

MINUTES



Meeting of Council

Held at the
Civic Centre
511 Burwood Highway
Wantirna South
On
Monday 21 December 2020

The Agenda for the Ordinary Meeting of Council, Monday 21 December 2020, forms part of these Minutes and is attached in full at the end of the Minutes.

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

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2020-12-21 - Meeting Of Council

The meeting commenced at 5:06 pm.

PRESENT:

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

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

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

1 Apologies and Requests for Leave of Absence

Nil.

2 Declarations of Conflict of Interest

Nil.

3 Confirmation of Minutes

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Baker

Confirmation of Minutes of Ordinary Meeting of Council held on Monday 30 November 2020

CARRIED

4 Presentations, Petitions and Memorials

Cr Allred expressed sympathy to the family of Gisela Oswald who passed away on 10 December 2020. Cr Allred acknowledged Gisela's service over 19 years as a Knox City Council Crossing Supervisor at Wattleview Primary School; and that the community was saddened to lose a loyal and committed member of Knox City Council. Cr Allred noted Gisela would be remembered for the many contributions that she made to the Knox City Council workforce and community while devoting her time to protecting the safety of local schoolchildren.

5 Reports by Councillors

5.1 Reports by Councillors

5.1.1 Councillor Baker

Councillor Baker reported attending the following meetings:

- Upper Ferntree Gully CFA Christmas Gathering
- Meeting with Foothills Community Care
- Knox Community Forum
- Knox Disability Advisory Committee Meeting
- Councillor Induction Sessions
- CEO Recruitment Process Meeting

5.1.2 Councillor Pearce

Councillor Pearce reported attending the following meetings:

- Councillor Induction Sessions
- CEO Recruitment Process Meeting
- Knox Environment Advisory Committee Selection Panel Meeting
- ICT Governance Committee Meeting
- Knox City Council Audit and Risk Committee Meeting

5.1.3 Councillor Dwight

Councillor Dwight reported attending the following meetings:

- Millers Park Tennis Club Christmas Party
- Councillor Induction Sessions
- Knox Environment Advisory Committee Selection Panel Meeting
- CEO Recruitment Process Meeting

Councillor Dwight also:

- Expressed concerns about tree removal in the local community.
- Noted the parking challenges being experienced at The Basin Triangle, and encouraged business owners and locals to continue the respectful conversations that had been occurring as all parties work towards a solution. Noted interested parties would have an opportunity to attend a Planning Consultative Committee next in the new year relating to St Elmo Avenue and Glengollan Village and contribute their views to the decision making process.
- Noted an independent review had commenced into the planning processes associated with an application in Ferndale Road, focusing on the Council processes (not the planning decision).

5.1.4 Councillor Laukens

Councillor Laukens reported attending the following meetings:

- Gardens for Wildlife Christmas Party
- Knoxfield Girl Guides Teddy Bears Picnic Christmas Party
- Meeting with MP Nick Wakeling
- Follow Up Meeting with residents regarding Waterford Valley
- CEO Recruitment Process Meeting
- Knox Environmental Volunteers Christmas Celebration
- Knox Stakeholder Meeting
- Knox Arts and Culture Committee Meeting

Councillor Laukens also:

- Acknowledged the collaborative effort of parents and Council staff to build a music wall at the Taylors Lane Pre-School.

5.1.5 Councillor Grasso

Councillor Grasso reported attending the following meetings:

- State Basketball Centre Funding Announcement
- Opening of Marie Wallace Bayswater Park Playground Renewal
- Knox Stakeholder Forum
- Knox Community Forum
- Councillor Induction Sessions
- Announcement of State Government Grant for Bayswater Scout Group Upgrade
- Virtual Volunteer Christmas Celebration
- Virtual Carols by Candlelight
- Knox Community Gardens Meeting
- Meeting with Knox Multicultural Advisory Committee and Knox Interfaith Network
- Knox Environmental Volunteers Christmas Celebration
- Knox Arts and Culture Committee Meeting

Councillor Grasso also:

- Acknowledged the work of the volunteer environment groups throughout Knox.
- Expressed concern regarding illegal dumping of sewerage in the storm water pits at Marie Wallace Park, presenting a health risk to patrons and polluting local waterways; noting measures had been taken discourage this activity, and collaborative enforcement action was being undertaken with relevant agencies.
- Noted while there could be consideration of a dedicated facility for disposing of sewerage for campers, this was a longer term issue and required work to confirm demand for such a service, costs, and an appropriate location before such a service would be considered.
- Acknowledged a number of residents had raised traffic hazard and tree issues which were under the consideration with Council staff.

5.1.6 Councillor Seymour

Councillor Seymour:

- Expressed gratitude to Councillor Laukens for alerting Nick Wakeling MP to the state of overgrown weeds in road reserve median strips in the municipality which has gained positive progress in Parliament with further work to be completed.
- Noted the high weeds in the Tirhatuan Ward which have resulted in snakes entering local properties and encouraged Council to work with Melbourne Water to fix the issue.
- Noted that while businesses are bouncing back post COVID-19 lockdown, many local businesses are struggling.
- Expressed concerns of a gap in service delivery for food and necessities during the Christmas period with many food supply agencies such as Churches closing down until mid-January.
- Acknowledged the anxiety in the community following the recent COVID-19 outbreak in New South Wales.

5.1.7 Councillor Allred

Cr Allred reported attending the following meetings:

- Knox Community and Stakeholder Forums
- State Government announcement of an investment to improve Boronia's commercial and public areas
- Knox Environmental Volunteers Christmas Celebrations along with the Friends of Blind Creek Billabong
- CEO Recruitment Process Meeting
- Councillor Induction Sessions
- ICT Governance Committee Meeting

Cr Allred also:

- Noted there has been complaints surrounding traffic issues and the rubbish dumping of items such as face masks.

5.1.8 Councillor Timmers-Leitch

Councillor Timmers-Leitch reported attending the following meetings:

- Knox Community Forum
 - Councillor Induction Sessions
 - Foothills Community Care Reverse Advent Calendar
 - Collier Ward Presentation at the Knox School, Regency Park Primary School, Wantirna Primary School, St Luke's Primary School and Templeton Primary School
 - Launch of Eastern Regional Libraries New Logo and Library Management System
 - Knox Hockey Club Working Group
 - Youth Advisory Committee Meeting
 - CEO Recruitment Process Meeting
 - Arts and Culture Committee Meeting
-

- State Basketball Centre Funding Announcement
- Opening of Marie Wallace Bayswater Park Playground Renewal
- Wantirna Farmers and Makers Market

Councillor Timmers-Leitch also:

- Congratulated the Knox Arts and Culture staff for their achievements organizing the highly successful Knox Virtual Carols by Candlelight.
- Encouraged the community to consider nominating to be part of the Knox Recreation and Leisure Committee
- Expressed concerns at several incidents of Christmas lights being stolen from houses in the Knox Community and asked the community to be aware and report any information to Victoria Police.
- Congratulated Foothills Community Care for distributing between 400 and 440 hampers to people in need in the community
- Congratulated Knox Infolink for sending Christmas hampers to 252 households with over 500 vouchers distributed.

5.1.9 Councillor Cooper

Councillor Cooper reported attending the following meetings:

- Councillor Inductions Sessions
- Marie Wallace Bayswater Park Playground Opening
- State Basketball Centre Budget Announcement
- CEO Recruitment Process Meeting
- Virtual Citizenship
- Eastern Regional Group Meeting
- State Basketball Centre Funding Announcement
- ICT Governance Committee Meeting
- Knox Audit and Risk Committee
- Jackson Taylor MP
- Rowville and Lysterfield Community News
- Stamford Park Adventure Playspace Opening
- Studfield Community News
- Knox Virtual Carols

Councillor Cooper also:

- Foreshadowed a Notice of Motion regarding a Development Victoria Briefing for Councillors in relation to Lake Knox.
- Noted that the Foothills Community Care Christmas Food Service and CityLife Community Care are able to provide their services to the local community throughout the Christmas period.

6 City Development and Governance Officers' Reports for consideration

6.1 Report of Planning Applications Decided Under Delegation 1 November to 30 November 2020

SUMMARY: Manager, City Planning & Building, Paul Dickie

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

RECOMMENDATION

That the planning applications decided under delegation reports (between 1 November to 30 November 2020) be noted.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Laukens

That the planning applications decided under delegation reports (between 1 November to 30 November 2020) be noted.

CARRIED

6.2 3/45 Orchard Road, Bayswater

SUMMARY: Planning Officer, Darcy Canter

This report considers Planning Application P/2020/6404 for the construction of buildings and works in the form of a second storey addition and alterations to the existing dwelling at 3/45 Orchard Road, Bayswater.

RECOMMENDATION

That Council issue a Notice of Refusal to Grant a Planning Permit for buildings and works in the form of a second storey addition and alterations to the existing dwelling at 3/45 Orchard Road, Bayswater, as detailed in the full recommendation in section 10 below.

RESOLUTION

MOVED: Councillor Grasso

SECONDED: Councillor Timmers-Leitch

That Council issue a Notice of Refusal to Grant a Planning Permit for buildings and works in the form of a second storey addition and alterations to the existing dwelling at 3/45 Orchard Road, Bayswater, as detailed in the full recommendation in section 10 below.

CARRIED

6.3 1 Mountview Road, Upper Ferntree Gully

SUMMARY: Planning Officer, Darcy Canter

This report considers Planning Application P/2020/6431 for the development of land for a medical centre at 1 Mount View Road, Upper Ferntree Gully.

10. RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the development of land for a medical centre, at 1 Mount View Road Upper Ferntree Gully, subject to the following conditions:

Amended Development Plans

1. Prior to the commencement of the development approved under this Permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - 1.1 Nine (9) parking spaces must be signed as staff parking (including all of the tandem car parking spaces).
 - 1.2 The PV panels repositioned to just north of the service area and access hatch.
 - 1.3 The perforated Light Tone Paint crinkle cut metal screens to the first floor windows must utilise a color and/or materials that are muted tones and/or materials that blend with the landscape for the screen to the windows.
 - 1.4 The provision of small high-level windows into the toilets along the western elevation for the provision of natural ventilation.
 - 1.5 Redundant crossovers must be removed and the kerb and channel and naturestrip reinstated to Council standards.
 - 1.6 The accessible car parking spaces must be at least 2.4m wide with an adjacent shared area 2.4m wide. Accessible parking spaces are to be located as close as possible to entrances, line marked and signed in accordance with AS2890.6:2009. The accessible parking space and shared zone must be relocated closer to the medical centre entrance, with a footpath connection.
 - 1.7 Where parking spaces are provided in tandem (one space behind the other) an additional 500mm in length must be provided between each space for clearance. Tandem spaces must only be allocated to staff
 - 1.8 Wheel stops must be installed in accordance with AS2890.1.
 - 1.9 On-site public lighting must be provided within the carpark to the satisfaction of the relevant authority and in accordance with AS1158.
 - 1.10 The internal footpath must be a hard surface.

- 1.11** The provision of a maximum of one bike rack in accordance with Clause 52.34 (with a minimum of 3 bicycle spaces provided) to avoid visual clutter along Dawson Street and Mount View Road. The applicant must provide a suitable area on-site for the staff bicycle locker/lockable compound.
- 1.12** An annotation on the plans stating, 'All footpaths and pram crossings must be in accordance with Council standard drawings to satisfy the Disability Discrimination Act (DDA). This includes minimum footpath widths of 1.5m, a continuous path of travel, kerb ramps and Tactile Ground Surface Indicators, where appropriate.'
- 1.13** The submission of a plan showing the indicative configuration of the internal arrangement of the reception area and consulting rooms/offices.
- 1.14** An annotation on the plans stating, 'Proposed footpath within TPZ of T3 to be constructed above grade with permeable paving and excavation limited to removal of surface debris within TPZ. Installation of protection measures must occur prior to works commencing'
- 1.15** Annotation stating, 'all structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.' Letterboxes must front the street.
- 1.16** Tree Protection Fencing and Tree Protection Zones to be drawn on the Development, Drainage and Landscape Plans.
- 1.17** All levels to be to AHD (Australian Height Datum).
- 1.18** Sustainable Design Assessment in accordance with Condition 17.
- 1.19** Waste Management Plan in accordance with Condition 19.

To the satisfaction of the Responsible Authority.

Drainage Plans

- 2. Prior to the commencement of the development approved under this Permit, drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:
 - 2.1** All stormwater drainage discharge from the site connected to a legal point of discharge.
 - 2.2** An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.
 - 2.3** A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.
 - 2.4** The use of water quality improvement systems is required to be provided for this development. The use of rainwater tanks, bioretention systems and vegetated swales can be used and these are to be incorporated in the stormwater drainage design plans.

- 2.5** Any Environmental Sustainable Design initiatives shown on the Development Plans approved pursuant to Condition 1 of this permit.
- 2.6** Location of fencing in accordance with the Development Plans approved pursuant to Condition 1 of this permit.
- 2.7** All levels to be to AHD (Australian Height Datum).

To the satisfaction of the Responsible Authority.

Landscaping

- 3.** Prior to the commencement of the development approved under this Permit, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:
 - 3.1** A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.
 - 3.2** The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Council's 'Landscape Plan Guidelines').
 - 3.3** Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary including all trees that have their Tree Protection Zone extending into the subject site.
 - 3.4** Details of the surface finishes of pathways and driveways.
 - 3.5** Details and location of all existing and proposed services including above and below ground lines, cables and pipes.
 - 3.6** A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
 - 3.7** Landscaping and planting within all open areas of the site.
 - 3.8** The layout of the proposed development.
 - 3.9** The Landscape plans must show the provision of at least 9 additional indigenous or native canopy trees and 3 additional large feature shrubs with a mature height of 4-5 metres chosen from Plant List 1, 2 or 3 of Council's Landscape Plan Guidelines for Planning Permits. These canopy trees must be a minimum 1.5 metres tall when planted and are to be in the following areas:
 - 3.9.1** Front setback (Mount View Road) - 2 large indigenous canopy trees and 1 small native or indigenous canopy tree.
 - 3.9.2** Front setback (Dawson Street) - 4 small native or indigenous canopy trees in addition to existing Liquidambar styraciflua to be protected and retained.
 - 3.9.3** Southern Boundary – 1 medium indigenous or native canopy tree and 2 large feature shrubs with a mature height of 4-5 metres.

3.9.4 Western Boundary – 1 small canopy tree (adjacent carpark) and 1 large feature shrub with a mature height of 4-5 metres.

3.10 Planting of this site to comprise 60% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 30% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (10%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.

3.11 Reduce paving/pathways through front setbacks (Mount View Road and Dawson Street) to minimum required to access buildings.

To the satisfaction of the Responsible Authority.

4. Any relevant Water Sensitive Urban Design techniques in accordance with Condition 2.5.
5. Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.
6. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority. Any dead, diseased or damaged plants are to be replaced.

Melbourne Water

7. Finished floor levels of the building must be set no lower than 120.30 metres to AHD, which is 300mm above the applicable flood level of 120.0 metres to AHD.
8. Prior to the issue of an Occupancy Permit, a certified survey plan, showing finished floor levels of the medical centre (as constructed) reduced to the AHD, must be submitted to Melbourne Water to demonstrate that the floor levels have been constructed in accordance with Melbourne Water's requirements.
9. Imported fill must be kept to a minimum on the property and only be used for the sub floor areas of the building.
10. The open space areas on the property within the flood extent including the proposed car park must be maintained at natural surface level to allow for the conveyance of overland flood flow.
11. All fencing must be a minimum of 50 per cent permeable/open or timber paling to allow for the conveyance of overland flood flow.
12. Prior to the commencement of works, a separate application direct to Melbourne Water must be made for the approval of any new or modified stormwater connection to Melbourne Water's drains or watercourses.

General

13. All use and development must be in accordance with the endorsed plans.
14. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
15. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.

16. Prior to the occupation of the development, the development must be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.

Sustainable Design Assessment

17. Prior to the commencement of the development approved under this Permit, a Sustainable Design Assessment detailing Sustainable Design initiatives to be incorporated into the development must be submitted to and approved by the Responsible Authority. The Sustainable Design Assessment must outline the proposed sustainable design initiatives to be incorporated throughout the development such as (but not limited to) energy efficiency, water conservation, stormwater quality, waste management and material selection, to the satisfaction of the Responsible Authority.
18. Prior to the occupation of the development, the development must be constructed in accordance with the Sustainable Design Assessment.

Waste Management Plan

19. Prior to the commencement of the development approved under this Permit, a Waste Collection and Management Plan must be submitted to and approved by the Responsible Authority, demonstrating how waste collection will be undertaken on site, including the operation of the garbage and recyclables storage area and a dedicated secure clinical waste storage area. Garbage and recyclables storage and collection must be undertaken in accordance with the approved plan/documentation, and must be undertaken by a private contractor, to the satisfaction of the Responsible Authority. Council will not collect waste from the proposed development.

Street Tree Removal

20. Prior to the commencement of the development approved under this Permit, all costs associated with the removal of the street tree/s (amenity value, tree and stump removal and planting and maintaining a new tree) must be paid to Council by the owner/developer. The removal and replacement of the street tree/s must be undertaken by Council.

Tree Protection

21. All works, including excavation, within the critical root zone areas of the tree/s to be retained and other critical root zones on the land must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.
22. T14 – *Fraxinus angustifolia*. TPZ 2.3m. Install protection measures prior to works commencing.
23. T15 – *Coprosma repens*. TPZ 2.5m. Install protection measures prior to works commencing.
24. T16 – *Pittosporum undulatum*. TPZ 4.1m. Install protection measures prior to works commencing.
25. T17 – *Syzygium smithii*. TPZ 5.9m. Install protection measures prior to works commencing.

26. Prior to any works commencing on the site (including demolition and tree removal), all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees canopy drip-line unless an alternative tree protection zone has been approved by the responsible authority.
27. The fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.4 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.
28. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.
29. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.
30. Prior to erecting the fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.
31. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:
 - 31.1** Construction activities.
 - 31.2** Dumping and/or storage of materials, goods and/or soil.
 - 31.3** Trenching or excavation.
 - 31.4** Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.
32. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.

Car Parking & Accessways

33. Before the development is occupied, driveways and car parking areas must be:
 - 33.1** Fully constructed in accordance with plans submitted to and approved by the Responsible Authority. The plans must show existing and proposed levels of driveways and car parking areas, together with drainage layout, invert levels, surfacing and vehicular crossing proposal.
 - 33.2** Properly formed to such levels that they can be used in accordance with the plans.
 - 33.3** Constructed to the absolute minimum standard of 125 mm depth of reinforced concrete or other approved hardstanding sealed surface.
 - 33.4** Line-marked to indicate each car space and all access lanes to the satisfaction of the Responsible Authority.
 - 33.5** The proposed crossover in Mount View Road shown on the plan is wider than the internal driveway, please note internal driveway measurement must match external crossover width.

To the satisfaction of the Responsible Authority.

34. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.
35. All vehicles must exit the site in a forward direction.

Lighting

36. Accessway and car parking lighting shall be provided to the satisfaction of the Responsible Authority in accordance with AS1158.
37. Outdoor lighting must be designed, baffled and located to the satisfaction of the Responsible Authority to prevent adverse effects on adjoining land.

Amenity During Construction

38. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:
 - 38.1 the appearance of building, works or materials on the land
 - 38.2 parking of motor vehicles
 - 38.3 transporting of materials or goods to or from the site
 - 38.4 hours of operation
 - 38.5 stockpiling of top soil or fill materials
 - 38.6 air borne dust emanating from the site
 - 38.7 noise
 - 38.8 rubbish and litter
 - 38.9 sediment runoff
 - 38.10 vibration

Should the development cause undue detriment to the amenity of the area then immediate remedial measures must be undertaken to address the issue as directed by, and to the satisfaction of, the Responsible Authority.

Fencing

39. All costs associated with the provision of the fencing are to be borne by the owner/developer under this permit.
40. Prior to the occupancy of the development all fencing must be in a good condition to the satisfaction of the Responsible Authority.

Stormwater

41. Stormwater runoff from all buildings and hardstanding surfaces must be properly collected and discharged in a complete and effective system of drains within the property and must not cause or create a nuisance to abutting properties.

External Materials

42. The external materials of the development hereby permitted (including the roof) must be non-reflective and finished in subdued tones and/or colours to the satisfaction of the Responsible Authority.

Maintenance

43. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.

Use

44. Any deliveries to the subject land must only occur between the hours of 9am and 5pm.

Medical Centres

45. Not more than 9 practitioners registered under Victorian legislation in the diagnosis or treatment of physical or mental injuries or illnesses shall conduct consultations or carry out procedures on the premises at any one time.
46. The use may only operate between the hours of 7am and 9pm.

Permit Expiry

47. This permit will expire if one of the following circumstances applies:
- 47.1** The use and development is/are not started within two years of the date of this permit.
- 47.2** The development is not completed within four years of the date of this permit.

Pursuant to Section 69 of the Planning & Environment Act 1987, the Responsible Authority may extend:

- The commencement date referred to if a request is made in writing before the permit expires or within six (6) months afterwards.
- The completion date referred to if a request is made in writing within 12 months after the permit expires and the development started lawfully before the permit expired.

NOTES

Drainage Notes (to be read in conjunction with the above drainage conditions):

- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.
- Water Sensitive Urban Design (WSUD) should be addressed as part of this development, e.g. water storage tanks, swale drains, etc.

Other Notes:

- A building permit must be obtained before development is commenced.

- This approval relates to the development of the subject land only. A further planning permit for the use of the land may be required. Confirmation should be obtained from the Planning Department of Knox City Council prior to occupation.
- Buildings are not allowed to be built over Council easements.
- The street tree (Tree 11 on the plans) can be removed upon receipt of \$1691.38. Total cost for street tree removal includes; amenity value (using the City of Melbourne- Amenity Value Formula), cost of tree & stump removal and planting and maintaining a new tree for 2 years, in accordance with Council's Green Streets Policy. For details regarding the cost and/or the timing of the removal and replacement of the street tree/s, please contact Council's Active Open Space Team on (03) 9298 8425.
- Street Tree (T-18) is in poor health and can be removed at no cost to the applicant.
- To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.
- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.
- A minimum of 80% of all new vegetation (both canopy trees and understorey) should be indigenous species.
- Letterboxes and all other structures (including meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances. Letterboxes shall face towards the street frontage.
- Raised concrete slabs on the existing footpath fronting the site should be grounded.
- All litter and rubbish associated with the construction must be contained on site at all times.

RESOLUTION

MOVED: Councillor Baker

SECONDED: Councillor Seymour

That Council:

Refuse to issue Planning permit P/2020/6431 for the development of land for a medical centre at 1 Mount View Road Upper Ferntree Gully for the following reasons:

1. The development is inconsistent with the purpose and guidelines as set out in Design and Development Overlay 12.
2. The scale of the development and intensity of use is considered excessive for the site and is inconsistent with the Planning Policy Framework and Local Planning Policy Framework.
3. The development will not maintain and will not contribute to the green and leafy character of Knox.

LOST

A Division was called by Councillor Seymour

For the motion: Councillor Baker, Councillor Laukens, Councillor Seymour

Against the motion: Councillor Allred, Councillor Cooper, Councillor Dwight, Councillor Grasso, Councillor Pearce, Councillor Timmers-Leitch

Abstention: Nil

LOST 3:6

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Timmers-Leitch

That Council issue a Notice of Decision to Grant a Planning Permit for the development of land for a medical centre, at 1 Mount View Road Upper Ferntree Gully, subject to the following conditions:

Amended Development Plans

- 1. Prior to the commencement of the development approved under this Permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:**
 - 1.1 Nine (9) parking spaces must be signed as staff parking (including all of the tandem car parking spaces).**
 - 1.2 The PV panels repositioned to just north of the service area and access hatch.**
 - 1.3 The perforated Light Tone Paint crinkle cut metal screens to the first floor windows must utilise a color and/or materials that are muted tones and/or materials that blend with the landscape for the screen to the windows.**
 - 1.4 Improved articulation of the building façade and the utilisation of muted colours and/or materials to ensure the building blends in with the landscape and neighbouring residential context.**
 - 1.5 The provision of small high-level windows into the toilets along the western elevation for the provision of natural ventilation.**

- 1.6 Redundant crossovers must be removed and the kerb and channel and naturestrip reinstated to Council standards.**
 - 1.7 The accessible car parking spaces must be at least 2.4m wide with an adjacent shared area 2.4m wide. Accessible parking spaces are to be located as close as possible to entrances, line marked and signed in accordance with AS2890.6:2009. The accessible parking space and shared zone must be relocated closer to the medical centre entrance, with a footpath connection.**
 - 1.8 Where parking spaces are provided in tandem (one space behind the other) an additional 500mm in length must be provided between each space for clearance. Tandem spaces must only be allocated to staff**
 - 1.9 Wheel stops must be installed in accordance with AS2890.1.**
 - 1.10 On-site public lighting must be provided within the carpark to the satisfaction of the relevant authority and in accordance with AS1158.**
 - 1.11 The internal footpath must be a hard surface.**
 - 1.12 The provision of a maximum of one bike rack in accordance with Clause 52.34 (with a minimum of 3 bicycle spaces provided) to avoid visual clutter along Dawson Street and Mount View Road. The applicant must provide a suitable area on-site for the staff bicycle locker/lockable compound.**
 - 1.13 An annotation on the plans stating, 'All footpaths and pram crossings must be in accordance with Council standard drawings to satisfy the Disability Discrimination Act (DDA). This includes minimum footpath widths of 1.5m, a continuous path of travel, kerb ramps and Tactile Ground Surface Indicators, where appropriate.'**
 - 1.14 The submission of a plan showing the indicative configuration of the internal arrangement of the reception area and consulting rooms/offices.**
 - 1.15 An annotation on the plans stating, 'Proposed footpath within TPZ of T3 to be constructed above grade with permeable paving and excavation limited to removal of surface debris within TPZ. Installation of protection measures must occur prior to works commencing'**
 - 1.16 Annotation stating, 'all structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.' Letterboxes must front the street.**
 - 1.17 Tree Protection Fencing and Tree Protection Zones to be drawn on the Development, Drainage and Landscape Plans.**
 - 1.18 All levels to be to AHD (Australian Height Datum).**
 - 1.19 Sustainable Design Assessment in accordance with Condition 17.**
 - 1.20 Waste Management Plan in accordance with Condition 19.**
- To the satisfaction of the Responsible Authority.**

Drainage Plans

- 2. Prior to the commencement of the development approved under this Permit, drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:**
 - 2.1 All stormwater drainage discharge from the site connected to a legal point of discharge.**
 - 2.2 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.**
 - 2.3 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.**
 - 2.4 The use of water quality improvement systems is required to be provided for this development. The use of rainwater tanks, bioretention systems and vegetated swales can be used and these are to be incorporated in the stormwater drainage design plans.**
 - 2.5 Any Environmental Sustainable Design initiatives shown on the Development Plans approved pursuant to Condition 1 of this permit.**
 - 2.6 Location of fencing in accordance with the Development Plans approved pursuant to Condition 1 of this permit.**
 - 2.7 All levels to be to AHD (Australian Height Datum).**

To the satisfaction of the Responsible Authority.

Landscaping

- 3. Prior to the commencement of the development approved under this Permit, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:**
 - 47.3 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.**
 - 47.4 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Council's 'Landscape Plan Guidelines').**
 - 47.5 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary including all trees that have their Tree Protection Zone extending into the subject site.**
 - 47.6 Details of the surface finishes of pathways and driveways.**

- 47.7 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.**
- 47.8 A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.**
- 47.9 Landscaping and planting within all open areas of the site.**
- 47.10 The layout of the proposed development.**
- 47.11 The Landscape plans must show the provision of at least 9 additional indigenous or native canopy trees and 3 additional large feature shrubs with a mature height of 4-5 metres chosen from Plant List 1, 2 or 3 of Council's Landscape Plan Guidelines for Planning Permits. These canopy trees must be a minimum 1.5 metres tall when planted and are to be in the following areas:**
 - 47.11.1 Front setback (Mount View Road) - 2 large indigenous canopy trees and 1 small native or indigenous canopy tree.**
 - 47.11.2 Front setback (Dawson Street) - 4 small native or indigenous canopy trees in addition to existing Liquidambar styraciflua to be protected and retained.**
 - 47.11.3 Southern Boundary – 1 medium indigenous or native canopy tree and 2 large feature shrubs with a mature height of 4-5 metres.**
 - 47.11.4 Western Boundary – 1 small canopy tree (adjacent carpark) and 1 large feature shrub with a mature height of 4-5 metres.**
- 47.12 Planting of this site to comprise 60% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 30% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (10%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.**
- 47.13 Reduce paving/pathways through front setbacks (Mount View Road and Dawson Street) to minimum required to access buildings.**

To the satisfaction of the Responsible Authority.

- 4. Any relevant Water Sensitive Urban Design techniques in accordance with Condition 2.5.**
- 5. Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.**
- 6. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority. Any dead, diseased or damaged plants are to be replaced.**

Melbourne Water

- 7. Finished floor levels of the building must be set no lower than 120.30 metres to AHD, which is 300mm above the applicable flood level of 120.0 metres to AHD.**
- 8. Prior to the issue of an Occupancy Permit, a certified survey plan, showing finished floor levels of the medical centre (as constructed) reduced to the AHD, must be submitted to**

Melbourne Water to demonstrate that the floor levels have been constructed in accordance with Melbourne Water's requirements.

- 9. Imported fill must be kept to a minimum on the property and only be used for the sub floor areas of the building.**
- 10. The open space areas on the property within the flood extent including the proposed car park must be maintained at natural surface level to allow for the conveyance of overland flood flow.**
- 11. All fencing must be a minimum of 50 per cent permeable/open or timber paling to allow for the conveyance of overland flood flow.**
- 12. Prior to the commencement of works, a separate application direct to Melbourne Water must be made for the approval of any new or modified stormwater connection to Melbourne Water's drains or watercourses.**

General

- 13. All use and development must be in accordance with the endorsed plans.**
- 14. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**
- 15. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.**
- 16. Prior to the occupation of the development, the development must be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.**

Sustainable Design Assessment

- 17. Prior to the commencement of the development approved under this Permit, a Sustainable Design Assessment detailing Sustainable Design initiatives to be incorporated into the development must be submitted to and approved by the Responsible Authority. The Sustainable Design Assessment must outline the proposed sustainable design initiatives to be incorporated throughout the development such as (but not limited to) energy efficiency, water conservation, stormwater quality, waste management and material selection, to the satisfaction of the Responsible Authority.**
- 18. Prior to the occupation of the development, the development must be constructed in accordance with the Sustainable Design Assessment.**

Waste Management Plan

- 19. Prior to the commencement of the development approved under this Permit, a Waste Collection and Management Plan must be submitted to and approved by the Responsible Authority, demonstrating how waste collection will be undertaken on site, including the operation of the garbage and recyclables storage area and a dedicated secure clinical waste storage area. Garbage and recyclables storage and collection must be undertaken in accordance with the approved plan/documentation, and must be undertaken by a private contractor, to the satisfaction of the Responsible Authority. Council will not collect waste from the proposed development.**

Street Tree Removal

- 20. Prior to the commencement of the development approved under this Permit, all costs associated with the removal of the street tree/s (amenity value, tree and stump removal and planting and maintaining a new tree) must be paid to Council by the owner/developer. The removal and replacement of the street tree/s must be undertaken by Council.**

Tree Protection

- 21. All works, including excavation, within the critical root zone areas of the tree/s to be retained and other critical root zones on the land must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.**
- 22. T14 – Fraxinus angustifolia. TPZ 2.3m. Install protection measures prior to works commencing.**
- 23. T15 – Coprosma repens. TPZ 2.5m. Install protection measures prior to works commencing.**
- 24. T16 – Pittosporum undulatum. TPZ 4.1m. Install protection measures prior to works commencing.**
- 25. T17 – Syzygium smithii. TPZ 5.9m. Install protection measures prior to works commencing.**
- 26. Prior to any works commencing on the site (including demolition and tree removal), all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees canopy drip-line unless an alternative tree protection zone has been approved by the responsible authority.**
- 27. The fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.4 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.**
- 28. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.**
- 29. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.**
- 30. Prior to erecting the fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.**
- 31. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:**
-

- 31.1 Construction activities.**
 - 31.2 Dumping and/or storage of materials, goods and/or soil.**
 - 31.3 Trenching or excavation.**
 - 31.4 Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.**
- 32. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.**

Car Parking & Accessways

- 33. Before the development is occupied, driveways and car parking areas must be:**
- 33.1 Fully constructed in accordance with plans submitted to and approved by the Responsible Authority. The plans must show existing and proposed levels of driveways and car parking areas, together with drainage layout, invert levels, surfacing and vehicular crossing proposal.**
 - 33.2 Properly formed to such levels that they can be used in accordance with the plans.**
 - 33.3 Constructed to the absolute minimum standard of 125 mm depth of reinforced concrete or other approved hardstanding sealed surface.**
 - 33.4 Line-marked to indicate each car space and all access lanes to the satisfaction of the Responsible Authority.**
 - 33.5 The proposed crossover in Mount View Road shown on the plan is wider than the internal driveway, please note internal driveway measurement must match external crossover width.**

To the satisfaction of the Responsible Authority.

- 34. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.**
- 35. All vehicles must exit the site in a forward direction.**

Lighting

- 36. Accessway and car parking lighting shall be provided to the satisfaction of the Responsible Authority in accordance with AS1158.**
- 37. Outdoor lighting must be designed, baffled and located to the satisfaction of the Responsible Authority to prevent adverse effects on adjoining land.**

Amenity During Construction

- 38. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:**
- 38.1 the appearance of building, works or materials on the land**
 - 38.2 parking of motor vehicles**
 - 38.3 transporting of materials or goods to or from the site**

- 38.4 hours of operation**
- 38.5 stockpiling of top soil or fill materials**
- 38.6 air borne dust emanating from the site**
- 38.7 noise**
- 38.8 rubbish and litter**
- 38.9 sediment runoff**
- 38.10 vibration**

Should the development cause undue detriment to the amenity of the area then immediate remedial measures must be undertaken to address the issue as directed by, and to the satisfaction of, the Responsible Authority.

Fencing

- 39. All costs associated with the provision of the fencing are to be borne by the owner/developer under this permit.**
- 40. Prior to the occupancy of the development all fencing must be in a good condition to the satisfaction of the Responsible Authority.**

Stormwater

- 41. Stormwater runoff from all buildings and hardstanding surfaces must be properly collected and discharged in a complete and effective system of drains within the property and must not cause or create a nuisance to abutting properties.**

External Materials

- 42. The external materials of the development hereby permitted (including the roof) must be non-reflective and finished in subdued tones and/or colours to the satisfaction of the Responsible Authority.**

Maintenance

- 43. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.**

Use

- 44. Any deliveries to the subject land must only occur between the hours of 9am and 5pm.**

Medical Centres

- 45. Not more than 9 practitioners registered under Victorian legislation in the diagnosis or treatment of physical or mental injuries or illnesses shall conduct consultations or carry out procedures on the premises at any one time.**
- 46. The use may only operate between the hours of 7am and 9pm.**

Permit Expiry

- 47. This permit will expire if one of the following circumstances applies:**

47.1 The use and development is/are not started within two years of the date of this permit.

47.2 The development is not completed within four years of the date of this permit.

Pursuant to Section 69 of the Planning & Environment Act 1987, the Responsible Authority may extend:

- The commencement date referred to if a request is made in writing before the permit expires or within six (6) months afterwards.**
- The completion date referred to if a request is made in writing within 12 months after the permit expires and the development started lawfully before the permit expired.**

NOTES

Drainage Notes (to be read in conjunction with the above drainage conditions):

- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.**
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.**
- Water Sensitive Urban Design (WSUD) should be addressed as part of this development, e.g. water storage tanks, swale drains, etc.**

Other Notes:

- A building permit must be obtained before development is commenced.**
- This approval relates to the development of the subject land only. A further planning permit for the use of the land may be required. Confirmation should be obtained from the Planning Department of Knox City Council prior to occupation.**
- Buildings are not allowed to be built over Council easements.**
- The street tree (Tree 11 on the plans) can be removed upon receipt of \$1691.38. Total cost for street tree removal includes; amenity value (using the City of Melbourne- Amenity Value Formula), cost of tree & stump removal and planting and maintaining a new tree for 2 years, in accordance with Council's Green Streets Policy. For details regarding the cost and/or the timing of the removal and replacement of the street tree/s, please contact Council's Active Open Space Team on (03) 9298 8425.**
- Street Tree (T-18) is in poor health and can be removed at no cost to the applicant.**
- To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.**
- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.**
- A minimum of 80% of all new vegetation (both canopy trees and understorey) should be indigenous species.**

- **Letterboxes and all other structures (including meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances. Letterboxes shall face towards the street frontage.**
- **Raised concrete slabs on the existing footpath fronting the site should be grounded.**
- **All litter and rubbish associated with the construction must be contained on site at all times.**

CARRIED

6.4 2021 Meeting Cycle

SUMMARY: Coordinator Governance, Andrew Dowling

This report outlines the proposed 2021 Council and Delegated Committee meeting schedule for the 2021 calendar year.

RECOMMENDATION

That Council resolve to adopt the schedule of Council and Delegated Committee meetings as set out in Attachment 1 to the Officers' report.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Timmers-Leitch

That Council resolve to adopt the schedule of Council and Delegated Committee meetings as set out in Attachment 1 to the Officers' report.

CARRIED

7 Public Question Time

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

Question Time commenced at 6:32 pm.

The following questions were raised with Council:

Question 1- Brunetta Lotti	Coming back to the latest Knox Annual Report to discuss the eight goals set out to achieve the Vision 2035 – will they make Knox more resilient; thus preventing and withstanding future crises? Will these fabricate opportunities for everyone in our community to live fulfilling lives? And will they achieve all these objectives without jeopardising the ability of future generations, and people elsewhere in the world, to meet their basic needs?
Answer- Matt Kelleher, Director City Strategy and Integrity	<p>The Director City Strategy and Integrity stated that:</p> <ul style="list-style-type: none"> • The Knox Community and Council Plan 2017-21 identifies the community’s priorities for the future and guides the decision making of Council and its partners, agencies and all stakeholders. This Plan was prepared with the view to creating a more resilient community and environment, and enhancing the lives of our residents. • The current Plan will sunset on 30 June 2021, and having recently been sworn in, the new Council is working towards developing the next Council Plan. As part of its preparation, the community will have the ability to shape and contribute to the Council Plan and its goals and initiatives. In addition to the next Council Plan, Council is also preparing a Climate Response Plan. • A draft Climate Response Plan is currently being prepared, and as part of this process, Council officers are investigating whether the approach should align the document with the United Nations Sustainable Development Goals. Intergenerational equity has been considered as part of the draft Climate Response Plan and its actions, to ensure that future generations have the best opportunity to meet their basic needs. • Community consultation will occur in early 2021 to ensure that the Climate Response Plan is underpinned by sustainability and resilience principles, and to ensure that the needs of Knox’s future generations will be achieved.

Question 2- Brunalotti	<p>In 2013, there was a call from the local community expecting Knox Council to be a leader in the sustainable consumption of resources. Food security had already been identified as a key challenge for Knox, with specific mentions for more local food production and community gardens. Through my research I found out that Knox Council put strategies forward to encourage healthy food choices and local food production up to the year of 2017.</p> <p>Moving on from there, since Knox City recognises the economic, environmental, social welfare and cultural benefits of urban agriculture, then could Knox design a strategy for this decade that will ensure urban agriculture is seen as an essential service and integrate the objectives of Public Health and Wellbeing Act 2008 into its framework? As an example, would Knox City Council be prepared to amplify its current Gardens for Harvest program and include partnerships with businesses that will see more vacant land used to grow food?</p>
Answer- Matt Kelleher, Director City Strategy and Integrity	The Director City Strategy and Integrity stated that the question will be taken on notice and a response will be provided in writing.
Question 3- Kevin Knox	The Council placed a cap parking bay at 27 Forest Road and a retaining fence to protect cars from travelling into the small driveway, however cars have been backing into these pine locks. Can Council reconstruct this under their maintenance system and place concrete in this area?
Answer- Grant Thorne, Director Infrastructure	The Director Infrastructure stated that the question will be taken on notice and a member of the Infrastructure team will liaise with Mr Knox regarding his request.
Question 4- Kevin Knox	Council cut down a small tree at the front of my property with a couple of inches of the tree left on the ground which caused people to trip over. Can this be fixed?
Answer- Grant Thorne, Director Infrastructure	The Director Infrastructure stated this enquiry will be actioned and a member of the Infrastructure team will liaise with Mr Knox regarding his request.
Question 5- Darren Wallace	In relation to the Snap Send Solve system, when Council receives Snap Send Solve reports, are photo images included when forwarded to the Department for action? I have embraced Snap Send Solve enquiries have included an image but the images are not always sent to the relevant officer.
Answer- Samantha Mazer-Director, City Centre	<p>The Director City Centre stated that:</p> <ul style="list-style-type: none"> • Snap Send Solve was a third party application, but the integration process was understood to include any photos attached to the report. • The question would otherwise be taken on notice to be investigated a response provided to Mr Wallace.

Question 6- Darren Wallace	The Cat curfew trial expires in nine days, is there a need to extend the trial to give continuity to the process? This could be a matter for Urgent Business.
Answer- Matt Kelleher, Director City Strategy and Integrity	The Director City Strategy and Integrity stated that: <ul style="list-style-type: none">• The Cat Curfew will expire in nine days, as per Council's resolution• A report will come to Council early in the new year that provides an evaluation of the Cat Curfew Trial, including a community survey.• Whether a permanent Cat Curfew is to be established will be determined by Council. A cat curfew would need to be gazetted under the Domestic Animals Act• before any extension of a trial or implementation of a permanent cat curfew and would not currently be a matter of Urgent Business.

Question Time Concluded at 6:54pm.

8 Infrastructure Officers' Reports for consideration

8.1 Contract 2000 - Hard Waste

SUMMARY: Coordinator– Waste Management, Misty Johannsen

Council's Non-Bin Based Hard and Green Waste Collection Service Contract 2000, which sees WM Waste Management Services Pty Ltd (WM) collecting Hard Waste and Bundled Green Waste within the municipality, is scheduled to expire on 30 June 2021 noting that the three year extension option has already been exercised. Council would normally be retendering this service with a new contract to commence 1 July 2021. In view of the impact of the COVID-19 Pandemic on the ability for Contractors to prepare tenders, and following legal advice, Council approval is sought to extend Contract 2000 for a further twelve months.

The incumbent contractor is performing satisfactorily and provides value for money service to the community. Having an established contractor in place for an additional 12 months should enable Council to be in a better position to competitively tender this service.

RECOMMENDATION

That Council resolve:

1. To approve a one year extension of Contract 2000 Non-Bin Based Hard and Green Waste Collection Services for the period 1 July 2021 until 30 June 2022, noting that a Ministerial exemption from section 186(5)(c) of the Local Government Act 1989 is in place for this period.
2. To authorise the Chief Executive Officer to execute all necessary paperwork to give effect to the above decision.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Timmers-Leitch

That Council resolve:

1. **To approve a one year extension of Contract 2000 Non-Bin Based Hard and Green Waste Collection Services for the period 1 July 2021 to 30 June 2022, noting that a Ministerial exemption from Section 186(5)(c) of the Local Government Act 1989 is in place for this period; and**
2. **To authorise the Chief Executive Officer to execute all necessary paperwork to give effect to the above decision.**

CARRIED

8.2 Biodiversity Resilience Plan

SUMMARY: Acting Manager – Community Infrastructure, Andrea Szymanski

The purpose of a Biodiversity Resilience Plan is to provide Knox City Council with opportunities to strategically investigate, analyse and plan for future focused protection and enhancement of biodiversity values across the municipality.

The business case for the Biodiversity Resilience Plan was discussed with Councillors and was on the draft list of business cases which were proposed to be presented as part of the 2020/21 budget. However, prior to the 2020/21 budget being presented to Council these business cases were withheld to allow for the organisation to respond to the pressing COVID-19 pandemic. When the business case was withheld it was proposed that the business case be reconsidered by Council mid-year.

The Biodiversity Resilience Plan business case is being presented for consideration, outside of the regular budget process, due to the development of the Biodiversity Resilience Plan underpinning Council's Climate Response Plan.

RECOMMENDATION

That Council approve the development of the Biodiversity Resilience Plan and allocate the required funding from the current 2020/21 budget (as detailed in section 5 of the officers' report) to commence works.

RESOLUTION

MOVED: Councillor Allred

SECONDED: Councillor Dwight

That Council approve the development of the Biodiversity Resilience Plan and allocate the required funding from the current 2020/21 budget (as detailed in section 5 of the officers' report) to commence works.

CARRIED

Cr Dwight advised Council in the interests of transparency that while she did not have a conflict of interest, she was responsible for benchmarking activities referred to in this report when employed with Council.

8.3 Bayswater Modular Facility Project Report

SUMMARY: Acting Manager, Youth, Leisure and Cultural Services, Nicole Columbine and Manager, Sustainable Infrastructure, Matt Hanrahan

Council has received funding contributions from both State and Federal Government to support the provision of a modular change room facility and pavilion upgrade at Marie Wallace Bayswater Park. This funding commitment comes without an equivalent funding allocation from Council in its 2020/21 program.

RECOMMENDATION

That Council:

1. Approve the implementation of the Marie Wallace Bayswater Park modular change rooms and existing pavilion refurbishment and allocate the required funding from the current 2020/21 budget (as detailed in Section 4 of Confidential attachment C).
2. Note that existing funding commitments have been provided by both the State and Federal Government, and the Bayswater Junior Football Club towards the project.
3. Note that cost details associated with delivery of the projects will be made publicly available through presentation of a future tender award report to Council for completion of the works.
4. Note that a review of the modular building program within Knox will be referred to Council for consideration through its annual budget process.

RESOLUTION

MOVED: Councillor Grasso

SECONDED: Councillor Dwight

That Council:

1. **Approve the implementation of the Marie Wallace Bayswater Park modular change rooms and existing pavilion refurbishment and allocate the required funding from the current 2020/21 budget (as detailed in Section 4 of Confidential attachment C);**
2. **Note that the design development process for the Bayswater Park facilities ensures the delivery of sustainability initiatives in accordance with Council's Sustainable Buildings and Infrastructure Policy, with additional costs associated with the implementation of these initiatives to be referred to Council's 2021/22 budget process;**
3. **Note that existing funding commitments have been provided by both the State and Federal Government, and the Bayswater Junior Football Club towards the project;**

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4. **Note that cost details associated with delivery of the projects will be made publicly available through presentation of a future tender award report to Council for completion of the works; and**
5. **Note that a review of the modular building program within Knox will be referred to Council for consideration through its annual budget process.**

CARRIED

Cr Seymour requested the minutes reflect that she abstained from voting on this item.

9 Community Services Officers' Reports for consideration

9.1 Minor Grants Program 2020-21 Monthly Report

SUMMARY: Community Partnerships Officer, Deb Robert

This report summarises the grant applications recommended for approval in December 2020 for the Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Policy.

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

RECOMMENDATION

That Council:

1. Approve three applications for a total of \$9,000.00 as detailed below:

Applicant Name	Project	Amount Requested	Amount Recommended
Orana Neighbourhood House	Paving Outdoor Area	\$3,000.00	\$3,000.00
Bayswater Cricket Club	Commercial Fridge	\$5,000.00	\$3,000.00
Colchester Park Pre-School	Interactive Whiteboard	\$3,000.00	\$3,000.00
TOTAL		\$11,000.00	\$9,000.00

2. Note that the following application has been approved and will be paid under delegated authority in accordance with Cl.6.6 of the Minor Grants Policy, as detailed below:

Applicant Name	Project	Amount Requested	Amount Recommended
Flamingo Community Group	COVID-Safe Environment	\$316.13	\$316.13
TOTAL		\$316.13	\$316.13

3. Note that inclusive of the above recommended grants, which total \$9,316.13, a total of \$113,676.25 has been awarded to date under the 2020-21 Minor Grants Program to support 54 community-based organisations and their programs.

2020-12-21 - Meeting Of Council

RESOLUTION**MOVED:** Councillor Dwight**SECONDED:** Councillor Baker

That Council:

1. Approve three applications for a total of \$9,000.00 as detailed below:

Applicant Name	Project	Amount Requested	Amount Recommended
Orana Neighbourhood House	Paving Outdoor Area	\$3,000.00	\$3,000.00
Bayswater Cricket Club	Commercial Fridge	\$5,000.00	\$3,000.00
Colchester Park Pre-School	Interactive Whiteboard	\$3,000.00	\$3,000.00
TOTAL		\$11,000.00	\$9,000.00

2. Note that the following application has been approved and will be paid under delegated authority in accordance with Cl.6.6 of the Minor Grants Policy, as detailed below:

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TOTAL		\$316.13	\$316.13

3. Note that inclusive of the above recommended grants, which total \$9,316.13, a total of \$113,676.25 has been awarded to date under the 2020-21 Minor Grants Program to support 54 community-based organisations and their programs.

CARRIED

9.2 Community Partnerships Funding Program Policy Review

SUMMARY: Community Partnerships Officer, Deb Robert

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

It also provides a summary of program outcomes in the mid-term of the 2018-2022 Community Partnership Funding period.

RECOMMENDATION

That Council adopt the draft Community Partnership Funding Program Policy as set out in Attachment 2 to the Officers' Report.

RESOLUTION

MOVED: Councillor Timmers-Leitch

SECONDED: Councillor Laukens

That Council adopt the draft Community Partnership Funding Program Policy as set out in Attachment 2 to the Officers' Report.

CARRIED

2020-12-21 - Meeting Of Council

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Cooper

That the following items:

- **Item 10.1- 2019-20 Annual Report**
- **Item 11.1- ICT Capital Works Report**
- **Item 11.2- Capital Works Program Report**

be moved en bloc as per the officer's recommendations outlined in the agenda

CARRIED

10 Chief Executive's Office - Officers' Reports for consideration

10.1 2019-20 Annual Report

SUMMARY: Corporate Planning Reporting Officer, Kate McInnes

The Council's 2019-20 Annual Report is presented to Council for consideration, in accordance with the Local Government Act 1989.

RECOMMENDATION

That Council:

1. Consider and adopt the 2019-20 Annual Report in accordance with Sections 131 and 134 of the Local Government Act 1989; and
2. Note that the 2019-20 Annual Report has been made available via Council's website and libraries. Copies will also be made available at Council's Customer Service Centre upon its reopening.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Cooper

That Council:

1. Consider and adopt the 2019-20 Annual Report in accordance with Sections 131 and 134 of the Local Government Act 1989; and
2. Note that the 2019-20 Annual Report has been made available via Council's website and libraries. Copies will also be made available at Council's Customer Service Centre upon its reopening.

CARRIED

11 Items for Information

11.1 ICT Capital Works Report

SUMMARY: Acting Manager Information and Communications Technology, Paul Barrett

The ICT Works Report shows projects on Council's ICT Capital Works Program and indicates the status of each project as 9 December 2020.

RECOMMENDATION

That Council receive and note the ICT Capital Works Report, as at as 9 December 2020.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Cooper

That Council receive and note the ICT Capital Works Report, as at as 9 December 2020.

CARRIED

11.2 Capital Works Program Report

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 of 1 December 2020.

RECOMMENDATION

That Council receive and note the Capital Works Program Report, as of 1 December 2020.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Cooper

That Council receive and note the Capital Works Program Report, as of 1 December 2020.

CARRIED

12 Notices of Motion

12.1 Notice of Motion 112 – Knoxfield Development – Development Victoria Subdivision Project

RESOLUTION

MOVED: Councillor Cooper

SECONDED: Councillor Timmers-Leitch

That Council requests the Chief Executive Officer to arrange a project briefing to Councillors by Development Victoria on the subdivision planning permit application for Knoxfield.

CARRIED

Cr Laukens advised Council in the interests of transparency that while she did not have a conflict of interest, she did participate in the Community Reference Group in relation to Lake Knox.

13 Supplementary Items

13.1 Knox Basketball Inc – Request for Extension to Financial Assistance (confidential)

This item was resolved in camera under Item 16 – Confidential Items

13.2 Contract 2611 - Parks and Gardens Services General Maintenance

SUMMARY: Coordinator Active Open Space, Lara Wilson

This report considers and recommends the appointment of tenderers for Contract No. 2611 – Parks and Gardens Services General Maintenance.

RECOMMENDATION

That Council resolve:

1. To award Contract No. 2611 – Parks and Gardens Services General Maintenance to the following contractors:
 - Bruce Stephens Playground Services Pty Ltd
 - Green Options Pty Ltd
 - J.A.M. Horticultural Services
 - Knox Maintenance Pty Ltd
 - Orange Horticultural Solutions Pty Ltd
 - South East Garden & Lawn Care Pty Ltd
 - Yarra Ranges Fire Management Pty Ltd

at their tendered schedule of rates for a period of three (3) years from 1 January 2021 to 31 December 2023 with the option of a further two (2) x two (2) years extensions at Council's discretion;

2. To authorise the Chief Executive Officer to execute contract agreements with the above contractors;
3. To authorise the Chief Executive Officer and / or the Director Infrastructure to negotiate and execute further extensions to Contract No. 2611 – Parks and Gardens Services General Maintenance to the maximum seven year contract term; and
4. That all tenderers are advised accordingly.

RESOLUTION

MOVED: Councillor Seymour

SECONDED: Councillor Laukens

That Council resolve:

1. To defer consideration of the report to the January 2021 Council Meeting to allow time for questions on the report to be considered and responses provided;
2. To authorise the extension of Contract 2197 Maintenance of Open Spaces and Road Reserves and Contract 2200 Garden Bed Maintenance until 21 February 2021, and authorise the Chief Executive Officer to negotiate an extension of terms and conditions in mutual agreement with the existing contractors; and

- 3. To authorise the Chief Executive Officer to execute the necessary contract documents for the extension of Contract 2197 Maintenance of Open Spaces and Road Reserves and Contract 2200 Garden Bed Maintenance.**

CARRIED

14 Urgent Business

Nil.

15 Questions Without Notice

Councillor Dwight asked if there is something Council can communicate informally in relation to the cat curfew coming to an end and recognise the contribution of cat owners to the trial while encouraging the behaviour the trial has introduced?

Tony Doyle, Chief Executive Officer advised the question would be taken on notice and the issue will be discussed with Council's Communications Department and advice regarding communication opportunities circulated to Councillors.

2020-12-21 - Meeting Of Council

16 Confidential Items

PROCEDURAL MOTION

CLOSURE OF MEETING

MOVED: Councillor Baker

SECONDED: Councillor Allred

That Council resolve to close the meeting in accordance with Section 66(2)(a) of the Local Government Act 2020 in order to consider Item 13.1 Knox Basketball Inc- Request for Financial Assistance because its relates to private commercial information, that if released, would unreasonably expose KBI to disadvantage because it would release financial information about the business that is not generally available and could impact future negotiations and operations.

CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 7:40 pm

13.1 Knox Basketball Inc – Request for Extension to Financial Assistance (confidential)

This item was resolved in camera

MEETING CLOSED AT 7:42 pm

Minutes of Meeting confirmed at the
Meeting of Council
held on Wednesday 27 January 2021

DocuSigned by:

..... D6B1CE97CDD949A... *
Chairperson

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

AGENDA



Meeting of Council

To be held at the
Civic Centre
511 Burwood Highway
Wantirna South
On
Monday 21 December 2020 at 5:00 pm

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

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

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Tony Doyle
Chief Executive Officer

1 Apologies and Requests for Leave of Absence

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Ordinary Meeting of Council held on Monday 30 November 2020

4 Presentations, Petitions and Memorials

5 Reports by Councillors

6 City Development and Governance Officers' Reports for consideration**6.1 Report of Planning Applications Decided Under Delegation 1 November to 30 November 2020****SUMMARY: Manager, City Planning & Building, Paul Dickie**

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

RECOMMENDATION

That the planning applications decided under delegation reports (between 1 November to 30 November 2020) be noted.

1. REPORT

Details of planning applications decided under delegation from 1 November to 30 November 2020 are attached. The applications are summarised as follows:

Application Type	No.
Building & Works: Residential	6
Other	9
Subdivision	8
Units	6
Tree Removal / Pruning	23
Single Dwelling	5
Change of Use	3
Boundary Realignment	1
Dependent Person Unit	1
TOTAL	62

2. CONFIDENTIALITY

There are no items of a confidential nature in this report.

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

Report Authorised By: Director, City Development - Interim Governance, Matt Kelleher

2020-12-21 - Meeting Of Council

Knox City Council

Planning Applications Decided - Council

1 November and 30 November 2020

Ward	No/ Type	Address	Description	Decision
Baird	2020/6620	18 Patrick Court BORONIA VIC 3155	Two (2) lot subdivision (approved unit development)	2/11/2020 Approved
Baird	2020/6544	20 Stirling Street FERNTREE GULLY VIC 3156	Three lot subdivision (Approved Unit Development)	16/11/2020 Approved
Baird	2020/6400	41 Jersey Road BAYSWATER VIC 3153	Buildings and Works (expand existing manufacturing facility to incorporate production of hand sanitiser and works to include construction of new manufacturing building and installation of underground ethanol tank) and a reduction of car parking.	10/11/2020 Approved
Baird	2020/6626	2/31 Western Road BORONIA VIC 3155	Pruning of two (2) Eucalyptus goniocalyx (Long Leaved Box)	26/11/2020 Approved
Baird	2020/6500	100 Boronia Road BORONIA VIC 3155	Building and works to construct a concrete driveway to the rear of property	19/11/2020 Approved
Chandler	2020/9149	28 Augusta Road THE BASIN VIC 3154	Removal of one (1) Eucalyptus botryoides (Southern Mahogany)	2/11/2020 Approved
Chandler	2020/6565	16 Montana Avenue BORONIA VIC 3155	Removal of one (1) Eucalyptus botryoides and Pruning of one (1) Corymbia citriodora	2/11/2020 Approved
Chandler	2020/6539	9 Lockwoods Road BORONIA VIC 3155	Construction of a single storey dwelling on the land	6/11/2020 Approved
Chandler	2020/9148	60 Boronia Road BORONIA VIC 3155	Removal of a one (1) Grevillea Robusta (Silky Oak)	10/11/2020 Approved
Chandler	2020/6590	26 Moroney Street BORONIA VIC 3155	Removal of one (1) Eucalyptus saligna and one (1) Corymbia ficifolia	11/11/2020 Approved

2020-12-21 - Meeting Of Council

Ward	No/ Type	Address	Description	Decision
Chandler	2020/6616	48 Army Road BORONIA VIC 3155	Pruning of one (1) Eucalyptus polyanthemus	12/11/2020 Approved
Chandler	2020/9153	9 Weyburn Road BORONIA VIC 3155	The removal of one (1) Pseudotsuga menziesii (Douglas Fir)	11/11/2020 Approved
Chandler	2020/9147	1/13 Moroney Street BORONIA VIC 3155	Building of a front fence of 1.8 metres in height	10/11/2020 Approved
Chandler	2020/9156	30 Augusta Road THE BASIN VIC 3154	The removal of one (1) Corymbia calophylla (Marri)	11/11/2020 Approved
Chandler	2020/9167	12 Pinevale Court BORONIA VIC 3155	Removal of one (1) Melaleuca styphelioides (Prickly-Leaved Paperbark)	27/11/2020 Approved
Chandler	2020/6636	3 Gwyn Crescent BORONIA VIC 3155	Removal of one (1) Grevillea Robusta (Silky Oak)	17/11/2020 Approved
Chandler	2020/9157	1451-1457 Mountain Highway THE BASIN VIC 3154	Pruning of one (1) Eucalyptus macrorhyncha (Red Stringybark)	26/11/2020 Approved
Chandler	2020/6542	6 Kay Court BORONIA VIC 3155	Two (2) lot subdivision	27/11/2020 Approved
Chandler	2020/6606	4 Bouganville Street BORONIA VIC 3155	Removal of one (1) Eucalyptus goniocalyx (Long Leaved Box)	26/11/2020 Approved
Chandler	2020/6586	4 Denby Court BORONIA VIC 3155	The removal of eight (8) Pittosporum tenuifolium (Kohuhu)	17/11/2020 Approved
Chandler	2020/6615	2 Verbena Avenue THE BASIN VIC 3154	The removal of two (2) Eucalyptus obliqua (Messmate) and five (5) Hesperocyparis macrocarpa (Monterey Cypress)	17/11/2020 Approved
Chandler	2020/9158	18/49 Democrat Drive THE BASIN VIC 3154	Buildings and Works (construction of a verandah)	23/11/2020 Approved
Chandler	2020/9165	30 St Elmo Avenue FERNTREE GULLY VIC 3156	Two lot Subdivision (Approved Unit Site)	27/11/2020 Approved
Chandler	2020/6607	14 Casuarina Avenue BORONIA VIC 3155	Removal of one (1) Eucalyptus obliqua and Pruning of one (1) Eucalyptus obliqua	24/11/2020 Approved

2020-12-21 - Meeting Of Council

Ward	No/ Type	Address	Description	Decision
Chandler	2020/6408	1C Moncoe Street BORONIA VIC 3155	Construction of a single dwelling	24/11/2020 Approved
Chandler	2020/6541	1/164 Dorset Road BORONIA VIC 3155	Alteration and additions to an existing dwelling (Ground Level and Second Storey)	26/11/2020 Approved
Collier	2020/6238	9 Waldheim Road BAYSWATER VIC 3153	Construction of an office building, alteration and additions to an existing warehouse and associated car parking area	6/11/2020 Approved
Collier	2020/6521	3 Michellan Court BAYSWATER VIC 3153	Change of use (Trade Supplies - storage and sale of bricks)	19/11/2020 Approved
Collier	2020/6357	5 Cassia Court WANTIRNA VIC 3152	The development of the land for the construction of three double storey dwellings	20/11/2020 Refused
Collier	2020/6462	45 Clarence Road WANTIRNA VIC 3152	The development of the land for the construction of two dwellings	30/11/2020 Approved
Dinsdale	2020/9141	721 Mountain Highway BAYSWATER VIC 3153	Buildings and Works (Outdoor dining area)	11/11/2020 Approved
Dinsdale	2020/6660	61 Gateshead Drive WANTIRNA SOUTH VIC 3152	2 lot subdivision (approved unit development)	26/11/2020 Approved
Dobson	2020/6566	2/20 Lording Street FERNTREE GULLY VIC 3156	The removal of one (1) Eucalyptus cephalocarpa (Silver Leaved Stringybark)	4/11/2020 Approved
Dobson	2020/6411	21 Mclver Street FERNTREE GULLY VIC 3156	Development of a double storey dwelling to the rear of the existing dwelling	5/11/2020 Notice of Decision
Dobson	2020/6543	42 Francis Crescent FERNTREE GULLY VIC 3156	Pruning of one (1) Eucalyptus macrorhyncha (Red Stringybark)	2/11/2020 Approved
Dobson	2020/6581	7 Warrabel Road FERNTREE GULLY VIC 3156	The removal of one (1) Eucalyptus cinerea (Argyle Apple) and one (1) Melaleuca linariifolia (Flax Leaved Paperbark)	6/11/2020 Approved

2020-12-21 - Meeting Of Council

Ward	No/ Type	Address	Description	Decision
Dobson	2020/9150	57 Joan Avenue FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus goniocalyx	10/11/2020 Approved
Dobson	2020/6510	5 Brenock Park Drive FERNTREE GULLY VIC 3156	Buildings and works (associated with portables that will be on site for more than 3 years) and associated vegetation removal	11/11/2020 Approved
Dobson	2020/6454	35 Warrabel Road FERNTREE GULLY VIC 3156	Extension to existing dwelling and a front fence	12/11/2020 Approved
Dobson	2020/6557	430 Lysterfield Road LYSTERFIELD VIC 3156	Use of the land for a dependent person's unit	12/11/2020 Approved
Dobson	2020/9160	57 Joan Avenue FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus goniocalyx (Long Leaved Box)	27/11/2020 Approved
Dobson	2020/6389	18 Edward Street UPPER FERNTREE GULLY VIC 3156	The construction of a dwelling and associated tree removal	20/11/2020 Approved
Dobson	2020/6580	34 Parkview Drive FERNTREE GULLY VIC 3156	Removal of one (1) Grevillea robusta (Silky Oak)	16/11/2020 Approved
Dobson	2020/9161	2/5 Bales Street FERNTREE GULLY VIC 3156	Pruning of one (1) Ulmus procera (English Elm)	27/11/2020 Approved
Dobson	2020/6537	40 Roberts Street FERNTREE GULLY VIC 3156	The construction of a single dwelling and removal of vegetation	23/11/2020 Approved
Dobson	2020/6560	7 Royal Street UPPER FERNTREE GULLY VIC 3156	Buildings and Works (New garage to the side of the existing dwelling)	27/11/2020 Approved
Dobson	2020/6572	52 The Avenue FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus bicostata (Victorian Blue Gum)	17/11/2020 Approved
Friberg	2020/9151	12 Otira Road KNOXFIELD VIC 3180	Two (2) lot subdivision (approved unit development)	2/11/2020 Approved
Friberg	2020/6401	908-918 Burwood Highway FERNTREE GULLY VIC 3156	Buildings and works to construct a Service Station, Display Signage and Alterations to Access to a Road Zone Category 1	10/11/2020 Approved

2020-12-21 - Meeting Of Council

Ward	No/ Type	Address	Description	Decision
Friberg	2020/6303	36 Hayward Road FERNTREE GULLY VIC 3156	Buildings and Works (extension to an existing industrial building and an existing dwelling) and reduction of car parking.	26/11/2020 Approved
Friberg	2020/6451	1716 Ferntree Gully Road FERNTREE GULLY VIC 3156	Change of use to a medical centre, business identification signage and alterations to a Road Zone Category 1	24/11/2020 Approved
Scott	2020/6512	85A Kathryn Road KNOXFIELD VIC 3180	Five (5) lot subdivision (Approved Unit Site)	10/11/2020 Approved
Scott	2020/9152	58 Tyner Road WANTIRNA SOUTH VIC 3152	Buildings and works (single storey addition to dwelling and free standing garage)	12/11/2020 Approved
Scott	2020/6274	Waverley Christian Sch 1248 High Street Road WANTIRNA SOUTH VIC 3152	Buildings and works (construction of a new three storey building) and installation of signage	23/11/2020 Approved
Scott	2020/9159	4 Azalea Court KNOXFIELD VIC 3180	2 Lot Subdivision (Approved Unit Site)	18/11/2020 Approved
Taylor	2020/6257	34 Murray Crescent ROWVILLE VIC 3178	Development of the land for the construction of three (3) dwellings (2 double storey and 1 single) to the rear of the existing dwelling	2/11/2020 Refused
Taylor	2019/7402	30 Murray Crescent ROWVILLE VIC 3178	Development of the land for four (4) double storey dwellings and two (2) single storey dwellings	2/11/2020 Refused
Taylor	2020/6348	5 Cornish Road LYSTERFIELD VIC 3156	Use and development for the construction of a double storey dwelling	13/11/2020 Approved
Tirhatuan	2020/6501	1/23 Armin Street SCORESBY VIC 3179	Boundary Re-alignment	4/11/2020 Approved
Tirhatuan	2020/6441	2 Corporate Avenue ROWVILLE VIC 3178	Buildings and works associated with a self- storage facility, signage and reduction to the car parking requirements	24/11/2020 Approved

2020-12-21 - Meeting Of Council

Ward	No/ Type	Address	Description	Decision
Tirhatuan	2020/6323	15 - 17 Cavell Street SCORESBY VIC 3179	Change of use to place of assembly, buildings and works and variation to car parking requirements	26/11/2020 Approved
Tirhatuan	2020/6360	1A Denver Crescent ROWVILLE VIC 3178	Development of the land for two (2) double storey dwellings	18/11/2020 Notice of Decision

6.2 3/45 Orchard Road, Bayswater

SUMMARY: Planning Officer, Darcy Canter

This report considers Planning Application P/2020/6404 for the construction of buildings and works in the form of a second storey addition and alterations to the existing dwelling at 3/45 Orchard Road, Bayswater.

RECOMMENDATION

That Council issue a Notice of Refusal to Grant a Planning Permit for buildings and works in the form of a second storey addition and alterations to the existing dwelling at 3/45 Orchard Road, Bayswater, as detailed in the full recommendation in section 10 below.

1. INTRODUCTION

Planning application P/2020/6404 has been lodged with Council for the construction a second storey addition and alterations to the existing dwelling at 3/45 Orchard Road, Bayswater.

The application is being reported to Council as it was called up by Adam Gill, former Dinsdale Ward Councillor, prior to the October 2020 Council election.

2. DISCUSSION

It is considered that the proposed development does not achieve an appropriate balance between the provision for housing to meet changing needs and being designed to be responsive to the local and preferred character of the area. Specifically:

- The proposed development does not comply with the design guideline within Clause 22.07-4 (Development within Residential Areas and Neighbourhood Character) which aims to ensure that in developments of three or more dwellings, the rear dwelling be single storey in height. The proposed development includes double storey built form at the rear of the site near sensitive interfaces and is considered not to be respectful of the local area design policy.
- The proposal does not provide for the 60m² of secluded private open space with a minimum dimension of 5m in accordance with the General Residential Zone – Schedule 2 and Clause 54.05.

3. CONSULTATION

The application was advertised by way of notices were sent to adjoining property owners and occupiers. No objections were received.

The application was referred to Melbourne Water, Council's Traffic Engineer, and Building department. No major concerns were raised with the application.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no significant environmental impacts or amenity issues associated with the proposed use/development. A thorough assessment of the application against environmental and amenity considerations can be found at Section 4 of the Officer's Report at Appendix A.

5. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial or economic implications associated with the proposed use/development for Council.

6. SOCIAL IMPLICATIONS

There are no significant social implications associated with the proposed use and development. A thorough assessment of the application against all relevant considerations of the Knox Planning Scheme can be found at Section 4 of the Officer's Report at Attachment 1.

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

Goal 1 - We value our natural and built environment

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

8. CONFLICT OF INTEREST

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

9. CONCLUSION

The development is not considered to be an appropriate design response for this site, given the characteristics of adjoining sites and the local policy requirements of the Knox Planning Scheme. It is therefore recommended that Council refuse the application

10. RECOMMENDATION

That Council issue a Notice of Refusal to Grant a Planning Permit for buildings and works in the form of a second storey addition and alterations to the existing dwelling at 3/45 Orchard Road, Bayswater on the following grounds:

- 1. The proposal is inconsistent with the purpose and decision guidelines of the General Residential Zone – Schedule 2.**
- 2. The development is inconsistent with the neighbourhood character policy and the design guidelines set out within Clause 22.07-4.**
- 3. The proposal is inconsistent with the Neighbourhood Character (Standard A1) and the Private Open Space (Standard B17) objectives of Clause 54.**

2020-12-21 - Meeting Of Council

Report Prepared By: Urban Planning Officer, Darcy Canter

Report Authorised By: Director City Development – Interim Governance, Matt Kelleher

Attachments

1. Attachment 1 - Officer Report - 3/45 Orchard Road, Bayswater [6.2.1 - 6 pages]
2. Attachment 2 - Council Attachments - 3/45 Orchard Road, Bayswater [6.2.2 - 7 pages]



Planning Application P/2020/6404 for buildings and works associated with a second storey addition and alterations to the existing dwelling at 3/45 Orchard Road, Bayswater.

1. Summary:

Subject Site:	3/45 Orchard Road, Bayswater
Proposed Development:	Buildings and Works (Second storey addition and alterations to existing dwelling)
Existing Land Use:	Dwelling
Site Area:	289m ²
Planning Scheme Controls:	General Residential 2 Zone, Land Subject to Inundation Overlay
Application Received:	24 July 2020
Number of Objections:	Nil
PCC Meeting:	N/A
Ward:	Dinsdale

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2020/6404 to assist in making a decision on the application. It should be read in conjunction with the other appendices.

2. Background

2.1 Subject Site and Surrounds

The location of the subject site and surrounds is shown in Attachment 2.

- The subject site is the rear unit within a three unit development located on the southern side of Orchard Road, known as 3/45 Orchard Road Bayswater. The subject site is irregular in shape and has an approximate slope of 1m from the north to south.
- The subject site and surrounds are located within an established residential area, predominately single storey, with some double storey dwellings and landscaped setbacks. There are some examples of multiple dwellings located on a single site, including the adjoining property to the west and south which contains examples of multi-unit dwellings.
- The site area of 3/45 Orchard is 284m². The site has vehicular access via a single width crossover to Orchard Road via a common driveway.
- There is no registered encumbrance on the copy of title.
- No significant existing vegetation exists on the site.



2.2 The Proposal

The proposal seeks permission for buildings and works associated with a second storey addition and alterations of the existing dwelling. Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- Construction of a double storey addition to the existing single storey dwelling. To facilitate this addition, there are alterations made to the existing dwelling such as loss of a bedroom at ground floor level. The second storey addition results in 3 bedrooms, a bathroom and a gallery – increasing the total number of bedrooms from two (2) to four (4).
- The development will increase the total floor area of the dwelling from 137.8sqm to 192.7sqm (54.9sqm addition).
- Vehicle access to the site is maintained via the existing Orchard Road frontage.
- Site coverage remains unchanged (62.39%).

3. Consultation

3.1 Advertising

The application was advertised by way of notices were sent to adjoining property owners and occupiers. No objections were received.

3.2 Planning Consultative Committee Meeting

No Planning Consultative Committee Meeting was required in this instance.

3.3 Referrals

The application was referred to external authorities and internal departments for advice. The following is a summary of relevant advice:

Melbourne Water: No objection and no conditions required by Melbourne Water

Traffic Engineer: No objection. Standard conditions to be included on any permit issued.

Building: No objection.

4. Discussion

This section considers the proposed development in light of the provisions of the Knox Planning Scheme including State and Local Planning Policies, any other relevant policies and objectives.

4.1 Zoning and Overlays

4.1.1 Zone

The site is located within the General Residential Zone – Schedule 2. A permit is required for buildings and works on a lot less than 300sqm and as the site is 289m² a planning permit is required. Schedule 2 to the General Residential Zone varies the ResCode requirements for Standard B13 (Landscaping), Standard B28 (Private Open Space) and Standard B32 (Front Fence Height).

- *The proposal is inconsistent with the purpose of the General Residential Zone by providing for diversity in housing types that does not respect the neighbourhood character of the area.*
- *Landscaping – not applicable.*



- *Private Open Space – Does not Comply. The dwelling does provide for over 80m² of private open space, however the maximum width is only 2.8 metres. It is acknowledged that this is an existing situation for the existing two bedroom dwelling however it does not provide for the reasonable recreational and service needs of a four bedroom dwelling and does not comply with the objective or Standard A17 – Private Open Space.*
- *Front Fence Height – Not applicable.*

4.1.2 Overlays

The site is affected by the Land Subject to Inundation (LSIO) Overlay.

- *Melbourne water do not object to the proposal.*

4.2 Policy Consideration: State and Local Planning Policy Framework

State and local policy requires Council to integrate the range of policies relevant to the issues to be determined, and balance conflicting objectives in favour of net community benefit and sustainable development. The key themes for the assessment of the application include Housing and Urban Design (including neighbourhood character).

4.2.1 Housing

Clause 16 Housing: Encourage the development of well-designed medium-density housing that respects the neighbourhood character; improves housing choice; makes better use of existing infrastructure; and, improves energy efficiency of housing. Locate new housing in or close to activity centres and employment corridors and at other strategic development sites that offer good access to services and transport.

Municipal Strategic Statement: Council's MSS encourages development occurring with the necessary consideration to such matters as managing population growth, encouraging sustainable development, and influencing the urban form so that Knox itself becomes more sustainable. The MSS makes specific reference to the diversifying and aging population in Knox which will see an increase in the number of smaller household types, with 'lone person' and 'couple only' households making up just over half of all households in Knox within 20 years.

Clause 21.06 Housing: The Housing theme implements the Knox Housing Strategy 2015. In managing the City of Knox's current and future housing needs, Council supports a scaled approach to residential development. This scaled approach recognises that some parts of the City will need to accommodate change, due to population growth and the community's changing household needs. Development in residential areas will need to respond positively to the desired future character of the local area and take account of the particular built form and natural environmental elements that make up the neighbourhood character of Knox. The strong landscape character is the unifying element of the neighbourhood character of Knox.

The subject site is located within a 'Knox Neighbourhood' area, which has a sense of spaciousness within the public and private realm. These areas will continue to be low-scale neighbourhoods, characterised by detached dwellings with large backyards which contribute to the area's green and leafy character.

The proposed development is considered to be not be consistent with the state and local policy direction for housing provision for the following reasons:

- *The design response fails to respect the low scale nature of the immediate area and does not provide sufficient space to provide canopy planting to soften the proposed development.*

4.2.2 Urban Design (including Neighbourhood Character)

Clause 15 Built Environment and Heritage – Encourages high quality architecture and urban design outcomes that reflects the particular characteristics, aspirations and cultural identity of the community; enhances liveability, diversity, amenity and safety of the public realm; and promotes attractiveness of towns and cities within broader strategic contexts.



Clause 21.05 Built Environment and Heritage – Development should address needs of changing household structures, creating high quality, well-designed places that respect and strengthen the local context and landscape qualities of Knox. It is important to achieve environmentally sustainable development that contributes to a more liveable and sustainable Knox, including efficient use of urban water runoff and the quality of stormwater entering waterways.

Housing liveability and amenity for occupants should be improved by supporting indoor environment quality (such as access to daylight and ventilation).

