

# AGENDA

Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 24 May 2021 at 7:00 PM

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

This meeting will be streamed live on the internet and recorded. The live stream and recording can be accessed via Council's website at [www.knox.vic.gov.au/meetings](http://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 26 April 2021

4 Presentations, Petitions and Memorials

5 Reports by Councillors

## 6 City Strategy and Integrity Officers' Reports for consideration

### 6.1 Report of Planning Applications Decided Under Delegation 1 April 2021 to 30 April 2021

**SUMMARY: Manager, City Planning & Building, Paul Dickie**

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

#### **RECOMMENDATION**

**That the planning applications decided under delegation reports (between 1 April 2021 to 30 April 2021 be noted**

#### **1. REPORT**

Details of planning applications decided under delegation from 1 April 2021 to 30 April 2021 are attached. The applications are summarised as follows:

| <b>Application Type</b>       | <b>No.</b> |
|-------------------------------|------------|
| Building & Works: Residential | 4          |
| Other                         | 7          |
| Subdivision                   | 12         |
| Units                         | 12         |
| Tree Removal / Pruning        | 8          |
| Single Dwelling               | 5          |
| Liquor Licence                | 1          |
| <b>TOTAL</b>                  | <b>49</b>  |

#### **2. CONFIDENTIALITY**

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

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

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

#### **Attachments**

Nil

## Knox City Council

### Planning Applications Decided by Responsible Officer

1 April 2021 and 30 April 2021

| <b>Ward</b> | <b>No/ Type</b> | <b>Address</b>                                   | <b>Description</b>  | <b>Decision</b>               |
|-------------|-----------------|--|---|-------------------------------|
| Baird       | 2020/6650       | 2 Cadle Court<br>BAYSWATER VIC<br>3153           | Construction of a single storey dwelling to the rear of existing dwelling   | 27/04/2021 Notice of Decision |
| Baird       | 2021/9052       | 117 Burke Road<br>FERNTREE GULLY<br>VIC 3156     | Two lot subdivision (Approved unit development)   | 23/04/2021 Approved           |
| Baird       | 2021/6067       | 40 Bursaria Avenue<br>FERNTREE GULLY<br>VIC 3156 | Development of the land for two (2) single storey dwellings   | 15/04/2021 Approved           |
| Baird       | 2020/6336       | 65 Commercial Road<br>FERNTREE GULLY<br>VIC 3156 | Development of the land for the construction of three double storey and one single storey dwelling                  | 14/04/2021 Approved           |
| Baird       | 2021/6090       | 21 Sinclair Road<br>BAYSWATER VIC<br>3153        | Three (3) Lot Subdivision (Approved Unit Development)   | 30/04/2021 Approved           |
| Baird       | 2020/6732       | 20 Holloway Drive<br>BAYSWATER VIC<br>3153       | Building and works to construct canopies, alter external facades and construct a new entrance ramp onto Reid Street | 29/04/2021 Approved           |
| Baird       | 2021/9053       | 153 Boronia Road<br>BORONIA VIC 3155             | Buildings and works for the construction of a verandah  | 28/04/2021 Approved           |
| Chandler    | 2020/6747       | 1 Marie Street<br>BORONIA VIC 3155               | Removal of one (1) Poisoned and Dying Quercus palustris (Pin Oak)   | 1/04/2021 Approved            |
| Chandler    | 2021/6143       | 3 Rustic Drive<br>BORONIA VIC 3155               | Removal of two (2) Eucalyptus radiata, one (1) Eucalyptus obliqua and one (1) Eucalyptus goniocalyx                 | 15/04/2021 Approved           |
| Chandler    | 2021/9046       | 26 Stewart Street<br>BORONIA VIC 3155            | Buildings and Works (Shed)  | 26/04/2021 Approved           |
| Chandler    | 2021/6164       | 3 The Grove<br>BORONIA VIC 3155                  | Remove one (1) Eucalyptus sideroxylon (Red Ironbark)  | 28/04/2021 Approved           |
| Chandler    | 2021/6168       | 20 Castlewood Drive<br>BORONIA VIC 3155          | Removal of one (1) Eucalyptus bicostata (Victorian Blue gum)  | 27/04/2021 Approved           |

| <b>Ward</b> | <b>No/ Type</b> | <b>Address</b>   | <b>Description</b>  | <b>Decision</b>        |
|-------------|-----------------|--|---|------------------------|
| Chandler    | 2021/9050       | 14 Stuart Street<br>THE BASIN VIC<br>3154  | The removal of one (1)<br>Eucalyptus goniocalyx (Long<br>Leaf Box)  | 27/04/2021<br>Approved |
| Chandler    | 2021/6111       | 20A Alchester<br>Crescent<br>BORONIA VIC 3155                                    | Building and works to<br>construct a Colorbond steel<br>Veranda   | 29/04/2021<br>Approved |
| Collier     | 2021/9045       | 11 Alkira Court<br>WANTIRNA VIC<br>3152  | Two Lot Subdivision<br>(Approved unit development)  | 9/04/2021<br>Approved  |
| Collier     | 2021/9041       | 3 Deauville Court<br>WANTIRNA VIC<br>3152  | Two Storey Dwelling   | 12/04/2021<br>Approved |
| Collier     | 2020/6681       | 30 Mint Street<br>WANTIRNA VIC<br>3152   | The construction of a single<br>dwelling and associated<br>fencing  | 14/04/2021<br>Approved |
| Collier     | 2020/6727       | 13 Juniper Road<br>WANTIRNA VIC<br>3152  | The development of a<br>dwelling to the rear of the<br>existing dwelling  | 30/04/2021<br>Approved |
| Dinsdale    | 2020/6337       | 4 Comrie Court<br>BAYSWATER VIC<br>3153  | Development of a two-storey<br>dwelling to the rear of an<br>existing dwelling  | 8/04/2021<br>Approved  |
| Dinsdale    | 2021/6058       | 747 Mountain<br>Highway<br>BAYSWATER VIC<br>3153                                 | Liquor License for<br>Restaurant/Cafe and Floodlit<br>Sign  | 7/04/2021<br>Approved  |
| Dinsdale    | 2020/6640       | 88 Coleman Road<br>WANTIRNA SOUTH<br>VIC 3152                                    | Construction of two double<br>storey dwellings on the land  | 15/04/2021<br>Approved |
| Dinsdale    | 2021/9056       | 9 Dalpura Drive<br>BAYSWATER VIC<br>3153   | Two (2) Lot Subdivision<br>(Approved Unit<br>Development)   | 29/04/2021<br>Approved |
| Dinsdale    | 2020/6265       | Knox City SC<br>(MASTER)<br>425 Burwood<br>Highway<br>WANTIRNA SOUTH<br>VIC 3152 | Construction of works<br>including fences, associated<br>with the installation of<br>parking management<br>system, alteration of access<br>to a road zone and display of<br>electronic business<br>identification signs | 29/04/2021<br>Approved |
| Dinsdale    | 2020/6604       | 8 Opal Court<br>BAYSWATER VIC<br>3153  | Development of a double<br>storey dwelling to rear of the<br>existing dwelling  | 30/04/2021<br>Approved |
| Dinsdale    | 2020/6745       | 4 Dinsdale Road<br>BORONIA VIC 3155  | Construction of a dwelling to<br>the rear of the existing<br>dwelling   | 30/04/2021<br>Refused  |
| Dobson      | 2020/6380       | 31 Logan Court<br>LYSTERFIELD VIC<br>3156  | Use and development of the<br>land for a single dwelling  | 13/04/2021<br>Approved |

| Ward    | No/ Type  | Address  | Description  | Decision                        |
|---------|-----------|--|--|---------------------------------|
| Dobson  | 2020/6720 | 34 Sheldon Court<br>LYSTERFIELD VIC<br>3156          | The construction of a dwelling and associated works  | 9/04/2021<br>Approved           |
| Dobson  | 2020/6723 | 23 Veronica Street<br>FERNTREE GULLY<br>VIC 3156     | Two lot subdivision, development of the land for a single storey dwelling to the rear of the existing dwelling and associated vegetation removal | 12/04/2021<br>Approved          |
| Dobson  | 2021/9043 | 10 Seascape Close<br>FERNTREE GULLY<br>VIC 3156      | Pruning of one (1) Eucalyptus Ovata (Swamp Gum)  | 26/04/2021<br>Approved          |
| Friberg | 2021/9037 | 82 Cambden Park Parade<br>FERNTREE GULLY<br>VIC 3156 | Two Lot Subdivision (approved unit development)  | 1/04/2021<br>Approved           |
| Friberg | 2021/9047 | 62 Frudal Crescent<br>KNOXFIELD VIC<br>3180          | Two lot subdivision (approved unit development)  | 16/04/2021<br>Approved          |
| Friberg | 2021/6069 | 32 Adele Avenue<br>FERNTREE GULLY<br>VIC 3156        | Four Lot (4) Subdivision (Approved unit development)   | 22/04/2021<br>Approved          |
| Friberg | 2021/6116 | 1/854 Burwood Highway<br>FERNTREE GULLY<br>VIC 3156  | Building and works to install a salvage platform to an existing loading dock   | 14/04/2021<br>Approved          |
| Friberg | 2021/6089 | 1 Holme Road<br>FERNTREE GULLY<br>VIC 3156           | Three (3) Lot Subdivision (approved unit development)  | 28/04/2021<br>Approved          |
| Friberg | 2021/6027 | 48-52 Kathryn Road<br>KNOXFIELD VIC<br>3180          | 9 Lot Subdivision (approved unit development)  | 27/04/2021<br>Approved          |
| Scott   | 2020/6649 | 13 Witken Avenue<br>WANTIRNA SOUTH<br>VIC 3152       | Development of the land for two (2) double storey dwellings  | 1/04/2021 Notice<br>of Decision |
| Scott   | 2021/9054 | 25 Philip Road<br>KNOXFIELD VIC<br>3180              | Removal of one (1) Eucalyptus macrorhyncha (Red Stringybark)   | 30/04/2021<br>Approved          |
| Taylor  | 2021/9044 | 153 Dandelion Drive<br>ROWVILLE VIC<br>3178          | Two (2) lot subdivision (approved unit development)  | 9/04/2021<br>Approved           |
| Taylor  | 2021/6014 | 10 Village Court<br>ROWVILLE VIC<br>3178             | Development of a double storey dwelling at the rear of the existing dwelling   | 9/04/2021 Notice<br>of Decision |
| Taylor  | 2021/9040 | 73 Major Crescent<br>LYSTERFIELD VIC<br>3156         | Buildings and works for an outdoor room and pergola  | 9/04/2021<br>Approved           |



