



KNOX CITY COUNCIL

AGENDA

Ordinary Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 28 May 2018

KNOX CITY COUNCIL

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

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

BUSINESS:

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2. DECLARATIONS OF CONFLICT OF INTEREST

3. CONFIRMATION OF MINUTES

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held on Monday 23 April 2018*

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

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

RECOMMENDATION

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

REPORT

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

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

Report Prepared By: *Acting Manager – City Planning & Building (Greg Kent)*

Report Authorised By: *Acting Director – City Development (Paul Dickie)*

Knox City Council
Planning Applications Decided by Responsible Officer

1 April 2018 – 30 April 2018

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

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

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

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

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

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

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

Total: 68

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

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

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

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

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

RECOMMENDATION

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

1. INTRODUCTION

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

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

2. DISCUSSION

2.1 Program Purpose and Structure

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

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

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

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

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

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

2.2 Key Findings

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

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

Housing that Provides Choice through Diversity

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

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

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

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

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

Housing that Responds to Current and Future Needs

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

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

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

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

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

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

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

Housing that Contributes to a Strong Sense of Place

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

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

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

Housing that is Delivered by Sound, Integrated Decision-Making

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

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

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

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

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

2.3 Future Program Development

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

Future Indicators Under Development

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

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

3. CONSULTATION

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

4. ENVIRONMENTAL/AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

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

6. SOCIAL IMPLICATIONS

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

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

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

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

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

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

8. CONFLICT OF INTEREST

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

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

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

9. CONCLUSION

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

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

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

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

10. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

***Report Prepared By: Coordinator City Research & Mapping
(Jonathan Wright)***

Report Authorised By: Manager City Futures - (Tanya Clark)

***Director – City Development
(Julia Oxley)***

Knox Housing Monitoring and Review Program

Annual Report for 2017

Prepared May 2018

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How to Read this Document

Sections 1 and 2 of this document set out the purpose of the Knox Policy Housing Monitoring and Review Program and how it fits with the other documents and reports that define housing policy at the State and local level.

Section 3 provides a brief summary of the factors that define the current state of housing in Knox and the issues that are driving future changes.

Section 4 gives an overview of the indicators that are used to assess the performance of housing policy in Knox and how they relate to the *Knox Community and Council Plan 2017-2021*, which sets out the overall vision, shared goals, and targets for measuring progress toward those goals.

Section 5 steps through each of the housing indicators, providing a summary of the data used to measure progress and an interpretation of the findings for each.

Section 6 provides future directions for the Knox Housing Monitoring Program, including a description of potential future indicators and the Knox Housing Scorecard currently under development.

1. The Housing Policy Monitoring and Review Program

This report provides information from the ninth annual Housing Policy Monitoring and Review Program. This Program was developed in 2007 to measure the effectiveness of the Knox Housing Policy in assisting in the delivery of the *Knox Housing Statement 2005*, Council's initial strategic plan for housing and residential development in Knox. It has been updated this calendar year to reflect the *Knox Housing Strategy 2015*, which was adopted by Council in January 2015. Subsequent changes to the Knox Planning Scheme were approved in March 2016 approved via Amendment C131.

2. Current Policy Framework

The *Knox Housing Strategy 2015* was supported by the Knox@50 community engagement program and developed within the State Government's regional planning framework of *Plan Melbourne*. The underlying strategy for housing across Melbourne is to direct most new development toward Activity Centres, those areas near existing shopping centres and transportation. This has two key effects on housing in Knox. One is to deliver housing efficiently, where the infrastructure and services can best support it. The other is to protect existing neighbourhoods and areas with particular significance – like the Dandenong Foothills – from overdevelopment.

The *Knox Housing Strategy 2015* builds on that idea by setting out a scaled approach to housing in Knox. The *Housing Strategy* divides the city into four policy areas – Bush Suburban, Knox Neighbourhood, Local Living, and Activity Areas – and provides guidance on what types of dwellings are preferred and permissible in each area (see Figure 1). Parts of the city designated as Activity Areas and Local Living areas are expected to experience the most change, accommodating medium and higher density development over time. Bush Suburban and Knox Neighbourhood areas are expected to experience less change in order to preserve existing areas of environmental significance and neighbourhood character.



The previous regional planning framework, *Melbourne 2030*, set out a series of aspirational housing targets that each city would need to meet to cater to expected levels of population growth through the year 2030 (see Table 1). While the first version of *Plan Melbourne* did not include housing targets, the current state government is working to re-establish a new set of targets that will help guide growth across the metropolitan region. The previous targets have been used as a benchmark in every Housing Monitoring Program report since 2008, and still provide the most current guide for understanding how well Knox will be able to meet the need for future housing.

The Housing Policy Monitoring and Review Program also works in concert with the annual State of Knox report to provide guidance on the *Knox Community and Council Plan*, the city's overarching strategic document that provides a vision statement for the Knox community, shared goals and strategies to achieve the vision, an outline of the role and focus of Council, and the targets and initiatives that Council has set to help achieve those shared goals. Section 0 of this report sets up how housing indicators examined here relate to the overall goals of the latest *Community and Council Plan*.

Table 1: Aspirational housing distribution for Knox, 2001-2030

Location	Potential number and percentage of new dwellings in Knox						TOTAL
	2001-05	2006-10	2011-15	2016-20	2021-25	2026-30	
Greenfield sites	2377 92%	200 8%	0 0%	0 0%	0 0%	0 0%	2,577 (17% of 2001-2030 total)
Activity Centres	30 0%	578 8%	910 12%	1895 25%	1895 25%	2269 30%	7,577 (50% of 2001-2030 total)
Strategic Redevelopment Sites and along the PPTN	88 5%	425 23%	500 28%	500 28%	175 10%	107 6%	1,795 (12% of 2001-2030 total)
Dispersed Development (including the Dandenong Foothills)	855 27%	700 22%	456 15%	380 12%	380 12%	380 12%	3,151 (21% of 2001-2030 total)
TOTAL	3,350	1,903	1,866	2,775	2,450	2,756	15,100

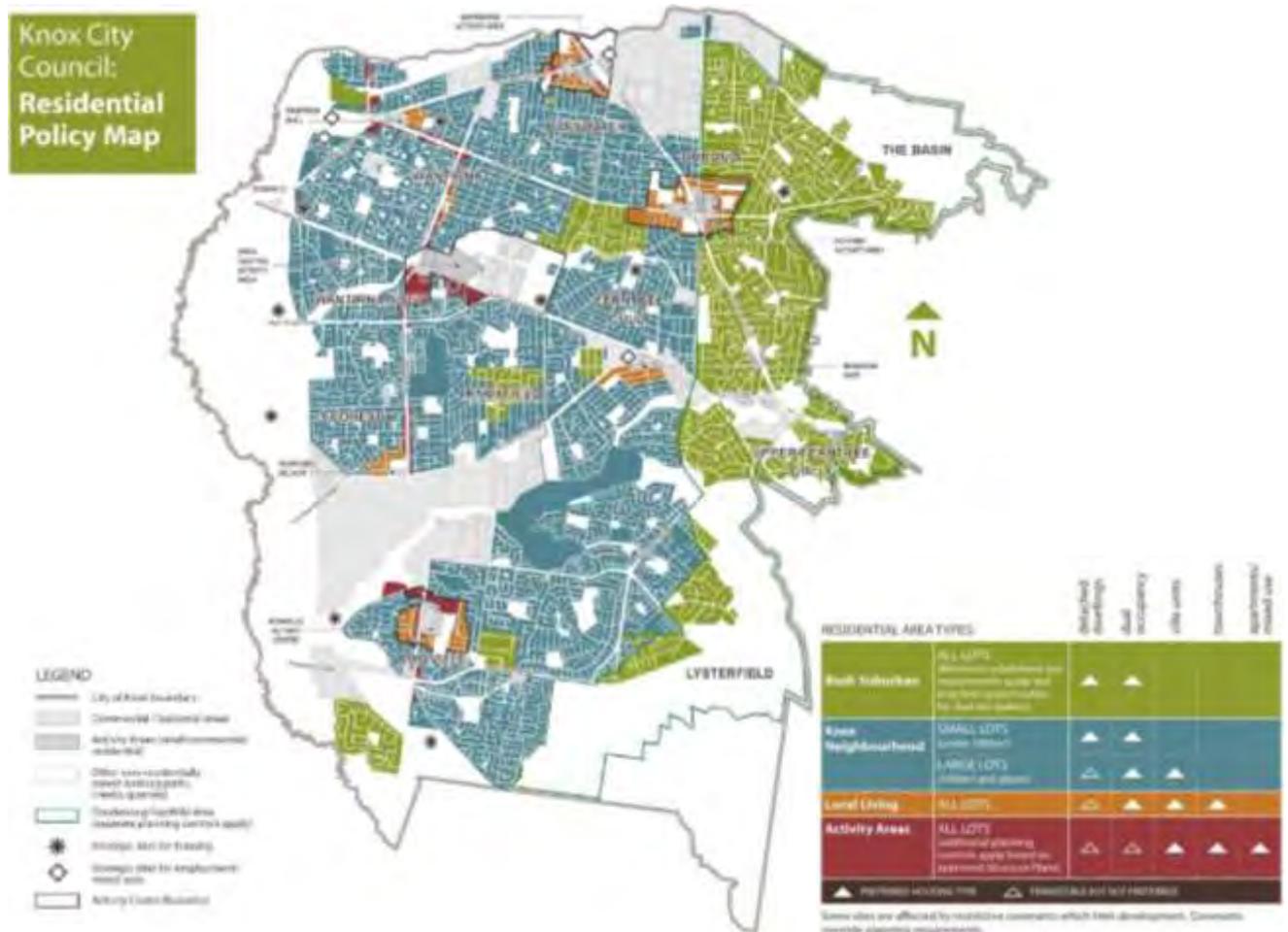


Figure 1: Housing Policy Areas as defined in the Knox Housing Strategy 2015

3. Key Challenges and Opportunities

An Ageing Population

Knox's population is ageing in line with national trends. According to current projections, one in three people living in Knox will over 55 years old by 2036, which would result in almost as many people of retirement age (65 years or older) as young people under 18 years. This would mean an increasing demand for housing for older people, including retirement villages and aged care facilities as well as flexible, accessible dwellings located in places where people looking to downsize want to live.

Declining Household Size

The average household size has been steadily declining over the last 20 years, from a peak of 3.17 people per household in 1991 to 2.70 people per household in 2016. This reflects broader regional trends towards greater numbers of couple-only and single-person households. By 2036, it is projected that there will be more one and two-person households in Knox (36,000) than families with children (31,400). These projections estimate this decline will continue to 2.58 people per household in Knox by 2036, which would likely mean further increases in the demand for smaller dwellings.

Increasing Number of Vulnerable Households

The number of vulnerable households on a very low income¹ in Knox has increased from 1,668 households in 2006 (3.3%) to 2,146 households in 2011 (4.1%) and 2,204 households in 2017, representing 3.8% of total households in Knox. Significant numbers of lower income households are experiencing housing stress² as mortgage and rental payments consume an increasing share of household incomes and the availability of affordable private rentals is decreasing. One in ten lower-income mortgage holders and one in four low-income renter households in Knox is under financial stress from mortgage or rent (2016 Census), though rates remain more favourable than the metropolitan average and the extent of housing stress varies across Knox. Directing a significant proportion of income towards a housing costs places pressure on meeting other household expenses such as transport, health, education and food, leaving people more vulnerable to changes in circumstances and further disadvantaging those already facing hardship including the unemployed and single parent families.

Pressure on Climate and Resources

According to CSIRO, "the duration, frequency and intensity of heatwaves have increased across large parts of Australia since 1950. There has been an increase in extreme fire weather, and a longer fire season, across large parts of Australia since the 1970s."³ Future rainfall events are predicted to be more frequent and more intense, even if average rainfall levels decrease overall. With energy and water prices increasing along with landfill fees, measures to address the efficient use of these resources will be needed to help mitigate pressures of everyday costs of living.

¹ Lowest 10% of equivalised household incomes, nationally

² Households in the lowest 40% of incomes, nationally that are paying more than 30% of their usual gross weekly income on housing costs.

³CSIRO, <https://www.climatechangeinaustralia.gov.au/en/climate-campus/australian-climate-change/australian-trends/>, accessed July 2017.

Declining Affordability

Knox is becoming a less affordable place to live. The Knox median house price passed the metropolitan Melbourne average for the first time in 2014. In 2017, half of all houses in Knox cost \$740,000 or more, compared to \$575,000 across Melbourne. Knox experienced the tenth largest percentage increase in median house price of all metropolitan municipalities over the five years to 2017 (55.5%). This is three times the increase in the median house price for metropolitan Melbourne overall (18.6%).

Growth in median household income has failed to match the pace of rising house prices. The median house price in Knox increased by 52% from 2006-2011, but median household income only rose by 20% over the same period. The gap continues to grow with the most recent data indicating a 49% increase in median house price in Knox between 2011 and 2016, compared with an 11.5% growth in median household income over the same period. The latest figures continue a trend that has been accelerating over the last 20 years. The cost of a dwelling affordable for the 'typical' Knox household⁴ was calculated at \$414,000 in 2016, compared with a median house price locally of \$716,250. This represents an 'affordability gap' of 42% which is beginning to widen again after signs of improvement in 2014 (Figure 3) As across Melbourne generally, average household income is no longer high enough to comfortably service the mortgage on an average house in Knox.

Rental and wage increases were more closely aligned between 2011 and 2016 (a median rent increase in Knox of 17% compared with a 15% increase in average wages nationally over the same period). However, major divergence between 2006 and 2011 when median rental increase was more than double the increase in average wages, has left a legacy of ongoing rental burden and the proportion of rental households in stress has risen from 24.4% in 2011, to 26.5% in 2016 (an increase of nearly 600 households). The amount of social housing and affordable private rentals continues to be insufficient to meet housing needs of the most vulnerable in the Knox community.

An Identified Shortage of Social Housing

In 2016, social housing comprised 2% of the total housing stock in Knox, compared with a metropolitan average, 2.6% (a decline since 2011 when the level was 2.1% and 2.9% respectively). Knox has an identified shortage of social housing relative to current and projected future demand. The shortfall was assessed at 390 dwellings in 2016⁵ and is projected to increase to 860 dwellings by 2036 if no action is taken to increase supply. The percentage of affordable housing need that can be met by social housing and affordable private rental housing in Knox declined from 86% in 2010 to 83% by 2014 and 82% in 2016, and is currently projected to decline further to 69% by 2036 if supply is not increased.⁶ Knox City Council has estimated that between 43 and 106 new social housing dwellings would be needed each year depending on the time span desired to meet current and future low cost housing needs.⁷

⁴ Price that would allow a Knox household on the median income to service a new mortgage without falling into housing stress, benchmarked at not more than 30% of gross household income.

⁵ This is a downward revision (from the 460 forecast for 2016 in a 2014 review) due mainly to a 5% decrease in the number of housing vulnerable households determined from the 2016 Census (representing a loss of 110 households). Loss of social housing and affordable rental opportunities over the same period offset the full impact of the reduction in lowest income households)

⁶ Knox City Council, *Minimum Supply of Social Housing, Knox (2016-2036)*, 2017

⁷ As above.

4. Housing Policy Directions, Tools, and Measures

Housing that Provides Choice through Diversity

For many of us our lifestyles and family structures are changing, and with this comes a change in housing needs.

– Knox Community and Council Plan, 2017-2021

Overall, 84% of the dwellings in Knox are separate houses, most of which have three bedrooms or more.⁸ Medium and higher density housing, which tends to also be smaller, though increasing, only comprises 15% of Knox's housing stock – less than half the Melbourne average of 33% in 2016. This limits housing choice and the ability to accommodate a wider variety of household types, or respond to the changes in household size and structure Knox is experiencing, though there is evidence that housing strategy is effecting a change.

The mismatch between supply and demand for smaller housing, though still evident, is improving: between 2006 and 2011, the net increase in number of smaller households was six times as large as the net increase in number of smaller dwellings – and notionally there were three smaller households for every smaller dwelling located in Knox in 2011. More recently, the net increase in supply of more compact housing options (1,782 dwellings between 2011 and 2016) has outpaced the increase in number of smaller households (1,376). In 2016 there were 2.7 smaller household types for every smaller dwelling locally.

While these trends are favourable, a mismatch remains that may constrain the ability of younger locals to move out of their parents' home and start their own household in Knox. It may also make it difficult for older residents wishing to downsize to a smaller dwelling within their neighbourhood.

While Knox with its supply of larger, family sized homes will continue to attract new families with children in the ongoing process of household lifecycle and regeneration, steady increase in smaller household formation will generate demand for smaller housing choices. As Knox becomes more age and household diverse, a wider choice of housing stock will be needed. This includes accessible housing that can accommodate the needs of aged residents.

Council Policy Directions

Knox Community and Council Plan 2017:	Knox Housing Strategy 2015:
Strategy 2.1: <i>Plan for a diversity of housing in appropriate locations</i>	Objective 1: <i>A diversity of housing is provided in appropriate locations</i>

Existing Policy Tools

- The Knox Planning Scheme (Residential Zones and Schedules)
- Knox Housing Strategy 2015
- Structure Plans and Local Area Strategic Plans

2016 Housing Monitoring Indicators

- Alignment with Housing Policy Areas
- Dwelling Typology

⁸ Australian Bureau of Statistics, Census of Population and Housing, 2016

Housing that Responds to Current and Future Needs

When people have secure and affordable housing that is appropriate to their life circumstances, other needs can be met, such as employment, education and life opportunities.

– Knox Community and Council Plan, 2017-2021

Knox will need more housing options for older people, in the future, as people's health care needs increase. This includes smaller dwellings for those wishing to or needing to downsize for health or financial reasons. Much of the housing stock in Knox is large family homes with larger garden areas and higher utility and maintenance costs, which are often not preferred option for older residents. An aging population will also require also need more flexible housing, including single-story housing that can accommodate wheelchairs and other mobility aides, and dwellings that have or can be fitted with facilities to help those with specific health needs.

In addition, declining affordability of housing means reduced options and flexibility for people who need to change housing unexpectedly, including those who have lost or changed jobs, experienced a sudden medical condition, or have had a change in family circumstance. This may lead to additional difficulty for families who wish to keep kids in school or for those who wish to stay close to work. Young people, particularly young couples and families, may find that they need to leave Knox to find housing they can afford. This displacement can be into homelessness, into inadequate housing, or out of Knox altogether. When people need to leave Knox to find affordable housing, it can disrupt social networks and increase travel time required for jobs, education, and day-to-day needs.

Council Policy Directions

Knox Community and Council Plan 2017:	Knox Housing Strategy 2015:
Strategy 2.3: <i>Support the delivery of a range of housing that addresses housing and living affordability needs</i>	Objective 2: <i>Residential development better responds to the community's current and future needs, and allows people to 'age-in-place.'</i>

Existing Policy Tools

- Knox Planning Scheme (Residential Zones Schedules – Accessibility Triggers)
- Knox Housing Strategy 2015
- Rezoning Opportunities for Strategic Investigation Sites
- Use of Council Land and Assets

2016 Housing Monitoring Indicators

- Aspirational Housing Targets
- Housing Affordability
- Social Housing

Future Indicators Under Development

- Residential Aged Care Facilities

Housing that Delivers Environmentally Sustainable Design

Knox residents recognise the importance of achieving sustainability and quality in building design that contributes positively to neighbourhoods. With energy and water prices increasing and the cost of landfill disposal increasing every year, measures to address the efficient use of these resources will help with cost of living pressures.”

– Knox Community and Council Plan, 2017-2021

The Knox community recognises the close relationship between our built environment, our health, and our social wellbeing. Our homes are major contributors to the resources we consume and the impact we have on the wider environment. Prices for electricity and gas have risen in recent years, placing a strain on the ability of many to keep up. Knox households produce more garbage and divert more waste to recycling than the metropolitan average. Shifting weather patterns have produced extended heat waves and larger and more frequent rain events have altered the way we mitigate bushfire risk and approach water management.

Development that better responds to environmental issues can lead to more sustainable outcomes. Managing water, energy and gas in a more efficient way is an important goal for future housing development in Knox. Smaller dwellings generally require fewer resources to heat and cool, leading to lower operating costs and a smaller environmental footprint, and new development typologies are starting to provide greater choices for people interested in smaller homes. Water Sensitive Urban Design (WSUD) techniques can reduce demand for mains water by making better use of rainwater for uses inside and outside our homes. Finding ways to be more responsible about the amount of waste we produce and how we dispose of it is another key area of focus for the Knox community, and building houses that are more resource-efficient can help.

Council Policy Directions

Knox Community and Council Plan 2017:	Knox Housing Strategy 2015:
Strategy 2.2: <i>Encourage high-quality sustainable design</i>	Objective 3: <i>Energy, water, and waste efficient design are increased in residential dwellings</i>

Existing Policy Tools

- Knox Planning Scheme
 - Clause 22.04 – Environmentally Sustainable Design Policy (pending approval of C150)
 - Requirements Sustainable Design Assessments (SDA) for multi-dwelling developments in Residential Zone Schedules and some Design and Development Overlays (DDOs)

Future Indicators Under Development

- Household Water Use
- Household Energy Use
- Household Waste Generation
- Household Carbon Emissions

Housing that Contributes to a Strong Sense of Place

Our physical environment contributes to our individual and collective sense of place and community. We identify and strongly value Knox being made up of a network of villages with good access to urban facilities and services.

– Knox Community and Council Plan, 2017-2021

Knox is known for green and leafy neighbourhoods, quiet streets, and a mix of city and country feel. The low density pattern of residential development of Knox has provided the quiet streets and natural feel that have attracted people to the area for decades. However, this form of development has also led to a dependence on cars to get around, which in turn has resulted in increasing use of resources, air pollution and reduced amenity for Knox residents. As land values have increased over time, redevelopment has introduced new types and styles of housing into Knox's neighbourhoods that are changing the look and feel of the city and placing additional strain on infrastructure networks.

Residents of Knox are concerned about the changes that occurring in their neighbourhoods when medium and higher-density development replaces existing single houses. Some neighbourhoods have lost trees and open space as single-house lots are redeveloped with dual occupancies, villa units, townhouses, and in some cases apartments. The resulting increase in residential density is placing additional strain on physical infrastructure that was designed for lower-density neighbourhoods, including stormwater pipes and drains, roads, and on-street parking.

Council Policy Directions

Knox Community and Council Plan 2017:	Knox Housing Strategy 2015:
Strategy 1.3: <i>Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure</i>	Objective 4: <i>Quality housing design in Knox is improved to better respond to neighbourhood identity and create a stronger sense of place.</i>

Existing Policy Tools

- Knox Planning Scheme
 - Residential Zone Schedules – Canopy Tree Controls
 - Design and Development Overlays (DDO)
 - Landscape Significance Overlays (LSO)
- Structure Plans and Local Area Strategic Plans

2016 Housing Monitoring Indicators

- Walkability

Future Indicators Under Development

- Neighbourhood Character
- Urban Design

Housing that Protects Areas of Natural Significance

Trees and green spaces provide numerous economic, environmental, and social benefits, including habitat for flora and fauna, enhancing neighbourhood aesthetics, providing shade, and lowering ambient temperature, which can contribute to reducing the effects of heatwaves.

– Knox Community and Council Plan, 2017-2021

The City of Knox enjoys a unique natural setting, located at the foot of the Dandenong Ranges. The City is crisscrossed by creeks and wetlands that provide a habitat for native animals and peaceful respite to local residents. These characteristics bring the feel of bushland and natural spaces into Knox's neighbourhoods and key places.

The Dandenong Foothills enjoy particular significance in Knox, providing a unique bushland setting characterised by significant tree canopy and a rolling landscape. Council has well-established policy and planning controls that aim to protect and preserve the significant landscape and environmental values of the area through controls on vegetation and residential design. There are 118 'Sites of Biological Significance' identified across the city that serve to protect areas of remnant and indigenous vegetation. These areas also have specific planning controls that restrict the removal of vegetation and residential design guidelines that include higher requirements for new canopy trees.

While Knox enjoys a spectacular natural setting, over half of the indigenous plant species found in Knox today are at risk of disappearing within 10-20 years. It will be increasingly important to ensure that new development does not erode Knox's unique and significant sources of environmental value.

Council Policy Directions

Knox Community and Council Plan 2017:	Knox Housing Strategy 2015:
Strategy 1.2: <i>Create a greener city with more large trees, indigenous flora and fauna</i>	Objective 5: <i>Protect and enhance landscape and environmental values of natural areas of significance within the municipality.</i>

Existing Policy Tools

- Knox Planning Scheme
 - Residential Zone Schedules – Canopy Tree Controls
 - Clause 22.01 – Dandenong Foothills Policy
 - Environmental Significance Overlays (ESO)
 - Vegetation Protection Overlays (VPO)
 - Design and Development Overlays (DDO)
- Sites of Biological Significance

Future Indicators Under Development

- Tree Canopy Cover
- Areas of Natural Significance

Housing that is Delivered by Sound, Integrated Decision-Making

We look to the leaders in our community to make informed, evidence-based decisions. This requires a level of trust in all levels of government and within the city.

– Knox Community and Council Plan, 2017-2021

Planning for the future housing needs of the city is a complicated and important job that requires input from community members, policy experts, design professionals, and local landowners. When making decisions related to planning and development, Councillors must weigh up a wide range of competing priorities.

The *Knox Community and Council Plan* provides overarching guidance on what the needs of the city are and Council's role in addressing them. That document supports a whole range of Council policies and strategies on issues ranging from infrastructure and open space to social and environmental issues. The Knox Planning Scheme spells out Council's specific goals and policies for the planning and development of the city. It is the official reference for all decisions related to planning made by Council, planning officers, and VCAT.

Knox Council undertakes place-based planning initiatives in activity centres and other key places around the city. These include structure plans and other strategic plans developed through extensive consultation with the local to provide specific directions and guidance for future decisions.

Council Policy Directions

Knox Community and Council Plan 2017:	Knox Housing Strategy 2015:
Strategy 8.1: <i>Build, strengthen and promote good governance practices across government and community organisations.</i>	Objective 6: <i>Development responds to neighbourhoods in an integrated and balanced manner.</i>

Council Policy Tools

- Knox Planning Scheme
- Structure Plans and Local Area Strategic Plans

2016 Housing Monitoring Indicators

- Alignment with VCAT Decisions
- Integrated Place-Based Planning

5. Findings

Summary of Planning Application Approvals

Planning and Subdivision Permits Approved in 2017:	272
Total Number of New Dwellings Possible from Approved Permits:	1,406
Number of Proposed Demolitions Possible from Approved Permits:	170
Potential Net Increase in Dwellings Possible if All Approved Permits are Built:	1,236
Aspirational Dwellings Target for 2017 (from the <i>Knox Housing Statement 2005</i>)	555

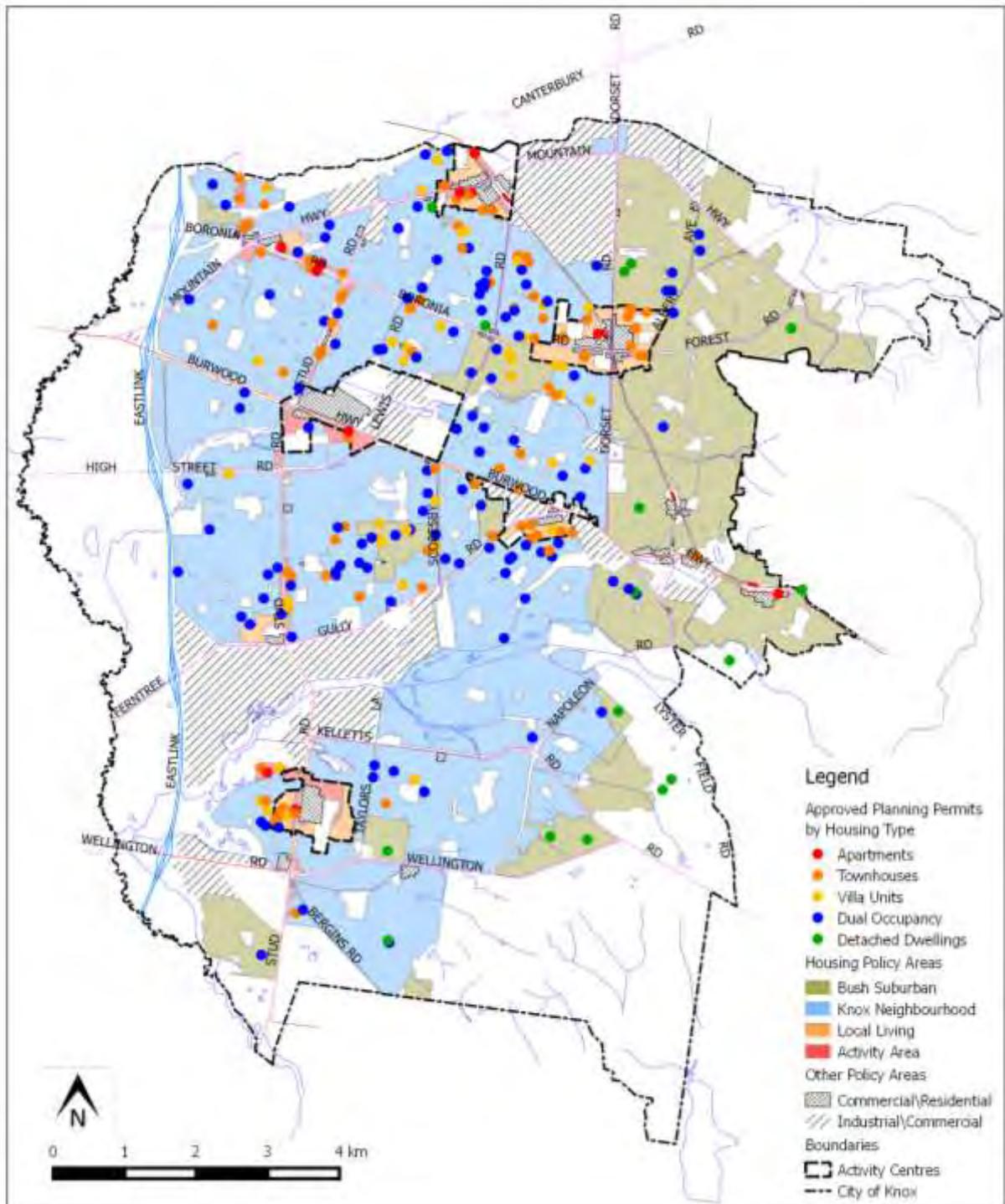


Figure 2: Approved Planning Applications by Dwelling Typology and Housing Policy Area, 2017

Aspirational Housing Targets

The number of new dwellings approved through the planning process each year are co in the context of a set of targets set in the Knox Housing Statement. The targets were set in five yearly periods from 2001 to 2030, and include figures for total numbers of new dwellings (Figure 3) and their locations across the city (Figure 4). The preferred locations described in the *Knox Housing Statement 2005* (Greenfield Sites, Activity Centres, Strategic Redevelopment Sites and along the PPTN, and Dispersed Development including the Dandenong Foothills) have been refined and replaced in the Knox Housing Strategy 2015 with the four housing policy areas (Activity Areas, Local Living, Knox Neighbourhood, and Bush Suburban). New dwelling approvals are compared against the current Housing Policy Areas in Table 2, but they are also compared against the previous location categories to show changes over time.