Clause 22.07 Development in Residential Areas and Neighbourhood Character: Knox Neighbourhood Area. Clause 22.07 identifies the subject site within a Knox Neighbourhood Area, where areas will continue to contribute to the protection and enhancement of Knox’s distinctive environmental and biological values, and continue to be low-scale neighbourhood where significant indigenous and native vegetation is retained and complemented. Applications must also consider accessible, sustainable and architectural design elements.

The proposed development is considered to be not be consistent with the state and local policy direction for urban design and neighbourhood character for the following reasons:

- *The proposal is consistent with state policy as the proposal allows for the provision of appropriately located density. However, the proposal falls short in respecting the neighbourhood character of the area.*
- *Although the subject site is a single dwelling, it is the rear unit of a three unit development. The proposal for a double storey addition does not comply with the objectives of Clause 22.07 or the design guidelines within Clause 22.07-4 which states that in developments of three or more dwellings, require the rear dwelling to be single storey in height. The rear of surrounding properties consist of either secluded private open space or single storey dwellings. The dimensions of the secluded private open space does not provide for the ability to plant canopy vegetation that may soften the building bulk and form from surrounding properties.*

4.3 Particular Provisions

Clause 52.06 Car Parking: Prior to a new use commencing or a new building being occupied the car parking spaces required under Clause 52.06-5 must be provided on the land or as approved under Clause 52.06-3 to the satisfaction of the responsible authority.

Clause 52.06-5 specifies a ratio of two car spaces to each three or more bedroom dwelling (with studies or studios that are separate rooms counted as a bedrooms) and one visitor space to every five dwellings for developments of five or more dwellings. A permit may be granted to reduce or to waive the number of car spaces required by the table.

Clause 52.06-8 details the design standards for car parking. The provision of car parking should meet the design requirements of this Clause. An assessment of the design standards, including any areas of non-compliance are considered below:

- *Car parking provision: The proposal satisfies the car parking provision as the subject site has the provision of a single garage and a second uncovered parking space.*
- *Car parking design: Complies.*

4.4 Clause 54 – (ResCode)

Neighbourhood Character and Infrastructure

Neighbourhood Character – The proposed development is considered to be inconsistent with the existing and preferred neighbourhood character, refer Section 4.2 above.

Residential Policy – Non-Compliant, refer Section 4.2 above.



Attachment 1

Dwelling Diversity – Complies.

Integration with the Street – Complies.

Site Layout and Building Massing

Street Setback – N/A

Building Height – Complies.

Site Cover/Permeability – Complies.

Energy Efficiency – Complies.

Open Space – Not applicable.

Safety – Complies.

Landscaping – Complies.

Access – Complies.

Parking Location – Complies.

Amenity Impacts

Side and rear setbacks – Complies.

Walls on boundaries – Complies.

Daylight to existing windows/north facing windows – Complies.

North-facing windows – Complies.

Overshadowing open space – Complies.

Overlooking – Complies

Noise Impacts – Complies.

On-Site Amenity and Facilities

Accessibility – Complies.

Daylight to new windows – Complies.

Private Open Space – Does not comply – The dwelling does provide for over 80m² of private open space, however the maximum width is only 2.8 metres. It is acknowledged that this is an existing situation for the existing two bedroom dwelling however it does not provide for the reasonable recreational and service needs of a four bedroom dwelling and does not comply with the objective or Standard A17 – Private Open Space.

Solar access – Complies.

Storage – Complies.

Detailed Design

Design Detail – Complies.

Common Property – Complies.

Site Services – Complies

Front fence – N/A



4.5 General Decision Guidelines


Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act 1987 set out decision guidelines/matters which the responsible authority must consider when deciding any planning application.

- The decision guidelines of Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act (1987) have been appropriately considered.

5. Conclusion

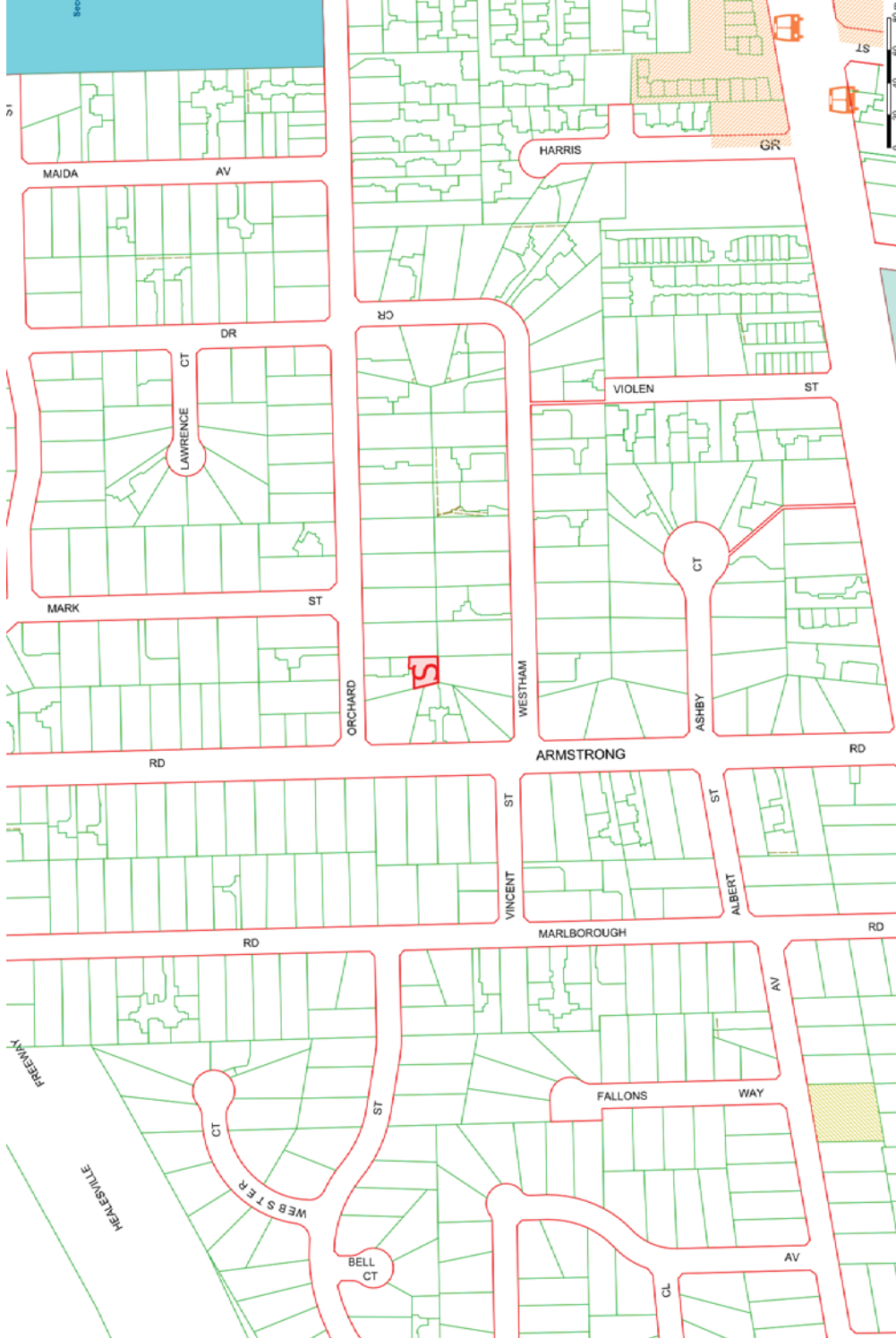
Clause 10.04 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the proposal is considered not appropriate given the following:

- The proposal is inconsistent with the purpose and decision guidelines of the General Residential Zone – Schedule 2.
- The development is inconsistent with the neighbourhood character policy and the design guidelines set out within Clause 22.07-4.
- The proposal is inconsistent with the Neighbourhood Character (Standard A1) and the Private Open Space (Standard B17) objectives of Clause 54.



Knox City Council
ATTACHMENT 2

Property Address	3/45 Orchard Road, BAYSWATER P/2020/6404
Application Number	
Description	Buildings and Works (Second storey addition and alterations to existing dwelling) Dinsdale
Wardname	



DISCLAIMER:
Roads and Title Boundaries - State of Victoria, Knox City Council
Planning Scheme Information - DPCD, Knox City Council
Aerial Photography - AAM (Flown May 2020 - unless otherwise stated)
Melbourne Water Drainage Information - Melbourne Water

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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.



Knox City Council
ATTACHMENT 2

Property Address	3/45 Orchard Road, BAYSWATER P/2020/6404
Application Number	P/2020/6404
Description	Buildings and Works (Second storey addition and alterations to existing dwelling)
Wardname	Dinsdale

LEGEND:

- Title Boundary
- Road Boundaries
- City Boundary
- Bus Route
- Reserves
- Commercial Areas
- Tertiary Schools
- Primary Schools
- Secondary Schools
- P-12 School
- Bus Stops
- Objector
- Unit Development
- Subject Property
- Peltion



Scale: 1:2500

DISCLAIMER:
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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.

Site Context Description (Bayswater)

No. 50 ORCHARD ROAD: SINGLE STOREY FACE BRICK RESIDENCE WITH TILED ROOF

No. 48 ORCHARD ROAD: SINGLE STOREY FACE BRICK RESIDENCE WITH TILED ROOF

No. 46 ORCHARD ROAD: 2 No. UNITS - SINGLE STOREY FACE BRICK RESIDENCE WITH TILED ROOF

No. 44 ORCHARD ROAD: SINGLE STOREY FACE BRICK RESIDENCE WITH TILED ROOF

No. 43 ORCHARD ROAD: DUAL OCCUPANCY - SINGLE STOREY PAINTED BRICK RESIDENCE WITH TILED ROOF

No. 45 ORCHARD ROAD: SUBJECT SITE (3No. BRICK UNITS WITH TILED ROOF)

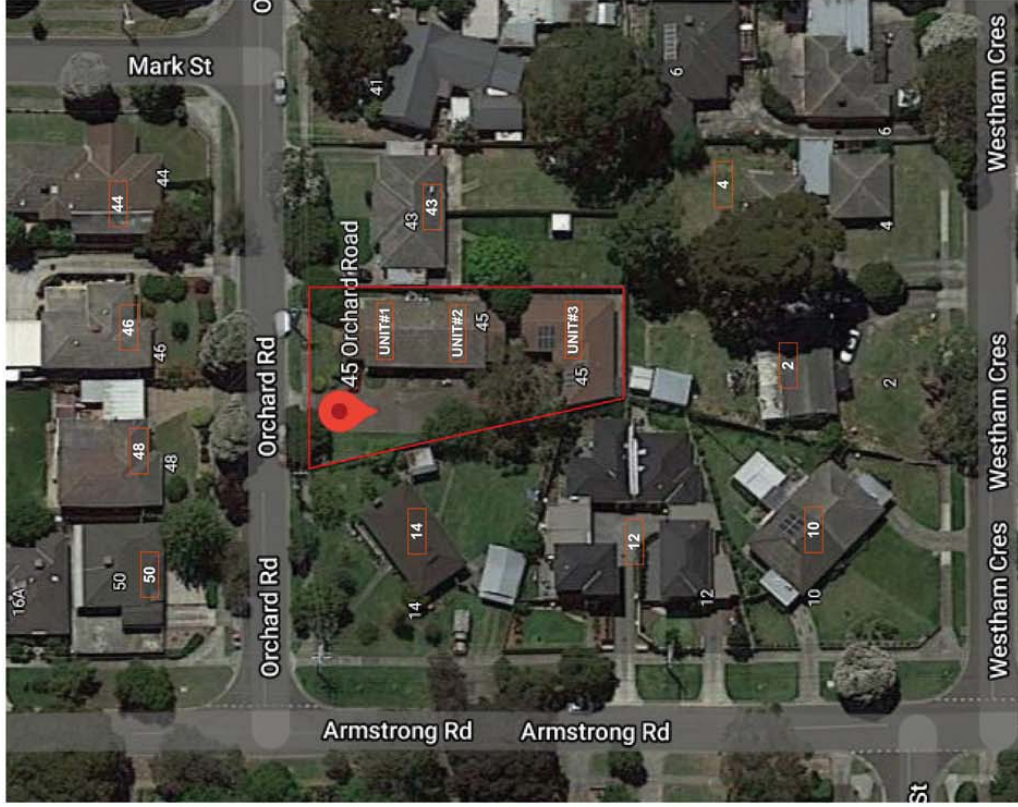
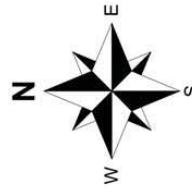
No. 14 ARMSTRONG ROAD: SINGLE STOREY FACE BRICK RESIDENCE WITH TILED ROOF

No. 12 ARMSTRONG ROAD: 4No. UNITS
- FRONT 2x UNITS ARE DOUBLE STOREY FACE BRICK RESIDENCE WITH TILED ROOF & RENDERED LIGHTWEIGHT CLADDING TO FIRST FLOOR.
- REAR 2x UNITS ARE SINGLE STOREY FACE BRICK RESIDENCE WITH TILED ROOF.

No. 10 ARMSTRONG ROAD: DUAL OCCUPANCY - SINGLE STOREY FACE BRICK RESIDENCE WITH TILED ROOF

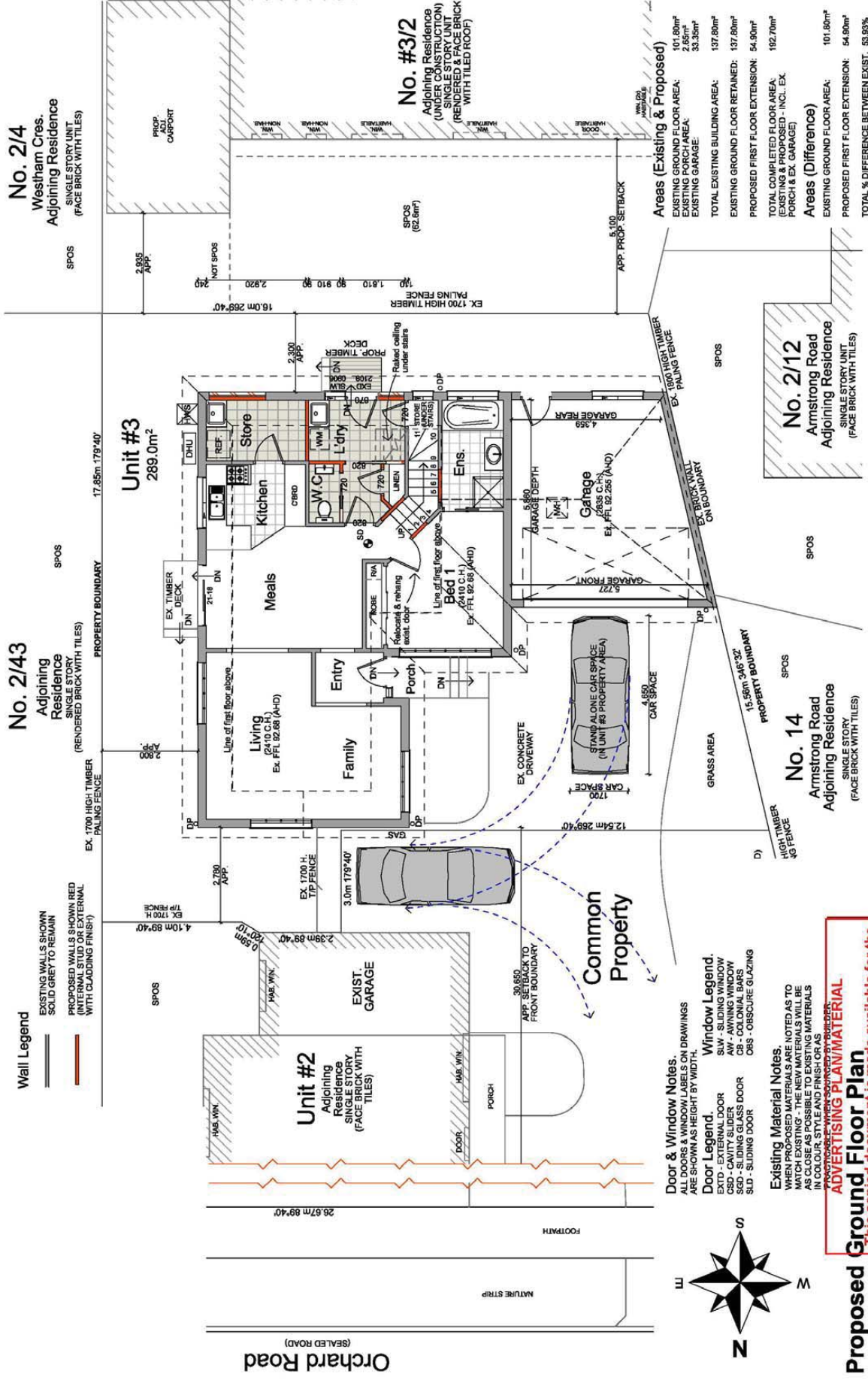
No. 2 WESTHAM CRESCENT: PROPOSED 3x UNIT DEVELOPMENT - CURRENTLY UNDER CONSTRUCTION. UNITS No.1 & No.2 DOUBLE STOREY & REAR UNIT No.3 SINGLE STOREY

No. 4 WESTHAM CRESCENT: 2 No. UNITS - SINGLE STOREY FACE BRICK RESIDENCE WITH TILED ROOF



ADVERTISING PLAN/MATERIAL
Site Context Plan
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 Sheet 1 of 18

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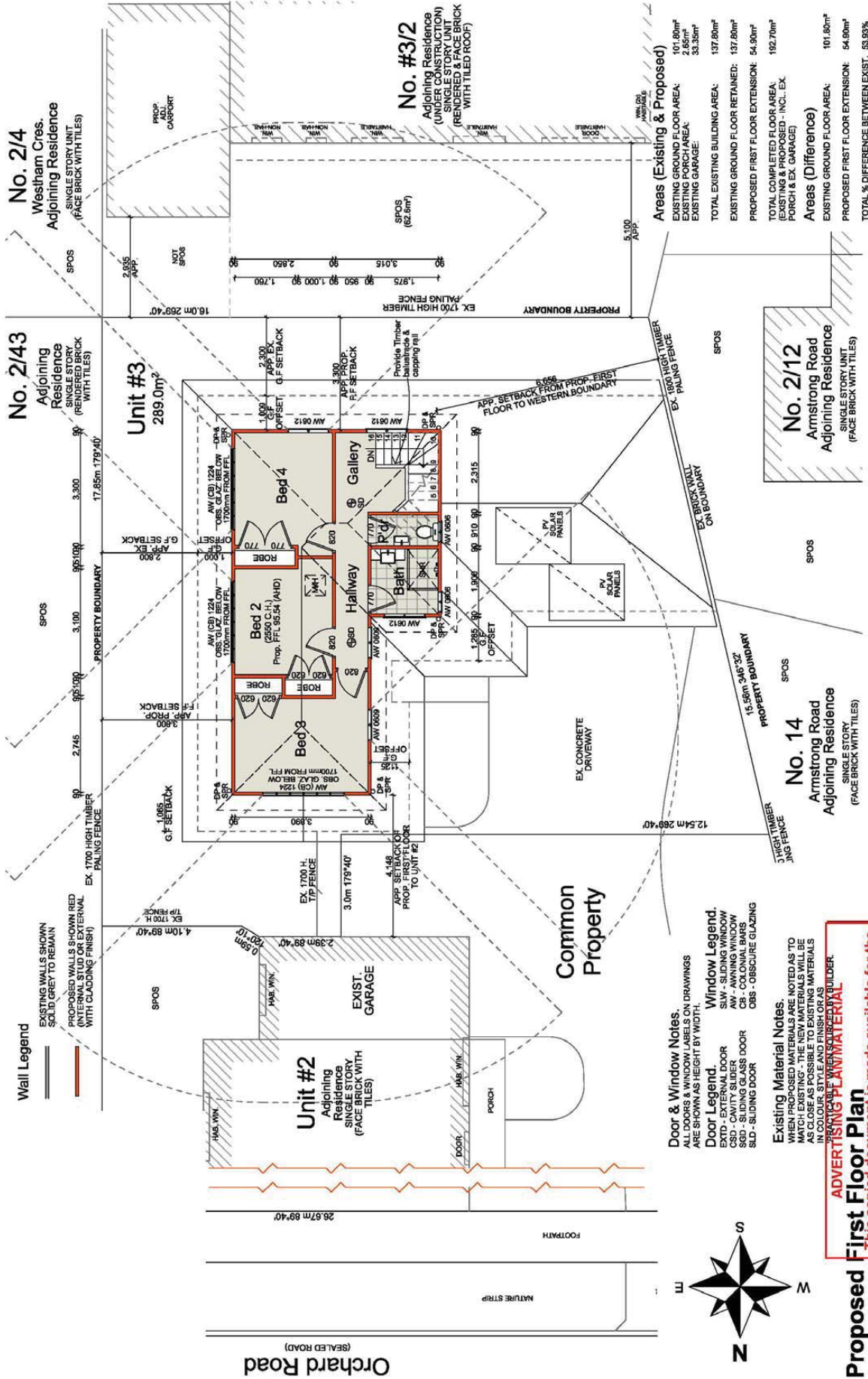
75-187 Rooba Road, Vermont, Victoria 3133
 MEMBER: MEGAN / HIA REP D8101317
 DATE: 14/10/2020
 ALL SHEETS
 SHEETS 02 & 05
 SHEETS 06 & 07
 SHEETS 08 & 11-17

AMENDMENT
 SPACEMAKER ADDRESS UPDATED
 08/09/2020
 04/10/2020
 08/10/2020
 08/10/2020

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Proposed Alterations & Additions For:
Unit #3/No.45 Orchard Road, Bayswater 3153

Town Planning
 DESIGN: PETER VASILA JOB NO: S-
 DRAWN: SF ISSUE: TP
 DATE: 20/10/2020 SHEET 7 OF 18
 SCALE: 1:100



Proposed First Floor Plan
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Advertising Planning Material

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Door & Window Notes.
 ALL DOORS & WINDOW LABELS ON DRAWINGS ARE SHOWN AS HEIGHT BY WIDTH.

Door Legend.
 EXT - EXTERNAL DOOR
 CSD - CAVITY SLIDER
 SLD - SLIDING DOOR

Window Legend.
 SLW - SLIDING WINDOW
 AW - AWNING WINDOW
 SLD - SLIDING DOOR
 OBS - OBSCURE GLAZING

Existing Material Notes.
 MATCH EXISTING MATERIALS TO BE USED AS CLOSE AS POSSIBLE TO EXISTING MATERIALS IN COLOUR, STYLE AND FINISH OR AS NOTED AS TO BE REPLACED.

Proposed Alterations & Additions For:
 Unit #3/No.45 Orchard Road, Bayswater 3153

Town Planning

DESIGN:	PREETER VASILA	JOB NO:	S-
DRAWN:	SF	ISSUE:	TP
DATE:	20/10/2020	SHEET	8 OF 18
SCALE:	1:100		

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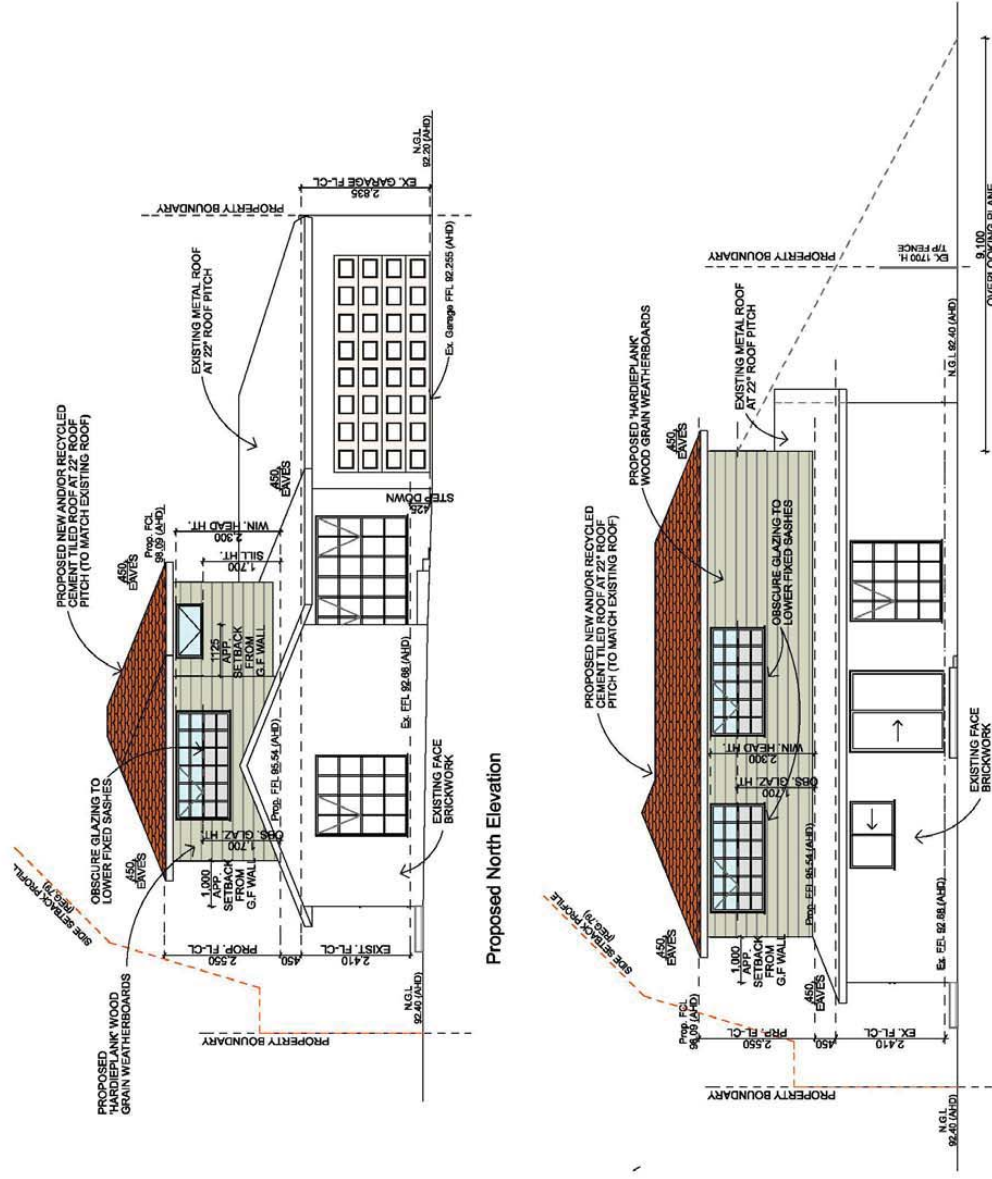
DATE: 14/10/2020
 ALL SHEETS ALTERED
 SPACEMAKER ADDRESS UPDATED
 UNIT #3 & PROP. SITE PLANS UPDATED
 AS PER COUNCIL (PLANNED VZL039)
 SHEETS #6.3, #6.7 & #1-17
 ON 14.3 WESTHAM CRESCHT ADDED

75-187 Rooba Road, Vermont, Victoria 3133
 Member: MEGAN HUA RPP DBL01317
 E: improve@spacemaker.com.au
 www.spacemaker.com.au

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- Door & Window Notes**
 ALL DOORS & WINDOW LABELS ON DRAWINGS ARE SHOWN AS HEIGHT BY WIDTH
- Door Legend**
 SW - SWINGING WINDOW
 ASD - CASITY SLIDER
 SGD - SLIDING GLASS DOOR
 SLD - SLIDING DOOR
- Window Legend**
 SW - SWINGING WINDOW
 AW - AWKING WINDOW
 CB - COLONIAL BARS
 ORS - OBSCURE GLAZING

Existing Material Notes.
 WHEN PROPOSED MATERIALS ARE NOTED AS TO MATCH EXISTING - THE NEW MATERIALS WILL BE IDENTICAL TO THE EXISTING MATERIALS IN COLOUR, STYLE AND FINISH OR AS PRACTICABLE WHEN SOURCED BY BUILDER.



Proposed East Elevation

Proposed Elevations
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Sheet 9 of 18

Proposed Alterations & Additions For:
Unit #3/No.45 Orchard Road, Bayswater 3153

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DATE: 20/10/2020
 AMENDMENT: ALL SHEETS
 SPACEMAKER ADDRESS UPDATED: SHEETS 02 & 05
 04/10/2020: 0207. & PROP. SITE PLANS UPDATED: AS PER COUNCIL (PLUMBED VULNER) SHEETS 02, 05, 7
 04/10/2020: 04/10/2020: ON NO.3 WESTHAM CRESCHENT ADDED SHEETS 02, 05, 7

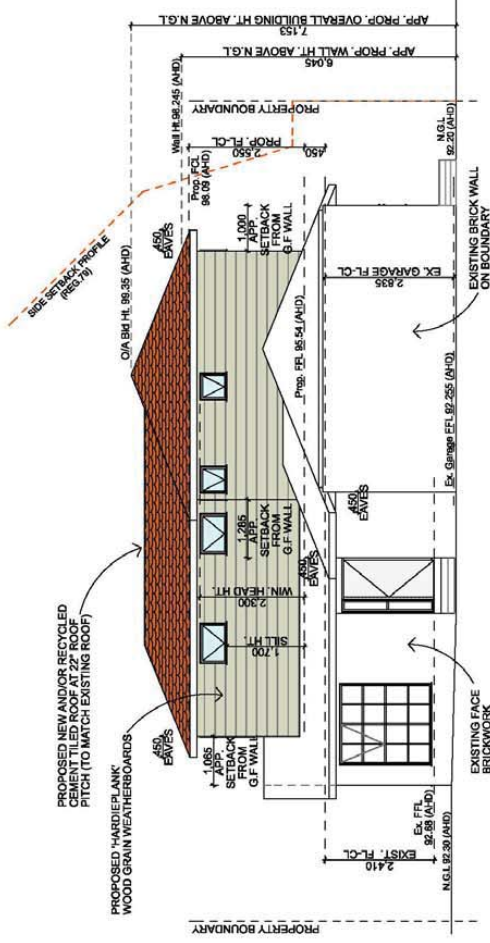
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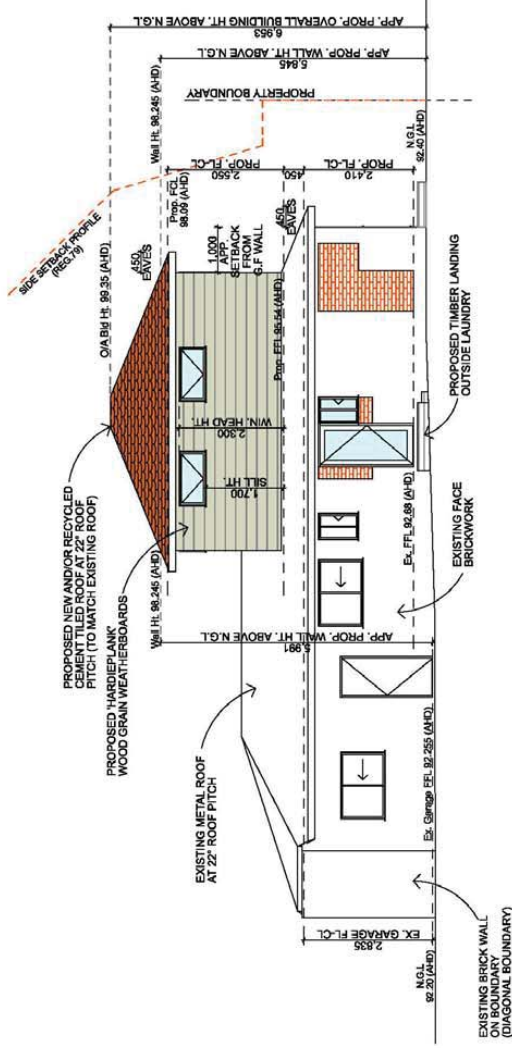
Town Planning
 DESIGN: PEETER VASILA JOB NO: S-
 DRAWN: SF ISSUE: TP
 DATE: 20/10/2020 SHEET 8 OF 18
 SCALE: 1:100

- Door & Window Notes**
 ALL DOORS & WINDOW LABELS ON DRAWINGS ARE SHOWN AS HEIGHT BY WIDTH
- Window Legend**
 SW - SLIDING WINDOW
 AW - AWKING WINDOW
 CS - COLONIAL BARS
 SLD - SLIDING DOOR
 OS - OBSCURE GLAZING

Existing Material Notes
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Proposed West Elevation



Proposed South Elevation

Proposed Elevations
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DRAWN:	SF	ISSUE:	TP
DATE:	20/10/2020	SHEET	10 OF 18
SCALE:	1:100		

Proposed Alterations & Additions For:
 [REDACTED]
 Unit #3/No.45 Orchard Road,
 Bayswater 3153

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 08/02/2020 SPACEMAKER ADDRESS UPDATED
 ALL SHEETS
 08/02/2020 SPACEMAKER ADDRESS UPDATED
 ALL SHEETS
 08/02/2020 SPACEMAKER ADDRESS UPDATED
 ALL SHEETS

6.3 1 Mountview Road, Upper Ferntree Gully

SUMMARY: Planning Officer, Darcy Canter

This report considers Planning Application P/2020/6431 for the development of land for a medical centre at 1 Mount View Road, Upper Ferntree Gully.

RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the development of a medical centre at 1 Mount View Road, Upper Ferntree Gully, subject to conditions detailed in the full recommendation in section 10 below.

1. INTRODUCTION

Planning Application P/2020/6431 has been lodged with Council for the development of a medical centre at 1 Mount View Road, Upper Ferntree Gully.

The application is being reported to Council as it has received objections from more than fifteen (15) properties. The application must be reported to Council as the Instrument of Delegation does not facilitate a delegated decision in these circumstances.

2. DISCUSSION

It is considered that the development of the proposed medical centre will strike an appropriate balance between providing a well-located essential service, protecting the amenity of nearby residential area and complementing surrounding commercial uses. Sufficient car parking and vehicle and pedestrian access has been provided on site.

The proposed development is considered to be consistent with the State and Local policy direction for Economic Development, Sustainability and Environment, Transport and Urban Design and Local Areas.

The building design can be modified to be more respectful of local area design policy. The development will maintain and contribute to the green and leafy character of Knox, with the retention of and provision of canopy trees, shrubs and landscaping across the site.

The proposal is consistent with the key directions of the Upper Ferntree Gully Activity Centre. The proposal supports economic development, investment and local employment opportunities within the activity centre, and provides greater access to medical services for the local community. The proposal, subject to conditions, is considered to be consistent with the built form sought from the Design and Development Overlay - Schedule 12 (DDO12) which will support up to a maximum of two storeys with a maximum of 9 meters in height. The building at two-storeys is well-designed, sustainable, and will make a positive contribution to the local neighbourhood. The proposal also provides good pedestrian and cycling accessibility, suitable level of appropriately located and designed car parking and is accessible to public transport.

3. CONSULTATION

The application was advertised by way of two (2) signs on the site and notices were sent to adjoining property owners and occupiers. A total of 51 objections were received from 47 different properties.

The application was referred to Melbourne Water, Council's Traffic Engineer, Stormwater Engineer, Assets Officer, Landscape Officer, Arborist, Parks Arborist, Waste Officers, City Futures, Urban Design and ESD Officer. No major concerns were raised with the application. Any conditions from referrals have been included in the Conditions within the Recommendation.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no significant environmental impacts or amenity issues associated with the proposed use/development. A thorough assessment of the application against environmental and amenity considerations can be found at Section 4 of the Officer's Report at Appendix A.

5. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial or economic implications associated with the proposed use/development for Council.

6. SOCIAL IMPLICATIONS

There are no significant social implications associated with the proposed use and development. A thorough assessment of the application against all relevant considerations of the Knox Planning Scheme can be found at Section 4 of the Officer's Report at Attachment 1.

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

Goal 1 - We value our natural and built environment

Strategy 1.1 - Protect and enhance our natural environment

Strategy 1.2 - Create a greener city with more large trees, indigenous flora and fauna

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

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

Strategy 5.1 - Attract new investment and support the development of existing local businesses, with a particular focus on Health Service sectors.

8. CONFLICT OF INTEREST

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

9. CONCLUSION

The proposal will strike an appropriate balance by providing a well-located essential service, protecting the amenity of the nearby residential area and complementing surrounding commercial

uses. The well-considered design provides a purpose-built facility and achieves good building design and landscaping outcomes.

10. RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the development of land for a medical centre, at 1 Mount View Road Upper Ferntree Gully, subject to the following conditions:

Amended Development Plans

- 1. Prior to the commencement of the development approved under this Permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:**
 - 1.1 Nine (9) parking spaces must be signed as staff parking (including all of the tandem car parking spaces).**
 - 1.2 The PV panels repositioned to just north of the service area and access hatch.**
 - 1.3 The perforated Light Tone Paint crinkle cut metal screens to the first floor windows must utilise a color and/or materials that are muted tones and/or materials that blend with the landscape for the screen to the windows.**
 - 1.4 The provision of small high-level windows into the toilets along the western elevation for the provision of natural ventilation.**
 - 1.5 Redundant crossovers must be removed and the kerb and channel and naturestrip reinstated to Council standards.**
 - 1.6 The accessible car parking spaces must be at least 2.4m wide with an adjacent shared area 2.4m wide. Accessible parking spaces are to be located as close as possible to entrances, line marked and signed in accordance with AS2890.6:2009. The accessible parking space and shared zone must be relocated closer to the medical centre entrance, with a footpath connection.**
 - 1.7 Where parking spaces are provided in tandem (one space behind the other) an additional 500mm in length must be provided between each space for clearance. Tandem spaces must only be allocated to staff**
 - 1.8 Wheel stops must be installed in accordance with AS2890.1.**
 - 1.9 On-site public lighting must be provided within the carpark to the satisfaction of the relevant authority and in accordance with AS1158.**
 - 1.10 The internal footpath must be a hard surface.**
 - 1.11 The provision of a maximum of one bike rack in accordance with Clause 52.34 (with a minimum of 3 bicycle spaces provided) to avoid visual clutter along Dawson**

Street and Mount View Road. The applicant must provide a suitable area on-site for the staff bicycle locker/lockable compound.

- 1.12 An annotation on the plans stating, 'All footpaths and pram crossings must be in accordance with Council standard drawings to satisfy the Disability Discrimination Act (DDA). This includes minimum footpath widths of 1.5m, a continuous path of travel, kerb ramps and Tactile Ground Surface Indicators, where appropriate.'**
- 1.13 The submission of a plan showing the indicative configuration of the internal arrangement of the reception area and consulting rooms/offices.**
- 1.14 An annotation on the plans stating, 'Proposed footpath within TPZ of T3 to be constructed above grade with permeable paving and excavation limited to removal of surface debris within TPZ. Installation of protection measures must occur prior to works commencing'**
- 1.15 Annotation stating, 'all structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.' Letterboxes must front the street.**
- 1.16 Tree Protection Fencing and Tree Protection Zones to be drawn on the Development, Drainage and Landscape Plans.**
- 1.17 All levels to be to AHD (Australian Height Datum).**
- 1.18 Sustainable Design Assessment in accordance with Condition 17.**
- 1.19 Waste Management Plan in accordance with Condition 19.**

To the satisfaction of the Responsible Authority.

Drainage Plans

- 2. Prior to the commencement of the development approved under this Permit, drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:**
 - 2.1 All stormwater drainage discharge from the site connected to a legal point of discharge.**
 - 2.2 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.**
 - 2.3 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.**
 - 2.4 The use of water quality improvement systems is required to be provided for this development. The use of rainwater tanks, bioretention systems and vegetated swales can be used and these are to be incorporated in the stormwater drainage design plans.**

- 2.5 Any Environmental Sustainable Design initiatives shown on the Development Plans approved pursuant to Condition 1 of this permit.**
- 2.6 Location of fencing in accordance with the Development Plans approved pursuant to Condition 1 of this permit.**
- 2.7 All levels to be to AHD (Australian Height Datum).**

To the satisfaction of the Responsible Authority.

Landscaping

- 3. Prior to the commencement of the development approved under this Permit, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:**
 - 3.1 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.**
 - 3.2 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Council's 'Landscape Plan Guidelines').**
 - 3.3 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary including all trees that have their Tree Protection Zone extending into the subject site.**
 - 3.4 Details of the surface finishes of pathways and driveways.**
 - 3.5 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.**
 - 3.6 A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.**
 - 3.7 Landscaping and planting within all open areas of the site.**
 - 3.8 The layout of the proposed development.**
 - 3.9 The Landscape plans must show the provision of at least 9 additional indigenous or native canopy trees and 3 additional large feature shrubs with a mature height of 4-5 metres chosen from Plant List 1, 2 or 3 of Council's Landscape Plan Guidelines for Planning Permits. These canopy trees must be a minimum 1.5 metres tall when planted and are to be in the following areas:**
 - 3.9.1 Front setback (Mount View Road) - 2 large indigenous canopy trees and 1 small native or indigenous canopy tree.**
 - 3.9.2 Front setback (Dawson Street) - 4 small native or indigenous canopy trees in addition to existing Liquidambar styraciflua to be protected and retained.**
 - 3.9.3 Southern Boundary – 1 medium indigenous or native canopy tree and 2 large feature shrubs with a mature height of 4-5 metres.**

3.9.4 Western Boundary – 1 small canopy tree (adjacent carpark) and 1 large feature shrub with a mature height of 4-5 metres.

3.10 Planting of this site to comprise 60% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 30% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (10%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.

3.11 Reduce paving/pathways through front setbacks (Mount View Road and Dawson Street) to minimum required to access buildings.

To the satisfaction of the Responsible Authority.

- 4. Any relevant Water Sensitive Urban Design techniques in accordance with Condition 2.5.**
- 5. Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.**
- 6. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority. Any dead, diseased or damaged plants are to be replaced.**

Melbourne Water

- 7. Finished floor levels of the building must be set no lower than 120.30 metres to AHD, which is 300mm above the applicable flood level of 120.0 metres to AHD.**
- 8. Prior to the issue of an Occupancy Permit, a certified survey plan, showing finished floor levels of the medical centre (as constructed) reduced to the AHD, must be submitted to Melbourne Water to demonstrate that the floor levels have been constructed in accordance with Melbourne Water's requirements.**
- 9. Imported fill must be kept to a minimum on the property and only be used for the sub floor areas of the building.**
- 10. The open space areas on the property within the flood extent including the proposed car park must be maintained at natural surface level to allow for the conveyance of overland flood flow.**
- 11. All fencing must be a minimum of 50 per cent permeable/open or timber paling to allow for the conveyance of overland flood flow.**
- 12. Prior to the commencement of works, a separate application direct to Melbourne Water must be made for the approval of any new or modified stormwater connection to Melbourne Water's drains or watercourses.**

General

- 13. All use and development must be in accordance with the endorsed plans.**
- 14. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**
- 15. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.**

- 16. Prior to the occupation of the development, the development must be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.**

Sustainable Design Assessment

- 17. Prior to the commencement of the development approved under this Permit, a Sustainable Design Assessment detailing Sustainable Design initiatives to be incorporated into the development must be submitted to and approved by the Responsible Authority. The Sustainable Design Assessment must outline the proposed sustainable design initiatives to be incorporated throughout the development such as (but not limited to) energy efficiency, water conservation, stormwater quality, waste management and material selection, to the satisfaction of the Responsible Authority.**
- 18. Prior to the occupation of the development, the development must be constructed in accordance with the Sustainable Design Assessment.**

Waste Management Plan

- 19. Prior to the commencement of the development approved under this Permit, a Waste Collection and Management Plan must be submitted to and approved by the Responsible Authority, demonstrating how waste collection will be undertaken on site, including the operation of the garbage and recyclables storage area and a dedicated secure clinical waste storage area. Garbage and recyclables storage and collection must be undertaken in accordance with the approved plan/documentation, and must be undertaken by a private contractor, to the satisfaction of the Responsible Authority. Council will not collect waste from the proposed development.**

Street Tree Removal

- 20. Prior to the commencement of the development approved under this Permit, all costs associated with the removal of the street tree/s (amenity value, tree and stump removal and planting and maintaining a new tree) must be paid to Council by the owner/developer. The removal and replacement of the street tree/s must be undertaken by Council.**

Tree Protection

- 21. All works, including excavation, within the critical root zone areas of the tree/s to be retained and other critical root zones on the land must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.**
- 22. T14 – Fraxinus angustifolia. TPZ 2.3m. Install protection measures prior to works commencing.**
- 23. T15 – Coprosma repens. TPZ 2.5m. Install protection measures prior to works commencing.**
- 24. T16 – Pittosporum undulatum. TPZ 4.1m. Install protection measures prior to works commencing.**

25. **T17 – Syzygium smithii. TPZ 5.9m. Install protection measures prior to works commencing.**
26. **Prior to any works commencing on the site (including demolition and tree removal), all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees canopy drip-line unless an alternative tree protection zone has been approved by the responsible authority.**
27. **The fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.4 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.**
28. **The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.**
29. **No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.**
30. **Prior to erecting the fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.**
31. **The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:**
 - 31.1 **Construction activities.**
 - 31.2 **Dumping and/or storage of materials, goods and/or soil.**
 - 31.3 **Trenching or excavation.**
 - 31.4 **Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.**
32. **Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.**

Car Parking & Accessways

33. **Before the development is occupied, driveways and car parking areas must be:**
 - 33.1 **Fully constructed in accordance with plans submitted to and approved by the Responsible Authority. The plans must show existing and proposed levels of driveways and car parking areas, together with drainage layout, invert levels, surfacing and vehicular crossing proposal.**
 - 33.2 **Properly formed to such levels that they can be used in accordance with the plans.**
 - 33.3 **Constructed to the absolute minimum standard of 125 mm depth of reinforced concrete or other approved hardstanding sealed surface.**
 - 33.4 **Line-marked to indicate each car space and all access lanes to the satisfaction of the Responsible Authority.**

- 33.5 The proposed crossover in Mount View Road shown on the plan is wider than the internal driveway, please note internal driveway measurement must match external crossover width.**

To the satisfaction of the Responsible Authority.

- 34. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.**
- 35. All vehicles must exit the site in a forward direction.**

Lighting

- 36. Accessway and car parking lighting shall be provided to the satisfaction of the Responsible Authority in accordance with AS1158.**
- 37. Outdoor lighting must be designed, baffled and located to the satisfaction of the Responsible Authority to prevent adverse effects on adjoining land.**

Amenity During Construction

- 38. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:**
- 38.1 the appearance of building, works or materials on the land**
 - 38.2 parking of motor vehicles**
 - 38.3 transporting of materials or goods to or from the site**
 - 38.4 hours of operation**
 - 38.5 stockpiling of top soil or fill materials**
 - 38.6 air borne dust emanating from the site**
 - 38.7 noise**
 - 38.8 rubbish and litter**
 - 38.9 sediment runoff**
 - 38.10 vibration**

Should the development cause undue detriment to the amenity of the area then immediate remedial measures must be undertaken to address the issue as directed by, and to the satisfaction of, the Responsible Authority.

Fencing

- 39. All costs associated with the provision of the fencing are to be borne by the owner/developer under this permit.**
- 40. Prior to the occupancy of the development all fencing must be in a good condition to the satisfaction of the Responsible Authority.**

Stormwater

- 41. Stormwater runoff from all buildings and hardstanding surfaces must be properly collected and discharged in a complete and effective system of drains within the property and must not cause or create a nuisance to abutting properties.**

External Materials

- 42. The external materials of the development hereby permitted (including the roof) must be non-reflective and finished in subdued tones and/or colours to the satisfaction of the Responsible Authority.**

Maintenance

- 43. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.**

Use

- 44. Any deliveries to the subject land must only occur between the hours of 9am and 5pm.**

Medical Centres

- 45. Not more than 9 practitioners registered under Victorian legislation in the diagnosis or treatment of physical or mental injuries or illnesses shall conduct consultations or carry out procedures on the premises at any one time.**
- 46. The use may only operate between the hours of 7am and 9pm.**

Permit Expiry

- 47. This permit will expire if one of the following circumstances applies:**
- 47.1 The use and development is/are not started within two years of the date of this permit.**
- 47.2 The development is not completed within four years of the date of this permit.**
- Pursuant to Section 69 of the Planning & Environment Act 1987, the Responsible Authority may extend:**
- The commencement date referred to if a request is made in writing before the permit expires or within six (6) months afterwards.**
 - The completion date referred to if a request is made in writing within 12 months after the permit expires and the development started lawfully before the permit expired.**

NOTES

Drainage Notes (to be read in conjunction with the above drainage conditions):

- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.**
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.**

- **Water Sensitive Urban Design (WSUD) should be addressed as part of this development, e.g. water storage tanks, swale drains, etc.**

Other Notes:

- **A building permit must be obtained before development is commenced.**
- **This approval relates to the development of the subject land only. A further planning permit for the use of the land may be required. Confirmation should be obtained from the Planning Department of Knox City Council prior to occupation.**
- **Buildings are not allowed to be built over Council easements.**
- **The street tree (Tree 11 on the plans) can be removed upon receipt of \$1691.38. Total cost for street tree removal includes; amenity value (using the City of Melbourne- Amenity Value Formula), cost of tree & stump removal and planting and maintaining a new tree for 2 years, in accordance with Council's Green Streets Policy. For details regarding the cost and/or the timing of the removal and replacement of the street tree/s, please contact Council's Active Open Space Team on (03) 9298 8425.**
- **Street Tree (T-18) is in poor health and can be removed at no cost to the applicant.**
- **To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.**
- **Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.**
- **A minimum of 80% of all new vegetation (both canopy trees and understorey) should be indigenous species.**
- **Letterboxes and all other structures (including meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances. Letterboxes shall face towards the street frontage.**
- **Raised concrete slabs on the existing footpath fronting the site should be grounded.**
- **All litter and rubbish associated with the construction must be contained on site at all times.**

Report Prepared By: Urban Planning Officer, Darcy Canter

Report Authorised By: Director City Development - Interim Governance, Matt Kelleher

Attachments

1. Attachment 1 - Officer Report - 1 Mount View Road, Upper Ferntree Gully [6.3.1 - 10 pages]
2. Attachment 2 - Council Attachments - 1 Mount View Road, Upper Ferntree Gully [6.3.2 - 10 pages]



Planning Application P/2020/6431 for the development of land for a medical centre at 1 Mount View Road Upper Ferntree Gully.

1. Summary:

Subject Site:	1 Mount View Road, Upper Ferntree Gully
Proposed Development:	Development of a Medical Centre
Existing Land Use:	Medical Centre
Site Area:	1106.8sqm
Planning Scheme Controls:	Commercial 1 Zone, Vegetation Protection Overlay 1, Design and Development Overlay 12
Application Received:	6 August 2020
Number of Objections:	51
PCC Meeting:	Not required
Ward:	Dobson

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2020/6431 to assist in making a decision on the application. It should be read in conjunction with the other appendices.

3. Background

3.1 Subject Site and Surrounds

The location of the subject site and surrounds is shown in Attachment 2.

- The subject site is located on the south west corner of Mount View Road and Dawson Street, known as 1 Mount View Road, Upper Ferntree Gully. The subject site is irregular in shape and has a slope of approximately 1.5m from north-east to the south-west of the site.
- The subject site and surrounds are located on the fringe of an established commercially zoned area within the Upper Ferntree Gully activity centre. To the north and east are commercially zoned properties and to the west and south of the site properties are residentially zone.
- The site area is 1106.8m². The site has vehicular access via a crossover to Dawson Street and Mount View Road. Pedestrian access is also provided from Dawson Street and Mount View Road.
- There is no registered encumbrances on the copy of title.
- The site is currently occupied by a single storey medical clinic, constructed with weather board and finished with a tiled and pitch roof.
- The site contains a moderate amount on vegetation. Of the vegetation on site, one tree is considered significant under the planning scheme.



3.2 The Proposal

The proposal seeks permission for the construction of a medical centre. Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- All existing structures will be removed.
- The construction of a two (2) storey medical centre. 18 car-spaces are provided to the rear of the proposed medical centre with one single car space provided to the crossover on Mount View Road (total 19 car spaces). The proposal also provides for 20 bike spaces.
- The proposed use aims to facilitate a maximum of 13 practitioners, operating hours proposed will be from 9am to 5pm – Monday to Friday.
- The main pedestrian entrance is along Dawson Street with an additional pedestrian access provided to Mount View Road.
- The minimum building setback (frontage) to Mount View Road is 5m and the minimum building setback to Dawson Street is 3m. The building reaches an overall maximum height of 8.987m.
- Vehicle access to the site is maintained via the Dawson Street and Mount View Road frontages.
- Site coverage is 29%, permeability is 44% and the overall building area (ground floor + first floor) is 569sqm.

4. Consultation

4.1 Advertising

The application was advertised by way of two (2) signs on the site and notices were sent to adjoining property owners and occupiers. In total 51 objections were received and are summarised below.

Size, Built Form, Visual Bulk, Height

- The size and scale of the proposed development is considered appropriate given the site context of the commercially zoned site and the proposal is designed in accordance with the requirements outlined in Clause 43.02: The Upper Ferntree Gully Activity Centre (Design and Development Overlay – Schedule 12 (DDO12)).

The proposal complies with all the height, setback and built form requirements specified within DDO12. A detailed assessment of this can be found in the planning response at Section 5.1.2 of this report.

As such this proposed development represents an appropriate balance between meeting the purpose and decision guidelines of the Commercial 1 Zone as well as the building design specifications and guidelines set out within the DDO12.

- The proposal has a residential interface to the west and south. The proposal therefore, in accordance with the DDO12 planning control, must achieve compliance with Clause 55.04 Standard B17 – Side and Rear setbacks, Standard B21 – Overshadowing Open Space and Standard B22. The proposal complies with these standards.

Neighbourhood Character

- It is acknowledged that the subject site is commercially zoned and abuts residentially zoned properties on two sides. The proposed development is considered to be consistent with the desired built form sought on the activity periphery as defined within the DDO12.



The proposal is considered to adhere to a design that respects the character of the locality, whilst incorporating sufficient setbacks – resulting in landscaping opportunities. The design of the proposed commercial building is considered to be respectful of existing built form and the surrounding area. The development will maintain and contribute to the green and leafy character of Knox, with the retention of and provision of canopy trees, shrubs and landscaping across the site which is consistent with the character of Upper Ferntree Gully.

- Additional conditions will be included on any planning permit issued to ensure that the colours and materials utilised are sympathetic, muted and non-reflective as to respect the sensitive backdrop of the Dandenong ranges.

Car parking / impact on traffic

- The proposal satisfies the requirement of Clause 52.06, with the requirement of 19 car spaces satisfied.
- Council's Traffic engineers have not raised concerns with regards to impact on traffic for a medical centre of 9 practitioners. A condition limiting the number of practitioners to a maximum of 9 will be included on any planning permit issued. Further comment is below in Section 4.3 of this report.

Services and solar panels located on the roof

- The provision of services is not excessive and are typical for a commercial building of this nature and remains under the 9m height limit.
- The location of the PV panels is considered to be prominent and a condition will be included on any planning permit issued requiring them to be relocated to a more central and less prominent section of the roof.

Loss of vegetation

- Council's Arborist has determined that of all of the trees to be removed, none are considered significant under the planning scheme. There is one tree of significance on the site, which is to be retained. To offset the vegetation proposed to be removed and to maintain Knox's green and leafy image any planning permit issued with include a condition requiring the planting of at least 9 canopy trees and 3 additional large feature shrubs, providing landscaping within both street frontages to of the site.

Lighting

- Conditions will be included on any planning permit issued requiring lighting to be baffled to avoid amenity impacts caused by lighting within the carpark and outdoor areas.

Amount of practitioners

- The application proposes a maximum of nine (9) practitioners to be on site at any one time and this application has been assessed on that basis. To ensure compliance with this a condition will be included on any planning permit issued limiting the number of practitioners at any one time to nine (9).

4.2 Planning Consultative Committee Meeting

No Planning Consultative Committee Meeting was required in this instance.

4.3 Referrals

The application was referred to external authorities and internal departments for advice. The following is a summary of relevant advice:

Melbourne Water: No objection subject to minimum finished floor level conditions imposed by Melbourne Water to be included on the permit.



Urban Design: Council's Urban Designers provided advice on how to better incorporate architectural and design features to ensure that the medical centre will utilise design components to be sympathetic to the Dandenong ranges and surrounding area. This included modifications to colours and materials and some minor design detail changes. The recommended modifications will be included as conditions on any planning permit issued.

Traffic Engineer: Council's Traffic engineer has indicated that the development, when evaluated using Clause 52.06, Table 1. Car Parking requirement, column B, has a statutory car parking requirement of 19 car spaces. The applicant has provided 19 car spaces. Therefore it meets the statutory car parking requirement.

It was noted that with the number of car parking spaces provided on site, any more than 9 practitioners is likely to have a detrimental impact on the surrounding area due to the limited availability of car parking. Therefore a condition will be included on any permit issued limiting the number of practitioners to 9.

Other conditions relating to the pedestrian and vehicle access to be included on the permit.

Stormwater: No objection.

Landscape: The landscape plans must accommodate 9 canopy trees and an additional 3 large shrubs. Standard conditions to be included on any permit issued.

Planning Arborist: No objection to revised plans subject to tree protection conditions.

Parks Arborist: No objection.

ESD Officer: The Sustainable Design Assessment (SDA) submitted with the application is satisfactory.

Waste Management: This proposed development will require the lodgement of an updated Waste Management Plan (WMP) to the satisfaction of the responsible authority. This will form a condition on the permit.

Assets: No objection, standard conditions to be included on any permit issued.

City Futures: No objection, standard conditions to be included on any permit issued.

5. Discussion

This section considers the proposed development in light of the provisions of the Knox Planning Scheme including State and Local Planning Policies, any other relevant policies and objectives.

5.1 Zoning and Overlays

5.1.1 Zone

The site is located within the Commercial 1 Zone. A permit is required for use as a medical centre. A planning permit is also required to construct a building or construct or carry out works.

The purpose of the Commercial 1 Zone is;

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To create vibrant mixed use commercial centres for retail, office, business, entertainment and community uses.

A response to the relevant Decision Guidelines of the Commercial 1 Zone is provided below.

- *The proposal is consistent with the Planning Policy Framework and the Municipal Strategic Statement providing a purpose-built, conveniently located medical facility which will provide essential services to the Knox and wider community. The design is considered to be able to be conditioned to be respectful of local area, built form and landscape policy.*



- *The proposal has achieved an active commercial frontage along Dawson Street, whilst adhering to the required setbacks within the Design and Development Overlay Schedule 12, including a 3m setback to Dawson Street and 5m setback to Mount View Road, which enables the appropriate provision of canopy tree planting.*
- *The proposal complies with ResCode Standard B17 – Side and Rear setbacks to the sensitive residential interface immediately to the west. The proposal also achieves a maximum building height of less than 9m.*
- *The existing use is a medical centre. The proposal represents an expansion of the existing use and is complementary to the existing surrounding commercial uses to the north and east of the site.*
- *The development provides clear pedestrian access, complies with the car parking provision of Clause 52.06 and provides for in excess of the required bike spaces for cyclists.*
- *Existing significant mature trees will be retained and 9 new canopy trees will be included in the landscape design to supplement the existing canopy trees and screen the development.*
- *Being within the Upper Ferntree Gully Activity Centre the site has good access to public transport.*
- *Drainage and services are already connected and any further requirements can form a condition on the permit.*

5.1.2 Overlays

The site is affected by the Design and Development Overlay – Schedule 12 (DDO12) and the Vegetation Protection Overlay – Schedule 1 (VPO1).

Design and Development Overlay – Schedule 12 (DDO12): Relates to the Upper Ferntree Gully Activity Centre Area.

Pursuant to DDO12 certain requirements and setbacks are required to be achieved.

A response to the relevant Design standards of the DD012 is provided below.

Heights:

- *The DDO12 specifies that the maximum overall building height cannot exceed 9m and must have a maximum of no more than two storeys. The proposal has a maximum overall building height of 8.987m and is two storeys.*

Siting and Setbacks:

- *The scale of development is appropriate for the site in accordance with the requirements outlined in table 1 of the DDO12. Through meeting the required setbacks (3m to Dawson Street, 5m to Mount View Road) primary and secondary landscaped active frontages are achieved, creating opportunities for the provision of canopy trees and landscaping to screen the development, as well as contribute to Knox's green and leafy character. The main pedestrian entrance on Dawson Street is distinguished by an existing mature canopy tree to be retained.*
- *The subject site has a residential interface to the west and south. The proposal therefore, must achieve compliance with ResCode Standard B17 – Side and Rear setbacks, Standard B21 – Overshadowing Open Space and Standard B22 - Overlooking. Compliance with all these ResCode standards has been achieved.*
- *The development incorporates principles of ecologically sustainable design. An approved Sustainability Management Plan will form part of any permit issued.*



Building Design and Colours & Materials:

- *The proposal will be conditioned to provide a high level of visual interest, in terms of colour and features that are sympathetic to the surrounds. The colours will be conditioned to utilise natural earth based tones complement the naturalistic theme of the local area and complement the existing and proposed landscaping. External building walls will be finished in muted tones, finishes and colours that reflect the landscape setting of the Foothills, and must avoid the excessive use of colours that contrast strongly with the dominant colours of the Dandenong Ranges and Foothills.*

Landscape Design:

- *The building has been designed to accommodate the large feature canopy tree on the Dawson Street active frontage. Further, space has been provided on both street frontage for the provision of nine additional indigenous or native canopy trees and three additional large feature shrubs. The design will strengthen landscape themes and incorporate substantial canopy planting in new development and the public realm reinforcing the horticultural values that are part of the local area and the landscape values within the Dandenong Foothills Policy area.*

Vegetation Protection Overlay – Schedule 1 (VPO1): Pursuant to the VPO1, a planning permit is required to remove, destroy or lop native vegetation, with some exemptions.

- *Council's Arborist has assessed the proposal and confirmed that none of the trees proposed to be removed require a planning permit, nor are any considered significant and they are predominantly weed species.*

The only tree of significance on the site is to be retained and conditions will be included on any permit issued requiring measures to ensure protection of the tree during construction.

5.2 Policy Consideration: State and Local Planning Policy Framework

State and local policy requires Council to integrate the range of policies relevant to the issues to be determined, and balance conflicting objectives in favour of net community benefit and sustainable development. The key themes for the assessment of the application include Economic Development, Sustainability and Environment, Transport, Urban Design and Local Areas.

5.2.1 Economic Development

Clause 17 Economic Development: Provide for a strong and innovative economy, where all sectors are critical to economic prosperity. Planning is to contribute to the economic wellbeing of the state and foster economic growth by providing land, facilitating decisions and resolving land use conflicts, so that each region may build on its strengths and achieve its economic potential.

Clause 17.02-1S Business: To encourage development that meets the communities' needs for retail, entertainment, office and other commercial services.

Clause 21.07 Economic Development: The policy aims to maintain a strong and sustainable local economy and strengthening local employment opportunities. Support the development of local businesses with a focus on Knox's propulsive industry sectors, including advanced and high value manufacturing, health care, construction, wholesale trade and professional services.



- *The development represents a business that is likely to provide local employment opportunities and also generate economic activity in the area through the patronage who will be visiting the facility and are likely to come from the wider regional area.*

5.2.2 Sustainability, Heritage and Environment

Clause 15.02 Sustainable Development: Ensure that land use and development is consistent with the efficient use of energy and the minimisation of greenhouse gas emissions.

Clause 15.03-2S Aboriginal Cultural Heritage: Ensure the protection and conservation of places of Aboriginal cultural heritage significance.

Clause 22.04 Environmentally Sustainable Development: This new policy introduced into Knox Planning Scheme under Amendment C150 requires applicants to address Environmentally Sustainable Development (ESD) principles including energy performance, water resources, indoor environmental quality, stormwater, waste management, transport and urban ecology, by applying these principles within the proposed development.

- *The Sustainability Design Assessment submitted with the application is considered to be acceptable.*
- *An approved Cultural Heritage Management Plan has been submitted and has found that the subject site does not contain any cultural heritage significance.*

5.2.3 Transport

Clause 18 Transport – Ensure that access is provided to all available modes of transport.

- *The site has convenient access to public transport including being within walking distance to the Upper Ferntree Gully Train Station.*

5.2.4 Urban Design

Clause 15 Built Environment and Heritage: Encourages high quality architecture and urban design outcomes that reflects the particular characteristics, aspirations and cultural identity of the community; enhances liveability, diversity, amenity and safety of the public realm; and promotes attractiveness of towns and cities within broader strategic contexts.

- *Subject to modifications, the design will provide a positive response to the streetscape of Mount View Road and Dawson Street by providing a feature purpose built facility that responds to the surrounding built form, engages with the public realm, responds to the amenity needs of adjoining residents and compliments the landscape character of the locality.*

5.2.5 Local Areas

Clause 11.03-1 - Activity Centres - Metropolitan Melbourne Strategies: Support the development and growth of Metropolitan Activity Centres by ensuring they are able to accommodate significant growth for a broad range of land uses.

Clause 19 Infrastructure: to assist the integration of health facilities with local and regional communities.

- *The expansion of the existing medical facilities use provides a vital service within an Activity Centre to the Knox community and wider area, close to public transport.*

Clause 21.05-7 Advertising signs: Advertising signs provide important information relating to local businesses and services and support economic growth, however they can have detrimental impacts on the visual amenity of local areas.



Clause 22.01 Advertising Signs: Clause 21.05-7 of the MSS identifies the need to ensure that advertising signs meet the advertising needs of businesses on the land, without creating visual clutter or having detrimental streetscape or amenity impacts.

- *No advertising signage has been proposed.*

Clause 21.10-7 Upper Ferntree Gully Activity Centre: The vision for Upper Ferntree Gully Activity Centre will be a vibrant and friendly centre with a distinct 'village' feel that is serviced by a range of community, employment and recreational opportunities connected by safe walking and cycling paths, and public transport. Its character and identity is strongly defined by the foothills setting and its relationship with the Dandenong Ranges.

The public spaces are valued by all residents. The streets are people oriented, thriving places for business and inspiring places to enjoy, due to the quality of landscaping, public art and architecture. There is a strong sense of community and local residents are proud to call it home, and visitors are welcomed to engage in a range of public events and cultural experiences offered in the centre.

Relevant Objectives include:

Objective 1 - To support the economic vitality of the Activity Centre and enhance its role as a neighbourhood activity centre.

Strategy 1.1 - Land use and development that is consistent with the Activity Centre Framework Plan as shown in Figure 9 to this clause.

Strategy 1.3 – Support health services to accommodate off-site family support (overnight accommodation, counselling services and specialist services).

- *The subject site is consistent with Strategy 1.1 as it is located within an area designated for commercial professional services. Being a medical centre, pursuant to figure 9 to this Clause. The proposal is also consistent with Strategy 1.3 which is to support health services.*

Objective 3 - To require development to contribute to a highly walkable public realm within and across the Activity Centre.

Objective 4 - To facilitate the increased provision of public open space within the Activity Centre.

- *The design provides clear pedestrian networks with appropriate landscaped active frontages sought from this policy, bicycle facilities and the site is close to public transport.*

Clause 21.03 Environmental and Landscape Values: Key issues include maintaining and strengthening Knox's 'green and leafy' image and its identifiable landscape character (despite development pressures) along with recognising the importance of retaining canopy trees as the single most important factor in retaining Knox's landscape character and its natural environment.

It is important that the unique landscape character, amenity and natural values of Knox's significant landscapes (the Dandenong Foothills, Lysterfield Valley and the Dandenong Creek Valley), are maintained despite development pressures and managing bushfire risk.

- *The proposal maintains Knox's green and leafy image by the provision of at least 9 canopy trees and 3 additional large feature shrubs, providing landscaping within both street frontages to of the site (Dawson Street & Mount View Road). A significant mature tree will be retained on the site including a large Liquidambar styraciflua on Dawson Street on which the building has been designed to retain.*



5.3 Particular Provisions

Clause 52.06 Car Parking: Prior to a new use commencing or a new building being occupied the car parking spaces required under Clause 52.06-5 must be provided on the land.

Pursuant to Clause 52.06 the applicable car parking rates in this case for the land use proposed is:
Medical centre – 3.5 spaces to each 100 square metres of leasable area

The site is also within the Principal Public Transport Network area within the City of Knox. Therefore, the Column B rate in Table 1 to Clause 52.06-5 of the Knox Planning Scheme will apply (shown in table below).

Use	Rate Column A	Rate Column B	Car parking measure	Parking Requirement
Medical Centre		3.5	To each 100 sq. m of leasable floor area	19

Council's Traffic Engineer has indicated that the development, when evaluated using Clause 52.06, Table 1, Car Parking requirement, column B, has a statutory car parking requirement of 19 car spaces. The applicant has provided 19 car spaces. Therefore it meets the statutory car parking requirement.

Although the development meets the statutory car parking requirements, Council's Traffic Engineer have raised concerns regarding the supply of car parking in the surrounding area, with no parking along both street frontages. They note that the proposed development may result in a high parking demand on the surrounding area and in private parking areas.

Based on these concerns, more than 9 practitioners is likely to have a detrimental parking impact on the area. As a result of the available car parking on site (19 car spaces), it is conservatively assumed that 1 patient will be on site per 1 practitioner, resulting in a car parking demand of 18 parking spaces. Therefore, no more than 9 practitioners may be on site at any one time and 50% of the available parking spaces should be signed as staff parking. These will be included as conditions on any permit issued.

Clause 52.34 Bicycle Facilities: A new use must not commence, or the floor area of an existing use must not be increased until the required bicycle facilities and associated signage has been provided on the land. Where the floor area occupied by an existing use is increased, the requirement for bicycle facilities only applies to the increased floor area of the use.

A Medical Centre generates the requirement of 1 bicycle space per 8 practitioners. Based on 9 practitioners, 2 bicycle spaces must be provided. The applicant has provided 20 bike spaces which is well in excess of the required 2. The applicant must have a provision of a consolidated bike parking within the Dawson Street frontage – ideally approximate to the ramp entry and could be visually concealed by the service cabinets. This will form a condition on any planning permit issued.

5.4 General Decision Guidelines

Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act 1987 set out decision guidelines/matters which the responsible authority must consider when deciding any planning application.

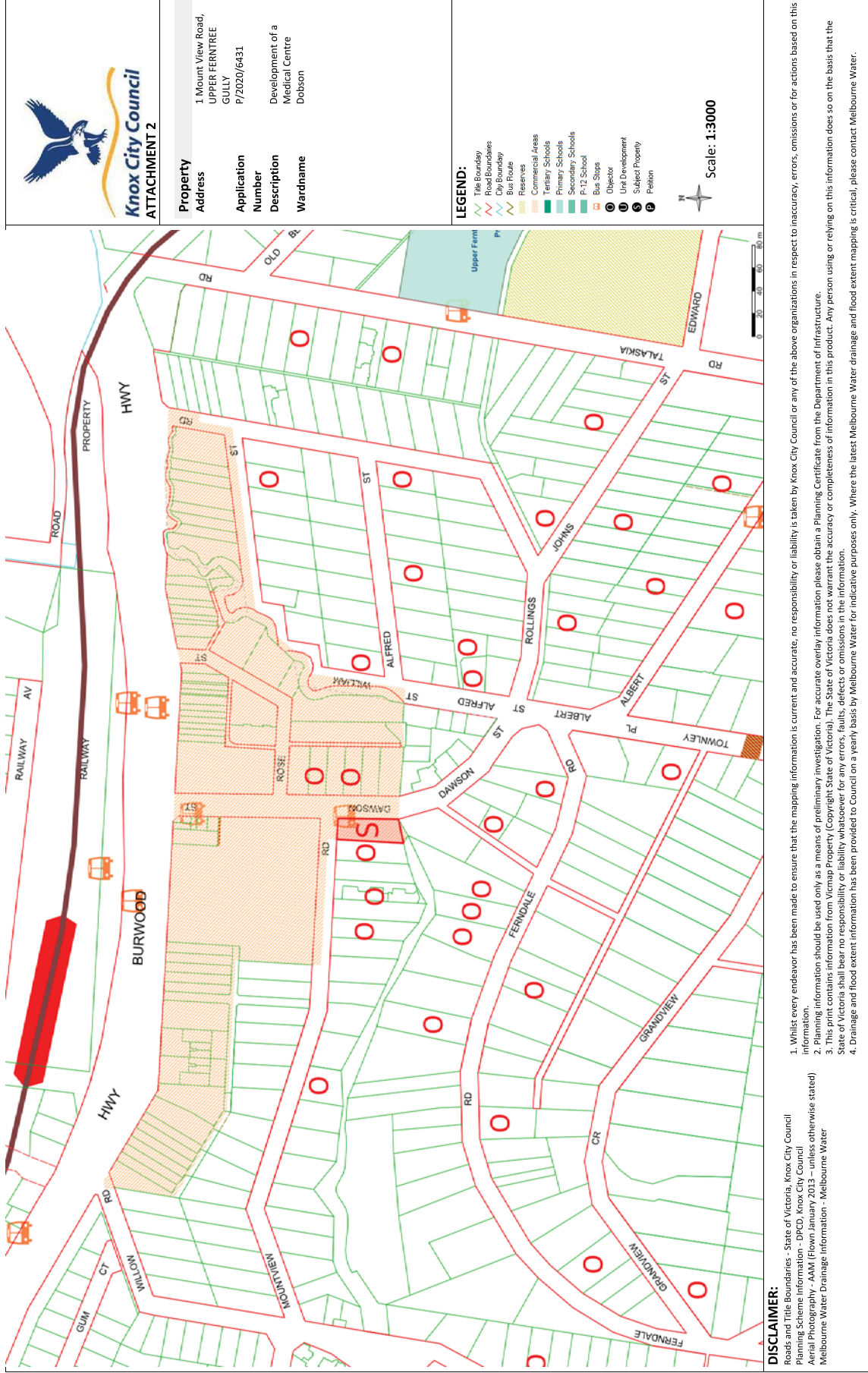
- *The decision guidelines of Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act (1987) have been appropriately considered.*

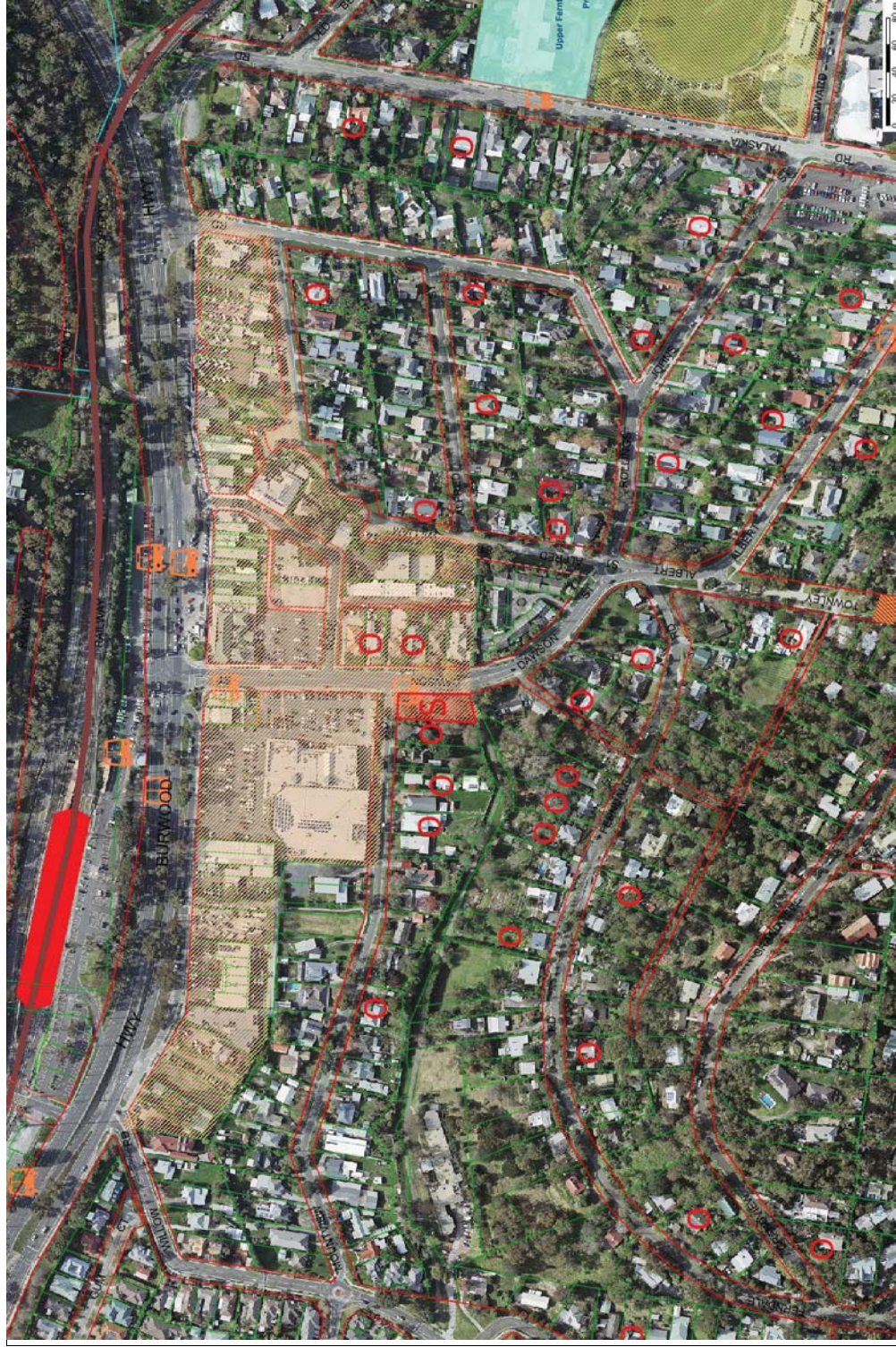
[Attachment 1](#)

6. Conclusion

Clause 10.04 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the proposal is considered appropriate given the following:

- The development is consistent with the Planning Policy Framework and Local Planning Policy Framework with regard to Economic Development, Sustainability and Environment, Transport and Urban Design and Local Areas.
- The proposal is consistent with the purpose and decision guidelines of the Commercial 1 Zone.
- The proposal is consistent with the purpose and design guidelines of the Design and Development Overlay Schedule 12.
- The development will maintain and contribute to the green and leafy character of Knox, with the retention of and provision of canopy trees, shrubs and landscaping across the site.
- Sufficient car parking and vehicle and pedestrian access has been provided.