| <b>Ward</b> | <b>No/ Type</b> | <b>Address</b>  | <b>Description</b>  | <b>Decision</b>        |
|-------------|-----------------|---|---|------------------------|
| Taylor      | 2021/9048       | 6 Blaxland Drive<br>ROWVILLE VIC<br>3178                          | Construct a front fence   | 22/04/2021<br>Approved |
| Taylor      | 2021/6070       | 33 Clausen Drive<br>ROWVILLE VIC<br>3178                          | The construction of a double<br>storey dwelling   | 28/04/2021<br>Approved |
| Tirhatuan   | 2021/9042       | 62/1470 Ferntree<br>Gully Road<br>KNOXFIELD VIC<br>3180           | Construct a free standing<br>mezzanine  | 9/04/2021<br>Approved  |
| Tirhatuan   | 2021/6046       | 23 Mindara Avenue<br>ROWVILLE VIC<br>3178                         | Three (3) Lot Subdivision<br>(Approved Unit<br>Development)   | 21/04/2021<br>Approved |
| Tirhatuan   | 2020/6659       | 31 Barak Way<br>ROWVILLE VIC<br>3178                              | 4 lot subdivision (approved<br>unit development)  | 15/04/2021<br>Approved |
| Tirhatuan   | 2021/6094       | Stud Park SC<br>1101 Stud Road<br>ROWVILLE VIC<br>3178            | Building and works to install<br>three mobile storage<br>containers in the southern<br>carpark  | 21/04/2021<br>Approved |
| Tirhatuan   | 2021/6191       | Tirhatuan Golf<br>Course<br>5 Police Road<br>ROWVILLE VIC<br>3178 | Removal of one (1)<br>Eucalyptus ovata (Swamp<br>Gum), one (1) Melaleuca<br>ericifolia (Swamp<br>Paperbark), one (1) Acacia<br>melanoxylon (Blackwood)<br>and the habitat pruning of<br>one (1) Eucalyptus ovata<br>(Swamp Gum) | 28/04/2021<br>Approved |
| Tirhatuan   | 2021/9055       | PEPPERTREE HILL<br>197/15 Fulham Road<br>ROWVILLE VIC<br>3178     | Buildings and works for a<br>verandah   | 30/04/2021<br>Approved |
| Tirhatuan   | 2021/6019       | 9 Della Street<br>SCORESBY VIC<br>3179                            | Construction of two (2)<br>single storey units  | 27/04/2021<br>Approved |

## 6.2 2-8 St Elmo Avenue, Ferntree Gully

**SUMMARY: Urban Planner, Jack Richardson**

**This report considers Planning Application P/2020/6237 for buildings and works to construct a two storey residential aged care facility, signage and removal of vegetation at 2-8 St Elmo Avenue, Ferntree Gully.**

### **RECOMMENDATION (SUMMARY)**

**That Council issue a Notice of Decision to Grant a Planning Permit for buildings and works to construct a two storey residential aged care facility, signage and removal of vegetation at 2-8 St Elmo Avenue, Ferntree Gully, subject to the conditions detailed in the full recommendation in section 10 below.**

### **1. INTRODUCTION**

A new application P/2020/6237 has been lodged with Council for buildings and works to construct a two storey residential aged care facility, signage and removal of vegetation at 2-8 St Elmo Avenue, Ferntree Gully.

This application is being reported to Council as it received objections from more than 15 objector properties.

### **2. DISCUSSION**

It is considered that the development will provide an appropriate balance between the need for the proposed facility which responds to Knox's ageing population and the amenity of occupants and adjoining residents.

The proposed development is considered to be consistent with the State and Local policy directions for urban design and neighbourhood character for the following reasons:

- The development is designed with significant setbacks from sensitive interfaces and St Elmo Avenue.
- The increase in built form will be balanced by proposed landscaping opportunities, including canopy tree planting, across the site, including within the front and side setbacks.
- The proposed development is designed to consist of muted tones and materials which respect and suit the existing built form of the surrounding area.
- Car parking is provided on site which is in excess of the car parking requirements.
- The proposal is considered consistent with Clause 53.17 (Residential Aged Care Facility) of the Knox Planning Scheme.
- The application has been referred to and supported by Melbourne Water in regards to the relationship of the proposed development with Blind Creek.

### **3 CONSULTATION**

The application was advertised by way of a sign on the site and notices were sent to adjoining property owners and occupiers. In total 463 objections were received from a total of 385 properties.

On 2 February 2021, two Planning Consultative Committee (PCC) meetings were held. The meetings were held online via Zoom due to Covid-19 restrictions.

The application was referred internally to Council's Traffic Engineer, Stormwater Engineer, Assets Officer, Waste Department, Building Department, Landscape Officer, Parks Department, Arborist, and ESD Officer. Further, the application was referred to the Country Fire Authority and Melbourne Water. No major concerns were raised with the application. Any conditions from referral authorities 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 Attachment 1.

### **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/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.

Section 60(1B) of the PEA87 with regard to the number of objections received has been specifically considered and it is considered that the proposed development will not have a significant detrimental social effect.

### **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 2 - We have housing to meet our changing needs**

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

Strategy 2.2 - Encourage high quality sustainable design

Strategy 2.3 - Support the delivery of a range of housing that addresses housing and living affordability needs

## **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 provides an appropriate balance between the demand for development which will cater of Knox's ageing population and the planning policy context of the site. The proposed development will positively contribute to the existing and preferred neighborhood character. Appropriate areas for new landscaping and planting opportunities are provided which will enhance the natural environment and balance the increase in built form on the site, consistent with State and Local Planning Policies. It is therefore recommended that Council support the application and issue a Notice of Decision to Grant a Planning Permit.

## **10. RECOMMENDATION**

**That Council issue a Notice of Decision to Grant a Planning Permit for buildings and works to construct a two storey residential aged care facility, signage and removal of vegetation at 2-8 St Elmo Avenue, 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. Annotation stating, 'all structures (including fences, letterboxes, landscaping 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.**
  - 1.2. Delete reference of water tanks from Development and Landscape plans.**
  - 1.3. All levels to be to AHD (Australian Height Datum).**
  - 1.4. The gabled roof form located at the front and rear of the building to be reduced in height to match or be less than the overall height of the remainder of the building.**
  - 1.5. An annotation stating 'The recently installed NBN double pit located in the nature strip must not be impacted by the new crossover.'**
  - 1.6. Tree Protection Zone Fencing for Street Tree no.1 (Eucalyptus ovata) and Street Tree no.2 (Melaleuca sp.). The Tree Protection Zone fencing is to encompass**

entire nature-strip and be bordered by the roadway and existing cross-over. Rumble boards required on existing cross-over & driveway if in use during construction. Protection measures required over TPZ within the property i.e. 100mm mulch, rumble boards or fencing. Any tree roots identified (>50mm), and requiring to be pruned, must be inspected by a Council Arborist.

- 1.7. The relocation of Tree no.13 (Over Mature Eucalyptus Stag). This tree is to be relocated to the rear of the property where it is to be replanted and stabilised.
- 1.8. An annotation that the 'The Redundant crossovers must be removed and the kerb and channel and nature strip reinstated to Council standards.'
- 1.9. The vehicular crossovers to be at right angles to the road from the kerb to the building line.
- 1.10. An annotation stating that 'Only vehicles with a maximum length of 7.2 metres or less are permitted to access the site.'
- 1.11. The development to comply with the Side and Rear Setbacks required of Clause 53.17 of the Knox Planning Scheme at all locations along the side elevations.
- 1.12. The addition of a sealed 1.5 metres wide footpath along the public road frontages of the site and linked to the nearest existing footpath system.
- 1.13. Tree Protection Zones and Tree Protection Zone Fencing for all trees being retained and neighbouring trees, in accordance with Condition 27-34.
- 1.14. A Sustainability Management Plan in accordance with Condition 23.  
To the satisfaction of the Responsible Authority.

#### **Other Plans**

2. Prior to the issue of a Building Permit under the Building Act 1993 for the development, the following plans and computations must be submitted to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:
  - 2.1. Drainage plans in accordance with Condition 3.
  - 2.2. Landscape plans in accordance with Condition 4.
  - 2.3. Waste Management Plan in accordance with Condition 25.
  - 2.4. Construction Management Plan in accordance with Condition 38.
  - 2.5. Land Management Plan in accordance with Condition 26.To the satisfaction of the Responsible Authority.

#### **Drainage Plans**

3. 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:
  - 3.1. All stormwater drainage discharge from the site connected to a legal point of discharge.
  - 3.2. 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.

- 3.3. The on-site detention system to be installed in a suitable location for easy access and maintenance.**
- 3.4. 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.**
- 3.5. Any Environmental Sustainable Design initiatives shown on the Development Plans approved pursuant to Condition 1 of this permit.**
- 3.6. Location of fencing in accordance with the Development Plans approved pursuant to Condition 1 of this permit.**
- 3.7. All levels to be to AHD (Australian Height Datum).  
To the satisfaction of the Responsible Authority.**

#### **Landscaping**

- 4. 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:**
  - 4.1. A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.**
  - 4.2. The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Council's 'Landscape Plan Guidelines').**
  - 4.3. 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.**
  - 4.4. Details of the surface finishes of pathways and driveways.**
  - 4.5. Details and location of all existing and proposed services including above and below ground lines, cables and pipes.**
  - 4.6. 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.**
  - 4.7. Landscaping and planting within all open areas of the site.**
  - 4.8. The layout of the proposed development.**
  - 4.9. The Landscape plans must show the provision of at least 67 additional indigenous or native canopy trees and 60 additional large feature shrubs with a mature height of 4-5metres 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:**
    - 4.9.1. 8 large indigenous canopy trees and 2 medium-small in the front setback.**
    - 4.9.2. 15 large feature shrubs with a mature height of 4-5 metres on west side of front carpark.**
    - 4.9.3. 6 small canopy trees and 6 large feature shrubs with a mature height of 4-5 metres on east side of front carpark.**

- 4.9.4. 24 large feature shrubs with a mature height of 4-5 metres on west side of the Residential Aged Car Facility built form. These feature shrubs must be at least 1 metre tall at the time of planting.
- 4.9.5. 15 small canopy trees and 15 large feature shrubs with a mature height of 4-5 metres along the east side of the Residential Aged Care Facility. These feature shrubs must be at least 1 metre tall at the time of planting.
- 4.9.6. A minimum of 36 large indigenous canopy trees along with other understory indigenous trees, shrubs and groundcovers to be planted in the rear revegetation area. All planting in this area is to be local provenance tubestock.
- 4.10. Courtyards to be planted in accordance with landscape Concept Plan prepared by LBA design 14th September 2020.
- 4.11. 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. This does not include the inner courtyards of the Residential Aged Care Facility where a higher percentage of exotic plants are allowable. The revegetation area is to be 100% indigenous planting.
- 4.12. The plan must incorporate Raingardens and/or Bioswales to treat the water runoff from the hard surfaces (car parks and driveway's). The surface area of the proposed raingarden should be 3-5% of the surface area of the catchment feeding it. The levels should be shown on the plan and the concrete pavement should be shaped to drain into the raingarden (at the lowest point) through gaps in the kerbing. Details of the raingarden (cross section enclosed) should be shown on drainage and landscape plan in accordance with Knox City Council's standard. The roof water is to be captured by rainwater tanks and reused for toilet flushing and garden.
- 4.13. At least 50% of the vegetation species located in the raingarden should comprise of some or all of the following; Carex sp, Juncus sp, Melaleuca and Goodenia. This ensures adequate removal of Nitrogen and Phosphorus. Low and tufting plants proposed for the raingarden should be planted at a minimum density of 6-8 plants/m<sup>2</sup>.

