based organisations and their programs.

CARRIED

9.5 Community Development Fund (CDF) Program Policy Review and CDF Evaluation Panel Terms of Reference Review

SUMMARY: Community Partnerships Officer, Deb Robert

This report presents the scheduled review of the Community Development Fund Program Policy to ensure that the Policy is consistent with other Council policies and all definitions and references are relevant and up to date.

The review recommends specific changes to the Policy to reflect the contemporary grant environment, notably the use of professional grant writers and the increasing cost of community events.

This report also presents the scheduled review of the Community Development Fund (CDF) Evaluation Panel Terms of Reference and recommends Council affirm the continuing operation of the CDF Evaluation Panel until Council resolves otherwise.

The current Terms of Reference indicated the Committee would sunset in 2021 in the absence of a Council resolution that the Committee continue.

RECOMMENDATION

That Council resolve:

1. To adopt the revised draft Community Development Fund Program Policy in accordance with Attachment 1;
2. That the Community Development Fund Evaluation Panel remain in operation until Council resolves otherwise;
3. To adopt the Community Development Fund Evaluation Panel Terms of Reference in accordance with Attachment 2; and
4. That membership of the Community Development Fund Evaluation Panel comprise:
 - a. Councillors Susan Laukens, Yvonne Allred and Nicole Seymour until such time as Council resolves otherwise;
 - b. Gary Saultry for completion of his current term until June 2022; and
 - c. Two further community members be confirmed through a forthcoming recruitment process.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Cooper

That Council resolve:

1. To adopt the revised draft Community Development Fund Program Policy in accordance with Attachment 1;
2. That the Community Development Fund Evaluation Panel remain in operation until Council resolves otherwise;

- 3. To adopt the Community Development Fund Evaluation Panel Terms of Reference in accordance with Attachment 2; and**
- 4. That membership of the Community Development Fund Evaluation Panel comprise:**
 - a. Councillors Susan Laukens, Yvonne Allred and Nicole Seymour until such time as Council resolves otherwise;**
 - b. Gary Saultry for completion of his current term until June 2022; and**
 - c. Two further community members be confirmed through a forthcoming recruitment process.**

CARRIED

12.1 Capital Works Program Report

SUMMARY: Coordinator, Capital Works, Gene Chiron

The Capital Works Program Report shows projects on Council's Capital Works Program and indicates the status of each project as of 1 April 2021.

RECOMMENDATION

That Council receive and note the Capital Works Program Report, as of 1 April 2021.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Cooper

That Council receive and note the Capital Works Program Report, as of 1 April 2021.

CARRIED

12.2 ICT Capital Works Report

SUMMARY: Chief Information Officer, Scott Coleman

The ICT Works Report shows projects on Council's ICT Capital Works Program and indicates the status of each project as at 15 April 2021.

RECOMMENDATION

That Council receive and note the ICT Capital Works Report, as at 15 April 2021.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Cooper

That Council receive and note the ICT Capital Works Report, as at 15 April 2021.

CARRIED

9.2 Kindergarten Expansion Reform

SUMMARY: Manager Family and Children's Services, Janine Brown

The State Government has introduced the largest, social, economic and educational reform of early childhood education in Victoria's history. This fundamental redesign of the kindergarten service system means all Victorian children will have universal access to two years of funded kindergarten in the years before formal schooling.

Council agreed in principle in May 2020, to deliver two years of universal kindergarten, continuing with 15 hours a week for 4-year-olds and commencing with five hours a week for 3-year-olds in 2022. This in principle decision was made on the proviso that further work be undertaken to determine if this could be delivered in a sustainable and efficient manner by Council.

Since then, the Kindergarten Expansion Project (KEP) has focused on four workstreams: Business Planning and Service Modelling, Infrastructure and Business Systems, Workforce, Communications and Engagement in readiness to support Council to formally consider the in principle decision to expand its current service provision to include five hours of 3-year-old kindergarten from Term 1, 2022.

Council has a long-standing reputation and proud history of quality kindergarten provision and roles as Early Years Manager and municipal planner, which must be balanced against the social and economic priorities across all age and activity cohorts in the Knox community, in addition to the very real need for fiscal recovery amidst the uncertainty of a post COVID-19 future.

This report outlines the decision options and associated workforce, infrastructure and financial implications for Council as it considers whether to confirm or otherwise its in principle decision of May 2020.

RECOMMENDATION

That Council:

1. Recognise the introduction of two years of funded kindergarten in Victoria is a fundamental redesign of the service model of kindergarten.
2. Note that a sustainable and efficient kindergarten program that includes the State Government's 3-year-old kindergarten program will require a significant short and long-term investment in contemporary facilities, in order to meet the anticipated demand for kindergarten services in Knox into the future.
3. Note that allocating the financial resources required to establish contemporary kindergarten facilities necessary for the sustainable and efficient delivery of the State Government's 3-year-old kindergarten program will create significant financial challenges.
4. Resolve to provide five hours of funded kindergarten for 3-year-olds from 1 January 2022 within *existing* infrastructure and note Officers will undertake further analysis on the implications of scaling up to 15 hours of funded kindergarten by 2029.

5. Requests an advocacy program be developed and implemented which articulates:
 - a. Resolutions 1 to 4 above.
 - b. The importance Council places on a true partnership between Council and the State Government in the delivery of early years services.
 - c. The level of subsidy that Council currently contributes to early years services in the City of Knox.
 - d. The level of partnership investment required from the State Government to alleviate the resource impact on Council that the sustainable and efficient implementation of the State Government's 3-year-old kindergarten program will require.

RESOLUTION

MOVED: Councillor Timmers-Leitch

SECONDED: Councillor Allred

That Council:

1. **Recognise the introduction of two years of funded kindergarten in Victoria is a fundamental redesign of the service model of kindergarten.**
2. **Note that a sustainable and efficient kindergarten program that includes the State Government's 3-year-old kindergarten program will require a significant short and long-term investment in contemporary facilities, in order to meet the anticipated demand for kindergarten services in Knox into the future.**
3. **Note that allocating the financial resources required to establish contemporary kindergarten facilities necessary for the sustainable and efficient delivery of the State Government's 3-year-old kindergarten program will create significant financial challenges.**
4. **Resolve to provide five hours of funded kindergarten for 3-year-olds from 1 January 2022 within *existing* infrastructure and note Officers will undertake further analysis on the implications of scaling up to 15 hours of funded kindergarten by 2029.**
5. **Requests an advocacy program be developed and implemented which articulates:**
 - a. **Resolutions 1 to 4 above.**
 - b. **The importance Council places on a true partnership between Council and the State Government in the delivery of early years services.**
 - c. **The level of subsidy that Council currently contributes to early years services in the City of Knox.**
 - d. **The level of partnership investment required from the State Government to alleviate the resource impact on Council that the sustainable and efficient implementation of the State Government's 3-year-old kindergarten program will require.**

PROCEDURAL MOTION

MOVED: Councillor Seymour

SECONDED: Councillor Cooper

That Councillor Timmers-Leitch be permitted an extension of time to speak under Section 42 of the Governance Rules of Knox City Council.

CARRIED

THE MOTION WAS CARRIED

Councillor Laukens left the meeting at 9:18 pm before the vote on item 9.2

Councillor Laukens returned to the meeting at 9:19 pm before the vote on item 9.2

9.3 Knox Hockey Update

SUMMARY: Strategic Planning Coordinator, Paul Reading

This report provides an update to Councillors on the investigations undertaken to date to identify a suitable potential site for the development of a new hockey facility within the City of Knox for the Knox Hockey Club. This includes a summary as to how officers have addressed the 24 April 2017 Council resolution to “continue working closely with the Knox Hockey Club to identify how and where an appropriate hockey facility could be made available within Knox when the current facility ceases to be available at the Knox School.”

The report also provides an update on the unsuccessful investigations for a potential regional level facility and details the outcomes of the community consultation undertaken regarding the potential development of a club level hockey facility within Knox at Benedikt Reserve.

RECOMMENDATION

That Council:

1. Thank the community for their feedback regarding Benedikt Reserve as a potential site for hockey and note the concerns raised.
2. Continue to recognize the contribution the Knox Hockey Club makes through its activities as a sporting club.
3. Provide support for the further detailed design and development of a Club level Hockey Facility at Benedikt Reserve, to be funded through the current capital works allocation (2020/2021); and
4. Support further consultation with the local residents and the Knox Hockey Club to work towards mitigating any concerns with the development of the Hockey Facility at Benedikt Reserve.

RESOLUTION

MOVED: Councillor Cooper

SECONDED: Councillor Seymour

That Council:

1. Thank the community for their feedback regarding Benedikt Reserve as a potential future site for hockey and note the concerns raised;
2. Continue to recognise the contribution the Knox Hockey Club makes to the wider Knox Community through its activities as a sporting club;
3. In relation to Wantirna Reserve (East sports field):
 - a. Receive a future report comprising a detailed investigation into the feasibility of the Wantirna Reserve (East sports field) site as a potential future site for the development of a Hockey facility for the Knox Hockey Club including:

- i. all relevant technical site assessments
 - ii. preliminary designs
 - iii. detailed cost estimates reviewed by Councils Major Initiatives Unit
 - iv. consideration of key stakeholder feedback.
 - b. Note there is no provision to fund the above study in the 2020-21 or the draft 2021-22 budget, and approve the approximate expenditure of \$27,000 noting that any works undertaken in the 2020-21 financial year will be funded through the budget surplus;
 - c. Note that a community consultation and engagement plan will be prepared and circulated to Councillors for their information prior to commencement of consultation with relevant stakeholders and current tenants of Wantirna Reserve (East);
4. Note that Gilbert Park will not be further considered for the development of a hockey facility, as inclusion of a hockey facility would be inconsistent with the direction and implementation of the 2018 Council endorsed Masterplan;
 5. Consult with Maroondah City Council and include in a future Council report an update regarding their recent further investigations and planning for future development at JW Manson Reserve and any potential opportunities that may arise for a partnership approach to a hockey facility at that site, including relevant constraints, cost estimates and timing for construction;
 6. Note an estimated project cost of \$3.5m has been included in the capital program in Council's draft 2021-22 budget for a Knox hockey facility development; however the development is subject to a further decision of Council, which in turn is subject to identification of a viable site, confirmation of the total project cost (which is site dependent), and investigation of funding/grant sources from other levels of government;
 7. Acknowledge the timeframe for Council's consideration of a Knox hockey facility development has a significant impact on the operations of Knox Hockey Club and assure the Club and the broader community that it will undertake an open and regular communication with key stakeholders as to progress being made; and
 8. Defer further consideration of a Knox hockey facility development, including the use of Benedikt Reserve as a potential site for a hockey facility, until such time as it can be considered alongside the reports requested in resolutions 3 and 5 above.

PROCEDURAL MOTION

MOVED: Councillor Laukens

SECONDED: Councillor Cooper

That Councillor Seymour be permitted an extension of time to speak under Section 42 of the Governance Rules of Knox City Council.

CARRIED

PROCEDURAL MOTION

MOVED: Councillor Seymour

SECONDED: Councillor Pearce

That Councillor Timmers-Leitch be permitted an extension of time to speak under Section 42 of the Governance Rules of Knox City Council.

CARRIED

THE MOTION WAS CARRIED

Councillor Dwight left the meeting at 9:22 pm before the vote on item 9.3

Councillor Dwight returned to the meeting at 9:23 pm before the vote on item 9.3

9.4 Procurement Exemption Request - Extension of Contract 2184 – Home Maintenance Services

SUMMARY: Coordinator Business Performance, Diana Carroll

Contract No. 2184 for the Provision of Home Maintenance Services was awarded to IKON Property Services for an initial contract period of just under three years, for the period of 10 August 2016 to 30 June 2019, with an option to extend the contract for a maximum of a further two years. The initial contract period was set to align with the Commonwealth Home Support Programme (CHSP) funding which was to end on 30 June 2019.

As the CHSP funding was extended twice by a 12-month period, the contract period has accordingly been extended twice for the same period, with CEO approval. The contract is due to expire on 30 June 2021 with all extension options utilised.

RECOMMENDATION

That Council approve the exemption of Contract No. 2184 for the Provision of Home Maintenance Services to IKON Property Services from Council's Procurement Policy in order to seek an additional extension of the term of 12-months for the period of 1 July 2021 to 30 June 2022.

RESOLUTION

MOVED: Councillor Seymour

SECONDED: Councillor Baker

That Council authorise the Chief Executive Officer to negotiate and execute a 12 month extension to Contract 2184 –Home Maintenance Services with IKON Property Services for the period of 1 July 2021 to 30 June 2022.

CARRIED

10 Office of the CEO Reports for consideration

10.1 Proposed Budget 2021-22

SUMMARY: Coordinator Management Accounting, James Morris

The Proposed Budget 2021-22 is presented to Council for consideration. The Proposed Budget is the culmination of a number of months work by Councillors and officers. The Proposed Budget includes the Operating Budget, the Capital Works Program for 2021-22, the Fees and Charges Schedule and the Council Plan.

The Budget has been prepared in accordance with Australian Accounting Standards, the *Local Government Act 2020* and the *Local Government (Planning and Reporting Regulations) Regulations 2020*. To assist Council and the community in analysing this Budget, the following commentary is provided:

- The Budget is part of Council's financial sustainability framework and includes the upcoming year's budget, together with the subsequent three years. The four-year outlook provides for a sustainable financial position.
- The Budget provides for an operational deficit in 2020-21. The Budget deficit is largely a result of the transfer of the Knox Regional Sports Precinct to the Victorian Government and a financial contribution from Council to further develop the facility for community use. The Budget will return to surplus in 2022-23.
- Throughout the development of this Budget, Council undertook an extensive review of expenditure with key savings and efficiencies identified.
- The Budget proposes a Capital Works program of \$125.984 million of which \$39.255 million is allocated to maintaining and renewing community assets. \$86.729 million is to be invested in new, upgraded and expanded community assets.

The Budget proposes a rate increase of 1.5% in accordance with the rate cap requirements of the State Government as per Section 185A to 185G of the *Local Government Act 1989*.

The Proposed Revenue and Rating Plan is also presented to Council for consideration. The Revenue and Rating Plan has been prepared in accordance with *Section 93* of the *Local Government Act 2020* which requires a Revenue and Rating Plan to be prepared and adopted by the next 30 June after a general election for a period of at least the next four years.

RECOMMENDATION

That Council:

1. Adopt the Proposed Budget 2021-22 as per Attachment 1 as its proposed budget for the 2021-22 financial year as required by the *Local Government Act 2020* (the 'Act').
2. Adopt the Proposed Revenue and Rating Plan as per Attachment 2 as its proposed Revenue and Rating Plan as required by the Act.
3. Authorise the Chief Executive Officer to:
 - a. Give public notice of the preparation of the Proposed Budget 2021-22 and Revenue and Rating Plan; and
 - b. Make available for community engagement the Proposed Budget 2021-22 and Revenue and Rating Plan, and invite submissions.

4. Appoint a committee comprising all Councillors to hear any submissions in relation to the Proposed Budget that might arise, and that the Committee meet on 7 June 2021 from 6.30pm to hear such submissions at the Council Offices, 511 Burwood Highway, Wantirna South.

Councillor Laukens declared a general conflict of interest in this item pursuant to *Section 130 of the Local Government Act 2020 (the Act) and Chapter 5 of the Governance Rules of Knox City Council, advising the nature of the interest was "as the previous president of the Knox Community Gardens I was involved in the decision of master planning and there is an issue in the capital works which is a part of this masterplan."*

Councillor Laukens left the meeting at 9:49 pm prior to discussion on item 10.1

RESOLUTION

MOVED: Councillor Seymour

SECONDED: Councillor Baker

That Council resolve to approve the inclusion of \$70,000 for New Facility Planning for the Knox Community Gardens, in the capital works program section of the 2021-22 Proposed Budget for consideration by Council, as shown in Section 4.5, on page 961 of 1058 of the agenda.

CARRIED

Councillor Laukens returned to the meeting at 9:51 pm for the remainder of the consideration of Item 10.1 in accordance with Section 129(g) of the Local Government Act 2020 and Regulation 7(1)(r) of the Local Government (Governance and Integrity) Regulations 2020.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Dwight

That Council:

1. **Adopt the Proposed Budget 2021-22 as per Attachment 1 as its proposed budget for the 2021-22 financial year as required by the *Local Government Act 2020* (the 'Act').**
2. **Adopt the Proposed Revenue and Rating Plan as per Attachment 2 as its proposed Revenue and Rating Plan as required by the Act.**
3. **Authorise the Chief Executive Officer to:**
 - a. **Give public notice of the preparation of the Proposed Budget 2021-22 and Revenue and Rating Plan; and**
 - b. **Make available for community engagement the Proposed Budget 2021-22 and Revenue and Rating Plan, and invite submissions.**

- 4. Appoint a committee comprising all Councillors to hear any submissions in relation to the Proposed Budget that might arise, and that the Committee meet on 7 June 2021 from 6.30pm to hear such submissions at the Council Offices, 511 Burwood Highway, Wantirna South.**

PROCEDURAL MOTION

MOVED: Councillor Seymour

SECONDED: Councillor Baker

That Councillor Laukens be permitted an extension of time to speak under Section 42 of the Governance Rules of Knox City Council.

CARRIED

PROCEDURAL MOTION

MOVED: Councillor Laukens

SECONDED: Councillor Baker

That Councillor Seymour be permitted an extension of time to speak under Section 42 of the Governance Rules of Knox City Council

CARRIED

THE MOTION WAS CARRIED

11 City Centre Reports for Consideration

Nil

12 Items for Information

These items were considered earlier in the meeting.

13 Notices of Motion

Nil.

14 Supplementary Items

Nil.

15 Urgent Business

15.1 Appointment of Recruitment Consultant – Recruitment of Chief Executive Officer

SUMMARY: Manager Governance, Phil McQue

This report considers the outcome of the Request for Quotation process to appoint a suitably qualified recruitment consultant to assist Council in its recruitment for the position of Chief Executive Officer and recommends a preferred recruitment consultant for Council's consideration.

RECOMMENDATION

That Council:

1. Note a Request for Quotation process to appoint a recruitment consultant to assist in the recruitment of Council's next Chief Executive Officer, has been undertaken in accordance with a Council resolution of 22 March 2021;
2. Resolve to appoint Camden Search and Selection to assist Council with the recruitment of Council's Chief Executive Officer; and
3. Authorise the Chief Executive Officer (or such person the Chief Executive Officer selects) to execute all relevant documentation necessary to engage Camden Search and Selection.
4. Note there is no budget provision for the recruitment of the Chief Executive Officer in the 2020-21 Budget, and that funding (anticipated to be approximately \$40,000) in 2020-21 will be from budget savings.

RESOLUTION

MOVED: Councillor Timmers-Leitch

SECONDED: Councillor Pearce

That Council resolve to Admit Item 15.1, Appointment of Recruitment Consultant – Recruitment of Chief Executive Officer, as an Item of Urgent Business.

CARRIED

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Timmers-Leitch

That Council:

- 1. Note a Request for Quotation process to appoint a recruitment consultant to assist in the recruitment of Council's next Chief Executive Officer, has been undertaken in accordance with a Council resolution of 22 March 2021;**
- 2. Resolve to appoint Camden Search and Selection to assist Council with the recruitment of Council's Chief Executive Officer;**
- 3. Authorise the Chief Executive Officer (or such person the Chief Executive Officer selects) to execute all relevant documentation necessary to engage Camden Search and Selection; and**
- 4. Note there is no budget provision for the recruitment of the Chief Executive Officer in the 2020-21 Budget, and that funding (anticipated to be approximately \$40,000) in 2020-21 will be from budget savings.**

CARRIED

16 Questions Without Notice

Nil.

17 Confidential Items

Nil.

MEETING CLOSED AT 10:18 pm

Minutes of Meeting confirmed at the
Meeting of Council
held on Monday, 24 May 2021

.....
Chairperson

The Agenda for this meeting is attached in full at the end of the Minutes

AGENDA

Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 26 April 2021 at 7:00 PM

Please note, maximum occupancy limits will apply to the Council Chamber and patrons will be required to follow social distancing protocols and any other reasonable directions according to Council's COVID Safe Plan.

This meeting will be streamed live on the internet and recorded. The live stream and recording can be accessed via Council's website at www.knox.vic.gov.au/meetings

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your city



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Tony Doyle
Chief Executive Officer

1 Apologies and Requests for Leave of Absence

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Ordinary Meeting of Council held on Monday 22 March 2021

4 Presentations, Petitions and Memorials

5 Reports by Councillors

6 City Strategy and Integrity Officers' Reports for consideration

6.1 Report of Planning Applications Decided Under Delegation - 1 March 2021 to 31 March 2021

SUMMARY: Manager, City Planning & Building, Paul Dickie

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

RECOMMENDATION

That the planning applications decided under delegation reports (between 1 March 2021 and 31 March 2021) be noted.

1. REPORT

Details of planning applications decided under delegation from 1 March 2021 to 31 March 2021 are attached. The applications are summarised as follows:

Application Type	No.
Building & Works: Residential	2
Other	3
Subdivision	9
Units	9
Tree Removal / Pruning	14
Single Dwelling	5
Change of Use	2
Signage	3
Liquor License	1
Aged Care Facility	1
TOTAL	49

2. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Manager, City Planning & Building, Paul Dickie

Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher

Knox City Council

Planning Applications Decided by Responsible Officer

1 March 2021 and 31 March 2021

Ward	No/ Type	Address	Description	Decision
Baird	2020/6548	25 Sinclair Road BAYSWATER VIC 3153	The development of the site for two (2) double storey and one (1) single storey dwellings	5/03/2021 Approved
Baird	2020/6684	27 Tulip Crescent BORONIA VIC 3155	Construction of two (2) double storey and one(1) single storey dwellings on the land	29/03/2021 Notice of Decision
Chandler	2021/6045	52 Olive Grove BORONIA VIC 3155	Removal of one (1) Eucalyptus botryoides (Southern Mahogany)	1/03/2021 Approved
Chandler	2020/6742	11 Ross Avenue THE BASIN VIC 3154	Construction of a dwelling and vegetation removal	3/03/2021 Approved
Chandler	2021/9018	20 Hillside Avenue BORONIA VIC 3155	The Habitat Pruning of one(1) Eucalyptus radiata (Narrow-leaf Peppermint)	4/03/2021 Approved
Chandler	2021/6050	20 Elsie Street BORONIA VIC 3155	6 lot subdivision (approved unit development)	9/03/2021 Approved
Chandler	2021/6053	14 Owen Street BORONIA VIC 3155	Removal of one (1) Eucalyptus nicholli (Narrow Leaved Black Peppermint)	5/03/2021 Refused
Chandler	2021/6073	62 Mount View Road BORONIA VIC 3155	Construction of a single dwelling and the removal of two (2) Syzygium smithii	10/03/2021 Approved
Chandler	2021/9026	29 Timewell Crescent BORONIA VIC 3155	Removal of one (1) Melaleuca styphelioides (Prickly-Leaved Paperbark)	24/03/2021 Approved
Chandler	2021/6127	2 Hayles Street BORONIA VIC 3155	Removal of one (1) Ulmus glabra 'Lutescens' (Golden Elm)	25/03/2021 Approved
Chandler	2021/6105	42 Army Road BORONIA VIC 3155	Removal of one (1) Eucalyptus radiata (Narrow Leaved Peppermint)	30/03/2021 Approved
Chandler	2021/9034	46 Landscape Drive BORONIA VIC 3155	Removal of one (1) Eucalyptus obliqua (Messmate)	29/03/2021 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2020/6671	23 Blythe Avenue BORONIA VIC 3155	Construction of one (1) double storey dwelling	29/03/2021 Approved
Chandler	2021/6099	45 Hilda Avenue BORONIA VIC 3155	Pruning of one (1) Eucalyptus obliqua (Messmate) and one (1) Eucalyptus radiata (Narrow Leaved Peppermint)	31/03/2021 Approved
Collier	2020/6515	1 Gatwick Close WANTIRNA VIC 3152	Two (2) Lot Subdivision	4/03/2021 Approved
Collier	2020/6741	374 Mountain Highway WANTIRNA VIC 3152	Installation of double sided business identification pylon sign	12/03/2021 Approved
Collier	2021/6003	3 Michellan Court BAYSWATER VIC 3153	The display of business identification signage	23/03/2021 Approved
Collier	2020/6740	220 Burwood Highway WANTIRNA SOUTH VIC 3152	Buildings and works for the construction of a front fence and the installation of signage (including electronic, animated and illuminated signage)	25/03/2021 Approved
Dinsdale	2020/6395	1 & Off 1A/19 Scoresby Road BAYSWATER VIC 3153	Use of the premises for Industry (Bakery) with ancillary sales of goods (take away food premises), business identification signage, and associated buildings and works	3/03/2021 Approved
Dinsdale	2020/6654	1, 2 & 3/22 Station Street BAYSWATER VIC 3153	Application to allow the sale and consumption of liquor (On Premises Liquor Licence) in association with a Bar	4/03/2021 Approved
Dinsdale	2021/9032	Knox Ozone (MASTER) 509 Burwood Highway WANTIRNA SOUTH VIC 3152	Buildings and Works (alterations to existing building)	22/03/2021 Approved
Dinsdale	2021/6113	63 Darwin Road BORONIA VIC 3155	2 lot subdivision (existing dwellings)	11/03/2021 Approved
Dinsdale	2020/6600	12 Mark Street BAYSWATER VIC 3153	The construction of three (3) double storey dwellings on the land	12/03/2021 Notice of Decision

Ward	No/ Type	Address	Description	Decision
Dinsdale	2020/6229	3/2 Scoresby Road BAYSWATER VIC 3153	Use of the Land for a Dance Studio, reduction in car parking and alterations to access to a category 1 road	11/03/2021 Approved
Dinsdale	2021/6133	Knox Ozone (MASTER) 509 Burwood Highway WANTIRNA SOUTH VIC 3152	Business Identification Signage	29/03/2021 Approved
Dinsdale	2020/6425	350 Boronia Road BORONIA VIC 3155	Construction of a double storey dwelling to the rear of the existing dwelling and alteration of Road Zone Category 1	23/03/2021 Notice of Decision
Dobson	2021/6066	19 Roberts Street FERNTREE GULLY VIC 3156	Prune one (1) Eucalyptus nicholii (Narrow leaved Black Peppermint)	2/03/2021 Approved
Dobson	2021/6075	43 Roberts Street FERNTREE GULLY VIC 3156	Remove one (1) Populus nigra (Black Poplar)	9/03/2021 Approved
Dobson	2020/6574	8 Sheldon Court LYSTERFIELD VIC 3156	Use and development of the land for a single dwelling and associated building and works	17/03/2021 Approved
Dobson	2021/9025	1/2 Flynn Street FERNTREE GULLY VIC 3156	Buildings and Works (Carport)	10/03/2021 Approved
Dobson	2021/6077	1/17 Prince Street FERNTREE GULLY VIC 3156	Remove two (2) Cupressus x leylandii (Leyland cypress)	15/03/2021 Approved
Dobson	2021/9033	62 Forest Road FERNTREE GULLY VIC 3156	Pruning of One (1) Eucalyptus viminalis (Manna Gum)	29/03/2021 Approved
Dobson	2020/6728	46 Willow Road UPPER FERNTREE GULLY VIC 3156	Buildings & Works (first floor addition and ground floor extension to exiting single storey dwelling)	24/03/2021 Approved
Dobson	2021/6085	5 Mount View Road UPPER FERNTREE GULLY VIC 3156	Removal of one (1) Hesperocyparis lusitanica (Mexican Cypress)	24/03/2021 Approved
Dobson	2020/6532	6 Lyndale Court FERNTREE GULLY VIC 3156	Three lot subdivision, development of three (3) double storey dwellings, associated vegetation removal and removal of easement E-1	29/03/2021 Approved

Ward	No/ Type	Address	Description	Decision
Dobson	2020/6664	8 Georgia Court FERNTREE GULLY VIC 3156	The construction of two double storey dwellings on the land	30/03/2021 Notice of Decision
Friberg	2020/6577	145 Bunjil Way KNOXFIELD VIC 3180	Development of the land for a Residential Aged Care facility, creation of an easement and illuminated business signage	11/03/2021 Approved
Friberg	2021/9035	6 Penna Court FERNTREE GULLY VIC 3156	2 Lot subdivision (Approved unit development)	23/03/2021 Approved
Friberg	2020/6444	3 Otira Road KNOXFIELD VIC 3180	Development of the land for a double storey dwelling to the rear of existing dwelling	17/03/2021 Approved
Friberg	2021/6137	16 Allister Close KNOXFIELD VIC 3180	Two (2) Lot Subdivision (Approved Unit development)	31/03/2021 Approved
Taylor	2021/9038	13 Celestial Court ROWVILLE VIC 3178	Two (2) Lot Subdivision (Approved Unit Development)	26/03/2021 Approved
Taylor	2020/6597	1510 Wellington Road LYSTERFIELD VIC 3156	Construct a new dwelling with associated outbuildings and vegetation removal	29/03/2021 Approved
Tirhatuan	2021/9024	12 Olga Street SCORESBY VIC 3179	2 Lot Subdivision (Approved Development Site)	5/03/2021 Approved
Tirhatuan	2020/6601	126 Turramurra Drive ROWVILLE VIC 3178	Two (2) Lot Subdivision	18/03/2021 Notice of Decision
Tirhatuan	2020/6612	16 Vinen Road SCORESBY VIC 3179	Development of the land for two (2) double storey dwellings	23/03/2021 Notice of Decision
Tirhatuan	2020/6584	1 & 2/13 Gilbert Court SCORESBY VIC 3179	Construction of double storey dwelling to the rear of existing dwelling	29/03/2021 Notice of Decision
Tirhatuan	2021/6068	842 Wellington Road ROWVILLE VIC 3178	Building & works (relocate carpark space)	26/03/2021 Approved
Tirhatuan	2020/6558	19 Avalon Road ROWVILLE VIC 3178	Development of three (3) double storey dwellings	29/03/2021 Refused
Tirhatuan	2021/9031	4 Tanglewood Road ROWVILLE VIC 3178	Removal of one (1) Eucalyptus cladocalyx (Sugar Gum)	30/03/2021 Approved

6.2 Notice of Motion 105 - 201 Ferndale Road, Sassafras - Independent Review of Enforcement Related Complaints and Actions

SUMMARY: Director City Strategy and Integrity, Matt Kelleher

The Council considered 'Notice of Motion 105 – 201 Ferndale Road Sassafras' in July 2020 and resolved to receive a report by February 2021 on this matter. An independent review into Council's handling of enforcement related complaints and actions for the property at 201 Ferndale Road, Sassafras (and adjacent properties) has been finalised and is the focus of this report.

In Summary, the review found that in each allegation of non-compliance subject to the investigation, it was concluded that there is either insufficient proof of any non-compliance, or that there is no actionable non-compliance. The review provides recommendations regarding planning enforcement actions and general process improvement.

RECOMMENDATION

That Council:

1. Note the Independent Legal Review Report as prepared by Marcus Lane Group in response to enforcement complaints and actions at 201 Ferndale Road, Sassafras and adjoining properties, in the form of Attachment A;
2. Thanks the submitters for participating in the review and provide them with a copy of the review report;
3. Advises the owner of 201 Ferndale Road, Sassafras of the conclusion of the review process, provides them with a copy of the review report, and highlights the opportunity to update the Section 173 Agreement and Environmental Management Plan, as per paragraph 267.3 of the review report; and
4. Notes the analysis provided within this report regarding the enforcement and improvement recommendations and refers these matters to be addressed as part of ongoing improvements or Departmental business planning.

1. INTRODUCTION

The Council at its July 2020 meeting resolved, as part of Notice of Motion No. 105 – 201 Ferndale Road, Sassafras; that:

1. *An independent review be conducted into Council's handling of enforcement related complaints and enforcement actions taken, or not taken, for the property at 201 Ferndale Road, Sassafras, and adjacent properties;*
2. *This review should include, but not be limited to:*
 - a. *the taking of written and oral submissions from interested parties,*
 - b. *the review any relevant aerial photographs, and*
 - c. *any other evidence that may be offered;*
3. *As part of the review process, any new evidence obtained will be reviewed and recommendations for action issued to Authorised Officers of Council, noting the Statute of Limitations and requirements of relevant legislation;*

4. *This review should determine, as far as possible, whether any enforcement action taken, or not taken, and if so, why (or why not);*
5. *This review should determine if enforcement action taken to any adjacent property was undertaken reasonably and objectively;*
6. *This review should draw findings and recommendations as relevant to the handling of enforcement complaints and actions relevant to 201 Ferndale Road, Sassafras and adjoining properties in the form of a report, which should also include any opportunities for improvement for ongoing enforcement activities if identified;*
7. *This review be conducted by a person with sufficient knowledge of planning/building enforcement who has no connection to Council or any landowner at or adjacent to 201 Ferndale Road, Sassafras or with anyone who has taken a public position regarding this issue;*
8. *The review be undertaken with adherence to the relevant COVID-19 pandemic Government restrictions and requirements;*
9. *This enforcement review be reported back to the CEO and Council no later than February 2021.*

Marcus Lane Group, a team of experienced planning and environment lawyers were engaged to undertake an independent review into Council's handling of enforcement related complaints and actions for the property at 201 Ferndale Road, Sassafras (and adjacent properties) to fulfil the requirements of the above Notice of Motion. The independent review has now concluded and Marcus Lane have submitted their final report, provided at Attachment A.

Background

Council issued a Notice of Decision to issue a planning permit P/2019/6025 in July 2019 at 201 Ferndale Road, Sassafras for the change of use to a restaurant, associated buildings and works and the sale and consumption of liquor. The application attracted interest from local residents and an application for review was subsequently lodged at the Victorian Civil and Administrative Tribunal (VCAT).