Property Address
1 Mount View Road,
UPPER FERNTREE
GULLY
P/2020/6431

Application Number
P/2020/6431

Description
Development of a
Medical Centre

Wardname
Dobson

- LEGEND:**
- Title Boundary
 - Road Boundaries
 - City Boundary
 - Bus Route
 - Reserves
 - Commercial Areas
 - Tertiary Schools
 - Primary Schools
 - Secondary Schools
 - P-12 School
 - Bus Stops
 - Unit Development
 - Subject Property
 - Felton

Scale: 1:3000

DISCLAIMER:

Roads and Title Boundaries - State of Victoria, Knox City Council
 Planning Scheme Information - DPCD, Knox City Council
 Aerial Photography - AAM (Flown January 2013 - unless otherwise stated)
 Melbourne Water Drainage Information - Melbourne Water

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Sheet 1 of 8

Sheet Number	Sheet Name	Current Revision
TP_000	COVER SHEET	
TP_001	PROPOSED DEVELOPMENT DESCRIPTION	
TP_002	TP_001 IS DRAFT FOR ISSUE	
TP_003	PROPOSED DEVELOPMENT PLAN	
TP_004	PROPOSED DEVELOPMENT PLAN	
TP_005	PROPOSED DEVELOPMENT PLAN	
TP_006	PROPOSED DEVELOPMENT PLAN	
TP_007	PROPOSED DEVELOPMENT PLAN	
TP_008	PROPOSED DEVELOPMENT PLAN	
TP_009	PROPOSED DEVELOPMENT PLAN	
TP_010	PROPOSED DEVELOPMENT PLAN	



PROPOSE MEDICAL CENTER/ CLINIC

REV	DATE	DESCRIPTION	BY	CHK

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PROJECT

Medical Center/Clinic

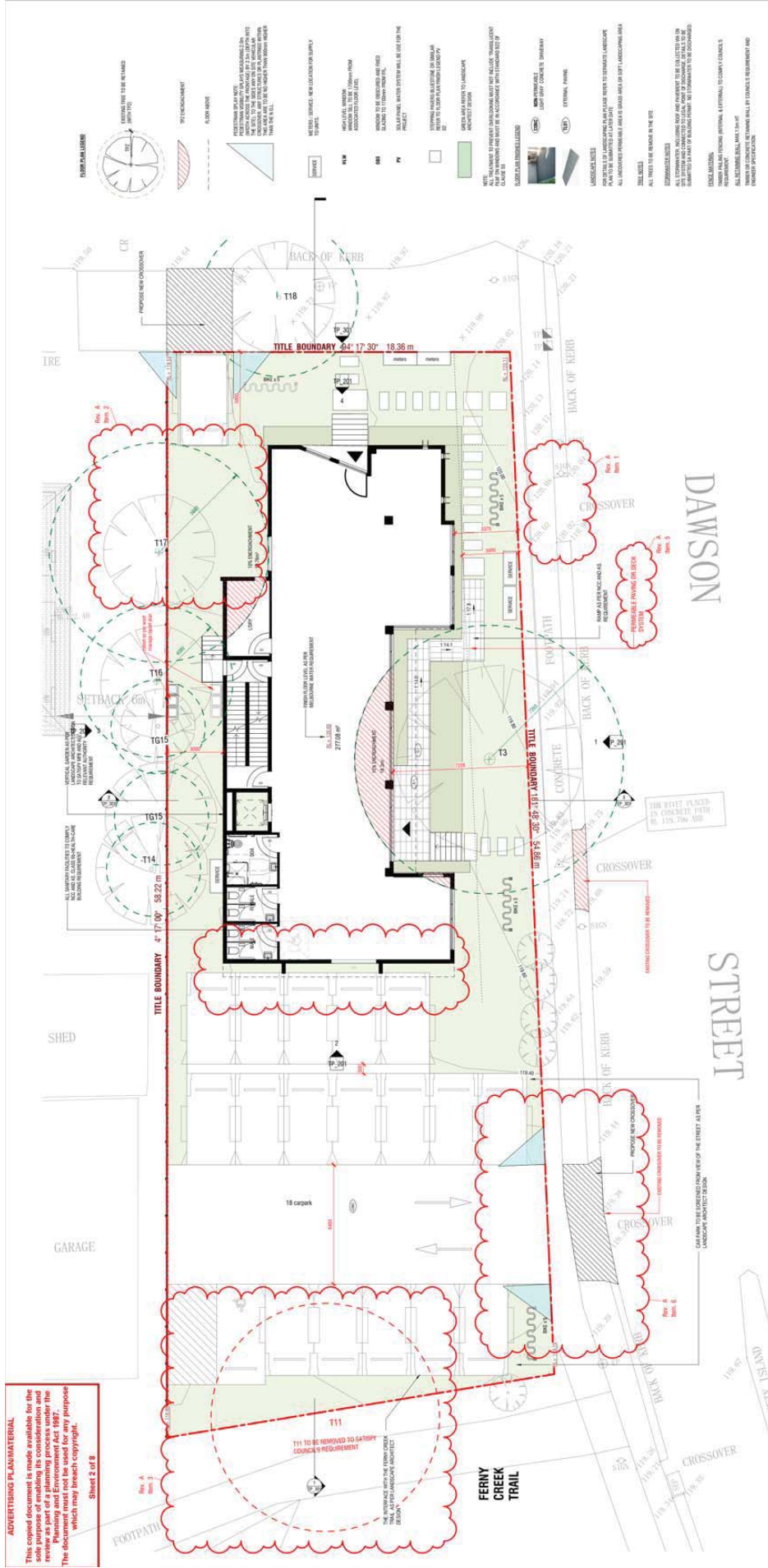
1 Mount View Road Upper Ferris Gully Vic 3156

TITLE

COVER PAGE

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AREA SCHEDULE

NAME	AREA	SANITARY FACILITIES:	BASIN
CP	270m ²	MALE	4
FF	201m ²	FEMALE	4
DBA	560m ²	TOILET	2
		W.C.	2
		SHOWER	2
		LAUNDRY	1
		KITCHEN	1

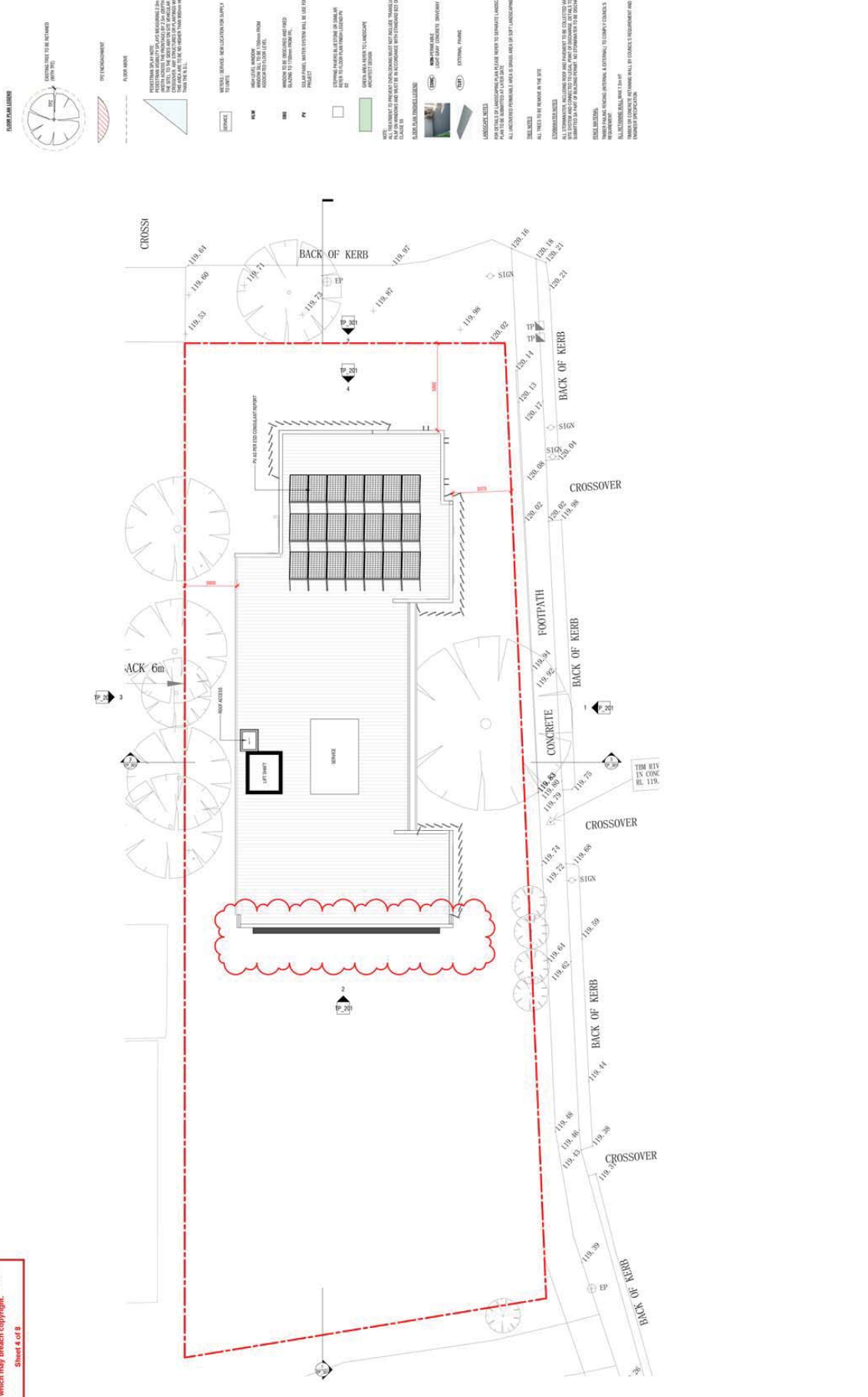
SITE COVERAGE: 20% CAR SPACE: 19 (AS PER TRAFFIC ENGINEER REPORT)
 DRIVE WAY AREA: 200m² BIKE: 20

PROJECT: Medical Center/Clinic
1 Mount View Road Upper Farnree Gully Vic 3156
TITLE: GROUND FLOOR PLAN

DATE: 02/08/2020 @ 11:23:05 PM
SCALE: 1:100 (P 31)
PROJECT NO.: 1923
CLIENT: [Redacted]
DESIGNER: [Redacted]
DATE: 02/08/2020
SCALE: 1:100
PROJECT NO.: 1923
CLIENT: [Redacted]
DESIGNER: [Redacted]

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REV	1	DATE	11/03/20 09:41
DESCRIPTION		DESIGNED BY	CS
		DRAWN BY	RS
		CHECKED BY	PK
		PROJECT NUMBER	3156
		DRAWING TITLE	TP_103
		SCALE	A

PROJECT
 Medical Center/Clinic
 1 Mount View Road Upper Ferntree Gully Vic 3156

TITLE
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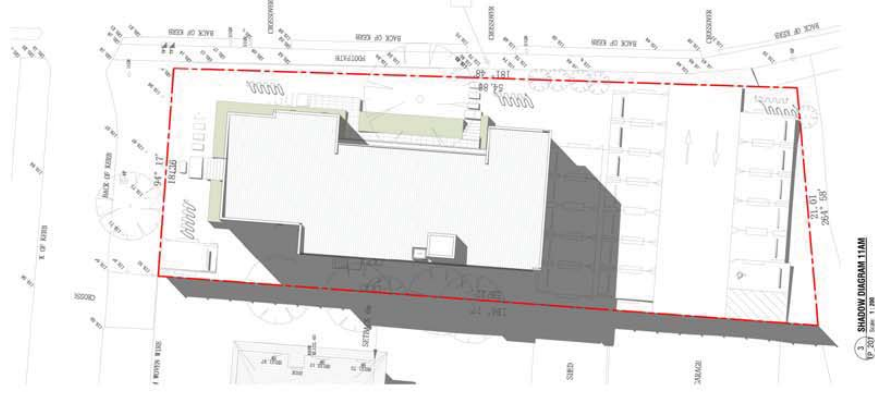
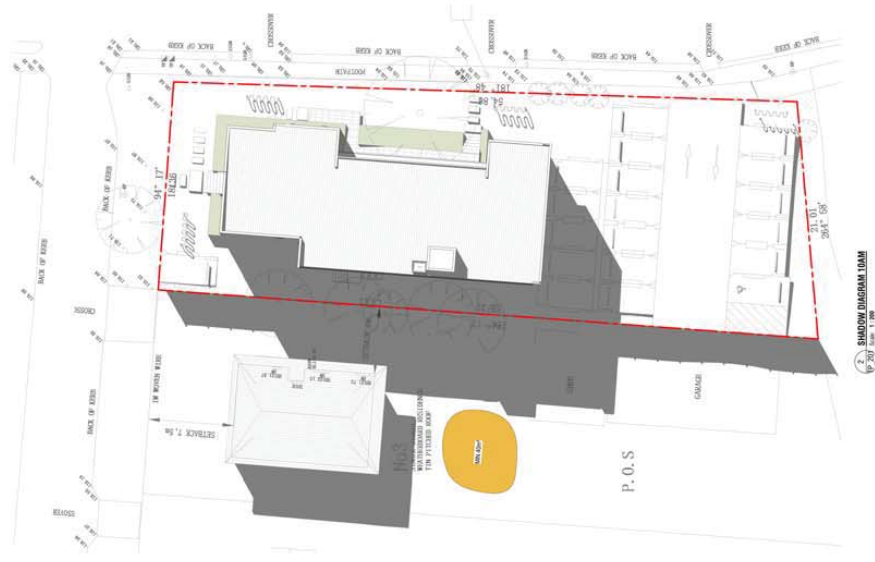
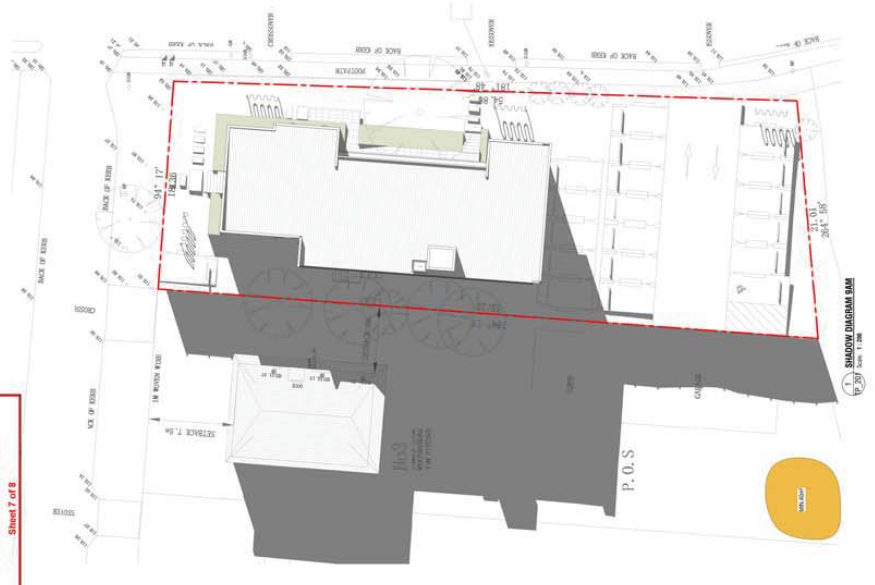
DESIGNER
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NOTE: CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND LOCATIONS OF ALL SERVICES PRIOR TO COMMENCEMENT OF WORK. ALL DIMENSIONS SHALL BE IN ACCORDANCE WITH STRAIGHT LINE DIMENSIONS UNLESS OTHERWISE SPECIFIED. ALL DIMENSIONS SHALL BE IN ACCORDANCE WITH STRAIGHT LINE DIMENSIONS UNLESS OTHERWISE SPECIFIED. ALL DIMENSIONS SHALL BE IN ACCORDANCE WITH STRAIGHT LINE DIMENSIONS UNLESS OTHERWISE SPECIFIED.

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PROJECT: **Medical Center/Clinic**
1 Mount View Road Upper Ferntree Gully Vic 3156
TITLE: **SHADOW DIAGRAM**

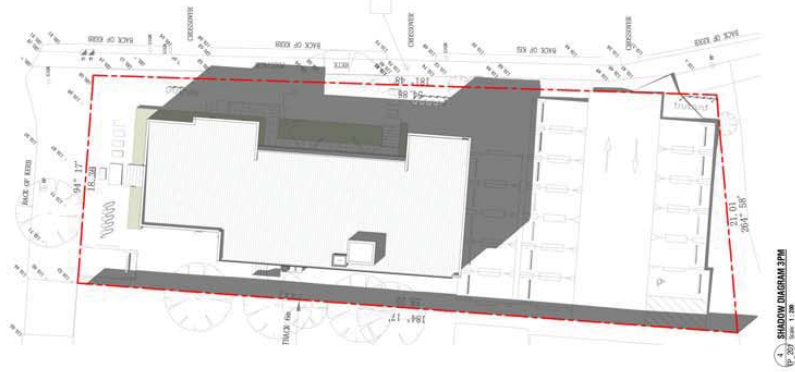
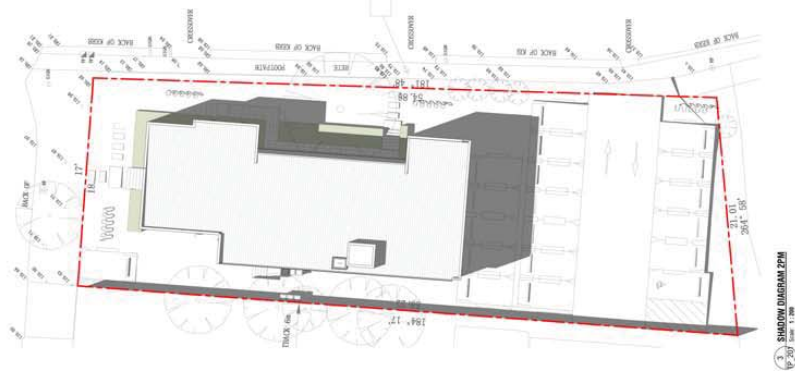
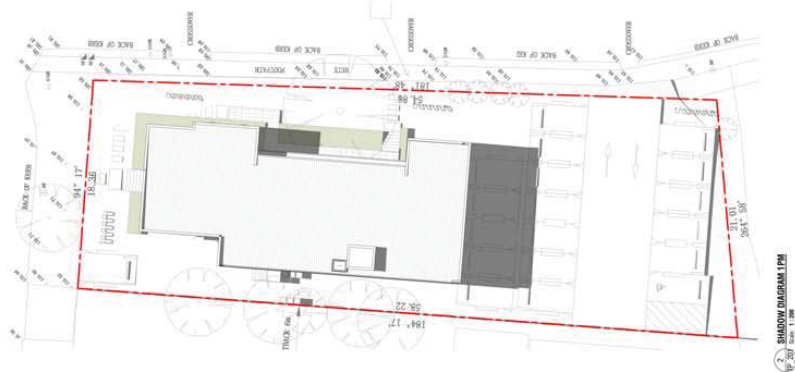
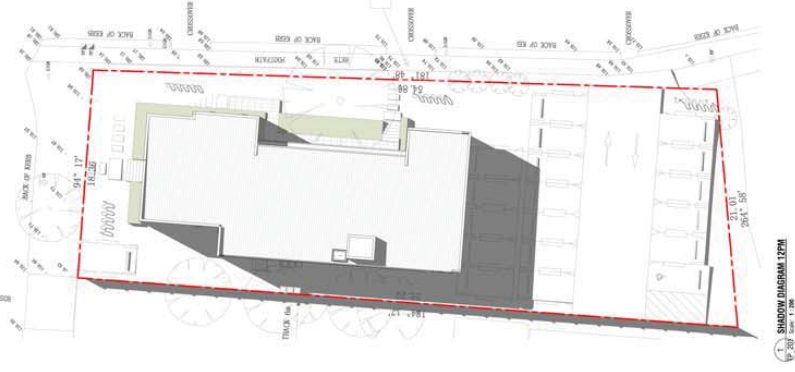
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PROJECT: Medical Center/Clinic
1 Mount View Road Upper Ferntree Gully Vc 3156
TITLE: SHADOW DIAGRAM

DATE	TIME	DESCRIPTION
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TP_401

6.4 2021 Meeting Cycle

SUMMARY: Coordinator Governance, Andrew Dowling

This report outlines the proposed 2021 Council and Delegated Committee meeting schedule for the 2021 calendar year.

RECOMMENDATION

That Council resolve to adopt the schedule of Council and Delegated Committee meetings as set out in Attachment 1 to the Officers' report.

1. INTRODUCTION

Consistent with the provisions of the Meeting Structures and Cycle Policy, the schedule for meetings in 2021 has been prepared based on the following cycle:

Second Monday of the month	Strategic Planning Committee Meeting (7pm start)
Fourth Monday of the month	Council Meeting (7pm start)

It is noted that the schedule can be modified during the year and meetings changed / added throughout the year as and when required, in accordance with Chapter 2, Part C of Council's Governance Rules.

2. DISCUSSION

The draft schedule of Council and Committee meetings for 2021 is included at Attachment 1. Departures from the cycle set out in the Meeting Structures and Cycle Policy are as follows:

- In January, where it is normal practice to commence the year with a Council meeting, the first meeting has been scheduled on Wednesday 27 January, taking into account the Australia Day holiday on Tuesday 26 January.
- In other instances where a public holiday falls on a Monday, the affected meeting has been moved to the Tuesday of the same week.
- In February there is no Strategic Planning Committee meeting scheduled, to accommodate the workload associated with the Councillor Induction program.
- A Meeting for the Election of the Mayor is scheduled for Monday 15 November 2021, aligning with the timing of the scheduled 2020 Mayoral Election as required by the Local Government Act 2020.
- The December Council meeting is scheduled to commence at 5pm, on the third Monday of the month, being 20 December 2021.

3. CONSULTATION

Councillors and the Executive and Senior Management Teams have been consulted in the preparation of the 2021 meeting schedule.

Once adopted by Council, the schedule will be communicated to the community via Council's public website and via social media in the lead up to each meeting.

4. ENVIRONMENTAL/AMENITY ISSUES

Nil.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Nil.

6. SOCIAL IMPLICATIONS

Nil

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

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

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

9. CONCLUSION

The draft 2021 Council and Committee meeting schedule is an essential part of planning the workload of Council's decision-making forums and is recommended to Council for adoption.

10. CONFIDENTIALITY

There are no items of a confidential nature in this report.

Report Prepared By: Coordinator Governance, Andrew Dowling

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

Attachments

1. Attachment 1 - Proposed 2021 Council and Committee Meeting Dates [6.4.1 - 1 page]

Proposed Council and Committee Meeting Schedule for 2021

Date	Meeting Details
Tuesday, 26 January	Australia Day
Wednesday, 27 January	Council
Monday, 22 February	Council
Monday, 8 March	Labour Day
Tuesday, 9 March	SPC
Monday, 22 March	Council
Friday, 2 April	Good Friday
Monday, 5 April	Easter Monday
Monday, 12 April	SPC
Monday, 26 April	Council - <i>Endorsement of Proposed Budget</i>
Monday, 10 May	SPC
Monday, 24 May	Council
Monday, 14 June	Queen's Birthday
Tuesday, 15 June	SPC
Monday, 28 June	Council - <i>Adoption of Budget</i>
Monday, 12 July	SPC
Monday, 26 July	Council
Monday, 9 August	SPC
Monday, 23 August	Council
Monday, 13 September	SPC
Monday, 27 September	Council
Monday, 11 October	SPC
Monday, 25 October	Council - <i>Adoption of Community and Council Plan</i>
Tuesday, 2 November	Melbourne Cup Day
Monday, 8 November	SPC
Monday, 15 November	Council - Election Of Mayor (No public question time)
Monday, 22 November	Council
Monday, 13 December	SPC
Monday, 20 December	Council

7 Public Question Time

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

8 Infrastructure Officers' Reports for consideration

8.1 Contract 2000 - Hard Waste

SUMMARY: Coordinator– Waste Management, Misty Johannsen

Council's Non-Bin Based Hard and Green Waste Collection Service Contract 2000, which sees WM Waste Management Services Pty Ltd (WM) collecting Hard Waste and Bundled Green Waste within the municipality, is scheduled to expire on 30 June 2021 noting that the three year extension option has already been exercised. Council would normally be retendering this service with a new contract to commence 1 July 2021. In view of the impact of the COVID-19 Pandemic on the ability for Contractors to prepare tenders, and following legal advice, Council approval is sought to extend Contract 2000 for a further twelve months.

The incumbent contractor is performing satisfactorily and provides value for money service to the community. Having an established contractor in place for an additional 12 months should enable Council to be in a better position to competitively tender this service.

RECOMMENDATION

That Council resolve:

- 1. To approve a one year extension of Contract 2000 Non-Bin Based Hard and Green Waste Collection Services for the period 1 July 2021 until 30 June 2022, noting that a Ministerial exemption from section 186(5)(c) of the Local Government Act 1989 is in place for this period.**
- 2. To authorise the Chief Executive Officer to execute all necessary paperwork to give effect to the above decision.**

1. INTRODUCTION

Contract 2000 Non-Bin Based Hard and Green Waste Collection Service was awarded to WM Waste Management Services Pty Ltd (WM) by Council in March 2014 for a four year period commencing on 1 July 2014 with the option of three 12 month extensions at Council's discretion. Council subsequently awarded the three-year extension at the Strategic Planning Committee meeting in August 2017.

WM provide the hard waste and green waste (both bundled and residents own container) collection services throughout the municipality.

2. DISCUSSION

2.1 Service provided

WM have performed satisfactorily during this period. They are required to collect all booked hard waste services within the specified week, and in rare circumstances collections occur on a Saturday, if required. During 2019/20, individual collections completed per week ranged between 460 – 800, noting seasonal fluctuations. Over 7,000 tonnes of material was collected over the 12 month period.

The green waste collections have all been completed within the fortnightly schedule and 2019/20 saw an increase in green waste tonnages by 51.8% compared to the previous year, with 3806 tonnes collected.

WM have undertaken additional tasks for Council relating to inspections for hard waste presented outside properties but not booked and also providing group collections for retirement village and multi-unit developments. They have also been proactive in proposing options to manage issues that Council has experienced with both the hard and green waste service. WM provide this service to 16 other Melbourne Metropolitan councils, so have the knowledge and experience of what is “best practice”.

This contract coincided with Council changing the hard waste service from a twice-yearly scheduled collection, to a twice-yearly booked collection service, which produced a number of challenges in providing the service. Reports on the effectiveness of the new model for hard waste services were presented to Council in June 2015, August 2016 and August 2017. As a result, improvements were made to the service which are summarised as follows:

- **Better management of hard waste placed out without a booking**

Residents placing hard waste out without a booking can result in hard waste being out for several weeks. In response, Council initiated an inspection, reporting and collection service, which has resulted in piles now being cleared within two weeks of notification with the collection counting as a booking against the property. This service improvement involves inspections by the collection contractor, Council staff and notifications from residents.

- **Provision of a Group Booking for Residents of Retirement Villages and Multi Unit Developments**

Collections for retirement villages and certain multi-unit developments have been capped at twice a year to limit multiple collections and related amenity issues at these premises. This is arranged together with site management.

- **Extension of Collection Period**

The collection service is ongoing for 52 weeks of the year in lieu of stopping over the two-week Christmas/New Year break.

- **Improved Management of Non-Compliant Properties**

Issues regarding the hard waste collection system includes repeat offenders placing hard waste out without a booking, properties placing hard waste out for collection when they have exceeded the allocation of two collections in a financial year, placing out non-compliant items or being ineligible for the service. Over the duration of the contract, processes to reduce the likelihood of these events occurring have been implemented and include improved communications through information/educational flyers distributed to the property, proactive inspections of piles, and in some instances, where necessary, involvement of Community Laws.

- **Hard waste bookings**

After review, improvements were made to the hard waste booking process, which culminated in developing the on-line hard waste booking system for residents. This helped reduce the

number of telephone calls to customer service and allowed the residents to book a collection at a convenient time, not only when the call centre was operational.

- **Not Issuing Booked Sticker**

At contract commencement, residents booking a hard waste service, either over the phone or online, received a letter confirming the booking and were issued a “booked” sticker to place on the hard waste. The placement of the booked sticker was designed to act as a deterrent for people placing waste out without a booking.

In 2016, Australia Post changed the rates for postal services and extended the time taken to have mail received. For this service, this resulted in an annual increase in expenditure of \$50,000 for postage costs and frequent complaints the booking sticker was received after the hard waste was collected. Distribution of the booked sticker was subsequently stopped, with the service operating well without it.

2.2 Strategic context

In view of the impact of the COVID-19 Pandemic, advice was received via the Metropolitan Waste and Resource Recovery Group (MWRRG) that Contractors are experiencing difficulty in assigning resources to the tendering of long-term contracts for waste services. This may impact on the number of tenders received and consequently the competitiveness of the tender process, an outcome which would not be in Council and the community’s best interest.

As such, the MWRRG facilitated applications on behalf of Councils for Ministerial exemptions to Section 186 of the Local Government Act 1989 for Council Waste service contracts. Section 186 requires Councils to undertake public tendering of major contracts. An exemption would mean that Council can enter into contracts, or extend, within the timeframe of the exemption, whilst complying with their obligations under the Local Government Act 1989. Council was granted an exemption by the Minister for Local Government under Section 186 to enter into a contract with WM Waste Management Services for the Non bin based hard and green waste services until 30 June 2022.

As the usual contract period for this contract, including extensions, expires on 30 June 2021, it is considered that extending until the 30 June 2022, utilising the exemption, would achieve the best results for Council and the community, in a pandemic setting. Council’s legal advisors have prepared the required documentation. Council has approached WM who confirmed that they are prepared to enter into a contract variation to extend the contract for 12 months, and sign the Amending Deed. Rates applicable to the service for this extension have also been provided.

Should the recommendation to extend within this report not be accepted, Council would need to prepare for tendering, undertake a tender and evaluation process, award and implement a new service prior to 1 July 2021. It would be difficult to achieve this in such a narrow timeframe, and could result in a gap in ability to deliver this service. Industry feedback also indicates that Council would be unlikely to receive competitive tenders during this period, which would not be favourable for a 5-7 year service contract.

Provision of the Non-Bin Based Hard and Green Waste Collection services is a critical Council service for the community. The service provided by WM Waste Management Services Pty Ltd has been to a satisfactory standard and their established understanding of the service and community will assist Council in continuing this service whilst allowing for a competitive tendering process to be carried out when opportunities are better suited for prospective tenderers.

3. CONSULTATION

Consultation has been undertaken with Council's Hard and Bundled Green Waste Collection Contractor (WM Waste Management Services Pty Ltd), Council's Waste Management and Strategic Procurement teams, Metropolitan Waste and Resource Recovery Group, and Council's Legal Adviser.

4. ENVIRONMENTAL / AMENITY ISSUES

The collection, transport, recycling and disposal of non-bin based hard and green waste from within the municipality has significant environmental and amenity benefits, particularly in relation to the diversion of residual waste from landfill and the reduction in greenhouse gases.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Service costs for this contract are in part impacted by third party costs, which have had and/or will have substantial price increases above the provision for rise and fall in the Contract.

These include:

- The EPA landfill levy, which is set and collected by the State Government, and will increase from the current \$65.90 per tonne (excl. GST) to \$105.90 per tonne (excl. GST) from 1 July 2021, which is a \$40.00 (61%) increase. This will again increase to \$125.90 per tonne beyond the life of this contract.
- Handling and recycling costs have increased due to the Victorian Government ban on e-waste going to landfill, which commenced on 1 July 2019. Collection and processing of e-waste as per the EPAs requirements is more costly and not a component of previous pricing.
- The cost to recycle green waste, as a subcontracted contract component has increased significantly by 94% increase since the start of the contract compared to the contract rise and fall of only 8%. This is largely due to the closure of various composting facilities in our region.

Based on the Schedule of Rates proposed by WM the anticipated expenditure for the hard and green waste service is \$3,309,000 for the 12 month extension from 1 July 2021 to 30 June 2022, which is a 13.7 % increase from the budgeted forecast for 2020/21. An increase in this order was estimated within the Long Term Financial Forecast due to the anticipated service increases, known impacts of the EPA levy, and e-waste legislation changes, as well as increases in green waste processing costs across the sector. It is deemed that increases proposed within the Schedule of Rates are reasonable and expected to impact with any new contract.

Council's waste services are funded by the Residential Waste charge. The charge for 2021/22 will be proposed for Council's consideration through the annual budget process.

6. SOCIAL IMPLICATIONS

In the Local Government Community Satisfaction Survey, Knox City Councils Waste Management services were one of Council's highest performers, with a score of 74 in 2019, which is higher than the metropolitan average, and average score for similar Councils. The waste services provided by WM through this contract are important as it helps maintain good health and amenity within our community and municipality.

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

Goal 4 - We are safe and secure

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

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

8. CONFLICT OF INTEREST

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

9. CONCLUSION

Provision of the Non-Bin Based Hard and Green Waste Collection services is a critical Council service for the community. The service provided by WM Waste Management Services Pty Ltd has been to a satisfactory standard and their established understanding of the service and community will assist Council in continuing this service whilst allowing for a competitive tendering process to be carried out when opportunities are better suited for prospective tenderers.

It is recommended that Council approve an extension of Contract 2000 Non Bin Based Hard and Green Waste Collection Services for one year, from 1 July 2021 until 30 June 2022, noting that a Ministerial exemption from section 186(5)(c) of the Local Government Act 1989 is in place.

10. CONFIDENTIALITY

There are no items of a confidential nature in this report.

Report Prepared By: Coordinator Waste Management, Misty Johannsen

Report Authorised By: Director –Infrastructure, Grant Thorne

Attachments

Nil

8.2 Biodiversity Resilience Plan

SUMMARY: Acting Manager – Community Infrastructure, Andrea Szymanski

The purpose of a Biodiversity Resilience Plan is to provide Knox City Council with opportunities to strategically investigate, analyse and plan for future focused protection and enhancement of biodiversity values across the municipality.

The business case for the Biodiversity Resilience Plan was discussed with Councillors and was on the draft list of business cases which were proposed to be presented as part of the 2020/21 budget. However, prior to the 2020/21 budget being presented to Council these business cases were withheld to allow for the organisation to respond to the pressing COVID-19 pandemic. When the business case was withheld it was proposed that the business case be reconsidered by Council mid-year.

The Biodiversity Resilience Plan business case is being presented for consideration, outside of the regular budget process, due to the development of the Biodiversity Resilience Plan underpinning Council's Climate Response Plan.

RECOMMENDATION

That Council approve the development of the Biodiversity Resilience Plan and allocate the required funding from the current 2020/21 budget (as detailed in section 5 of the officers' report) to commence works.

1. INTRODUCTION

Knox's Leafy Green Image is highly valued within the community, local business and the organisation. This is highlighted in the Knox Community and Council Plan 2017-2021, including Strategy 1.2 to create a greener city with more large trees and indigenous flora and fauna. The Development of the Biodiversity Resilience Plan will address the Strategy.

The Biodiversity Resilience Plan will align with and respond to the recently endorsed metropolitan-wide strategy: "Living Melbourne: Our Metropolitan Urban Forest". This strategy which represents a partnership between 32 Councils (including Knox) sets canopy targets for the Eastern Region Councils and priorities for action to achieve the targets, and aims within Melbourne's Eastern Region (including Knox Council) to have a total tree canopy coverage of 30%, and a total tree canopy and shrub coverage of 50% by 2050.

- Currently, Knox Council does not have a thorough understanding of the level of canopy vegetation coverage across the municipality, or of the historic canopy tree loss/gain over time.
- Council has developed several strategic documents to inform specific biodiversity actions, however these do not provide an integrated and whole of system approach.
- With the lapse of the Knox Sustainable Environment Strategy 2008/2018, there is a need for a document that provides a framework for Council and community to strategically protect and enhance biodiversity, tree canopy and the health of ecosystems.

- The Plan would support setting biodiversity and tree canopy goals, objectives and targets, planning for climate impact on Council owned trees and provide direction in monitoring and evaluating our progress.

Continuous synergies with Council's strategic documents will see the Biodiversity Resilience Plan also align with:

- Knox Climate Response Plan 2021
- Results of the State of Knox 2020 Municipal Survey
- Community and Council Plan 2016-2020
- Open Space Plan review (due in 2022)

2. DISCUSSION

A study of Council's municipal wide canopy vegetation identifies that there is currently a gap in the understanding of vegetation and biodiversity across Knox. Lack of coordinated monitoring of changes to canopy vegetation presents substantial risks to the community. These include potential health and wellbeing impacts due to the urban heat island effect in areas of limited canopy vegetation, and incremental loss of Knox's green and leafy character and biodiversity, which is highly valued by the community.

The requested business case funding will be used to engage a consultant to undertake the development of the Biodiversity Resilience Plan. Internal staff resources will be allocated within the existing operational budget to manage the project and collaborate with the consultant.

The Biodiversity Resilience Plan will provide an integrated and holistic approach to managing urban biodiversity including tree canopy resilience, local flora, fauna, vegetation classes and ecological systems.

The Plan shall incorporate the following themes:

Understanding our current vegetation coverage

- Sourcing tree canopy mapping data.
- The data will provide a greater understanding of canopy vegetation within the municipality and identify significant loss/gaps, providing more detail at the local level to set strategic directions for the future.

Climate change adaptation

- Setting strategic approach for the planning of resilient tree and vegetation stock in a changing climate.
- Gain an understanding of the challenges facing the municipality in regards to vegetation changes over time.
- A methodology for preventing further extinctions of flora, fauna and ecological vegetation classes in Knox.
- Potential Climate Change impacts on Biodiversity.

Biodiversity Plan

- Identifying the areas of significant habitat corridors, biodiversity and canopy cover.
-

- Identifying opportunities and constraints to protecting and enhancing biodiversity and canopy cover.
- Identify methodology for data collection and evaluation to inform State of Knox and the Community and Council Plan.
- Improve community understanding of the importance of biodiversity and tree canopy and the role they can play in its conservation and protection.
- Growing community champions and programs, such as Friends Groups and the Gardens for Wildlife Program to support vegetation and tree canopy on private land and public land.
- Contribute to regional and global biodiversity working with regional partners to ensure best economic and biodiversity outcomes.

3. CONSULTATION

In parts of the past few years there have been a range of consultation and discussions that has taken place. These include:

- Presentation and discussion with EAC.
- Benchmarking other councils - service plan.
- Community petition and Council resolution.
- Community surveys – Community Council Plan.
- Community Council Plan – community feedback identified biodiversity as a priority.
- Council Resolution that identified Biodiversity as a key priority consideration.

Continuous ongoing consultation with the community and Council will also form part of the Plan's work.

4. ENVIRONMENTAL/AMENITY ISSUES

Healthy ecosystems and rich biodiversity are vital for the livability of our human, flora and fauna communities in Knox. Protecting and enhancing biodiversity will support the health and wellbeing of our community and contribute to effective adaptations as our climate changes.

The work proposed through the Biodiversity Resilience Plan will provide Council with a strategic, integrated and future focused approach to biodiversity and tree canopy management.

It will provide the community with a focused approach and identify where the community can support and empower while building capacity, skills and knowledge.

The opportunity for enhanced data collection and evaluation will provide an important feedback mechanism for ongoing planning and delivery.

An Action Plan will be developed and provide a vision, set a clear direction and goals to support biodiversity in Knox.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The cost for the development of the Biodiversity Business Case is \$150,000.

This report requests that Council allocate funding from the current 2020/21 budget to allow works on the development of the Plan to commence early in 2021.

A holistic review of the Community Infrastructure Department total 2020/21 budget identifies that there are some projects that have been budgeted for that, as a result of the COVID-19 pandemic and working restrictions will not be able to be delivered this financial year. This includes \$50,000 of landscaping street tree/bush boulevard planting.

The reallocation of this budget item (\$50,000) to the development of the Biodiversity Resilience Plan, is a one-off reduction in funding which will not impact the overall delivery of this program. The development of the Plan will strategically assist in the appropriate tree species selection and appropriate planting locations.

Of note, there are budget items within the Community Infrastructure Department is currently forecast to be over budget, these being the expenses attributed to additional security patrols and additional cleaning of Council's facilities during the COVID-19 lockdown restrictions.

The remaining \$100,000 is proposed to be sourced come from cash reserves.

It is proposed that the Biodiversity team will manage the project with collaboration and input from Council, City Futures, Open Space and Landscape Design, Planning, Stormwater and Parks Services.

6. SOCIAL IMPLICATIONS

Our community continue to tell us that they cherish the 'green and leafy' character of Knox. With the ongoing urbanisation of the municipality, we need to ensure we are thoughtfully considering a strategic and approach to plan for the diverse and sustainable future of our city.

Council, community members and other stakeholders such as Parks Victoria and Melbourne Water, all have a role to play in protecting and enhancing the significant biodiversity that remains.

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

Goal 1 - We value our natural and built environment

Strategy 1.1 - Protect and enhance our natural environment

Strategy 1.2 - Create a greener city with more large trees, indigenous flora and fauna

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

8. CONFLICT OF INTEREST

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

9. CONCLUSION

Council has not yet planned for a resilient tree stock and will therefore be required to spend increased resources over time for replacement.

2020-12-21 - Meeting Of Council

Council actions do not currently consider local climate change impacts and effectively deliver mitigation strategies for biodiversity resilience within the municipality.

The Biodiversity Resilience plan will provide Council with the required data, tools and strategic direction to support a future focused approach to biodiversity.

The Biodiversity Resilience Plan will strive to deliver on the intent with the Notice of Motion No. 98 - Climate and Environment Change as per Council resolution on 28 October 2019. As well as deliver Council resolution 8.2 - Climate Change, Trees and Biodiversity – 28/01/2020.

10. CONFIDENTIALITY

There are no items of a confidential nature in this report.

Report Prepared By: Acting Manager Community Infrastructure, Andrea Szymanski

Report Authorised By: Director, Infrastructure, Grant Thorne

Attachments

Nil

8.3 Bayswater Modular Facility Project Report

SUMMARY: Acting Manager, Youth, Leisure and Cultural Services, Nicole Columbine and Manager, Sustainable Infrastructure, Matt Hanrahan

Council has received funding contributions from both State and Federal Government to support the provision of a modular change room facility and pavilion upgrade at Marie Wallace Bayswater Park. This funding commitment comes without an equivalent funding allocation from Council in its 2020/21 program.

RECOMMENDATION

That Council:

- 1. Approve the implementation of the Marie Wallace Bayswater Park modular change rooms and existing pavilion refurbishment and allocate the required funding from the current 2020/21 budget (as detailed in Section 4 of Confidential attachment C);**
- 2. Note that existing funding commitments have been provided by both the State and Federal Government, and the Bayswater Junior Football Club towards the project;**
- 3. Note that cost details associated with delivery of the projects will be made publicly available through presentation of a future tender award report to Council for completion of the works; and**
- 4. Note that a review of the modular building program within Knox will be referred to Council for consideration through its annual budget process.**

1. INTRODUCTION

This report seeks funding from Council outside of the traditional budget process to support the provision of a modular change room facility and refurbishment of existing pavilion at Marie Wallace Bayswater Park in Bayswater, home to the Bayswater Junior Football Club, the Bayswater Cricket Club and the Knox Roadrunners. The request arises due to Council Officers applying for and successfully receiving grant funding from both State and Federal Governments towards the project.

The State Government grant required a supporting letter from the CEO of Council to indicate that should the grant be successful, Council would fulfil its funding obligation. A copy of this correspondence is included in Attachment A.

The Federal Government grant came about through their desire to fast-track infrastructure projects as a COVID response, targeting projects which had not previously received budget/funding for the current year. It's to be noted that the tenant junior football club is also contributing a small amount of funding towards the project.

2. DISCUSSION

2.1 Background

Council has progressed a series of modular building projects over recent years in an effort to fast track facility enhancements which align with specific community driven demand, typically supporting sporting and leisure infrastructure. Council has advocated strongly over recent years that the projects support an increase in female participation in sport. The modular buildings program was endorsed previously by Council as a method of delivering accelerated community outcomes. The program utilises the provision of factory made facilities which can be transported to site and erected within a condensed delivery program when compared with a traditional building, often at a lower price point and causing less disturbance to the community during construction.

Modular projects delivered previously/currently by Council include:

- Batterham Reserve (Oval #2), The Basin
- Knox Gardens Reserve (Oval #2), Wantirna
- Colchester Reserve, Boronia
- Rowville Recreation (Seebeck) Reserve (Oval #2), Rowville (Due 2020/21)
- Liberty Reserve, Rowville (Due 2020/21)

Council has advocated strongly for contributions to its modular program as a means of encouraging female and junior participation in sport, noting the rise in female participation in AFL and soccer teams, for both junior and senior teams.

In discussions with Council through the last budget cycle, it was noted that there remains a considerable list of projects identified as being suitable for the inclusion on the modular buildings program.

Utilising a prefabricated modular design, the facilities provide a lower-priced solution to meet a specific service need. There remain some questions as to whether the facilities provide a long-term solution for tenant clubs, noting that the construction materials of modular buildings and usage demands may result in a shorter lifespan (estimated 25 – 30 years) than a traditionally built facility.

2.2 Scope of Project

The Marie Wallace Bayswater Park project comprises two separate elements, for which concept designs and cost estimates have been completed. The project includes:

- Delivery of a standalone modular changeroom facility, comprising a set of two changerooms with accompanying toilet facilities, in addition to umpires change rooms and officials/timekeeper rooms with accompanying toilet facilities/storage facilities.
- Redevelopment to the existing pavilion, incorporating a community/social space, upgrades to the existing kitchen, amenities and provision of an enhanced viewing deck.

The combined buildings meet the requirements for football/cricket and the road runners in line with Council's Sporting Reserve and Facility Development Guidelines.

Concept plans for the proposed facility enhancements are included in Attachment B.

2.3 Demand for Community facilities

Council's Community Facilities Planning Policy provides guidance on the planning, delivery and management of community facilities. It includes consideration of opportunities for multi-purpose, co-located or integrated uses of all Council facilities. With increasing demand for facility space, there is an expectation that facility use is maximised and made available to multiple stakeholders where a lead tenant is not utilising the space. This applies to Knox sporting venues, such as pavilions, where groups/clubs primarily utilise the facility in the later afternoon and weekends, however have availability during the day.

To understand the current level of provision and the likely future demand for facilities, a review of existing services and a demand analysis were undertaken for the Bayswater area in a 2020 review. Over the past 5 years the need for community facility space has increased in the Bayswater area with the loss of the Bayswater Youth Hall, introduction of 3-year-old kindergarten, an increasing need for support for older and vulnerable people and changes to the library model. The Bayswater Community Facility Needs Analysis identified a strong need for additional venues in Bayswater that can facilitate community group access to services, meeting and activity spaces and programming of activities and services which respond to social isolation and socio-economic disadvantage, fostering community gathering and connections.

2.4 Funding Submissions

Council made an application through Sport and Recreation Victoria's (SRV) Annual Female Friendly Facilities Funding Program.

The funding application originally sought a \$500k contribution to support delivery of both facility elements (new modular change rooms and re-purposing of the existing pavilion). SRV responded that it would not be supportive of providing funding through its female friendly fund as the social space elements would not meet its criteria. SRV subsequently sought confirmation from Council officers whether it would be happy to continue with the grant application at a maximum amount of \$300,000. Council officers supported this proposal in principle.

Not long after the commencement of COVID in early 2020, the Federal Government also put out a call for project nominations under its Local Roads and Community Infrastructure program. This funding program sought projects that had not previously been funded by Council in its current year budget. Given the shortfall in funds received from the State Government, an application was made and subsequently deemed successful for \$232,902, which would – when combined with the State Government funding amounted to \$532,902.

While both funding sources have high expectations with respect to the delivery of the identified project in terms of timing, there is an awareness that a Council contribution to funding would be necessary to oversee the full delivery of the project and a general awareness that no funding had been provided to date by Council in the current financial year.

3. CONSULTATION

The Bayswater Junior Football Club, Bayswater Cricket Club and the Knox Roadrunners have been strong advocates for funding support from both State and Federal Government elected members. The clubs are aware that a conditional Council funding commitment was provided with the SRV grant application and as a collective, they are keen to ensure that the project progresses given the State Government funding announcement. The clubs are aware additional funding from Federal Government has been sought, however receipt of this funding has not yet been confirmed with the clubs.

Sport and Recreation Victoria (SRV) funding program guidelines have indicated that a start date by the end of 2020 would be required to meet program guidelines, however there is a strong possibility that Council officers will need to manage project expectations with both tenant clubs and the funding partners. A variation request could be lodged with SRV if required, seeking approval of a delayed commencement and revised delivery timelines.

4. ENVIRONMENTAL / AMENITY ISSUES

Given the proposed location of the modular facility, in proximity to the existing pavilion, there are no strong indications that the project will be significantly impacted by environmental issues. There exists the likelihood of limited vegetation removal and through the design development process, Council officers will likely need to take into account floodplain requirements, having regard to the proximity of the Dandenong Creek.

Flood design levels have heavily influenced similar facility enhancements in recent history and can result in considerable design modifications. Given its location, there may also be a requirement to undertake a Cultural Heritage Management Plan.

5. FINANCIAL & ECONOMIC IMPLICATIONS

While no Council funding has been allocated in the 2020/21 budget, the Marie Wallace Bayswater Park Modular Pavilion Facility would be delivered as a near term priority as part of the modular buildings program, which is funded through Council's Major Projects forward program. Details of the proposed funding source for the delivery of both project elements is outlined in Confidential Attachment C.

The total cost of the project is yet to be finalised and will be informed by the design development process. A Bill of Quantities estimate has been prepared for the modular facility and pavilion upgrade works, however this does not define the overall project cost as this will be impacted by the influence of existing services, ground/soil/flooding and environmental conditions and key planning requirements, in addition to project management fees and contingencies for the project.

Should Council commit funding towards commencement of the project, it may be possible to identify any potential funding shortfall for inclusion when presenting the draft 21/22 Capital

Works Program for consideration by Council. The release of out of budget funding would enable officers to progress the design development process and honour commitments associated with the received grant funding.

6. SOCIAL IMPLICATIONS

Female participation in sport has been identified as a key initiative driving Council's investment in Capital Works projects over recent years, and the provision of the modular changeroom facility will go some way towards addressing the gap between the demand and supply of changeroom facilities.

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

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

8. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

Confidential Attachment is included in the confidential agenda, having been declared confidential information pursuant to the Governance Rules and Section 66 of the Local Government Act 2020, as it relates to Council business information, that will prejudice Council's position when tendering for services prematurely released.

Report Prepared By: **Acting Manager Youth, Leisure and Cultural Services, Nicole Columbine and Manager - Sustainable Infrastructure, Matt Hanrahan**

Report Authorised By: **Director, Infrastructure, Grant Thorne and Director Connected Communities, Tanya Scicluna**

Attachments

1. Letter to Sports and Recreation Victoria - Contribution Towards Marie Wallace Bayswater Park Female [8.3.1 - 1 page]
2. Revised Design - Marie Wallace pavilion 01-06 A [8.3.2 - 7 pages]

31 January 2020

Bianca Stewart
Coordinator Metropolitan Eastern
Sport & Recreation Victoria



Dear Bianca

I write on behalf of Knox City Council to confirm that it will contribute \$510,594 towards delivery of the Marie Wallace Bayswater Park Female Friendly Changeroom Upgrade as part of its 2020/21 Capital Works Program.

The project is set to improve the changing facilities, multipurpose space and kitchen at the reserve, bringing it up to a suitable level for both current and future users. The project scope is consistent with Council's standards for municipal level cricket and football (AFL) facilities, as well as being consistent with the facility guidelines of both Cricket Australia and AFL Victoria. The improvements will also ensure Council meets its requirements of the Disability Discrimination Act.

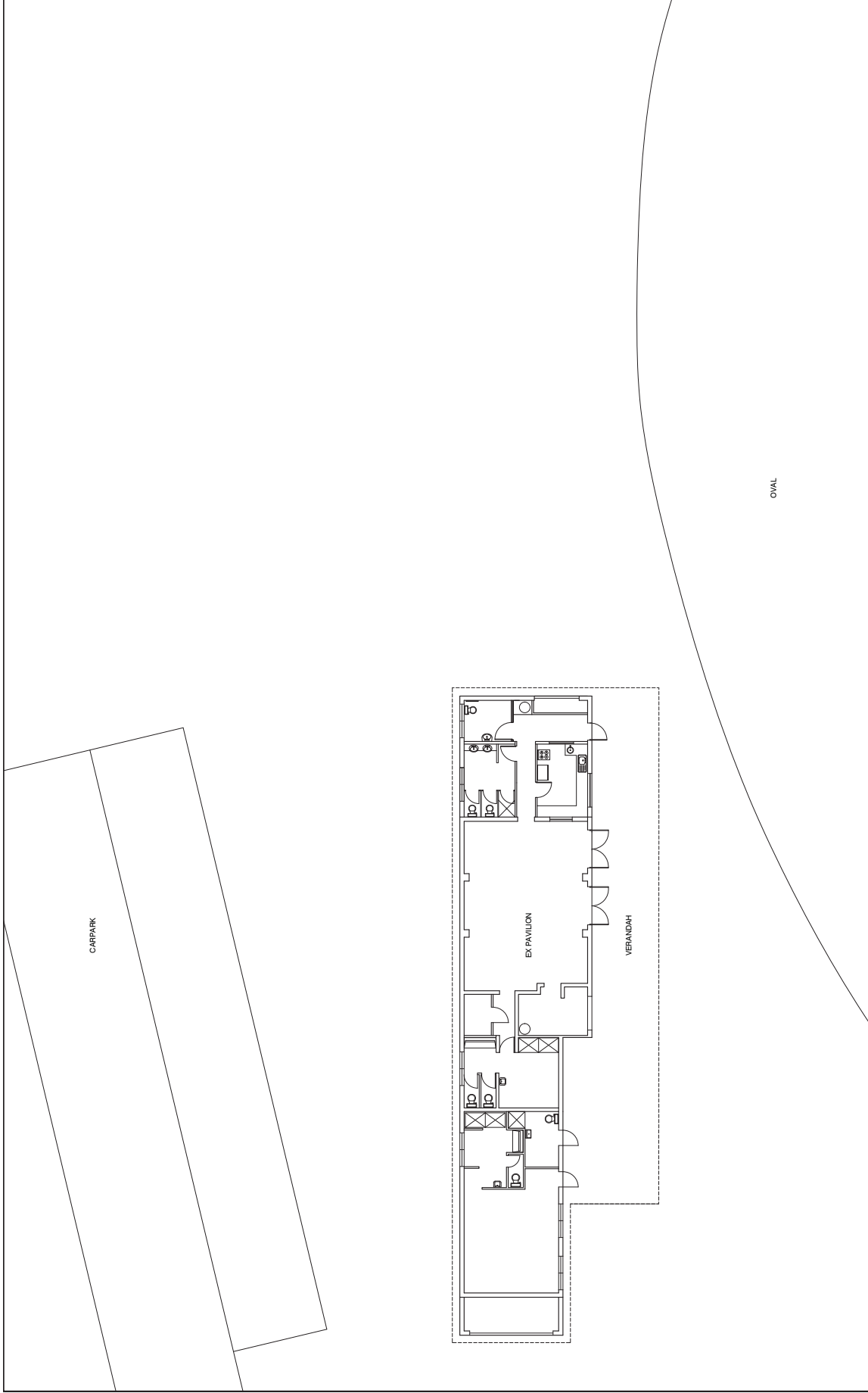
Further details of the project can be found within the submission accompanying this letter of funding confirmation, however should you require any further information please contact Council's Team Leader Leisure Development, Daniel Clark, on (03) 9298 8536.

Regards

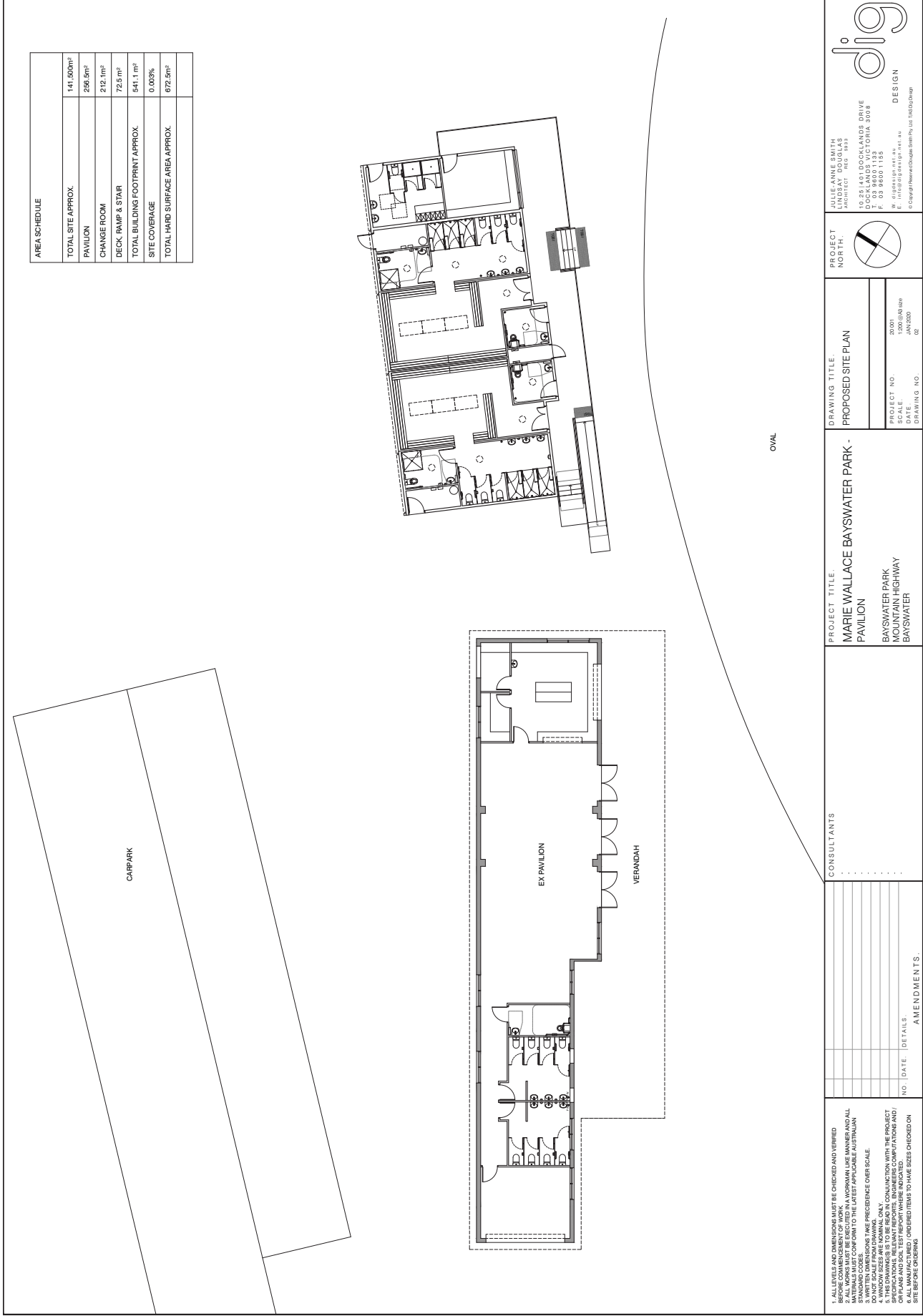
Tony Doyle
Chief Executive Officer

Attach. Submission

Enquiries: Daniel Clark
Reference: D20-26800



<p>1. ALL LEVELS AND DIMENSIONS MUST BE CHECKED AND VERIFIED. 2. ALL WORKS MUST BE EXECUTED IN A WORKMAN LIKE MANNER AND ALL MATERIALS MUST CONFORM TO THE LATEST APPLICABLE AUSTRALIAN STANDARDS. 3. WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALE. 4. WINDOW SIZES ARE NOMINAL ONLY. 5. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT SPECIFICATIONS AND ALL OTHER DRAWINGS (INCLUDING AND NOT LIMITED TO) AND ALL RELEVANT REGULATIONS AND STANDARDS. 6. ALL DIMENSIONS AND SCALE TEST REPORT WHERE INDICATED, MUST BE CHECKED ON SITE BEFORE COMMENCING WORK.</p>	<p>CONSULTANTS</p> <table border="1"> <tr> <th>NO.</th> <th>DATE</th> <th>DETAILS</th> <th>AMENDMENTS</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	NO.	DATE	DETAILS	AMENDMENTS																																					<p>PROJECT TITLE: MARIE WALLACE BAYSWATER PARK - PAVILION</p> <p>BAYSWATER PARK MOUNTAIN HIGHWAY BAYSWATER</p>	<p>DRAWING TITLE: EXISTING SITE PLAN</p> <p>PROJECT NO. 20/001 SCALE 1:200 @ A3 Size DATE JAN 2020 DRAWING NO. 01</p>	<p>PROJECT NORTH</p>	<p>JULIE ANNE SMITH ARCHITECT REG 00193 15/251 LAS DOCKLANDS DRIVE DOCKLANDS VICTORIA 3008 T. 03 9400 1133 F. 03 9400 1139 W. www.jasdesign.net.au E. info@jasdesign.net.au © Copyright Reserved Design Event Pty Ltd 1983/Design DESIGN</p> <p>dia</p>
NO.	DATE	DETAILS	AMENDMENTS																																										



AREA SCHEDULE	
TOTAL SITE APPROX.	141,500m ²
PAVILION	296.5m ²
CHANGE ROOM	212.1m ²
DECK, RAMP & STAIR	72.6m ²
TOTAL BUILDING FOOTPRINT APPROX.	541.1 m ²
SITE COVERAGE	0.003%
TOTAL HARD SURFACE AREA APPROX.	872.5m ²

1. ALL LEVELS AND DIMENSIONS MUST BE CHECKED AND VERIFIED.
2. ALL WORKS MUST BE EXECUTED IN A WORKMAN LIKE MANNER AND ALL MATERIALS MUST CONFORM TO THE LATEST APPLICABLE AUSTRALIAN STANDARDS.
3. WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALE.
4. WINDOW SIZES ARE NOMINAL ONLY.
5. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT SPECIFICATIONS, CONTRACT CONDITIONS, CONDITIONS OF CONTRACT AND OTHER PLANS AND SCALE TEST REPORT WHERE INDICATED.
6. ALL DIMENSIONS AND ORDERED ITEMS TO HAVE SIZES CHECKED ON SITE BEFORE ORDERING.

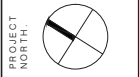
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CONSULTANTS

PROJECT TITLE:
MARIE WALLACE BAYSWATER PARK - PAVILION
 BAYSWATER PARK
 MOUNTAIN HIGHWAY
 BAYSWATER

DRAWING TITLE:
PROPOSED SITE PLAN

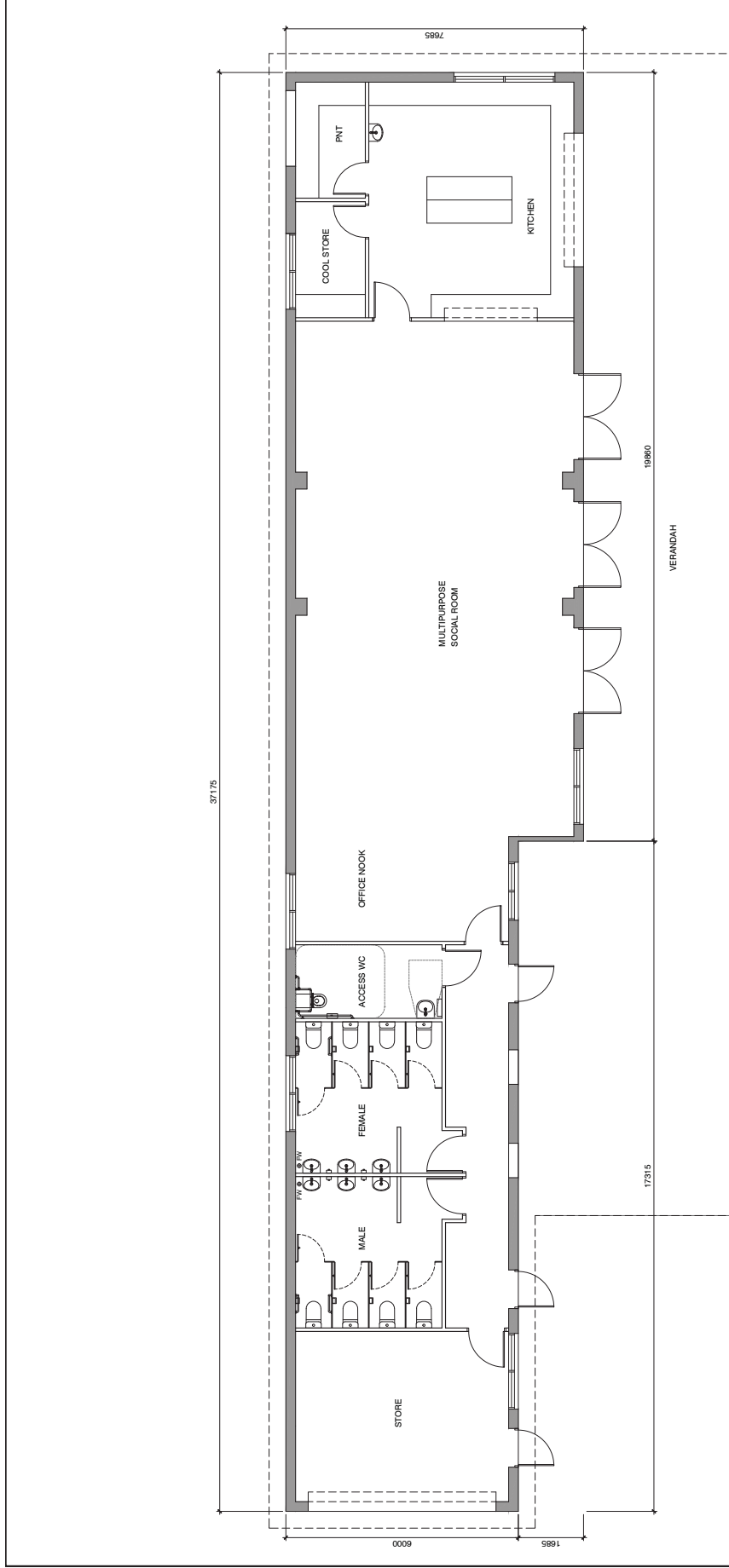
PROJECT NO. 20/001
 SCALE 1:500 @ A3 Size
 DATE 20/01/2020
 DRAWING NO. 02



PROJECT NORTH

JULIE ANNE SMITH
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DESIGN **dig**



01 PROPOSED PAVILION FLOOR PLAN

SCALE 1:100

- 1. ALL LEVELS AND DIMENSIONS MUST BE CHECKED AND VERIFIED.
- 2. ALL WORKS MUST BE EXECUTED IN A WORKMAN LIKE MANNER AND ALL MATERIALS MUST CONFORM TO THE LATEST APPLICABLE AUSTRALIAN STANDARDS.
- 3. WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALE.
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- 6. ALL DIMENSIONS ARE UNLESS OTHERWISE SPECIFIED IN METERS.

NO.	DATE	DETAILS	AMENDMENTS

CONSULTANTS

PROJECT TITLE:
MARIE WALLACE BAYSWATER PARK - PAVILION
 BAYSWATER PARK
 MOUNTAIN HIGHWAY
 BAYSWATER

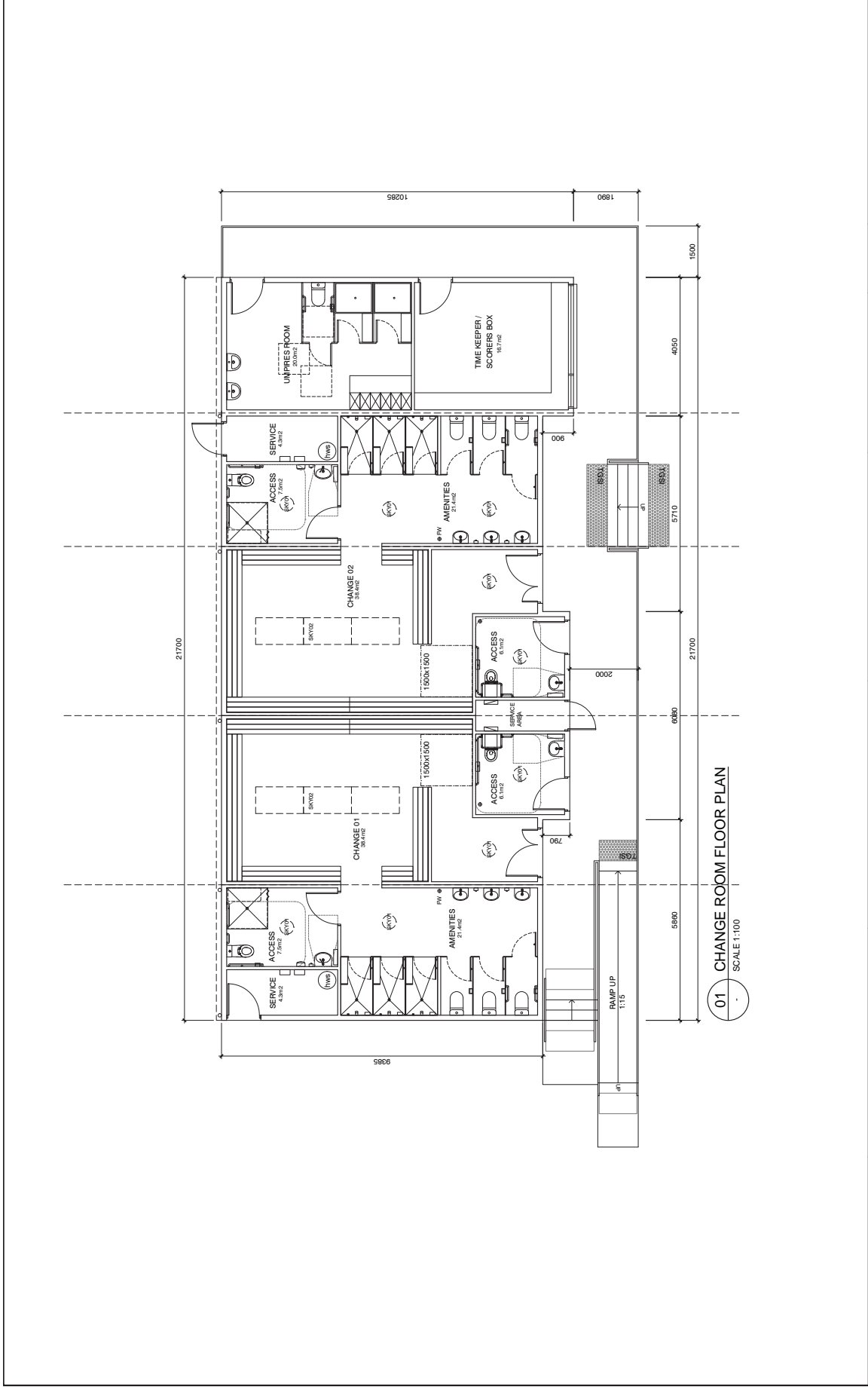
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PROPOSED FLOOR PLAN

PROJECT NO. 20/001
 SCALE 1:100 (AS SHOWN)
 DATE JAN 2020
 DRAWING NO. 01



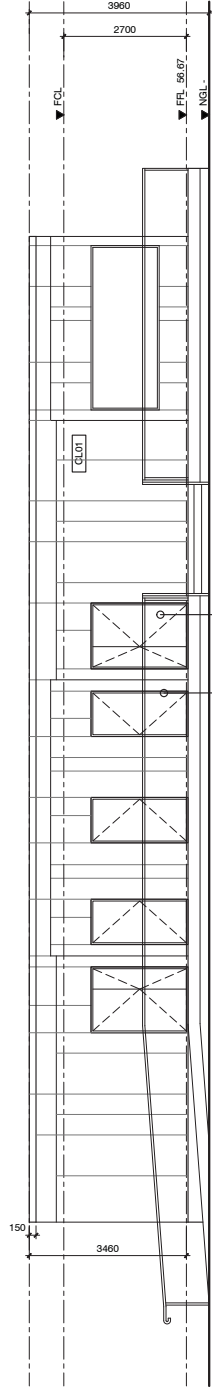
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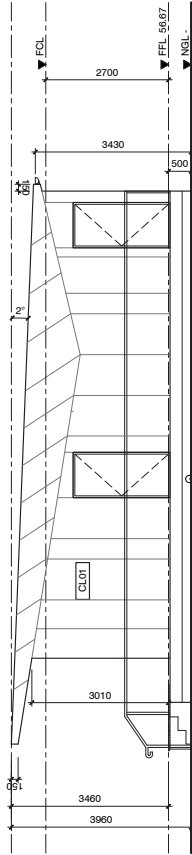


01 CHANGE ROOM FLOOR PLAN
SCALE 1:100

<p>1. ALL LEVELS AND DIMENSIONS MUST BE CHECKED AND VERIFIED. 2. ALL WORKS MUST BE EXECUTED IN ACCORDANCE WITH THE NATIONAL BUILDING REGULATIONS AND ALL MATERIALS MUST BE SPECIFIED IN A WORKMAN LIKE MANNER AND ALL DIMENSIONS MUST BE TO THE LATEST APPLICABLE AUSTRALIAN STANDARDS. 3. WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALE. 4. WINDOW SIZES ARE NOMINAL ONLY. 5. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT SPECIFICATIONS AND ALL OTHER DRAWINGS (INCLUDING AND NOT LIMITED TO) AND ALL OTHER PLANS AND SOIL TEST REPORT WHERE INDICATED. 6. ALL WORKS MUST BE ORDERED TO BE CHECKED ON SITE BEFORE COMMENCING.</p>	<p>CONSULTANTS</p> <table border="1"> <tr> <th>NO.</th> <th>DATE</th> <th>DETAILS</th> <th>AMENDMENTS</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	NO.	DATE	DETAILS	AMENDMENTS					<p>PROJECT TITLE: MARIE WALLACE BAYSWATER PARK - PAVILION</p> <p>BAYSWATER PARK MOUNTAIN HIGHWAY BAYSWATER</p>	<p>DRAWING TITLE: PROPOSED FLOOR PLAN</p> <p>PROJECT NO. 20001 SCALE 1:100 @ A3 Size DATE JAN 2020 DRAWING NO. 01</p>	<p>PROJECT NORTH</p>	<p>JULIE ANNE SMITH ARCHITECT 15 251 145 DOCKLANDS DRIVE DOCKLANDS VICTORIA 3008 P 03 9600 1133 F 03 9600 1139 E info@jasmith.com.au W www.jasmith.com.au DESIGN © Copyright Reserved Design Built Pty Ltd 1985/20 Design</p>
NO.	DATE	DETAILS	AMENDMENTS										



02 NORTH ELEVATION
SCALE 1:100



01 WEST ELEVATION
SCALE 1:100

MATERIALS & COLOURS SCHEDULE

CODE	MATERIAL	COLOUR/ FINISH	SAMPLE
PE01	EXTERNAL PAINT FINISH	DULUX WESTERN IVALL	
CL01	DURACOM 'BGC FIBRE CEMENT COMPRESSED CLADDING' RECESSED JOINT	DULUX 'TRANQUIL RETREAT'	
CL01A	DURACOM 'BGC FIBRE CEMENT COMPRESSED CLADDING' RECESSED JOINT	DULUX 'MILTON MOON'	
CL01B	DURACOM 'BGC FIBRE CEMENT COMPRESSED CLADDING' RECESSED JOINT	DULUX 'TIMELESS GREY'	
CB01	COLORBOND 'BGC SHEETING, GUTTERS + DOWNPIPES	BASALT	
CB02	COLORBOND ROLLER DOOR	BASALT	
AL01	ALUMINIUM FRAMED WINDOWS + DOORS	BLACK POWDERCOATED	
MD01	MODWOOD DECKING	BLACK BEAN	

1. ALL LEVELS AND DIMENSIONS MUST BE CHECKED AND VERIFIED.
2. ALL WORKS MUST BE EXECUTED IN A WORKMAN LIKE MANNER AND ALL MATERIALS MUST CONFORM TO THE LATEST APPLICABLE AUSTRALIAN STANDARDS.
3. WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALE.
4. WINDOW SIZES ARE NOMINAL ONLY.
5. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT SPECIFICATIONS AND ALL RELEVANT STANDARDS (INCLUDING BUT NOT LIMITED TO) AND ALL APPLICABLE LOCAL, STATE AND FEDERAL REGULATIONS AND ORDINANCES. ORDERED ITEMS TO HAVE SIZES CHECKED ON SITE BEFORE COMMENCING WORK.