To the satisfaction of the Responsible Authority.

- 5. Any relevant Water Sensitive Urban Design techniques in accordance with Condition 13.
- 6. 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.
- 7. 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

- 8. The buildings finished floor levels set no lower than 115.16 metres to Australian Height Datum (AHD).

9. All open space within the property (including setbacks to be maintained) must be set at existing natural surface level so as not to obstruct the passage of overland flows.
10. Any new fencing/gates must be of an open style of construction (minimum 50% open) to allow for the passage of overland flows.
11. No fill to be placed outside of the proposed buildings footprint.
12. A Core Riparian Zone (CRZ) of a minimum 10m from top of bank is required on both the southern and northern side of the waterway.
13. The Core Riparian Zone (CRZ) is to be a continuous vegetated buffer along the waterway, utilising species from the relevant Ecological Vegetation Class (EVC) and of local Knox provenance.
14. No construction/infrastructure/building is to occur within the Core Riparian Zone (CRZ).
15. Melbourne Water will have no maintenance responsibility for the proposed retaining wall adjacent to the waterway corridor.
16. Prior to the commencement of works, a Works Permit will be required from Melbourne Water should any works be proposed for the waterway.
17. Prior to the commencement of works, a separate application direct to Melbourne Water must be made for any new or modified storm water connection to Melbourne Water's drains or watercourses.
18. Prior to the commencement of works, a separate build over application shall be made directly to Melbourne Water's Asset Services Team for assessment and approval of any proposed works over or near Melbourne Water's drain.

#### General

19. All use and development must be in accordance with the endorsed plans.
20. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
21. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
22. 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.

#### Sustainability Management Plan

23. Prior to the commencement of the development approved under this Permit, a Sustainability Management Plan detailing the Environmentally Sustainable Development (ESD) initiatives to be incorporated into the development must be submitted to and approved by the Responsible Authority. The Sustainability Management Plan must include:
  - 23.1. A MUSIC Assessment, InSite Water Report or equivalent addressing stormwater quality performance, in addition to ensuring that the Responsible Authority's collective integrated water management expectations and requirements pursuant to Clauses 34 and 44 of the State Environment Protection Policy (Waters), are satisfied. This includes the requirement for raingardens and/or bioswales to treat stormwater runoff from hard surfaces (i.e. car parks) and rainwater tanks connected to toilet flushing, laundry and irrigation areas, to the satisfaction of the Responsible Authority.



- 23.2. A complete, published BESS Report, with an acceptable overall score of at least 50% and which also meets the 'pass' marks in the categories of Water, Energy, Stormwater and Indoor Environment Quality (IEQ) or is otherwise to the satisfaction of the Responsible Authority.**
  - 23.3. A daylight modelling assessment for residential and non-residential areas demonstrating the development's daylight factor performance on floor plans, to the satisfaction of the Responsible Authority.**
  - 23.4. Highlight glazing above the First Floor dining rooms to maximise daylight amenity.**
  - 23.5. Preliminary First Rate 5 Reports for 10% of thermally unique residential units which demonstrates that the cooling loads achieved are below  $\leq$  21MJ/m<sup>2</sup>/annum to ensure thermal comfort in tandem with reducing peak energy demand or otherwise demonstrating a commensurate level of performance to the satisfaction of the Responsible Authority.**
  - 23.6. A Preliminary National Construction Code (NCC) Building Code of Australia (BCA) Section J or JV3 Energy Efficiency Assessment indicating a minimum 10% improvement in energy efficiency performance with respect to the development's reference/base case which excludes the incorporation of renewable energy systems from the assessment/modelling. The assessment is required to include indicative commitments towards thermal performance (i.e. R-values), artificial lighting and glazing (utilisation of the BCA Glazing Calculator or specification of U- and SHGC- values).**
  - 23.7. Double glazing for all external windows.**
  - 23.8. A minimum 20% reduction to 90% of the building area in accordance with the NCC BCA lighting density requirements through the utilisation of LED and energy efficient light fittings.**
  - 23.9. All rooms and spaces include lighting controls based upon occupancy and daylight sensing. Common, external and service area lighting are fitted with motion sensors and/or timers.**
  - 23.10. Energy efficient heating, cooling and hot water systems indicating the associated COP and EER values or energy efficiency star ratings.**
  - 23.11. A minimum 20 kilowatt solar photovoltaic system.**
  - 23.12. Water efficient fixtures and fittings include minimum 5 star WELS taps, 4 star WELS toilets, and 3 star WELS showerheads ( $\leq$  7.5 L/min).**
  - 23.13. A minimum of three secure bicycle spaces.**
  - 23.14. Electric vehicle charging facilities.**
  - 23.15. The use of FSC or PEFC timber products, as well as, low Volatile Organic Compounds (VOCs) and formaldehyde minimisation products and materials.**
  - 23.16. The commitment to divert at least 80% of construction and demolition waste from landfill.**
- to the satisfaction of the Responsible Authority.**
- 24. Prior to the occupation of the development, the development must be constructed in accordance with the endorsed Sustainability Management Plan, except for stormwater and Water Sensitive Urban Design (WSUD) requirements which are adopted, pursuant to the Responsible Authority's and Melbourne Water's requirements, as reflected on the Drainage Plans.**
-

### **Waste Management Plan**

- 25. Prior to the issue of a Building Permit under the Building Act 1993 for the development, 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. 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.**

### **Land Management Plan**

- 26. A Land Management plan to be prepared by a suitably qualified person for the rear of the site. The LMP must include but not limited to;**
- 26.1. The removal of environmental and noxious weeds from the site**
  - 26.2. The planting of native vegetation, including the creek corridor. A minimum of 36 large indigenous canopy trees along with other understory indigenous trees, shrubs and groundcovers to be planted in the rear revegetation area. All planting is to be local provenance tubestock.**
  - 26.3. The ongoing maintenance of environmental/noxious weeds by a suitably qualified Bushland contractor with a minimum of 3 scheduled visits per year.**
  - 26.4. The ongoing maintenance of the revegetation through additional/replacement planting and the encouragement of regeneration.**
  - 26.5. A Preconstruction meeting between Council's Landscape Officer and the appointed suitably qualified Bushland contractor to confirm the scope of works required.**
  - 26.6. An annual meeting between Council's Landscape Officer and the appointed suitably qualified Bushland contractor to confirm that revegetation area is being maintained in accordance with the LMP.**
- to the satisfaction of the Responsible Authority.**

### **Tree Protection**

- 27. 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.**
- 28. Prior to any works commencing on the site, 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.**
- 29. 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.

30. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.
31. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.
32. 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.
33. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:
  - 33.1. Construction activities.
  - 33.2. Dumping and/or storage of materials, goods and/or soil.
  - 33.3. Trenching or excavation.
  - 33.4. Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.
34. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.

#### **Car Parking & Accessways**

35. Before the development is occupied, driveways and car parking areas must be:
  - 35.1. Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority.
  - 35.2. Formed to such levels and drained so that they can be used in accordance with the approved plan.
  - 35.3. Treated with an all-weather seal or some other durable surface.
  - 35.4. Line-marked to indicate each car space and all access lanes to the satisfaction of the Responsible Authority.

To the satisfaction of the Responsible Authority.

36. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.

#### **Lighting**

37. Outdoor lighting must be designed, baffled and located to the satisfaction of the Responsible Authority to prevent adverse effects on adjoining land.

#### **Construction Management Plan**

38. Prior to the issue of a Building Permit under the Building Act 1993 for the development, a Construction and Traffic Management Plan (CMP) to the satisfaction of the Responsible Authority, must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed as evidence of its approval and will then form part of the permit and must thereafter be complied with. The CMP must specify and deal with, but is not limited to, the following:
  - 38.1. A detailed schedule of works including a full project timing.
  - 38.2. A traffic management plan for the site, including when or whether any access points would be required to be blocked, an outline of requests to occupy public

footpaths or roads, or anticipated disruptions to local services; and preferred routes for trucks delivering to the site. The traffic management measures must minimise disruption to the operation of roadway during construction.

- 38.3. The location for the parking of all construction vehicles and construction worker vehicles during construction.
  - 38.4. A fully detailed plan indicating where construction hoardings would be located.
  - 38.5. A waste management plan including the containment of waste on site, disposal of waste, stormwater treatment and on-site facilities for vehicle washing.
  - 38.6. Containment of dust, dirt and mud within the site and method and frequency of clean up procedures in the event of build-up of matter outside the site.
  - 38.7. Site security.
  - 38.8. Public safety measures.
  - 38.9. Construction times, noise and vibration controls.
  - 38.10. Restoration of any Council assets removed and/or damaged during construction.
  - 38.11. Protection works necessary to road and other infrastructure (limited to an area reasonably proximate to the site).
  - 38.12. Remediation of any damage to road and other infrastructure (limited to an areas reasonably proximate to the site).
  - 38.13. An emergency contact that is available for 24 hours a day.
  - 38.14. All contractors associated with the construction of the development must be made aware of the requirements of the Construction Management Plan.
39. During the construction, the following must occur to the satisfaction of the Responsible Authority:
- 39.1. Any stormwater discharges into the stormwater drainage system is to comply with EPA guidelines.
  - 39.2. Stormwater drainage system protection measures must be installed as required to ensure that no solid waste, sediment, sand, soil, clay or stones from the premises enter the stormwater drainage system.
  - 39.3. Vehicle borne material must not accumulate on the roads abutting the site.
  - 39.4. The cleaning of machinery and equipment must take place on site and not on adjacent footpaths, roads or parks.
  - 39.5. All litter (including items such as cement bags, food packaging and plastic strapping) must be disposed of responsibly.
  - 39.6. All site operations must comply with the EPA Publication 1254 (including all revisions or replacement guidelines).