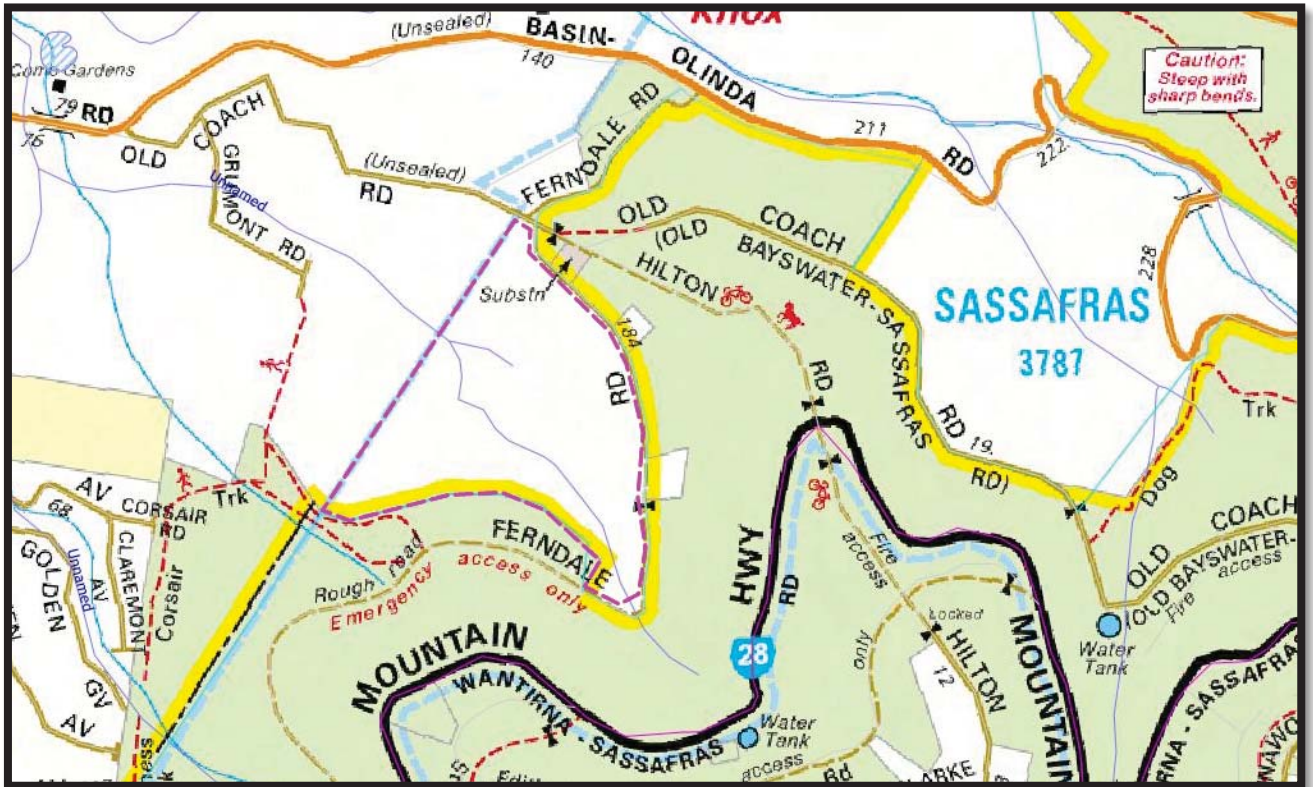
VCAT considered the application and in March 2020 the Tribunal determined that a permit for the restaurant should be granted. A copy of the Tribunal's decision is provide at Attachment B. The Tribunal was satisfied that the proposal was consistent with the Rural Conservation zoning, relevant planning policies and that issues of concern could be addressed by permit conditions.

Subsequent to the Tribunal's direction that a permit be granted and in the lead up to the Council election, complaints were made, along with social media commentary, regarding alleged planning breaches that had occurred on the land, some of which were historical. At the same time, a complaint was made regarding building works on an adjoining property. Those complaints were investigated and were responded to by officers.

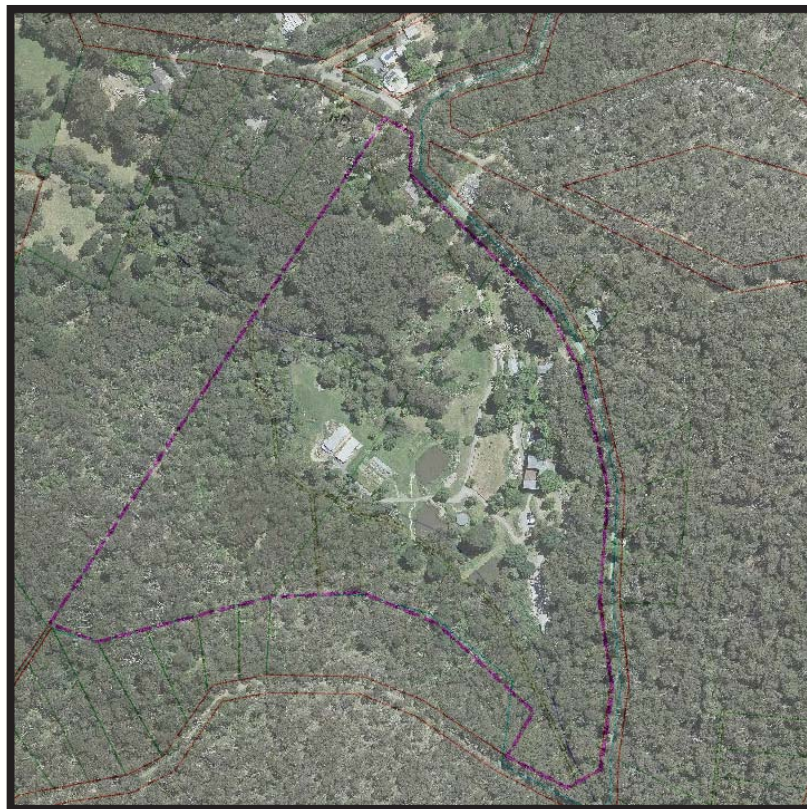
Sustained dissatisfaction with the planning permit decision and alleged activity on the land led to Council commissioning the independent review of enforcement related complaints. The planning permit has been issued and is outside the scope of the review as the decision was already reviewed by VCAT, also determining that a permit should be issued for the proposal.

Maps of the property are provided over page.

Map 1 – 201 Ferndale Road, identified with magenta boundary (Municipal Boundary in yellow)



Map 2 – Aerial Photograph of 201 Ferndale Road, identified with magenta boundary (Aerial November 2020)



2. DISCUSSION

The review report and its supporting attachments are provided at Attachment A.

Enforcement Findings

The primary focus of the review is to analyse the enforcement action taken (or not taken) by Council, including the handling of any enforcement complaints. The review included engagement with interested parties that made submissions and provided further evidence to the review. The review is supported by a systematic assessment of the allegations against aerial photography, Planning Scheme provisions in effect at the relevant time and approval and related documentation that was made available. This included historical information relating to complaints extending 10+ years prior. The report authors also attended the property at 201 Ferndale Road, Sassafras to support their investigations.

The submissions alleged breaches on the land in relation to the following works:

- Car park
- Retaining walls, gantry wall, earthworks
- Greenhouses
- Dams
- Vegetation removal
- Outbuildings and sheds
- Works to the dwelling
- Works contrary to the Section 173 Agreement in force on the property.

The review also turned to enforcement action on an adjoining property at 123 Old Coach Road regarding the replacement of a retaining wall and alleged construction of a fence outside the property boundary. The majority of the report is dedicated to matters relevant to 201 Ferndale Road, to be found from paragraphs 48 to 223 (Pages 8 – 27 respectively). 123 Old Coach Road is addressed at paragraphs 224 – 229 (Page 27).

In Summary, the review found that in each allegation of non-compliance subject to the investigation, it was concluded that there is either insufficient proof of any planning non-compliance, or that there is no actionable non-compliance.

Enforcement Recommendations

While the review found that based on the material available there is no basis to commence any enforcement action, it does identify that if some missing information was sourced it may shed greater light on whether planning non-compliances have taken place. With this information to hand, Council would be able to reach a final and conclusive view as to whether any planning non-compliances occurred. With this said however, it does caution that this would necessitate Council incurring further expenditure, potentially significant further expenditure to source this information. Outlaying this expenditure may not however ultimately result in evidence of non-compliance, particularly with the passage of time since the alleged works have occurred, coupled with the inability to commence prosecution proceedings nor prove serious harm to community or environmental amenity.

Paragraph 267 and its 7 parts (Page 33) outline recommended steps Council could take to provide some finality to outstanding matters.

In response to points 1 and 2, it is possible to engage with Melbourne Water to understand if any licences have been issued for the dams that have been constructed, or if in that authorities view, if it believes any environmental harm has been caused. Notwithstanding the advice of Melbourne

Water however, the engagement of specialist technical expertise at significant expense to Council to determine absolute compliance would not appear commensurate to the level of risk and unproven environmental harm. Irrespective, if non-compliance was proved, there are limited penalties available. It is recommended to engage with Melbourne Water in the short term and review that authority's response before taking any further action. The engagement of any technical expertise is not budgeted for and would require funding to be allocated by Council.

In response to point 3, there is merit in the Environmental Management Plan and Section 173 Agreement being updated to reflect changes that may have occurred on the land over time, including the most recent approval. As there is no requirement for this to take place, and Council is unable to compel the landowner to do so, this would require cooperation to achieve. This too would likely see Council needing to facilitate the process drawing upon resourcing and financially contribute to enabling the changes. It is recommended that this option remain available for the future, if support from the landowner can be secured. However, in the short term it is not recommended as a priority.

Points 4 – 7 are more specific and contained in nature and are able to be addressed in time, dependent on the availability of resources. These points can be actioned by officers as capacity becomes available.

With regard to 123 Old Coach Road, paragraphs 268 – 269 (Pages 33-34) there is no basis on the available material to commence any enforcement action. It is recommended that Council review the location of where the fence has been erected against the endorsed plan. This can be attended to as a matter of course.

Improvement Findings

Council's Notice of Motion calls for the review to include the identification of any opportunities for improvement for ongoing enforcement activities. These findings are addressed from paragraph 238 to 263, Page 27 onwards to page 31.

In summary, the review identified that there had been an improvement in the completeness of the complaint records and dealings of more recent complaints when compared with previous complaints dating back more than 8 years ago. The review identifies that the steps taken to investigate the recent 2020 complaints have been reasonable and timely. It does identify that the conclusions relating to the vehicle crossing investigation may have occurred prematurely.

In terms of improvement findings, the review identifies potential improvements to be implemented with regard to some aspects of the recording of emails, inspection photographs, recording of phone calls and details of officer determinations that support investigation conclusions. It also notes the added complexity of managing complaints in the event they are directed to multiple parties across Council.

Paragraphs 230 to 237 (Pages 27 to 29) outline specific customer feedback from one of the submitters regarding their experience regarding enforcement complaints and investigations, but also with regard to Planning Permit application P/2019/6025 discussed earlier. While the review has canvassed the submitters concerns regarding the planning permit application for the land, it reinforces that these are matters outside the scope of the review. The planning permit application has also been reviewed and determined by VCAT. The allegations have not been further substantiated. The submitter has previously been advised of the relevant government review bodies (Ombudsman, IBAC, Local Government Inspectorate) if they were of a mind to make a complaint regard officer and/or councillor conduct.

Noteworthy is that an effective enforcement function requires sufficient resourcing, with Knox Council having two officers responsible for investigating planning enforcement related complaints. The review identifies this being at the lower end of resourcing when compared with the author's experience of liaising with comparable councils, and addressing any improvements will require an investment in resources.

Improvement Recommendations

Paragraph 264 and its 9 parts (Page 32) outline general recommended process improvement opportunities for enforcement activities, based on observations and findings from the review.

The recommendations provided are very specific to the processing of enforcement complaints and investigations and are operational in nature. They relate to system utilisation, check lists for inspections and complainants, recording of photographs, internal referral of complaints and review of Planning Scheme provisions. While all recommendations appear quite reasonable, limited time has been available to fully analyse the recommendations to determine the effort or investment required for their implementation.

Work has already commenced independently of the review to optimise the role of the Pathways system in recording and processing enforcement complaints and investigations and the Directorate Business Improvement Coordinator will continue that important work with the team. Officers will fully analyse the recommendations and incorporate improvements where possible and refer others that require investment for consideration in the context of Departmental business planning.

3. CONSULTATION

Notice of Motion 105 sought consultation with interested parties, with consultation focused on those that had expressed a complaint with regard to the property or an adjacent property. Two interested parties proceeded to participate in the review by completing surveys and engaging with the legal review team. The role of evidence and analysis is a vital part of the review.

Relevant officers were engaged to provide documentation as part of the review and facilitate an inspection of the land. It should be noted that legal privilege has been waived in relation to the legal review report to ensure it is publicly available.

4. ENVIRONMENTAL/AMENITY ISSUES

The review has investigated a number of alleged breaches on the land that if proven may have the potential for detrimental environmental or amenity impacts. The review has outlined potential steps to gather further information, which would be at substantial cost and may not sufficiently prove non-compliance.

5. FINANCIAL & ECONOMIC IMPLICATIONS

As the review was in response to a Council Notice of Motion and not budgeted, it will be funded from the statutory planning legal appeals budget. The cost of the review to date is approximately \$16,000 excluding GST. Unscheduled officer time was also directed to support the review.

Council's planning enforcement function is comprised of two investigations officers for the entire municipality. The review identifies this being at the lower end of resourcing when compared with

comparable councils. Addressing recommended improvements will require an investment in resources.

6. SOCIAL IMPLICATIONS

An effective enforcement service is crucial to implementing the Knox Planning Scheme and planning decisions and maintaining public confidence in the planning system. The review provides general process improvement opportunities that if implemented will enhance the enforcement function.

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

Goal 1 - We value our natural and built environment

Strategy 1.1 - Protect and enhance our natural environment

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

Goal 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

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

An independent review into Council's handling of enforcement related complaints and actions for the property at 201 Ferndale Road, Sassafras (and adjacent properties) has been finalised. In Summary, the review found that in each allegation of non-compliance subject to the investigation, it was concluded that there is either insufficient proof of any non-compliance, or that there is no actionable non-compliance. The review provides recommendations regarding planning enforcement actions and general process improvement, which should be referred to officers for implementation or for further consideration as part of Departmental business planning.

10. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Director City Strategy and Integrity, Matt Kelleher

Report Authorised By: Chief Executive Officer, Tony Doyle

Attachments

1. Attachment A - Final Legal Review Report - Marcus Lane Group [6.2.1 - 140 pages]
2. Attachment B - VCAT Decision - P1604 2019, 201 Ferndale Road, Sassafras [6.2.2 - 18 pages]

The attachments for Item 6.2 have been published separately due to their size

6.3 Review of Rowville LDRZ and adjoining NRZ4 land

SUMMARY: Strategic Planner, David Cameron

This report highlights the findings and recommendations of the 'Review of Rowville LDRZ and adjoining GRZ2 land', prepared for Council by Glossop Town Planning. The area under review is currently zoned Low Density Residential Zone (LDRZ) with adjoining land within the Neighbourhood Residential Zone – Schedule 4 (NRZ4) (formerly General Residential Zone – Schedule 2), located on the north-east corner of Wellington Road and Taylors Lane.

The study area can be separated into three distinct areas, the residential aged-care and non-residential uses along Wellington Road, the LDRZ lots, and the 'buffer' NRZ4 area on the periphery of the LDRZ land. From a historic land use standpoint, the buffer area has applied a transitional lot size to the low density area since the area was originally subdivided.

The report recommends minimal change to the residential aged care and non-residential uses, as their current zoning and planning permit history allow for their continued use. Due to the constraints of a lack of reticulated sewerage across the LDRZ area, no change to the current zone is recommended without a comprehensive plan for redevelopment of the area, including necessary infrastructure provision.

The buffer area has been the subject of repeated Victorian Civil and Administrative Tribunal (VCAT) appeals. The transitional nature of this area, between the LDRZ and the standard residential density, is important. However, the provision of suitable development is also important. Changes to the Knox Planning Scheme are recommended (specifically a local policy direction and a new schedule to the NRZ) to provide an appropriate transition in this area, differentiate the area from its surroundings, and manage development pressures and expectations.

RECOMMENDATION

That Council:

1. Endorse the report entitled 'Review of Rowville LDRZ and adjoining GRZ2 land' (March 2021) in Attachment 1 and the draft Amendment C189knox documents (Attachment 4) for the purpose of seeking Ministerial authorisation to prepare and exhibit a Planning Scheme Amendment;
2. Request authorisation from the Minister for Planning to prepare and exhibit Amendment C189knox to the Knox Planning Scheme in accordance with section 8A of the Planning and Environment Act 1987 to:
 - a. Include a new strategy under clause 21.06-3 (Design and Character) to identify and protect the unique character of the 'buffer area' properties.
 - b. Insert a new schedule to the Neighbourhood Residential Zone (Schedule 9) to apply to the properties within the 'buffer area' specified within this report.
3. Subject to receiving authorisation from the Minister for Planning, place Amendment C189knox and the associated supporting documents on public exhibition for a period of at least one month in accordance with Section 19 of the Planning and Environment Act 1987;

4. Authorise the Director City Strategy and Integrity to make minor changes to the Amendment, where the changes do not affect the purpose or intent of the Amendment.

1. INTRODUCTION

This report summarises the findings of the 'Review of Rowville LDRZ and adjoining GRZ2 land' (Report) in Attachment 1. Glossop Town Planning (Glossop) was engaged by Council to determine the appropriateness of the existing planning scheme provisions that apply to the north-east corner of Wellington Road and Taylors Lane, Rowville. The study area is shown in Attachment 2.

The area under review includes land affected by the LDRZ, and abuts NRZ4 land (previously GRZ2, prior to the gazettal of Amendment GC172 by the Minister for Planning on 23 December, 2020). A small section of the study area in the southwest corner is zoned PUZ2, which is associated with St Simon the Apostle Primary School.

The strategic review was carried out in response to the Notice of Motion No. 92 passed on 8 July 2019 at a Strategic Planning Committee meeting. Council resolved to undertake a review in the 2019/20 financial year "*...for the properties along the south side of Murray Crescent, and the western sides of Vista Avenue, Fordham Court, and Silkwood Way, Rowville, to form a broader strategic planning review of this residential precinct in Rowville.*"

The study area was predominantly rural up to the 1960s, and over the last few decades, residential development has increased. The development pattern of this area is unique to Knox, in that the LDRZ land has relatively large lots (around 4,000sqm) with surrounding 'buffer' NRZ4 lots to the north and east of approximately around 2,000sqm. These buffer lots separate the study area from the typical smaller lot residential subdivision pattern beyond the study boundary to the east, north and west. The buffer lots have been subject to development pressure through repeated development proposals and VCAT hearings.

2. DISCUSSION

There are three distinct areas to be considered within the study area:

- The residential age care facility and non-residential uses along Wellington Road and Le John Street;
- Land in the LDRZ; and
- "Buffer" or transition properties on Murray Crescent (along the northern edge of the study area) and properties on the west side of Vista Crescent and Silkwood Way (along the eastern edge of the study area) zoned NRZ4 (previously zoned GRZ2).

2.1 Residential aged care and non-residential uses

There is an aged care facility and a number of non-residential uses within the study area, generally located along Wellington Road and Le John Street. While these uses are not necessarily 'low density' in nature, there are no compelling reasons to rezone these sites. Attachment 3 provides a summary table of the non-residential (and aged care properties) and the rationale for the recommendations to predominantly retain the existing zoning.

2.2 Low Density Residential Zone:

Within this area there are 69 properties in the LDRZ. Six of these properties are connected to reticulated sewerage and contain either residential aged care or non-residential uses. This leaves 63 properties in the LDRZ, of which:

- 53 properties are not sewered. None of these properties can be further subdivided under the provisions of the LDRZ, which require a minimum of 4,000sqm for properties that are not connected to reticulated sewerage. Therefore, these properties have limited residential development potential – beyond extensions to existing dwellings, and the demolition and development of a single dwelling on the lot; and
- 10 properties are connected with reticulated sewerage. Of the 10 properties, eight of them are over 4,000sqm and have the potential to be the subject of a two-lot subdivision application (with each lot being over 2,000sqm as required under the LDRZ when reticulated sewerage is connected). A single dwelling would be permitted on each lot, resulting in a potential for eight new dwellings.

Advice from Council's Stormwater team is that properties within the LDRZ (not connected to sewerage) have a legal right to discharge untreated greywater (e.g. shower, laundry, basins, kitchen) directly into the stormwater network. The properties are permitted to discharge grey water offsite (as they were constructed prior to the 1988 State Environment Protection Policy (Waters of Victoria)), and Council cannot compel property owners to connect to reticulated sewerage.

Water authorities use property size to measure whether a property can safely contain wastewater onsite. South East Water does not generally prioritise lots greater than 4,000sqm for servicing. Properties within the estate are typically over 4,000sqm and South East Water has advised Council they do not have any plans to connect the estate to reticulated sewerage. Consequently, the LDRZ remains an appropriate zone and an appropriate use of the Victoria Planning Provisions. It is recommended that the LDRZ be retained for all 63 properties discussed.

Rezoning of land prior to the connection of reticulated services is not recommended for the following reasons:

- Lack of strategic justification. The rezoning of land prior to understanding and resolving infrastructure and servicing issues does not support the principles of orderly planning;
- No support from South East water to incorporate reticulated sewerage across the unsewered properties;
- Raising development expectations of owners in the absence of understanding all of the constraints and costs associated with providing infrastructure (for example sewerage, drainage, roads, footpaths and open space);
- Lack of clarity in funding and provision of infrastructure for any increased development, including the risk that there will be a greater expectation that Council will fund the required infrastructure such as improved road and pedestrian connections throughout the Study Area;
- Significant gains for property owners connected to sewerage, potentially sterilising other lots not being able to afford or connect individual reticulated sewerage; and
- No certainty that the Department of Environment, Land, Water and Planning would support this approach given its inconsistency with clause 19.03-2S (Infrastructure design and provision) of the Knox Planning Scheme "to provide an integrated approach to the planning and engineering design of new subdivision and development."

Rezoning part of the land that is connected to reticulated sewerage is likewise not supported because:

- This approach would also be in opposition to clause 19.03-2S (infrastructure design and provision) of the Knox Planning Scheme;
- This would potentially require Council to respond to individual zoning requests rather than leading any comprehensive and integrated approach to development;
- Partial rezoning could result in a reduced net community benefit, as infrastructure upgrades associated with rezoning/ development proposals, such as footpath and road upgrades, may occur in a piecemeal manner with an unknown cost or impact to Council;
- It is difficult to plan for infrastructure provision, with potential individual applications for development unlikely to result in infrastructure contributions important to the estate.
- Partial rezoning of the estate could result in further rezoning requests from adjoining properties, incurring significant costs for Council. These changes could set the “tone” and scale of the Study Area and raise unforeseen challenges; and
- There is some limited inherent subdivision potential for some of these lots already through the provisions of the LDRZ.

The approach of partial rezoning is not considered viable, and not consistent with orderly planning. It is recommended that rezoning not be supported until infrastructure provision, especially sewer connections, is considered, including how it would apply to the entire estate.

Without commitment and funding towards the entire estate for reticulated sewerage, there is no strategic justification to rezone the land. The purpose of the LDRZ is to “...provide for low-density residential development on lots which, in the absence of reticulated sewerage, can treat and retain all wastewater” and is considered to be the most appropriate zone to apply.

2.3 Neighbourhood Residential Zone (Buffer area):

The lots within the NRZ4 that adjoin the LDRZ are very large lots. Along Murray Crescent, lot sizes of approximately 2,000sqm were deliberately and strategically applied at the initial time of subdivision to provide a buffer to the 4,000sqm lots to the south (in the LDRZ) from conventional density residential development to the north. The impact of this is evident in the existing neighbourhood character, which includes generous front setbacks and large backyards.

The current planning controls do not explicitly identify this part of the study area as a ‘buffer’ and there are no specific planning policies to this effect. Both Council and VCAT have made numerous references to neighbourhood character when assessing planning permit applications in this location.

Most of the VCAT cases have resulted in planning permits not being issued because the proposed development failed to respect the unique neighbourhood character of the area. However, VCAT has commented that “*further controls... should be implemented in this part of Rowville to protect its unique character*” (V Developers Pty Ltd v Knox CC [2018] VCAT 1541 (9 October 2018)).

Most recently in March 2020 VCAT considered a new application at 24-26 Taylors Road (Z & H Management Pty Ltd v Knox CC [2020] VCAT 279) and set aside Council’s refusal of the application and directed a planning permit be issued for 18 dwellings (11 double storey and 7 single storey).

The member noted that:

- in a General Residential Zone area (now the NRZ4 within the study area), the expectation is for some level of change;

- the Planning for Housing Planning Practice Note (PPN90) released in December 2019 refers to neighbourhood character in incremental change areas being dynamic and evolving over time to meet contemporary housing needs. Respecting character does not mean protecting character in an incremental change area; and
- the proposed development, whilst more intense, is the level of development anticipated in a GRZ (now NRZ4) area and will adequately 'fit in' with the surrounding area.

Consequently, there is a need to review planning controls for this "buffer" or transition area or risk further development pressures significantly eroding the existing unique character including generous front setbacks and large backyards. The following options have been identified:

- i. Do Nothing - This option is not recommended.

Recent VCAT decisions have highlighted the need to provide greater clarity and intent in policy directions and/or further controls for the area.

- ii. Retain the existing NRZ4 - This option is not recommended.

This option could include amending planning policy to clarify that this area does not form a buffer to the LDRZ land, allowing development consistent with the relevant Knox Neighbourhood policies. Under this option future planning applications would not need to consider or address the interface with LDRZ land to the south and west. This option would place greater emphasis on planning policies relating to urban consolidation and recognise the location of this area - in an established urban area that offers good access to jobs, services and transport.

- iii. Identify the LDRZ 'buffer' area and strengthen controls – This option is recommended.

This option includes amending a local planning policy in the Knox Planning Scheme to add a new strategy, under objective 4 to clause 21.06-3 (Design and Character), to identify the unique character of the area, and to read:

'In Rowville support residential development that provides an appropriate transition to dwellings in the LDRZ through the provision of large backyards for landscaping, tree planting and open space.'

This option would also apply a new NRZ schedule to the land that forms a buffer to the LDRZ. An existing purpose of the NRZ is to manage and ensure that development respects the identified neighbourhood character, heritage, environmental or landscape characteristics. This is considered an appropriate control to the "buffer" area to temper development and transition between the LDRZ and the surrounding residential area.

The new NRZ schedule would apply only to properties within the current NRZ4 that border or transition with the existing LDRZ area as set out in the Explanatory Report in Attachment 4. The following properties are excluded from the proposed new NRZ schedule and will remain within the current NRZ4 control:

- 60 Murray Crescent;
- 34 and 38 Vista Crescent;
- 2, 3 and 4 Fordham Court; and
- 1, 5, 7, 9, 13, 17 and 21 Silkwood Way.

The proposed NRZ schedule includes specific requirements to enable a transition between areas with an open garden setting, and to guide development outcomes. Modified requirements include landscaping requirements, side and rear setbacks, private open space, minimum street setbacks, front fences, decision guidelines and application

requirements as described in Attachment 4. However, the most relevant provisions to enabling a buffer between the current NRZ4 and LDRZ is the side and rear setbacks.

- side setback - A minimum 1m on one side and 3m on the other side applied within the new NRZ schedule. This is to allow for flexibility in the design response and a sense of spaciousness between dwellings.
- rear setback - A minimum 9m rear setback applied within the proposed NRZ schedule, in response to VCAT commentary of a *“6m setback being insufficient to respond to the LDRZ context”*. The unique context of the area was highlighted as a pretext to the proposed NRZ schedule, with a desire to maintain a backyard spine along the intersection between the NRZ4 and the LDRZ.

With these setbacks, preliminary testing on previous VCAT appeals indicates that 3-4 dwellings would be a likely outcome of the proposed NRZ schedule within the buffer area. Each of the tested developments had a loss of two dwellings from the original development proposal of 5-6 dwellings. This is predominantly due to the 9m rear setback being applied.

These proposed controls are intended to ‘temper’ development, so it responds appropriately to the context of this unique part of Rowville. Minimum subdivision areas are not recommended due to the lack of clarity as to how they would adequately protect the existing unique character of the buffer area, primarily the spacious setting and substantial backyards – of properties within both the NRZ4 and the LDRZ.

3. CONSULTATION

Subject to Ministerial authorisation, Amendment C189knox and associated documents will be placed on public exhibition for the recommended changes. Notices of the amendment will be given in accordance with Section 19 of the *Planning and Environment Act 1987*. The community and relevant stakeholders will have an opportunity to make a submission to the amendment.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no significant environmental issues as a result of the recommendations of the review. If piecemeal rezoning were to take place prior to the development of a comprehensive infrastructure and development plan for the area, amenity and environmental issues might arise, and inconsistent development patterns might emerge.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The recommendations of the strategic review do not result in any increased costs to Council, beyond the potential processing of a planning scheme amendment, which can be undertaken within the City Futures Department operational budget.

6. SOCIAL IMPLICATIONS

Once incorporated into the Knox Planning Scheme, Amendment C189knox will have positive social benefit through greater clarity in policy direction and outcomes for the affected area.

There are no expected negative social implications from the content of this report.

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

This report is relevant to the follow objectives and strategies of the Knox Community and Council Plan:

Objective 1 – We value our natural and built environment.

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

Objective 2 – We have housing to meet our changing needs.

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

8. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflict of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

Following the 'Review of Rowville LDRZ and adjoining GRZ2 land' Report, it is recommended that a planning scheme amendment process commence to introduce appropriate planning scheme controls to the identified 'buffer' area properties to reflect their unique character, and provide a transition between to the LDRZ properties in Rowville. The result of these controls would be to temper development within the buffer area to protect the existing backyard character, and provide a distinct separation between the LDRZ and the surrounding pattern of residential subdivision.

Given the lack of sewerage connections within existing the LDRZ lots, it is not considered suitable to modify the zoning in the LDRZ, without strategic justification and a comprehensive plan towards future infrastructure provision.

10. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Strategic Planner, David Cameron

Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher

Attachments

1. Review of Rowville LDRZ and adjoining GRZ2 land - Final Report (March 2021) [6.3.1 - 82 pages]
2. LDRZ study maps attachment [6.3.2 - 2 pages]
3. Tabulated recommendations aged care and non-residential uses [6.3.3 - 1 page]
4. Attachment - C 189 knox amendment material exhibition (version 2) [6.3.4 - 14 pages]

The attachments for Item 6.3 have been published separately due to their size

6.4 Determination of Mayoral and Councillor Allowances

SUMMARY: Co-ordinator Governance, Andrew Dowling

The Local Government Act 2020 (the LGA 2020) has reformed the process for determining mayoral, deputy mayoral and councillor allowances, transferring responsibility for setting allowances to the Victorian Independent Remuneration Tribunal (the Remuneration Tribunal).

Until the Remuneration Tribunal makes its first determination on allowances, Council is required to conduct a review under the former provisions of the Local Government Act 1989 (the LGA 1989). Those provisions require a review to be completed by 30 June 2021.

In light of the impending transfer of responsibility for setting allowances to the Remuneration Tribunal, no changes to the current allowances are proposed.

RECOMMENDATION

That Council:

- 1) Endorse in principle:
 - the retention of the current annual allowance for the Mayor of \$100,434 plus an annual \$9,541.23 superannuation equivalent; and
 - the retention of the current annual allowance for councillors (including the Deputy Mayor) of \$31,444 plus an annual \$2,987.18 superannuation equivalent
- 2) Note the Chief Executive Officer (or such person the Chief Executive Officer selects) shall give public notice of the proposed mayoral and councillor allowances and invite submissions in accordance with sections 74(4) and 223 of the Local Government Act 1989.
- 3) Receive submissions (and hear submitters as required) and finalise the review and determination of allowances at the Council meeting on 28 June 2021.

1. INTRODUCTION

Mayors and councillors are entitled to receive remuneration in the form of an allowance while performing their duties as an elected official.

Under the LGA 2020, responsibility for setting allowances will transfer to the Victorian Independent Remuneration Tribunal. However until it makes its first determination, Council must review allowances in accordance with the relevant provisions of the LGA 1989.

Under the LGA 1989 the Victorian Government sets the upper and lower limits for all allowances paid to the mayor and councillors by Order in Council, and does so in three categories. The Minister also reviews the limits and ranges of mayoral and councillor allowances annually and a Council must increase its mayoral and councillor allowances in accordance with any adjustment factor determined by the Minister (typically effective from 1 December each year).

Section 74 of the LGA 1989 requires Council to review and determine the level of allowance no later than 30 June 2021. The allowance set will remain in effect for the full term of the Council being 2020-2024 subject to any annual review by the Minister for Local Government or a Determination by the Victorian Independent Remuneration Tribunal.

Knox City Council is a category 3 Council and has previously resolved to set its allowances at the maximum of the allowance range. This is consistent with nearby councils (such as Monash, Whitehorse and Yarra Ranges).

Council has also previously determined that the Deputy Mayor receives only the Councillor allowance. The latest allowance ranges for a category 3 Council approved by the Minister and effective from 1 December 2019 are:

- Mayor: up to \$100,434 per annum
- Councillor: \$13,123 - \$31,444 per annum

There is also a legislative requirement for an amount equivalent to the superannuation guarantee under Commonwealth taxation legislation (currently 9.5%) to be paid in addition to the allowance.

2. DISCUSSION

The Minister has conducted his annual review under section 73B of the LGA 1989 for 2020 and determined that no adjustment to the allowances effective from 1 December 2019 will be made.

In light of the impending transfer of responsibility for setting councillor allowances to the Victorian Independent Remuneration Tribunal, it is similarly recommended that Council make no changes to the current allowances payable to the mayor and councillors.

3. CONSULTATION

Section 74(4) of the LGA 1989 provides that a person has a right to make a submission under section 223 of the LGA 1989 in respect of a review of allowances.

Accordingly, Council must give public notice specifying that the mayoral and councillor allowances are being reviewed and invite submissions.

The Act provides that the submission period must be open for at least 28 days from the date of publication of the notice. It also provides anyone making a submission is entitled to request in their submission that they appear in person at a meeting to be heard in support of the submission

Submissions received (including in person submissions as required) are proposed to be considered by Council at its 28 June 2021 Meeting.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental / amenity issues anticipated to arise as a consequence of this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Council's adopted budget includes appropriate provision for Mayoral and Councillor annual allowances, which are presently set at:

- Mayor - \$100,434 plus a \$9,541.23 superannuation equivalent; and

- Councillors (including the Deputy Mayor) - \$31,444 plus a \$2,987.18 superannuation equivalent

6. SOCIAL IMPLICATIONS

There are no social implications anticipated to arise as a consequence of this report.

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

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

In light of the impending transfer of responsibility for setting allowances to the Victorian Independent Remuneration Tribunal, no changes to the current allowances are recommended.

10. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Co-ordinator Governance, Andrew Dowling

Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher

Attachments

Nil

7 Public Question Time

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

8 Infrastructure Officers' Reports for consideration

8.1 Local Roads and Community Infrastructure Program

SUMMARY: Manager, Sustainable Infrastructure, Mathew Hanrahan

This report informs Council of the Federal Government's offer to Local Government of an extension to the Local Roads and Community Infrastructure Grant Program. Knox Council has previously applied for and received funds under Phase 1 of the Program to the value of \$732,902. Phase 2 of the Program under offer is to the value of \$4,813,785 and this report informs Council of the eligibility guidelines for the Grant application and recommends candidate projects applicable to these guidelines.

RECOMMENDATION

That Council:

- 1. Accept the offer of \$4,813,785 made by Federal Government Local Roads and Community Infrastructure Program Extension for the implementation of Capital Works projects in order to create local job opportunities to assist in the recovery from the COVID-19 pandemic.**
- 2. Endorse the project listing in this report for inclusion in the grant funding agreement with the Federal Government.**

1. INTRODUCTION

The Minister for Infrastructure, Transport and Regional Development, Deputy Prime Minister, The Hon Michael McCormack MP, has written to local governments requesting they play a further role as part of the national recovery from the COVID-19 pandemic, delivering local jobs, through local projects.