Current Snapshot

Key Statistics
1,236 new dwellings possible from 2017 approvals is 223% of the aspirational target for Knox
384 new dwellings possible in Activity Centres is 101% of the estimated target for these areas
204 new dwellings possible in Strategic Sites and the PPTN is 204% of the estimated target
458 new dwellings possible in Dispersed Areas is 603% of the estimated target for these areas
190 new dwellings at Stamford Park are classified as a Greenfield Site, the first identified since 2009

Analysis

The number of net new dwellings approved in 2017 is the highest since the Housing Monitoring Program began in 2009, surpassing even the boom year of 2012. It is far above the aspirational target needed to meet estimated demand as defined in the previous *Knox Housing Statement 2005* (see Figure 3). This increase in dwelling approvals is a continuation of the general trend since 2012, with the exception of a temporary dip in 2016.

The most relevant assessment of where new dwellings are being approved is the comparison to current Housing Policy Areas as defined in the *Knox Housing Strategy 2015* (Table 2 below). However it is useful to consider distribution of new dwelling approvals by the previous location definitions as well. The 2017 data shows that while the number of new dwellings approved in Activity Centres meets the target, the percentage of the total (31%) is the lowest since 2009. The 2017 data reveals many more dwelling approvals in dispersed areas than is desirable relative to the target. There were no dwellings approved in Strategic Investigation Sites identified in the *Knox Housing Strategy 2015*. The Stamford Park residential site can be considered strategic in nature. But because it is not part of that list, it is classified as a Greenfield Site for the purposes of this calculation.

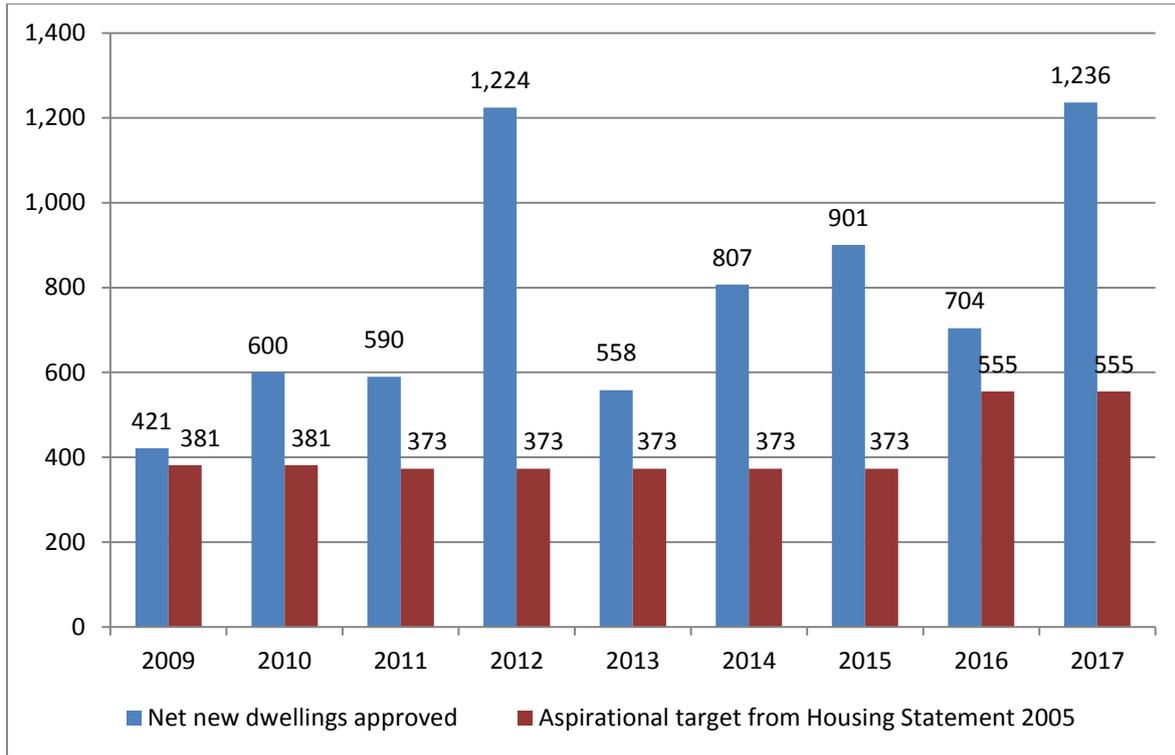


Figure 3: Number of net new dwellings from approvals and aspirational targets, 2009-2017

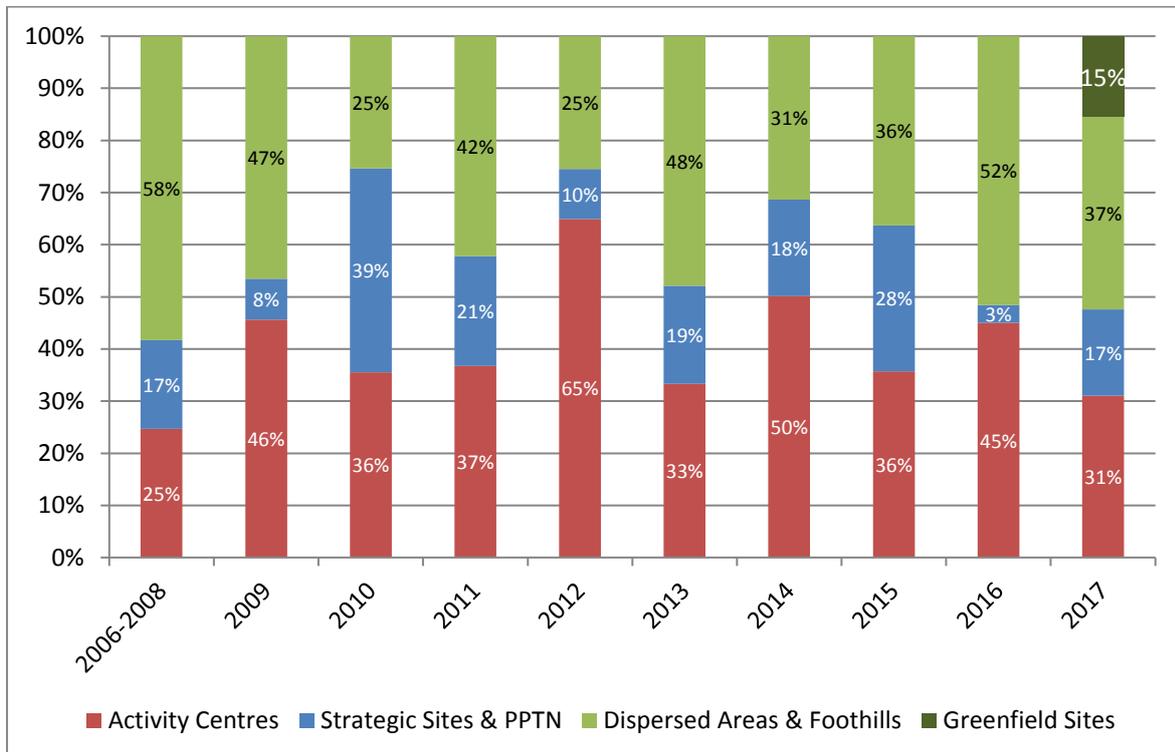


Figure 4: Percentage of net new dwellings approved by location category, 2006-2017

Alignment with Housing Policy Areas

The map and table on Page 19 of the *Knox Housing Strategy 2015* defines a scaled approach to delivering future housing in Knox. The residential areas of the city are divided into four policy areas, each with its own set of preferred housing types. Approvals for denser development like apartments and townhouses should be concentrated in Local Living and Activity Areas, while those for single houses and dual occupancies should fall mainly in Knox Neighbourhood and Bush Suburban Areas.

It is worth noting here that these typology definitions and areas of preferred development are broad policy guides only. The true determination of whether or not a development is “appropriate” is made according to the detailed controls in the planning scheme. The comparison below illustrates how well the outcomes delivered by the specific planning controls match the policy intent of the Knox Housing Strategy.

Current Snapshot

Key Statistics
84% of new approvals were for dwelling types consistent with their Housing Policy Area
12% of new approvals could be considered above preferred typology for their Housing Policy Area
3% of new approvals could be considered below preferred typology for their Housing Policy Area
74% of dwelling approvals were in higher-density areas: Local Living, Activity Areas, Commercial

Analysis

The percentage of new approvals that were for dwelling types consistent with their Housing Policy Area improved from 68% in 2016 to 84% in 2017. This suggests that the new *Knox Housing Strategy 2015* and new residential zones have become more engrained in the development and assessment process in their second year of operation. In addition, the percentage of dwellings approved in higher-density areas improved from 50% in 2016 to 74% in 2017, suggesting the *Housing Strategy* continues to be successful in its goal of directing development to these preferred areas.

There continues to be development classified as “not preferred” in the lower-density areas (Knox Neighbourhood and Bush Suburban Areas) and based on the Housing Strategy, which is worth considering here. Most of the approvals classified as “Above Preferred Typology” in Table 3 are borderline cases, including villa unit developments in Bush Suburban Areas and townhouse developments on large lots in Knox Neighbourhood areas. Where these lots are large enough, they may still deliver outcomes related to open space and vegetation that these policy areas are set up to deliver. For example, corner lots or those that are just under the 1,000 square metre threshold may be able to accommodate villa units if they also meet the open space and tree canopy requirements in the planning scheme.

The townhouse applications approved in Knox Neighbourhood and Bush Suburban Areas are of particular interest. Of these 36 approvals, only nine applications were for more than three units on a block. The key distinguishing factor between villa units and townhouses is the presence of a shared living wall. There were eight two-unit townhouse developments in Knox Neighbourhood areas that may more like dual occupancy developments in the way they relate to their neighbourhood. This new type of small townhouse development may become increasingly common as a way for developers to deliver outcomes by providing a more compact built form and greater opportunities for trees and open space than traditional villa units.

Table 2: Number of net new dwellings by typology and policy area as defined in the Knox Housing Strategy

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

Table 3: Classification of planning approvals based on preferred typologies in the Knox Housing Strategy

	Below Preferred Typology	Preferred Typology	Above Preferred Typology
Outside UGB	*	100%	0%
Bush Suburban	*	58%	42%
Knox Neighbourhood (Lots under 1,000 sqm)	*	55%	45%
Knox Neighbourhood (Lots over 1,000 sqm)	1%	58%	41%
Local Living	0%	91%	9%
Activity Areas	0%	100%	**
Commercial Areas	17%	83%	**
Overall	3%	84%	12%

*Underdevelopment not possible in these areas as lower-density typologies are preferred

**Overdevelopment not possible in these areas as higher-density typologies are preferred

Dwelling Typology

One of the key aims of the Housing Strategy is to help address the growing imbalance between the type of dwellings available and the type of dwellings that are likely to be needed in the future. While the number and share of small households (two people or fewer) continues to increase, most of the housing stock across Knox remains large single-family homes.

There is a general trend toward denser housing types across metropolitan Melbourne, particularly in the inner suburbs but also near activity centres in the outer eastern region. Apartments and townhouses are increasingly attractive to younger and older residents in particular seeking out lower-cost and lower-maintenance housing options. For some this represents a conscious choice to lower their carbon footprint or trade time and money on maintaining a garden for spending in other areas. And for others it is a practical matter of affordability.

The Knox Housing Strategy seeks to encourage denser forms of development in appropriate areas, including townhouses in Local Living areas and new apartments in Activity Areas and Commercial Areas, in order to provide more choice for residents seeking alternatives to large houses.

Current Snapshot

Key Statistic
79% of net new dwelling approved in 2016 were townhouses or apartment units

Analysis

For the third year in a row, more townhouse dwellings were approved than any other type, though the number of apartments was not far behind. While most of these townhouse approvals were in the five activity centres, there were 121 new townhouse units approved in dispersed areas. However as discussed above, these were mostly small developments of 2-3 units.

The number of apartments approved in 2017 was over twice as high as any other year since 2010, with the exception of the boom year of 2012. There were 395 total units from 11 approvals. This included large developments at 601 Boronia Road (100 units), 500 Burwood Highway (94 units), 31-35 Erica Ave, Boronia (45 units), and Stamford Park Rowville (32 units). This represents a shift in the trend that had been seen since 2012, when the number of apartment units approved had fallen back to more modest levels after the spike in that year.

This continuing trend toward townhouses and growth in apartment approvals may represent continued demand for smaller products. Overall these figures represent a strengthening trend toward continued diversification of the local housing market.

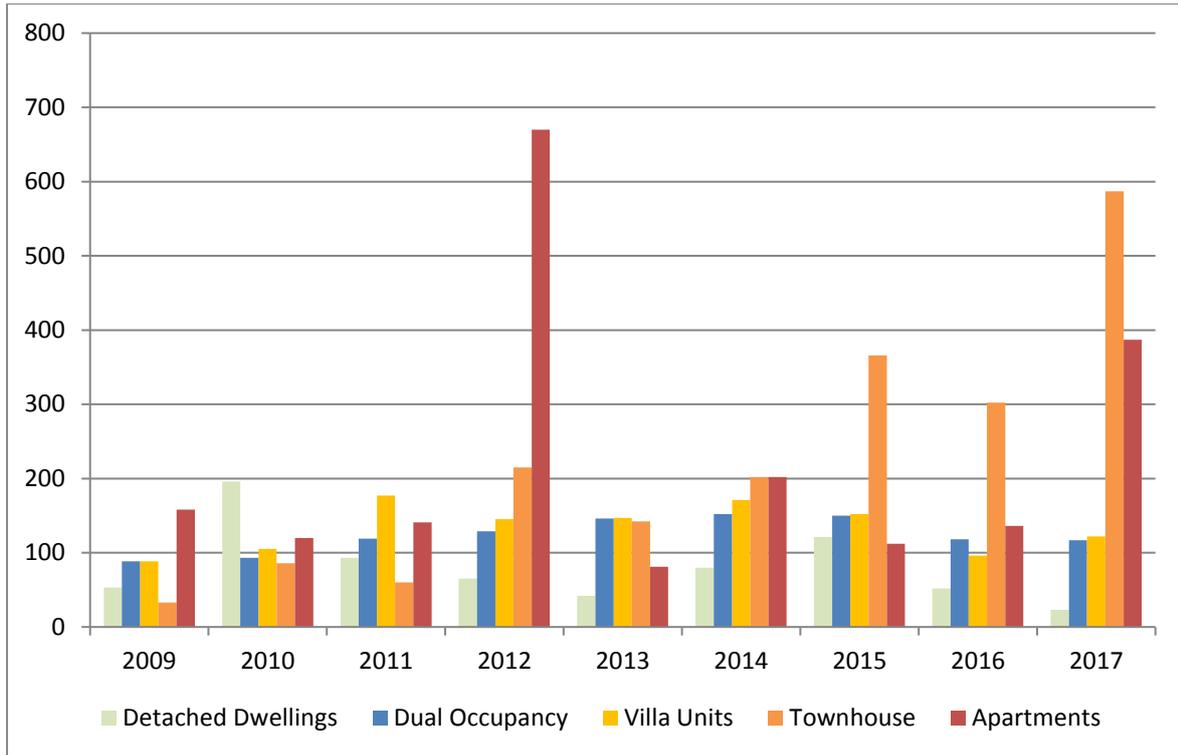
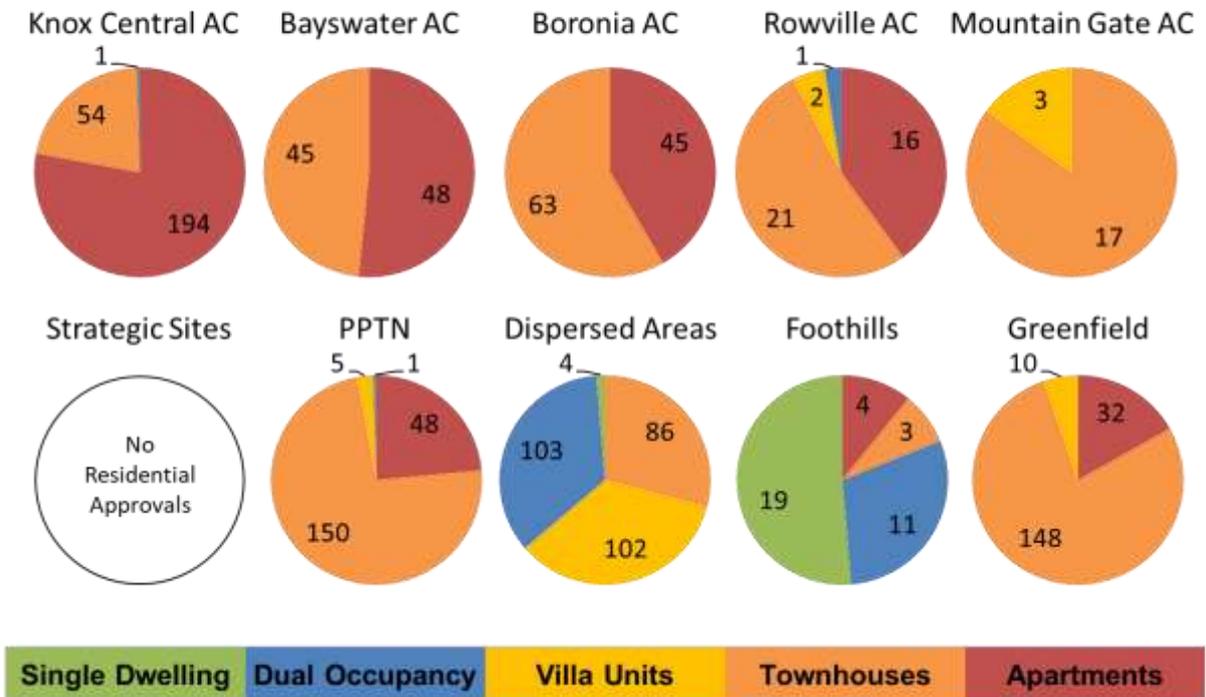


Figure 5: Number of net new dwellings approved by dwelling typology, 2009-2017

Typology by Location 2017



NOTE: Numbers on chart indicate net new dwellings for each typology

Figure 6: Mix of dwelling typologies across different location categories, 2017

Dwelling Size

Knox will need more small dwellings in the future to accommodate an increasing number of smaller households. This is particularly important in the context of increasing housing prices and decreasing affordability, as larger detached houses are becoming increasingly out of reach for a large percentage of new homebuyers. Smaller dwellings tend to be less expensive to buy and maintain, which provides more choices for young people looking to enter the housing market, ageing residents looking to downsize, and anyone else looking to reduce their cost of living.

Current Snapshot

Key Statistic
44% of net new dwellings approved in 2017 were for smaller dwellings (2 bedrooms or less)
55% of approvals in higher density areas were for smaller dwellings (2 bedrooms or less)
52% of approvals in lower density areas were for larger dwellings (3 bedrooms or more)

Analysis

Almost half of net new dwellings approved in 2017 had two bedrooms or less (44%). This is up from 37% in 2016 and 29% in 2015, and the highest percentage since 2012. Since the overall growth rate of Knox is relatively low, smaller dwellings need to represent a significant percentage of new approvals in order to keep up with the growth rate of smaller households. These increasing trends suggest increasing diversity in the housing market in Knox. Most of the smaller dwellings that are being approved are in higher-density areas of Local Living, Activity Areas, and Commercial Areas, where they are preferred according to the *Knox Housing Strategy 2015*. Although higher-density areas continue to see a mix of small and large dwellings, nearly all of the smaller dwellings approved across the city in 2017 were in higher-density areas (96%). This suggests that continuing to direct a greater share of new development to Activity Centres could also help deliver more small dwellings in the future.

Table 4: Percentage of smaller and larger dwellings approved by Housing Policy Area, 2017

	Smaller Dwellings (2 BR or less)	Larger Dwellings (3 BR or more)
Outside the UGB	0%	100%
Bush Suburban	3%	97%
Knox Neighbourhood	7%	93%
Local Living	49%	51%
Activity Areas	57%	43%
Commercial Areas	85%	15%
Overall	44%	56%

Table 5: Number of net new dwellings by size and typology as defined in the Knox Housing Strategy

RESIDENTIAL AREA TYPES	TOTAL NEW DWELLINGS POSSIBLE	1 BR	2 BR	3 BR	4 BR+
Outside the Urban Growth Boundary	3	0	0	0	3
Bush Suburban	77	0	2	25	50
Knox Neighbourhood	353	0	23	193	137
Local Living	189	0	93	86	10
Activity Areas	574	53	274	176	71
Commercial Areas	210	22	156	31	1

☐ PREFERRED HOUSING SIZE (NUMBER OF BEDROOMS)

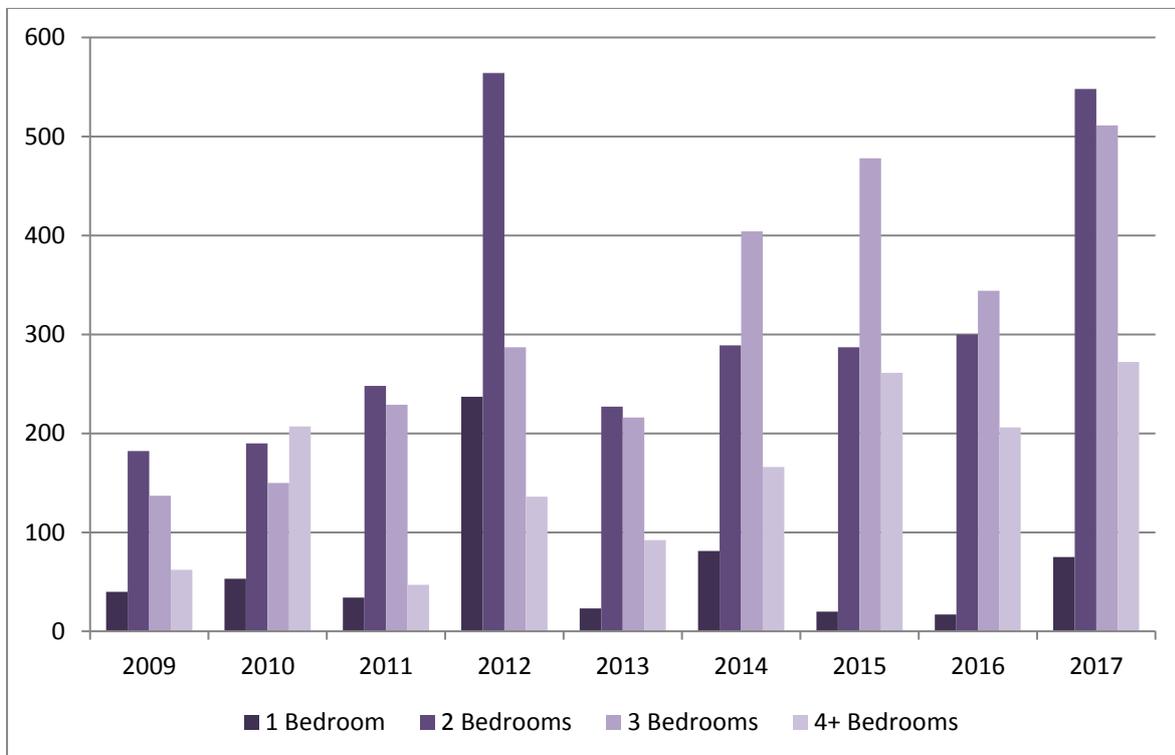


Figure 7: Number of net new dwellings approved by dwelling size (number of bedrooms), 2009-2017

Rental Options

While owning a home is an aspiration for many households, rental housing provides serves several important functions in the local housing market. Rental housing provides flexibility and affordability for people looking to enter the local market, including first-time homebuyers and new residents looking to establish to the area. It provides an important option for people with changing life circumstances who would like to stay in the area, including young families looking to upsize and older residents looking to downsize. And it can even serve as a safety net to help people experiencing hardship maintain local ties to their community. The Knox Housing Strategy seeks to increase rental options by encouraging smaller dwellings and apartments in appropriate areas.

Current Snapshot

Key Statistic
19.2 % of Knox households rented their homes in 2016, compared to 28.8% of Greater Melbourne
4.2% of rental housing available in Knox was affordable for households in receipt of Centrelink in 2016
26.5% (2800) lower income households that rent were experiencing rental stress (2016)

Analysis

Between 1996 and 2011, the number of households renting in Knox increased from 6,478 (15%) to 9,150 (17%). By 2016 the number of households that rent increased to 10,660 (19%). However rental options are not distributed evenly across Knox. Bayswater and Boronia together make up 24% of Knox's households but are home to 34% of renters (2016). These two denser suburbs have seen a number of new apartment developments in the last few years that have helped add rental options. At the same time, Rowville (13.3% of households renting), The Basin (10.2%), and Lysterfield 6.0%) were all underserved by rental options as of 2011.

The availability of affordable private rental housing has declined from an average of 5.7% in 2011 to 4.2% of rental stock in 2016 and less than 3% on average in 2017⁹. However these figures are well down from levels of over 40% in the first few years of the 2000's.

⁹ Averaged quarterly data by calendar year.

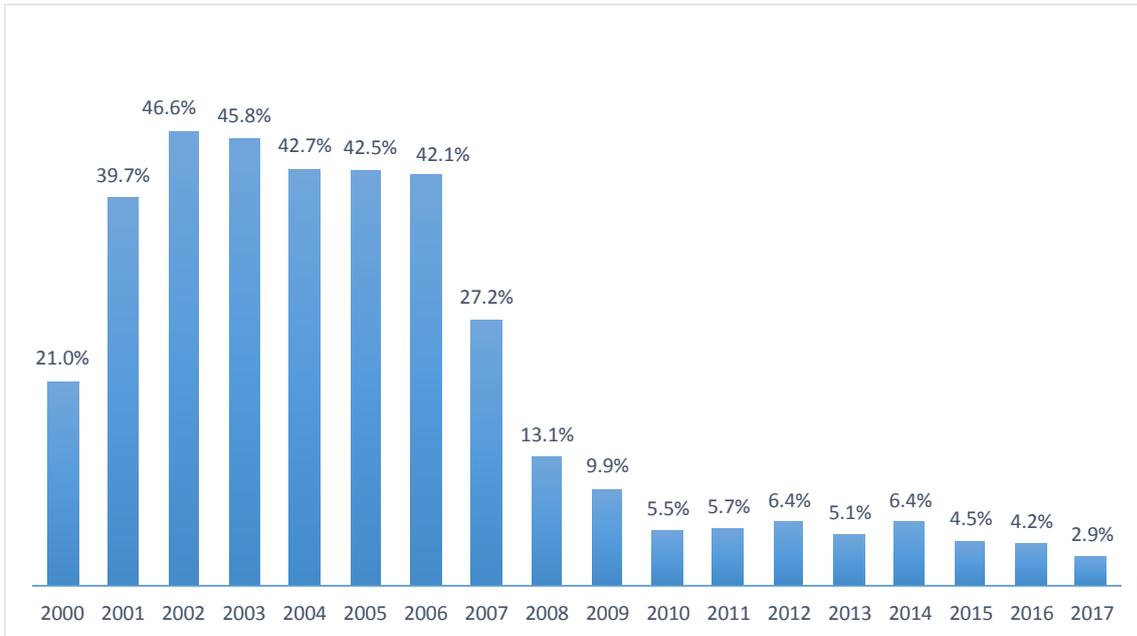


Figure 8: Percentage of private rentals in Knox considered affordable, 2000-2017

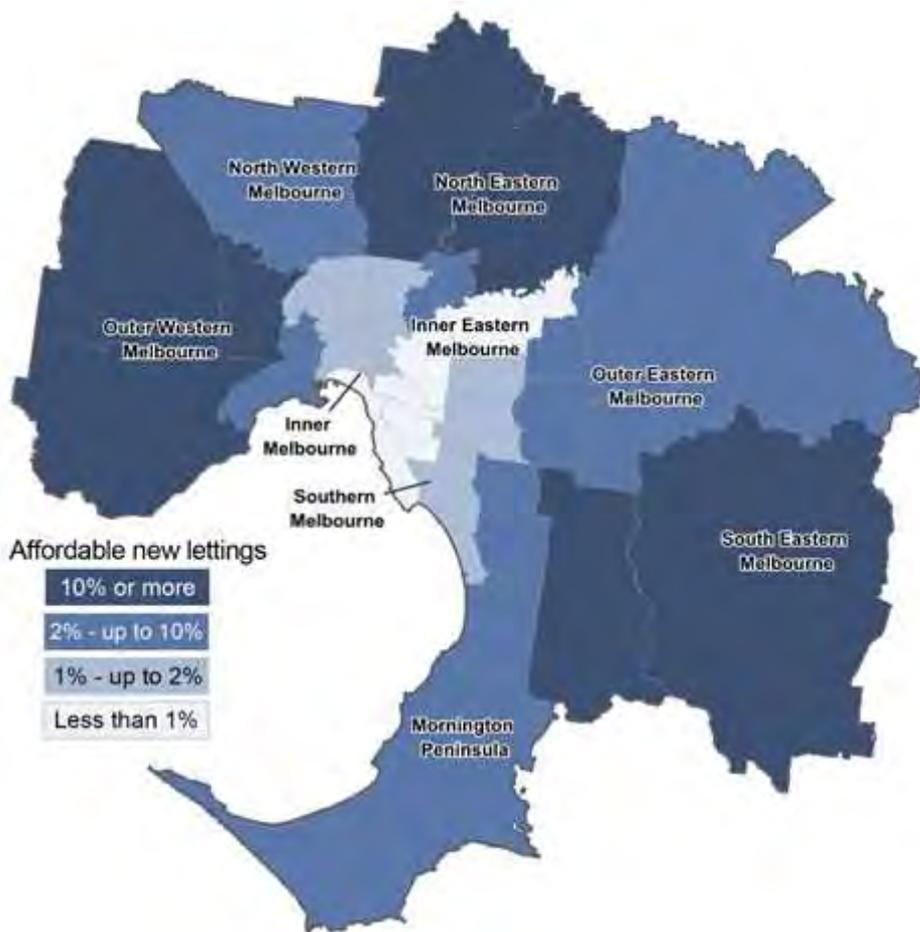


Figure 9: Affordable private rentals (December quarter, 2017)

Housing Affordability

Housing represents the largest share of household budgets, so housing affordability is a major determinant of both the cost of living and the standard of living. Housing affordability can be expressed more generally as a multiple of household incomes – how many median household incomes are needed to buy a median priced house in an area? This is a simple means of exploring shifts in housing affordability by relating change in house prices to change in people’s income. Higher median multiple incomes represent less affordable housing markets, with 3 median multiple incomes broadly defining the outer bounds of affordability¹⁰.

