



KNOX CITY COUNCIL

AGENDA

Ordinary Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Tuesday 23 February 2016

KNOX CITY COUNCIL

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

**ON
TUESDAY 23 FEBRUARY 2016 AT 7.00 P.M.**

BUSINESS:

Page Nos.

1. APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE

2. DECLARATIONS OF CONFLICT OF INTEREST

3. CONFIRMATION OF MINUTES

3.1 *Confirmation of Minutes of Ordinary Meeting of Council held on Wednesday, 27 January 2016*

3.2 *Confirmation of Minutes of Strategic Planning Committee Meeting held on Tuesday, 9 February 2016*

4. PETITIONS AND MEMORIALS

5. REPORTS BY COUNCILLORS

5.1 *Committees & Delegates* **1.**

5.2 *Ward Issues* **1.**

6. CONSIDERING AND ORDERING UPON OFFICERS' REPORTS WITHIN THE CITY DEVELOPMENT GROUP

- | | | |
|-----|--|-----------|
| | <i>All Wards</i> | |
| 6.1 | <i>Report Of Planning Applications Decided Under Delegation (160/1/06)</i> | <i>2.</i> |
| | <i>Friberg Ward</i> | |
| 6.2 | <i>Proposed Changes to the Local Laws Administrative Guidelines</i> | <i>8.</i> |

7. PUBLIC QUESTION TIME

(Following the completion of business relating to Item 6, City Development, the business before the Council Meeting will be deferred to consider questions submitted by the public). *13.*

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

- | | | |
|-----|---|------------|
| | <i>Dobson Ward</i> | |
| 8.1 | <i>Contract No. 2171 – CSR Quarry Reserve and Quarry Road, Ferntree Gully (Melway Ref. 74 D5)</i> | <i>14.</i> |
| | <i>All Wards</i> | |
| 8.2 | <i>Draft Street Tree Asset Management Plan</i> | <i>24.</i> |
| | <i>All Wards</i> | |
| 8.3 | <i>Street Tree Planting to High Profile Roads - Project Analysis</i> | <i>30.</i> |

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

- | | | |
|-----|---|------------|
| | <i>All Wards</i> | |
| 9.1 | <i>Knox Community Engagement Policy Update</i> | <i>52.</i> |
| | <i>All Wards</i> | |
| 9.2 | <i>Knox Arts and Cultural Grants Scheme 2014-15</i> | <i>68.</i> |

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

10.1	2015-16 Annual Plan Progress Report to 31 December 2015	<i>All Wards</i>	80.
10.2	Management Financial Report for the Half Year ended 31 December 2015	<i>All Wards</i>	96.
10.3	Incidental Community Grants Program Applications	<i>All Wards</i>	105.
10.4	Audit Committee - Reappointment of Independent Member	<i>All Wards</i>	110.
10.5	Proposed Sale of Council Property - 658 Mountain Highway Bayswater (Melway Ref: 64 E4)	<i>All Wards</i>	115.

11. ITEMS FOR INFORMATION

11.1	Works Report (As Of 6 February 2016)	<i>All Wards</i>	123.
11.2	Supplementary Valuations	<i>All Wards</i>	139.
11.3	Assemblies of Councillors	<i>All Wards</i>	143.

12. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN 151.**13. SUPPLEMENTARY ITEMS** 151.**14. URGENT BUSINESS** 151.

14.1 Urgent Business 151.

14.2 Call Up Items 151.

15. QUESTIONS WITHOUT NOTICE 151.

JOANNE TRUMAN
ACTING CHIEF EXECUTIVE OFFICER

5. REPORTS BY COUNCILLORS

5.1 Committees & Delegates

5.2 Ward Issues

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

SUMMARY: *Manager – City Planning (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 report (between 1 January to 31 January 2016) be noted.

REPORT

Details of planning applications decided under delegation from 1 January to 31 January 2016 are attached. The applications are summarised as follows:

Application Type	No
Building & Works: Residential	10
Other	4
Tree Removal/Pruning	7
Units	15
Subdivision	25
Change of Use	2
Signage	1
Variation to Easement	1
Liquor Licence	1
TOTAL	66

Report Prepared By: *Manager – City Planning & Building (Paul Dickie)*

Report Authorised By: *Director – City Development (Angelo Kourambas)*

Knox City Council
Planning Applications Decided by Responsible Officer

1 January– 31 January 2016

Ward	No/Type	Address	Description	Decision
Baird	2015/6497	187 Scoresby Road BORONIA VIC 3155	The construction of four (4) double storey dwellings on the land	5/01/2016 Notice of Decision
Baird	2015/6839	56 Woodvale Road BORONIA VIC 3155	3 Lot Subdivision (Approved Unit Development)	8/01/2016 Approved
Baird	2015/6657	5/91 Dorset Road FERNTREE GULLY VIC 3156	Change of Use - Restricted Recreation Facility	6/01/2016 Approved
Baird	2015/6787	5 Duncan Avenue BORONIA VIC 3155	Development of the land for two (2) single storey dwellings to the rear of the existing dwelling	19/01/2016 Refused
Baird	2015/6875	65 Devenish Road BORONIA VIC 3155	2 Lot Subdivision (Approved Unit Development)	19/01/2016 Approved
Baird	2015/6384	4 Springfield Road BORONIA VIC 3155	The construction of a single storey dwelling to the rear of the existing dwelling	12/01/2016 Approved
Baird	2015/6850	10 Loretto Avenue FERNTREE GULLY VIC 3156	2 Lot Subdivision (Approved Unit Development)	19/01/2016 Approved
Baird	2015/6889	42 Johnson Drive FERNTREE GULLY VIC 3156	3 Lot Subdivision (Approved Unit Development)	20/01/2016 Approved
Baird	2015/6608	4/3 Dunlop Court BAYSWATER VIC 3153	Warehouse alterations (Office/Store room)	12/01/2016 Approved
Baird	2015/6904	10 Westley Street FERNTREE GULLY VIC 3156	3 Lot Subdivision (Approved Unit Development)	29/01/2016 Approved
Baird	2015/6431	1-5, 7, 9-11, 13,15-17 & 19-21 Corporate Boulevard BAYSWATER VIC 3153	Use and development of 29 warehouses, 10 offices and car parking dispensation	29/01/2016 Approved
Chandler	2015/6732	86 Arcadia Avenue THE BASIN VIC 3154	The construction of a single storey dwelling to the rear of the existing dwelling and the subdivision of the land into two (2) lots	4/01/2016 Notice of Decision
Chandler	2016/9000	5 Stewart Street BORONIA VIC 3155	Removal of 1 dying Eucalyptus goniocalyx tree	8/01/2016 Approved

Ward	No/Type	Address	Description	Decision
Chandler	2015/6887	12 Stanley Street THE BASIN VIC 3154	4 Lot Subdivision (Approved Unit Development)	19/01/2016 Approved
Chandler	2016/9003	68 Army Road BORONIA VIC 3155	Removal of one Eucalyptus radiata in the front setback	21/01/2016 Approved
Chandler	2015/6822	311 Forest Road THE BASIN VIC 3154	Buildings and works (addition to existing dwelling)	21/01/2016 Approved
Chandler	2015/6888	55 Boronia Road BORONIA VIC 3155	5 Lot Subdivision (Approved Unit Development)	20/01/2016 Approved
Chandler	2015/6726	17 Mitchell Avenue BORONIA VIC 3155	The construction of a double storey dwelling	28/01/2016 Approved
Chandler	2015/6698	53 Mercia Avenue THE BASIN VIC 3154	Extension to Dwelling	27/01/2016 Approved
Chandler	2015/6788	2 Dobson Lane THE BASIN VIC 3154	Use of the land as a dwelling and buildings and works (construction of a dwelling)	28/01/2016 Approved
Chandler	2015/6894	18 Golden Grove THE BASIN VIC 3154	Buildings and works (construction of a shed)	25/01/2016 Approved
Chandler	2015/6639	19 Wedmore Road BORONIA VIC 3155	Construct two (2) dwellings to the rear of the existing dwelling (comprising of one (1) double storey dwelling and one (1) single storey dwelling).	29/01/2016 Refused
Collier	2015/6551	31 Shetland Drive WANTIRNA VIC 3152	The construction of a double storey dwelling to the rear of the existing dwelling.	5/01/2016 Notice of Decision
Collier	2015/6873	2 Linsley Way WANTIRNA VIC 3152	2 Lot Subdivision (Approved Unit Development)	19/01/2016 Approved
Dinsdale	2015/6616	42 Coleman Road WANTIRNA SOUTH VIC 3152	The construction of a double storey dwelling to the rear of the existing dwelling and a 2 lot subdivision of the land	5/01/2016 Notice of Decision
Dinsdale	2015/6938	39 Wadhurst Drive BORONIA VIC 3155	Building and works (construction of a canopy)	7/01/2016 Approved
Dinsdale	2015/6841	31 Rathmullen Road BORONIA VIC 3155	2 Lot Subdivision (Approved Unit Development)	8/01/2016 Approved
Dinsdale	2015/6532	28 Tate Avenue WANTIRNA SOUTH VIC 3152	The construction of two (2) double storey dwellings on the land	15/01/2016 Approved

Ward	No/Type	Address	Description	Decision
Dinsdale	2015/6845	9 Berkley Street WANTIRNA SOUTH VIC 3152	2 Lot Subdivision (Approved Unit Development)	29/01/2016 Approved
Dinsdale	2015/6475	1/194 Scoresby Road BORONIA VIC 3155	9 Lot Subdivision (Approved Unit Development)	19/01/2016 Approved
Dinsdale	2015/6849	27 Patterson Street BAYSWATER VIC 3153	2 Lot Subdivision (Approved Unit Development)	13/01/2016 Approved
Dinsdale	2015/6695	10 Monaro Close WANTIRNA SOUTH VIC 3152	Development of land for single storey dwelling at the rear of existing	12/01/2016 Approved
Dinsdale	2015/6292	15 Sasses Avenue BAYSWATER VIC 3153	The construction of three (3) single storey dwellings on the land	29/01/2016 Approved
Dinsdale	2015/6926	1 Bona Vista Road BAYSWATER VIC 3153	2 Lot Subdivision (Approved Unit Development)	29/01/2016 Approved
Dinsdale	2015/6884	3/652 Mountain Highway BAYSWATER VIC 3153	First floor extension to an existing two storey dwelling	29/01/2016 Approved
Dobson	2016/9001	65 Ferndale Road UPPER FERNTREE GULLY VIC 3156	Removal of 1 dead Eucalyptus sideroxylon tree	8/01/2016 Approved
Dobson	2015/6663	18 Sheldon Court LYSTERFIELD VIC 3156	Development of a dwelling and associated works	14/01/2016 Approved
Dobson	2015/6895	33 Blackwood Park Road FERNTREE GULLY VIC 3156	Buildings and works (construction of an outbuilding)	7/01/2016 Approved
Dobson	2015/6974	4 Johns Street UPPER FERNTREE GULLY VIC 3156	Removal of nine (9) trees and construction of a shed	8/01/2016 Approved
Dobson	2016/9002	3/66 Old Belgrave Road UPPER FERNTREE GULLY VIC 3156	Remove of one (1) Eucalyptus ovata	28/01/2016 Approved
Dobson	2016/6024	38 Hutton Avenue FERNTREE GULLY VIC 3156	Removal and pruning of trees	29/01/2016 Approved
Dobson	2015/6862	9 Georgia Court FERNTREE GULLY VIC 3156	2 Lot Subdivision (Approved Unit Development)	15/01/2016 Approved
Dobson	2015/6642	1145 Burwood Highway FERNTREE GULLY VIC 3156	Use and construction of a three (3) storey building containing thirteen (13) dwellings and alterations to access to a Category 1 Road	22/01/2016 Refused

Ward	No/Type	Address	Description	Decision
Dobson	2015/6898	3/4 The Crescent FERNTREE GULLY VIC 3156	The construction of a garage	20/01/2016 Approved
Dobson	2015/6901	5 Roberts Street FERNTREE GULLY VIC 3156	2 Lot Subdivision (Approved Unit Development)	29/01/2016 Approved
Friberg	2015/6826	1783 Ferntree Gully Road FERNTREE GULLY VIC 3156	3 Lot Subdivision (Approved Unit Development)	4/01/2016 Approved
Friberg	2015/6837	1686 Ferntree Gully Road FERNTREE GULLY VIC 3156	8 Lot Subdivision (Approved Unit Development)	6/01/2016 Approved
Friberg	2015/6828	67 Harley Street North KNOXFIELD VIC 3180	2 Lot Subdivision (Approved Unit Development)	6/01/2016 Approved
Friberg	2015/6827	69 & 1/69 Harley Street North KNOXFIELD VIC 3180	2 Lot Subdivision (Approved Unit Development)	Approved
Friberg	2016/9004	88 Kathryn Road KNOXFIELD VIC 3180	Removal of 1 Eucalyptus botryoides	27/01/2016 Approved
Friberg	2015/6842	1-2/28 Harley Street KNOXFIELD VIC 3180	2 Lot Subdivision (Approved Unit Development)	13/01/2016 Approved
Friberg	2015/6666	20 Dobson Street FERNTREE GULLY VIC 3156	Removal of a section of a drainage and sewerage easement	12/01/2016 Notice of Decision
Friberg	2015/6379	32 Anne Road KNOXFIELD VIC 3180	The construction of two double storey dwellings and a 2 Lot Subdivision	19/01/2016 Approved
Friberg	2015/6936	700 Burwood Highway FERNTREE GULLY VIC 3156	Erection of seven signs (4 internally illuminated, 3 non- illuminated), including a 10 metre pylon sign	19/01/2016 Approved
Friberg	2015/6600	25 Conn Street FERNTREE GULLY VIC 3156	The construction of four double storey dwellings	29/01/2016 Notice of Decision
Scott	2015/6669	85 Sylphide Way WANTIRNA SOUTH VIC 3152	Construction of a two storey dwelling at the rear of the existing dwelling	6/01/2016 Notice of Decision
Scott	2015/6389	1248 High Street Road WANTIRNA SOUTH VIC 3152	Buildings and works associated with existing church and community care use, associated reduction of carparking and alteration of access to a road in a Road Zone Category 1	28/01/2016 Approved

Ward	No/Type	Address	Description	Decision
Taylor	2015/6733	LOT 3 Wellington Road ROWVILLE VIC 3178	2 Lot Subdivision	5/01/2016 Notice of Decision
Taylor	2015/6908	16 Cornish Road LYSTERFIELD VIC 3156	Construction of a verandah	7/01/2016 Approved
Tirhatuan	2015/6835	1 Bridgewater Way ROWVILLE VIC 3178	2 Lot Subdivision (Approved Unit Development)	7/01/2016 Approved
Tirhatuan	2015/6852	525 Stud Road WANTIRNA SOUTH VIC 3152	8 Lot Subdivision (Approved Unit Development) Stage AE	19/01/2016 Approved
Tirhatuan	2015/6859	525 Stud Road WANTIRNA SOUTH VIC 3152	9 Lot Subdivision (Approved Unit Development) Stage AH	19/01/2016 Approved
Tirhatuan	2015/6860	525 Stud Road WANTIRNA SOUTH VIC 3152	8 Lot Subdivision (Approved Unit Development) Stage AI	19/01/2016 Approved
Tirhatuan	2015/6386	4 Rocco Drive SCORESBY VIC 3179	The use of the land for a microbrewery (industry) with associated sale and consumption of alcohol in accordance with a Wine and Beer Producers Licence, buildings and works, and reduction in car parking	14/01/2016 Approved
Tirhatuan	2015/6729	G04/1090 Wellington Road ROWVILLE VIC 3178	Use of the land for the sale and consumption of liquor (Cafe and Restaurant Liquor License) in association with the existing restaurant	12/01/2016 Approved
Tirhatuan	2015/6410	18 Golding Court SCORESBY VIC 3179	The construction of two (2) dwellings on the land	29/01/2016 Notice of Decision

Total: 66

ALL WARDS**6.2 PROPOSED CHANGES TO THE LOCAL LAWS ADMINISTRATIVE GUIDELINES**

SUMMARY: *Manager – City Safety and Health (Steven Dickson)*

This report responds to a resolution from the Ordinary Meeting of Council, 25 August 2015 relating to proposed amendments to the Local Law Administrative Guidelines 2010 and, including a review of the guidelines for real estate signs in public places. A draft copy of the Administrative Guidelines is attached (Appendix A) incorporating all proposed changes, including the proposed real estate signage provisions. A summary of the proposed changes is also included (Appendix B).

RECOMMENDATION

That Council:

- 1. Endorse the attached draft Local Laws Administrative Guidelines 2016 for public exhibition and consultation, and;**
- 2. receive a further report with the outcomes of this process.**

1. INTRODUCTION

Council, at its 25 August 2015 meeting, resolved to review the Local Laws Administrative Guidelines, including a review of the Real Estate Signage provisions in accordance with a Call Up Item resolved at the 23 June 2015 Council meeting.

This report provides details of the proposed changes to the Local Law Administrative Guidelines and seeks Council approval to publicly exhibit and commence community consultation with relevant stakeholders, including Real Estate agents operating within the municipality and current holders of local laws permits under Section 2 – Trading Activities.

2. DISCUSSION

Council, at its Ordinary Meeting held 24 March 2015 adopted the General Provisions (Miscellaneous Amendments) Local Law 2015. At this same meeting Council delegated to the Manager Governance the authority to revise the General Provisions Local Law 2010 Administrative Guidelines to provide for the changes made as a result of the endorsement of the General Provisions (Miscellaneous Amendment) Local Law 2015. The Guidelines were revised accordingly and implemented following advertisement in the Government Gazette dated 10 December 2015.

However, several additional changes to the Local Laws Administrative Guidelines have now been identified, that were not considered as part of the 2015 Local Laws review.

6.2 Proposed Changes to the Local Laws Administrative Guidelines (cont'd)

This report seeks to identify and implement these additional proposed changes to the Administrative Guidelines in addition to responding to the Call Up Item tabled at the 23 June 2015 Council meeting relating to real estate signs in public places.

Following Councillors feedback the suggested additional amendments to the Administrative Guidelines have been included within the current draft Guidelines:

1. Section 8 – Trading Activities – The maximum height of planter boxes increased from 1200mm to 1500mm.
2. Section 8 – Trading Activities – Amended the clause -

‘Variable Message Signs (VMS) not permitted unless for road management or public advisory notices of significance or other Council purposes’

To read as follows:

‘Variable Message Signs (VMS) not permitted unless for road management or public advisory notices of significance or other Council purposes or Knox based not for profit community organisation events held within the Knox municipality for a maximum period of 4 week.’

The suggested Guidelines amendment 2 above is not consistent with the provisions of the Road Management Act 2004 Code of Practice, in that this Code seeks to limit the use of VMS signage to significant road hazards that are critical in nature only. The Code provides that excessive and inappropriate use of these VMS signs would reduce their effectiveness.

Any applications from community groups seeking to use VMS signs, particularly along main arterial roads, will be subject to decision guidelines which include referral to Vicroads for their assessment and comment under the Code of Practice.

The required changes to the Local Law Administrative Guidelines identified by Officers and/or required through the Call Up are outlined in Appendix B (Proposed Changes), Appendix C (Section 8 in Detail) and Appendix D (Proposed Version with Tracked Changes). Appendix A is the proposed final version of the Guidelines.

3. CONSULTATION

In accordance with Section 112 of the Local Government Act, Council is not required to consult on any proposed amendments to the Administrative Guidelines.

6.2 Proposed Changes to the Local Laws Administrative Guidelines (cont'd)

The Guidelines are administrative and should generally not have any significant affects on the community (beyond that provided for in the Local Law itself), however better practice, and consistent with City Plan aspirations for accountable and transparent governance, the community will be given an opportunity to provide feedback. This approach may help identify any unintended consequences of the proposed amendments.

Directly impacted stakeholder will be provided with copies of the proposed changes for comment and will also be provided the opportunity to meet with relevant Council officers to answer questions and discuss any concerns that they have. Public information sessions will be conducted both during the day and an evening session.

In addition the Draft Local Laws Administrative Guidelines will be made available on Council's website for any general public feedback and comment.

4. ENVIRONMENTAL/AMENITY ISSUES

The expected outcome of the changes to the Local Law Administrative Guidelines will be a positive impact upon the overall environment and amenity of public places within the municipality.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The cost of reviewing the Administrative Guidelines will be met from within Council's adopted budget.

6. SOCIAL IMPLICATIONS

Social impacts have been considered in this report to ensure that trading and other activities conducted on both private and public places are approved under the local laws in a manner providing a positive social environment.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

The matters addressed in this report seek to advance, amongst other things, Council's aspirations in City Plan to ensure Council is well governed and demonstrates effective leadership (Objective 5.3).

8. CONCLUSION

The proposed changes to the Local Laws Administrative Guidelines detailed within this report are designed to satisfy community expectations for a safe and liveable community.

6.2 Proposed Changes to the Local Laws Administrative Guidelines (cont'd)

The key changes to the Guidelines particularly relating to Trading Activities ensure a balance between business trading requirements and community access to public space.

The community consultation processes will ensure that the general public and those directly impacted by the proposed changes are consulted in the change process and have the opportunity to provide comment.

9. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

***Report Prepared By: Manager – City Safety and Health
(Steven Dickson)***

***Report Authorised By: Director – City Development
(Angelo Kourambas)***

**6.2 Proposed Changes to the Local Laws Administrative Guidelines
(cont'd)**

Appendix A Proposed Version,
Appendix C – Section 8 in Detail and
Appendix D – Proposed Version with Track Changes circulated under separate cover.

Confidential Appendix B circulated under separate cover.

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.

DOBSON WARD**8.1 CONTRACT NO. 2171 – CSR QUARRY RESERVE AND QUARRY ROAD, FERNTREE GULLY (MELWAY REF. 74 D5)**

SUMMARY: *Acting Coordinator – Project Delivery (Mark Gardner)*

This report considers and recommends the appointment of a tenderer for the CSR Quarry Reserve (former CSR Quarry) and Quarry Road, Ferntree Gully as part of the 2015/16 Capital Works Program and recommends the provision of funds from the 2016/17 Capital Works Program to complete the works.

RECOMMENDATION

That Council:

1. **accepts the tender submitted by Contek Constructions Pty Ltd for the lump sum price of \$1,282,159.24 (\$1,410,375.16, including GST) for Contract No 2171 – CSR Quarry Reserve and Quarry Road, Ferntree Gully;**
2. **approves the provision of \$390,000 to complete the Quarry Road sealing project from the Federally funded, Roads to Recovery Grant, in the forthcoming 2016/17 Capital Works Program;**
3. **approves the provision of \$155,233 to complete Project Number 4014-289 CSR Quarry, Ferntree Gully Program, from 4014(B)-Unstructured Recreation, in the 2016/17 Capital Works Program, funded from the Open Space Reserve;**
4. **authorises the Chief Executive Officer to formalise the contract documentation under delegated authority; and**
5. **advises all tenderers accordingly.**

1. INTRODUCTION

This project is an amalgamation of two capital works funded programs as listed on Council's 2015/2016 Capital Works Program within the following area:

- Sealing of Quarry Road as listed on Program 4007 Road and Bridge Construction – Project No. 743, Quarry Road, Ferntree Gully; and
- Implementation of the CSR Quarry Reserve Master Plan, Ferntree Gully as listed on Program 4014 Unstructured Recreation – Project No. 289, CSR Quarry Ferntree Gully.

8.1 Contract No. 2171 – CSR Quarry Reserve and Quarry Road, Ferntree Gully (Melway Ref. 74 D5) (cont'd)

The scope of works identified within the revised CSR Quarry Reserve Master Plan and the Quarry Road sealing project have been combined into a single contract with an overall scope of works. This approach is based on the works being able to be delivered by the same types of contractors – and the opportunities presented in terms of integration and potential savings through efficiency scales.

A report was presented to the 28 April 2015 Council meeting which provided Council with an update on the CSR Quarry Master Plan. The scope of works included within this contract is in accordance with the objectives of the updated Master Plan.

The landscape works – incorporating the boardwalk project was originally tendered in April 2014 as Contract No. 2041 CSR Quarry Reserve and Quarry Road, Ferntree Gully.

It became apparent following consideration of the project scope that the design of the project would require consideration of a variation to the Master Plan by Council.

The project scope was reviewed in the context of the Master Plan and presented to Council with variations to the Master Plan subsequently endorsed by Council in April 2015.

Tenderers were advised that Council would not proceed with the contract as originally scoped and that the project would be re-scoped and re-designed to the revised Master Plan.

The re-scoping required changes to the landscape elements including provision for terracing. It also provided an opportunity to combine works with the Quarry Road sealing works, achieving the essential elements of the CSR Master Plan and allowing the Quarry Road sealing works to be integrated into the overall program of works.

Quarry Road is the highest ranked project under the New and Upgrade Program for Roads and Bridge Construction and is an important road providing access to the park and a means of access and egress for the residents of Upper Ferntree Gully living above Railway Parade.

The design of the road has taken into account access to the park through indented parking, a shared use path to link Ferntree Gully and Upper Ferntree Gully and to manage through traffic.

The successful contractor for this contract will be required to coordinate their works program to ensure that all works are planned efficiently, as the works identified for the CSR Quarry site (CSR Quarry Reserve) will require access of construction traffic to Quarry Road.

8.1 Contract No. 2171 – CSR Quarry Reserve and Quarry Road, Ferntree Gully (Melway Ref. 74 D5) (cont'd)

It is anticipated that the CSR Quarry Reserve works will begin first and essentially be completed before the Quarry Road sealing to ensure minimum adverse effect on the new works. It is probable that, due to the quantity and logistics of works for this contract, the construction works for Quarry Road will commence late this financial year and conclude during the early part of the 2016/17 financial year.

2. DISCUSSION

2.1 Proposed Works

The proposed works include:

(1) CSR Quarry Reserve

- Concrete 'zig-zag' footpath access to the water's edge;
- Terraced areas and rock retaining walls;
- Planting of indigenous plants;
- Construction of lakeside boardwalk and shelter; and

(2) Quarry Road Sealing

- Sealing of Quarry Road and installation of plateau speed humps with public lighting;
- Indented carparks with access to pathway;
- Shared pathway adjacent to CSR Quarry Reserve;
- Retaining walls; and
- Safety guard-rail.

2.2 Expressions of Interest

Expressions of Interest were not called for these works.

2.3 Tenders Received

The contract for this project was advertised as a single Lump Sum Quality Assured contract.

In accordance with Council's Contract Management procedures, tenderers were invited to attend the tender opening process. Five (5) tenderers were present at the opening.

8.1 Contract No. 2171 – CSR Quarry Reserve and Quarry Road, Ferntree Gully (Melway Ref. 74 D5) (cont'd)

Tender prices were not disclosed or recorded at the opening and the following tenders were received:

Tender 1	Contek Constructions Pty Ltd
Tender 2	Evergreen Civil Pty Ltd
Tender 3	CDN Constructors Pty Ltd
Tender 4	JMAC Constructions Pty Ltd
Tender 5	Simpson Construction Co. Pty Ltd

2.3.1 Pre Evaluation Checks

Pre Evaluation checks were satisfactory.

2.3.2 Evaluation Panel

The Tender Evaluation Panel consisted of the following members:

- Mark Gardner, Team Leader - Project Delivery
- Marshall Kelaher, Coordinator - Open Space & Landscape Design
- Linda Millar, Contract Engineer - Project Delivery
- Matt Balderstone, Coordinator - Knox Construction

The panel was advised by Council's Contracts and Probity Officer.

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

2.3.3 Evaluation Criteria

The evaluation criteria and assigned weightings, as listed in the Conditions of Tender included:

Financial Benefit	45%
Evidence of Capability	15%
Works Program/Methodology	15%
Financial Assessment	10%
Integrated Management System	5%
Conformity with Tender Documents	5%
Current/Future Workload	<u>5%</u>
	100%

8.1 Contract No. 2171 – CSR Quarry Reserve and Quarry Road, Ferntree Gully (Melway Ref. 74 D5) (cont'd)

2.4 Tender Evaluation Results

The highest three (3) scoring tenderers were short listed and the panel arrived at the following summary results:

Ranking Order	Tenderer
1	Contek Constructions Pty Ltd
2	Evergreen Civil Pty Ltd
3	CDN Constructors Pty Ltd

2.4.1 Preferred Tender

Contek Constructions Pty Ltd is the recommended tenderer with the highest evaluation score and a tender price of \$1,282,159.24 (excluding GST).