As the closest tier of government to the people it serves, the Federal Government considers local governments an essential support for communities across Australia, helping them through this downturn and planning for the recovery.

Under the initial funding available through the Local Roads and Community Infrastructure (LRCI) Program, offered in May 2020, Knox Council applied for and received grant of \$732,902 to initiate three projects identified on Council's future Capital Works Program. These consisted of Shared Paths at Ferntree Gully Road – Stud Road to O'Connor Road and at Mountain Highway – Army Road to Colchester Road. Also, the LRCI funding was combined with State funding and a Council approved contribution to implement the Marie Wallace – Modular Change Rooms.

It is intended that this LRCI Program extension will continue to assist local governments to deliver local road and community infrastructure projects, as well as create local job opportunities particularly where employment in other sectors have been negatively impacted.

We have been requested to identify projects to maximise the opportunity for a range of workers to be retained, redeployed and employed to deliver ready to roll-out projects that provide economic stimulus and benefits to communities.

Under the LRCI Program Extension, Knox City Council will receive an additional funding allocation up to \$4,813,785. This funding will be available from 1 January 2021, with the Program being extended until the end of 2021.

Program Guidelines and Grant Agreements have been received and Council now need to consider and nominate eligible projects to apply for the funding under the Program Extension.

2. DISCUSSION

2.1 Grant Eligibility Guidelines

Local Roads Projects

Eligible Local Road Projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider works that support improved road safety outcomes. This could include for example projects involving any of the following associated with a road:

- A bridge or tunnel; or
- Road and sidewalk maintenance, where additional to normal capital works schedules.

Community Infrastructure Projects

Eligible Community Infrastructure Projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

Some areas are clearly publicly accessible as they are areas that are open to all members of the public such as parks, playgrounds, footpaths and roads. For example:

- Council operated sporting fields; or
- A kindergarten building.

All projects whether carried out on council owned land, or another type of public land, must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:

- Bicycle and walking paths; and
- Off-road car parks (such as those at sporting grounds or parks).

Other Public Land

Projects that involve the construction, maintenance and/or improvements to state/territory and crown owned land/assets and Commonwealth owned land/assets, can also be eligible projects where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the sites are accessible to the public (including natural assets).

Maintaining overall capital expenditure

The purpose of the LRCI Program funding is to support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic. As an economic

stimulus measure, the intent is that Eligible Funding Recipients undertake infrastructure projects which are additional to projects that they had planned to undertake using their own funds.

Under Phase 1, LRCI funds could not be used on existing projects. Under Phase 2, Eligible Funding Recipients are required to maintain their overall capital spending on roads and community infrastructure, funded by their own revenue, at or above their 2020-21 capital spending level.

Proof of maintaining capital expenditure will be a requirement for an Eligible Funding Recipient to receive their full Phase 2 Allocation. The Department will consider, in exceptional circumstances, exemptions to this requirement.

Co-contributions

Co-contributions are not required under the LRCI Program, but are allowed to be used for projects. A project can be funded by a combination of LRCI Program funds, the Eligible Funding Recipient's funds, and other government programs (including state government programs), as long as the combined funding for the project does not exceed the estimated cost of a project.

Eligible construction time period

Construction activity on Eligible Projects must be undertaken before 31 December 2021, unless agreed by the Department due to exceptional circumstances. Planning issues and general delays associated with building projects are not considered exceptional circumstances.

2.2 Candidate Projects

When considering candidate projects, the guidelines outlined above must be adhered to, namely:

- Ready to roll-out projects that provide economic stimulus and benefits to communities.
- Infrastructure projects which are additional to projects that they had planned to undertake using their own funds.
- Funding Recipients are required to maintain their overall capital spending on roads and community infrastructure, funded by their own revenue, at or above their 2020-21 capital spending level.
- A project can be funded by a combination of LRCI Program funds, the Eligible Funding Recipient's funds, and other government programs (including state government programs), as long as the combined funding for the project does not exceed the estimated cost of a project.
- Construction activity on Eligible Projects must be undertaken before 31 December 2021, unless agreed by the Department due to exceptional circumstances.

As Council has a well documented process for prioritising its investment in infrastructure, based on ranking criteria utilised across its New and Upgrade program and condition audit data informing its Asset Renewal program, it is logical that projects already on the near term program are identified as suitable for use of the Local Roads and Community Infrastructure grant funding. The projects identified generally fall into three program categories.

Footpaths and Shared Path projects

Given the condensed delivery timeframe required for the program, the delivery of footpath and shared path projects represents a significant opportunity for funding allocation. Council has a long list of identified missing links in both its footpath and shared path networks.

All paths / shared paths proposed in the following list are identified on the works program, have been designed or only need minimal design, allowing for early commencement of works, as soon as funding advice has been received.

All projects listed below could be constructed before Christmas, with the possible exception of Malvern Street, as this is to be constructed in conjunction with road works and is dependent on when contract is let. The final column on the listing below identifies where the projects currently sit, noting that Council has recently had discussions relating to the New and Upgrade program, which will shortly be released as part of the draft budget package.

Open Space enhancements

Windermere Reserve, in Ferntree Gully has been identified as a candidate project for an oval upgrade as the work required has previously been scoped and designed and will provide minimal club disruption if delivered at short notice. Windermere Reserve, while not home to a tenant club plays a vital role in acting as an overflow ground, supporting clubs in need of a home, due to expanding team numbers. As an overflow reserve, the ground also supports temporarily re-located clubs who may be experience ground/facility improvements occur at their own venue.

Gilbert Park currently sits on Council's modular building program 3017/948 and has funding of \$1.8m towards delivery of an enhanced facility to meet current baseball and softball capacity. Based on the design development process, there is an identified shortfall of \$400,000 to meet the full delivery brief for the project, including the provision of sustainability initiatives. The project is scheduled to commence in coming months.

Council has a series of proposed floodlighting installation projects identified for 21/22 in its Program 4000 – Structured Recreation Program. Key sites identified include Lewis Park Oval No. 1, Templeton Reserve, Kings Park Oval No. 1 \$300k and Knox Park Athletics - \$300k. These projects will likely be contracted as an aggregate tender package and are typically able to be delivered within the expected timing of the grants program.

Road reconstruction

The Manuka Drive, Ferntree Gully road reconstruction has been designed and is ready for delivery. At present, it does not sit on the road reconstruction program for 21/22, however the Project Delivery team have advised that there is potential for it to be added to the current program package and will be the ninth project in the 2021/22 package, if endorsed for delivery by Council.

Drainage Renewal

Council commits over \$2.5m annually to its renewal program for drainage infrastructure. This includes replacement of damaged pits and pipes and undersized drainage elements, which are unable to deliver their requisite function. It is proposed that a \$660k contribution of the LCRI program funds be allocated to drainage renewal program to offset in part the cost of next years' program.

Local Roads and Community Infrastructure Projects		Current Program status
Footpaths		
Glenfern Road, Ferntree Gully (Norman St to Trafalgar St) – Footpath Construction which needs top up funds.	\$126,000 (existing funding of \$65,810)	4006 2020/21 Program
Bergins Road, Rowville – Buckingham Dr to Liberty Avenue.	\$129,998	4006 Draft 2021/22 Program
Malvern Street, Bayswater – Scoresby Road to Edelmaier Street.	\$100,000	4006 Draft 2021/22 Program
Shared Paths		
High Street Road, Wantirna South – Knox Gardens Shops to Stud Road.	\$346,500	4009 Draft 2021/22 Program
Burwood Highway, Knoxfield – High Street Road to Scoresby Road.	\$400,000 (Bring fwd from Year 2)	4009 Planned 2022/23 Program
Napoleon Road, Lysterfield - Anthony Drive to Park Road, Lysterfield.	\$155,925	4009 Draft 2021/22 Program
Road Reconstruction		
Manuka Drive, Ferntree Gully - Park Blvd to Western Road	\$365,000	1001 Planned 2022/23 Program/ Design 20/21
Pavilions		
Gilbert Park pavilion (additional funds to meet design requirements)	\$400,000	3017 2020/21 Program
Reserves		
Windermere Reserve, FTG – Oval Upgrade.	\$1,350,000	1008 Draft 2021/22 Program
Sportsfield – Floodlighting installations	\$780,362	4000 Draft 2021/22 Program
Drainage		
Drainage Renewal Program	\$660,000	1003 Draft 2021/22 Program
Total	\$4,813,785	

Table 1 – Proposed project listing - allocation of LCRI funding for 2021/22

3. CONSULTATION

Bearing in mind the grant eligibility guidelines, its immediacy and the need for increased personnel resource input, there has been considerable consultation and deliberation amongst relevant Council staff including consultation with the Executive Management Team and relevant Managers.

4. ENVIRONMENTAL/AMENITY ISSUES

Council contributes to environmental outcomes both directly through the delivery of programs including enhancement of its open spaces, tree planting programs, sustainability initiatives and also indirectly through its specification of sustainable/recycled materials in contracts, use of recycled products and criteria for determining design of its facilities using the green star rating system.

A long term strategic approach to supporting surface maintenance, renewal and construction has continued with the continued use of warm season grasses conversions and the establishment of an ongoing Capital Works Program focused on delivering sustainable outcomes for structured sports (water harvesting).

5. FINANCIAL & ECONOMIC IMPLICATIONS

The economic stimulus from Local Governments at the community level is an integral measure in the recovery from the COVID – 19 pandemic. The provision of these Grants is also an opportunity to supplement Council's Capital Works Program and bring forward projects to enhance the amenity of Knox for its community.

6. SOCIAL IMPLICATIONS

The purpose of the Grant funding is to provide Local Governments the opportunity to assist in the financial stimulus of the economy and thereby the maintenance of social wellbeing within the community.

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

The Capital Works Program and its management are consistent with the 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 4 – We are safe and secure

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

Goal 6 – We are healthy, happy and well

Goal 7 – We are inclusive, feel a sense of belonging and value our identity

Goal 8 – We have confidence in decision making

8. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

In order to create additional local job opportunities and assist in the recovery from the COVID-19, it is recommended that Council accept the offer of \$4,813,785 made by Federal Government Local Roads and Community Infrastructure Program Extension for the implementation of Capital Works projects and endorse the projects proposed to be undertaken as outlined in this report.

10. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Manager, Sustainable Infrastructure, Mathew Hanrahan

Report Authorised By: Director, Infrastructure, Grant Thorne

Attachments

Nil

9 Connected Communities Officers' Reports for consideration

9.1 Minor Grants Program 2020-21 Monthly Report - April 2021

SUMMARY: Community Partnerships Officer, Deb Robert

This report summarises the grant applications recommended for approval in April 2021 for the Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Policy.

Applications under the Minor Grants Policy are limited to a maximum of \$3,000 within the current financial year.

RECOMMENDATION

That Council:

1. Approve 7 applications for a total of \$13,835.81 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Boronia Soccer Club	Ground Marking	\$1,180.00	\$1,180.00
St Joseph's Boronia Parents Community	Junior School Lunch Time Activities	\$1,500.00	\$1,500.00
Hungarian Community Co-op Association	Decking	\$1,980.00	\$1,980.00
Coonara Community House	My Meditation	\$2,895.81	\$2,895.81
Shishukunj Melbourne	Youth Program First Aid Renewal and New Teams	\$2,300.00	\$2,300.00
Australian Creative and Experimental Revue Society	Benefiting the Post-COVID Community Wellness Through Creative Experimental Art	\$980.00	\$980.00
Upper Ferntree Gully Playgroup	Outdoor Play Update	\$3,000	\$3,000.00
TOTAL		\$13,835.81	\$13,835.81

2. Note that inclusive of the above recommended grants, totalling \$13,835.81, a total of \$145,012.06 has been awarded to date under the 2020-2021 Minor Grants Program supporting 66 community-based organisations and their programs.

1. INTRODUCTION

The Minor Grants Program provides a pool of grant funding that can respond on a monthly basis to requests for small amounts of funding to assist with short term, one-off projects or initiatives that are relatively minor in nature.

The objective of the Minor Grants Program is to be an accessible and responsive funding source to assist a wide range of community led activities across the municipality and support volunteer effort and civic participation.

It operates under the principles of other Knox Council grants programs to ensure:

- Funded projects will provide benefit to the Knox community and help meet Council objectives;
- Co-operation and collaboration between groups will be encouraged;
- The grant process will be consistent, equitable and transparent; and
- The grant process will support and strengthen community groups in developing local solutions to local needs.

Applications are assessed against criteria specified in the Minor Grants Program Policy (updated and approved in April 2020) to determine the eligibility of the applicant organisation and the eligibility of the grant application.

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 2020.

In accordance with the Policy, applications for funding have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

2. DISCUSSION

This report presents to Council the recommendations for recent Minor Grant applications in accordance with the Policy.

Seven complete grant applications were received since the Council meeting on 29 March 2021, requesting grants totalling \$13,835.81.

Two of the applicants are requesting amounts that will exceed their annual limit of \$3,000 per financial year – Coonara Community House received a Minor Grant of \$2,077.41 in November 2020 and Shishukunj also received a Minor Grant of \$1,764 at that time.

It is recommended that the requests be supported by waiving the annual limit under Clause 7 as both organisations are addressing COVID-19 impacts – specifically Coonara's meditation for mental health and wellbeing support for COVID-19 recovery and Shishukunj's first aid training costs usually subsidised by members fees, respectively.

Boronia Soccer Club is seeking grant assistance to cover new line marking that has previously been done by volunteers who are yet to return.

St Joseph's Primary School Parents Community aim to purchase outdoor games that will engage and build confidence of prep students and which can be used for parish and community events.

The Hungarian Community Co-operative seeks grant assistance to make urgent repairs to an outdoor access deck that is currently unsafe.

The Australian Creative and Experimental Revue Society is a locally based cultural group that plans to record various artistic performances – music, poetry, drama and dance in both classical/contemporary and eastern/western styles – to showcase local talent in an online international workshop.

The Upper Ferntree Gully Playgroup is seeking assistance to purchase some outdoor active play equipment.

Application details are provided in Attachment 1.

3. CONSULTATION

Consultation is undertaken with organisations in relation to their grant applications whenever possible and if necessary, to clarify details regarding their applications prior to Council's consideration.

Advice or information may be sought from officers across Council in relation to either the applying organisation or the proposed project, or both, if considered necessary.

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. The 2020-2021 budget provides \$213,454 for the Minor Grants Program (comprising the annual allocation of \$148,500 plus an additional \$51,500.00 allocated through the COVID-19 Community and Business Support Package and \$13,454 in unspent funds carried forward from the 2019/20 Minor Grants Program, as per the Minor Grants Policy).

Recommended applications for the April period total \$13,835.81. If approved as recommended, the remaining Minor Grants budget for 2020-21 will total \$76,469.19 before GST adjustments.

6. SOCIAL IMPLICATIONS

The Minor Grants Program allows Council to respond promptly to requests from Knox- based community groups for small amounts of funding to assist a variety of community-based programs, projects or activities. Council's Minor Grants are a simple and streamlined source of funding that can make a significant difference for local community organisations in need of short-term, specific purpose assistance.

Minor Grants continue to be an accessible funding option to help meet needs arising for many community groups due to the COVID-19 Pandemic. The long-term impact of limited fundraising opportunities, reduced membership or financially impacted members and reduced volunteer capacity will be felt for some time to come.

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

Goal 6 - We are healthy, happy and well

Strategy 6.1 - Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition

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 7.1 - Protect and preserve our local cultural heritage

Strategy 7.2 - Celebrate our diverse community

Strategy 7.3 - Strengthen community connections

Strategy 7.4 - Promote and celebrate the contribution of our volunteers

8. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

This report contains the recommendation for funding through the Minor Grants program for April 2021.

10. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Community Partnerships Officer, Deb Robert

Report Authorised By: Acting Director Connected Communities, Angela Morcos

Attachments

1. ATTACHMENT 1 - Minor Grant Applications - April (7) - 2021-4-26 [9.1.1 - 38 pages]

The attachments for Item 9.1 have been published separately due to their size

9.2 Kindergarten Expansion Reform

SUMMARY: Manager Family and Children's Services, Janine Brown

The State Government has introduced the largest, social, economic and educational reform of early childhood education in Victoria's history. This fundamental redesign of the kindergarten service system means all Victorian children will have universal access to two years of funded kindergarten in the years before formal schooling.

Council agreed in principle in May 2020, to deliver two years of universal kindergarten, continuing with 15 hours a week for 4-year-olds and commencing with five hours a week for 3-year-olds in 2022. This in principle decision was made on the proviso that further work be undertaken to determine if this could be delivered in a sustainable and efficient manner by Council.

Since then, the Kindergarten Expansion Project (KEP) has focused on four workstreams: Business Planning and Service Modelling, Infrastructure and Business Systems, Workforce, Communications and Engagement in readiness to support Council to formally consider the in principle decision to expand its current service provision to include five hours of 3-year-old kindergarten from Term 1, 2022.

Council has a long-standing reputation and proud history of quality kindergarten provision and roles as Early Years Manager and municipal planner, which must be balanced against the social and economic priorities across all age and activity cohorts in the Knox community, in addition to the very real need for fiscal recovery amidst the uncertainty of a post COVID-19 future.

This report outlines the decision options and associated workforce, infrastructure and financial implications for Council as it considers whether to confirm or otherwise its in principle decision of May 2020.

RECOMMENDATION

That Council:

1. Recognise the introduction of two years of funded kindergarten in Victoria is a fundamental redesign of the service model of kindergarten;
2. Note that a sustainable and efficient kindergarten program that includes the State Government's 3-year-old kindergarten program will require a significant short and long-term investment in contemporary facilities, in order to meet the anticipated demand for kindergarten services in Knox into the future;
3. Note that allocating the financial resources required to establish contemporary kindergarten facilities necessary for the sustainable and efficient delivery of the State Government's 3-year-old kindergarten program will create significant financial challenges;
4. Resolve to provide five hours of funded kindergarten for 3-year-olds from 1 January 2022 within *existing* infrastructure and note Officers will undertake further analysis on the implications of scaling up to 15 hours of funded kindergarten by 2029; and

- 5. Requests an advocacy program be developed and implemented which articulates:**
- a. Resolutions 1 to 4 above.**
 - b. The importance Council places on a true partnership between Council and the State Government in the delivery of early years services.**
 - c. The level of subsidy that Council currently contributes to early years services in the City of Knox.**
 - d. The level of partnership investment required from the State Government to alleviate the resource impact on Council that the sustainable and efficient implementation of the State Government's 3-year-old kindergarten program will require.**

1. INTRODUCTION

Two years of universally accessible kindergarten in the years prior to school represent a fundamental change to the kindergarten service model in Victoria. The reform agenda is informed by significant research and international experience which recognises the social, educational and economic benefits of extended periods of high-quality early learning and their beneficial impacts over the life-course.

The Knox community highly values kindergarten. Locally, kindergarten is a central component of Council's suite of family and children's services, it facilitates place-based community connections and relationships that continue with families into formal schooling and in many cases, well into the future.

Under this initiative, 3-year-old kindergarten services will be subject to the same policy and funding guidelines as 4-year-old kindergarten and will be regulated under the National Quality Framework (NQF). This includes complying with Priority of Access (POA) guidelines for registration and enrolment into kindergarten and meeting requirements of other initiatives including School Readiness Funding (SRF), pre-purchased places for vulnerable children and second year of kindergarten.

The redesign of the kindergarten service model in Victoria means existing 3-year-old provision in Knox that is not currently provided by Council, will not meet projected demand in 2022.

Knox Council plays several roles in relation to kindergarten across the municipality, including:

- Direct service delivery as an Approved Provider and Early Years Manager;
- Partner in the delivery of infrastructure;
- Municipal planner and advocate; and
- Partnerships with non-Council service providers.

This report:

- Provides information about the implications of this reform on Council's role as a service provider, owner of early years infrastructure and as a municipal planner; and
- Recommends Council considers becoming a provider of 3-year-old kindergarten, alongside the existing 4-year-old kindergarten program within existing infrastructure from 2022.

2. DISCUSSION

2.1 Kindergarten in Knox

The introduction of two years of kindergarten is a fundamental major policy change that creates the opportunity for all children to engage in State funded teacher led early education and care programs in the two years prior to school.

As a service provider, Council has forged a strong partnership with families starting at birth and providing advice, care, education and advocacy services to support children to thrive and grow in Knox as outlined in the Council Vision, Community and Council Plans and the Key Life Stages Plan.

Kindergarten in Knox is provided in a mixed market model that includes Council, not-for-profit, schools and privately-owned and for-profit providers. Interest in providing funded kindergarten for 3-year-olds from existing providers in the municipality indicates that mixed market provision is likely to continue, providing families with choice about the service that best suits their child, and their family circumstances.

However, current provision of sessional 3-year-old kindergarten in Knox is low when compared to other municipalities. It is unlikely that the service providers already offering sessional 3-year-old kindergarten will be able to meet future demand for every eligible child, so overall provision must expand and grow.

Council as Service Provider

Council has a unique role as an Early Years Manager of kindergarten services and provider of a range of early years services. Working in partnership with other providers, Council delivers high quality, integrated and coordinated early years services along with comprehensive levels of support to individual families. This provides a solid and effective foundation to support all families and to identify and support vulnerable and socially isolated families.

Council directly provides sessional 4-year-old kindergarten programs for up to 60% of the eligible cohort from service locations with a total average of 1,150 enrolments each year. Council employs, on average, 150 staff (full and part-time) to deliver and support these programs. Council's central registration process allocates places per kindergarten site based on Priority of Access guidelines and in accordance with the Annual Early Childhood Education and Care (ECEC) Operational Service Plan. Registration for 4-year-old kindergarten places for 2022 opened to families on 1 April 2021.

Currently, Council provides funded 4-year-old kindergarten across 30 sites, delivered in 49 sessional and two long day care classrooms. Council kindergarten groups consist of either 22 or 30 children. Timetabling consists of either 2 x 7.5 hour sessions a week or 3 x 5 hour sessions a week; and 15 hours of kindergarten is provided each week, for 40 weeks of the year.

The remaining 40% of the eligible kindergarten cohort access funded kindergarten in private for profit and not for profit childcare settings or with other kindergarten providers, however there are still some children in the Knox community who do not access funded kindergarten. Department of Education and Training (DET) data indicates that the kindergarten participation rate for the Knox municipality in 2019 was 90% of the eligible cohort.

There are currently two non-Council operated 4-year-old providers in Council facilities and a further three on school sites. Additionally, there are 12, 3-year-old programs operated across the municipality with nine of these operating in Council early years facilities.

Council as Infrastructure Owner

It is important to note that Local Government, regardless of whether it delivers kindergarten services, continues to play the role of Municipal Planner and is a key partner to the State Government regarding early years infrastructure. Whilst a sizable proportion of this role relates to kindergarten service settings (including kindergarten in childcare), it also includes Maternal Child Health, community playgroups and services such as toy libraries, parent, allied health and development support services.

In Victoria, there are around 1,320 community-based kindergartens, of these 1,094 (83%) operate from Council-owned buildings. The State Government is working with all service providers to maximise their enrolments and make even better use of all facilities where funded kindergarten is provided to ensure access to two years of kindergarten for both 3 and 4-year-old children.

Council manages 46 purpose built early years buildings, which house a variety of early years programs and services. Thirty-three (33) kindergarten facilities are owned and managed by Council across the municipality. Of these, three facilities have kindergarten services fully managed by other providers.

Council has undertaken an Early Years Infrastructure Review, to analyse projected demand for early years services in Knox to better understand the implications for Council-owned infrastructure. A particular issue identified for Knox is that its early years infrastructure is approximately 50-70 years old. Whilst the infrastructure is generally in good condition, several facilities will need refurbishment, expansion, replacement and/or consolidation if they are to be contemporary and fit for purpose into the future and to meet the projected demand for kindergarten places and reflect community expectations and contemporary workplaces by 2029.

Although the municipality is in a period of consolidation, its overall population is still expected to grow by 17% between 2019 and 2041. The increase for the early years population is projected to be slightly lower at 12%, consistent with an ageing population. As Knox does not have significant population growth from direct immigration, birth rate data from this year and the next will be informative as to any effect from the pandemic on Knox's early years population.

An important partnership project between the Department of Education and Training and Council is the development of the Kindergarten Infrastructure and Service Plan (KISP). Council has received grant funds to support engagement with this project.

The KISP is a jointly agreed and published, municipal-wide plan relating to the supply and demand of kindergarten places in existing infrastructure for eligible children spanning the timeframe of 2022-2029. It is intended as guiding information for potential service providers who may be considering whether to establish infrastructure and/or kindergarten services in the Knox community from 2022-2029.

2.2 Kindergarten Expansion – Decision Options and Implications

Two options are available to Council as it considers its decision whether to provide five hours of 3-year-old kindergarten from Term 1, 2022. These are:

1. Council resolves to deliver five hours of funded kindergarten for 3-year-olds from 1 January 2022 within existing infrastructure and notes officers will undertake further analysis on the implications of scaling up to 15 hours of funded kindergarten by 2029.

2. Council resolves not to deliver 3-year-old kindergarten in 2022 and informs the Department of Education and Training of this decision. Officers will undertake deliberative engagement with the Knox community prior to January 2022, regarding its decision not to deliver two years of universal kindergarten.

Officer Recommendation

Officers recommend that Council determine to provide five hours of 3-year-old kindergarten within existing infrastructure from Term 1, 2022 as outlined above in Option 1.

Below is a summarised rationale for the recommendation to Council in relation to Option 1.

Rationale for Recommending Option 1

Mixed Economy and Risk of Market Failure

Council currently runs 30 out of 33 of the kindergarten services in sessional settings. As the primary provider of kindergarten in the municipality, opting not to become a 3-year-old provider risks market failure in 2022 and the years following. This would negatively impact not only on family choice but would also limit access and, potentially, the quality of kindergarten provision in Knox. Existing provision does not adequately cover the 3-year-old population and would result in a shortage of places for 3-year-old children in Knox. This would be a negative outcome for the Knox community, denying community access to two years of kindergarten and may also impact future enrolment in Council's existing 4-year-old program.

It is envisaged that over time, the impact of kindergarten expansion may further encourage a mixed economy of kindergarten service providers in the municipality. It is important that Council continues to monitor the supply and demand for both 3 and 4-year-old kindergarten to ensure that all eligible children can access and participate in two years of high-quality kindergarten. This includes the impacts regarding both Council's role and responsibilities as municipal planner and as Early Years Manager/kindergarten service provider.

Existing Service Capacity

Analysis undertaken by Council officers demonstrates that Council has capacity to offer five hours to 60% of eligible 3-year-old children from 2022 without significant additional investment in its existing infrastructure in the immediate future. Minor adjustments to licensed places in a number of classrooms and enhanced service planning using the kindergarten forecast cost modelling tool has resulted in fewer but larger groups, improving utilisation of Council's existing early years infrastructure and supporting the possible expansion to include five hours of 3-year-old kindergarten at each of its existing service locations.

Minimised Additional Expenditure

Kindergarten operational forecast cost modelling indicates that the impact to Council for the operational costs of this additional service provision (five hours of 3-year-old kindergarten) is \$200,000 for the 2021-22 financial year (6 months of a kindergarten calendar year). This modelling includes additional operational and staffing resources across Council and assumes continued impacts of service efficiencies achieved through business transformation activities within the kindergarten program but does not include additional resources related to senior leadership roles in an expanded service.

Continued Challenges and Advocacy Needed

Kindergarten is a State Government program and the partnership with Local Government is expressed through the Early Years Compact and the State Local Government Agreement.

The fundamental redesign of the kindergarten service model in Victoria has redefined the term “fit for purpose” in the context of early years infrastructure. Most early years facilities in Knox are single room stand-alone kindergartens on limited urban land parcels which do not currently have the required space or capacity for 15 hours for the projected 3 and 4-year-old population beyond 2026. Refurbishment and redevelopment to increase the number of two room kindergartens with maternal and child health/allied health rooms and capacity for flexible intergenerational use is becoming increasingly critical. Officers note within their recommendations that the reform has significant implications for Council’s ongoing infrastructure planning and its role as municipal early years planner.

Officer recommendations reiterate the importance of continued advocacy to the State Government as critical to foster true partnerships in the implementation of this significant reform. Significantly increased State Government investment in infrastructure is needed to alleviate the resource impacts for Local Governments. The impact of this reform, the essential redesign of the service system, creates increased investment pressure on Councils in their role as municipal early years planner and community infrastructure providers. Further work needs to be undertaken with the State Government to explore options to reduce the impact on Local Government. This is particularly significant in municipalities like Knox in which the cost of land is expensive and existing Council-owned sites are too small and poorly located for the required level of expansion and redevelopment.

Consultation with Other Providers

Officers are undertaking the planning for engagement and consultation activities with existing and prospective 3-year-old kindergarten service providers across Knox. This will include non-Council kindergarten providers operating 3-year-old kindergarten in Knox Council owned facilities; service providers who operate 3-year-old kindergartens in other Council owned facilities; existing private and not-for-profit providers who may want to expand into 3-year-old kindergarten provision and community groups that currently utilise Council owned early years facilities for other activities such as playgroups. Consultation with these providers as to their future service plans in relation to two years of kindergarten will be undertaken and feedback presented to Council in subsequent reports.

Research Evidence

Universal access to two years of kindergarten in the years prior to school represents a fundamental change to the Victorian kindergarten service model. The reform agenda is informed by significant research and international experience which recognises the social, educational and economic benefits of extended periods of high-quality early learning and their beneficial impacts over the life-course and would provide significant social and educational benefits to young children in the Knox community.

Other Considerations in Relation to Recommendation for Option 1

Service Partnerships in Council's Existing Infrastructure

Resolving not to deliver five hours of funded 3-year-old kindergarten in 2022, would require Council to partner with an alternative provider/s to ensure access to 3-year-old kindergarten for children in Knox. This would need to be provided in the same facilities from which Council provides 4-year-old programs.

Significant work would need to be undertaken to develop and implement appropriate cost and partnership frameworks to facilitate a model of implementation in which other providers operate from Council owned facilities. This level of partnership work would be significantly challenging to achieve in time for January 2022.

However, there is also no guarantee that Council would be able to identify a suitable alternative service provider, given the current aged facilities present significant challenges to attracting alternative providers. As an example, there was one previous not-for-profit provider recently operating in Knox. However, they have recently tended toward exiting urban/metro locations in favour of growth corridor areas where they can achieve greater economies of scale in newer, larger, purpose-built and future-proof kindergarten facilities.

Family Choice and Quality Ratings for Kindergarten Service Settings

The Department of Education and Training (DET) strongly supports and advocates for the position that kindergarten is a "program and not a location". This approach is designed to encourage and support families to access and participate in funded kindergarten programs in both sessional and long day service settings to maximise the availability of both 3 and 4-year-old kindergarten.

DET's Quality and Regulation Division Annual Report (2019/2020) identifies that while 95% of Victorian sessional kindergarten services are either meeting or exceeding the National Quality Standard (NQS), this rating drops to 85% in long day care settings. The highest quality services are rated as "Exceeding the NQS". In 2019/20, 61% of kindergarten services in Victoria were rated as exceeding, while only 27% of LDC services have achieved similar levels of quality.

Currently 23 out of 30 (80%) Knox Council Kindergarten services rated as exceeding the National Quality Standard (NQS). The other seven (20%) are rated as meeting the NQS.

There is a risk of additional potential pressure on sessional kindergarten settings, and by association, Council's kindergarten infrastructure, should families choose sessional service settings in preference to long day care settings.

A more detailed analysis to support the officer recommendations proposed for the 26 April Council meeting are outlined in Attachment 1.

2.3 Implementation

Officers have developed a draft implementation plan to be enacted should Council determine to become a provider of 3-year-old kindergarten for five hours per week. The proposed implementation timeline would see 3-year-old registrations commence in May 2021, with allocations made under the approved Kindergarten Policy and adhering to Priority of Access

requirements detailed in the Policy. In line with the Policy, a detailed Annual Early Childhood Education and Care (ECEC) Operational Service Plan for 2022 is being prepared for Council's Executive Management Team's approval for the provision of 4-year-old kindergarten. This Plan would be adjusted to include 3-year-old kindergarten should Council so determine. An accompanying draft communication strategy is designed to ensure that families would receive timely information about registration processes and key dates. Should Council determine to expand its kindergarten services to include 3-year-old kindergarten, allocation of 3-year-old places would commence from September 2021.

The Annual ECEC Operational Service Plan details all relevant information including groups, sessions and staffing to ensure a seamless transition process for staff, families and children, and report on performance against the Guiding Principles for Kindergarten. These Guiding Principles are a key component of the Funded Kindergarten Policy endorsed by Council in September 2020 to ensure that the services provided are performing to the expectations of Council and meet funding, regulatory and community requirements and priorities. The Guiding Principles are:

- High Quality;
- Inclusive and Accessible;
- Integrated;
- Flexible and Responsive; and
- Operationally Viable and Sustainable.

3. CONSULTATION

Staff Consultation

Consultation with staff affected by Council's decision about the proposal to provide two years of universal kindergarten from 1 January 2022 has been undertaken with a formal consultation period from 26 March – 9 April 2021.

Community Consultation

Officers will discuss with existing non-Council 3-year-old kindergarten program providers that currently share licensed facilities alongside Council-led 4-year-old kindergarten services as to their future service plans in relation to the implementation of two years of kindergarten in the Knox community from January 2022.

Work is underway to plan for online forums and focus groups to also discuss with the wider community and existing and prospective families to inform planning for the implementation of Council's decision and infrastructure considerations. The outcomes of this work will be documented in subsequent reports.

Deliberative Engagement

An additional layer of community consultation or deliberative engagement would be required if Council resolves not to deliver 3-year-old kindergarten in 2022.

4. ENVIRONMENTAL/AMENITY ISSUES

Early Years Infrastructure and Kindergarten Reform

Work is underway to ensure that, where possible, all Council managed kindergarten rooms can be upgraded to meet 30 licensed places at a minimum. Aside from its role as service provider, Council continues to play the role of municipal planner and is a key partner to the State Government in the provision of early years infrastructure. This reform of the kindergarten service system to include two years of kindergarten, exacerbates the challenges of Council's ageing community infrastructure.

Whilst the officer recommendation to Council is based on what can be provided in existing infrastructure with minimal immediate upgrades, additional strategic investment in Council's community infrastructure is a critical factor in planning for the short-and longer-term future education of young children in Knox, under Victoria's redesigned kindergarten service system.

Council's early years infrastructure is on average 50-70 years old and will not be easily adjusted to provide for maximum utilisation. Contemporary infrastructure with maximum utilisation is the key to future viable and sustainable kindergarten service provision. A high utilisation rate of infrastructure is critical to ensure a viable and sustainable service model and maintain Council's proportionate investment in kindergarten and as early years infrastructure holder on behalf of the Knox community. Further investment is required to ensure that Council infrastructure presents an attractive value proposition beyond 2026. Council will consider the question of further infrastructure investment above the existing capital works program later this year.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Consideration by Council to deliver two years of funded kindergarten has significant financial implications for service delivery in addition to the long-term financial planning regarding infrastructure investment. For the purposes of Council considerations relating to expanding its current service provision to include five hours of 3-year-old kindergarten from January 2022, this report will focus on operational cost implications – leaving aside further discussion regarding infrastructure costs for subsequent reports to Council.