AMENDMENTS

NO.	DATE	DETAILS

CONSULTANTS

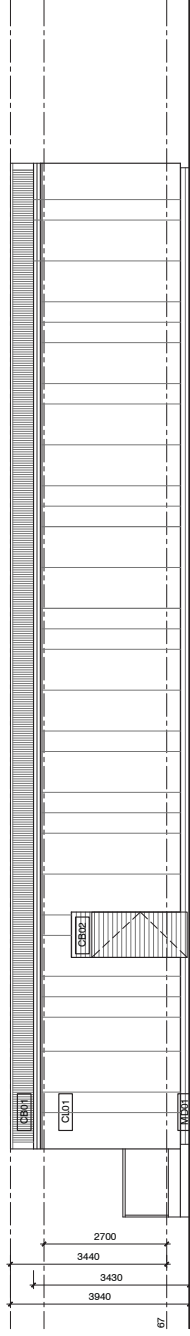
PROJECT TITLE:
MARIE WALLACE BAYSWATER PARK - PAVILION
BAYSWATER PARK
MOUNTAIN HIGHWAY
BAYSWATER

DRAWING TITLE:
PROPOSED ELEVATIONS
PROJECT NO. 20/001
SCALE 1:100 @ A3 Size
DATE JAN/2020
DRAWING NO. 02

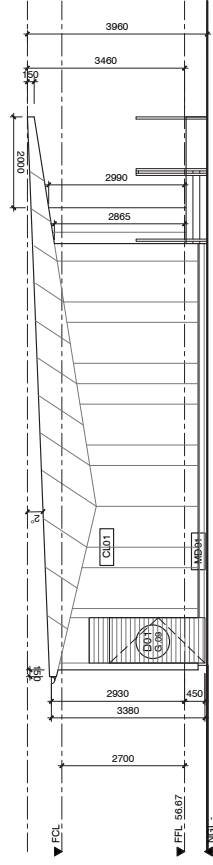


JULIE ANNE SMITH
ARCHITECT
15/281 AS DOCKLANDS DRIVE
DOCKLANDS VICTORIA 3008
PH: 03 9499 1133
F: 03 9499 1133
E: info@digdesign.com.au
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DESIGN



04 SOUTH ELEVATION
SCALE 1:100



03 EAST ELEVATION
SCALE 1:100

MATERIALS & COLOURS SCHEDULE

CODE	MATERIAL	COLOUR/ FINISH	SAMPLE
PE01	EXTERNAL PAINT FINISH	DULUX WESTERN MYALL	
CL01	DURACOM 'BGC FIBRE CEMENT COMPRESSED CLADDING' RECESSED JOINT	DULUX TRANQUIL RETREAT	
CL01A	DURACOM 'BGC FIBRE CEMENT COMPRESSED CLADDING' RECESSED JOINT	DULUX MILTON MOON	
CL01B	DURACOM 'BGC FIBRE CEMENT COMPRESSED CLADDING' RECESSED JOINT	DULUX TIMELESS GREY	
CB01	COLORBOND ROCK SHEETING, GUTTERS + DOWNPIPES	BASALT	
CB02	COLORBOND ROLLER DOOR	BASALT	
AL01	ALUMINIUM FRAMED WINDOWS + DOORS	BLACK POWDERCOATED	
MD01	MODWOOD DECKING	BLACK BEAN	

- 1. ALL LEVELS AND DIMENSIONS MUST BE CHECKED AND VERIFIED.
- 2. ALL WORKS MUST BE EXECUTED IN ACCORDANCE WITH THE NATIONAL BUILDING REGULATIONS AND ALL MATERIALS MUST CONFORM TO THE LATEST APPLICABLE AUSTRALIAN STANDARDS.
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- 6. ALL DIMENSIONS AND SIZES MUST BE CHECKED ON SITE BEFORE COMMENCING WORK.

CONSULTANTS

NO.	DATE	DETAILS	AMENDMENTS

PROJECT TITLE:
MARIE WALLACE BAYSWATER PARK - PAVILION

BAYSWATER PARK
MOUNTAIN HIGHWAY
BAYSWATER

DRAWING TITLE:
PROPOSED ELEVATIONS

PROJECT NO. 20/001
SCALE 1:100 @ A3 Size
DATE JAN 2020
DRAWING NO. 04

PROJECT NORTH

JULIE ANNE SMITH
ARCHITECT
15/251 LOCKLANDS DRIVE
DOCKLANDS VICTORIA 3008
PH: 03 9400 1133
F: 03 9400 1139
E: info@jasmith.net.au
DESIGN
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9 Community Services Officers' Reports for consideration

9.1 Minor Grants Program 2020-21 Monthly Report

SUMMARY: Community Partnerships Officer, Deb Robert

This report summarises the grant applications recommended for approval in December 2020 for the Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Policy.

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

RECOMMENDATION

That Council:

1. Approve three applications for a total of \$9,000.00 as detailed below:

Applicant Name	Project	Amount Requested	Amount Recommended
Orana Neighbourhood House	Paving Outdoor Area	\$3,000.00	\$3,000.00
Bayswater Cricket Club	Commercial Fridge	\$5,000.00	\$3,000.00
Colchester Park Pre-School	Interactive Whiteboard	\$3,000.00	\$3,000.00
TOTAL		\$11,000.00	\$9,000.00

2. Note that the following application has been approved and will be paid under delegated authority in accordance with Cl.6.6 of the Minor Grants Policy, as detailed below:

Applicant Name	Project	Amount Requested	Amount Recommended
Flamingo Community Group	COVID-Safe Environment	\$316.13	\$316.13
TOTAL		\$316.13	\$316.13

3. Note that inclusive of the above recommended grants, which total \$9,316.13, a total of \$113,676.25 has been awarded to date under the 2020-21 Minor Grants Program to support 54 community-based organisations and their programs.

1. INTRODUCTION

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

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

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

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

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

The Policy sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 2020.

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

2. DISCUSSION

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

Four complete grant applications were received since the Council Meeting held on 30 November 2020, requesting grants totalling \$11,316.13.

This report recommends the applications all four applications for Council's approval as eligible under the Minor Grants Program Policy.

Colchester Park Preschool and Flamingo Community Group applications have been referred to the Minor Grants Program by the internal panel assessing the COVID19 Supporting Local Services Grants, based on the type of projects and relatively small amounts requested.

The applications from Bayswater Cricket Club, Colchester Park Pre-School and Flamingo Community Group all referred to various impacts of the COVID pandemic period. They respectively identify limitations on normal fundraising capacity, new technology opportunities in response to maintaining COVID safe interactions and the need for basic protective materials such as masks and thermometers.

Orana Neighbourhood House is seeking a grant to pave an area that has not been able to be maintained during COVID lockdown and has become unsafe.

The application from Flamingo Community Group, which runs a 3-year-old kindergarten group, requested a small grant of under \$500 which was approved under delegation, in accordance with the Policy.

Bayswater Cricket Club requested a grant of \$5,000 which is over the annual allocation limit of \$3,000. The Club is eligible to receive a grant of \$3,000 in this current financial year.

All these projects are clearly targeted to the benefit of the Knox community and address the objectives of the Minor Grants program.

3. CONSULTATION

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

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

The Policy specifies assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

4. ENVIRONMENTAL / AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

The approval of Minor Grants is managed within Council's adopted budget. The 2020-2021 Budget provides \$213,454 for the Minor Grants Program (including the annual allocation of \$148,500.00 plus an additional \$51,500.00 that was allocated through the COVID Community and Business Support Package. The remaining amount is a carry-forward of unspent funds from the Minor Grants Program from the 2019/2020 financial year, as per the Minor Grants Policy).

Recommended applications for the December period total \$9,316.13. If approved as recommended, the remaining Minor Grants budget for 2020-21 will total \$105,658.08 before GST adjustments.

6. SOCIAL IMPLICATIONS

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

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

Goal 4 - We are safe and secure

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

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

Strategy 5.4 - Increase and strengthen local opportunities for lifelong learning, formal education pathways and skills development to improve economic capacity of the community

Goal 6 - We are healthy, happy and well

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

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

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

Strategy 7.3 - Strengthen community connections

8. CONFLICT OF INTEREST

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

9. CONCLUSION

This report contains the recommendation for funding for applications received for December 2020 through the Minor Grants Program.

10. CONFIDENTIALITY

There is no information of a confidential nature in this report. Personal information, including names and address information, has been redacted from Attachment 1 to facilitate its inclusion in the public agenda.

Report Prepared By: Community Partnerships Officer, Deb Robert

Report Authorised By: Director Community Services, Tanya Scicluna

Attachments

1. ATTACHMENT 1 - Minor Grant Applications - December 2020 [**9.1.1** - 23 pages]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020 (Version 2 of 2)
Application 50- MGP - 2020-21 From Orana Neighbourhood House
 Form Submitted 2 Dec 2020, 11:18am AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Orana Neighbourhood House

Organisation Address *

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020 (Version 2 of 2)
Application 50- MGP - 2020-21 From Orana Neighbourhood House
 Form Submitted 2 Dec 2020, 11:18am AEDT

[REDACTED] ince, Postcode, and Country are required.

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

ince, Postcode, and Country are required.

Phone Number

[REDACTED]

alian phone number.

Mobile Phone Number *

[REDACTED]

alian phone number.

Email *

[REDACTED]

Please provide your ABN

91 514 980 522

Information from the Australian Business Register	
ABN	91 514 980 522
Entity name	Orana Neighbourhood House Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	3152 VIC
<i>Information retrieved at 11:49am yesterday</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020 (Version 2 of 2)
Application 50- MGP - 2020-21 From Orana Neighbourhood House
Form Submitted 2 Dec 2020, 11:18am AEDT

A0019215F

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Paving for outdoor Area

(a) Briefly describe details of the request: *

Orana has a small seating area at our entrance which has become unsafe and unsightly with overgrown weeds during this period of COVID-19 lockdown. We would like to get it paved as there is an uneven gap which has become a trip hazard. Once paved in a non-slip concrete it will become welcoming area that our community members and volunteers can enjoy when we re-open to the public in 2021.

(b) What community benefit is gained from this project / activity? *

Our community members and volunteers will have a safe and welcoming place to sit in our community garden. As the main aim of this project is to make the area even, non-slip and safe, this project will attract more members to our community centre such as seniors or people with a disability that may be hesitant to move around the community garden if this area is not paved.

Project Start Date *

01/01/2021

Must be a date.

Project End Date *

31/01/2021

Must be a date.

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$3,432.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020 (Version 2 of 2)
Application 50- MGP - 2020-21 From Orana Neighbourhood House
 Form Submitted 2 Dec 2020, 11:18am AEDT

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Request from Knox Council for paving as per attached quote 5880	\$3,000.00
Orana to pay balance	\$432.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$3,432.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Paving Works Quote.pdf
 File size: 512.6 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

Filename: Orana Incorporation Certificate.pdf
 File size: 16.7 kB

Filename: Paving Project Plan.docx

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020 (Version 2 of 2)
Application 50- MGP - 2020-21 From Orana Neighbourhood House
Form Submitted 2 Dec 2020, 11:18am AEDT

File size: 701.2 kB

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Public Liability Insurance 2020.pdf
File size: 308.3 kB

Public Liability Expiry Date *

30/06/2021
Must be a date.

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.

Name *

[Redacted Name]

Position (if organisation) *

Manager

Declaration Date *

01/12/2020
Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 95- MGP - 2020-21 From Bayswater Cricket Club Inc.
 Form Submitted 27 Nov 2020, 2:49pm AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

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2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Bayswater Cricket Club Inc.

Organisation Address *

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 95- MGP - 2020-21 From Bayswater Cricket Club Inc.
 Form Submitted 27 Nov 2020, 2:49pm AEDT

[Redacted]

Province, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

Province, Postcode, and Country are required.

Phone Number

[Redacted]

Australian phone number.

Mobile Phone Number *

[Redacted]

Australian phone number.

Email *

[Redacted]

Please provide your ABN

99 656 839 508

Information from the Australian Business Register	
ABN	99 656 839 508
Entity name	Bayswater Cricket Club Inc.
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3153 VIC

Information retrieved at 3:58am yesterday

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 95- MGP - 2020-21 From Bayswater Cricket Club Inc.
Form Submitted 27 Nov 2020, 2:49pm AEDT

A0007797L

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Commercial Fridge

(a) Briefly describe details of the request: *

Bayswater Cricket Club requires a new Commercial display fridge for our Social Rooms and domestic fridge for our kitchen to be shared in the winter months with the Bayswater Football Club. Covid-19 has placed heighten financial pressure on all local sporting clubs our ability to raise funds to purchase these essential items has forced us to seek you help.

(b) What community benefit is gained from this project / activity? *

Bayswater Cricket Club provides a strong safe and inclusive environment for both Junior and senior teams to compete in the Victorian Sub District Cricket Association. Bayswater Cricket Club has 5 Senior, 3 veterans, teams and provide under 14 kids from around Knox the opportunity to compete in the Craig Shield competition. Along with providing a pleasant social environment for our players and members, our social rooms are used regularly by 'The Green Barn' a ladies sewing group along with other user groups, it also holds the annual Bayswater CC Pink Stumps Days, and in 2019 as part of Council involvement in the 16 Days of Activism against gender-based violence Bayswater hosted a community luncheon. The Bayswater Football Club in conjunction with the EFNL host the First Division Finals at the Marie Wallace Bayswater Oval every year. The club must to replace an old expensive to run display fridge which has died, and replace a very small domestic fridge from our kitchen to help support the club's ability to hold functions, this issue has become urgent.

Project Start Date *

01/12/2020

Must be a date.

Project End Date *

24/12/2020

Must be a date.

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$5,592.90

Must be a dollar amount.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 95- MGP - 2020-21 From Bayswater Cricket Club Inc.
 Form Submitted 27 Nov 2020, 2:49pm AEDT

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$5,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Double door display Fridge	\$3,799.90
Samsung Fridge	\$1,793.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$5,592.90

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Fridge quotes.docx
 File size: 679.4 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

Other Fund Details

Year of Application:

2019

Grant Program:

Minor Capital Works Grants

Amount:

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 95- MGP - 2020-21 From Bayswater Cricket Club Inc.
Form Submitted 27 Nov 2020, 2:49pm AEDT

\$5,800.00

Must be a dollar amount.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

No files have been uploaded

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Certificate of Currency.pdf

File size: 178.6 kB

Public Liability Expiry Date *

30/06/2021

Must be a date.

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

Committee Member

Declaration Date *

27/11/2020

Must be a date.

Privacy Statement

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 95- MGP - 2020-21 From Bayswater Cricket Club Inc.
Form Submitted 27 Nov 2020, 2:49pm AEDT

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Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 97- MGP - 2020-21 From Colchester Park Preschool
 Form Submitted 7 Dec 2020, 2:48pm AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

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\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Colchester Park Preschool

Organisation Address *

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 97- MGP - 2020-21 From Colchester Park Preschool
 Form Submitted 7 Dec 2020, 2:48pm AEDT

[Redacted]

tate/Province, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

1, tate/Province, Postcode, and Country are required.

Phone Number

[Redacted]

tralian phone number.

Mobile

[Redacted]

phone number.

Email *

[Redacted]

Please provide your ABN

92 217 117 935

Information from the Australian Business Register	
ABN	92 217 117 935
Entity name	Colchester Park Pre School Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	Registered
Tax Concessions	No tax concessions
Main business location	3155 VIC

Information retrieved at 2:41pm today

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 97- MGP - 2020-21 From Colchester Park Preschool
 Form Submitted 7 Dec 2020, 2:48pm AEDT

A0032381W

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Interactive Whiteboard

(a) Briefly describe details of the request: *

Currently our wonderful kinder teachers are having to adapt and change the way do things. Adults are not allowed on site. This limits the connection that the students can make with not only their families, but the wider community. They have been unable to go on excursions or have incursions come to kinder. Parents and Grandparents have been unable to come for family nights and special days. Our kinder concert and graduation ceremony will be done remotely and recorded.

An interactive whiteboard would be a wonderful tool to help bridge the gap that has been created. The kinder students would be able to utilise this device to connect with family members through zoom calls, access electronic incursions, explore any subject and topic that they have questions. They would also be able to be a part of the process in creating videos, movies and electronic information to inform their families and wider community.

(b) What community benefit is gained from this project / activity? *

Students will develop a greater sense of connection to kinder as their family members will be able to be involved in a COVID safe way. It provides opportunities to develop relationships with other local community groups. The possibilities are endless, from interviewing a local expert, to creating a dancing performance to our local nursing home.

Currently our kinder has great connections with out local primary schools. The ability to see stories read from teacher at local schools on a large scale will help to facilitate transitions to school for our 4 year old kinder class.

Project Start Date *

07/12/2020

Must be a date.

Project End Date *

07/01/2021

Must be a date.

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$4,270.00

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 97- MGP - 2020-21 From Colchester Park Preschool
 Form Submitted 7 Dec 2020, 2:48pm AEDT

Must be a dollar amount.
 What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$3,000.00

Must be a dollar amount.
 What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Interactive touch screen panel	\$3,160.00
Mobile TV cart	\$550.00
Installation	\$560.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$4,270.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: ColchesterParkPreSchool-June20_Quote.pdf
 File size: 308.0 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

Other Fund Details

Year of Application:

2020-21

Grant Program:

COVID-19 Supporting Local Services Fund

Amount:

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 97- MGP - 2020-21 From Colchester Park Preschool
Form Submitted 7 Dec 2020, 2:48pm AEDT

\$4,300.00

Must be a dollar amount.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

No files have been uploaded

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Colchester Park Preschool Certificate of Currency.pdf
File size: 280.7 kB

Public Liability Expiry Date *

30/06/2021

Must be a date.

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

Grants Officer PAG

Declaration Date *

07/12/2020

Must be a date.

Privacy Statement

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 97- MGP - 2020-21 From Colchester Park Preschool
Form Submitted 7 Dec 2020, 2:48pm AEDT

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 98- MGP - 2020-21 From Flamingo Community Group Inc.
 Form Submitted 7 Dec 2020, 3:24pm AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Flamingo Community Group Inc.

Organisation Address *

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 98- MGP - 2020-21 From Flamingo Community Group Inc.
 Form Submitted 7 Dec 2020, 3:24pm AEDT

[Redacted]

ince, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

ince, Postcode, and Country are required.

Phone Number

[Redacted]

alian phone number.

Mobile Phone Number *

[Redacted]

tralian phone number.

[Redacted]

Please provide your ABN

79 546 533 014

Information from the Australian Business Register	
ABN	79 546 533 014
Entity name	Flamingo Community Group Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3152 VIC

Information retrieved at 3:13pm today

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 98- MGP - 2020-21 From Flamingo Community Group Inc.
Form Submitted 7 Dec 2020, 3:24pm AEDT

A0015488R

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Covid Safe Environment

(a) Briefly describe details of the request: *

In order to maintain an extremely high level of cleanliness and provide a work safe environment, extra cleaning and personal protective equipment have needed to be purchased. We have also purchased a digital thermometer to enable us to check the temperature of all that come into our building, enabling us to detect those who have a higher temperature perhaps without any other Covid symptoms.

(b) What community benefit is gained from this project / activity? *

As we provide a not for profit three year old educational programme to the Knox community, all that attend our centre will benefit. We can fulfil our Covid Safe Plan by taking these extra cleaning and protection measures and ensure all staff are given protective personal equipment.

Project Start Date *

05/10/2020

Must be a date.

Project End Date *

01/01/2021

Must be a date.

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$316.13

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$316.13

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 98- MGP - 2020-21 From Flamingo Community Group Inc.
 Form Submitted 7 Dec 2020, 3:24pm AEDT

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Face Masks	\$99.96
Disinfectant products & tissues	\$127.17
Digital thermometer	\$89.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$316.13

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Flamingo - Covid purchases receipt.pdf
 File size: 1.6 MB

Filename: Flamingo - Masks receipt 1.pdf
 File size: 52.3 kB

Filename: Flamingo - Thermometer order.docx
 File size: 49.6 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

Other Fund Details

Year of Application:

2020-21

Grant Program:

COVID-19 Supporting Local Services Fund

Amount:

\$316.13

Must be a dollar amount.

ADDITIONAL SUPPORTING INFORMATION

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 98- MGP - 2020-21 From Flamingo Community Group Inc.
 Form Submitted 7 Dec 2020, 3:24pm AEDT

*** indicates a required field**

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

No files have been uploaded

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Flamingo Certificate of Currency Liability 2019-11-01 14-11-55-468.pdf
File size: 34.4 kB

Public Liability Expiry Date *

01/11/2020
Must be a date.

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.

Name *

[Redacted Name]

Position (if organisation) *

Educator

Declaration Date *

26/11/2020
Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 98- MGP - 2020-21 From Flamingo Community Group Inc.
Form Submitted 7 Dec 2020, 3:24pm AEDT

EFT PAYMENT CONSENT

*** indicates a required field**

Payment of Grant

Payments will be made by electronic funds transfer into the Organisation's bank account. Please provide details of the Organisation's bank account below.

Bank Account *

Account Name:

[REDACTED]

BSB Number:

[REDACTED]

Account Number:

[REDACTED]

Must be a valid Australian bank account number format.

Contact Name *

[REDACTED]

Position *

Educator

Organisation *

Flamingo Community Group

Email Address *

[REDACTED]

Must be an email address.

Contact Phone Number *

[REDACTED]

Must be an Australian phone number.

Date *

26/11/2020

Must be a date.

9.2 Community Partnerships Funding Program Policy Review

SUMMARY: Community Partnerships Officer, Deb Robert

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

It also provides a summary of program outcomes in the mid-term of the 2018-2022 Community Partnership Funding period.

RECOMMENDATION

That Council adopt the draft Community Partnership Funding Program Policy as set out in Attachment 2 to the Officers' Report.

1. INTRODUCTION

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

The Community Partnership Funding Program (CPF) has evolved from longstanding Council commitments to assist with the operational costs of key services providing welfare, wellbeing and volunteer support to the Knox community. Some of the services had originally been provided by Council and funding was redirected to the CPF to ensure maintenance of local services in the Knox.

The Program is the most substantial of Council's various grants streams with a total allocation in 2020-21 of \$733,609, distributed amongst 20 locally based not-for-profit organisations.

The Program was reviewed and renamed in 2018, to launch the current four-year funding framework for the CPF, and to realign the program with the Community and Council Plan timeframe.

2. DISCUSSION

The Community Partnership Funding (CPF) Program Policy is relatively new, having been adopted in January 2018 when the Program was reviewed.

The Policy is still relevant in its substance and requires only minor administrative updates as evident in Attachments 1 and 2. The main changes include:

- Identifying the relevant Community and Council Plan goals and strategies;
- The inclusion of one additional definition;
- Reference to Council's Electronic Gaming Machines Policy; and
- The addition of the standard Administrative Updates clause.

The policy review process does provide the opportunity to report to Council on the progress of the CPF Program funding to date, as it coincides with the mid-term of the four-year funding period.

The CPF Program supports the provision of free and low-cost services that are accessible to any resident in Knox; and strengthens Council's commitment to effective partnerships with key service providers in Knox.

The key service providers are represented in five funding streams of the CPF Program, including:

- Specialist family and individual support services (Contested);
- Volunteer Resource Centre (Contested);
- Preservation and promotion of the history of Knox (Contested);
- Knox Learning Alliance Neighbourhood Houses (Non-contested); and
- Volunteer Based Emergency Services - Knox CFAs and Knox SES (Non-contested).

Further details of the objectives for each of the funding streams are documented in the Community Partnership Funding Guidelines (Attachment 3).

Funding Agreements between Council and the recipient service organisations require annual reporting and acquittal. The partnership focus of the funding is consolidated with regular liaison and the valuable participation of funded partners in Council-led initiatives on social issues that impact the Knox community.

Organisations in the Specialist Family and Individual Support Service stream are Knox Infolink (Welfare and Emergency Relief), EACH (Financial Counselling and General Counselling), and Eastern Community Legal Centre, all of which are maintaining effective and accessible services for Knox residents with the CPF funding contribution. They have been and will continue to be important in the post-COVID recovery, particularly in responding to the impact of financial stress in the community.

Volunteer for Knox, funded in the Volunteer Resource Centre stream, has been working in parallel with Council's internal volunteer management framework to support the promotion of volunteering, recognition of volunteers and build the capacity of community-based volunteer managers in Knox.

The Knox Historical Society, funded in the preservation and promotion of history of Knox stream, continues to maintain archives of the Knox community's development and provide information and resources about European settlement in the Knox area. At the time of developing the funding categories for this current round, a distinction was made so as not to presume the Knox Historical Society's expertise or knowledge of Indigenous history and heritage. It is noted that as part of the upcoming review, the program will aim to be more inclusive of local Aboriginal history and culture, in consultation with relevant individuals and organisations.

The Knox Learning Alliance, being the five neighbourhood/community houses in Knox, has a broad reach across the municipality and are willing partners in many of Council's community directed initiatives, from community connection and social inclusion to healthy eating and recycling. They are an important base for new and emerging interest and activity groups and can offer social and learning opportunities across all life stages.

Volunteer Based Emergency Services have a significant presence in Knox and have an ongoing role in contributing to community awareness and resilience in response to bushfire, extreme weather events and local disasters and accidents. The CFA and the Knox SES are supported to acknowledge local volunteer effort and the contribution made in the Knox community. This funding stream was reviewed in early 2020, in the context of changes to State Government funding. A commitment to the ongoing support of local volunteer fire services and the SES was confirmed by Council.

Evaluation of the current CPF Program four-year agreements will commence in mid-2021, when the 2021-2025 Community and Council Plan has been finalised. Council consideration will be sought then to determine the framework for future Community Partnership Funding in the context of the new Plan, emerging social issues and the evaluation outcomes.

3. CONSULTATION

The proposed amendments and updates do not substantially change the nature or intent of the Community Partnership Funding Program Policy and have not necessitated consultation.

4. ENVIRONMENTAL / AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial or economic implications arising from the proposed amendments and updates to the Policy. There are no proposed changes to the existing annual budget allocation for the CPF Program. The total cost of approved allocations to community services and groups over the four-year funding period 2018-2022 is \$2,920,043.

6. SOCIAL IMPLICATIONS

The CPF Program supports a range of services that are accessible to all residents ranging from welfare relief and financial counselling to heritage conservation and emergency services. Most of the services supported by CPF have significant levels of local volunteer effort and community connection and reflect the goals of the Community and Council Plan.

The services funded by the CPF currently assist Council in supporting Knox residents in times of personal emergency and hardship and are strategic partners in facing challenges that impact the whole municipality, such as the current and unanticipated impacts of the COVID-19 Pandemic on the Knox community.

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

Goal 4 - We are safe and secure

Strategy 4.2 - Enhance community connectedness opportunities to improve perceptions of safety

Strategy 4.5 - Support the provision of emergency services

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

Strategy 5.4 - Increase and strengthen local opportunities for lifelong learning, formal education pathways and skills development to improve economic capacity of the community

Goal 6 - We are healthy, happy and well

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

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

Strategy 7.1 - Protect and preserve our local cultural heritage

Strategy 7.2 - Celebrate our diverse community

2020-12-21 - Meeting Of Council

Strategy 7.3 - Strengthen community connections

Strategy 7.4 - Promote and celebrate the contribution of our volunteers

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

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

9. CONCLUSION

The recommended amendments and updates to the Community Partnership Funding Program Policy ensure it is consistent with other relevant Council policies and the current Community and Council Plan 2017-21.

10. CONFIDENTIALITY

There are no items of a confidential nature in this report.

Report Prepared By: Community Partnerships Officer, Deb Robert

Report Authorised By: Director Community Services, Tanya Scicluna

Attachments

1. Attachment 1 Community Partnership Funding Program Policy Version 2 Track [MAA9] [9.2.1 - 4 pages]
2. Attachment 2 Community Partnership Funding Program Policy Version 2 2020 11 10 [9.2.2 - 4 pages]
3. D 18-216628 Attachment 3 - Community Partnership Funding Guidelines Final 2018-02-25 [9.2.3 - 11 pages]

Attachment 1

KNOX POLICY



COMMUNITY PARTNERSHIP FUNDING PROGRAM

Policy Number:	2008/06	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Manager Community Wellbeing
Approval Date:	22 January 2018 21 December 2020	Version Number:	1 2
Review Date:	22 January 2021 21 December 2023		

1. PURPOSE

To guide the allocation, management and review of the Community Partnership Funding ~~Grants Program~~ provided to assist Knox based community organisations whose work in the municipality addresses specific community needs and Council's strategic objectives.

2. CONTEXT

Each year Council provides recurrent funding support to a range of not-for-profit community organisations that deliver specific services of benefit to the Knox community.

The funding, known as Community Partnership Funding ~~Program Grants~~, assists with the ongoing operational costs incurred in the delivery of agreed community outcomes.

Funding agreements are established with specific community organisations that have successfully submitted for funding to support the valued and demonstrated services that they provide in Knox. The funding reflects the evolution of historical partnerships between Council and locally based organisations to address local community priorities and identified strategic service requirements.

The Community Partnership Funding Program Policy is underpinned by the following principles:-

- ~~1.~~ A focus on outcomes for Council and the Knox community;
- ~~2.~~ The ability to respond to current and changing needs;
- ~~3.~~ Facilitation of cost effective services that deliver Knox Community and Council Plan objectives;
- ~~4.~~ Consistent, transparent and equitable processes;
- ~~5.~~ Accountability for funding;
- ~~6.~~ Commitment to continuous improvement and regular review; and
- ~~7.~~ Providing certainty for community organisations.

2.

3. SCOPE

This Policy applies to the [submissions received and](#) grants allocated through the Community Partnership Funding Program.

~~The policy does not apply to the funding allocated to Senior Citizens' Clubs in connection to use of specific Council facilities.~~

4. REFERENCES

- **4.1 Knox Council and Community Plan 2017-2021 (incorporating the Council Plan)**
 - **Goal 4 - We are safe and secure**
[Strategy 4.5 - Support the provision of emergency services](#)
 - **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 7.1 - Protect and preserve our local cultural heritage](#)
[Strategy 7.3 - Strengthen community connections](#)
[Strategy 7.4 - Promote and celebrate the contribution of our volunteers](#)
 - **Goal 8 – We have confidence in decision making**
[Strategy 8.1 – Build, strengthen and promote good governance practices across government and community organisations](#)
- 4.2 Relevant Legislation**
 - Local Government Act 1989—[Local Government Charter, Financial Management](#),
- 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**
 - [Election Period Policy \(2019 - 2022\)](#)
 - [Minor Grants Policy \(2020-2023\)](#)
 - [Community Development Fund Policy \(2018-2021\)](#)
 - [Electronic Gaming Machines Policy \(2016-2020\)](#)
- 4.5 Related Council Documents/Procedures**
 - Community Partnership Funding Guidelines

5. DEFINITIONS

Detail any definitions within the policy.

Council	Means Knox City Council, whether constituted before or after the commencement of this Policy.
----------------	---

Community Organisation	A not-for-profit /profit for purpose legal entity which provides services, support or activities to the Knox Community.
Contestability	Opportunity for other organisations to submit proposals for identified funding priority categories
Identified Funding Priority Categories	A range of services and community activities which address local community priorities and identified strategic service requirements to to achieve Council and community aspirations.
<u>Legal entity</u>	An incorporated association, a co-operative, a company limited by guarantee or a trust or other organisation established under an Act passed by the State or Commonwealth.
<u>Not-for-Profit</u>	A group or organisation that is not operating for the profit or gain of its individual members; and any profit or surplus is directed back into the operation of the organisation to carry out its purpose.
Operational costs	Includes building rental, utilities, staffing and administrative costs relevant to the agreed service/program objectives
Operational funding	Funding provided to support the operating costs of not-for profit services associated with agreed service/program objectives
Funding Agreement	An agreement between the funding recipient and Council that documents the agreed objectives of the services to be delivered to the community and the annual reporting and accountability requirements for the funding

6. COUNCIL POLICY

- **6.1** Council will provide a budget allocation each financial year for the Community Partnership Funding Program to support not-for-profit, community organisations in delivering services/activities which are determined to be of benefit to the Knox community and which reflect Council's vision and strategic objectives.
- **6.2** Council will call for submissions for Community Partnership Funding every four years to provide transparency and the potential for contestability where appropriate.
- **6.3** Submissions will be assessed by an internal staff Assessment Panel that will make recommendations to Council.

6.4 The assessment of submissions will be undertaken in accordance with Community Partnership Funding Program operational procedures and guidelines that reflect the principles of the Community Partnership Funding Policy (see Clause 2 above). These principles will be reflected in the following:

- Eligibility criteria;
- Funding objectives; and
- Service priorities.

- [6.5](#) Council will consider approving funding agreements based on a four-year [termfunding period](#). Council reserves the right to terminate the funding agreement based on unsatisfactory performance.
 - [6.6](#) In the event that a funding agreement is terminated by a recipient organisation any time up to six months before the end of the funding period the subject grant opportunity will be readvertised to enable the reallocation of funding for the remainder of the period. If the termination occurs within six months of the end of the funding period, Council may choose not to readvertise until the commencement of the new funding period.
 - [6.7](#) Funding agreements will be developed to reflect different levels of complexity, funding and partnership, in accordance with best practice for contemporary local government grants arrangements.
 - [6.8](#) All agreements will include a review process to be undertaken after two years to assess performance of the funded organisation in accordance with the funding agreement.
- [6.9](#) Council will determine the four year round of funding categories on the basis of the Knox Community and Council Plan priorities and in response to identified service needs for the Knox community.
- [6.10](#) [Community Partnership Funding cannot be used to support organisations or events that rely on venues with Electronic Gaming Machines.](#)

[7. ADMINISTRATIVE UPDATES](#)

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



Community Partnership Funding Program

Policy Number:	2008/06	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Manager Community Wellbeing
Approval Date:	21 December 2020	Version Number:	2
Review Date:	21 December 2023		

1. Purpose

To guide the allocation, management and review of the Community Partnership Funding provided to assist Knox-based community organisations whose work in the municipality addresses specific community needs and Council's strategic objectives.

2. Context

Each year Council provides recurrent funding support to a range of not-for-profit community organisations that deliver specific services of benefit to the Knox community.

The funding, known as Community Partnership Funding Program, assists with the ongoing operational costs incurred in the delivery of agreed community outcomes.

Funding agreements are established with specific community organisations that have successfully submitted for funding to support the valued and demonstrated services that they provide in Knox. The funding reflects the evolution of historical partnerships between Council and locally based organisations to address local community priorities and identified strategic service requirements.

The Community Partnership Funding Program Policy is underpinned 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 Knox 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.

3. Scope

This Policy applies to submissions received and grants allocated through the Community Partnership Funding Program.



4. References

4.1 *Knox Community and Council Plan*

- **Goal 4 - We are safe and secure**
Strategy 4.5 - Support the provision of emergency services
- **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 7.1 - Protect and preserve our local cultural heritage
Strategy 7.3 - Strengthen community connections
Strategy 7.4 - Promote and celebrate the contribution of our volunteers
- **Goal 8 – We have confidence in decision making**
Strategy 8.1 – Build, strengthen and promote good governance practices across government and community organisations

4.2 *Relevant Legislation*

- Local Government Act 2020

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*

- Election Period Policy (approved 25 November 2019);
- Community Development Fund Policy (2018-2021);
- Minor Grants Policy (2020-2023); and
- Electronic Gaming Machines Policy (2020-2023).

4.5 *Related Council Procedures*

- Community Partnership Funding Guidelines

5. Definitions

In this Policy:

Council	Means Knox City Council, whether constituted before or after the commencement of this Policy.
Community Organisation	A not-for-profit /profit for purpose legal entity which provides services, support or activities to the Knox community.
Contestability	Opportunity for other organisations to submit proposals for identified funding priority categories.
Identified Funding Priority Categories	A range of services and community activities which address local community priorities and identified strategic service requirements to achieve Council and community aspirations.
Legal Entity	An incorporated association, a co-operative, a company limited by guarantee or a trust or other organisation established under an Act passed by the State or Commonwealth.



Not-for-Profit	A group or organisation that is not operating for the profit or gain of its individual members; and any profit or surplus is directed back into the operation of the organisation to carry out its purpose.
Operational costs	Includes building rental, utilities, staffing and administrative costs relevant to the agreed service/program objectives.
Operational funding	Funding provided to support the operating costs of not-for profit services associated with agreed service/program objectives.
Funding Agreement	An agreement between the funding recipient and Council that documents the agreed objectives of the services to be delivered to the community and the annual reporting and accountability requirements for the funding.

6. Council Policy

- 6.1 Council will provide a budget allocation each financial year for the Community Partnership Funding Program to support not-for-profit, community organisations in delivering services/activities which are determined to be of benefit to the Knox community and which reflect Council's vision and strategic objectives.
- 6.2 Council will call for submissions for Community Partnership Funding every four years to provide transparency and the potential for contestability where appropriate.
- 6.3 Submissions will be assessed by an internal staff Assessment Panel that will make recommendations to Council.
- 6.4 The assessment of submissions will be undertaken in accordance with Community Partnership Funding Program operational procedures and guidelines that reflect the principles of the Community Partnership Funding Policy (see Clause 2 above). These principles will be reflected in the following:
 - Eligibility criteria;
 - Funding objectives; and
 - Service priorities.
- 6.5 Council will consider approving funding agreements based on a four-year funding period. Council reserves the right to terminate the funding agreement based on unsatisfactory performance.
- 6.6 In the event that a funding agreement is terminated by a recipient organisation any time up to six months before the end of the funding period the subject grant opportunity will be re-advertised to enable the reallocation of funding for the remainder of the period. If the termination occurs within six months of the end of the funding period, Council may choose not to re-advertise until the commencement of the new funding period.
- 6.7 Funding agreements will be developed to reflect different levels of complexity, funding and partnership, in accordance with best practice for contemporary local government grants arrangements.
- 6.8 All agreements will include a review process to be undertaken after two years to assess performance of the funded organisation in accordance with the funding agreement.
- 6.9 Council will determine the four-year round of funding categories on the basis of the Knox Community and Council Plan priorities and in response to identified service needs for the Knox community.



- 6.10 Community Partnership Funding cannot be used to support organisations or events that rely on venues with Electronic Gaming Machines.

7. Administrative Updates

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



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 2018-22 Program Guidelines

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.

<p>Contested Funding Streams – open to locally based organisations that meet the key eligibility criteria (see page 3)</p>
<p>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:-</p> <ul style="list-style-type: none"> • Counselling • Financial counselling • Legal service and advocacy • Welfare support and emergency relief
<p>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</p>
<p>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</p>
<p>Non-Contested Funding Streams – open to locally based organisations as specified below and which also meet general eligibility criteria (see page 3)</p>
<p>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.</p>
<p>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, <i>specifically SES and CFA.</i></p>



Community Partnership Funding 2018-22 Program Guidelines

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.



Community Partnership Funding 2018-22 Program Guidelines

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.



Community Partnership Funding 2018-22 Program Guidelines

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 legal service and associated legal advocacy and community education 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) 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:</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 style="text-align: center;">\$ 10,924</p>

APPENDIX 1

UNCONTESTED FUNDING STREAMS:

4. VOLUNTEER BASED EMERGENCY SERVICES IN KNOX

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

Summary of funding objectives and service priorities	Proposed 2018-20 allocation per annum*
<p>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. 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 (total of \$71,560)</p>

10 Chief Executive's Office - Officers' Reports for consideration

10.1 2019-20 Annual Report

SUMMARY: Corporate Planning Reporting Officer, Kate McInnes

The Council's 2019-20 Annual Report is presented to Council for consideration, in accordance with the Local Government Act 1989.

RECOMMENDATION

That Council:

- 1. Consider and adopt the 2019-20 Annual Report in accordance with Sections 131 and 134 of the Local Government Act 1989; and**
- 2. Note that the 2019-20 Annual Report has been made available via Council's website and libraries. Copies will also be made available at Council's Customer Service Centre upon its reopening.**

1. INTRODUCTION

Section 131 of the Local Government Act 1989 (the Act) requires the Council to prepare and approve an Annual Report containing:

- a) a report of its operations during the financial year;
- b) audited financial statements for the financial year;
- c) a copy of the audited performance statement prepared under section 132;
- d) a copy of the report on the performance statement prepared under section 133; and
- e) any other matter required by the regulations.

2. DISCUSSION

On 28 September 2020, Council approved in principle the year-end financial statements and the performance statement in advance of the Auditor-General's consideration.

Final audit reports on the financial statements and performance statement were received from the Auditor General on 13 October 2020 and the Annual Report was submitted to the Minister for Local Government on 23 November 2020, in accordance with the requirements of the Act.

Section 134 of the Act requires Council to consider the Annual Report as soon as practicable, after it has been submitted to the Minister for Local Government.

In addition to fulfilling statutory obligations, the report of Council's performance for 2019-20 provides an opportunity to report to the Knox community about Council services and initiatives during the year.

The Annual Report continues to be produced in a primarily electronic format available through the Knox City Council website, with hard copies available by request. The report is structured as follows:

Introduction

This includes summary highlights of 2019-20, Mayoral Message and Chief Executive Officer's message, Council's vision, values, and information about Council, Councillors and the organisation.

Performance Section

This section describes Knox's planning framework, outlines key services, and documents the performance of Knox against the Annual Plan 2019-20 and the Community and Council Plan 2017-21 by Goals.

The service performance indicators of the Local Government Performance Reporting Framework (LGPRF) are also included in this section. The Financial Performance and Sustainability Indicators are included in the Performance Statement. The LGPRF Governance and Management Checklist is included in the governance and statutory information section of the report.

Governance and Statutory Information

This section captures annual statutory reporting requirements, Councillor meeting attendance, documents available for inspection, audit operations and the governance and management checklist.

Performance Statement

This is the statement prepared under sections 132 and 133 of the Act and reports on the LGPRF. The regulations require explanation of any material variations for all relevant indicators.

Materiality thresholds have been set at +/- 10%. The performance statement has received an unqualified report from the Auditor-General's office.

Financial Statements

This contains the financial statements, as well as a guide to assist readers to understand their nature and content. These statements have received an unqualified report from the Auditor-General's office.

3. CONSULTATION

Under sections 131 and 134 of the Local Government Act 1989, Council is required to advertise that the 2019-20 Annual Report will be considered at an open meeting of Council after the report has been submitted to the Minister for Local Government.

A notice was placed in The Age on Saturday, 5 December 2020 advising that this would be considered by Council at the 21 December 2020 Council Meeting. The Annual Report is also available at Council's libraries and website. Copies will also be made available at Council's Customer Service Centre upon its reopening.

4. ENVIRONMENTAL/AMENITY ISSUES

Information about Council's achievements and aspirations for the environment are contained in the 2019-20 Annual Report. Producing the report in a primarily electronic format saves paper resources and printing costs.

5. FINANCIAL & ECONOMIC IMPLICATIONS

An overview of Council's financial performance is presented in the 2019-20 Annual Report. The Annual Report contains a guide on how to understand the detailed financial report which includes audited financial and standard statements. The financial position of Council is considered healthy, and the audit has been passed without qualification by the Victorian Auditor General's office.

6. SOCIAL IMPLICATIONS

Information about Council's achievements and aspirations for the community and social impacts are contained in the Annual Report 2019-20.

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

Goal 8 - We have confidence in decision making

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

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

8. CONFLICT OF INTEREST

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

9. CONCLUSION

The 2019-20 Annual Report is Council's performance report to the Knox community on its services, initiatives, strategies and projects during the year. It provides information about Council's achievements and progress, as well as detailed information about the financial performance of Council.

10. CONFIDENTIALITY

There are no items of a confidential nature in this report.

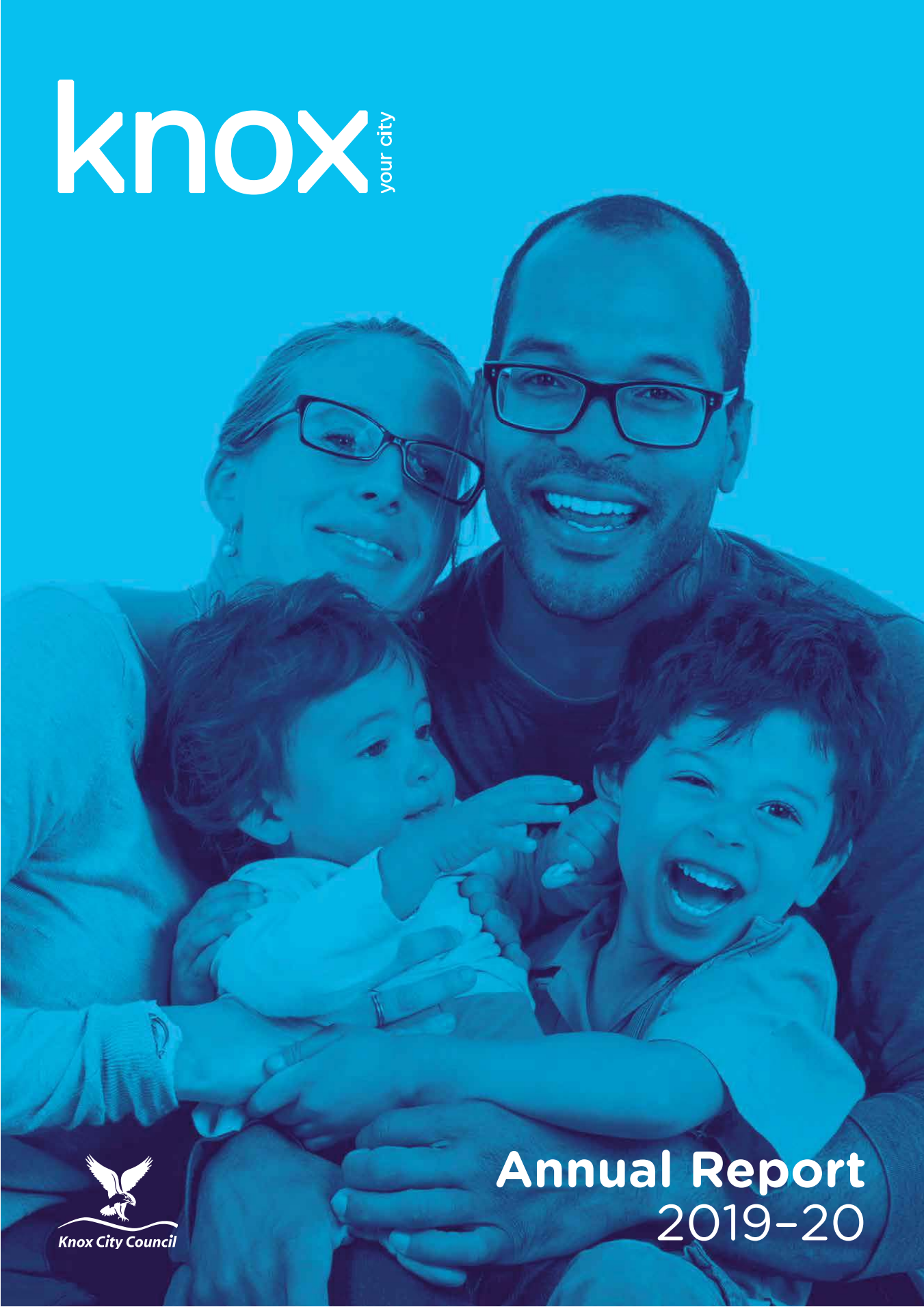
Report Prepared By: Corporate Planning Reporting Officer, Kate McInnes

Report Authorised By: Chief Executive Officer, Tony Doyle

Attachments

1. Attachment 1 - 2019-20 Annual Report [10.1.1 - 194 pages]

knox your city




Annual Report
2019-20

Welcome to Knox City Council's Annual Report for 2019-20

The Annual Report provides a thorough account of Council's achievements, challenges and performance from 1 July 2019 to 30 June 2020. It also provides audited financial statements and a performance statement.

If you would like a printed copy or wish to provide feedback, please contact Council on 9298 8000 or email knoxcc@knox.vic.gov.au



Knox City Council
acknowledges the traditional
custodians of the City of Knox,
the Wurundjeri and Bunurong
people of the Kulin Nation.



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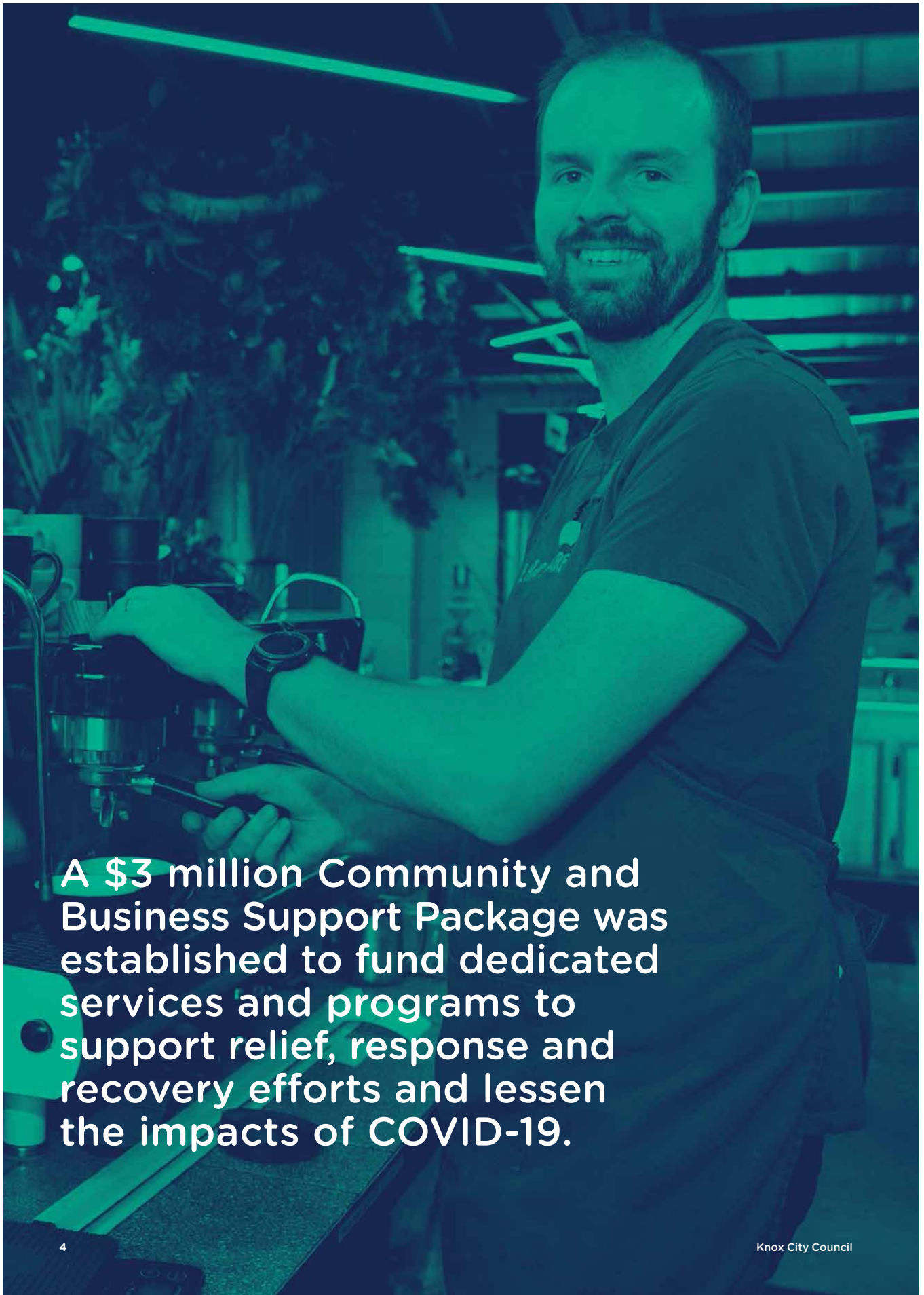
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Contact Us



A \$3 million Community and Business Support Package was established to fund dedicated services and programs to support relief, response and recovery efforts and lessen the impacts of COVID-19.

Report of Operations

Knox City Council is committed to transparent reporting and accountability to the community. The Report of Operations 2019-20 is the primary means of advising the community about Council’s operations and performance during the financial year.

Who we are

Knox City Council covers an area of 114 square kilometres and consists of the suburbs of Bayswater, Boronia, Ferntree Gully, Knoxfield, Lysterfield, Rowville, Scoresby, The Basin, Upper Ferntree Gully, Wantirna and Wantirna South.



164,538
people call
Knox home

35%



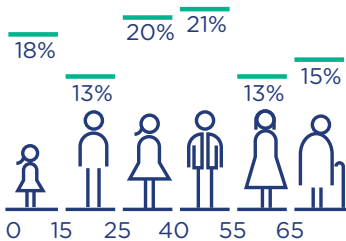
of residents
were born overseas

China:	3.9%
United Kingdom:	3.7%
India:	2.6%
Malaysia:	2.1%
Sri Lanka:	2.1%

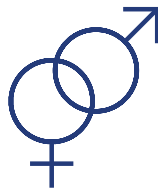


30%

of working
residents are
employed in Knox



39
is the average
age of residents



49% male
51% female



Family composition

51%	Couple family with children
33%	Couple family
15%	One-parent family
1%	Other family configurations

Source: 2016 Census & id. Estimated Residential population

Purpose

The role of Knox City Council is to guide and lead the community through action, decision-making and advocacy.

During 2019-20, we continued to strengthen our staff's connection to our common purpose of 'empowering our diverse community to thrive and prosper'. We look forward to the next stage of the organisation's cultural evolution to deepen this connection.

Vision 2035

We will work with our community to achieve our vision for the future:

Nestled between the foothills of the Dandenong Ranges and the wetlands of the Dandenong Valley, Knox has a rich natural environment and picturesque landscape, highly valued by residents and visitors alike. Knox encompasses the best of city and suburban living. From the thriving modern city vibe of Knox Central at its heart, plentiful public open spaces, outstanding civic facilities and diverse residential offerings to its leafy suburban centres with abundant space, clean air, excellent schools and good transport links, Knox is the preferred place to live, work and play today and for generations to come.

Our Values

Teamwork

Working and acting together in the interests of a common cause

- Working collaboratively with team members, other work areas and stakeholders.
- Actively contributing to and supporting the team.
- Working with others in a way that displays an attitude of being part of the Knox team.
- Dealing with any conflict in an open, constructive manner.
- Being inclusive and treating others with respect at all times.

Integrity

Adhering to moral and ethical principles, being honest and trustworthy, and being authentic

- Displaying trust, respect, honesty and accountability.
- Making realistic commitments and keeping promises.
- Communicating in an honest, open manner without breaching confidentiality.
- Taking responsibility for our own actions.
- Being respectful when speaking about others.
- Operating within organisational parameters and values, even in the face of opposition, or when a decision is unpopular.

Innovation

Change that adds value

- Learning from our own and others' experiences.
- Being creative and trying new ideas.
- Sharing ideas.
- Willingly taking on new challenges and supporting organisational initiatives.
- Being prepared to challenge the current situation and taking considered risks, if necessary, to improve outcomes.
- Seeking ways to improve processes or perform tasks.

Service Excellence

Quality work performed for, or on behalf of, others

- Keeping our customers/community in mind in what we do.
- Demonstrating a desire to meet agreed organisational performance and service standards.
- Demonstrating understanding and respect for diversity and inclusion.
- Aspiring to achieve high standards of personal performance.
- Communicating clearly and showing understanding for the views of others.
- Showing energy and commitment to the goals of the organisation.

Enjoying Work

Achieving satisfaction and a sense of wellbeing from work

- Having a positive attitude about your own work.
- Contributing to the development of good team spirit and morale.
- Supporting systems and agreed procedures to ensure a safe and healthy workplace.
- Taking responsibility for the impact of our own actions.
- Joining others in appropriately celebrating team and organisational success.

Fast facts about our services

In 2019-20, there were...



57

sportsgrounds and major reserves maintained



30,631

hard waste bookings lodged



5,355

children provided with maternal and child health (MCH) services

1,654

MCH four-week key age and stage visits



277,268

visits to aquatic facilities



38,921

online service requests received



241

council owned buildings maintained

31,049 m²

graffiti removed from Knox Council's assets



6,957

infants and children immunised



1,724

animal management requests received



25,538

visits to Council's Customer Service Centre



988,616
physical library
items loaned



12,095
community transport
trips made



960
planning
applications
received



38,373
drainage pits
maintained



4,152
threatened species
planted in **21** distinct sites
2,224
trees planted



211
playgrounds
maintained



724km
of local roads
maintained



1,244 km
of footpaths
maintained



91,550
phone calls received,
with **95%** resolved
at the first point of
contact

The Year in Review

Mayor's Message

The past 12 months have been marked by events that have impacted our daily lives and shifted our collective focus and conversation. During this time, it is rewarding to reflect on the achievements of our Council towards delivering on our promises to the community.

The devastating bushfire emergency in East Gippsland captured our hearts and minds and it was humbling to see the Knox community's response, sending support in the form of messages, supplies, funds and volunteer hours. During this time, nine Knox staff members were deployed to assist the recovery efforts and together provided more than 400 hours of service.

This typifies the generosity of the people of Knox, which we see every day in the countless volunteers who give their time, their skills and their passions to benefit the lives of other. On behalf of all my fellow Councillors, I thank these volunteers for their contribution to our community.

Following a summer that demonstrated the fragility of our natural environment, Council was driven to ponder some of the big challenges we face in preserving it for future generations. In October 2019, we voted unanimously to take swift action on climate change and I'm proud to see the progress we've made already on numerous sustainability initiatives while continuing preparation of a new Climate Response Plan.

This action is complemented by several projects to protect and enhance our natural and open spaces, such as daylighting Blind Creek under Melbourne Water's Reimagining Your Creek project. This has brought a segment of the creek back above ground and delivered a new open space for the community to enjoy as well as creating areas of wet habitat that promote local flora and fauna.

Of course the later months of this financial year were also marked by the COVID-19 pandemic, which has fundamentally changed the way many of us work and live.

As a Council we have adapted quickly and worked hard to ensure support is provided where it is needed most, while maintaining our long term focus on community aspirations and continuing to invest for the future of our city.



My fellow Councillors and I were proud to support the establishment of a dedicated \$3 million fund to support relief and recovery measures, ranging from immediate services and resources to lessen the impacts on residents and businesses, to continued programs and support for our future recovery.

In such a time it was also pleasing to introduce live streaming for all Council meetings, which has allowed even more of our community to access and experience Council meetings, providing greater transparency and insight so our community can have confidence in Council's decision making.

Our capital works program is more important than ever to provide a critical stimulus for the recovery of the local economy. In the past 12 months, we have seen countless examples of the benefits infrastructure projects can provide, both in the jobs created during their construction and in the facilities they deliver for our community.

One such project was the completion of the Henderson Road Bridge to provide a much-needed link between Rowville and Knoxfield. This \$6.5 million project is the result of decades of tireless advocacy by Council and was delivered in conjunction with the Australian Government, which contributed \$6 million to fund construction.

Similarly, we have continued delivery of infrastructure upgrades and construction to support community participation in sport, with a particular focus on accessible and inclusive access for all abilities, genders and ages. For example, our Modular Buildings Program has provided fast and cost-effective change room facilities to improve inclusivity at Colchester Reserve in Boronia and Wally Tew Reserve in Ferntree Gully.

Our advocacy on behalf of the people of Knox continues, and I am pleased by Council's success securing support for a range of projects including a new expanded Knox Library, expansion of the Knox Regional Netball Centre, extension of Dorset Road, a dog park at Emerson Place Reserve in Rowville, new community facilities at Fairpark Reserve and pavilion, and playground upgrades at Marie Wallace Bayswater Park.

On behalf of my fellow Councillors I am proud to recognise the achievements of our Council over the last year and while we are facing a time of uncertainty and challenge, I have confidence that our deeply compassionate and motivated community will recover together.



Cr Nicole Seymour
Mayor
Knox City Council

Our advocacy on behalf of the people of Knox continues, and I am pleased by Council's success securing support for a range of projects...

The Year in Review

CEO's Message

I am pleased to present our Annual Report and inform the Knox community of the progress Council has made towards the goals of our *Knox Community and Council Plan 2017-21*.

The strategies outlined in the Plan reflect our community's priorities and set a roadmap for Council, community, local groups and businesses to improve life in Knox. I am pleased to report significant achievements across our eight core goals over the past 12 months.

Supporting and enhancing a connection with the natural and built landscape is a priority of our community, and a number of initiatives have been delivered towards this goal. For example, the introduction of e-waste recycling has allowed residents to safely and responsibly dispose of electronic objects through their hard waste service.

Council has also delivered energy efficiency upgrades at community facilities, including LED light replacements and solar panel installations. This program of upgrades is still underway and is expected to lower Council's greenhouse emissions by 45% per annum, saving approximately \$210,000 per annum in operational and maintenance costs.

Delivering services to support our community's health, safety and wellbeing is a core function of Council, and I wish to recognise and acknowledge the many frontline staff across our aged care, kindergarten and childcare, safety and health, customer service, community laws and operations teams, as well as many more, who have shown exceptional resilience and compassion under the challenging circumstances of the COVID-19 pandemic.

Indeed I have been proud to observe this strength across our organisation, as it has quickly responded to emerging community needs and continued high-quality service provision during the pandemic. Our people have demonstrated an obvious passion for community service and in many cases have gone to extraordinary lengths to ensure those most at risk in our community receive the care and support they need.

As an organisation, Council continues to implement operational improvements to streamline and improve the efficiency of our processes, programs and services. The redevelopment of Council's website is a key project under the Information and Communications Technology (ICT) Strategy and has progressed in 2019-20, with designs approved and development to commence in 2020.

The COVID-19 pandemic has also served as an ongoing, real-life test of Council's Business Continuity Management System, and driven us to adapt our ways of working on a timeline we may have previously thought was impossible.

It is worth noting that while the 2019-20 Annual Report reports on the former *Local Government Act 1989*, the *Local Government Act 2020* received Royal Assent in March 2020 and introduces wide-ranging reforms to the local government sector. Every department of Council is working to ensure thorough implementation of the changes and we welcome the new measures to improve community engagement, public transparency, strategic planning, financial management and service performance.

As we reflect on our progress under the *Knox Community and Council Plan 2017-21*, preparations are underway for the next Plans which will come into effect from July 2021. The input of our community contributes to making our plans meaningful and relevant to the people of Knox, and in the coming months there will be a number of opportunities for local residents and businesses to participate and share their vision for our future.

In recognising the significant achievements of Council in the last 12 months and reflecting on the challenging times we as an organisation and a community face, I thank our Councillors for their support in making these outcomes a reality and their dedication to advocating for Knox's interests. I also recognise our dedicated Council staff who have demonstrated great compassion, tenacity, professionalism and a commitment to delivering on our promises to the community.



Tony Doyle
CEO
Knox City Council

As an organisation, Council continues to implement operational improvements to streamline and improve the efficiency of our processes, programs and services.



COVID-19 Response

The COVID-19 pandemic has had a significant impact on local residents, groups and businesses and changed the way we work and live. This in turn presents Council with a complex and unpredictable challenge.

Council has an important role to play in managing and responding to COVID-19, including supporting community health and wellbeing, delivering emergency response both on its own and in conjunction with state and federal emergency management plans, implementing stimulus projects and driving community recovery.

In the first instance, we prioritised the ongoing delivery of essential services to support our vulnerable and elderly residents, and have been progressively implementing measures to protect the health, wellbeing and safety of our community and staff.

A \$3 million Community and Business Support Package was established to fund dedicated services and programs to support relief, response and recovery efforts and lessen the impacts of COVID-19. In addition, further Commonwealth funding supported aged care services to increase delivery and expand services to provide transport, supplies and social support for older residents.

To support Council's emergency response, relief and recovery planning, staff have taken an innovative and proactive approach to delivering services in new ways and in different settings. Council has implemented a range of workforce strategies in compliance with all pandemic-related restrictions and directions placed upon the organisation by other levels of government.

As the situation evolves, Council is actively working with local stakeholders, community groups, businesses and residents to understand the impacts of COVID-19, provide support where it is needed most, and plan for recovery.

Council's COVID-19 response: a snapshot



\$380,000

for homelessness support

including increased access to hot meals, showers and laundry facilities



\$200,000

for local service organisations

to support delivery and meet demand



\$1,000

'kick-start' contribution to clubs and groups

in Council facilities to support with costs



\$200,000

for Mental Health First Aid

training via local sporting clubs



\$465,000

in business support

including grants, training and development, and mentoring



Meals on Wheels

met 20% increase in demand

and supported delivery of toilet paper and other essentials



Shopping from a list service

assisted older residents to access groceries



Social Support Group went virtual

delivery of activity packs to members and hosting online catch-ups



Community transport

bus service adapted to support older residents to access shops, banks, chemists and other essential locations



Waiver on interest

on late payments on rates and charges



Hire and licence fees waived

for non-profit groups using Council facilities



Minor Grants Program and Community Development Fund

increased funding to support community



Redesigned the structure of community immunisation sessions

to retain delivery of the service during COVID-19 restrictions



Secured a \$3.2M Working for Victoria Grant

to support unemployed Victorians with shorter term work opportunities



Established the Crisis Management Team (CMT)

which met daily to monitor the unfolding situation



Facilitated working from home arrangements

for all staff who were able to work remotely



Modified work practices

across all departments to maintain service delivery without significant disruption



Adapted the delivery model of in person community events

to move to online events



Departments reprioritised work plans to take on urgent COVID-19 related work

whilst continuing to maintain service delivery



Moved Council's customer service on-site call centre to a remote call centre set up

Financial Summary

Financial Performance

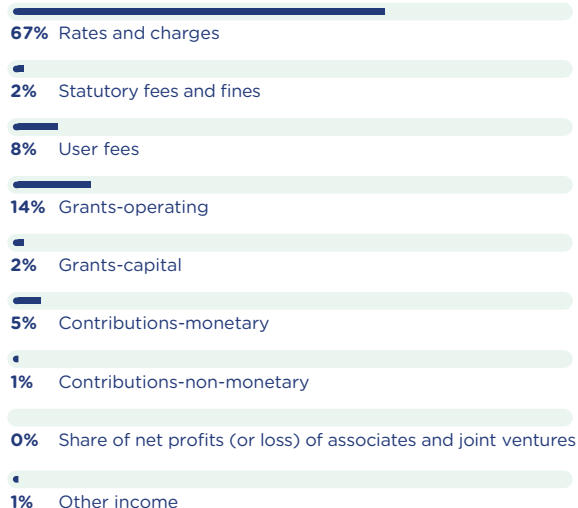
For the year ended 30 June 2020, Council recorded a surplus of \$9.786 million. This net surplus compares favourably with an operating budget surplus of \$3.638 million.

The variance is primarily due to lower than budgeted materials and services (\$6.726 million) and the delay in budgeted borrowings and therefore no borrowing costs (\$2.284 million). These lower than budgeted expenditure categories were partially offset by an increase in employee costs (\$5.928 million), which was in part due to the increase in employee provision liabilities. A reduction in user fees primarily due to the COVID-19 pandemic (\$2.312 million) was offset by unbudgeted operating grants received in response to the COVID-19 pandemic and for the Local Government Recycling Support program (\$2.234 million). Capital grants were greater than budget due to unbudgeted capital grants received and capital grants carried forward from 2018-19 (\$2.160 million).

Income

Total income for the year was \$175.829 million. Overall income decreased in 2019-20 by \$4.399 million, a 2.44% decrease from the previous year. The majority of this income was derived from rates and charges of \$117.249 million. This represents 66.68% of the total income generated. Other major sources of income included grants of \$28.819 million, user fees of \$14.608 million and monetary contributions of \$7.694 million. A breakdown of Council's income sources is shown in the following chart, which highlights Council's reliance on rate income to fund community services and the renewal of community assets.

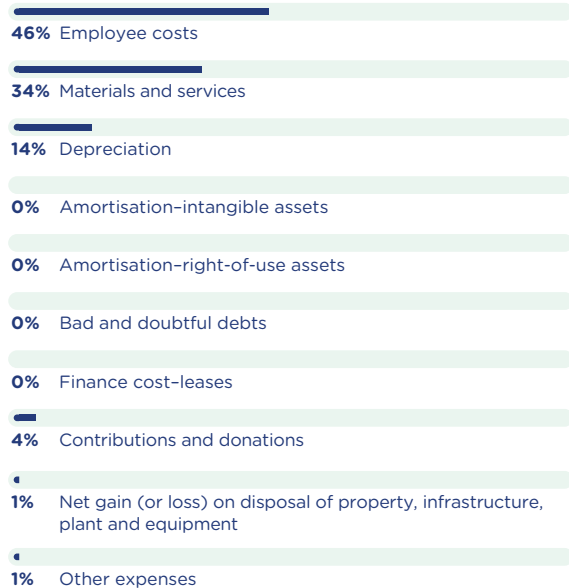
INCOME



Expenses

Total expenses for 2019-20 were \$166.043 million, an increase of \$11.374 million. A breakdown of Council's expenditure categories is shown in the following chart. It highlights that the majority of total expenses consisted of employee costs of \$76.789 million and materials and services of \$57.216 million.

EXPENSES





Overall Financial Position

The Balance Sheet indicates that Council continues to be in a strong financial position, with a satisfactory level of cash assets and a positive working capital ratio. The working capital ratio assesses Council's ability to meet current commitments and is calculated by measuring Council's current assets against current liabilities.

Council's ratio of 1.69:1 is an indicator of Council's strong financial position, which is consistent with the working capital ratio from the previous financial year. This means that Council has \$1.69 of current assets for each \$1.00 of current liabilities. Council's total net assets decreased to \$1.992 billion as at 30 June 2020, which reflects the comprehensive result for the financial year. This decrease in total net assets is due to a net asset revaluation decrement of \$104,930.026 million as at 30 June 2020, which has occurred primarily due to a decrease in land and building values since 30 June 2018.

Cash Flow

Council's cash position as at 30 June 2020 was \$40.484 million, which is represented by cash and cash equivalents of \$30.584 million and other current financial assets (term deposits) of \$9.900 million. Of this amount, \$1.584 million is restricted cash that is to be applied to trust funds and \$15.014 million to other reserves. This result represents a decrease in cash holdings from the previous year of \$15.761 million.

Capital Works Program

The City of Knox was largely developed between the 1960s and 1980s, with most of the roads, footpaths, drains and community buildings constructed during that time. Detailed condition assessments of many of Knox's major assets indicate that we need to allocate more funding to infrastructure renewal now to avoid increased costs in the future. To achieve long-term financial sustainability, effective asset management is essential.

Capital Expenditure

Council allocates funding on an annual basis for the renewal of the community's assets, which are valued at over \$1.9 billion. Funding is also allocated for the new, upgrade, asset expansion and legal requirement programs, which deliver a range of works that enhance the city and its infrastructure. In 2019-20, Council delivered capital works to the value of \$59.48 million of which \$50.74 million met the accounting requirements for capitalisation. The following chart details the allocation of the capital works expenditure for 2019-20.

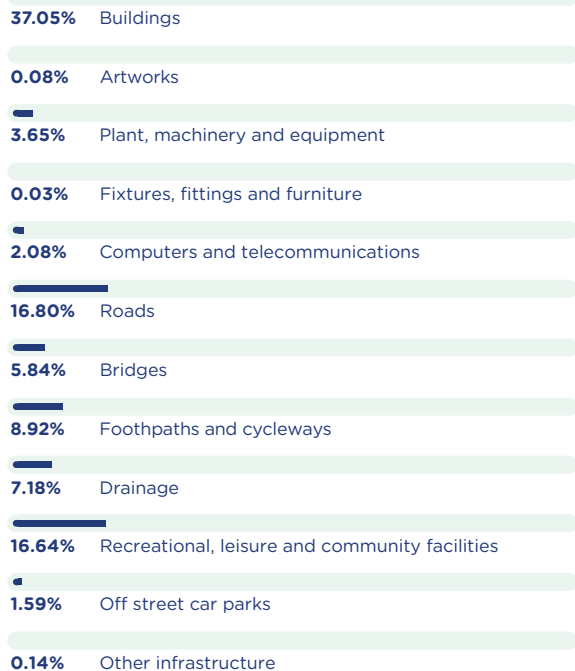
Asset Management

Council continued its journey towards providing a sustainable level of asset renewal funding to ensure financial sustainability into the future. Council's capital works adjusted budget for 2019-20 was \$104.02 million. This included \$32.55 million for asset renewal, which incorporated funding to support the renewal of existing assets such as roads, bridges, buildings, drainage, footpaths, shared paths, street trees, open space and recreation facilities.

Having implemented its initial suite of Asset Management Plans, Council commenced developing the second generation of plans, which will bring a stronger service lens to the planning and management of Council's assets. These plans will ensure that key management directions are defined and costed across all asset infrastructure categories.

To support Council's knowledge of asset performance, a program of condition audits was completed across all asset categories to better inform planning and decision-making.

CAPITAL EXPENDITURE



Asset Renewals in 2019-20

Road pavement, kerb and channel, and footpath/shared-path reconstruction programs were completed, including the following:

- Road reconstructions of Selman Avenue, Forest Road, Windermere Drive, 1101 Burwood Highway, Burwood Highway Service Road and Sheraton Road, Ferntree Gully; Barmah Drive, Wantirna; Albert Avenue, Boronia; and Albert Street, Upper Ferntree Gully
- \$5.30 million in road resurfacing works throughout Knox
- \$3.03 million in footpath improvements and \$0.63 million in shared-path improvements.

The Active Open Space program included the following works:

- Finalisation of oval renewal at Milpera Reserve, Wantirna; and works at Batterham Reserve, The Basin; Seebeck Reserve and Eildon Park Reserve, Rowville; Knox Regional Sports Park, Wantirna South; Knox Park, Knoxfield; Lakesfield Reserve, Lysterfield; and the Knox Regional Netball Centre and Fair Park Reserve, Ferntree Gully
- Tennis court renewals at Templeton Reserve, Wantirna; and public courts at Flamingo Reserve, Wantirna South
- Internal and external repairs and painting at multiple community facilities.

New Assets Built or Upgraded in 2019-20

- Energy performance contract endorsed by Council—implementation phase commenced
- Solar in Community Facilities program—panel installations complete
- New footpaths at Valerie Street, Boronia; and preparation commenced for footpaths at Boronia Road, Bayswater; Glenfern Road, Ferntree Gully; and Montana Avenue, Boronia
- New shared paths, various bicycle repair stations, intersection safety improvements and wayfinder signage
- Open-space upgrades at Stud Park Reserve, Rowville; Tormore Reserve and Ramon Cowling Bushland Reserve, Boronia; Quarry Reserve, Ferntree Gully; Benedikt Reserve and Exner Reserve, Scoresby; and Templeton Reserve, Wantirna. Additionally there were several other significant ongoing projects, including Fairpark Reserve and Pickett's Reserve, Ferntree Gully; Talaskia Reserve, Upper Ferntree Gully; Egan Lee Reserve and Gilbert Park Reserve, Knoxfield; Peregrine Reserve, Rowville; and Marie Wallace Reserve, Bayswater.
- Drainage works—Manson Reserve wetland construction and ongoing flood mitigation reactive complaint upgrades
- New floodlighting at Ferntree Gully Bowls Club and Wally Tew Reserve, Ferntree Gully; Scoresby Reserve, Scoresby; and Kings Park, Upper Ferntree Gully. Oval 2 upgrades to the floodlighting at Pickett's Reserve, Ferntree Gully; and Carrington Park, Knoxfield.

Buildings and facilities new/upgrade works included the following:

- Batterham Reserve, The Basin—extension to existing pavilion change rooms (female change rooms)
- Knox BMX Track—new storage and start gate structure
- Placemakers site building reconstruction
- Billoo Park Preschool—toilet and storage upgrade
- Aimee Seebeck Hall—amenities upgrade
- Orana Neighbourhood House—kitchen upgrade.

Description of Operations

Knox City Council provides a broad range of services from family and children's services, traffic regulation, open space, youth services and waste management to business development, planning for appropriate development and ensuring accountability to Council's budget.

This broad range of services and infrastructure for residents supports the wellbeing and prosperity of the community. Council's Vision, Goals and Strategies to further improve services and facilities are described in our Community and Council Plan 2017-21. Further information regarding Council's services can be found in the section Our Performance on page 40.

The delivery of services, facilities, support and advocacy to achieve our Goals is measured by a set of targets and measures. Council also has a wide range of responsibilities that have been legislated by the Victorian and Australian governments.

Economic Factors

The Australian economy continues to experience a period of low inflation and record low interest rates. This has impacted Council's investment returns on cash holdings. Council does not have any borrowings at present, but borrowings are included in Council's Strategic Resource Plan for the upcoming years.

Changes to the market price for recyclable materials, together with breakdowns in the service provision of recycling providers, has resulted in an increase to the overall cost of waste services across the sector and will likely result in a price reset for waste processing costs.

Major Projects

During 2019-20, the major capital works projects included:

Stamford Park

Occupying 45 hectares of natural habitat, waterways and open space, Stamford Park is being developed into a place of true beauty—a place where people can live, work, play and enjoy life. Stage one of the redevelopment was completed in 2018-19 with the restoration of the historic Stamford Park Homestead, which included the addition of a restaurant and function spaces as well as landscape improvements to the gardens. Stage Two of the redevelopment began in 2019-20 with works on the surrounding 38 hectares of parkland including the construction of walking paths and trails, enhanced open space, wetland development and substantial revegetation works. In June 2020, work also commenced on an exciting new adventure play precinct.



Description of Operations

Knox Operations Centre Relocation

In early 2017, Council began the scoping, feasibility and design of the new Operations Centre. With significant input from the Operations team and a detailed review of the current processes and requirements for the relocated centre, Council officially opened the new Operations Centre at Henderson Road, Knoxfield, in 2020. The new centre is functional and efficient, with improved amenities, change rooms, meeting rooms and breakout spaces as well as a larger training area and a more professional reception area to cater for an improved visitor experience.