The rates submitted for these works are competitive and reflect the current market for this type of project. Contek Constructions Pty Ltd showed an excellent appreciation of the works required under this contract.

Contek Constructions Pty Ltd is an experienced contractor and has recently carried out works for Council. In 2015 they carried out contract works for the Creek Bank Rehabilitation Works, Golden Grove, The Basin and the Gross Pollutant Traps in Maryville Way, Boronia.

Contek Constructions Pty Ltd is currently undertaking construction works for St Francis Xavier College. Reports from the supervisor of these works indicate they are performing very well with no items of concern.

It is anticipated that Contek Constructions Pty Ltd would give satisfactory performance and successful project delivery.

2.4.2 Second Preferred Tender

The tender from Evergreen Civil Pty Ltd scored the second highest against the tender evaluation criteria.

Their rates are also regarded as very competitive and reasonable for this type of work and they have shown an excellent appreciation of the scope of works required under this contract.

8.1 Contract No. 2171 – CSR Quarry Reserve and Quarry Road, Ferntree Gully (Melway Ref. 74 D5) (cont'd)

Evergreen Civil Pty Ltd is also known to Council and is at present, finishing the contract for Streetscape Works, Mountain Gate Shopping Centre Ferntree Gully. It is also anticipated that Evergreen Civil Pty Ltd would give satisfactory performance and successful project delivery.

3. CONSULTATION

No consultation issues needed to be further considered in the evaluation of this contract.

However, in relation to the project itself, extensive consultation occurred in the preparation of the CSR Quarry Master Plan. Consultation has also taken place internally across a number of service units including Project Delivery, Open Space & Landscape Design, Traffic & Transport, Bio-Diversity, Parks Services and Planning.

4. ENVIRONMENTAL/AMENITY ISSUES

No environmental and amenity issues needed to be further considered in the evaluation of this contract, although the project presented design challenges.

For example, the indented car-park works, highlighted within the Master Plan were designed to minimise impact on existing vegetation.

The implementation of the works to the CSR Quarry Reserve will have a long term positive effect on the local amenity and environment. Additional planting will increase biodiversity and attract bird life and other fauna. Tree planting will add to the green leafy character of Knox by providing additional canopy cover as well as reducing pollutants from the air. The inclusion of water sensitive urban design (WSUD) elements will improve storm water quality from the site into the lake.

The reserve will form a valuable buffer to the Dandenong Ranges National Park.

Importantly, the ultimate development of this park will provide a significant open space asset for the residents of Ferntree Gully and Upper Ferntree Gully and beyond. The park will not only provide an important destination in its own right, but with the ultimate development of paths linking to the Dandenong Ranges National Park, will provide a key point of access to the Dandenong Ranges National Park path network.

The construction of Quarry Road will significantly enhance the amenity of this area, and importantly, enhance the visual 'address' and amenity of the entry of the reserve for residents and visitors. The construction of the road will also have environmental benefits in regard to mitigation of dust, stormwater and sediment run off, etc.

8.1 Contract No. 2171 – CSR Quarry Reserve and Quarry Road, Ferntree Gully (Melway Ref. 74 D5) (cont'd)

5. FINANCIAL & ECONOMIC IMPLICATIONS

The CSR Quarry Reserve Master Plan, integrated with the Quarry Road sealing project is essentially serving complementary objectives and both are substantially funded from non-Council rate sources (i.e. Open Space Reserve and Roads to Recovery Grant).

The project cost and funding for the combined projects are summarised as follows:

5.1 Projected Costs

Description	Project Cost
<i>CSR Quarry Reserve and Quarry Road, Ferntree Gully</i>	
Contract Lump Sum Price	\$1,282,159.24
Project Management & Design Fee	\$51,300.00
Advertising, Tender Administration & Permit Fees	\$4,000.00
Consultants	\$4,050.00
Services (Public Lighting Upgrade)	\$22,327.00
Contingencies (approx.10%)	\$124,663.76
Total Project Cost	\$1,520,000.00

This project will significantly improve Council's assets and maintain infrastructure integrity well into the future by providing improved amenity in the access and use of open space.

5.2 Funds Available

The pre-tender estimates (excluding GST) for the works was \$737,730 for CSR Quarry Reserve and \$607,590 for Quarry Road for a total of \$1.345m exclusive of project management and design cost, contingencies etc. The recommended tender of \$1.282m is in accord with the pre-tender estimate.

Project funds for the CSR Quarry Master Plan scope of works is currently provided through Council's Open Space Reserve. The completion of this stage of the Master Plan will require a further commitment of \$155,233 from the Open Space Reserve.

Funding for Quarry Road was provided at \$150,000 for 2015/16 to commence construction recognising it would be built over two financial years. The \$150,000 is funded from rates, with the balance, at the time of the 2015/16 budget anticipated to be sourced from rates.

8.1 Contract No. 2171 – CSR Quarry Reserve and Quarry Road, Ferntree Gully (Melway Ref. 74 D5) (cont'd)

With the announcement of the increase in Roads to Recovery funding from the Federal Government, Quarry Road can now be delivered without relying on rates, with the balance of funds (\$390,000) recommended from the 2016/17 Roads to Recovery, Federal Grant funds.

The grant funding has been confirmed by the Deputy Prime Minister and Minister for Infrastructure and Regional Development (Total grant 2016/17; \$1,678,565). It is anticipated that the second ranked project, Karoo Road, Rowville will also be delivered by this funding.

The project is expected to take twenty four (24) weeks overall, with CSR Quarry Reserve site taking around sixteen (16) weeks and Quarry Road eight (8) weeks and will extend beyond 30 June 2016.

Given this context, it is recommended that the project be initiated this financial year with a view to reaching its completion early next financial year by the use of over-lapping funds, committing Open Space Reserve funding and Roads to Recovery grant monies for 2016/17.

The recommended funding sources are as follows:

Project/Program

2015/16 CWP	
CSR Quarry, FTG, Project No. 4014-289	\$824,767
Quarry Road, UFTG, Project No. 4007 - 743	\$150,000
2015/16 CWP Sub-Total:	\$974,767
2016/17 CWP	
CSR Quarry, FTG, Project No. 4014-289	\$155,233
Quarry Road, UFTG, Project No. 4007 - 743	\$390,000
2016/17 CWP Sub-Total:	\$545,233
Grand Total	\$1,520,000

The total funding shown meets the contract sum of the preferred tenderer, plus associated costs, if the works are awarded under the terms of Contract No. 2171.

6. SOCIAL IMPLICATIONS

Knox's open space network provides valuable opportunities for the community to engage with each other and engage in passive and active recreation. It also provides valuable connections through the community, which provides the opportunity for people to walk or cycle through the City.

8.1 Contract No. 2171 – CSR Quarry Reserve and Quarry Road, Ferntree Gully (Melway Ref. 74 D5) (cont'd)

Studies draw clear links between the health of individuals and communities to their ability to interact with nature. Access to high quality, well maintained natural environments such as the CSR Quarry Reserve is a significant contributor in this regard.

The CSR Quarry Reserve is one of Council's emerging parks, hosting significant events such as the Anzac Day service and providing a destination for passive recreation and community interaction. The CSR Quarry Reserve has had extensive community involvement in the development of the CSR Quarry Master Plan.

Quarry Road is classified as an Access Road under Council's Road Management Plan, which is to provide access for vehicles, pedestrians and cyclists. It also provides access for emergency vehicles in addition to providing residents within an additional option to escape, in times of emergency. In its current unmade condition, it does not provide access for pedestrians and limited accessibility for cyclists. As noted, Quarry Road is Council's highest ranked road project under the Road and Bridge Construction Program.

There will be some impacts on users of the CSR Quarry Reserve, which will be managed as a part of the construction process.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

This item has relevance to Council's 2013-2017 City Plan under the theme of 'Vibrant and Sustainable Built and Natural Environments' which has the strategic objective: 'Public Infrastructure and open space is maintained and improved to support a vibrant community life in Knox'.

8. CONCLUSION

The tender representing best value for money was presented by Contek Constructions Pty Ltd for the lump sum price of \$1,282,159.24 excl. GST (or \$1,410,375.16 including GST).

The company is adequately resourced and available to successfully undertake this contract within the constraints of time, quality and cost as detailed in the Contract documentation.

The balance of funding required to deliver this contract is \$545,233 (\$390,000 Quarry Road; \$155,233 CSR Quarry Master Plan) which may be funded from the 2016/17 Capital Works Program, given the projects were anticipated to extend into the next financial year. The balance of funds can be sourced from the Open Space Reserve and the additional Roads to Recovery grant.

8.1 Contract No. 2171 – CSR Quarry Reserve and Quarry Road, Ferntree Gully (Melway Ref. 74 D5) (cont'd)

9. CONFIDENTIALITY

A confidential summary of the tendered prices, evaluation matrix and completed Panel Evaluation Form is provided separately to this report.

***Report Prepared By: Acting Coordinator – Project Delivery
(Mark Gardner)***

***Report Endorsed By Manager – Community Infrastructure
(David Yeouart)***

***Report Authorised By: Director – Engineering & Infrastructure
(Ian Bell)***

ALL WARDS

8.2 DRAFT STREET TREE ASSET MANAGEMENT PLAN

SUMMARY: *Program/Project Manager – Major Initiatives
(Andrew Chadder)*

Council's Street Tree Asset Management Plan has been developed in accordance with Council's Asset Management Framework to complement the suite of other Asset Management Plans. The Street Tree Asset Management Plan is both a strategic and operational document that addresses a number of issues regarding the management of Council's street trees. The key improvement areas documented in the Plan provide direction for Council in continuing to appropriately manage its street tree inventory in the medium to long term.

RECOMMENDATION

That Council

1. Endorse the draft Street Tree Asset Management Plan shown at Appendix A and authorise public feedback to be sought over a four week period; and
2. Receive a further report in April 2016 summarising any feedback and seeking endorsement of the final Plan.

1. INTRODUCTION

The Knox Asset Management Framework comprises the Asset Management Policy, the Asset Management Strategy (i.e. the Strategic Asset Management Plan) and a suite of Asset Management Plans.

The development of a Street Tree Asset Management Plan is a recommendation in the current (and former) Strategic Asset Management Plan. The completion of the Street Tree Asset Management Plan is also the subject of an internal audit action item, as well as a recommendation of the most recent Municipal Association of Victoria (MAV) Insurance audit. The draft Street Tree Asset Management Plan has developed over the past twelve months, with input from an appointed independent consultant.

2. DISCUSSION

The Street Tree Asset Management Plan aims to:

- Fill a strategic and operational gap in documentation hierarchy regarding street trees;
- Allow street trees to be addressed at a level of consistency with other asset classes and align with the structure of Council's other Asset Management Plans;

8.2 Draft Street Tree Asset Management Plan (Cont'd)

- Further promote transparency of Council's processes by publicly documenting operational processes and practices regarding street trees; and
- Complement Council's existing strategies relating to streetscapes.

While development of the Street Tree Asset Management Plan has been the responsibility of the Sustainable Infrastructure Department, significant input has been provided by the Active Open Space (Parks), Biodiversity, Planning and Open Space & Landscape Design teams.

The structure of the document can essentially be broken into three (3) parts:

1. **Background and context** (chapters 1, 2, 3) – purpose, scope, how the Plan relates to other documents, summaries of current and historical quantities/expenditure/condition, risk and maintenance/inspection summaries, species diversity and canopy cover.
2. **Operational practices and procedures** (chapter 4) – current practices and procedures for managing all aspects of the lifecycle of a street tree.
3. **Recommendations** (chapters 5, 6) – summary of any financial and operational recommendations to improve the management of street trees.

Key recommendations resulting from the Plan are as follows:

1. Tree management systems – e.g. undertake data collection of all street trees, with key data fields to be updated at five-year intervals.
2. Canopy cover – e.g. commit to progressively increasing the percentage of tree canopy cover within Knox.
3. Tree diversity – e.g. consider improved diversity of street trees by species and family, within the constraints of Council's existing policies.
4. Plantings – e.g. consider various planting layouts in streets and specify and utilise high-quality tree stock.
5. Inspection data capture – e.g. create and maintain thorough records of all tree management processes.
6. Budgets – e.g. review and restructure street tree budgets.

3. CONSULTATION

Since the submission of the draft Plan from Council's consultant, the Plan has undergone internal consultation with the Engineering & Infrastructure Managers, with detailed input from the Active Open Space, Biodiversity, Planning and Open Space & Landscape Design teams.

8.2 Draft Street Tree Asset Management Plan (Cont'd)

Key concepts of the Plan have been presented to the Environment Advisory Committee in October 2015 and to a Council Issues Briefing in February 2016, where feedback was also sought. As a result of all these consultation exercises, amendments to the draft Plan have been made, to ensure the document accurately reflects the information, issues and comments raised through the Plan's development.

Upon receiving in principle endorsement from Council, it is proposed that a public exhibition process be undertaken where the draft Plan is released and made available for public review and comment. It is the intention that key stakeholder groups will be notified of this process, as will the general public by way of social media posts.

4. ENVIRONMENTAL/AMENITY ISSUES

Street trees, as a subset of the overall urban forest at Knox, demonstrate a significant number of environmental benefits for the municipality. These range from habitat provision and air pollution control to shading and cooling. They also play an important role in maintaining a connection to the natural environment, particularly in areas of the municipality where they contribute to the overall neighbourhood character. The draft Plan reflects the role and benefits of street trees from an environmental point of view and is cognisant of a number of guiding documents, policies and planning overlays in the management and selection of street trees. Challenges in managing street trees from a regulatory and amenity perspective are addressed in the draft Plan through operational practices. Specific environmental and amenity recommendations to improve both canopy cover and species diversity are also addressed in the draft Plan.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The draft Plan does not recommend any additional funding (capital or operational), recognising that improvements in street tree management can initially be managed through existing funding.

6. SOCIAL IMPLICATIONS

The Knox community has continually reiterated the importance of a green and leafy image, and as such, it is often referred to in Council planning documents to describe the community's aspiration for the character of the municipality. This desire stems not only from the environmental and amenity benefits of trees, but also from the fact that they contribute positively to community health and wellbeing. Given the sometimes emotive community response generated from the subject of street trees, it is critical that Council has a sound framework of documentation to support its decision making and operational processes.

8.2 Draft Street Tree Asset Management Plan (Cont'd)

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

The City Plan 2013-17 is a description of the strategic objectives and strategies for the City, as a whole, to support attainment of the City Vision. The implementation and delivery of the following themes and objectives from the City Plan are supported by this Street Tree Asset Management Plan. The proactive management of street trees (as a component of Council's public infrastructure) and a focus on improving canopy cover are both addressed the draft Plan.

Theme	City Plan Objective	City Plan Strategy
3. Vibrant and Sustainable Built and Natural Environments	3.1 The changing needs of a diverse community are supported through planned growth and change in housing and infrastructure that respects both built form and natural systems, as well as resource availability	3.1.3 Public infrastructure and open space is maintained and improved to support a vibrant community life in Knox
	3.2 Biodiversity and places of natural significance, including waterways, and open space are highly valued, protected and enhanced	3.2.4 Recognise the importance of canopy trees in parks, reserves and streetscapes and increase canopy tree retention and planting

Table 1 – Relevance to City Plan

8. CONCLUSION

The draft Street Tree Asset Management Plan is a key component of the Knox Asset Management Framework. The draft Plan complements the work previously done for other asset categories and ensures that the same principles of sound asset planning are also applied to Council's street trees. The development of the draft Plan also ensures Council has a complete and consistent documentation set for the management of its street trees, from a policy and strategic level to an operational level.

The document provides an extensive overview of existing practices regarding street tree management, but also advocates for improvements in a number of areas, predominantly operational in nature.

9. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

8.2 Draft Street Tree Asset Management Plan (Cont'd)

Report Prepared By: ***Program/Project Manager – Major Initiatives
(Andrew Chadder)***

Report Authorised By: ***Director – Engineering & Infrastructure
(Ian Bell)***

8.2 Draft Street Tree Asset Management Plan (Cont'd)

APPENDIX A – Draft Street Tree Asset Management Plan circulated under separate cover

ALL WARDS

8.3 STREET TREE PLANTING TO HIGH PROFILE ROADS – PROJECT ANALYSIS

SUMMARY: *Coordinator – Active Open Space (Kathy Hynes)*

A report was presented to Council at the 22 September 2015 Ordinary Meeting of Council in regard to a proactive program for the enhancement of street tree planting to high profile roads under Council control. This report is in response to the recommendation that a project assessing the opportunities of creating high quality tree avenues in high profile roads is undertaken.

RECOMMENDATION

That Council:

- 1. receives and notes this follow up report as resolved by Council at its meeting of 22 September 2015 in relation to assessing the opportunities of creating high quality tree avenues in high profile roads; and**
- 2. refer the project scope and the associated project's budget requirements to the 2016/2017 Council budget process.**

1. INTRODUCTION

A Call Up item from the Ordinary Meeting of Council on 28 July 2015 requested:

“That a report be prepared for the June 2015 Ordinary Meeting of Council that considers a proactive program for the enhancement of street tree planting to high profile roads under Council control (incorporating collector and link roads) - particularly within activity centres - to create where possible, a consistent and high quality avenue of canopy tree planting.

A report was prepared for the 22 September 2015 Ordinary Meeting of Council, the recommendations were as follows:

That Council:

- 1. receives and notes this Call Up Item report as resolved by Council on 28 July 2015 in relation to street tree planting to high profile roads;*
- 2. undertake a project scoping exercise to assess the opportunities of creating high quality tree avenues in high profile roads. The project would include the development of a proactive street tree planting program for high profile roads and identify budget requirements; and*

8.3 Street Tree Planting to High Profile Roads – Project Analysis (cont'd)

3. *report the results of the project scoping back to Council, with a view to referring the project's budget requirements to the 2016/2017 Council budget process.*

This report presents the findings of the project analysis with regards to opportunities for enhancement, quantity of renewal works, and an estimated project cost. Based on these findings, a proposed project plan has been developed. In addition, the planting of VicRoads roads has been considered.

2. DISCUSSION

Based on the intent of the previous report, the treescapes within Activity Centres, Collector Roads, Link Roads, and VicRoads roads were audited against seven classifications (see Table 1). For a photographic representation of these classifications refer to Appendix A. It is important to note that the classifications do not reflect the health and structure of the treescape, but rather, the future opportunities for that treescape in regards to creating a high quality avenue.

Table 1: Audit Classification Descriptors

Audit Classification	Descriptor
Vacant	The majority of the road (i.e. greater than 70%) is not planted.
Infill	The treescape is considered to be of high quality with regard to providing canopy coverage and visual continuity; therefore, only 'infill' planting is required.
Renewal - Minor	0-25% of the treescape requires renewal works, such as, new plantings and species replacement (for visual continuity and to maximise canopy coverage).
Renewal - Moderate	26-50% of the treescape requires renewal works, such as, new plantings and species replacement (for visual continuity and to maximise canopy coverage).
Renewal - Major	51-100% of the treescape requires renewal works, such as, new plantings and species replacement (for visual continuity and to maximise canopy coverage).
Not Required	Neither tree planting nor tree removal is required. For example, high performing treescapes (recently planted or established) or where improvement is not possible due to restricted space, for example, in front of shopping malls.
Not Applicable	In reference to VicRoads where speed limits are greater than 60km per hour.

8.3 Street Tree Planting to High Profile Roads – Project Analysis (cont'd)

2.1 Activity Centres

There are five Major Activity Centres within the City of Knox: Bayswater, Boronia, Knox Central, Mountain Gate, and Rowville. Together these Activity Centres account for just over 170 of the roads within the municipality, of which the vast majority (94%) are classified as Access Roads. These roads have been identified through an appraisal of the endorsed Structure Plans. Where a Council structure plan is not in place (i.e. Mountain Gate) reference has been made to the zoning as outlined in the Planning Scheme – to identify those areas that may be subject to development.

Collectively, in order to create a high quality tree avenue with visual continuity and canopy coverage such as that in Koolamara Boulevard, Ferntree Gully, approximately 916 trees would require removal with a further 2,030 to be replanted. The cost of such a renewal is estimated to be \$615,950 - based on current market costs in regards to tree purchasing (30cm pot), tree planting, tree establishment maintenance (2 year cycle), tree removal, and stump grinding. The breakdown of the type of upgrade required is discussed individually for each Activity Centre.



Figure 1: Treescape at Koolamara Boulevard, Ferntree Gully

8.3 Street Tree Planting to High Profile Roads – Project Analysis (cont'd)

Bayswater Activity Centre consists of 23 roads; the estimated cost to upgrade these roads is \$62,969. Below is a chart summarising the classification break up within the Activity Centre.

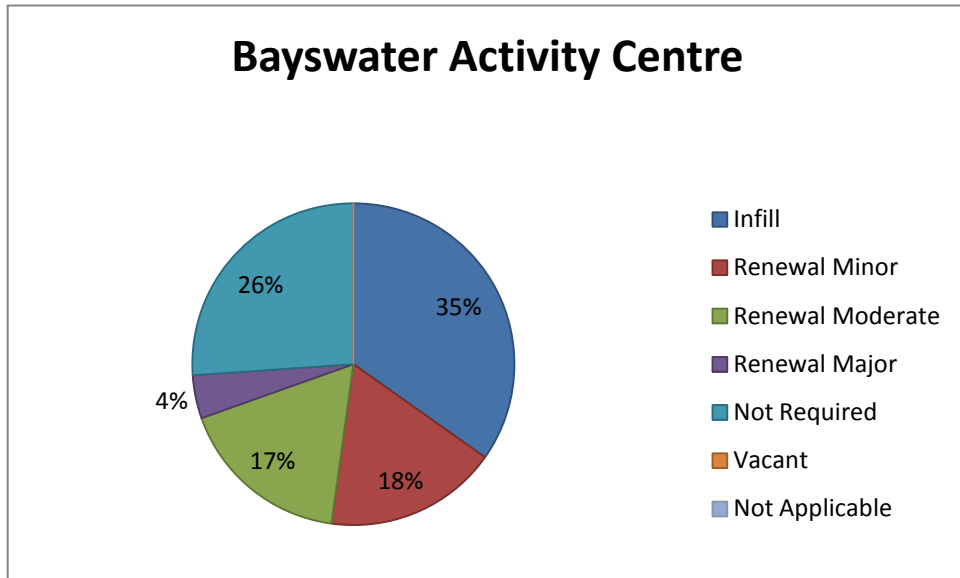


Chart 1: Bayswater Activity Centre- Overview of Proposed Upgrade

Boronia Activity Centre consists of 36 roads; the estimated cost to upgrade these roads is \$148,605. Below is a chart summarising the classification break up within the Activity Centre.

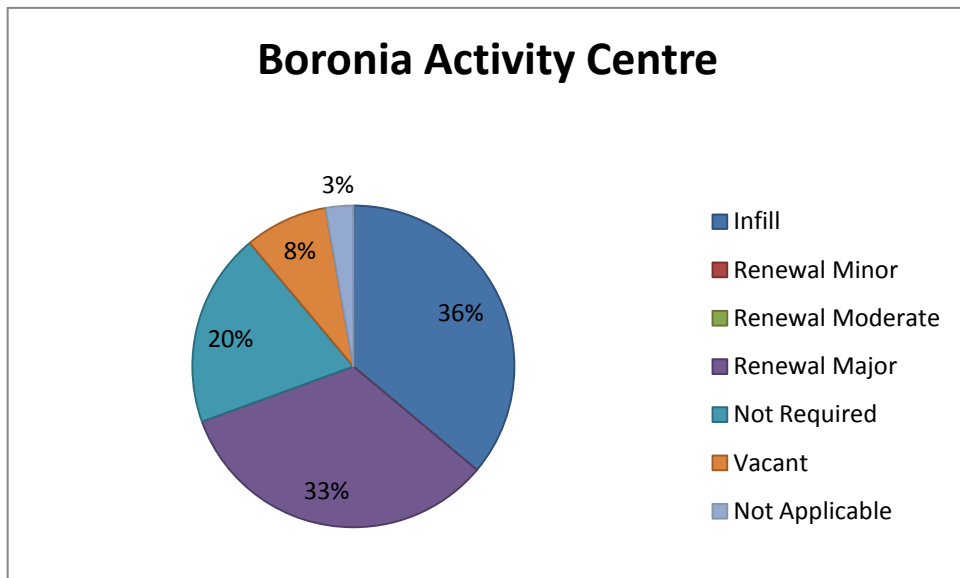


Chart 2: Boronia Activity Centre- Overview of Proposed Upgrade

8.3 Street Tree Planting to High Profile Roads – Project Analysis (cont'd)

Knox Central Activity Centre consists of 15 roads; the estimated cost to upgrade these roads is \$23,961. Below is a chart summarising the classification break up within the Activity Centre.

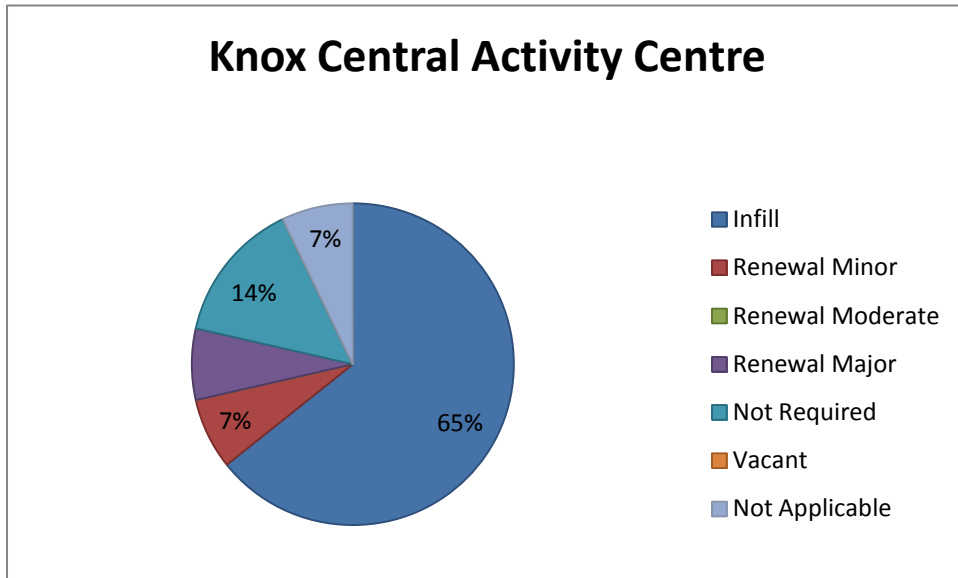


Chart 3: Knox Central Activity Centre- Overview of Proposed Upgrade

Mountain Gate Activity Centre consists of 57 roads; the estimated cost to upgrade these roads is \$269,957. Below is a chart summarising the classification break up within the Activity Centre.