Operational Revenue and Expenditure

Table 1 below outlines the key income and expenditure categories for the operational budget for Council's current 4-year-old kindergarten service across 30 service sites.

Table 1 - Income and Expenditure Categories- Kindergarten Operations

Income Category	Expenditure Category
<ul style="list-style-type: none"> • Parent Fees • Per child fee subsidy for eligible concessions (State Government) • Per capita enrolment funding (State Government) • Per site, Early Years Management funding (State Government) • Early Childhood Teacher Supplement (State Government) • Inclusion support, Early Start Kindergarten and Access to Early Learning funding (variable funding criteria) • Per site School Readiness Funding (State Government funding criteria) 	<ul style="list-style-type: none"> • Educator staffing costs • Education program and staff consumables • Facility maintenance, cleaning and gardening • Systems, leadership and administration support from coordination and operational staff

Council charges an annual fee to families that is considered and approved by Council as part of the annual budget process. Fees are presented in fiscal years but are charged on a calendar year basis.

The Victorian Government recently announced that “free kindergarten” would be provided for all children attending kindergarten in 2021. This means that Council will not charge any families for funded four-year-old kindergarten in 2021 and will receive an additional subsidy from DET as compensation for parent fee revenue.

Council’s approved budget for the kindergarten program highlights the contribution of State Government and Council with 65% of operational funds being derived from State Government funding. For the 2020-2021 budget year, Council’s approved operational budget for kindergarten services was \$6,692,948.00 in income and \$8,050,014.00 in expenditure, resulting in a cost to Council of \$1.357M. This includes the approved operational budget revenue for the kindergarten program from other cost centres within the Family and Children’s Services Department such as the coordination team, educator, and service delivery costs (cleaning, educational resources, IT equipment, utilities, maintenance and depreciation).

Forecast Modelling

In comparison to Council’s approved operational budget for kindergarten, more detailed cost modelling that includes all associated costs relating to the delivery of kindergarten across Council’s total budget cost centres indicates that the projected detailed cost for Council to deliver 4-year-old kindergarten only in the 2020-2021 financial year was \$3.6M. Expanding the existing 4-year-old kindergarten service by offering five hours of 3-year-old kindergarten (in addition to existing 4-year-old kindergarten) within existing infrastructure from 1 January 2022, would result in a total cost to Council of \$3.8M.

The modelling indicates an additional detailed cost to Council of \$200,000 in the applicable six months of the 2021/2022 financial year (approximately \$300,000 per annum due to income offsets through the addition of 3-year-old enrolments) when compared with only offering the existing 4-year-old program in 2020/2021 financial year. This includes budget revenue and costs related to coordination team and educators, service delivery costs (cleaning, educational resources, IT equipment, utilities, maintenance and depreciation) and allocated costs (payroll and corporate services). The model also has a built-in cost index increase of 1.5%.

The modelled increase relating to expansion of Council's kindergarten services to include five hours of 3-year-old kindergarten continues to assume efficiencies gained through business transformation strategies such as maximising group enrolments, expanding and filling all groups to 22 and 30 children, containing operational costs whilst maintaining service provision for 60% of the 4-year-old cohort.

Approved and Proposed Budget for 4-Year-Old Kindergarten Operations

Should Council determine not to expand its current kindergarten service to include five hours of 3-year-old kindergarten from January 2022, the proposed operational cost is represented in Table 2 with further, confidential information included for Council in Attachment 2 – Cost Modelling.

Table 2 for the 2021/2022 proposed budget, yet to be considered and approved by Council, provides the same inputs as the previous fiscal year, representing a slight reduction in revenue and expenditure, indicative of refining enrolments and staffing requirements.

This includes the approved operational budget revenue for the kindergarten program from other cost centres within the Family and Children's Services Department such as the coordination team and educator, and service delivery costs (cleaning, educational resources, IT equipment, utilities, maintenance and depreciation).

Table 2 - Approved Budget 2021 and Proposed Budget 2021/2022 with Additional Expenses

20/21 Financial Year – Approved Operational (4-year-old kindergarten) Budget on 1,200 Enrolments (60%)		21/22 Financial Year – Proposed Operational (4-year-old kindergarten) Budget on 1,100 Enrolments (60%)	
Budget Item		Budget Item	
Revenue	\$6,692,948.00	Revenue	\$6,432,902.00
Service Delivery Exp.	\$8,050,014.00	Service Delivery Exp.	\$7,937,594.00
Council Deficit	\$1.357M	Council Deficit	\$1.504M

6. SOCIAL IMPLICATIONS

The staged introduction of an additional year of funded kindergarten is a significant social reform which creates opportunities for all children to engage in State funded teacher led early education and care programs in the two years prior to school.

The evidence which supports this policy direction is profound. Quality play-based learning is a powerful way to support children's learning and development, with the benefits lasting into the school years and beyond. Starting earlier and staying longer positively effects child development.

It has even greater benefits for children who need extra support or are in vulnerable circumstances. A child who has attended two years of a quality kindergarten program will, on average:

- Have better cognitive and social skills when they start school (including better development in language, pre-reading, early number concepts, non-verbal reasoning, independence, concentration and social skills).
- Have higher exam scores at 16, including better grades in English and Maths.
- Have better social and emotional outcomes at age 16.
- Be more likely to take more final year exams and to go to higher academic study.

Kindergartens are the basis upon which many community connections to place and informal community and voluntary groups evolve. The contribution of kindergarten to the social fabric of a municipality is immense. Opportunities for participation in voluntary committees engages families in wider social networks with on-going benefits for social support, connection and community resilience.

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

Goal 4 - We are safe and secure

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

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 8 - We have confidence in decision making

Strategy 8.2 - Enable the community to participate in a wide range of engagement activities.

8. CONFLICT OF INTEREST

Staff involved in preparing, contributing to, or approving reports must declare any conflict of interest they have in accordance with their obligations under Section 130 of the Local Government Act 2020 and Chapter 5 of the Governance Rules of Knox City Council.

Staff may also wish to make disclosures regarding matters which do not constitute a conflict of interest but are appropriate to disclose in the interests of transparency and good governance.

No staff involved in the preparation of this report have a reportable conflict of interest.

9. CONCLUSION

This report has outlined two decision options for Council as it considers whether to provide five hours of 3-year-old kindergarten alongside the existing 4-year-old program from Term 1, 2022. Officers have recommended that Council determine to provide five hours of 3-year-old kindergarten within existing infrastructure from Term 1, 2022.

The report has reviewed the financial, workforce, infrastructure and engagement implications associated with both options and outlined recommendations and rationale which indicate that Council could support the provision of five hours of 3-year-old kindergarten within existing infrastructure with minimal additional financial cost to Council.

10. CONFIDENTIALITY

Attachment 2 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to Council business information, being information that will prejudice Council's position in commercial negotiations if prematurely released.

Report Prepared By: Manager Family and Children's Services, Janine Brown

Report Authorised By: Acting Director Connected Communities, Angela Morcos

Attachments

1. Attachment 1 - Kindergarten Expansion Project: April Decision Options [9.2.1 - 1 page]
Confidential attachment 2 has been circulated under separate cover



Kindergarten Expansion Project: April Decision Options

Option 1	Council resolves to deliver five hours of funded kindergarten for 3-year-olds from 1 January 2022 within existing infrastructure and notes officers will undertake further analysis on the implications of scaling up to 15 hours of funded kindergarten by 2029.
Option 2	Council resolves not to deliver 3-year-old kindergarten in 2022 and directs the CEO to inform the Department of Education and Training of this decision and will undertake deliberative engagement with the Knox community prior to January 2022, regarding its intention not to deliver two years of universal kindergarten.

Potential Implications	Option 1	Option 2
Service Profile	Provide 15hrs 4-year-old and 5hrs 3-year-old, within existing infrastructure, from 2022 (with further analysis).	Continue to provide 4-year-old kindergarten. <i>Do not</i> provide 3-year-old kindergarten in 2022.
Workforce (workforce costs included in indicative cost forecast above)	Additional 20 FTE (increase total to 94 EFT) educators, coordination and operations staff required. Excludes additional executive management costs related to expanded service provision. Change management required.	No additional staff required (74 EFT). Potential drop in market share of 4-year-old may negatively impact existing workforce. Shared facilities with alternate provider.
Internal and External Engagement and Consultation	Internal staff consultation (planned for 26 March – 9 April 2021). Consultation with existing and prospective providers May 2021.	Internal staff consultation (planned for 26 March – 9 April 2021). Deliberative engagement May 2021.
Infrastructure	2022-26 within existing infrastructure. Immediate upgrades scheduled in 20/21 draft capital works budget. Reconfiguring all licensed services	2022-26 within existing infrastructure. Immediate upgrades scheduled in 20/21 draft capital works budget. Reconfiguring all licensed services
Operational Budget	\$1.5M	\$1.3M

9.3 Knox Hockey Update

SUMMARY: Strategic Planning Coordinator, Paul Reading

This report provides an update to Councillors on the investigations undertaken to date to identify a suitable potential site for the development of a new hockey facility within the City of Knox for the Knox Hockey Club. This includes a summary as to how officers have addressed the 24 April 2017 Council resolution to “continue working closely with the Knox Hockey Club to identify how and where an appropriate hockey facility could be made available within Knox when the current facility ceases to be available at the Knox School.”

The report also provides an update on the unsuccessful investigations for a potential regional level facility and details the outcomes of the community consultation undertaken regarding the potential development of a club level hockey facility within Knox at Benedikt Reserve.

RECOMMENDATION

That Council:

- 1. Thank the community for their feedback regarding Benedikt Reserve as a potential site for hockey and note the concerns raised;**
- 2. Continue to recognise the contribution the Knox Hockey Club makes through its activities as a sporting club;**
- 3. Provide support for the further detailed design and development of a Club level Hockey Facility at Benedikt Reserve, to be funded through the current capital works allocation (2020/2021); and**
- 4. Support further consultation with the local residents and the Knox Hockey Club to work towards mitigating any concerns with the development of the Hockey Facility at Benedikt Reserve.**

1. INTRODUCTION

Council was informed by the Knox School in December 2016 that they had undertaken a master planning process and determined that the space that currently accommodates the Knox Hockey Club would be required for further school infrastructure, and that as of 31 October 2021 the Knox Hockey Club would need to find an alternative venue.

At its Ordinary Council meeting held on 24 April 2017, Council considered Notice of Motion 60 where it resolved:

“That Council:

- Notes that the Knox School has given notice that the Knox Hockey facility currently operating through a partnership agreement between the Council, the Knox School and the Knox Hockey Club will not continue into the long-term as the school has identified this area in their Master Plan which was adopted in December 2016 for a school redevelopment project;**
- Recognises the contribution the Club makes to the wider Knox community through its activities as a sporting club; and**

- Continues to work closely with the Knox Hockey Club to identify how and where an appropriate hockey facility could be made available within Knox when the current facility ceases to be available at the Knox School.”

Since the 24 April 2017 Council resolution, Council officers have undertaken extensive investigations, as outlined in Table 1, into the identification of a suitable site, to enable Council to consider funding and delivering a new hockey facility for the Knox Hockey Club and the wider Knox community.

Table 1 – Summary of Investigations

Focus Area	Period	Activity
Knox Hockey Infrastructure	Up to June 2017	<p>Various options under consideration including Council moving away from supplying hockey infrastructure for the Knox community, developing a separate stand-alone hockey facility or partnering with another Council to develop a shared regional facility.</p> <p>A potential joint development with Maroondah City Council was outlined and key sites for referral to the proposed regional study including the Knox Regional Sports Park (KRSP) and JW Manson.</p> <p>Councillors were briefed on the progress on 3 July 2017.</p>
Outer East Regional Hockey Feasibility Study	Up to November 2018 (Study conducted between March 2018 – November 2018)	<p>The Outer East Regional Hockey Feasibility Study was commissioned resulting in further investigation, consultation and detailed planning for the development of a hockey venue to replace the Knox Hockey Club pitch at Knox School at one of the following preferred site options – Wantirna Reserve or Heathmont Secondary College.</p> <p>Councillors were briefed on the study on 8 October 2018.</p>
Hockey Management Agreement between Knox City	Up to March 2019	Negotiation and extension of the agreement with the Knox

Focus Area	Period	Activity
Council and the Knox School		School. Councillors were briefed on 18 March 2019.
Wantirna Reserve, Heathmont Secondary College and JW Manson Reserve	Up to August 2019	Heathmont Secondary College and JW Manson Reserve were emerging as potential options. The Knox Hockey Club were informed that Wantirna Reserve (West) is likely to be unsuitable for their use due to existing site conditions, but further investigation was still required. Councillors were briefed on the 5 August 2019.
Heathmont Secondary College	Up to Late 2019	Heathmont Secondary College ruled out as a regional option following a site visit that determined the site was heavily constrained.
JW Manson Reserve	Up to November 2019	Intensive investigation into the long-term viability of utilizing, redeveloping and expanding JW Manson Reserve for the municipality. Councillors were briefed on 18 November 2019.
Hockey Feasibility Study	Up to February 2020	A summary of the site investigations was prepared, including Heathmont Secondary College, JW Manson Reserve and a more detailed feasibility study of Benedikt Reserve and Wantirna Reserve. It was noted that a future community engagement plan was required for Benedikt Reserve. Councillors were briefed on 10 February 2020.

Focus Area	Period	Activity
Hockey Community Consultation	Up to June 2020	A summary of the intended consultation plan for community conversations at Benedikt Reserve was prepared and discussed with Councillors. (This was subsequently adjusted and delayed due to the impact of COVID19 restrictions) Councillors were briefed on 9 June 2020.
Knox Hockey Update	Up to February 2021	Initial community response to the Benedikt Reserve proposal prepared and options provided. Councillors were briefed on 25 February 2021.

As part of the 2020/21 Council budget process, Council supported the inclusion of \$125K to fund the planning and investigation of a hockey facility, on the basis that an appropriate site be identified and that Council consider and possibly resolve at a future Council meeting to proceed with the development of a dedicated facility for the Knox Hockey Club.

This report provides an update on the broader situation with regards to investigations undertaken to date to identify a suitable potential site for hockey, a summary on the continued work with the Knox Hockey Club and outcomes of the community consultation.

2. DISCUSSION

2.1 Knox Hockey Club

The Knox Hockey Club currently has over 350 active playing members, consisting of 192 men/boys and 155 women/girls. Breakdown of specific junior, senior, veterans and Hook-in-2-Hockey membership numbers is unavailable for 2020 as players were not allocated to teams because of the COVID-19 Pandemic. The membership is culturally and gender diverse, and they are substantially residents of the City of Knox. Club membership numbers do not include non-playing supporters of the Club that regularly attend games, training and participate in events. The number of people within this category is estimated by the Knox Hockey Club representatives to be in the hundreds.

Membership increased marginally ahead of the 2020 season, however, membership numbers remain below trend because of limited and deteriorating facilities at the Knox School (no pavilion access and poor standard of the playing surface) and lack of certainty about the Club's future due to the planned closure of the Knox School pitch.

Council officers have worked collaboratively with the Knox Hockey Club since 2017 to:

- Maintain a strong working relationship with The Knox School via quarterly meetings that involve the School, the Club, Councillors and Council officers. This resulted in a new and extended agreement;
- Discussed site options and involved the Club in the development of the Outer East Regional Hockey Feasibility Study;
- Arranged site meetings and involved the Club in community consultation;
- Met with the Knox Hockey Club and Hockey Victoria to discuss scheduling and ground allocation options and; and
- Had a continuous and open dialogue with respective Club Presidents.

Since working together with Council officers on this project, the Knox Hockey Club has:

- Maintained a strong working relationship with The Knox School to extend the Club's tenancy as long as possible;
- Maintained active communications with Hockey Victoria in relation to the prospect of requiring a new location, to facilitate engagement from HV and assistance in relation to any transitional issues which might arise;
- Maintained a strong financial position in difficult circumstances in order to ensure the Club is able to provide their financial contribution to a new hockey pitch development, including membership expansion and other engagement with multiple State and Council-based grant opportunities;
- Worked in co-operation with officers in relation to each site option that has been brought forward for consideration, including providing practical and operational feedback at each opportunity;
- Engaged with other local stakeholders around proposed pitch locations where appropriate (e.g., Maroondah City Council, Scoresby Secondary College) to build relationships; and
- Reached out to other hockey clubs in Melbourne which share direct residential interfaces with their hockey ground to obtain information and precedents on community management arrangements.

In April 2021, the Club provided correspondence (refer Attachment 1) to Council stating their continued need for a new facility and “their support for the proposal for further investigation of potential sites to be completed by Council, including sites at Wantirna Reserve (Wantirna), Gilbert Park (Knoxfield), and JW Manson Reserve (Wantirna).”

They also note that, “Notwithstanding this, Knox Hockey Club will support Benedikt Reserve for the delivery of a single hockey pitch should it be the only option available for delivering a pitch during 2022.”

2.2 Needs Assessment

During 2017, an initial site scan and assessment of the capacity of Council’s active reserves to potentially accommodate the development of a club level Hockey Facility revealed most sites were at or nearing capacity or deemed not suitable for a hockey facility.

In 2018, Council partnered with the Cities of Maroondah, Monash, and the Shire of Yarra Ranges to understand the current and future needs for hockey in the broader Outer East. This resulted in the Melbourne Outer East Regional Hockey Feasibility Study (refer Attachment 2). The outcomes of the report included:

- A comprehensive participation analysis to understand the existing hockey climate in Melbourne's Outer East;
- An overview of current issues and challenges facing hockey participation and sustainability;
- Key findings from stakeholder consultation and priorities for the future hockey provision development;
- Existing facility access analysis including travel times for participants;
- An overview of existing and future programming; and
- High level investigation of proposed future sites for the development of new facilities.

It is important to note that consultation with hockey clubs within the study area and across the broader Melbourne Outer East Region identified the following key themes:

- Lack of hockey infrastructure to support the future growth of hockey (the closest sites to Knox are Ashwood in Monash and Croydon at Yarra Valley Grammar School in Ringwood);
- Limited access and development opportunities at existing facilities; and
- Replacement pitch required for Knox and additional pitches required to meet current and future demand.

2.3 Site investigations

Initial investigations were undertaken by Leisure Service officers in 2017 to determine possible existing sites within the municipality that may be able to accommodate a Hockey Facility. This assessment gave consideration to the known technical, sport specific and known best practice requirements for the development of a Hockey Facility and strongly prioritized not displacing existing clubs or user groups. These Knox Active Reserves and considerations are listed in Table 3. This led to the identification of two possible sites for further exploration for a facility at the time. One being a joint development with Maroondah City Council at JW Manson Reserve and the other at the Knox Regional Sports Park (KRSP). Both sites were also referred to the Melbourne Outer East Hockey Feasibility Study for exploration as a Regional Level Facility. The JW Manson option has been further interrogated since that time, as outlined below, however, is not considered a viable option due to significant potential cost and extensive flooding concerns. The KRSP site was initially ruled out due to the site constraints (lack of available space) for a regional level facility and due to timing – the Outer East Hockey Feasibility Study had just begun. The KRSP is no longer available due to the proposed expansion of the State Basketball Centre and the potential transfer of ownership to the State Government.

The Melbourne Outer East Hockey Feasibility Study identified the need and support for a Regional Level hockey facility in the outer east. This study nominated several sites for consideration but narrowed the search to recommend a closer investigation of Wantirna Reserve (Knox), Ashwood Reserve (Monash) and Heathmont Secondary College (Maroondah). Knox officers participated in

numerous outer eastern discussions regarding the feasibility of a regional facility (a site which could accommodate a minimum of two pitches) with the needs of the Knox Hockey Club paramount. During this process it was determined and agreed by all parties involved that none of the above-mentioned sites could accommodate the requirements of a regional facility.

Monash nominated that they had plans to build a second pitch at Ashwood, however, it would not be able to accommodate the Knox Hockey Club. Likewise, Yarra Ranges decided if they were to develop a facility it would need to be too far out to service the Maroondah and Knox communities. This left Maroondah, who like Knox, have the Croydon Hockey Club playing at Yarra Valley Grammar School and have some concerns for its longevity due to its co-location on a school site.

Additionally, Heathmont Secondary College was investigated in partnership with Maroondah City Council and was deemed not suitable due to site limitations. The site is outside of the Knox Municipality, development opportunities on the site are constrained, it is situated on Department of Education land and as such subject to a limited tenure joint use agreement and the discretion of the Minister of the day. As a result, this opportunity, although originally considered was also discounted as a viable option.

To date a viable regional facility has not been identified.

Notwithstanding the above, JW Manson Reserve remained a site of interest for further exploration. JW Manson Reserve whilst situated within the City of Knox is owned and managed by Maroondah City Council because of historical land transfers. After further consideration and preliminary technical investigation involving Council's Assets and Stormwater teams, JW Manson Reserve was discounted primarily due to significant site constraints such as extensive floodwater overlays and site access limitations which would result in significant cost implications even if it was deemed viable.

In 2019 with still no viable site, a further assessment of Council's existing facilities, sporting reserves and active/passive open space areas was undertaken to understand if there were any additional opportunities or changes which allowed further site exploration for a local level Hockey Facility.

It is important to note that the City of Knox currently has limited sporting reserves/ovals to meet demand because of growth in female participation in a range of sports and increasing numbers of junior teams.

Further to the above site investigations, Council officers identified two sites in the municipality that provided the technical potential for the development of a local facility within the timeframes required. These sites were determined with priority emphasis on meeting the needs of the Knox Hockey Club alone (as opposed to a regional facility, hence only one pitch) and providing a dedicated facility to the one club rather than as a regional facility. Wantirna Reserve (West) and Benedikt Reserve met these preliminary criteria and as such a feasibility study (refer

Attachment 3 – Hockey Feasibility Study) was commissioned to be undertaken by SportEng, a specialist field of play engineering and design firm. The feasibility study involved:

- Visual assessment;
- Detailed feature survey;
- Geotechnical investigation (new at Benedikt, existing at Wantirna);
- VicPlan Assessment; and

- High level assessment of in ground services.

Based on this assessment and site constraints, development options for both sites have been developed based on achieving the following outcomes:

- Provision of a multipurpose (Hockey and Soccer) International Hockey Federation (FIH) and Fédération Internationale de Football Association (FIFA) standard synthetic pitch; and
- Provision (or allowance for) a Pavilion, car parking and related infrastructure (sports lights, players boxes, etc.).

Summary of Outcomes

The Outer East Regional Hockey Feasibility Study determined a criteria for considering sites for the development of a regional facility in the outer east. This criteria was also utilized to assist in the assessment of alternative sites later identified by Council officers.

The Outer East Regional Hockey Feasibility Study Criteria included:

- Suitability of the land;
- Traffic, car parking;
- Usage and participation;
- Cost considerations; and
- How the site would further support participation.

Wantirna Reserve (West)

Suitability of the Land

Further to the initial site identification, it has been determined that the development of a pitch at the Reserve would be on much of the previous landfill site and would require a heavily engineered solution and is significantly more expensive. Other identified limitations are the possible impacts of flood overlays and biological impacts. There are still several unknown treatment and management requirements at this location. Officers understand that this would also translate into significant timing delays for this project.

In addition, the construction of a pavilion would be required concurrently with the development as there are no existing facilities that could be utilised by the Club or other users.

Traffic and Car Parking

There is extensive existing car park at the Reserve, however, much of it is unmade and is unusable in wet conditions. Further upgrades would be required and as the Reserve is heavily utilized during winter for junior football and tennis capacity issues may result.

As the Reserve is accessed via the Mountain Highway there would be minimal traffic impacts.

Usage and Participation

This option would not displace any other users at the Reserve. As the Reserve is centrally located and easy to access, it is considered that this would encourage increased participation.

Cost Considerations

Due to the existing conditions at the Reserve, the cost of developing a facility at this site is significantly higher, approximately an additional \$2M, (not including a Pavilion) and much more

technically challenging than a reserve that is not situated over a former landfill. As a result, officers recommend that this site is not viable at this point in time.

How the Site Would Further Support Participation

The site would only allow the development of one pitch and as such would not provide any opportunity for the Club to expand significantly or provide the ability to develop a regional facility. In the long term there may be an opportunity to expand but this would have to be at the expense of the existing users on the eastern oval of the reserve.

Benedikt Reserve

Suitability of the Land

Benedikt Reserve is an Active Reserve located in Scoresby and was formerly the home of the Knox Lacrosse Club. The Club is no longer operating, and the facility has remained unused except for use as an overflow venue by Knoxfield Cricket Club since 2016 and several football clubs use the site for pre-season training. The Reserve currently has a junior cricket oval at the southern end and operational sports lighting and a set of AFL goals at the northern end. The cricket oval is undersized and has limited use due to its size and the proximity to housing. The existing sports field at the northern end requires redevelopment.

The site has no geo technical limitations. There is adequate space to provide a regulation size hockey pitch and there is an existing, but average, pavilion on the site that can be utilised immediately.

Traffic and Car Parking

There is currently limited off-street parking (approximately 28 spaces) at the Reserve and during peak use car parking is intruding into the residential area. Should any further development at the Reserve be undertaken additional off-street parking would be required and will be built into the development to minimise further imposition on residents and improve car parking options more broadly.

Traffic will marginally increase but is not considered to be a significant issue, although prior to any further development at the site a traffic management plan would be required to ensure the safety and amenity of local residents is addressed. Should the development proceed the future tenants of the site would also be required to develop a plan to ensure the impact on community amenity through traffic, car parking and noise was minimised.

Usage and Participation

The development proposal would necessitate the removal of the cricket pitch and the reallocation of a new overflow (second) ground for the junior cricket club. Council officers have identified a potential site for the relocation of the junior cricket club should this option proceed, however, this has not yet been explored with the Club.

The Reserve has recently undergone upgrades as per the endorsed Masterplan (refer Attachment 4), including a new playground, the development of a public use tennis court/half-court basketball, provision of car parking, removal of the existing degraded tennis courts and general landscaping.

The Masterplan is silent on further development of the sporting areas although it does identify the need to upgrade the sports lights “according to Council facility standards and funding.” As Knox has a shortage of active sports fields, this site will be required for active recreation in the future and will be scheduled for increased structured use regardless of any decision pertaining to hockey.

Cost Considerations

As discussed earlier the site has minimal technical limitations and traditional construction methods can be utilized, therefore the cost of developing the site would be significantly less than other more difficult sites.

How the Site Would Further Support Participation

The site would only allow the development of one pitch and as such would not provide any opportunity for the Club to expand significantly or provide the ability to develop a regional facility.

Table 2: Site Assessment Comparison – Benedikt Reserve/Wantirna Reserve (West)

Benedikt Reserve	
Advantages	Disadvantages
<ul style="list-style-type: none"> • Existing active reserve located within an existing sport and recreation hub. • Flat terrain. • Existing active playing space, has sports lighting (which would be upgraded). • Playground adjacent to site. • Not within a flood overlay area. • Appropriate level of passive surveillance. • Additional activity could decrease anti-social behavior and vandalism • Existing car park could be extended • No tree removal required. • Possibility of extending to an additional half pitch training facility. • Standard construction techniques viable. • Has an existing pavilion (some refurbishment is required at a later stage) • Limited development barriers. • No planning permit required. • Owned by Council. • Distance from existing facility (within 5kms) 	<ul style="list-style-type: none"> • Located within a residential area; noise and light overspill considerations. • May impact on the current sporting groups and users of the facility (i.e. dog walkers). • Displacement of the cricket club usage • Limited existing space for off-street parking. • Neighborhood road access only. • Traffic management challenges to be addressed. • Surrounding community have demonstrated discomfort about potential impact and loss of amenity.

Wantirna Reserve (West)	
Advantages	Disadvantages
<ul style="list-style-type: none"> • Located within an existing sports hub consisting of adjacent oval, cricket nets and tennis courts. • Adequate space for off-street parking. • Undeveloped land - no existing users • Relatively flat terrain. • Will not significantly impact existing sporting groups / users. • Distance from existing facility (1.3kms). • Easily accessed. • Limited surrounding residential properties – closest housing is 400m from this site. 	<ul style="list-style-type: none"> • Built over an old landfill – signs of subsidence in existing sealed and unsealed pavements. • Proximity to high-voltage overhead power lines. • Requires removal of trees and vegetation. • No existing pavilion. • Potentially limited existing in-ground services for proposed pavilion. • Limited existing infrastructure. • Located within a flood overlay area. • Limited passive surveillance. • Limited opportunity to expand. • Requires advanced construction techniques. • Initial cost estimates are significant, in excess of \$5M, due to complicated construction techniques required to overcome landfill issues. (not including a pavilion) • Crown Land – requires permission from DELWP.

Options

Based on the information and investigations presented to date, including the community consultation outcomes noted in Section 4 of this report and Attachment 5 – Knox Hockey Facility – Community Engagement Summary report, and further investigations of other sites, three possibilities emerged for consideration by Council:

Officer Recommendation – Option 1

It is recommended that Council proceeds with the development of Benedikt Reserve. This option has been determined as technically feasible, and able to deliver a club level facility which betters the clubs current facilities and meets the requirements of the Hockey Club with regard to timing per the Council resolution. It is noted that this option has some constraints including a perceived loss of local amenity for the community, some traffic management implications that need to be resolved as part of the next steps, and the cricket club will need to be relocated. There is a lack of local resident community support as noted in the consultation section of this report which would require an ongoing community engagement process and a site management plan from Council and

the tenant club. Examples of similar facilities that are located and currently operating in a residential area are Camberwell and Waverley Hockey Clubs.

Option 2

Notify the Knox Hockey Club and the Knox School that despite significant investigation and effort, Council have been unable to identify a viable site. As previously discussed, the Council resolution of 2017 states Council will “continue working closely with the Knox Hockey Club to identify how and where an appropriate hockey facility could be made available.” To date, Council has been unable to find a tenable outcome that is financially, technically, and socially feasible and as such Council determines that no further consideration for the provision of a facility can be undertaken, however, officers will work with the Club and other LGA’s to relocate or merge the club.

Option 3

Undertake further feasibility studies on alternate but more marginal sites. This will require additional resourcing and will result in a substantial delay of a *minimum* of a further six months to the provision of a facility and will not meet the current timeline required by Knox Hockey Club. As a result, the Hockey Club would need to explore contingency plans for the 2022 season. If this approach is undertaken it is possible that a viable site may still not be identified.

Several sites have been revisited without further assessment to determine their viability. These sites include:

- JW Manson Reserve – situated in Wantirna. Any development on this site would require both Knox and Maroondah Councils to fund the scoping and design and then Knox to fully fund the development of the facility (the pitch and lighting). On completion, it would be maintained and managed by Maroondah. Maroondah have also indicated they are planning to build a new pavilion at the site in the future. Previous investigations at this site indicated that any development would be highly expensive due to meeting Melbourne Water flood mitigation outcomes due to the significant flood extents at JW Manson. It would be extremely difficult to physically achieve development on this site and very time consuming to get the approval for this site. Cost is likely to result in the site being prohibitive even if technically viable. It is interesting to note, that currently neither Council has invested in this site due to the ambiguity of future ownership and maintenance.
- Stud Park Reserve – situated in Rowville is adjacent to the Rowville Primary School and Rowville Secondary College (Western Campus). This Reserve is principally used as an overflow facility and has adequate parking and an existing pavilion. The Reserve is fully maintained by Council but only *partially* owned by Council, with nearly two-thirds owned by the Department of Education. Any development on this site would be subject to the development of a Joint Use Agreement (JUA) with the Department of Education. JUAs can take many months to negotiate.
- Wantirna Reserve (East) – the initial investigation at Wantirna Reserve, as discussed in this report, was undertaken on a currently undeveloped area of the reserve (western side) that is situated over the former landfill. At that time, the existing oval at the reserve was not considered an option as it was thought to also be over former landfill and has existing long term users tenanted the site. Council has been undertaking a detailed investigation on the site over the last couple of years and the preliminary report is more recently indicating that the existing oval may not be situated over landfill and may be technically feasible for the construction of a synthetic pitch. However, this oval is utilized by the Wantirna South Junior Football Club (overflow venue) and is home to the Wantirna Cricket Club who have

limited membership (three senior men's and one men's veterans team), but a strong history at the site. Discussions with the Active and Creative Communities team suggest that these clubs may be able to be relocated, although there has been no discussion with the Clubs, and it is considered unlikely that they would be supportive of a relocation.

Wantirna Reserve is also Crown Land that Council manages, any further development on the site requires permission and cooperation from Victorian State Government Agencies. Initial enquires suggest that this is plausible but may involve certain conditions.

Wantirna Reserve – East and West



- The three reserves would require further detailed investigation including technical assessments such as those undertaken on Benedikt Reserve and Wantirna Reserve (West) and negotiations with the existing landholders, resident community sporting clubs and surrounding residents. As noted above there are significant constraints and challenges with each of the sites.

The following table is provided as a brief overview of the 39 active reserves in Knox. It provides a reference guide to the reserve/oval, the current tenants/sports, and a high level suitability assessment identified by officers regarding usage or site limitations.

Table 3 – Desktop Assessment of Active Recreation Reserves within the Municipality

Note:

- Blue highlight indicates sites discussed in this report;
- Red highlight indicates those active reserves excluded as a potential site – primarily due to existing significant use (at capacity) or technically unfeasible – such as landfill or flooding issues; and
- Orange indicates active reserves that are marginally possible but have significant impediments such as existing clubs, only partially owned by Council or available in the future.