Henderson Road Bridge

The Henderson Road Bridge that links north and south Henderson Road was a joint federal government and Council infrastructure project that was completed in October 2019 and officially opened on Friday 25 October 2019 by the Hon Alan Tudge MP and the Mayor at the time, Cr Jake Keogh. Featuring pedestrian paths, possum ladders, solar lights for the bike path tunnel, and stormwater works, this \$6.5 million project was carefully planned to ensure all needs of the area were considered and to respond to community feedback.

ICT Strategy

In 2016, Council approved a \$16 million Information and Communications Technology (ICT) Strategy to be delivered over a five-year period. This strategy was developed to ensure our digital and information technology assets would deliver convenient self-service options to our community and contemporary technologies to our staff. Key focus areas for the project include improving customer experience and community safety as well as reducing operational risk and improving internal efficiencies. A key project within the strategy is the redevelopment of Council's website to create improved online services for the community.

Modular Building Program

Council's Modular Buildings program is a three-year pilot initiative that has been introduced to address the gap in the availability of female-friendly changing facilities and provide changing facilities at secondary ovals at Council's sporting reserves.

Modular design is a fast and cost-effective approach, with 90 per cent of the build taking place in a factory off-site, before the buildings are transported, joined and erected at the reserves. The pre-fabricated nature of this process not only delivers high-quality facilities but it also means that there is minimal disruption to the community. The buildings have a solid environmental record and are constructed from sustainably sourced, engineered timber products and include low-energy LED lighting and solar hot-water units.

As part of this program, in 2019-20 Council completed the installation of new, modern change rooms at Colchester Reserve in Boronia and at Wally Tew Reserve in Ferntree Gully.

Lewis Park Masterplan

Lewis Park is one of the largest open spaces in Knox. As our community grows, it has the potential to become a place that people of all ages and abilities can enjoy.

Following community consultation, the Lewis Park Draft Masterplan was developed, which provides a 20-year vision for creating inclusive spaces for people to engage with nature, culture and sport and where our natural environment can thrive. This vision includes the following elements:

- Lively spaces for people to engage with nature, culture and sport opportunities.
- Stronger connections between the parklands and our busiest community hubs.
- Revitalised waterways that support our local flora and fauna to thrive.
- Opportunities to tell the story of Indigenous culture and history.

In 2019-20 work was completed to further refine the masterplan. Design work is now underway and community engagement will continue in 2020-21.

Major Organisational Changes

In 2019-20, Ian Bell left his role as Director Engineering and Infrastructure to transition to retirement. Ian joined Knox City Council in 1989 as the Senior Landscape Architect and after progressing through a number of roles became the Director on 25 July 2005.

Council also farewelled Michael Fromberg as Director Corporate Services in 2019-20. Council implemented interim arrangements for the Corporate Services Directorate upon Michael's departure under which existing Executive Management Team members took on additional portfolios.

Matt Kelleher, Director City Development

- Business and Financial Services
- Governance

Samantha Mazer, Director Knox Central

- Communications
- Transformation (Customer Service)

Samantha Stanton, Executive Manager, Strategy, People & Culture

- Information Technology
- Transformation (Change & Lean)

The Executive Management Team will progress a permanent arrangement for the Corporate Services Directorate in 2020-21.

Major Achievements

Climate Response

On 28 October 2019, Knox Council voted unanimously to take swift and decisive action to address climate change by developing a Climate Response Plan in 2020. Council has worked hard to progress initiatives to reduce our carbon footprint, reduce waste and protect our natural environment. Leading by example, there are a range of ways Council is taking ongoing action to reduce our own energy usage.

Key measures to address climate change carried out by Council include the following:

- Energy efficiency upgrades were completed at community facilities, including LED light replacements and solar panel installations at small to medium-sized community buildings.
- Three electric cars were introduced into Council's fleet to reduce fuel emissions and two double-charging stations were installed: one for the exclusive use of fleet vehicles; the other for public use at the Civic Centre.

In 2020, Council signed a power purchasing agreement (PPA) to cost effectively purchase renewable energy from Bald Hills Wind Farm in Gippsland to power streetlights for nine years, commencing 1 July 2021.



On 28 October 2019, Knox Council voted unanimously to take swift and decisive action to address climate change by developing a Climate Response Plan in 2020.

Description of Operations

E-Waste Recycling

In 2019-20, Council introduced e-waste (electronic waste) recycling. Residents can now include e-waste with a booked hard waste collection and Council's contractor will collect it and recycle it. Residents can also drop off e-waste at the Knox Transfer Station where it is sorted and recycled.

E-waste is increasing three times faster than standard municipal waste. When you consider what is inside e-waste and that it can be recovered and made into something else, it makes no sense to bury electronic objects in the ground.

E-waste also contains potentially hazardous materials like lead, mercury and cadmium as well as ozone-depleting chlorofluorocarbons (CFCs) and flame retardants. Even in small amounts, these dangerous chemicals can cause environmental contamination. Recycling e-waste can help protect our environment and help reduce the amount of rubbish in landfill.

Knox Stormwater Solution Excellence in Infrastructure Award

On 5 December 2019, Knox's stormwater team won an Excellence in Infrastructure award for designing a fully integrated water-harvesting, flood protection and water quality treatment system that uses water collected from Dobson Oval and the Tim Neville Arboretum wetlands and lakes. The award-winning system collects water run-off from the oval, sends it across to the arboretum, where the wetland plants help filter and clean the water, and then carries it into the lakes. Water from the lakes is then re-circulated back to the oval to irrigate the grass.

Blind Creek Trail Daylighting

In 2019-20, Blind Creek became the latest site in Knox to benefit from Melbourne Water's Reimagining Your Creek project, which identifies and restores existing waterways back to their natural form. In the 1960s, Blind Creek was piped underground; however, in 2019-20, daylighting works were completed on the creek from Manuka Drive to Scoresby Road to bring the water back to the surface, which has created areas of wet habitat that promote local flora and fauna as well as help manage the water. The existing underground stormwater pipe was removed and a new waterway constructed with rock pools, riffles and stepping-stone crossings. These works, developed in consultation with the community, have created new open space and a natural landscape for the community to enjoy.

Council Meeting Live Streaming

As of Monday 30 March 2020, all Council meetings and Strategic Planning meetings, unless closed to the public, have been live streamed via Council's website. Recordings remain available on the website for at least two years after each meeting has been held.

This initiative was implemented to improve the transparency, accessibility and awareness of Council's decision-making processes. The streamed meetings provide Council with an opportunity to facilitate greater engagement with the community. This has been particularly important during the current COVID-19 social-distancing and stay-at-home restrictions and has enabled Council to facilitate safe meetings during the pandemic.

Community Investment Plan

The 2019 Community Investment Plan outlines the work Knox Council is doing, in partnership with other levels of government, to build the vital infrastructure we need across transport, sport and leisure, community wellbeing, employment, the built environment and the natural environment. The plan outlines the priorities of the Knox community under six key themes: Transport Solutions, Enhancing Our Natural Environment, Enhancing Our Built Environment, Sport and Leisure Participation, Community Wellbeing, and Supporting Local Employment.

The plan covers long-term projects such as the Fairpark Reserve Pavilion upgrades to provide a better experience for all local sportspeople by fostering healthy, active communities as well as the further expansion of the Knox Regional Netball Centre to meet increased demand for the facility. Also covered is an extension of the Route 75 Tram to Knox to provide greater access to employment and education for the Knox community as well as seeking state and federal government support for families struggling with housing insecurity, gambling addiction and homelessness issues.

Knox Staff Deployed to Support East Gippsland Shire Council during Bushfire Emergency

In early 2020, the Municipal Association of Victoria (MAV) requested Knox Council's support as part of the bushfire emergency in eastern Gippsland. During the bushfire emergency, nine Knox employees were deployed to assist in the recovery process from the fires in East Gippsland. Together, they provided over 400 hours in their respective roles.

The readiness and capacity of our Emergency Management Team and organisation to respond to an emergency event in another part of Victoria was carefully considered before accepting the deployment request. The Knox Emergency Management Team closely monitored the fire emergency situation across the state so that Council was ready for any emergencies in Knox and the neighbouring areas in order to keep our community safe.



Annual Report 2019-20

Our City

The municipality of Knox is named after Sir George Hodges Knox (1885–1960), who was a local and state politician. Sir George was elected in 1923 to the Ferntree Gully Shire Council. In 1927, he won the Legislative Assembly seat of Upper Yarra for the Nationalists. Sir George was a diligent local member and remained unopposed between 1929 and 1940. From 1945 until his passing in 1960, he represented Scoresby and is now commemorated with a municipality named after him.

Approximately 25 kilometres from Melbourne's central business district, Knox is a major hub of cultural, commercial, business and innovative activity in the eastern suburbs of Melbourne. It is a diverse municipality, with residents from 130 different countries speaking 54 languages. The City of Knox has an estimated residential population of 164,538 (30 June 2019) and covers an area of 114 square kilometres. The area boasts a green, leafy environment that extends to the foothills of the picturesque Dandenong Ranges. Knox comprises the following suburbs: The Basin, Bayswater, Boronia, Ferntree Gully, Knoxfield, Lysterfield, Rowville, Scoresby, Upper Ferntree Gully, Wantirna and Wantirna South.

MAP OF KNOX

Council Offices

Address:

511 Burwood Highway
Wantirna South VIC 3152

Opening Hours:

8:30am to 5pm
Monday to Friday

Council's Civic Centre Customer Service Counter has been closed temporarily from March 2020 due to the COVID-19 pandemic.

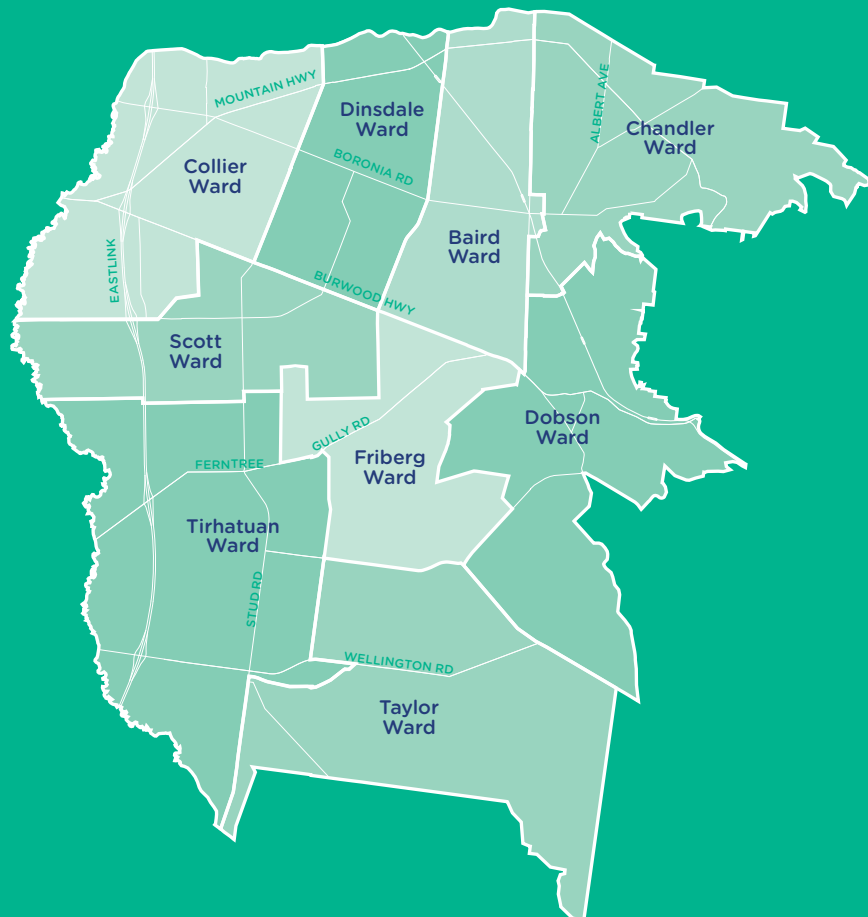
How to Contact Knox City Council

Phone: 9298 8000

Fax: 9800 3096

Email:

knoxcc@knox.vic.gov.au



Our Councillors



Cr Nicole Seymour, Mayor
Tirhatuan Ward
Current term: 2012-current
Mayoral term: October 2019-current



Cr Marcia Timmers-Leitch, Deputy Mayor
Collier Ward
Current term: April 2019-current
Deputy mayoral term: October 2019-current



Cr Peter Lockwood
Baird Ward
Current term: 2012-current
Mayoral term: November 2014-November 2015
Deputy mayoral term: December 2018-October 2019



Cr John Mortimore
Chandler Ward
Current term: 2008-current
Mayoral term: November 2017- October 2018
Deputy mayoral term: February 2017-November 2017



Cr Adam Gill
Dinsdale Ward
Current term: 2003-current
Mayoral term: November 2011-November 2012



Cr Jake Keogh
Dobson Ward
Current term: 2016-current
Mayoral term: October 2018-October 2019
Deputy mayoral term: November 2017-October 2018



Cr Tony Holland
Friberg Ward
Current term: 2012-current
Mayoral term: November 2015- November 2016



Cr Lisa Cooper
Scott Ward
Current term: 2015-current



Cr Darren Pearce
Taylor Ward
Current term: 2008-current
Mayoral term: November 2013-November 2014, November 2016-November 2017

Our People

Executive Management Team



Tony Doyle
Chief Executive Officer

Tony Doyle joined Knox Council as its Chief Executive Officer in July 2016. Tony's previous position was as Chief Executive Officer at Hindmarsh Shire Council in western Victoria, a position he held for three years. He has brought strong leadership and financial skills to the role as well as having a passion for working with communities and creating formative community partnerships.

Before joining the local government sector, Tony had a successful career in the financial services sector, holding senior leadership positions with one of Australia's largest banks. He has worked in Australia and the United Kingdom and has led large and diverse teams across a number of environments.



Matt Kelleher
Director City Development

Matt Kelleher joined Knox in May 2019 as Director City Development.

Before joining Knox, Matt was Director Community and Planning at Nillumbik Shire Council.

Matt has had extensive experience in senior leadership and executive roles in the local government sector, leading teams across a diverse range of functional areas, including planning, city strategy, community services, customer experience, regulatory services, organisation development and human resources. He has a strong track record of delivering on a range of complex strategic projects, with strong community and stakeholder engagement supporting his ability to make a positive difference for communities.

Experience in service reviews and leading change has enabled Matt to build high-performing teams who have a clear shared vision in delivering improved services and results for customers and stakeholders. Matt's experience across a range of urban planning, community liveability, service performance and organisational capability projects and initiatives has been focused on supporting teams and organisations to effectively position for strategic challenges in the external environment.

Matt's formal qualifications include an MBA along with a Bachelor of Applied Science in Planning and a Graduate Diploma of Management. He is also a certified change management practitioner (ProSci). Matt is a fellow of Local Government Professionals (LGPro) and in 2019 was a participant in its Executive Leadership program, XLP.

Matt's directorate consists of:

- Business and Financial Services
- City Futures
- City Planning and Building
- City Safety and Health
- Governance



Tanya Scicluna
Director Community Services

Tanya Scicluna commenced as Director Community Services in October 2018.

Tanya has had extensive experience working at a senior level in a wide range of community service programs in local government, state government and the community sector. She is a highly regarded industry leader, renowned for her innovative and collaborative regional and sector leadership and has led teams and organisations through significant change.

Tanya's background includes the leadership of large teams providing a wide range of community services and experience across multiple sectors, including aged and disability, family and children's services, leisure and recreation, community development, public health, economic development and strategic planning.

Tanya's formal qualifications include a Bachelor of Applied Science (Disability Studies) and a Postgraduate Diploma of Health and Human Services Management (Deakin). She is also currently completing a Master of Management (Monash).

Tanya's directorate consists of:

- Active Ageing and Disability Services
- Community Wellbeing
- Family and Children's Services
- Youth, Leisure and Cultural Services



Matthew Hanrahan
(Acting) Director Engineering and Infrastructure

Matt Hanrahan is Acting Director Engineering and Infrastructure and over the past 25 years has worked across multiple roles in local government, state government and the private sector, typically in the fields of engineering management, asset management, transport planning and capital works program development. He also has a strong record of engaging with the community, political leaders and the business sector.

Matt has worked in a number of different operating environments across multiple continents, including Europe, North America and the Middle East.

He holds a Degree in Engineering (Civil) from RMIT University and a Diploma of Arts in Professional Writing. He is also a member of the Australian Institute of Traffic Planning and Management (AITPM), the Institute of Public Works Engineering Australia (IPWEA) and Local Government Professionals (LGPro).

Matt's directorate consists of:

- Community Infrastructure
- Major Initiatives Unit
- Operations
- Sustainable Infrastructure

Our People

Executive Management Team



Samantha Mazer
Director Knox Central

As Director Knox Central, Samantha leads a 220 hectare urban regeneration program that brings together public and private sector stakeholders to deliver on an integrated vision for the municipality's largest activity centre.

Samantha has spent many years using her advocacy, leadership and commercial expertise to lead teams and organisations through periods of significant change. She has held senior and executive positions in banking and professional services as well as consulting across a broad range of sectors, including government, property, technology, retail, manufacturing and not-for-profit.

Samantha's diversity of experience, combined with her passion for contemporary leadership, has helped take Knox Central from aspiration to strategy and delivery whilst also adding a valuable perspective to the Knox Executive Management Team.

Samantha's directorate consists of:

- Knox Central
- Communications
- Transformation (Customer Service)



Samantha Stanton
Executive Manager Strategy, People & Culture

Samantha Stanton is Knox's Executive Manager, Strategy, People & Culture, having originally joined Knox in November 2016.

Samantha is an experienced senior leader and before joining Knox, was Manager People & Performance with the City of Greater Bendigo. She is a contemporary leader, renowned for her strategic mindset and has a deep understanding of local government and the importance of creating public value through organisational transformation and growth. She has particular strengths in corporate performance, facilitating new ways of working and pursuing digital and service innovation, managing corporate risk, and developing adaptive capacity in people, teams and cultures.

Samantha's background and experience includes the leadership of strategy, integrated planning, innovation and service reviews, information technology, organisation development, human resources, risk management, safety and wellbeing.

Samantha's formal qualifications include a Master of Public Policy and Management (Monash), a Bachelor of Arts (Criminal Justice Administration), and Certificates in Business Excellence and Organisational Self Assessment. Samantha is a member of Local Government Professionals (LGPro) and in 2014 completed its Executive Leadership Program, XLP. Samantha is currently completing the Adaptive Cultures™ Practitioner Development Accreditation Program.

Samantha's area consists of:

- Strategy, People and Culture
- Information Technology
- Transformation (Change/Lean)

Organisation Chart

Chief Executive Officer				
Director Knox Central	Executive Manager Strategy, People & Culture	Director Community Services	Director City Development	Director Engineering & Infrastructure
Knox Central	Strategy, People & Culture	Manager Active Ageing & Disability Services	Manager Business & Financial Services	Manager Community Infrastructure
Manager Transformation (Customer Service)	Manager Transformation (Change/Lean)	Manager Community Wellbeing	Manager City Futures	Manager Operations
Manager Communications	Manager Information Technology	Manager Family & Children's Services	Manager City Planning & Building	Manager Sustainable Infrastructure
		Manager Youth, Leisure & Cultural Services	Manager City Safety & Health	Executive Engineer Major Initiatives Unit
			Manager Governance	

Our People

Workplace Report

As at 30 June 2020, Council employed 1,046 staff, which consisted of full-time, part-time, temporary and casual positions.

Overall, 139 permanent, temporary or casual staff joined Council during the year to fill vacant positions and meet increased legislative, project and operational requirements.

Staff by Functional Area 2019-20

Headcount as at 30 June 2020

Directorate	Full-time		Part-time		Casual		Gender Total		Grand Total
	Female	Male	Female	Male	Female	Male	Female	Male	
Chief Executive's Office/ Strategy, People and Culture	19	14	23	0	4	1	46	15	61
City Development	55	58	98	48	24	12	177	118	295
Community Services	120	14	274	21	68	8	462	43	505
Engineering & Infrastructure	29	107	12	3	0	0	41	110	151
Knox Central	15	3	14	1	1	0	30	4	34
Grand Total	238	196	421	73	97	21	756	290	1046

Full-time Equivalent as at 30 June 2020

Directorate	Full-time		Part-time		Casual		Gender Total		Grand Total
	Female	Male	Female	Male	Female	Male	Female	Male	
Chief Executive's Office/ Strategy, People and Culture	19	14	15.94	0	0.11	0.03	35.04	14.03	49.07
City Development	55.00	58.00	34.95	10.30	0.63	0.32	90.59	68.62	159.20
Community Services	119.63	14.00	148.58	8.87	1.79	0.21	270.00	23.08	293.08
Engineering & Infrastructure	29.00	107.00	7.90	1.29	0.00	0.00	36.90	108.29	145.19
Knox Central	14.80	3.00	8.64	0.63	0.03	0.00	23.47	3.63	27.10
Total	237.43	196.00	216.01	21.09	2.55	0.55	455.99	217.64	673.63

*Each casual is calculated as 0.3, which is equivalent to 1 hour per week.

Council Staff

A summary of the number of Full Time Equivalent (FTE) staff categorised by employment classification and gender is detailed in the following table.

Employee Classification	Female	Male	Total FTE
Band 1	12.31	9.09	21.40
Band 2	3.81	2.65	6.46
Band 3	40.95	35.58	76.53
Band 4	68.56	24.87	93.43
Band 5	72.02	29.00	101.02
Band 6	87.16	47.05	134.21
Band 7	48.30	40.40	88.70
Band 8	17.39	16.00	33.39
Other*	105.50	13.00	118.50
Grand Total	455.99	217.64	673.63

Notes:

* "Other" includes non-banded workforce members, including health professionals and nurses, teachers, assistants and senior officers.

FTE Employees by Classification



Our People

People and Culture

THRIVE: Future-Ready Knox was designed and adopted as Council's new people and workplace strategy in 2019-20. The combination of new technologies, global change and unprecedented diversity, where we have five generations in the workforce for the first time, is a genuine and disruptive force that is redefining every aspect of how work gets done. How we structure our future, how we prepare our people, and how we build our capacity will rapidly come to define our organisation.

Future-ready Knox commits us to leading our future across four inter-related strategic priorities:

- Adaptive future
- Evolving culture
- Flexible workplace
- Thriving people

Operationally, the People and Culture business partnering model introduced last year has continued to strengthen internal working relationships and provide enhanced internal support, advice and insight. The various needs and aspirations of directorates and departments are now better able to be supported through dedicated business partners.

Enhancing our People Systems

Council has made enhancements to recruitment, onboarding and learning systems and has automated and streamlined related processes, which has resulted in a saving of time and money. These enhancements have also enabled greater volumes of work to be processed without an associated increase in resources. The way our employees now experience their workplace upon arrival and during their first six months has considerably improved.

Significant effort has been invested in preparing to implement a new time and attendance system in 2020-21 that will minimise the manual data processing of staff salaries. In addition, a co-design approach using human-centred design principles has resulted in staff testing prototypes for a new approach to performance, talent, and succession that will enable our people to be in the 'driver's seat' of their careers. The benefits of a streamlined, user-friendly and integrated solution will be fully realised when the project concludes in 2021.

Equal Opportunity

Council takes its equal opportunity responsibilities seriously and is committed to upholding the principles of the *Equal Opportunity Act 2010*, which are affirmed in Council's Enterprise Agreement.

The objectives of the equal opportunity program are to:

- achieve and maintain an environment that is free from discrimination, vilification, bullying and sexual harassment
- establish an internal contact officer program to provide a support and referral service to other staff who may have queries/concerns regarding equal opportunity in the workplace
- offer equity of access to training opportunities and career paths, particularly to those from disadvantaged groups in the workforce
- consistently apply the relevant policies and procedures throughout the organisation.

Equal opportunity, inclusion awareness, and the prevention of workplace bullying and sexual harassment are the areas of compulsory training programs for all staff. These training programs draw on the education of staff, staff feedback and opportunities for positive initiatives and the implementation of any changes in legislation.

During the year, Council initiated a new expression of interest process to explore a revamp of the previous equal opportunity contact officer structure. Council has now recruited five new equal opportunity contact officers who have completed their required training.

Workplace Equality and Respect

Building upon the successful Listen, Learn and Lead Gender Equity (LLLGE) program run previously, Council's 10-point Gender Equity Plan for its own workforce is now being implemented. This plan provides a strong basis for meaningful and lasting change. To support and strengthen the plan, the organisation has adopted the five Workplace Equality and Respect Standards, which set the goals that workplaces must achieve to address gender inequality and prevent violence against women. Staff training and a survey regarding the standards were completed. Council also formed a gender equity working group to assist progress.

Workplace Equality and Respect Standards



Source: Our Watch 2018, *Workplace Equality Respect and Standards*, digital image, accessed July 2020, <https://d2bb010tdzqaq7.cloudfront.net/wp-content/uploads/sites/2/2019/10/29045029/OurWatch_WER_Standards_2019-April_final.pdf>

Council received a grant of \$130,000 from the Victorian Government to join a consortium of organisations including Women's Health Victoria; RMIT University; Monash University; Women with Disabilities Victoria; ACEVic; and two adult community-learning centres, Coonara Community House and Yarrowonga Neighbourhood House, to develop and pilot a course in gender equity. This project is an Australian first and participating Knox staff commenced the training modules in January 2020 and have now completed their requirements.

Our People

Health and Wellbeing

Council's health and wellbeing focus continued in 2019-20 with the aim of encouraging self-engagement and motivating and supporting staff to adopt healthy habits that would be beneficial for both work and home life.

Council's commitment to supporting the mental health of staff continued to be an important focus in 2019-20. Council continued to deliver mental health first-aid training as a means of improving staff knowledge and skills, and there are now approximately 100 staff with mental health first-aid accreditation.

The need for additional mental health support and resources was also recognised with the onset of the COVID-19 pandemic. In response to the pandemic, an extension to the Employee Assistance program was arranged, including a widening of the service to include volunteers. To help manage the predicted additional mental health burden associated with the COVID-19 pandemic, a panel of counselling/psychological providers was selected to further extend availability of services in this area.

The Wellness@Knox committee continued its health promotion work in 2019-20 and finalised a recurring calendar of annual health and wellness initiatives. Additional activities were also undertaken including continuation of the popular Food4Life program, Ride2Work Day, increased participation in the Corporate Games (including soccer, table tennis, netball and cross-country running) as well as a range of social activities such as walking groups, bicycle maintenance classes, pilates and yoga.



Council's commitment to supporting the mental health of staff continued to be an important focus in 2019-20.

Safety Activities

Occupational health and safety (OHS) has continued to be a major focus for Council. The organisation continues to adapt its health and safety system to be responsive to both compliance requirements and best practice as well as the integration of wellbeing into the Health & Safety Management System and consultative structure.

Council's focus on the promotion of proactive safety reporting (hazards and near-misses) as a means to mitigate hazards and risks before they become a source of incident and injury has continued. The COVID-19 pandemic resulted in an overall decrease in proactive safety reporting in the second half of the 2019-20 year as a large proportion of the workforce began working from home in mid-March 2020:



Analysis of these figures indicates that reports increased significantly for the first half of the year: there were 148 proactive reports for the period July to December 2019 compared to 48 for the same six-month period in 2018.

However, with the move to working from home as a result of the COVID-19 pandemic, there were only 57 proactive reports for the period January to June 2020 compared to 185 for the same six-month period in 2019.

KEY INCIDENT STATISTICS

29% Decrease in property damage incidents from **65** reports in 2018-19 to **46** reports in 2019-20.

33% Decrease in motor vehicle incidents from **54** in 2018-19 to **36** in 2019-20.

9% Decrease in plant and equipment incidents from **11** in 2018-19 to **10** in 2019-20.

14% Decrease in the number of safety reports from **480** in 2018-19, to **415** in 2019-20.

There was an increase in WorkSafe incident notifications, required under the *Occupational Health and Safety Act 2004*, from five in 2018-19 to 14 in 2019-20. This increase was partly due to more stringent internal policy guidelines being adopted in relation to reporting of certain classes of WorkSafe notifiable incidents. The 14 WorkSafe notifications this year were: six reports involving a client, volunteer or member of the public; two resulting from impacts with objects; one incident causing a laceration; two slip, trip and fall incidents; two dog bites and one incident involving a fire.

The election of new health and safety representatives (HSR) for the redesigned and updated OHS consultation structure took place in 2019-20. New local OHS committees for the Civic Centre Precinct and Community Services designated work groups also commenced operation, giving all staff representation via a local OHS committee. These measures have significantly improved health, safety and wellbeing consultation within Council.

The final report relating to the internal OHS audit that was conducted in early 2019 concluded that Council's OHS practices are of a high standard and are well established and maintained, with continual improvements taking place. The report did provide recommendations to further strengthen OHS management, which included a review of all OHS policies and procedures, their alignment with the new international OHS Management Standard (ISO 45001), finalisation and adoption of the Motor Vehicle Safety Strategy and review of contractor safety management procedures. Council accepted and began work on the implementation of these recommendations in 2019-20.

Other initiatives that were progressed or commenced during 2019-20 included:

- Implementation of lone-worker mobile phone apps after relevant trials and evaluation.
- The continuation of occupational violence prevention training to relevant staff groups.
- The production of a range of safety consultation activity and policy, procedure, and guidance material concerning control measures for the COVID-19 pandemic.



Our People

Injury Management

Overall, there was an 8% decrease in injuries from 108 in 2018-19 to 99 in 2019-20. Minor injuries (injuries requiring no treatment or first aid only) decreased from 133 in 2018-19 to 107 in 2019-20; however, there was an increase in major injuries (medical treatment and lost-time injuries) from 49 in 2018-19 to 60 in 2019-20.

Council's early injury intervention and return-to-work management processes proved effective, with there being a decrease in WorkCover claims lodged from 18 in 2018-19 to 17 in 2019-20 despite the increase in major injuries.

Council's injury management program continued to successfully assist staff to return to work after experiencing both work-related and personal physical injuries. In 2019-20, the on-site physiotherapy provider was well utilised for the first three quarters. However, with the onset of the COVID-19 pandemic, services were converted to an e-health platform and face-to-face consultations were suspended in March 2020. With very few staff continuing to work in the Civic Centre precinct and Operations Centre, there was a significant drop in the utilisation of the service. Given the current contract expired on 30 June 2020, the service was suspended pending a review of short-term replacement options during the COVID-19 pandemic period as well as finalisation of a longer-term strategy for improvement and possible expansion of this service.

Risk Management and Review

Council's Risk Register is reviewed by the Executive Management Team quarterly and during 2019-20, regular reports for both operational and strategic risks were provided to Council's Audit Committee to ensure effective monitoring. A new format for the risk register report was developed and an additional report showing any changes in quarterly risk ratings for the past year was produced. Both of these changes are aimed at improving the risk review process. Planning around the provision of risk management training to key staff in the new financial year has begun. A new strategic risk relating to climate change was added to the risk register.



Business Continuity Management

The key elements of Council's Business Continuity Management System (BCMS), the Business Continuity Framework and Crisis Management Plan, were reviewed and updated in 2019-20. A test exercise to assess business continuity capabilities was planned for the last quarter of 2019-20; however, the COVID-19 pandemic has served as an ongoing real-life test of the system and Council's capabilities and it included activation of the Crisis Management Plan/Team and Regional Pandemic Sub Plan. Council concluded that a COVID-19 pandemic debrief is a more effective use of resources and produces better learning outcomes than a test exercise. Planning is underway for a debrief to be conducted in the first quarter of 2020-21.

An internal, independent audit of business continuity and disaster recovery was conducted in 2019-20. It found that, in general, Council had taken the necessary steps to develop an effective BCMS. The audit recommended a number of areas where improvement could be made to further strengthen the business continuity process, including reporting on new key performance indicators (KPIs) for the BCMS and undertaking a gap analysis of the BCMS. These recommendations were implemented by Council in 2019-20.



Council's injury management program continued to successfully assist staff to return to work after experiencing both work-related and personal physical injuries.

Vehicle Insurance Claims

Council's fleet of registered vehicles, which includes cars, trucks, tractors and trailers, remained stable at 196 in 2019-20 compared to 197 in 2018-19, allowing for a meaningful year-on-year comparison.

The number of over-excess (greater than \$5,000) vehicle insurance claims continued the pattern of decrease over recent years, dropping from 19 in 2017-18 to 12 in 2019-20.

The number of vehicle under-excess vehicle claims also continued to decrease from 29 in 2018-19 to 18 in 2019-20.

Non-Vehicle Insurance Claims

There was a minor decrease in non-vehicle under-excess insurance claims from 115 in 2018-19 to approximately 107 in 2019-20. The majority of claims were related to tree branch/debris failure, tree-root damage, trips and falls due to uneven surfaces and flooding/stormwater damage.

There were only two over-excess liability claims reported to Council's insurer during 2019-20. Both claims involved discharge-of-water issues. During this time we again experienced a decrease in tree-root damage claims, which is testament to the proactive work undertaken by our Parks staff.

In 2019-20, a tender process was completed for the provision of under-excess claims management for the next three-years and the contract was awarded to the current supplier of these services.

Our Performance

Community and Council Plan 2017-21

On 26 June 2017, Council endorsed the Community and Council Plan 2017-21, which replaced the:

- Knox Vision: Our City, Our Future
- City Plan (incorporating the Council Plan) 2013-17
- Integrated City Strategy.

The Community and Council Plan 2017-21 was informed by relevant legislation, research and a range of community engagement activities. The following planning framework illustrates how the Community and Council Plan 2017-21 guides the development of other Council planning documents.

All of these planning documents guide Council's ongoing work and service delivery, which contribute to the achievement of the vision defined in the Community and Council Plan 2017-21.



Goals

Together with the community, Council has identified eight key goals, with associated strategies, as the framework for progressing towards achievement of the vision:



GOAL 1
We value our natural and built environment



GOAL 2
We have housing to meet our changing needs



GOAL 3
We can move around easily



GOAL 4
We are safe and secure



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



GOAL 6
We are happy, healthy and well



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



GOAL 8
We have confidence in decision-making

Our Performance

Annual Plan 2019-20

Each year, Council develops an annual action plan based on the strategies and initiatives outlined in the Community and Council Plan 2017-21. The Annual Plan 2019-20 was adopted by Council on 24 June 2019 as part of the annual Budget.

The Annual Plan is made up of a number of major initiatives and initiatives that will be achieved during the financial year.

Local Government Performance Reporting Framework

The Local Government Performance Reporting Framework (LGPRF), established by the Victorian Government in 2014, is a mandated reporting requirement for all Victorian councils. The LGPRF is a comparative reporting framework that aims to ensure measuring and reporting on performance is undertaken in a consistent way for all local government authorities in Victoria.

Four indicator sets have been developed across three thematic areas—service performance, financial performance and sustainability—in order to provide a comprehensive picture of Council's performance. These indicators and measures are reported on throughout the following sections of this report.

Service Delivery

Service delivery accounts for a significant part of Council's annual investment in the community and is one way to support and maintain Knox's areas of strength.

It also addresses some key challenges for our community. Service delivery is equally as important as our priority strategies and actions.

Details of Our Performance

The following information is contained under each Community and Council Plan goal:

1. Four-year Community and Council Plan Targets and Measures

Progress against the targets and measures identified in the Community and Council Plan 2017-21 that will inform our success in achieving our goals and strategies.

2. Annual Plan Initiatives

Details of the progress of major initiatives and initiatives identified in the 2019-20 Annual Plan.

3. Services

Details of the services funded in the 2019-20 Budget that most closely align to the particular Community and Council Plan goal and, where relevant, the associated LGPRF measures and results.



Four indicator sets have been developed across three thematic areas—service performance, financial performance and sustainability.

GOAL 1

We value our natural and built environment

2019-20 Highlights



Planted 4,152 threatened species in 21 distinct sites



Implemented e-waste and X-ray recycling services



Developed a geographic information system (GIS) mapping layer to map all locally threatened species in reserves



Expanded the Gardens for Wildlife Program, which now has 895 participants

Results

Council Targets

Council has progressed work towards achieving the 12 Community and Council Plan targets identified under the strategies of Goal 1.



Annual Plan Progress

Council has completed four of the five initiatives identified under Goal 1 in the 2019-20 Annual Plan. Work continues to progress on the remaining initiative.



Looking Ahead...

2020-21 Annual Plan Major Initiative

Develop and implement a strategic pest animal plan.

What we achieved in 2019-20

Progress against the targets and measures identified in the Community and Council Plan 2017-21.

Strategy 1.1: Protect and enhance our natural environment

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
A reduction in environmental impact	Council's corporate greenhouse gas emissions	-	5,257 tonnes per annum (CO ₂ -Equivalent)	5,257 tonnes per annum (CO₂-Equivalent)	Data includes emissions from Knox Leisureworks. Billing responsibility transferred from previous tenants to Council in 2019-20.
An increase in the usage of renewable energy	Council's corporate renewable energy usage	108.18 kW	306.00 kW	461.00 kW	In 2019-20, Council's corporate renewable energy usage was 461 kW (Total Installed Capacity - Solar PV), an increase from 306kW in 2018-19.
A reduction in waste generated in our homes	Annual non-recyclable garbage generation per household (waste to landfill)	9.99 kg	9.25 kg	10.30kg	In 2019-20, non-recycling garbage generation was 10.3kg per household per week, an 11% increase from 2018-19. In 2019-20 the truck audit was completed in February rather than previous years when it was completed in November. This creates challenges in accurate comparison of year on year data.
	Annual diversion rate per household (recyclable and green waste)	51.97%*	55.89%*	53.44%	Council has aligned this measure in 2019-20 to reflect LGPRF reporting and ensure consistency. * Council has reinstated 2017-18 and 2018-19 figures to reflect these changes and to ensure comparative data.
A reduction in water use of new buildings	Percentage of applicable buildings assessed in planning as meeting the best-practice target of a 25% reduction in potable water consumption	94.00%	97.39%	94.05 %	79 of 84 applications assessed were found to have achieved the 25% reduction in potable-water consumption target.
A reduction in Greenhouse Gas emissions of new buildings	Percentage of applicable buildings assessed in planning as meeting the best-practice target of a 50% reduction in Greenhouse Gas emissions	69.00%	74.78%	60.71%	51 of the 84 applications assessed were found to have achieved the 50% reduction in greenhouse gas emissions target.
Sustainable design of Council's new buildings	Percentage of applicable Council capital works buildings assessed as meeting the best-practice environmental targets in water savings, stormwater quality, sustainable materials, local biodiversity, sustainable transport user facilities, energy savings and greenhouse gas emissions reductions	100%	0%	0%	No Council projects were fully assessed for environmental targets in 2019-20. Initial consultation was undertaken for the Knox Fairpark Reserve multipurpose development and the Carrington Park multipurpose centre project.

GOAL 1 We value our natural and built environment**What we achieved in 2019-20****Strategy 1.2: Create a greener city with more large trees, indigenous flora and fauna**

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
An increase in canopy tree cover along streets	Percentage of street corridors covered by canopy trees	494	1,249	830	Reporting against this measure focused on net gain (difference between trees removed and planted) as it can take many years for a new tree to grow large enough to provide canopy coverage. In 2019-20, a net gain of 830 street trees was achieved.
An increase in canopy tree cover on private land	<i>Under development</i>	-	-	-	
An increase in the number of indigenous plant species in Knox	The total number of indigenous plant species in Knox	3,662	5,208	4,152	The total number of threatened species planted in Knox in 2019-20 was 4,152. Threatened species were planted at 21 distinct sites.
An increase in local Knox residents' biodiversity awareness	The total number of Gardens for Wildlife participants	779	849	895	895 individuals participated in Gardens for Wildlife in 2019-20, 54 more than 2018-19. Additional applicants are on the waiting list whilst Council develops a safe practice and virtual visit to support new participants during COVID-19 restrictions.

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

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
A decrease in the number of 'at-risk buildings' in Knox	The number of at-risk buildings in Knox	6	6	10	In 2019-20, there were 10 buildings on the At-Risk Register. Rectification works were completed at four sites. A review of facility future uses and redevelopment plans determined that no works were required for the other six sites in 2019-20. Further structural intervention and remedial works have been scheduled for these sites in 2020-21.
Increase Council's urban design management and assessment capacity to facilitate best practice urban design outcomes	The number of workshops, forums, and recognition programs to build Council's urban design management and assessment capacity	5	4	0	There were no urban design professional development/ learning sessions held in 2019-20. However, urban design management and assessment capacity was increased with site-specific discussions held with Council's Urban Design Advisor.

2019-20 Annual Plan

Key activities undertaken in 2019-20 to work towards the achievement of Goal 1.

Major Initiative	Progress	Comment
Expand the range of items to be recycled through the kerbside domestic and commercial waste service.	100%	<p>As a result of the renewed focus on waste reduction and minimisation as well as circular economy principles, Council reviewed and adapted its current recycling education program during 2019-20. Due to recent service disruptions, and with a changing landscape within the sector, it is expected that the review and adaptations will be ongoing for a substantial period.</p> <p>New e-waste and X-ray recycling services have been implemented, and work has commenced on the evaluation of collection models for food and green organics collection, including discussions with providers of these services.</p> <p>The Knox City Council website has also been expanded to include more information on Waste Minimisation.</p> <p>Council has participated in a number of reviews of the waste sector during the 2019-20 year. With the release of Recycling Victoria, the Victorian Government's new circular economy policy, there will be further changes to Council's recycling service required in future years. It is likely that the range of materials accepted in the future will be reduced to value added products, to improve the viability and sustainability of the sector. Council will need to develop a transition plan for this implementation.</p> <p>Additionally, Council officers have actively participated in a number of consultations and working groups in 2019-20.</p>
Progress discussions with Melbourne Water to transfer the catchments of 60Ha and above to the regional drainage authority.	0%	<p>Council is represented on the Melbourne Urban Stormwater Institutional Arrangements (MUSIA) advisory committee coordinated by the Municipal Association of Victoria (MAV).</p> <p>The Department of Environment, Land, Water and Planning (DELWP), Melbourne Water, local government representatives and the MAV are jointly focused on the delineation of responsibility between Melbourne Water and local government for stormwater management assets. The review is exploring a wide range of issues that impact councils and their communities, including flood management, land use planning, changing community expectations and liveability opportunities.</p> <p>A major consideration for this review is where, and at what scale within the catchment can stormwater most efficiently and cost-effectively be managed as part of a coordinated approach, and what institutional arrangements will best support that approach.</p> <p>The MAV have not engaged the Working Group since July 2018. Progress on this matter is currently occurring between the MAV, Melbourne Water and DELWP.</p>
Implement the Knox Locally Threatened Species Management Plan 2010.	100%	<p>A Geographic Information System (GIS) mapping layer was developed to map all locally threatened species in reserves. 4,152 threatened plants were planted in 2019-20, consisting of 36 separate species. The threatened species were planted and mapped across 21 reserves.</p>
Continue to grow and support the Knox Gardens for Wildlife Program and Bushland Reserve Friends Groups and associated activities.	100%	<p>The Gardens for Wildlife Victoria Network was formed to support the development of Gardens for Wildlife (G4W) programs across the State, with Council chairing the steering Committee. Currently 35 Local Government Associations are participating in the Network and there are 14 programs running with another 13 being developed across Victoria. The Department Of Environment, Land, Water, and Planning (DELWP) provided a \$50,000 grant to support the growth of the program.</p> <p>The Knox G4W Program now has 890 registered households, including 12 businesses. Partnering with Monash University and Swinburne TAFE has increased the number of volunteers for the program. In addition, a recruitment video has been developed and is now available on the Council website. The program currently has 30 active volunteers. Council together with these volunteers, is developing a method of virtual garden tours to allow the program to continue during the COVID-19 restrictions. A community Facebook page has also been developed to allow peer support and feedback.</p>
Complete an At Risk Building Assessment and develop a program of works for inclusion in Council's capital works program.	100%	<p>Structural assessments of buildings deemed to be at-risk were completed in 2019-20. Rectification works were identified for sixty per cent of the building stock with works prioritised in accordance of risk. Rectification works were completed at Murrindal Family Centre, Wattleview Preschool and Maternal and Child Health Centre (MCHC), West Gully Preschool and MCHC and Sasses Avenue Soccer Pavilion. Review of facility future uses and redevelopment plans resulted in no works being required at six sites. Further remedial works have been scheduled for 2020-21</p>

GOAL 1 We value our natural and built environment**Services****The services funded in the 2019-20 Budget.**

Service	Description	Net cost of providing this service in 2019-20	
		Budget	Actual Variance \$'000
Asset Management	The Asset Management service provides strategic direction for asset management incorporating the development of processes and systems to maintain and regularly update Council's asset register and management system, collection of asset condition data and the development and implementation of strategic asset management plans for all asset categories. The service also provides asset preservation and protection functions in areas associated with subdivision, private developments; Council capital infrastructure projects and works undertaken by service authorities; contractors and government agencies. The service also manages the coordination, planning, development and monitoring of the delivery of Council's Capital Works Program.	1,238 1,423	(185)
Biodiversity	Biodiversity provides for the conservation, enhancement and celebration of local biodiversity within the City of Knox. The service provides bushland management to protect and enhance over 40 Council bushland reserves, over 120 sites of biological significance as well as education/awareness programs in order to increase the appreciation and understanding of the values of biodiversity within the broader community. This includes encouraging and supporting active participation by members of the community in the conservation and enhancement of remnant vegetation on public and private land.	1,153 1,349	(196)
Building	Council's Building service provides for building assessment and regulatory services in accordance with the Building Act 1993 and other relevant legislation. The service issues Building Permits, performs building inspections, responds to complaints with inspections; and performs swimming pool inspections.	282 556	(274)
Facilities	Facilities provides building services, including capital construction, programmed and reactive maintenance and ancillary services (e.g. graffiti control, security, essential safety measures) for all Council buildings; internal architectural advice and building management services on land where Council has an interest.	2,501 3,070	(569)
Integrated Water Management	The Integrated Water Management service provides technical and strategic advice and drainage advice/services related to developer and resident enquiries and the provision of integrated water management. The service aims to safeguard the community against flooding, provide a municipal drainage system that is safe and fit for purpose, ensure that stormwater is a valued and well used resource and maintain clean waterways.	2,528 2,941	(413)
Major Initiatives	The Major Initiatives Unit provides for the delivery of major projects supplementing the full program of capital projects being delivered by the various delivery teams across Council. The Unit utilises a combination of internal and specialist skills - and include architectural, quantity surveying, project management, construction management, specialist engineering and site supervision services.	255 331	(76)
Open Space Management	Open Space Management provides planning, design, consultation and implementation of enhanced passive open space. The service also includes the development of policy and provision of planning and landscape architectural design expertise for other areas of Council.	10,266 10,972	(706)
Operations	Operations is responsible for the management and delivery of maintenance services and delivery of new, renewed and upgraded Council infrastructure assets. This includes Parks Services, Works Services, Construction, and Fleet Management. The service provides well maintained infrastructure assets that meet present day and future needs of the community, in compliance with various Acts and regulations and Council policies.	3,583 3,276	307
Research and Mapping	Research and Mapping supports an evidence-based approach to policy development and decision-making by undertaking specialist research and mapping activities. The service also provides advice, builds organisational capacity and develops and implements new tools and applications in the area of research and mapping. The service is responsible for the maintenance of Council's GIS system, spatial database and on-line data resources.	63 88	(25)
Social and Community Infrastructure	The Social and Community Infrastructure service supports the organisation through an integrated approach to the development of community infrastructure plans relevant to the needs of local communities and the broader municipality. The service also manages the development, monitoring, compliance and review of all Community Wellbeing community facility licences and leases.	228 207	21
Sustainable Futures	Sustainable Futures provides for environmental planning, community engagement in sustainability, policy development and project implementation. The service provides a range of learning and engagement programs that focus on supporting Council and the community to move towards environmental, social and economic sustainability.	408 385	23
Waste Management	The Waste Management service aims to minimise waste and provides waste collection and disposal services for the Knox community.	17,722 15,551	2,171

Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/Indicator/Measure	Results				Material Variation Comment
	2016-17	2017-18	2018-19	2019-20	
Waste Collection					
Satisfaction	63.86	76.56	109.58	100.60	
Kerbside bin collection requests					
(Number of kerbside garbage and recycling bin collection requests/Number of kerbside bin collection households) x 1,000					
Service Standard	3.33	3.68	5.62	6.22	Council has seen an increase in the number of missed bins due to COVID-19 and the increase in the number of cars being parked in residential streets during the day as well as bins being placed out for collection later than usual.
Kerbside collection bins missed					
(Number of kerbside garbage and recycling bins missed/ Number of scheduled kerbside garbage and recycling collection bin lifts) x 10,000					
Service Cost	\$108.62	\$106.87	\$108.96	\$111.34	
Cost of kerbside garbage bin collection service					
(Direct cost of the kerbside garbage bin collection service/ Number of kerbside garbage collection bins)					
Cost of kerbside recyclables bin collection service	\$11.65	\$19.89	\$45.00	\$64.64	Changes to policies internationally had a significant impact on the local recycling sector. This resulted in the collapse of the recycling processor used by Council, and the use of an alternative processor. This has resulted in considerable price increases across the recycling sector.
(Direct cost of kerbside recyclables bin collection service/Number of kerbside recyclables collection bins)					
Waste Diversion	53.41%	51.97%	55.89%	53.44%	
Kerbside collection waste diverted from landfill					
(Weight of recyclables and green organics collected from kerbside bins/Weight of garbage, recyclables and green organics collected from kerbside bins) x 100					

GOAL 2

We have housing to meet our changing needs

2019-20 Highlights



Implemented the Housing Strategy to continue to guide residential development and strategic investigation sites



Progressed the Waterlea development at Stamford Park



Completed the Laying a Social Housing Pipeline in Knox project



Reduced the time taken to decide planning applications from 65 days in 2018-19, to 34 days in 2019-20

Results

Council Targets

Council has progressed work towards achieving the four Community and Council Plan targets identified under the strategies of Goal 2.



Annual Plan Progress

Council has completed two of the three initiatives identified under Goal 2 in the 2019-20 Annual Plan. Work continues to progress on the remaining initiative.



Looking Ahead...

2020-21 Annual Plan Major Initiative

Implement Council's Housing Strategy including facilitation of strategic redevelopment sites.

What we achieved in 2019-20

Progress against the targets and measures identified in the Community and Council Plan 2017-21.

Strategy 2.1: Plan for a diversity of housing in appropriate locations

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
An increase in the number of smaller dwellings available	The number of one and two bedroom dwellings approved for construction in Knox	623	227	258	In 2019-20, 258 one and two bedroom dwellings were approved for construction.
An increase in the number of new housing developments in well-located areas	The number of approved dwellings in activity centres	510	210	241	In 2019-20, 241 dwellings in activity centres were approved.

Strategy 2.2: Encourage high quality sustainable design

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
Improve high-quality sustainable design for all new, large developments	The number of sustainable design assessments for new residential developments with two or more dwellings and for non-residential developments with gross floor area of 550m ² or more	159	115	84	The number of applications assessed in 2019-20 has reduced significantly from the number assessed in 2018-19 and 2017-18. This reduction is due to the lower number of applications submitted, which is in turn due to a general slowdown in the economy, particularly as it impacts redevelopment applications.

Strategy 2.3: Support the delivery of a range of housing that addresses housing and living affordability needs

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
	The amount of social housing that is affordable to low-income households in Knox	2%	2%	2%	In 2019-20, social housing accounted for 2% of the total housing stock in Knox. This figure has remained stable since 2017-18.
An increase in social and affordable housing in Knox	The amount of rental housing that is affordable to low-income households in Knox	2.9%	3.1%	2.7%	2.7% of rental stock in Knox was considered affordable to low-income households for the period 1 July 2019 to 31 March 2020. Data for the final quarter of 2019-20 was not available at the time of reporting.

GOAL 2 We have housing to meet our changing needs**2019-20 Annual Plan****Key activities undertaken in 2019-20 to work towards the achievement of Goal 2.**

Major Initiative	Progress	Comment
Implement Council's Housing Strategy including facilitation of strategic redevelopment sites.	100%	<p>The Housing Strategy was implemented into the Knox Planning Scheme via Amendment C131. The Strategy, and the Knox Planning Scheme, continue to guide residential development and strategic investigation sites.</p> <p>Two strategic sites are currently underway - the Norvel Road Quarry site and the Boral site in Wantirna South. Council officers are working with both developers to ensure appropriate development outcomes.</p> <p>Issues at the Norvel Road Quarry site, relating to social housing, stormwater management, and bushfire safety (including its impact on biodiversity) are being reviewed prior to the proposal being reported to Council.</p> <p>A planning scheme amendment request regarding the Boral site has been submitted to Council, however a number of issues are being reviewed and resolved before the amendment is reported to Council. Reviewing and resolving these issues will contribute to the alignment with Council's Housing Strategy.</p> <p>The Housing Monitoring Report is scheduled to be reported to Council in August 2020.</p>
Initiative	Progress	Comment
Continue to support the development of Stamford Park residential estate.	100%	The Waterlea development at Stamford Park progressed well in 2019-20, with a number of stages completed and occupied, and a number of other stages well into construction. An Amended Development Plan for the apartment building site has been submitted and is expected to be considered by Council in July 2020.
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.	100%	<p>The Laying a Social Housing Pipeline in Knox project has been completed. The Department of Health and Human Services (DHHS), the project funder, has been formally advised of this in accordance with the contract. The project's findings have been presented to key internal stakeholders, the Executive Management Team and the Chief Executive Officer.</p> <p>Social planning input into the rezoning of the Boral site to work towards achieving a five per cent social housing mix is continuing. Various documents have been reviewed and meetings held with officers and the developer.</p> <p>Council also participates in six-weekly Inter-Council Affordable Housing Forums to share information regarding social housing supply issues.</p>

Services**The services funded in the 2019-20 Budget.**

Service	Description	Net cost of providing this service in 2019-20	Budget	Actual	Variance
					\$'000
Municipal Strategic Social Planning	The Municipal Strategic Social Planning service supports the planning and implementation of the Community and Council Plan and related Council strategic plans and enables Council and community partners to make informed, effective decisions. The service conducts research, strategic planning, analysis and community consultation to identify relevant data to inform the development of evidence-based social policy and strategic planning responses and strategies for Council. This Service supports and advises on service planning and community facility development within Knox service and facility proposals.		408	474	(66)
Planning Approvals	The Planning Approvals service provides for statutory planning assessment and enforcement and regulatory services under of the Planning and Environment Act and related Acts and Regulations.		1,258	1,701	(443)
Strategic Land Use Planning	The Strategic Land Use Planning Service undertakes research to inform planning policies and decisions. It also proactively updates the Knox Planning Scheme to reflect the Community and Council Plan. This includes the preparation and assessment of planning scheme amendments, internal referral responses to planning applications, provision of general strategic land use planning advice to internal and external customers, and a statutory requirement to review the Knox Planning Scheme every four years. Community engagement and consultation is a core part of this service.		1,982	1,891	91

Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/Indicator/Measure	Results				Material Variation Comment
	2016-17	2017-18	2018-19	2019-20	
Statutory Planning					
Timeliness	63	70	65	31	Council reduced the time taken to decide planning applications by 34 days in 2019-20. This significantly lower figure is due to a combination of lower application numbers, implementation of process improvements as well as improved recording of application information.
Time taken to decide planning applications [The median number of days between receipt of a planning application and a decision on the application]					
Service Standard	80.19%	76.60%	73.66%	85.46%	Council improved the number of applications decided within the required timeframe by 12% in 2019-20. This improvement has been due to lower application numbers and improvements to Council processes.
Planning applications decided within required timeframes [Number of planning applications decisions made within 60 days for regular permits and 10 days for VicSmart permits/Number of planning application decisions made] x100					
Service Cost	\$1,762.98	\$2,031.59	\$1,951.76	\$1,878.71	
Cost of statutory planning service Direct cost of statutory planning service/Number of planning applications received]					
Decision-making	52.00%	54.05%	33.33%	58.62%	Improvements in VCAT support for Council decisions is as a result of improved compliance with, and applicant understanding of Knox Housing Strategy policy requirements and provisions.
Council planning decisions upheld at VCAT [Number of VCAT decisions that did not set aside Council's decisions in relation to a planning application/Number of VCAT decisions in relation to planning applications] x100					

GOAL 3

We can move around easily

2019-20 Highlights



Released the new iteration of the Community Investment Plan



Installed bike lanes along Valleyview Drive, Rowville



12,095 clients used the Community Transport service



Installed bike repair stations and seating at various locations across Knox



Reviewed Council's current public transport position in light of the recently announced Suburban Rail Loop project

Results

Council Targets

Council has progressed work towards achieving the seven Community and Council Plan targets identified under the strategies of Goal 3.



Annual Plan Progress

Council has completed one of the two initiatives identified under Goal 3 in the 2019-20 Annual Plan. Work continues to progress on the remaining initiative.



Looking Ahead...

2020-21 Annual Plan Major Initiative

Advocate to State and Federal Governments for improved sustainable transport infrastructure and services.

What we achieved in 2019-20

Progress against the targets and measures identified in the Community and Council Plan 2017-21.

Strategy 3.1: Enable improved transport choices supported by integrated and sustainable transport systems and infrastructure

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
An increase in the number of vulnerable community members accessing Knox Council's Community Transport service	The number of people using Council's Community Transport service	16,945	17,679	12,095	12,095 clients used Council's Community Transport service in 2019-20. This was 5,584 fewer than for 2018-19 due to the COVID-19 restrictions.
An increase in Council's advocacy efforts to improve transport in Knox	Media coverage relating to improving transport options in Knox	13	11	3	In 2019-20, reporting on Council's transport advocacy priorities centred on delivery of the Henderson Road bridge.
Maximising grant funding secured for transport improvements in Knox	The percentage of successful grant applications for transport improvements in Knox	71%	64%	78%	Council was successful in 11 of 14 grant applications for the following projects: <ul style="list-style-type: none"> • Bike maintenance course • Bike Ed Challenge • VicHealth Walk to School • TAC Local Government Grant- Lupton Way • TAC Community Safety Grant- Knox Principal Cycling Network • Safe Travel in Local Streets- Knoxfield LATM Stage 1- Anne Road Precinct • Safe Travel in Local Streets- Knoxfield LATM Stage 2- Kathryn Road • Macauley Place (Design) • Variable Message Speed Trailer Advisory signs • Blackspot Funding - Forest Road- Dorian Av to Stockton Av • Blackspot Funding - Wentworth Av
An increase in the number of schools participating in the Walk2School program	The number of schools participating in the Walk2School program	28	25	18	In 2019-20, 18 schools participated in the Walk2School program. Feedback from schools has indicated that conflicting demands within the school curriculum has meant that some schools that have previously participated were not able to this year.

GOAL 3 We can move around easily**What we achieved in 2019-20****Strategy 3.2: Improve bike and footpath connectivity, including identifying gaps between existing bike routes, footpaths and key places**

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
A decrease in the number of school crossing incidents	The number of school crossing incidents reported to Council	425	43	103	The majority of the 103 incident reports in 2019-20 were from one school crossing location, which is currently under review by the Department of Transport.
Improved footpath connectivity in Knox	Kilometres of new footpaths constructed	1.8 km	1.65 km	0.8 km	In 2019-20, 800 metres of new footpaths were constructed in the municipality. The decrease in kilometres of footpath constructed in 2019-20 is partially due to unexpected delays which have pushed back programmed works to early 2020-21.
An increase in cyclists using Knox's shared path networks	The number of cyclists recorded on a typical day at a typical site on Knox's shared path networks	423	882	553	553 cyclists used the Dandenong Creek Trail, west of Abbey Walk on Tuesday 10 March 2020. 1,271 cyclists were recorded at the same site on Wednesday 6 May 2020, during the COVID-19 lockdown period.

2019-20 Annual Plan**Key activities undertaken in 2019-20 to work towards the achievement of Goal 3.**

Major Initiative	Progress	Comment
Advocate to State and Federal Governments for improved sustainable transport infrastructure and services.	100%	The new iteration of the Community Investment Plan has been released with key input on major road and public transport priorities included alongside an accompanying map. A review of Council's current public transport position was considered in light of the recently announced Suburban Rail Loop project. Key feedback provided indicated that the current advocacy position be maintained. As a member of the Eastern Transport Coalition, Council is also working to prepare a Supplementary Bus Review by identifying key bus network improvements.
Initiative	Progress	Comment
Increase the number of cyclists using Council's shared path networks.	100%	In 2019-20, bike lanes were installed along Valleyview Drive, which provides a link from the residential area of Karoo Road to the Henderson Road industrial precinct and the Ferny Creek Trail. This work included green treatment at intersections, which aims to make motorists more aware of potential cyclists crossing. Bike repair stations and seating have been installed at strategic locations along the shared path network, and designs have been prepared for the installation of bike lanes along Timothy Drive, Templeton Street and Renou Road. Installation commenced in June 2020 but construction has been delayed due to wet weather and delays in obtaining some approval from other authorities. Designs were also prepared for shared paths on Kelletts Road between Stud Road and Taylors Lane, and on Wellington Road between Napoleon Road and Straughan Close. These paths will be constructed in the first half of the 2020-21 financial year. Ongoing discussions are being held with the Department of Transport (VicRoads) in relation to the Burwood Highway shared path link between Mountain Highway and Morack Road. VicRoads has now advertised a Request for Tender. Discussions will continue in 2020-21.

Services

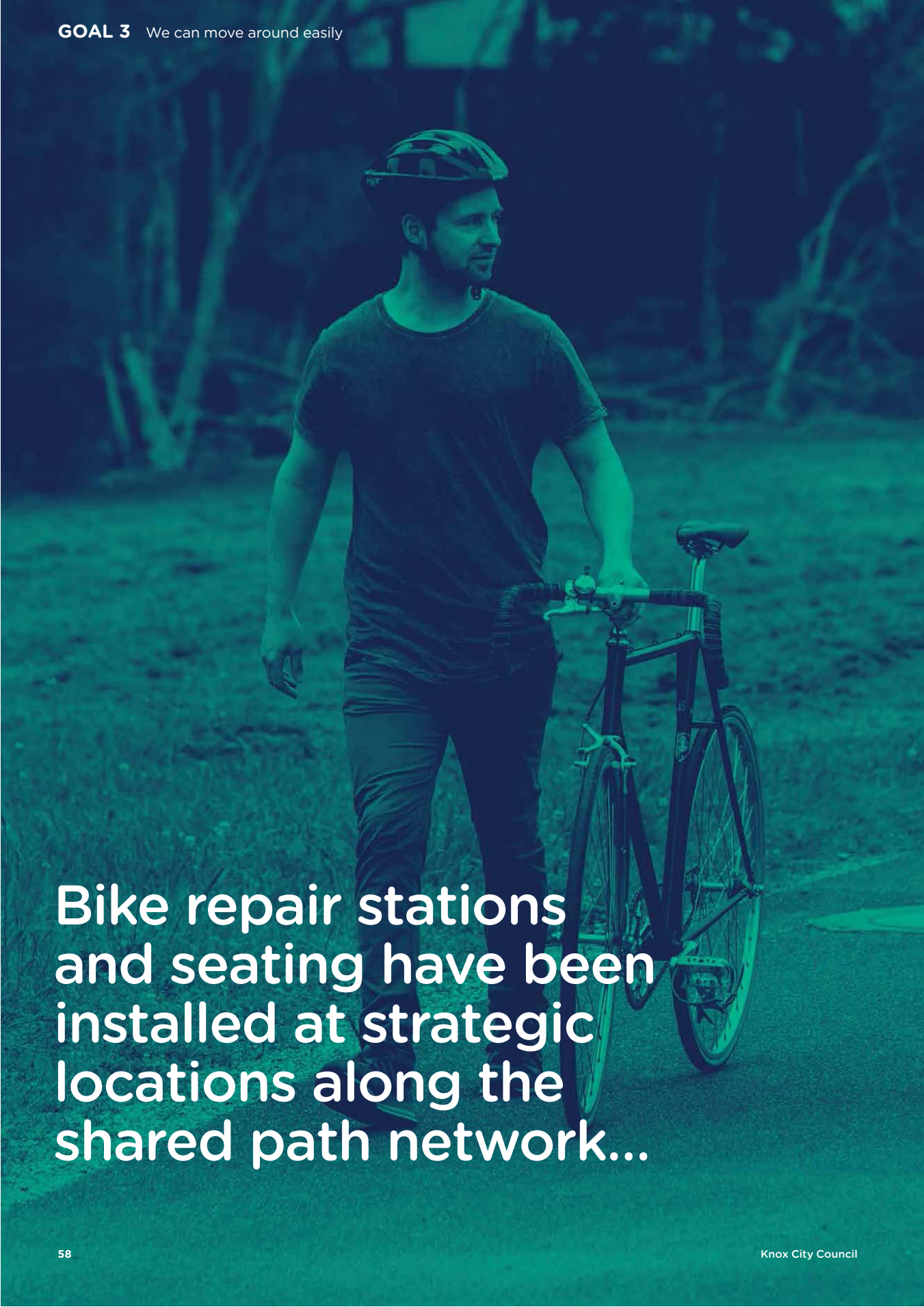
The services funded in the 2019-20 Budget.

Service	Description	Net cost of providing this service in 2019-20	
		Budget	Actual Variance
		\$'000	
Community Transport	Council's Community Transport service offers residents who are older, who have a disability and/ or are in other ways disadvantaged, to be engaged in community life through the provision of transport. The buses in operation enable people to do activities such as shopping, participate in senior citizen clubs or go to the library. The Community Transport Service is also used to transport residents to attend Council events, for the Council induction program and other Council activities.	274	260
Traffic and Transport	Traffic and Transport provides local traffic management (on roads, footpaths, shared paths, etc.), advice and advocacy for broad transport choices for a range of traffic and transport services as provided by Council and others.	3,618	3,530
		88	



Annual Report 2019-20

GOAL 3 We can move around easily



**Bike repair stations
and seating have been
installed at strategic
locations along the
shared path network...**

Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/Indicator/Measure	Results				Material Variation Comment
	2016-17	2017-18	2018-19	2019-20	
Roads					
Satisfaction of use	39.60	36.61	37.22	46.81	The variation is attributed to an unusual rise in customer requests categorised as pot holes of which half were determined not to exceed Council's intervention level. The ease of use offered by mobile applications such as Snap Send Solve is recognised as having some influence.
Sealed local road requests [Number of sealed local road requests/Kilometres of sealed local roads] x100					
Condition	95.56%	95.31%	96.70%	94.49%	
Sealed local roads maintained to condition standards Number of kilometres of sealed local roads below the renewal intervention level set by Council/Kilometres of sealed locals roads] x100					
Service Cost	\$0	\$103.51	\$115.76	\$133.20	The cost of sealed local road reconstruction varies year on year based on the extent of construction required.
Cost of sealed local road reconstruction [Direct cost of sealed local road reconstruction/Square metres of sealed local roads reconstructed]					
Cost of sealed local road resealing	\$21.56	\$24.01	\$25.13	\$24.37	
[Direct cost of sealed local road resealing/ Square metres of sealed local roads resealed					
Satisfaction	68	69	73	68	
Satisfaction with sealed local roads [Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads]					

GOAL 4

We are safe and secure

2019-20 Highlights



Removed 31,049 m² of graffiti reported on Knox Council's assets



Immunised 6,957 infants and children at Council-run immunisation sessions



Organised a number of community safety activities that were attended by a total of 352 individuals



Conducted 2,480 inspections during the Fire Danger Period

Results

Council Targets

Council has progressed work towards achieving the nine Community and Council Plan targets identified under the strategies of Goal 4.



Annual Plan Progress

Council has completed both of the initiatives identified under Goal 4 in the 2019-20 Annual Plan.



Looking Ahead...

2020-21 Annual Plan Major Initiative

Ensure Council's Emergency Management Plans and Sub-Plans meet legislative requirements.

What we achieved in 2019-20

Progress against the targets and measures identified in the Community and Council Plan 2017-21.

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

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
An increase in participation in community safety programs	The number of individuals participating in community safety activities	450	200	352	In 2019-20, 352 individuals attended a variety of community safety and development coordinated activities including the Sorry Day online event, Reconciliation Week, 16 Days of Activism and the IDAHOBIT Day online event.
An increase in the number of community safety programs delivered by Knox	The number of community safety activities delivered by Knox	3	8	9	In 2019-20, the Community Safety and Development Team facilitated the following community safety activities: <ul style="list-style-type: none"> • 2 x Knox Night Owls Hoops for youth basketball programs • Provision of monitoring program of all Knox EFL football clubs and bottle shops and participated in a national trial • Communities that Care • 16 Days of Activism activities • Sorry Day online event • IDAHOBIT Day online event • Naidoc Week event • The planned Cultural Diversity Week event was cancelled due to COVID-19 restrictions

Strategy 4.2: Enhance community connectedness opportunities to improve perceptions of safety

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
An increase in the number community activities on the prevention of family violence	The number of awareness-raising activities which incorporate family violence prevention	2	3	2	In 2019-20, Council ran two awareness-raising activities that incorporated the prevention of family violence, including: <ul style="list-style-type: none"> • 16 Days of Activism • An online campaign during COVID-19 that targeted respectful relationships
Improvement in knowledge and understanding of emergency management by non-emergency groups	Participation rates by non-emergency groups in emergency management education and programs	524	251	4	The Country Fire Authority (CFA) Fire Home Emergency Letter Project was deferred by CFA and is unlikely to recommence. The Ready2Go program commenced with four vulnerable people matched to volunteers. However, due to COVID-19 impacts and the Ready2Go (ECHO) business model changing, the program's priority was reduced and it is now on hold.

GOAL 4 We are safe and secure**What we achieved in 2019-20****Strategy 4.3: Maintain and manage the safety of the natural and built environment**

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
A decrease in the amount of reported graffiti on Knox Council's assets	The square metre amount of graffiti reported on Knox Council's assets	3,500 m ²	13,800 m ²	31,049 m²	In 2019-20 graffiti removal included: <ul style="list-style-type: none"> • Corrections program of reserve fence lines and underpasses. A number of these cleaning incidents were proactive and had not been reported through Council's systems in the previous year. • Council contractors removed graffiti from a number of Council buildings and facilities.
	The total number of graffiti incidents reported to Council	404	903	727	727 graffiti incidents were reported to Council in 2019-20, a reduction on the 2018-19 year.
	Uptake and utilisation of the VandalTrak reporting app	447	351	43	Incidents logged via Vandaltrak this financial year were significantly lower than for previous years. Most incidents during this financial year were lodged via the online web page, the customer service team, internal notification, and Snap Send Solve.

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

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
Improved bushfire safety throughout the bushlands interface areas of the municipality	The number of properties that comply with the requirements during the annual inspections at the start of the Fire Danger Period	2,490	2,456	2,742	In 2019-20, 99.68% of 2,480 properties in the Bushfire Management Overlay (BMO) complied with their obligations. 2,480 BMO inspections were conducted, along with a further 262 inspections of vacant land in the non-BMO areas. 58 Fire Prevention Notices were issued. Nine compulsory clearances were issued with six undertaken. 13 infringements were issued—three were paid, five were withdrawn after review and five are pending prosecution.
An increase in infant and child immunisation rates in Knox	The number of infants and children in the Knox region who are immunised at Council-run immunisation sessions	8,818	6,281	6,957	In 2019-20, 6,957 infants and children from the Knox region were immunised at Council-run immunisation sessions, 676 more than 2018-19.
Improvement in the quality of food services in Knox	The time taken to action food complaints	1.16 days	1.88 days	1.97 days	In 2019-20, Council had a number of complaints, which had been initially notified to other councils and consequently took many days to forward to Knox for follow-up. This was in addition to complaints lodged just prior to long weekends, such as Easter, which resulted in a four- to five-day response time. These anomalies impacted on the overall result, where the norm is for same or next-day turnaround.

Strategy 4.5: Support the provision of emergency services

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
Improved knowledge of the Municipal Emergency Management Plan throughout Knox	The number of individuals participating in Council-run emergency management events	95	83	100	The Emergency Management Team facilitated community engagement at the Knox Festival. This involved asking resilience-based questions of adults and children. The team engaged over 100 people at the two day event.

2019-20 Annual Plan

Key activities undertaken in 2019-20 to work towards the achievement of Goal 4.

Major Initiative	Progress	Comment
Engage with emergency services through the Municipal Emergency Management Planning Committee to assist with the adequate provision of emergency services across the municipality.	100%	The Municipal Emergency Management Planning Committee (MEMPC) met throughout 2019-20 to ensure reviews and changes are discussed and implemented, and that Council's Emergency Management Plans and Sub-Plans meet legislative requirements.
Initiative	Progress	Comment
Ensure Council's Emergency Management Plans and Sub-Plans meet legislative requirements.	100%	The Municipal Emergency Management Planning Committee (MEMPC) met in accordance with the schedule for 2019-20.

Services

The services funded in the 2019-20 Budget.

Service	Description	Net cost of providing this service in 2019-20	Budget	Actual	Variance
					\$'000
Community Safety	This service provides advice, support and programs to strengthen community safety in order that neighbourhood amenity is protected, people feel safe and enjoy public spaces and individual rights are preserved.	1,344	1,631	(287)	
Emergency Management	Traffic and Transport provides local traffic management (on roads, footpaths, shared paths, etc.), advice and advocacy for broad transport choices for a range of traffic and transport services as provided by Council and others.	527	401	126	
Local Laws	This service provides local law and parking enforcement, school crossing supervision, and animal management programs to the community.	1,376	1,083	293	

GOAL 4 We are safe and secure

The total number of threatened species planted in Knox in 2019-20 was 4,152 at 21 distinct sites.

Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/Indicator/Measure	Results				Material Variation Comment
	2016-17	2017-18	2018-19	2019-20	
Animal Management					
Timeliness Time taken to action animal requests [Number of days between receipt and first response action for all animal management requests/ Number of animal management requests]	2.01	2.19	2.43	2.04	The time taken to action animal management requests in 2019-20 has decreased due to improved processes which enable officers to better manage customer response times.
Service Standard Animals reclaimed [Number of animals reclaimed/Number animals collected] x100	49.70%	51.51%	38.62%	51.18%	The number of animals collected in 2019-20 remained relatively unchanged from 2018-19, however, there was an increase of 32% in the number of animals reclaimed.
Animal rehomed [Number of animals rehomed/ Number of animals collected] x100	-	-	-	33.38%	New measure in 2019-20.
Service Cost Cost of animal management service per population [Direct cost of animal management service/ Population]	-	-	-	\$5.35	New measure in 2019-20.
Health and safety Animal management prosecutions [Number of successful animal management prosecutions/ Number of animal management prosecutions]	-	-	-	100%	New measure in 2019-20.

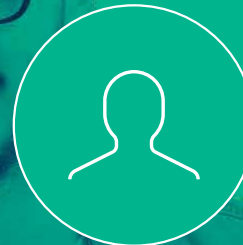
GOAL 5

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

2019-20 Highlights



Organised 30 events as part of Knox's Business Education program that were attended by 561 individuals



Organised skills development programs for community groups that were attended by 179 individuals



Finalised the masterplan and planning framework for the Wantirna Health Precinct



Prepared the draft Development Contributions Plan (DCP), which is expected to be finalised in early 2020-21



Launched the Bayswater Business Precinct Connect web platform

Results

Council Targets

Council has progressed work towards achieving the seven Community and Council Plan targets identified under the strategies of Goal 5.

Annual Plan Progress

Council has completed two of the four initiatives identified under Goal 5 in the 2019-20 Annual Plan. Work continues to progress on the remaining two initiatives.

Looking Ahead...

2020-21 Annual Plan Major Initiative

Continue to implement the Knox Central program to progress the development of a new Civic and Arts precinct for Knox.

What we achieved in 2019-20

Progress against the targets and measures identified in the Community and Council Plan 2017-21.

Strategy 5.1 Attract new investment to Knox and support the development of existing local businesses, with a particular focus on the Advanced Manufacturing, Health, Ageing and Business Services sectors.

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
An increase in access to and participation in Knox's Business Education Program	Participation numbers in Knox's Business Education Program	669	539	561	In 2019-20, 561 individuals attended a total of 30 events as part of Knox's Business Education program. Regional events, such as the Melbourne East Regional Business Breakfast, that Knox endorses and co-funds are not included in these figures. These results were impacted by the COVID-19 pandemic. Seven events were cancelled, though many of the business education events were able to successfully move to a digital platform.
Knox businesses have a better understanding of business support services offered by Council	The number of Knox businesses registered in the Knox Biz database	5,475	5,142	5,000	There are approximately 5,000 entries registered in the Knox Biz database. Work is currently underway to better maintain this data and integrate it with other local business data.

Strategy 5.2: Plan for a range of key strategic centres that provide a diversity of employment, services and amenities to support the changing needs of our community

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
Community infrastructure that fits changing community needs	The number of Council facilities developed in activity centres in Knox	1	1	0	A concept plan was being prepared for the Bayswater Activity Centre's strategic assets but work was suspended due to COVID-19 restrictions.
Initiate investment in Wantirna Health Precinct	Completion and initial implementation of an investment strategy and planning framework for the Wantirna Health Precinct	-	30%	70%	The masterplan and planning framework for the Wantirna Health Precinct was finalised by the Victorian Planning Authority, with input from Council officers. The investment strategy, known as the Enterprise Corridor Strategic Directions paper, continued to be prepared. Consultants were engaged in 2019-20, and they are continuing to undertake background research.

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

What we achieved in 2019-20

Strategy 5.3: Promote and improve infrastructure and technology within the municipality and enhance strategic employment places for business

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
An increase in contributions collected from new development towards essential community infrastructure in line with the Development Contributions Plan	Contributions collected from new development towards essential community infrastructure in line with the Development Contributions Plan	-	-	-	- The Development Contributions Plan is being finalised and will be submitted to Council in September 2020. Following this, a planning scheme amendment will be prepared to implement the Development Contributions Plan, which could take 12 to 18 months post September 2020. Contributions are likely to be collected in late 2021 or early 2022.