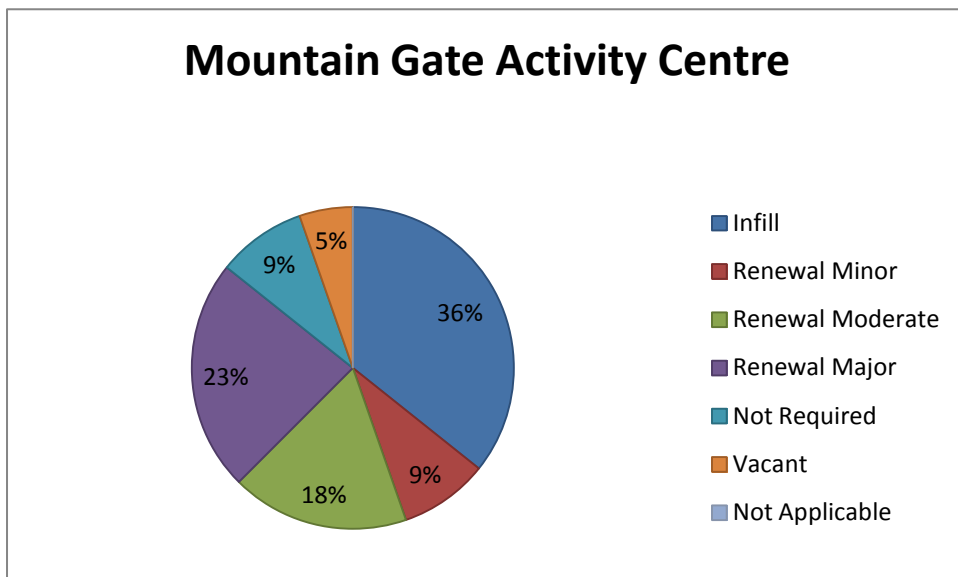
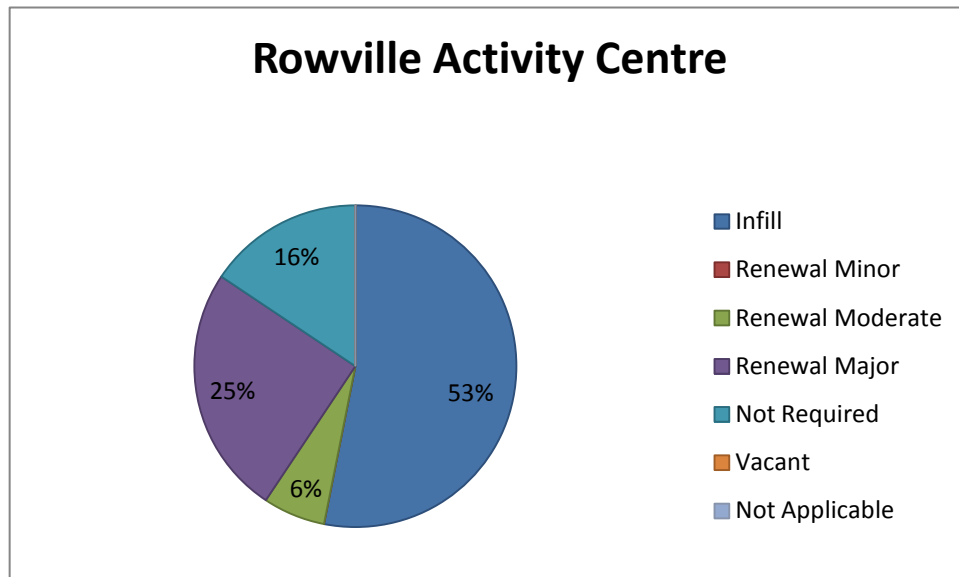


Chart 4: Mountain Gate Activity Centre- Overview of Proposed Upgrade

8.3 Street Tree Planting to High Profile Roads – Project Analysis (cont'd)

Rowville Activity Centre consists of 32 roads; the estimated cost to upgrade these roads is \$110,217. Below is a chart summarising the classification break up within the Activity Centre.



Rowville Activity Centre- Overview of Proposed Upgrade

2.2 Collector and Link Roads

The 2004 Road Management Act requires that Council's Public Road Register include a classification for each public road, through a development of road hierarchy and subsequent classification of roads. The hierarchy is as follows: Link Roads Collector Roads, Industrial Roads, Access Roads and Unsealed Roads.

Of interest for this report are the high profile roads – Link and Collector Roads. Link Roads are the highest profile roads due to a number of functions including to carry traffic between major commercial, industrial and residential areas, link VicRoads arterial roads and efficiently channel traffic through the municipality. This is followed by Collector Roads which provide connectivity to commercial and residential areas from Link Roads or directly from the VicRoads arterial network, concentrate locally generated traffic to an outlet and carry local traffic to shops, schools, commercial districts, hospitals, sports and other facilities.

As can be seen from the description of these roads, a large portion if not all of the community would use Link and Collector roads on a regularly basis, thus, any changes would have widespread impact on the community. In addition, many of these roads either lead into or pass through Activity Centres within Knox.

Collectively, in order to create a high quality tree avenues in regards to visual continuity and canopy coverage; approximately, 1,640 trees would require removal with a further 3,576 to be replanted. The cost of such a renewal is estimated to be \$1,088,270 - based on current market prices in regards to: tree purchasing (30cm pot), tree planting, tree establishment maintenance (2 year cycle), tree removal, and stump grinding.

8.3 Street Tree Planting to High Profile Roads – Project Analysis (cont'd)

Below is a chart summarising the classification break up within Link Roads, the cost is estimated to be \$133,562. Refer to Appendix B for an individual road break up.

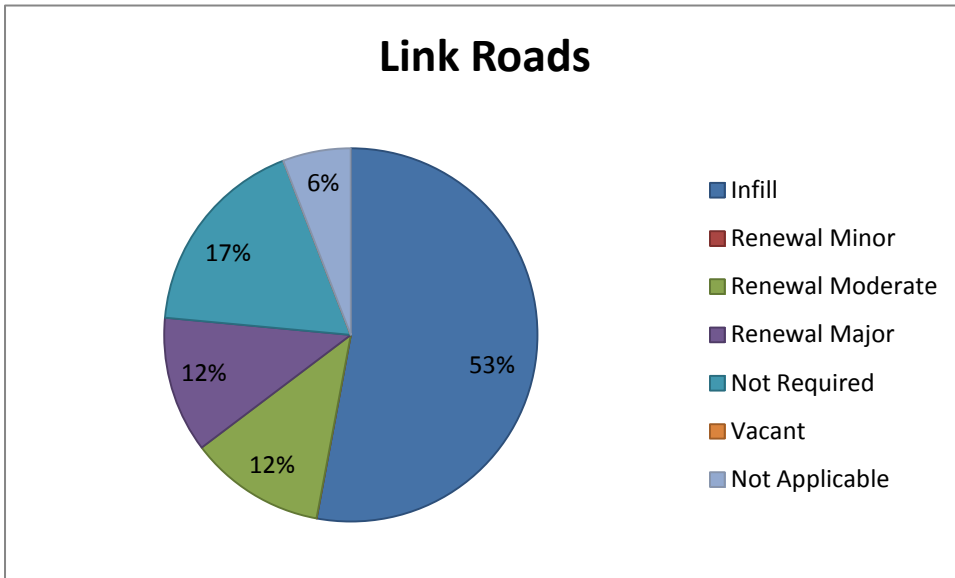


Chart 5: Link Roads- Overview of Proposed Upgrade

Below is a chart summarising the classification break up within Collector Roads, the cost is estimated to be \$954,708. Refer to Appendix C for an individual road break up.

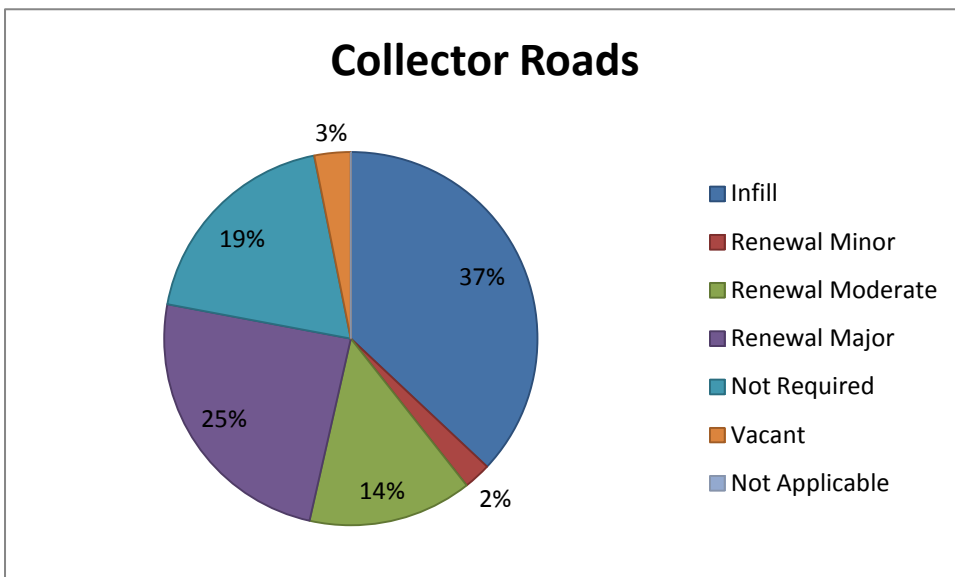


Chart 6: Collector Road - Overview of Proposed Upgrade

8.3 Street Tree Planting to High Profile Roads – Project Analysis (cont'd)

2.3 Vicroads Roads

Historically, the stringent conditions imposed by VicRoads greatly restricted the ability to plant street trees in naturestrips in roads under VicRoads control. In February of 2015, VicRoads published a new tree policy (VicRoads reference, QD: 2870614) which allows for the planting of roads under VicRoads control up to a speed limit of 60km per hour. However, conditions (in regard to the installation of costly safety barriers) still apply to roads where the speed limits are greater than 60km per hour.

There are 17 VicRoads Roads within Knox; just over half are not appropriate in regards to tree planting given the speed limit restrictions (greater than 60km per hour) described above. Collectively, in order to create a high quality tree avenue in regards to visual continuity and canopy coverage; approximately, 17 trees would require removal with a further 630 to be planted. The cost of such a renewal is estimated to be \$179,740 - based on current market prices in regards to: tree purchasing (30cm pot), tree planting, tree establishment maintenance (2 year cycle), tree removal, stump grinding, and traffic management.

Table 2 provides a summary of the classification break up within the VicRoads Roads.

Table 2: Audit Classification of VicRoads Roads

VicRoads Roads	Audit Classification
Bayswater Road	Infill
Boronia Road	Vacant
Brenock Park Drive	Not Applicable
Burwood Highway	Not Applicable
Dorset Road	Vacant
Ferntree Gully Road	Not Applicable
Forest Road (Boronia Road to Mountain Highway)	Infill
Glenfern Road (Brenock Park Drive to Napoleon Road)	Infill
High Street Road	Not Applicable
Kelletts Road	Not Applicable
Lysterfield Road	Not Applicable
Mountain Highway	Vacant
Napoleon Road (Kelletts Road to Lysterfield Road)	Not Applicable
Scoresby Road	Vacant
Stud Road	Not Applicable
Wantirna Road	Infill
Wellington Road	Not Applicable

8.3 Street Tree Planting to High Profile Roads – Project Analysis (cont'd)

2.4 Renewal Considerations

It is acknowledged that sometimes it is necessary to take a step back in order to leap forward i.e. the creation of high quality tree avenues may result in the removal of existing low performing, but yet healthy trees. It is evident from the audit data, that while a large number of Council's high profile roads are planted, there are many opportunities for improvement; however, there are a number of issues to be considered.

- Although a number of existing trees may not be considered appropriate in regards to visual continuity and maximum canopy coverage, healthy trees still provide numerous benefits to the community and form part of the current landscape.
- Experience has shown that in high usage areas it is more difficult and costly (due to vandalism rates) to establish an entire street of new plantings compared to that of sporadic new plantings. It is therefore beneficial to approach treescape renewal in a gradual staggered manner.
- In 2011, Council made a commitment (Ordinary Council Meeting 22 February 2011) to address the then deficit of 11,350 street trees in residential streets over a 10 year period. As such, there is a community expectation for the 'missing' trees to be replaced within that timeframe. The planting of high profile roads should ideally not come at the expense of residential streets.

2.5 Project Limitations

It is unfortunate but true that not all tree avenues are equal. There are a range of limiting factors when planting street trees such as the width (narrow) of the naturestrip, surrounding infrastructure and overhead powerlines. Although it is not always possible to replicate avenues such as Koolamara Boulevard, Ferntree Gully (Figure 1), it is still possible to create impressive tree avenues. For example, there are overhead powerlines on the eastern side of Pach Road, Wantirna South (Figure 2) but through careful planning and species selection (choosing the right tree for the right place) a high quality avenue has been created.



Figure 2: Pach Road, Wantirna South

8.3 Street Tree Planting to High Profile Roads – Project Analysis (cont'd)

2.6 Proposed Project Plan

It is proposed that that the project scope and the associated budget requirements are to be referred to the 2016/2017 budget process for Councils consideration based on the following proposal:

- The project will ideally have two distinct phases – avenue establishment (Phase 1) and avenue renewal (Phase 2). In keeping with this approach, it is suggested that prioritisation is based firstly on the Audit Classification (see Table 3) and then by the road hierarchy i.e. Activity Centres, Link Roads, and Collector Roads respectively.
- Phase 1: A duration of 1–4 years with the objective of creating and completing high quality tree avenues through the planting of 'Vacant' roads and 'infill' planting of identified gaps.
- Phase 2: In regards to the timeline, Phase 2 would follow Phase 1; the duration period is 5-15 years with the objective of gradually renewing existing treescapes (i.e. identified trees will be selectively removed and replaced through a cyclic program). Thereby, minimising the negative effects associated with the large scale removal of existing trees.
- The cost of Phase 1 and Phase 2 is as follows:
 - Average annual cost of Phase 1 (1-4 years): \$110,744
 - Average annual cost for Phase 2 (5-15 years): \$126,098
 - The total estimated cost of the project over a 15 year period is: \$1,703,979

Table 3: Project Cost Break Down based on Audit Classification and Project Phases

Priority Ranking	Audit Classification	Streets	Phase	Renewal Cycles	Total Renewal Cost
1	Vacant	10	1 (1- 4 years)	n/a	\$39,334
2	Infill	123	1 (1- 4 years)	n/a	\$403,643
3	Renewal Major	63	(5- 15 years)	(5 yearly)	\$875,957
4	Renewal Moderate	36	(5- 15 years)	(5 yearly)	\$282,605
5	Renewal Minor	18	(5- 15 years)	(5 yearly)	\$102,424
	Total Project Cost				\$1,703,979

2.6.1 VicRoads Roads

As mentioned, due to changes (February 2015) in VicRoads policy there is now an opportunity to plant VicRoads Roads where the speed limits are 60km per hour or lower.

8.3 Street Tree Planting to High Profile Roads – Project Analysis (cont'd)

As can be seen in Table 4, the inclusion of VicRoads roads results in an increase in costs to the 'Vacant and 'Infill' Audit Classifications (see Table 4, Phase 1). If these roads were to be included, the total project cost is: \$1,883,703 (an overall increase of 9%). Given the high profile nature of these roads it may be argued that the increase in cost is outweighed by the visual enhancement of these roads. A number of VicRoads roads are considered to be gateways into the City of Knox; as such, the visual enhancement of these roads would provide maximum impact to the community and visitors to Knox.

Table 4: Project Cost Break Down based on Audit Classification and Project Phases – including VicRoads Roads

Priority Ranking	Audit Classification	Streets	Phase	Renewal Cycles	Total Renewal Cost
1	Vacant	14	1 (1-4 years)	n/a	\$202,244
2	Infill	127	1 (1-4 years)	n/a	\$420,472
3	Renewal Major	61	(5-15 years)	(5 yearly)	\$854,508
4	Renewal Moderate	34	(5-15 years)	(5 yearly)	\$282,605
5	Renewal Minor	18	(5-15 years)	(5 yearly)	\$102,424
	Total Project Cost				\$1,883,703

3. CONSULTATION

Consultation in preparation of this report has taken place with internal stakeholders.

4. ENVIRONMENTAL/AMENITY ISSUES

Knox's streetscapes and the trees within the streetscape are regarded as one of Council's greatest assets and contribute to the green leafy image of Knox. Trees planted in streetscapes are Council assets and as such have both a monetary and aesthetic value associated with them. The benefits of a tree dominated streetscape are important to both Council and residents. The relative suitability of a tree in an urban landscape is a subjective matter and the environmental and aesthetic benefits provide much enjoyment for the local community. Trees provide a softening of the landscape and reduce the impacts of built form in residential areas.

Canopy trees are encouraged as they provide many environmental benefits such as improved air quality and biodiversity for birds and other local wildlife. In addition, studies have shown that avenues of trees can lower the temperature in individual streets in summer, reducing utility costs and aiding in the prevention/reduction of heat related illnesses.

8.3 Street Tree Planting to High Profile Roads – Project Analysis (cont'd)

5. FINANCIAL & ECONOMIC IMPLICATIONS

Given the proposed program cost of \$1,703,979 (excluding VicRoads roads), over a 15 year period, if Council were to fund this program through existing operational and capital budgets, it would most certainly come at the expense of existing programs such as the residential street tree planting program. It is proposed that additional long term funding be considered in order to deliver a proactive Street Tree Planting to High Profile Roads Program.

6. SOCIAL IMPLICATIONS

Studies have shown that trees can have a positive impact on physical and mental health and improve social cohesion. Trees also benefit the population from an aesthetic, symbolic and sensory perspective.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

The following elements of the Council Plan relate to this issue:

Sustainable Natural Environment – Knox City Council will be a leader in environmentally sustainable management, producing a healthier local environment, a green and leafy municipality, and sustainable living opportunities for all.

Attractive and Vibrant Places – Knox will have a village community feel with access to 'big city' facilities, neighbourhood parks and open space. Development will be targeted around activity centres, with significant landscape and cultural heritage sites preserved, through quality urban and landscape design standards.

8. CONCLUSION

In response to a previous report detailing a higher level analysis of creating high quality tree avenues to high profile roads, it was recommended that a more detailed scope was required in order to determine the range of upgrade opportunities and the costs of delivering such a program. Based on detailed audit analysis of the locations in question, it is recommended that:

- additional funding be considered as a part of the Council budget process to deliver the proposed program. Due to previous Council commitments to reduce the street tree deficit - if the program were to be funded through operational and capital tree planting budgets, it would be at the expense of current programs;
- the project scope and the associated project budget requirements are referred to the 2016/2017 Council budget process;
- a proactive Street Tree Planting to High Profile Roads Program – consisting of two distinct phases – avenue establishment and avenue renewal - is carried out over a 15 year period;

8.3 Street Tree Planting to High Profile Roads – Project Analysis (cont'd)

- the roads within the Street Tree Planting to High Profile Roads Program are prioritised based on the type of works required (i.e. Audit Classification) and road hierarchy respectively; and
- VicRoads Roads are included in the proposed program, due to the high profile nature of these roads.

9. CONFIDENTIALITY

There are no confidential issues associated with this report.

Report Prepared By: Coordinator – Active Open Space (Kathy Hynes)

***Report Authorised By: Director – Engineering & Infrastructure
(Ian Bell)***

APPENDIX A – STREET TREE PLANTING TO HIGH PROFILE ROADS – PROJECT ANALYSIS**Vacant:** Wilkes Street, Ferntree Gully (Mountain Gate Activity Centre)**Infill Street:** Buckingham Drive, Rowville (Collector Road)**Renewal – Minor Street:** Kent Street, Knoxfield (Collector Road)

Renewal – Moderate Street: Argyle Way, Wantirna South (Collector Road)**Renewal – Major Street: Lewis Road, Wantirna South (Link Road)****Not Required: Silkwood Way, Rowville (Collector Road)**

Not Required: Alpine Street, Ferntree Gully (Collector Road)



APPENDIX B – STREET TREE PLANTING TO HIGH PROFILE ROADS – PROJECT ANALYSIS**LINK ROADS**

ROAD	SUBURB	Audit Classification	Level of Renewal	Reason for Renewal
Albert Avenue	Boronia	Renewal	Major	mixed/poor canopy coverage
Barry Street	Bayswater	Infill		
Bergins Road	Rowville	Not Applicable		
Cathies Lane	Wantirna South	Renewal	Major	mixed/poor canopy coverage
Churchill Park Drive	Rowville	Not required		
Colchester Road	Boronia	Infill		
Forest Road	Boronia	Infill		
Forest Road	Ferntree Gully	Infill		
Fulham Road	Rowville	Infill		
Glenfern Road	Ferntree Gully	Not required		
Glenfern Road	Upper Ferntree Gully	Infill		
Hastings Avenue	Boronia	Infill		
Lewis Road	Wantirna South	Renewal	Major	vacant/poor canopy
Liverpool Road	The Basin	Not required		
Miller Road	The Basin	Renewal	Moderate	vacant/mixed/poor canopy coverage
Taylor's Lane	Rowville	Infill		
Underwood Road	Boronia	Infill		

APPENDIX C – STREET TREE PLANTING TO HIGH PROFILE ROADS – PROJECT ANALYSIS**COLLECTOR ROADS**

ROAD	SUBURB	Audit Classification	Level of Renewal	Reason for Renewal
Affleck Way	Rowville	Renewal	Major	mixed/poor canopy coverage
Albert Street	Upper Ferntree Gully	Infill		
Allister Avenue	Knoxfield	Renewal	Major	vacant/mixed/poor canopy coverage
Alpine Street	Ferntree Gully	Not required		
Amesbury Avenue	Wantirna	Infill		
Anne Road	Knoxfield	Not required		
Argyle Way	Wantirna South	Renewal	Moderate	poor canopy coverage
Army Road	Boronia	Infill		
Arnold Drive	Scoresby	Renewal	Minor	poor canopy coverage
Ashton Road	Ferntree Gully	Renewal	Moderate	mixed/poor canopy coverage
Avalon Road	Rowville	Infill		
Bark Avenue	Rowville	Renewal	Major	mixed/poor canopy coverage
Barmah Drive West	Wantirna	Renewal	Major	mixed/poor canopy coverage
Basin-Olinda Road	The Basin	Not required		
Beresford Drive	Boronia	Vacant	Major	poor canopy coverage
Bergins Road	Rowville	Not Applicable		
Bernard Hamilton Way	Rowville	Vacant	Major	poor canopy coverage
Berrabri Drive	Scoresby	Not Applicable		
Blackwood Park Road	Ferntree Gully	Infill		
Blaxland Drive	Rowville	Not Applicable	Major	vacant locations/mixed species
Bona Vista Road	Bayswater	Not Applicable	Major	mixed/poor canopy coverage
Borg Crescent	Scoresby	Vacant		
Braeburn Parade	Rowville	Not Applicable		
Bridgewater Way	Rowville	Not Applicable		
Buckingham Drive	Rowville	Infill		
Bunjil Way	Knoxfield	Not required		

ROAD	SUBURB	Audit Classification	Level of Renewal	Reason for Renewal
Calder Way	Wantirna South	Renewal	Major	mixed/poor canopy coverage
Cambden Park Parade	Ferntree Gully	Infill		
Chandler Road	Boronia	Infill		
Clauscen Drive	Rowville	Renewal	Moderate	vacant locations/poor canopy coverage
Coleman Road	Wantirna South	Renewal	Major	vacant locations/poor canopy coverage
Commercial Road	Ferntree Gully	Renewal	Moderate	vacant/mixed/poor canopy coverage
Dairy Lane	Ferntree Gully	Renewal	Major	mixed/poor canopy coverage
Dandelion Drive	Rowville	Infill		
Darryl Street	Scoresby	Infill		
Dawson Street	Upper Ferntree Gully	Renewal	Major	mixed/poor canopy coverage
Devenish Road	Boronia	Renewal	Major	mixed/poor canopy coverage
Dunbarton Drive	Wantirna	Renewal	Major	mixed/poor canopy coverage
Edina Road	Ferntree Gully	Renewal	Major	mixed/poor canopy coverage
Eildon Parade	Rowville	Not required		
Erica Avenue	Boronia	Infill		
Evans Street	Scoresby	Renewal	Major	vacant/mixed/poor canopy coverage
Floriston Road	Boronia	Not required		
Fonteyn Drive	Wantirna South	Not required		
Fowler Road	Rowville	Renewal	Major	vacant/mixed/poor canopy coverage
Francis Street	Ferntree Gully	Infill		
Gearon Avenue	Rowville	Infill		
George Street	Scoresby	Infill		
George Street	Wantirna South	Infill		
Grayson Drive	Scoresby	Renewal	Major	vacant/mixed/poor canopy coverage
Hancock Drive	Ferntree Gully	Renewal	Major	vacant/mixed/poor canopy coverage
Harold Street	Wantirna	Infill		
Hazelwood Road	Boronia	Not required		
Heany Park Road	Rowville	Not required		
Henderson Road	Knoxfield	Infill		

ROAD	SUBURB	Audit Classification	Level of Renewal	Reason for Renewal
High Street	Bayswater	Renewal	Moderate	vacant/mixed/poor canopy coverage
Jacob Drive	Rowville	Renewal	minor	mixed species
Jenola Parade	Wantirna South	Infill		
Jersey Road	Bayswater	Infill		
Karoo Road	Rowville	Renewal	major	vacant/mixed/poor canopy coverage
Kathryn Road	Knoxfield	Renewal	Moderate	vacant/mixed/poor canopy coverage
Kent Street	Knoxfield	Renewal	Minor	vacant/mixed/poor canopy coverage
Lakesfield Drive	Lysterfield	Renewal	Major	vacant/mixed/poor canopy coverage
Lakewood Drive	Knoxfield	Infill		
Laser Avenue	Rowville	Renewal	Moderate	poor canopy coverage
Liberty Avenue	Rowville	Renewal	Major	vacant/poor canopy coverage
Lynton Place	Scoresby	Not required		
Manuka Drive	Ferntree Gully	Not required		
Maryborough Road	Boronia	Infill		
McMahons Road	Ferntree Gully	Infill		
Mockridge Street	Wantirna South	Renewal	Moderate	vacant/mixed/poor canopy coverage
Mount View Road	Boronia	Infill		
Mountain Gate Drive	Ferntree Gully	Renewal	Moderate	vacant locations/poor canopy coverage
Mowbray Drive	Wantirna South	Renewal	major	vacant/poor canopy
Murrindal Drive	Rowville	Renewal	major	vacant/poor canopy
Narcissus Avenue	Boronia	Renewal	Moderate	vacant/mixed/poor canopy coverage
Norvel Road	Ferntree Gully	Not required		
Old Belgrave Road	Upper Ferntree Gully	Not required		
Orange Grove	Bayswater	Renewal	Major	vacant/poor canopy
Ormonde Road	Ferntree Gully	Infill		
Phyllis Street	Bayswater	Renewal	Major	vacant/mixed/poor canopy coverage
Pindari Drive	Bayswater	Renewal	Major	mixed species/poor canopy coverage
Pine Crescent	Boronia	Renewal	Moderate	mixed species/poor canopy coverage
Pine Road	Bayswater	Infill		
Pinehill Drive	Rowville	Infill		

ROAD	SUBURB	Audit Classification	Level of Renewal	Reason for Renewal
Power Road	Bayswater	Not required		
Power Road	Boronia	Not required		
Rankin Road	Boronia	Not required		
Rankin Road	Ferntree Gully	Not required		
Renou Road	Wantirna South	Renewal	Moderate	mixed species/poor canopy coverage
Rosewood Boulevard	Lysterfield	Infill		
Roxburgh Road	Wantirna	Renewal	Moderate	mixed species/poor canopy coverage
Rushdale Street	Knoxfield	Not required		
Sasses Avenue	Bayswater	Renewal	Moderate	vacant locations/poor canopy coverage
Seebeck Road	Rowville	Infill		
Selman Avenue	Ferntree Gully	Infill		
Silkwood Way	Rowville	Not required		
Sovereign Crest Boulevard	Rowville	Not required		
St Lawrence Way	Rowville	Not required		
Station Street	Bayswater	Infill		
Station Street	Ferntree Gully	Infill		
Stewart Street	Boronia	Infill		
Talaskia Road	Upper Ferntree Gully	Infill		
Taunton Crescent	Scoresby	Infill		
Templeton Street	Wantirna	Renewal	Moderate	vacant locations/poor canopy coverage
Terama Crescent	Bayswater	Infill		
Thaxted Parade	Wantirna	Infill		
Tirhatuan Drive	Rowville	Renewal	Moderate	poor canopy coverage
Timbertop Drive	Rowville	Infill		
Timothy Drive	Wantirna South	Infill		
Tormore Road	Boronia	Renewal	Major	vacant locations/poor canopy coverage
Trisha Drive	Rowville	Infill		

ROAD	SUBURB	Audit Classification	Level of Renewal	Reason for Renewal
Turrumurra Drive	Rowville	Not required		
Tyner Road	Wantirna South	Renewal	Major	vacant locations/poor canopy coverage
Victoria Road	Bayswater	Renewal	Major	vacant locations/poor canopy coverage
Wakely Crescent	Wantirna South	Renewal	Major	mixed species/poor canopy coverage
Wallace Road	Wantirna South	Renewal	Major	mixed species/poor canopy coverage
Wattletree Road	Ferntree Gully	Infill		
Wentworth Avenue	Rowville	Renewal	Moderate	mixed species/poor canopy coverage
Western Road	Boronia	Infill		
Westminster Drive	Rowville	Infill		
William Street	Boronia	Infill		
Willow Road	Upper Ferntree Gully	Infill		
Windermere Drive	Ferntree Gully	Infill		
Wyandra Way	Rowville	Renewal	Moderate	vacant locations/poor canopy coverage
Yvette Drive	Rowville	Infill		
Zerfas Street	Scoresby	Renewal	Major	mixed species/poor canopy coverage

ALL WARDS**9.1 KNOX COMMUNITY ENGAGEMENT POLICY UPDATE**

SUMMARY: *Acting Co-ordinator Community Strengthening (Deb Robert)*

Council's Community Engagement Policy seeks to define and direct a consistent Council approach when engaging with the community to support well informed decision making, good governance, active civic participation and democracy. The policy is currently due for renewal. In 2011, Council's Community Engagement Policy was reviewed as a component of the Knox Community Engagement Program (KCEP) Review. This report presents a summary of the findings from that review and the revised Community Engagement Policy for Council consideration.