Reserve/Oval	Summer Tenant	Winter Tenant	Suitability Assessment	Comments
Batterham Park 1 & 2	The Basin Cricket Club	The Basin Football Club	Large existing home ground tenancy	
Bayswater Oval	Bayswater Cricket Club	Bayswater Football Club	Regional Football and Cricket Facility	
Bayswater Park	Bayswater Cricket Club	Bayswater Junior Football Club	Regional and Turf wicket	
Benedikt Park	Knoxfield Cricket Club	Not allocated	Limited existing overflow tenancy	As discussed in report
Carrington Park	Knoxfield Cricket Club	Rowville Knights Community Football Club	Large existing home ground tenancy	Limited development space, adjacent residents, access through residential areas
Chandler Park	Boronia Cricket Club Wantirna South Cricket Club	The Basin Football Club	Heavily utilised overflow tenancy	
Colchester Park	Eastern Raptors Rugby League Club Knox Boronia Churches Cricket Club Lysterfield Cricket Club	Eastern Raptors Rugby League Club	The only Rugby Facility in Knox City Council - seasonal clash with Hockey	
Dobson Park 1	Ferntree Gully Cricket Club	Upper Ferntree Gully Football Club	Large Junior Football Club Home Ground tenancy	
Dobson Park 2 Department of Education land	St Johns Tecoma Cricket Club	Not allocated	No winter tenant, partial school land	Possible site – owned by Education Department
Egan Lee 1, 2 & 3	Knox City Football Club	Knox City Football Club	Fully utilised soccer facility – home ground tenancy	
Eildon Park 1	Eildon Park Cricket Club	Rowville Football Club	Large existing home ground tenancy	
Eildon Park 2	Eildon Park Cricket Club	Rowville Football Club Lysterfield Junior Football Club	As above	
Fairpark 1	Johnson Park Cricket Club	Fairpark Football Club	Existing home ground winter and summer tenants	New multipurpose pavilion development underway for existing Clubs and U3A
Fairpark 2	Johnson Park Cricket Club		Small land locked ground	Junior ground not suitable due to size and access
Gilbert Park	Knox & District Softball Association, Knox Baseball Club and School Sports Victoria	Knox & District Softball Association	Regional softball and baseball and skatepark. Utilised by local schools.	Heavily utilised site. Hockey development would impact existing sports infrastructure. Flood considerations

Reserve/Oval	Summer Tenant	Winter Tenant	Suitability Assessment	Comments
Gilmour Reserve	St Johns Tecoma Cricket Club	Not allocated	No winter tenant. Growing cricket club	Stormwater overflow Isolated ground
Guy Turner Reserve	Bayswater Park Cricket Club	Bayswater Strikers Soccer Club	Large existing home ground tenancy	
HV Jones Reserve	Mountain Gate Cricket Club	Boronia Soccer Club	Large existing home ground tenancy.	
Karoo Reserve	Eildon Park Cricket Club	Not allocated	No winter tenant	Undersized – no space for infrastructure
Kings Park Athletics	Sherbrook Little Athletics Upper Ferntree Gully Cricket Club	Upper Ferntree Gully Football Club	Large Little Athletics club home and large existing home ground tenancy.	
Kings Park 1 & 2	Upper Ferntree Gully Cricket Club	Upper Ferntree Gully Football Club	Large existing tenants	
Kings Park Baseball 1 & 2	Upwey Ferntree Gully Baseball Club	Upwey Ferntree Gully Baseball Club	Existing home ground tenancy	
Knox Gardens 1 & 2	Knox Gardens Cricket Club	Knox Football Netball Club Knox Junior Football Netball Club	Large existing home ground tenancy	
Knox Park 1	Knox Churches Cricket Club	Knox Churches Soccer Club	Large existing home ground tenancy	
Knox Park 2 & 3	Knox Churches Soccer Club	Knox Churches Soccer Club	As above	
Lakesfield Reserve	Lysterfield Cricket Club	Lysterfield Junior Football Club	Large existing home ground tenancy.	Possibly vacant in 5 plus years
Lewis Park 1	Knox City Cricket Club	Fairpark Junior Football Club Fairpark Football Club	Small Junior club could use Fairpark Reserve Knox City Cricket small. (no juniors or female)	Oval 2 requires redevelopment Existing two oval facility. Endorsed masterplan would require revision. Subject to Flooding
Lewis Park 2	Wantirna South Cricket Club	Eastern Football Netball League	As above	
Lewis Park 3	Not allocated	Not allocated	Future redevelopment will result in loss/change to space	Subject to flooding – obsolete under endorsed masterplan
Liberty Avenue Reserve	Rowville Cricket Club	Rowville Knights Community Football	Large existing home ground tenancy	
Llewellyn Reserve 1	Scoresby Cricket Club	Not allocated	Overflow tenancy	Land fill site, no existing pavilion
Llewellyn Reserve 2	Ferntree Gully Footballers Cricket	Not allocated	Overflow tenancy	
Miller Park	Knox Boronia Churches Cricket Club	Boronia Hawks Football Club	Large Junior Football Club – home ground tenancy.	
Milpera Reserve	Templeton Cricket Club	Waverley City Soccer Club	Large existing home ground tenancy	

Reserve/Oval	Summer Tenant	Winter Tenant	Suitability Assessment	Comments
Park Ridge Reserve	Lysterfield Cricket Club Rowville Eagles Football Club	Rowville Eagles Football Club Knox United Soccer Club	Large existing home ground tenancy – two clubs sharing.	
Pickett Reserve	Ferntree Gully Footballers Cricket Club	Ferntree Gully Eagles Football Club	Large existing home ground tenancy	
Sasses Avenue Reserve	Bayswater Park Cricket Club	Bayswater Strikers Soccer Club	Overflow tenancy	Rectangular site Retarding basin, subject to flooding
Schultz Reserve	Templeton Cricket Club	Knox Junior Football Netball Club	Home ground tenancy Well utilised site	Two level pavilion – upstairs Boat and Fishing Club
Scoresby Reserve	Scoresby Cricket Club	Scoresby Football Club	Large existing home ground tenancy	
Seebeck Reserve 1	Rowville Cricket Club	Rowville Football Club	Premier Football and home ground tenancy	
Seebeck Reserve 2	Rowville Cricket Club	Lysterfield Junior Football Club	Large existing home ground tenancy	New overflow pavilion constructed 2020/21
Stud Park Partial Department of Education land		Rowville Knights Community Football Club	Winter overflow tenancy only Majority of site owned by Education Department – requires significant negotiation and joint use agreement.	As discussed in report
Talaskia Reserve	St Johns Tecoma Cricket Club	Upwey Tecoma Junior Football Club	Large existing home ground tenancy	
Templeton Reserve	Templeton Cricket Club	Wantirna South Junior Football Club	Large existing home ground tenancy	
Tormore Reserve	Boronia Cricket Club	Boronia Hawks Football Club	Large existing home ground tenancy and turf wicket	
Walker Reserve	Wantirna South Cricket Club	Wantirna South Football Club	Large existing home ground tenancy	
Wally Tew Reserve 1 & 2	Ferntree Gully Cricket Club	Ferntree Gully Eagles Football Club	Large existing home ground tenancy	
Wantirna Reserve (East) Crown Land	Wantirna Cricket Club	Wantirna South Junior Football Club	Small cricket club home ground tenancy and large overflow football tenancy.	As discussed in report
Windermere Reserve	Mountain Gate Cricket Club	Lysterfield Junior Football Club	Overflow cricket and football tenancy.	Close to residents

3. CONSULTATION AND COMMUNITY ENGAGEMENT

3.1 Benedikt Reserve Consultation

Consultation was undertaken with The Knox Hockey Club via a meeting and site visit to Benedikt Reserve with the Club Committee on 8 January 2020. Officers advised the Club that no decision had been made regarding the site and that it was one of the options under investigation for a club level facility. The Club indicated at this time that they were more than satisfied with the location as a site for a club level facility should it be deemed viable and that they saw it as a great opportunity to further develop their club and the sport should this proceed.

Council's Facilities team have been involved in the initial discussions regarding the cost of upgrades at Benedikt Reserve Pavilion and the Coordinator of Open Space and Landscape Design was involved in the review of the feasibility study for the site.

Councillors were briefed and indicated support for officers to undertake a smaller scale targeted, in person preliminary consultation with the surrounding residents of Benedikt Reserve. This was following Councillors consideration of the consultation and engagement plan and communications plan developed with support from Council's Community Engagement and Communications teams.

Initial consultation was completed during January 2021, this consultation had been severely delayed because of the COVID-19 Pandemic restrictions. Letters were sent to 400 residences surrounding the Reserve via Australia Post in mid-January 2021 inviting residents to a COVIDSafe drop-in discussion about the initial proposal.

These discussions were undertaken on the evening of Wednesday 27 January and on Saturday morning 30 January 2021. Cr Nicole Seymour, Cr Marcia Timmers-Leitch, Stephanie Mann (Knox Hockey Club President) and Council officers attended these sessions which attracted 15 people at each.

Officers have also received significant amounts of feedback regarding the project from local residents via email and phone calls from those who were at the session/s and those who could not attend the sessions. There is a detailed summary of the consultation and the comments received to date (refer Attachment 5 and 5A). Officers have also noted many posts and discussions on social media platforms.

Whilst most of those providing feedback recognized the need to support the Knox Hockey Club and community sport, the outcome of the community consultation has demonstrated very little support for the proposal within the immediate surrounding community.

The key concerns are:

- Loss of open space – many people perceived that the addition of a fenced but publicly accessible synthetic hockey field equates to a loss of open space.
- Loss of amenity – concerns that the development would limit use of the reserve, particularly for passive recreation and play on the open areas of the Reserve.
- Increased noise – the Reserve does not currently have a resident sporting club; it is used for overflow training and as a secondary cricket ground. Residents are concerned that the addition of a hockey club to the site, weekday evenings and weekends, will result in much more noise for greater periods of the week particularly from whistles.
- Additional car parking – it was recognized that more car parking would be required, and residents were not supportive of the proposal to increase parking on the reserve and not convinced that there would be enough parking.

- Increased traffic – significant concern was expressed regarding any additional traffic to area. Many perceived that traffic was already an issue that Council has not effectively addressed previously at this site.
- Impact on wildlife – several residents highlighted the birdlife and the impact that any new development would have on them.
- Impact of sports lights – there was concern that any upgraded sports lights would have a spill impact on the immediately surrounding residents.
- Fencing and development of the site – comments suggested that the proposal was not in keeping with a community reserve and that the fencing and overall development of the site would be detrimental to the amenity of the area.
- Public toilets – the condition and lack of opening hours of the public toilets at the Reserve was also raised.
- Many residents have also wished to understand what alternative sites have been considered and have also suggested alternate sites such as the Knox Regional Sports Park and Gilbert Park.

Overall, the localised consultation has demonstrated that the facility is not supported at the Reserve. Along with numerous emails and phone calls, Council has received a petition (refer Attachment 6) with 537 signatures as of 22 March 2021 requesting that: “Knox City Council forgo the development at Benedikt Reserve; which Council has been considering developing to accommodate the re-location of the Knox Hockey Club.”

If Benedikt Reserve is to be considered for development to meet the needs of Hockey, further consideration will need to be undertaken to ensure that the amenity of surrounding residents is not adversely impacted. This would involve traffic management planning, careful site and lighting design and engagement between the community and the club.

3.2 The Knox School

Council officers and Councillors (currently Cr Marcia Timmers-Leitch) have continued to meet with the Knox School and the Knox Hockey Club on a quarterly basis as part of the Knox Hockey Club Working Group. This Group has been kept informed regarding the investigations, updated on the progress of this potential development, as well as the challenges faced along the way. It is important to note that officers have been clear with both the Club and the School that no formal commitment to construct a facility has been given by Council as it is pending the identification of a viable site.

3.3 Outer East LGAs

Recent correspondence with the Cities of Monash, Maroondah and the Shire of Yarra Ranges has indicated that only Monash has continued to progress their second Hockey field at Ashwood, in line with the Melbourne Outer East Regional Hockey Feasibility Study. Both Maroondah and Yarra Ranges appear to have determined alternative sport and recreation priorities.

4. ENVIRONMENTAL/AMENITY ISSUES

The development of a new hockey facility will have some amenity and environmental issues at Benedikt Reserve.

The Benedikt Reserve site will have limited environmental impact such as loss of grass cover. There may be some amenity loss to residents, based on an upgraded use of the Reserve in comparison to its former use as a Lacrosse facility. This may be in the form of increased luminance from upgraded sports lighting, increased noise, traffic, and parking volumes. Conversely, the current facility is subject to sustained vandalism and anti-social behavior, thus the increased use and regeneration of the area should enhance the overall amenity of the reserve. Contemporary lighting design now maximises luminance and focusses the light where it is required whilst minimising spill on to residences and the wider Reserve. As previously discussed, it is anticipated that any additional amenity issues can be worked through between Council, the Club and the local residents.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The costs for the development of a functional synthetic hockey field, including appropriate sports lighting, but excluding pavilion provision or redevelopment at Wantirna Reserve (West) has been determined at \$4.7M due to the difficult ground conditions. The estimate for Benedikt is \$2.75M, this is more reflective of a generic development site with stable ground conditions.

The Knox Hockey Club have a \$400,000 contribution to the project and there is a balance of \$125,000 for planning and detailed design remaining in the current 2020/2021 capital works budget.

It is important to note that the funds currently allocated in Council's draft major projects schedule does not allow for a pavilion upgrade. As previously discussed, the current pavilion at Benedikt Reserve would be appropriate in the short to medium term, however, it will require a commitment from Council to upgrade in the future should a hockey facility be developed at the site.

If further detailed investigations are required, this will require a further allocation to the planning and design budget which would be dependent upon the number of sites to be explored.

6. SOCIAL IMPLICATIONS

The development of a new hockey facility in the Municipality (our only facility) will provide the Knox Hockey Club with a permanent home and provide other aspiring hockey players an opportunity to join the local Club and participate. Hockey is a sport that highly encourages diverse participation and has a strong history of women's participation, is family orientated and encourages participation of older adults into their later years. The siting of a facility needs to be carefully considered and be cognizant of the needs of both the Club and the surrounding community.

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

Goal 1 - We value our natural and built environment

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

Goal 6 - We are healthy, happy and well

Strategy 6.1 - Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition

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

8. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

The potential development of a new Hockey Facility within the City of Knox has been considered since 2017 and finding a site that meets all the criteria of a successful facility has proven difficult. The initial consideration was to develop a regional facility in partnership with neighboring councils and the State Government, however, an appropriate and large enough site could not be identified.

As the timing for the closure of the Knox School site also drew closer it was considered that a local community level facility may be able to be accommodated and as such Council undertook further investigations to identify an appropriate site, one that was affordable, one that minimised disruption to existing users, and one that could be built by the end of 2021.

After consideration, two sites were identified for final consideration as Club level facilities – Benedikt Reserve and Wantirna Reserve (West) and following a technical and cost assessment of the sites Benedikt Reserve was the most viable. Council then undertook to have an initial conversation with the surrounding community at Benedikt Reserve to determine their support for the project. This resulted in a negative response to the proposal principally based on concerns about loss of open space and amenity including increased traffic, car parking and noise issues.

As a preferred site Benedikt Reserve meets many of the technical requirements – it is already an active recreation reserve with sports lighting, a pavilion and public toilets. Initial investigations suggest that construction will not be hampered by existing soil conditions or previous disturbance and the cost of the development can be managed within the proposed draft budget.

The issues that residents have identified are real and would need intensive consideration both from a design and ongoing management perspective at the reserve. For example, additional car parking can be sensitively developed that would only be accessible during club hours, fencing kept to a minimum, colour of the pitch to be reflective of the environment, lighting carefully designed to minimise spill, landscaping added to abate noise, positioning of the field to continue to provide the community with passive space and the development of an engagement process between the Club, Council and the local community to ensure that the proposal benefits the whole community.

10. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Strategic Planning Coordinator (Active and Creative Communities), Paul Reading & Manager Active and Creative Communities, Nicole Columbine

Report Authorised By: Director Connected Communities, Tanya Scicluna

Attachments

1. Attachment 1 - Letter - Knox Hockey Club - New Facility [9.3.1 - 2 pages]
2. Attachment 2 - Melbourne Outer East Regional Hockey Feasibility Study - Nov 2018 [9.3.2 - 56 pages]
3. Attachment 3 - Knox Hockey Facility Feasibility Study [9.3.3 - 311 pages]
4. Attachment 4 - Masterplan - Benedikt Reserve Hockey Facility [9.3.4 - 1 page]
5. Attachment 5 Knox Hockey Facility Consultation Summary March 2021 [9.3.5 - 4 pages]
6. Attachment 5A Community Feedback Comments Benedikt Reserve Hockey Proposal [9.3.6 - 114 pages]
7. Attachment 6 - Petition Precis - Benedikt Reserve [9.3.7 - 1 page]

The attachments for Item 9.3 have been published separately due to their size

9.4 Procurement Exemption Request - Extension of Contract 2184 – Home Maintenance Services

SUMMARY: Coordinator Business Performance, Diana Carroll

Contract No. 2184 for the Provision of Home Maintenance Services was awarded to IKON Property Services for an initial contract period of just under three years, for the period of 10 August 2016 to 30 June 2019, with an option to extend the contract for a maximum of a further two years. The initial contract period was set to align with the Commonwealth Home Support Programme (CHSP) funding which was to end on 30 June 2019.

As the CHSP funding was extended twice by a 12-month period, the contract period has accordingly been extended twice for the same period, with CEO approval. The contract is due to expire on 30 June 2021 with all extension options utilised.

RECOMMENDATION

That Council approve the exemption of Contract No. 2184 for the Provision of Home Maintenance Services to IKON Property Services from Council's Procurement Policy in order to seek an additional extension of the term of 12-months for the period of 1 July 2021 to 30 June 2022.

1. INTRODUCTION

In May 2020, Council received and accepted a CHSP funding contract variation to extend funding until 30 June 2022. Council then made the decision on 26 April 2020 to cease a number of CHSP services on 30 June 2021, however, home maintenance was not one of the services and will continue until at least 30 June 2022.

The original Home Maintenance Contract was awarded for a period of three years with an option of two one-year extensions. As the CHSP funding has been extended twice by a 12-month period, the contract period has accordingly been extended twice for the same period, with CEO approval. The contract is due to expire on 30 June 2021 with all extension options utilised.

2. DISCUSSION

Seeking a further one-year contract extension to 30 June 2022 will enable continuous service to eligible residents. It is also prudent to continue to align the contract period with the period of approved CHSP funding to Council, which is to 30 June 2022. It is considered ill-advised to go to tender for such a short period of 12-months, or to go to tender for a longer period of time in excess of the period of confirmed CHSP funding.

There is insufficient time to conduct a tender process, and 12-months does not represent sufficient market appeal due to the costs of implementation and start-up. The variation of the contract would make a total contract length of six years, which requires Council approval. This contract was previously approved, in accordance with the delegations, by the Chief Executive Officer.

IKON have been providing quality services in line with the contract requirements since the contract commencement. IKON have demonstrated a willingness to work in partnership with Council to meet the needs of clients, have provided timely investigation and response to any client feedback and/or concerns raised by Council, and have demonstrated a continuous improvement approach to the services delivered under the contract. The services are provided on a schedule of rates basis. The rates for this service are considered commensurate with market rates and still represent value for money.

3. CONSULTATION

Consultation and advice were sought from Strategic Procurement in relation to the legality of extending the existing contract until 30 June 2022. The advice received was that this was possible and is compliant with the intent of the legislation.

4. ENVIRONMENTAL/AMENITY ISSUES

No known environmental/amenity issues identified.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The anticipated value of the contract for a further 12-months is \$437,250 (inclusive of GST).

6. SOCIAL IMPLICATIONS

Should the contract not be extended, residents could be at risk of not receiving services until a provider is sought through a lengthy tender process. The market has indicated that a one-year contract would not be favorable, and Council are not able to offer a longer contract due to the current constraints of the CHSP agreement.

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

Goal 4 - We are safe and secure

Strategy 4.1 - Encourage and support the community to take responsibility for their own safety, and the safety of others

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

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

An exemption is requested from Council's Procurement Policy for Contract No. 2184 for the Provision of Home Maintenance Services to IKON Property Services, in order to seek an additional extension of the term of the contract of 12-months for the period of 1 July 2021 to 30 June 2022.

10. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Coordinator Business Performance, Diana Carroll

Report Authorised By: Acting Director Connected Communities, Angela Morcos

Attachments

1. Attachment 1 - Procurement Exemption Request - Extension of Contract 2184 - Home Maintenance Service [9.4.1 - 2 pages]

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To: Tony Doyle, Chief Executive Officer

From: Judy Chalkley, Manager Community Access & Support

Date: 9 April 2021

KX No: D21-82755

Subject: Procurement Exemption Request – Extension of Contract 2184

Background

Contract No. 2184 for the Provision of Home Maintenance Services was awarded to IKON Property Services for an initial contract period of just under three years, for the period of 10 August 2016 to 30 June 2019, with an option to extend the contract for a maximum of a further two years. The initial contract period was set to align with the Commonwealth Home Support Programme (CHSP) funding which was to end on 30 June 2019. As the CHSP funding was extended twice by a 12 month period, the contract period has accordingly extended twice for the same period, with CEO approval. The contract is due to expire on 30 June 2021 with all extension options utilised.

In May 2020, a CHSP funding contract variation was executed to extend the CHSP funding to 30 June 2022. CHSP funding options beyond 30 June 2022 are currently unknown.

Council is ceasing a number of CHSP services on 30 June 2021, however home maintenance services will continue until at least 30 June 2022. The anticipated value of the contract for a further 12 months is \$437,250 (inclusive of GST) and therefore a tender would be required to procure the services. There is insufficient time to conduct a tender process, and 12 months does not represent sufficient market appeal due to the costs of implementation and start-up.

Advice was sought from Strategic Procurement in relation to the legality of extending the existing contract until 30 June 2022 and were advised that this was possible and is compliant with the intent of the legislation. The variation of the contract would make a total contract length of 6 years, which requires Council approval. This contract was previously approved, in accordance with the delegations, by the Chief Executive Officer.

IKON have been providing quality services in line with the contract requirements since the contract commencement. IKON have demonstrated a willingness to work in partnership with Council to meet the needs of clients, have provided timely investigation and response to any client feedback and or concerns raised by Council, and have demonstrated a continuous improvement approach to the services delivered under the contract. The services are provided on a schedule of rates basis. The rates for this service are considered commensurate with market rates and still represent value for money.

Discussion

It is recommended to seek a further one year contract extension to 30 June 2022 to enable continuous service to eligible residents. It is also prudent to continue to align the contract period with the period of approved CHSP funding to Council, which is to 30 June 2022. It is considered ill-advised to go to tender for such a short period of 12 months, or to go to tender for a longer period of time in excess of the period of confirmed CHSP funding.

Exemption Requested

An exemption from Council's procurement policy is sought in order to seek an additional extension of the term of the contract of 12 months for the period of 1 July 2021 to 30 June 2022. Approval needs to be sought at the Council level as the additional 12 months would render the total term of the contract as six years, which is beyond the CEO's delegation, which is limited to contracts of five years length.

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Report prepared by:



9 April 2021

Signed

Diana Carroll
**Coordinator, Business Performance
Community Access & Support**

I give approval for an exemption from Council's procurement policy to be sought from the Council.

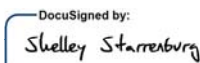


9 April 2021
Dated

Approver

**Judy Chalkley
Manager, Community Access & Support**

Based on the information contained in the current report, Strategic Procurement agree that an exemption to Council's Procurement Policy can be sought in this instance.

DocuSigned by:


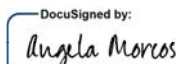
12/4/2021 | 20:42:43 PDT

Signed

Dated

Shelley Starrenburg, Manager Strategic Procurement and Property

I give approval for an exemption from Council's procurement policy to be sought from Council.

DocuSigned by:


13/4/2021 | 02:02:45 PDT

Signed

Dated

Angela Morcos, Acting Director Connected Communities

I give approval for an exemption from Council's procurement policy to be sought from Council.

DocuSigned by:


14/4/2021 | 00:29:12 PDT

Signed

Dated

Tony Doyle, Chief Executive Officer

9.5 Community Development Fund (CDF) Program Policy Review and CDF Evaluation Panel Terms of Reference Review

SUMMARY: Community Partnerships Officer, Deb Robert

This report presents the scheduled review of the Community Development Fund Program Policy to ensure that the Policy is consistent with other Council policies and all definitions and references are relevant and up to date.

The review recommends specific changes to the Policy to reflect the contemporary grant environment, notably the use of professional grant writers and the increasing cost of community events.

This report also presents the scheduled review of the Community Development Fund (CDF) Evaluation Panel Terms of Reference and recommends Council affirm the continuing operation of the CDF Evaluation Panel until Council resolves otherwise.

The current Terms of Reference indicated the Committee would sunset in 2021 in the absence of a Council resolution that the Committee continue.

RECOMMENDATION

That Council resolve:

- 1. To adopt the revised draft Community Development Fund Program Policy in accordance with Attachment 1;**
- 2. That the Community Development Fund Evaluation Panel remain in operation until Council resolves otherwise;**
- 3. To adopt the Community Development Fund Evaluation Panel Terms of Reference in accordance with Attachment 2; and**
- 4. That membership of the Community Development Fund Evaluation Panel comprise:**
 - a. Councillors Susan Laukens, Yvonne Allred and Nicole Seymour until such time as Council resolves otherwise;**
 - b. Gary Saultry for completion of his current term until June 2022; and**
 - c. Two further community members be confirmed through a forthcoming recruitment process.**

1. INTRODUCTION

The Community Development Fund (CDF) Grants Program provides annual grants to locally focused, not-for-profit organisations to encourage and support community activities and initiatives of Knox residents.

The CDF Grants Program encourages one-off or short-term projects, as well as offering support to established community events that have been held annually for over three years. The Program does not fund capital works (e.g., structural building improvements), projects which are primarily fundraising events, projects currently supported by other Council grant programs or activities that are clearly the responsibility of another level of government. Funding applications of up to \$20,000 are considered for projects that meet the CDF criteria and support the goals of the Knox Community and Council Plan 2017-2021.

The CDF Grants Program is one of the suite of Council grants programs supported and administered by the Community Partnerships Team in the Community Wellbeing Department.

The annual grants offered through the CDF complement the small responsive monthly Minor Grants and the longer-term Community Partnership Funding grants to provide support for a diverse range of not-for-profit community organisations and their many different needs.

Over the past five years, the Program has provided \$1.5 million to community organisations, averaging support for over 60 groups each year.

The CDF Grants Program is administered in accordance with the Knox CDF Policy, in line with best practice principles in local grant making.

The annual assessment of grant applications is undertaken by the CDF Evaluation Panel which is a Specific Purpose Committee of Council to make recommendations on the CDF allocations. The composition and conduct of the Panel are prescribed in the CDF Evaluation Panel Terms of Reference.

2. DISCUSSION

The CDF Policy was last reviewed in 2018 and is still substantially relevant in its substance and intent.

The main changes, evident in Attachments 1, include:

- Identifying the relevant Community and Council Plan goals and strategies (CI 4.1);
- Reference to Council's Electronic Gaming Machine Policy (CI 4.4; CI 6.3.2 and CI 6.3.5);
- Inclusion of additional definitions for legal entity and auspice (CI 5);
- Inclusion of an additional grant Category for events and increase in the amount available (CI 6.2);
- Clarification of funding to schools (CI 6.3.1 and CI 6.3.4);
- Exclusion of applications submitted by grant writing professionals (CI 6.3.1);
- Exclusion of playground structures in capital works (CI 6.3.5); and
- Amendment of reference to the carry forward of unallocated Minor Grants funds and inclusion of reference to reimbursed funds (CI 6.11).

The inclusion of the reference to Council's Electronic Gaming Machine Policy is to be consistent with other Council grants programs and policies.

2.1 Community Events

The CDF Grants Program currently offers grants of up to \$5,000 for annual community events that have run for more than three years. Recipients of these grants have in recent years been referred to Council's Events team for advice and support, particularly those events being held on Council land or likely to generate large numbers with potential impact on the local community.

Advice from Council's Events Team is that \$5,000 is now a very minor contribution to actual expenses for safely run events. All proposed events require a risk management plan and may require traffic management, professional security, and hiring of suitable marquees/shelters, etc., in addition to other equipment to support the safety of volunteers and event participants.

The proposed CDF Policy change is to increase the categories of funding to accommodate a larger grant of up to \$15,000 for established events that require significant infrastructure and crowd management, including additional COVIDSafe requirements.

2.2 Playground Structures

The proposal to remove fixed playground structures as an example of exclusions in the description of capital works is to reflect the reality of projects that have been funded in recent years, e.g. sandpits and swing sets. Applications for playground structures in Council owned facilities are required to be supported by relevant Council departments and a condition of funding for any such projects will require appropriate Australian standards are met.

2.3 Professional Grant Writers

The proposal to exclude professional grant writers from submitting applications on behalf of community groups or organisations is to ensure that all application details have been checked by the community group or organisation prior to submission. This exclusion is not intended to restrict community groups from engaging the assistance of professional grant writers in developing and preparing their proposal.

2.4 Carry Forward

There is also a proposed change in CI 6.11 which currently refers to the carry forward of unallocated funds from the Minor Grants Program to the CDF for the following financial year. This was a legacy of previous years and the proposed change reflects changes that have recently been made to the Minor Grants Program Policy.

Any other marked changes in the Policy are clarification of detail and do not change the intent of the CDF Policy.

2.5 Evaluation Panel and Membership

The CDF Evaluation Panel Terms of Reference was last reviewed in March 2017. The Terms of Reference indicated the Committee would sunset four years after that review in the absence of a Council resolution that the Committee continue. Council appointed community member, Gary Saultry, for a four-year term at the Council meeting on 12 June 2018, implying an intention that the Committee would remain in operation until June 2022.

The two other community members have just completed their current terms and recruitment for those positions has commenced, in accordance with the current and revised Terms of Reference. For clarity, this report recommends Council affirm the continuing operation of the CDF Evaluation Panel and update the Terms of Reference to reflect relevant changes to the Local Government Act where required and specify a four yearly review in place of the sunset provision.

3. CONSULTATION

The proposed amendments have been discussed with relevant officers in other Council Departments working with local community organisations, namely the Arts and Culture team, Recreation and Leisure team, Family and Children's Services team and the Biodiversity team.

The changes have also taken into account feedback and issues arising in the CDF Evaluation Panel meetings when grants are being assessed by Councillors and community representatives on the Panel.

The proposed Policy changes also aim for some clarification of questions that have been raised with Council's Community Partnership Officers by prospective grants applicants in recent grant rounds.

The changes to the CDF Evaluation Panel Terms of Reference have been made in consultation with Council's Governance team.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues arising from this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial or economic implications arising from the proposed amendments and updates to the Policy. There are no proposed changes to the existing annual budget allocation for the CDF Grants Program.

6. SOCIAL IMPLICATIONS

The CDF Grants Program facilitates engagement between Council and a diverse range of community groups, strengthening existing relationships, broadening understanding and initiating new collaborations. It also enables the delivery of projects/programs to contribute to the implementation of the Knox Community and Council Plan 2017-2021.

The CDF grants are a means by which Council supports not-for-profit community groups and assists them to be active, sustainable and resilient. The Program is a valuable connection point for Council staff to gauge community activity and identify new community initiatives.

The operation of the CDF Evaluation Panel, with Councillors and community Panel members working together to assess and recommend on annual grant allocations, contributes to the accountability of Council's grants assessment process.

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

Goa 1 – We value our natural and built environment

Strategy 1.1 – Protect and enhance our natural environment

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

Goal 4 – We are safe and secure

Strategy 4.1 – Encourage and support the community to take responsibility for their own safety, and the safety of others.

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 6 – We are healthy, happy and well

Strategy 6.1 – Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition

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 7.1 – Protect and preserve our local cultural identity

Strategy 7.2 – Celebrate our diverse community

Strategy 7.3 – Strengthen community connections

Strategy 7.4 – Promote and celebrate the contribution of our volunteers

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

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

It is recommended that Council:

- Adopt the revised Community Development Fund Program Policy to strengthen the operation of the CDF grants program;
- Adopt the revised Community Development Fund Evaluation Panel Terms of Reference;
- Affirm the continued operation of the CDF Evaluation Panel; and
- Appoint the recommended members to ensure continued operation of the Panel to support the objectives of the CDF Program Policy.

10. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Community Partnerships Officer, Deb Robert

Report Authorised By: Acting Director, Connected Communities, Angela Morcos

Attachments

1. Attachment 1 Community Development Fund Policy v 5 Marked Up 2021 [9.5.1 - 7 pages]
2. Attachment 2 Draft Terms of Reference Community Development Fund Evaluation Pa [9.5.2 - 8 pages]



Community Development Fund

Policy Number:	2012/32	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Coordinator Community Partnerships Manager Community Wellbeing
Approval Date:	23 April 2018 March 2021	Version Number:	56
Review Date:	23 April 2021 March 2024		

1. Purpose

The purpose of this ~~P~~policy is to guide the annual allocation of the Community Development Fund grants to not-for-profit community organisations in Knox.

The aim of the Community Development Fund is to develop, enhance and support the involvement of community groups in activities and projects which respond to identified needs in the Knox community.

2. ~~Content~~ Context

Each year Council provides funding for the allocation of ~~once-off~~ project ~~specific~~ grants and annual event grants to not-for-profit community groups. The grants are assessed and allocated in response to the local community needs identified in the submissions received.

The Community Development Fund ~~has been~~ is underpinned by the following principles:

- ~~F~~funded projects/activities will provide benefit to the Knox community and help meet Council's objectives;
- ~~C~~eo-operation and collaboration between groups will be encouraged;
- ~~G~~grants processes will be consistent, equitable and transparent; and
- ~~G~~grants processes will support and strengthen community groups in developing local solutions to local needs.

3. Scope

The ~~P~~policy will apply to submissions received and grants allocated in the annual Community Development Fund funding round each year.

The Community Development Fund program is not designed to supplement, subsidise or replace existing Council Budget allocations or service delivery.



Community Development Fund Policy

4. References

4.1 **Knox Community and Council Plan 2017-21**

- Council and Community Plan 2017-21

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

Strategy 1.1 – Protect and enhance our natural environment.

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

- **Goal 4 - We are safe and secure**

Strategy 4.1 - Encourage and support the community to take responsibility for their own safety, and the safety of others.

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

Strategy 6.1 - Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition.

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 7.1 – Protect and preserve our local cultural identity.

Strategy 7.2 – Celebrate our diverse community.

Strategy 7.3 - Strengthen community connections.

Strategy 7.4 – Promote and celebrate the contribution of our volunteers.

- **Goal 8 – We have confidence in decision making**

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

4.2 **Relevant Legislation**

- Local Government Act 2020 (Vic)1989 – Conflict ~~of~~ Interest ~~p~~Provisionsprovisions.

4.3 **Charter of Human Rights**

- This ~~P~~policy has been assessed against and complies with the Charter of Human Rights.

4.4 **Related Council Policies**

- Minor Grants Policy (2020-2023);



Community Development Fund Policy

- ~~Election Period Policy (2020-2023); (approved 25 November 2019);~~
- ~~Community Partnership Funding Grants Policy (2020-2023) ~~18-2024~~);~~
- ~~Leisure Minor Capital Works Grant Scheme Policy (2019-2022); and;~~
- Electronic Gaming Machines Policy (2016-2020).

4.5 Related Council Documents

- ~~Community Development Fund Guidelines;~~
- ~~s~~
- ~~Community Development Fund Evaluation Panel Terms of Reference; and~~
- Community Events in Knox – Information Pack.