Housing affordability can also be framed in terms of ‘housing stress,’ usually in relation to the number of lower income households (lowest 40% of the income distribution nationally) where mortgage or rent exceed 30% of household income. Housing stress is most likely to have major effect on lower income households, and lower rates of housing stress are indicative of better housing affordability.

Current Snapshot

Key Statistics
A typical home-buying household in Knox needed 8.8 times its annual income to purchase a median-price home in 2016
10.6 % of mortgaged households in Knox (2,400) were experiencing ‘mortgage stress’ in 2016
26.5% of rented households in Knox (2,800) were experiencing ‘rental stress’ in 2016
9.5% of all households in Knox (5,250) were in financial stress, either mortgage or rental, in 2016
28.7% of all low-income households in Knox (5,250) were experiencing ‘housing stress’ in 2016

Analysis

US-based research firm Demographia publishes a series of annual reports that compare housing affordability across the world. One measure these reports use is “median multiple incomes,” which compares local housing prices with local income levels. Areas where median housing prices are less than three times median incomes are considered ‘affordable’ by this measure. The number of median multiple incomes needed to purchase a median price home in Knox has steadily increased from 5.2 in 2006, to 6.5 in 2011, to 8.8 in 2016, rating Knox as ‘severely unaffordable’ by this measure.

Whilst rates of mortgage and rental stress were slightly below metropolitan averages as of 2016, this figure varies across Knox’s suburbs. The highest rates of housing stress overall (mortgage and rent) were in Bayswater and Boronia, largely a result of rental stress. Knox’s relatively large household base results in a significant number of stressed households overall (5,250 in 2016), representing a net increase of 500 households since 2011. While 9.5% of all households in Knox were experiencing financial stress from either mortgage or rent in 2016, this figure was nearly 30% of lower income households in Knox (those in the lowest 40% of the national income distribution).

The number of Knox households in mortgage stress in declined to 2,420 in 2016 from 2,520 in 2011. In 2011, the highest rates of mortgage stress (higher than the metropolitan average) were in Bayswater and Wantirna

¹⁰ Methodology taken from annual Demographia International Housing Survey

South. By 2016, mortgage stress in those suburbs had fallen below Melbourne's average, while Wantirna and Scoresby were experiencing slightly higher than metropolitan average levels.

Upper Ferntree Gully remained the suburb with the highest rate of rental stress in 2016, there was some change in the profile of suburbs with higher than average rates. In 2011, Upper Ferntree Gully, Lysterfield, Boronia, Ferntree Gully and Rowville all had rates of rental stress exceeding the Melbourne average. By 2016, only Upper Ferntree Gully and Bayswater exceeded or matched the metropolitan average, and rates of rental stress had declined in most Knox suburbs. Despite the decline in rates, a growing household base resulted in an increase of 600 households experiencing rental stress in 2016.

Figure 10: Percentage of households experiencing mortgage stress in Knox's suburbs, 2016

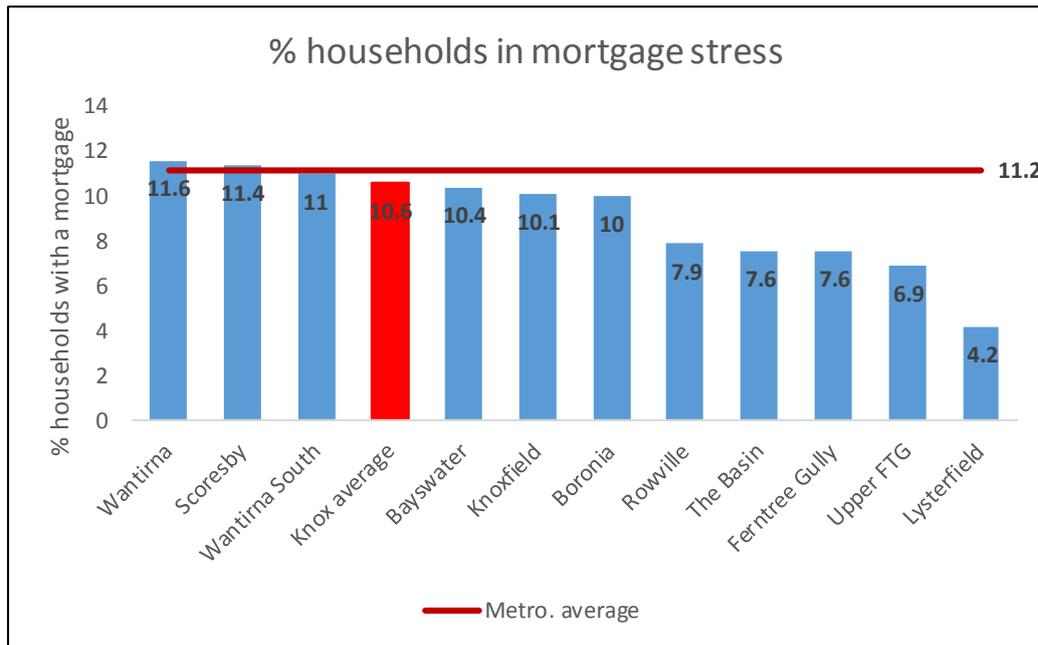
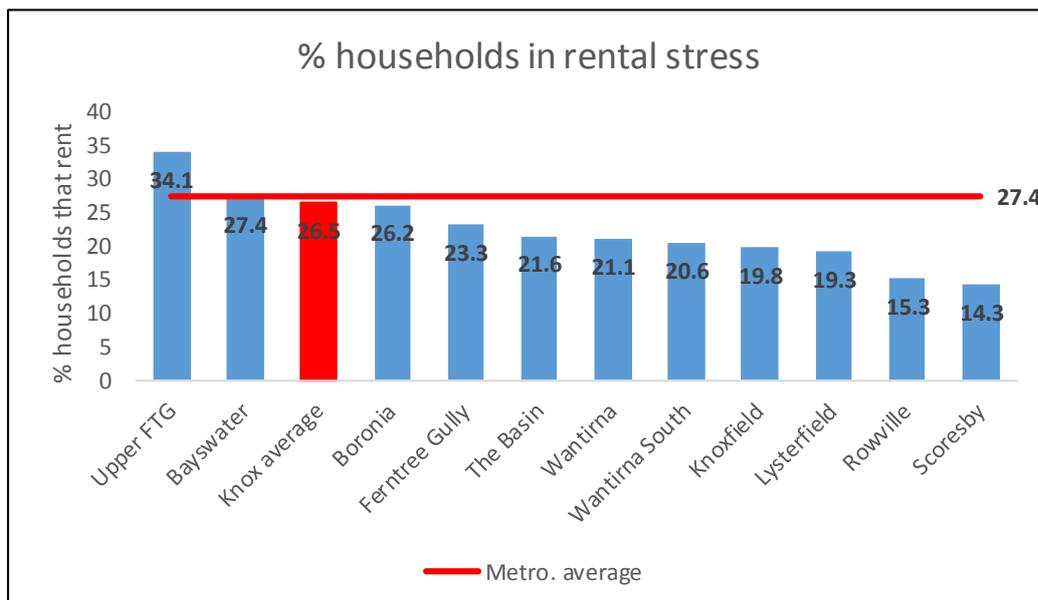


Figure 11: Percentage of households experiencing rental stress in Knox's suburbs, 2016



Social Housing

It is the policy of Knox City council that shelter is a basic human right, as enshrined in international covenants and treaties¹¹. Social housing, in the form of community housing and public housing, plays an important role for providing shelter for those most in need. The *Knox Affordable Housing Action Plan*, first developed in 2007 and renewed in 2015, was developed to help increase the supply of social housing in Knox. Council has estimated that an additional 860 social housing dwellings will be needed in Knox by 2036 to accommodate forecast demand¹².

Current Snapshot

Key Statistic

No new social housing developments were built in 2017, for the fourth consecutive year.

Analysis

For the fourth year in a row, there were no social housing developments built in Knox in 2017. However, there are a number of Strategic Investigation Sites, as identified in the *Knox Housing Strategy 2015*, that are moving through rezoning processes which include potential provision for new social housing:

- **Boronia Heights School Site** – This site was declared surplus by the Department of Education and has been included in the State Government’s Inclusionary Housing Pilot program, which will deliver up to 100 new social housing homes across six sites.¹³ This site commenced a fast track rezoning process run by the State Government in late 2017.
- **Kingston Links Golf Course Site** – An agreement was reached with the owners of this site to include 40 new social housing units as part of the proposed development of 800 total new dwellings. This agreement is linked to the proposed rezoning of the site, which was endorsed by Council in 2017 and is currently moving through the Planning Panels process.
- **Wantirna Heights School Site, Wantirna; and Department of Primary Industries Site, Knox Central Activity Centre** – These two sites are also undergoing a fast track rezoning process led by the State Government. Knox City Council is seeking new social housing on these sites through their submissions to these processes.

Other Strategic Investigation Sites are in the early stages of development feasibility studies. It is Council’s intention to advocate for contributions related to social housing in future coordination related to possible redevelopment of the Norvel Road Quarry in Ferntree Gully and the Boral Quarry in Wantirna South.

¹¹ International Covenant on Civil and Political Rights, International Covenant on Economic, Social and Cultural Rights, Convention on the Rights of the Child etc.

¹² Knox City Council, *Minimum Supply of Social Housing, Knox (2016-2036)*, 2017

¹³ DELWP, <https://www.planning.vic.gov.au/policy-and-strategy/housing-strategy/inclusionary-housing-pilot>, accessed April 2018.

Walkability

Knox@50 was a large-scale community engagement project run by Knox Council in 2012, which was a key input into both the *Knox City Plan 2013-2017* and *Knox Housing Strategy 2015*. One of the main themes that emerged in conversations with residents, businesses, community groups, and other stakeholders was a desire for convenient access to services for day-to-day needs. This idea of ‘living locally’ aligns with the state government’s framework of Activity Centres as well as the scaled approach to housing in the *Knox Housing Strategy 2015*.

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

The Housing Monitoring Program looks at individual Walkscores for each planning permit approved, as well as how they stack up against the average for their suburb. High Walkscores are considered desirable, but so are new developments that are in the more walkable parts of Knox.

Current Snapshot

Key Statistics
46% of net new dwellings approved are classified as “Very Walkable” or “Walker’s Paradise”
79% of net new dwellings approved had a higher than average Walkscore for their suburb

Analysis

Although the activity centres of Bayswater, Boronia, and Ferntree Gully grew up around train stations and main streets lined with shops, much of Knox was built out during the 1970s, 1980s, and 1990s when suburbs were being designed for cars and driving. Much of Rowville, Lysterfield, and the upper Dandenong Foothills in particular are classified as “Car Dependent” overall by Walkscore.

Just under half of net new dwellings approved in 2016 were in areas with Walkscores of 70 or above, and 79% were in areas that were considered more walkable than the average score for their suburb. This suggests that there is indeed a market for walkable neighbourhoods in Knox, and the *Knox Housing Strategy 2015* may be helping to deliver new development to those areas. For example, Boronia has an average Walkscore of 61, which is classified as “Somewhat Walkable.” However, 68% of the net new dwellings approved this year in Boronia had a Walkscore greater than 61, suggesting that most approvals in Boronia are occurring in the most walkable parts of the suburb.

Overall there was an improvement in delivering on the goal of ‘local living,’ as only 12% of net new dwellings were approved in areas of Knox considered “Car Dependent” in 2017. In 2016, this same figure was 22%.

Table 6: Percentage of net new dwellings whose Walkscore is above the average Walkscore for the suburb

Suburb	Suburb Average Walkscore	% of Net New Dwellings whose Walkscore is above the Suburb Average
Wantirna South	57	95%
Rowville	47	95%
Wantirna	63	88%
Bayswater	61	73%
Boronia	61	68%
Upper Ferntree Gully	48	67%
Scoresby	59	54%
Ferntree Gully	56	47%
Knoxfield	57	15%
Lysterfield	30	0%
The Basin	44	0%
Overall		79%



Figure 12: Example Walkscore 'heat map' of Boronia and surrounding areas, 2016¹⁴ (walkscore.com)

¹⁴ Walkscore, <https://www.walkscore.com/AU-VIC/Melbourne/Boronia>, accessed March 2018.

Alignment with VCAT Decisions

Planning applications that are decided by Council can be appealed to VCAT, which hears the case and makes a final ruling on whether or not to issue a permit. These might be land owners appealing Council's refusal of a permit, neighbours objecting to Council's approval of a permit, or either party seeking variations to the original permit conditions. When making this determination, VCAT can only consider the text of the Knox Planning Scheme. The number of cases that go to VCAT and the percentage of decisions that are overturned are a good indicator of the degree of consistency between Council policy, the Knox Planning Scheme, and Council decision-making process.

Current Snapshot

Key Statistics
25 planning applications related to new dwellings were referred to VCAT in 2017
63% of the Council refusals that went to VCAT resulted in a permit being granted (overturned)
100% of the Council approvals that went to VCAT resulted in a permit being granted (upheld)

Analysis

The 25 residential planning applications referred to VCAT in 2016 was similar to the 24 applications that were referred to VCAT in 2016 and the 26 applications that were referred to VCAT in 2015.

There were 19 VCAT referrals for planning applications that were initially refused by Council Officers under delegation in 2016 (including in the case of a Failure to Determine that would have been refused). This type of refusal is often the result of an appeal by the applicant (the developer). VCAT set aside the Council decision in 13 of these cases (63%), resulting in permits for 328 new dwellings. This included a proposal for a six-storey mixed-use building with 53 apartments that was reduced to five storeys and 45 apartments at 31-39 Erica Avenue, Boronia; a development of 100 apartments and 26 townhouses at 601 Boronia Road, Wantirna; and a 60-unit apartment building at 321 Wantirna Road, Wantirna South. The rate at which Council refusals were overturned at VCAT is similar to that of previous years: 67% in 2016, 61% in 2015, and 55% in 2014. It should be noted that some cases where a permit is issued after an initial refusal is due to changes by the applicant, as was the case for the development at 321 Wantirna Road, rather VCAT approving the original proposal.

There were also four VCAT referrals for applications that were initially given a Notice of Decision to issue a permit by Council or Council officers through delegation in 2017. This type of referral is often the result of an appeal by neighbouring residents or other stakeholders opposed to a proposed development. VCAT affirmed the Council decision in three of these cases and the fourth was withdrawn, resulting in permits for a total of 15 new dwellings. The rate at which Council approvals were upheld at VCAT is similar to that of previous years: 100% in each year since 2014.

These figures suggest that the shift in housing policy from the previous *Knox Housing Statement 2005* to the *Knox Housing Strategy 2015* has still not resulted in a noticeable change in the number or results of VCAT referrals. This may be due to the fact that the *Knox Housing Strategy 2015* only took effect in the Planning Scheme in March 2016. It will be important to track whether there is a noticeable change in VCAT referrals once the *Knox Housing Strategy 2016* has been in effect for a few more years.

Table 7: Outcomes of Planning Applications Referred to VCAT, 2016

VCAT Outcome	Number of 2017 VCAT Cases	Percentage of 2017 VCAT Cases
VCAT Upheld Council Refusal, No Permit Issued	7	29%
VCAT Overturned Council Refusal, Permit Granted	12	48%
VCAT Upheld Council Approval, Permit Granted	5	20%
Appeal Withdrawn by Objectors, Permit Issued	1	4%

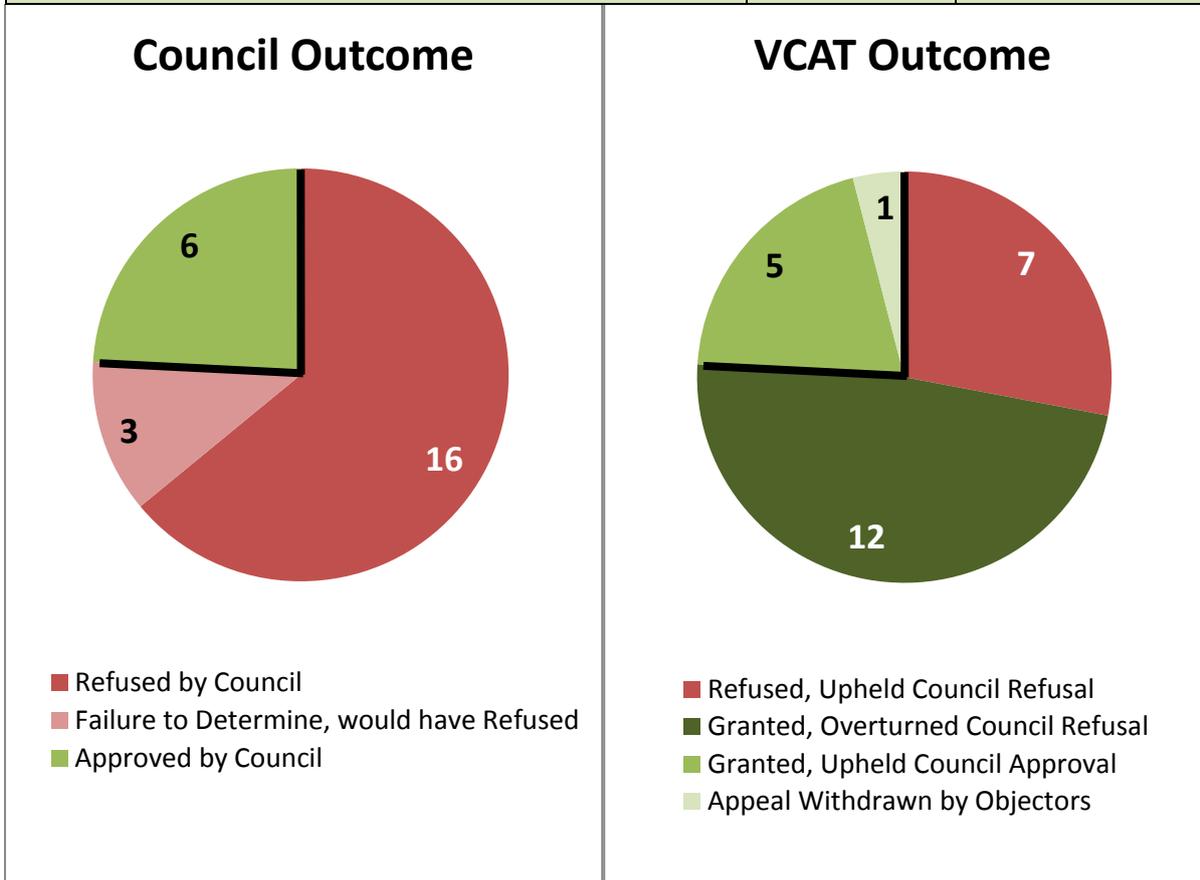


Figure 13: Summary of Planning Applications Referred to VCAT in 2017

Integrated Place-Based Plans

The previous State Government Planning framework *Melbourne 2030* set up an approach to planning across the metropolitan area that focused on ‘activity centres,’ areas with good access a wide range of shopping, schools, open space, and community facilities. The current Victorian Planning framework document *Plan Melbourne* continues this focus on activity centres through its emphasis on ‘20-minute cities.’ Knox Council has developed a series of ‘structure plans’ and other strategic plans that have supported place-specific planning controls and rezoning and provide guidance for decisions on infrastructure and community services. These documents are developed with extensive community consultation and stakeholder input to help identify aspirations and give guidance balance competing priorities for future decisions by Council, residents, businesses and community organisations.

Current Snapshot

Knox Activity Centres	Strategy Document	Status	Implementation Plan	Current Stage
Knox Central	Knox Central Structure Plan	Adopted 2017	Under Development	Implementation Development
Bayswater	Bayswater Activity Centre Structure Plan: “Bayswater 2020”	Adopted 2005	Yes	Implementation
Boronia	Boronia Structure Plan: “Your Life, Your Place, Our Future”	Adopted 2006, Amended 2012	Yes	Review Underway
Rowville	Rowville Plan 2015: “Rowville: NEXT”	Adopted 2015	Draft	Implementation
Ferntree Gully Village	Ferntree Gully Village Structure Plan: “The Future of our Village”	Adopted 2014	Yes	Implementation
Upper Ferntree Gully	Upper Gully Strategic Plan: “A Bright Future for Upper Gully”	Adopted 2016	Yes	Implementation

2017 Activity

Knox Council progressed two important strategic documents and related planning controls in 2017:

- **Knox Central** – the Knox Central Structure Plan, adopted by Council in October 2017 along with the associated Amendment C149, sets directions for the large precinct that includes the Westfield Shopping Centre, Knox Civic Centre, Lewis Reserve, and the highest levels of residential density in Knox. The amendment is currently awaiting final approval by the Minister for Planning.
- **Boronia Renewal Project** – the Boronia Structure Plan, adopted by Council in 2006 and amended in 2012, has guided development in the activity centre for over a decade. Council commenced a review of the structure plan in 2017 as part of the Boronia Renewal Program, a comprehensive two-year project of community engagement and planning that will provide new direction and guidance for the area over the next 10 years.

6. Future Program Development

The Housing Monitoring Report will continue to be published annually as the program is further refined to align with the *Knox Housing Strategy 2015*, the *Knox Community and Council Plan*, and future *State of Knox Reports*. The future indicators mentioned in this report and others will be developed and refined as new data sources become available and are integrated into the monitoring program.

In addition to the main report, Council continues to develop a 'Housing Scorecard' to present some of the key insights in a format that can be distributed widely and shared easily. The scorecard will be designed to be visually engaging and easily understood by a wide range of audiences, from Councillors and policy makers to Knox residents and developers. This may take the form of printed document, an interactive website, or a combination of formats. The shape and content of the Housing Scorecard will be tested with key stakeholders and is expected to evolve along with the main Housing Monitoring Report to reflect key issues and housing priorities from year to year.

The following is a list of potential future indicators that are currently under development as part of the Knox Housing Monitoring and Review Program. These indicators seek to introduce new data sources and new methodologies as they become available.

Residential Construction Activity

One of the longstanding goals of the Knox Housing Monitoring Program has been to monitor new building construction in addition to new planning permit approvals. Planning permits are important milestones in the process of delivering new housing, and can provide important information about the type, size, and location of future housing in Knox. Residential planning permits are valid for two years and can be extended to four. But the decision to build under a permit is completely up to the landowner and developer, and is subject to market forces beyond the control of Council and the local planning scheme. This means that not all planning permits result in new housing. Looking at planning approvals tells us what might be built, not what has been built or even what is likely to be built.

The State Government of Victoria has been developing information about new constructions in the Housing Development Data (HDD) program that is helping to close that gap. The HDD uses automated analysis of aerial photography to determine where new construction and demolitions of existing housing is happening across the Melbourne metropolitan area. So far, the HDD includes data from 2004-2014, with additional years of analysis under development now. While it is not as up to date as planning approvals, Knox Council has compared HDD data with recent planning approvals data to learn more about which permits are likely to lead to new construction and which are more likely to be speculative in nature.

This examination is ongoing, but early analysis indicates that from 2008-2014 roughly 75% of planning permits led to new construction within the four-year permit window. If that percentage holds for permits issued in 2016, the 704 possible new dwellings would lead to 528 new dwellings – just under the aspirational target of 555 from *Melbourne 2030*. This is an area of analysis that will continue to be developed as part of the Housing Monitoring Program as more HDD estimates become available.

Residential Aged Care Facilities

Demographic factors and increases in life expectancy have led to increasing numbers of older residents in Knox recently, a trend which is expected to continue over the next few decades. This population has different housing and health care needs from the rest of the population, and Knox will need an increasingly diverse range of housing and care facilities to meet the needs these residents in the future. This ranges from smaller and more accessible dwellings to retirement villages and assisted living facilities to aged care facilities offering hospital-grade services for specific health care needs.

The sector is also undergoing rapid innovation in the areas of home-based care and mixed models of residential care that promise new ways to address the needs of a population that is ageing across the country. The Housing Monitoring Program is developing ways to measure the range of aged care offerings across the city to track changes over time that can help adjust policy for housing.

Household Water and Energy Use, Household Waste and Carbon Emissions

Knox City Council uses the Sustainable Design Assessment in the Planning Process (SDAPP) developed by Victorian councils with the Municipal Association of Victoria (MAV) to provide “a streamlined and consistent methodology for requesting build environment sustainability outcomes through the planning process.”¹⁵ The *Knox Planning Scheme* requires that proposed residential developments of three or more dwellings in Activity Areas and Local Living Areas submit an environmental sustainable design assessment (SDA) as part of the planning application process. This SDA must demonstrate “how a development includes design features to respond to issues such as energy use and peak energy demand, water use, stormwater and waste management, transport and responsible use of building materials.”¹⁶

In previous years, Council has used an interactive web-based tool based on the Sustainable Tools for Environmental Performance Strategy (STEPS) project developed by Moreland City Council. The STEPS tool results from individual applications in Knox were compiled in a report called *Environmentally Sustainable Design in the City Planning Department* produced for Council by Organica Engineering, which has been used as the basis for assessing water and carbon dioxide savings in previous versions of the *Knox Housing Monitoring Report*.

Knox Council is currently transitioning to a new SDA tool developed by the Municipal Association of Victoria (MAV) as a replacement STEPS and other SDA tools used by individual Councils. The Built Environment Sustainability Scorecard (BESS) assesses the energy and water efficiency, thermal comfort, and overall environmental sustainable performance of new buildings.¹⁷ New indicators will be developed in future versions of the *Knox Housing Monitoring Report* to report on the estimates savings in water and energy use as well as estimated reductions in household waste and carbon emissions from new residential planning approvals.

¹⁵ Municipal Association of Victoria, www.mav.asn.au/policy-services/planning-building/sustainable-buildings/, accessed July 2017.

¹⁶ Knox City Council, *Knox Housing Strategy 2015*, page 41

¹⁷ Municipal Association of Victoria, bess.net.au/about/, Version 1.5.0, accessed July 2017.

Tree Canopy Cover

One key outcome of the Knox@50 community engagement project from 2012 was a confirmation of the community's appreciation of Knox's natural character, with trees representing an important characteristic of the identity of local neighbourhoods. The state government's new residential zones provided an opportunity to create customised planning controls, and the *Knox Housing Strategy 2015* introduced new requirements for canopy trees into the planning scheme in 2016.

Direction 6.4 of *Plan Melbourne*¹⁸ seeks to "Make Melbourne cooler and greener." The Department of Planning, Environment, Land, Water and Planning (DELWP), is leading Action 91 of the *Five-Year Implementation Plan*¹⁹, which seeks to create "urban forests" through a comprehensive program of data collection, targets, strategies, and policies. A key component of this a metropolitan-scale vegetation, heat, and land use data, which DELWP is producing in partnership organisations like RMIT, CSIRO, Melbourne Water, and the Clean Air and Urban Landscapes Hub (CAUL Hub).

This data will help Councils track and understand how tree cover changes from year to year, to identify areas where the city is losing trees due to redevelopment. It will help measure the effectiveness of planning controls that require trees to be planted along the street and in the back gardens of new residential development. Understanding where controls are working and where they are not will help Council adjust its planning controls to ensure they deliver the right outcomes for the Knox community.

Neighbourhood Character and Urban Design

Neighbourhood character is an important part of community identity in Knox and represented a strong theme represented the local community processes during the engagement for *Knox@50*, the *Knox Housing Strategy 2015*, and the *Knox Community and Council Plan 2017-2021*. Each of these engagement efforts highlighted a level of concern in some parts of Knox that changes the city is at risk of losing its identity due to rapid changes in the look and feel of neighbourhoods. The quality of urban design and the look and feel of streets are difficult to quantify, since they are aesthetic judgements that differ widely within every community. Not everyone has the same tastes and sensibilities. Where a new house with a modern design aesthetic maybe viewed as exciting and fresh by some people, while at the same time seeming undesirable and out of place and by others. Knox Council seeks out professional urban design advice for some large and important planning applications, but even the option of third-party experts is ultimately subjective.