RECOMMENDATION

That Council approve the revised Knox Community Engagement Policy.

1. INTRODUCTION

Knox City Council has had a commitment to community engagement practice, aligned with the International Association of Public Participation (IAP2) best practice model since 2001. IAP2 defines community engagement as '*any process that involves the community in problem-solving or decision-making and uses community input to make better decisions*'.

The key elements of Knox's Community Engagement Program (KCEP) (Appendix A) includes the Community Engagement Policy, Community Engagement Manual, the Community Engagement Advocates Network (CEA's) and training and development activities.

2. DISCUSSION

The Community Engagement Policy has a clear focus on supporting better informed decision making and transparency for Council. The Policy complements Council's other strategies and policies for general communications activities and public relations.

In 2011, Council undertook a review of the Knox Community Engagement Program coordinated by a Review Steering Committee with representatives from Community Wellbeing, Governance & Innovation and Communications Departments. The purpose of the review was to document and measure the effectiveness of the program. The review findings acknowledged that the foundations for good community engagement practice have been laid and that Council's current KCEP provides the key elements of an effective program. The review also identified the need for a revised approach and some ongoing investment to ensure a sustainable and effective program for the future. Fourteen recommendations were detailed, grouped under three focus areas to support the achievement of the program objective and to address the various issues identified.

9.1 Knox Community Engagement Policy Update (cont'd)

One of the priority recommendations was the revision of the Community Engagement Policy.

The proposed Policy (Appendix B) has been amended to reflect the review findings as well as recent stakeholder consultation including:

- The development of a clearly articulated Policy objective that links the practice of community engagement with effective governance;
- Clear separation between the core principle of community engagement and community strengthening. Community Engagement should focus clearly on better informed decision making and transparency;
- Ensuring staff and Councillors share an agreed understanding of why we conduct community engagement and the benefits this brings to Council's decision making processes;
- Guidance on when Council should engage with community in decision-making; and
- Acknowledging the links to communications and public relations strategies and policies.

The updated Policy defines a consistent approach and agreed principles for Council when engaging with the community, supported by relevant procedures documented in the Knox Community Engagement Manual based on the IAP2 best practice framework. The Policy clarifies the intent of community engagement as contributing to stronger local democracy and enhancing service excellence. The key objectives of the Community Engagement Policy are:

- To support well informed decision making; good governance; active civic participation and democracy; and
- To recognise the diversity of skills, views and expertise in the community and to use these to improve Council decision-making where possible.

3. CONSULTATION

In line with Council Policy regarding the revision of policies, internal consultation occurred between November 2015 and January 2016. Discussion and feedback was sought from Community Engagement Advocates (CEA's), relevant Managers and the Executive Management Team.

9.1 Knox Community Engagement Policy Update (cont'd)

4. ENVIRONMENTAL/AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial or economic implications associated with the review of this Policy.

6. SOCIAL IMPLICATIONS

Council's Community Engagement Program is designed to strengthen Council's community engagement practice. Stronger practice fosters the opportunities for active citizens to influence Council decisions and contribute to a resilient local democracy. Community engagement can also assist Council to make well informed decisions in the best interests of the community with positive social and community impacts for the short and /or longer term.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

The revision of the Community Engagement Policy contributes to Council delivering on the *City Plan* and *Council Plan Vision 2013-17*, in particular delivering on the objective 'Democratic and Engaged Communities. The theme's objectives are to:

- Improve community leadership and participation in Knox;
- Increase opportunities for the Knox community to participate in public decision-making processes; and
- Ensure Council is well governed and demonstrates effective leadership.

8. CONCLUSION

Council's Community Engagement Policy defines and directs a consistent Council approach when engaging with the community to support well informed decision making, good governance, active civic participation and democracy. The Policy is currently due for renewal. The revised Community Engagement Policy incorporates consultation in line with Council's revision of policies and the outcomes from the 2011 program review.

Following Council approval, the Policy will apply to all Councillors, Council Staff, contract workers, consultants and contractors who are undertaking community engagement on behalf of Council. The procedures are documented in Knox Council's Community Engagement Manual.

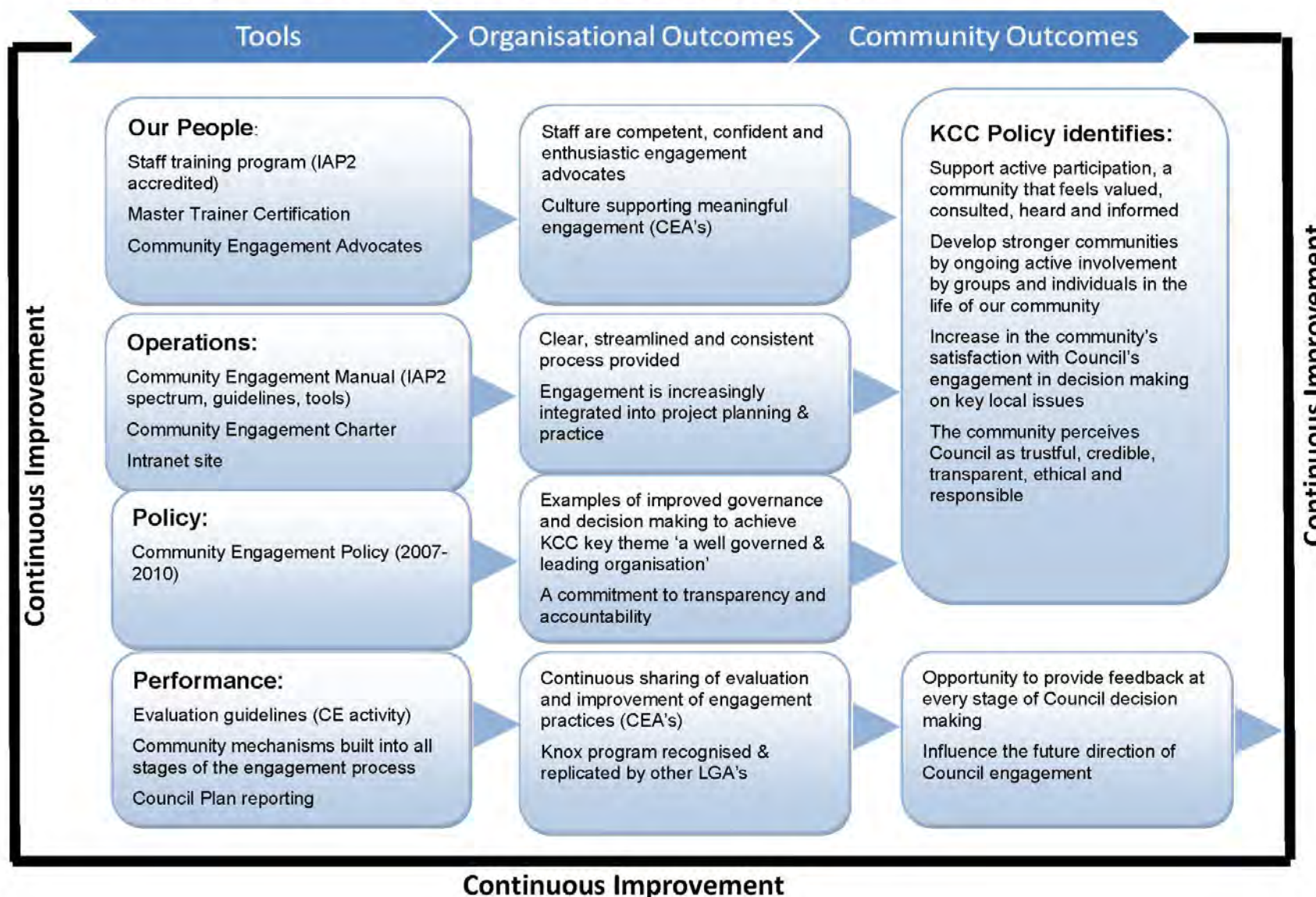
9.1 Knox Community Engagement Policy Update (cont'd)**9. CONFIDENTIALITY**

There are no confidentiality issues associated with this report.

***Report Prepared By: Acting Co-ordinator – Community
Strengthening (Deb Robert)***

***Report Authorised By: Director – Community Services
(Kerry Stubbings)***

Appendix A KNOX COMMUNITY ENGAGEMENT PROGRAM



APPENDIX B



KNOX POLICY

COMMUNITY ENGAGEMENT POLICY

Policy Number:	Issued by Governance	Directorate:	Community Services
Approval by:	Council or EMT	Responsible Officer:	Coordinator Community Strengthening
Approval Date:	Meeting Date	Version Number:	
Review Date:	3 Years from Meeting Date		

1. PURPOSE

The purpose of this Policy is to define and direct a consistent Council approach when engaging with the community as outlined in the Knox Community Engagement Manual. The key objectives of the Community Engagement Policy are:

- To support well informed decision making; good governance; active civic participation and democracy; and
- To recognise the diversity of skills, views and expertise in the community and to use these to support Council decision-making where possible.

Effective community engagement contributes to:

- Strengthening local democracy, both participatory and representative;
- Enhancing service excellence; and
- Ensuring good governance and transparency.

2. CONTEXT

The Community Engagement Policy plays a strong role in achieving Council's *Vision*, as well as the *City Plan's 2013-17* key theme (number five); 'Democratic and Engaged Communities.' This theme's objectives are to:

- 5.1 Improve community leadership and participation in Knox;
- 5.2 Increase opportunities for the Knox community to participate in public decision-making processes; and
- 5.3 Ensure Council is well governed and demonstrates effective leadership.

Council adopted a *Community Engagement Policy* in 2001 and subsequently in October 2007 (2007/10). Council's aspiration is to ensure best practice in community engagement through initiatives designed to build officer and Councillor capabilities that align with the International Association in Public Participation (IAP2) model.

The key elements of the Knox Community Engagement Program include: Community Engagement Policy, Community Engagement Manual, Community Engagement Advocates network and training and development activities.

3. SCOPE

This Policy applies to all Councillors and Council Staff. This Policy also applies to contract workers, consultants, contractors and volunteers who are undertaking community engagement on behalf of Council.

4. REFERENCES

4.1 **Council Plan**

- Democratic and Engaged Communities.

4.2 **Relevant Legislation**

- Local Government Act 1989 – General Councillor conduct principles.

4.3 **Charter of Human Rights**

- This Policy has been assessed against and complies with the Charter of Human Rights.

4.4 **Related Council Policies**

- Supersedes Policy number 2007/10, adopted at Ordinary Meeting of Council on 23 October 2007.
- Councillor Code of Conduct.
- Staff Code of Conduct.
- Staff Media Policy.
- Councillor Media Policy.
- Staff Social Media Policy.

4.5 **Related Council Procedures**

- The Knox Community Engagement Manual.

4.6 **Related Documents**

- Council's Communication Resource Kit.
- Council's Integrated City Strategy & Implementation Plan 2015-17.

5. DEFINITIONS

Council	Means Knox City Council, whether constituted before or after the commencement of this Policy.
Community	Broadly defined as those who have an interest in or are affected by the business of Council and the way it operates and includes: residents and landowners, businesses, workers, organisations and visitors.
Community Engagement	Any process that values and facilitates community input to help Council make better-informed decisions. It recognises that if the community is going to be affected by a decision, it needs to be engaged in the decision-making process in some way.
Community Engagement Spectrum	A tool designed to assist with the selection of the level of participation from less active to more active involvement. The spectrum includes the levels: inform, consult, involve, collaborate and empower. It defines the community's role and the formulation of the community engagement goal and promise which drives the engagement process. It is based on the IAP Participation 2 Spectrum.
Community Engagement Advocates	Cross organisational peer support group comprising staff that are experienced and trained in community engagement and foster a best practice and facilitating a whole of Council approach to community engagement.
Community Engagement Plan	A Plan that is developed in conjunction with a Project Plan, which outlines the community engagement stages, level of community participation in decision making, objectives, techniques, stakeholders and deliverables.
IAP2	The International Association for Public Participation is a world-wide association of members who seek to promote and improve the practice of public participation.

6. COUNCIL POLICY

6.1 Council will, as far as practicable, conduct a community engagement process when the following triggers occur:

- A legislative requirement such as under the Local Government Act;
- Council resolution to conduct community engagement for a specific purpose;
- Developing long-term plans and strategic documents including Planning Scheme Amendments, Local Area Planning;
- Master-planning, change in public land use (where community input would allow Council to gain input on issues which could be responded to in developing a proposal); and

- When there are options for works such as major road construction, major landscaping programs and other significant public infrastructure projects.

Additional triggers where Council may engage with community are where:

- There is a perceived impact on residents, community members or organisations in the municipality linked to Council activity;
- The decision has significant policy implications;
- There is actual or potential conflict, differences of opinion or dissenting views on issues;
- There is a need to build public awareness of issues or encourage community action; and
- When there are options requiring community input to assist with decision-making.

- 6.2 Council will, as far as practicable, design and implement its community engagement processes using the Knox Community Engagement based on the IAP2 best practice framework.
- 6.3 Council will support and train Councillors and staff on the systems and processes to support community engagement in line with this Policy and to use the Knox Community Engagement Manual where relevant with contractors.
- 6.4 Council will foster best practice and facilitate a whole of Council approach by facilitating a cross organisational peer support group comprising Council Staff trained and/or certified in IAP2.
- 6.5 Council will communicate its commitment to the Community Engagement Policy and process to the community
- 6.6 Council will, as far as practicable, collate community engagement output data in the corporate management system to support integrated planning and service delivery.
- 6.7 Council commits to review and continually improve its practice of community engagement.

KNOX POLICY



Knox City Council

COMMUNITY ENGAGEMENT POLICY

Policy Number:	Issued by Governance	Directorate:	<u>Community Services</u>
Approval by:	Council or EMT	Responsible Officer:	<u>Position Coordinator Community Strengthening</u>
Approval Date:	Meeting Date	Version Number:	
Review Date:	3 Years from Meeting Date		

1. PURPOSE

The purpose of this Policy is to define and direct a consistent Council approach and agreed principles (and agreed principles?) for to be taken by Council when engaging with the community as outlined communicated in the Knox Community Engagement Manual. The key objectives of the Community Engagement Policy are ~~to~~:

To support the provision of Council information to keep the community well informed.

~~• To enable the community to be better informed about Council issues, processes and decisions which might affect them;~~

~~• reduce misinformation and misconception;~~

~~• develop stronger communities;~~

~~• improve the relationship between Council and the Community;~~

~~• develop trust and credibility both internally and externally;~~

~~• help identify actual and potential problems/issues; and~~

~~• o support well informed decision making; good ~~good~~ governance; and active civic participation and democracy; and~~

~~• To ~~Recognise~~ acknowledge the diversity of skills, views and expertise in the community and aim to use these to support improve Council's decision-making where possible.~~

Effective community engagement contributes to:

~~• Strengthening local democracy, both participatory and representative;~~

~~• Enhancing service excellence; and~~

~~• Ensuring good governance and transparency.~~

2. CONTEXT

The Community Engagement Policy plays a strong role in achieving Council's Vision, as well as the ~~and~~ City Plan's 2013-17 key theme (number five);

'Democratic and Engaged Communities.' This theme's objectives are to, including:

- 5.1 Improve community leadership and participation in Knox;
- 5.2 Increase opportunities for the Knox community to participate in public decision-making processes; and
- 5.3 Ensure Council is well governed and demonstrates effective leadership.

~~In September 2001, Council adopted a *Community Engagement Consultation Policy* (#2001/7) in 2001 and subsequently in *The Policy* was linked to a *fra* *October 2007 (2007/10)*. *mework*. *The review of this Policy is aligned with the corporate standard of regularly reviewing policies. Council's aspiration is to ensure best practice in community engagement through initiatives designed to build officer and Councillor capabilities y that align* *that is aligned with*~~

~~Since 2001, Council practice has been linked with the *the* International Association in Public Participation (*IAP2*) model.~~

~~The *initiatives form* *The key elements of the Knox Community Engagement Program include: Framework* *are which include: Community Engagement Policy, Community Engagement Manual, the Community Engagement Advocates network and, and training and development activities,* *a certified program and comprehensive community engagement planning approach which is recognised world-wide.*~~

3. SCOPE

This Policy ~~will~~ *applies* to all Councillors and Council Staff. ~~This Policy will also apply~~ *ies* to contract workers, consultants, ~~and~~ *contractors and volunteers* ~~who~~ *ww* who are undertaking community engagement on behalf of Council.

4. REFERENCES

~~Each of the following headings must be completed. Examples are provided below each heading.~~

4.1 *Council Plan*

- ~~• Effective Governance~~
- *Partnering and Engaging Democratic and Engaged Communities.*

4.2 *Relevant Legislation*

- Local Government Act 1989 – ~~Conflict and Interest Provisions~~ *General Councillor conduct principles.*

4.3 *Charter of Human Rights*

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

4.4 *Related Council Policies*

- ~~Election Period Policy~~ *Supersedes Policy number 2007/10, adopted at Ordinary Meeting of Council on 23 October 2007.*
- Councillor Code of Conduct.
- Staff Code of Conduct.
- Staff Media Policy.
- Councillor Media Policy.
- Staff Social Media Policy.

~~4.5~~ *4.5 — Related Council Procedures*

- The Knox Community Engagement Manual. Nil

~~4.6~~ *Related Documents*

- ~~• The Knox~~

~~Supersedes policy number 2001/7 adopted at the Ordinary Council Meeting on 25 September 2001.~~

~~• The Knox Community Engagement Manual.~~

- Council's Communication Resource Kit.

- Council's Integrated City Strategy & Implementation Plan 2015-17.

5. DEFINITIONS

Detail any definitions within the policy.

Council	means Knox City Council, whether constituted before or after the commencement of this Policy.
Individual(s)	means a resident(s) of the Knox Municipality.
Community Group(s)	means a legal entity who provide services, support or activities to the Knox community.
Council	<u>Means Knox City Council, whether constituted before or after the commencement of this Policy.</u>
Community	is broadly defined as those who have an interest in or are affected by the business of Council and the way it operates and may include: residents and landowners, service providers; users of Council services; businesses, operators; visitors; associations and organisations based locally or in the wider region; people who work and recreate in the Knox municipality; and statutory and government agencies, workers, organisations and visitors.
Community Engagement	<u>Any process that values and facilitates community input to help Council make better-informed decisions. It recognises that if the community is going to be affected by a decision, it needs to be engaged in the decision-making process in some way.</u>
Community Engagement Spectrum	A <u>is a tool designed to assist with the selection of the level of participation from less active to more active involvement. T</u> which goes from less active involvement to more active involvement. <u>The spectrum includes the following levels: inform, consult, involve, collaborate and empower. It defines the community's role and the formulation of the community engagement goal and promise which will drive the engagement process. It is based on the International Association of Public Participation 2 Spectrum.</u>
Community Engagement Advocates	<u>A</u> C <u>cross organisational peer support group comprising staff Council that are experienced and trained in community engagement and staff trained and certified in IAP2, foster and best practice and facilitating a whole of Council approach to community engagement.</u>
Community Engagement Plan	<u>A Plan that is developed in conjunction with a Project Plan, which outlines the community engagement stages, level of community participation in decision making</u>

	<u>spectrum, objectives, techniques, stakeholders and deliverables.</u>
IAP2	<u>The International Association for Public Participation is a world-wide association of members who seek to promote and improve the practice of public participation.</u>
Community Engagement	is any process that values and facilitates community input to help Council make better informed decisions. It recognises that if the community is going to be affected by a decision, it needs to be engaged in the decision in some way. As community engagement comprises different levels of participation it can include having access to clear information about a decision which has been made through to very significant levels of participation in a decision.

6. COUNCIL POLICY

Detail the Council policy in this section. An example is provided below. Please use the numbering convention outlined below.

6.1 Overview

6.1 Council will, as far as practicable, conduct a community engagement process when the following triggers occur;

- A legislative requirement such as under the Local Government Act;
- Council resolution to conduct community engagement for a specific purpose;
- Developing long-term plans and strategic documents including Planning Scheme Amendments, Local Area Planning;
- Master-planning, change in public land use (where community input would allow Council to gain input on issues which could be responded to in developing a proposal); and
- When there are options for works such as major road construction, major landscaping programs and other significant public infrastructure projects.

Additional triggers where Council may engage with community are where;

- There is a perceived impacts on residents, community members or organisations in the municipality linked to Council activity of Council activity;
- The decision has significant policy implications;
- There is actual or potential conflict, differences of opinion or dissenting views on issues;
- There is a need to build public awareness of issues or encourage community action; and

- When there are options requiring community input to assist with decision-making.

~~Council values the diversity of skills, views and expertise in the community and aims to use these to improve its decision-making where possible. Effective community engagement contributes to:~~

- ~~• Strengthening local democracy, both participatory and representative;~~
- ~~• Enhancing service excellence; and~~
- ~~• Ensuring good governance.~~

~~To ensure all community engagement activities are honoured according to the agreed level on the Community Engagement spectrum, all community engagement plans will be endorsed by the appropriate decision maker of Council.~~

~~When undertaking community engagement, the Council aims to:~~
~~(?principles)~~

- ~~• Use the community's input to make better, more sustainable decisions;~~
- ~~• Make clear the nature of the decisions to be made that involve community participation;~~
- ~~• Make clear any matters that are non-negotiable and why;~~
- ~~• Build on any previous relevant community engagement carried out;~~
- ~~• Provide participants with the information they need to participate in a meaningful way;~~
- ~~• Use methods that are inclusive, flexible and appropriate to those participating;~~
- ~~• Communicate how their input will affect the decision;~~
- ~~• Facilitate mutual understanding between groups and individuals with differing perspectives and interests;~~
- ~~• Build positive relations between Council and all sections of the community; and~~
- ~~• Provide feedback to the community on how their input has impacted on the final decision.~~

~~Some decisions require more participation by the community than others. To help embed a consistent approach in the development, implementation and evaluation of community engagement at Knox, a Knox Community Engagement Manual has been developed. The~~

~~Manual is based on the best practice model developed by the International Association for Public Participation. It clearly sets out the process to scope, act and evaluate a community engagement process.~~

6.2 — Implementation of Policy

~~To embed a consistent approach in the development, implementation and evaluation of community engagement at Knox, a Knox Community Engagement Manual has been developed. The Manual is based on the best practice model developed by the International Association for Public Participation. It clearly sets out the process to scope, act and evaluate a community engagement process.~~

6.2.1 Council will, as far as practicable, design and implement its community engagement processes using the Knox Community Engagement Manual.

6.3.2 Council will support and train Councillors and staff on the systems and processes to support community engagement in line with this Policy and to use the Knox Community Engagement Manual where relevant with contractors.

~~6.4.3 Council will foster best practice and facilitate a whole of Council approach by facilitating a cross organisational peer support group comprising Council Staff trained and/or certified in IAP2.~~

6.5.3 Council will communicate its commitment to the Community Engagement Policy and process to the community

6.6 ~~Council will, as far as practicable, collate community engagement outputs data in the corporate management system to support integrated planning and service delivery avoid duplication and increase efficiencies.~~

6.7.4 — Council commits to review and continually improve its practice of community engagement.

ALL WARDS**9.2 KNOX ARTS AND CULTURAL GRANTS SCHEME 2014-15**

SUMMARY: *Coordinator Cultural Planning and Development (Sara Austin)*

The Knox Arts and Cultural Grants Scheme was established in 2010 to assist the development of the Knox arts and cultural sector. A sum of \$10,000 is allocated annually by Council to support arts and cultural development projects. This report outlines the projects funded in 2014-15.

RECOMMENDATION

That Council notes this report on the Knox Arts and Cultural Grants Scheme for 2014-15.

1. INTRODUCTION

The Knox Arts and Cultural Grants Scheme (ACGS) was established in 2010. Members of the Knox Arts and Cultural Advisory Committee (KACAC) are responsible for assessing applications to the grant scheme and making recommendations for approval by the Manager – Youth, Leisure & Cultural Services as per the Knox Arts and Cultural Grants Scheme Policy.

The annual level of funds available for the Scheme is \$10,000. The Policy guiding the Arts and Cultural Grants Scheme is provided as Appendix A.

The grants scheme was open for applications for the period November 2014 to February 2015 as a 'rolling program' with decisions on the applications made within a 2-3 week time scale. The Scheme received ten applications of which six were approved for funding.

2. DISCUSSION**Parameters of the Knox Arts and Cultural Grants Scheme**

The Knox Arts and Cultural Grants Scheme is focused on supporting projects that demonstrate how they can build capacity within the arts and cultural sector of Knox. Support is only given to applications which lead to the organisational, structural, visibility or skills development of an organisation or individual.

9.2 Knox Arts and Cultural Grant Scheme 2014-15 (cont'd)

Projects may include training in a particular topic or skill from recognised professionals such as artistic technique or skills. Other areas which may be funded include schemes or projects that assist in the building of an organisations capacity; for example, training in social media, improving governance, enhancing fundraising skills, marketing skills or building project management expertise etc. Funding is not given to projects which are solely about the delivery of arts or cultural projects.

The minimum grant that can be applied for as part of the ACGS is \$500 and the maximum is \$2,000.

Projects supported in 2014-15

Applications and grant funding allocations for the 2014-15 Arts and Cultural Grants Scheme are detailed in Appendix B to this report.

The ranking criterion for the 2014-15 Arts and Cultural Grants Scheme is detailed in Appendix C to this report.

There were another four submissions received, which were unsuccessful due to the prioritising process and/or lack of eligibility, detailed in Appendix D.

The Scheme also received a further five telephone enquiries for funding from arts organisations and artists who were advised that their projects were not eligible for funding from the Knox Arts and Cultural Grant Scheme. These enquiries were largely from applicants seeking support for specific projects such as exhibitions, publication of catalogues, the staging of performances etc. All enquiries from not-for-profit organisations or groups were directed to other Community funding programs and sources.

3. CONSULTATION

Members of the Knox Arts & Culture Advisory Committee considered applications for grants and made recommendations to Council's Manager – Youth, Leisure & Cultural Services.

4. ENVIRONMENTAL/AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

The Arts and Cultural Grants Scheme (ACGS) allocated \$10,000, to support arts and cultural development projects in Knox in 2014-15.

The acquittals from the 2014-15 successful applicants of the ACGS have all been received. The acquittals highlighted that with artists' contribution, volunteer time and other grants and donations received by the applicants the scheme delivered \$31,280 dollars worth of projects to support the development of arts and cultural community organisations in Knox.

9.2 Knox Arts and Cultural Grant Scheme 2014-15 (cont'd)

6. SOCIAL IMPLICATIONS

The development of the arts and cultural sector in Knox helps inspire a creative community. The arts play an important role in creating a more connected community, and provides a positive influence on people's lives and the municipality as a whole.

The benefits of the grant scheme and the investment in arts and cultural projects assists in building social capital through the engagement of local people and enabling greater connection within communities for those participating through such projects.

Arts and cultural activity has the ability to promote Knox as a municipality which champions creative and innovative thinking and practices and is a desirable place to live, work and visit, with associated positive economic outcomes.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

The Knox Vision and City Plan 2013-17 provide a sound basis upon which to develop the arts and cultural program.

The Knox Vision: Our City, Our Future document includes five themes:

1. *Healthy, Connected Communities*
2. *Prosperous, Advancing Economy*
3. *Vibrant and Sustainable Built and Natural Environments*
4. *Culturally Rich and Active Communities*
5. *Democratic and Engaged Communities*

While there are potential outcomes from the outputs of the grant scheme that may contribute to the delivery of all five themes, the most relevant of the five is Theme 4: Culturally Rich and Active Communities.

Objectives for this vision include:

Theme 4: Culturally Rich and Active Communities

- *Improve the acceptance and valuing of diversity and difference in the Knox community.*
- *Increase use of public spaces and infrastructure for the purposes of cultural expression and physical activity.*
- *Promote and celebrate the arts in Knox and provide an environment in which artistic and cultural expression in the public domain is encouraged and valued.*

9.2 Knox Arts and Cultural Grant Scheme 2014-15 (cont'd)**8. CONCLUSION**

The development of the arts and cultural sector in Knox has been strongly supported by Council with significant investment in a range of arts and cultural outputs within the municipality.