5. Definitions

<u>Auspice</u>	<u>An established not-for-profit legal entity that agrees to take responsibility for the grant obligations of an unincorporated or informal or newly established group with no legal status.</u>
<u>Community Group(s)/Organisation(s)</u>	<u>Means a legal entity which provide services, support or activities to the Knox community.</u>
<u>Community Representative</u>	<u>A member of the community appointed by Council to participate in the Evaluation Panel.</u>
Council	Means Knox City Council, whether constituted before or after the commencement of this Policy.
<u>Evaluation Panel</u>	<u>Title of the specific purpose committee to provide recommendations to Council on Community Development Fund grants allocations.</u>
<u>Funding Agreement</u>	<u>An agreement between the grant recipient and Council that documents the agreed objectives of the funded project/activity and the reporting and accountability requirements of the grant.</u>
Individual(s)	Means a resident(s) of the Knox Municipality.
<u>Community Group(s)/Organisation(s)</u>	<u>Means a legal entity which provide services, support or activities to the Knox community.</u>
<u>Funding Agreement</u>	<u>An agreement between the grant recipient and Council that documents the agreed objectives of the funded project/activity and the reporting and accountability requirements of the grant.</u>
<u>Community Representative</u>	<u>A member of the community appointed by Council to participate in the Evaluation Panel</u>
<u>Evaluation Panel</u>	<u>Title of the specific purpose committee to provide recommendations to Council on Community Development Fund grants allocations</u>
<u>Legal entity</u>	<u>An incorporated association, a co-operative, a company limited by guarantee or a trust or other organisation established under an Act passed by the State or Commonwealth.</u>
Not-For-Profit group	<u>A group or organisation that is not operating for the profit or gain of its</u>



Community Development Fund Policy

	individual members; and any profit or surplus is directed back into the operation of the organisation to carry out its purpose. An organisation that does not operate for the profit or gain of its individual members
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6. Council Policy

6.1 Council will provide an allocation in each annual budget to fund the Community Development Fund Program.

6.2 The Community Development Fund provides grants in ~~two~~ three categories:-

- ~~• Category 1 from \$3000 up to \$20,000~~
- ~~• Category 2 – up to \$5,000 for annual community events* established for more than three years~~

- Category 1 – General projects, programs, activities, or equipment - \$3,000-\$20,000
- Category 2 – Community Festivals and Events^{1*} – up to \$15,000
- Category 3 – Community Functions^{*2} – up to \$5,000

~~**as defined in Council's Community Events in Knox – Info Pack*~~

~~*An annual community event is defined as an event that is open to the entire Knox community.~~

¹ *as defined in Council's Community Events in Knox – Info Pack*

² *as defined in Council's Community Events in Knox – Info Pack*



Community Development Fund Policy

6.3 Eligibility & Exclusion Criteria

6.3.1 Organisation Eligibility

- Submitting organisations must be a not-for-profit ~~legal entity~~ ~~organisation~~ established under one of the following:
 - the Victorian Associations Incorporation Reform Act 2012;
 - the Victorian Co-operatives Act 1996;
 - the Aboriginal Councils and Associations Act 1976;
 - Corporations Act 2001;
 - an Act passed by the Legislative Assembly of Victoria; or
 - in another form considered appropriate by Knox Council.
- Applications will also be considered from organisations under the auspice of another organisation which meets any of these criteria.
- ~~NB: Schools are not eligible for funding, however~~ School Parent's' Associations that are incorporated, (or similar), and ~~attached to~~ represent a a not-for-profit school are eligible to apply.
- Submitting organisations must have a Committee of Management, or similar, that can accept responsibility for a grant, ensure the project is carried out, and meet the evaluation and reporting requirements.
- Organisations granted funding must have either an Australian Business Number (ABN) or provide a Statement by Supplier (SbS) declaration.
- Submitting organisations must provide direct services, support or benefit to people living in the City of Knox.
- Organisations that show a strong connection to their local community will be favourably considered.
- Applications must be submitted by the organization seeking funds not by a grant writing professional

6.3.2 Organisations Exclusions

- Organisations are not eligible to apply to the Community Development Fund if:
 - They have a delinquent account with Knox Council, i.e. an amount owed to Council that was not paid by the due date;
 - They have outstanding acquittal documentation, i.e. the acquittal documentation for a previous grant has not been handed in by the agreed due date; or-
 - They are an operator of Electronic Gaming Machines, in line with Council's Electronic Gaming Machine Policy.

6.3.3 Application Exclusion



Community Development Fund Policy

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Applications that are submitted after the submission period closes are ineligible and will not be assessed.

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~~6.3.36.3.4~~ Project and Event Eligibility

- Projects and events must have a definitive start and finish date.
- It is preferable that ~~the projects~~ start and finish within the 12 month funding period, however staged projects over and up to three years can be considered.
- Projects and events must clearly support Council's strategic objectives and priorities ~~which are~~ captured in the Council and Community Plan 2017-21.
- Projects and events must aim to meet a demonstrated need within the Knox community.
- Projects and events must be conducted within the boundaries of the City of Knox and have significant participation of Knox residents.
- ~~NB:~~ School Parent Associations must be able to demonstrate that their proposed project is for the benefit of the Knox community, not just for the benefit of the School community, i.e. CDF cannot fund a project that will only benefit school students, student's families and/or staff of the school, supports activities, equipment or staffing for core curriculum delivery.
- Projects and events which involve collaboration with other organisations and services, share resources within the community, and involve volunteers will be favourably considered.
- Projects with well-defined and clearly communicated aims and outcomes, along with clear and succinct detail regarding how the project will be implemented will be favourably considered.

~~6.3.46.3.5~~ Project and Event

The following types of projects and items cannot be funded through the Community Development Fund:

- Fundraising: For example, but not limited to, purchase of raffle prizes, purchase of items for auction, purchase of items for re-sale, direct contributions to charity organisations, payment for facilitators and prizes for fundraising events such as trivia nights, movie nights, karaoke night, fashion parades, etc.
- Capital or facility maintenance works: Capital works projects are considered to be those that primarily focus on improvement, replacement, disposal or addition to fixed assets such as land, building and facilities. Examples: ~~permanently fixed play structures,~~ major structural building improvements, etc.
- State or Federal government responsibilities: Projects may not be an event or activity that is the core program funding responsibility of another level of government. Example: curriculum-based activities for schools.
- Retrospective funding: A CDF grant may not be used to reimburse an organisation for expenses already paid; i.e. if money has been spent on the project or event prior to the organisation receiving the grant cheque, grant monies may not be allocated to this expense.
- Consecutive project submissions: Applications for projects that have been funded by the CDF for three consecutive years are not eligible.



Community Development Fund Policy

- Operational expenses: A CDF grant may not be used to fund the day-to-day expenses incurred in carrying out the usual business of the submitting organisation. This includes expenses such as salaries for existing positions, insurance and utilities.
 - Events or activities hosted in venues with Electronic Gaming Machines.
- 6.4 The annual submission round will be widely publicised and promoted to the Knox community.
- 6.5 Assessment of submissions will be undertaken by the Community Development Fund Evaluation Panel that will comprise Councillors and Community Representatives and with support of Council officers in accordance with the Community Development Fund Panel Terms of Reference.
- 6.6 Specific ranking criteria are endorsed annually by the Panel for utilisation in the project assessment process to establish how recommendations for funding approval are determined. The criteria will be made clear and updated as necessary in public grants promotion information.
- 6.7 A report shall be presented to Council for each funding round (annually) to consider and endorse the recommendations from the Panel.
- 6.8 Council will host an annual event to acknowledge the allocation of grants to successful applicants.
- 6.9 All funded projects require a signed funding agreement which will specify relevant accountability requirements relating to the delivery of the project and financial reporting.
- 6.10 Organisations with inadequate grant acquittal documentation after two ~~(2)~~ years from the original grant approval date will be referred to Council's Finance Department for debt retrieval unless other arrangements for retrieval/reimbursement have been made.
- 6.11 Any unallocated or reimbursed funds from in the ~~Minor Grants~~ Community Development Fund program in any year are to be carried forward and allocated to the Community Development Fund for the following financial year.

7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this policy, such change may be made administratively. Examples of minor administrative changes include change to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.



Community Development Fund Evaluation Panel

Directorate	Community Services
Committee Type	Specific Purpose Committee
Approval Date:	27 March 2017

Directorate: Connected Communities Responsible Officer: [Manager – Community Resourcing Officer Wellbeing](#)

[Review/Approval Date:](#) ~~27 March~~ [26 April](#) 2021 [Review Date:](#) April 2025

1. Purpose

The Community Development Fund Evaluation Panel (the ‘Panel’) exists to:

- Annually assess applications for Council’s Community Development Fund [Program](#) grants and to make recommendations to Council regarding the allocation of the grants budget in accordance with Council’s Community Development Fund Policy; ~~and-~~
- Evaluate the ongoing implementation of the Community Development Fund at the conclusion of each funding round and recommend any appropriate changes in policy and procedure to Council.

2. Objectives

The objectives of the Panel are to:

- Ensure that Community Development Fund grants are assessed in a fair and transparent manner in the best interests of the Knox community in accordance with Council’s Community Development Fund Policy; ~~and-~~
- Advise Council on the recommended allocation of funding under the Community Development Fund; ~~and-~~
- Ensure that the annual recommended Community Development Fund grant allocations support relevant Council policies, programs and strategies.

3. Membership, Period of Membership and Method of Appointment

The Panel shall comprise the following:

- Three (3) [Councillors/community representatives](#) who will have voting rights; ~~and~~
- ~~Three (3) [community representatives/Councillors](#) who will have voting rights.~~

The annual meeting to review the preceding grant process may include the Councillors and community representatives from that period to facilitate the crossover of ideas.



Community Development Fund Evaluation Panel

3.1 Selection and Recruitment of Community Representative Members

- Community members will be appointed to the Panel for a period of four (4) years based on a registration of interest and selection process.
- Successive re-applying is permitted as part of the ~~Council Committee~~ recruitment and selection process.
- Incumbent Panel community members reapplying for a successive term can be appointed for a further period of no more than two (2) years.
- Vacancies for community positions on the Panel will be advertised in local newspapers and on Council's website and through social media.
- Casual vacancies which occur due to community members being unable to complete their appointments may be filled by co-opting suitable candidates from the most recent selection process for the remainder of the previous incumbent's term. Staff in consultation with the Chairperson will make a recommendation to the Chief Executive Officer who has delegated authority to appoint the recommended candidate to the ~~Panel committee~~ for the remainder of the previous incumbent's term. Where there are no suitable candidates identified, a formal expression of interest and selection process is required.
- New applicants will be required to submit an application addressing specified selection criteria and to attend a selection panel interview upon request.
- The selection panel will consist of Council staff and Councillors who are current representatives on the Panel, and will make recommendations of appointment of community representatives to Council.
- Previous community representatives may re-apply via the advertised process.

~~The Panel committee may invite observers to meetings from time to time. This is at the discretion of the Panel 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 Panel committee.~~

3.2 Councillors

Council will appoint Councillor representation annually.

~~The Unless otherwise appointed to the Panel committee by Council, the Mayor is, by virtue of the Office, is ex-officio member of any committee which may be established by Council from time to time. The Mayor has no voting rights as an ex-officio member of the Panel 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.~~

3.3 Council Officers

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



Community Development Fund Evaluation Panel

4. Delegated Authority and Decision Making

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

~~Decisions made by of the Ppanel will be reflected as recommendations to the relevant decision maker (Council, a delegated committee, or an officer with delegated powers). In making decisions, the Panel must comply with Council's policies, procedures and guidelines. Decisions become recommendations and may be implemented by a staff member who has the appropriate delegation and level of authority.~~

~~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.~~

The Local Government Act 2020 (Section 124) provides that a Councillor must not intentionally direct, or seek to direct, a member of Council staff in:

- Tthe exercise of a delegated power, or the performance of a delegated duty or function; and/or
- lor in relation to advice (in a report or otherwise) provided to the Council or a delegated committee.

The Panel cannot make decisions outside the agreed scope detailed in its Terms of Reference.



Community Development Fund Evaluation Panel

5. Meeting Procedures

The Panel will meet approximately five to six (5-6) times per year, predominantly during the submission assessment period.

To proceed with a meeting a minimum of five (5) members are required to be present, including [one \(1\)](#) Council officer, two (2) Councillors and two (2) community representatives.

The Panel 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 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.

[The committee will also participate in the 6 monthly Group Meetings and the annual advisory committee Forum.](#)



Community Development Fund Evaluation Panel

6. Chair

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees.

~~As there is more than one Councillor on the Panel the chair~~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~~Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the Panel committee shall be appointed Chairperson.

The Panel 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.~~

~~The committee (Panel) must advise the Governance Team of the name of the chairperson within one week of appointment. These details will then be updated on Council's intranet.~~

7. Agendas and ~~MINUTES~~Meeting Notes

Agendas must be prepared for each meeting. The Agenda should be provided to members of the Panel as soon as practicable in advance of the meetings.

Panel Meetings will typically constitute an informal meeting of Councillors as per the definition contained in Chapter 6 of the Council's Governance Rules. Consequently, a written record is to be kept of the meeting. -The Record meeting notes of a must:

- (a) -~~C~~ontain details of the proceedings;
- (b) ~~B~~-be clearly expressed;
- (c) -~~B~~be self-explanatory; and
- (d) -~~i~~ncorporate relevant reports or a summary of the relevant reports considered.

Draft meeting notes should be:

- (a) ~~D~~-distributed to all Panel Members within 14 days of the meeting; and
- (b) -~~s~~ubmitted to the next meeting of the Panel for information.

In compliance with section 58 of the 2020 Act and the requirements of the Council's Public Transparency Policy the agenda and minutes of this group will be made available on Council's website unless:

- ~~T~~he information contained in the agenda and/or minutes is confidential by virtue of the 2020 Act or any other Act; or



Community Development Fund Evaluation Panel

- The public availability of the information has been deemed by the Chief Executive Officer or nominee to be contrary to the public interest.

~~The Panel 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 confirmation within 7 days of the meeting and distributed to all Panel members following confirmation from the chairperson within 14 days of the meeting.~~

~~The minutes will be submitted to be formally endorsed at the subsequent meeting.~~

~~The Agenda must be provided to members of the committee not less than 7 days before the time fixed for the holding of the meeting. The committee must determine whether minutes are to be made available to the public.~~

8. ~~8.~~ Voting

As this is an advisory committee, voting on issues is not required. Any recommendations will generally be developed through consensus. When the Panel is unable to determine a matter by consensus, the matter will be determined by a vote. Councillors and community members have voting rights. Council staff provide support and advice to the Panel and have no voting rights.

In the event of an equality of votes, the Panel should endeavour to achieve consensus through discussion and further consideration of the applications. Where an decision cannot be reached in this manner, outcome is not resolved, the Chairperson will have a second vote.

9. ~~CONDUCT~~ Conflict and Interest Provisions

In performing the role of Evaluation Panel 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 of the Panel will typically constitute a Meeting Conducted under the Auspices of Council pursuant to Council's Governance Rules and Councillors are consequently required to comply with the conflict of interest provisions as set down in section 131 of the 2020 Act and Chapter 5 of the Council's Governance Rules.

Councillors must:

- dDisclose that conflict of interest by explaining the nature of the conflict of interest to those present immediately before the matter is considered;
- Aabsent himself or herself from any discussion of the matter; and



Community Development Fund Evaluation Panel

- As soon as practicable, provide the CEO with a written notice recording the nature of the conflict.

Where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the Group, they 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 staff and/or 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 Community Reference Group shall participate in training on the Conduct and Interest Provisions which will be run by the Governance team.

~~Meetings of the Panel will 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. Community representatives are also required to disclose any conflicts of interest (as defined in the Local Government Act).~~

~~Where a member of the Panel 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 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 five (5) working days of the meeting. This information will be published at the next available Ordinary Council Meeting.~~

10. Reporting

The Panel will provide its recommendations as an annual report to the Council.

11. Administration Support

Administration support will be provided by relevant officers in Council's [Community Services/Connected Communities](#) directorate.

12. Contact with the Media

Contact with the ~~m~~Media by ~~the Panel/Panel 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 ~~Panel/Panel committee.~~



Community Development Fund Evaluation Panel

13. ~~13.—SUNSET CLAUSE AND~~ Review Date

The Panel will conclude in March 2021 unless Council endorses a recommendation to continue the Panel's role for a further period. If the Panel continues to have a relevant function, a report must be presented to Council prior to March 2021 that includes a review of the Panel's Terms of Reference and seeks endorsement from Council to continue to act in an advisory capacity for a further period.

To ensure currency, these Terms of Reference will be reviewed as a minimum every ~~four~~ 4 years. If the ~~Panel committee~~ continues to have a relevant function after ~~four~~ 4 years, a report will be presented to Council to review the ~~Panel's committee's~~ Terms of Reference.

14. Meals

The provision of refreshments during the course of Panel ~~meetings~~ meeting will be ~~provided~~ in accordance with the Meals and Beverages for Council Committees Policy.

15. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this Terms of Reference, such a change may be made administratively. Examples of minor administrative changes include change to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this Terms of Reference, it must be considered by Council at a Council or delegated Committee meeting.

10 Office of the CEO Reports for consideration

10.1 Proposed Budget 2021-22

SUMMARY: Coordinator Management Accounting, James Morris

The Proposed Budget 2021-22 is presented to Council for consideration. The Proposed Budget is the culmination of a number of months work by Councillors and officers. The Proposed Budget includes the Operating Budget, the Capital Works Program for 2021-22, the Fees and Charges Schedule and the Council Plan.

The Budget has been prepared in accordance with Australian Accounting Standards, the *Local Government Act 2020* and the *Local Government (Planning and Reporting Regulations) Regulations 2020*. To assist Council and the community in analysing this Budget, the following commentary is provided:

- The Budget is part of Council's financial sustainability framework and includes the upcoming year's budget, together with the subsequent three years. The four-year outlook provides for a sustainable financial position.
- The Budget provides for an operational deficit in 2020-21. The Budget deficit is largely a result of the transfer of the Knox Regional Sports Precinct to the Victorian Government and a financial contribution from Council to further develop the facility for community use. The Budget will return to surplus in 2022-23.
- Throughout the development of this Budget, Council undertook an extensive review of expenditure with key savings and efficiencies identified.
- The Budget proposes a Capital Works program of \$125.984 million of which \$39.255 million is allocated to maintaining and renewing community assets. \$86.729 million is to be invested in new, upgraded and expanded community assets.

The Budget proposes a rate increase of 1.5% in accordance with the rate cap requirements of the State Government as per Section 185A to 185G of the *Local Government Act 1989*.

The Proposed Revenue and Rating Plan is also presented to Council for consideration. The Revenue and Rating Plan has been prepared in accordance with *Section 93* of the *Local Government Act 2020* which requires a Revenue and Rating Plan to be prepared and adopted by the next 30 June after a general election for a period of at least the next four years.

RECOMMENDATION

That Council:

1. Adopt the Proposed Budget 2021-22 as per Attachment 1 as its proposed budget for the 2021-22 financial year as required by the *Local Government Act 2020* (the 'Act').
2. Adopt the Proposed Revenue and Rating Plan as per Attachment 2 as its proposed Revenue and Rating Plan as required by the Act.
3. Authorise the Chief Executive Officer to:
 - a. Give public notice of the preparation of the Proposed Budget 2021-22 and Revenue and Rating Plan; and
 - b. Make available for community engagement the Proposed Budget 2021-22 and Revenue and Rating Plan, and invite submissions.

- 4. Appoint a committee comprising all Councillors to hear any submissions in relation to the Proposed Budget that might arise, and that the Committee meet on 7 June 2021 from 6.30pm to hear such submissions at the Council Offices, 511 Burwood Highway, Wantirna South.**

1. INTRODUCTION

Council is required to produce a Budget for each financial year and to have that Budget adopted by Council. In line with the community engagement principles outlined in Section 56 of the Act, the Proposed Budget will be placed on public exhibition for a period of 28 days calling for public submissions via Council's Have Your Say platform.

Any person making a written submission is entitled to request to be heard by Council or a Committee appointed by Council. Submitters requesting to be heard in support of their submission, or have someone represent them at the public submission hearing, must indicate this in their submission. Upon consideration of the report from the Committee, Council may then adopt the 2021-22 Budget with or without any adjustments that might have arisen from the submissions or other relevant information provided by the Chief Executive Officer. An advertisement advising the public of the Budget's final adoption is required.

The Proposed Budget 2021-22 is included as Attachment 1 to this report.

The Proposed Revenue and Rating Plan outlines Council's decision-making process on how revenues are calculated and collected. Deliberative community engagement is not prescribed for a Revenue and Rating Plan in either the *Local Government Act 2020*, or the *Local Government (Planning and Reporting) Regulations 2020*. However the Proposed Revenue and Rating Plan will be placed on public exhibition together with the Proposed Budget 2021-22, calling for public submissions via Council's Have Your Say platform.

The Proposed Revenue and Rating Plan, with any revisions, will then be presented to the June Council meeting for adoption.

The Proposed Revenue and Rating Plan is included as Attachment 2 to this report.

2. DISCUSSION

The Proposed Budget 2021-22, outlining all external influences including economic conditions, is attached to this report (Attachment 1). The Proposed Budget seeks to balance the competing demands for Council services and infrastructure, and the community's capacity to pay, using prudent financial management principles to ensure financial sustainability.

The Proposed 2021-22 Annual Budget meets the objectives of Council's Long Term Financial Forecast and Revenue and Rating Plan, which are:

- Maintaining the provision of operational services that respond to the needs of a growing Knox community.
- Funding of all legislative obligations.
- The provision of annual funding for new operational initiatives to progress implementation of the Knox Community and Council Plan 2017-21, and to provide for service growth.
- An increased ability to fund asset renewal requirements.
- An enhanced funding level for capital works in general.
- Progressing Council towards a position of long term financial sustainability.

- Achievement and maintenance of annual underlying surpluses.
- Rate and fee increases that are both manageable and sustainable.

The Budget proposes a rate increase of 1.5 per cent. This is in line with the Fair Go Rates System (FGRS), which has capped rates increases by Victorian Councils. The additional Council eligible pensioner rebate of \$100 will be maintained.

The Budget proposes an increase in the Residential Garbage Charge from \$232 to \$257, a 10.78% increase. This charge has been set at an amount to ensure only full cost recovery inclusive of the State Government Landfill Levy.

The Proposed Budget includes a capital works program of \$125.984 million. This includes an estimate of works to be carried forward from the 2020-21 financial year of \$46.162 million. The highlights of the capital works program include the continued investment in:

- Improving and expanding community buildings (\$15.428 million), including \$4.840 million for the Fairpark Reserve pavilion upgrade;
- Parks, reserves and community facilities (\$23.946 million), including \$8.250 million for the Knox Regional Netball Centre, \$3.21 million for playground and reserve upgrades, and \$1.100 million for floodlighting at Knox Park Athletics Track, Kings Park oval, Lewis Park oval, and Templeton Reserve;
- Local roads (\$9.061 million);
- Footpath and cycleway renewals and upgrades (\$4.381 million); and
- Drainage for flood mitigation and renewal (\$4.120 million).

The Proposed Budget 2021-22 has been developed through a comprehensive review process. The Councillors, together with staff, rigorously analysed available information and financial data to ensure the Budget delivers Council's objectives and financial plans.

The Budget sets clear directions for the delivery of Council programs and builds upon the main financial and operational strategies previously established. The exhaustive analysis of the information provided and the review process undertaken to establish the Budget for 2021-22 have produced a financially responsible Budget that will continue to assure Council's long-term financial strength.

The Budget is a major component in ensuring the accountability of Council's operations and in line with good governance it forms part of the public accountability process and reporting that includes:

- The Community and Council Plan
- The Financial Plan
- The Annual Budget
- Internal and External Audit
- Annual Report

3. CONSULTATION

The 2021-22 Annual Budget process involves publicly advertising the Proposed Budget and inviting the community to make written submissions. Documents will be available for inspection on Council's Have Your Say platform. Submissions can be made online via Council's Have Your Say platform or by written submission sent by mail addressed to the Chief Executive Officer. The final date for receipt of submissions is 5.00pm, Wednesday 26 May 2021 with a hearing date of submissions on Monday 7 June 2021 commencing at 6.30pm if required.

Submitters wishing to be heard in support of their submission or have someone represent them at the public submission hearing must indicate this in their submission.

4. ENVIRONMENTAL/AMENITY ISSUES

The Proposed 2021-22 Annual Budget recognises the leadership role Council has within the community to actively address the impacts of sustainability and to facilitate other levels of government and the community to act in a similar vein.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The Proposed 2021-22 Annual Budget closely accords with the financial framework established by Council in its Long-Term Financial Forecast and Revenue and Rating Plan and continues to address the infrastructure renewal challenge faced by both this Council and the Local Government sector.

6. SOCIAL IMPLICATIONS

The Proposed 2021-22 Annual Budget contains financial resourcing for a wide range of programs that deliver important community services to the Knox community. The 2020-21 Annual Budget aims to provide relief where it is needed most and stimulate recovery as well as maintain service levels with some minor increase in service demand from people experiencing hardship.

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

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

The Proposed 2021-22 Annual Budget forms an integral part of Council's overall strategic planning framework and endeavours to resource the directions that have been established in the Knox Community and Council Plan 2017-21. Council has established its four-year strategic direction in the Community and Council Plan and has developed actions to implement these directions which flow directly through to this Budget.

The Proposed 2021-22 Knox City Council Budget, together with the Proposed Revenue and Rating Plan, is submitted for the consideration of Council.

10. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Coordinator Management Accounting, James Morris

Report Authorised By: Chief Executive Officer, Tony Doyle

Attachments

1. Proposed Budget 2021-22 [**10.1.1** - 109 pages]
2. 2021-2022 Draft Revenue and Rating Plan [**10.1.2** - 30 pages]

The attachments for Item 10.1 have been published separately due to their size

11 City Centre Reports for Consideration

Nil

12 Items for Information

12.1 Capital Works Program Report

SUMMARY: Coordinator, Capital Works, Gene Chiron

The Capital Works Program Report shows projects on Council's Capital Works Program and indicates the status of each project as of 1 April 2021.

RECOMMENDATION

That Council receive and note the Capital Works Program Report, as of 1 April 2021.

1. INTRODUCTION

This report summarises Council's Capital Works Program for the 2020/21 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 1 April 2021, is attached as Attachment A.

Highlights of the Works Report as of 1 April 2021 include:

- Ferntree Gully Road, Knoxfield, Stud Road to opposite O'Connor Road – Shared Path – Complete.
- The Fields Kindergarten (north side), Rowville - Verandah Upgrade – Complete.
- Picketts Reserve, Ferntree Gully - Masterplan Implementation – Near Complete.
- Tim Neville Arboretum, Lawn Renewals around new shelters – Complete.
- Operations Centre, Building Demolition – Complete.
- Road Reconstruction Program – nearing completion.

2. CONFIDENTIALITY

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

Report Prepared by: Coordinator – Capital Works, Gene Chiron

Report Authorised by: Director Infrastructure, Grant Thorne

Attachments

1. Capital Works Program - Works Report as at 1 April 2021 [**12.1.1** - 21 pages]

Knox City Council Project Status Report

01-Apr-2021

Project Number	Project Name	Total Adjusted Budget
1	Bridges Renewal Program	\$736,925
All Wards	Bridge repair package currently out for tender which closes in 3 weeks. New tender for Ferntree Gully Community Centre pedestrian bridge is to be advertised shortly.	
4	High Risk Road Failures	\$500,000
All Wards	Works on schedule at various locations.	
7	Road Surface Renewal Program	\$4,738,000
All Wards	Road resurfacing projects on schedule at various locations.	
8	Drainage Pit and Pipe Renewal Program	\$2,200,000
All Wards	Drainage renewal works on schedule at various locations.	
9	Footpath Renewal Program	\$2,260,850
All Wards	Footpath renewal program in progress at various locations in accordance with recent footpath condition audit.	
10	Bicycle / Shared Path Renewal Program	\$700,000
All Wards	Program commenced mid March and will carry through April.	
16	Building Renewal Program	\$5,991,707
All Wards	Program is 50% committed/expended. Works commencing nearing completion over April include Leisureworks - hvac renewals, waterside rectifications pool plant minor works, lifeguard station cabinetry; Civic Centre - waterproofing to pond feature in Atrium, signage works, partial carpet replacement, roof recoating; Kings Park Athletics Pavilion - public toilet floor coating; Picketts Reserve - kitchen renewal; HV Jones Community Pavilion - switchboard replacement; Knox Garden Community Hall - internal light fittings; Ambleside - kitchen renewal; Batterham Reserve Tennis Pavilion - hot water service; Tormore Pavilion - ceiling fans, switchboard upgrade; Alchester Village Playgroup - kitchen renewal; Haering Rd, Windermere and Mariemont Preschool - internal/external light fittings; Rosa Benedikt Toy Library- roof replacement; Rowville Community Centre Pavilion - decking/retaining wall replacement works.	
17	Playground Renewal Program	\$1,758,674
All Wards	Community consultation for 2020/21 Playground Renewals is closed. All comments will be collected and incorporated into the final playground designs.	
22	Fire Hydrant Replacement Program	\$168,000
All Wards	Payment to South East Water due in June.	
24	Carpark Renewal	\$750,000
All Wards	Asphalt renewal works completed at Civic Centre Carpark, awaiting line marking to be finalised.	

Knox City Council Project Status Report

01-Apr-2021

Project Number	Project Name	Total Adjusted Budget
25	Plant & Machinery Replacement Program	\$2,751,000
All Wards	Fleet Renewal Program on track - approximately 70% of funds committed 45% of funds expended.	
26	Street Tree Replacement Program	\$637,750
All Wards	Bulk tree removals have been completed. Tree planting works scheduled to commence during April.	
31	Stamford Park Redevelopment	\$11,028,811
Tirhatuan	The Lake/Ephemeral precincts are subject to final Melbourne Water approval. Additional documents and drawing amendments are currently being prepared for submission.	
104	Roadside Furniture Renewal Program	\$100,000
All Wards	Program on schedule - works in progress at various locations.	
147	Energy Retrofits for Community Buildings	\$153,899
All Wards	Lighting Upgrades at Civic Centre, Carrington Senior Citizens Centre and Knoxfield Kinder have been completed. Scoping continuing for remaining projects.	
229	Building Code Australia Compliance	\$50,000
All Wards	Program of works continuing with compliance works at Batterham original pavilion with other minor projects.	
345	Asbestos Removal	\$100,000
All Wards	Asbestos Audits at selected buildings undertaken January - April to inform works program. Lesiureworks Asbestos Audit to main building and Boronia Amateur Swim Club with asbestos removal works scheduled. Other buildings to follow.	
347	Miscellaneous Industrial Roads - Pavement Rehabilitation	\$250,000
All Wards	Industrial road in Viewtech Place Rowville currently being renewed.	
409	Parks Furniture Renewal	\$107,601
All Wards	Installation of additional seating around lake at Quarry Reserve underway. Installation of bench seat at Courtney Reserve underway.	
410	Parks Signage Renewal	\$20,000
All Wards	This is a renewal program where signs are replaced as required. Works progressing on schedule.	

Knox City Council Project Status Report

01-Apr-2021

Project Number	Project Name	Total Adjusted Budget
412	Water Sensitive Urban Design Renewal	\$521,336
All Wards	Onsite Koolamara Wetland works commenced 22 March. Sedimentation pond is currently being drained. Removal of sediments is planned next. Project is scheduled to be completed early April.	
441	Tim Neville Arboretum Renewal	\$437,149
Dobson	Lawn renewals around new shelters completed.	
443	Reserves Paths Renewal	\$65,000
All Wards	Works progressing with funding 95% committed.	
492	Food Act Compliance - Kitchen Retrofitting	\$25,000
All Wards	Program of works established with rollout expected from April. Primary project is Picketts Reserve Pavilion kitchen.	
516	Rumann and Benedikt Reserves - Open Space Upgrade Stage 2	\$141,691
Tirhatuan	All masterplan works are complete.	
536	Parkland Asset Renewal	\$75,000
All Wards	Program on schedule funding 65% expended.	
537	Bush Boulevard Renewal	\$70,000
All Wards	Scoping of works nearing completion.	
566	Artwork Renewal	\$68,319
All Wards	Restoration recommendations made by Public Art Assessment Panel for 3 major public art Placemaker legacy works, due for restoration over next 6-9 months, carry forward required.	
576	Emergency Warning Systems in Early Years Facilities	\$50,000
All Wards	Program of works is committed for the Fields and Templeton Kindergartens. Additions to Liberty and Cooinda Kindergartens. Works to be scheduled in April/June school holidays.	
587	Upper Ferntree Gully Neighbourhood Activity Centre Works	\$289,756
Dobson	Commenced Working Group for Upper Ferntree Gully streetscape enhancement works as part of the Suburban Revitalisation Program Grant. Currently dealing with lighting consultants in relation to potential designs to present for community engagement.	
593	Marie Wallace Reserve - Masterplan Implementation Stage 4	\$218,041
Dinsdale	Majority of masterplan implementation has been completed. Currently working on reserve signage project.	

Knox City Council Project Status Report

01-Apr-2021

Project Number	Project Name	Total Adjusted Budget
649	Scoresby (Exner) Reserve - Masterplan Implementation Stage 4	\$250,000
Tirhatuan	Preparing design brief for Stage 4 of masterplan implementation. This includes outdoor gym equipment, path connections and solar lighting.	
664	Stormwater Harvesting Program Development	\$199,925
All Wards	Works on Batterham, Eildon, Fairpark and Knox Gardens Reserves are complete. The commissioning of the works and formal handover has been delayed by Covid restrictions as the contractor's commissioning team is from NSW.	
675	Public Art Project	\$225,154
All Wards	Stamford Park Public Art and Heritage Project is underway - planned installation for November/December. Lupton Way Public Art Lighting Project Expression of Interest has been shortlisted for stage 2 and is being delivered according to timeline - due for artwork installation in February 2022. Knox Regional Netball Centre Public Art Expression of Interest advertised early March, along with Macaulay Place Mural Project. An artist has been commissioned via a limited EOI process for a mural at Knox Skate and BMX Park Pavilion, with expected completion date May. The Laneway Lightboxes Project Brief is being prepared and due for installation by July in preparation for Immerse. Immerse submissions received and artists selected - Immerse hubs are Wantirna South - Knox Civic Centre (internal foyer, atrium and gardens); Swinburne University - Gallery 369 and campus; Rowville - Rowville Community Centre (internal, external and gardens); Stamford park; The Basin - Basin Triangle (garden and stage); and Millers homestead (interior and gardens). Satellite locations Cinema Lane light boxes (Boronia). Billboard at Knox Skate park. Additional 4 lightbox locations in Wantirna South, Scoresby, Boronia and Knoxfield. Mural at Rowville Community Centre (rear entrance) complete. Carry forward required.	
708	Cricket Run Up and Goal Square Renewal Works	\$40,000
All Wards	Remaining funds to be carried forward, turf unavailable till September.	
717	Knox Central Package	\$18,235,000
Dinsdale	Negotiations to acquire parcels for future road corridor and delivery of Knox Central Masterplan continue. Residual funding from the Operations Centre land acquisition to remain allocated to the project.	
724	Knox (Interim) Library	\$0
Dinsdale	Funds have been transferred to Westfield (permanent) Library project, for design and fit out.	
733	Kindergarten Office/Storage - Minor Works	\$40,865
All Wards	Remaining program of works to be completed during April holidays.	
737	Meals on Wheels site reconfiguration - Stage 2	\$50,000
Dinsdale	Relocation complete.	
746	Revegetation Plan	\$181,088
All Wards	Sites are prepared and planting will commence early May.	