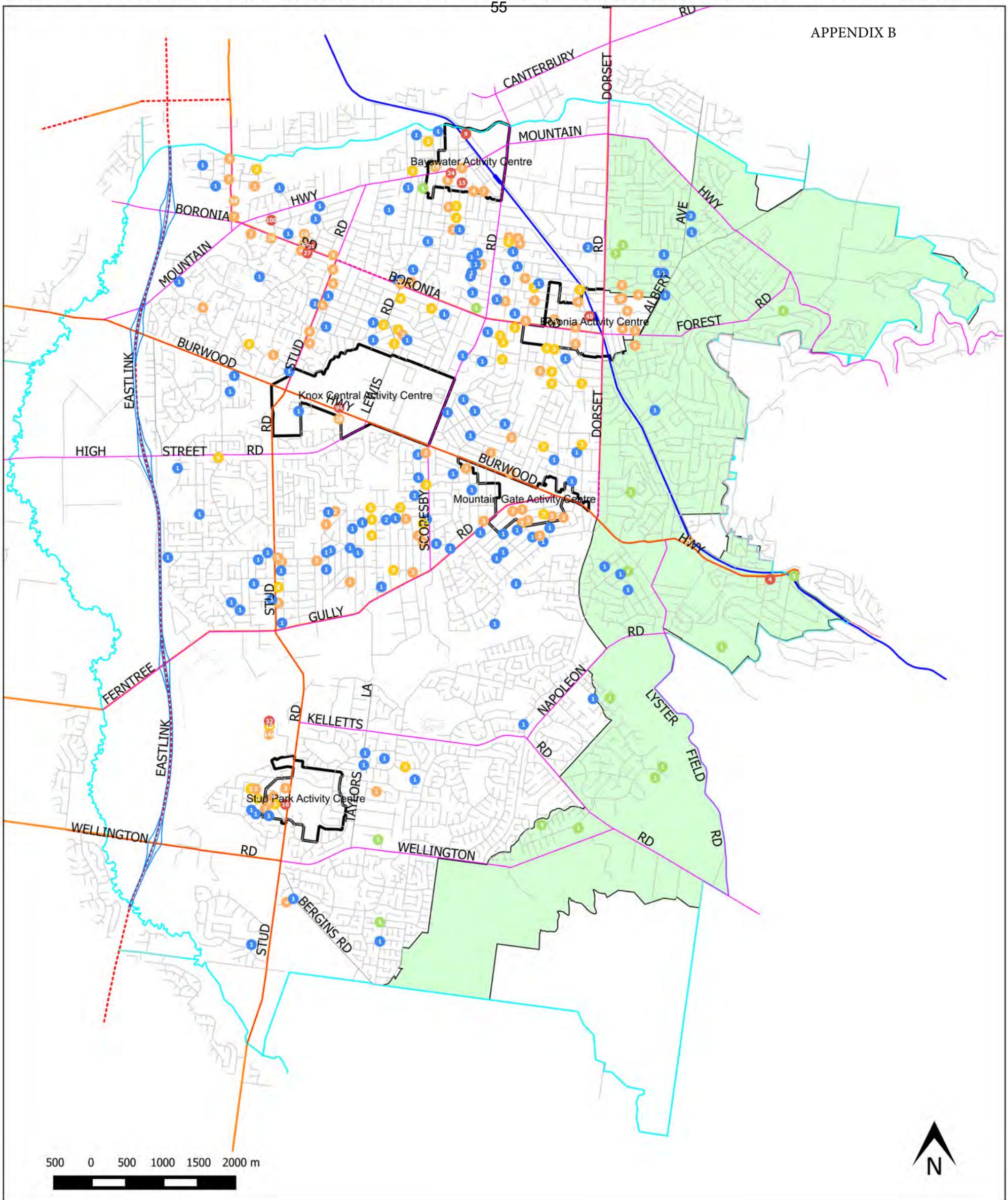
One of the ways the Knox Housing Monitoring Program is exploring as a way to measure these issues related to identity and changes is to measure the perceptions and preferences related to neighbourhood character and urban design. The *Knox Community and Council Plan* was informed by a broad survey of community sentiment and focused engagement with residents and stakeholders to understand and unpack the range of opinions held by the community. Future surveys related to specific issues, such as housing and development, could help address questions about how people view the changes happening across Knox and help understand how well Council's housing policy is with community identity and perceptions.

¹⁸ Victoria State Government, *Plan Melbourne 2017-2050: Metropolitan Planning Strategy*, <http://www.planmelbourne.vic.gov.au/the-plan>, accessed April 2018.

¹⁹ Victoria State Government, *Plan Melbourne 2017-2015: Five-Year Implementation Plan*, <http://www.planmelbourne.vic.gov.au/implementation>, accessed April 2018.

Mapped distribution of planning permits issued for residential development (including new subdivisions) in 2017

APPENDIX B



- Road Centrelines
- Local Streets/Rds
- Main Roads
- Highways
- Collector Roads
- Private Roads
- Tollways
- Train Stations
- Principal Public Transport Network (PPTN)
- Bus Routes (existing)
- Bus Routes (proposed)
- Existing Rail network
- Existing tram network

- City Boundary
- Residential Planning Permits
- Detached Dwellings
- Dual Occupancy
- Villa Units
- Townhouses
- Apartments
- Major Activity Centres
- Dandenong Foothills - Policy Area

19 Number of new dwellings

Disclaimer:
 Roads and Title Boundaries - State of Victoria, Knox City Council
 Planning Scheme Information - DELWP, Knox City Council

1. Whilst every endeavour has been made to ensure that the mapping information is current and accurate, no responsibility or liability is taken by Knox City Council or any of the above organizations in respect to inaccuracy, errors, omissions or for actions based on this information.
2. Planning information should be used only as a means of preliminary investigation. For accurate overlay information please obtain a Planning Certificate from the Department of Infrastructure.
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4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.



TAYLOR WARD

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

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

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

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

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

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

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

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

RECOMMENDATION

That Council

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

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

1. INTRODUCTION

1.1 Hanson Quarry

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

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

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

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

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

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

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

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

1.2 Public Acquisition Overlay

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

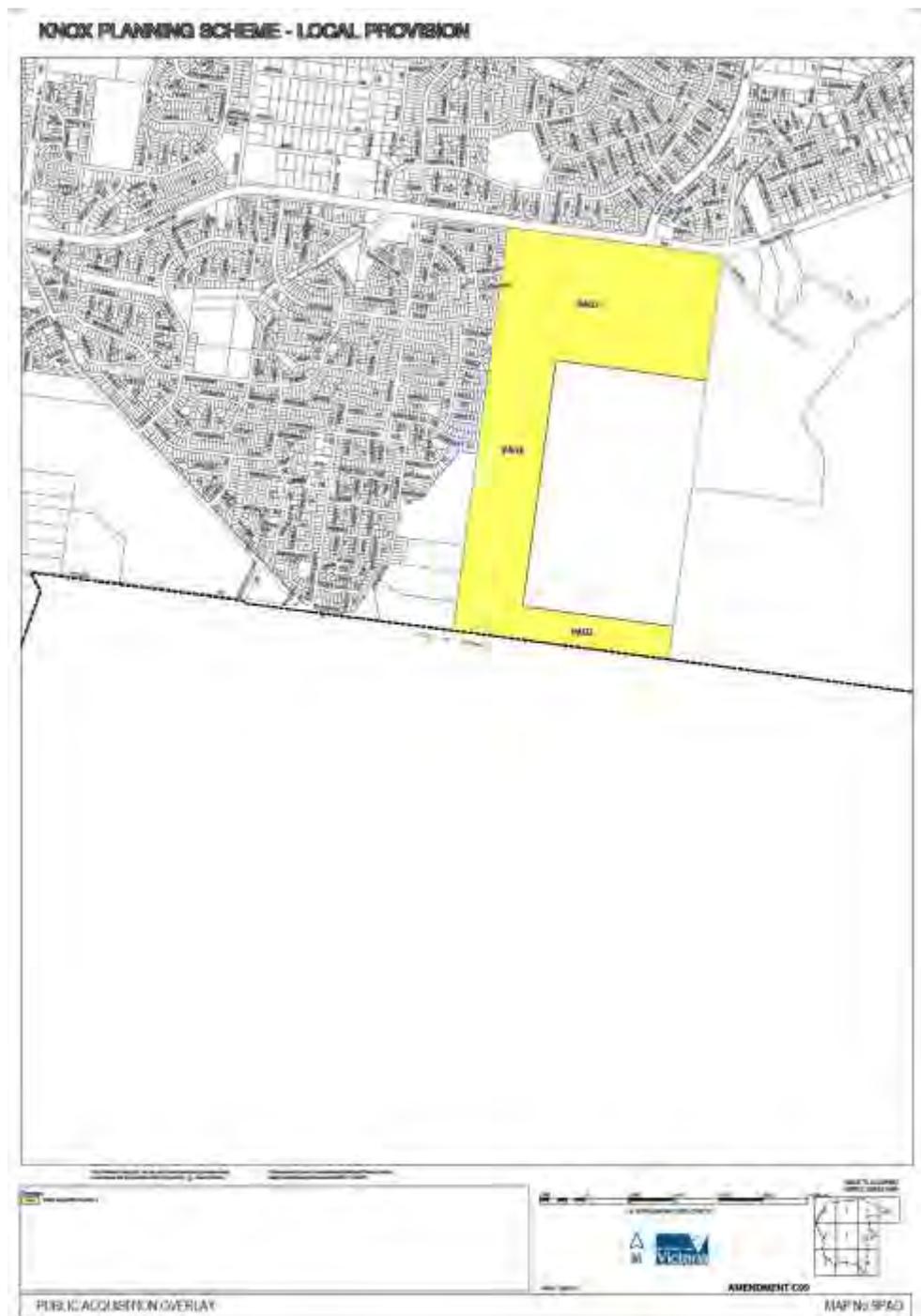


Figure 1 – Public Acquisition Overlay Map

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

2. DISCUSSION

2.1 The Proposal

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

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

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

“Aims

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

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

- *Develop a comprehensive land-use plan for the buffers, non-workable and workable areas of the Lysterfield Quarry through the operational phase and post-closure phase, which will:

 - *Add value to the community from an early time (i.e. deliver community benefit during ongoing operations)*
 - *Support incorporation of a range of potential future residential outcomes on the north-west portion of the site*
 - *Provide long-term community infrastructure, with active recreational areas and passive parkland incorporated into the rehabilitation plan for the quarry.**

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

Mutual Opportunities through the Proposal

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

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

Enabling the Proposal

Enabling the proposal would deliver the following outcomes:

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

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



Figure 2 – Indicative Proposal Diagram

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

2.2 Need for active open space in this area

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

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

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

3. CONSULTATION

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

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

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

4. ENVIRONMENTAL/AMENITY ISSUES

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

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

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

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

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

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

6. SOCIAL IMPLICATIONS

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

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

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

Goal 1 – We value our natural and built environment

Goal 2 – We have housing to meet our changing needs

Goal 3 – We can move around easily

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

Goal 6 – We are healthy, happy and well

Goal 8 – We have confidence in decision making

8. CONFLICT OF INTEREST

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

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

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

9. CONCLUSION

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

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

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

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.

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

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

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

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

RECOMMENDATION

That Council:

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

1. INTRODUCTION

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

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

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

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

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

2. DISCUSSION

2.1 The Site

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

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

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

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

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

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

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

2.2 The Knox Community Gardens

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

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

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

2.3 The Vineyard

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

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

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

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

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

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

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

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

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

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

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

2.4 Concept Options

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

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

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

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

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

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

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

Concept Options Summary:

Option 1 – Garden Harvest, Vineyard & Cafe

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

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

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

3. CONSULTATION

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

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

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

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

4. ENVIRONMENTAL/AMENITY ISSUES

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

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

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

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

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

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

Option 1 approx. \$2.2M
Option 2 approx. \$2.1M

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

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

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

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

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

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

6. SOCIAL IMPLICATIONS

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

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

6.1 Community Gardens

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

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

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

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

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

6.2 Vineyard

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

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

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

6.3 Café/Meeting Space

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

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

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

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

Goal 1 – We value our natural and built environment.

Strategy 1.1 – Protect and enhance our natural environment.

Goal 4 – We are safe and secure.

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

Goal 6 – We are healthy, happy and well

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

8. CONFLICT OF INTEREST

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

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

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

9. CONCLUSION

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

10. CONFIDENTIALITY

There are no confidentiality issues with this report.

Report Prepared By: **Coordinator – Open Space & Landscape Design
(Andrea Szymanski)**

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

Option 1 - 'Garden Harvest, Vineyard & Cafe'⁷⁹



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



Option 2 - 'Garden Harvest, Cafe & Play'⁸⁰



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



all WARDS

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

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

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

RECOMMENDATION

That Council

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

1. INTRODUCTION

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

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

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

2. DISCUSSION

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

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

Tenders were invited for the supply of:

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

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

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

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

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

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

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

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

3. CONSULTATION

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

No public consultation was undertaken.

4. ENVIRONMENTAL/AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

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

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

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

Historic Energy Costs (actual)

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

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

When new rates are applied, the forecast expenditure becomes:

Electricity and Gas	2017/18 Forecast	2018/19	2019/20	2020/21
Large Electricity	\$514,950 (large & small)	\$246,058	\$227,100	\$222,857
Small Electricity	(See above)	\$326,374	\$305,269	\$298,825
Gas	\$103,163	\$68,319	\$69,094	\$69,532
SUB -TOTAL	\$618,113	\$640,751	\$601,463	\$591,214
Public Lighting (energy costs only)	\$604,000	\$792,113	\$747,291	\$745,045
TOTAL	\$1,222,113	\$1,432,863	\$1,348,754	\$1,336,260

NB Council has no Large Gas sites.

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

Large Market Electricity Rates

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

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

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

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

6. SOCIAL IMPLICATIONS

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

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

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

8. CONFLICT OF INTEREST

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

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

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

A confidential tender evaluation report is circulated under separate cover.

*ALL WARDS***8.3 CONTRACT NO. 2358 – DRAINAGE REPAIR, RENEWAL AND UPGRADE WORKS*****SUMMARY: Project Delivery Engineer (Nathan Hadfield)******This report considers tender submissions and recommends the appointment of a panel of suppliers for the supply of drainage repair, renewal and upgrade services.*****RECOMMENDATION****That Council**

- 1. accepts the Schedule of Rates tenders submitted by:**

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

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

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

1. INTRODUCTION

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

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

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

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

2. DISCUSSION

2.1 Proposed Service

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

2.2 Tenders Received

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

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

The following tenders were received:

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

2.2.1 Pre-Evaluation Checks

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

2.2.2 Tender Evaluation Panel

The Tender Evaluation Panel consisted of the following members:

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

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

2.2.3 Evaluation Criteria

The tenders were evaluated against the following criteria:

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

2.3 Tender Evaluation Results

2.3.1 Preferred Tenderers

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

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

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

3. CONSULTATION

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

4. ENVIRONMENTAL/AMENITY ISSUES

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

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

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

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

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

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

6. SOCIAL IMPLICATIONS

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

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

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

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

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

8. CONFLICT OF INTEREST

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

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

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

9. CONCLUSION

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

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

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

10. CONFIDENTIALITY

The Procurement Report is provided separately to this report.

Report Prepared By: Project Delivery Engineer (Nathan Hadfield)

Report Authorised By: Acting Manager – Operations (Kai Yap)

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

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

Confidential Appendix A is circulated under separate cover.

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

SUMMARY: *Multicultural Communities Officer (Joan Pepi)*

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

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

RECOMMENDATION

That Council appoint:

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

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

1. INTRODUCTION

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

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

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

2. DISCUSSION

2.1 Objectives of KMAC

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

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

2.2 KMAC membership

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

2.2.1 Recruitment Process

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

Recruitment for the KMAC positions was promoted through the following:

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

2.2.2 Selection Process

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

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

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

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

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

3. CONSULTATION

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

4. ENVIRONMENTAL/AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

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

6. SOCIAL IMPLICATIONS

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

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

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

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

8. CONFLICT OF INTEREST

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

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

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

9. CONCLUSION

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

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

10. CONFIDENTIALITY

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

Report Prepared By: *Multicultural Communities Officer (Joan Pepi)*

Report Authorised By: *Acting Director – Community Services
(Kathy Parton)*

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

Confidential Appendix A is circulated under separate cover.



TERMS OF REFERENCE

KNOX MULTICULTURAL ADVISORY COMMITTEE

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

1. PURPOSE

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

2. OBJECTIVES

The objectives of the Committee are to:

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

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

3a The Committee shall comprise the following:

Community and Professional/Industry Members

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

Councillors

- Two Councillors appointed annually by Council

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

Council Officers

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

3b Membership Criteria and Commitment

Members of the advisory committee will:

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

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

3c Period of membership

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

3d Method of Appointment

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

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

4. DELEGATED AUTHORITY AND DECISION MAKING

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

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

5. MEETING PROCEDURES

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

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

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

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

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

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

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

6. CHAIR

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

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

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

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

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

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

7. AGENDAS AND MINUTES

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

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

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

8. VOTING

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

All members (excluding Council Officers) have voting rights.

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

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

9. CONDUCT AND INTEREST PROVISIONS

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

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

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

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

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

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

10. REPORTING

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

11. ADMINISTRATION SUPPORT

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

12. PARTICIPATION SUPPORT

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

13. CONTACT WITH THE MEDIA

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

14. SUNSET CLAUSE AND REVIEW DATE

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

15. MEALS

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

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

Confidential Appendix C is circulated under separate cover.

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

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

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

RECOMMENDATION

That Council

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

1. INTRODUCTION

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

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

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

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

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

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

and two non-contested streams:

- Knox Learning Alliance
- Volunteer based emergency services

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

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

2. DISCUSSION

2.1 Community Partnership Funding Program framework

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

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

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

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

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

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

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

2.2 Application and Assessment Process

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

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

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

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

Table 1: Overview of funding streams

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

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

2.3 Selection Process

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

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

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

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

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

3. CONSULTATION

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

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

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

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

4. ENVIRONMENTAL/AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

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

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

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

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

6. SOCIAL IMPLICATIONS

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

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

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

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

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

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

8. CONFLICT OF INTEREST

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

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

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

9. CONCLUSION

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

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

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

10. CONFIDENTIALITY

There are no confidentiality issues related to this report.

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

Report Authorised By: *Acting Director – Community Services
(Kathy Parton)*

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

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

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

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

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

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

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

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

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

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

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

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

2. VOLUNTEER RESOURCE CENTRE

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

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

3. PRESERVATION AND PROMOTION OF THE HISTORY OF KNOX

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

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

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

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

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

Assessment for Community Partnership Funding – Contested Streams

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

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

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

Panel Interview – Contested Stream (Volunteer Resource Centre)

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

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

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

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

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

**subject to meeting Funding Agreement requirements*

<p>Total 2018-19 – Non-Contested Streams</p> <p style="text-align: right;">\$163,876</p>
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Program Guidelines

Community Partnership Funding (CPF) Grants Program

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

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

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

Program Principles and Aims

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

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

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

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

Community Partnership Funding Streams 2018 – 22

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

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

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

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

1. Specialist family and individual support services

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

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

2. Volunteer Resource Centre

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

3. Preservation and promotion of the history of Knox

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

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

4. Knox Learning Alliance

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

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

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

Eligibility for Contested Funding Streams

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

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

Application Process

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

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

Application Form

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

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

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

Assessment Process

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

Applications will be assessed on the following criteria:

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

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

Funding agreements

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

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

Payment of Grants

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

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

Monitoring and evaluation

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

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

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

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

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

Recognition of Council Funding

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

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

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

Privacy of Information

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

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

2. Volunteer Resource Centre

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

CONTESTED STREAMS:

3. Preservation and Promotion of the history of Knox

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

UNCONTESTED FUNDING STREAMS:

4. VOLUNTEER BASED EMERGENCY SERVICES IN KNOX

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

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

UNCONTESTED FUNDING STREAMS:

5. KNOX LEARNING ALLIANCE

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

*All WARDS***10.1 2017-18 ANNUAL PLAN PROGRESS REPORT TO 31 MARCH 2018****SUMMARY:** *Strategy and Reporting Lead (Carrie Hudson)*

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

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

RECOMMENDATION

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

1. INTRODUCTION

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

2. DISCUSSION

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

Q3 2017-18 Results:

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

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

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

The initiatives currently more than 15% behind schedule are:

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

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

3. CONSULTATION

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

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

4. ENVIRONMENTAL/AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

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

6. SOCIAL IMPLICATIONS

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

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

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

8. CONFLICT OF INTEREST

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

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

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

9. CONCLUSION

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

10. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

Report Prepared by: **Strategy and Reporting Lead
(Carrie Hudson)**

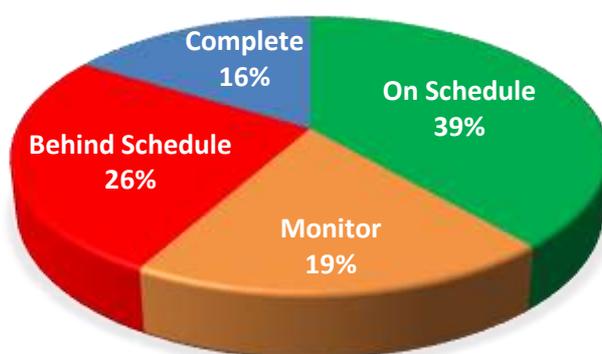
Report Authorised by: **Director - Corporate Services
(Michael Fromberg)**

Annual Plan Progress Report

Q3 2017-18

1 January to 31 March 2018

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



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

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

Goal 1: We value our natural and built environment

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

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

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

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

Goal 2: We have housing to meet our changing needs

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

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

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

Goal 3: We can move around easily

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

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

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

Goal 4: We are safe and secure

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

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

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

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

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

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

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

Goal 6: We are healthy, happy and well

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

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

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

Progress Comment:

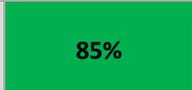
This project has required completion of a building structural assessment which will be finalised by the end of June 2018. On the basis of this, the State Government, as the external funding body for this project, has approved the completion date of the Aquatic Plan to be September 2018. While the full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

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

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

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

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

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

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

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

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

Goal 8: We have confidence in decision making

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

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

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

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

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

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

SUMMARY: *Coordinator Management Accounting (James Morris)*

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

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

RECOMMENDATION

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

1. INTRODUCTION

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

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

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

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

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

- The 2017-18 Adopted Budget;
- Carry forward funding from 2016-17 into 2017-18 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects;
- Anticipated carry forward funding from 2017-18 into 2018-19 for capital works expenditure. These funds will not be expended during the current financial year but will be required in the following financial year for the successful completion and delivery of key outcomes and projects; and

- Adjustments as a result of officers periodically assessing Council's budgetary performance taking into account emerging events and matters.

2. DISCUSSION

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

3. CONSULTATION

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

4. ENVIRONMENTAL/AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

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

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

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

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

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

6. SOCIAL IMPLICATIONS

There are no direct social implications arising from this report.

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

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

Goal 8 We have confidence in decision making

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

8. CONFLICT OF INTEREST

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

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

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

9. CONCLUSION

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

10. CONFIDENTIALITY

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

Report Prepared By: *Coordinator Management Accounting
(James Morris)*

*Manager Business & Financial Services
(Dale Monk)*

Report Authorised By: *Director Corporate Services
(Michael Fromberg)*

KNOX

your city



Financial Performance Report For year to date ended 31 March 2018

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Financial Performance Report for year to date ended 31 March 2018

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Introduction and Purpose

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

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

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

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

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

Discussion of Financial Results

Forecast

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

The 2017-18 Forecast includes the following adjustments:

Income

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

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

Expenses (Operating and Capital Works)

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

Operating Results

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

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

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

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

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

Capital Works Program

Capital Works Expenditure	Adopted			Adopted		
	Budget \$'000's	Actual \$'000's	Variance \$'000's	Budget \$'000's	Forecast \$'000's	Variance \$'000's
Property	23,295	10,540	12,754	46,907	26,355	20,552
Plant and Equipment	3,705	2,045	1,659	10,435	5,763	4,671
Infrastructure	16,185	18,085	(1,900)	24,649	30,874	(6,225)
Total Capital Works Expenditure	43,184	30,671	12,514	81,990	62,992	18,998
Full year Forecast for Capital Works Expenditure includes \$32.724M in carryforward expenditure from 2016-17 into 2017-18, and excludes \$32.382M in carry forward expenditure from 2017-18 into 2018-19.						

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

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

Balance Sheet

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

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

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

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

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

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

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

Investment Analysis

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

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

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

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

Comprehensive Income Statement

for year to date ended 31 March 2018

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

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

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

Notes have been provided for the following variances:

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

Comprehensive Income Statement

for year to date ended 31 March 2018

Notes:

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

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

Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2018



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

Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2018



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

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

Notes have been provided for these variances:

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

Notes:

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

Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2018



Notes (continued):

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

Statement of Capital Works

for year to date ended 31 March 2018



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

Statement of Capital Works

for year to date ended 31 March 2018

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

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

Notes have been provided for the following variances:

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

Notes:

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

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

Balance Sheet

as at 31 March 2018

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

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

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

Notes have been provided for items with the following variances:

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

Balance Sheet

as at 31 March 2018

Notes:

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

Cash Flow Statement

for year to date ended 31 March 2018

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

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

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

Notes have been provided for items with the following variances:

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

Cash Flow Statement

for year to date ended 31 March 2018

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

Financial Performance Indicators

as at 31 March 2018

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

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

Financial Performance Indicators

as at 31 March 2018

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

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

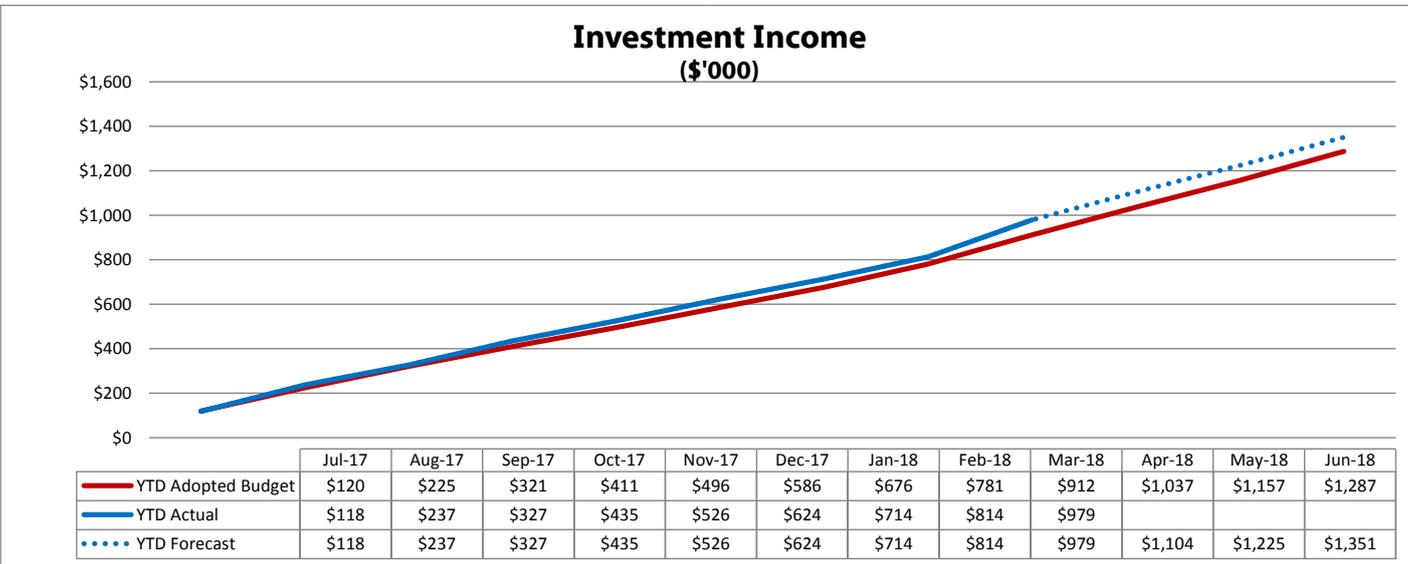
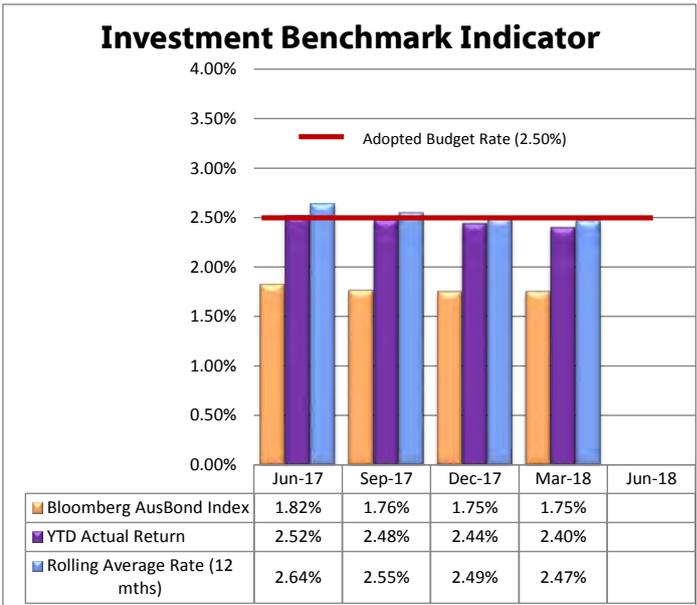
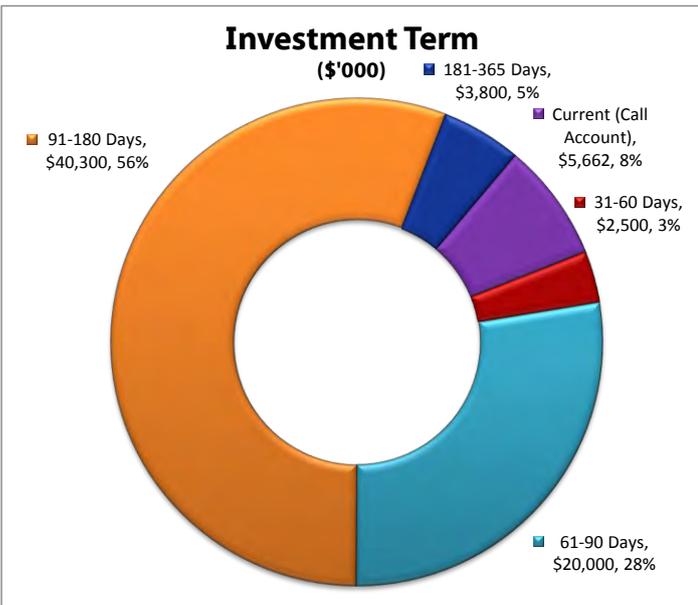
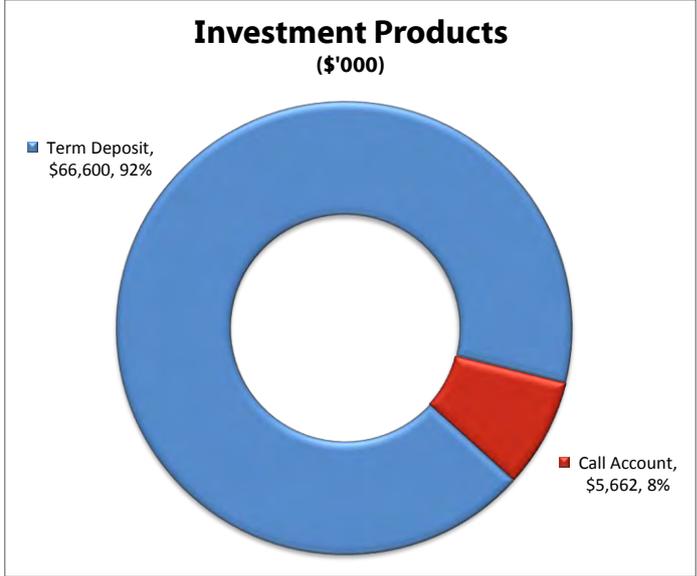
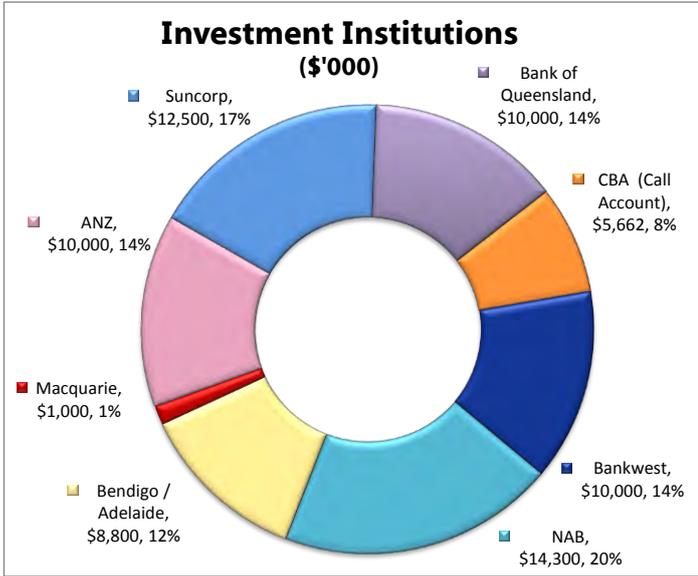
Notes:

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

Investment Analysis

as at 31 March 2018

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



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

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

RECOMMENDATION

That Council adopt the revised Council Committees Policy.