#### **Amenity During Construction**

40. 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:
  - 40.1. the appearance of building, works or materials on the land
  - 40.2. parking of motor vehicles
  - 40.3. transporting of materials or goods to or from the site
  - 40.4. hours of operation
  - 40.5. stockpiling of top soil or fill materials
  - 40.6. air borne dust emanating from the site

- 40.7. noise**
- 40.8. rubbish and litter**
- 40.9. sediment runoff**
- 40.10. 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.

#### **Amenity**

- 41. In the event that any undue detriment is caused to the amenity of the area as a result of noise emanating from the activities within the building hereby permitted then noise amelioration measures shall be undertaken to address this amenity issue to the satisfaction of the Responsible Authority.**
- 42. The owner and/or occupier shall not cause or permit undue detriment to the amenity of the area to arise out of or in connection with the use of the premises to which the permit relates.**
- 43. Noise from the property must not exceed limits prescribed by the State Environment Protection Policy (Control of noise from Commerce Industry & Trade) No. N-1 and State Environment Protection Policy (Control of noise from Public premises) No. N-2.**

#### **Fencing**

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

#### **Stormwater**

- 46. 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**

- 47. 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.**

#### **Signage**

- 48. Except as may be permitted by the Planning Scheme no advertising signs, flags, bunting or the like devices shall be displayed on the site without the further permission of the Responsible Authority.**
- 49. All signs must be wholly located within the boundaries of the subject land.**
- 50. Signs must not be illuminated by external lights except with the further written consent of the Responsible Authority.**
- 51. No further advertising signs, flags, buntings or similar devices must be displayed on the site without the prior written consent of the Responsible Authority, unless otherwise permitted by the Knox Planning Scheme.**
- 52. The intensity of the light in the signs must be limited so as not to cause glare or distraction to motorists or other persons or loss of amenity in the surrounding area all to the satisfaction of the Responsible Authority.**

**53. The location and details of sign(s) (including the detailed signwriting, message and/or images displayed) as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority.**

**Maintenance**

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

**Permit Expiry**

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

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

**55.2. 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**

- **This property is subject to flooding from Blind Creek. The applicable 1% Annual Exceedance Probability (AEP) flood level for the property ranges from 114.0 metres to Australian Height Datum (AHD) at the north eastern boundary down to 113.0 metres to AHD at north western boundary.**
- **A Road Opening Permit is required for any works within or affecting the road reserve.**
- **Where car parking is provided undercover or underneath the building, the location of columns should comply with the Planning Scheme Clause 52.06 and AS2890.1 section 5 and/ or a 300mm clearance should be provided between the column and the side of the car parking space. This is to ensure adequate clearance for car doors and access to parking bays. The columns should also be protected against damage by vehicles.**
- **In accordance with AS2890.1 Clause 2.4.1 (b), a 300mm clearance must be provided where a car parking space is alongside a high vertical obstruction.**
- **On-site public lighting must be provided within the carpark to the satisfaction of the relevant authority and in accordance with AS1158.**
- **All vehicles must enter and exit the site in a forward direction.**
- **Council encourages the consideration of water storage tanks for all existing and proposed residential developments.**
- **A building permit must be obtained before development is commenced.**
- **Buildings are not allowed to be built over Council easements.**
- **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 60% 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.**
- **Internal public lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS1158. This would generally be low height or bollard type lighting to avoid spill-over into adjacent properties. It may be sensor activated, to avoid all night running costs.**
- **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.**
- **Please contact Council's Landscape Team, on 9298 8125 for further information regarding contribution to the Net Gain Reserve.**

## **11. CONFIDENTIALITY**

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

**Report Prepared By: Urban Planner, Jack Richardson**

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

### **Attachments**

1. Attachment 1: Officer Report - 2-8 St Elmo Avenue, Ferntree Gully [6.2.1 - 13 pages]
2. Attachment 2: 2-8 St Elmo Ave Ferntree Gully - Plans and Objector Locations [6.2.2 - 11 pages]



## Planning Application P/2020/6237 for the buildings and works to construct a two storey residential aged care facility, signage and removal of vegetation at 2-8 St Elmo Avenue, Ferntree Gully.

### 1. Summary:

|                           |  |
|---------------------------|--|
| Subject Site:             | 2-8 St Elmo Avenue, FERNTREE GULLY VIC 3156  |
| Proposed Development:     | Buildings and works to construct a two storey residential aged care facility, signage and removal of vegetation  |
| Existing Land Use:        | Single Dwelling (Residential)  |
| Site Area:                | 9,434m <sup>2</sup>  |
| Planning Scheme Controls: | Neighbourhood Residential Zone – Schedule 1 / Environmental Significance Overlay – Schedule 3, Design and Development Overlay – Schedule 1, Significant Landscape Overlay – Schedule 2 |
| Application Received:     | 12 May 2020  |
| Number of Objections:     | 463 from 385 objector properties   |
| PCC Meeting:              | Two undertaken on 2 February 2021  |
| Ward:                     | Chandler   |

### 2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2020/6237 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

### 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 a large single allotment located on the northern side of St Elmo Avenue, Ferntree Gully. The subject site is irregular in shape, with a frontage of 63.88 metres to St Elmo Avenue and maximum depth of 178.44 metres. The site has a total area of 9,434.00m<sup>2</sup>. The site contains an existing brick veneer dwelling, and three easements. The Blind Creek is located within the northern (rear) portion of the site, running in an east-west direction. The subject site is heavily vegetated, containing significant vegetation including canopy trees throughout the site.
- The subject site and surrounds are located within an established residential area, consisting predominately of single storey dwellings, with some double storey dwellings scattered throughout. Of significant note, to the east of the subject site is an area of many existing single storey units, whilst to the south, opposite the subject site is an existing Retirement Village, which is part of Glengollan Village.





- The Blind Creek trail is located to the north-west of the site, whilst the Vaughan Road Reserve and Koolunga Native Reserve are located within walking distance to the east of the subject site. The 691 bus service operates along Underwood Road Hutton Avenue, providing connection to Boronia Activity Centre, Stud Park Shopping Centre and Waverley Gardens Shopping Centre.

### 3.2 The Proposal

The proposal seeks permission for building and works to construct a two storey residential aged care facility, signage and removal of vegetation. Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- The existing dwelling, associated outbuildings and swimming pool will be removed from the land (planning permit not required for demolition).
- The development is proposed to contain 108 beds with associated lounge, dining and medical services, as well as kitchen, laundry, administrative area, café and multipurpose rooms.
- The Ground Floor level has a total area of 3,385m<sup>2</sup> and is setback between 28.5 metres and 34.5 metres from the site frontage. The Ground Floor level will be setback between 3-4 metres from the western boundary and 3.4-3.9 metres from the eastern boundary.
- The First Floor level has a total area of 4,203m<sup>2</sup> and is cantilevered over the ground floor level towards the front of the site, creating an undercover car parking area and Porte Cochere. The First Floor level is setback between 7.9-14.6 metres from the site frontage, between 2.9-4 metres from the western boundary and 3.5-5.4 metres from the eastern boundary.
- The maximum overall height of the proposed development is 12.5 metres.
- The building combines finishes of various coloured bricks, stone cladding and timber and cement look sheeting.
- Thirty-four (34) car parking spaces are provided within the front setback, with a drop off/pick up area adjoining the main entry area.
- Vehicular entry from St Elmo Avenue to the subject site is provided via two new crossovers located in the south-eastern and south-western corners of the site.
- A total of 27 individual trees and 8 groups of trees are proposed to be removed across the site.
- The erection of two internally illuminated identification signs:
  - Sign 1 is located on the building at the main entry point, comprising the words 'Glengollan Village' and the company's logo. The lettering is backlit and has a total area of 1.25m<sup>2</sup> whilst the logo is 0.468m<sup>2</sup>.
  - Sign 2 is located on a feature low brick wall located near the vehicular entry to the site, comprising the words 'Glengollan Village' and logo which is backlit with a total area of 0.792m<sup>2</sup>.
- The total proposed site coverage is 4,543m<sup>2</sup> (48.1%) and the total impervious surfaces is 1,219m<sup>2</sup> (12.9%).



## 4. Consultation

### 4.1 Advertising

The application was advertised by way of a sign on site and notices were sent to adjoining property owners and occupiers. In total 463 objections were received from 385 properties and these are summarised below.

- The development is inconsistent with the existing neighbourhood character.
  - *As discussed within this report, in consideration of State Planning Policy, Local Planning Policy and the Particular Provisions of the Knox Planning Scheme which apply to the site, it is considered that the proposed development is appropriately designed to respect the existing neighbourhood character of the area. The development has been provided with appropriate setbacks to the front and side boundaries, to reduce impacts on neighbouring properties, and the increase in built form on the site will be balanced by increased landscaping opportunities.*
- Insufficient car parking in the development, which will impact the availability of on-street car parking availability and affect the local traffic system.
  - *The proposed development has been assessed by Council's Traffic and Transport Department, which included an assessment of Clause 52.06 (Car Parking) of the Knox Planning Scheme. The proposal complies with Clause 52.06, subject to Planning Permit conditions which will address concerns with pedestrian connectivity and safety, and appropriate vehicular connectivity to St Elmo Avenue. A total of 34 car parking spaces have been provided, which is in excess of the required amount of car parking spaces, and as such it is considered that sufficient car parking has been provided consistent with the Knox Planning Scheme.*
- Increased vehicle movements in St Elmo Avenue and the surrounding area, with impacts including safety of pedestrians and access by emergency vehicles.
  - *Council's Traffic and Transport Department have assessed the proposal and consider it as appropriate. It is considered that the surrounding road network will cope with any increased traffic caused by the proposal, whilst pedestrian movements and access by emergency vehicles remain safe and possible.*
- Detrimental amenity impacts on neighbouring properties including overlooking, overshadowing, loss of natural light and increased noise generation.
  - *These amenity concerns are considered as part of Clause 53.17 (Residential Aged Care Facility). The proposed development has been assessed against and is considered compliant with Clause 53.17 of the Knox Planning Scheme.*
- Concerns with Waste Management.
  - *Council's Waste Department consider the proposed development to be satisfactorily in regards to Waste Management and collection from the site.*
- Flooding of the site/Blind Creek/Increased demand on existing drainage infrastructure.