Strategy 5.4: Increase and strengthen local opportunities for lifelong learning, formal education pathways and skills development to improve economic capacity of the community

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
An increase in the participation rates for Knox skills development programs for community groups	The number of individuals participating in skills development programs run for community groups	84	206	179	In 2019-20, 179 people attended 13 workshops, which is an average of just under 14 people per workshop.
An increase in skills development programs run for community groups	The number of skills development programs run annually	9	11	13	In 2019-20, Council ran 13 skills development programs. Sessions were offered at the Civic Centre and moved to digital delivery when the COVID-19 restrictions were introduced.

2019-20 Annual Plan

Key activities undertaken in 2019-20 to work towards the achievement of Goal 5.

Major Initiative	Progress	Comment
Continue to implement the Knox Central program to progress the development of a new Civic and Arts precinct for Knox.	30%	The new Knox Central Library and Youth Information Centre was publicly announced in 2019-20, with grant funding of \$450k from the Victorian Government. Council is awaiting confirmation from Westfield on the redevelopment timeline to guide design and delivery timelines. This initiative is unable to progress until confirmation from Westfield is received.
Initiative	Progress	Comment
Progress the development, implementation and evaluation of Development Contributions Plan (DCP) planning including addressing infrastructure information gaps and mapping necessary to inform these plans.	98%	<p>The DCP justification report was drafted, finalised, and discussed at Issues Briefing on 21 October 2019. Council was informed that there is strategic justification to prepare a DCP and there would be a positive financial outcome. Council agreed for a draft DCP to be prepared.</p> <p>During 2019-20, future project/infrastructure data and spatial catchments were collected, and DCP modelling was undertaken.</p> <p>The first version of the DCP was submitted for Council officer review in December 2019. Council officers worked with the project consultant, Urban Enterprise, to finalise the DCP, however additional and necessary changes to the DCP were revealed. Final revisions include remodelling to include a number of strategic sites and to consolidate the number of charge areas. The DCP is expected to be finalised in July 2020, and reported to Council for consideration in September 2020.</p>
Advance the next stage of the collaborative Strategic Investment and Development Program in partnership with Maroondah and Yarra Ranges Council and the state government for the Bayswater Business Precinct, with a focus on business networks, precinct amenity, streamlining assessment and new investment.	100%	<p>Four Transport initiatives were identified during 2019-20 including:</p> <ul style="list-style-type: none"> • Improved precinct signalisation • Improved frequency of public bus services • Freight movement strategy • Bike network/circulation plan. <p>These initiatives form the basis of the 'Transport Access Improvements' Paper. Prepared in October 2019, this paper will be used as an advocacy document for improvements. Council continues to advocate for the funding and scoping of the four Transport initiatives.</p> <p>The Bayswater Business Precinct Connect web platform was also launched. Businesses across Knox, Maroondah and Yarra Ranges are being encouraged to register.</p>
Explore the development of a pilot program within existing educational services and facilities to advance the business community's second language skills, particularly in Mandarin and Hindi.	100%	<p>Scoping has been undertaken which demonstrated that:</p> <ul style="list-style-type: none"> • Mandarin and English language classes are currently available through the Mountain District Learning Centre, the Rowville Neighbourhood Learning Centre, Swinburne Wantirna Campus, and the Adult Migrant English Program. • The Migrant Information Centre (located in the eastern region) provides a variety of cultural awareness training. • The State Government and other relevant associations provide a number of training and networking programs aimed at assisting Australian businesses and manufacturers to enter the export market. <p>Given that these opportunities are currently available to local businesses and the community, it is recommended that an additional language program is not offered by Knox City Council at this time.</p>

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

In 2019-20, 561 individuals attended a total of 30 events as part of Knox's Business Education program.

Services

The services funded in the 2019-20 Budget.

Service	Description	Net cost of providing this service in 2019-20	
		Budget	Actual Variance
		\$'000	
Economic Development	The Economic Development service aims to realise Knox's potential as a prosperous, sustainable economy. It provides an integrated approach to information, advice and action to generate local employment opportunities, encourage and attract new investment, and position the municipality as a leading vibrant and diverse place of business. The services focuses on initiatives and projects around business support, partnerships and alliances, investment facilitation and research. The service contributes to the overall health and wellbeing of the Knox Community.		1,653
			1,255
			398
Investment and partnerships	This service creates the projects and implementation frameworks required to help Council activate its priorities from the Community and Council Plan. The service employs a venture planning and partnership building approach to align people, capital and ambition to create a sustainable and resilient City.		477
			451
			26

Local Government Performance Reporting Framework

There are no prescribed LGPRF service performance indicators and measure relevant to Goal 5.

GOAL 6

We are happy, healthy and well

2019-20 Highlights



Organised the Knox Senior Zest 4 Life activities, which were attended by 6,829 people



Developed the ConnectUs web platform for young people



Completed a revised Municipal Disability Leadership Plan 2020-22



Defined and scoped categories of allied health providers suitable for co-location in the Integrated Early Years Hubs to better support health and wellbeing outcomes for children



Delivered a number of events including IDAHOBIT Day, Mental Health Week, 16 Days of Activism, Sorry Day and Reconciliation Week, This Is Me disability campaign, Pride March and various anti-racism community messages

Results

Council Targets

Council has progressed work towards achieving the seven Community and Council Plan targets identified under the strategies of Goal 6.



Annual Plan Progress

Council has completed one of the two initiatives identified under Goal 6 in the 2019-20 Annual Plan. Work continues to progress on the remaining initiative.



Looking Ahead...

2020-21 Annual Plan Major Initiative

Finalise and implement the Key Life Stages Implementation Plan focusing on Early Years, Youth and Older People.

What we achieved in 2019-20

Progress against the targets and measures identified in the Community and Council Plan 2017-21.

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

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
An increase in health promotion, harm minimisation education and capacity building within Knox sporting clubs	The number of health promotion, harm minimisation education and capacity building programs delivered within Knox sporting clubs	4	4	4	<p>In 2019-20, Council held four programs which incorporated health promotion, harm minimisation education and capacity building. Sessions included the following topics:</p> <ul style="list-style-type: none"> • Growing your membership base • Building influential relationships • Responsible servicing of alcohol • Childsafe training • Safe food handling and governance training for community groups. <p>Online club education programs were also conducted during the COVID-19 period. Topics included:</p> <ul style="list-style-type: none"> • Strategic planning • Member engagement/volunteer retention

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

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
An increase in the number of females participating in sport	The number of females participating in organised sports in Knox	9,406	10,493	-	- Due to the COVID-19 pandemic, participation numbers for 2019-20 were not available at the time of reporting.
Sustain the number of juniors (under 17) participating in sport	The number of juniors participating in organised sports	14,276	16,035	-	- Due to the COVID-19 pandemic, participation numbers for 2019-20 were not available at the time of reporting.

GOAL 6 We are happy, healthy and well**What we achieved in 2019-20****Strategy 6.2: Support the community to enable positive physical and mental health (continued)**

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
An increase in the number of people with a disability participating in sport	The number of people with a disability actively participating in organised sport	311	317		- Due to the COVID-19 pandemic, participation numbers for 2019-20 were not available at the time of reporting.
An increase in the number of Indigenous people participating in sport	The number of Indigenous people actively participating in organised sports	60	67		- Due to the COVID-19 pandemic, participation numbers for 2019-20 were not available at the time of reporting.
An increase in the number of Council programs broadened to incorporate mental health messages	The number of Council programs/activities that incorporate and/or promote mental health messages	9	8	7	A range of community programs that supported mental health messaging was delivered, including: <ul style="list-style-type: none"> • IDAHOBIT Day • Mental Health Week • 16 Days of Activism • Sorry Day and Reconciliation Week • This Is Me disability campaign • Pride March • Anti-racism community messages
An increase in participation in active ageing activities	The number of participants attending Knox Seniors Festival events and Knox Senior Zest 4 Life events	5,358	5,469	6,829	6,829 people attended Zest4Life events in 2019-20, an increase of 25% from 2018-19. <ul style="list-style-type: none"> • 3,308 people participated in the 2019 Knox Seniors Festival, which ran from 7 to 19 October 2019. • 3,521 participated in the Knox Over 55s Zest4Life activities

2019-20 Annual Plan

Key activities undertaken in 2019-20 to work towards the achievement of Goal 6.

Major Initiative	Progress	Comment
Finalise and implement the Key Life Stages Implementation Plan focusing on Early Years, Youth and Older People.	77%	<p>On 16 December 2019, Council supported a revised Municipal Disability Leadership Plan 2020-22. The plan continues to focus on families, young people and older people with a disability and key activities include a focus on mental health service gaps and advocacy, ongoing support for families and carers, early years professional development, and ongoing support to all community members to navigate the National Disability Insurance Scheme (NDIS). Implementation of the Plan has commenced and the team are adapting key actions to respond to the COVID-19 impact, including conducting Professional Development, carers exercise classes and key network meetings online. Ongoing support for the community is continuing through online platforms.</p> <p>Due to the impact of COVID-19 on Active Ageing & Disability Services' programs and services, the development of an Implementation Plan, incorporating the WHO Age Friendly Cities eight areas of wellbeing, has not progressed due to resources being reprioritised for service delivery. At this stage, it is anticipated that this milestone will be progressed in early 2020-21.</p> <p>The testing phase of the ConnectUs web platform for young people was completed in 2019-20. Council have been successful in gaining external funding to develop a Marketing and Communication Plan. The impact of the relocation of work environments resulted in slight delays with this phase. A consultation process with the three Councils has been implemented, with the Knox consultation including representatives from the Knox Youth Advisory Committee.</p> <p>Work has also been undertaken in 2019-20 to define and scope categories of allied health providers suitable for co-location in the Integrated Early Years Hubs to better support health and wellbeing outcomes for children. This has included conducting a survey with current families attending the Wantirna and Bayswater Child and Family Centres to understand which allied health providers will meet community need. The results are in line with those identified as part of the School Readiness Funding project. Officers in Family and Children's Services are undertaking a review of the licence and lease process across the department. Licence and lease agreements for allied health providers will be consistent with the outcomes of this review. In addition to this work, all departments have contributed to the mid-term review of the <i>Key Life Stages Plan</i> and are confirming further opportunities for collaborative intergenerational work in support of the plan.</p>
Initiative	Progress	Comment
Continue to implement Council's Health Promoting Organisation initiative in partnership with community organisations to positively affect organisational and community health outcomes.	100%	<p>Council has an organisation-wide Wellness@Knox Committee to progress health promotion activities with staff across the organisation. The committee's activities have focused on three priority health risk areas - healthy eating, physical activity and mental health. There is an annual Calendar of events and initiatives prepared by the Committee, which attempts to coincide with broader community-wide initiatives (e.g. R U OK? Day, Ride to Work Day) but also aims to respond to internal issues/needs (e.g. Corporate Games participation, Employee Assistance Program/Mental Health presentation). In 2019-20, the scheduled Wellness@Knox calendar events have taken place, apart from those that have had to be cancelled due to COVID-19 restrictions. However, some additional initiatives related to COVID-19 issues (such as parenting/home schooling online support/chat sessions) have been developed to take the place of cancelled initiatives and fill needs related specifically to needs arising from the pandemic. The Committee continues to meet every six weeks to discuss wellness/wellbeing issues and initiatives.</p> <p>Across 2019-20, Council's Community Wellbeing Department also explored opportunities to progress health promotion activities within the community. A pilot Liveability project created to examine eight domains (Housing, Public Open Space, Public Transport, Physical Activity, Food, Alcohol and illicit drugs, Gambling and Perceptions of Safety) across four of Knox's lowest socioeconomic status (SES) suburbs (Bayswater, Boronia, Rowville and Scoresby) has been completed as a student work experience project. The project collated existing data to discuss the liveability of each suburb and produce recommendations and the report was completed in 2019-20.</p>

GOAL 6 We are happy, healthy and well**Services****The services funded in the 2019-20 Budget.**

Service	Description	Net cost of providing this service in 2019-20	
		Budget	Actual Variance \$'000
Active Communities	Active Communities works to encourage Knox residents as they get older to socialise and participate in activities that will enable them to have greater independence and live active and healthy lives in the community. This is achieved by promoting active ageing and by providing events and programs, support to 11 Senior Citizens Clubs and other older person's support groups within the municipality.		947
	Food Services provides meals that are nutritionally balanced, and can cater for people with special dietary needs or allergies.		717
			230
Active Living	Active Living provides a range of Commonwealth Home Support Programme (CHSP) services that support over 2,500 frail older people, people who have a disability and their carers. The service helps eligible Knox residents maximise their independence, remain living in their own homes, stay connected to the community and enhance their quality of their life.		808
			675
			133
Business Performance (Active Ageing & Disability Services)	Business Performance provides Home Maintenance and Home Modification services through the Commonwealth Home Support Programme (CHSP) and supports frail older people, people who have a disability and their carers. The service helps eligible Knox residents maximise their independence, remain living in their own homes, stay connected to the community and enhance their quality of their life.		293
			345
			(52)
Integrated Services (Family and Children's Services)	Integrated Services provides high quality, integrated early years and family support services including: <ul style="list-style-type: none"> • Integrated early years hubs (where Council's centre-based early education and care services are located and integrated with Maternal and Child Health, playgroup and funded kindergarten (preschool)) • Maternal and Child Health • Community and supported playgroups • State Government funded kindergarten (preschool) – Council is an Early Years Management Organisation • Additional support (including the Preschool Field Officer Program) • Coordination and support for early years service operations and facility management 		2,949
			2,800
			149
Leisure Services	Leisure Services provides strategic advice and management for Council's leisure facilities to enable the provision of sport, leisure, recreation and wellbeing to the Knox municipality. Attracting over 1.9 million annual visitations across the major leisure facilities, the strategic management provided by Leisure Services to community organisations contributes to the positive physical and mental health outcomes for the community. <p>This service includes the management, operation and/or support for Council's leisure facilities including 2 Council managed leisure centres (including aquatic facilities).</p>		763
			1,575
			(812)
Occupational Therapy	Occupational Therapy provides a services that aims to maximise the safety and independence of frail older people, people who have a disability and their carers in their home. This is achieved by providing education about alternate ways of completing tasks and the use of aides and equipment. The Occupational Therapist (OT) can also make recommendations for the home modifications service and/or referrals to other useful local services, such as a podiatrist.		255
			331
			(76)
Strategy, Learning and Evaluation (Family and Children's Services)	Strategy, Learning and Evaluation provides: <ul style="list-style-type: none"> • Strategic planning for children and families in the municipality, including Council's early years services and infrastructure. • Strategic policy development, research, monitoring, and evaluation for projects and matters impacting children and families in the Knox community. • Support for Council's Early Years Advisory Committee. • Partnerships between Council and non-Council early years services and community managed programs. • Coordinated professional development, quality assurance and policy development for Council's early years services. 		1,754
			3,324
			(1,570)
Youth Services	Youth Services promotes, develops and encourages physical, social and mental wellbeing of young people by providing, facilitating, planning, funding and advocating for the needs of young people, their families and their community. Youth Services includes delivery of youth counselling and referral, youth leadership development, parenting programs, and partnerships with schools in Knox.		932
			962
			(30)

Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/Indicator/Measure	Results				Material Variation Comment
	2016-17	2017-18	2018-19	2019-20	
Aquatic Facilities					
Service standard Health inspections of aquatic facilities [Number of authorised officer inspections of Council aquatic facilities/Number of Council aquatic facilities]	4	4	4	2	Council conducts four inspections of Leisureworks annually. Due to COVID-19, Knox Leisureworks was closed from 23 March to 30 June 2020 and additional inspections were not able to be undertaken.
Utilisation Utilisation of aquatic facilities [Number of visits to aquatic facilities/Municipal population]	3.60	3.49	2.68	1.69	As a result of the closure of Leisureworks due to COVID-19 there has been a reduction in visitations in 2019-20.
Service Cost Cost of aquatic facilities [Direct cost of aquatic facilities less income received/ Number of visits to aquatic facilities]	-	-	-	\$0.32	The external contract income achieved for Knox Leisureworks was \$755,420 (ex GST) against a budget of \$920,237. This variance was due to COVID-19 closures. The contract income fee was waived as a result of the COVID-19 closure, and replaced with a caretaker fee for the duration of the closure. Expenses for the service included internal maintenance and utilities costs of \$655,100, and leisure maintenance costs of \$12,587.
Food Safety					
Timeliness Time taken to action food complaints [Number of days between receipt and first response action for all food complaints/ Number of food complaints]	1.62	1.16	1.88	1.98	

GOAL 6 We are happy, healthy and well

Local Government Performance Reporting Framework

Service/Indicator/Measure	Results				Material Variation Comment
	2016-17	2017-18	2018-19	2019-20	
Food Safety					
Service standard	99.55%	100.00%	100.00%	100.00%	
Food safety assessments					
[Number of registered class 1 food premises and class 1 food premises that receive an annual food safety assessment in accordance with the Food Act 1984/ Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] x100					
Service cost	\$635.51	\$420.10	\$453.64	\$477.77	
Cost of food safety service					
[Direct cost of the food safety service/Number of food premises registered or notified in accordance with the Food Act 1984]					
Health and safety	90.50%	90.16%	100.00%	100.00%	
Critical and major non-compliance outcome notifications					
[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up/Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100					

Service/Indicator/Measure	Results				Material Variation Comment
	2016-17	2017-18	2018-19	2019-20	
Maternal and Child Health (MCH)					
Service standard	101.47%	101.28%	101.10%	101.14%	
Infant enrolments in the MCH service					
[Number of infants enrolled in the MCH service (from birth notifications received)/ Number of birth notifications received] x100					
Service Cost	\$71.95	\$71.80	\$78.51	\$78.53	
Cost of the MCH service					
[Cost of the MCH service/ Hours worked by MCH nurses]					
Participation	80.88%	81.25%	79.12%	76.27%	
Participation in the MCH service					
[Number of children who attend the MCH service at least once (in the year)/ Number of children enrolled in the MCH service] x100					
Participation in the MCH service by Aboriginal children	87.30%	75.47%	77.97%	80.36%	
[Number of Aboriginal children who attend the MCH service at least once (in the year)/Number of Aboriginal children enrolled in the MCH service] x100					
Satisfaction	-	-	-	99.34%	New measure in 2019-20.
Participation in 4-week Key Age and Stage visit					
[Number of 4-week key age and stage visits/Number of birth notifications received] x100					

GOAL 7

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

2019-20 Highlights



A record 21,000 people attended the Knox Carols



Approximately 20,000 people attended the two-day Knox Festival



11,000 people attended the Stringybark Festival

Results

Council Targets

Council has progressed work towards achieving the six Community and Council Plan targets identified under the strategies of Goal 7.



Annual Plan Progress

Council has completed one of the three initiatives identified under Goal 7 in the 2019-20 Annual Plan. Work continues to progress on the remaining two initiatives.



Looking Ahead...

2020-21 Annual Plan Major Initiative

Design, develop and implement an integrated facility and service advocacy and management approach across the organisation to ensure a consistent approach and improve efficiencies with the management of Council's buildings

What we achieved in 2019-20

Progress against the targets and measures identified in the Community and Council Plan 2017-21.

Strategy 7.1: Protect and preserve our local cultural heritage

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
An increase in people attending events aimed at embracing Aboriginal cultural heritage	The number of individuals attending Sorry Day	151	113	33	Sorry Day 2020 was conducted online due to COVID-19 restrictions, hence the low attendance.
	The number of individuals attending National Aboriginal and Islander Day Observance Committee (NAIDOC) events	150	160	56	A total of 56 people attended the NAIDOC Warrigal Creek film screening event. The 2019-20 film screening event received fewer attendances than previous years' NAIDOC Week community events.

Strategy 7.2: Celebrate our diverse community

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
An increase the number of multicultural groups engaging in Council events and festivals	The number of multicultural groups participating in Council-run community festivals and events	19	36	27	There is an ongoing focus to engage with new and returning local multicultural groups through the festivals and events program. Groups have participated as performers, cooking presenters, stallholders and more.
An increase in the number of new and emerging groups applying for Council grants program	The number of applications for grants	76	76	102	In 2019-20, 102 Community Development Fund grants were received. This was an increase from previous years due to increased promotional activity.

Strategy 7.3: Strengthen community connections

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
Sustain attendance at Knox run community festivals, events and projects	The number of individuals attending the Knox Carols	-	15,000	21,000	Knox Carols 2019 saw record crowds enjoy a stunning evening of professional and local Christmas entertainment with a wide variety of free children's activities, best-practice accessibility and world-class infrastructure and risk management.

GOAL 7 We are inclusive, feel a sense of belonging and value our identity**What we achieved in 2019-20****Strategy 7.3: Strengthen community connections (continued)**

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
Sustain attendance at Knox run community festivals, events and projects	The number of individuals attending the Knox Festival	25,000	12,500	20,000	The Knox Festival experienced the return of strong crowd numbers of approximately 10,000 per day across this two-day event. With mild weather, free entry, free kids' hub, localised programming, and a Saturday evening program of music, rides and food trucks, the festival had its highest levels of community stallholder representation to date. Site layout, accessibility, infrastructure and risk management operated at best-practice standards.
	The number of individuals attending Stringybark	15,000	12,000	11,000	The Stringybark Festival continued to attract a loyal audience as a one-day event, with patrons enjoying free entry, free non-mechanical rides, and localised programming that reflected the theme "Discover the Wonders of Our Backyard".
An increase in the percentage of participants reporting their enjoyment of attendance at Knox run events and festivals	The number of surveyed participants who report that they enjoyed the event/festival attended	89%	95%	83%	Of the people surveyed during the 2019-20 event season, 83% of patrons provided a rating of at least four out of five stars. They rated a range of features such as parking and access, arts activities, affordability, site layout, and customer service.

Strategy 7.4: Promote and celebrate the contribution of our volunteers

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
An increase in the number of volunteers registered and trained to support Council programs	The number of volunteers registered and trained to support Council programs	112	167	58	During 2019-20, Council recruited 58 volunteers. This number is lower than for previous years due to a few factors such as the COVID-19 pandemic postponing all volunteer engagement except for advisory committees. Most advisory committees had recruited members in 2018-19 for a two-year tenure.

2019-20 Annual Plan

Key activities undertaken in 2019-20 to work towards the achievement of Goal 7.

Major Initiative	Progress	Comment
Prioritise and promote programs and services which aim to build community connections and reduce social isolation across all life stages and spatially represent this information on Council's mapping system.	100%	<p>Spatial mapping was undertaken across 2019-20, to map community groups and activities based on the cohorts identified as being prone to social isolation/loneliness. The cohorts included: Families, Young people, LGBTIQ+ community, People with a disability, People from a multicultural background, Adults, and Older people.</p> <p>Over 250 activities were mapped into the following categories: Social, Skill development, Creative/arts, Exercise, Playgroups, Churches, and Other. Sport and recreation activities were then overlaid across the map to provide a fuller picture of programs and services which aim to build community connections and reduce social isolation across all life stages. As expected, there are a number of programs and services located in or near suburb activity centres across the municipality.</p> <p>Ongoing work is being undertaken within Council across a number of departments to address social isolation within the Knox Community.</p> <p>Given the continued uncertainty around delivery of programs and services that address social isolation and loneliness, due to the COVID-19 pandemic, Council will need to continue to monitor the capacity of groups and organisations to offer services and programs to address loneliness and social isolation. Council also has an important role in continuing to build capacity of groups and organisations through grants, training and other support.</p>

Initiative	Progress	Comment
Develop a plan for the ongoing protection and management of Indigenous and post European settlement heritage resources related to Knox.	75%	<p>City Futures proposed the development of a Landscape and Thematic History to provide an understanding of Knox's heritage. This would underpin a future Heritage Study and assist with the ongoing protection and management of Indigenous and post-European settlement heritage resources related to Knox.</p> <p>A business case was prepared for a re-scoped heritage study. This was not supported as part of the Budget 2020-21 and therefore this initiative is unable to progress further.</p>
Determine the most effective role for Council in the protection and maintenance of heritage assets in Knox.	75%	<p>City Futures proposed the development of a Landscape and Thematic History to provide an understanding of Knox's heritage. This would inform the most effective role for Council in the protection and maintenance of heritage assets.</p> <p>A business case was prepared for a re-scoped heritage study. This was not supported as part of the Budget 2020-21 and therefore this initiative is unable to progress further.</p>

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

Services

The services funded in the 2019-20 Budget.

Service	Description	Net cost of providing this service in 2019-20	
		Budget	Actual Variance
		(\$'000)	
Arts & Cultural Services	Arts and Cultural Services delivers and engages the local community in a range of arts and cultural services and programs, including performing arts, events, festivals, arts courses, performances and public art projects.	1,721	
		1,741	
		(20)	
Community Access, Equity and Safety	The Community Access, Equity and Safety service supports and advocates for the disadvantaged and marginalised communities and fosters an accessible, inclusive, safe and supportive Council and community.	697	
		710	
		(13)	
Community Partnerships	Community Partnerships supports and strengthens local not-for-profit groups to be active, sustainable and resilient. This service also supports the development of new community organisations and community mobilisation and activity, as appropriate, in response to changing community needs and dynamics.	1,746	
		1,797	
		(51)	
Libraries	The Libraries service provides resources and programs and a variety of media for education, information, leisure and personal development. There are currently five branch libraries in Knox and one library service bus. The service is managed by the Eastern Regional Library Corporation, a formal partnership between Maroonah, Yarra Ranges and Knox Councils.	5,318	
		4,805	
		513	



Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/Indicator/Measure	Results				Material Variation Comment
	2016-17	2017-18	2018-19	2019-20	
Libraries					
Utilisation	9.03	10.03	9.83	8.14	COVID-19 and subsequent social distancing restrictions and library closures had a major impact on loans this year. Physical loans were down by 15%, but digital loans were up by 17% across the region which meant an overall reduction of 11% from 2018-19.
Physical library collection usage [Number of physical library collection item loans/Number of physical library collection items]					
Resource Standard	78.25%	76.07%	73.30%	70.98%	
Recently purchased library collection [Number of library collection items purchased in the last 5 years/Number of library collection items] x100					
Participation	13.01%	13.39%	13.28%	12.87%	
Active library borrowers in municipality [Number of active library borrowers in the last three Years/The sum of the population for the last three years] x100					
Service Cost	-	-	-	\$21.64	New measure in 2019-20.
Cost of library service per population [Direct cost of library service/Population]					

GOAL 8

We have confidence in decision-making

2019-20 Highlights



Employed a dedicated community engagement lead to build capacity across Council and improve outcomes for the community



Completed Council's Corporate Learning Calendar, which offers a range of opportunities to upskill and understand corporate expectations in compliance, technical and human-focused areas

Results

Council Targets

Council has progressed work towards achieving the five Community and Council Plan targets identified under the strategies of Goal 8.



Annual Plan Progress

Council has completed both of the initiatives identified under Goal 8 in the 2019-20 Annual Plan.



Looking Ahead...

2020-21 Annual Plan Major Initiative

Conduct the 2020 General Election and implement a comprehensive induction program for the elected members.

What we achieved in 2019-20

Progress against the targets and measures identified in the Community and Council Plan 2017-21.

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

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
An increase in people attending events aimed at embracing Aboriginal cultural heritage	Community perceptions of Council performance (Index Score 0-100) in making community decisions	56	60	58	Perceptions of Council's performance in making community decisions fell slightly in 2019-20, a trend also evident in the metropolitan and state averages.
	Community perceptions of Council performance (Index score 0-100) in customer service	77	80	76	Perceptions of customer service fell slightly in 2019-20, a trend also evident in the metropolitan and state averages. Knox's result remains high and above both the metropolitan and state averages.
	Community perceptions of overall Council direction (Index score 0-100)	52	57	53	Perceptions of Knox's overall direction fell slightly in 2019-20. This result may have been influenced by the survey being conducted at the beginning of the COVID-19 pandemic.
	Community perceptions of overall Council performance (Index score 0-100)	65	68	66	Perceptions of Knox's overall performance fell slightly in 2019-20, a trend also evident in the metropolitan and state averages. Knox's result is equal to the metropolitan average and eight points higher than the state average.
	Number of Council decisions made at meetings closed to the public	5.81%	3.77%	5.88%	Council endeavours to make as few confidential decisions as possible, however, this result can vary according to the nature and subject of decisions to be made by Council. While the result is an increase against 2018-19 results, it is comparable to 2017-18. It is notable that the result does not take into account a number of decisions that were subsequently disclosed to the public at an appropriate time after the meeting.
An increase in the number of Council services with a technology-based self-service option	Council services with a technology-based self-service option	-	84	136	The ICT Strategy has continued to deliver an increase in online service offerings and community convenience.
A reduction in the funding gap for the renewal of infrastructure	The funding gap for renewal of infrastructure	\$29.7m	\$29.1m	\$38.9m	The renewal gap has increased from 2018-19 and was influenced by the latest road condition audit, which revealed that there had been a significant shift in the road surface condition from 3 to 4. The recent flood modelling audit indicated that Council's data on drainage assets had improved.
Deliver community grant programs with robust governance structures	The number of funded groups who acquit their 'Community Operational Grants' or 'Community Development Funds' on time for their intended spend	94%	95%	100%	All grant recipients submitted the required acquittals on time for the intended spend.

GOAL 8 We have confidence in decision-making**What we achieved in 2019-20****Strategy 8.2: Enable the community to participate in a wide range of engagement activities**

What we are aiming for	How we measure our impact	2017-18 Result	2018-19 Result	2019-20 Result	Comment
Increased opportunities for community participation in Council's decision making, clarifying the limits of influence	Community perceptions of Council performance (Index Score 0-100) in community consultation and engagement	53	59	57	Perceptions of Council's performance in community engagement and consultation fell slightly in 2019-20 and may have been influenced by the Community Satisfaction Survey being conducted at the beginning of the COVID-19 pandemic. In 2019-20, Council employed a dedicated community engagement resource to build capacity across the organisation and improve outcomes for the community.
	Community perceptions of Council performance (Index Score 0-100) in advocacy (lobbying on behalf of the community)	55	58	57	Council continued to undertake significant advocacy work on behalf of the community in 2019-20, which produced similar results in perceptions of performance as those achieved in 2018-19.

2019-20 Annual Plan**Key activities undertaken in 2019-20 to work towards the achievement of Goal 8.**

Major Initiative	Progress	Comment
Review and implement Council's updated Community Engagement approach.	100%	In 2019-20 Council introduced a dedicated resource for community engagement to implement the revised Community Engagement Policy and improve outcomes for our community. Significant work has been completed throughout the year, including the development of an Action Plan and Framework, and progress on the implementation of a new online engagement tool, which is scheduled to launch early next financial year. Work will continue in 2020-21 on implementing the policy in line with the new Local Government Act.
Implement organisational development programs that ensure a shared responsibility for leadership and achievement of Council priorities.	100%	The Corporate Learning Calendar offers a range of opportunities to up-skill and understand corporate expectations in compliance, technical and human focused areas. When people join Knox they complete a comprehensive induction, including subjects designed to set corporate expectations, protect and keep people safe from harm, injury, damage or loss, and teach people how to use various corporate systems. For leaders, there are a range of business skills, communication, leadership and management courses available throughout the year, many of these are offered on-site. Council's internal talent management program commenced for its second term in 2019. Council conducted its first Lean Champions program to assist with the deployment of Lean thinking and practice across Council. Council has also undertaken development planning to implement a new leadership capability framework within Knox as part of Council's new People Strategy.

Services

The services funded in the 2019-20 Budget.

Service	Description	Net cost of providing this service in 2019-20	
		Budget	Actual Variance
		(\$'000)	
Communications	Communications is responsible for organisational communications and promotions, leadership and advice in communications and marketing, the production and management of corporate publications (including brand development and integrity), media connections, staff communications and the development of community information.		1,978
			1,572
			406
Customer Service	Council's Customer Service is designed to support the delivery of a range of programs and services to the community via telephone and counter contact centres. The service supports the organisation to provide personalised, responsive customer service via all Council's contact channels, including online. The team provides guidance and support for all customer interactions and exists to support information and connection between Council and the community.		1,894
			1,489
			405
Financial Services	Financial Services provides the strategic thinking, leadership, service delivery and management of all matters relating to financial management. The service is responsible for leading the processes for budgeting and forecasting, regular financial reporting, Annual Financial Accounts preparation, rating services and management of the debtors and creditors and provides oversight of Council's property management obligations. The service works closely with Governance to develop and support the organisational financial compliance frameworks and works across the organisation educating and supporting stakeholders.		2,522
			2,917
			(395)
Governance	The Governance service provides key internal and external services to Councillors, staff and the community to facilitate a well governed organisation. The service has overall responsibility for legislative compliance, Councillor support and development, Council meetings and the maintenance of the Civic Centre meeting rooms. The service is responsible for Council's integrity framework, including the Audit Committee, fraud and corruption prevention, privacy compliance and Freedom of Information.		3,979
			3,820
			159
Human Resources	The Human Resources service provides strategic and operational leadership, services and programs for all aspects of human resource management. These include industrial and employee relations, recruitment, induction, corporate learning and development, leadership development, organisational culture, performance management workforce planning, remuneration and employee safety, health and wellbeing. This service works across the organisation, developing and implementing programs, and works with stakeholders to educate and build capability and continuously develop their teams. This service also includes Council's risk management systems, insurances and the front line support to customers and residents for insurance related issues.		5,250
			7,050
			(1,800)
Information Technology	Information technology incorporates provision of information technology services and IT support for the organisation. This encompasses hardware and software support as well as internal and external telecommunications. This service is a key foundation platform for efficient service delivery for the community and the organisation.		6,707
			6,491
			216
Innovation	The Innovation service is responsible for the development and deployment of strategies to support the organisation transforming to a customer centric, innovative, continuous improvement capable organisation. The service is responsible for the development, deployment and support of Knox LEAN and other innovation methods as developed and assessed suitable for Council. The team tracks and reports the organisational activity and benefits associated with the programs.		1,040
			692
			348
Strategy and Reporting	Strategy and Reporting provides leadership, guidance and direction for the planned and measurable delivery of Council's Vision. This is achieved through: strategic planning, corporate planning, performance monitoring and evaluation and reporting.		418
			461
			(43)

GOAL 8 We have confidence in decision-making

In 2019-20 Council introduced a dedicated officer for community engagement to implement the revised Community Engagement Policy and improve outcomes for our community.

Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/Indicator/Measure	Results				Material Variation Comment
	2016-17	2017-18	2018-19	2019-20	
Governance					
Transparency Council decisions made at meetings closed to the public [Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public/ Number of Council resolutions made at ordinary or special meetings of a special meeting if Council consisting of a special committee only of Councillors] x100	4.05%	5.81%	3.77%	5.88%	Council endeavours to make as few confidential decisions as possible, however, this result can vary according to the nature and subject of decisions to be made by Council. While the result is an increase against 2018-19 results, it is comparable to 2017-18. It is notable that the result does not take into account a number of decisions that were subsequently disclosed to the public at an appropriate time after the meeting.
Consultation and engagement Satisfaction with community consultation and engagement [Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement]	55	53	59	57	
Attendance Councillor attendance at Council meetings [The sum of the number of Councillors who attended each ordinary and special Council meeting/ (number of ordinary and special Council meetings) x (Number of Councillors elected at the last Council general election)] x100	99.21%	90.60%	90.48%	87.96%	
Service Cost Cost of elected representation [Direct cost of the governance service/Number of Councillors elected at the last council general election]	\$55,473.56	\$53,622.78	\$53,862.89	\$53,714.33	
Satisfaction Satisfaction with Council decisions [Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community]	55	56	60	58	

Governance and Statutory Information

Governance

Knox City Council is constituted under the *Local Government Act 1989* to provide leadership for the good governance of the municipality and the Knox community.

Council is committed to effective and sustainable forms of leadership as the key to ensuring the community's priorities are met. The community has many opportunities to provide input into Council's decision-making processes, which include community consultation, public forums and the ability to make submissions to Council on a range of matters.

Council delegates the majority of its decision-making to Council's CEO and other staff. These delegations are exercised in accordance with adopted Council policies and budget. Knox's formal decision-making processes are conducted through Council meetings and special committees of Council.

Local Government Act 2020

Described as the most comprehensive reform of local government in Victoria for 30 years, the *Local Government Act 2020* received Royal Assent on 24 March 2020. The Act will improve local government democracy, accountability and service delivery for all Victorians.

The Act is being implemented in four staggered stages to ensure councils have sufficient time to comply with the new statutory requirements.

Council made significant progress implementing the new Act in 2019-20, responding to the first two stages which commenced on 6 April 2020 and 1 May 2020.

This Annual Report has been prepared according to the requirements of the *Local Government Act 1989* as the relevant provision of the *Local Government Act 2020* is yet to commence.

Council and Committee Meetings

Ordinary Council Meetings

Council conducts an Ordinary Meeting on the fourth Monday of each month.

Meetings are open to the public and are held at the Knox Civic Centre located at 511 Burwood Highway, Wantirna South. From 30 March 2020 Council commenced live streaming meetings on Council's website. Ordinary Meetings provide the opportunity for community members to submit a question to Council and to speak to their question.

Special Committee Meetings

Council also conducts a Strategic Planning Committee Meeting on the second Monday of each month, excluding January. In 2019-20 the April meeting was cancelled due to no agenda items.

The Strategic Planning Committee is a special committee established under section 86 of the *Local Government Act 1989*. The purpose of this committee is to provide a decision-making forum that has less procedural formality than a Council meeting, which consequently promotes more extensive discussion and debate, particularly for, but not limited to, strategic- and policy-related matters.

Meetings are open to the public and are held at the Knox Civic Centre located at 511 Burwood Highway, Wantirna South. From 30 March 2020, these meetings also commenced being live streamed on Council's website.

Other Committee Meetings

In addition to the regular meetings of Council, Councillors are appointed to various internal and external committees.

The following tables provide a summary of Councillor attendance at Council meetings, Strategic Planning Committee meetings, and various other committees for the 2019-20 financial year.

Meetings of Council 2019-20 Financial Year

Committee	Cr Lockwood	Cr Mortimore	Cr Timmers-Leitch	Cr Gill	Cr Keogh	Cr Holland	Cr Cooper	Cr Pearce	Cr Seymour
Specific Purpose Committees									
Audit and Risk Committee	-	-	-	-	1/2	3/4	-	4/5	3/3
Australia Day Awards Committee	1/1	-	-	-	0/1	0/1	-	-	1/1
CEO's Performance Evaluation Committee*	3/3	4/5	3/3	0/3	3/5	1/3	1/3	3/5	3/3
Strategic Projects Committees									
Knox Central Advisory Committee	2/2	-	1/2	-	-	1/2	-	1/2	-
Working Groups									
Knox Regional Sports Park Working Group	-	-	1/1	2/2	-	-	0/2	-	-
Knox Hockey Working Group	-	-	4/4	-	-	-	-	-	-
Life Stages Group									
Early Years Advisory Committee	-	-	-	4/4	-	-	2/4	-	-
Youth Advisory Committee	-	-	8/10	-	5/10	-	-	-	-
Active Ageing Advisory Committee	-	2/5	-	-	-	-	-	-	5/5
Sustainable Development Group									
Environment Advisory Committee	-	6/6	-	0/3	-	-	-	-	-
Community Safety, Health and Wellbeing Committee	-	4/4	-	-	-	0/4	-	-	-
City Futures Committee	2/3	-	-	-	-	-	-	2/3	-
Inclusive, Active and Creative Communities Group									
Knox Disability Advisory Committee	-	1/6	-	-	-	-	-	-	6/6
Knox Multicultural Advisory Committee	5/5	-	4/5	-	-	-	-	-	-
Arts and Culture Committee	5/5	5/5	3/5	-	-	-	-	-	-
Recreation and Leisure Committee	-	-	3/3	-	2/3	2/3	-	-	-
Grants Evaluation Group									
Community Development Fund Evaluation Panel	-	-	-	-	4/5	5/5	-	-	5/5
Leisure Minor Capital Works Grant	-	-	1/1	-	-	1/1	-	-	-

*The composition of the CEO's Performance Evaluation Committee changed from three Councillors, to all Councillors, effective from 11 November 2019. The results reflect the maximum number of meetings each Councillor was entitled to attend in 2019-20.

Governance and Statutory Information

Meetings of Council

1 July 2019 to 30 June 2020

Meetings of Council	Cr Lockwood	Cr Mortimore	Cr Timmers-Leitch	Cr Gill	Cr Keogh	Cr Holland	Cr Cooper	Cr Pearce	Cr Seymour
Ordinary Council	12/12	11/12	12/12	11/12	12/12	11/12	9/12	11/12	12/12
Special Council	2/2	2/2	2/2	2/2	2/2	2/2	1/2	2/2	2/2
Strategic Planning Committee	9/10	9/10	10/10	5/10	8/10	10/10	6/10	8/10	8/10
Leave of absence granted to Councillors	-	-	-	-	-	-	-	1	-

Councillor Allowances

Councillors	Allowance
Cr Peter Lockwood	\$34,206
Cr John Mortimore	\$34,206
Cr Marcia Timmers-Leitch	\$34,206
Cr Adam Gill	\$34,206
Cr Jake Keogh	\$52,722
Cr Tony Holland	\$34,206
Cr Lisa Cooper	\$34,206
Cr Darren Pearce	\$34,206
Cr Nicole Seymour	\$90,741

Councillor Expenses

Councillors are entitled to have paid, or reimbursed, any necessary out-of-pocket expenses incurred while performing their duties. Council is also required to make available a 'minimum toolkit' of resources for Councillors including computers, phones and a vehicle for the Mayor.

Expenses for 2019-20

Councillor	Ward	Conference & Training	Information & Communication	Other expenses	Travel	Car Mileage	Childcare	Total
Cr Peter Lockwood	BAIRD WARD	\$5,207	\$1,481	\$838	\$237	-	-	\$7,763
Cr John Mortimore	CHANDLER WARD	\$4,526	\$1,444	\$562	\$873	-	-	\$7,405
Cr Marcia Timmers-Leitch	COLLIER WARD	\$167	\$1,677	\$407	\$160	-	-	\$2,411
Cr Adam Gill	DINSDALE WARD	\$167	\$2,650	\$435	-	-	-	\$3,252
Cr Jake Keogh	DOBSON WARD	\$6,692	\$1,609	\$1,563	\$794	\$6,288	-	\$16,946
Cr Tony Holland	FRIBERG WARD	\$854	\$4,160	\$651	\$129	-	-	\$5,794
Cr Lisa Cooper	SCOTT WARD	\$167	\$1,215	\$218	-	-	-	\$1,600
Cr Darren Pearce	TAYLOR WARD	\$167	\$1,076	\$218	-	-	-	\$1,460
Cr Nicole Seymour	TIRHATUAN WARD	\$167	\$1,273	\$1,028	-	\$11,395	-	\$13,862
Total		\$18,113	\$16,585	\$5,921	\$2,193	\$17,683	-	\$60,494

Car Mileage

Car mileage represents the costs of providing a fully maintained vehicle for the Mayor. Depreciation, maintenance, registration and insurance costs are apportioned to the Mayor of the day on an annualised, pro-rata basis. Fuel costs are allocated to the Mayor of the day as incurred.

Other Expenses

Other expenses include minor equipment, subscriptions, memberships, and hospitality expenses.

Governance and Statutory Information

Governance and Management Checklist

The following are the results in the prescribed form of Council's assessment against the prescribed governance and management checklist.

Governance and Management Items	Assessment
1 Community Engagement Policy (policy outlining Council's commitment to engaging with the community on matters of public interest)	Policy Date of operation of current policy: 23 September 2019
2 Community Engagement Guidelines (guidelines to assist staff to determine when and how to engage with the community)	Guidelines Date of operation of current guidelines: 23 September 2019
3 Strategic Resource Plan (plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next four financial years)	Adopted in accordance with section 126 of the Act Date of adoption: 22 June 2020
4 Annual Budget (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Adopted in accordance with section 130 of the Act Date of adoption: 22 June 2020
5 Asset Management Plans (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Plans Date of operation of current plans: Knox Council has endorsed the following asset management plans: <ul style="list-style-type: none"> • Footpath and Shared Path—June 2016 • Road— September 2019 • Building— September 2019 • Drainage—November 2010 • Open Space—December 2011 • Bridge—February 2013 • Car Park—February 2013 • Playground—December 2013 • Street Tree—May 2016 • Strategic—December 2014
6 Rating Strategy (strategy setting out the rating structure of Council to levy rates and charges)	Strategy Date of operation of current strategy: 24 June 2019
7 Risk Policy (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Policy Date of operation of current policy: 4 January 2019
8 Fraud and Corruption Control Framework (policy outlining Council's commitment and approach to minimising the risk of fraud)	Policy Date of operation of current policy: 25 June 2018
9 Municipal Emergency Management Plan (plan under section 20 of the <i>Emergency Management Act 1986</i> for emergency prevention, response and recovery)	Prepared and maintained in accordance with section 20 of the <i>Emergency Management Act 1986</i> Date of preparation: 29 January 2019
10 Procurement Policy (policy under section 186A of the <i>Local Government Act 1989</i> outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	Prepared and approved in accordance with section 186A of the <i>Local Government Act 1989</i> Date of approval: 4 June 2020

Governance and Management Items	Assessment
11 Business Continuity Plan (plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster)	Plan Date of operation of current plan: Council's business continuity framework was approved in March 2020
12 Disaster Recovery Plan (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Plan Date of operation of current plan: December 2018
13 Risk Management Framework (framework outlining Council's approach to managing risks to Council's operations)	Framework Date of operation of current framework: 4 January 2019
14 Audit Committee (advisory committee of Council under section 139 of the Act whose role is to oversee the integrity of Council's financial reporting, processes to manage risks to Council's operations and for compliance with applicable legal, ethical, and regulatory requirements)	Established in accordance with section 139 of the Act Date of establishment: Knox established an audit committee in 2003 and has maintained an audit committee since that date. The most recent terms of reference were endorsed on 27 March 2017
15 Internal Audit (independent accounting professionals engaged by Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	Engaged Date of engagement of current provider: 1 December 2018
16 Performance Reporting Framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)	Framework Date of operation of current framework: Council and community plan endorsed 26 June 2017
17 Council Plan Reporting (report reviewing the performance of Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	Report Date of report: 23 September 2019, 28 January 2020, 25 May 2020
18 Financial Reporting (quarterly statements to Council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	Statements presented to Council in accordance with section 138(1) of the Act Dates of reports: 26 August 2019, 25 November 2019, 24 February 2020, 25 May 2020
19 Risk Reporting (six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Reports Date of reports: 13 August 2019, 28 January 2020
20 Performance Reporting (six-monthly reports of indicators measuring results against financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)	Reports Dates of reports: 23 September 2019, 28 January 2020, 25 May 2020
21 Annual Report (annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial and performance statements)	Considered at meeting of the Council in accordance with section 134 of the Act Date of consideration: 28 October 2019
22 Councillor Code of Conduct (code under section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by Councillors)	Reviewed in accordance with section 76C of the Act Date reviewed: 20 February 2017

Governance and Statutory Information

Governance and Management Checklist

Governance and Management Items

23 **Delegations** (a document setting out the powers, duties and functions of Council and the CEO that have been delegated to members of staff)

Assessment

Reviewed in accordance with section 98(6) of the Act

Date of review:

Council to CEO—**22 June 2020**

Council to SPC—**29 April 2019**

Council to Staff—Cemeteries and Crematory—**30 March 2020**

Council to Staff—Domestic Animals, Environmental Protection and Food—**29 January 2019**

Council to Staff—Road Management Responsibilities—**30 March 2020**

Council to Staff—Planning—**30 March 2020**

VicSmart—**19 September 2014**

CEO Powers—**28 February 2020**

CEO sub-delegation to staff—**30 March 2020**

MBS to Building Department—**5 February 2020**

24 **Meeting Procedures** (a local law governing the conduct of meetings of Council and special committees)

Meeting procedures local law made in accordance with section 91(1) of the Act

Date local law made: **25 June 2018**

I certify that this information presents fairly the status of Council's governance and management arrangements.



Tony Doyle
Chief Executive Officer

28 September 2020
Wantirna South



Cr Nicole Seymour
Mayor

28 September 2020
Wantirna South



Council is committed to effective and sustainable forms of leadership as the key to ensuring the community's priorities are met.

Governance and Statutory Information

Audit Operations

Consistent with good governance practice, Knox City Council operated an Audit Committee during 2019-20. The Audit Committee is an autonomous link between Council, Management and its external and internal auditors, established to strengthen Council's governance, risk management, and financial management framework. The responsibility of the Audit Committee is to monitor Council's:

- Internal control systems
- Financial management practices
- Risk management
- Good governance practices
- Ethical operations

Council members of the Audit Committee during 2019-20 were:

- Cr Darren Pearce
- Cr Tony Holland
- Cr Jake Keogh (July to October 2019)
- Cr Nicole Seymour (from November 2019)

Independent, external members were:

- Ms Lisa Tripodi (Chair)
- Mr Homi Burjorjee
- Dr John Purcell

The Audit Committee's role is to support Council in discharging its oversight and accountability responsibilities related to:

- Compliance with Council's policies, procedures and governance principles;
- Effectiveness of Council's system of internal controls, including fraud and corruption prevention;
- Financial and performance reporting;
- Internal audit and external audit functions;
- Council's risk management framework;
- Statutory and legislative compliance; and
- Liaison between Council, Management and the external and internal auditors.

The Audit Committee met on five occasions during 2019-20 and oversaw the programmed internal audit work plan. This involved the following separate internal audits by contractor Crowe:

- Project Management Governance
- Occupational Health and Safety Review (including contractors)
- Management of Food and Health Services
- Contract Management – Major Contracts
- Rates Management (including data analytics)
- Business Continuity and Disaster Recovery
- Procurement – below tendering threshold and Accounts Payable (including data analytics)

The committee received reports on a range of matters relevant to its terms of reference as well as developments in the local government sector.

Statutory Information

As part of its commitment to good governance, Knox City Council is required to report against several relevant acts and regulations.

Privacy and Data Protection

The *Privacy and Data Protection Act 2014* states that Council must not contravene the Information Privacy Principles in respect of personal information it has collected, held, managed, used, disclosed or transferred.

Council's Privacy Policy is a public document available from Council's website at knox.vic.gov.au or on request. The policy was reviewed in July 2016.

Five complaints were received and investigated by Council during 2019-20 for breaches of the *Privacy and Data Protection Act 2014*.

All questions or complaints regarding Council's obligations under the *Privacy and Data Protection Act 2014* and Council's Privacy and Data Protection Policy can be discussed with Council's Chief Privacy Officer on 9298 8000.

Chief Privacy Officer: Manager Governance

Health Records

The *Health Records Act 2001* requires Council to responsibly handle the health information it collects and states that Council must not do an act, or engage in a practice that contravenes the Health Privacy Principles.

Council's Health Records Policy is a public document available from Council's website at knox.vic.gov.au or on request. The policy was approved in March 2018.

No complaints were received or investigated for breaches of the *Health Records Act 2001*.

All questions or complaints regarding Council's obligations under the Act and Council's Health Records Policy can be discussed with Council's Chief Privacy Officer on 9298 8000.

Chief Privacy Officer: Manager Governance

Freedom of Information (FOI)

The *Freedom of Information Act 1982* gives members of the public a legal right of access to documents held by Council limited only by exemptions. It also provides individuals with the right to access and correct documents containing their own personal information.

Requests for access to Council documents under the Act must be in writing, accompanied by the application fee of two fee units and should provide sufficient information to identify the particular documents being sought.

During 2019-20, Council received 16 valid FOI requests. Determinations were made on 11 of those applications during the period, three requests were withdrawn, and two requests were still being processed as at 30 June 2020. Three requests outstanding from 2018-19 were also determined in the period.

The median time taken to issue a determination on FOI applications in 2019-20 was 17 days. There were no applications for review lodged with the FOI Commissioner or appeals to VCAT regarding requests processed throughout the year.

Requests for access to information under the *Freedom of Information Act 1982* should be lodged with the Freedom of Information Officer, Knox City Council, 511 Burwood Highway, Wantirna South, VIC 3152.

Enquiries regarding the Act can also be made by calling 9298 8000.

Freedom of Information Officer: Governance Officer

Improvement Incentive Principles Agreement

While payments under the Improvement Incentive Principles Agreement were terminated in 2005-06, Council was required to recommit to the principles contained in the agreement under the National Competition Policy regarding Australian Consumer Law, local laws and competitive neutrality.

There were no complaints under the National Competition Policy or Australian Consumer Law received during the 2019-20 financial year. Council continues to comply with these principles under the national policy and in fulfilment of its obligations.

The Australian Consumer Law Compliance Officer: Manager Governance.

Road Management Act

The *Road Management Act 2004* requires Council to develop a road management plan, which in effect provides an opportunity to establish a policy defence against civil liability claims associated with the management of its road network. Council's road management plan outlines roads under management, inspection regimes and service and maintenance standards against which Council will manage its roads and road-related assets.

No formal guidance was received in 2019-20 in relation to the *Road Management Act 2004*. A copy of the latest version of the Act can be viewed using the following link:

http://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/rma2004138/

Council's latest iteration of its published Road Management Plan is available on Council's website.

National Competition Policy

Knox City Council continues to comply with the requirements of the National Competition Policy and the Australian Consumer Law in the operation of its business. Knox's significant businesses operate in accordance with the principles of competitive neutrality to ensure that Council does not unduly influence the private market in the provision of services.

Officer responsible for National Competition Policy: Manager Business and Financial Services

Governance and Statutory Information

Public Interest Disclosures Act 2012

Council is required to establish and publish procedures under section 58 of the *Public Interest Disclosures Act 2012* and in accordance with the Guidelines of Independent Broad-based Anti-Corruption Commission published under section 57 of the *Public Interest Disclosures Act 2012*.

Council adopted new Public Interest Disclosure Procedures on 20 January 2020. These Procedures are a resource for disclosers and potential disclosers, whether an internal Council member, staff or an external member of the public, who wants to find out how to make a disclosure, receive the protections available under the *Public Interest Disclosures Act 2012*, and how the discloser and their disclosure may be managed and handled by the Council.

Public Interest Disclosure Coordinator: Director City Development, Interim Finance and Governance

Charter of Human Rights and Responsibilities

The *Victorian Charter of Human Rights and Responsibilities Act 2006* is an Act of Parliament that sets out the rights, freedoms and responsibilities of all Victorians. Government departments and public bodies must observe the rights set out in the Act when creating laws, developing policy and providing services. This means that government, public servants, local councils, Victoria Police and others are required to act in a way that is consistent with the rights protected under the charter.

During 2019-20, no complaints were received by Council or the Victorian Ombudsman in relation to Knox City Council's implementation of the Charter of Human Rights and Responsibilities Act 2006.

Any questions or complaints regarding the Act can be discussed with Council's Human Rights Officer on 9298 8000.

Human Rights Officer: Manager Governance

Best Value

In accordance with the Local Government Act 1989, Council applies Best Value Principles to its strategic and service planning processes. At Knox this happens through the regular process of future planning and ensuring continuous review and improvement across all Council's service areas. This means the following:

- All services provided by Council must meet quality and cost standards.
- Each service provided by Council must be accessible to those members of the community for whom the service is intended.
- All services provided by Council must be responsive to the needs of the community.
- Council provides for continuous improvement in providing services for its community.
- Council has developed a program of regular consultation with its community about the services it provides.
- Council reports regularly to its community on its achievements against the principles.

These principles are incorporated into the delivery of Knox's Community and Council Plan 2017-21, the Annual Budget, and Council's business planning process. This Annual Report details Council's performance against these Best Value Principles.

Documents Available for Inspection

Under section 222 of the *Local Government Act 1989*, the following Council documents are available for public inspection by contacting the Governance Coordinator on 9298 8000:

- Details of overseas or interstate travel undertaken in an official capacity by Councillors or any member of Council staff in the previous 12 months. This excludes interstate travel by land for fewer than three days.
- Agendas for and minutes of Ordinary and Special Meetings of Council held in the previous 12 months, excluding confidential information considered by Council.

- Minutes of meetings of special committees held in the previous 12 months, excluding confidential information considered by Council (special committees are established under section 86 of the Local Government Act 1989. Council may, by instrument of delegation, delegate functions, duties or powers to a special committee).
- A register of delegations made pursuant to the *Local Government Act 1989*.
- A document containing details of all leases involving land entered into by Council.
- A register of authorised officers appointed under section 224 of the *Local Government Act 1989* (section 224 allows Council to appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement of any Act, regulation or local law which relates to Council's functions and powers).
- A list of donations and grants made by Council during the previous 12 months.

Contracts

During the year, Council did not enter into any contracts valued at \$150,000 or more for services or \$200,000 or more for works of a kind specified in section 186(5)(a) and (c) of the *Local Government Act 1989*. Council did not enter into any other contracts valued at \$150,000 or more for goods and services or \$200,000 for works without engaging in a competitive process.

Under section 186(1) Council declares that this year the following contracts exceeded 20% of the original contract value:

2231	Stamford Park Parklands Concept Design Tract Consultants Pty Ltd
2515	Knox Regional Netball Centre Extension Design Services K20 Architecture
2523	Rowville (Seebeck) Reserve - Multipurpose Community Workshop DQ Constructions Pty Ltd

Under section 186(5)(a) Council entered into the following contracts in accordance with arrangements approved by the Minister:

Procurement Australasia

2008-0837-1.1

Cleaning of Council Buildings

2105 -0840

Office Products and Workplace Consumables

2312 -0618

Recruitment, Training & Associated Services

Municipal Association of Victoria

ES8111

Cisco Blades and Memory Modules

FSL8010

Street Light Bulk Replacement - Major Roads

Food Act 1984

Knox City Council is responsible for meeting and enforcing the legislative requirements of the *Food Act 1984*.

Council manages its statutory obligations by meeting the necessary inspection targets, relevant follow-ups, food sampling requirements and food-related investigations.

Approximately 70 per cent of the work of Council's environmental health officers relates to food compliance functions at premises including restaurants, takeaway-food outlets, hotels, cafes and supermarkets. Officers promptly react to food-related complaints with a same-day or next-day response to commence an investigation.

Council's emphasis is primarily aimed at educating proprietors of their responsibilities; however, escalating enforcement action is applied to those proprietors who continually breach food standards.

Food safety programs for relevant premises are monitored by the Environmental Health team, who also oversees the external third-party food audit system.

Environmental health officers have continued to manage these responsibilities in accordance with the current COVID-19 pandemic restrictions.

Governance and Statutory Information

Disability Act 2006 - Disability Action Plan Implementation

Knox City Council is committed to creating a community that is accessible, welcoming and inclusive of everyone. It is estimated that approximately 17 per cent of Knox residents (SDAC 2018) have some form of disability, representing a significant portion of our community. As the Knox population ages, this proportion is likely to increase.

Council acknowledges that initiatives to create a more accessible and inclusive community cannot be achieved without addressing the specific needs and rights of people with disabilities, their families and carers. Council's Access and Equity Implementation Plan 2017-22 (the plan) encapsulates the strategic directions Council will take to promote the rights of people with disabilities while enhancing access and inclusion to benefit the whole community. The plan focuses on building the capacity of people with disabilities and providing opportunities for leadership within the community.

The Knox Municipal Disability Leadership Plan provides greater detail and direction on key focus areas to support and provide specific benefits for people with disabilities and their families that complement those delivered by the NDIS and those who are not eligible for the NDIS through the provision of information, building the capacity of services to be more inclusive of people with a disability, and strengthening the community service system.

Aligned to the *Disability Act 2006*, Council aims to:

- reduce barriers to people with a disability in accessing goods, services and facilities
- reduce barriers to people with a disability in obtaining and maintaining employment
- promote inclusion and participation in the community
- achieve tangible changes in the attitudes and practices that discriminate against people with a disability.

To achieve this, Council provides a wide range of services and programs for the community, many of which are accessible and inclusive for people with disabilities. Council also provides a range of services to more directly meet the needs of people with disabilities, their families and carers. These include the following:

- Professional development training for Knox Early Years Services to build capacity and enhance the successful inclusion of children with a disability or developmental delay across universal early years services.
- Support and capacity building for families and carers, including information sessions, carer groups and exercise groups aimed at social connection, health and building capacity.
- Support delivered under the Commonwealth Home Support Program (CHSP) for people aged over 65 years and their carers, domestic assistance, personal care, flexible respite, home maintenance, home modifications, social support groups and social support for the individual.
- CHSP Food Services (meals on wheels)—home-delivered meals, distributed by community volunteers.
- Housing Support program—for residents aged over 55, including those with a disability, who are homeless or at risk of becoming homeless.
- Parking permits—Council administers the disabled persons parking permit scheme.
- Wheelie Bin Assistance Scheme – Provides support for people with a disability/frail aged who are unable to put bins out for Council collection.
- Retrofitting program—allocation of dedicated funds through the capital works program to enhance access to Council-owned buildings and facilities.
- Bi-monthly meetings of the Knox Disability Advisory Committee, which consists of people with a disability, carers and representatives from disability service providers, to assist Council in the consultative process and provide feedback to support Council's decision-making.
- Provision of a range of communication materials on services and relevant information, which encourages and demonstrates actions to improve access and inclusion through such publications as a *Guide to Disability and Aged Services* in Knox, the *People First Guide* and the email newsletter, *Accessing Knox*.
- Facilitation and development of the Eastern Disability Housing Network, which is designed to engage community members and explore opportunities to improve housing options for people with a disability.
- Celebration of International Day of People with Disability.

- Incorporation of inclusive features in all Knox festivals such as providing an access key and chill-out spaces for people with anxiety, designated accessible seating areas, carols songbooks in Braille and sighted guides, Auslan interpreters, proflooring for wheelchair mobility, accessible parking and toilets, and having a changing-places facility on site.
- Training and information sharing for community members and services on topics such as the NDIS, NDIS self-management, managing challenging behaviours and autism.
- The Eastern Regional Libraries Corporation offers a range of services to people with disabilities, which includes a home delivery service; tactile, audio and large print books; captioned DVDs; and assistive devices for computer users.
- Hosting and facilitation of the Knox Disability Partnerships Network meeting for disability service providers.
- Development of access keys for the Knox Civic Centre and a range of community venues in Knox, including neighbourhood houses, libraries and sport venues to increase the accessibility of our community for people with anxiety, an autism spectrum disorder, an intellectual disability, dementia, or sensory impairment.

Carers Recognition Act 2012

Knox Council acknowledges the *Carers Recognition Act 2012* and has taken steps to deliver the principles of the Act in a practical sense, supported by policy and practice relating to people who require care, those who are carers, and the wider community.

Council's Enterprise Agreement acknowledges that carer responsibilities for employees may extend beyond that of immediate family members. Carer responsibilities are now more broadly acknowledged to include a definition of a 'significant other person', where an employee is responsible for providing direct and immediate care and support to that person.

The Flexible Work Arrangements Policy and Procedure has been prepared, which recognises the role of the carer in accordance with the Carers Recognition Act. The policy provides flexible work options for staff who have carer responsibilities.

Council has taken all practicable measures to ensure staff, Council agents and volunteers working for Council are informed regarding the principles and obligations of the Act by including information on the care relationship through the following:

- Council's induction and training programs for staff working in outward-facing community services, and for staff and volunteers in frontline positions with the general community.
- A number of initiatives have been implemented to ensure that the *Carers Recognition Act 2012* is recognised and delivered to the community. Some of the programs are delivered in partnership with other community support services.
- Approximately 1,100 residents subscribe to *Accessing Knox*, the electronic publication distributed weekly by email. Council has received positive feedback about the information and available services provided in this communication.
- Provision of information such as: *Guide to Services for Disability and Aged Services*, and *People First: Supporting the Inclusion of People with a Disability—Your Guide to an Inclusive Community*—available on Council's website. These guides include valuable information for carers and have been widely distributed to individuals and community organisations throughout Knox.
- Carer information sessions such as parent/carer legal information that focus on powers of attorney, administration, guardianship, and wills and trusts for carers. NDIA self-management, autism, and managing challenging behaviour sessions have been well attended by Knox carers and parents.
- Council's flexible respite services through the CHSP for people over 65 years, which are supported by funding from the federal government.
- Council's Active Ageing and Disability Services team provides service coordination, referral and support to carers through the Regional Assessment and Home Support Assessment Services. CHSP and Council-funded services are also provided to carers to support their caring role (for example, domestic assistance, community transport and food services).
- Active Ageing and Disability Services commenced a partnership with U3A Knox to deliver the new Knox U3A Carers group after identifying the need in the Knox community for such a group given the previous limited support networks for carers in the region.

Governance and Statutory Information

- The Lab program hosted by two Knox neighbourhood houses provides programs for young people with Asperger's syndrome as well as respite for their parents and carers.
- Support for the Autism Spectrum Disorder (ASD) Network that helps parents of children with autism.
- The Playconnect playgroup is part of the federal government's Helping Children with Autism package, which provides support and services for children with ASD.
- The Eastern Disability Housing Network is a network that has been established to support parents/carers, people with a disability and the disability sector to mobilise the community and improve housing options for people with a disability.
- My Time is a support playgroup for parents and carers of young children who have a disability or a chronic medical condition. The playgroup is facilitated by a trained worker employed by Playgroup Victoria and supported by Council. The program is funded by the federal government.
- Knox City Council is a member of the Carer Card program, which is a state government initiative that offers carers a wide range of discounts and benefits from businesses, local government and community organisations.
- Through the CHSP, the Knox RAS team refers carers to the Carer Gateway website, which provides a range of practical information and resources to help in their caring role.
- Specialised support services are also provided under the CHSP to help carers manage conditions, such as dementia or vision impairment, in order to maximise client independence and enable them to remain living in their own homes.

Domestic Animal Management Plan 2017-21

In order to improve animal management in Victoria, all councils are required to have a Domestic Animal Management Plan (DAMP).

Knox City Council supports this strategic approach and has developed its DAMP using the guidelines provided by the Department of Economic Development, Jobs, Transport and Resources.

The 2017-2021 DAMP aims to promote responsible pet ownership and the welfare of dogs and cats in the community as well as to protect the community and environment from nuisance dogs and cats.

Council's 2017-2021 DAMP highlights 77 actions that are to be delivered throughout the life of the plan. In addition to some specific projects, there are a number of ongoing actions.

The following actions were delivered in 2019-20:

- Commenced the implementation of a sunset-to-sunrise cat curfew effective 1 January 2020.
- Engaged an animal behaviourist to assist in the resolution of more complex nuisance matters. It was determined that limited success was attributed to this action.
- Delivery of a program of animal registration compliance that included:
 - o an enhanced process to improve the timeliness and compliance of registration
 - o issuing annual registration renewal notices earlier than in previous years
 - o two renewal reminder text messages sent to owners who had provided Council with a mobile phone number in order to follow up unpaid registration renewals
 - o issuing overdue renewal notices by Registered Mail
 - o follow-up contact with residents to obtain evidence of unregistered animals and issuing owners with fines for non-compliance
 - o improving the accuracy of Council's animal registration database
 - o letters being sent to the owners of animals that have been microchipped but not registered, advising them of registration requirements.
- Community education that included the promotion of animal registration through media releases, social media posts and Council's newsletter (distributed to all households in the municipality). Pets in the Park for 2020 was cancelled due to the COVID-19 pandemic.
- Ongoing identification of properties where more than two dogs or two cats are registered in order to determine if they are an animal breeder requiring registration as a domestic animal business.
- Training of officers in situational awareness, conflict management and self-preservation and harm reduction strategy training.
- A detailed list of all actions from the DAMP and progress against those actions can be found at knox.vic.gov.au

Performance Statement

Year ending 30 June 2020

Description of the Municipality

Located approximately 25 kilometres from Melbourne's central business district, the Knox municipality is a major hub of cultural, commercial, business and innovative activity in the eastern suburbs of Melbourne. It is a diverse municipality, with residents from 130 different countries who speak 54 languages. The City of Knox has an estimated resident population of 164,538 (as at 30 June 2019) and covers an area of 113.84 square kilometres. The area boasts a green, leafy image extending to the foothills of the picturesque Dandenong Ranges. Knox consists of the following suburbs: Bayswater, Boronia, Ferntree Gully, Knoxfield, Lysterfield, Rowville, Scoresby, The Basin, Upper Ferntree Gully, Wantirna and Wantirna South.

Understanding the Performance Statement

Council is required to prepare and include a performance statement within its Annual Report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures, together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and *Local Government (Planning and Reporting) Regulations 2014* (the regulations).

Where applicable, the results in the Performance Statement have been prepared on accounting bases consistent with those reported in the financial statements. The other results are based on information drawn from Council information systems or from third parties (for example, the Australian Bureau of Statistics).

The Performance Statement presents the actual results for the current year and for the prescribed financial performance indicators and measures and the results forecast by Council's Strategic Resource Plan. The Regulations require explanation of any material variations in the results contained in the Performance Statement. The materiality thresholds have been set as +/-10% of the 2018-19 results.

The forecast figures included in the statement are those adopted by Council in its Strategic Resource Plan on 22 June 2020, which forms part of the Annual Budget. The Strategic Resource Plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and are aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The Strategic Resource Plan is available on Council's website.

The following statement provides the results of the prescribed service performance indicators and measures, including an explanation of material variations.

Performance Statement

Sustainable Capacity Indicators

For the year ended 30 June 2020

Service/Indicator/measure	Result				Material Variations
	2016-17	2017-18	2018-19	2019-20	
Population	\$918.47	\$897.28	\$947.71	\$1,009.15	
Expenses per head of municipal population [Total expenses/Municipal population]					
Infrastructure per head of municipal population	\$5,682.68	\$5,729.82	\$6,012.97	\$6,138.10	
[Value of infrastructure/Municipal population]					
Population density per length of road	217.52	224.54	225.42	227.26	
[Municipal population/Kilometres of local roads]					
Own-source revenue	\$800.05	\$804.21	\$828.59	\$835.22	
Own-source revenue per head of municipal population [Own-source revenue/Municipal population]					
Recurrent grants	\$178.36	\$153.57	\$156.50	\$153.90	
Recurrent grants per head of municipal population [Recurrent grants/Municipal population]					
Disadvantage	9.00	9.00	9.00	9.00	
Relative socio-economic disadvantage [Index of Relative Socio-economic Disadvantage by decile]					
Workforce turnover	12.8%	13.2%	13.0%	9.3%	
Percentage of staff turnover [Number of permanent staff resignations and terminations/Average number of permanent staff for the financial year] x100					

Definitions

“adjusted underlying revenue” means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

“infrastructure” means non-current property, plant and equipment excluding land

“local road” means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

“population” means the resident population estimated by council

“own-source revenue” means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

“relative socio-economic disadvantage”, in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage

(Catalogue Number 2033.0.55.001) of SEIFA

“SEIFA” means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

“unrestricted cash” means all cash and cash equivalents other than restricted cash.

Service Performance Indicators

For the year ended 30 June 2020

Service/Indicator/Measure	Result				Material Variations and Comments
	2016-17	2017-18	2018-19	2019-20	
Aquatic Facilities Utilisation Utilisation of aquatic facilities [Number of visits to aquatic facilities/Municipal population]	3.60	3.49	2.68	1.69	As a result of the closure of Leisureworks due to COVID-19 there has been a reduction in visitations in 2019-20.
Animal Management Health and safety Animal management prosecutions [Number of successful animal management prosecutions/ Number of animal management prosecutions]	New in 2020	New in 2020	New in 2020	100%	New measure in 2019-20.
Food safety Health and safety Critical and major non-compliance outcome notifications [Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up/ Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100	90.50%	90.16%	100.00%	100.00%	
Governance Satisfaction Satisfaction with Council decisions [Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community]	55	56	60	58	

Performance Statement

Service Performance Indicators

For the year ended 30 June 2020

Service/Indicator/Measure	Result				Material Variations and Comments
	2016-17	2017-18	2018-19	2019-20	
Libraries	13.01%	13.39%	13.28%	12.87%	
Participation					
Active library borrowers in municipality					
[Number of active library borrowers in the last three years/The sum of the population for the last three years] x100					
Maternal and Child Health (MCH)	80.88%	81.25%	79.12%	76.27%	
Participation					
Participation in the MCH service					
[Number of children who attend the MCH service at least once (in the year)/ Number of children enrolled in the MCH service] x100					
Participation	87.30%	75.47%	77.97%	80.36%	
Participation in the MCH service by Aboriginal children					
[Number of Aboriginal children who attend the MCH service at least once (in the year)/Number of Aboriginal children enrolled in the MCH service] x100					
Roads	68	69	73	68	
Satisfaction					
Satisfaction with sealed local roads					
[Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]					

Service/Indicator/Measure	Result				Material Variations and Comments
	2016-17	2017-18	2018-19	2019-20	
Statutory Planning	52.00%	54.05%	33.33%	58.62%	Improvements in VCAT support for Council decisions is as a result of improved compliance with, and applicant understanding of Knox Housing Strategy policy requirements and provisions.
Decision-making					
Council planning decisions upheld at VCAT					
[Number of VCAT decisions that did not set aside Council's decisions in relation to a planning application/ Number of VCAT decisions in relation to planning applications] x100					
Waste Collection	53.41%	51.97%	55.89%	53.44%	
Waste Diversion					
Kerbside Collection waste diverted from landfill					
[Weight of recyclables and green organics collected from kerbside bins/Weight of garbage, recyclables and green organics collected from kerbside bins] x100					

Definitions

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006

"active library member" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the Act

"CALD" means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English

"class 1 food premises" means food premises, within the meaning of the Food Act 1984, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the Food Act 1984, that have been declared as class 2 food premises under section 19C of that Act

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the Food Act 1984, or advice given to council by an authorised officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the Food Act 1984

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the Food Act 1984, or advice given to council by an authorised officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

"WorkSafe reportable aquatic facility safety incident" means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the Occupational Health and Safety Act 2004.

Performance Statement

Financial Performance Indicators

For the year ended 30 June 2020

	Results			
	2017	2018	2019	2020
Efficiency				
Expenditure level				
<i>Expenses per property assessment</i>	\$2,219.18	\$2,237.89	\$2,308.49	\$2,441.81
[Total expenses/Number of property assessments]				
Revenue level				
<i>Average rate per property assessment</i>	New in 2020	New in 2020	New in 2020	\$1,523.82
[General rates and Municipal charges/Number of property assessments]				
Liquidity				
Working capital				
<i>Current assets compared to current liabilities</i>	235.53%	236.21%	236.52%	168.76%
[Current assets/Current liabilities] x100				
Unrestricted cash				
<i>Unrestricted cash compared to current liabilities</i>	-4.34%	-11.22%	27.20%	36.99%
[Unrestricted cash/Current liabilities] x100				
Obligations				
Loans and borrowings				
<i>Loans and borrowings compared to rates</i>	0.00%	0.00%	0.00%	0.00%
[Interest bearing loans and borrowings/Rate revenue] x100				
<i>Loans and borrowings repayments compared to rates</i>	14.34%	0.00%	0.00%	0.00%
[Interest and principal repayments on interest bearing loans and borrowings/Rate revenue] x100				

Forecasts				Comments*
2021	2022	2023	2024	
\$3,194.24	\$2,907.19	\$2,676.03	\$2,689.06	
\$1,559.78	\$1,610.32	\$1,638.30	\$1,667.01	
127.36%	101.19%	100.27%	101.96%	<p>Cash and cash equivalents combined with Other Financial Assets have decreased \$15.8 million, contributing to the majority of the \$18.2 million decrease in current assets. Current provisions have increased by \$2.5 million due to the reduction in interest rates impacting discount rates, together with a reduction in employee leave being taken.</p> <p>Unearned income increased by \$1.2 million due to the implementation of new Accounting Standards relating to the recognition of grant income. This ratio will decrease over the forecast period due to an increase in the capital works program, and the requirement to borrow funds to finance major projects.</p>
58.46%	31.94%	39.80%	44.88%	<p>At 30 June 2020, Council had \$4.3 million in term deposits due to mature within 90 days. These deposits are not reflected in this measure as they are included in Other Financial Assets. Other Financial Assets, being term deposits held with an original maturity term greater than 90 days, have decreased by \$13.2 million at 30 June 2020 compared to 30 June 2019.</p>
58.31%	77.48%	79.26%	74.76%	
3.89%	6.74%	7.98%	10.29%	

Performance Statement

Financial Performance Indicators

For the year ended 30 June 2020

	Results			
	2017	2018	2019	2020
Obligations				
Indebtedness				
<i>Non-current liabilities compared to own source revenue</i> [Non-current liabilities/Own source revenue] x100	4.62%	3.63%	4.37%	3.19%
Asset renewal and upgrade				
<i>Asset renewal and upgrade compared to depreciation</i> [Asset renewal and asset upgrade expense/Asset depreciation] x100	New in 2020	New in 2020	New in 2020	139.94%
Operating position				
Adjusted underlying result				
<i>Adjusted underlying surplus (or deficit)</i> [Adjusted underlying surplus (deficit)/Adjusted underlying revenue] x100	10.31%	10.95%	9.37%	2.87%
Stability				
Rates concentration				
<i>Rates compared to adjusted underlying revenue</i> [Rate revenue/Adjusted underlying revenue] x100	66.59%	66.74%	66.92%	68.58%
Rates effort				
<i>Rates compared to property values</i> [Rate revenue/Capital improved value of rateable properties in the municipality] x100	0.26%	0.26%	0.22%	0.24%

Definitions

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"population" means the resident population estimated by council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant" means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

Forecasts				Comments*
2021	2022	2023	2024	
50.49%	65.09%	63.11%	57.75%	Own source revenue has increased by 1.62%, while non-current liabilities have decreased, mainly due to the decrease in the landfill provision. Over the next four year period there is an increase in the percentage as a result of anticipated borrowings to fund several planned major projects in the municipality.
274.37%	253.44%	256.64%	211.20%	
-22.99%	-6.30%	6.09%	8.49%	The reduction in the adjusted underlying surplus is largely due to the increase in employee costs. The increase in employee costs includes an increase of \$2.9 million in employee provision liabilities from the previous year, and \$2.4 million in employee costs for capital works that have been deemed operational in nature. Depreciation has increased by \$2.2 million, while capital grants received have decreased by \$4.8 million. The underlying surplus is impacted over the next two years due to a forecast transfer of assets.
69.22%	69.29%	68.59%	68.54%	
0.23%	0.23%	0.23%	0.22%	Annual revaluations are now to be undertaken effective every 1 January. The valuation for 1 January 2020 showed an increase in CIV of 7%, after a decrease in CIV of 9% the previous year.