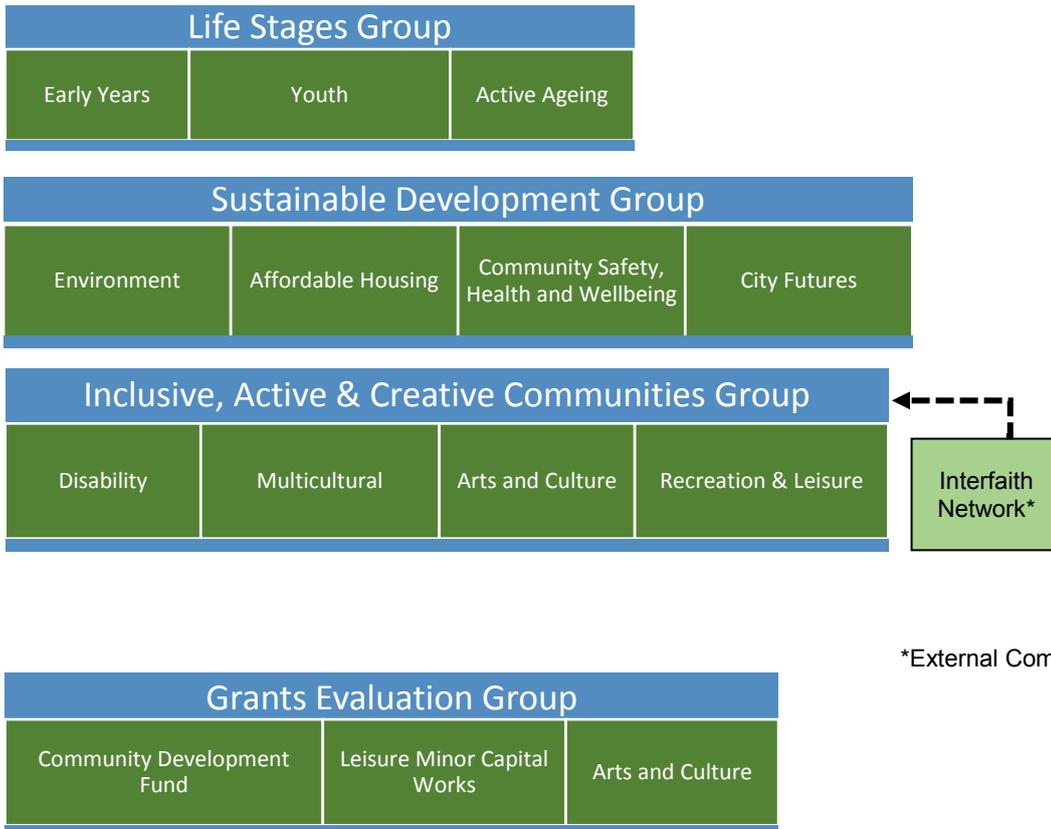
1. INTRODUCTION

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

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

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

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

Advisory Committees

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

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

The following committees continue as stand-alone committees:

Specific Purpose

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

Strategic Projects

- Knox Central Advisory Committee

Working Groups

- Knox Regional Sports Park Committee
- Knox Hockey Committee

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

2. DISCUSSION

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

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

The key changes to the document are as follows:

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

3. CONSULTATION

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

4. ENVIRONMENTAL/AMENITY ISSUES

There are no direct environmental issues associated with this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

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

6. SOCIAL IMPLICATIONS

There are no direct social implications associated with this report.

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

The establishment and operation of Council committees is a key enabler for the achievement of most of the goals and objectives contained in the Knox Community and Council Plan.

8. CONFLICT OF INTEREST

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

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

Author – Rodney McKail, Governance Advisor - In providing this advice as the Author, I have no disclosable interests in this report.

9. CONCLUSION

This Policy has been reviewed to align with the revised Committee Structure adopted by Council. The opportunity has also been taken to remove some ambiguity that existed in the former Policy. Due to the relatively minor changes in the structure of the Terms of Reference, it is not intended that all committees will immediately review their existing Terms of Reference, the new template can be introduced as existing committee's Terms of Reference sunset and are due for review.

10. CONFIDENTIALITY

There are no issues of confidentiality associated with this report

***Report Prepared By: Governance Advisor
(Rodney McKail)***

***Report Authorised By: Director – Corporate Services
(Michael Fromberg)***

APPENDIX A

KNOX POLICY



COUNCIL COMMITTEES

Policy Number:	2006/13	Directorate:	Corporate Development
Approval by:	Council	Responsible Officers:	Manager Governance & Strategy
Approval Date:	28 May 2018	Version Number:	4
Review Date:	4 years after adoption		

1. PURPOSE

The purpose of this policy is to provide a consistent approach to the establishment of Council Committees on which there is Councillor representation. Participation by interested parties and affected stakeholders assists Council in making decisions that incorporate the interests and concerns of the community. This policy governs the operation of Advisory Committees, Specific Purpose Committees, Strategic Project Committees and Working Groups.

Generally, the purpose of Council committees is to provide advice on the development, implementation, monitoring, review and/or evaluation of programs or activities specified in the Knox Community & Council Plan.

2. CONTEXT

Each year Council appoints Councillor representation to various committees. Their role in relation to these committees can range from representation to advocacy and consultation. This policy provides support and direction in the formation of committees and distinction between the roles and responsibilities of different committee types on which there is Councillor representation.

This policy governs the establishment of committees and the ongoing review of existing committees giving the Council the opportunity to monitor the performance and relevance of all committees against the Community and Council Plan. This structured approach articulates the role of each different committee type and allows for a review of the relevance and the performance against documented Terms of Reference and annual objectives for each committee. This approach will ensure that committees do not operate in perpetuity beyond achieving their purpose.

3. SCOPE

This policy applies to the formation, development, general operation and sun setting of Council endorsed committees that do not have delegated powers, including Advisory Committees, Specific Purpose Committees, Strategic Project Committees and Working Groups. Therefore, this policy applies to Councillors, committee members and members of staff.

4. REFERENCES

4.1 *Knox Community and Council Plan*

4.2 *Relevant Legislation*

- Local Government Act 1989
- Meeting Procedure and Use of Common Seal Local Law 2008

4.3 *Charter of Human Rights*

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

4.4 *Related Council Policies*

- Council Meeting Structure Policy
- Meals and Beverages for Council Committees
- Councillor Code of Conduct
- Councillor Media Policy
- Staff Code of Conduct
- Staff Media Policy

4.5 *Related Council Procedures*

- Councillor Media Procedure
- Staff Media Procedure

4.6 *Other*

- Conflict of Interest Guidelines – Department of Planning & Community Development
- Terms of Reference Template
- Record of Assembly of Councillors Form
- Conflict of Interest Form – Councillors and Members of Committees/ Staff
- Councillor Appointments to Committees

5. DEFINITIONS

Advisory Committee Group	The cluster of committees appointed in the following groupings: Life Stages Group; Sustainable Development Group; Inclusive, Active and Creative Community Groups and Grants Evaluation Group.
Assembly of Councillors	An Assembly of Councillors is a meeting of a committee that provides advice to Council, if at least one Councillor is present, which considers matters that are intended or likely to be – (a) the subject of a decision of the Council; or (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

Advisory Committees	<p>An advisory committee is any committee established by the Council, that provides advice to –</p> <p>(a) the Council; or</p> <p>(b) a special committee; or</p> <p>(c) a member of Council staff who has been delegated a power, duty or function of the Council under the Act.</p> <p>The main function of an Advisory Committee is to enable stakeholder engagement that provides input and guidance to support quality decision making and in turn, the achievements of Council's goals and strategies under the Community and Council Plan. Advisory Committees facilitate access to independent advice from external stakeholders and collaboration with the community on a range of matters. Advisory Committees generally have a lifespan beyond one year and are aligned with a Council plan or strategy.</p>
Conflict of Interest	As defined in the Local Government Act (the Act).
Council Committee	Includes an Advisory Committee, Specific Purpose Committee, Strategic Projects Committee or Working Group.
Special Committee	Committees appointed by Council that have delegated powers and must operate in accordance with the Act. These committees are not covered by this policy.
Specific Purpose or Strategic Purpose Committee	Specific or Strategic Purpose Committees are created for a pre-determined purpose and their role is to oversee a designated task or activity generally on an ongoing basis and report back to Council annually.
Working Groups	Working Groups are created to oversee the delivery of a specified project which would generally be location based and report back to Council (development of or oversee the delivery of a Masterplan, for example). These committees sunset at the delivery of the project brief.

6. COUNCIL POLICY

General Provisions

A template has been developed for each different type of Council Committee, refer Appendix 1 - 3. The standard Terms of Reference template for each committee type creates a common ground for them to begin from. The Terms of Reference provides a framework within which the committee shall operate. Included in the Terms of Reference is information about the purpose and objectives of the committee, appointment of members, information about meetings, recommendations and reporting.

The standard template shall be the starting point for development of the Terms of Reference for any new committee. It is not anticipated that they would be varied substantially for a new committee unless circumstances justify changes.

6.1 COUNCIL COMMITTEES

The following sections prescribe a foundation for the operation of the terms of reference for each committee.

6.1.1 Terms of Reference

The Terms of Reference must be presented to Council for consideration and adoption at the inception of the Council Committee. The Terms of Reference must include a clear statement of purpose and the committee's objectives and where relevant, the timeframe for completion. Objectives shall reference the goal within the Community and Council Plan that is relevant to the committee and should be supported by measurable outcomes.

The Terms of Reference and objectives of a Council Committee are to be reviewed by the committee and Council at least once in any Council term. Any proposed changes to the Terms of Reference resulting from a review must be presented to Council for formal approval. A copy of the Terms of Reference are to be made available on the Council Intranet and Internet.

6.1.2 Membership, Period of Membership and Method of Appointment

The most appropriate mix of membership will be determined by Council. The committees may comprise:

- **Councillor(s)** – appointed annually by Council.
- **Community representative(s)** – appointed by Council through a registration of interest and selection process. Every effort should be made to ensure a representative cross section of people from the municipality are appointed to the committee.
- **Staff** – appointed for a time period specified by the Chief Executive Officer or relevant Director to provide administrative support and advice to the committee.

There will be no designated quorum for Council Committees. A committee can proceed if Councillor nominee/s are not present at the meeting.

6.1.3 Delegated Authority and Decision Making

Council Committees act in an advisory capacity only and do not have delegated authority to make decisions as if they were the Council. Council Committees provide advice or make recommendations to Council and staff to assist them in their decision making.

Recommendations may be implemented by a staff member who has the appropriate delegation and level of authority, where they support the recommendation. In accordance with the Act, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function.

A committee cannot make recommendations for matters outside its agreed scope as detailed in its Terms of Reference.

6.1.4 Meeting Procedures

Meetings are to be held at a time and place determined by the Council Committee. Council Committees are not required to give public notice of their meetings and meetings are not required to be open to the public.

Meetings will:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and respectful discussion;
- Focus on the relevant issues at hand; and
- Provide advice to Council, as far as practicable, on a consensus basis.

6.1.5 Chair

Unless otherwise stated, the position of Chairperson shall be held by a Councillor.

The Chairpersons responsibilities includes ensuring all committee members have the opportunity to participate/contribute at meetings.

6.1.6 Agendas and Meeting Notes

Agendas and meeting notes must be prepared for each meeting of the Council Committee in accordance with the Terms of Reference.

The committee must determine through its Terms of Reference whether agendas and meeting notes are to be made available to the public or any other community members of interested community groups. As a general rule, agendas and notes from meetings are not required to be made available to the public.

6.1.7 Voting

As Council Committees are advisory in nature, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

6.1.8 Conduct and Interest Provisions

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

- act with integrity;
- impartially exercise his or her responsibilities in the interests of the local community;
- not improperly seek to confer an advantage or disadvantage on any person;
- treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;

- commit to regular attendance at meetings; and
- not make improper use of information acquired because of his or her position or release information that the member knows, or should reasonably know, is confidential information.

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

Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.

All members of a Committee must agree to participate in training on the Conduct and Interest provisions which will be run a minimum of annually by the Governance team.

6.1.9 Reporting

Council Committees are required to prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the committee and should directly reflect the objectives and the performance measures of the committee as set out in the Terms of Reference. Once adopted by the committee the report will be distributed as provided for within the Terms of Reference.

6.1.10 Administration Support

Administration support is provided to Council Committees by the directorate whose functions are most aligned to the committee's objectives.

6.1.11 Contact with the Media

Contact with the Media by Councillors or staff shall be undertaken in accordance with the Councillor and Staff Media Policies. External committee members, should they have contact with the media in relation to a committee, shall liaise with Chairperson in the first instance and then the Council Communications team, if deemed necessary, and must not at any stage purport to be a spokesperson for Council or the committee.

6.1.12 Sunset Clause

Council Committees shall have a sunset clause, this may vary depending on the committee type and will generally not exceed 4 years. If the committee has a relevant function at the end of the standard sunset period, a report must be presented to Council prior to that period ending, including a review of the committee's Terms of Reference and seeking endorsement from Council to continue to act for a further period.

6.1.13 Meals

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

7. ADMINISTRATIVE UPDATES

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

ADVISORY COMMITTEE TERMS OF REFERENCE



COMMITTEE NAME

Directorate

Responsible Officer

Committee Group

Approval Date:

Review Date:

1. PURPOSE

The function of this Advisory Committee is to facilitate stakeholder engagement which supports quality decision making and in turn, the achievements of Council's goals and strategies under the Community and Council Plan.

Detail Committee Purpose

2. OBJECTIVES

Detail Committee Objectives

Provide details of relevant goals within the Knox Community & Council Plan that apply to the Committee.

Advisory Committees when established under this policy will be aligned to one of the following groups:

- Life Stages Group
- Sustainable Development Group
- Inclusive, Active and Creative Community Groups
- Grants Evaluation Group

Whilst the individual committees will meet at the designated times within its Terms of Reference each 'group' will meet once annually, this will generally be between October to December each year. A designated Directorate will be responsible for coordinating group meetings. The purpose of these meetings will be to:

- Provide feedback to group on priorities for individual committees;
- Update group of progress of key issues; and
- Identify synergies between groups and links to progressing the Community and Council Plan.

In addition to group meetings, all committees will be provided with an opportunity to meet together annually. The 'annual advisory committee' sessions will generally be held between April or May each year and will be co-ordinated by the Governance team. The purpose of these meetings will be to:

- Report on progress by Council against Community and Council Plan;
- Provide overview of industry trends and Council priorities for the upcoming year;
- Consider synergies and opportunities for sharing information and collaboration; and
- Deliver training to support to committees.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

The _____ Advisory Committee shall comprise the following:

- A maximum of _ community members (please add any specialist requirements)
- A maximum of _ industry members (including any relevant government agency representatives)
- _ Councillors

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

The process to appoint community members will be advertised in local newspapers, on Council's internet site and through local networks. Applicants must make application via an expression of interest process.

Eligible community members will have an interest in and good working knowledge of _____.

The approach and method for appointing representatives will include the following:

- Community and professional/ industry members will be selected by a panel comprising a Councillor and 2 Council Officers from the relevant service unit;
- The method of appointment will be via an expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered;
- Council will be responsible for appointing all Councillor, community and professional/industry representative members; and
- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.

Professional/industry representatives unable to attend a committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's nominated officer at least 24 hours prior to the meeting. It is expected the appointed professional/industry representative will provide an appropriate briefing of the committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.

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

Guests may also be invited to attend and participate at meetings, this would generally be for a specific purpose and/or specified period of time. This is at the discretion of the committee.

3.2 Councillors

Council will appoint Councillor representation annually.

Unless otherwise appointed to the committee by Council, the Mayor is, by virtue of the Office, an ex officio member of the committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance.

The role of Councillors is to participate in the meetings, listen to community and stakeholder views and keep the Council informed, through reports on committees by Councillors at Council meetings, on issues of community interest being considered at meetings.

3.3 Council Officers

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

4. DELEGATED AUTHORITY AND DECISION MAKING

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

5. MEETING PROCEDURES

The committee will meet on a **monthly/bi-monthly/quarterly** basis and an annual schedule of meetings will be agreed upon at the first meeting of the committee in each year. The committee will also participate in the 6 monthly Group Meetings and the annual advisory committee Forum.

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

At the commencement of each financial year the committee will develop a work plan for the upcoming year. This will generally be aligned with the Community and Council Plan. The committee may also highlight any emerging issues which will also be documented. For efficiency purposes the business of the committee throughout the ensuing year should align with the work plan and list of emerging issues.

Meetings will follow standard meeting procedure protocols, which are in summary:

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

6. CHAIR

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

7. AGENDAS AND MEETING NOTES

Agendas and meeting notes must be prepared for each meeting.

The Agenda must be provided to members of the committee not less than 4 days before the time fixed for the holding of the meeting.

The Chairperson must arrange for meeting notes of each meeting of the committee to be kept.

The meeting notes of a Council Committee must:

- (a) contain details of the proceedings and recommendations made;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) incorporate relevant reports or a summary of the relevant reports considered by the committee.

Draft meeting notes must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 days of the meeting;
- (b) distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) submitted to the next meeting of the Committee for information.

Agendas and notes from meetings are not required to be made available to the public.

8. VOTING

As this is an advisory committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

9. CONFLICT AND INTEREST PROVISIONS

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

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

Meetings of the Advisory Committee may potentially form an Assembly of Councillors. Councillors and officers are required to comply with the conflict of interest provisions as set down in the Act.

Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.

Where a community member has a Conflict of Interest or perceived conflict of interest in relation to a matter before the committee, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

All members of the Advisory Committee shall participate in training on the Conduct and Interest provisions which will be run a minimum of annually by the Governance team.

10. REPORTING

The committee will prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the committee and should directly reflect the objectives and the performance measures of the committee as set out in the Terms of Reference. Once adopted by the committee the report will be presented to Council.

11. ADMINISTRATION SUPPORT

Administration support will be provided by the _____ Directorate.

12. CONTACT WITH THE MEDIA

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

13. REVIEW DATE

The committee will sunset after 4 years. If the committee continues to have a relevant function, a report must be presented to Council prior to this date that includes a review of the committee's Terms of Reference and seeking endorsement from Council to continue act in an advisory capacity.

14. MEALS

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

SPECIFIC PURPOSE & STRATEGIC PROJECTS TERMS OF REFERENCE



COMMITTEE NAME

Directorate

Responsible Officer

Approval Date:

Review Date:

1. PURPOSE

Detail Committee Purpose and how it will assist with the achievement of Council's goals and strategies under the Community and Council Plan.

2. OBJECTIVES

Detail Committee Objectives

Provide details of relevant goals within the Knox Community & Council Plan that apply to the Committee.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

The _____ Advisory Committee shall comprise the following:

- A maximum of _ community members (please add any specialist requirements)
- A maximum of _ industry members (including any relevant government agency representatives)
- _ Councillors)

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

The process to appoint community members will be advertised in the local newspaper, on Council's internet site and through local networks. Applicants must make application via an expression of interest process.

Eligible community members will have an interest in and good working knowledge of _____.

The approach and method for appointing representatives will include the following:

- Community and professional/ industry members will be selected by a panel comprising a Councillor, and 2 Council Officers from the relevant service unit.
- The method of appointment will be via an expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered;
- Council will be responsible for appointing all Councillor, community and professional/industry representative members; and
- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.

Professional/industry representatives unable to attend a committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's nominated officer as least 24 hours prior to the meeting. It is expected the appointed professional/industry representative will provide an appropriate briefing of the committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.

The committee may invite observers to meeting from time to time. This is at the discretion of the committee.

Guests may also be invited to attend and participate at meetings, this would generally for a specific purpose and/or period of time. This is at the discretion of the committee.

3.2 Councillors

Council will appoint Councillor representation annually

Unless otherwise appointed to the committee by Council, the Mayor is, by virtue of the Office, an ex officio member of the committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance.

The role of Councillors is to participate in the meetings, listen to community and stakeholder views and keep the Council informed, through reports on committees by Councillors at Council meetings, on issues of community interest being considered at meetings.

3.3 Council Officers

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

4. DELEGATED AUTHORITY AND DECISION MAKING

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

5. MEETING PROCEDURES

The committee will meet on a **monthly/bi-monthly/quarterly** basis and an annual schedule of meetings will be agreed upon at the first meeting of the committee in each year.

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

Meetings will follow standard meeting procedure protocols, which are in summary:

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

6. CHAIR

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

7. AGENDAS AND MEETING NOTES

Agendas and meeting notes must be prepared for each meeting.

The Agenda must be provided to members of the committee not less than 4 days before the time fixed for the holding of the meeting.

The Chairperson must arrange for meeting notes of each meeting of the committee to be kept.

The meeting notes of a Council Committee must:

- (a) contain details of the proceedings and recommendations made;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) incorporate relevant reports or a summary of the relevant reports considered by the Committee.

Draft meeting notes must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 days of the meeting;
- (b) distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting;
- (c) submitted to the next meeting of the Committee for information.

Agendas and notes from meetings are not required to be made available to the public.

8. VOTING

As this is a form of advisory committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

9. CONFLICT AND INTEREST PROVISIONS

In performing the role of a specific purpose or strategic purpose committee member, a person must:

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

Meetings may potentially form an Assembly of Councillors. Councillors and officers are required to comply with the conflict of interest provisions as set down in the Act.

Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.

Where a community member has a Conflict of Interest or perceived conflict of interest in relation to a matter before the committee, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

All members of the committee shall participate in training on the Conduct and Interest provisions which will be run a minimum of annually by the Governance team.

10. REPORTING

The committee will prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the committee and should directly reflect the objectives and the performance measures of the committee as set out in the Terms of Reference. Once adopted by the committee the report will be forwarded to all Councillors for information.

11. ADMINISTRATION SUPPORT

Administration support will be provided by the _____ Directorate.

12. CONTACT WITH THE MEDIA

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

13. REVIEW DATE

The committee will sunset at the conclusion of the project. To ensure currency the Terms of Reference will be reviewed as a minimum every 4 years. If the committee continues to have a relevant function after 4 years, a report must be presented to Council prior to this date that includes a review of the committee's Terms of Reference and seeking endorsement from Council on the committee's agreed function.

14. MEALS

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

WORKING GROUP TERMS OF REFERENCE



COMMITTEE NAME

Directorate

Responsible Officer

Approval Date:

Review Date:

1. PURPOSE

Detail Committee Purpose

The _____ Working Group (Working Group) exists to _____ and to provide a forum for the discussion of matters pertaining to the operations of activities at _____.

2. OBJECTIVES

Detail Committee Objectives.

The objectives of the Working Group are to:

- Promote the positive co-existence of the organisations situated at the _____;
- Monitor operations affecting occupants at the _____; and
- Provide input and feedback to help inform the future development of the _____.

Provide details of relevant goals within the Knox Community & Council Plan that apply to the Committee.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

Detail membership make up and method of appointment. May include representation from various user groups and/or stakeholders.

The Committee shall comprise of a maximum _____ representatives and include:

- One (1) _____;
- One (1) _____;
- One (1) _____;
- One (1) _____; and
- Two (2) Councillors of Knox City Council, with one (1) substitute.

Any non-Council members and substitutes are to be appointed by resolution of the Board or Committee of the respective organisation they represent. Members will be appointed for a two year term. All members will be eligible to re-apply for appointment.

The Working Group may invite observers to meeting from time to time.

Guests may also be invited to attend and participate at meetings, this would generally for a specific purpose and/or period of time.

Substitute

Should a member of the committee be unable to attend a meeting or complete their term on the committee, an appointed substitute member may attend meetings on their behalf. The substitute must be part of the organisation/group's Executive Committee. The attendance of a substitute must be approved by the Chairperson prior to any meeting.

4. DELEGATED AUTHORITY AND DECISION MAKING

The committee is a working Group providing assistance to staff in regards to the operation of _____ and has no delegated authority to make decisions on behalf of Council.

5. MEETING PROCEDURES

The committee will meet quarterly, is not required to give public notice of its meetings and its meetings are not open to the public. Additional meetings may be called if required.

Meetings will follow standard meeting procedure protocols, which are in summary:

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

6. CHAIR

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the Working Group shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

7. AGENDAS AND MEETING NOTES

Agendas and meeting notes will be prepared for each meeting of the committee. The Agenda must be provided to members of the Working Group not less than 7 days before the time fixed for the holding of the meeting.

The Chairperson must arrange for meeting notes of the Working Group to be kept. The meeting notes must:

- (a) contain details of the proceedings;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) in relation to recommendations, incorporate relevant reports or a summary of the relevant reports considered by the Working Group.

Draft notes of meetings must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 days of the meeting;
- (b) distributed to all Working Group Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) submitted to the next meeting of the Working Group for information.

Agendas and notes from meetings are not required to be made available to the public.

8. VOTING

As this is a Working Group which has no decision making capacity, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

9. CONFLICT AND INTEREST PROVISIONS

In performing the role of a Working Group member, a person must:

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

Meetings of the Working Group may potentially form an Assembly of Councillors. Councillors and officers are required to comply with the conflict of interest provisions as set down in the Act.

Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.

Where a community member has a perceived Conflict of Interest in relation to a matter in which the Working Group is concerned, or is likely to be considered or discussed, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the relevant interest and be recorded in the notes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

All members of the Working Group must participate in training on the Conduct and Interest provisions which will be run a minimum of annually by the Governance team.

10. REPORTING

The Working Group is required to prepare a formal report on an annual basis. The report must be formally adopted by the Working Group and provide an annual summary of the discussion points, outcomes and any recommendations in regards to the future of the facility. Once adopted by the committee the report will be forwarded to all Councillors for information.

11. ADMINISTRATION SUPPORT

Administration support will be provided by the relevant Council Service Unit supporting the Working Group.

12. CONTACT WITH THE MEDIA

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

13. REVIEW DATE

The Terms of Reference will be reviewed after 2 years of the date of adoption if the committee's purpose has not been concluded within that time.

14. MEALS

The provision of refreshments during the course of a Working Group meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.

ALL WARDS**10.4 FRAUD AND CORRUPTION CONTROL FRAMEWORK 2018**

SUMMARY: *Governance Advisor (Rodney McKail)*

A recommendation in a 2016 Internal Audit on Fraud Management sought the review of the Fraud Policy and Fraud Control Plan with a view to combining the two documents as well as including a definition of corruption. This work has now been completed and endorsed by the Audit Committee, and a revised Framework is now presented for consideration.

RECOMMENDATION

That Council adopt the Fraud and Corruption Control Framework 2018.

1. INTRODUCTION

Council is the custodian of significant public funds and assets, therefore it is important that the community has assurance that these are adequately protected from fraud and corruption.

A revised Fraud and Corruption Control Framework (and associated Procedure) has been developed (refer Appendix A). The approach is quite a shift in structure to the previous policy and plan in that it is now aligned with the Australian Standard (AS 8001-2008) Fraud and Corruption Control. The revised document addresses all of the issues raised in the 2016 Internal Audit.