The Knox long-term vision is to work towards a culturally rich and active society. Council encourages a partnership approach to achieving its long-term aims for the Knox community through the ACGS and other arts focused initiatives. The 2014-15 Arts and Cultural Grants Scheme has supported six projects within Council's allocated budget to promote and strengthen arts and cultural organisations in Knox.

9. CONFIDENTIALITY

There are no confidentiality issues related to this report.

***Report Prepared By: Coordinator Cultural Planning and Development
(Sara Austin)***

***Report Authorised By: Director – Community Services
(Kerry Stubbings)***

APPENDIX A – Knox Arts and Cultural Grants Scheme Policy

KNOX ARTS AND CULTURAL GRANTS SCHEME POLICY



KNOX ARTS AND CULTURAL GRANTS SCHEME

Policy Number:	Issued by Governance	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Coordinator Cultural Planning and Development
Approval Date:	22 July 2014	Version Number:	1
Review Date:	26 July 2017		

1. PURPOSE

The aim of the Knox Arts and Cultural Grants Scheme is to support and develop the local arts sector by supporting skills development through the provision of annual grant funding. The funding aims to support local artists or local arts organisations to present, perform, attend or represent the Knox municipality, at recognised local, regional, national or international arts and cultural forums.

2. REFERENCES

3.1 *Knox City Plan 2013-2017 incorporating the Council Plan*

- This grant scheme will contribute to the City and Council Plan outcomes relating to Theme Four–Culturally Rich and Active Communities.

3.2 Relevant Legislation

- Local Government Act 1989 – Conflict and Interest Provisions.

3.3 Charter of Human Rights

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

3.4 Related Council Plans

- Community Health and Wellbeing Strategy 2013-17
- Knox Arts Plan (2012-2022)

3.5 Related Council Procedures

- Knox Arts and Cultural Grant Procedure

3. DEFINITIONS

Detail any definitions within the Policy.

Council	means Knox City Council, whether constituted before or after the commencement of this Policy.
Individual(s)	means a resident(s) of the Knox Municipality.
Community Group(s)	means a legal entity which provides services, support or activities to the Knox community.

4. COUNCIL POLICY

4.1 Allocations from the Arts and Cultural Grants Scheme shall be for the purposes of meeting requests for funding which are:

- directly related to the development of the arts community within Knox and raising the profile of the arts community by assisting applicants to participate in recognised cultural forums for the purposes of presenting, performing, attending or representing the Knox arts and cultural community.

4.2 The Knox Arts and Cultural Grant Scheme does not supplement, subsidise or replace existing Council Budget allocations.

4.3 The Knox Arts and Cultural Grants Scheme does not replace access to the Community Development Fund for the arts community.

4.4 The Knox Arts and Cultural Grants Scheme will be made available as a rolling funding program open to eligible applicants each financial year and from the beginning of September through to the end of February the following calendar year.

4.5 Assessment of applications will be undertaken in accordance with this Policy, by a team of three representatives of the Knox Arts & Cultural Development Advisory Committee which will make recommendations to the delegated authority.

4.6 Delegated authority associated with the allocation of the Scheme will be the Manager Youth, Leisure and Cultural Services.

-
- 4.7 The following criteria shall be used in assessing any application for the Arts and Cultural Grants Scheme:
- 4.7.1 All requests for funding must be in writing;
 - 4.7.2 Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community;
 - 4.7.3 Maximum allocation available to applicants is \$2,000;
 - 4.7.4 Allocated funds must provide a community benefit and be in keeping with the objectives and directions of the Knox City Plan and Council Plan;
 - 4.7.5 For applications of \$1,000 or more, successful applicants must provide a statement to Council that the funds have been spent in accordance with their funding application;
 - 4.7.6 Successful applicants are required to provide Council with copies of any images, programs or marketing materials relating to projects funded by the Scheme;
 - 4.7.7 Successful applicants must be willing to attend a presentation ceremony in order to receive their grant; and
 - 4.7.8 Successful applicants must recognise Council's contribution on any publicity material (print or electronic).
- 4.8 The Coordinator Cultural Planning and Development shall complete a declaration form for each approved funding application to identify any conflict of interest any assessors may have with the recipient individual or community group. The declaration form must be attached to the funding application prior to processing.
- 4.9 All approved applications and associated documentation must be lodged with the Coordinator Cultural Planning and Development by the close of the Applicant period. No late applications will be received under any circumstances.
- 4.10 Applications for funding cannot be made retrospectively and must be received and finalised before the event or activity to which the funding relates is undertaken.
- 4.11 Any unallocated funds from the Arts and Cultural Grant Scheme are to remain unexpended for the year and will not be carried forward to the following financial year.
- 4.12 A report shall be presented to Council on an annual basis setting out expenditure on the Scheme for the previous financial year.

APPENDIX B – Projects Supported in 2014-15

Applications and grant funding allocations for the 2014-15 Arts and Cultural Grants Scheme is detailed below:

Name of organisation/ artist	Name of Project	Description	Amount requested \$	Council Grant \$
Fiona Valentine	Colour in Your Life; TV project	Made a promotional video about artist's teaching and painting practice <i>The applicant was allocated the full amount requested as the contribution from the applicant themselves was substantial</i>	\$2,000	\$2,000
Ferntree Gully Arts Society	Beyond Seventy: Phase One	Engaged SGR consultancy to deliver a strategic planning program <i>The applicant was allocated the full amount requested as the group were in close consultation with Council officers and could demonstrate a long term commitment to the strategic development of the organization, as well as long term significant levels of investment. The work of the organization could also be seen to have a broad impact on the arts and cultural contribution to Knox</i>	\$2,000	\$2,000
Sheryle Billings	Website development	Developed a website to help promote artist's paintings on Ned Kelly <i>The applicant was allocated the full amount requested to reflect the canon of work the artist had completed and the high standard of work produced.</i>	\$2,000	\$2,000
Sound of Melbourne	Attendance of SXSW music conference in Austin, Texas	Assistance for travel for Company director Joe Grimes to attend the conference to maximise networking opportunities <i>The applicant was allocated the full amount requested as the contribution from the applicant themselves was substantial</i>	\$2,000	\$2,000

Dance Hub	Personal development workshop series	<p>Three skills development workshops with contemporary dance experts. The workshops focused on technique and composition comprising a technique class and a choreographic skills section, with a post workshop evaluation discussion</p> <p>The applicant was allocated the full amount requested as the group were in close consultation with Council officers and could demonstrate a long term commitment to the strategic development of the organization, as well as long term significant levels of investment. The work of the organization could also be seen to have a broad impact on the arts and cultural contribution to Knox</p>	\$1,000	\$1,000
Julie Cotter	Tom Roberts Portraits Website	<p>Development of a website to help promote a book on the portraiture the famous Australian artist of the late nineteenth century by Tom Roberts. Written by a local author Julie Cotter and published by Thames and Hudson</p> <p>The applicant was not allocated the full amount requested as the application came later in the scheme and limited funds were available. The requests for funding extended the total amount available.</p>	\$2,000	\$1,000
Total requested			\$11,000	
Total granted				\$10,000

APPENDIX C – Ranking Criteria: Knox Arts and Cultural Grants scheme 2014-15**1. Sector Development – skills enhancement and associated professional development proposals**

Criteria for Arts and Cultural Skills Development	Rating	Score	Your Score
Governance		10	
To what extent does the project or program contribute to meeting the Scheme's identified purpose; to enable a group or an individual to enhance skills or develop an increased level of professionalism?	Significant Moderate Slightly Not at all		
Is the capacity of the individual, group or organisation to mount, manage and benefit from this development opportunity clearly demonstrated in the application?	Significant Moderate Slightly Not at all		
Arts and Cultural Sector Development Benefit			
To what extent does the project respond to a need or gap in current provision of the arts and cultural skills and development in the community - as identified in the application?	Significant Moderate Slightly Not at all		
To what extent does the project seek to improve or enhance existing skills in the arts community or specific service providers or individuals within Knox?	Significant Moderate Slightly Not at all		
To what extent will the development opportunities continue to provide benefits to the individual or arts group beyond the immediate activity?	Significant Moderate Slightly Not at all		
Economical/Financial Impact			
Is the project is financially viable and/or have the capacity to bring additional funding?	Significant Moderate Slightly Not at all		
To what extent is the individual or group contributing to the budget of this project?	Significant Moderate Slightly Not at all		
TOTAL SCORE			

2. Sector Development – skills development through the opportunity to present, perform, attend or represent your arts practise in Knox, at a recognised cultural forum.

Criteria for Arts and Cultural representation out of the city.	Rating	Score	Your Score
Governance		10	
To what extent does the project or program meet the Scheme's identified purpose; to provide support for local artists or arts organisations to present, perform, attend or represent the City, at a recognised cultural forum?	Significant Moderate Slightly Not at all	5 3 2 0	
Is the capacity of the individual, group or organisation to mount and manage benefits from this opportunity clearly demonstrated in the application?	Significant Moderate Slightly Not at all	5 3 2 0	
Arts and Cultural Sector Development Benefit		30	
To what extent does the proposal provide the applicant with the opportunity to showcase their skills and network with other arts practitioners?	Significant Moderate Slightly Not at all	15 10 5 0	
To what extent will the development opportunities continue to provide benefits to the individual or arts group beyond the forum?	Significant Moderate Slightly Not at all	10 7 3 0	
To what extent does the proposal provide the applicant with the opportunity to showcase Knox City in a wider cultural context?	Significant Moderate Slightly Not at all	5 3 2 0	
Economical/Financial Impact		10	
Is the project is financially viable and/or has it the capacity to attract the required additional funding?	Significant Moderate Slightly Not at all	5 3 2 0	
To what extent is the individual or group contributing to the budget of this project?	Significant Moderate Slightly Not at all	5 3 2 0	
TOTAL SCORE		50	

APPENDIX D – Unsuccessful applications for Knox Arts & Cultural Grants Scheme 2014-15

Name of organisation/artist	Name of Project	Description	Amount requested \$	Rationale for application being unsuccessful
Deanna Roberts	The Deanna Show - Television Talk Show	This is a production of a Television Talk Show entitled 'Deanna'. The show is divided into three segments: 1. Interview 'In the Chair' 2. Panel chat 'Chatterbox' 3. Demonstration 'Create It'. The purpose of the show is to bring unknown local 'heroes' to the fore.	7,000	1. The application was for a the delivery of a project 2. The amount requested exceeded the limit of \$2,000
Telugu language and culture foundation of Australia Inc	"Together we make a Difference"	Aims to protect and promote Telugu language and culture to the people living in Australia.	2,000	1. Application was incomplete 2. The project was centered on the delivery of a project and not strategic development.
The 1812 Theatre	Board Shorts - Short Play Festival	Prize money for the organisation's Broadshorts competition	1,500	1. The project was centered on the delivery of a project and not strategic development.
Treefern Potters	Knox Environment Society (KES) Rare and Endangered Species Garden Feature	To build an artistic and aesthetically pleasing entrance feature to the rare and endangered plants species garden at KES.	2,000	• The project was centered on the delivery of a project and not strategic development.

ALL WARDS**10.1 2015-16 ANNUAL PLAN PROGRESS REPORT TO 31 DECEMBER 2015**

SUMMARY: *Business Improvement Officer (Carrie Hudson and Jacqueline Child)*

This report provides the second quarter progress on initiatives identified in the 2015-16 Annual Plan. The Annual Plan for 2015-16 was adopted by Council at the Ordinary Meeting of Council on 23 June 2015 as part of the 2015-16 Annual Budget. The Annual Plan satisfies legislative requirements of the *Local Government Act 1989* by outlining the services provided by Council and the initiatives that Council will complete in the 2015-16 year.

It should be noted that the Annual Plan does not provide for reporting on all Council activities but only those identified as initiatives in the Annual Plan and Annual Budget process.

RECOMMENDATION

That Council receive and note the 2015-16 Annual Plan progress report for the period ending 31 December 2015.

1. INTRODUCTION

An Annual Plan was established for the 2015-16 financial year to assist in the achievement of the objectives of the Knox City Plan (incorporating the Council Plan) 2013-17, the Knox Vision. The 2015-16 Annual Plan progress report to 31 December 2015 (see Appendix A) reports on the initiatives that support those objectives.

2. DISCUSSION

Appendix A (attached) provides the Annual Plan progress report for the second quarter of 2015-16.

Of the 25 initiatives included in the 2015-16 Annual Plan:

- One initiative has not commenced and is scheduled to commence in January 2016. This initiative is not included in the Q2 report due to the start date;
- Three initiatives are less than 25% progressed;
- Seven initiatives are between 25 – 50% progressed;
- Thirteen initiatives are 50% or more progressed; and
- One initiative is 100% complete.

10.1 2015-16 Annual Plan Progress Report to 31 December 2015 (cont'd)

Highlights for the second quarter include:

- *Undertake an analysis of Council's services to identify and pursue opportunities to increase awareness of mental health issues:*
In the second quarter, a workshop was held and a draft report has been prepared for discussion with Community Services Managers in 2016.
- *Identify and address missing links and key places for path connectivity through Council's capital works program:*
As at the end of December, Council had expended 40 per cent of the 2015/16 allocated budget for footpath renewal and 50 per cent of the allocated budget for shared path renewal.
- *Investigate and implement opportunities to use social media tools to promote arts and cultural opportunities:*
An analysis of Facebook participation for the Stringybark Festival and Carols by Candlelight event is currently being undertaken as well as a community consultation.

3. CONSULTATION

The 2015-16 Annual Plan actions are linked to, and support the delivery of, the Knox Vision and the Knox City Plan 2013-17. The community took part in developing the Knox Vision, which provided the context for the Knox City Plan 2013-17.

The Annual Plan 2015-16, including the initiatives, was approved as part of the Annual Budget after public consultation on 23 June 2015.

4. ENVIRONMENTAL/AMENITY ISSUES

Objectives for the environment are reflected in the Knox City Plan and relevant initiatives are reflected in the 2015-16 Annual Plan.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The initiatives for 2015-16 were developed in conjunction with the 2015-16 Annual Budget and all initiatives are funded.

6. SOCIAL IMPLICATIONS

There are no social implications of this report.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

This is a progress report on the second quarter of the 2015-16 Annual Plan, which supports the delivery of the Knox City Plan 2013-17.

10.1 2015-16 Annual Plan Progress Report to 31 December 2015 (cont'd)**8. CONCLUSION**

The initiatives reported here are those identified in the adopted Annual Plan 2015-16 and are not representative of all services and works provided by Council.

9. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

***Report Prepared By: Carrie Hudson and Jacqueline Child
Business Improvement Officer***

***Report Authorised By: Kath Oakley
Director - Corporate Development***

Knox City Council

Annual Plan Report

December Quarter 2015



Theme 1

Healthy, Connected Communities

Action Status



■ Off Track 0.00 %
■ Monitor 0.00 %
■ On Track 100.00 %
■ No Target 0.00 %

Action Performance



Actions reported on	4
At least 90% of action target achieved	4
Between 70% and 90% of action target achieved	0
Less than 70% of action target achieved	0
Actions with no target set	0

Initiatives for 2015/16

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Establish a Seniors Group Network to support the implementation of Council's Senior Citizens Support Service Plan.	01/07/2015	30/06/2016	In Progress	15%
Responsible Person Tanya Clark-Manager Active Ageing and Disability Services Department Active Ageing and Disability Services				
Progress Comments The Seniors Support Officer recruitment process was completed in late December. The appointed officer will commence on 1 February 2016 and will commence the establishment of the Seniors Group Network, which will support the implementation of Council's Senior Citizens Support Service Plan. <i>Last Updated : 14/01/2016</i>				

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Undertake an analysis of Council's services to identify and pursue opportunities to increase awareness of mental health issues through relevant Council delivered programs.	01/07/2015	30/06/2016	In Progress	35%
Responsible Person Kathy Parton-Manager Community Wellbeing Department Community Wellbeing				
Progress Comments A project plan has been developed to guide this action. A workshop for Community Services Managers and Coordinators was held on 28 October 2015. A draft report has been prepared for the Community Services Managers for discussion in early 2016. <i>Last Updated : 07/01/2016</i>				

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Following research and community engagement, implement strategies to increase healthy food choices in Knox sporting and community groups that operate in Council owned or managed facilities.	01/07/2015	30/06/2016	In Progress	30%
Responsible Person Kathy Parton-Manager Community Wellbeing Department Community Wellbeing				
Progress Comments Three case studies of three clubs have been developed and a project action plan and report will be submitted to Executive Management Team on 18 February 2016. <i>Last Updated : 12/01/2016</i>				

Theme 1

Healthy, Connected Communities

Action Description	Start Date	End Date	Status	%
<input type="checkbox"/> Facilitate and support volunteering in Council services and programs by preparing a policy for the management of volunteers, and a plan for training volunteers.	01/07/2015	30/06/2016	In Progress	55%

Responsible Person Kathy Parton-Manager Community Wellbeing **Department** Community Wellbeing

Progress Comments People Performance has initiated work to establish a CARE work booklet for Council volunteer managers as a way to train volunteers.

An initial network meeting was convened for all Knox volunteer managers and coordinators to identify training requirements.

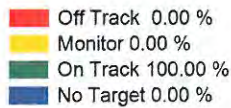
A central storage of volunteer information has been set up. 'Volunteer for Knox' have committed to present their volunteer induction training package to Council volunteer managers in 2016 as potential generic induction for Council volunteers.

Last Updated : 12/01/2016

Theme 2

Prosperous, Advancing Economy

Action Status



Action Performance



Actions reported on	11
At least 90% of action target achieved	11
Between 70% and 90% of action target achieved	0
Less than 70% of action target achieved	0
Actions with no target set	0

Initiatives for 2015/16

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Attract and assist new investment and assist existing businesses to grow through the Knox Investment Facilitation Service.	01/07/2015	30/06/2016	In Progress	50%
Responsible Person Kim Rawlings-Manager City Futures Department City Futures				
Progress Comments A number of new investment and existing businesses are continuing to be supported with investment facilitation. The development of a Regional Investment Attraction Strategy for Melbourne's East through Melbourne East Regional Development Australia has been completed with an Implementation Framework in progress. <i>Last Updated : 21/12/2015</i>				

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Continue delivery of the Business Visits and Engagement Program to improve Council's understanding of the business community and their needs in terms of skills, growth, labour force, technology and infrastructure requirements.	01/07/2015	30/06/2016	In Progress	50%
Responsible Person Kim Rawlings-Manager City Futures Department City Futures				
Progress Comments Sixteen business visits and participation in 23 business engagement opportunities have occurred since 1 July 2015. Connecting directly with business through business visits and at various business events provides an opportunity to promote Council's Business and Economic Development Service and to better understand the challenges and opportunities facing Knox businesses. <i>Last Updated : 21/12/2015</i>				

Theme 2

Prosperous, Advancing Economy

Action Description	Start Date	End Date	Status	%
<p>Continue to advance Council's place based planning to achieve business growth, attract investment and boost employment in key strategic precincts, specifically Bayswater-Boronia, Employment/Industrial Precinct and Scoresby Rowville Employment Precinct.</p>	01/07/2015	30/06/2016	In Progress	30%
<p>Responsible Person Kim Rawlings-Manager City Futures</p> <p>Department City Futures</p> <p>Progress Comments The Bayswater Industrial Precinct Review Project Working Group has engaged a Project Coordinator who will research business connectivity including supply chain management (flow of goods and services) of the Precinct.</p> <p>There is no funding for Scoresby/Rowville Employment Precinct other than via the Investment Facilitation Service.</p> <p><i>Last Updated : 21/12/2015</i></p>				

Action Description	Start Date	End Date	Status	%
<p>Progress preparation of a structure plan in collaboration with the Metropolitan Planning Authority to guide future investment and development for the Wantirna Health and Medical Precinct.</p>	01/07/2015	30/06/2016	In Progress	30%
<p>Responsible Person Kim Rawlings-Manager City Futures</p> <p>Department City Futures</p> <p>Progress Comments Following on from the work undertaken on the Strategic Directions Paper, discussions continue with key stakeholders and agents such as the Metropolitan Planning Authority (MPA), Department of Economic Development, Jobs, Transport and Resources (DEDJTR), Eastern Health, Department of Health, VicRoads, and Knox Private Hospital. These discussions have primarily informed the draft 'Health Service Demand Analysis' (jointly funded by Council and MPA), which is the next key step towards the preparation of a structure plan. A 'Health Service Demand Analysis' will be presented to Council in 2016.</p> <p>Discussions are also currently underway with MPA regarding future governance and management responsibilities regarding not only the structure plan but its ongoing implementation and maintenance.</p> <p><i>Last Updated : 12/01/2016</i></p>				

Action Description	Start Date	End Date	Status	%
<p>Proactively participate in regional forums and initiatives with South East Melbourne Innovation Precinct, the Melbourne East Regional Development Australia Group and the Regional Metropolitan Planning Group to achieve regional collaboration, build networks across Government and business and increase joint advocacy.</p>	01/07/2015	30/06/2016	In Progress	50%
<p>Responsible Person Kim Rawlings-Manager City Futures</p> <p>Department City Futures</p> <p>Progress Comments Active participation in regional forums and initiatives continues with the Melbourne East Regional Development Australia Group (MERDAG) and Regional Metropolitan Planning Group (RMPG) in particular:</p> <ul style="list-style-type: none"> • Bayswater Industrial Precinct • Memorandum of Understanding endorsement by MERDA members that recognises collaboration will maximise the efficiencies of economic development functions and improve investment outcomes and jobs growth within the framework of the Future Industries Fund Strategy and the Melbourne East Regional Investment Strategy • Development of a Regional Work Plan to coordinate the economic development functions (including small business support), foster the integration of strategic land use planning and identification of key regional infrastructure priorities • Development of the Regional Investment Attraction Strategy for Melbourne's East. <p><i>Last Updated : 12/01/2016</i></p>				

Theme 2

Prosperous, Advancing Economy

Theme 3

Vibrant and Sustainable Built and Natural Environments

Action Status



■ Off Track 0.00 %
■ Monitor 0.00 %
■ On Track 100.00 %
■ No Target 0.00 %

Action Performance



Actions reported on	11
At least 90% of action target achieved	11
Between 70% and 90% of action target achieved	0
Less than 70% of action target achieved	0
Actions with no target set	0

Initiatives for 2015/16

Action Description	Start Date	End Date	Status	%
■ Progress preparation of a detailed structure plan to guide and support future development within the Knox Central Activity Centre.	01/07/2015	30/06/2016	In Progress	40%
Responsible Person Kim Rawlings-Manager City Futures Department City Futures				
Progress Comments A land use, economic and property market analysis study has been completed. Heritage and transport studies are currently underway. Initial internal consultation with Council departments has also occurred. <i>Last Updated : 21/12/2015</i>				

Action Description	Start Date	End Date	Status	%
■ Identify and address missing links and key places for path connectivity through Council's capital works program.	01/07/2015	30/06/2016	In Progress	50%
Responsible Person Matthew Hanrahan-Manager Sustainable Infrastructure Department Sustainable Infrastructure				
Progress Comments As at the end of December, Council has expended 40% of its renewal budget for the 2015/16 year for footpath renewal and 50% of its budget for shared path renewal . The new footpaths and shared paths program have not as yet commenced and will be delivered towards the last quarter of the financial year. The programming of works for the 16/17 year is still in development and will be informed by the Mobility Implementation Plan, ranking criteria for the footpath and shared paths programs and the Pedestrian and Bicycle Plan. <i>Last Updated : 08/01/2016</i>				

Theme 3

Vibrant and Sustainable Built and Natural Environments

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Actively participate in an advocacy program for improved public transport through membership of the Eastern Transport Coalition.	01/07/2015	30/06/2016	In Progress	50%
Responsible Person	Matthew Hanrahan-Manager Sustainable Infrastructure		Department	Sustainable Infrastructure
Progress Comments	Council currently supports the Chair of the Eastern Transport Coalition and continues to actively participate in programs and initiatives identified by the group. A key focus in the year to date is securing enhanced outcomes through the grade separation projects. <i>Last Updated : 12/01/2016</i>			

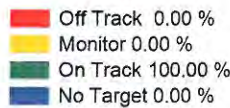
Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Continue to participate in the development of the Bayswater Grade Separation Project to provide an integrated solution that satisfies both the state government's business case and Council's objectives, as outlined in the Bayswater Structure Plan.	01/07/2015	30/06/2016	In Progress	50%
Responsible Person	Matthew Hanrahan-Manager Sustainable Infrastructure		Department	Sustainable Infrastructure
Progress Comments	State Government has established the Level Crossing Removal Authority to oversee delivery of 50 grade separations within the first two terms of Government. Mountain Hwy and Scoresby Road removals were officially announced by the Minister for Transport on 5 November 2015. Council officers have been actively involved in a process to progress the design development of these projects. Throughout this process, Council has engaged on desirable outcomes from this project with the Minister for Public Transport, the Parliamentary Secretary for the Level Crossing Removal Authority and the Chief Executive of the Level Crossing Removal Authority. <i>Last Updated : 12/01/2016</i>			

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Continue to prioritise Council's Integrated Transport Plan to inform reviews of the Pedestrian Plan, the Bicycle Plan, Mobility Study Implementation Plan and Road Management Plan.	01/07/2015	30/06/2016	In Progress	40%
Responsible Person	Matthew Hanrahan-Manager Sustainable Infrastructure		Department	Sustainable Infrastructure
Progress Comments	Council formally adopted the 2014 Integrated Transport Plan at its Council meeting on 24 February 2015, following a period of community consultation and invitation for submissions. Aligned in structure to align with key strategies identified within the Transport Integration Act 2010, the Plan incorporates a series of actions which are to be delivered on an ongoing basis across key themes. Officers are progressing the development of a Parking Policy for Knox, a key priority initiative from the Integrated Transport Plan. <i>Last Updated : 12/01/2016</i>			

Theme 4

Culturally Rich and Active Communities

Action Status



Action Performance



Actions reported on	6
At least 90% of action target achieved	6
Between 70% and 90% of action target achieved	0
Less than 70% of action target achieved	0
Actions with no target set	0

Initiatives for 2015/16

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Investigate and implement opportunities to use new social media tools to promote arts and cultural opportunities across the community.	01/07/2015	30/06/2016	In Progress	60%
Responsible Person	Peter Gore-Manager Youth, Leisure and Cultural Services		Department	Youth, Leisure and Cultural Services
Progress Comments	Council has commenced development of a strategy to increase and better utilise social media tools to enable and improve social media marketing. Social media has become an important platform for engaging with customers. The project aims to improve engagement with existing and prospective customers. The Events and Festivals team has initially allocated a Facebook page for the Stringybark Festival in October 2015 as part of a trial to inform the strategy and analyse its efficacy.			
	An analysis of Facebook participation for the Stringybark Festival and Carols by Candlelight is currently being undertaken by the Cultural Services unit and a survey was also conducted at the Stringybark Festival exploring the community's preferred social media tools and engagement strategies. The unit has had initial discussions with a leading social media expert to begin the development of an action plan. This work, however, needs to be consistent with the social media policy developed by the Communications team and the policy has not been finalised.			
	<i>Last Updated : 14/01/2016</i>			

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Develop partnerships with community education providers to facilitate the delivery of digital navigation and literacy programs for the community in Knox libraries.	01/07/2015	30/06/2016	In Progress	50%
Responsible Person	Peter Gore-Manager Youth, Leisure and Cultural Services		Department	Youth, Leisure and Cultural Services
Progress Comments	Eastern Regional Library Corporation (ERLC) has formed a partnership with the Basin Community House to deliver monthly taster digital training sessions at the Boronia Library.			
	A range of training initiatives have been piloted in the community centre ; 'iPad and Tablet Q&A' and 'Learn to Use Your Digital Camera' were offered in October and November 2015.			
	<i>Last Updated : 13/01/2016</i>			

Theme 4

Culturally Rich and Active Communities

Action Description	Start Date	End Date	Status	%
<input type="checkbox"/> Work with Westfield to finalise arrangements for an interim, and permanent, Knox library in the Knox Central precinct.	01/07/2015	30/06/2016	In Progress	35%

Responsible Person Peter Gore-Manager Youth, Leisure and Cultural Services **Department** Youth, Leisure and Cultural Services

Progress Comments Arrangements for an interim library are progressing well. A schematic design and list of works have been developed. Negotiations are temporarily on hold whilst Westfield finalises the adjacent tenancy so that economies of scale can be achieved where possible. The "permanent" (20 year lease) site is also progressing, albeit at a pace dictated by Westfield's plans for the broader centre. A per square metre price has been agreed, and an initial piece of design completed based on a high level needs analysis. Once Westfield responds with what can be achieved within budget, then more detailed designs will be developed and the progression of a formal lease proposal.