"restricted cash" means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

Certification of the Performance Statement 2019-20

Statement by Principal Accounting Officer

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, the Australian Accounting Standards and other mandatory professional reporting requirements.



Dennis Bastas CPA
Principal Accounting Officer

28 September 2020
Wantirna South

Statement by Councillors and Chief Executive Officer

In our opinion the accompanying financial statements present fairly the financial transactions of Knox City Council for the year ended 30 June 2020 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstances that would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.



Cr Nicole Seymour
Mayor

28 September 2020
Wantirna South



Cr Marcia Timmers-Leitch
Deputy Mayor

28 September 2020
Wantirna South



Tony Doyle
Chief Executive Officer

28 September 2020
Wantirna South



Located approximately 25 kilometres from Melbourne's central business district, the Knox municipality is a major hub of cultural, commercial, business and innovative activity in the eastern suburbs of Melbourne.

Auditor-General's Certification of Performance Statement

Certification of Performance Statement 2019-20



Independent Auditor's Report

To the Councillors of Knox City Council

Opinion	<p>I have audited the accompanying performance statement of Knox City Council (the council) which comprises the:</p> <ul style="list-style-type: none"> • description of municipality for the year ended 30 June 2020 • sustainable capacity indicators for the year ended 30 June 2020 • service performance indicators for the year ended 30 June 2020 • financial performance indicators for the year ended 30 June 2020 • understanding the performance statement and • the certification of the performance statement. <p>In my opinion, the performance statement presents fairly, in all material respects, the performance of the council for the year ended 30 June 2020 in accordance with the performance reporting requirements of Part 6 of the <i>Local Government Act 1989</i>.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Standards on Assurance Engagements. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the performance statement</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. I and my staff are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the performance statement in Victoria and have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Councillors' responsibilities for the performance statement	<p>The Councillors are responsible for the preparation and fair presentation of the performance statement in accordance with the performance reporting requirements of the <i>Local Government Act 1989</i> and for such internal control as the Councillors determines is necessary to enable the preparation and fair presentation of the statement of performance that is free from material misstatement, whether due to fraud or error.</p>
Auditor's responsibilities for the audit of the performance statement	<p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the performance statement based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the performance statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Standards on Assurance Engagements will always detect a material misstatement when it exists.</p>

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Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance statement.

As part of an audit in accordance with the Australian Standards on Assurance Engagements, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the performance statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the overall presentation, structure and content of the performance statement, including the disclosures, and whether performance statement represents the underlying events and results in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE
13 October 2020



Sarchu Chummar

as delegate for the Auditor-General of Victoria

Understanding the Financial Statements

The Financial Report shows how Council performed financially during the 2019-20 year and the overall position at the end of the financial year on 30 June 2020.

What is contained in the Annual Financial Report?

Council's financial report contains a set of financial statements and accompanying notes. These are prepared by Council staff to meet the requirements of the Local Government Act 1989, Australian Accounting Standards (AAS) as well as the Victorian Auditor-General's model accounts which are designed to standardise financial reporting for local government bodies throughout Victoria.

The statements are audited by the Victorian Auditor-General's office before being approved in principle by Council's Audit Committee and Council itself. The Financial Statements are then forwarded to the Auditor-General for final approval. Once approval has been received, the statements are made available for public inspection.

The Financial Statements are made up of five key financial reports:

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works

The notes detail Council's accounting policies and a breakdown of values contained in the statements.

In addition to the Financial Statements, Council is also required to prepare budget comparison notes which are included in this Annual Report. The budget comparison notes provide a comparison between actual results for the year and the annual adopted budget, and provides explanations for major variances.

Comprehensive Income Statement

The Comprehensive Income Statement measures Council's performance over the year and indicates whether a surplus or deficit has resulted from the delivery of Council's services.

The statement presents the following:

The sources of Council's revenue under various income headings.

- The expenses incurred in the operation of Council during the 2019-20 financial year. This includes depreciation or the writing-down of the value of buildings, roads, footpaths, drains and all other infrastructure assets that are used to provide Council's services. These assets are depreciated over the life of the asset as they are used. Capital costs or new assets purchased or created during the year are excluded from the statement but as indicated above, are depreciated as they are used.
- Other Comprehensive Income that demonstrates the movement in the value of Council's net assets as a result of asset revaluations as at 30 June 2020.

The statement is prepared on an 'accrual' basis. This means that all income and expenses for the year are recognised even though the income may not yet have been received (such as interest on investments) or expenses may not yet have been paid (invoices that have not yet been received for goods and services already used).

The key figure to consider is the surplus or (deficit) for the year. A surplus means that Council is creating sufficient surplus to renew infrastructure assets at the time when they need to be renewed.

Balance Sheet

The Balance Sheet sets out Council's net accumulated financial worth at a point in time. It shows the assets that Council holds as well as liabilities or claims against these assets. The bottom line of this statement is Net Assets which indicates the net worth of Council that has been built up over many years.

The assets and liabilities are separated into current and non-current. Current assets or liabilities are those that will be due within the next 12 months, with non-current ones being due after 12 months.

The Balance Sheet has the following components:

Current and Non-Current Assets

Council's assets are as follows:

- Cash and cash equivalents - cash held in the bank and in petty cash, and the value of Council's investments with a maturity term of no greater than three months.
- Other financial assets - the value of Council's investments with a maturity term of greater than three months.
- Trade and other receivables - monies owed to Council by ratepayers and others.
- Non-current assets classified as held for sale - assets available for immediate sale. For infrastructure assets including property, these relate to a resolution of Council.
- Other assets - includes prepayments which are expenses that Council has paid in advance of service delivery.
- Inventories - comprises various stock items held by Council.
- Investment in Eastern Regional Libraries Corporation - represents Council's investment in the Eastern Regional Libraries Corporation and its share of the Corporation's accumulated surplus.
- Property, infrastructure, plant and equipment - the largest component of Council's worth - representing the value of all the land, buildings, roads, plant and equipment, that has been built up by Council over many years.
- Right-of-use assets - Council's right to use an underlying asset in a lease arrangement.
- Intangible assets - non-current assets held by Council that are not physical assets, for example computer software.

Current and Non-Current Liabilities

Council's liabilities are as follows:

- Trade and other payables - people and businesses to whom Council owes money.
- Trust funds and deposits - monies held in trust by Council.
- Unearned income - revenue from grants where the associated performance obligation has yet to be satisfied.
- Provisions - the accrued value of annual and long service leave employee entitlements and the net present value of the cost of landfill rehabilitation at two facilities.
- Interest-bearing loans and borrowings - the outstanding balance Council owes on bank loans.
- Lease liabilities - Council's financial obligation to make payments arising from a lease.

NET ASSETS

This term is used to describe the difference between the value of Total Assets and the value of Total Liabilities. It represents the net worth of Council as at 30 June.

TOTAL EQUITY

This always equals Net Assets and is made up of the following components:

Accumulated surplus - the value of all net assets, other than those below, accumulated over time.

Reserves - the reserves are made up of asset revaluation reserve and other reserves. The asset reserve is the difference between the previously recorded value of assets and their current valuation, and other reserves that are funds that have restrictions placed on their use and are not readily available to Council.

Understanding the Financial Statements

Statement of Changes in Equity

The Statement of Changes in Equity summarises the change in Council's net worth. Council's net worth can only change as a result of one of the following:

A surplus or (deficit) as recorded in the Comprehensive Income Statement.

The use of monies from Council's reserves.

An increase/decrease in the value of non-current assets that has resulted from a revaluation of those assets.

Statement of Cash Flows

The Cash Flow Statement summarises Council's cash receipts and payments for the financial year and the net 'cash in hand' position. The values may differ from those shown in the Comprehensive Income Statement because the Comprehensive Income Statement is prepared on an accrual accounting basis.

Cash in this statement refers to bank deposits and other forms of highly liquid investments that can readily be converted into cash.

Council's cash arises from, and is used in, the following three main areas:

CASH FLOWS FROM OPERATING ACTIVITIES

Receipts - all cash receipts arising from the general operations of Council, including rates, general trading sales and debtors, grants and interest earnings. Receipts do not include cash from the sale of assets or loan funds.

Payments - all cash paid by Council from its bank account to employees, suppliers and other persons. It does not include the costs associated with the creation of assets.

CASH FLOWS FROM INVESTING ACTIVITIES

This section indicates the cash invested in the creation or purchase of property, infrastructure, plant and equipment assets, and the cash received from the sale of these assets.

CASH FLOWS FROM FINANCING ACTIVITIES

This is where the receipt and repayment of borrowed funds are recorded.

The bottom line of the Cash Flow Statement is the cash at the end of the financial year. This shows the capacity of Council to meet its cash debts and other liabilities.

Statement of Capital Works

The Capital Works Statement details Council's capital works expenditure for the financial year. It sets out the expenditure on creating or buying property, plant and equipment, and infrastructure by each category of asset. It also indicates how much has been spent on renewing, upgrading, expanding or creating new assets of this type.

Notes to the Accounts

The notes to the accounts are a very important and informative section of the report. While the Australian Accounting Standards are not prescriptive about the provision of details of Council's accounting policies, they are provided here to enable the reader to understand the values shown in the statements.

Apart from describing the main accounting policies, they also provide details on many of the summary items contained in the Annual Financial Report. The note numbers are shown beside the relevant items in each of the statements. The notes also provide an opportunity for Council to disclose additional information that cannot be incorporated into the Annual Financial Report.

The notes should be read at the same time as, and together with, the other parts of the financial statements to get a clear picture of the accounts.

Statements by the Principal Accounting Officer, Councillors and the Chief Executive Officer

The certification of the Principal Accounting Officer is made by the person responsible for the financial management of Council that, in her/his opinion, the financial statements have met all the statutory and professional reporting requirements.

The certification of the Chief Executive Officer and Councillors is made by two Councillors and the Chief Executive Officer on behalf of Council that, in their opinion, the financial statements are fair and not misleading.

Auditor-General's Report on the Financial Report

An Independent Audit Report provides the reader with an external and independent opinion on the financial statements. It confirms that the financial report has been prepared in accordance with relevant legislation and professional standards and that it represents a fair picture of the financial affairs of the Council.

Financial Report

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FINANCIAL REPORT (continued)

Certification of the Financial Statements

Statement by Principal Accounting Officer

In my opinion, the accompanying financial statements have been prepared in accordance with *the Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, the Australian Accounting Standards and other mandatory professional reporting requirements.



Dennis Bastas CPA
Principal Accounting Officer

28 September 2020
Wantirna South

Statement by Councillors and Chief Executive Officer

In our opinion the accompanying financial statements present fairly the financial transactions of Knox City Council for the year ended 30 June 2020 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstances that would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by *the Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.



Cr Nicole Seymour
Mayor

28 September 2020
Wantirna South



Cr Marcia Timmers-Leitch
Deputy Mayor

28 September 2020
Wantirna South



Tony Doyle
Chief Executive Officer

28 September 2020
Wantirna South

Victorian Auditor-General's Certification of the Financial Report



Independent Auditor's Report

To the Councillors of Knox City Council

Opinion	<p>I have audited the financial report of Knox City Council (the council) which comprises the:</p> <ul style="list-style-type: none"> • balance sheet as at 30 June 2020 • comprehensive income statement for the year then ended • statement of changes in equity for the year then ended • statement of cash flows for the year then ended • statement of capital works for the year then ended • notes to the financial statements, including significant accounting policies • certification of the financial statements. <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the council as at 30 June 2020 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 6 of the <i>Local Government Act 1989</i> and applicable Australian Accounting Standards.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's <i>APES 110 Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Councillors' responsibilities for the financial report	<p>The Councillors of the council are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Local Government Act 1989</i>, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Councillors are responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>

FINANCIAL REPORT (continued)

Victorian Auditor-General's Certification of the Financial Report (continued)

Auditor's responsibilities for the audit of the financial report	<p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.</p> <p>As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:</p> <ul style="list-style-type: none"> • identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. • obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control • evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Councillors • conclude on the appropriateness of the Councillors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern. • evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation. <p>I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.</p>
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MELBOURNE
13 October 2020



Sarichu Chummar

as delegate for the Auditor-General of Victoria

Comprehensive Income Statement

For the Year Ended 30 June 2020

	Note	2020 \$'000	2019 \$'000
Income			
Rates and charges	3.1	117,249	114,214
Statutory fees and fines	3.2	3,102	3,348
User fees	3.3	14,608	14,741
Grants - operating	3.4	24,699	24,336
Grants - capital	3.4	4,120	8,892
Contributions - monetary	3.5	7,694	9,835
Contributions - non-monetary	3.5	1,801	1,936
Share of net profits (or loss) of associates and joint ventures	6.3	316	182
Other income	3.7	2,240	2,744
Total income		175,829	180,228
Expenses			
Employee costs	4.1	(76,789)	(69,355)
Materials and services	4.2	(57,216)	(56,477)
Depreciation	4.3	(22,374)	(20,181)
Amortisation - intangible assets	4.4	(429)	(507)
Amortisation - right-of-use assets	4.5	(299)	-
Bad and doubtful debts	4.6	(344)	(234)
Finance costs - leases	4.7	(18)	-
Contributions and donations	4.8	(5,865)	(6,304)
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	3.6	(1,624)	(424)
Other expenses	4.9	(1,085)	(1,187)
Total expenses		(166,043)	(154,669)
Surplus for the year		9,786	25,559
Other comprehensive income			
Items that will not be reclassified to surplus or deficit in future periods			
Net asset revaluation increment (or decrement)	9.1	(104,930)	24,584
Total comprehensive result		(95,144)	50,143

The above Comprehensive Income Statement should be read in conjunction with the accompanying notes.

FINANCIAL REPORT (continued)

Balance Sheet

As at 30 June 2020

	Note	2020 \$'000	2019 \$'000
Assets			
Current assets			
Cash and cash equivalents	5.1	30,584	33,145
Other financial assets	5.1	9,900	23,100
Trade and other receivables	5.1	15,492	17,311
Inventories		6	9
Non-current assets classified as held for sale	6.1	1,194	1,194
Other assets	5.2	539	1,111
Total current assets		57,715	75,870
Non-current assets			
Property, infrastructure, plant and equipment	6.2	1,966,272	2,043,472
Right-of-use assets	5.7	813	-
Intangible assets	5.2	614	934
Investment in Eastern Regional Libraries Corporation	6.3	4,920	4,604
Total non-current assets		1,972,619	2,049,010
Total assets		2,030,334	2,124,880
Liabilities			
Current liabilities			
Trade and other payables	5.3	12,528	13,999
Trust funds and deposits	5.3	1,584	2,035
Unearned income	5.3	1,334	132
Provisions	5.4	18,392	15,912
Lease liabilities	5.7	362	-
Total current liabilities		34,200	32,078
Non-current liabilities			
Provisions	5.4	3,930	5,913
Lease liabilities	5.7	459	-
Total non-current liabilities		4,389	5,913
Total liabilities		38,589	37,991
Net assets		1,991,745	2,086,889
Equity			
Accumulated surplus		697,657	683,276
Reserves	9.1	1,294,088	1,403,613
Total equity		1,991,745	2,086,889

The above Balance Sheet should be read in conjunction with the accompanying notes.

Statement of Changes in Equity

For the Year Ended 30 June 2020

2020		Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
	Note				
Balance at beginning of the financial year		2,086,889	683,276	1,360,569	43,044
Surplus for the year		9,786	9,786	-	-
Net asset revaluation increment/(decrement)	6.2	(104,930)	-	(104,930)	-
Transfers to other reserves	9.1	-	(9,322)	-	9,322
Transfers from other reserves	9.1	-	13,917	-	(13,917)
Balance at end of the financial year		1,991,745	697,657	1,255,639	38,449

2019		Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
	Note				
Balance at beginning of the financial year		2,036,746	658,229	1,335,985	42,532
Surplus for the year		25,559	25,559	-	-
Net asset revaluation increment/(decrement)	6.2	24,584	-	24,584	-
Transfers to other reserves	9.1	-	(12,858)	-	12,858
Transfers from other reserves	9.1	-	12,346	-	(12,346)
Balance at end of the financial year		2,086,889	683,276	1,360,569	43,044

The above statement of changes in equity should be read in conjunction with the accompanying notes.

FINANCIAL REPORT (continued)

Statement of Cash Flows

For the Year Ended 30 June 2020

	Note	2020 Inflows/ (Outflows) \$'000	2019 Inflows/ (Outflows) \$'000
Cash flows from operating activities			
Rates and charges		114,914	114,661
Statutory fees and fines		2,691	3,401
User fees		15,561	10,815
Grants - operating		25,146	23,885
Grants - capital		8,024	8,892
Contributions - monetary		7,928	9,987
Interest received		623	1,285
Net GST refund		11,786	10,282
Other receipts		1,880	2,169
Net movement in trust deposits		(451)	(1,648)
Employee costs		(74,895)	(69,575)
Materials and services		(69,539)	(69,055)
Contributions and donations		(6,420)	(6,895)
Short-term, low value and variable lease payments		(466)	-
Other payments		(714)	(1,254)
Net cash provided by operating activities		36,068	36,950
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment	6.2	(52,143)	(47,238)
Proceeds from sales of property, infrastructure, plant and equipment		624	2,283
Payments for investments		(9,900)	(23,100)
Proceeds from sale of investments		23,100	46,600
Net cash used in investing activities		(38,319)	(21,456)
Cash flows from financing activities			
Interest paid - lease liability		(18)	-
Repayment of lease liabilities		(292)	-
Net cash used in financing activities		(310)	-
Net increase/(decrease) in cash and cash equivalents		(2,561)	15,494
Cash and cash equivalents at the beginning of the financial year		33,145	17,651
Cash and cash equivalents at the end of the financial year		30,584	33,145
Financing arrangements	5.5		
Restrictions on cash assets	5.1		

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

Statement of Capital Works

For the Year Ended 30 June 2020

	2020 \$'000	2019 \$'000
Property		
Land	-	-
Total land	-	-
Buildings	18,797	20,587
Total buildings	18,797	20,587
Total property	18,797	20,587
Plant and equipment		
Artworks	42	24
Plant, machinery and equipment	1,853	2,702
Fixtures, fittings and furniture	17	-
Computers and telecommunications	1,057	366
Total plant and equipment	2,969	3,092
Infrastructure		
Roads	8,524	8,282
Bridges	2,962	2,730
Footpaths and cycleways	4,527	3,868
Drainage	3,641	2,474
Recreational, leisure and community facilities	8,442	7,729
Off street car parks	807	1,137
Other infrastructure	70	219
Total infrastructure	28,973	26,439
Total capital works expenditure	50,739	50,118
Represented by:		
New asset expenditure	18,792	11,555
Asset renewal expenditure	22,729	22,694
Asset expansion expenditure	636	8,018
Asset upgrade expenditure	8,582	7,851
Total capital works expenditure	50,739	50,118

The above Statement of Capital Works should be read in conjunction with the accompanying notes.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Overview

Introduction

Knox City Council was established by an Order of the Governor in Council in 1994 and is a body corporate. The Council's main office is located at 511 Burwood Highway, Wantirna South, Victoria.

Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989*, and the *Local Government (Planning and Reporting) Regulations 2014*.

Significant accounting policies

(a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of employee provisions (refer to Note 5.4)
- the determination of landfill provisions (refer to Note 5.4)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with *AASB 16 Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.7)
- other areas requiring judgements

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation (except where transitional requirements of *AASB 15 Revenue from Contracts with Customers*, *AASB 16 Leases* and *AASB 1058 Income of Not-for-Profit Entities* do not require restatement of comparatives under the modified retrospective approach adopted by the Council), and disclosure has been made of any material changes to comparatives.

Note 1 Performance against budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. *The Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Council has adopted a materiality threshold of greater than ten percent and \$1,000,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 24 June 2019. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. Council sets guidelines and parameters for income and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 1 Performance against budget

1.1 Income and expenditure

	Budget 2020 \$'000	Actual 2020 \$'000	Variance 2020 \$'000	Variance 2020 %	Ref
Income					
Rates and charges	117,231	117,249	18	0%	
Statutory fees and fines	3,177	3,102	(75)	-2%	
User fees	16,920	14,608	(2,312)	-14%	1
Grants - operating	22,465	24,699	2,234	10%	2
Grants - capital	1,960	4,120	2,160	110%	3
Contributions - monetary	8,420	7,694	(726)	-9%	
Contributions - non-monetary	2,000	1,801	(199)	-10%	
Share of net profits (or loss) of associates and joint ventures	-	316	316	0%	
Other income	2,120	2,240	120	6%	
Total income	174,293	175,829	1,536	1%	
Expenses					
Employee costs	70,861	76,789	(5,928)	-8%	4
Materials and services	63,942	57,216	6,726	11%	5
Depreciation	23,236	22,374	862	4%	
Amortisation - intangible assets	1,059	429	630	59%	
Amortisation - right of use assets	-	299	(299)	0%	
Bad and doubtful debts	66	344	(278)	-421%	
Borrowing costs	2,284	-	2,284	100%	6
Finance costs - leases	-	18	(18)	0%	
Contributions and donations	5,620	5,865	(245)	-4%	
Net loss (gain) on disposal of property, infrastructure, plant and equipment	1,858	1,624	234	13%	
Other expenses	1,729	1,085	644	37%	
Total expenses	170,655	166,043	4,612	3%	
Surplus/(deficit) for the year	3,638	9,786	6,148	169%	

(i) Explanation of material variations

Variance Ref	Item	Explanation
1	User fees	Lower utilisation due to the COVID-19 pandemic has led to a \$1.522 million reduction in childcare user fees against budget. Preschool user fees for term two were refunded to families with the introduction of the State Government kindergarten fee subsidy program, leading to a \$0.347 million reduction in preschool user fees against budget. Leisure Services user fees were down \$0.657 million against budget with community facilities being closed due to the COVID-19 pandemic.
2	Grants - operating	Unbudgeted Government grants totalling \$1.573 million were received in response to the COVID-19 pandemic, including Business Continuity Payments for childcare, Special Education Grants for preschool, grants for the Working for Victoria Fund, and COVID-19 Emergency Support for Aged Care Meals on Wheels. Unbudgeted grants totalling \$0.719 million were received for the Local Government Recycling Support Program.
3	Grants - capital	Unbudgeted capital grants totalling \$1.807 million were received. A further \$0.432 million in capital grants carried forward from 2018-19 were received.
4	Employee costs	The employee costs variance is below the percentage materiality threshold of ten percent, however the \$5.924 million variance is considered material. The variance includes \$2.440 million in employee costs for capital works that have been deemed operational in nature. Employee provision liabilities have increased \$2.913 million from 30 June 2019.
5	Materials and services	There is a continued focus on the containment of operating costs throughout Council, whilst maintaining services for the community. Contributing to the \$6.726 million reduction in materials and services was a \$2.420 million reduction in the landfill rehabilitation provision and a \$2.714 million reduction in operating projects expenditure unable to be completed due to the carry forward of capital works to 2020-21.
6	Borrowing costs	Budgeted borrowings have not occurred yet due to the carry forward of capital works in to 2020-21.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 1 Performance against budget

1.2 Capital works

	Budget 2020 \$'000	Actual 2020 \$'000	Variance 2020 \$'000	Variance 2020 %	Ref
Property					
Land	8,000	-	8,000	100%	
Total land	8,000	-	8,000	100%	1
Buildings	37,945	18,797	19,148	50%	2
Total buildings	37,945	18,797	19,148	50%	
Total property	45,945	18,797	27,148	59%	
Plant and equipment					
Artworks	53	42	11	21%	
Plant, machinery and equipment	2,463	1,853	610	25%	
Fixtures, fittings and furniture	-	17	(17)	0%	
Computers and telecommunications	5,463	1,057	4,406	81%	3
Total plant and equipment	7,979	2,969	5,010	63%	
Infrastructure					
Roads	9,305	8,524	781	8%	
Bridges	6,140	2,962	3,178	52%	4
Footpaths and cycleways	5,247	4,527	720	14%	
Drainage	3,456	3,641	(185)	-5%	
Recreational, leisure and community facilities	15,337	8,442	6,895	45%	5
Off street car parks	678	807	(129)	-19%	
Other infrastructure	612	70	542	89%	
Total infrastructure	40,775	28,973	11,802	29%	
Total capital works expenditure	94,699	50,739	43,960	46%	
Represented by:					
New asset expenditure	32,785	18,792	13,993	43%	
Asset renewal expenditure	32,713	22,729	9,984	31%	
Asset expansion expenditure	1,063	636	427	40%	
Asset upgrade expenditure	28,138	8,582	19,556	70%	
Total capital works expenditure	94,699	50,739	43,960	46%	

(i) Explanation of material variations

Variance Ref	Item	Explanation
1	Land	Capital expenditure is lower than budget due to carry forward to 2020-21 of land purchases relating to the Knox Central Project.
2	Buildings	Capital expenditure is lower than budget due to \$2.134 million of works being unable to be capitalised (mainly from building maintenance costs \$1.010 million), together with projects being capitalised under different classes (\$0.306 million) and works carried forward to 2020-21. Works carried forward to 2020-21 includes the Stamford Park development (\$8.559 million), the operation centre relocation project (\$4.445 million), the building renewal program (\$1.662 million), and the Modular Building Program (\$0.905 million).
3	Computers and telecommunications	Capital expenditure is lower than budget due to the delay in commencing the ICT Strategy. From this year, \$2.285 million of works delivered were not able to be capitalised and a total of \$2.543 million for both the ICT strategy and renewal capital expenditure is being carried forward.
4	Bridges	Capital expenditure is lower than budget mainly due to a delay in the drainage works related to the Henderson Road Bridge construction, together with \$1.176M of this year's budget being completed prior to this financial year; \$1.659 million has been carried forward to 2020-21.
5	Recreational, leisure and community facilities	Capital expenditure is lower than budget due to landscaping and planting works being unable to be capitalised (\$3.748 million), projects being capitalised under different classes (\$0.850 million), and works carried forward to 2020-21. \$5.696 million in works carried forward to 2020-21 includes \$2.325 million for unstructured recreation capital works, \$1.678 million for renewal of active open space and \$0.954 million for the Playground Renewal Program. These are offset by \$5.525 million of works carried forward from 2018- 19 to 2019-20.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 2 Analysis of Council results by program

Knox City Council delivers its functions and activities through the following programs.

2(a)

Corporate Services

The Corporate Services Directorate incorporates Business and Financial Services, Governance and Strategy, Information Technology, Transformation and Communications. The purpose of the Directorate is to lead, develop and maximise the potential of the organisation and its people. It works in partnership with the organisation to uphold the organisation's reputation and provide the leadership, systems, processes and support to enable Knox teams to optimise performance and consistently deliver high quality outcomes in the pursuit of excellence.

Business and Financial Services exists to enable Council to comply with statutory requirements, provide strategic financial direction, undertake essential business processes and to support the organisation with business and financial assistance and advice.

Governance ensure that Council is complying with the statutory requirements associated with municipal elections, Council decisions (Chamber and delegated), information privacy, freedom of information and meeting procedure.

Information Technology provide a centralised approach to the management and maintenance of Council's Information Technology systems and services.

Transformation is responsible for the rollout of the organisational continuous improvement program based on Lean thinking and practice. It also includes the customer service team that supports and enables the delivery of Council services, programs and information to the community.

Communications supports the organisation through coordinating, facilitating and managing a range of written and verbal media.

From late January 2020 through to the end of June 2020 the Director Corporate Services position was vacant. During this period Business and Financial Services and Governance reported to the Director City Development, Communications and Customer Service reported to the Director Knox Central, and Information Technology and Lean reported to the Executive Manager Strategy, People and Culture. The financial reporting structure remained unchanged.

City Development

The City Development Directorate incorporates City Safety and Health, City Futures, and City Planning and Building. The Directorate's purpose relates directly to Council's purpose to enhance the quality of life of the Knox community.

City Safety and Health promotes and protects the safety, health and amenity of the community through the key functions of Emergency Management, Health Services and Local Laws.

City Futures purpose is to strategically work across the organisation and the community to understand and manage the changing city.

City Planning and Building covers planning and building approvals, subdivisions and enforcement.

Community Services

The Community Services Directorate incorporates Community Wellbeing, Family and Children's Services, Active Ageing and Disability Services and Youth, Leisure and Cultural Services. The Directorate is responsible for the management and delivery of a diverse range of community services and programs.

Community Wellbeing works strategically with the community and organisation to enable and contribute to the achievement of health and wellbeing outcomes for Knox.

Family and Children's Services delivers Council's early years services across the municipality.

Active Ageing and Disability Services aims to make effective use of opportunities to enhance the physical, social and emotional wellbeing of older people that enables them active participation in society.

Youth, Leisure and Cultural Services purpose is to make Knox an active, resilient, creative and inclusive community.

Engineering and Infrastructure

The Engineering and Infrastructure Directorate incorporates Sustainable Infrastructure, Community Infrastructure and Operations. The Directorate is responsible for constructing new infrastructure and maintaining existing infrastructure across a very diverse range of assets that underpin the wellbeing of the community. These assets include capital works engineering services, environment and waste, city works, parks and gardens, emergency management and municipal resources.

Sustainable Infrastructure is responsible for waste management, local traffic management, and the management of the capital works program.

Community Infrastructure is responsible for the maintenance, renewal, upgrade and associated works of Council's buildings. It is also responsible for stormwater management, landscape and environmental design, and providing strategic direction in biodiversity enhancement.

Operations is responsible for asset rehabilitation and for reactive and proactive maintenance. It is also responsible for fleet management, and the maintenance of Council open spaces and reserves.

CEO and Council

The CEO and Council Directorate incorporates the CEO, Council and Councillors, and People and Performance. CEO responsibilities include establishing and maintaining an appropriate organisational structure for the Council, managing interactions between Council staff and Councillors, ensuring that Council decisions are implemented promptly, providing timely advice to Council, providing timely and reliable advice to the Council about its legal obligations, and overseeing the daily management of Council operations following the Council Plan.

Council and Councillors includes the support services for Council's nine Councillors who have been elected by the residents and ratepayers of the municipality. This also includes Council functions such as citizenship ceremonies.

Strategy, People and Culture provides strategic and operational leadership, services and programs around all aspects of human resource management.

Knox Central

The Knox Central Directorate supports Council's strategic direction for the Knox Central Activity Centre which serves a broad cross-section of the community within Knox and across the eastern suburbs of Melbourne.

Anchored by the shopping centre it includes retail, residential, industrial, commercial, educational uses, along with significant areas of open space.

FINANCIAL REPORT (continued)

Notes to the Financial Report
For the Year Ended 30 June 2020

Note 2 Analysis of Council results by program

2(b) Summary of revenues, expenses, assets and capital expenses by program

2020	Income \$'000	Expenses \$'000	Surplus/ (Deficit) \$'000	Grants included in income \$'000	Total assets \$'000
Corporate Services	111,823	20,696	91,127	6,344	30,938
City Development	12,141	16,378	(4,237)	902	37,810
Community Services	24,403	52,852	(28,449)	17,504	543,779
Engineering and Infrastructure	26,827	68,040	(41,213)	3,726	1,353,285
CEO and Council	635	7,473	(6,838)	343	427
Knox Central	-	604	(604)	-	33
	175,829	166,043	9,786	28,819	1,966,272

2019	Income \$'000	Expenses \$'000	Surplus/ (Deficit) \$'000	Grants included in income \$'000	Total assets \$'000
Corporate Services	110,562	17,812	92,750	6,375	29,330
City Development	15,646	15,246	400	1,186	40,654
Community Services	23,961	50,746	(26,785)	16,932	580,618
Engineering and Infrastructure	29,895	64,497	(34,602)	8,644	1,392,536
CEO and Council	164	5,850	(5,686)	91	281
Knox Central	-	518	(518)	-	53
	180,228	154,669	25,559	33,228	2,043,472

Note 3 Funding for the delivery of our services

3.1 Rates and charges

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV takes into account the total value of a property including all land, buildings and other improvements but excluding fixtures and fittings.

The valuation base used to calculate general rates for 2019-20 was \$48,130 million (2018-19 \$52,440 million). The 2019-20 rate in the CIV dollar was \$0.0017571 (2018-19 \$0.0015215) for the residential rate.

	2020 \$'000	2019 \$'000
General rates	103,438	100,685
Residential garbage charge	11,298	10,770
Service rates and charges	1,948	1,870
Supplementary rates and rate adjustments	182	254
Cultural and recreational	59	60
Interest on rates and charges	324	575
Total rates and charges	117,249	114,214

The date of the latest general revaluation for rating purposes within the municipal district was 1 January 2019 and the valuation first applied to the rating year commencing 1 July 2019.

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

3.2 Statutory fees and fines

	2020 \$'000	2019 \$'000
Permits	2,006	1,760
Infringements and costs	715	822
Town planning fees	155	267
Court recoveries	123	409
Land information certificates	102	90
Other statutory fees and fines	1	-
Total statutory fees and fines	3,102	3,348

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

3.3 User fees

	2020 \$'000	2019 \$'000
Waste management services	5,966	5,651
Child care/children's programs	2,721	2,957
Registration and other permits	1,951	1,967
Leisure centre and recreation	1,733	1,620
Aged and health services	858	923
Building services	384	556
Other fees and charges	995	1,067
Total user fees	14,608	14,741

User fees are recognised as revenue when the service has been provided or Council has otherwise earned the income.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 3 Funding for the delivery of our services

3.4 Funding from other levels of government

Grants were received in respect of the following:

	2020 \$'000	2019 \$'000
Summary of grants		
Commonwealth funded grants	16,625	19,661
State funded grants	12,194	13,567
Total grants received	28,819	33,228
(a) Operating grants		
Recurrent - Commonwealth Government		
Financial Assistance Grants	6,344	6,375
General home care	4,283	4,616
Family and children - child care	3,011	2,141
Recurrent - State Government		
Family and children - preschool	5,489	5,758
Family and children - maternal and child health	1,099	1,292
General home care	919	1,555
School crossing supervisors	704	683
Family and children - child care	390	268
Family and children - youth services	182	240
Community health	109	129
Other	6	259
Total recurrent operating grants	22,536	23,316
Non-recurrent - Commonwealth Government		
General home care	109	-
Non-recurrent - State Government		
Environmental planning	727	245
Family and children - preschool	422	249
Other	402	277
Family and children - maternal and child health	354	-
Community health	107	88
Recreational, leisure and community facilities	42	110
Family and children - youth services	-	38
Community safety	-	13
Total non-recurrent operating grants	2,163	1,020
Total operating grants	24,699	24,336

(b) Capital grants

	2020 \$'000	2019 \$'000
Recurrent - Commonwealth Government		
Financial Assistance Grants - local roads	1,162	1143
Roads to recovery	733	504
Recreational, leisure and community facilities	634	-
Community safety	-	254
Recurrent - State Government		
Recreational, leisure and community facilities	168	325
Buildings	89	-
Total recurrent capital grants	2,786	2,226
Non-recurrent - Commonwealth Government		
Recreational, leisure and community facilities	349	629
Buildings	-	4,000
Non-recurrent - State Government		
Roads	480	56
Recreational, leisure and community facilities	351	461
Buildings	88	1,520
Family and children - preschool	66	-
Total non-recurrent capital grants	1,334	6,666
Total capital grants	4,120	8,892

(c) Unspent grants received on condition that they be spent in a specific manner

	2020 \$'000	2019 \$'000
Operating		
Balance at start of year	829	580
Received during the financial year and remained unspent at balance date	534	794
Received in prior years and spent during the financial year	(686)	(545)
Balance at year end	677	829
Capital		
Balance at start of year	3,028	1,166
Received during the financial year and remained unspent at balance date	800	2,716
Received in prior years and spent during the financial year	(2,968)	(854)
Balance at year end	860	3,028

Grant income is recognised at the point in time when the Council satisfies its performance obligations as specified in the underlying agreement.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 3 Funding for the delivery of our services

3.5 Contributions

	2020 \$'000	2019 \$'000
Monetary	7,694	9,835
Non-monetary	1,801	1,936
Total contributions	9,495	11,771

Contributions of non-monetary assets were received in relation to the following asset classes:

	2020 \$'000	2019 \$'000
Land	1,157	1,936
Drainage	278	-
Roads	315	-
Footpaths and cycleways	42	-
Car parks	9	-
Total non-monetary contributions	1,801	1,936

Monetary and non-monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment

	2020 \$'000	2019 \$'000
Proceeds of sale	544	2,363
Written down value of assets disposed	(2,168)	(2,787)
Total net gain/(loss) on disposal of property, infrastructure, plant and equipment	(1,624)	(424)

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

3.7 Other income

	2020 \$'000	2019 \$'000
Reimbursements	1,093	532
Interest	443	1,174
Rent	469	490
Other	235	548
Total other income	2,240	2,744

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

Note 4 The cost of delivering services

4.1 Employee costs

(a) Employee costs

	2020	2019
	\$'000	\$'000
Wages and salaries	53,520	50,527
Annual leave and long service leave	8,787	6,390
Agency staff	7,245	5,958
Superannuation	5,769	5,172
WorkCover	1,174	974
Fringe benefits tax	294	334
Total employee costs	76,789	69,355

(b) Superannuation

Council made contributions to the following funds:

	2020	2019
	\$'000	\$'000
Defined benefit fund		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	295	311
Employer contributions - other funds	-	-
	295	311
Employer contributions payable at reporting date	-	-
Accumulation funds		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	3,154	3,026
Employer contributions - other funds	2,209	1,834
	5,363	4,860
Employer contributions payable at reporting date	413	388

Refer to Note 9.3 for further information relating to Council's superannuation obligations.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 4 The cost of delivering services**4.2 Materials and services**

	2020	2019
	\$'000	\$'000
Contract payments		
Waste Management	15,260	16,807
Operations - Maintenance	6,745	5,348
Operating Projects Expenditure	5,623	7,281
Corporate Services	1,158	749
Active Ageing & Disability	1,129	985
Family & Children's Services	716	832
Arts & Cultural Services	542	485
Community Law	415	411
People & Culture	411	428
Other	614	418
Total contract payments	32,613	33,744
Administration costs	6,692	5,974
Utilities	3,451	3,110
Consumable materials and equipment	3,429	3,320
Information technology	2,735	2,222
Building maintenance	2,123	1,565
Consultants	2,083	3,197
Finance and legal costs	1,776	1,284
Insurance	1,599	1,348
General maintenance	715	713
Total materials and services	57,216	56,477

4.3 Depreciation

	2020	2019
	\$'000	\$'000
Infrastructure	15,937	14,583
Property	4,853	4,027
Plant and equipment	1,584	1,571
Total Depreciation	22,374	20,181

Refer to note 5.2(b), 5.7 and 6.2 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.

4.4 Amortisation – intangible assets

	2020 \$'000	2019 \$'000
Software	429	507
Total amortisation – intangible assets	429	507

4.5 Amortisation – right of use assets

	2020 \$'000	2019 \$'000
Property	174	-
Computers and telecommunications	125	-
Total amortisation – right of use assets	299	-

4.6 Bad and doubtful debts

	2020 \$'000	2019 \$'000
Parking and animal infringement debtors	251	200
Other debtors	93	34
Total bad and doubtful debts	344	234

Movement in provisions for doubtful debts

Balance at the beginning of the year	26	19
New provisions recognised during the year	97	16
Amounts already provided for and written off as uncollectible	(31)	(9)
Amounts provided for but recovered during the year	-	-
Balance at the end of the year	92	26

Provision for doubtful debt is recognised when there is objective evidence that an impairment loss has occurred. Bad debts are written off when identified.

4.7 Finance costs - leases

	2020 \$'000	2019 \$'000
Interest - lease liabilities	18	-
Total finance costs - leases	18	-

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 4 The cost of delivering services**4.8 Contributions and donations**

	2020	2019
	\$'000	\$'000
Contribution to the Eastern Regional Libraries Corporation	4,196	4,094
Community support payments	1,669	2,210
Total contributions and donations	5,865	6,304

4.9 Other expenses

	2020	2019
	\$'000	\$'000
Operating lease rentals	424	687
Councillors allowances	383	364
Auditor's remuneration — internal	219	75
Auditor's remuneration — VAGO — audit of the financial statements, performance statement and grant acquittals	59	61
Total other expenses	1,085	1,187

Note 5 Our financial position

5.1 Financial assets

(a) Cash and cash equivalents

	2020 \$'000	2019 \$'000
Cash on hand	5	5
Cash at bank	30,579	10,640
Term deposits	-	22,500
Total cash and cash equivalents	30,584	33,145

(b) Other financial assets

	2020 \$'000	2019 \$'000
Term deposits – current	9,900	23,100
Total other financial assets	9,900	23,100
Total financial assets	40,484	56,245

Council's cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:

	2020 \$'000	2019 \$'000
• Trust funds and deposits (Note 5.3)	1,584	2,035
• Restricted reserves (Note 9.1 (b))	14,379	18,024
Total restricted funds	15,963	20,059
Total unrestricted cash and cash equivalents	14,621	13,086

As at balance date Council had \$4.300 million in term deposits maturing within 90 days.

Intended allocations

Although not externally restricted the following amounts have been allocated for specific future purposes by Council:

	2020 \$'000	2019 \$'000
• Other reserves (Note 9.1 (b))	24,069	25,019
Total funds subject to intended allocations	24,069	25,019

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

Term deposits are held to maturity and measured at original cost.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 5 Our financial position**5.1 Financial assets****(c) Trade and other receivables**

	2020	2019
	\$'000	\$'000
Current		
Statutory receivables		
Rates debtors	10,997	8,639
Special rate assessment	52	52
Parking and animal infringement debtors	1,985	1,611
Provision for doubtful debts - parking and animal infringement debtors	(1,310)	(1,060)
Non statutory receivables		
Other debtors	3,860	8,099
Provision for doubtful debts - other debtors	(92)	(30)
Total current trade and other receivables	15,492	17,311

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

(d) Ageing of receivables

The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:

	2020	2019
	\$'000	\$'000
Current (not yet due)	2,922	7,359
Past due by up to 30 days	144	252
Past due between 31 and 180 days	290	290
Past due between 181 and 365 days	221	129
Past due by more than 1 year	283	69
Total trade and other receivables	3,860	8,099

(e) Ageing of individually impaired receivables

At balance date, other debtors representing financial assets with a nominal value of \$nil (2019: \$nil) were impaired. The amount of the provision raised against these debtors was \$nil (2019: \$nil). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with the Council's debt collectors or are on payment arrangements.

The ageing of receivables that have been individually determined as impaired at reporting date was:

	2020 \$'000	2019 \$'000
Current (not yet due)	-	-
Past due by up to 30 days	-	-
Past due between 31 and 180 days	-	-
Past due between 181 and 365 days	-	-
Past due by more than 1 year	-	-
Total trade and other receivables	-	-

5.2 Non-financial assets**(a) Other assets**

	2020 \$'000	2019 \$'000
Prepayments	420	769
Accrued income	119	342
Total other assets	539	1,111

(b) Intangible assets

Software	614	934
Total intangible assets	614	934

Gross carrying amount

Balance at beginning of year	4,616	4,616
Additions	109	-
Balance at end of year	4,725	4,616

Accumulated amortisation and impairment

Balance at beginning of year	3,681	3,174
Amortisation expense	430	507
Balance at end of year	4,111	3,681
Net book value at the end of the year	614	934

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 5 Our financial position**5.3 Payables****(a) Trade and other payables**

	2020	2019
	\$'000	\$'000
Trade payables	8,163	8,559
Accrued expenses	3,158	4,225
Prepaid income	1,207	1,215
Total trade and other payables	12,528	13,999

(b) Trust funds and deposits

Refundable deposits	1,358	1,822
Retention amounts	129	105
Fire services levy	19	-
Other	78	108
Total trust funds and deposits	1,584	2,035

(c) Unearned income

Grants received in advance – operating	534	-
Grants received in advance – capital	800	-
Other	-	132
Total unearned income	1,334	132

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in Council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

Purpose and nature of items

Refundable deposits – Deposits are taken by Council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

Fire service levy – Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a four instalment basis. Amounts disclosed will be remitted to the State Government in line with that process.

Retention amounts – Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

5.4 Provisions

2020

	Employee \$'000	Landfill rehabilitation \$'000	Total \$'000
Balance at beginning of the financial year	16,169	5,656	21,825
Additional provisions	7,779	(2,272)	5,507
Amounts used	(5,405)	(270)	(5,675)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	543	122	665
Balance at the end of the financial year	19,086	3,236	22,322

2019

Balance at beginning of the financial year	16,022	4,495	20,517
Additional provisions	8,933	844	9,777
Amounts used	(8,443)	(280)	(8,723)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(343)	597	254
Balance at the end of the financial year	16,169	5,656	21,825

(a) Employee provisions

	2020 \$'000	2019 \$'000
Current provisions expected to be wholly settled within 12 months		
Annual leave	2,644	2,334
Long service leave	1,021	1,231
Gratuities	74	68
	3,739	3,633
Current provisions expected to be wholly settled after 12 months		
Annual leave	3,190	2,666
Long service leave	10,389	8,359
Gratuities	689	710
	14,268	11,735
Total current employee provisions	18,007	15,368
Non-current		
Long service leave	1,079	801
Total non-current employee provisions	1,079	801
Aggregate carrying amount of employee provisions:		
Current	18,007	15,368
Non-current	1,079	801
Total aggregate carrying amount of employee provisions	19,086	16,169

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 5 Our financial position**5.4 Provisions****Wages and salaries and annual leave**

Liabilities for wages and salaries including non-monetary benefits and annual leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability.

	2020	2019
Key assumptions – AL:		
• Weighted average discount rate	0.14%	0.54%
• Weighted average index rate	2.42%	2.50%
• Average settlement period (years)	2	2
Key assumptions – LSL:		
• Weighted average discount rate – current	0.72%	1.17%
• Weighted average discount rate – non-current	0.31%	1.05%
• Weighted average index rate – current	2.20%	2.48%
• Weighted average index rate – non-current	2.60%	2.29%
• Average settlement period (years)	18	18

Gratuity retirement allowance

A Gratuity retirement allowance exists for employees who commenced prior to 3 May 1996, with new employees who commenced after that date not being eligible, and is recognised in the provision for employee benefits as a current liability. Liabilities expected to be wholly settled within 12 months of the reporting date are measured at their nominal values. Liabilities that are not expected to be wholly settled within 12 months of the reporting date are measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

	2020	2019
Key assumptions – Gratuity:		
• Weighted average discount rate	0.23%	0.87%
• Weighted average index rate	2.20%	2.40%
• Average settlement period (years)	23	22

(b) Landfill rehabilitation

	2020	2019
	\$000	\$000
Current		
Cathies Lane landfill site	277	386
Llewellyn Reserve landfill site	108	158
	385	544
Non-current		
Cathies Lane landfill site	2,021	3,813
Llewellyn Reserve landfill site	830	1,299
Total non-current provisions	2,851	5,112
Total aggregate carrying amount of landfill rehabilitation provisions	3,236	5,656

Council owns two former landfill sites - Cathies Lane and Llewellyn Reserve. Under the terms of Post Closure Pollution Abatement Notices issued by the Environment Protection Authority (EPA), Council is required to monitor, progressively rehabilitate and conduct rectification works. The provision for landfill rehabilitation has been calculated based on the present value of the expected cost of works to be undertaken including site aftercare and monitoring costs. The expected cost of works has been estimated based on current understanding of work required to progressively rehabilitate the sites to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

	2020	2019
Key assumptions - Cathies Lane landfill site:		
• Weighted average discount rate	1.83%	2.37%
• Inflation rate	2.00%	2.00%
• Settlement period (years)	14	16
• Estimated cost to rehabilitate	\$2.317m	\$4.405m
Key assumptions - Llewellyn Reserve landfill site:		
• Weighted average discount rate	1.83%	2.37%
• Inflation rate	2.00%	2.00%
• Settlement period (years)	14	16
• Estimated cost to rehabilitate	\$0.945m	\$1.528m

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 5 Our financial position**5.4 Provisions (continued)****Cathies Lane landfill site**

Council operated the Cathies Lane landfill site, Wantirna South from 1986 to 2004, under a licence issued by the Environment Protection Authority (EPA). The site is closed as a landfill but a portion of the site is still being used as a resource recovery centre (transfer station) to receive, process and transport waste to other sites for refuse and/or disposal. In 2015-16 the EPA issued a Post Closure Pollution Abatement notice and Council has surrendered the landfill licence.

In the financial report for June 2020, Council has an amount of \$2.298 million as a provision for the restoration of the Cathies Lane landfill site and includes an ongoing commitment of approximately \$0.157 million per annum for site aftercare to meet EPA obligations where restoration works have been completed. This is based on the assessment undertaken in 2015 and a reassessment of the provision at balance date in which the provision was measured at the net present value of the future rehabilitation costs including aftercare and site monitoring costs. Included in the aftercare is the cost to provide a bank guarantee to meet the Financial Assurance requirements imposed by the EPA on Council for thirty years post closure of this site.

Llewellyn Reserve landfill site

Council's landfill site at Llewellyn Reserve was closed in 1985. In 2015-16 the EPA issued a Post Closure Pollution Abatement notice.

In the financial report for June 2020, Council has an amount of \$0.938 million as a provision for the restoration of the Llewellyn Reserve landfill site and includes an ongoing commitment of approximately \$0.065 million per annum to cover sampling, testing and reporting requirements as required by the EPA. This is based on an assessment undertaken in 2015 and a reassessment of the provision at balance date in which the provision was measured at the net present value of the future rehabilitation costs including aftercare and site monitoring costs.

Summary of provisions

	2020 \$'000	2019 \$'000
Current	18,392	15,912
Non-current	3,930	5,913
Total provisions	22,322	21,825

5.5 Financing arrangements

	2020 \$'000	2019 \$'000
The Council has the following funding arrangements in place as at 30 June 2020		
Bank overdraft	1,500	1,500
Credit card facilities	200	200
Total facilities	1,700	1,700
Used facilities	11	28
Unused facilities	1,689	1,672

5.6 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet.

2020

	Not later than 1 year \$'000	Later than 1 year and not later than 2 years \$'000	Later than 2 years and not later than 5 years \$'000	Later than 5 years \$'000	Total \$'000
Operating					
Garbage collection and recycling	12,239	6,345	13,169	-	31,753
Library services	4,376	4,472	9,066	-	17,914
Consultancies	3,850	1,353	466	-	5,669
Open space management	1,564	-	-	-	1,564
Infrastructure management	1,068	739	242	-	2,049
Cleaning contracts for council buildings	1,036	832	204	-	2,072
Home care services	-	-	-	-	-
Total	24,133	13,741	23,147	-	61,021
Capital					
Buildings	622	58	-	-	680
Other infrastructure	2,980	-	-	-	2,980
Total	3,602	58	-	-	3,660

2019

	Not later than 1 year \$'000	Later than 1 year and not later than 2 years \$'000	Later than 2 years and not later than 5 years \$'000	Later than 5 years \$'000	Total \$'000
Operating					
Garbage collection and recycling	17,304	18,386	5,673	1,868	43,231
Consultancies	1,300	449	199	603	2,551
Open space management	473	-	-	-	473
Infrastructure management	177	144	-	-	320
Cleaning contracts for council buildings	503	517	-	-	1,020
Home care services	394	-	-	-	394
Total	20,150	19,495	5,871	2,471	47,988
Capital					
Buildings	9,829	-	-	-	9,829
Other infrastructure	2,750	-	-	-	2,750
Total	12,579	-	-	-	12,579

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 5 Our financial position

5.7 Leases

Policy applicable before 1 July 2019

As a lessee, Council classifies leases as operating or finance leases based on its assessment of whether the lease transferred significantly all of the risks and rewards incidental to ownership of the underlying asset to Council.

Operating lease payments, including any contingent rentals, were recognised as an expense in the comprehensive income statement on a straight-line basis over the lease term, except where another systematic basis is more representative of the time pattern of the benefits derived from the use of the leased asset. The leased asset was not recognised in the balance sheet.

All incentives for the agreement of a new or renewed operating lease were recognised as an integral part of the net consideration agreed for the use of the leased asset, irrespective of the incentive's nature or form or the timing of payments.

In the event that lease incentives were received to enter into operating leases, the aggregate cost of incentives were recognised as a reduction of rental expense over the lease term on a straight-line basis, unless another systematic basis was more representative of the time pattern in which economic benefits from the leased asset were consumed.

Policy applicable before 1 July 2019

Council has applied AASB 16 Leases using a modified retrospective approach with the cumulative effect of initial application recognised as an adjustment to the opening balance of accumulated surplus at 1 July 2019, with no restatement of comparative information. The Council applied the approach consistently to all leases in which it is a lessee.

On transition to AASB 16 Leases, Council elected to apply the practical expedient to 'grandfather' the assessment of which transactions are leases. The Council has applied this practical expedient to all of its contracts and therefore applied AASB 16 Leases only to contracts that were previously identified as leases.

At inception of a contract, all entities would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- The customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments;
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Council has elected to apply the temporary option available under AASB 16 Leases which allows not-for-profit entities to not measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

FINANCIAL REPORT (continued)

Notes to the Financial Report
For the Year Ended 30 June 2020

Note 5 Our financial position

5.7 Leases

Right-of-use assets

	Property \$'000	Computers and Telecommunications \$'000	Total \$'000
Balance at 1 July 2019	560	44	604
Additions	71	437	508
Amortisation charge	(174)	(125)	(299)
Balance at 30 June 2020	457	356	813

Lease liabilities

	2020 \$'000
Maturity analysis — contractual undiscounted cash flows	
Less than one year	368
One to five years	625
More than five years	-
Total undiscounted lease liabilities as at 30 June	993

Lease liabilities included in Balance Sheet at 30 June:

Current	362
Non-current	459
Total lease liabilities	821

Short-term and low value leases

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD\$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

Expenses relating to:

	Total \$'000
Short-term leases	415
Leases of low value assets	9
Total	424
Variable lease payments (not included in measurement of lease liabilities)	-
Non-cancellable lease commitments — short-term and low-value leases	
Payable:	
Within one year	10
Later than one year but not later than five years	11
Total lease commitments	21

i. Leases classified as operating leases under AASB 117 Leases

At transition, lease liabilities were measured at the present value of the remaining lease payments, discounted at Council's incremental borrowing rate as at 1 July 2019. Right-of-use assets are measured at an amount equal to the lease liability, adjusted by the amount of any prepaid or accrued lease payments. Council applied this approach to all applicable leases.

Council used the following practical expedients when applying *AASB 16 Leases* to leases previously classified as operating leases under *AASB 117 Leases*:

- Applied a single discount rate to a portfolio of leases with similar characteristics.
- Adjusted the right-of-use assets by the amount of *AASB 137 Provisions, Contingent Liabilities and Contingent Assets* onerous contract provision immediately before the date of initial application, as an alternative to an impairment review.
- Applied the exemption not to recognise right-of-use assets and liabilities for leases with less than 12 months of lease term.
- Used hindsight when determining the lease term if the contract contains options to extend or terminate the lease.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 5 Our financial position**5.7 Leases****ii. Leases previously classified as finance leases**

For leases that were classified as finance leases under *AASB 117 Leases*, the carrying amount of the right-of-use asset and the lease liability at 1 July 2019 are determined at the carrying amount of the lease asset and lease liability under *AASB 117 Leases* immediately before that date.

Council is not required to make any adjustments on transition to *AASB 16 Leases* for leases in which it acts as a lessor, except for a sub-lease. Council accounted for its leases in accordance with *AASB 16 Leases* from the date of initial application.

Impact on financial statements

On transition to *AASB 16 Leases*, Council recognised an additional \$0.604 million of right-of-use assets and \$0.604 million of lease liabilities.

When measuring lease liabilities, Council discounted lease payments using its incremental borrowing rate at 1 July 2019. The weighted-average rate applied is 2.20%.

	2019 \$'000
Operating lease commitment at 30 June 2019 as disclosed in Council's financial statements	688
Adjustment to 30 June 2019 operating lease commitment due to annual increment calculation	76
Discounted using the incremental borrowing rate at 1 July 2019	(47)
Finance lease liability recognised as at 30 June 2019	717
Recognition exemption for:	
short-term leases	112
leases of low-value assets	1
Extension and termination options reasonably certain to be exercised	-
Residual value guarantees	-
Lease liabilities recognised as at 1 July 2019	604

Note 6 Assets we manage

6.1 Non-current assets classified as held for sale

	2020	2019
	\$'000	\$'000
Buildings	808	808
Land at fair value	386	386
Total non-current assets classified as held for sale	1,194	1,194

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of their carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 6 Assets we manage

6.2 Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment	At Fair Value 30 June 2019 \$'000	At cost 30 June 2019 \$'000	Additions \$'000	Contributions \$'000	Revaluation \$'000
Land	1,053,168	8,968	-	1,157	(106,970)
Buildings	138,166	28,792	21,830	-	(3,741)
Plant and equipment	-	9,383	2,010	-	-
Infrastructure	732,649	56,294	28,684	644	6,282
Work in progress	-	16,052	12,416	-	-
	1,923,983	119,489	64,940	1,801	(104,429)

Summary of work in progress	Opening work in progress \$'000	Additions \$'000	Transfers \$'000	Write offs \$'000	Closing work in progress \$'000
Property	6,836	2,754	(5,738)	(16)	3,836
Infrastructure	9,216	9,662	(8,572)	(142)	10,164
	16,052	12,416	(14,310)	(158)	14,000

(a) Property

	Land - specialised	Land - non specialised
At fair value 1 July 2019	869,749	183,419
At cost 1 July 2019	3,877	1,936
Accumulated depreciation at 1 July 2019	-	-
	873,626	185,355
Movements		
Additions at cost	-	-
Contributions	107	1,050
Revaluation	(95,462)	(11,508)
Disposal at fair value	-	-
Disposal at cost	-	-
Impairment losses recognised in operating result	-	-
Transfers and write offs	-	-
	(95,355)	(10,458)
Movements in accumulated depreciation		
Depreciation and amortisation	-	-
Accumulated depreciation of disposals	-	-
Revaluation	-	-
	(95,355)	-
At fair value 30 June 2020	774,287	174,897
At cost 30 June 2020	3,984	-
Accumulated depreciation at 30 June 2020	-	-
	778,271	174,897

Depreciation \$'000	Disposal \$'000	Impairment \$'000	Transfers and write offs \$'000	At fair value 30 June 2020 \$'000	At cost 30 June 2020 \$'000	Total WDV 30 June 2020 \$'000
-	-	-	-	949,183	7,139	956,322
(4,853)	(3)	(500)	-	179,691	-	179,691
(1,584)	(418)	-	-	-	9,391	9,391
(15,938)	(1,748)	-	-	742,614	64,254	806,868
-	(158)	-	(14,310)	-	14,000	14,000
(22,375)	(2,327)	(500)	(14,310)	1,871,488	94,784	1,966,272

Land improvements	Total land	Buildings - specialised	Total buildings	Work in progress	Total property
-	1,053,168	261,341	261,341	-	1,314,509
3,154	8,967	29,037	29,037	6,836	44,840
-	-	(123,420)	(123,420)	-	(123,420)
3,154	1,062,135	166,958	166,958	6,836	1,235,929
-	-	21,830	21,830	2,754	24,584
-	1,157	-	-	-	1,157
-	(106,970)	(10,133)	(10,133)	-	(117,103)
-	-	(402)	(402)	-	(402)
-	-	-	-	(16)	(16)
-	-	(500)	(500)	-	(500)
-	-	-	-	(5,738)	(5,738)
-	(105,813)	10,795	10,795	(3,000)	(98,018)
-	-	(4,853)	(4,853)	-	(4,853)
-	-	399	399	-	399
-	-	6,392	6,392	-	6,392
-	-	1,938	1,938	-	1,938
-	949,184	301,173	301,173	-	1,250,357
3,154	7,138	-	-	3,836	10,974
-	-	(121,482)	(121,482)	-	(121,482)
3,154	956,322	179,691	179,691	3,836	1,139,849

FINANCIAL REPORT (continued)

Notes to the Financial Report
For the Year Ended 30 June 2020

Note 6 Assets we manage

6.2 Property, infrastructure, plant and equipment

(b) Plant and equipment

	Plant, machinery and equipment \$'000	Fixtures, fittings and furniture \$'000
At cost 1 July 2019	12,325	2,283
Accumulated depreciation at 1 July 2019	(4,850)	(1,883)
	7,475	400
Movements		
Additions at cost	1,853	25
Disposal at cost	(1,128)	(18)
	725	7
Movements in accumulated depreciation		
Depreciation and amortisation	(1,167)	(120)
Accumulated depreciation of disposals	710	18
	(457)	(102)
At cost 30 June 2020	13,049	2,291
Accumulated depreciation at 30 June 2020	(5,306)	(1,986)
	7,743	305

(c) Infrastructure

	Roads	Bridges	Footpaths and cycleways
At fair value 1 July 2019	687,044	13,000	148,025
At cost 1 July 2019	-	591	1,459
Accumulated depreciation at 1 July 2019	(198,114)	(3,660)	(84,521)
	488,930	9,931	64,963
Movements			
Additions at cost	8,552	5,315	3,302
Contributions	315	-	41
Revaluation	1,092	(2,851)	(571)
Disposal at fair value	(3,006)	-	(2,712)
Disposal at cost	-	-	-
Transfers and write offs at cost	-	-	-
	6,953	2,464	60
Movements in accumulated depreciation			
Depreciation and amortisation	(6,684)	(174)	(2,943)
Accumulated depreciation of disposals	2,130	-	2,027
Revaluation	-	(339)	574
	(4,554)	(513)	(342)
At fair value 30 June 2020	685,131	16,054	146,741
At cost 30 June 2020	8,867	-	2,804
Accumulated depreciation at 30 June 2020	(202,669)	(4,172)	(84,864)
	491,329	11,882	64,681

Computers and telecomms	Artworks	Total plant and equipment
\$'000	\$'000	\$'000
4,155	437	19,200
(3,084)	-	(9,817)
1,071	437	9,383
132	-	2,010
-	-	(1,146)
132	-	864
(297)	-	(1,584)
-	-	728
(297)	-	(856)
4,286	437	20,063
(3,380)	-	(10,672)
906	437	9,391

Drainage	Recreational, leisure and community facilities	Off street car parks	Other infrastructure	Work in progress	Total infrastructure
289,359	-	25,002	5,646	-	1,168,076
7,839	62,387	-	225	9,216	81,717
(140,067)	(16,095)	(6,414)	(2,763)	-	(451,634)
157,131	46,292	18,588	3,108	9,216	798,159
3,547	6,860	1,038	70	9,662	38,346
278	-	9	-	-	643
25,646	-	55	-	-	23,371
-	-	-	-	-	(5,718)
-	(757)	-	-	(142)	(899)
-	-	-	-	(8,572)	(8,572)
29,471	6,103	1,102	70	948	47,171
(3,721)	(1,621)	(600)	(195)	-	(15,938)
-	570	-	-	-	4,727
(17,324)	-	-	-	-	(17,089)
(21,045)	(1,051)	(600)	(195)	-	(28,300)
326,669	-	25,056	5,646	-	1,205,297
-	68,490	1,049	295	10,164	91,669
(161,111)	(17,146)	(7,014)	(2,958)	-	(479,934)
165,558	51,344	19,091	2,983	10,164	817,032

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 6 Assets we manage**6.2 Property, infrastructure, plant and equipment****Acquisition**

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

Asset recognition thresholds and depreciation periods	Depreciation Period Years	Threshold Limit \$'000
Land & land improvements		
Land	n/a	10
Land improvements	n/a	10
Land under roads	n/a	10
Buildings		
Buildings	20-200	10
Plant and equipment		
Plant, machinery and equipment	3-10	10
Fixtures, fittings and furniture	3-10	10
Computers and telecommunications	3-10	10
Artworks	n/a	10
Infrastructure		
Roads — surfacing	2-50	5
Roads — kerb and channel	70	5
Roads — substructure	30-185	20
Roads — earthworks	n/a	20
Bridges	30-100	5
Footpaths and cycleways	2-50	5
Drainage	80	5
Recreational, leisure and community facilities	15-60	10
Off street car parks	2-185	10
Other infrastructure	7-30	2
Intangible assets		
Software	5	10

Land under roads

Land under roads acquired after 30 June 2008 is brought to account at cost. Council does not recognise land under roads that it controlled prior to that date.

Depreciation and amortisation

Buildings, plant and equipment, infrastructure and intangible assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Land, land improvements, land under roads, roads - earthworks and artworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are consistent with the prior year unless otherwise stated.

Repairs and maintenance

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold, the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

Valuation of land and buildings

Valuation of land and buildings were undertaken by Brian Robinson from Westlink Consulting, a qualified independent valuer, registration number 62215. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Any significant movements in the unobservable inputs for land will have a significant impact on the fair value of these assets.

The date of the current valuation is detailed in the following table. Details of the Council's Land and Buildings and information about the fair value hierarchy as at 30 June 2020 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of valuation
Land	-	174,897	-	June 2020
Specialised land	-	-	774,286	June 2020
Specialised buildings	-	-	179,691	June 2020
Total	-	174,897	953,977	

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 6 Assets we manage**6.2 Property, infrastructure, plant and equipment****Valuation of infrastructure**

The valuation of bridges, cycleways and drainage has been determined in accordance with a valuation undertaken by Mr Alexander Bourke, BE (Hons)(Civil), Asset Engineer, Knox City Council. The date of the current valuation is detailed in the following table. The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

A full revaluation of fire hydrants (other infrastructure) will be conducted in 2020-21 and a full revaluation of roads, footpaths and off street car parks will be conducted in 2021-22.

Details of the Council's Infrastructure and information about the fair value hierarchy as at 30 June 2020 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of valuation
Roads	-	-	482,539	June 2019
Bridges	-	-	11,882	June 2020
Footpaths and cycleways	-	-	61,885	June 2019/ June 2020
Drainage	-	-	165,558	June 2020
Off street car parks	-	-	18,048	June 2019
Other Infrastructure	-	-	2,702	June 2018
Total	-	-	742,614	

Description of significant unobservable inputs into level 3 valuations

Specialised land is valued using a market based direct comparison technique. Significant unobservable input include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 20% and 50%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$9 and \$1,317 per square metre.

Specialised buildings are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs is calculated on a square metre basis and ranges from \$450 to \$3,800 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary up to 147 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Infrastructure assets are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary up to 185 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either either shorten or extend the useful lives of infrastructure assets.

Reconciliation of specialised land at fair value

	2020	2019
	\$'000	\$'000
Parks and reserves	707,126	806,952
Community facilities	30,967	28,099
Civic precinct	24,856	22,911
Transfer station	11,337	11,787
Total specialised land at fair value	774,286	869,749

6.3 Investments in associates, joint arrangements and subsidiaries**(a) Investment in associates**

	2020	2019
	\$'000	\$'000
Investment in associate accounted for by the equity method is:		
Eastern Regional Libraries Corporation (ERLC)	4,920	4,604

Eastern Regional Libraries Corporation (ERLC)**Background**

The principal activity of ERLC is the operation of libraries. Council's ownership interest of ERLC as at 30 June 2020 was 36.39% (2019 - 36.39%) based on Council's contribution of the net assets to the entity on its commencement on 1 July 1996. Council's proportion of voting power as at 30 June 2020 was 33.33% (2019 - 33.33%).

	2020	2019
	\$'000	\$'000
Fair value of Council's investment in Eastern Regional Libraries Corporation	4,920	4,604
Council's share of accumulated surplus		
Council's share of accumulated surplus at start of year	4,604	4,422
Reported surplus for year	316	182
Council's share of accumulated surplus at end of year	4,920	4,604
Movement in carrying value of specific investment		
Carrying value of investment at start of year	4,604	4,422
Share of surplus for year	316	182
Carrying value of investment at end of year	4,920	4,604
Council's share of expenditure commitments		
Operating commitments	115	219
Capital commitments	-	-
Council's share of expenditure commitments	115	219

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 6 Assets we manage**6.3 Investments in associates, joint arrangements and subsidiaries (continued)**

Council directly provides a number of additional resources free of charge to the Eastern Regional Libraries Corporation in relation to the mobile library and library branches in the Knox municipality. The annual operating cost to Council for providing these facilities are as follows:

	2020	2019
	\$'000	\$'000
Mobile library	36	36
Knox City, Rowville, Ferntree Gully, Boronia and Bayswater Library Branches	745	706

An associate is an entity over which Council has significant influence but not control or joint control. Investment in an associate is accounted for using the equity method of accounting, after initially being recognised at cost.

Changes in the net assets of the ERLC are brought to account as an adjustment to the carrying value of the investment.

Note 7 People and relationships

7.1 Council and key management remuneration

(a) Related parties

Parent Entity

Knox City Council

Associates

Eastern Regional Libraries Corporation (ERLC). Interests in associates are detailed in Note 6.3.

(b) Key management personnel

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year were:

Councillors

Councillor Jake Keogh (Mayor)	Mayor from 1 July 2019 to 30 October 2019 Councillor from 30 October 2019 to current
Councillor Nicole Seymour (Mayor)	Mayor from 30 October 2019 to current Councillor from 1 July 2019 to 30 October 2019
Councillor Peter Lockwood (Deputy Mayor)	Deputy Mayor from 1 July 2019 to 30 October 2019 Councillor from 30 October 2019 to current
Councillor Marcia Timmers-Leitch (Deputy Mayor)	Deputy Mayor from 30 October 2019 to current Councillor from 1 July 2019 to 30 October 2019
Councillor Lisa Cooper	Councillor from 1 July 2019 to current
Councillor Adam Gill	Councillor from 1 July 2019 to current
Councillor Tony Holland	Councillor from 1 July 2019 to current
Councillor John Mortimore	Councillor from 1 July 2019 to current
Councillor Darren Pearce	Councillor from 1 July 2019 to current

Chief Executive Officer and other key management personnel

Tony Doyle – Chief Executive Officer		
Dr Ian Bell – Director Engineering and Infrastructure	1 July 2019 to 28 February 2020	
Dr Ian Bell – Director of Special Projects	2 March 2020 to 30 June 2020	
Tanya Scicluna – Director Community Services		
Michael Fromberg – Director Corporate Services	1 July 2019 to 17 January 2020	
Matt Hanrahan – Acting Director Engineering and Infrastructure	2 March 2020 to 30 June 2020	
Matt Kelleher – Director City Development		
Samantha Mazer – Director Knox Central		
Samantha Stanton – Executive Manager Strategy, People and Culture		
	2020	2019
	No.	No.
Total number of Councillors	9	10
Chief Executive Officer and other key management personnel	8	7
Total key management personnel	17	17

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 7 People and relationships**7.1 Council and key management remuneration****(c) Remuneration of key management personnel**

Total remuneration of key management personnel was as follows:

	2020 \$'000	2019 \$'000
Short-term benefits	2,473	2,002
Long-term benefits	52	64
Termination benefits	95	41
Total	2,620	2,107

The numbers of key management personnel whose total remuneration from Council and any related entities fall within the following bands:

	2020 No.	2019 No.
\$10,000 - \$19,999	-	2
\$30,000 - \$39,999	7	6
\$50,000 - \$59,999	1	1
\$80,000 - \$89,999	-	1
\$90,000 - \$99,999	1	-
\$150,000 - \$159,999	-	1
\$180,000 - \$189,999	-	1
\$220,000 - \$229,999	-	1
\$230,000 - \$239,999	1	-
\$240,000 - \$249,999	1	-
\$250,000 - \$259,999	2	-
\$270,000 - \$279,999	1	2
\$280,000 - \$289,999	1	1
\$310,000 - \$319,999	1	-
\$350,000 - \$359,999	-	1
\$370,000 - \$379,999	1	-
	17	17

(d) Senior officer remuneration

A senior officer is an officer of Council, other than key management personnel who:

- (a) has management responsibilities and reports directly to the Chief Executive Officer; or
- (b) whose total annual remuneration exceeds \$151,000 (\$148,000 in 2018-19).

The number of senior officers are shown below in their relevant income bands:

Income range	2020 No.	2019 No.
<\$151,000	10	9
\$151,000 - \$159,999	2	2
\$160,000 - \$169,999	2	4
\$170,000 - \$179,999	2	1
\$180,000 - \$189,999	4	4
\$190,000 - \$199,999	3	3
\$200,000 - \$209,999	-	1
\$210,000 - \$219,999	1	-
\$220,000 - \$229,999	1	-
\$260,000 - \$269,999	1	-
	26	24
	2020 \$'000	2019 \$'000
Total remuneration for the reporting year for senior officers included above amounted to:	3,884	3,611

7.2 Related party disclosure**(a) Transactions with related parties**

During the period Council did not enter into any transactions with related parties.

	2020 \$'000	2019 \$'000
Contributions to Eastern Regional Libraries Corporation	4,282	4,178
Total transactions with related parties	4,282	4,178

(b) Outstanding balances with related parties

There were no balances outstanding at the end of the reporting period in relation to transactions with related parties.

(c) Loans to/from related parties

There were no loans in existence at balance date that have been made, guaranteed or secured by the Council to a related party.

(d) Commitments to/from related parties

There were no commitments in existence at balance date that have been made, guaranteed or secured by the Council to a related party.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 8 Managing uncertainties

8.1 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

(a) Contingent assets

Developer contributions

As a result of development activity within the Knox municipality, Council has identified as a contingent asset the developer contributions of infrastructure assets and open space contributions to be received in respect of subdivisions that are currently under development totalling \$15.346 million (2018-19, \$15.479 million).

Operating lease receivables

Council has a number of leases with external entities where they pay for the use of Council land and buildings. A number of these leases include a CPI based revision of the rental charge annually.

Future minimum rentals receivable under non-cancellable operating leases are as follows:

	2020 \$'000	2019 \$'000
Not later than one year	505	435
Later than one year and not later than five years	1,717	1,374
Later than five years	8,809	8,629
	11,031	10,438

(b) Contingent liabilities

Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

Future superannuation contributions

In addition to the disclosed contributions, Knox City Council has paid unfunded liability payments to Vision Super totalling \$Nil during the 2019/20 (2018/19 \$Nil). There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2020. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2021 are \$0.285 million.

Landfill

Council has identified a previously unknown former landfill at Wantirna Reserve. Council is engaging an environmental consultant to undertake a risk assessment via additional data collection over an estimated two year period. Depending on the risk assessment outcome, Council may have to carry out site rehabilitation works in the future. The additional costs to be incurred would be determined following assessment of the data collected. At balance date Council is unable to accurately assess the financial implications of such works.

Insurance claims

As a large local authority with ownership of numerous parks, reserves, roads and other land holdings, the Council is regularly met with claims and demands allegedly arising from an incident that occurs on land belonging to the Council. There are thirteen outstanding insurance claims against the Council in this regard. The Council carries \$600,000 million of public liability and professional indemnity insurance and has an excess of \$0.020 million per claim on this policy. Therefore, the maximum liability of the Council in any single claim is the extent of its excess. The primary insurer is Liability Mutual Insurance (MAV Insurance). There are no claims that Council is aware of which would fall outside the terms of the Council's policy.

8.2 Change in accounting standards

The following new AAS's have been issued that are not mandatory for the 30 June 2020 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

AASB 1059 Service Concession Arrangements: Grantors (AASB 1059) (applies 2020/21 for LG Sector)

AASB 1059 addresses the accounting for a service concession arrangement by a grantor that is a public sector entity by prescribing the accounting for the arrangement from the grantor's perspective. It requires the grantor to:

- recognise a service concession asset constructed, developed or acquired from a third party by the operator, including an upgrade to an existing asset of the grantor, when the grantor controls the asset;
- reclassify an existing asset (including recognising previously unrecognised identifiable intangible assets and land under roads) as a service concession asset when it meets the criteria for recognition as a service concession asset;
- initially measure a service concession asset constructed, developed or acquired by the operator or reclassified by the grantor at current replacement cost in accordance with the cost approach to fair value in *AASB 13 Fair Value Measurement*. Subsequent to the initial recognition or reclassification of the asset, the service concession asset is accounted for in accordance with *AASB 116 Property, Plant and Equipment* or *AASB 138 Intangible Assets*, as appropriate, except as specified AASB 1059;
- recognise a corresponding liability measured initially at the fair value (current replacement cost) of the service concession asset, adjusted for any other consideration between the grantor and the operator; and
- disclose sufficient information to enable users of financial statements to understand the nature, amount, timing and uncertainty of assets, liabilities, revenue and cash flows arising from service concession arrangements.

Based on the Council's current assessment, there is expected to be no impact on the transactions and balances recognised in the financial statements as the Council is not a grantor in a service concession arrangement.

AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material (applies 2020/21 for LG Sector)

The Standard principally amends *AASB 101 Presentation of Financial Statements* and *AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors*. The amendments refine the definition of material in AASB 101. The amendments clarify the definition of material and its application by improving the wording and aligning the definition across AASB Standards and other publications. The impacts on the local government sector are expected to be minimal.