- *The proposed development has been assessed and deemed satisfactory, subject to conditions, by both Council's Stormwater Department and Melbourne Water. It is considered that the proposed development has been designed to ensure that the local area, including Blind Creek is not impacted.*
- Inappropriate proposed boundary fence heights/style.
- *The proposed fence heights and style are considered appropriate to ensure that neighbouring properties are not unreasonably impacted by the proposed development.*
- Loss of significant vegetation and the associated impacts on landscape character and fauna.
  - *The proposal includes the removal of a significant number of trees and vegetation located across the site. However, Council's Arborist and Landscape Department have assessed this loss, and consider it appropriate due to the ability to plant new landscaping across the site, and the increased land management of the rear Blind Creek section of the site. This will be required through conditions on any Planning Permit issued. Therefore, the loss of vegetation is considered to be balanced by the benefits that new landscaping opportunities will provide, including the rehabilitation of this section of Blind Creek.*
- Loss of views of neighbouring properties to the Dandenong Foothills and mountains.
  - *Please refer to Section 5.2.1 (Significant Landscape Overlay – Schedule 2) of this report for an assessment of the impact of the proposal on views to the Dandenong Foothills. It is considered that the proposed development is acceptable and will not impact upon views within the Dandenong Foothills area and the distant views across the city and suburbs to the foothills.*
- The proposed development will set an undesired precedent within St Elmo Avenue and the locality.
  - *The proposed development has been assessed against all relevant planning controls and policy which apply to the site. Any future Planning Permit applications on surrounding sites will be subject to assessment against the relevant applicable controls and will be assessed on their merits.*
- Impacts on amenity of neighbouring properties and surrounding area during construction.
  - *Any Planning Permit issued for the proposed development will include conditions regarding amenity during construction, whilst a Construction Management Plan will also be required to be submitted to the satisfaction of the Responsible Authority (Council) to ensure that neighbouring properties and the surrounding area are not detrimentally impacted during construction.*
- The development is non-compliant with local policy of the Knox Planning Scheme.
  - *As is addressed throughout this report, it is considered that the proposed development is compliant with relevant applicable local policy of the Knox Planning Scheme.*

#### 4.2 Planning Consultative Committee Meeting

Two Planning Consultative Committee (PCC) Meetings were held via Zoom due to Covid-19 restrictions on 2 February 2021. These meetings were attended by 31 objectors. The issues discussed at the meetings were in accordance with the issues raised in Section 4.1 above. No additional issues were raised at these PCC meetings.

Following the PCC meetings, the Applicant agreed to conditions which could be included in any Planning Permit issued, to address concerns raised by objectors relating to the height of the building, privacy impacts and landscape character. Suggestions include:



- That the roof elements to the front and rear of the building can be reduced in height.
- That semi-mature vegetation can be planted along the Northern and Southern side boundaries.

All other issues raised by objectors at the meeting remained unresolved.

#### 4.3 Referrals

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

**Traffic and transport:** No objection, subject to conditions which will be included in any planning permit to be issued.

**Stormwater:** No objection, subject to conditions which will be included in any planning permit to be issued.

**Landscape:** No objection, subject to conditions to be included in any planning permit to be issued requiring the provision of a Land Management Plan and the number and species of vegetation required across the site.

**Parks Services:** No objection, subject to a condition to be included in any planning permit to be issued regarding Tree Protection Zone fencing for the existing street trees.

**Arborist:** No objection, subject to conditions to be included in any planning permit to be issued including the provision of a Land Management Plan and the relocation of Tree no.13.

**ESD Officer:** No objection, subject to conditions which will be included in any planning permit to be issued.

**Building:** No Objection.

**Waste Services:** No objection, subject to conditions which will be included in any planning permit to be issued.

**Assets:** No objection, subject to conditions which will be included in any planning permit to be issued.

**CFA:** No objection. Encouragement of vegetation management practices within an Emergency Management Plan prepared by the applicant/facility operator.

**Melbourne Water:** No objection, subject to conditions which will be included in any planning permit issued, including the required Finished Floor Level and location of fill.

## 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 Neighbourhood Residential Zone – Schedule 1 (NRZ1). A permit is required to construct a building or construct or carry out works for a residential aged care facility. A development must meet the requirements of Clause 53.17 (Residential Aged Care Facility) of the Knox Planning Scheme. Signage requirements are at Clause 52.05. This zone is in Category 3 (High amenity areas) of Clause 52.05 (Signs). A planning permit for the use of the land for the purpose of a Residential Aged Care Facility is not required pursuant to the NRZ1.

- *The proposal is considered consistent with the purpose and guidelines of the Neighbourhood Residential Zone – Schedule 1. It is considered that the proposed scale and size of the proposed development is appropriate for the site and has been designed to minimise impacts on neighbouring properties. The proposal achieves a quality design outcome for the site, including through the proposed setbacks from the boundaries and new landscaping opportunities, which will be further improved through the reduction in the height of the development through a Planning Permit condition. Such a design is consistent with the existing and preferred neighbourhood character of the area, which comprises of mainly single and double storey detached dwellings*



*with ample landscaping and canopy tree planting. The proposal is also considered consistent with Clause 53.17 and Clause 52.05 of the Knox Planning Scheme as discussed below.*

### 5.1.2 Overlays

The site is affected by the Environmental Significance Overlay – Schedule 3 (ESO3), Design and Development Overlay – Schedule 1 (DDO1) and Significant Landscape Overlay – Schedule 2 (SLO2).

#### Environmental Significance Overlay – Schedule 3 (ESO3)

The site is affected by the Environmental Significance Overlay - Schedule 3, relating to the Dandenong Foothills Buffer. A Planning Permit is not required for buildings and works provided they are located more than 10 metres from a watercourse or water body, and do not result in excavation or filling within a tree protection zone of a protected tree. A permit is required for the removal of significant trees.

- *A total of 27 individual trees and 8 groups of trees are proposed to be removed across the site. Of these trees, many are protected under the ESO3. It is considered that the removal of this vegetation is balanced by the offset and replacement planting of native vegetation to the rear of the site, north of the existing creek. This will allow this creek area to be rehabilitated. In addition, replanting of canopy trees will occur throughout the rest of the site, including the front and side setbacks. The net outcome is considered to be an appropriate balance between the ecological value of the site and the need for facilities such as this to cater for Knox's ageing population. Conditions will be included in any Planning Permit issued requiring a Land Management Plan to be submitted to ensure that the area around the Blind Creek is rehabilitated and properly cared for.*

#### Design and Development Overlay – Schedule 1 (DDO1)

The site is affected by the Design and Development Overlay – Schedule 1 (DDO1) relating to the Dandenong Foothills Backdrop and Ridgeline Area. The design objectives of the DDO1 are:

- To ensure that residential development reflects the existing subdivision character of the area.
- To ensure that lots are large enough to accommodate development, while retaining natural or established vegetation cover and providing substantial areas for planting and revegetation to occur.
- To minimise site coverage and impervious surface cover to protect environmental values and minimise the visual dominance of development.
  - *Schedule 1 of the Design and Development Overlay introduces site coverage requirements, however these are not relevant to the application, as Clause 53.17 (Residential Aged Care Facility) of the Knox Planning Scheme introduces site coverage requirements which prevail over the DDO1. As a result, the proposed development complies with this overlay.*

#### Significant Landscape Overlay – Schedule 2 (SLO2)

The site is affected by the Significant Landscape Overlay – Schedule 2 (SLO2) relating to the Dandenong Foothills Backdrop and Ridgeline Area. A Planning Permit is required to construct or carry out works. The following Decision Guidelines must be considered:

Landscape character:

- Whether the proposed development will impact upon views within the foothills area and on more distant views across the city and suburbs to the foothills of the Dandenongs.



- Whether the proposed development penetrates the tree canopy and ridgelines.
- Whether the proposed development is of a high standard of architectural and landscape design that is sympathetic to nearby rural and natural landscapes.
  - *The proposal is consistent with the existing and preferred landscape character of the area. Through the inclusion of conditions in any Planning Permit issued which will reduce the height of the proposed building, the proposed height and built form is considered to not impact upon views within the Dandenong Foothills area and the distant views across the city and suburbs to the foothills. The proposed development provides significant landscaping opportunities across the site, which will balance the increase in built form. The proposal seeks to remove a significant number of canopy trees on the site, however, the replanting opportunities are abundant satisfying the SLO2's objectives for retaining and protecting the landscape character of the site and the Dandenong Foothills area. Overall, the proposal has provided an appropriate design that is sympathetic to the site and surrounds.*

#### Finishes:

- Whether the proposed development will utilise non-reflective materials maintained in muted colours that blend with the landscape on external surfaces, including roofs of all buildings but excluding solar panels, to reduce its visual impact.
  - *Complies. The proposal incorporates materials which are non-reflective and colours which are muted, which as a result will blend in with the surrounding area and landscape.*

#### Height:

- Whether buildings exceeding a height of 7.5 metres will have a detrimental impact on key elements of the landscape and the landscape character objective.
  - *As mentioned above, the proposed building has a maximum height of 12.5 metres, which is well in excess of the preferred maximum height of this overlay. However, as per Clause 53.17 (Residential Aged Care Facility) of the Knox Planning Scheme which takes precedence, an overall height of 16 metres is allowed, which is a prevailing requirement.*

#### Landscaping:

- Whether sufficient provision has been made for the planting of canopy trees and other vegetation to meet the landscape character objectives.
- Whether in areas subject to bushfire risks that sufficient provision has been made to achieve landscape character objectives having regard to vegetation management requirements.
  - *The proposal has provided adequate areas for the planting of canopy trees and other landscaping. It is considered that the landscaping opportunities provided will balance the increase in built form across the site. Council's Landscape Department are in support of the proposed development, subject to conditions requiring the planting of at least 67 additional indigenous or native canopy trees and 60 additional large feature shrubs.*

#### Vegetation:

- Whether vegetation will be retained and planting used to screen buildings.
- Whether fragmentation of the tree canopy will be minimised.
- Whether creek corridors will be revegetated using indigenous plants.