Knox City Council Project Status Report

01-Apr-2021

Project Number	Project Name	Total Adjusted Budget
755	Talaskia Reserve, Upper Ferntree Gully - Masterplan Implementation Stage 2	\$571,826
Dobson	Stage 2 of Masterplan implementation works are now complete. Maintenance period has come to an end. Remaining funds to be carried forward for final stage of Masterplan implementation.	
761	Dandenong Creek Gateways - Strategic Road Corridors Revegetation	\$138,434
All Wards	Open Space and Biodiversity Departments combining expertise to design planting along creek corridors.	
834	Oversowing of Sports Fields	\$60,000
All Wards	Works commenced mid - March.	
837	Westfield (Permanent) Library - Design and Fitout	\$3,864,205
Dinsdale	The project is currently on hold, awaiting for Westfield to provide new base build design drawings to allow completion of library concept design.	
838	Bayswater Community Hub - Scoping	\$70,000
Dinsdale	New Council to be briefed on project proposals at Issues Briefing on 19 April.	
849	Repurposing Scoping of Facilities from Hub Projects.	\$56,252
All Wards	Officers continue to work through actions from November 2020 Council meeting. Relevant projects have been included in the Draft 2021/22 Capital Works Program.	
867	Knox Regional Netball Centre Extension	\$4,700,000
Dobson	Council approved recommended tenderer - Devco Construction Management. Formal appointment process underway.	
868	H V Jones, Ferntree Gully - Masterplan Implementation Stage 2	\$384,933
Friberg	Stage 2 works complete. Preparing design brief for Stage 3 design which include the netball courts, carpark and path connections. These works to be completed in 2021/22.	
869	Gilbert Park, Knoxfield - Masterplan Implementation Stage 2	\$738,072
Friberg	Following delays, construction work is progressing well on stage 1. In situ walls have now been installed including basketball concrete slab and shelter. Acrylic surface installed in March. Tender Evaluation in progress on stage 2 - Playspace Renewal tender, with works expected to commence by early April.	
871	Energy Performance Contract Implementation	\$1,349,840
All Wards	The Boiler Replacement project at Knox Leisureworks to be scheduled during the June school holidays (as it requires the pool area to be shut for up to 10 days), resulting in this project being carried into the next financial year for completion.	

Knox City Council Project Status Report

01-Apr-2021

Project Number	Project Name	Total Adjusted Budget
891	Henderson Road Bridge, Rowville	\$195,564
Friberg	Collating financial information to enable final grant payment claim.	
935	Scoresby (Exner) Reserve - Tennis Court Renewals	\$40,000
Tirhatuan	Works completed. Need to arrange surface inspection and re-coat following settling of court defects.	
941	Knox Regional Netball Centre - Court Renewals	\$90,000
Dobson	Contractor commenced mid-March after an unexpected delay.	
942	Tree Management	\$63,321
All Wards	Works undertaken as required in conjunction with Council initiatives.	
944	Knox Central (Operations Centre Remediation)	\$4,445,212
Dinsdale	Demolition of the old Operations Centre now complete, remediation works continuing.	
946	Boronia Precinct Planning	\$309,000
Baird	Further work has commenced to review and update the Draft Boronia Renewal Strategy in response to comments from the Department of Environment, Land, Water and Planning. City Futures is also coordinating the implementation of a number of priority projects identified in the Strategy, under the directions of an internal Project Control Group (PCG) and the assistance of an internal Project Working Group (PWG).	
948	Modular Building Program	\$4,186,063
All Wards	Liberty and Seebeck Pavilions complete. Lakesfield Pavilion Contractor appointed for delivery of New Pavilion for early November completion. Gilbert Park Pavilion currently progressing through design development. Marie Wallace Modular also progressing through design development.	
951	Community Toilet Replacement Program	\$772,208
All Wards	Modular Public Toilets for Templeton, Talaskia, Tormore and Scoresby are progressing for expected June completion.	
958	Liberty Avenue Reserve, Rowville - New Floodlighting	\$0
Taylor	Project completed 2019/20. Funds transferred to Liberty Reserve modular change pavilion works.	
961	Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8	\$198,130
Dobson	Works to be undertaken after completion of Netball Centre redevelopment to limit number of Contractors onsite.	
968	Flamingo Kindergarten, Wantirna South - Verandah Extension	\$101,886
Collier	Project complete.	

Knox City Council Project Status Report

01-Apr-2021

Project Number	Project Name	Total Adjusted Budget
994	Picketts Reserve, Ferntree Gully - Masterplan Implementation Stage 3	\$284,250
Baird	Project at Practical Completion stage. Bench seats to be received from supplier and installed shortly.	
995	Peregrine Reserve, Rowville - Masterplan Implementation Stage 2	\$443,927
Taylor	Preparing tender documentation for Stage 2 of the masterplan implementation. This stage, to be completed in 2021/22, includes a junior BMX pump track and outdoor gym equipment.	
997	Llewellyn Reserve, Wantirna South - Masterplan Implementation	\$395,483
Scott	Project is currently out to public tender for the design and construction of the picnic shelter, BBQ facilities and public toilets.	
999	Lewis Park, Wantirna South - Masterplan Implementation	\$969,228
Dinsdale	Waterways - Melbourne Water comments starting to be incorporated into the design. Sport & Play Precinct - scoping work well underway with final report and costing due in June 2021. Carpark Design - design completed, plans signed. Quote being sought.	
1001	Scoresby Village Reserve, Masterplan Implementation	\$316,147
Tirhatuan	Masterplan works have now been completed.	
1002	Egan Lee Reserve, Knoxfield Masterplan Implementation - Stage 2	\$624,589
Scott	Public Tender for Stage 2 has opened.	
1003	Wantirna Reserve - Masterplan	\$30,000
Collier	Works on hold pending soil report outcome.	
1005	Neighbourhood Green Streets	\$48,998
All Wards	Planting scheduled for April.	
1006	Bush Boulevards	\$190,870
All Wards	Planting scheduled for April.	
1046	Scoresby Recreation Reserve - New DDA Toilet	\$114,095
Tirhatuan	Project complete. Remaining budget to be transferred to Knox Skate Park project.	
1054	Knox Regional Sports Park - Stages 2 and 3	\$12,619,440
Scott	Detailed design of the Victorian Association of Radio Model Soaring (VARMS) to establish new clubhouse at Rowville Recreation Reserve is underway.	

Knox City Council Project Status Report

01-Apr-2021

Project Number	Project Name	Total Adjusted Budget
1068	Rowville (Seebeck) Reserve - Multipurpose Community Facility	\$397,324
Taylor	Construction of the Rowville Community Workshop is complete.	
1101	Cathies Lane, Wantirna South (103 to 125 Cathies Lane) - Reconstruction	\$405,000
Collier	Part of overall contract package of road renewal projects. Contract works including final line-marking completed. Anticipate Practical Completion inspection to occur soon.	
1102	Lydford Road, Ferntree Gully (Adele Avenue to Elton Road) - Reconstruction	\$540,000
Friberg	Part of overall contract package of road renewal projects. Contract works complete with final line-marking to be completed at a later stage. Anticipate Practical Completion inspection to occur soon.	
1103	Laser Drive, Rowville (19 Laser Drive to Henderson Road) - Reconstruction	\$660,000
Tirhatuan	Part of overall contract package of road renewal projects. Contract works completed with final line-marking to be completed at a later stage. Asphalt surfacing works was completed as night-works without undue disturbance to businesses. Anticipate Practical Completion inspection to occur soon.	
1106	Batterham Reserve, The Basin - Change Room Extension (female change):	\$100,000
Chandler	Works now complete.	
1113	Barry Street, Bayswater (60 Barry Street to Holloway Drive) - Reconstruction	\$205,000
Baird	Part of overall contract package of road renewal projects. Contract works underway with kerb & channel works underway on north side and works approximately 5% complete.	
1114	Studfield Shopping Centre Pavement Renewal	\$185,766
Dinsdale	Works complete.	
1115	Milpera Reserve, Wantirna - Oval Renewal	\$50,000
Collier	Sport has resumed at the venue, venue in excellent condition. Maintenance activities still in Contractor's hands.	
1119	Wantirna Reserve, Wantirna - Tennis Court Renewals	\$518,279
Collier	Design scope limited to Courts 1 - 5. Survey completed. Geotech and Tennis Court Pavement Investigation completed. Consultant appointed to assist Council with design Underway, including concrete slab design in conjunction with lighting design to work around issues with existing court materials.	
1120	Templeton Reserve, Wantirna - Tennis Court Renewals	\$1,058,092
Collier	Courts 1 - 3, 4 - 6 and Courts 7 - 8 completed. Contract works approximately 95% complete with site clearing underway.	

Knox City Council Project Status Report

01-Apr-2021

Project Number	Project Name	Total Adjusted Budget
1121	Eildon Park, Rowville - Cricket Net Renewal	\$258,500
Taylor	Works have commenced.	
1122	Knox Regional Sports Park - Soccer Cages Renewal	\$11,044
Scott	Several damaged boards have been replaced, more to follow as required.	
1123	Public Tennis / Netball / Basketball Court Renewals	\$100,000
All Wards	Scheduled works to be determined.	
1124	Sporting Oval Fencing Renewals	\$183,626
All Wards	Lakesfield due to commence and Gilbert Park will commence in April. Mountain Gate Tennis Club works identified.	
1125	Stormwater Harvesting Infrastructure Renewal	\$95,965
All Wards	Further sites being considered.	
1126	Knox Skate & BMX Park – New Youth Pavilion	\$647,554
Friberg	Construction complete and building handed over. Awaiting final payment claim to be processed and budget transfer for shortfall.	
1128	Gilbert Park Reserve, Knoxfield - New Drainage	\$36,500
Friberg	Project to carry forward to 2021/22.	
1132	Arcadia Reserve (Scouts), Rowville - Carpark Upgrade	\$91,325
Tirhatuan	Works complete.	
1134	Ferntree Gully Arts Centre & Library Deck Enclosure	\$50,000
Dobson	Project is being re-scoped. Carry forward of budget required.	
1136	Arts Facility Upgrades	\$150,000
All Wards	Program of works now planned. Expected to proceed to request for quotation for works packages by early April with Contractor appointment to follow.	
1144	Boronia Road, Bayswater (Edinburgh Rd to Scoresby Rd) - Footpath - Construction	\$97,909
Dinsdale	Design and consultation with residents completed. A Planning Application has been received for a development at 305 Boronia Rd. Awaiting Planning advice prior to confirming path construction. Revised quotations received.	

Knox City Council Project Status Report

01-Apr-2021

Project Number	Project Name	Total Adjusted Budget
1145	Glenfern Road, Ferntree Gully (Norman St to Trafalgar St) - Footpath - Construction	\$65,810
Dobson	Design review completed with minor alterations. Telstra quote for asset relocation finalised. Plans signed and submitted to Knox Construction for pricing. Waiting for confirmation of budget approach. Works likely to be deferred until sufficient funds are available.	
1146	Wellington Road, Rowville (Straughan Close to Napoleon Road) - Shared Path - Construction	\$135,430
Taylor	Design approved by Department of Transport and waiting on Memorandum of Agreement for road works. Anticipate construction to start in April.	
1148	Montana Avenue, Boronia - Footpath - Construction	\$66,529
Chandler	Consultation still progressing.	
1150	Knoxfield LATM Precinct Stage 2 - Installation	\$67,166
Scott	Project complete.	
1152	Burwood Hwy, Upper Ferntree Gully Shared Path Link 1 (Construct)	\$161,806
Dobson	On hold. To be incorporated with Burwood Hwy shared path bridge design contract.	
1153	Napoleon Rd, Lysterfield (Kelleths Rd to Anthony Dr) - Shared Path	\$200,000
Dobson	Path complete.	
1155	Kelleths Road, Rowville (Stud Rd to Taylors Lane) - Shared Path	\$280,000
Taylor	Final approval of plans from Department of Transport (DoT). Waiting on Memorandum of Authority from DoT. Construction anticipated for end of April/May.	
1162	Templeton Street, Wantirna - Linemarking and Intersection Treatments	\$70,000
Collier	Reviewing road safety audit before sending to Department of Transport for final approval of the paths at Burwood Hwy/Templeton Intersection. Minor modifications to line marking plan to be made before an information sheet is provided to residents ahead of construction.	
1163	Renou Road, Wantirna South - Intersection Treatments	\$197,000
Collier	Line marking complete. In principle agreement for shared paths at Renou Road/Burwood Hwy intersection, has been received from Department of Transport (Transport Active Modes). Reviewing road safety audit before sending plans to Department of Transport (Project Advice) for final approval.	
1165	Mowbray Drive, Wantirna South - Parking and Intersection Treatments	\$240,000
Scott	Minor modification to line marking plan made before an information sheet is provided to residents ahead of construction.	

Knox City Council Project Status Report

01-Apr-2021

Project Number	Project Name	Total Adjusted Budget
1166	Timothy Drive, Wantirna South - Intersection Treatments	\$35,000
Scott	Minor modification to line marking plan made before an information sheet is provided to residents ahead of construction.	
1170	Mountain Highway, Boronia (near Scoresby Rd) - Footpath Connection 4	\$80,000
Baird	To be incorporated with Mountain Highway Shared Use path. Continuing discussions about a property access license agreement.	
1173	Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 2	\$450,000
Dobson	Contractor has been engaged for sewer works. Waiting on new sewer connection permit from SEW. Preparing Design & Construct tender documents for toilet block.	
1174	Principal Avenue - Dorset Road Streetscape Upgrade	\$136,802
Chandler	Planning phase for the project in progress.	
1176	Solar in Community Facilities	\$75,000
All Wards	Solar at Mariemont and Knoxfield Children's centres are proceeding to final design. Haering Road not suitable for solar due to shading issues. Wattleview postponed due to roof structural works needing to be completed first. Additional sites being scoped.	
1180	Koolunga Reserve, FTG - Wetland Construction	\$390,806
Chandler	Community engagement sessions were hosted on 10 March and 19 March. A range of concerns were raised by community members. Additional engagement is considered prior to delivering onsite works. Melbourne Water agreed to carry forward the funds.	
1182	Norvel Quarry Reserve Water Quality System - Design & Construction	\$70,000
Baird	Alternative solution receiving additional water in billabong has been discussed with internal stakeholders.	
1183	Peregrine Reserve - Wetland treatment system - Design	\$60,000
Taylor	Concept Design review/amendments in progress, in line with the Peregrine Reserve Master Plan priorities.	
1184	Egan Lee Reserve Masterplan - Wetland treatment system - Design	\$550,000
Scott	Concept design complete. Community consultation strategy proposed with Communications Team and scheduled for April.	
1216	Carrington Park Reserve, Knoxfield - Cricket Net Renewal	\$245,285
Friberg	Works have commenced.	

Knox City Council Project Status Report

01-Apr-2021

Project Number	Project Name	Total Adjusted Budget
1217	Boronia Activity Centre and Station Precinct Renewal Project	\$59,536
Baird	The Draft Boronia Train Station Concept Plan has been endorsed by Council and sent to key State Government stakeholders. Further discussion with key stakeholders is anticipated to resolve the key components of the draft plan.	
1225	Commercial Road, Ferntree Gully (Burwood Hwy to Wilson St) - Reconstruction	\$267,096
Baird	Contractor appointed, construction underway with works approximately 25% complete. Majority of kerb & channel works on east side completed with drainage works now underway. Contract works expected to be completed in June.	
1226	Lewis Road, Wantirna South (Tilba Pl to Kanooka Rd) - Reconstruction	\$655,000
Dinsdale	Part of overall contract package of road renewal projects. Contract works well underway with kerb & channel works construction on both side and works approximately 30% complete.	
1227	Albert Street, UFTG (Talaskia Rd to Townley Place) - Reconstruction	\$500,000
Dobson	Part of overall contract package of road renewal projects and includes new footpath project. Contract works underway with kerb & channel works underway on north side and works approximately 5% complete.	
1228	Malvern Street, Bayswater (Edelmaier St to Scoresby Rd) - Design	\$29,441
Baird	Design reviewed and minor alterations underway - design 95% complete.	
1229	Sullivan Court, Wantirna (Rachelle Drive to End) - Design	\$7,185
Collier	Design reviewed and minor alterations underway - 95% complete.	
1230	Wanaka Close, Rowville (Erie Avenue to End) - Design	\$5,186
Tirhatuan	Design reviewed and minor alterations underway - 95% complete.	
1231	Winnifred Crescent, Knoxfield (Allister Close to Christie Close) - Design	\$13,086
Friberg	Design complete.	
1232	Chandler Road, Boronia (Floriston Rd to Albert Ave) - Design	\$29,441
Chandler	Initial survey of Chandler Rd completed. Project deferred until scope direction obtained from Boronia Renewal Project Working Group.	
1233	Knox Park Reserve, Knoxfield - Turf Renewal	\$250,000
Friberg	Main pitch completed, junior pitch set to follow. Tendered with Project 1383.	
1234	Knox Athletics Track, Knoxfield - Pathway Renewals	\$20,000
Friberg	Works to commence in March/April.	

Knox City Council Project Status Report

01-Apr-2021

Project Number	Project Name	Total Adjusted Budget
1237	Carrington Park - Multi Purpose Facility	\$1,571,594
Friberg	Tender evaluation complete. Procurement report scheduled for 12 April SPC meeting.	
1238	BAMP Facility Upgrades	\$905,274
All Wards	Relevant minor projects have been completed at Rowville Recreation Reserve and Liberty Reserve. Program development progression expected to be undertaken from April with commencement of implementation to follow.	
1260	Bayswater Bowls Club - New Accessibility Pathway	\$4,907
Dinsdale	Design completed and club consulted. Works integrated with carpark design. Works Authorisation approved and works due to commence after Easter with completion expected completed late May/early June.	
1261	Wantirna Reserve - Car Park Upgrade (Design)	\$40,000
Collier	Project Team scoping discussions held. Project on hold pending outcome of further discussions in relation to results of geotechnical investigations of old landfill site and direction of Masterplan. Project to be carried forward to 2021/22.	
1262	Cultural Facilities - Knox Pop Up Events Trailer & Kit	\$11,581
All Wards	Purchase of a trailer to house the Pop Up Events equipment has been delayed due to COVID.	
1264	Knox Regional Netball Centre - Amenities Upgrade	\$50,000
Dobson	Delivery of amenities upgrade incorporated into Knox Regional Netball Centre redevelopment works. Budget to be transferred.	
1265	Park Crescent Children and Family Centre Refurbishment, Boronia - Design	\$128,500
Baird	Design development is progressing with expectation of detailed design plans to be provided early May.	
1266	Rowville Children and Family Centre Refurbishment	\$1,042,000
Tirhatuan	Tender documentation expected by end of March. Expectation that this project will proceed to tender over April with construction to commence in June.	
1267	Early Years Facilities - Landscaping Upgrades	\$180,737
All Wards	Delays due to COVID, at this stage works are expected to be completed by June - some funds may need to roll over to 2021-22.	
1268	The Fields Kindergarten (north side), Rowville - Verandah	\$100,000
Taylor	Works nearing completion.	

Knox City Council Project Status Report

01-Apr-2021

Project Number	Project Name	Total Adjusted Budget
1269 Tirhatuan	Rosa Benedikt Community Centre, Scoresby - Minor Upgrade On hold pending further information.	\$37,238
1270 Taylor	Heany Park Scout/Community Pavilion, Rowville - Scoping Project completed.	\$28,055
1271 Collier	Wantirna Community Infrastructure Planning Project brief will be developed in April.	\$40,000
1273 Dobson	Myrtle Crescent, Ferntree Gully (West Side at Moore Street) - Footpath Legal documents have been lodged with Land Title Office. Construction scheduled for April.	\$41,029
1274 Chandler	Mountain Hwy, The Basin (Wicks Road - Claremont Ave) - Footpath Concept Design completed and design approach confirmed after internal consultation. Design 60% complete with structural design underway. Initial Arborist assessment completed, tree removal permit is being arranged. Awaiting confirmation of budget approach due to insufficient funds.	\$440,000
1276 Chandler	Liverpool Road The Basin (Mountain Hwy to Liverpool Rd retarding basin) - Footpath Design Feature survey is complete. Path alignment yet to be confirmed. Ongoing discussion with Salvation Army about possibility of path being constructed within their property.	\$16,731
1277 Dobson	Blackwood Park Drive, Ferntree Gully - Bridge Replacement Works complete.	\$561,525
1278 Tirhatuan	Clauscen Drive, Rowville LATM - Installation Project complete.	\$170,000
1279 Friberg	Elton Road and Holme Road, Ferntree Gully, Isolated Traffic Treatment (Hot Spot) Program Project complete.	\$30,000
1281 Tirhatuan	Ferntree Gully Road (Stud Road - Henderson Road) - Shared Path Construction in progress. Anticipated completion in April.	\$32,000
1282 Friberg	Ferntree Gully Road (Rushdale Street - Bunjil Way), Knoxfield - Shared Path - Scoping Possible path alignment still to be determined.	\$10,000

Knox City Council Project Status Report

01-Apr-2021

Project Number	Project Name	Total Adjusted Budget
1297	Amesbury Avenue, Wantirna - Intersection Treatments - Design	\$13,427
Collier	Preliminary alignment plans are currently being reviewed. Awaiting stakeholder feedback. Consultation with school will be scheduled for April.	
1300	Parking Management Plan Implementation	\$71,380
All Wards	Boronia Road parking restriction changes installed. Finalising works plans for other changes in Boronia and Wantirna commercial centres.	
1303	Napoleon Road, Rowville (Bus Stop 15209 to School Crossing) - Footpath Connection	\$29,560
Taylor	PTV approval and funding contribution are being sought. Construction Team walkthrough in mid-March.	
1306	Dog Park - Emerson Place Reserve	\$426,352
All Wards	Project nearing completion. Hardscaping works have been completed. Softscaping works, sculptures and signage elements in progress.	
1307	Batterham Park, The Basin - Masterplan Implementation	\$60,000
Chandler	Contractor has been engaged for new drinking fountain works. Finalising the location on site with stakeholders.	
1308	Kevin Ave, FTG, Flood Investigation - Design	\$25,310
Dobson	Scoping confirmed and detailed design underway and around 30% complete. Survey completed, underground service locating and proving underway.	
1309	1825 Ferntree Gully Road - Flood Mitigation Works	\$858,876
Friberg	Drainage upgrade within Commercial Rd area included within road renewal package for Commercial Rd. Works well underway. Additional catchment area - Service locating and proving complete with detailed design 80% completed. Arborist consultation completed with preliminary assessment.	
1310	Flood Mitigation Reactive Complaints Upgrade Works	\$250,000
All Wards	Scoping and upgrade design for 46 Conyers St, The Basin is complete. Works are to be delivered using minor works program contract.	
1311	Major Roads LED Streetlight Replacement - Design	\$92,550
All Wards	Final design underway incorporating feedback from Council officers.	
1312	Landfill Sites as Solar Farms - Feasibility Study	\$92,269
All Wards	Work underway to determine a suitable Enterprise Arrangement and Business Model to operate the Solar Farm.	

Knox City Council Project Status Report

01-Apr-2021

Project Number	Project Name	Total Adjusted Budget
1315	Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)	\$899,408
Baird	Work continues on the design development of the new facility. Council is also continuing stakeholder consultation with the four key user groups.	
1316	Rowville Recreation Reserve - Car Park Upgrade	\$168,000
Taylor	Consideration of carpark includes informal area adjacent to Stud Rd. Survey complete and design 80% complete. Consultation with Department of Transport (VicRoads) ongoing regarding utilising road reserve within Stud Road in progress.	
1317	Batterham Reserve, The Basin - Oval/Turf Renewal	\$45,000
Chandler	Project complete. Tendered with Project 1383.	
1318	Miller Park Reserve - Cricket Net Renewal	\$268,750
Chandler	Design being considered.	
1319	Gilbert Park Reserve, Knoxfield - Batting Cage Renewal	\$107,500
Friberg	Designs being considered for installation in 2021/22.	
1320	Eildon Park Reserve, Rowville - Tennis Court Renewals	\$531,508
Taylor	Contract scope packaged with Miller Reserve Tennis Club works. Tenders evaluated and contractor appointed. On-site meeting with clubs completed, awaiting pre-construction documentation.	
1321	Millers Reserve, The Basin - Tennis Court Renewals	\$525,000
Chandler	Contract scope packaged with Eildon Park Reserve Tennis Club works. Tenders evaluated and contractor appointed. On-site meeting with clubs completed, awaiting pre-construction documentation.	
1322	Glenfern Park (FTGTC) - Tennis Court Renewal	\$350,000
Dobson	Design completed, tender for contract advertised and closed. Tenders assessed, approval for Procurement Report with recommended tenderer underway.	
1357	Batterham Reserve, The Basin - Pavilion Refurbishment & Path and Access Works	\$337,397
Chandler	Separate works packages now all complete. Budget reconciliation process underway.	
1363	Lupton Way Shared Zone Construction and Public Art Lighting.	\$50,000
Baird	No submission received on the re-tender. Construction works will be delivered internally with Council's contractors. Project Planning in progress.	
1365	Programmed Road Renewal Works from June annual Audits	\$520,000
All Wards	Funding sought to be utilised as supplementary funding to enable Commercial Road - Stage 2 works to be undertaken this financial year.	

Knox City Council Project Status Report

01-Apr-2021

Project Number	Project Name	Total Adjusted Budget
1382	Kings Park - Baseball Infield Drainage	\$80,000
Dobson	Works set to commence shortly.	
1383	Knox Park - Junior Pitch Improvements	\$100,000
Friberg	Works commenced late March.	
1384	Kings Park - Baseball Fencing Upgrade (Outfield)	\$200,000
Dobson	Works set to commence early April.	
1385	Templeton Reserve - Sportsfield Renewal Works	\$270,000
Collier	Project completed.	
1386	Parks - Coring Plant	\$120,000
All Wards	Plant not expected to arrive till next financial year.	
1387	Liberty Reserve - Sportsfield Drainage	\$178,956
Taylor	Drainage element completed. Turf replacement underway.	
1388	Knox Regional Sports Park - Pitch Resurfacing	\$2,500,000
Scott	Pitch condition classified as good. At least two years before replacement required. Project postponed till 2022.	
1389	Egan Lee Reserve Renewal - Top Oval (Design)	\$15,000
Scott	Concept plans received, more design required.	
1390	Golf Practise Nets	\$30,000
All Wards	Final design to be decided by early April.	
1391	Knox Hockey Facility Development	\$125,000
Tirhatuan	Evaluation of Detailed Design quotation submissions completed. Awaiting Council decision. Preferred location is Benedikt Reserve.	
1392	3-Year Old Kindergarten Facility Management	\$200,000
All Wards	Reviewing Council's early years infrastructure and management, in the process of designing a strategic early years facilities plan.	
1393	Knox Gardens Reserve - Floodlighting Upgrade (Oval 1)	\$270,000
Scott	Project progressing with completion expected late April/early May. Project being delivered in bulk with Milpera and Talaskia.	

Knox City Council Project Status Report

01-Apr-2021

Project Number	Project Name	Total Adjusted Budget
1394	Knox Park Athletics - Changeroom Upgrade (Design)	\$60,000
Friberg	Scoping and design underway with expected completion in May. Request for quotes scheduled for June, with construction scheduled for July.	
1395	Milpera Reserve - Floodlighting	\$250,000
Collier	Project progressing with completion expected late April/early May. Project being delivered in bulk with Talaskia and Knox Gardens.	
1396	Gilbert Park - Floodlighting Upgrade (Diamonds 1 and 2)	\$500,000
Friberg	Tender expected late April/early May for construction in new financial year in line with delivery of new Modular Pavilion.	
1397	Talaskia Reserve - Lighting Upgrade	\$250,000
Dobson	Project progressing with completion expected late April/early May. Project being delivered in bulk with Milpera and Knox Gardens.	
1398	Templeton Reserve - Safety Fencing/Netting	\$40,000
Collier	Slight alteration with proposed location due to identification of underground services. Club approved the change on 20 March. Works to proceed soon.	
1399	Talaskia Reserve - Perimeter Safety Fencing	\$50,000
Dobson	Works complete.	
1400	Gilbert Park - Protective Netting	\$80,000
Friberg	Pavilion location signed off, however scoping and design may see this project carried-over into next financial year.	
1401	Fairpark Reserve - Reversible Netball/Basketball Ring	\$6,000
Friberg	Reversible ring to be combined with netball court renewals next year. Service locating being undertaken.	
1402	Bayswater Bowls Club - Car Park Upgrade	\$151,159
Dinsdale	Works integrated with New Accessibility Pathway project. Works Authorisation approved and works due to commence after Easter with works expected to be completed late May/early June.	
1403	Fairpark Reserve - Car Park Extension (Design)	\$0
Friberg	Works integrated into scope of works for Major Project.	
1404	Berrabri Kindergarten - Verandah Space upgrade (Design)	\$10,000
Tirhatuan	Design currently underway. Works expected to be undertaken in June school holidays.	

Knox City Council Project Status Report

01-Apr-2021

Project Number	Project Name	Total Adjusted Budget
1405	F W Kerr Kindergarten, Ferntree Gully - External upgrade	\$20,000
Dobson	Officers are in the process of reviewing Council's early years infrastructure. This project will now be deferred to the 21/22 program while further early years infrastructure and planning is completed across Council's early years services.	
1406	Miller's Homestead - Upgrade	\$67,500
Chandler	Works not yet detailed due to Covid restrictions for site visits and assessments. Various structural considerations need to be further investigated (inclusive of heritage limitations) including kitchen and bathroom upgrade, accessibility compliance, repairs of water damaged areas, artwork tracking upgrades and external signage, security and lighting.	
1407	Boronia Progress Hall - Upgrade	\$50,000
Baird	Contractor selected, liaising with tenant to schedule works.	
1408	St John's Ambulance Hall - Upgrade	\$25,000
Baird	On hold pending further information. Consultation/scoping phase.	
1409	Albert Street, UFTG, Ferndale Road - 14 Albert Street - Footpath	\$100,000
Dobson	Works incorporated into Road Renewal project. Works underway and expected to be completed in June.	
1410	Moonah Rd and Tate Ave, Wantirna - Roundabout	\$50,000
Dinsdale	Detailed Design finished and sent to Construction to start building.	
1411	Mountain Hwy, Bayswater, Scoresby Road to Jersey Road - Shared Path	\$315,000
Baird	Feature survey completed. Continuing discussions with owner. Consulting with Landscaping Assessment Officer.	
1412	Macauley Place - Shared Safety Zone	\$250,000
Dinsdale	Mountain High Shopping Centre development will see the partial occupation of Macauley Place. The shared zone construction of Macauley Place will occur after the development to avoid conflict of works.	
1413	Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation	\$75,000
Dobson	Initial community and stakeholder consultation been delayed due to Covid restrictions. Plan to commence in April.	
1414	Cardiff Street - Flood Mitigation Works (Design)	\$60,000
Baird	Scoping by June.	

Knox City Council Project Status Report

01-Apr-2021

Project Number	Project Name	Total Adjusted Budget
1415 Dobson	Olivebank to Underwood & Alexander Cres Reserve FTG - Wetland Treatment System (Scoping & Analysis) Project cancelled and savings declared as part of program review.	\$10,000
1416 Taylor	Eildon Park Reserve - Stormwater Harvesting Upgrade Commissioning of onsite electrical system and Practical Completion is scheduled for early April.	\$120,000
1417 Chandler	Batterham Reserve - Stormwater Harvesting Upgrade Commissioning of onsite electrical system and Practical Completion is scheduled for early April.	\$120,000
1418 Dobson	Wally Tew (FTG Reserve) - Stormwater Harvesting Upgrade Quotation to be sought.	\$25,000
1419 Friberg	Carrington Park Reserve - Stormwater Harvesting Upgrade Quote review and award is anticipated in April.	\$25,000
1420 Dinsdale	Bayswater Oval (Marie Wallace) - Stormwater Harvesting Upgrade Quote review and award is anticipated in April.	\$25,000
1421 Dobson	Kings Park Reserve - Stormwater Harvesting Upgrade Quote review and award is anticipated in April.	\$25,000
1422 Friberg	Gilbert Reserve - Wetland (Scoping & Analysis) Still awaiting Geotech and feature survey results. Concept design will be finalised based on this information.	\$30,000
1423 Scott	Jenola Parade Wantirna Reserve - Wetland (Design) Project cancelled and savings declared as part of mid-year program review.	\$10,000
1424 Dobson	Allora Avenue FTG - Wetland (Scoping) Project cancelled and savings declared as part of mid-year program review.	\$30,000
1425 All Wards	Albert Street UFTG and Chandler Road Boronia - Passive irrigation (Research and Development) This project is in partnership with Melbourne University, and is deferred to 2021/22.	\$60,000
1426 Chandler	The Basin Triangle Masterplan Project brief being prepared.	\$60,000

Knox City Council Project Status Report

01-Apr-2021

Project Number	Project Name	Total Adjusted Budget
1428 Dinsdale	Violen Street, Bayswater - Design Design complete.	\$20,000
1429 Baird	Edinburgh Road, Boronia - Design Design 90% complete and geotechnical report completed.	\$25,000
1430 Baird	Wilhelma Avenue, Boronia - Design Design 90% complete and geotechnical report completed.	\$30,000
1431 Baird	Manuka Drive, FTG - Design Internal consultation regarding existing traffic management devices completed and design 75% complete.	\$25,000
1432 Baird	Murene Court, Boronia- Design Geotech report completed and design 80% complete.	\$20,000
1433 Friberg	Carrington Park Leisure Centre Upgrade - Scoping Scoping works completed.	\$60,000
1434 Scott	Harcrest Estate Lake & Wetland Renewal Harcrest Estate wetland Ring Wall repair work as required.	\$127,718
1435 Chandler	Mountain Hwy, Boronia - north side (opp Army Road to Colchester Road) - Shared Path Funding from Local Roads and Community Infrastructure Australian Government program, to be completed by 30 June.	\$150,000
1436 Tirhatuan	Ferntree Gully Road, Knoxfield from Stud Road to opposite O'Connor Road - Shared Path Funding from Local Roads and Community Infrastructure Australian Government program, to be completed by 30 June.	\$100,000
1437 Dobson	1000 Steps Car Parking and Shared Use Path Bridge - Study Commonwealth of Australia grant, with preliminary studies complete, design consultants appointed and community engagement currently being scoped.	\$300,000
Total:		\$124,872,794

12.2 ICT Capital Works Report

SUMMARY: Chief Information Officer, Scott Coleman

The ICT Works Report shows projects on Council's ICT Capital Works Program and indicates the status of each project as at 15 April 2021.

RECOMMENDATION

That Council receive and note the ICT Capital Works Report, as at 15 April 2021.