AASB 2019-1 Amendments to Australian Accounting Standards - References to the Conceptual Framework (applies 2020/21 for LG Sector)

This Standard sets out amendments to Australian Accounting Standards, Interpretations and other pronouncements to reflect the issuance of the Conceptual Framework for Financial Reporting (Conceptual Framework) by the AASB. The impacts on the local government sector are expected to be minimal.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 8 Managing uncertainties

8.3 Financial instruments

(a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of Council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the Local Government Act 1989. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

(c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- Council have a policy for establishing credit limits for the entities Council deal with;
- Council may require collateral where appropriate; and
- Council only invest surplus funds with financial institutions which have a recognised credit rating specified in Council's investment policy.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when Council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

All financial liabilities are expected to be settled within normal terms of trade.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

(d) Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements, we will not have sufficient funds to settle a transaction when required, we will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- has an investment policy which specifies the need to meet Council's cash flow requirements;
- has readily accessible standby facilities and other funding arrangements in place;
- has a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitors budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the Balance Sheet and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

All financial liabilities are expected to be settled within normal terms of trade.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

(e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next twelve months:

- A parallel shift of +1% and -1% in market interest rates (AUD) from year-end rates of 0.654%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 8 Managing uncertainties

8.4 Fair value measurement

Fair value hierarchy

Knox City Council does not have any financial assets that are measured at fair value subsequent to initial recognition.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. *AASB 13 Fair Value Measurement*, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities;

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than land under roads, recreational leisure and community facilities, plant and equipment, bus shelters, artworks and intangibles are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 2 to 3 years. The valuations are performed either by experienced Council officers or independent experts. Bridges, cycleways and drainage were formally revalued as at 30 June 2020.

Where the assets are revalued, the revaluation increments are credited directly to the relevant asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of asset, revaluation increments and decrements within the year are offset.

Impairment of assets

At each reporting date, Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value value less costs of disposal and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the Comprehensive Income Statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

8.5 Impact of COVID-19 crisis on Knox City Council operations and the 2019-20 financial report

On 11 March 2020, COVID-19 was declared as a global pandemic by the World Health Organisation. The State of Victoria subsequently declared a State of Emergency on 16 March 2020. Since then, various measures have been taken by all three levels of Government in Australia to reduce the spread of COVID-19. This crisis and measures taken to mitigate it has impacted Knox City Council operations in the following areas for the financial year ended 30 June 2020:

- Expenditure totalling \$1.366 million has been incurred directly related to dealing with the impact of COVID-19 within Council and the community.
- In response to significant decrease in demand/ government directive amidst the COVID-19 outbreak, the following centres were closed: Knox Leisureworks, Rowville Community Centre, Ferntree Gully Community Centre, the State Basketball Centre, Boronia Basketball Stadium, Knox Regional Netball Centre and the Knox Community Arts Centre. These closures resulted in a decrease in Council's user fee revenue of \$0.575 million.
- Although Council's Integrated Early Years Hubs at Wantirna South and Bayswater continued to operate, a reduction in utilisation resulted in a decrease in Council's user fee revenue of \$1.049 million following the COVID-19 pandemic, partially offset by an increase in operating grant revenue of \$0.162 million.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 8 Managing uncertainties

- Council made the decision to waive winter tenancy payments for use of sporting facilities for community groups. This resulted in a decrease in Council's user fee revenue of \$0.225 million.
- Council resolved not to charge interest from 31 March 2020 for the remainder of the financial year for late rate payments. This resulted in a decrease in interest on rates of \$0.086 million against budget. This also resulted in an increase of \$2.358 million for the rates debtors balance as at 30 June 2020 compared to last year.

The emergency response and ongoing delivery of essential services to support community health and wellbeing is being prioritised, and Council will continue to assess its response as the situation evolves. Council's 2020-21 budget proposes a further \$3 million in focused initiatives to lessen the impacts of the pandemic and drive recovery. This includes extending fee waivers for community organisations and businesses, providing services for people in need, initiatives to stimulate local industry and new grants streams to facilitate business and community led recovery activities.

8.6 Events occurring after balance date

The COVID-19 situation continued to escalate after balance date, with Stage 3 "Stay at Home" restrictions being reinstated across metropolitan Melbourne and Mitchell Shire from 11:59pm on Wednesday 8 July 2020. Further restrictions were implemented from 11:59am on Wednesday 22 July 2020. Victoria entered a State of Disaster on 2 August 2020.

Due to the significant uncertainty surrounding the COVID-19 outbreak and the government's response to this, it is not possible to estimate the full impact on Council's operations, financial position and cashflows at this point in time. This being the case, Council does not consider it practicable to provide a quantitative or qualitative estimate of the potential impact of this outbreak on Council at this time.

At this stage, the following centres remain closed: Knox Leisureworks, Rowville Community Centre, Ferntree Gully Community Centre, the State Basketball Centre, Boronia Basketball Stadium, Knox Regional Netball Centre and the Knox Community Arts Centre. User fee revenue will be negatively impacted at these centres, and across further services offered by Council.

Council is announcing its Community and Business Support Package for COVID-19 in stages, and has allowed \$3 million in the 2020-21 budget for these measures to be implemented.

Note 9 Other matters

9.1 Reserves

(a) Asset revaluation reserve

	Balance at beginning of reporting period \$'000	Increment (decrement) \$'000	Balance at end of reporting period \$'000
2020			
Property			
Land	884,034	(106,971)	777,063
Buildings	64,842	(4,241)	60,601
	948,876	(111,212)	837,664
Plant and equipment			
Artworks	31	-	31
	31	-	31
Infrastructure			
Roads	287,071	1,092	288,163
Bridges	5,462	(3,190)	2,272
Footpaths and cycleways	15,538	3	15,541
Drainage	97,153	8,322	105,475
Off street car parks	4,217	55	4,272
Other infrastructure	2,221	-	2,221
	411,662	6,282	417,944
Total asset revaluation reserve	1,360,569	(104,930)	1,255,639
2019			
Property			
Land	884,034	-	884,034
Buildings	65,063	(221)	64,842
	949,097	(221)	948,876
Plant and equipment			
Artworks	31	-	31
	31	-	31
Infrastructure			
Roads	256,306	30,765	287,071
Bridges	5,462	-	5,462
Footpaths and cycleways	18,368	(2,829)	15,538
Drainage	97,153	-	97,153
Off street car parks	7,348	(3,131)	4,217
Other infrastructure	2,221	-	2,221
	386,858	24,805	411,662
Total asset revaluation reserve	1,335,986	24,584	1,360,569

Nature and purpose of asset revaluation reserve

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 9 Other matters

9.1 Reserves

(b) Other reserves

	Balance at beginning of reporting period \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting period \$'000
2020				
Restricted reserves				
Open space reserve	16,707	5,225	(8,977)	12,955
Basketball stadium infrastructure reserve	100	-	-	100
State Basketball Centre asset renewal fund	491	106	-	597
Football pitch replacement fund	726	1	-	727
Total restricted reserves	18,024	5,332	(8,977)	14,379
Unrestricted reserves				
Mountain Gate reserve	140	-	-	140
City futures fund	2,915	-	-	2,915
Revegetation net gain	351	55	-	406
Revolving energy fund	136	-	-	136
Aged care reserve	4,970	-	(21)	4,949
Unexpended grant reserve (Financial Assistance Grants)	3,849	3,885	(3,849)	3,885
Stamford Park	11,739	-	(856)	10,883
Blue Hills	3	-	-	3
Scoresby Recreation Reserve	67	50	-	117
HACC capital reserve	849	-	(214)	635
Total unrestricted reserves	25,019	3,990	(4,940)	24,069
Total other reserves	43,043	9,322	(13,917)	38,448
2019				
Restricted reserves				
Open space reserve	14,786	8,043	(6,122)	16,707
Basketball stadium infrastructure reserve	100	-	-	100
State Basketball Centre asset renewal fund	389	102	-	491
Football pitch replacement fund	609	117	-	726
Total restricted reserves	15,884	8,262	(6,122)	18,024
Unrestricted reserves				
Mountain Gate reserve	140	-	-	140
City futures fund	2,915	-	-	2,915
Revegetation net gain	282	69	-	351
Revolving energy fund	136	-	-	136
Aged care reserve	4,970	-	-	4,970
Unexpended grant reserve (Financial Assistance Grants)	3,824	3,849	(3,824)	3,849
Stamford Park	14,139	-	(2,400)	11,739
Blue Hills	3	-	-	3
Scoresby Recreation Reserve	67	-	-	67
HACC capital reserve	171	678	-	849
Total unrestricted reserves	26,647	4,596	(6,224)	25,019
Total other reserves	42,531	12,858	(12,346)	43,043

Nature and purpose of other reserves

Open space reserve

The Open Space Reserve is used to provide funding for future purchases and improvements of open space. Funding is provided from developer's contributions for open space which is initially recognised in the comprehensive income statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

Basketball stadium infrastructure reserve

The purpose of this reserve is to improve basketball stadium facilities within the Knox municipality.

State Basketball Centre asset renewal fund

The purpose of this reserve is to provide for asset renewal works at the State Basketball Centre (Knox Regional Sports Park).

Football pitch replacement fund

The purpose of this reserve is to provide for future football pitch replacement at Knox Regional Sports Park.

Mountain Gate reserve

The purpose of this reserve is to enhance community facilities within Mountain Gate.

City futures fund

The purpose of this reserve is to enhance community facilities within Knox municipality.

Revegetation net gain

The purpose of this reserve is to ensure any loss of vegetation through development is re-established in a sustainable location.

Revolving energy fund

The purpose of this reserve is to re-invest savings in energy costs to be invested in further works to minimise energy consumption.

Aged care reserve

The purpose of this reserve is to set aside the proceeds from the divestment of the Amaroo Gardens Aged Care Facility by Council on 2 November 2011 for aged services and infrastructure within the Knox municipality.

Unexpended grant reserve (Victoria Grants Commission)

The purpose of this reserve is to quarantine early payment of Victoria Grants Commission General Purpose and Local Roads Federal Grant funding for use in the following year.

Stamford Park

The purpose of this reserve is to develop the Stamford Park site for the benefit of the Knox community.

Blue Hills

The purpose of this reserve is to construct the Early Years Hubs facilities for the benefit of the Knox community.

Scoresby Recreation reserve

The purpose of this reserve is to invest the income derived from lease of this site into the Scoresby Recreation Reserve.

HACC capital reserve

The purpose of this reserve is to refurbish, upgrade and maintain minor capital within the Home and Community Care funded programs.

FINANCIAL REPORT (continued)

Notes to the Financial Report
For the Year Ended 30 June 2020

Note 9 Other matters

9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)

	2020	2019
	\$'000	\$'000
Surplus for the year	9,786	25,559
Depreciation/amortisation	22,374	20,181
Amortisation - intangible assets	429	507
Amortisation - right of use assets	299	-
Bad and doubtful debts	344	234
Finance costs - leases	18	-
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	1,624	424
Contributions - non-monetary assets	(1,801)	(1,936)
Increment in investment in associate	(316)	(182)
Change in operating assets and liabilities		
(Increase)/decrease in trade and other receivables	1,788	(4,415)
(Increase)/decrease in prepayments	349	412
(Increase)/decrease in accrued income	143	142
Increase/(decrease) in trade and other payables	(220)	(3,098)
Increase/(decrease) in unearned income	1,202	(537)
Increase/(decrease) in provisions	497	1,308
Increase/(decrease) in other liabilities	(451)	(1,648)
(Increase)/decrease in inventories	3	(2)
Net cash provided by operating activities	36,068	36,950

9.3 Superannuation

Knox City Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

Accumulation

The Fund's accumulation categories receive both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2020, this was 9.5% as required under Superannuation Guarantee (SG) legislation).

Defined Benefit

Knox City Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Knox City Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

Funding arrangements

Knox City Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary. For the year ended 30 June 2020, this rate was 9.5% of members' salaries (9.5% in 2018/2019).

A triennial actuarial review is currently underway for the Defined Benefit category as at 30 June 2020 and is expected to be completed by 31 December 2020.

As at 30 June 2019, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 107.1%. To determine the VBI, the Fund Actuary used the following long-term assumptions:

Net investment	6.0% pa
Salary information	3.5% pa
Price inflation (CPI)	2.0% pa

Vision Super has advised that the VBI at quarter ended 30 June 2020 was 104.6%.

The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2019 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 9 Other matters

9.3 Superannuation (continued)

Employer contributions

Regular contributions

On the basis of the results of the 2017 full actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2020, this rate was 9.5% of members' salaries (9.5% in 2018/2019). This rate is expected to increase in line with any increases in the SG contribution rate and will be reviewed as part of the 30 June 2020 triennial valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Knox City Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

The 2019 interim actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Knox City Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2019 and a full actuarial investigation was conducted as at 30 June 2017.

The Fund's actuarial investigation as at 30 June 2019 identified the following in the defined benefit category of which Council is a contributing employer:

- A VBI surplus of \$151.3 million (2018: \$131.9 million; 2017: \$69.8 million)
- A total service liability surplus of \$233.4 million (2018: \$218.3 million; 2017: \$193.5 million)
- A discounted accrued benefits surplus of \$256.7 million (2018: \$249.1 million; 2017: \$228.8 million)

The VBI surplus means that the market value of the Fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2019.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2019.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2019.

Council was notified of the 30 June 2019 VBI during August 2019 (2018: August 2018).

The 2020 triennial actuarial investigation

A triennial actuarial investigation is being conducted for the Fund's position as at 30 June 2020. It is anticipated that this actuarial investigation will be completed by 31 December 2020. The financial assumptions for the purposes of this investigation are:

	2020 Triennial investigation	2017 Triennial investigation
Net investment return	5.6% pa	6.5% pa
Salary inflation	2.5% pa for the first two years and 2.75% pa thereafter	3.5% pa
Price inflation	2.0% pa	2.5% pa

Superannuation contributions

Contributions by Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2020 are detailed below:

Scheme	Type of scheme	Rate	2020 \$'000	2019 \$'000
Vision Super	Defined Benefit	9.50%	295	311
Other funds	Defined Benefit	9.50%	-	-
Vision Super	Accumulation Fund	9.50%	3,154	3,026
Other funds	Accumulation Fund	9.50%	2,209	1,834

There were \$Nil contributions outstanding and \$Nil loans issued from or to the above schemes as at 30 June 2020.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2021 is \$0.285 million.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2020

Note 10 Change in accounting policy

Council has adopted *AASB 15 Revenue from Contracts with Customers*, *AASB 16 Leases* and *AASB 1058 Income of Not-for-Profit Entities*, from 1 July 2019. This has resulted in changes in accounting policies and adjustments to the amounts recognised in the financial statements.

Due to the transition methods chosen by Council in applying these standards, comparative information throughout these financial statements has not been restated to reflect the requirements of the new standards except in relation to contracts that were not complete at 1 July 2019. The transition impact of these are detailed below.

(a) AASB 15 Revenue from Contracts with Customers - Impact of Adoption

AASB 15 Revenue from Contracts with Customers applies to revenue transactions where Council provides services or goods under contractual arrangements.

Council adopted *AASB 15 Revenue from Contracts with Customers* using the modified (cumulative catch up) method. Revenue for 2019 as reported under *AASB 118 Revenue* is not adjusted, because the new standard is only applied from the date of initial application.

AASB 15 Revenue from Contracts with Customers requires revenue from contracts with customers to be recognised as Council satisfies the performance obligations under the contract.

(b) AASB 16 Leases

AASB 16 Leases requires right of use assets and related liabilities for all lease agreements to be recognised on the balance sheet. The Statement of Comprehensive Income is to separately recognise the amortisation of the right of use asset, and the finance costs relating to the lease. Council has elected to adopt the modified (cumulative catch up) method under the standard and as such has not adjusted 2019 disclosures. The transition impact of these are detailed below.

(c) AASB 1058 Income of Not-for-Profit Entities

AASB 1058 Income of Not-for-Profit Entities applies to income received where no contract is in place. This includes statutory charges (such as rates) as well as most grant agreements.

Council adopted *AASB 1058 Income of Not-for-Profit Entities* using the modified (cumulative catch up) method. Income for 2019 is not adjusted, because the new standard is only applied from the date of initial application.

AASB 1058 Income of Not-for-Profit Entities requires income to be recognised as Council satisfies the performance obligations under the contract.

(d) Transition impacts

The following table summarises the impact of transition to the new standards on retained earnings at 1 July 2019:

	2019 \$'000
Retained earnings at 30 June 2019	683,276
Revenue adjustment — <i>impact of AASB 15 Revenue from Contracts with Customers</i>	-
Income Adjustment — <i>impact of AASB 1058 Income of Not-for-Profit Entities</i>	-
Retained earnings at 1 July 2019	683,276

Council adopted the practical expedient of deeming the lease asset to be equal in value to the lease liability at 1 July 2019. As such there was no impact on retained earnings on the adoption of AASB 16 Leases.

The following table summarises the impacts of transition to the new standards on Council's balance sheet for the year ending 30 June 2019:

	As reported 30 June 2019 \$'000	Adjustments \$'000	Post adoption \$'000
Assets			
Right of use assets	-	-	-
Grants receivable	-	-	-
	-	-	-
Liabilities			
Unearned income – operating grants	-	-	-
Unearned income – capital grants	-	-	-
Lease liability – current	-	-	-
Lease liability – non-current	-	-	-

How to Access Knox's Annual Report

The Annual Report is compliant with Council's Access and Inclusion Policy and meets the level double-A conformance to web content accessibility guidelines.

The Annual Report is available as a PDF on Council's website.

You are welcome to contact Council for a copy of the Annual Report by telephoning 9298 8000 or sending an email to knoxcc@knox.vic.gov.au

Acknowledgement of Victorian State Government Funding

Knox City Council acknowledges the support of the Victorian Government, which enables the delivery of some of Council's projects and programs, which include the:

- Engage program for young people
- Metro Access program
- HACC program
- Immunisation program

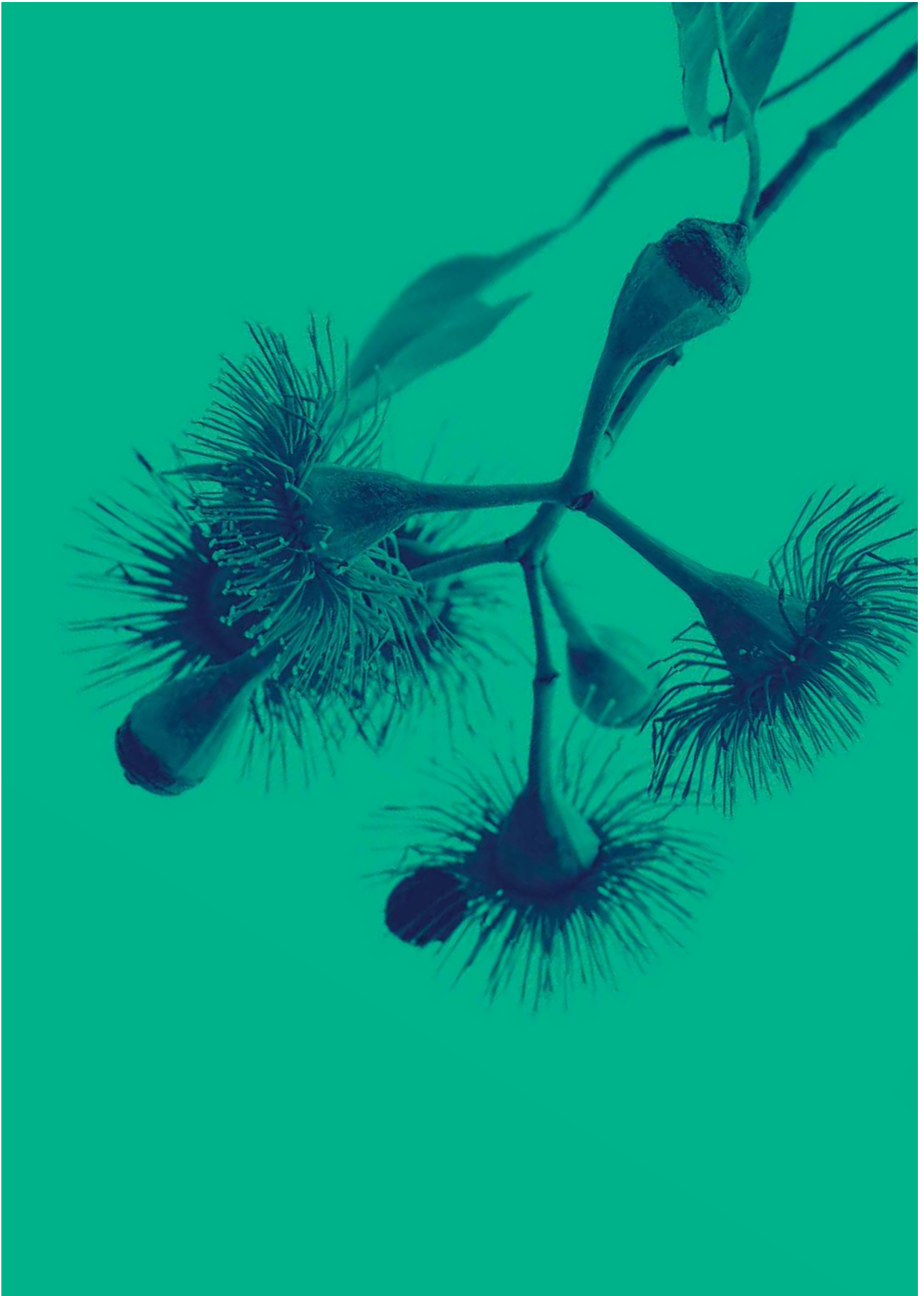
Community Input

Council welcomes community input into the development of its plans and strategies as well as feedback on any of its publications. Access to these is provided via the website (knox.vic.gov.au), in person, or calling our Customer Service team on 9298 8000.

Contact Us

You are welcome to contact us.

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Twitter	twitter.com/knoxcc
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 Interpreter
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11 Items for Information

11.1 ICT Capital Works Report

SUMMARY: Acting Manager Information and Communications Technology, Paul Barrett

The ICT Works Report shows projects on Council's ICT Capital Works Program and indicates the status of each project as 9 December 2020.

RECOMMENDATION

That Council receive and note the ICT Capital Works Report, as at as 9 December 2020.

1. INTRODUCTION

This report summarises Council's ICT Capital Works Program for the 2020/2021 financial year. The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report, as of as 9 December 2020 is attached in Confidential Attachment 1. Highlights of the Works Report as at 9 December 2020 include:

1242 - Digital Customer Channels Transformation (DCCT) - Phase 1 Website Development

The project build stage commenced 18 November. Website vendor Bliss Digital have used the first weeks of the build stage on the 'Discovery and Planning' sprints, including handover of UX and Design assets, timeline planning, preparing development environments.

812 - Asset Management System

Project Implementation phase progressing to schedule. Interface specification signoff completed for Pathway, Computron, Knox Explorer and IntraMaps, with specification documentation being finalised for Contracts Manager/ProjectsPro and Priava Booking system signoff. System Administrator training commenced as well as User Acceptance testing by Project team (Research & Mapping and Asset Strategy Business Analysts for the first asset classes. Engaged Computron & Pathway vendor to commence the integration development work as per the statement of works quotation. Both vendors will start mid-December 2020. Project Implementation timelines on schedule for staged Go Live in May 2021.

1036 – HR System Enhancement

The first two teams (Strategy, People & Culture and Community Wellbeing) successfully went live with Humanforce on 23rd November. The second group (City Development & Infrastructure) went live on 7th December after an extensive training rollout. The roll out of Humanforce is planned to be complete by 31 March 2021 and PageUp performance will be released to staff in March 2021. The project remains within budget.

1034 - Business Intelligence

Sprint 1 for SPC completed with delays due to Data sync and data definition issues. Showcase and Retro completed and currently in support. Sprint 2 for Finance in Build stage and scheduled for completion mid Dec. Discovery sessions initiated with Customer Service and City Safety & Health for Sprints in Jan. Training for Sprint 2 & 3 users planned in Jan. On-Demand online Training being designed.

1031 – ICT Spatial Capability

Existing GIS systems have all been successfully upgraded in June 20, with the business users now taking advantage of improved functionality for Intramaps and QGIS. The project is in hiatus until January 2021, whilst the most effective outcome delivery approach is agreed ahead of commencing the second stage of delivery.

1369 – Master Data Management

In November, all activity for the vendor engagement phase of the MDM project, including targeted stakeholder engagement and benchmarking of other Councils, was completed within planned timeframe. Our MDM consulting partner Pario Solutions, have now commenced preparation of the draft recommendations report, scheduled to be complete mid-December.

1371 – Community Engagement Participation Platform

Platform design and branding phase complete, including development of 'Have Your Say' logo. Platform configuration by Harvest Digital Planning in progress to meet KCC requirements, with expected delivery mid-December. Platform Administrators and Super Users training to be conducted w/c 8/12/20. Testing scheduled for mid-late December. Proof of concept to be commenced January 2021.

2. CONFIDENTIALITY

Confidential information is contained in Attachment 1 in the confidential agenda, in accordance with Sections 3 and 66 of the Local Government Act 2020 as the information relates to contractual matters; and the premature disclosure of the information could be prejudicial to the interests of Council or other persons.

The information also meets the definition of confidential information under the Local Government Act 2020 on the basis that:

- the information includes Council business information the disclosure of which may prejudice the Council's position in commercial negotiations; and/or
- private commercial information that may unreasonably expose a business, commercial or financial undertaking to disadvantage if disclosed; and/or
- information which has been previously been declared as confidential information for the purposes of Section 77 of the Local Government Act 1989.

Report Prepared By: **Acting Manager Information and Communications Technology,
Paul Barrett**

Report Authorised By: **Executive Manager Strategy, People & Culture, Interim Information
Technology and Transformation (Change/Lean), Sam Stanton**

Attachments

1. ICT Capital Works Report #9 [11.1.1 - 3 pages]
Confidential Attachment 1 is circulated under separate cover

Knox City Council Project Status Report

09-Dec-2020

Project Number	Project Name
789	Facilities Booking Solution
All Wards	User Acceptance testing of the new system is well advanced with Communications and Deployment activities about to commence. Go Live date delayed due to protracted UAT and handover to new Project Manager. Targeting early Dec Go Live
812	Asset Management Information System
All Wards	Project Implementation phase progressing to schedule. Interface specification signoff completed for Pathway, Computron, Knox Explorer and IntraMaps, with specification documentation being finalised for Contracts Manager/ProjectsPro and Priava Booking system signoff. System Administrator training commenced as well as User Acceptance testing by Project team (Research & Mapping and Asset Strategy Business Analysts for the first asset classes. Engaged Computron & Pathway vendor to commence the integration development work as per the statement of works quotation. Both vendors will start mid December, 2020. Project Implementation timelines on schedule for staged Go Live in May 2021.
827	Digital Customer Channels Transformation (DCCT) - Phase 3 Cust Portal & Integration
All Wards	This phase will expand on earlier delivery of the program, with the implementation of a secure portal to Knox staff, a Knox business hub, and fully integrate with Knox systems. The phase will commence 2021.
977	Pathway Program
All Wards	<p>Completed in November: Planning Written Advice applications online is now live, enabling customers to submit enquiries on requirements to apply for a planning application for proposed work to property. This will significantly reduce timeframes for processing enquiries and customers will receive a written response from council via email to complete the digital process.</p> <p>Project work has commenced on general Street Trading permits online, with target to go live in December. This will enable current and new business customers to submit applications online to place signage, chairs, tables and/or display of goods on footpaths, removing the paper form process.</p> <p>Regarding Municipal Building Permits online, update to the test online system has progressed in November, with testing to be completed and is expected to go live in December.</p> <p>Scoping of work has commenced on extending the current payment options for post-lodgement Planning fees and charges including Bonds and Open Space, by way of introducing BPAY payments. This will provide Knox with improved tracking of large-scale payments, and customers with the flexibility to pay using a bank account who were reluctant to utilise other online credit card options.</p> <p>Late with Low Impact - Internal Building Maintenance Requests (Sports Clubs) – re-initiation of the project has been delayed due to business lead capacity, and a further update on the status of this work will be provided in December.</p>
1031	Spatial Capability
All Wards	Existing GIS systems have all been successfully upgraded in June 20, with the business users now taking advantage of improved functionality for IntraMaps and QGIS. The project is in hiatus until January 2021, whilst the most effective outcome delivery approach is agreed ahead of commencing the second stage of delivery.

Knox City Council Project Status Report

09-Dec-2020

Project Number	Project Name
1034	Business Intelligence
All Wards	Sprint 1 for SPC completed with delays due to Data sync and data definition issues. Showcase and Retro completed and currently in support. Sprint 2 for Finance in Build stage and scheduled for completion mid Dec. Discovery sessions initiated with Customer Service and City Safety & Health for Sprints in Jan. Training for Sprint 2 & 3 users planned in Jan. On-Demand online Training being designed.
1036	HR System
All Wards	The first two teams (Strategy, People & Culture and Community Wellbeing) successfully went live with Humanforce on 23rd November. The second group (City Development & Infrastructure) went live on 7th December after an extensive training rollout. The rollout of Humanforce is planned to be complete by 31 March 2021 and PageUp performance will be released to staff in March 2021. The project remains within budget.
1037	Project Management Office - ICT Governance
All Wards	Tracking as planned
1242	Digital Customer Channels Transformation (DCCT) - Phase 1 Website Development
All Wards	The project build stage commenced 18 November. Website vendor Bliss Digital have used the first weeks of the build stage on the 'Discovery and Planning' sprints, including handover of UX and Design assets, timeline planning, preparing development environments.
1245	Corporate Reporting Solutions
All Wards	This project has funding available to commence in FY20/21, the target date will be agreed at ICT Governance Committee in December 2020.
1257	Project Management Office
All Wards	Project Management Office oversees quality aspects of the overall Portfolio of ICT, and the budget for this function continues to be managed according to plan.
1368	Data Integration
All Wards	Data integration review kicking off in FY20/21 to ensure solutions and data are effectively connected to deliver ICT community and staff outcomes.
1369	Master Data Management
All Wards	In November, all activity for the vendor engagement phase of the MDM project, including targeted stakeholder engagement and benchmarking of other Councils, was completed within planned timeframe. Our MDM consulting partner Pario Solutions, have now commenced preparation of the draft recommendations report, scheduled to be complete mid-December.

Knox City Council Project Status Report

09-Dec-2020

Project Number	Project Name
1371	Participation Platform
All Wards	Platform design and branding phase complete, including development of 'Have Your Say' logo. Platform configuration by Harvest Digital Planning in progress to meet KCC requirements, with expected delivery mid-December. Platform Administrators and Super Users training to be conducted w/c 8/12/20. Testing scheduled for mid-late December. Proof of concept to be commenced January 2021.
1373	Active Aging System Platform
All Wards	In consultation with the sponsoring business, this initiative has been re-prioritised on the ICT Roadmap V5 to commence in July 2021, and this decision has been endorsed by the March 2020 ICT Governance Committee. This decision reflects the business readiness to commence given competing priorities and operating decisions.
1374	Early Years Platform
	The Transformation team are currently working with Family and Children's Services Early Years to to implement activities which will create the additional capacity required to commence the ICT Project. Project commencement date is to be confirmed in November 2020.
1376	Digital Customer Channels Transformation - DCCT Ph2
All Wards	Phase 2 - Deliver a new staff Intranet and a secure portal for residents within our new website, as well as continued rollout of services. Will commence end of 2020.
1377	Cloud Solutions
All Wards	Project waiting to be scheduled
1379	Customer Relationship Management (CRM)
All Wards	This project is due to commence in late FY 20/21

11.2 Capital Works Program Report

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 of 1 December 2020.

RECOMMENDATION

That Council receive and note the Capital Works Program Report, as of 1 December 2020.

1. INTRODUCTION

This report summarises Council's Capital Works Program for the 2020/21 financial year.

The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report, as of 1 December 2020, is attached as Attachment A.

Highlights of the Works Report as of 1 December 2020 include:

- Blackwood Park Drive, Ferntree Gully - Bridge Replacement – Complete and open.
- Batterham Reserve, The Basin – Pavilion and Masterplan works – Complete.
- Marie Wallace Reserve - Masterplan Implementation Stage 4 – Complete.
- Modular Building Program - Seebeck and Liberty Reserve Pavilions – Asset handover
- Local Area Traffic Management Schemes at Knoxfield and Ferntree Gully – Installations complete.

2.CONFIDENTIALITY

There are no items of a confidential nature in this report.

Report Prepared by: Coordinator, Capital Works, Gene Chiron

Report Authorised by: Director, Infrastructure, Grant Thorne

Attachments

1. Capital Works Program - Works Report as at 4 December 2020 [**11.2.1** - 20 pages]

Knox City Council Project Status Report

04-Dec-2020

Project Number	Project Name	Total Approved
1	Bridges Renewal Program	\$736,925
All Wards	Precast concrete slab panels have been installed at the Ferntree Gully Community Centre and the bridge is scheduled to be complete by end of December.	
4	High Risk Road Failures	\$500,000
All Wards	Works on schedule at various locations.	
7	Road Surface Renewal Program	\$4,738,000
All Wards	Road resurfacing works on schedule at various locations.	
8	Drainage Pit and Pipe Renewal Program	\$2,200,000
All Wards	Drainage renewal works on schedule at various locations.	
9	Footpath Renewal Program	\$2,260,850
All Wards	Footpath renewal program in progress at various locations in accordance with recent footpath condition audit.	
10	Bicycle / Shared Path Renewal Program	\$700,000
All Wards	Scoping of 2020/21 shared path renewal program in progress. Expect work to commence early 2021.	
16	Building Renewal Program	\$6,036,707
All Wards	Program is 25% committed/expended. Works commencing nearing completion over December include Leisureworks - spa pool retiling, HVAC renewals, architectural louvres to ceiling of pool deck; Civic Centre - bathrooms renewal, structural works to electrical substation; Batterham Reserve Pavilion - changerooms refit, floor recoating.	
17	Playground Renewal Program	\$1,533,674
All Wards	Marie Wallace Playground construction continues. Consultation for the 2020/21 Playground Renewals commenced in November and runs until mid - December. Site analysis work being completed for the Stud Park Playground renewal design.	
22	Fire Hydrant Replacement Program	\$168,000
All Wards	First payment due in December.	
24	Carpark Renewal	\$750,000
All Wards	Works on Knox Civic Centre carpark renewal plan expected commence in mid-December.	
25	Plant & Machinery Replacement Program	\$2,751,000
All Wards	Fleet Renewal Program progressing with approximately 32% of funds committed/expended.	

Knox City Council Project Status Report

04-Dec-2020

Project Number	Project Name	Total Approved
26	Street Tree Replacement Program	\$627,750
All Wards	Infill tree planting to be finalised this month with extra watering to occur to assist with establishment of 'late season' planting. Quotes received for bulk tree removal works and contractors selected.	
31	Stamford Park Redevelopment	\$11,028,811
Tirhatuan	Adventure Play Precinct - works are still on track to be completed by the end of 2020. Lake/Ephemeral Precincts - the consultant assisting with Melbourne Water approvals is undertaking a thorough review of all the design plans and commencing work on the additional documentation required. Tender for construction is likely to be early 2021, subject to Melbourne Water final approvals.	
104	Roadside Furniture Renewal Program	\$100,000
All Wards	Program on schedule - works in progress at various locations.	
147	Energy Retrofits for Community Buildings	\$153,899
All Wards	Scoping for projects underway, delays in site attendance due to COVID restrictions, but expected to have no major impact on project delivery at this stage.	
229	Building Code Australia Compliance	\$50,000
All Wards	Program of works being established with review of Essential Safety Measures Annual Reports and component audits. Rollout expected early 2021.	
345	Asbestos Removal	\$100,000
All Wards	Asbestos Audit over January-March to inform works program. Lesiureworks Asbestos audit currently being undertaken. Other buildings to follow. Asbestos removal scheduled for projects (renewal and new/upgrade) where applicable.	
347	Miscellaneous Industrial Roads - Pavement Rehabilitation	\$250,000
All Wards	Program scoping in progress.	
409	Parks Furniture Renewal	\$107,601
All Wards	Audits underway, works progressing on schedule.	
410	Parks Signage Renewal	\$20,000
All Wards	This is a renewal program where signs are replaced as required. Works progressing on schedule.	
412	Water Sensitive Urban Design Renewal	\$521,336
All Wards	Koolamara construction works were scheduled to be undertaken in November, but due to recent rain events, works deferred to February 2021.	

Knox City Council Project Status Report

04-Dec-2020

Project Number	Project Name	Total Approved
441	Tim Neville Arboretum Renewal	\$437,149
Dobson	Earthworks for new BBQ and Picnic shelters now completed.	
443	Reserves Paths Renewal	\$65,000
All Wards	Partial path upgrades completed at David Cooper Reserve, Kent Park and Marie Wallace Reserve. Scoping of further sites underway.	
492	Food Act Compliance - Kitchen Retrofitting	\$25,000
All Wards	Program of works being established in line with kitchen renewal projects where applicable to meet Food Act requirements. Expected to be undertaken in March-April 2021.	
516	Rumann and Benedikt Reserves - Open Space Upgrade Stage 2	\$141,691
Tirhatuan	Contract 2581 works are complete.	
536	Parkland Asset Renewal	\$75,000
All Wards	Scoping of works for 20/21 financial year is underway.	
537	Bush Boulevard Renewal	\$70,000
All Wards	Scoping of works for 20/21 financial year is underway.	
566	Artwork Renewal	\$68,319
All Wards	Artwork renewal projects are on hold due to COVID restrictions - with restoration on Placemakers Legacy series and cleaning and maintenance on major public artworks not viable at present. A full deaccession, maintenance and cleaning schedule for public art is planned.	
576	Emergency Warning Systems in Early Years Facilities	\$50,000
All Wards	Program of works is finalised with The Fields, Cooina and Templeton Kindergartens to be have Early Warning Systems installed during January and April 2021 holidays.	
587	Upper Ferntree Gully Neighbourhood Activity Centre Works	\$289,756
Dobson	Commenced Working Group for Upper Ferntree Gully streetscape enhancement works as part of the Suburban Revitalisation Program Grant.	
593	Marie Wallace Reserve - Masterplan Implementation Stage 4	\$218,041
Dinsdale	Masterplan implementation completed. Playground works still underway under the Playground Renewal Program (No 17).	
649	Scoresby (Exner) Reserve - Masterplan Implementation Stage 3	\$250,000
Tirhatuan	Preparing design brief for Stage 4 of masterplan implementation. This includes outdoor gym equipment, path connections and solar lighting. To be completed in 2021/22.	

Knox City Council Project Status Report

04-Dec-2020

Project Number	Project Name	Total Approved
664	Stormwater Harvesting Program Development	\$199,925
All Wards	Pit and Pipe upgrade works at all Reserves are complete. Electrical component upgrades are underway.	
675	Public Art Project	\$225,154
All Wards	Major public artworks (other than Stamford Park major artworks, which are funded through the Stamford Park project budget) are being planned, however have been unable to commence during COVID restrictions. Major projects planned for this budget include: Lupton Way Boronia; Heritage Garden seat and signage installation at Stamford Park; McCauley Place Boronia; Artslink Public Art Platforms; Immerse related projects; a variety of new public art platforms (eg.lightboxes, billboards etc) and contingency/contribution to Stamford Park and major public art trail.	
708	Cricket Run Up and Goal Square Renewal Works	\$60,000
All Wards	Batterham turf work to commence in early December.	
717	Knox Central Package	\$18,235,000
Dinsdale	Negotiations to acquire parcels for future road corridor and delivery of Knox Central Masterplan continue. Residual funding from the Operations Centre land acquisition to remain allocated to the project should additional land be required.	
724	Knox (Interim) Library	\$664,205
Dinsdale	Funds have been transferred to Westfield (permanent) Library project, for design and fit out.	
733	Kindergarten Office/Storage - Minor Works	\$40,865
All Wards	Remaining program of works to be undertaken late 2020-early 2021.	
737	Meals on Wheels site reconfiguration - Stage 2	\$50,000
Dinsdale	Relocation completed.	
746	Revegetation Plan	\$181,088
All Wards	Priority sites are being scoped and designed for site preparation in February 2021.	
755	Talaskia Reserve, Upper Ferntree Gully - Masterplan Implementation Stage 2	\$571,826
Dobson	Stage 2 of Masterplan implementation works are now complete. Maintenance period has commenced. Remaining funds to be carried forward for final stage of Masterplan implementation.	
761	Dandenong Creek Gateways - Strategic Road Corridors Revegetation	\$138,434
All Wards	Open Space in partnership with Biodiversity are designing planting along creek corridors.	

Knox City Council Project Status Report

04-Dec-2020

Project Number	Project Name	Total Approved
834	Oversowing of Sports Fields	\$60,000
All Wards	Seed sourced and will be purchased in 2021.	
837	Westfield (Permanent) Library - Design and Fitout	\$3,200,000
Dinsdale	The project is currently on hold, awaiting Westfield to provide new base build design drawings to allow completion of library concept design.	
838	Bayswater Community Hub - Scoping	\$70,000
Dinsdale	Facility needs analysis approved by Council. Work on scope due to commence shortly.	
849	Repurposing Scoping of Facilities from Hub Projects.	\$56,252
All Wards	Officers continue to work through actions from November 2019 Council meeting. Relevant projects have been included in the 20/21 Capital Works Program.	
867	Knox Regional Netball Centre Extension	\$450,000
Dobson	Tender (Construction) Advertised on Saturday 21 November, closing on 22 December 2020. Planning application being processed, with notification stage completed. Public art component underway.	
868	H V Jones, Ferntree Gully - Masterplan Implementation Stage 2	\$384,933
Friberg	Preparing design brief for Stage 3 design works which include the netball courts, carpark and path connections. Works to be completed in 2021/22.	
869	Gilbert Park, Knoxfield - Masterplan Implementation Stage 2	\$738,072
Friberg	Construction of Stage 1 masterplan implementation delayed due to wet ground conditions. Stage 2 works to carried forward to 2021/22.	
871	Energy Performance Contract Implementation	\$1,849,840
All Wards	A number of projects require further onsite meetings, to be arranged following the lifting of COVID restrictions. Solar PV installation at Rowville Community Centre and air-conditioning replacement for the gymnasium at Knox Leisureworks scheduled for early December.	
891	Henderson Road Bridge, Rowville	\$1,659,351
Friberg	Drainage relocation works are now underway following delays due to wet weather.	
935	Scoresby (Exner) Reserve - Tennis Court Renewals	\$40,000
Tirhatuan	Repair of court defects completed.	
941	Knox Regional Netball Centre - Court Renewals	\$90,000
Dobson	Works about to re-start following COVID.	

Knox City Council Project Status Report

04-Dec-2020

Project Number	Project Name	Total Approved
942	Tree Management	\$73,321
All Wards	Works undertaken as required in conjunction with Council initiatives.	
944	Knox Central (Operations Centre Remediation)	\$4,445,212
Dinsdale	Contractor appointed to demolish the old Operations Centre buildings to enable remediation works to continue. Awaiting Ausnet to disconnect power supply to the site before demolition can commence. Demolition to be completed by late 2020 – January/February 2021.	
946	Boronia Precinct Planning	\$300,000
Baird	Council is awaiting authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C178knox to implement the Boronia Renewal Strategy. City Futures is coordinating the implementation of a number of priority projects identified in the Strategy, under the directions of an internal Project Control Group (PCG) and the assistance of an internal Project Working Group (PWG). City Futures is also working with the Department of Jobs, Precincts and Regions to finalise a \$250k funding agreement for Boronia under the Suburban Revitalisation Fund. The funding will contribute to the Lupton Way project (including the Shared Zone construction and a public art lighting project). The project will be delivered by Council's Transport and Traffic Team and Arts and Cultural Services Team.	
948	Modular Building Program	\$2,704,612
All Wards	Seebeck and Liberty at practical completion with expectation of handover to tenants by end of November. Lakesfield Pavilion expected to have a Contractor appointed early 2021. Gilbert Park Pavilion currently progressing through scoping process.	
951	Community Toilet Replacement Program	\$772,208
All Wards	Bulk tender for public toilets at Wicks, Tormore, Templeton, Talaskia and Scoresby advertised at end of November with expectation of Contractor to be appointed for construction early 2021.	
958	Liberty Avenue Reserve, Rowville - New Floodlighting	\$18,000
Taylor	Project complete.	
961	Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8	\$198,130
Dobson	Budget to be transferred to masterplan/redevelopment works.	
968	Flamingo Kindergarten, Wantirna South - Verandah Extension	\$101,886
Collier	Project complete.	
994	Picketts Reserve, Ferntree Gully - Masterplan Implementation Stage 3	\$284,250
Baird	Project on schedule. Construction in progress and due for completion in December.	
995	Peregrine Reserve, Rowville - Masterplan Implementation Stage 2	\$443,927
Taylor	Preparing community engagement plan for Stage 2 of the masterplan implementation. This stage, to be completed in 2021/22, includes a junior BMX pump track and outdoor gym equipment.	

Knox City Council Project Status Report

04-Dec-2020

Project Number	Project Name	Total Approved
997	Llewellyn Reserve, Wantirna South - Masterplan Implementation	\$395,483
Scott	Demolition of existing pavilion to be completed on receipt of permit for demolition. Anticipate that this will now be in the new year.	
999	Lewis Park, Wantirna South - Masterplan Implementation	\$969,228
Dinsdale	Waterways - Design being progressed with completion due by end of 2020/early 21. Works subject to Melbourne Water funding. Sport & Play Precinct - design tender evaluation currently underway with a consultant to be appointed by December. Community Gardens - works removing vines have been delayed due to wet weather. Carpark scope confirmed and design underway and 30% complete with fencing relocation to be arranged with owner.	
1001	Scoresby Village Reserve, Masterplan Implementation	\$316,147
Tirhatuan	All defects have been attended to. Maintenance period ended late November.	
1002	Egan Lee Reserve, Knoxfield Masterplan Implementation	\$624,589
Scott	Community engagement for Stage 2 of Masterplan implementation commenced late November.	
1003	Wantirna Reserve - Masterplan	\$30,000
Collier	Works on hold pending soil report outcome.	
1005	Neighbourhood Green Streets	\$48,998
All Wards	Planning phase for the project in progress.	
1006	Bush Boulevards	\$190,870
All Wards	Planning phase for the project in progress, with quotes for available stock being obtained from suppliers.	
1046	Scoresby Recreation Reserve - New DDA Toilet	\$114,095
Tirhatuan	Project complete. Remaining budget to be transferred to Knox Skate Park project.	
1054	Knox Regional Sports Park - Stages 2 and 3	\$12,619,440
Scott	Detailed design of the Victorian Association of Radio Model Soaring (VARMS) clubhouse at Rowville Recreation Reserve is underway.	
1068	Rowville (Seebeck) Reserve - Multipurpose Community Facility	\$389,702
Taylor	Construction of the Rowville Community Workshop is completed. Additional fitout works are being completed this month now that COVID restrictions have eased.	
1101	Cathies Lane, Wantirna South (103 to 125 Cathies Lane) - Reconstruction	\$405,000
Collier	Part of overall contract package of road renewal projects. Contract works well underway with kerb and channel poured on east side with works around 25% complete. Anticipate completion early December.	

Knox City Council Project Status Report

04-Dec-2020

Project Number	Project Name	Total Approved
1102	Lydford Road, Ferntree Gully (Adele Avenue to Elton Road) - Reconstruction	\$540,000
Friberg	Part of overall contract package of road renewal projects. Contract works well underway and 30% complete. Anticipate completion by February 2021.	
1103	Laser Drive, Rowville (19 Laser Drive to Henderson Road) - Reconstruction	\$660,000
Tirhatuan	Part of overall contract package of road renewal projects. Contractor appointed and works are underway. Anticipate completion by February 2021.	
1106	Batterham Reserve, The Basin - Extension to existing pavilion change rooms (female change):	\$100,000
Chandler	Works progressing with expected completion early December.	
1113	Barry Street, Bayswater (60 Barry Street to Holloway Drive) - Reconstruction	\$205,000
Baird	Part of overall contract package of road renewal projects. Contractor appointed and anticipate commencement in January 2021.	
1114	Studfield Shopping Centre Pavement Renewal	\$185,766
Dinsdale	Works complete.	
1115	Milpera Reserve, Wantirna - Oval Renewal	\$50,000
Collier	Plant growth has stalled due to fungal disease. Treatment to be applied this week.	
1119	Wantirna Reserve, Wantirna - Tennis Court Renewals	\$518,279
Collier	Design scope limited to Courts 1 - 5. Survey follow-up required and design to commence in December. Initial consultation with club has occurred and club to advise further on selection of preferred surface.	
1120	Templeton Reserve, Wantirna - Tennis Court Renewals	\$1,058,092
Collier	Courts 1 - 3 completed and partial Practical Completion provided. Courts 4 - 6 under construction and 50% complete. Club requires works on Courts 7 & 8 and these are to be deferred until Courts 4 - 6 are completed.	
1121	Eildon Park, Rowville - Cricket Net Renewal	\$258,500
Taylor	Work set to commence in late November/early December.	
1122	Knox Regional Sports Park - Soccer Cages Renewal	\$20,000
Scott	Further works identified - boards to be installed in December 2020/ January 2021.	
1123	Public Tennis / Netball / Basketball Court Renewals	\$100,000
All Wards	Sites being prioritised for works.	

Knox City Council Project Status Report

04-Dec-2020

Project Number	Project Name	Total Approved
1124	Sporting Oval Fencing Renewals	\$183,626
All Wards	Seebeck Reserve is still too wet to complete safety fence works. Gilbert Park will commence in early 2021. Lakesfield also to commence in 2021.	
1125	Stormwater Harvesting Infrastructure Renewal	\$95,965
All Wards	Prioritising grounds for further renewal works.	
1126	Knox Skate & BMX Park – New Youth Pavilion	\$647,554
Friberg	Modular Building has been delivered to site with suitable site conditions. Completion and fit out being undertaken with completion expected late December-early January 2021.	
1128	Gilbert Park Reserve, Knoxfield - New Drainage	\$36,500
Friberg	Project to carry forward to 2021/22.	
1132	Arcadia Reserve (Scouts), Rowville - Carpark Upgrade	\$91,325
Tirhatuan	Design completed and contractor appointed. Solar Lighting installed and carpark construction works underway.	
1134	Ferntree Gully Arts Centre & Library Deck Enclosure	\$50,000
Dobson	Revised scoping being undertaken with view of internal refit rather than deck and enclosure. Expected to commence early 2021.	
1136	Arts Facility Upgrades	\$150,000
All Wards	Program of works now planned. Expected to proceed to request for quotation for works packages by end of 2020.	
1144	Boronia Road, Bayswater (Edinburgh Rd to Scoresby Rd) - Footpath - Construction	\$97,909
Dinsdale	Design reviewed and minor alterations around 80% complete. Consultation to be finalised with residents. Quotes to be sought.	
1145	Glenfern Road, Ferntree Gully (Norman St to Trafalgar St) - Footpath - Construction	\$65,810
Dobson	Design Review completed with minor alterations underway. Anticipate quote to be sought and appointment made before Christmas.	
1146	Wellington Road, Rowville (Straughan Close to Napoleon Road) - Shared Path - Construction	\$135,430
Taylor	Adjustments being made to path design as per Department of Transport (VicRoads) requests. Finalising drainage detail.	
1148	Montana Avenue, Boronia - Footpath - Construction	\$66,529
Chandler	Waiting to discuss the footpath with the School Principal.	

Knox City Council Project Status Report

04-Dec-2020

Project Number	Project Name	Total Approved
1150	Knoxfield LATM Precinct Stage 2 - Installation	\$67,166
Scott	Project complete.	
1152	Burwood Hwy, Upper Ferntree Gully Shared Path Link 1 (Construct)	\$161,806
Dobson	On hold. To be incorporated with Burwood Hwy shared path bridge feasibility study.	
1153	Napoleon Rd, Lysterfield (Kellebts Rd to Anthony Dr) - Shared Path	\$200,000
Dobson	Designed. Ready for construction once ground has dried out.	
1155	Kellebts Road, Rowville (Stud Rd to Taylors Lane) - Shared Path	\$280,000
Taylor	In-principle agreement received for shared path design from Department of Transport. Waiting for final approval.	
1162	Templeton Street, Wantirna - Linemarking and Intersection Treatments	\$70,000
Collier	Reviewing line marking options, given road resheet to occur within next 5 years.	
1163	Renou Road, Wantirna South - Intersection Treatments	\$197,000
Collier	Line marking complete. In principle agreement received for shared path design from Department of Transport. Waiting for final approval.	
1165	Mowbray Drive, Wantirna South - Parking and Intersection Treatments	\$240,000
Scott	Information sheet to be provided to residents ahead of construction early next year.	
1166	Timothy Drive, Wantirna South - Intersection Treatments	\$35,000
Scott	Reviewing line marking options given road resheet to occur within next 5 years.	
1170	Mountain Highway, Boronia (near Scoresby Rd) - Footpath Connection 4	\$80,000
Baird	To be incorporated with Mountain Highway shared use path. Continuing discussions about a property access license agreement.	
1173	Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 2	\$450,000
Dobson	Concept design for additional carparking at Quarry Reserve currently out for community consultation. Procuring contractor for sewer works for new public toilet. Works to be completed in 2021/22.	
1174	Principal Avenue - Dorset Road Streetscape Upgrade	\$136,802
Chandler	Planning phase for the project in progress.	
1176	Solar in Community Facilities	\$75,000
All Wards	Scoping for kindergarten sites progressing.	

Knox City Council Project Status Report

04-Dec-2020

Project Number	Project Name	Total Approved
1180	Koolunga Reserve, FTG - Wetland Construction	\$390,806
Chandler	Concept Design completed and quotation process for detailed design is scheduled in late November/early December. Works to be completed in 2021/22.	
1182	Norvel Quarry Reserve Water Quality System - Design & Construction	\$70,000
Baird	Project on hold while alternative solutions are being considered.	
1183	Peregrine Reserve - Wetland treatment system - Design	\$60,000
Taylor	Concept Design amendments in progress, in line with the Peregrine Reserve Master Plan priorities.	
1184	Egan Lee Reserve Masterplan - Wetland treatment system - Design	\$550,000
Scott	Concept Design amendments in progress, in line with the Master Plan priorities. Works to be completed in 2021/22.	
1216	Carrington Park Reserve, Knoxfield - Cricket Net Renewal	\$245,285
Friberg	Work set to commence late November.	
1217	Boronia Activity Centre and Station Precinct Renewal Project	\$59,536
Baird	The Draft Boronia Train Station Concept Plan has been endorsed by Council and sent to key State Government stakeholders. Further discussion with key stakeholders are anticipated to resolve the key components of the draft plan.	
1225	Commercial Road, Ferntree Gully (Burwood Hwy to Wilson St) - Reconstruction	\$267,096
Baird	Design complete with Tender process now underway. Anticipate presenting tender report for January 2021 Council meeting.	
1226	Lewis Road, Wantirna South (Tilba Pl to Kanooka Rd) - Reconstruction	\$655,000
Dinsdale	Part of overall contract package of road renewal projects. Contractor appointed and anticipate commencement in February 2021.	
1227	Albert Street, UFTG (Talaskia Rd to Townley Place) - Reconstruction	\$500,000
Dobson	Part of overall contract package of road renewal projects and includes new footpath project. Contractor appointed and anticipate commencement late February 2021.	
1228	Malvern Street, Bayswater (Edelmaier St to Scoresby Rd) - Design	\$29,441
Baird	Amended Design 75% complete with final design review to follow.	
1229	Sullivan Court, Wantirna (Rachelle Drive to End) - Design	\$7,185
Collier	Design reviewed and minor alterations undertake.	
1230	Wanaka Close, Rowville (Erie Avenue to End) - Design	\$5,186
Tirhatuan	Design reviewed and minor alterations undertake.	

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Knox City Council Project Status Report

04-Dec-2020

Project Number	Project Name	Total Approved
1231	Winnifred Crescent, Knoxfield (Allister Close to Christie Close) - Design	\$13,086
Friberg	Design has been reviewed and final update underway - design 95% complete.	
1232	Chandler Road, Boronia (Floriston Rd to Albert Ave) - Design	\$29,441
Chandler	Initial survey of Chandler Rd completed. Scope direction being sought from Boronia Renewal Project Working Group.	
1233	Knox Park, Knoxfield - Turf Renewal	\$250,000
Friberg	Work is set to commence.	
1234	Knox Athletics Track, Knoxfield - Pathway Renewals	\$20,000
Friberg	Quotes being sought.	
1237	Carrington Park - Multi Purpose Facility	\$1,511,594
Friberg	Drawings sent to Quantity Surveyor for final cost plan before construction tender starting mid December.	
1238	BAMP Facility Upgrades	\$965,274
All Wards	Relevant minor projects have been completed at Rowville Recreation Reserve and Liberty Reserve. Program development progression expected to be progressed by early January 2021 with commencement of implementation to follow.	
1260	Bayswater Bowls Club - New Accessibility Pathway	\$56,066
Dinsdale	Design completed - to be integrated with carpark design.	
1261	Wantirna Reserve - Car Park Upgrade (Design)	\$40,000
Collier	Project Team scoping discussions held. Project on hold pending outcome of further discussions in relation to results of geotechnical investigations of old landfill site and direction of Masterplan.	
1262	Cultural Facilities - Knox Pop Up Events Trailer & Kit	\$11,581
All Wards	Purchase of a trailer to house the Pop Up Events equipment has been delayed due to COVID.	
1264	Knox Regional Netball Centre - Amenities Upgrade	\$50,000
Dobson	Scoping and design of amenities upgrade being undertaken as part of redevelopment project.	
1265	Park Crescent Children and Family Centre Refurbishment, Boronia - Design	\$128,500
Baird	Design development progressing with concept sign off. Intended to proceed to fee proposals for detailed design/tender documentation in early 2021.	

Knox City Council Project Status Report

04-Dec-2020

Project Number	Project Name	Total Approved
1266	Rowville Children and Family Centre Refurbishment	\$1,042,000
Tirhatuan	Detailed design process underway with completion expected by end of December with view to tender early 2021.	
1267	Early Years Facilities - Landscaping Upgrades	\$180,737
All Wards	Delays due to COVID, but works expected to be complete by June 2021.	
1268	The Fields Kindergarten (north side), Rowville - Verandah	\$110,000
Taylor	Request for quotation process expected to be finalised early December with Contractor appointed for commencement in January 2021.	
1269	Rosa Benedikt Community Centre, Scoresby - Minor Upgrade	\$37,238
Tirhatuan	Project scheduled to commence January 2021.	
1270	Heany Park Scout/Community Pavilion, Rowville - Scoping	\$28,055
Taylor	Preferred concept design being finalised.	
1271	Wantirna Community Infrastructure Planning	\$40,000
Collier	On hold pending future hockey field assessment.	
1273	Myrtle Crescent, Ferntree Gully (West Side at Moore Street) - Footpath	\$41,029
Dobson	Finalising legal documents.	
1274	Mountain Hwy, The Basin (Wicks Road - Claremont Ave) - Footpath	\$440,000
Chandler	Survey work completed with Concept Design to follow. Consultation with residents likely early 2021.	
1276	Liverpool Road, The Basin (Mountain Hwy to Liverpool Rd retarding basin) - Footpath - Design	\$16,731
Chandler	Feature survey has been completed. Discussions continuing with Salvation Army.	
1277	Blackwood Park Drive, Ferntree Gully - Bridge Replacement	\$561,525
Dobson	Works complete and bridge reopened.	
1278	Clauscen Drive, Rowville LATM - Installation	\$170,000
Tirhatuan	Further information sent to residents in late November with construction proposed early next year.	
1279	Elton Road and Holme Road, Ferntree Gully, Isolated Traffic Treatment (Hot Spot) Program	\$30,000
Friberg	Project complete.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Approved
1281	Ferntree Gully Road (Stud Road - Henderson Road) - Shared Path - Scoping Tirhatuan Liaising with construction for installation.	\$32,000
1282	Ferntree Gully Road (Rushdale Street - Bunjil Way), Knoxfield - Shared Path - Scoping Friberg Possible path alignment still to be determined.	\$10,000
1297	Amesbury Avenue, Wantirna - Intersection Treatments Design Collier Design plans are currently being reviewed.	\$13,427
1300	Parking Management Plan Implementation All Wards Works plans and business letter, for Boronia Road, ready for signage changes.	\$71,380
1303	Napoleon Road, Rowville (Bus Stop 15209 to School Crossing) - Footpath Connection Taylor Public Transport Victoria approval being sought for the design proposal.	\$29,560
1306	Dog Park - Emerson Place Reserve All Wards The amendments to the detailed design have been finalised. The construction contract is currently out for public tender.	\$220,102
1307	Batterham Park, The Basin - Masterplan Implementation Chandler Procuring contractor for new drinking fountain to finalise Masterplan works.	\$60,000
1308	Kevin Ave, FTG, Flood Investigation - Design Dobson Site survey completed, service deepthing quote requests scheduled in December.	\$25,310
1309	1825 Ferntree Gully Road - Flood Mitigation Works Friberg Functional designs and site survey completed. Service locating quotes requested. Arborist assessment scheduled for next month. works to be completed in 2021/22.	\$858,876
1310	Flood Mitigation Reactive Complaints Upgrade Works All Wards Anticipated commencement in 2021.	\$250,000
1311	Major Roads LED Streetlight Replacement - Design All Wards Design of streetlight replacement sites underway and expected to be completed by end of December.	\$92,550
1312	Landfill Sites as Solar Farms - Feasibility Study All Wards Battery Feasibility Study currently underway. This includes stakeholder meetings with United Energy, Environmental Planning Authority (EPA) Victoria and the Department of Environment, Land, Water and Planning (DELWP).	\$92,269

Knox City Council Project Status Report

04-Dec-2020

Project Number	Project Name	Total Approved
1315	Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)	\$824,408
Baird	Design tender has been advertised and expect to appoint the lead architect by early December.	
1316	Rowville Recreation Reserve - Car Park Upgrade	\$168,000
Taylor	Survey to be completed. Consideration of carpark includes informal area adjacent to Stud Road. Consultation with Department of Transport (VicRoads) regarding utilising road reserve within Stud Road in progress.	
1317	Batterham Reserve, The Basin - Oval/Turf Renewal	\$45,000
Chandler	Work set to commence in early December.	
1318	Miller Park Reserve - Cricket Net Renewal	\$268,750
Chandler	Design in concept stage.	
1319	Gilbert Park Reserve, Knoxfield - Batting Cage Renewal	\$107,500
Friberg	Works planned for 2021, designs are being considered.	
1320	Eildon Park Reserve, Rowville - Tennis Court Renewals	\$531,508
Chandler	Design completed and works packaged with Miller Reserve Tennis Club works. Tender advertised and closed. Currently assessing tender submissions. Anticipate being able to appoint Contractor by late December.	
1321	Millers Reserve, The Basin - Tennis Court Renewals	\$525,000
Chandler	Design completed and works packaged with Eildon Reserve Tennis Club works. Tender advertised and closed. Currently assessing tender submissions. Anticipate being able to appoint Contractor by late December.	
1322	Glenfern Park (FTGTC) - Tennis Court Renewal	\$350,000
Chandler	Design has been reviewed and final update completed. Going to tender in December.	
1357	Batterham Reserve, The Basin - Pavilion Refurbishment & Path and Access Works	\$337,397
Chandler	Carpark works are complete. Landscape works are complete. Pavilion extension completion is expected early December.	
1363	Shared Zone Lupton Way – Erica Avenue to Dorset Road.	\$9,000
Baird	Remaining funds transferred to Boronia Precinct Planning project.	
1365	Programmed works from June annual Audits	\$520,000
All Wards	Funding sought to be utilised as supplementary funding to enable Commercial Road - Stage 2 works to be undertaken this financial year.	
1382	Kings Park - Baseball Infield Drainage	\$80,000
Dobson	Work set to commence in December.	

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Knox City Council Project Status Report

04-Dec-2020

Project Number	Project Name	Total Approved
1383	Knox Park - Junior Pitch Improvements Friberg Work set to occur in December.	\$100,000
1384	Kings Park - Baseball Fencing Upgrade (Outfield) Dobson Quotes to be sought in 2021.	\$200,000
1385	Templeton Reserve - Sportsfield Renewal Works Collier Renewal work to commence in late November.	\$270,000
1386	Parks - Coring Plant All Wards Plant identified but estimated wait of 5 months for delivery due to COVID backlog.	\$120,000
1387	Liberty Reserve - Sportsfield Drainage Taylor Works programmed for January 2021.	\$150,000
1388	Knox Regional Sports Park - Pitch Resurfacing Scott Pitch condition classified as good. At least two years before replacement required. Project postponed till 2022.	\$2,500,000
1389	Egan Lee Reserve Renewal - Top Oval (Design) Scott Design to occur in 2021.	\$15,000
1390	Golf Practise Nets All Wards Wally Tew or Knox Park identified as ideal locations.	\$30,000
1391	Knox Hockey Facility Development Tirhatuan Scoping/development work scheduled for 2021.	\$125,000
1392	3-Year Old Kindergarten Facility Management All Wards Reviewing Councils early years infrastructure and management, in the process of designing a strategic early years facilities plan.	\$200,000
1393	Knox Gardens Reserve - Floodlighting Upgrade (Oval 1) Scott Tender assessment complete with contractor expected to be appointed early December.	\$270,000
1394	Knox Park Athletics - Changeroom Upgrade (Design) Friberg Scoping and design expected to commence late 2020-early 2021.	\$60,000
1395	Milpera Reserve - Floodlighting Collier Tender assessment complete with Contractor expected to be appointed early December.	\$250,000

Knox City Council Project Status Report

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Project Number	Project Name	Total Approved
1396	Gilbert Park - Floodlighting Upgrade (Diamonds 1 and 2)	\$500,000
Friberg	Tender expected early December with Contractor appointed early 2021.	
1397	Talaskia Reserve - Lighting Upgrade	\$250,000
Dobson	Tender assessment complete with Contractor expected to be appointed by early December.	
1398	Templeton Reserve - Safety Fencing/Netting	\$40,000
Collier	Contractor appointed. Works to commence in new year.	
1399	Talaskia Reserve - Perimeter Safety Fencing	\$50,000
Dobson	First stage of project already complete. Contractor appointed for second stage. Works to occur in December.	
1400	Gilbert Park - Protective Netting	\$80,000
Friberg	Quotes currently being sought. Works to occur in early 2021.	
1401	Fairpark Reserve - Reversible Netball/Basketball Ring	\$6,000
Friberg	Project will occur after the location of the Fairpark Reserve Community Facility is confirmed. Project to be combined with netball court renewals.	
1402	Bayswater Bowls Club - Car Park Upgrade	\$100,000
Dinsdale	Design reviewed and alterations 95% complete. Quotes to be sought on completion. Works integrated with New Accessibility Pathway project.	
1403	Fairpark Reserve - Car Park Extension (Design)	\$25,000
Friberg	Works integrated into scope of works for Major Project.	
1404	Berrabri Kindergarten - Verandah Space upgrade (Design)	\$10,000
Tirhatuan	Scoping and design progressing with expectation of completion in early 2021.	
1405	F W Kerr Kindergarten, Ferntree Gully - External upgrade	\$20,000
Dobson	Officers are in the process of reviewing Council's early years infrastructure. This project will now be deferred to the 21/22 program while further early years infrastructure and planning is complete across Councils early years services.	
1406	Miller's Homestead - Upgrade	\$67,500
Chandler	Project will commence following selection of a tenant for Miller's Homestead. EOJ process for tenancy currently on hold pending recruitment of project officer.	
1407	Boronia Progress Hall - Upgrade	\$50,000
Baird	Scoping phase of project has commenced.	

Knox City Council Project Status Report

04-Dec-2020

Project Number	Project Name	Total Approved
1408	St John's Ambulance Hall - Upgrade	\$25,000
Baird	Consultation work is underway.	
1409	Albert Street, UFTG, Ferndale Road - 14 Albert Street - Footpath	\$100,000
Dobson	Works incorporated into Road Renewal project for Albert Street. Anticipate works commencing around February 2021.	
1410	Moonah Rd and Tate Ave, Wantirna - Roundabout	\$50,000
Dinsdale	Feature survey to be undertaken in coming weeks.	
1411	Mountain Hwy, Bayswater, Scoresby Road to Jersey Road - Shared Path	\$315,000
Baird	Feature survey has been arranged. Negotiations continuing with property owner.	
1412	Macauley Place - Shared Safety Zone	\$250,000
Dinsdale	Tender in December and aim to award in February.	
1413	Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation	\$75,000
Dobson	Site investigation underway. Preparing community engagement plan.	
1414	Cardiff Street - Flood Mitigation Works (Design)	\$60,000
Baird	Scoping of these works scheduled in January 2021.	
1415	Olivebank to Underwood & Alexander Cres Reserve FTG - Wetland Treatment System (Scoping & Analysis)	\$10,000
Dobson	Project scheduled to commence late 2020-early 2021.	
1416	Eildon Park Reserve - Stormwater Harvesting Upgrade	\$120,000
Taylor	Drainage upgrade works completed on Reserve. Electrical upgrades to harvesting systems currently underway. These works are undertaken as part of Stormwater Harvesting Program Development (project 664).	
1417	Batterham Reserve - Stormwater Harvesting Upgrade	\$120,000
Chandler	Drainage upgrade works completed on Reserve. Electrical upgrades to harvesting systems currently underway. These works are undertaken as part of Stormwater Harvesting Program Development (project 664).	
1418	Wally Tew (FTG Reserve) - Stormwater Harvesting Upgrade	\$25,000
Dobson	Harvesting system review is scheduled early December.	
1419	Carrington Park Reserve - Stormwater Harvesting Upgrade	\$25,000
Friberg	Harvesting system review is scheduled early December.	

Knox City Council Project Status Report

04-Dec-2020

Project Number	Project Name	Total Approved
1420	Bayswater Oval (Marie Wallace) - Stormwater Harvesting Upgrade	\$25,000
Dinsdale	Harvesting system review is scheduled early December.	
1421	Kings Park Reserve - Stormwater Harvesting Upgrade	\$25,000
Dobson	Harvesting system review is scheduled early December.	
1422	Gilbert Reserve - Wetland (Scoping & Analysis)	\$30,000
Friberg	Scoping in progress in line with Gilbert Park Masterplan.	
1423	Jenola Parade Wantirna Reserve - Wetland (Design)	\$10,000
Scott	Design scheduled for early 2021.	
1424	Allora Avenue FTG - Wetland (Scoping)	\$30,000
Dobson	Anticipated commencement January 2021.	
1425	Albert Street UFTG and Chandler Road Boronia - Passive irrigation (Research and Development)	\$60,000
All Wards	This project is in partnership with Melbourne University, and is scheduled to be delivered in 2021/22.	
1426	The Basin Triangle Masterplan	\$60,000
Chandler	Project brief being prepared.	
1428	Violen Street, Bayswater - Design	\$20,000
Dinsdale	Surveyed completed and design 70% complete. Geotech consultant appointed.	
1429	Edinburgh Road, Boronia - Design	\$25,000
Baird	Survey completed with design 15% complete. Geotech consultant appointed.	
1430	Wilhelma Avenue, Boronia - Design	\$30,000
Baird	Survey completed. Design planned for early 2021. Geotech consultant appointed.	
1431	Manuka Drive, FTG - Design	\$25,000
Baird	Survey completed. Design planned for early 2021. Geotech consultant appointed.	
1432	Murene Court, Boronia - Design	\$20,000
Baird	Survey completed. Design planned for early 2021. Geotech consultant appointed.	
1433	Carrington Park Leisure Centre Upgrade - Scoping	\$60,000
Friberg	Scheduled to commence in January 2021.	

Knox City Council Project Status Report

04-Dec-2020

Project Number	Project Name	Total Approved
1434	Harcrest Estate Lake & Wetland Renewal	\$127,718
Scott	Harcrest Estate wetland Ring Wall repair work as required.	

Total: \$120,089,258

12 Notices of Motion

13 Supplementary Items

14 Urgent Business

15 Questions Without Notice

16 Confidential Items

Nil

SUPPLEMENTARY AGENDA



Ordinary Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 21 December 2020 at 5:00 pm

Order of Business

13 Supplementary Items.....3

 13.1 Knox Basketball Inc – Request for Extension to Financial Assistance (Confidential)3

 13.2 Contract 2611 - Parks and Gardens Services General Maintenance.....4

Tony Doyle
Chief Executive Officer

13 Supplementary Items

13.1 Knox Basketball Inc - Request for Extension to Financial Assistance (Confidential)

Confidential report circulated under separate cover

13.2 Contract 2611 - Parks and Gardens Services General Maintenance

SUMMARY: Coordinator Active Open Space, Lara Wilson

This report considers and recommends the appointment of tenderers for Contract No. 2611 – Parks and Gardens Services General Maintenance.

RECOMMENDATION

That Council resolve:

- 1. To award Contract No. 2611 – Parks and Gardens Services General Maintenance to the following contractors:**
 - **Bruce Stephens Playground Services Pty Ltd**
 - **Green Options Pty Ltd**
 - **J.A.M. Horticultural Services**
 - **Knox Maintenance Pty Ltd**
 - **Orange Horticultural Solutions Pty Ltd**
 - **South East Garden & Lawn Care Pty Ltd**
 - **Yarra Ranges Fire Management Pty Ltd**

at their tendered schedule of rates for a period of three (3) years from 1 January 2021 to 31 December 2023 with the option of a further two (2) x two (2) years extensions at Council's discretion;

- 2. To authorise the Chief Executive Officer to execute contract agreements with the above contractors;**
- 3. To authorise the Chief Executive Officer and / or the Director Infrastructure to negotiate and execute further extensions to Contract No. 2611 – Parks and Gardens Services General Maintenance to the maximum seven year contract term; and**
- 4. That all tenderers are advised accordingly.**

1. INTRODUCTION

Council is seeking a panel of suitably qualified and experienced parks and gardens contractors to provide horticultural maintenance services and minor improvement works such as fencing (post and rail style), park furniture installation, crushed rock path maintenance, weed removal works, rubbish removal etc. at various locations across the municipality via a schedule of rates.

Previously, the works above were delivered under two separate schedule of rates contracts which have been combined to streamline works across the Parks department.

The contract will be awarded for three (3) years with the option of two (2) x two (2) year extensions based on satisfactory service delivery. The overall cost of the contract for the initial three (3) years is \$3,300,000 (incl. GST) \$3,000,000 (ex GST) with the maximum cost being \$7,700,000(incl. GST), \$7,000,000 (ex GST).

2. DISCUSSION

Contract 2197 will replace the following contracts:

- 2197 Maintenance of Open Spaces and Road Reserves
- 2200 Garden Bed Maintenance

These garden maintenance works were previously managed under two separate contracts (as above), all of which were awarded to a panel of contractors.

By consolidating the contracts, the new panel of contractors will provide a tailored selection of large scale and small scale providers to deliver on a wide range of services allowing for more agile delivery smaller works and adequate resourcing for delivery of larger works.

Works will be delivered to the required level of service at an estimated cost of approximately \$7,000,000.00 (\$1, 000,000.00 P/A) over the full contact term (7 years).

3. CONSULTATION

Consultation has occurred with stakeholders during the phases of tender preparation and advertising. Consultation has also occurred with the current Project Officers and the wider Parks management team during the evaluation phase to ensure a successful tendering process was achieved.

4. ENVIRONMENTAL/AMENITY ISSUES

The services under this contract provide a significant contribution to enhance the environment and visual amenity of the municipality's open space. The contractors will ensure that all areas are kept free of rubbish, weeds and tree debris.

Concerning sites of biological significance and significant vegetation, Council's Biodiversity team will be consulted during preliminary planning and no remnant vegetation should be affected during the Maintenance cycles. Council's project manager will ensure the contractor adheres to the approved systems and procedures.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The contract will be awarded for three (3) years with the option of two (2) x two (2) year extensions based on satisfactory service delivery. The overall cost of the contract for the initial three (3) years is \$3,300.00(incl. GST) \$3,000,000 (ex GST) with the maximum cost being \$7,700,000(incl. GST), \$7,000,000 (ex GST) and will be covered by multiple existing operational and capital works accounts in the parks service area.

6. SOCIAL IMPLICATIONS

The services under this contract provide a significant contribution to enhance the environment and visual amenity of the municipality's road network, parks and open spaces.

The services will also aid in keeping the municipality weed and pest free, reduce the amount of litter, and provide useable open space for active and passive recreation.

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

Goal 1 - We value our natural and built environment

Strategy 1.1 - Protect and enhance our natural environment

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

Goal 4 - We are safe and secure

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

8. CONFLICT OF INTEREST

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

9. CONCLUSION

Following the tender evaluation process, the following tenderers achieved the highest evaluation rating for the components below and it is recommended that Council accept their Schedule of Rates for services tendered under 2611 Parks and Gardens Services General Maintenance:

- Bruce Stephens Playground Services Pty Ltd
- Green Options Pty Ltd
- J.A.M. Horticultural Services
- Knox Maintenance Pty Ltd
- Orange Horticultural Solutions Pty Ltd
- South East Garden & Lawn Care Pty Ltd
- Yarra Ranges Fire Management Pty Ltd

10. CONFIDENTIALITY

Attachment 1 is included in the confidential agenda, having been declared confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:

- Council business information, that will prejudice Council's position when tendering for services, or when negotiating the price for contract if prematurely released;
- private commercial information, that if released, would unreasonably expose tenderers to disadvantage because it would release financial information about the business that is not generally available to their competitors.

Report Prepared By: Coordinator Active Open Space, Lara Wilson

Report Authorised By: Director Infrastructure, Grant Thorne

Attachments

Confidential Attachment 1 is circulated under separate cover