The revised Framework forms part of Council's risk management program and seeks to limit exposure to the potential opportunity for fraud and corruption to occur. It applies to Councillors, employees, contractors, sub-contractors, consultants, temporary employees, persons employed by a third party agency and volunteers of Knox City Council.

The original plan was developed in 2002 and has been through a number of iterations, the current policy sunsetted in March 2018. It is timely for a comprehensive review to be undertaken to ensure there is an alignment with current Australian Standards and conventional thinking.

2. DISCUSSION

The revised Framework appended to this report, is supported by a detailed procedural document. The Framework clearly states that Council has zero tolerance for corrupt conduct or fraudulent activities. The document clearly outlines Council's approach to controlling fraud and corruption at both strategic and operational levels. The primary objective is to eliminate the possibility of fraud and corruption throughout Council's operations.

The document provides a clear definition for both fraud and corruption and covers the various components of a strong approach to the associated risks of fraud and corruption under the following headings:

- Resourcing;
- Prevention;
- Detection; and
- Response to claims.

In addition to this review, Council is participating in the ‘*Whistling While They Work*’, *Integrity@WERQ* survey, which is an important research project on how organisations handle integrity issues, and especially how we should respond when staff raise concerns about wrongdoing in the organisation.

This is an independent research project, funded by the Australian Research Council and led by Griffith University, with support from 23 public integrity, regulatory and governance agencies across Australia and New Zealand. Councillors have been invited to participate in this survey. This study provides a unique opportunity to inform better laws, practices and processes in all organisations, including Knox. The survey is currently under way and the findings will be reported back to Council in late 2018. Any outcomes from the research will be assessed against the Framework. This will provide an opportunity for further refinement of Council’s processes if deemed necessary.

3. CONSULTATION

Both the Executive Management Team and the Audit Committee have provided input throughout the development of the new approach. As previously indicated, the structure of the Framework is now aligned with the Australian Standard for fraud and corruption. It has also been benchmarked with a number of Councils and State Government bodies

4. ENVIRONMENTAL/AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

The cost for training and awareness of this issue forms part of Council’s existing induction and ongoing training program, they will need to be modified slightly to address the new approach.

Funds are already provided for ongoing oversight through the Audit Committee and the ongoing internal audit program.

The Fraud and Corruption Control Framework is designed to provide Council, as the custodian of significant public funds and assets, and the community with assurance that there are adequate protections in place to prevent, detect and respond to fraud and corruption across the organisation.

6. SOCIAL IMPLICATIONS

There are no direct social implications associated with this report.

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

The establishment of a robust and comprehensive approach to fraud and corruption control is a fundamental governance responsibility and supports community confidence in Council making informed, transparent, accountable and evidence-based decisions.

8. CONFLICT OF INTEREST

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

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

Author – Rodney McKail, Governance Advisor - In providing this advice as the Author, I have no disclosable interests in this report.

9. CONCLUSION

The revised Framework has been through an extensive process of review and is now presented to Council for formal adoption. Once adopted the Framework and associated procedure will be implemented across Council.

10. CONFIDENTIALITY

There are no matters of confidentiality associated with this report.

***Report Prepared By: Governance Advisor
(Rodney McKail)***

***Report Authorised By: Director – Corporate Services
(Michael Fromberg)***

FRAUD & CORRUPTION CONTROL FRAMEWORK 2018



Policy Number:	To be issued by Governance	Directorate:	Governance
Approval by:	Council	Responsible Officer:	Manager Governance & Strategy
	28 May 2018	Version Number:	1
Review Date:	3 Years from Meeting Date		
SHORT DESCRIPTION:	This Framework documents the approach to controlling fraud and corruption		
RELEVANT TO:	All Workers and Councillors		
RELATED DOCUMENTS:	Knox City Council Fraud and Corruption Control Procedure Employee Code of Conduct Councillor Code of Conduct Risk Management Framework Procurement Policy Disciplinary Policy & Procedure Selection for Excellence Policy Protected Disclosure Procedures Australian Standard AS 8001-2008 Fraud and Corruption Control		
RELATED LEGISLATION:	Local Government Act 1989 Protected Disclosure Act 2012		

Knox City Council - Fraud & Corruption Control Framework

1. Executive Summary

- 1.1. Introduction
- 1.2. Definition of fraud and corruption
- 1.3. Code of conduct
- 1.4. Related policies and procedures
- 1.5. Related legislation and guidelines

2. Framework and resourcing

- 2.1. Program for fraud and corruption control framework and review
- 2.2. Fraud control resources and external assistance
- 2.3. Internal audit activity in fraud and corruption control

3. Fraud and corruption prevention

- 3.1. Implementing and maintaining our integrity framework
- 3.2. Line Managers commitment to controlling the risk of fraud and corruption
- 3.3. Fraud and corruption risk assessment
- 3.4. Maintaining strong internal control systems and internal control culture
- 3.5. Communication and awareness of fraud and corruption
- 3.6. Employment screening
- 3.7. Job rotation and excess annual leave
- 3.8. Supplier vetting

4. Fraud and corruption detection

- 4.1. Fraud and corruption detection program
- 4.2. External auditor's role in the detection of fraud
- 4.3. Mechanisms for reporting suspected fraud and corruption
- 4.4. Implementing a protected disclosure program

5. Responding to detected fraud and corruption incidents

- 5.1. Procedures of the investigation of detected or suspected incidents
- 5.2. Internal reporting
- 5.3. Disciplinary policy
- 5.4. External reporting (Local Government Investigations and Compliance Inspectorate, IBAC)
- 5.5. Policy for civil proceeding to recover the proceeds of fraud and corruption
- 5.6. Internal control review following discovery of fraud
- 5.7. Maintaining and monitoring adequacy of Commercial Crime insurance and other insurance related policies dealing with fraudulent or improper conduct

6. Commonly asked questions

How to report fraud and corruption



1. *Executive Summary*

Knox City Council has zero tolerance for corrupt conduct or fraudulent activities. Council is committed to preventing, deterring and detecting fraudulent and corrupt behaviour in the performance of Council activities.

This Fraud & Corruption Control Framework clearly documents Council's approach to controlling fraud and corruption at both strategic and operational levels and is to be read in conjunction with the Knox Fraud and Corruption Control Procedure, Risk Management Strategy and relevant legislation.

1.1. Introduction

Council is the custodian of significant public funds and assets therefore it is important that the community has assurance that these are adequately protected from fraud and corruption. Council has developed a structured framework and approach to the implementation and review of fraud and corruption prevention, detection, monitoring and reporting. This Framework is based on the Australian Standard for Fraud and Corruption Control (AS8001-2008) and has been endorsed by EMT and the 'Audit Committee'.

The desired outcome of this commitment is the elimination of fraud and corruption throughout Council operations both internally and externally. Council will prosecute people identified as committing fraud or undertaking corrupt behaviour. Employees may also face disciplinary action under the Disciplinary Policy and restitution of money or property lost through fraudulent activity will be pursued through legislative means.

Fraud and corruption control forms part of Council's risk management framework. It is a risk that Council actively seeks to identify and limit its exposure to, by reducing the potential opportunity (risk likelihood) for fraud and corruption to occur.

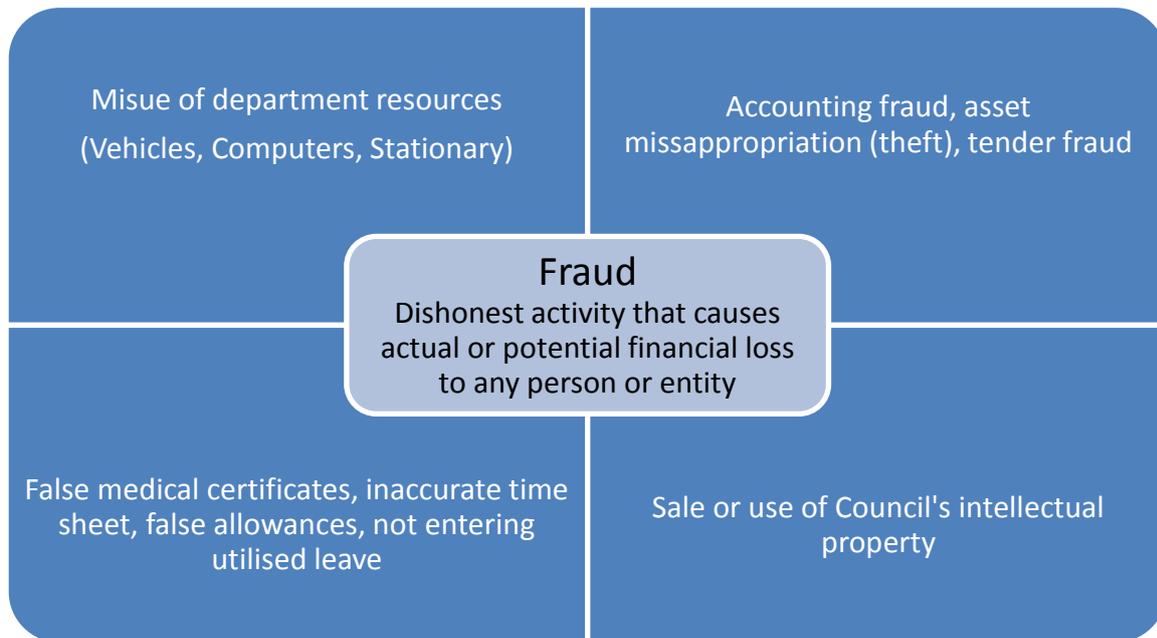
This Framework applies to Councillors, employees, contractors, sub-contractors, consultants, temporary staff, persons employed through a third party agency and volunteers of Knox City Council.

1.2. Definition of fraud and corruption

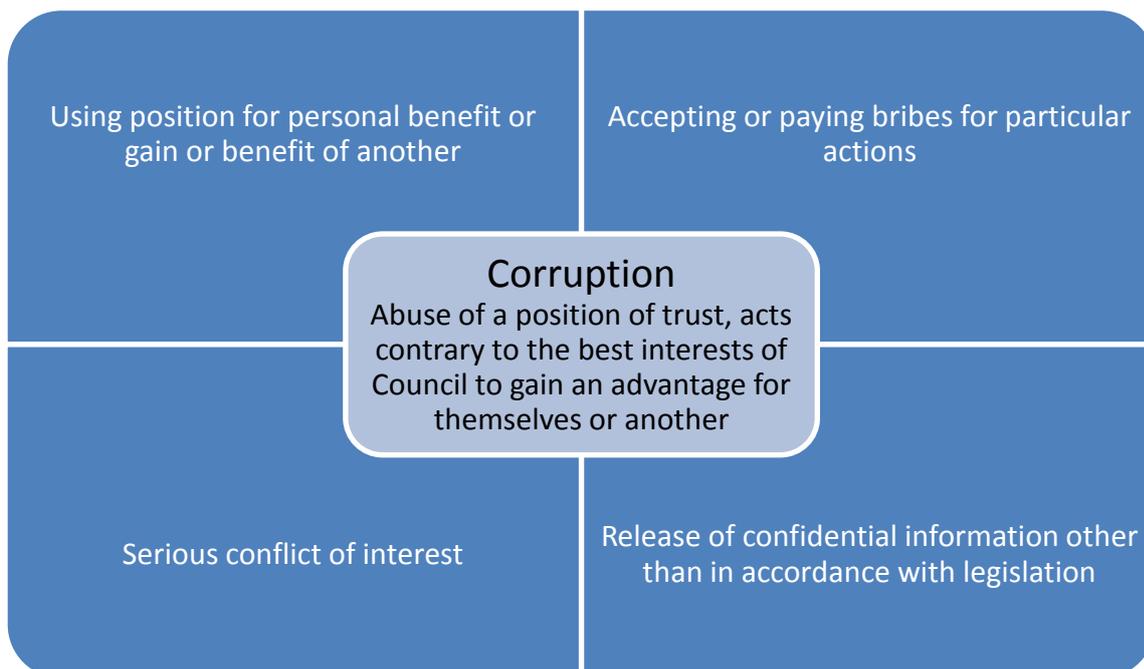
AS 8001-2008 Fraud and Corruption Control defines fraud and corruption as:

Fraud is dishonest activity causing actual or potential loss to the Council (including theft of money or other property) and where deception is used at the time, immediately before or following the activity.

This also includes the deliberate falsification, concealment, destruction or use of (or intention to use) falsified documentation and the improper use of information or position for personal financial benefit.



Corruption is dishonest activity in which a person to whom the Policy applies acts contrary to the interests of Council and abuses their position of trust in order to achieve some personal gain or advantage for themselves or for another person or entity or to disadvantage Council.



1.3. Code of conduct

Council's Fraud & Corruption Control Framework, Fraud and Corruption Control Procedure, Employee Code of Conduct and Councillor Code of Conduct are important documents for clearly articulating Council's objectives and expected outcomes in managing fraud and corruption. The Fraud & Corruption Control Framework and Fraud and Corruption Control Procedure establishes Council's attitude and approach to fraud and corruption control, while the Employee Code of Conduct and the Councillor Code of Conduct set out the high standards of ethical behaviour required in delivery of Council's commitment to these outcomes.

1.4. Related policies and procedures

The policies and procedures listed on the cover page set out expected practices and behaviours and should be read in conjunction with this Framework.

1.5. Related legislation and guidelines

The Local Government Act 1989 requires Council to develop and maintain adequate internal control systems, and to establish codes of conduct and an Audit Committee.

The Protected Disclosure Act 2012 requires Council to establish written procedures for handling of any protected disclosures.

This Fraud Control Framework operates within an existing legislative and strategic framework. The diagram below shows the interdependency of a good Framework with complimentary programs and processes.



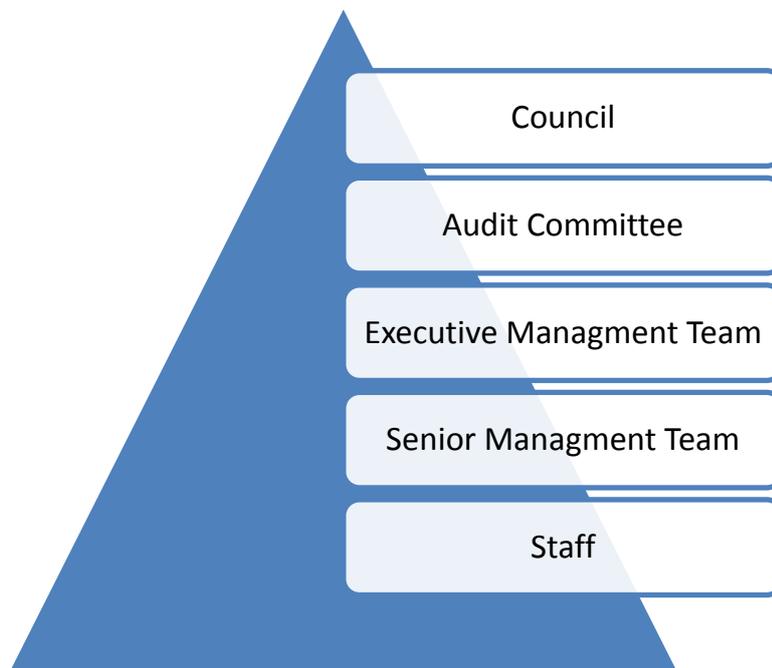
This Framework is consistent with the following legislation and standards:

- The Local Government Act 1989
- The Protected Disclosure Act
- AS 8001:2008 Fraud and Corruption Control
- AS/NZS ISO 31000:2009 Risk Management

2. Framework and resourcing

2.1 Program for fraud and corruption control framework and review

Council operates under a distributed assurance model in accordance with the Risk Management Framework. This model provides that the following groups are all involved in effective risk management.



2.2 Fraud control resources and external assistance

The Manager Governance and Strategy with the assistance of the Manager People Performance has overall responsibility for implementing and overseeing the fraud and corruption control program.

Where specialised skills are required, such as forensic accounting, computer forensic analysis, data analytics, and/or complete investigations, an external party may be enlisted to assist. Costs associated with engaging external service providers are borne by the Directorate where the work is necessary to be undertaken.

2.3 Internal audit activity in fraud and corruption control

Under this Framework the primary responsibility for the identification of fraud and corruption rests with management, however, it is also recognised that internal audit activity can also be an effective part of the overall control environment to identify fraud and corruption.

The Internal Audit program is a key independent governance tool that oversees and conducts a series of reviews, which incorporates the detection and prevention of fraud and corruption throughout the organisation. Internal Audit operates under the International Professional Practices Framework (IPPF) issued by the Institute of Internal Auditors in Australia.

Internal Audit is obligated to look out for and consider potential fraud risks to Council and the adequacy of Council's fraud risk controls. If an internal auditor locates a fraud or identifies a potential fraud risk, they will report this to the CEO or delegate or the Audit Committee Chair.

If deemed necessary Council will utilise the role of the internal auditor in the investigation and reporting of any suspected fraud or corrupt activity.

3. Fraud and corruption prevention

3.1 Implementing and maintaining our integrity framework

The Codes of Conduct are key enablers in delivering the sound and ethical culture required in the prevention of fraud and corruption throughout the organisation.

Line Managers shall set the example in regards to exercising and demonstrating high levels of integrity in the execution of their roles and functions by regularly reminding employees of the importance of complying with Council's Employee Code of Conduct and the Fraud & Corruption Control Framework.

Councillors' responsibilities are articulated in the Local Government Act and the Councillors Code of Conduct.

3.2 Line Managers commitment to controlling the risk of fraud and corruption

Management will not be complacent and will treat fraud and corruption risks as a serious threat to the organisation

EMT and Managers will regularly be briefed on the following:

- Council's current fraud and corruption control framework;
- Information on the program and robustness of the internal control environment in regards to preventing and detecting fraud;
- The types of fraud and corruption common with the sector;
- Incidence of fraud and corruption generally in Australia;
- Information on the types of fraud and corruption that have been detected at Council over the previous five years; and
- Information of new or emerging trends in this area.

3.3 Fraud and corruption risk assessment

Risk assessments will be undertaken for all identified fraud and corruption risks in accordance with Council's current Risk Management approach.

As a minimum, the following risks will be assessed:

- Theft of cash
- Theft/misuse of assets
- Misuse of confidential corporate information

- Conflict of Interest
- Accounts payable
- Payroll practices
- Procurement
- I T and information security
- Recruitment
- Misuse of credit cards

Additional risks will be identified through normal business unit operations and through the regular review of the risk register in accordance with the Risk Management Framework.

3.4 Maintaining strong internal control systems and internal control culture

Knox has an existing culture of continuous improvement. The implementation of effective systems of internal control is an integral part of this program, particularly for activities assessed as having a high predisposition to the risk of fraud and corruption.

Well planned and documented internal controls will be a major defence for avoiding fraud and corruption. When undertaking projects or reviewing existing practices into the future, consideration will be given to appropriate fraud and corruption controls in the development of outcomes.

Internal controls will be:

- Appropriately documented
- Accessible
- Reviewed and amended regularly
- Communicated effectively
- Subject to review of adherence
- Reported to Knox Audit Committee

3.5 Communication and awareness of fraud and corruption

It is important that fraud and corruption is identified and reported at an early stage and that workers and councillors have understanding and confidence in the system.

Workers will be provided with information on the Fraud & Corruption Control Framework so that they have confidence in knowing how to respond if this type of activity is detected or suspected.

The awareness of Councils risk of fraud and corruption controls will be made available through the following:

- Copy of the Employee Code of Conduct and Fraud & Corruption Control Framework will be included in packs for all new staff;
- A dedicated page will be maintained on the Council intranet in regards to fraud and corruption, this will include links to all relevant documents in particular the process for reporting allegations;
- Fraud and Corruption awareness training will be conducted in accordance with frequency identified through a risk assessment by way of the Learning and Development Program;
- Fraud and Corruption awareness will be conducted with Councillors at the beginning of their term with a refresher annually; and
- Any substantive changes in the framework or procedure will be communicated to all workers.

3.6 Employment screening

Employment screening will be undertaken for all new positions. This screening process will reduce the risk of a potential security breach and will provide a high level of assurance as to the integrity, identity and credentials of prospective employees.

The following screening shall be undertaken with the express consent of the individual concerned for all prospective employees:

- Verification of identity requiring at least two forms of identity (passport, birth certificate, drivers licence, rate certificate, at least one must include photo identification);
- Police criminal history check for relevant positions;
- Working with children check – relevant identified positions;
- Reference checks with two most recent employers;
- Consideration of any gaps on employment history and the reasons for the gaps; and
- Verification of formal qualifications claimed where required for the position.

3.7 Job rotation and excess annual leave

Individual Service Units will regularly consider job rotation for positions where there are multiple officers undertaking the same or similar functions and the position is deemed a high risk from a fraud or corruption perspective, local law enforcement, parking enforcement, planning officers, contract management, cash handling, for example.

Excess annual leave will be monitored on a quarterly basis to ensure excess leave is managed.

3.8 Supplier vetting

Council will continue to undertake supplier vetting for new and ongoing suppliers in accordance with existing practices. Financial and/or Performance assessments are to be undertaken where the contract poses a key financial risk to Council or where it is a new contractor that has never been used by Council before and the risk of poor performance or financial collapse is likely to adversely affect Council. Financial and Performance assessment checks may also be undertaken where Council wishes to understand the financial and previous contract performance of the contractor or if no security is in place.

4. Fraud and corruption detection

4.1. Fraud and corruption detection program

Council's detection program includes the annual internal audit Plan, annual financial statement, external audit, Audit Committee oversight, annual compliance plan, review of risk strategies and various reporting avenues. Other detection programs may also include:

- Post transactional reviews - a review of transactions after they have been processed. This option may identify or uncover altered documents or missing documentation, falsified or altered authorisations or inadequate documentary support.
- Data mining - the application of sophisticated (and sometimes unsophisticated) software applications and techniques where a series of suspect transactions can be identified and then investigated which can identify anomalies at an early stage.

- Analysis of management accounting reports - using relatively straight forward techniques in analysing management accounting reports, trends can be examined and investigated which may be indicative of fraudulent or corrupt conduct.

4.2. External auditor's role in the detection of fraud

As required under the Audit Act 1994 and the Local Government Act 1989, the Victorian Auditor-General's Office (VAGO) is local government's external auditor. VAGO is required to consider the risk of material misstatement in Council's financial statements, due to fraud when performing their audit (via appointed agent). The Audit Committee take an active role in considering VAGO's Closing Report and Management Letter. VAGO ultimately issue their findings in an Independent Auditor's Report, published in Council's annual report.

4.3. Procedures for reporting suspected fraud and corruption

The Knox Fraud and Corruption Control Procedure is to provide clear direction in regards to the procedure for staff to reporting suspicious or known illegal or unethical conduct.

4.4. Implementing a protected disclosure program

Council is committed to encouraging staff, customers and community to report suspicious activity at the first available opportunity, to an appropriate reporting point within the Council or where necessary to an outside authority.

Protected Disclosure Act 2012 protects persons who report improper conduct by public officers against reprisals. To support this process, Council has adopted Protected Disclosure Procedures. These procedures can be found on the Council's website.

5. Responding to detected fraud and corruption incidents

5.1. Procedures of the investigation of detected or suspected incidents

The Knox Fraud and Corruption Control Procedure provides direction in regards to the procedures for dealing with suspected fraud or corruption. The procedure provides:

- Appropriate measures for the comprehensive investigation of such matters based on the principles of independence, objectivity and fair due process (rules of natural justice);
- Systems for internal reporting of all detected incidents;
- Process for reporting the matters of suspected fraud and corruption to the appropriate enforcement agency; and
- For the recovery of stolen funds or property.

The procedure will be reviewed biennially to ensure that it continues to meet these objectives.

5.2. Internal reporting

The Manager Governance and Strategy is the custodial owner of the Incident and Near Miss Register and ensures all incidents or near misses are recorded in the register. Incident and Near Miss Summary Reports for high or above rated fraud and corruption related incidents will be tabled at an Executive Management Team meeting.

5.3. Disciplinary policy

Council's disciplinary policy outlines the potential disciplinary outcomes that apply in regards to the application of this Framework and associated policy.

5.4. External reporting

The Knox Fraud and Corruption Control Procedure provides direction in regards to reporting any suspected fraudulent or corrupt conduct to any external enforcement agencies including:

- Independent Broad-based Anti-corruption Commission (IBAC) 1300 735 135
- Victoria Police 000

5.5. Policy for civil proceeding to recover the proceeds of fraud and corruption

Council will pursue recovery of any losses due to fraud or corruption where there is clear evidence of fraud and corruption and where the likely benefits of such recovery will exceed the funds and resources required to be invested in the recovery action.

5.6. Internal control review following discovery of fraud

Where fraud or corruption is detected, the relevant service unit Manager with Director will be responsible to assess the adequacy of the relevant internal control environment and provide a report to the Executive Management Team on any recommended improvements identified.

Service unit managers will also be responsible for ensuring that recommendations arising out of the assessment are to be clearly allocated in the report with an associated time frame.

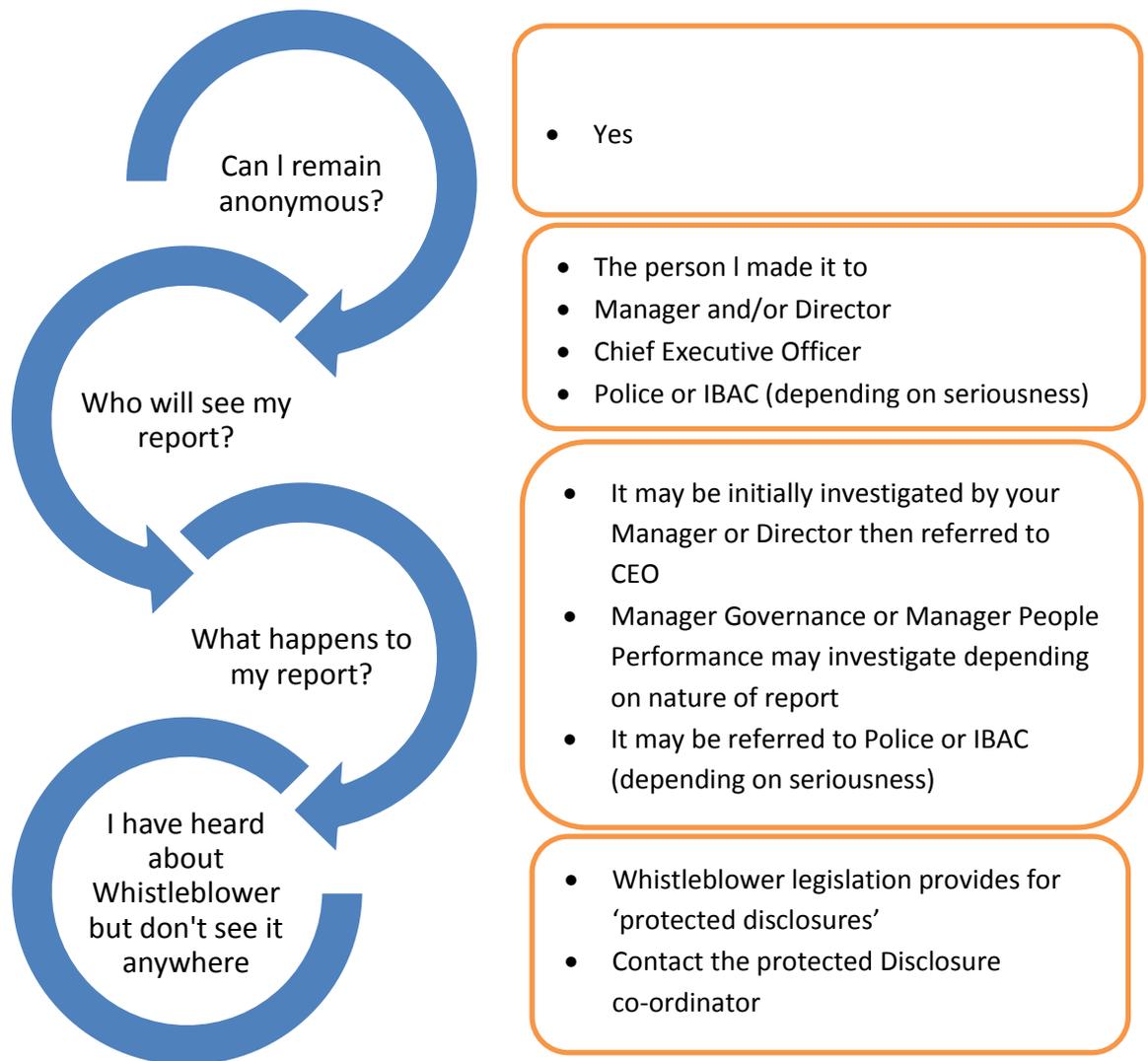
5.7. Maintaining and monitoring adequacy of Commercial Crime insurance and other insurance related policies dealing with fraudulent or improper conduct

Council will maintain a commercial Crime insurance policy that insures the risk of loss arising from internal fraudulent conduct. The level of the policy will be determined as part of Council's annual insurance renewal program. This will be reported annually to the Executive Management Team alongside Council's other insurance policies.

Insurance for external fraud and corruption, in particular theft of Council property, will also be maintained and reviewed annually by staff in conjunction with the normal annual reassessment of insurance policy cover and limits.

6. Commonly asked questions

Questions and answers



CHANDLER WARD**10.5 PROPOSED SALE OF COUNCIL PROPERTY – 1221 MOUNTAIN HIGHWAY, THE BASIN**

SUMMARY: *Coordinator Property Management (Angela Mitchell)*

This report is presented following the rezoning of the Council property at 1221 Mountain Highway, The Basin from Public Use Zone 6 – Local Government (PUZ6) to Neighbourhood Residential Zone – Schedule 2 (NRZ2). The property has been assessed as surplus to Council’s requirements in accordance with Council’s Sale of Land and Buildings Policy. This report recommends that Council gives notice of its intention to commence the statutory process to sell this property.