- Whether habitats for native fauna, including wildlife corridors, will be identified and protected, and strengthened or created.
- Whether noxious and environmental weeds will be removed.
- Whether the planting of noxious and environmental weeds will be avoided.
- Whether adequate tree protection areas have been provided to protect retained vegetation from buildings or works (including paving), services and other infrastructure, unless demonstrated that there is no adverse effect to the tree's health to ensure its continuing contribution to landscape character.
- Whether any vegetation to be retained, removed, destroyed or lopped addresses the risk of bushfire to life and property.
- Where an area is subject to high bushfire risk, whether the vegetation outcome does not increase bushfire risk and considers ongoing bushfire protection measures.
  - *A total of 27 individual trees and 8 groups of trees are proposed to be removed across the site. Of these trees, many are protected under the SLO2. It is considered that as the proposal includes an offset or replacement planting of native vegetation to the rear of the site, north of the existing creek, that the proposed removal is appropriate. In addition to the replanting of canopy trees throughout the site, it is considered that the future landscaping outcome will positively contribute to the landscape character of the area.*

#### Building on slopes:

- Whether building on slopes greater than 20% is appropriate.
- Whether the siting and design of development will follow the topography, avoid the need for earthworks and integrate with the landscape features of the area.
- Whether buildings will be sited on relatively low-lying positions.
- Whether buildings will be dispersed to allow trees to be planted among them.
  - *The subject site has a slope of less than 20%, however due to the design of the building, including its size, cut and fill is required across the site. However, it is considered that this is appropriate, as the building has been provided with sufficient setbacks from all boundaries to ensure sufficient landscaping will be provided to screen the building.*

#### Fences

- Whether the height, materials, construction and colour of fences respond to and maintain the landscape character of the area.
  - *No front fencing is proposed for the development.*

## 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 Housing, Sustainability and Environment, Transport and Urban Design (including neighbourhood character).

### 5.2.1 Housing

**Clause 16.01 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.

**16.01-5S - Residential aged care facilities:** To facilitate the development of well-designed and appropriately located residential aged care facilities.

- *It is considered that the proposed development appropriately balances the provision of housing diversity and choice for ageing residents within the municipality, and the need to respect the neighbourhood character and built form of the existing residential area. In respect to this policy, the proposed development is larger in scale, height and mass to dwellings existing in the surrounding area. However this is considered appropriate based on the scale, size and mass required for a facility of this type. This scale is offset by the setbacks from boundaries and abundant landscape opportunities provided across the site. Further, the development is designed with a colour scheme and features which achieve a high level of urban design and architecture.*

**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 represents the majority of Knox's residential areas and have 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 consistent with the state and local policy direction for housing provision for the following reasons:

- *The design response respects the residential nature, including both single and double storey built form of the surrounding area, whilst allowing appropriate landscaping setbacks and building articulation to ensure the development transitions to the adjoining properties. As outlined in Section 4.2 of this report, the height of the proposed development will be reduced, as required by a condition in any Planning Permit issued, which will ensure further that the development respects the existing built form which surrounds.*
- *Existing infrastructure – The site is located within a fully serviced area.*
- *Energy efficiency – This has been discussed above under Clause 15.02.*
- *Location – While the site is not located within an Activity Centre, it has access to a number of urban services within an established area. The subject site is capable of accommodating the proposed development whilst making a positive contribution to the character of the area.*
- *Diversity of Housing Choice – The proposed development provides option and choice for the municipalities increasingly ageing population, through to provision of a residential typology within the area which supports and is designed for ageing residents.*





### 5.2.2 Sustainability 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 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.

- *Council's ESD officer is supportive of the proposed development, with conditions to be included in any Planning Permit issued regarding a Sustainable Management Plan being required to the satisfaction of the responsible authority.*

### 5.2.3 Transport

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

- *The site is located within a 150 metre walk of bus stops on the 691 bus route along Underwood Road, and is located approximately one kilometre from the Ferntree Gully Train Station.*

### 5.2.4 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).

The proposed development is considered to be consistent with the state and local policy direction for urban design and neighbourhood character for the following reasons:

- *The design of the development, in regards to built form is considered to respect the surrounding area, with the form and scale considered appropriate. The development incorporates important neighbourhood character features such as pitched roofs, muted finishes and eaves. The proposed development is setback significantly from the most sensitive interfaces of the site. The development also provides generous landscaping opportunities along the boundaries, within the front setback and to the rear of the site.*
- *The proposal provides an appropriate balance between the need for providing a facility of this type, and the amenity of area and future occupiers of the site. The combination of double storey built form, increased landscaping areas, and increased setbacks will result in a good quality urban design outcome.*
- *The proposal includes appropriate setbacks and large common open space areas and ensures ample opportunities for meaningful landscaping throughout the site and will include the provision of canopy trees that will contribute to the long term amenity of the area.*



### 5.3 Particular Provisions

**Clause 52.05 Signs:** The Neighbourhood Residential Zone is in Category 3 of this Clause. A Planning Permit is required for Business Identification Signs.

The Key Decision Guidelines include:

- The character of the area including:
- Impacts on views and vistas:
- The relationship to the streetscape, setting or landscape:
- The relationship to the site and building:
- The impact of structures associated with the sign:
- The impact of any illumination:
- The impact of any logo box associated with the sign:
- The need for identification and the opportunities for adequate identification on the site or locality.
- The impact on road safety.
- *The two proposed internally illuminated identification signs are considered to be appropriate. The proposed signs will allow the identification of the Residential Aged Care Facility, whilst not impacting on the surrounding area, road network or neighbouring properties. The proposed signs are low scale and therefore will not impact upon the character of the area, despite being a rare example of signage within the locality. Further, each sign has been designed in scale of the proposed development and does not dominate views to or from the site.*

**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 0.3 car parking spaces to each lodging room for a Residential Aged Care Facility. 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: A total of thirty-two (32) car parking spaces are required by the Clause. The proposal provides for thirty-four (34) car parking spaces within the front setback, with a drop off/pick up area adjoining the main entry area. This is considered acceptable.*
- *Car parking design: Complies, subject to the following conditions being included in any Planning Permit issued:*
  - *Annotation stating, 'all structures (including fences, letterboxes, landscaping 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.*
  - *The vehicular crossovers to be at right angles to the road from the kerb to the building line.*
  - *Only vehicles with a maximum length of 7.2 metres or less are permitted to access the site.*
  - *The addition of a sealed 1.5 metre wide footpath along the public road frontages of the site and linked to the nearest existing footpath system.*

**Clause 52.34 Bicycle Facilities:** To provide secure, accessible and convenient bicycle parking spaces and associated shower and change 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. Bicycle facilities are required if the use is listed in Table 1 of Clause 52.34.

- *Use of the land for a Residential Aged Care Facility of less than four storeys in height is not specified in this Clause and therefore no bicycle facilities are required to be provided. The applicant has provided 3 bicycle spaces which is therefore acceptable.*

**Clause 53.17 - Residential Aged Care Facility:** To facilitate the development of well-designed residential aged care facilities to meet existing and future needs, recognise that residential aged care facilities have a different scale and built form to the surrounding neighbourhood, and ensure residential aged care facilities do not unreasonably impact on the amenity of adjoining dwellings.

Amended VC152 was gazetted into the Planning Scheme of 26 October 2018, introducing Clause 53.17. The following justification for the introduction of the Clause was provided:

- As the community ages it is important that a sufficient supply of appropriate housing is available to enable members of the community to 'age in place' close to their established social and family networks.
- State planning policy recognises that this form of housing has inherently different built form requirements. Plan Melbourne 2017-2050 Action 31 also commits to implementing a streamlined approvals process for aged care accommodation to meet the existing and future demands of an ageing population.
- Amendment VC152 implements a new particular provision to support a simpler and streamlined assessment process for residential aged care facilities.

This clause applies to an application to construct a building or construct or carry out works for a residential aged care facility in the General Residential Zone, Mixed Use Zone, Neighbourhood Residential Zone, Residential Growth Zone or Township Zone.

If there is any inconsistency between a requirement in this Clause and a requirement in another provision of the Knox Planning Scheme, this clause prevails.

This Clause replaces an assessment against Clause 55 (Two or more Dwellings on a lot and Residential Buildings) of the Knox Planning Scheme.

#### Development Requirements

**Building Height – Complies.** The proposed overall height is 12.5 metres, where heights of up to 16 metres are considered appropriate under this clause. As discussed within Section 4.2 of this report, the Applicant has agreed to the roof elements to the front and rear of the building to be reduced in height. As a result, any Planning Permit will include a condition that the front and rear gabled roof sections are to be removed and the height to match that of the remainder of the proposed building.

**Street Setback – Complies.**

**Side & Rear Setbacks – Can Comply.** Any Planning Permit issued for the proposed development will include a condition that the proposed development complies with the Side and Rear setbacks requirement of this Clause at all points.

**Walls on Boundaries – Complies.**

**Daylight to Existing Windows – Complies.**

**North-Facing Windows – Complies.**

**Overshadowing Open Space – Complies.**

**Overshadowing Solar Energy Systems – Complies.** The overshadowing diagrams provided with the application show that at 9:00am the solar panels located on the shed at 79 Underwood Road, Ferntree Gully will be overshadowed.



However, throughout the day these solar panels are not overshadowed, whilst the solar panels located on the dwelling will not be overshadowed at any stage. Therefore, it is considered that the existing solar panels are not unreasonably overshadowed and consistent with this standard.

Overlooking – Complies.

Noise Impacts – Complies. Areas of the proposed development which will generate high levels of noise have been designed to be concealed or located away from sensitive interfaces of the site. In addition, a new 2 metre high timber acoustic fence will be located along the shared boundary with 12/10 St Elmo Avenue to ensure that the Waste area of the site does not impact the adjoining neighbouring dwelling.

Daylight to New Windows – Complies.

Site Coverage – Complies.

Access – Complies.

Building Entry – Complies.

Communal Open Space – Complies.

Front Fence – Complies – No Front Fence Proposed.