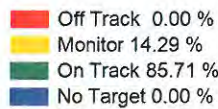
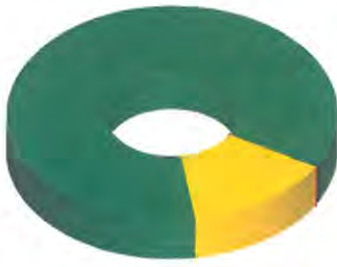
Awaiting further advise from Westfield, approval from the finance board regarding the proposal has yet to be formally advised. Feedback from Library staff has been provided for the revised lease for the temporary library.

Last Updated : 14/01/2016

Theme 5

Democratic and Engaged Communities

Action Status



Action Performance



Actions reported on	13
At least 90% of action target achieved	12
Between 70% and 90% of action target achieved	1
Less than 70% of action target achieved	0
Actions with no target set	0


Initiatives for 2015/16


Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Develop and adopt a community infrastructure planning policy to build consideration of potential multiple community uses into new and upgrades for Council and community facilities.	01/07/2015	30/06/2016	In Progress	70%
Responsible Person Kathy Parton-Manager Community Wellbeing	Department Community Wellbeing			
Progress Comments The final draft policy and guidelines have now been completed and will be scheduled for consideration and feedback at an Executive Management Team meeting in Feb/March; and Issues Briefing in April 2016. <i>Last Updated : 12/01/2016</i>				

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Actively participate in the Victorian Electoral Commission's Local Government Representation Review of the Knox municipality.	01/07/2015	30/06/2016	Completed	100%
Responsible Person Fleur Cousins-Manager Governance and Innovation	Department Governance and Innovation			
Progress Comments The Electoral Representation Review for Knox is now complete. Council actively participated in the review process preparing two submissions which recommended retaining the existing electoral structure of nine single-member wards. Following consideration of all submissions, the Victorian Electoral Commission (VEC) recommended to the Minister for Local Government that Knox retain the current ward structure with minor modification's to boundaries to ensure they provide for equitable representation in accordance with the Local Government Act 1989. The Minister has accepted the VEC's recommendation with changes to the electoral structure applying at the 2016 general elections. <i>Last Updated : 11/01/2016</i>				

Theme 5

Democratic and Engaged Communities

Action Description	Start Date	End Date	Status	%
 Begin preparations for the 2016 Council general elections.	01/07/2015	30/06/2016	In Progress	15%
Responsible Person	Fleur Cousins-Manager Governance and Innovation		Department	Governance and Innovation
Progress Comments	Detailed preparation for the elections will commence in early 2016 and will ensure compliance with the Local Government Amendment (Improved Governance) Act 2015. A review of Council's Caretaker Policy will be conducted and presented to Council in March 2016. <i>Last Updated : 11/01/2016</i>			

Action Description	Start Date	End Date	Status	%
 Develop a comprehensive Advocacy Strategy to guide Council's advocacy efforts.	01/07/2015	30/06/2016	In Progress	20%
Responsible Person	Kath Oakley-Manager Communications and Customer Service		Department	Communications
Progress Comments	An internal advocacy advisory group has been formed to support the development of a draft strategic advocacy framework/approach that guides the organisation's advocacy direction and efforts. The cross-organisational group has met twice and will meet monthly for the coming 6 months to provide strategic input and advice into the development of this program prior to presentation Council. <i>Last Updated : 04/11/2015</i>			

Action Description	Start Date	End Date	Status	%
 Develop a Council Communications Strategy.	01/07/2015	30/06/2016	In Progress	50%
Responsible Person	Kath Oakley-Manager Communications and Customer Service		Department	Communications
Progress Comments	A communications agency has been selected to assist the development of the Communications Strategy (Royce). <ul style="list-style-type: none"> - Finalisation of scope (complete) - Response and quotes received (complete) - Appoint and brief consultant (complete) - Consultant engaged (complete) - Consultant consultations - Manager, EMT and Councillors (complete) - Preliminary findings submission (complete) - Consultant feedback on key findings (complete) - Strategy development (underway) - Submission by consultant to Communications Strategy Project Team (as planned) - Submission to Manager Communications (as planned) - Delivery (as planned) - PIR (as planned) <i>Last Updated : 12/01/2016</i>			

Theme 5

Democratic and Engaged Communities

Action Description	Start Date	End Date	Status	%
<input type="checkbox"/> Continue to allocate sufficient funding to ensure Council meets its asset renewal target in 2015-16.	01/07/2015	30/06/2016	In Progress	50%

Responsible Person Matthew Hanrahan-Manager Sustainable Infrastructure **Department** Sustainable Infrastructure

Progress Comments Council's 2015/16 budget has ensured sufficient funding has been applied to meet asset renewal targets. Council's 2015/16 asset renewal budget represents 100% of the 2015/16 renewal requirements (not including carry forwards from 2014/15). This exceeds the minimum target of 98% funding of asset renewal requirements outlined in Council's Strategic Asset Management Plan.

Last Updated : 12/01/2016

Action Description	Start Date	End Date	Status	%
<input type="checkbox"/> Complete a minimum of nine service reviews as part of the implementation of Year Three of Council's four-year rolling service review program.	01/07/2015	30/06/2016	In Progress	50%

Responsible Person Fleur Cousins-Manager Governance and Innovation **Department** Governance and Innovation

Progress Comments The service planning program of work scheduled for 2015/2016 is well underway. Council endorsed the scope of work to be completed at the Strategic Planning Committee (SPC) meeting on 11 August 2015. Teams are well progressed in addressing this work through the service analysis stage. A range of consultation and research is being finalised to support this program of work. Service analyses are due for completion in February 2016 and all eleven services are on track to meet this deadline.

Last Updated : 12/01/2016

ALL WARDS**10.2 MANAGEMENT FINANCIAL REPORT FOR THE HALF YEAR ENDED 31 DECEMBER 2015**

SUMMARY: *Management Accounting Coordinator (Karen Oh)*

The Management Financial Report for the half year ended 31 December 2015 is presented for consideration.

The December 2015 half year results include the 2014-15 Operational and Capital Works Carry forwards into 2015-16 and known adjustments required since the adoption of the 2015-16 Annual Budget endorsed by Council as part of the Management Financial Report for the quarter ended 30 September 2015 presented at the November 2015 Ordinary Meeting of Council. These changes are included as the 2015-16 Reviewed Budget.

RECOMMENDATION

That Council receive and note the Management Financial Report for the half year ended 31 December 2015.

1. INTRODUCTION

The attached Financial Reports that are presented to Council include the following:

- Conversion to Cash Result (*Attachment A*)
- Income Statement (*Attachment B to E*)
- Capital Works Analysis (*Attachment F and G*)
- Balance Sheet (*Attachment H*)
- Cash Flow Statement and Cash Assets Summary (*Attachment I to K*)
- Monthly Summary Revenue and Expenditure Report (*Attachment L*)
- Investment and Interest Income Analysis (*Attachment M and N*)
- Rates and Sundry Debtors Summary (*Attachment O to R*)
- Capital Works Program Detail (*Attachment S*)
- Confidential Matters (*Attachment T*)

The Income Statement and the Balance Sheet have been prepared on an accrual basis and are the results for the half year ended 31 December 2015.

10.2 Management Financial Report for the Half Year Ended 31 December 2015 (cont'd)

The report has been prepared based on the 2015-16 Reviewed Budget as endorsed by Council on 24 November 2015. Full year figures represent the variance between the 2015-16 Reviewed Budget and the Forecasted year end position for 2015-16 (2015-16 Forecast). The 2015-16 Forecast details have been prepared by Council officers based on anticipated year end outcomes as at December 2015.

2. DISCUSSION

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

3. CONSULTATION

This report does not necessitate community consultation. A copy of this report will be provided to Council's Audit Committee after it has been noted by Council.

4. ENVIRONMENTAL/AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

The overall financial position at 31 December 2015 is satisfactory and indicates that Council is on track to complete the current financial year within the targets established in the 2015-16 Reviewed Budget.

From a cash perspective, the results indicate a net cash surplus for the half year ended 31 December 2015 of \$58.399 million. This is a favourable variance of \$6.558 million in relation to the year to date 2015-16 Reviewed Budget and is the result of bringing to account the full amount of Council's annual rate income during July 2015.

The favourable variance is also attributable to a number of factors which are outlined in Attachment L (Monthly Summary Revenue and Expenditure Report).

10.2 Management Financial Report for the Half Year Ended 31 December 2015 (cont'd)

5.1 Cash Conversion Result for the half year ended 31 December 2015

Description	Year-to-Date December 2015				2015-16 Full Year	
	Reviewed Budget	Actual	Variance Fav/(Unfav)		Reviewed Budget	Forecast
	\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S
Comprehensive Income Statement						
Income	126,730	128,486	1,756	1.39%	161,387	169,617
Expenditure	(71,339)	(69,215)	2,123	2.98%	(158,130)	(158,665)
Total Comprehensive Income (Deficit) for the Year - Operating Result	55,392	59,271	3,879	7.00%	3,257	10,951
Conversion to Cash Reconciliation						
Add Non-Cash Items included in Operating Results and excluded from Surplus (Deficit):						
Depreciation and Amortisation	9,532	9,588	56	0.59%	18,758	18,758
Contributions - Non Monetary Assets	0	0	0	0.00%	(2,000)	(2,000)
Written Down Value of Fixed Assets Sold or Disposed	300	275	(25)	(8.46%)	12,261	12,261
Increment in Investments in Associate	0	0	0	0.00%	0	0
Subtotal	9,832	9,863	31	0.32%	29,019	29,019
Less Cash Items not included in the Operating Result:						
Capitalised Expenditure (excluding Capital Projects - Operational Expenses)	(16,748)	(12,140)	4,608	27.51%	(42,070)	(42,070)
Proceeds from Borrowings	0	0	0	0.00%	5,285	5,285
Debt Redemption	(1,794)	(1,794)	0	0.00%	(2,474)	(2,474)
Transfers to Reserves	(1,406)	(2,418)	(1,012)	(72.02%)	(14,934)	(22,634)
Transfers from Reserves	6,565	5,617	(948)	(14.44%)	14,492	14,492
Subtotal	(13,383)	(10,735)	2,648	19.79%	(39,700)	(47,400)
Cash Surplus (Deficit) for the Year	51,841	58,399	6,558	12.65%	(7,424)	(7,430)
Accumulated Cash Surplus (Deficit) at 30 June 2015					9,891	9,891
Cash Surplus (Deficit) for 2015-16					(7,424)	(7,430)
Projected Accumulated Cash Surplus (Deficit) at 30 June 2016					2,467	2,461

A full copy of the Income Statement is provided as Attachments B to E shown by Organisational Structure and Income and Expense Account Group.

10.2 Management Financial Report for the Half Year Ended 31 December 2015 (cont'd)

5.2 Major Variance Analysis

5.2.1 Net Surplus / (Deficit) from Operations

Description	Year-to-Date December 2015				2015-16 Full Year	
	Reviewed Budget	Actual	Variance Fav/(Unfav)		Reviewed Budget	Forecast
	\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S
Income						
Rates and Charges (including Supplementary Rates)	101,442	101,900	458	0.45%	101,442	101,842
Garbage Charges	4,467	4,557	90	2.02%	4,467	4,467
User Charges, Fees and Fines	6,510	6,724	214	3.29%	12,987	12,898
Grants - Operating	10,329	10,407	78	0.76%	20,106	20,425
Contributions and Donations - Operating	1,682	2,773	1,091	64.86%	3,246	4,746
Interest	772	679	(93)	(12.10%)	1,785	1,685
Proceeds from Sale of Fixed Assets	0	1	1	100.00%	10,840	17,040
Other Income	200	228	28	13.74%	388	388
Contributions - Non Monetary Assets	0	0	0	0.00%	2,000	2,000
Capital Income	1,329	1,218	(110)	(8.28%)	4,126	4,126
Total Income	126,730	128,486	1,756	1.39%	161,387	169,617
Expenses from Operating Activities						
Employee Costs	33,193	33,544	(351)	(1.06%)	66,690	67,127
Contractors and Services	20,275	17,667	2,608	12.86%	39,700	39,799
Materials	2,060	2,069	(9)	(0.44%)	4,062	4,062
Utilities	1,547	1,710	(163)	(10.54%)	3,117	3,117
Contributions and Donations	4,031	4,036	(5)	(0.13%)	5,207	5,207
Finance Costs	447	447	(0)	(0.05%)	987	987
Bad and Doubtful Debts	(46)	(121)	75	164.34%	(92)	(92)
Depreciation and Amortisation	9,532	9,588	(56)	(0.59%)	18,758	18,758
Capital Projects - Operational Expenses	0	0	0	0.00%	7,440	7,440
Written Down Value of Fixed Assets Sold or Disposed	300	275	25	8.46%	12,261	12,261
Total Expenses	71,339	69,215	2,123	2.98%	158,130	158,665
Surplus (Deficit)	55,392	59,271	3,879	7.00%	3,257	10,951
Other Comprehensive Income						
Increment on Investment in Associates	0	0	0	0.00%	0	0
Net Surplus / (Deficit) from Operations	55,392	59,271	3,879	7.00%	3,257	10,951

There was a favourable variance in the surplus from Operations compared to the 2015-16 Reviewed Budget for the half year ended 31 December 2015 of \$3.879 million (Attachment D).

The significant variances that contribute to this favourable variance are:

Income has an overall favourable variance of \$1.756 million. This comprises:

- A favourable variance of \$1.091 million in Contributions and Donations - Operating due primarily to higher than anticipated Public Open Space Contributions.
- Favourable variances in Rates and Charges (\$0.458 million) due to greater than budgeted supplementary rates income.
- Favourable variance in User Charges, Fees and Fines (\$0.214 million).

10.2 Management Financial Report for the Half Year Ended 31 December 2015 (cont'd)

- Unfavourable variance in Capital Income (\$0.110 million) mainly due to timing of vehicle sales and grants receipts.

Expenditure has an overall favourable variance of \$2.123 million. This comprises:

- A favourable variance of \$2.608 million in Contractors and Services – this is primarily related to timing of payments. Some of the key variances are:
 - \$0.474 million favourable in Open Space Maintenance due primarily to timing of receiving and paying supplier invoices for mowing contract, timing of planting and pruning and the bushland tree management program and playground mulching activities.
 - \$0.212 million favourable in a number of strategic economic development projects due to timing of consultancy and contract work.
 - \$0.351 favourable variance in Healthy Together Knox due to funds budgeted as contractor payments being used for employee costs. Offset by an over expenditure in employee costs.
 - \$0.170 million favourable variance in Building Maintenance Services due to timing of maintenance activities across a number of Council's facilities.
 - The remaining favourable variance is partially attributed to delays (across the organisation) in receiving invoices from suppliers for payment. This is further compounded by a number of minor favourable variances (across the organisation) relating to the timing of activities of various programs and project.
- An unfavourable variance of \$0.351 million in Employee Costs due to the following:
 - \$0.351 unfavourable variance in Healthy Together Knox due to funds budgeted as contractor payments being used for employee costs. This is an externally funded program.
- An unfavourable variance in Utilities expense (\$0.163 million) due to timing of payments for street and public lighting.

A complete analysis of the major variances against the year to date 2015-16 Reviewed Budget that have impacted on performance for the half year ended 31 December 2015 has been included in this report as Attachment L.

10.2 Management Financial Report for the Half Year Ended 31 December 2015 (cont'd)

5.2.2 Capital Works Program (Overview)

The performance of the Capital Works Program including details of variances is included as Attachment F. The detailed Capital Project Status and Expenditure Report has been included as Attachment S. Performance of the Capital Works Program is also detailed in the Works Report adopted monthly by Council at its Ordinary Meeting.

For the half year ended 31 December 2015, the Capital Works Program shows an overall deficit of \$10.921 million (which is funded from operations and reserves), this is an overall favourable variance of \$4.498 million against the year to date 2015-16 Reviewed Budget.

The Capital Works expenditure for the half year ended 31 December 2015 is \$12.140 million and shows a favourable variance of \$4.608 million and is primarily due to renewal and upgrade projects being behind profiled expenditure.

5.3 Balance Sheet

The Balance Sheet as at 31 December 2015 indicates a continued satisfactory result. A comparison of total Current Assets of \$114.136 million with total Current Liabilities of \$29.703 million (Working Capital Ratio of 3.84 to 1) continues to depict a satisfactory financial position. This will decline over the year but is forecast to remain healthy.

Current Receivables have increased significantly due to the raising of rate debtors in July 2015. The working capital ratio of 3.84 reflects the increase in current debtors resulting from the striking of the rates and this working capital ratio will diminish over the course of the year as Council funds its operating programs and capital works.

Payables have decreased by \$3.140 million from 30 June 2015 as year end creditors have been processed for payment.

The Balance Sheet as at 31 December 2015 has been attached to this report as Attachment H.

5.4 Investment Analysis

There was \$37.777 million invested with various financial institutions as at 31 December 2015 – this includes Cash and Cash Equivalents (\$18.677 million) and Financial Assets (\$19.100 million). These funds include monies from trust funds and deposits and specific purpose reserves. This is a decrease from the funds held as at 30 June 2015 but is in line with budgeted operating and capital cash flows.

10.2 Management Financial Report for the Half Year Ended 31 December 2015 (cont'd)

Attachment M and Attachment N display graphs showing investment performance for the half year ended 31 December 2015.

The earning on investments to 31 December 2015 is:

	YTD Actual	YTD Budget	Variance
Investment Earnings	<u>\$0.529M</u>	<u>\$0.545M</u>	<u>(\$0.016M)</u>

5.5 Debtors Analysis

5.5.1 Rates Debtors

Council's rate debtors comprise the largest component of Receivables owing to Council. The percentage of rates collected to 31 December 2015 of 35.50% is similar to the percentage collected for the same time last year of 35.33% – refer to Attachment O.

The total amount of outstanding rates debtors as at 31 December 2015 including associated interest, land fill levy, waste, legal and GST charges was \$83.078 million of which \$4.589 million relates to arrears pre July 2015. Arrears are consistent with previous years and a significant proportion of arrears are under formal payment arrangements. Also included in this amount is \$11.932 million of Fire Services Property Levy (FSPL). This is offset by a corresponding liability of the same amount that is payable to the State Revenue Office (SRO).

The FSPL is a levy set by the State Government, collected by Council and remitted to the SRO in order for the State Government to fund the State's fire services. Council is required to make four payments per financial year to the SRO of the FSPL monies collected; these payments are due 28 days after the due date of the quarterly rates instalments. This is in accordance with the Fire Services Property Levy Act 2012.

Rate amounts owing are a charge over the property and therefore Council has recourse to collect these debts. Penalty interest at 9.5% also applies.

5.5.2 Sundry Debtors

The level of Sundry Debtors owing as at 31 December 2015 is \$0.381 million (refer to Attachment Q). The balance owing includes the following amounts:

- \$0.165 million owing from Football Federation Victoria for contributions to the Knox Regional Sports Park Community Pitch Replacement Fund and the Five a Side Pitch Replacement Fund as per the Lease Agreement and is within Council's payment terms of 30 days. This was paid on 15 January 2016.

10.2 Management Financial Report for the Half Year Ended 31 December 2015 (cont'd)

- \$0.057 million owing from Yarra Ranges Council for the reimbursement of salary and oncosts for Emergency Management Project Coordinator for the period 1 July to 31 December 2015 and is within Council's 30 day payment terms.
- \$0.047 million owing by Knox Basketball Incorporated (KBI) for the Knox Regional Sports Park State Basketball Centre and is within Council's 30 day payment terms.

While the level of debt fluctuates depending on the level of invoicing, the percentage of Debtors outstanding for 60-90 days, 90 days and over has been declining for Home Help, Family Day Care and Community Groups and Centres in recent periods.

Follow up processes have been undertaken with Sporting Clubs who do not have a repayment plan for amounts owing or who are not adhering to their repayment plan. These amounts predominantly relate to ground rentals (refer to Attachment Q and confidential Attachment T).

6. SOCIAL IMPLICATIONS

There are no direct social implications arising from this report.

7. RELEVANCE TO 2013-17 CITY PLAN (INCORPORATING THE COUNCIL PLAN)

Through the provision of quarterly financial reports, Council ensures that it is contributing towards meeting its objectives under Theme 5 of the 2013-17 City Plan: Democratic and Engaged Communities. Council manages assets and financial resources on behalf of the community in a responsible and sustainable manner.

8. CONCLUSION

In management accounting terms, the net result for the half year ended 31 December 2015 was a surplus of \$58.399 million which compares favourably with the year to date 2015-16 Reviewed Budget of \$51.841 million. This result comprises both the operating and capital works program but excludes the non-cash items (e.g. depreciation).

9. CONFIDENTIALITY

There is one component of this report (Attachment T) which has been declared confidential in accordance with the Local Government Act 1989 and distributed separately.

Report Prepared By: *Management Accounting Coordinator
(Karen Oh)*

Report Authorised By: *Acting Director – Corporate Development
(Kath Oakley)*

**10.2 Management Financial Report for the Half Year Ended
31 December 2015 (cont'd)**

Appendices A to S circulated under separate cover

ALL WARDS**10.3 INCIDENTAL COMMUNITY GRANTS PROGRAM APPLICATIONS**

SUMMARY: *Governance Officer - (Kirstin Ritchie)*

This report summarises the recommended grants from the Incidental Community Grants Program.

All applications have been assessed against the criteria as set out in the Incidental Community Grant Program Policy.

RECOMMENDATION

That Council approve the one recommended Incidental Community Grant as detailed in Appendix A for a total value of \$984.00.

1. INTRODUCTION

At the 24 November Ordinary Council meeting, Council endorsed the Incidental Community Grants Policy effective from 1 December 2015. The following criteria are used in determining applications for Incidental Community Grants under the policy:

- All requests for funding must be in writing and on the relevant funding application form; and
- Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community; and
- All applications for funding must provide a demonstrated benefit to the Knox community and be in keeping with the objectives and directions of the City Plan; and
- Applications for financial donations and general fundraising activities will not be supported through the Incidental Community Grants Program; and
- The maximum grant limit is \$1,000.

This report presents to Council recommended grant allocations in accordance with this policy.

2. DISCUSSION

Council has established the Incidental Community Grants program to ensure that funding can be provided to individuals and community groups who request ad hoc, incidental, community based, one-off grants.

10.3 Incidental Community Grants Program Applications (cont'd)

The Incidental Community Grants Policy (the Policy) sets out an open and transparent grant program that meets the principles of good governance and is compliant with the Act. The Policy sets out new criteria that all grant applications must meet.

This report outlines the grant applications received since the previous Ordinary Council meeting held on 27 January 2016 and recommends one grant for Council's approval.

No applications have been received for grants under \$500 for the current period.

3. CONSULTATION

No consultation has been undertaken in the preparation of this report. This information is presented as part of Council's accountability to the community.

4. ENVIRONMENTAL/AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

The approval of incidental community grants is managed with Council's adopted budget.

6. SOCIAL IMPLICATIONS

The Incidental Community Grants program allows Council the flexibility to respond to requests from individual's and/or community groups within Knox at a municipal level. These grants provide applicants the opportunity to participate and support a variety of community based programs.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

Provision of the Incidental Community Grants program assists Council in meeting its general objectives under the Council Plan.

10.3 Incidental Community Grants Program Applications (cont'd)**8. CONCLUSION**

This report contains the recommendation for funding through the Incidental Community Grants program in Attachment A.

This recommendation is presented to Council for consideration and endorsement.

9. CONFIDENTIALITY

Confidential Appendix B contains the individual grant application for Council's consideration.

Report Prepared By: Governance Officer – (Kirstin Ritchie)

***Report Authorised By: Acting Director – Kath Oakley
(Joanne Truman)***

10.3 Incidental Community Grants Program Applications (cont'd)**APPENDIX A – Incidental Community Grants Applications**

Applicant Name	Project Title	Amount Requested	Amount Recommended	Transitional Subsidy recommended by CEO
Mountain Gate Cricket Club Inc.	Assistance with club presentation night; in particular cost of trophies.	\$984.00	\$984.00	n/a
	Total	\$984.00	\$984.00	n/a

10.3 Incidental Community Grants Program Applications (cont'd)

CONFIDENTIAL APPENDIX B – Circulated under separate cover

ALL WARDS**10.4 AUDIT COMMITTEE – REAPPOINTMENT OF INDEPENDENT MEMBER**

SUMMARY: *Manager – Governance & Innovation (Fleur Cousins)*

The Knox City Council Audit Committee is an advisory committee of Council and comprises three Councillors (with the Mayor being an ex-officio member) and three independent members. It operates with the purpose of advising Council and Council's management on accounting, financial and internal control related matters.

One external member of the Committee is available for reappointment due to their term expiring in January 2016. In accordance with the Audit Committee Terms of Reference, endorsement is sought for the reappointment of the existing member.

RECOMMENDATION

That Council endorse the reappointment of Ms Linda MacRae as an independent member of the Knox City Council Audit Committee for a three year term from 1 January 2016 to 31 December 2018.

1. INTRODUCTION

The purpose of this report is to recommend reappointment of one independent member of the Knox City Council Audit Committee.

2. DISCUSSION

The Local Government Act 1989, Section 139(1) requires Council to establish an Audit Committee as an advisory committee of Council. In accordance with the Knox City Council Audit Committee Terms of Reference, membership comprises of:

- Three Councillors.
- Three independent members with senior business, management and/or finance experience who are conversant with the financial requirements relating to Local Government.
- The Mayor, who is an ex-officio member (no voting entitlement).

The primary objective of the Knox City Council Audit Committee is to assist and advise Council and Council's management in fulfilling their responsibilities in relation to finance and reporting practices and internal control issues.

10.4 Audit Committee – Reappointment of Independent Member (cont'd)

The Audit Committee's Terms of Reference states:

Method of Appointment of Independent Members to the Committee

The appointment of independent members will be by way of a public expression of interest process. The evaluation of potential members will be undertaken by the Mayor or Councillor nominated by the Mayor and Chief Executive Officer, using appropriate selection criteria. The appointment of independent members will be recommended to Council through a report to Council following the evaluation.

Term of Appointment of Independent Members

The term of each independent member will be for a maximum period of three years from the date of appointment following which the Council may reappoint the member or advertise for expressions of interest to appoint a new member. Where a casual vacancy is created with the departure of an independent member from the Committee the position will be filled through the independent member's appointment process.

The retirement of independent members will be staggered to avoid the potential loss of experienced members at the same time.

The current external members and their terms of membership are:

Name	Appointed	Reappointed	Final Meeting
Peter Harford	January 2010	January 2011 January 2014	December 2016
Stan Naylor	January 2006	January 2009 January 2012 January 2015	December 2017
Linda MacRae	January 2010	January 2013 January 2016 †	December 2018 †

† Recommended

Ms MacRae's curriculum vitae has been circulated separately as Confidential Appendix A.

Ms MacRae is well qualified for her role on the Audit Committee, as a holder of Local Government business qualifications, a Certificate of Teaching and several other financial and IT related qualifications. Ms MacRae is an experienced executive and finance manager in the local government sector and provides services to Local Government on a consultant basis.

Ms MacRae is a former Chairperson of Local Government Finance Professionals (FinPro), which is the peak body servicing local government finance professionals in Victoria. She serves on a number of local government audit committees, and is the current Chairperson of the Knox City Council Audit Committee.

10.4 Audit Committee – Reappointment of Independent Member (cont'd)

With her extensive senior level management, financial and business experience, high level knowledge of the operations and objectives of audit committees and a sound knowledge of the business of local government, Ms MacRae brings to the Knox City Council Audit Committee a capacity to advise Council in relation to financial, internal control and business management related issues.

On this basis, it is recommended that Ms MacRae be re-appointed for a further term of three (3) years in accordance with the Audit Committee's Terms of Reference.