RECOMMENDATION

That Council

1. Being of the opinion that the property known as 1221 Mountain Highway, The Basin identified as Lot 1 on TP 127632Q within Certificate of Title Volume 7733 Folio 098 (refer Appendix A), is surplus to Council’s requirements:
 - a. Commence the statutory process, under Section 189 of the Local Government Act 1989, to sell the property known as 1221 Mountain Highway, The Basin identified as Lot 1 on TP 127632Q within Certificate of Title Volume 7733 Folio 098 and that under Section 223 of that Act, public notice of the proposed sale by a public process be given in the Knox Leader.
 - b. Hears submissions in accordance with Section 223(1)(b) of the Local Government Act 1989 and appoint the following Committee of Council comprising Cr _____, Cr _____ and Cr _____ to consider submissions on Monday, 23 July 2018 at 5.00pm.
2. That a further report be presented to Council following the conclusion of the statutory process.

1. INTRODUCTION

At the 26 June 2017 Council meeting, Council resolved as follows:

“That Council

1. *Declares 1221 Mountain Highway, The Basin surplus to Council’s requirements.*
2. *Seeks authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C161, as shown in Appendix B to this report.*
3. *Subject to receiving authorisation from the Minister for Planning, place Amendment C161 on public exhibition for a period of at least one month.*

4. *Adopts Amendment C161 (as shown in Appendix B) and submits the Amendment to the Minister for Planning for approval, should no submissions be received which cannot be resolved by officers.*
5. *Authorise the Director – City Development to make any minor changes to Amendment C161 provided these are consistent with the intent of the Amendment as shown in Appendix B.*
6. *Receives a further report outlining the process for the sale of 1221 Mountain Highway, The Basin following Ministerial approval of Amendment C161.”*

The amendment to rezone the land was gazetted on 8 March 2018 and came into effect on that date.

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

The current tenant of 1221 Mountain Highway, The Basin (The Basin Community House), will be relocating to the new community facility at the adjacent site within The Basin Primary School, as part of the State Government redevelopment of the school.

2. DISCUSSION

The subject property at 1221 Mountain Highway, The Basin comprises an allotment of 1,011.7m² (approximately). It comprises a building currently occupied by The Basin Community House. The property is now zoned Neighbourhood Residential Zone 2.

2.1 Assessment Against Criteria for Sale of Land and Buildings

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

An assessment of these criteria follows:

ECONOMIC

Principle:	Council evaluation of surplus property will consider the value the land as well as the cost of retaining the land; ongoing maintenance, utilities and any foregone revenue; as well as any potential return available from use for alternative purposes.
Assessment:	Council currently provides an operational grant of \$13,000 per annum to the Community House. In addition to this, \$9,000 is allocated to this site (land and building) for maintenance. The building has been assessed as being not fit for other organisations usage due to its condition and no further funds should be spent on it once the neighbourhood house relocates.

ENVIRONMENTAL

Principle:	Council will sell surplus land where retention will not enhance or protect its environmental value.
Assessment:	1221 Mountain Highway is located within the Dandenong Ranges Buffer Area of biological significance, however, the site itself is not specifically identified. Council's Landscape Services has inspected the site and considers that application of Environmental Significance (ESO) and Significant Landscape overlays (SLO) are appropriate.

PHYSICAL WORKS

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:	The land is considered to have insufficient parking for alternative community or commercial uses, and would require renovations to suit these purposes. Consequently, residential use is considered the most appropriate use of the site.

RECREATION

Principle:	Council will sell surplus land where it is not required in the foreseeable future for recreational purposes.
Assessment:	1221 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 1221 Mountain Highway, The Basin.

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) outlines the roles of Council in increasing the supply of affordable and social housing in Knox as a planner, provider, partner and advocate. However, an assessment against Council's affordable and social housing policy indicates that this site is not suitable for the provision of social or affordable housing due to its distance from activity centres, as well as its limited development potential due to its Neighbourhood Residential zoning.

2.2 Land Use Zoning

The current zoning of 1221 Mountain Highway, The Basin is Neighbourhood Residential Zone. The site is also affected by the Environmental Significance Overlay - Schedule 3 (ESO3), the Design and Development Overlay - Schedule 2 (DDO2), and the Significant Landscape Overlay - Schedule 3 (SLO3) which relates to the 'Dandenong Foothills: Lower Slope and Valley Area'.

The DDO2 applies a minimum subdivision area of 500m². 1221 Mountain Highway, The Basin has an area of 1,011.7m² (approximately).

2.3 Method of Sale

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

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

It is proposed that the method of sale be through a public process, ie either a public auction or through an Expression of Interest, to achieve an optimum economic return for Council in this instance. Both of these processes allow for a transparent and public process irrespective of who should purchase the land.

3. CONSULTATION

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

The consultative process covers the following measures:

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

It should be noted that Amendment C161, which proposed the rezoning in order to facilitate the sale of the land was exhibited from 31 August to 2 October 2017 with no submissions being received.

4. ENVIRONMENTAL/AMENITY ISSUES

Application of the SLO3, DDO2 and ESO3 will continue to protect the Dandenong Foothills landscape and the environmental significance.

Amenity issues, such as impacts on neighbouring properties and landscaping, will be considered as part of any future planning permit applications.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The identification of 1221 Mountain Highway, The Basin as surplus to Council's needs is in accordance with the Sale of Land and Buildings Policy.

Council, at its meeting on 28 August 2017, resolved as follows in relation to the allocation of funds from the sale of this property:

- Once-off funding up to an amount of \$150K for furniture, fixtures and equipment; and
- Funding asset renewals, maintenance and Council's operational and management costs over the terms of the 20-year lease, estimated at \$522,440.

If the sale does not realise the above commitment, Council will need to allocate funds from general revenue.

A confidential valuation dated 17 May 2018 is attached as Appendix B.

6. SOCIAL IMPLICATIONS

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

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

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

Goal 7 We are inclusive, feel a sense of belonging and value our identity
Strategy 7.3 - Strengthen community connections.

Goal 8 We have confidence in decision making
Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations.

8. CONFLICT OF INTEREST

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

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

Author – Angela Mitchell, Coordinator Property Management - In providing this advice as the Author, I have no disclosable interests in this report.

APPENDIX A



**10.5 PROPOSED SALE OF COUNCIL PROPERTY – 1221 MOUNTAIN
HIGHWAY, THE BASIN**

Confidential Appendix B is circulated under separate cover.

ALL WARDS**10.6 MINOR GRANTS PROGRAM APPLICATIONS****SUMMARY:** *Governance Officer - (Kirstin Ritchie)*

This report summarises the recommended grants from the Minor Grants Program. All applications have been assessed against the criteria as set out in the Minor Grants Program Policy.

RECOMMENDATION

That Council:

1. Approve the five (5) recommended Minor Grants Program applications for a total of \$9,719.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Knox Waverley Calisthenics Club	Financial assistance towards the cost of storage for costumes and props which will exceed the annual revenue of club due to decrease in club members and loss of expected fundraising opportunities.	\$3,000.00	\$3,000.00
Rowville Uniting Church	Funding to purchase 11 office partitions which will create a space to run a toddler gym program.	\$3,000.00	\$3,000.00
Eastern Lion Auskick	Funding to upgrade old training bibs and to replace old and damaged goal posts that are used to conduct mini games at clinics each week	\$927.00	\$927.00
Knox Gardens Tennis Club	Funding to purchase and install a Waterlogic Filtered Water System for use by members and visitors of the club.	\$1,000.00	\$1,000.00

Applicant Name	Project Title	Amount Requested	Amount Recommended
The Links at Waterford Residents Association	Funding to purchase Carbatec Two Stage Dust Cyclone to extract woodworking dust from the shed.	\$2,799.00	\$1,792.00
	TOTAL	\$10,726.00	\$9,719.00

2. Note the one (1) Minor Grants Program application approved and paid under delegated authority for a total of \$440.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Rowville Lysterfield Community News	Financial assistance towards the cost of paper which has exceeded the yearly expected revenue from advertising sales.	\$440.00	\$440.00
	TOTAL	\$440.00	\$440.00

3. Note that inclusive of the above grants, a total of \$121,104.08 has been awarded under the Minor Grants Program in 2017-18 in support of a variety of community based organisations and their programs.

1. INTRODUCTION

At the Strategic Planning Committee meeting held on 10 July 2017 the Committee endorsed the Minor Grants Program Policy, effective from 25 July 2017.

Minor Grant applications must be for the purposes of meeting requests for small, incidental funding requests from eligible organisations within Knox and not exceed \$3,000.00.

Under the Minor Grants Program Policy an eligible organisation must:

- provide services, projects and programs that directly benefit residents of the City of Knox;
- be a not for profit legal entity that provides services, support or activities to the Knox community. This expressly excludes educational institutions and State and Federal government departments and agencies; but does not exclude related not for profit organisations, including school councils/auxiliaries/parent groups who otherwise qualify under the Policy;

- be incorporated or be auspiced by an incorporated body (for grants over \$500 only);
- have an Australian Business Number or complete a Statement by Supplier form;
- have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant (for grants over \$500 only);
- hold adequate public liability insurance appropriate to the activity outlined in the application;
- be able to supply permits and plans appropriate to the funded activity where requested by Council;
- have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.

This report presents to Council recommended grant applications in accordance with the Minor Grants Program Policy.

2. DISCUSSION

Council established the Minor Grants Program to ensure that funding may be provided to community groups who request ad hoc, incidental, community based, one-off grants.

The Minor Grants Program Policy (the Policy) sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the *Local Government Act 1989*.

In accordance with the Policy, applications for funding up to \$500 are assessed and determined under delegation by the Chief Executive Officer, or delegate. Applications for funding between \$501 and \$3,000 have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

All recipients of Minor Grants must provide proof of expenditure or purchase. In addition, Minor Grants over \$1,000.00 must meet all funding agreement requirements.

This report outlines the grant applications received since the 23 April 2018 Ordinary Council meeting. It recommends five grants for Council's approval and notes one grant that have been approved and paid under delegated authority.

It is important to note that section 6.22 of the Policy states that an application may not be supported if a grant would increase the total funding provided from the Minor Grants Program to the organisation to more than \$3,000.00 in the current financial year. The Links at Waterford Residents Association has previously received \$1,208.00 this financial year from the Minor Grants Program. Consequently, it is recommended that an amount of \$1,792 be approved, bringing their total to \$3,000.00 for the 2017-18 financial year.

3. CONSULTATION

No consultation has been undertaken in relation to the grant applications detailed in this report as the policy specifies assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

4. ENVIRONMENTAL/AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

The approval of minor grants is managed within Council's adopted budget.

6. SOCIAL IMPLICATIONS

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

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

Provision of the Minor Grants program assists Council in meeting the following objectives under the Knox Community and Council Plan.

Goal 6. We are healthy, happy and well

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

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

- Strategy 7.3 - Strengthen community connections.

Goal 8. We have confidence in decision making

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

8. CONFLICT OF INTEREST

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

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

Author – Kirstin Ritchie, Governance Officer - In providing this advice as the Author, I have no disclosable interests in this report

9. CONCLUSION

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

10. CONFIDENTIALITY

Confidential Appendix A contains each of the individual grant applications for Council's consideration.

Report Prepared By: Governance Officer (Kirstin Ritchie)

***Report Authorised By: Director – Corporate Services
(Michael Fromberg)***

10.6 MINOR GRANTS PROGRAM APPLICATIONS

Confidential Appendix A is circulated under separate cover.

ALL WARDS**11.1 WORKS REPORT AS AT 4 MAY 2018**

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

The Works Report shows projects on Council's Capital Works Program and indicates the status of each project as at 4 May 2018.

RECOMMENDATION

That Council receive and note the Works Report, as at 4 May 2018.

1. INTRODUCTION

This report summarises Council's Capital Works Program for the 2017/2018 financial year. The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report, as of 4 May 2018, is attached as Appendix A.

Highlights of the Works Report as at 4 May, 2018 include:

- Knox Regional Sports Park Draft Masterplan – Endorsed by Council for purposes of consultation.
- Bayswater Early Years Hub – Site work preparation complete.
- Bergins Road, Rowville – Fowler Road to Kalimna Court – Footpath complete.
- Wally Tew Reserve Floodlighting Upgrade – Completed and operational.
- Knox Regional Netball Centre Improvements to Outdoor Amenities – Works complete.
- Mountain Highway, The Basin Footpath (Wicks Road and Basin Shops) – Works complete.

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

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

Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
1	Bridges Renewal Program	\$599,093
All Wards	<p>The Burwood Highway-Ferntree Gully Community Arts and Library bridge investigation is considering various options to replace the existing timber bridge.</p> <p>A quote for the design of Cathies Lane bridge (off High Street Road) has been received. Due to the Knox Transfer Station fire, investigation has commenced to replace the bridge on the shared path off George Street.</p>	
4	High Risk Road Failures	\$500,000
All Wards	Reactive works to be undertaken to complete this program.	
7	Road Surface Renewal Program	\$4,000,000
All Wards	Program progressing with 67 streets completed.	
8	Drainage Pit and Pipe Renewal Program	\$2,000,000
All Wards	Conyers Avenue, The Basin has been completed. Rickards Avenue North is continuing. Station Street, Ferntree Gully and Mercia Avenue, The Basin, to commence shortly.	
9	Footpath Renewal Program	\$1,900,000
All Wards	Additional renewal works to be undertaken to ensure paths are maintained.	
10	Bicycle / Shared Path Renewal Program	\$500,000
All Wards	Asphalt contractor engaged to commence resurfacing works to Underwood Road and Burwood Highway shared paths. Karoo Road shared path renewal to commence shortly.	
16	Building Renewal Program	\$6,094,500
All Wards	Program is 66% committed/expended. Works nearing completion/commencing over May include: Knox Leisureworks - utility room structural rectifications and painting, pool plant renewal works, State Basketball Centre - airconditioning renewal works, Bayswater Oval Pavilion - kitchen refit, electronic locking systems to various sites.	
17	Playground Renewal Program	\$1,434,367
All Wards	<p>2016/17 program, 6 of 6 playgrounds are now at Practical Completion. Planting to begin once weather is more favourable.</p> <p>Knox Playspace Renewal 2017/18 program, documentation package is out for tender.</p>	
22	Fire Hydrant Replacement Program	\$250,000
All Wards	Final Payment to be made in June.	

Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
24	Car Park Renewal	\$550,000
All Wards	Frances Crescent, Ferntree Gully, beside the Tim Neville Arboretum is to be resurfaced shortly.	
25	Plant & Machinery Replacement Program	\$2,985,330
All Wards	Fleet Renewal Program 74% of funding committed.	
26	Street Tree Replacement Program	\$755,000
All Wards	Bulk removal works have been completed and planting has commenced.	
31	Stamford Park Redevelopment	\$9,256,618
Tirhatuan	Homestead – services (sewer, fire, heating/cooling) complete, internal flooring and wall repairs complete, verandah and ramps complete. Aiming to complete internal painting, accessible toilet and kitchen extension in June. Works in accordance with heritage conservation report. Homestead Gardens - tender has closed and currently under assessment. Parklands - progressing with design works and have commenced planning process.	
43	Shade Sails & Play Structure Maintenance	\$3,193
All Wards	Project completed.	
104	Roadside Furniture Renewal Program	\$100,000
All Wards	Budget 29% expended. Road furniture program focusing on reactive based works referrals. Funding being expended throughout the year as required.	
147	Energy & Greenhouse Program for Council Facilities	\$70,000
All Wards	Works at the Tim Neville Arboretum and the Preschools have been completed. Awaiting quotes for Knox Leisureworks to replace lighting near the Toddler Pool.	
229	Building Code Australia Compliance	\$100,000
All Wards	Project is 50% committed/expended. Remaining projects including Carrington Leisure Centre to be rolled out between May and June.	
345	Asbestos Removal	\$100,000
All Wards	Remaining projects to be undertaken between May and June.	
347	Miscellaneous Industrial Roads - Pavement Rehabilitation	\$250,000
All Wards	Works continuing at Rocco Drive, Scoresby, Corporate Avenue, Rowville and Wigan Road, Bayswater.	

Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
409	Parks Furniture Renewal	\$50,000
All Wards	All furniture purchased has been allocated and installations are in progress. Program on track to be completed by June.	
410	Parks Signage Renewal	\$20,000
All Wards	Installations of replacement signs continue to occur on schedule.	
412	Water Sensitive Urban Design Renewal	\$326,061
All Wards	Design of the swales at Waterford Valley Golf Course is underway.	
441	Tim Neville Arboretum Renewal	\$280,000
Dobson	Council recently posted the proposed shelter design via social media. Contractors currently undertaking fabrication.	
443	Reserves Paths Renewal	\$60,000
All Wards	The reserve path renewal works will be completed by June.	
459	Dobson Street Reserve Retarding Basin	\$738,692
Friberg	Project completed.	
492	Food Act Compliance - Kitchen Retrofitting	\$50,000
All Wards	Funds to be committed with upcoming kitchen refits at Bayswater Oval and other minor works associated with kitchen refits at sporting pavilions.	
494	Cathies Lane - Landfill Rehabilitation Works	\$175,000
Scott	<p>Reinstatement of inadequate capping around gas wells exposed in cells 1 and 2 and also topsoiling of exposed areas of capping and depressions completed in February.</p> <p>Recommendation from consultant's investigations is that there is no current requirement to lower leachate at the site. Investigations underway on stability of embankment near leachate pond. Installed drains at top and toe of embankment and undertaking periodic surveys over twelve months to ascertain if the embankment is moving.</p> <p>Investigation underway to determine if high carbon dioxide levels in landfill gas monitoring bores are from the landfill or other sources. EPA have issued a draft Post Closure Pollution Abatement Notice which will govern the management of the site.</p>	
516	Rumann and Benedikt Reserves - Open Space Upgrade	\$176,094
Tirhatuan	Design plans completed and project tender has closed. Anticipate construction completion late July.	

Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
536	Parkland Asset Renewal	\$64,000
All Wards	Suffern Reserve planting preparation works about to commence, works will continue and be finalised by the end of June.	
537	Bush Boulevard Renewal	\$30,000
All Wards	Renewal works currently underway with completion anticipated prior to the end of June.	
543	Llewellyn Park - Landfill Rehabilitation Works	\$175,000
Scott	<p>Drainage improvements on the site completed in December 2017. Investigation is being undertaken to determine if a landfill gas extraction system is required. This is being done by installing replacement monitoring bores further away from the landfill where this is possible. The replacement bores on the south side were installed in November 2016 and are being monitored. This is not possible on the east side due to proximity of houses so alternative investigations are being undertaken for these bores.</p> <p>Work to remove exposed waste in the south west and north west areas of the site was completed in December 2017. Investigation being undertaken on high carbon dioxide readings in monitoring bores to determine if this is from the landfill or background sources.</p>	
566	Artwork Renewal	\$30,463
All Wards	Restoration of the Placemaker Legacy continues. Remaining works are being repaired and reviewed via a deaccession process (as outlined in the Knox Public Art Implementation Plan). All work has been quoted and we expect that most of the work will be completed by the end of the financial year.	
576	Early Years Facility Emergency Warning System	\$50,000
All Wards	Projects currently being undertaken and nearing completion.	
587	Upper Ferntree Gully Neighbourhood Activity Centre - Design	\$472,867
Dobson	Project on hold at Council request.	
589	KEYS - Application Review and Solution Remediation	\$70,000
All Wards	Agreed with sponsor that works will be carried over to 2018/19.	
593	Marie Wallace Reserve - Masterplan Implementation	\$416,876
Dinsdale	<p>(1) Access road carpark - works completed.</p> <p>(2) Pedestrian bridge - survey and concept plans completed. Works to include renewal of existing shared use pedestrian bridge as well as design of new bridge between ovals. Design & construct documentation to be tendered by early June.</p>	

Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
607	Ashton Road, FTG - Reconstruction	\$350,000
Friberg	Stage 2 of Ashton Road roadworks packaged with Stage 2 of Kingston Street. Contractor appointed. Anticipate construction to be completed by late June.	
608	Kingston Street, FTG - Reconstruction	\$265,000
Friberg	Stage 2 of Kingston Street road works packaged with Stage 2 of Ashton Road. Contractor appointed. Construction commenced and works to be completed by late June.	
630	Early Years Hubs - Bayswater	\$5,925,571
Dinsdale	Site works completed. Underground services completed, foundations poured, slab preparations underway.	
649	Scoresby (Exner) Reserve - Masterplan Implementation	\$430,000
Tirhatuan	Knox Construction appointed and car park works underway. Anticipate construction to reach completion by early June.	
660	Mountain Highway (No. 598), Bayswater Drainage - Design	\$15,015
Dinsdale	Final detailed functional design and cost estimation completed.	
664	Stormwater Harvesting Program Development	\$92,961
All Wards	Site investigations at Knox Gardens, Batterham Reserve, Fairpark and Eildon Park have been completed. Catchment modelling and feature survey completed. Concept designs are currently underway for all 4 priority sites.	
667	Dobson Creek Catchment - Streetscape Water Sensitive Urban Design	\$186,587
Chandler	Stage 2 - Wicks Road Water Sensitive Urban Design project works are underway.	
668	Knox Active Aging Management System (KAAMS)	\$36,266
All Wards	Project completed.	
675	Public Art Project	\$160,858
All Wards	A scoping document outlining the process, implementation and management of public art at Stamford Park is currently being drafted.	
689	Lewis Park, Wantirna South Oval 1 Renewal	\$700,000
Dinsdale	Cricket pitch installed, fencing work to follow. Grass nearly 100% covered. Goal posts and coaches boxes will be installed in May.	

Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
708	Cricket run ups and goal squares	\$44,000
All Wards	All works complete.	
710	Colchester Reserve Rugby Pitches	\$17,160
Chandler	Project completed.	
716	Early Years Hubs - Wantirna South	\$13,511,821
Scott	Steelworks well advanced, internal framing, mechanical services commenced. Roof cladding commenced and electrical/plumbing rough-ins underway.	
717	Knox Central Package	\$8,085,000
Dinsdale	Negotiations to acquire parcels for future road corridor and delivery of Knox Central Masterplan continue, with conclusion expected in this financial year. Residual funding from the Operations Centre land acquisition to remain allocated to the project should additional land be required.	
718	Bulk Replacement of Street Lights with LED	\$500,000
All Wards	Project completed.	
721	Eildon Park Reserve (Pavilion upgrade), Rowville	\$97,600
Taylor	Project completed.	
724	Knox (Interim) Library	\$674,215
Dinsdale	Awaiting confirmed start date from Westfield.	
725	Placemakers Site - Design	\$222,263
Dobson	Project to be carried forward.	
727	Knox Community Arts Centre - Outdoor Furniture	\$9,517
Dinsdale	Project completed.	
733	Preschool Office/Storage - Minor Works	\$50,000
All Wards	Project completed.	
735	Family & Children Services Buildings Door Jamb Protectors	\$25,000
All Wards	Project completed.	

Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
737	Meals on Wheels site reconfiguration - Stage 2	\$50,000
Dinsdale	Strategic review of Meals on Wheels configuration is underway. Plan to be developed over the next six months.	
746	Revegetation Plan	\$100,000
All Wards	Site preparation has been completed. Mulch has been delivered to site and spread. Planting to be completed end of June.	
747	Chandler Park, Boronia - Masterplan Implementation	\$57,128
Chandler	Project completed for 2017/18 financial year.	
751	Tim Neville Arboretum - Lake Structure Upgrade	\$141,750
Dobson	Council recently posted the proposed shelter design via social media. Contractors currently undertaking fabrication.	
752	Mountain Gate Shopping Centre Reserve - Design	\$154,425
Friberg	Quote documentation completed and quotations about to be sent.	
755	Talaskia Reserve, Upper Ferntree Gully - Masterplan	\$300,000
Dobson	Aiming to re-tender construction works in May.	
757	Carrington Park, Knoxfield - Masterplan	\$88,644
Friberg	Parks to install new seats in May.	
761	Dandenong Creek Gateways - Strategic Road Corridors Revegetation	\$95,795
All Wards	Open Space to prepare sketch plans for planting. Planting to commence in mid-late Autumn depending on weather conditions.	
769	Mint Street Wetland System - Stage 2a	\$364,038
Collier	Project completed.	
771	Colchester Road, Boronia – Wetland and Raingarden	\$40,000
Chandler	Project completed.	
773	Suffern Avenue (Waldheim Street) Wetland	\$368,345
Dinsdale	Project completed.	

Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
785	Printer Upgrade	\$43,000
All Wards	Project completed	
786	Microsoft Office 365	\$200,000
All Wards	Project completed.	
787	Website Redevelopment	\$0
All Wards	Replaced with Project 945.	
788	Network Drive Migration	\$225,000
All Wards	Migration of files to new network drive will be carried over to 2018/19.	
789	Facilities Booking Review/Upgrade	\$71,300
All Wards	Project on hold until software release available from Priava.	
791	Computer Lease	\$120,000
All Wards	Leased software and hardware expenses are incurred throughout the year.	
792	PC/Device Rollout Lease	\$280,000
All Wards	Leased software and hardware expenses are incurred throughout the year.	
793	Non Leased Software and Hardware	\$120,000
All Wards	Leased software and hardware expense are incurred throughout the year.	
794	Switch Replacement Program (Leased)	\$250,000
All Wards	Leased software and hardware expenses are incurred throughout the year.	
796	Park Crescent, Boronia - Reconstruction	\$383,040
Baird	Project completed.	
798	Woodvale Road, Boronia - Reconstruction	\$114,240
Baird	Project completed.	
799	Windermere Drive, Ferntree Gully - Reconstruction	\$305,446
Friberg	Project completed.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Approved Budget
800	Smithfield Square, Wantirna - Reconstruction	\$281,205
Collier	Project completed.	
801	Sasses Avenue, Bayswater - Reconstruction	\$344,202
Dinsdale	Project completed.	
802	Erica Avenue, Boronia - Reconstruction	\$70,725
Baird	Project completed.	
803	Macquarie Place, Boronia - Reconstruction	\$270,289
Chandler	Project completed.	
804	Dorset Road (169), Boronia - Flood Mitigation	\$97,000
Baird	Project completed.	
806	Cash Fues Place Wetland System - Design	\$60,765
Collier	Construction works underway. Works scheduled to be completed before end of June.	
809	Bayswater Activity Centre Streetscape Improvements	\$1,620,411
Dinsdale	Streetscape works are nearing completion. There are some minor rehabilitation works to be completed. The works associated with the undergrounding of the powerlines is progressing well. It is expected power poles and overhead wires will be completely removed during the weekend of 28 July. The 'Aeroplane Boy' sculpture has been installed.	
812	Asset Management System	\$20,000
All Wards	Project to be completed in 2018/19.	
813	Information architecture design and planning	\$280,000
All Wards	Work plans being developed for remaining datasets to be mapped and developed.	
814	Standard Operating Environment Upgrade	\$130,336
All Wards	Project completed.	
815	Pathway Smartclient implementation	\$90,000
All Wards	Item being reported under project 977.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Approved Budget
816	ePathway Payment enhancements/extension	\$80,000
All Wards	Item being reported under project 977.	
817	WAN Network Enhancements	\$50,000
All Wards	Project completed.	
818	DRP Update and full test	\$0
All Wards	Transferred to Project 1026.	
819	IT Security Audit (policies & procedures)	\$50,000
All Wards	Penetration testing scheduled for May.	
820	Mobile phone refresh (iPhone)	\$20,000
All Wards	Replacement program in progress.	
821	Storage	\$60,000
All Wards	Project completed.	
822	Security, Email Filtering and Firewall	\$57,581
All Wards	Not yet scheduled to commence.	
823	Computer Room AC & UPS	\$200,000
All Wards	Project completed.	
825	Microsoft Licensing (True Up)	\$150,000
All Wards	True-up schedule to commence in May.	
826	Microsoft SQL Licence	\$220,000
All Wards	Expenses are incurred throughout the year as required.	
827	Intranet Update (2018/9)	\$615,000
All Wards	Project to be undertaken in 2018/19.	
829	Knox Community Art Centre, Bayswater	\$10,000
Dinsdale	Project completed.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Approved Budget
830	Park Ridge Reserve, Rowville - Oval Renewal	\$56,500
Taylor	Project completed.	
831	Templeton Reserve, Wantirna - Oval Renewal	\$38,000
Collier	Project completed.	
832	Knox Gardens Reserve, Wantirna South - Oval 2 Renewal	\$14,788
Scott	Project completed.	
833	Knox Gardens Reserve, Wantirna South - Tennis Court Renewal	\$294,000
Scott	Leisure and club consulted on design. Design and documentation completed and tenders have closed. Anticipate construction commencement in May subject to availability of contractor.	
834	Oversowing of Sports Fields	\$30,000
All Wards	All grounds have been oversown and are progressing well.	
837	Westfield (Permanent) Library - Design	\$200,000
Dinsdale	Awaiting outcomes of discussions with Westfield.	
838	Bayswater Community Hub - Scoping	\$120,000
Dinsdale	Council report presented to Council Issues Briefing 13 March re potential land acquisition and Sale of Land. EMT meeting 5 April planned to discuss status of the current activities occurring with Bayswater Activity Centre and opportunities for enhanced coordination. Current activities related to this site include: capacity assessment of potential of 3 sites for Multipurpose Community Facility, Community planning and engagement re Multipurpose community facility, public art installation, grade separation finalisation works, Bayswater Business precinct transformation project.	
839	Preschool Bathroom Upgrades - Bena Angliss Preschool	\$222,000
All Wards	Project completed.	
842	Knox Athletics - Hammer Throw Cage Upgrade	\$56,549
Friberg	Detailed design finalised. Club have offered additional funding and have asked Council to fund remainder for preferred design. Scope and plans amended to suit reduced budget with Club in agreement. Project to be packaged with discus cage. Contract awarded. Athletics Club have requested construction be delayed until the period 6 June to 20 July.	

Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
844	Score Boards - Design and Installation	\$390,000
All Wards	Project list has been finalised and approved. Approved projects have been commenced and all projects are expected to be completed by the end of June.	
845	Carrington Park Leisure Centre - Basketball Rings	\$35,000
Friberg	Project completed.	
846	Knox Gardens Reserve - Lower Oval Shelters	\$39,015
Scott	Project completed.	
847	Boronia Basketball Stadium - Safety Padding	\$36,000
Baird	Project completed.	
849	Repurposing Scoping of Facilities from Hub Projects.	\$93,550
All Wards	Scoping the future use of Family and Children's Services Child Care Centres is tracking late with low impact due to other early years priorities. Once scoping is complete, information will go to Council for further advice mid-2018.	
851	Senior Citizens Centres - Facilities Development Plan	\$60,000
All Wards	Project completed.	
853	Aimee Seebeck Hall, Amenities Design	\$20,000
Taylor	Project completed.	
854	Knox Community Gardens/Vineyard Pergola Upgrade	\$10,000
Dinsdale	Knox Community Gardens Group informed Council officers that the upgrade to the pergola is no longer required.	
860	Bergins Road, Rowville - Fowler Road to Kalimna Court Footpath	\$125,000
Taylor	Project completed.	
862	Burwood Highway Shared Path - Traydal Close to Knox School	\$137,900
Collier	The section of concrete path has been constructed. Mulching of the area is proceeding. There is a delay in the delivery of the fibreglass deck for boardwalk as the supplier has changed specifications and is awaiting compliance testing of the new product.	

Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
866	Ferntree Gully Village Square - Masterplan Implementation	\$183,585
Dobson	On hold. Design subject to future development plans at the site, following Council purchase of adjoining land.	
867	Knox Regional Netball Centre, Ferntree Gully - Masterplan	\$131,872
Dobson	Consultants have provided the updated report and officers are currently reviewing the edits.	
868	H V Jones, Ferntree Gully Masterplan Implementation	\$143,000
Friberg	Currently seeking comments and consultation on the draft masterplan. An informal drop in meeting will be scheduled in May to discuss the comments raised during the consultation.	
869	Gilbert Park, Knoxfield - Masterplan Review	\$177,000
Friberg	Council Report is currently being prepared.	
871	Energy Performance Audit for Community Buildings	\$418,636
All Wards	A final draft of the Detailed Facility Study outlining the opportunities for energy savings across the seven sites is due in June.	
874	Fulham Road, Rowville Reconstruction	\$125,000
Tirhatuan	Design and review completed. Consultation with Stud Park Centre Management and retirement village has occurred. Letters to be sent over May advising stakeholders of Council plans to undertake construction activity as night-works. Construction to be carried out by Knox Construction Group.	
875	Parkhurst Drive, Knoxfield Reconstruction	\$120,000
Dinsdale	Detailed design completed. It is proposed to carry forward the funding for this project to the next financial year and be packaged with five other road reconstruction projects as a single tender, one or more contracts may be awarded. Works to be carried out over the 2018/19 financial year.	
876	Eastgate Court, Wantirna South Reconstruction	\$295,000
Dinsdale	Contractor appointed with construction commenced.	
877	Rosehill Street, Scoresby Reconstruction	\$530,000
Tirhatuan	Contractor appointed and possession of site to be provided on approval of contract documentation. Construction commenced and to be completed by late June.	

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Project Number	Project Name	Total Approved Budget
878	Alma Avenue, Ferntree Gully Reconstruction	\$330,000
Dobson	Contract packaged with Winwood Drive and Helene Court projects. Contract works completed in Helene Court and Winwood Drive. Works have commenced in Alma Avenue and to be completed by late June.	
879	Winwood Drive, Ferntree Gully Reconstruction	\$398,000
Dobson	Contract packaged with Alma Avenue and Helene Court projects. Contract works completed in Helene Court and Winwood Drive. Works commenced in Alma Avenue.	
880	Helene Court, Boronia Reconstruction	\$337,000
Chandler	Contract packaged with Winwood Drive and Alma Avenue projects. Contract works completed in Helene Court and Winwood Drive. Alma Avenue works commenced.	
884	Glenfern Road Footpath - Burwood Highway to Brenock Park Drive	\$36,961
Dobson	Project completed.	
886	Schultz Reserve - Internal Pavilion Upgrades (Female Friendly)	\$100,000
Collier	Construction has commenced and is expected to be completed by early June.	
888	Batterham Reserve Floodlighting Upgrade	\$200,000
Chandler	Works have commenced with completion expected late-May to mid-June.	
889	Wally Tew Reserve Floodlighting Upgrade	\$200,000
Dobson	Lighting completed and operational. An official opening has been undertaken.	
891	Henderson Road Bridge - Preconstruction	\$545,900
Friberg	Melbourne Water approval of a suitable concept design within the available budget has not yet been achieved.	
907	JW Manson Reserve WSUD - Construction	\$240,793
Collier	An acquisition value has been finalised between VicRoads and Council. Council is now going through the internal process to finalise the agreement.	
923	679 Boronia Road - Service Road, Wantirna - Reconstruction	\$10,000
Collier	Project deferred indefinitely to allow for scoping and complex title investigations.	

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04-May-2018

Project Number	Project Name	Total Approved Budget
924	Cherrington Square, Wantirna - Design	\$15,000
Collier	Project to be tendered along with five other road reconstruction projects as single tender, one or more contracts may be awarded. Works to be carried out over 2018/19 financial year.	
925	1101 Burwood Hwy, Ferntree Gully - Design	\$5,000
Dobson	Project completed (design).	
926	Windermere Drive, Ferntree Gully - Design	\$25,000
Friberg	Detailed design approximately 90% complete.	
927	Selman Avenue, Ferntree Gully - Design	\$30,000
Dobson	Project to be tendered along with five other road reconstruction projects as single tender, one or more contracts may be awarded. Works to be carried out over 2018/19 financial year.	
928	Barmah Drive, Wantirna - Design	\$5,000
Collier	Geotech and survey completed and design 15% completed.	
929	Albert Avenue, Boronia - Design	\$55,000
Chandler	Project to be tendered along with five other road reconstruction projects as single tender, one or more contracts may be awarded. Works to be carried out over 2018/19 financial year.	
930	Forest Road, Ferntree Gully - Design	\$40,000
Dobson	Survey completed and detailed design 30% completed.	
931	Underwood Road, Ferntree Gully - Design	\$30,000
Dobson	Project to be tendered along with five other road reconstruction projects as single tender, one or more contracts may be awarded. Works to be carried out over 2018/19 financial year.	
932	Burwood Highway - service road, Ferntree Gully - Design (1)	\$10,000
Dobson	Detailed design underway.	
933	Burwood Highway - service road, Ferntree Gully - Design (2)	\$5,000
Dobson	Detailed design has commenced.	
934	Sheraton Cres, Ferntree Gully - Design	\$20,000
Friberg	Geotech investigation completed, survey underway and detailed design 50% completed.	

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04-May-2018

Project Number	Project Name	Total Approved Budget
935	Scoresby (Exner) Reserve - Tennis Court Renewals	\$250,000
Tirhatuan	Contractor appointed and works commenced. Works to be completed by mid-June with surfacing deferred to October 2018 when temperatures higher.	
936	Carrington Park Reserve - Tennis Court Renewals	\$155,000
Friberg	Survey completed and design completed. Quotes called and being evaluated.	
937	Kings Park Baseball Diamond - Safety Fencing	\$60,000
Dobson	Works continue to be on hold while Club is considering the appropriate design for cages.	
938	Kings Park Reserve - Drainage Renewal Works Oval #1	\$150,000
Dobson	Project completed.	
939	Millers Reserve - Oval Renewal - Design	\$15,000
Chandler	Design drawings are nearing completion.	
940	Wally Tew Reserve - Cricket net renewals - Design	\$10,000
Dobson	Detailed quotes for construction have been requested from contractors.	
941	Knox Regional Netball Centre - Court Renewals	\$20,000
Dobson	Project completed.	
942	Tree Management	\$100,000
All Wards	Works to be carried out as required.	
943	Early Years Security Keypads	\$30,000
All Wards	Works currently underway and nearing completion.	
944	Knox Central (Operations Centre Relocation)	\$500,000
Dinsdale	Have had Operations sign-off on design development plans. Aiming for detailed design completion July 2018 in preparation for construction tender. Remediation and assessment works (relating to contaminated soil at current Centre) are progressing on site in conjunction with an independent environmental auditor.	
945	ICT - Website Redevelopment (Part of Project 787)	\$860,500
All Wards	Tender procurement plan in approval phase for approach to market. Tender planned to open in late May subject to approval.	

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04-May-2018

Project Number	Project Name	Total Approved Budget
946	Boronia Precinct Planning	\$390,000
Baird	Transport study has been delayed and will run beyond the current financial year. Stage 1 has been completed and further resource cost will be incurred throughout stage 2 Strategy Development.	
947	Knox Skate & BMX Park - New Youth Pavilion	\$75,000
Friberg	Concept design and cost plan is being prepared for 2018/19 SRV application.	
948	Modular Building Program (Modern Construction Systems)	\$550,000
All Wards	Contractor has been appointed and commenced with completion expected by October.	
949	The Basin Neighbourhood House Redevelopment at The Basin Primary School	\$500,000
Chandler	Priority list of fittings, furniture and equipment currently being quoted (up to \$150,000) with view to finalise by end of June.	
950	Family & Childrens Services Buildings & Facilities	\$270,000
All Wards	Project completed.	
951	Community Toilet Replacement Program	\$220,000
All Wards	Construction of new public toilet has commenced at Stud Park (Rowville) with project expected to be completed by late June.	
952	HV Jones Reserve Floodlighting Upgrade	\$250,000
Friberg	Underground boring and footings all complete. Lighting towers erected. Power upgrade works (and associated cabling/panel upgrades) are in progress but awaiting Ausnet confirmation.	
953	Schultz Reserve - New Floodlighting	\$150,000
Collier	Contractor has been appointed and construction has commenced with completion early-mid June.	
954	Knox BMX Track - New Storage & Start Gate Structure	\$200,000
Friberg	Project is awaiting revised documentation to proceed to tender. Likely that project will be carried forward.	
955	Gilbert Park Skate Park Lighting	\$25,000
Friberg	Project completed.	

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Project Number	Project Name	Total Approved Budget
956	Knox Athletics Track - Discus Cage Upgrade	\$75,000
Friberg	Detailed design completed. Scope and plans have been altered to suit amended budget with Club in agreement. Project packaged with Hammer-throw cage and contract awarded.	
957	Kings Park - New Floodlighting (Oval 2) - Design	\$2,000
Dobson	Project completed.	
958	Liberty Avenue Reserve - New Floodlighting - Design	\$2,000
Taylor	Project completed.	
959	Rowville Community Centre - Lighting Upgrade	\$50,000
Taylor	Project nearing completion.	
960	Knox Regional Netball Centre Improvements to Outdoor Amenities	\$150,000
Dobson	Project completed.	
961	Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8	\$200,000
Dobson	The project is on hold. Waiting for revised masterplan from Leisure Services and Open Space & Landscape team.	
962	Knox Regional Sports Park Signage	\$130,000
Scott	Concept design is completed. New location has been confirmed. Awaiting authority consent (VicRoads) to proceed to request for quotation. Likely that project is to be carried forward.	
963	Family & Children Services - Site Master Plans - Stages 1 & 2	\$50,000
All Wards	Project completed.	
964	Relocate Preschool Bag Lockers	\$32,000
All Wards	Project underway with remaining works to be completed by end of June.	
965	Billoo Park Preschool - Toilet and Storage Upgrade Design	\$10,000
Collier	Project to be placed on hold until the childcare has relocated to the new Hub and then revisit the facility to scope works.	
966	Alexander Magit Preschool - Verandah Replacement Design	\$10,000
Friberg	Project completed.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Approved Budget
967	Goodwin Estate Preschool - Verandah Replacement Design Chandler Project completed.	\$10,000
968	Flamingo Preschool - Verandah Replacement Design Collier Project completed.	\$10,000
969	Orana Neighbourhood House Kitchen Upgrade Dinsdale Project has proceeded to design phase. Design completion expected by end of May.	\$5,000
970	Bayswater Scout Hall at Marie Wallace Dinsdale Project implementation subject provision of a State Government Grant.	\$150,000
971	Mountain Highway, The Basin Footpath (Basin Primary School) Chandler Project completed.	\$10,000
972	Mountain Highway, The Basin Footpath (Dorrigo Drive) Chandler Project completed.	\$40,000
973	Mountain Highway, The Basin Footpath (Wicks Road and Basin Shops) Chandler Works completed. Practical completion inspection to follow.	\$340,000
974	Bergins Road right turn lane Taylor Project completed.	\$150,000
975	AV Equipment for Function Rooms All Wards Requests for quotation were sent in April and we are currently evaluating responses. Procurement report due to be completed mid-May.	\$150,000
976	iChris - Chris21 Upgrade All Wards Recruitment underway for dedicated Business Analyst, scoping works continue.	\$117,400
977	Pathway Online Applications / Permits / Registrations All Wards Planning pre-applications now live. Smartclient training continuing. Recent purchase of improved functionality being scheduled in future works.	\$127,000
978	Microsoft Exchange Upgrade All Wards Project completed.	\$150,000

Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
979	GIS Phase 3	\$200,000
All Wards	3D GIS development underway. Preparing scope/RFQ for VicMap data migration project expected to be completed by late June.	
981	Applications Support - Mobile Computing & Information Integrity (EFT) (2018/19)	\$90,000
All Wards	Project to be undertaken in 2018/19.	
982	Anne Road, Knoxfield LATM	\$10,000
Friberg	Consultation letter distributed.	
983	Stewart Street LATM	\$90,000
Chandler	Construction of traffic devices has now started on Olive Grove to be followed by Stewart Street and Elsie Street.	
984	Napoleon Road, Lysterfield Shared Path	\$200,000
Taylor	Waiting for approval from VicRoads before finalising plans ready for construction.	
985	Napoleon Road, Lysterfield, Shared Path 4 - Design	\$10,000
Taylor	Survey completed and scope confirmed between Catalpa Close and bus-stop on Napoleon Road. Detailed design completed with design review to follow. Plans sent to Public Transport Victoria and bus companies.	
986	Boronia Road Activity Centre Bike Parking	\$1,500
Baird	Project completed.	
987	Wayfinding Signage for Cyclists	\$5,000
All Wards	Quotes are being sought.	
988	Marie Wallace Bicycle Repair Station	\$3,000
Dinsdale	Project completed.	
989	George Street, Scoresby Bicycle Improvements	\$139,000
Scott	Construction of Stage 2 has commenced. Works are currently being undertaken.	
990	Tyner Rd, Wantirna South New School Crossing	\$28,000
Scott	Project completed.	

Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
991	Wellington Road, Rowville Footpath Connection	\$40,000
Tirhatuan	Project completed.	
992	Karoo Rd, Rowville Footpath Connection	\$25,000
Friberg	Project completed.	
993	Ferntree Gully Road, Scoresby Footpath Connection	\$10,000
Tirhatuan	Design completed with design review underway.	
994	Picketts Reserve, Ferntree Gully Masterplan Implementation	\$100,000
Baird	Project completed.	
995	Peregrine Reserve, Rowville - Masterplan Implementation	\$45,000
Taylor	Currently finalising the consultation phase of the project and updating the costing and priorities for proposed works.	
996	Arcadia Reserve, Rowville - Masterplan Implementation	\$100,000
Tirhatuan	Construction has commenced on site. Works are scheduled to be completed by end of May.	
997	Llewellyn Reserve, Wantirna South - Masterplan Implementation	\$100,000
Scott	Indigenous planting to disturbed area north of site, embankment planting and entry planting to commence in Autumn. Currently seeking quotes for new entry signage and relocation of fencing/gates.	
998	Templeton Reserve, Wantirna - Masterplan Implementation	\$170,000
Collier	Contract works completed. An extension of the original scope priced and approved. Verandah extension works completed.	
999	Lewis Park, Wantirna South - Masterplan	\$200,000
Dinsdale	Initial consultation phase complete. Consultants to develop the draft masterplan. Due to Council in early June.	
1000	Stud Park Reserve, Rowville - Masterplan	\$40,000
Tirhatuan	Currently seeking quotes from consultants to undertake detailed documentation.	
1001	Scoresby Village Reserve - Masterplan	\$20,000
Tirhatuan	Currently seeking quotes for detailed design.	

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Project Number	Project Name	Total Approved Budget
1002	RD Egan Lee Reserve, Knoxfield	\$45,000
Scott	Currently reviewing the draft masterplan and arranging for public consultation phase 2, to commence in May.	
1003	Wantirna Reserve - Masterplan	\$50,000
Collier	Consultants are currently refining the draft masterplan. Public consultation for the next stage is on hold until Council have a resolution with Parks Victoria regarding future land use agreements.	
1004	Knox Park, Knoxfield - Relocation of Playground	\$20,000
Friberg	Project completed.	
1005	Neighbourhood Green Streets	\$50,000
All Wards	Open Space to prepare sketch plans for planting. Planting to commence in mid-late Autumn depending on weather conditions.	
1006	Bush Boulevards	\$50,000
All Wards	Open Space to prepare sketch plans for planting. Planting to commence in mid-late Autumn depending on weather conditions.	
1007	Koolunga Reserve (Catchment 910) - Feasibility	\$50,000
Dobson	Tree assessment has been completed. Awaiting tree assessment report from Arborist to finalise concept design.	
1008	Mont Albert to Forest Roads (catchment 910) - Feasibility	\$20,000
Dobson	The stakeholder meeting has been scheduled for mid-May. The outcomes of the meeting will define the feasibility of the project and the way forward.	
1009	Talking Tanks Initiative - Flood Protection	\$30,000
All Wards	Flood modelling to date is showing it is very difficult to mitigate flooding in this catchment without a combination of tanks on site, network upgrades, pumps and detention basins. Knox has many catchments similar to this one where traditional methods of flood mitigation is not possible. Flood risk will increase in these areas due to further infill development and climate change. Stage 1 modelling is now complete. Stage 2 modelling of a combination of options is now underway in partnership with South East Water.	

Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
1010	Dam Condition Audit & Concept Design Solutions	\$50,000
All Wards	An internal review found that the additional retarding basins within the municipality do not meet the ANCOLD definition of a large dam and thus no dam condition audits are required at these sites.	
1011	The Basin Triangle Public Toilet - Installation of Change Table	\$3,500
Dobson	Project completed.	
1013	Marie Wallace Bayswater Solar Panel Installation	\$40,910
Dinsdale	Project completed.	
1014	Batterham Reserve Solar Panel Installation	\$12,513
Chandler	Project completed.	
1015	Tormore Reserve Solar Panel Installation	\$40,910
Baird	Project completed.	
1016	Kings Park Solar Panel Installation	\$9,091
Dobson	Building permit has been lodged by the club for the verandah project. Works expected to commence soon. It's likely the solar panels won't be installed until mid-2018.	
1024	ICT - Information architecture design and planning (Part of Project 813) (2018/9)	\$0
All Wards	Funds transferred to Project 813.	
1025	ICT - Pathway Smartclient implementation (Part of Project 815)	\$0
All Wards	Funds migrated to project 815.	
1026	ICT - DRP Update and full test (Part of Project 818)	\$140,000
All Wards	New Disaster Recovery Centre at Next Data Recovery Centre established. Full Disaster Recovery test to be conducted.	
1027	Integrated Agenda & Minutes Management system	\$80,000
All Wards	Project on schedule with initial scoping and needs analysis workshop with vendor and project team completed. Project Implementation Phase 1 in progress - initiation and planning of integration to core systems, process review of templates and change management.	

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Project Number	Project Name	Total Approved Budget
1028	ICT - Intranet Upgrade (Part of Project 827) (2018/9)	\$0
All Wards	Funds transferred to Project 827.	
1029	ICT - iChris - Chris21 upgrade (Part of Project 976)	\$0
All Wards	Funds transferred to Project 976.	
1030	ICT - Microsoft Exchange Upgrade (Part of Project 978)	\$0
All Wards	Project completed.	
1031	ICT - Data Integration - Spatial (2018/9)	\$70,000
All Wards	Project to be undertaken in 2018/19.	
1032	ICT - CRM Citizen Portal for Web	\$65,000
All Wards	Awaiting prioritisation and scheduling.	
1033	ICT - CMS Integration and Portal (2018/9)	\$160,000
All Wards	Project to be undertaken in 2018/19.	
1034	ICT - CRM Pilot, Enterprise Solution	\$1,100,000
All Wards	Awaiting prioritisation and scheduling.	
1035	ICT - Payment Gateway	\$150,000
All Wards	Awaiting prioritisation and scheduling.	
1036	ICT - HR System Enhancements	\$300,000
All Wards	Initial scoping exercise. Business under development.	
1037	ICT - Key Project Initiation Documentation	\$145,500
All Wards	Project completed.	
1038	ICT - Business Strategy and Benefits Identification	\$75,000
All Wards	Project completed.	
1039	ICT - IT Network Security Evaluation and Upgrade (2018/9)	\$554,000
All Wards	Project to be undertaken in 2018/19.	

Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
1040	Dandenong Creek Amenity Improvements	\$50,000
All Wards	Currently seeking quotes for design and construction of gym stations adjacent to Mint Street wetlands.	
1041	11 Nathan Street, Ferntree Gully - Flood Mitigation	\$97,000
Dobson	Detailed design and estimation completed.	
1045	Egan Lee Reserve - Pavilion Upgrades (Female Friendly)	\$3,000
Scott	Application to SRV was successful. Council has secured \$100,000 for this project.	
1046	Scoresby Recreation Reserve - Pavilion Lift Installation	\$34,460
Tirhatuan	Project completed.	
1047	Colchester Reserve Safety Fencing	\$5,800
Chandler	Project completed.	
1052	Coonara House Solar Panels	\$13,636
Dobson	Project completed.	
1053	Eildon Park - New Shade Structure	\$26,227
	Project completed.	
1054	Knox Regional Sports Park - Masterplan	\$150,000
Scott	Masterplan adopted by Council with some amendments.	
1063	Sasses Reserve Safety Fencing	\$20,500
Dinsdale	Project completed.	
1068	Rowville Recreation Reserve - Multipurpose Community Workshop	\$350,000
Taylor	Currently obtaining quotes for the design and development of the multipurpose community workshop space and soil testing on site.	
1071	Park Ridge Reserve Floodlighting Timer	\$940
Taylor	Timer is ordered and awaiting installation.	

Knox City Council Project Status Report

04-May-2018

Project Number	Project Name	Total Approved Budget
1084	Goal Post Relocation Project	\$80,228
All Wards	Contractor is organising work schedule. Project will commence in May.	
Total:		\$92,658,102

ALL WARDS**11.2 ASSEMBLIES OF COUNCILLORS**

SUMMARY: *Acting Manager Governance and Strategy
(Ralph Anania)*

This report provides details of Assembly of Councillors for the period 9 April 2018 to 7 May 2018, as required under section 80A(2) of the Local Government Act.

RECOMMENDATION

That Council

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

1. INTRODUCTION

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

Report Prepared By: *Acting Manager Governance and Strategy
(Ralph Anania)*

Report Authorised By: *Director – Corporate Services
(Michael Fromberg)*

Complete this Section

Date of Assembly: 9/4/2018

Name of Committee or Group (if applicable): CEO Performance Evaluation Committee

Time Meeting Commenced: 5.00pm

Name of Councillors Attending:

Cr John Mortimore, Mayor

Cr Peter Lockwood

Cr Darren Pearce

Name of Members of Council Staff Attending:

Tony Doyle

Matters Considered:

1. Confirmation of Minutes – Meeting held 3 October 2017
2. CEO Key Performance Indicators Report to 30 March 2018
3. CEO Remuneration

Any conflict of interest disclosures made by a Councillor attending: *Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No
			Yes/No

Name of Person Completing Record: Tony Doyle

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

Complete this Section

Date of Assembly: 9/4/2018

Name of Committee or Group (if applicable): Special Issues Briefing

Time Meeting Commenced: 7.45pm

Name of Councillors Attending:

Cr John Mortimore, Mayor

Cr Tony Holland

Cr Jake Keogh, Deputy Mayor

Cr Darren Pearce

Cr Peter Lockwood

Cr Nicole Seymour

Cr Jackson Taylor

Name of Members of Council Staff Attending:

Tony Doyle

Rodney McKail

Ian Bell

Paige Kennett

Paul Dickie

Peter Gore (Item 1)

Michael Fromberg

Monica Micheli (Item 1)

Kerry Stubbings

Paul Barrett (Item 2)

Matters Considered:

1. Knox Regional Sports Park – Draft Masterplan
2. ICT Cost Benefit Analysis
3. Council Committees – Policy Review
4. Fraud Control Framework
5. Forward Report Schedule

Any conflict of interest disclosures made by a Councillor attending: *Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No
			Yes/No

Name of Person Completing Record: Paige Kennett

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

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Complete this Section

Date of Assembly: 17/4/2018

Name of Committee or Group (if applicable): Youth Advisory Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Jackson Taylor

Name of Members of Council Staff Attending:

Katie Scott

Samuel Mepham

Matters Considered:

1. Youth Services undertook a consultation exploring the Young Leaders program.

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: Katie Scott

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

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Complete this Section

Date of Assembly: 24/4/2018

Name of Committee or Group (if applicable): Knox Disability Advisory Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Nicole Seymour

Name of Members of Council Staff Attending:

Michelle Penney

Peter Johnston

Joy Temple

Matters Considered:

1. Waste Management Processes for People with Disabilities
2. Consultation sought from Major Initiatives regarding Stamford

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No
			Yes/No

Name of Person Completing Record: Amanda Wiggs

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

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Complete this Section

Date of Assembly: 24/4/2018

Name of Committee or Group (if applicable): Knox Multicultural Advisory Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Peter Lockwood

Name of Members of Council Staff Attending:

Joan Pepi

Merran Graf

Zoe Lehmann

Matters Considered:

1. Knox Multicultural Directory
2. Refugee Week 2018
3. Reports from Knox Multicultural Advisory Committee Members
4. Knox City Council Community Access and Equity Implementation Plan Report

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: Joan Pepi

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

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Complete this Section

Date of Assembly: 26/4/2018

Name of Committee or Group (if applicable): Early Years Advisory Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Adam Gill

Cr Lisa Cooper

Name of Members of Council Staff Attending:

Angela Morcos

Vicki Kindilien

Amanda Wiggs

Robyn Renkema

Matters Considered:

1. NDIS System
2. Municipal Disability Leadership Model
3. Focus on Early Intervention
4. Beyond ECIS

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: Robyn Renkema

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

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Complete this Section

Date of Assembly: 1/5/2018

Name of Committee or Group (if applicable): Knox Central Advisory Committee

Time Meeting Commenced: 6.00pm

Name of Councillors Attending:

Cr Peter Lockwood

Cr Lisa Cooper

Cr Jackson Taylor

Cr Darren Pearce

Cr Tony Holland

Name of Members of Council Staff Attending:

Tony Doyle

Monica Micheli

Samantha Mazer

Andrew Chadder

Ian Bell

Tanya Clark

Matters Considered:

1. Project Delivery Update:
 - Operations Centre
 - Site Design and Development
 - Civic Amenity

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No
			Yes/No

Name of Person Completing Record: Samantha Mazer

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

Complete this Section

Date of Assembly: 2/5/2018

Name of Committee or Group (if applicable): Recreation and Leisure Liaison Group

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Jake Keogh, Deputy Mayor

Cr Tony Holland

Name of Members of Council Staff Attending:

Daniel Clark

Suranga Dissakarunaratne

Matters Considered:

1. Policy Review – Use of Synthetic Turf on Council's Active Reserves
2. Capital Works Update
3. Knox Sports and Leisure Awards Discussion
4. Knox Regional Sports Park Masterplan Discussion

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No
			Yes/No

Name of Person Completing Record: Suranga Dissakarunaratne

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

Complete this Section

Date of Assembly: 3/5/2018

Name of Committee or Group (if applicable): Knox Community Safety, Health and Wellbeing Advisory Committee

Time Meeting Commenced: 9.00am

Name of Councillors Attending:

Cr John Mortimore, Mayor

Cr Jackson Taylor

Name of Members of Council Staff Attending:

Kathy Parton Yvonne Rust

Lisette Pine Sam Spooner

Rosie Tuck Merran Graf

Tony Justice

Matters Considered:

1. Boronia Structure Plan
2. Proposal for Mental Health Forum
3. Committee Topics Schedule for 2018
4. Update of Committee Recruitment
5. Organisational Updates

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No
			Yes/No

Name of Person Completing Record: Melissa Roche

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

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Complete this Section

Date of Assembly: 7/5/2018

Name of Committee or Group (if applicable): Issues Briefing

Time Meeting Commenced: 6.50pm

Name of Councillors Attending:

Cr John Mortimore, Mayor

Cr Jackson Taylor

Cr Jake Keogh, Deputy Mayor

Cr Adam Gill

Cr Peter Lockwood

Cr Darren Pearce

Name of Members of Council Staff Attending:

Tony Doyle

David Cameron (Item 2)

Ian Bell

Anthony Petherbridge (Item 2)

Paul Dickie

Felicity Smith (Item 3)

Michael Fromberg

Lisette Pine (Item 3)

Kathy Parton

James Morris (Item 4)

Paul Anania

Andrea Szymanski (Item 5)

Paige Kennett

David Yeouart (Item 5)

Tanya Clark (Items 1 & 2)

Matt Hanrahan (Items 6 & 7)

Susan Thompson (Item 1)

Ron Crawford (Item 6)

Angela Mitchell (Item 1)

Jude Whelan (Item 6)

Geoff McMeeken (Item 7)

Matters Considered:

1. Proposed Rezoning and Sale of 30 Dorrigo Drive, Boronia (Millers Homestead)
2. Heritage Progression within Knox
3. Review of the Acknowledgement of Traditional Custodians Policy
4. Quarterly Financial Performance Update – March 2018 Quarter
5. Concept Options for Knox Community Gardens and Vineyard – 254 Scoresby Road, Boronia
6. Public Transport Advocacy
7. Proposed Variation to Contract No. 2109 – Receipt of Recyclables Services
8. Forward Report Schedule

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: Paige Kennett

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

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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**