1. INTRODUCTION

This report summarises Council's ICT Capital Works Program for the 2020/2021 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 15 April 2021 is attached in the Confidential section of Council's agenda.

Highlights of the Works Report as at 15 April 2021 include:

812 - Asset Management Information System

This project is in its implementation phase with a current focus on the finalisation of the data transfer, data validation, and interface configuration ahead of the delivery of the new core Asset Management solution "Confirm". The Project Team are continuing to work with the vendor to complete all remaining milestone tasks and focused on delivering a quality outcome. The overall project implementation timelines have shifted marginally, tracking behind by 12 weeks. This slippage will have an overall impact on the project timeline for final Go Live, moving the final staged Go live date to Late October/Mid November 2021.

1036 - HR System

The first eight groups are now live on the new Humanforce Time & Attendance system. Finance, Rates, Office of CEO and School Crossing Supervisors are the last teams now live. Business engagement activities and training for these remaining groups is continuing with the rollout of Humanforce on track to be complete by 30 April 2021. PageUp Performance (ROADmap) went live on Tuesday 23rd March following the commencement of the Future Ready Knox campaign. Online learning is available through PageUp and training for People Leaders is being conducted. The project remains within budget.

1242 - Digital Customer Channels Transformation (DCCT) - Phase 1 Website Development

In March the website build continued on schedule. All content and PDFs have now been added to the site, and functionality development is almost complete. April will see final content styling and approvals by content owners complete. The development of a detailed testing strategy and deployment plan have also commenced and are on track to be completed early April.

1245 - Corporate Reporting Solutions

This Project has been assigned a Project Manager from the ICT team and will commence in May 2021. The project will focus initially on readiness to commence with pain point analysis across the identified stakeholder group. Ultimately the project will review risk management and business planning and identify whether a system replacement solution is required.

2. CONFIDENTIALITY

Confidential information is contained in Attachment 1 in the confidential agenda, in accordance with Sections 3 and 66 of the Local Government Act 2020 as the information relates to contractual matters; and the premature disclosure of the information could be prejudicial to the interests of Council or other persons.

The information also meets the definition of confidential information under the Local Government Act 2020 on the basis that the information includes:

- Council business information the disclosure of which may prejudice the Council's position in commercial negotiations; and/or
- Private commercial information that may unreasonably expose a business, commercial or financial undertaking to disadvantage if disclosed; and/or
- Information which has previously been declared as confidential information for the purposes of Section 77 of the Local Government Act 1989.

Report Prepared By: Chief Information Officer, Scott Coleman

Report Authorised By: Executive Manager Strategy, People & Culture, Interim Information Technology and Transformation (Change/Lean), Sam Stanton

Attachments

1. IT Capital Works Report April - Excluding Budget [**12.2.1** - 3 pages]
Confidential Attachment 1 is circulated under separate cover.

Knox City Council Project Status Report

15-Apr-2021

Project Number	Project Name
789	Facilities Booking Solution
All Wards	<p>The new Priava meeting room and fleet booking solution went live to staff on 14 Dec 2020.</p> <p>Additional meeting rooms for the new Operation Centre and Knox Community and Leisure Centre's were made available for staff bookings.</p> <p>A planned second phase will extend booking capabilities to the general public which will enable the booking of Knox external facilities including halls, pavilions, reserves etc.</p>
812	Asset Management Information System
All Wards	<p>This project is in its implementation phase with a current focus on the finalisation of the data transfer, data validation, and interface configuration ahead of the delivery of the our new core Asset Management solution "Confirm". The Project Team are continuing to work with the vendor to complete all remaining milestone tasks, and focused on delivering a quality outcome. The overall project implementation timelines have shifted marginally, tracking behind by 12 weeks. This slippage will have an overall impact on the project timeline for final Go Live, moving the final staged Go live date to Late October/Mid November 2021.</p>
827	Digital Customer Channels Transformation (DCCT) - Phase 3 Cust Portal & Integration
All Wards	<p>This phase will expand on the earlier delivery of the program with the implementation of a fully integrated secure portal to Knox staff within the Knox business hub.</p>
977	Pathway Program
All Wards	<p>This was completed in March - Changes to the Finance Month end Pathway fee reporting are now live. The new process utilises the automated Pathway scheduling functionality, which will reduce effort and time significantly for Finance who had previously been manually scheduling reports each month. This system improvement will enable accurate and up to date fee reporting to ensure compliance with finance auditing requirements, and therefore reducing organisational risk.</p> <p>In Progress: The BPAY application payments project is running behind it's planned schedule with submission of the biller code application to council's banking provider being delayed. It is expected that these issues will be addressed in April in readiness for a go live date in May 2021.</p> <p>A process review has commenced of Health Inspections in conjunction with the Health Services Team and Business Improvement Officer, with a Pathway showcase of proposed system changes being held in April.</p>
1031	Spatial Capability
All Wards	<p>Spatial Capability is currently being delivered as an outcome of all ICT Projects, however remaining desired capability will be delivered near the end of the ICT Roadmap. The project is therefore in a hiatus state whilst the roadmap progresses and available GIS resources are engaged in other ICT projects. A new Geo Spatial Analyst has recently joined the GIS team and will be working to establish a GIS strategy and scope for the ICT Spatial Capability Project to recommence.</p>

Knox City Council Project Status Report

15-Apr-2021

Project Number	Project Name
1034	Business Intelligence
All Wards	A BI Officer has commenced with KCC at the end of March. Project sprints are progressing on schedule with 11 use cases on-track for delivered by end of April. Five use cases are planned for delivery in May and June. Planning for the transition to BAU is in progress. Resourcing challenges with org changes and staff movements are being addressed through weekly catchups and task realignment.
1036	HR System
All Wards	The first eight groups are now live on the new Humanforce Time & Attendance system. Finance, Rates, Office of CEO and School Crossing Supervisors are the last teams now live. Business engagement activities and training for these remaining groups is continuing with the rollout of Humanforce on track to be complete by 30 April 2021. PageUp Performance (ROADmap) went live on Tuesday 23rd March following the commencement of the Future Ready Knox campaign. Online learning is available through PageUp and training for People Leaders is being conducted. The project remains within budget.
1037	Project Management Office - ICT Governance
All Wards	This project is tracking as planned
1242	Digital Customer Channels Transformation (DCCT) - Phase 1 Website Development
All Wards	In March the website build continued on schedule. All content and PDFs have now been added to the site, and functionality development is almost complete. April will see final content styling and approvals by content owners completed. The development of a detailed testing strategy and deployment plan have also commenced and are on track to be completed early April.
1245	Corporate Reporting Solutions
All Wards	This Project has been assigned a Project Manager from the ICT team and will commence in May 2021. The project will focus initially on readiness to commence with pain point analysis across the identified stakeholder group. Ultimately the project will review risk management and business planning and identify whether a system replacement solution is required.
1257	Project Management Office
All Wards	The Project Management Office (PMO) oversees quality aspects of the overall Portfolio of ICT, and the budget for this function continues to be managed according to plan.
1368	Data Integration
All Wards	The recently appointed Chief Information Officer has engaged a consultancy group to review the Enterprise Architecture Practice which will include a deeper focus on future state requirements for data integration to deliver the optimal community customer experience when navigating Council services online.

Knox City Council Project Status Report

15-Apr-2021

Project Number	Project Name
1369	Master Data Management
All Wards	The Pario Consulting Recommendations Report has been signed off by the Project Sponsor and phase closure activities have concluded. The report will be used to inform Scope document which will be completed in May 2021. To ensure customer centricity throughout the project, the team is recommending a decision to focus the establishment of Master Data Management principles around the Name and Address Record (NAR) set of data in Pathway.
1371	Participation Platform
All Wards	Successful implementation of the 'Knox Have Your Say' platform went live 25/02/21. Additional staff awareness sessions and on-demand training were developed and made available. Handover and transition activities have been undertaken, and project closure approved by the Project Sponsor.
1373	Active Aging System Platform
All Wards	The Active Ageing & Disability Services Manager has requested that this ICT project to review and/or replace technical solutions is no longer required, given the recent changes in service provision. The project will retain some funding for potential requirements later in the roadmap to review and recommend what other ICT outcomes could be applied to improve the relevant community group experience when accessing available services.
1374	Early Years Platform
	The Project Manager currently assigned to the HR Systems project is transitioning to managing the Early Years initiative. The project will first work towards the creation of a Project Initiation Document, setting the early direction for the project, and this document will be approved by ICT governing bodies.
1376	Digital Customer Channels Transformation - DCCT Ph2
All Wards	Phase 2 of this project is now scheduled to commence mid-2021 once Phase 1 of the website has been successfully delivered. With the recent re-baseline of the Phase 1 go-live moving to April / May 2021, Phase 2 has also been re-baselined. The project team will explore avenues to enable the commencement of Phase 2 earlier if there is an opportunity.
1377	Cloud Solutions
All Wards	This project is waiting to be scheduled
1379	Customer Relationship Management (CRM)
All Wards	This project is due to commence in late FY 20/21

13 Notices of Motion

14 Supplementary Items

15 Urgent Business

16 Questions Without Notice

17 Confidential Items

15.1 Appointment of Recruitment Consultant – Recruitment of Chief Executive Officer

SUMMARY: Manager Governance, Phil McQue

This report considers the outcome of the Request for Quotation process to appoint a suitably qualified recruitment consultant to assist Council in its recruitment for the position of Chief Executive Officer and recommends a preferred recruitment consultant for Council's consideration.

RECOMMENDATION

That Council:

- 1. Note a Request for Quotation process to appoint a recruitment consultant to assist in the recruitment of Council's next Chief Executive Officer, has been undertaken in accordance with a Council resolution of 22 March 2021;**
- 2. Resolve to appoint Camden Search and Selection to assist Council with the recruitment of Council's Chief Executive Officer; and**
- 3. Authorise the Chief Executive Officer (or such person the Chief Executive Officer selects) to execute all relevant documentation necessary to engage Camden Search and Selection.**
- 4. Note there is no budget provision for the recruitment of the Chief Executive Officer in the 2020-21 Budget, and that funding (anticipated to be approximately \$40,000) in 2020-21 will be from budget savings.**

1. INTRODUCTION

Following the decision of Council's current Chief Executive Officer not to seek an extension of his contract of employment, Council decided at the 22 March 2021 Council meeting:

That Council:

A. Notwithstanding the 3 March 2021 Confidential Council resolution, resolve to:

- 1. Commence a Request for Quotation (RFQ) process to appoint a suitably experienced recruitment consultant to assist Council in its recruitment for the position of Chief Executive Officer, including:*
 - a. Requesting a written quotation from the following five recruitment consultants who have experience in the recruitment of senior local government roles:*
 - i. Davidson Executive*
 - ii. Camden Search and Selection*
 - iii. Fisher Leadership*
 - iv. SHK Asia Pacific*
 - v. McArthur.*

- b. The development of a shortlist of a minimum of three of those recruitment consultants in consultation with the Mayor;*
 - c. Interviewing of shortlisted recruitment consultants by Councillors, including a presentation outlining their capability, experience and proposed approach; and*
 - d. An evaluation being undertaken by the Manager Governance, Manager Strategic Procurement and Property, and the Principal People and Culture Partnerships, and reported to Council to enable the appointment of a preferred recruitment consultant;*
- 2. Continue the engagement of Phil Shanahan Consulting as an independent consultant and vary the terms of his engagement to extend to the provision of independent professional Chief Executive Officer recruitment advice, in conjunction with the recruitment consultant appointed under the process in A1 above;*
- B. Pursuant to Section 125(2) of the Local Government Act 2020, resolve that this resolution and the 3 March 2021 Confidential Council resolution be publicly available for the limited purposes of communicating the effect of this Resolution to the extent necessary to give effect to it;*
 - C. Authorise the Chief Executive Officer to determine, at their discretion, that this resolution and this report, and the 3 March 2021 Confidential Council resolution and associated report, or specified parts of them, should be publically available for the purpose of informing, or enabling the Mayor to inform, the community of the nature of Council's decision;*
 - D. Note the advice set out in this report in response to Part 6 of the 3 March 2021 Council resolution; and*
 - E. Determine that the 3 March 2021 Confidential Council resolution is amended by this resolution to the extent of any inconsistency or difference between this resolution and the 3 March 2021 Confidential Council resolution.*

This report responds to Part 1 of the above Council resolution pertaining to the Request for Quotation (RFQ) process.

It is noted that the Chief Executive Officer has determined pursuant to the above resolution, that the resolutions should be publically available in this report.

2. DISCUSSION

At the close of the RFQ submissions on Friday 16 April 2021, five submissions were received from the invited recruitment consultants.

The Evaluation Panel, comprising the Manager Governance, Manager Strategic Procurement and Property, and the Principal People and Culture Partnerships, in consultation with the Mayor and Philip Shanahan, undertook a shortlisting assessment based on the following:

- Price (40%)
- Consultant profiles (15%)
- Methodology and strategy (20%)
- Reference checks (5%)
- Ability to meet timeframes (15%)
- Additional Value Add considerations (5%)

The Evaluation Panel assessed and determined that Camden Search and Selection, Fisher Leadership and Davidson Executive be shortlisted to present to Councillors at a Councillor Briefing on Wednesday 21 April.

The three recruitment consultants subsequently presented to Councillors at a Councillor Briefing on 21 April 2021 where a further evaluation and assessment was undertaken.

At the meeting, Councillors provided feedback that Camden Search and Selection:

- demonstrated the strongest capability and capacity to partner with Council on this important strategic project; and
- demonstrated a strong recruitment methodology and strategy, cognisant of Council's needs and priorities.

3. CONSULTATION

As previously outlined, a Councillor Briefing was held on 21 April 2021 to allow for the shortlisted recruitment consultants to present to Councillors and their independent recruitment consultant Phil Shanahan, on their proposals for the recruitment of a Chief Executive Officer, whose key feedback is outlined in the confidential Procurement Report.

4. ENVIRONMENTAL/AMENITY ISSUES

Nil.

5. FINANCIAL & ECONOMIC IMPLICATIONS

There is no budget provision for the recruitment of the Chief Executive Officer in the 2020-21 budget. The recruitment costs of approximately \$40,000 will be funded from forecast budget savings.

6. SOCIAL IMPLICATIONS

Nil.

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

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

Officers have prepared a recommended resolution to appoint Camden Search and Selection to assist Council in the recruitment of Council's Chief Executive Officer on the basis that such a resolution reflects the outcomes of the Evaluation Panel's shortlisting assessment and feedback from Councillors at the Councillor Briefing on 21 April 2021.

10. CONFIDENTIALITY

Attachment 1 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:

- Council business information, that will prejudice Council's position when tendering for services and when negotiation the price for contract if prematurely released

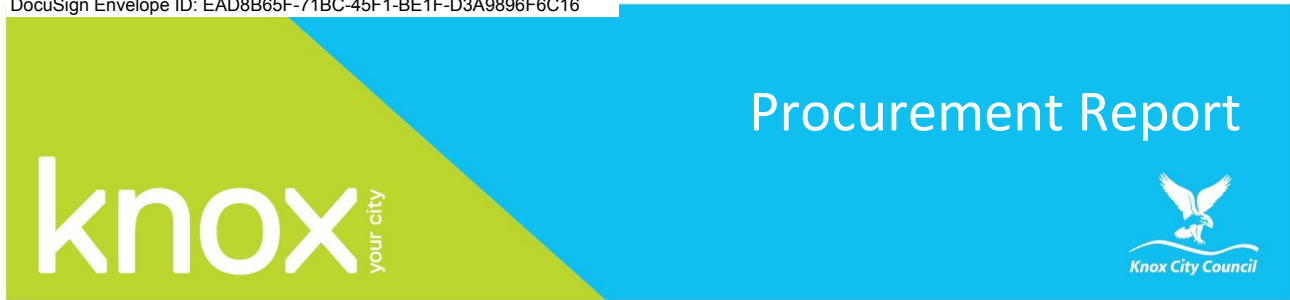
Report Prepared By: Phil McQue, Manager Governance

Report Authorised By: Tony Doyle, Chief Executive Officer

Attachments

Confidential attachment 1 has been circulated under separate cover

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KX REF:D21-91632

Contract 2823 – Recruitment Services for Chief Executive Officer Position

1. Executive Summary

Council at its 22 March 2021 Council meeting resolved to commence a request for quotation (RFQ) process to appoint a suitably experienced recruitment consultant to assist Council in its recruitment for the position of Chief Executive Officer, including;

- Requesting a written quotation from five (5) recruitment consultants who have experience in the recruitment of senior local government roles.
- The development of a shortlist of a minimum of three (3) of those recruitment consultants in conjunction with the Mayor and an Independent Consultant to Council, Mr Philip Shanahan.
- Interviewing of shortlisted recruitment consultants by Councillors, including a presentation outlining their capability, experience and proposed approach; and
- An evaluation being undertaken by the Manager Governance, Manager Strategic Procurement & Property and the Principal People & Culture Partnerships and reported to Council to enable the appointment of a preferred recruitment consultant.

This is a project activity, concluding with the successful appointment of a candidate into the Chief Executive role.

2. Tenderer / Bidder

	Name of Tenderer / Bidder	Evaluation rating	Submitted price (ex. GST)*
1	Camden Search and Selection ABN 56 530 390 690	1	\$34,500
2	Davidson Executive ABN 89 167 748 816	2	\$50,000
3	Fisher Leadership ABN 20 614 292 974	3	\$38,360
4	McArthur Management Services ABN 75 008 186 383	4	\$45,000
5	SHK Asia Pacific ABN 25 126 783 588	5	\$39,000

*please refer to the Financial Summary table for final Financial calculations

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3. Successful Tenderer / Bidder

Name of Tenderer / Bidder	Camden Search and Selection
Address	StartNorth, Ground Floor, 12 Dimboola Road Broadmeadows VIC 3047
ABN	56 530 390 690
ACN	NA
Approved Tender price (inc. GST)	\$43,450

4. Reasons for Selection of Tenderer / Bidder

<input checked="" type="checkbox"/>	Lowest quote	<input checked="" type="checkbox"/>	Best value	<input type="checkbox"/>	Only one quote / bid sought
<input type="checkbox"/>	Addition to current job	<input type="checkbox"/>	Previous experience	<input type="checkbox"/>	PA/MAV/SPC/CSR/Regional supplier
<input type="checkbox"/>	Other (reason below)				

Camden Search and Selection submission represents best value for money, as the lowest price and with their proposed individualized service model. Camden Search and Selection has demonstrated recent success in the recruitment of several roles as a result of the restructure. Such roles include, but are not limited to, the Chief Financial Officer, Principal Safety and Wellbeing, Chief Information Officer.

5. Exemptions

<input checked="" type="checkbox"/>	An exemption to Procurement Policy was not required	<input type="checkbox"/>	An exemption to Procurement Policy was required
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6. Authorisation by Chair of Tender Panel

Name	Phil McQue
Title	Manager Governance
Date	26 April 2021 26/4/2021 09:56:49 AEST
Signature	DocuSigned by: E40E8600A834B9...

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7. Recommendations

1. That the quotation submitted by Camden Search and Selection for the lump sum of \$44,000 (including GST), \$40,000 excluding GST, for the provision of the CEO Recruitment Services Contract 2823.
2. That once Council has accepted the submission by Camden Search and Selection, the Chief Executive Officer formalise and sign the contract documentation, and
3. That all respondents are advised accordingly.

8. Endorsement and Approval

Action	Area/Title	Name	Signature and Date
Endorsed By	Manager Strategic Procurement and Property	Shelley Starrenburg	DocuSigned by: <i>Shelley Starrenburg</i> 3F96DB5CC6454A6... 25/4/2021 16:55:34 PDT
Endorsed By	Manager Governance	Phil McQue	DocuSigned by: <i>Phil McQue</i> E40E8600A834B9... 26/4/2021 09:56:49 AEST
Endorsed By	Principal, People and Culture Partnerships	John Rashed	DocuSigned by: <i>John Rashed</i> 6917941F5F414C9... 26/4/2021 11:19:41 AEST
Approved / Supported By	Chief Executive Officer	Tony Doyle	DocuSigned by: <i>Tony Doyle</i> A425B724936446E... 25/4/2021 20:35:54 PDT

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Procurement Process

1. Details

Procurement Category	Professional Services
Report completed by (name / title)	Shelley Starrenburg, Manager Strategic Procurement and Property
Procurement Plan document reference number	D21-79455
Procurement plan signed (date)	7 April 2021

2. Purpose

This report considers the tender submissions and recommends the appointment of an agency or agent to perform recruitment services for the purpose of engaging a Chief Executive Officer, under conditions of contract 2823 - CEO Recruitment Services.

3. Background

The incumbent Chief Executive Officer advised Council on 3 March 2021 that he would be not be seeking a renewal of his Contract of Employment. Council subsequently resolved the following at the 22 March 2021 Council meeting:

That Council:

- A. *Notwithstanding the 3 March 2021 Confidential Council resolution, resolve to:*
 - 1. *Commence a Request for Quotation (RFQ) process to appoint a suitably experienced recruitment consultant to assist Council in its recruitment for the position of Chief Executive Officer, including:*
 - a. *Requesting a written quotation from the following five recruitment consultants who have experience in the recruitment of senior local government roles:*
 - i. *Davidson Executive*
 - ii. *Camden Search and Selection*
 - iii. *Fisher Leadership*
 - iv. *SHK Asia Pacific*
 - v. *McArthur.*
 - b. *The development of a shortlist of a minimum of three of those recruitment consultants in consultation with the Mayor;*
 - c. *Interviewing of shortlisted recruitment consultants by Councillors, including a presentation outlining their capability, experience and proposed approach; and*
 - d. *An evaluation being undertaken by the Manager Governance, Manager Strategic Procurement and Property, and the Principal People and Culture Partnerships, and reported to Council to enable the appointment of a preferred recruitment consultant;*

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2. *Continue the engagement of Phil Shanahan Consulting as an independent consultant and vary the terms of his engagement to extend to the provision of independent professional Chief Executive Officer recruitment advice, in conjunction with the recruitment consultant appointed under the process in A1 above;*
- B. *Pursuant to Section 125(2) of the Local Government Act 2020, resolve that this resolution and the 3 March 2021 Confidential Council resolution be publicly available for the limited purposes of communicating the effect of this Resolution to the extent necessary to give effect to it;*
- C. *Authorise the Chief Executive Officer to determine, at their discretion, that this resolution and this report, and the 3 March 2021 Confidential Council resolution and associated report, or specified parts of them, should be publically available for the purpose of informing, or enabling the Mayor to inform, the community of the nature of Council's decision;*
- D. *Note the advice set out in this report in response to Part 6 of the 3 March 2021 Council resolution; and*
- E. *Determine that the 3 March 2021 Confidential Council resolution is amended by this resolution to the extent of any inconsistency or difference between this resolution and the 3 March 2021 Confidential Council resolution.*

4. Procurement Plan

A Procurement Plan was prepared for this contract prior to seeking submissions. The tender evaluation process was conducted in accordance with the procurement plan.

The evaluation undertaken was a two-stage process, with Council officers undertaking the qualitative, financial and commercial assessment to develop a shortlist of recruitment agencies. This shortlist was developed in consultation with the Mayor, Cr Lisa Cooper and consultant Philip Shanahan.

On determining the shortlist, these respondents were invited to present to Councillors, the Evaluation panel and consultant, Philip Shanahan. The Councillors then scored the presentations to establish the preferred consultant.

5. Overview of the Tender Evaluation Process

On 6 April 2021, Council requested a written quotation from 5 recruitment consultants, experienced in recruitment of senior local government roles. The quotation was issued as an invitation – only event via the Council electronic tendering system.

The event was closed from further submissions at 16 April 2021 at 2.00pm and 5 submissions were received. The submissions were distributed to the Evaluation Panel, the Mayor and consultant, Phil Shanahan. The panel assessed and scored their individual scores and met on 19 April 2021 to establish a shortlist.

Consensus scoring was ascertained and the shortlisted candidates were identified as, in alphabetical order, Camden Search and Selection, Davidson Executive and Fisher Leadership.

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Overall Observations

The Evaluation Panel noted that all submitted respondents scored very well, ranging between 42%-51% of capability against the evaluation criterion; similarly, all respondents were close in price, ranging from \$39,000 to \$50,000.

The top three capability scores were also the top three total weighted score.

Timeframes

Camden Search and Selection, Davidson Executive, Fisher Leadership and McArthur Management Services all advised a recruitment process of 7-8 weeks.

SHK Asia advised a recruitment process of longer than 11 weeks.

Probity Checks

All agencies utilised some form of psychometrics as part of the candidate checks, however only Camden Search and Selection is formally accredited in the use of MSCEIT and complimentary psychometric tools.

Replacement Guarantee

Davidson Executive, Fisher Leadership and McArthur Management Services all offered a replacement guarantee of 12 months; Camden Search and Selection offered 6 months; SHK offered 3 months on the basis of their fee structure.

Camden Search and Selection have since agreed to uphold a replacement guarantee of 12 months.

Prior Experience

All respondents were originally identified because of their presence in local government recruitment. It was noted that Camden are a boutique, local level service; where Davidson Executive, Fisher Leadership are a large national, or multinational (including New Zealand) organisations.

On 21 April 2021, the shortlisted agencies, Camden Search and Selection, Fisher Leadership and Davidson Executive presented to the Councillors, Independent Consultant Philip Shanahan and the Evaluation Panel in the chambers for 30 minutes each. Respondents were provided a list of questions a day prior to assist with responses and timing constraints.

Councillors were provided copies of the interview questionnaire and scored each of the submissions, with a view to ranking the preference of the respondents 1-3.

Respondent	Comments
Camden Search and Selection	<p>All Councillors rated the presentation from Camden Search and Selection as first preference (noting some were also satisfied with Davidson Executive).</p> <p>It was felt by Councillors that Camden was a 'stand out' and it was impressive that Charlie Cole placed the CEO in Uniting Agewell, it was noted that this was a significant accomplishment that was of relationship importance to Council.</p> <p>Councillors preferred the 'boutique nature' and candidate care considerations.</p>
Fisher Leadership	<p>Broadly, the Councillors agreed that the presentation from Fisher Leadership was of poor standard. It was articulated that the presentation was awkward, didn't address all of the interview questions, and generally felt underprepared.</p>

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Respondent	Comments
Davidson Executive	The presentation from Davidson Executive was acceptable to some of the Councillors, however there was some concern that there were a lot of CEO roles in their portfolio at present, and it was unclear if Knox would be a priority. Another mentioned that the presentation felt like a sales pitch and wasn't relatable.

At the identification of Camden Search and Selection, Philip Shanahan provided caution to the Councillors on their decision.

- Too much emphasis on the presentation and not enough consideration on the submission and experience;
- Camden/Charlie is considered a 'long shot' and a greater risk because he has not had a previous successful LG CEO placement;
- Noted that of 79 Councils, no Council has appointed Camden for an executive appointment of this level;
- Camden Search and Selection mostly engage in second tier appointments;
- Camden is essentially a one person organisation with a potentially smaller 'book';
- It would be less risky to engage Davidson Executive as they have a proven track record in CEO appointments; and
- Davidson were proposing their best two leads for the opportunity.

Following Philip's assessment of Camden Search and Selection, Councillors still expressed Camden Search and Selection as being preferred for the honest, boutique and personable experience presented, being well networked, with experience to provide the services for this engagement.

6. Financial Summary

	Camden	Davidson	Fisher
Professional Fees	\$34,500	\$50,000	\$37,000
Advertising	\$4,950	included	NA
Resume/probity checks	included	included	\$160
Psychometrics	included	included	\$1,200
Travel (candidates)	NA	NA	NA
Total (ex GST)	\$39,450	\$50,000	\$38,360

Camden Search and Selection submission, depending on the print advertising required for this engagement, totals \$39,450, excluding GST.

Council is able to fund the provision of CEO recruitment services from budget savings, at an anticipated value of \$40,000 excluding GST, \$44,000 including GST.

7. References

Reference Checks were undertaken for the preferred, 23 April 2021 to assess Camden Search & Selection.

The following notes/observations/comments were made by the following referees:

Both referees were consistent with their feedback regarding Camden, that Charlie was thorough, professional, and compassionate and adhered to the brief presented to him regarding success profiles of the type of candidate organisations are looking to engage. Charlie has various strengths, he is empowered once he is fully briefed. The way

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to set him up for success of the executive recruitment process is to ensure you provide Charlie with all attributes you look for in a CEO. He is well regarded by both referees and has never failed to disappoint. He is known to be a problem solver when obstacles within the process present themselves.

For further information on the reference checks, please refer to Appendix B.



Appendix A – Evaluation Criteria and Scoring Summary

Establishing the Shortlist (19 April 2021):

Consensus Weightings		Camden Search and Selection	Davidson Executive	Fisher Leadership	McArthur Management Svcs	SHK Asia Pacific
Evaluation Criteria	%	Wt Score	Wt Score	Wt Score	Wt Score	Wt Score
1. Price (ex GST)	40%	40.0%	27.6%	37.3%	34.5%	35.4%
2. Capability						
Consultant profiles	15%	11.8%	14.0%	12.5%	12.0%	11.5%
Methodology and Strategy	20%	15.0%	18.0%	15.3%	13.3%	14.7%
Reference Checks	5%	3.3%	3.5%	3.5%	3.3%	3.5%
Ability to Meet Timeframes	15%	11.5%	11.5%	11.5%	11.5%	9.5%
Other Value Adding considerations eg gender equality	5%	3.8%	4.0%	4.3%	3.3%	3.7%
Total Capability	60.0%	45.4%	51.0%	47.2%	43.5%	42.8%
Total Weighted Score	100.0%	85.4%	78.6%	84.5%	78.0%	78.2%
Ranking		1	3	2	5	4

Standardised Scoring Scale:

Explanation	Score
Acceptable, has well exceeded all requirements	10
Acceptable, has met all requirements and exceeded most	8-9
Acceptable, has met all requirements and exceeded some	6-7
Acceptable, has met all requirements	5
May be Acceptable, has met most but not all requirements	3-4
Unlikely to be Acceptable, has met only some requirements	1-2
Not Acceptable, has not met requirements	0

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Appendix A – Evaluation Criteria and Scoring Summary (continued)

Submissions Rank Post Presentations (21 April 2021):

Respondent	Ranking
Camden Search and Selection	1
Davidson Executive	2
Fisher Leadership	3

Financial Summary of Shortlisted:

	Camden	Davidson	Fisher
<i>Professional Fees</i>	\$34,500	\$50,000	\$37,000
<i>Advertising</i>	\$4,950	included	NA
<i>Resume/probity checks</i>	included	included	\$160
<i>Psychometrics</i>	included	included	\$1,200
<i>Travel (candidates)</i>	NA	NA	NA
<i>Total (ex GST)</i>	\$39,450	\$50,000	\$38,360

Evaluation Panel and Technical Advisors

Name	Title	Organisational Unit
John Rashed	Principal, People & Culture Partnerships	Strategy, People & Culture
Phil McQue	Manager Governance	Governance
Shelley Starrenburg	Manager Strategic Procurement & Property	Strategic Procurement & Property
Technical Advisor		
Lisa Cooper	Mayor of Knox City Council	Councillors
Philip Shanahan	External Consultant	Councillors

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Appendix B – Reference Checks for Preferred (Camden Search & Selection)

Position filled by Camden:	Manager Customer Experience, Future Planning Manager, Procurement Manager & CFO
Referee's Name:	Dimi Patitsas
Referee Position:	Chief People Officer
Organisation:	Greater Metropolitan Cemeteries Trust
Phone:	0419 713 556
Date:	23 April 2021
Check conducted by:	John Rashed, Principal People & Culture Partnerships

1) As an executive recruitment service provider, what would you say are Charlie's strengths?

His engagement and his communication. There is a level of support that Charlie applies to his customer that no other recruiter can meet in my capacity. I have observed strong care and compassion towards all of his applicants. He goes out of his way to understand the role the more he's empowered with, the more he understands what he needs to do. Most importantly, it's about how he delivers his service. His brand is your brand and one that I highly recommend engaging with.

2) As an executive recruitment service provider, what would you say are Charlie's weaknesses?

In my 10 years working with Charlie, I have never discovered any weaknesses. His attention to detail is extremely efficient.

3) How did Charlie engage with stakeholders of the process?

Charlie is extremely professional and is not afraid to speak his mind to ensure that he delivers exactly what the organisation is looking for in a candidate. He is aware of the sector, the caliber of person you are looking for (once briefed) and has never disappointed in delivering exceptional customer service to stakeholders.

4) Were there any concerns regarding any of the processes of recruitment? If so, how did Charlie manage to assist your organisation?

The attraction of local government compared to cemeteries is much better. Hence, Charlie has the ability to strategically conduct blind advertisements to capture the right calibre of the high level candidates by selling our outstanding culture, then discloses the organisation. This method has worked tremendously over and over again for us.

5) On a scale of 1 to 10 (10 being extremely high), how would you assess Charlie's level of commitment, competency, skill and attribute towards the recruitment process/service?

I would rate him 12 out 10. (10 out of 10).

6) Would you consider using Camden Search and Selection again if an opportunity within your organisation presented itself?

Yes I would, in fact, Charlie is currently recruiting for 3rd and 4th tier executive roles.

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Position filled by Camden:	'Several Director roles'
Referee's Name:	Jacqui Weatherill
Referee Position:	Chief Executive Officer
Organisation:	City of Stonnington
Phone:	0409 172 428
Date:	23 April 2021
Check conducted by:	John Rashed, Principal People & Culture Partnerships

1) As an executive recruitment service provider, what would you say are Charlie's strengths?

Charlie has great personal skills and is able to talk to Councillors, senior executives within our organisation and is highly flexible. If we run into an issue, he already has a solution and is an excellent problem solver. Charlie knows how to get on with the job. If our organisation require to adjust something at short notice, Charlie is able to work with us and the client and adjust things accordingly. He's not afraid to be honest, when required.

Note: Jacqui has used Camden several times, Jacqui claims to have also used Jo Fisher, Davidson and SHK, however, Jacqui prefers the down to earth, honest and simple approach, including the personalised customer service.

2) As an executive recruitment service provider, what would you say are Charlie's weaknesses?

None that come to mind.

3) How did Charlie engage with stakeholders of the process?

Charlie is extremely professional with all stakeholders involved with the process. I have heard directly from candidates that have successfully been appointed that their experience was second to none.

4) Were there any concerns regarding any of the processes of recruitment? If so, how did Charlie manage to assist your organisation?

Charlie is direct and not afraid to give constructive feedback. He does so in the best interests of attaining the most suitable candidate for the role. There are certainly no concerns regarding Charlie's processes at Stonnington City Council.

5) On a scale of 1 to 10 (10 being extremely high), how would you assess Charlie's level of commitment, competency, skill and attribute towards the recruitment process/service?

I would rate Charlie 9 out of 10.

6) Would you consider using Camden Search and Selection again if an opportunity within your organisation presented itself?

I would certainly use Camden Search & Selection for future senior roles as the need arises.