If this recommendation is endorsed by Council, Ms MacRae's third term will expire on 31 December 2018, and this maintains the staggering of the retirement of external members to avoid the loss of experienced members at the same time.

3. CONSULTATION

No external consultation has been undertaken.

Ms MacRae has indicated her willingness to serve a further three year term.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues to be considered for this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The Audit Committee is an integral part of Council's financial management, monitoring and accountability processes. In February 2013, Council resolved to establish the level of remuneration for independent members of the Committee at \$6,631 per annum (paid quarterly), indexed annually in line with the Consumer Price Index. Councillors on the Committee do not receive an additional allowance.

6. SOCIAL IMPLICATIONS

There are no social implications to be considered for this report.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

The establishment and work of the Audit Committee supports Council in maintaining accountable and transparent governance practices and Council's sound stewardship of the community's finances and assets.

10.4 Audit Committee – Reappointment of Independent Member (cont'd)

Confidential Appendix A circulated under separate cover

DINSDALE WARD**10.5 PROPOSED SALE OF COUNCIL PROPERTY – 658 MOUNTAIN HIGHWAY, BAYSWATER (MELWAY REF: 64 E4)**

SUMMARY: *Property Management Coordinator (Angela Mitchell)*

The property at 658 Mountain Highway, Bayswater has been assessed as surplus to Council's requirements in accordance with Council's Sale of Land and Buildings Policy. This report recommends that Council gives notice of its intention to commence the statutory process to sell this property.

RECOMMENDATION

1. That Council, being of the opinion that the property known as 658 Mountain Highway, Bayswater and currently identified as Units 1 and 2 on Strata Plan of 015402 and contained within Certificates of Title Volume 9393 Folio 583 and 582 is surplus to Council's requirements:
 - a. Commence the statutory process, under Section 189 of the Local Government Act 1989, to sell the property known as 658 Mountain Highway, Bayswater currently identified as Units 1 and 2 on Strata Plan 015402 and contained within Certificates of Title Volume 9393 Folio 583 and 582 and that under Section 223 of that Act, public notice of the proposed sale be given in the Knox Leader newspaper.
 - b. Hear submissions in accordance with Section 223(1)(b) of the Local Government Act 1989 and appoint the following Committee of Council comprising Cr _____, Cr _____ and Cr _____ to consider submissions on Tuesday 12 April 2016 at 5.00pm.
2. That a further report be presented to Council following the conclusion of the statutory process.

1. INTRODUCTION

The property at 658 Mountain Highway, Bayswater is located on the southern side of Mountain Highway, Bayswater within the Bayswater Activity Centre. The property comprises a rectangular shaped allotment of 963.93m² and is currently contained within Certificates of Title Volume 9393 Folio 583 and 582 being Units 1 and 2 on Strata Plan 015402 with undivided share in the common property.

A plan of consolidation and the cancellation of common property will be lodged at Land Registry with a new title to identify this property as one Lot.

10.5 Proposed Sale of Council Property – 658 Mountain Highway, Bayswater (cont'd)

The property is included within “Commercial 1” Zone (C1Z) and is affected by Design and Development Overlay (DDO6) and Vegetation Protection Overlay (VPO3).

One of Council’s core responsibilities is to manage its assets in order to optimise their value to the community. Part of this responsibility involves evaluating any unused or redundant assets and releasing the funds tied up in these assets in order to acquire, develop or improve other assets. The subject land is an example of resources tied up in an asset which Council can deploy in other areas of priority.

2. DISCUSSION

The subject property at 658 Mountain Highway, Bayswater comprises a rectangular allotment of 963.93m² (refer Appendix A). It comprises two separate office suites with common property. These premises were occupied by Bridges Connecting Communities Inc until January 2016. This organisation has now purchased another site and relocated their operations. These buildings are now vacant.

2.1 Assessment Against Criteria for Sale of Land and Buildings

In accordance with Council’s Policy on the Sale of Land and Buildings consideration will be given to a number of criteria in order to ensure that the proposed disposal of this property is in the community’s best interests prior to resolving to proceed with the public consultation process.

An assessment of these criteria follows:

ENVIRONMENTAL

Principle:	Council will sell surplus land where retention will not enhance or protect its environmental value.
Assessment:	<p>This property is affected by ‘Vegetation Protection Overlay – Schedule 3’ with the objectives of this Overlay being:</p> <ul style="list-style-type: none"> • To retain overstorey native vegetation which is representative of the natural heritage of the City. • To maintain overstorey remnant native vegetation to provide biodiversity and a source of genetic material for the re-establishment of the natural heritage of the City. • To retain overstorey habitat for native fauna. • To retain native vegetation which provides a buffer to waterways. • To retain native vegetation which is rare, threatened or of local, regional or State significance. • To retain native vegetation which provides natural beauty and interest.

10.5 Proposed Sale of Council Property – 658 Mountain Highway, Bayswater (cont'd)

ENVIRONMENTAL (CONT'D)

Assessment:	<p>A permit is required to remove, destroy or lop native vegetation which complies with both of the following:</p> <ul style="list-style-type: none"> • Has a height of 8 metres or more. • Has a trunk more than 300mm in diameter (measured at 1200mm above the base of the tree). <p>This site contains four trees which would require a permit to be removed. Given that the trees are currently in a healthy state, it is highly likely that any development would need to be designed in a way that retained these trees. Two of these trees are located to the northern boundary, west of the driveway, one of the trees is located to the northern boundary east of the driveway and one along the eastern boundary.</p> <p>Approval for any development on the land would be subject to individual application and the nature of the scheme proposed.</p> <p>Considering the above, the most likely footprint for development would comprise the existing building area, together with encroachment into the car parking area to the north up to in the order of the third car park, which is around 8.7 to 9 metres north of the building and a setback from the eastern boundary of approximately 9.5 metres.</p> <p>The northern portion of the site and the eastern portion in front of the building would most likely be precluded from development due to the existing vegetation.</p>
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PHYSICAL WORKS

Principle:	Council will sell surplus land where it is not required in the foreseeable future for the development of new assets or the improvements of existing assets.
Assessment:	This site may be considered on a short term use for the Bayswater Grade Separation if requested.

RECREATION

Principle:	Council will sell surplus land where it is not required in the foreseeable future for recreational purposes.
Assessment:	658 Mountain Highway has not been identified in the Knox Open Space Plan.

LAND USE PLANNING

Principle:	Council will sell surplus land where there are not compelling land use planning grounds for retention.
Assessment:	There are no compelling land use planning grounds for the retention by Council of 658 Mountain Highway.

10.5 Proposed Sale of Council Property – 658 Mountain Highway, Bayswater (cont'd)

SOCIAL

Principle:	Council will sell surplus land where alternative social uses have not been identified.
Assessment:	The Knox Affordable Housing Action Plan 2015-2020 (KAHAP) adopted by Council in May 2015 outlines Council's role in increasing the supply of affordable and social housing in Knox as a planner, provider, partner and advocate. The KAHAP also notes that Council as a 'partner' seeks to develop constructive partnerships to increase the supply of affordable housing in Knox by collaborating with the community/registered housing sector or developers to encourage development opportunities that create affordable and social housing outcomes. Objective/action 3.4 also notes that Council's policies and processes support the development of affordable/social housing and that Council will ensure the policy on the disposal of Council land enables affordable/social housing outcomes for sites suitable for residential development in line with the requirements of the Local Government Act.

2.2 Land Use Zoning

The current zoning of 658 Mountain Highway, Bayswater is Commercial 1 Zone (C1Z). The property is also affected by Design and Development Overlay (DDO6) and Vegetation Protection Overlay (VPO3).

2.3 Affordable/Social Housing

The Knox Affordable Housing Action Plan 2015-2020 outlines the role of Council in providing Affordable Housing in the Municipality. Council's role is to "*consider providing surplus land, building, capital or other in-kind resources to assist the development of affordable housing.*"

It is proposed that the opportunity to purchase the site at auction would be made widely known to affordable/social housing providers to encourage their participation in the public auction process. Confidential appendix (Appendix B) is provided for information relating to affordable housing options for this site.

2.4 Method of Sale

Council's policy on the Sale of Land and Buildings provides that the sale will occur through a public process unless Council resolves that circumstances exist that justify an alternative method of sale.

The policy and guidelines provide that public process be selected from the options of public auction, public tender or registration of expressions of interest and will be determined by the Chief Executive Officer on recommendation from the Director - Corporate Development and be based on achieving the optimum economic return to Council.

10.5 Proposed Sale of Council Property – 658 Mountain Highway, Bayswater (cont'd)

Given the location, size and profile of this site, it is proposed that a public auction method of sale is likely to achieve an optimum economic return for Council. A public auction allows for a transparent and public process.

3. CONSULTATION

Council will undertake a public consultation program in order to fulfil both its statutory and community engagement obligations.

The consultation process covers the following matters:

- Pursuant to section 189 of the Local Government Act 1989, Council will place a public notice in a newspaper which is generally circulating within the municipality.
- The public notice will invite submissions on the proposal to sell the land.
- Submissions will be considered by Council pursuant to section 223 of the Local Government Act 1989.
- Submitters have the opportunity to be heard, in person, in support of any written submission they make should they desire to do so.
- Following consideration of the Committee's report, Council will then decide whether to proceed with its proposal to sell the land.

It is also proposed to send a copy of the public notice to residents immediately surrounding the property and to Housing Associations and other support agencies who have expressed interest in acquiring land within Knox.

4. ENVIRONMENTAL/AMENITY ISSUES

These are addressed in the assessment criteria set out earlier in this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The proposed disposal of 658 Mountain Highway, Bayswater will meet Council's financial objectives.

A valuation dated November 2015 is attached as a confidential report as Appendix C. A reserve price will be determined in accordance with Council's policy prior to the sale process.

6. SOCIAL IMPLICATIONS

These are addressed in the assessment criteria set out earlier in this report.

10.5 Proposed Sale of Council Property – 658 Mountain Highway, Bayswater (cont'd)

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

This report relates to:

- Theme 2: Prosperous, Advancing Economy
 - 2.2 Improve local opportunities for people to live, work, learn and play in Knox.
 - 2.2.5 Support opportunities, partnerships and collaborative efforts towards increasing 'local living' in Knox.
- Theme 3: Vibrant and Sustainable Built and Natural Environments
 - 3.1 The changing needs of a diverse community are supported through planned growth and change in housing and infrastructure that respects both built form and natural systems, and resource availability.
 - 3.1.1 A diversity of housing choice is provided in appropriate locations.
- Theme 5: Democratic and Engaged Communities
 - 5.3 Ensure Council is well governed and demonstrates effective leadership.
 - 5.3.1 Maintain accountable and transparent governance practices, and Council's sound stewardship of the community's finances and assets.
 - 5.3.2 Promote innovation and the pursuit of excellence in Council's practices, projects and service delivery.
 - 5.3.3 Promote social, economic and environmental responsibility in Council's decision making.

8. CONCLUSION

As this property has been assessed as surplus to Council's requirement, it is therefore recommended that Council commence the statutory process to sell 658 Mountain Highway, Bayswater currently identified as Units 1 and 2 on Strata Plan 015402 and contained within Certificates of Title Volume 9393 Folio 583 and 582.

9. CONFIDENTIALITY

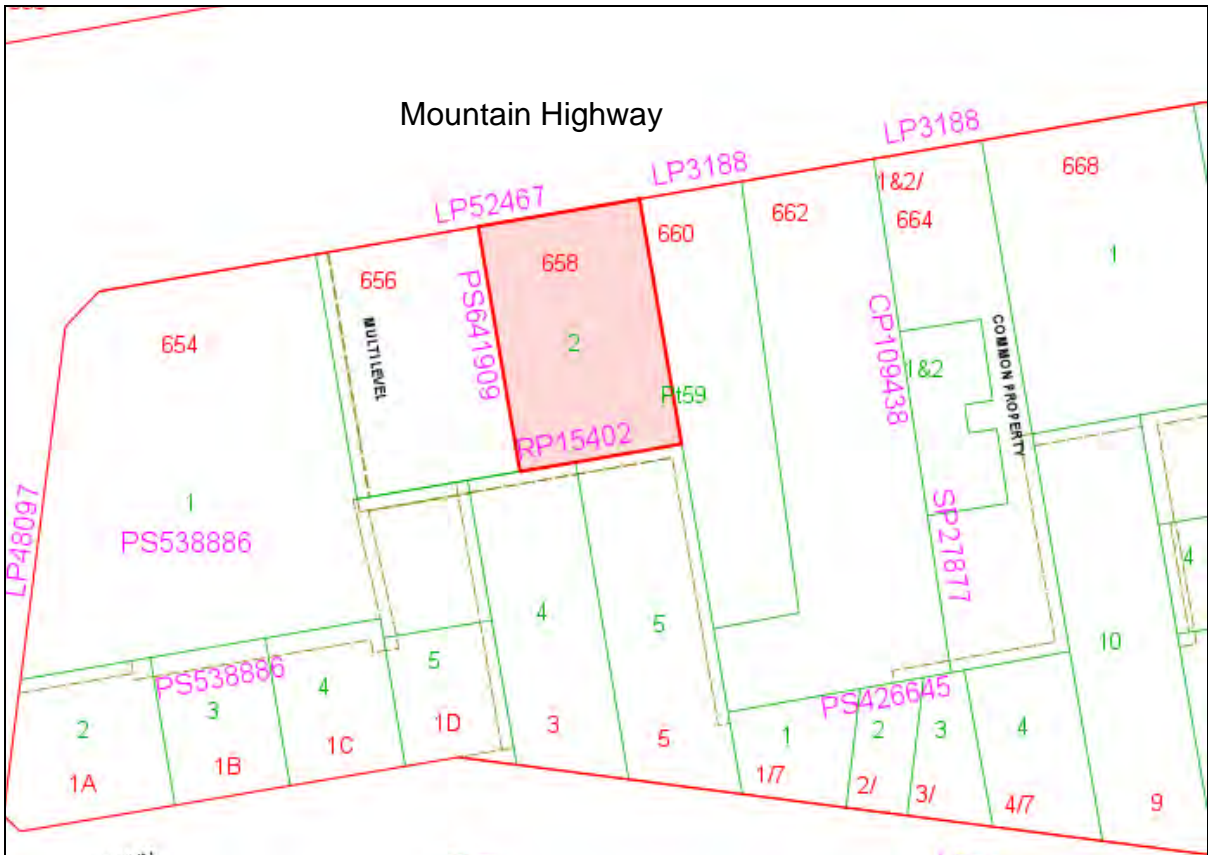
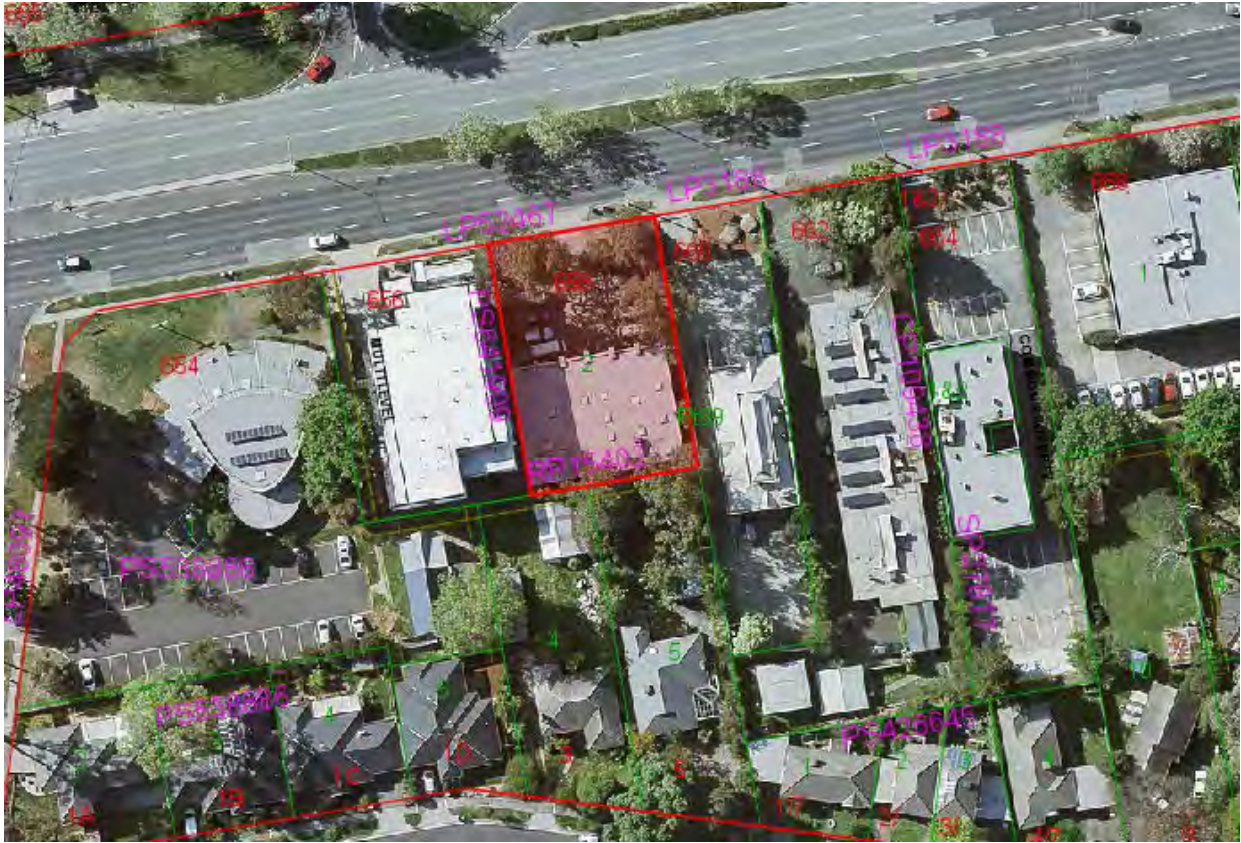
A confidential valuation is attached to this report.

Report Prepared By: *Property Management Coordinator
(Angela Mitchell)*

Report Authorised By: *Acting Director – Corporate Development
(Kath Oakley)*

10.5 Proposed Sale of Council Property – 658 Mountain Highway, Bayswater (cont'd)

APPENDIX A



**10.5 Proposed Sale of Council Property – 658 Mountain Highway,
Bayswater (cont'd)**

Confidential Appendices B and C circulated under separate cover

ALL WARDS**11.1 WORKS REPORT AS AT 8 FEBRUARY 2016**

SUMMARY: *Coordinator – Capital Works (Gene Chiron)*

The Works Report shows projects on Council's Capital Works Program and indicates the status of each project as at 8 February 2016.

RECOMMENDATION

That the works report, as at 8 February 2016, be received and noted.

1. INTRODUCTION

This report summarises Council's Capital Works Program for the 2015/2016 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 8 February 2016, is attached as Appendix A.

Report Prepared By: *Coordinator – Capital Works (Gene Chiron)*

Report Authorised By: *Director – Engineering & Infrastructure
(Ian Bell)*

Project Number	Project Name	Total Approved
1	Bridges Renewal Program Works have now commenced on four structures: •Timothy Drive – Guardrail installation & Associated Works •Hazelwood Road – Bridge Rehabilitation •Collier Reserve – Bridge Rehabilitation •Koolunga Reserve – Boardwalk Rehabilitation Waiting on final audit information (Asset Strategy) to determine what works will be required on the Forest Road overpass bridge structure.	\$280,000
4	High Risk Road Failures Major Project (Glenfern Road Rehabilitation) is now programmed for the school holiday period over March / April 2016.	\$250,000
7	Road Surface Renewal Program 15/16 Program is progressing well. 60 streets have now been completed as part of the program.	\$3,859,000
8	Drainage Pit and Pipe Renewal Program 15/16 Program is progressing well. Works currently underway in Darwin Road and Ferntree Gully Road Service Lane.	\$2,781,000
9	Footpath Renewal Program 15/16 Program is progressing well. Major works have just been completed on Scoresby Road south of Mountain Highway.	\$1,875,000
10	Bicycle / Shared Path Renewal Program 15/16 Program is progressing well. The shared path on the southern side of Dandenong Creek at the rear of 841 Mountain Highway, Bayswater was completed prior to Christmas. Works are scheduled to commence on the shared path along Stud Road between Avalon Street and Wellington Road over the next 3 weeks.	\$475,000
11	Information System Plan Implementation Available funding has been expended.	\$120,000
16	Building Renewal Program Program is approximately 55% committed/expended as of end of January. Works scheduled to commence in February include Lewis Park Pavilion - shower toilet refit, internal painting, external painting, floor finish, Knox Leisureworks - carpet replacement to gym room, Egan Lee Pavilion fencing/gates replacement, Eastgate South - HVAC works (outside air ventilation system), Rowville Recreation Reserve - external painting.	\$2,711,200
17	Playground Renewal Program Benedikt Reserve Playground construction underway with completion expected in April 2016. Arcadia Reserve Playground pricing underway with an anticipated March construction start. Row Reserve Playground detail design complete for pricing in February for a March construction start. Ronald, Icarus, Streeton, Pine Hill, Kings Park and Ashbrook Reserves playground design community consultation complete and detail design well progressed for tendering for an April construction start.	\$1,023,409
22	Fire Hydrant Replacement Program First payment to South East Water made in September.	\$119,000

Project Number	Project Name	Total Approved
24	Carpark Renewal Works scheduled to commence in Mountain Gate Shopping Centre, Scoresby Village and HV Jones Reserve carparks over February / March 2016. Waiting on current works from other departments in all these locations to be completed before renewals can commence.	\$542,000
25	Plant & Machinery Replacement Program Renewal program underway, 54% of funds committed and 41% of funds expended.	\$2,548,273
26	Street Tree Replacement Program Corymbia maculata (Spotted Gum) removals completed on schedule. Vue Court tree removal scheduled for late February - the final scheduled bulk removal for 2016. Survey results confirmed and tree orders placed for approximately 80% of 2016 stock.	\$620,000
31	Stamford Park Redevelopment The Tender process for the sale of lot 2 (residential estate) has concluded, with purchase of the site by Stockland Holdings P/L.	\$818,415
43	Shade Sails for Family and Children's Services Facilities The shade sail/playground equipment budget is tracking on schedule.	\$30,000
104	Roadside Furniture Renewal Program Minor works progressing on schedule.	\$100,000
147	Energy & Greenhouse Program for Council Facilities All projects have been completed.	\$28,000
229	Building Code Australia Compliance Program approximately 20% committed/expended with planned fall protection works to high risk roofs to complete the program scheduled for March/April.	\$100,000
248	Boronia Park Landscaping Implementation Stage 3 Remaining scope of works, being the Library and Basketball Stadium forecourts, is on hold pending resolution of library design.	\$759,803
289	CSR Quarry Reserve - Implementation Stage 4 Contract for works tendered and report prepared for Councils consideration at February Council Meeting. Contract packaged with the sealing of Quarry Road.	\$824,767
345	Asbestos Removal Program is approximately 60% committed/expended. Program of works will be continued over the coming months	\$100,000
347	Miscellaneous Industrial Roads - Pavement Rehabilitation Works have been delayed due to contactor availability. Works are still programmed in Rushdale Street, Jaydee Drive and Gilbert Park Drive.	\$500,000
353	Avalon/Stamford/Stud Road Intersection Modification Project completed.	\$90,000

Project Number	Project Name	Total Approved
369	Carrington Park Reserve - Master Plan Detailed design nearing completion.	\$35,889
409	Parks Furniture Renewal Furniture has been received. All furniture has been allocated and installations have commenced.	\$40,000
410	Parks Signage Renewal Signage design waiting to be confirmed. Liaising with Bushland.	\$30,000
412	Water Sensitive Urban Design Renewal (1) Project packaged with project 441 - Tim Neville Arboretum Masterplan Implementation and 751 - Tim Neville Arboretum lake structure upgrade. Contractor has been appointed and works have commenced with likely completion date in May.	\$186,618
441	Tim Neville Arboretum Masterplan Implementation Project packaged with project 412 -WSUD renewal and 751 - Tim Neville Arboretum lake structure upgrade. Contractor has been appointed and works have commenced with likely completion date in May.	\$463,934
443	Reserves Paths Renewal Works have just been completed in the reserve between Merrivale Court and Ipswich Court (waiting on invoices) as programmed by Parks.	\$50,000
455	Parks Crescent, Cypress Avenue, Boronia - Drainage Upgrade - Consultant selected (Cardno) and appointed. - Inception meeting and site visit completed. - All background data incl. flood modeling provided to consultant. - Consultant undertaking proof of concept before review by Council.	\$180,763
459	Ferntree Gully Road (No. 1825) - Drainage Upgrade Final design details completed. Final detailed design plans with consultant to complete. Tender scheduled to be advertised in March.	\$449,445
490	DDA Footpath Modifications Minor projects being completed in conjunction with the Footpath Renewal Program.	\$100,000
492	Compliance to Food Act - Various Buildings Quotes have been finalised. Works expected to commence early March.	\$25,000
494	Cathies Lane - Landfill Rehabilitation Works Tonkin & Taylor undertaking landfill gas monitoring. Landfill Rehabilitation Plan, Aftercare Management Plan and Hydrogeological Assessment submitted to EPA on 1 October to address PAN requirements. Environmental Audit report submitted 30 October. Capping rehabilitation works commenced February 2016, includes overhauling existing landfill gas system. Recommendation from consultants investigations is that there is no requirement at the moment to lower leachate at the site, need to improve efficiency of existing gas extraction system before considering the need for additional wells.	\$187,500

Project Number	Project Name	Total Approved
495	Fencing Replacement in Early Years Facilities - Scope and Implementation Project is approximately 75% complete - Remainder of works expected to be completed over March/April school holidays	\$24,000
497	Coonara Stone Cottage - Structural Failure Rectification Contract let and works commenced.	\$400,000
516	Rumann and Benedikt Reserves - Open Space Upgrade Contract works completed.	\$174,451
520	Mountain Gate Major Activity Centre - Streetscape Works Works are completed and Practical Completion certificate issued. Addressing some minor defects. Separate bus bay upgrade works included as a post-New Year contract variation following funding approval by PTV with works underway and expected to be completed by early February 2016.	\$921,989
525	Cardiff / Herbert Streets - Drainage Design Survey completed. Consultant working on the existing drainage and flood investigation.	\$50,000
529	Dobson Park - Stormwater Harvesting Construction underway.	\$751,367
532	Sheffield and Basin Olinda Roads, The Basin - Water Sensitive Urban Design Project completed.	\$112,180
536	Parkland Asset Renewal Planting and landscaping works at Knox Regional Sports Precinct complete. Scoping for further works and plant selection is underway to complete program.	\$70,000
537	Bush Boulevard Kellets Road works are out for quotation.	\$41,000
543	Llewellyn Park - Landfill Rehabilitation Works Tonkin & Taylor undertaking landfill gas monitoring. Completed Landfill Rehabilitation Plan, Aftercare Management Plan and Hydrogeological Assessment and submitted to EPA on 31 August to meet PAN requirements. Annual environment audit submitted to EPA. Capping rehabilitation works scheduled to commence March 2016. Determined that a landfill gas extraction system is required. Consultant finalising report on options for landfill gas extraction, will need referral to auditor.	\$187,500
550	Golden Grove, The Basin - Rehabilitation All works completed.	\$169,343
564	Knox Park Reserve Renovation Contractor provided with conditional Practical Completion with Council now undertaking surface finalisation works. Club has been provided with restricted use with temporary fencing to remain until full handover to club is achieved. Expect this to occur around late February 2016.	\$32,000

Project Number	Project Name	Total Approved
566	Artwork Renewal Total funding expended.	\$20,000
572	Tennis Plan Implementation Program Funding for Stage 1 scope of works has now been confirmed. Design plans to be finalised and quotes to be sought over February/March 2016. Works are anticipated to commence around April 2016.	\$22,000
576	Early Years Facility Emergency Warning System The majority of the Early Warning System for Billoo Preschool/Birchfield Childcare is complete. Following a few small programming tasks the program will be completed.	\$50,000
584	Tormore Reserve - Masterplan Development Stage one path works complete. Hydroseeding for lawn areas to be undertaken in March/April.	\$127,843
585	Llewellyn Reserve - Masterplan Development Path connection to Coppelia Street complete. Remainder of works being undertaken following landfill cap rectification works.	\$151,172
587	Upper Ferntree Gully Neighbourhood Activity Centre - Design Project progression is subject to Council endorsement. Program dates adjusted accordingly.	\$103,153
589	Knox Early Years (KEYs) Online Pre School application live and integration with Computron operational. Maternal and Child Health application - CDIS live and operational Family Day Care application upgrade - No longer required. Project will be completed by June 30 2016.	\$96,373
593	Marie Wallace Park - Masterplan Development Stage One works tendered with tenders being evaluated for anticipated contract award in February.	\$489,881
602	Park Ridge Reserve Floodlighting Upgrade Complete.	\$19,000
605	Illawarra Avenue, Rowville Works well underway.	\$280,000
606	Station Street, FTG Works well underway.	\$240,000
607	Ashton Road, FTG Design 70% complete. Anticipate going out to tender late February 2016.	\$460,000
608	Kingston Street, FTG Design well underway - intend to package construction contract with Ashton Road, FTG.	\$400,000