## 5.5 General Decision Guidelines

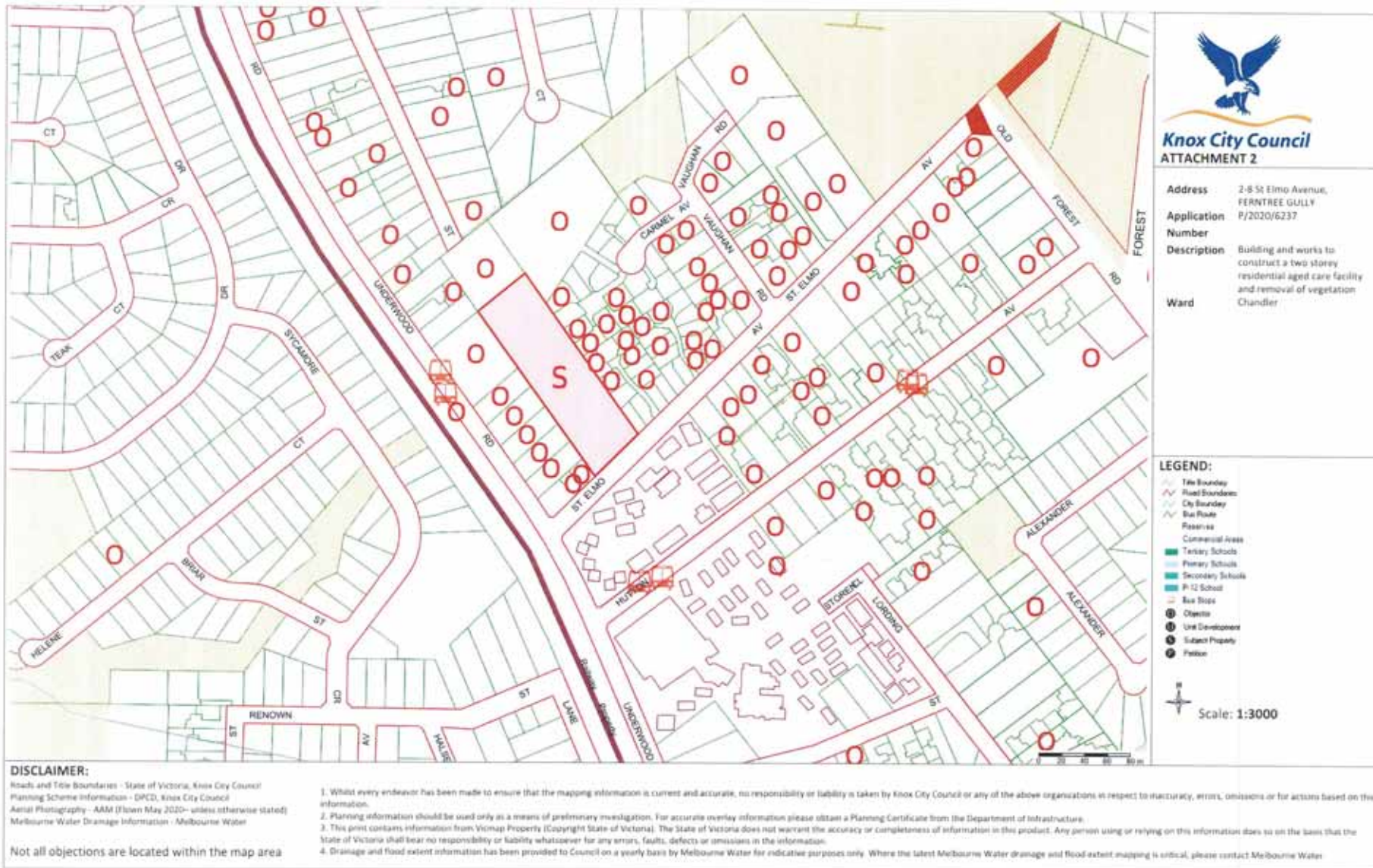
Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act 1987 set out decision guidelines/matters which the responsible authority must consider when deciding any planning application.

- *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.*

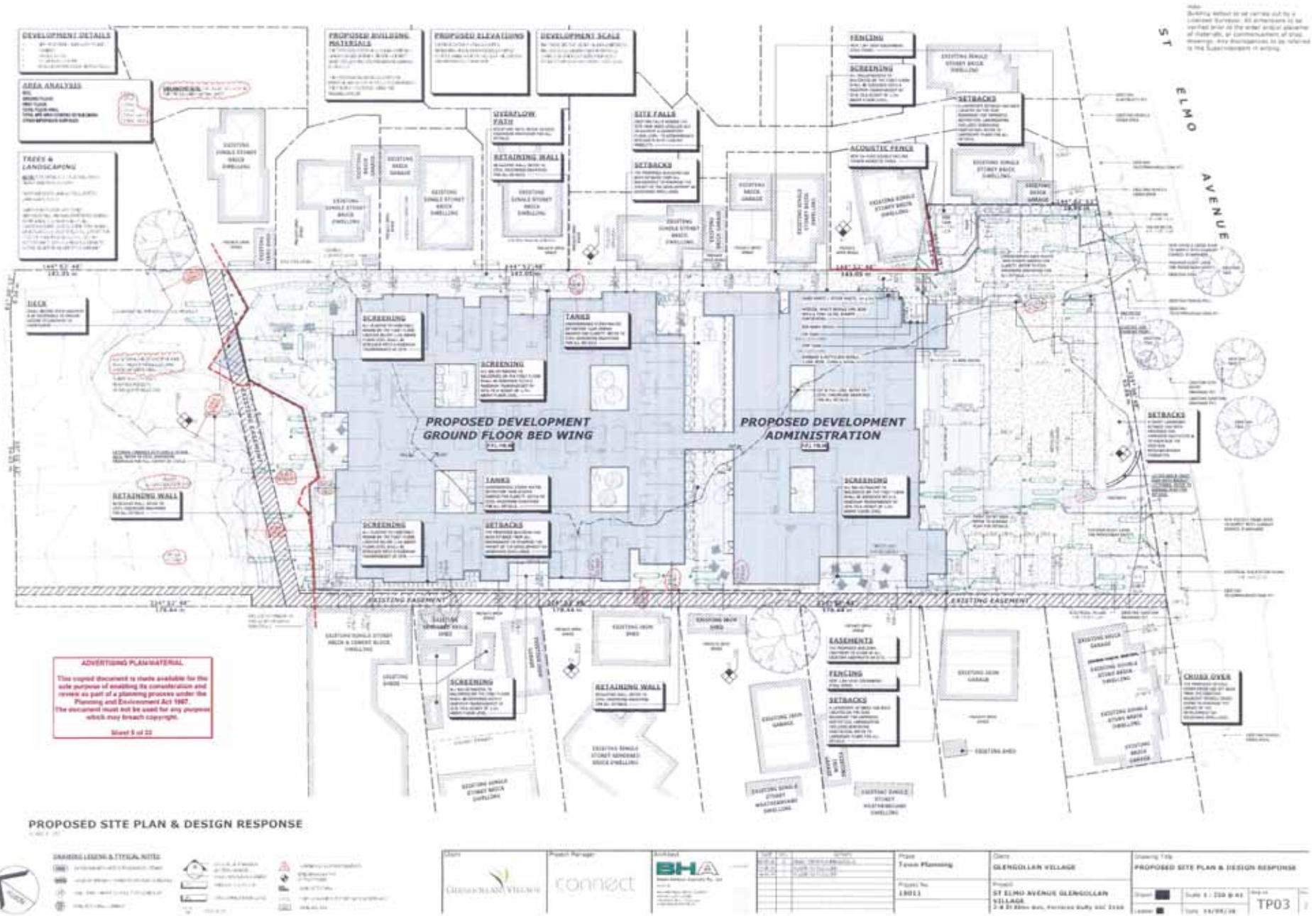
## 6. Conclusion

Clause 71.02-3 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 State Policy, Clause 21.05 (Built Environment and Heritage), Clause 21.06 (Housing) and Clause 22.04 (Environmentally Sustainable Development) of the Knox Planning Scheme.
- The proposal complies with the Neighbourhood Residential Zone – Schedule 1, Environmental Significance Overlay – Schedule 3, Design and Development Overlay – Schedule 1 and Significant Landscape Overlay – Schedule 2.
- The development is compliant with Clause 52.05 (Signs) and 52.06 (Car Parking) of the Knox Planning Scheme.
- The proposal is consistent with and complies with Clause 53.17 (Residential Aged Care Facility) of the Knox Planning Scheme.
- The development provides an appropriate balance between the need for a residential aged care facility which will provide additional housing choice given Knox's ageing population, while ensuring the amenity of occupants and adjoining residents is not compromised.
- It is considered that the proposal will contribute to the green and leafy character of Knox, with the provision of additional canopy trees and vegetation opportunities across the site and the rehabilitation of Blind Creek located on the northern section of the site.







Note:  
Building defects to be carried out by a  
qualified Surveyor, on instructions to be  
issued prior to the order and/or payment  
of materials, or commencement of work.  
Shoring, formwork etc. to be referred to  
the Superintendent in writing.



PROPOSED GROUND FLOOR PLAN

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**DRAWING LEGEND & TYPICAL NOTES**

- 1. UNITS TO BE CONSTRUCTED
- 2. EXISTING BUILDING
- 3. EXISTING DRIVEWAY
- 4. EXISTING DRIVEWAY
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|  |  |  | Scale: <b>1:100</b><br>Date: <b>14/04/20</b>  | Date: <b>14/04/20</b>  |   |



Note:  
Building Section to be carried out by a  
qualified Surveyor. All dimensions to be  
verified prior to the start and/or placement  
of materials, or commencement of other  
work. All dimensions to be referred  
to the Sub-panels in writing.