Project Number	Project Name	Total Approved
609	Mountain Gate Drive, FTG Detailed design 70% complete. Anticipate need to defer commencement of construction to later in the financial year to enable over-lapping funds to be used to match likely cost of scope of works required.	\$550,000
610	Elm Street, Bayswater Construction contract packaged with Maple Street and Orange Grove. Tenders closed 1 December and tender award endorsed at January 2016 Council meeting.	\$390,000
611	Orange Grove, Bayswater Construction contract packaged with Maple Street and Elm Street. Tenders closed 1 December and tender award endorsed at January 2016 Council meeting.	\$405,000
612	Maple Street, Bayswater Construction contract packaged with Elm Street and Orange Grove. Tenders closed 1 December and tender award endorsed at January 2016 Council meeting.	\$270,000
613	HV Jones Reserve Oval - Renewal Grass surfacing work now well underway with warmer conditions encouraging grass growth. Regular monitoring of site is occurring.	\$150,695
617	The Basin Preschool Toilets and Storage Upgrade Construction phase completed on the 01/02/2016.	\$40,000
618	Child Care Centres Removal of Rubber Rock Works complete.	\$60,000
619	Scoresby Road/Blind Creek underpass - Widen shared path at western approach Approval provided to Knox Construction Group by Melbourne Water. Construction to commence mid February.	\$30,000
620	High Street Road/Blind Creek shared path underpass - Install Lighting Works are approximately 15% complete with quotations currently being sought for revised design. Expected construction in March.	\$48,485
622	Walker Reserve (Multi-purpose facility) Wantirna South Work now well underway with base prepared and fencing/netting design now approved. Awaiting fabrication before installation occurs.	\$248,181
624	Lakesfield Reserve Floodlight Upgrade Contract awarded to All Sport Lighting. Works started onsite on the 22 January.	\$258,490
627	Ferntree Gully Library Scope and Concept Concept Plans finalised and project now completed.	\$39,090
628	Boronia Library - Scope and Concept Concept Plans finalised and this stage of the project now completed.	\$104,720

Project Number	Project Name	Total Approved
629	Preschool Major Office Upgrades - Detailed Designs Funds from project 734 transferred to complete works at Knoxfield Preschool. Original funding envelope did not fully cover original scope of works.	\$26,000
630	Early Years Hubs - Bayswater Project Scoping Analysis Report has been completed.	\$518,288
647	Stud Park Reserve, Rowville - Masterplan Draft Masterplan exhibition period completed and Masterplan being finalised for presentation to Council for consideration in March 2016.	\$131,745
649	Scoresby (Exner) Reserve - Masterplan Detail design for stage one works being prepared following endorsement of Masterplan in December. Anticipate construction works March to June 2016.	\$131,965
655	Entry Signage - Scope and Concept Signage installed. Project Complete	\$17,000
656	Margot Street (29), FTG - Drainage Upgrade Construction works commenced 18 January and 30% of works has been completed.	\$47,737
657	Salmon Road, Boronia - Drainage Upgrade Project complete.	\$88,200
659	Waldheim Road (26), Bayswater - Drainage Upgrade Flood Mitigation works completed. Water quality (WSUD) design solutions now form part of Project 773. Progress subject to Melbourne Water partnering under the "Enhancing Our Dandenong Creek" initiative.	\$111,780
660	Mountain Highway (No. 598), Bayswater - Drainage Upgrade Following feedback from stakeholders, consultants are reassessing possible flood mitigation solutions. Property access approval obtained for works.	\$20,118
661	Boronia Road (223), Boronia - Drainage Upgrade Detailed design underway. 60% of detailed design completed.	\$258,628
663	Fairpark Reserve Toilet - Installation Project completed.	\$190,000
664	Storm Water Harvesting - Concept Designs Draft report received by Council December 2015.	\$98,961
665	Templeton Reserve - Storm Water Harvesting Design Works scheduled for Templeton Reserve are on hold, pending the outcome of the Storm Water Harvesting / Sporting Surfaces review.	\$50,000
667	Inverness Avenue - Water Sensitive Urban Design System Concept design complete and detailed design is in progress.	\$220,000

Project Number	Project Name	Total Approved
668	Knox Active Aging Management System (KAAMS) Project has moved to Implementation Phase. Basic system has been installed. Integration and system configuration requirements are currently being finalised. Project scheduled to commence progressive go live July 2016.	\$360,987
675	Public Art Project Work on the development of the Public Art Strategy is progressing. Council has agreed to set aside funds for public art until the strategy has been completed.	\$79,658
676	Lakesfield Reserve Oval Renewal Grass coverage is now good with minor maintenance items to be attended to before practical completion is achieved.	\$233,745
677	Liberty Reserve Oval Renewal Progressive establishment of grass coverage is now underway - monitoring occurring to ensure required coverage is obtained.	\$0
678	Scoresby West Shopping Village - Public Lighting Works to commence early February.	\$150,000
679	Eildon Park Tennis Court Upgrade Works completed mid-January 2016.	\$64,000
687	Lewis / Tilba Road Drainage Works Contractor will start remaining works early February.	\$80,000
689	Lewis Park Oval 1 Renewal Discussions with Parks around scope of works have commenced. Design to commence later this financial year. Construction planned to be deferred to 2017/18 due to the issue of having too many other ovals off-line. User Group consulted.	\$400,000
690	Rehabilitation of sporting reserves warm season grass conversion Planting growth at Bayswater Oval 2 progressing and the site is being constantly monitored. Extra material will be planted to improve coverage. Watering being reduced as required.	\$100,000
691	Designs for oval renovations Contractor has supplied plans for Knox Gardens No.2. Surveys on Templeton Reserve and Park Ridge Soccer ground complete. This is to determine levels only. Discussions around scope underway with Parks.	\$20,000
692	Boronia Road footpath Project completed.	\$50,000
693	Albert Street footpath Awaiting consultant's redesign and stakeholder approval.	\$65,000
694	Mountain Highway footpath Major development is currently underway at 1122 Mountain Highway. Unable to commence path work until the completion of this development.	\$60,000

Project Number	Project Name	Total Approved
695	Montana Avenue footpath Project has been cancelled due to resident objections. Funds to be used on another priority project.	\$45,000
696	Murray & Raymond Reserve footpath Works have been delayed due to lack of contactor availability. Works are now programmed for February / March 2016.	\$27,000
697	Bergins Road - footpath 2 Works have been delayed due to lack of contactor availability. Works are now programmed for February / March 2016.	\$16,500
698	Taylors Lane footpath Works have been delayed due to lack of contactor availability. Works are now programmed for February / March 2016.	\$52,500
699	Miller Road/Dorrigo Drive Traffic Treatment Design being developed.	\$6,000
700	Anthony Drive Traffic Treatment Consultation about to commence.	\$10,000
701	Ferry Creek Trail shared path Works have been delayed due to lack of contactor availability. Works are now programmed for February / March 2016.	\$33,000
702	Stud Road footpath connection Works have been delayed due to lack of contactor availability. Works are now programmed for February / March 2016.	\$15,000
703	Francis Crescent footpath connection Works have been delayed due to lack of contactor availability. Works are now programmed for March / April 2016.	\$25,000
704	Mountain Highway footpath connection 4 Waiting on consultant's design and stakeholder approval.	\$80,000
705	Wellington Road footpath connection Construction programmed for late March.	\$20,000
706	Cathies Lane footpath connection Project Completed.	\$20,000
707	Renewal of sports reserve assets / tennis courts / netball Netball Centre court works expected to be complete by end of February.	\$160,000
708	Renovation of cricket run ups and goal squares Batterham Reserve goal square and Knox Gardens wicket area works completed. Further areas are being scoped for works.	\$33,000

Project Number	Project Name	Total Approved
709	Cricket Practice wicket renewals Works at Kings Park Completed.	\$90,000
710	Colchester Reserve Design of oval for twin rugby pitches is well underway with detailed design 60% complete. Design alternative now being assessed with Parks & Leisure. Anticipate design to be finalised late February 2016.	\$610,000
711	Irrigation enhancements at sporting reserves All irrigation works at Batterham Reserve are completed. Trenches will be monitored for levels in the upcoming months.	\$100,000
712	Tennis Court Renewals Funds for renewal of Rita Mathews tennis courts in place to match full scope of Stage 1 works. Anticipate quotes being sought over February/March 2016.	\$230,000
713	Renewal of sports facility lighting Program is approximately 30% complete. First project at Eildon Park Tennis Pavilion has been completed	\$50,000
714	Family and Children Services Softfall Program Softfall program has been completed.	\$30,000
716	Early Years Hubs - Wantirna South Draft Scoping Analysis Report has been completed.	\$500,000
717	Knox Central Land Acquisition Prospective sites being investigated.	\$3,600,000
718	Bulk Replacement of Street Lights with LED Tender for the installation of lights has been completed and an inception meeting was held 5 February with ETS Electrical Services. The installation of lights is expected to commence in Mid to late March.	\$4,750,000
720	Exner Reserve Floodlight Upgrade Design/scope of works has been finalised. Quotations currently being sought. Construction is expected late February/early March	\$80,000
721	Eildon Park Reserve (Pavillion upgrade), Rowville - Design Final detailed design underway.	\$50,000
722	Knox Skate & BMX Park Storage/Shade Structure Project is committed and scheduled to commence mid/late February	\$42,873
723	Knoxfield Tennis Club Consultation has occurred through the Leisure Services with Tennis Victoria, the Local Ward Councillor and the club. It is proposed that the project is scoped in more detail during 2015/16, before being reconsidered for delivery in a future budget.	\$34,000

Project Number	Project Name	Total Approved
724	Knox Library - Design Design of interim Knox Library underway.	\$80,000
725	Placemakers Site - Design Stakeholder consultation for design for the facilities/site to improve functionality, access and capacity is underway.	\$15,000
726	Ambleside Resource Centre Project - Design Stakeholder consultation and scoping development commenced.	\$20,000
727	Knox Community Arts Centre - Design Design work to being undertaken for a March-May construction.	\$12,000
728	Knox Regional Netball Centre Quotes have been provided. Job is scheduled for April commencement.	\$50,000
729	Knox Leisureworks UV for Leisure Pool Quotes currently being sourced with works to be scheduled in consultation with YMCA as the managers of operations. It is expected works will be undertaken in March/April	\$48,000
730	Scoresby West Pre School Complete.	\$130,000
732	Outdoor Blinds for Child Care Centres Works nearing completion.	\$36,000
733	Preschool Office/Storage - Minor Works Berrabri and Wattleview Preschool offices were completed over the Christmas break. Storage works to be undertaken at UFTG in March/April holidays.	\$30,000
734	Riddell Road Children and Family Centre This project no longer required and funds transfered to Project 629.	\$15,000
735	Family & Children Services Buildings Door Jamb Protectors Tracking on time. The majority of door jams installed over the Christmas break.	\$25,000
736	Flamingo Preschool upgrades (3 year old) All works complete.	\$80,000
737	Meals on Wheels site reconfiguration - Stage 1 Quotations being sought with a view to commence construction early April.	\$20,000
738	The Basin Progress Hall - Stage 4 of 4 Contract let. Works to commence after March 7.	\$254,000
739	Bergins Road - footpath 3 - Design Design programmed for May 2016 completion.	\$6,250

Project Number	Project Name	Total Approved
740	Mountain Hwy footpath 2 feasibility study Preliminary design and estimate received from consultant.	\$15,000
741	Cathies Lane, Wantirna South - Footpath Design Project completed.	\$3,500
742	Myrtle Street Footpath Project completed.	\$30,000
743	Quarry Road, Upper Ferntree Gully Tender report to be submitted to the February Council Meeting. Contract packaged with the CSR Quarry Masterplan project.	\$150,000
744	Ferntree Gully Road shared path 1, Knoxfield - Design Design to commence in March.	\$3,000
745	Old Orchard Drive Solar Light Installation Contractor about to be appointed for April installation.	\$10,000
746	Revegetation Plan Design completed, initial plant order made.	\$100,000
747	Chandler Park, Boronia - Masterplan Implementation Detail design for multi purpose activity area and play space near complete with the intent of tendering in March 2016.	\$100,000
749	Fairpark Reserve, FTG - Masterplan Implementation Detail design for stage one works near complete to enable pricing for a March/April construction start. Stage one works consist of picnic area with shelter between playground and netball courts and adjacent to new public toilets.	\$100,000
750	Basin Triangle Reserve, The Basin - Masterplan Implementation On track to commence design work in February with a view to construct upon completion of Progress Hall works.	\$100,000
751	Tim Neville Arboretum - Lake Structure Upgrade Project packaged with 412 - WSUD renewal and 441 - Tim Neville Arboretum Masterplan Implementation. Contractor appointed and construction has commenced with likely completion date around April/May.	\$200,000
752	Mountain Gate Shopping Centre Reserve - Design Project commenced. First stage community consultation planned for March 2016.	\$20,000
753	Picketts Reserve, Ferntree Gully - Design Engagement of consultant is being finalised with a view to commence community consultation in March 2016.	\$30,000

Project Number	Project Name	Total Approved
754	Templeton Reserve, Wantirna - Design A consultant has been engaged and the first community consultation session is planned for March 2016.	\$40,000
755	Talaskia Reserve, Upper Ferntree Gully - Design Engagement of consultant is being finalised with a view to commence community consultation in March 2016.	\$30,000
756	Heany Park, Rowville Some further detail design required and will be complete for pricing in February for a construction start in March.	\$160,000
757	Carrington Park, Knoxfield - Masterplan Paths works are being planned for construction in the eastern section of the site in the 2nd quarter of 2016.	\$150,000
758	Jenola Parade Masterplan Implementation Community consultation complete. Plan being modified for implementation in late Autumn 2016.	\$50,000
759	Alchester Village - Masterplan Implementation Project delayed to enable further community consultation by Place Program.	\$100,000
760	Alchester Village Park Masterplan Project delayed to enable further community consultation by Place Program.	\$60,000
761	Dandenong Creek Gateways - Revegetation of Strategic Road Corridors - Concept Design Consultants to be invited in February to assist Council to prepare plans.	\$50,000
762	Dobsons-Clyde Street Flood Retarding System - Design Surveying complete. Investigation underway.	\$50,000
763	Boronia Road Overland Flowpath - Design Funding transferred to project no. 455 (Parks Crescent, Cypress Avenue, Boronia - Drainage Upgrade) - all updates are to be reflected/recorded within project no. 455.	\$30,000
764	Knox Leisureworks Flood Retarding System - Design Survey completed. Consultant working on the existing drainage and flood investigation.	\$25,000
765	Alchester Village Shopping Centre - new toilet block Consultation process extended. New proposed program provided by Place Management Team proposes deferment of construction to 2016/17, with construction due for completion in April 2017.	\$180,000
766	Bayswater Park - replace toilet block Tender evaluation complete. Contract to be let by mid February.	\$180,000

Project Number	Project Name	Total Approved
767	Studfield Shopping Centre Toilets Works commenced. Slight delay with demolition of existing toilet due to discovery of asbestos which was not recorded in asbestos audit.	\$190,000
768	Wantirna Mall Toilets Tender evaluation completed. Contract to be let by mid February.	\$190,000
769	Mint Street, Wantirna – Dandenong Creek wetland Design Consultant undertaking detailed design plans scheduled to be finalized end of February.	\$17,000
770	Olivebank Road, FTG - Water Sensitive Urban Design (WSUD) - Design Consultant undertaking detailed design plans scheduled to be finalized end of February.	\$17,000
771	Colchester Road, Boronia – Mini Wetland Design Concept design finished. Functional detailed concept underway.	\$17,000
772	Old Belgrave Road Raingarden - Design Project closed. Initial investigations have concluded that water quality works will be ineffective and most like unnecessary until Victrack drainage issues upstream are resolved. As such the remaining funding (\$9,070) has been transferred to extend design works for Project No.769 Mint St, Wantirna to also include Cash Fues PI, Wantirna.	\$15,000
773	Waldheim Street wetland and swale system Council to undertake detail design and construction works.	\$10,000
774	Manson Reserve - Stormwater Treatment Melbourne Water through its "Enhancing Our Dandenong Creek" Project is looking at this site to potentially provide a detailed design and construction. It is currently high in the priority list but Council is still awaiting confirmation by Melbourne Water to proceed.	\$50,000
775	Alchester Village Lighting Project Lighting assessment of Alchester Village precinct being undertaken in late January/early February, with results available for February community consultation. Design to be undertaken post community consultation.	\$100,000
784	Glenfern Road footpath - Design Survey scheduled for April 2016.	\$20,000
785	Printer Upgrade Discussions with vendors underway, key requirements being undertaken	\$40,000
786	Micro Soft Office Upgrade Project currently on hold due to resourcing and conflicting priorities	\$100,000
787	Website Development Project on hold due to resourcing and conflicting priorities.	\$50,000

Project Number	Project Name	Total Approved
788	Electronic Record System Upgrade (Project Phoenix) Project is currently in Evaluation Phase. On schedule to recommend a preferred solution at the April Ordinary Council Meeting	\$750,000
789	Facilities Booking Review/Upgrade Facilities Booking Review completed. Request for quotation being prepared.	\$86,000
791	Server Infrastructure On going quarterly lease payment.	\$170,000
792	PC Rollout The roll out of desktop PC is nearing completion with nearly 200 desktops PC's and associated monitors replaced. The Laptops, both Dell and Toshiba have been order and should commence deployment within the next two weeks.	\$225,000
793	Non Leased Software and Hardware This project has been rescheduled to commence in April 2016.	\$120,000
794	Switch Replacement Program (Leased) Ongoing quarterly lease payment.	\$28,000
796	Park Crescent, Boronia Survey & Design due to commence in March 2016.	\$20,000
797	McMahons Road, Ferntree Gully Engineering survey completed.	\$30,000
798	Woodvale Road, Boronia Engineering survey completed.	\$20,000
799	Windermere Drive, Ferntree Gully Survey and Design due to commence in March 2016.	\$35,000
800	Smithfield Square, Wantirna Survey and design due to commence in March 2016.	\$20,000
801	Sasses Avenue, Bayswater Survey and design due to commence in March 2016.	\$20,000
802	Erica Avenue, Boronia Survey and Design due to commence in March 2016.	\$30,000
803	Macquarie Place, Boronia Survey and Design due to commence in March 2016.	\$25,000
Total:		\$48,951,364

ALL WARDS**11.2 SUPPLEMENTARY VALUATIONS**

SUMMARY: *Coordinator–Property & Revenue Services
(Ian Goulet)*

This report summarises the effect of Supplementary Valuations returned as at 1 December 2015 (SUPP ID's 469, 490, 491, 499 and 501).

RECOMMENDATION

That Council adopt the Supplementary Valuation adjustments 2015/2016 (SUPP ID's 469, 490, 491, 499 and 501) prepared and tabled under Section 13DF of the Valuation of Land Act 1960.

1. INTRODUCTION

As part of the ongoing valuation process Supplementary Valuations have been carried out on a number of properties. The Supplementary Valuations are as a result of subdivision, consolidation, the erection or removal of improvements, arithmetical or descriptive errors. The valuations returned are shown in the report as the Valuations as at 1 January, 2014.

These Supplementary Valuations are undertaken and have been returned in accordance with Section 13DF of the Valuation of Land Act 1960.

2. DISCUSSION

The Supplementary Valuation return process is an ongoing process to ensure adjustments to properties continue to be accurately reflected in Council's rating system.

Reports are presented to Council to reflect changes in property values throughout the financial year.

Depending on the nature or date of each individual supplementary valuation the effective date will vary. The supplementary valuations included in this report have the effective dates between 1 July 2015 and 1 December 2015 being the date they were returned to Council.

11.2 Supplementary Valuations (cont'd)

The following tables set out the changes in valuations as a result of these Supplementary Valuation returns.

Valuations as at 30 November 2015

Site Value	Capital Improved Value	Net Annual Value
\$20,961,897,000	\$34,148,396,000	\$1,870,724,845

Adjustments Due To Supplementary Valuation Returns

Site Value	Capital Improved Value	Net Annual Value
\$11,174,000	\$30,652,000	\$1,509,750

New Valuation Totals as at 31 December 2015

Site Value	Capital Improved Value	Net Annual Value
\$20,973,071,000	\$34,179,048,000	\$1,872,234,595

Site Value – Represents the land value alone.

Capital Improved Value – Represents the combined value of land and any improvements. It is the basis on which rates are raised.

Net Annual Value – Represents the notional rental value of the improved property.

Whilst the rates can be effective from different dates the valuation is determined based on the level of valuation as at 1 January 2014.

Details of specific properties affected by these Supplementary Valuations are available upon request.

3. CONSULTATION

There is no requirement for any specific consultation in regards to this matter.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity impacts as a result of this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

This particular Supplementary Valuation return, based on a nett increase in Capital Improved Value of \$30,652,000 for the 2015/2016 financial year, has generated an increase in rates of \$50,825.87.

11.2 Supplementary Valuations (cont'd)**6. SOCIAL IMPLICATIONS**

Regular processing of Supplementary Valuations ensures accuracy of Council records and thus Council rate charging is as equitable as possible.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

Valuations and rating is part of Council's governance responsibility in delivering the Knox Council Plan.

8. CONCLUSION

It is recommended that Council receive, approve and adopt the Supplementary Valuation Return(s) and relevant declaration(s) of the Valuer as shown in Appendix A.

9. CONFIDENTIALITY

Confidentiality is not an issue in this instance.

Report Prepared By: Coordinator – Property & Revenue Services (Ian Goulet)

Report Authorised By: Acting Director - Corporate Development (Kath Oakley)

11.2 Supplementary Valuations (cont'd)**APPENDIX A****TABLE 1**

RETURN OF THE VALUER		OVERALL VALUATION CHANGE		
SUPPLEMENTARY REFERENCE ID	VALUER'S RETURN DECLARATION DATE	SITE VALUE \$	CAPITAL IMPROVED VALUE \$	NET ANNUAL VALUE \$
SUPP ID 469 S/DIVISION	1 December 2015	5,350,000	5,350,000	267,500
SUPP ID 490 S/DIVISION	1 December 2015	26,450,000	40,096,000	2,001,700
SUPP ID 491 CIV	1 December 2015	-4,000	8,881,000	424,300
SUPP ID 499 CIV	1 December 2015	-30,000	355,000	17,750
SUPP ID 501 S/DIVISION	1 December 2015	-20,592,000	-24,030,000	-1,201,500

ALL WARDS**11.3 ASSEMBLIES OF COUNCILLORS**

SUMMARY: *Manager – Governance and Innovation (Fleur Cousins)*

This report provides details of Assembly of Councillors established under section 80A of the Local Government Act as required under section 80A(2) of the Act.

RECOMMENDATION

That Council

- 1. Note the written record of Assemblies of Councillors as attached to this report.**
- 2. Incorporate the records of the Assemblies into the minutes of the meeting.**

1. INTRODUCTION

Under section 80A(2) of the Local Government Act, the Chief Executive Officer must present a written record of an Assembly of Councillors to an ordinary meeting of Council as soon as practicable after an Assembly occurs. This written record is required to be incorporated into the minutes of the meeting.

Details of Assemblies of Councillors that have occurred between Monday 11 January 2016 and Sunday 7 February 2016 are attached to this report. Also attached to this report is one form dated 14 December 2015.

Report Prepared By: *Manager – Governance and Innovation
(Fleur Cousins)*

Report Authorised By: *Acting Director – Corporate Development
(Kath Oakley)*

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 14/12/2015	
Name of Committee or Group (if applicable):	
Knox Central Advisory Committee	
Time Meeting Commenced: 6:00pm	
Councillors in Attendance:	
Cr Tony Holland, Mayor	
Cr Peter Lockwood	
Cr Karin Orpen	
Cr Darren Pearce	
Council Staff in Attendance:	
Graeme Emonson	
Jason Matthews	
Angelo Kourambas	
Samantha Mazer	
Sarah Lane	
Matters Considered:	
1. Delivery Update – Operations Centre	
2. Delivery Update – Site Design and Development	
3. Delivery Update – Civic Amenity	
4. Operations Centre Relocation	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 19/1/2016	
Name of Committee or Group (if applicable):	
Councillor Discussion	
Time Meeting Commenced: 6:20pm	
Councillors in Attendance:	
Cr Tony Holland, Mayor	Cr Karin Orpen (via phone)
Cr Peter Lockwood	Cr Lisa Cooper
Cr John Mortimore	Cr Darren Pearce
Cr Joe Cossari (from 6:30pm)	Cr Nicole Seymour
Cr Adam Gill	
Council Staff in Attendance:	
Joanne Truman	
Mary-Anne Palatsides	
Matters Considered:	
1. Recruitment Process for CEO Recruitment	
2. Acting CEO Arrangements	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 2/2/2016	
Name of Committee or Group (if applicable): Community Health & Wellbeing Reference Group	
Time Meeting Commenced: 9:30am	
Councillors in Attendance:	
Cr John Mortimore	
Cr Nicole Seymour	
Council Staff in Attendance:	
Rosie Tuck	
Lisette Pine	
Michelle Hollingworth	
Sam Salamone	
Darlene Swan	
Matters Considered:	
1. Confirmation of Previous Minutes	
2. Declaration of Conflict of Interest	
3. Outer East Primary Care Partnership Presentation on 'The Well'	
4. Emerging Health and Wellbeing Issues	
5. Draft Terms of Reference for Community Health & Wellbeing Advisory Committee	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 2/2/2016	
Name of Committee or Group (if applicable):	
Issues Briefing	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr Tony Holland, Mayor	Cr Karin Orpen
Cr Peter Lockwood	Cr Lisa Cooper
Cr John Mortimore	Cr Darren Pearce
Cr Joe Cossari	Cr Nicole Seymour
Cr Adam Gill	
Council Staff in Attendance:	
Joanne Truman	Steven Dickson (Item 1)
Ian Bell	Paul Anastasi (Item 1)
Angelo Kourambas	Kathy Hynes (Item 2)
Kath Oakley	Peter Gore (Item 3)
Kathy Parton	Marco D'Amico (Item 3)
Fleur Cousins	
Matters Considered:	
1. Proposed Changes to the Local Laws Administrative Guidelines	
2. Draft Street Tree Management Plan	
3. Recognition of Council by Community Organisations at Sporting and Community Facilities	
4. Forward Report Schedule	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 3/2/2016	
Name of Committee or Group (if applicable):	
Knox Active Ageing Advisory Committee	
Time Meeting Commenced: 5:45pm	
Councillors in Attendance:	
Cr John Mortimore	
Cr Nicole Seymour	
Council Staff in Attendance:	
Tanya Clark	
Teresa Donegan	
Amanda Wiggs	
Matters Considered:	
1. "Money for Jam" Pilot Project Auspiced by Per Capita	
2. Play for Stringybark 2016 – Inventors Young and Old, Repurposing the Future	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 3/2/2016	
Name of Committee or Group (if applicable): Youth Issues Advisory Committee	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr Peter Lockwood	
Council Staff in Attendance:	
Peter Gore	
Pip Smith	
Tony Justice	
Matters Considered:	
Review of Youth Information Centre Update and Discussion	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 4/2/2016	
Name of Committee or Group (if applicable): Knox Disability Advisory Committee	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr John Mortimore	
Cr Nicole Seymour	
Council Staff in Attendance:	
Nicole Hunter	
Felicity Smith	
Peter Johnston	
Dianne Thomas	
Matters Considered:	
1. Bayswater Train Station Upgrade	
2. Metro Access Update	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

12. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN

13. SUPPLEMENTARY ITEMS

14. URGENT BUSINESS

14.1 URGENT BUSINESS

14.2 CALL UP ITEMS

15. QUESTIONS WITHOUT NOTICE