**PROPOSED FIRST FLOOR PLAN**  
Scale: 1:500

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|  | <b>DRAWING LEGEND &amp; TYPICAL NOTES</b><br>1. UNITS TO BE DEMOLISHED<br>2. UNITS TO BE RECONSTRUCTED<br>3. UNITS TO BE RECONSTRUCTED WITH CHANGES<br>4. UNITS TO BE RECONSTRUCTED WITH CHANGES AND ADDITIONS<br>5. UNITS TO BE RECONSTRUCTED WITH CHANGES AND ADDITIONS AND DEMOLITION |  |  |  | DATE: 14/09/20<br>DRAWN BY: [Name]<br>CHECKED BY: [Name]<br>PROJECT NO: 19011 | CLIENT:<br><b>GLENGOLLAN VILLAGE</b><br>PROJECT:<br><b>ST ELMO AVENUE GLENGOLLAN VILLAGE</b><br>7-9 ST ELMO AVE, PORTHOLE Gully VIC 3186 | DRAWING TITLE:<br><b>PROPOSED FIRST FLOOR PLAN</b><br>SHEET: 7 OF 22<br>DATE: 14/09/20<br>TPOS |
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EAST ELEVATION PART 1



EAST ELEVATION PART 2



NORTH ELEVATION

| MATERIAL SCHEDULE |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**DRAWING LEGEND & TYPICAL NOTES**

- 1. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE STATED.
- 2. FINISHES ARE TO BE AS SHOWN IN THE MATERIAL SCHEDULE UNLESS OTHERWISE STATED.
- 3. ALL WORK IS TO BE IN ACCORDANCE WITH THE NATIONAL BUILDING REGULATIONS 2011.
- 4. ALL WORK IS TO BE IN ACCORDANCE WITH THE NATIONAL ELECTRICAL REGULATIONS 2017.
- 5. ALL WORK IS TO BE IN ACCORDANCE WITH THE NATIONAL PLUMBING REGULATIONS 2017.
- 6. ALL WORK IS TO BE IN ACCORDANCE WITH THE NATIONAL GAS REGULATIONS 2017.
- 7. ALL WORK IS TO BE IN ACCORDANCE WITH THE NATIONAL MECHANICAL REGULATIONS 2017.
- 8. ALL WORK IS TO BE IN ACCORDANCE WITH THE NATIONAL TILING REGULATIONS 2017.
- 9. ALL WORK IS TO BE IN ACCORDANCE WITH THE NATIONAL PAINTING REGULATIONS 2017.
- 10. ALL WORK IS TO BE IN ACCORDANCE WITH THE NATIONAL ROOFING REGULATIONS 2017.
- 11. ALL WORK IS TO BE IN ACCORDANCE WITH THE NATIONAL GLAZING REGULATIONS 2017.
- 12. ALL WORK IS TO BE IN ACCORDANCE WITH THE NATIONAL FLOORING REGULATIONS 2017.
- 13. ALL WORK IS TO BE IN ACCORDANCE WITH THE NATIONAL JOINERY REGULATIONS 2017.
- 14. ALL WORK IS TO BE IN ACCORDANCE WITH THE NATIONAL METALWORK REGULATIONS 2017.
- 15. ALL WORK IS TO BE IN ACCORDANCE WITH THE NATIONAL CONCRETE REGULATIONS 2017.

**CLIENT:** SLENGOLLAN VILLAGE

**PROJECT:** ST ELMO AVENUE SLENGOLLAN VILLAGE

**DATE:** 14/04/20

**SCALE:** 1:100 WALL

**PROJECT NO:** 19011

**CLIENT:** SLENGOLLAN VILLAGE

**PROJECT:** ST ELMO AVENUE SLENGOLLAN VILLAGE

**DATE:** 14/04/20

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**CLIENT:** SLENGOLLAN VILLAGE

**PROJECT:** ST ELMO AVENUE SLENGOLLAN VILLAGE

**DATE:** 14/04/20

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**PROJECT NO:** 19011

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Sheet 16 of 22

**SOUTH ELEVATION**  
SCALE 1:50

**WEST ELEVATION PART 1**  
SCALE 1:50

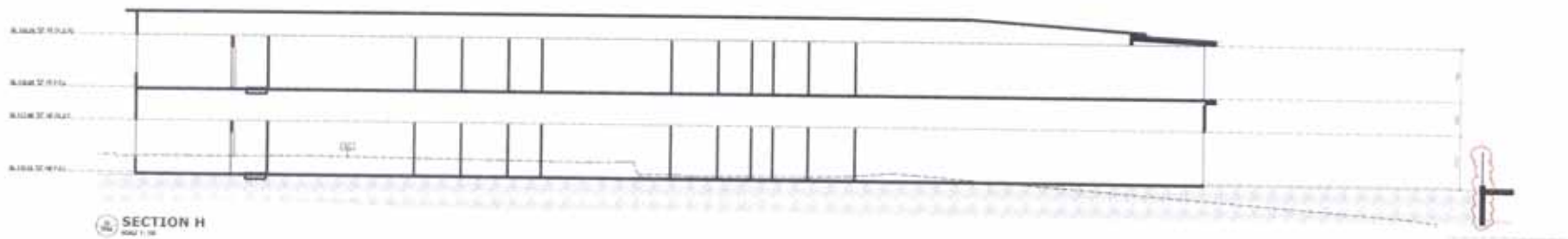
**WEST ELEVATION PART 2**  
SCALE 1:50

| MATERIAL SCHEDULE |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|-------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1                 | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16                | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |

|  |                                     |                                   |                          |                         |  |   |  |   |
|--|-------------------------------------|-----------------------------------|--------------------------|-------------------------|--|---|--|---|
| <b>TRAINING LEARNING &amp; TYPICAL NEEDS</b><br>1. Training Learning & Typical Needs<br>2. Training Learning & Typical Needs<br>3. Training Learning & Typical Needs<br>4. Training Learning & Typical Needs | <b>CLIENT</b><br>GLENGOLLAN VILLAGE | <b>PROJECT MANAGER</b><br>connect | <b>ARCHITECT</b><br>SHAW | <b>DATE</b><br>14/09/20 | <b>PROJECT</b><br>ST ELMUS AVENUE GLENGOLLAN VILLAGE | <b>PLANNING</b><br>Planning<br>Project No: 2020/010 | <b>CLIENT</b><br>GLENGOLLAN VILLAGE<br>Project<br>ST ELMUS AVENUE GLENGOLLAN VILLAGE<br>14-20 St Elmus Ave, Parklands Gully VIC 3110 | <b>DRAWING TITLE</b><br>SOUTH AND WEST ELEVATIONS<br>Sheet: 16 of 22<br>Scale: 1:50 (ALL)<br>Date: 14/09/20<br>TP08 |
|--|-------------------------------------|-----------------------------------|--------------------------|-------------------------|--|---|--|---|

**PROPOSED CHANGES TO BUILDING SYSTEMS**  
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 Sheet 08 of 23

**NOTE**  
 Building Section to be correct and to a uniform standard, all components to be marked and to the same and/or greater of scale, size, or composition of shop drawings. All dimensions to be referred to the Submittals in writing.



|  |   |  |                                   |   |  |   |                                  |                 |                |               |
|--|---|--|-----------------------------------|---|--|---|----------------------------------|-----------------|----------------|---------------|
|  | <b>DRAWING LEGEND &amp; TYPICAL NOTES</b><br>1. ALL DIMENSIONS TO FACE UNLESS OTHERWISE SPECIFIED<br>2. ALL DIMENSIONS TO FACE UNLESS OTHERWISE SPECIFIED<br>3. ALL DIMENSIONS TO FACE UNLESS OTHERWISE SPECIFIED<br>4. ALL DIMENSIONS TO FACE UNLESS OTHERWISE SPECIFIED |  | <b>Project Manager</b><br>connect | <b>Architect</b><br>BHA<br>Building & Home Architecture | <b>Phase</b><br>Town Planning<br><b>Project No.</b><br>18011 | <b>Client</b><br>GLENGOLLA VILLAGES<br><b>Project</b><br>ST ELMO AVENUE GLENGOLLA VILLAGES<br>1-8 St Elmo Ave, Parkville Vic 3048 | <b>Drawing Title</b><br>SECTIONS | Sheet: 08 of 23 | Date: 14/05/21 | Project: TP13 |
|  |   |  |                                   |   |  |   |                                  | Scale:          | Date:          | Project:      |



3D PERSPECTIVE 01



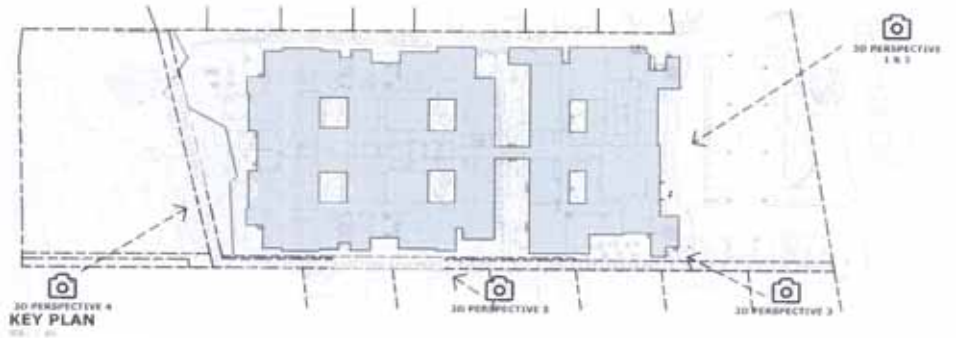
3D PERSPECTIVE 02

Note:  
Building facade to be carried out by a  
qualified contractor. All components to be  
checked prior to the order/embodiment  
of materials, or commencement of any  
work. Any discrepancies to be referred  
to the Superintendent in writing.

**ADVERTISING PLAN MATERIAL**  
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Sheet 11 of 23



3D PERSPECTIVE 03



KEY PLAN

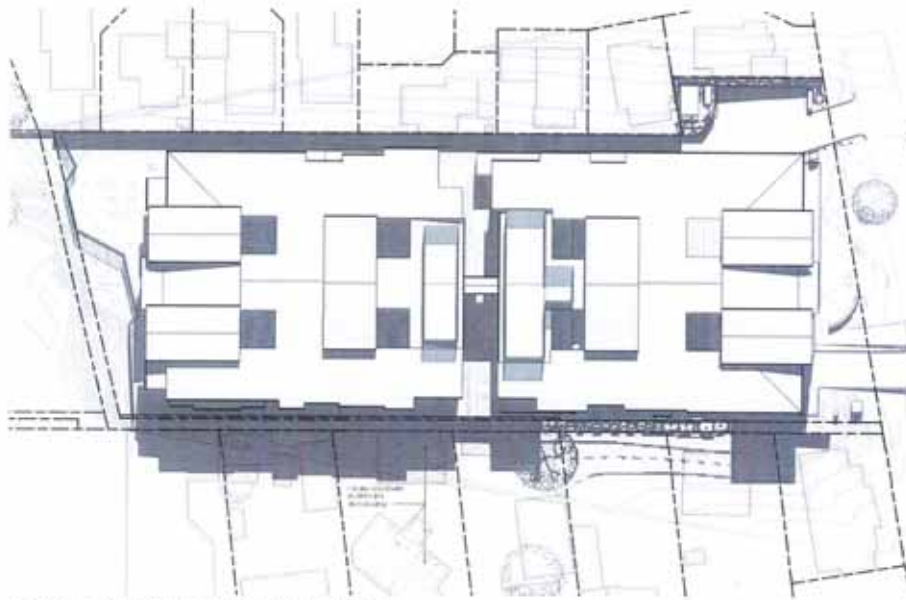


3D PERSPECTIVE 04

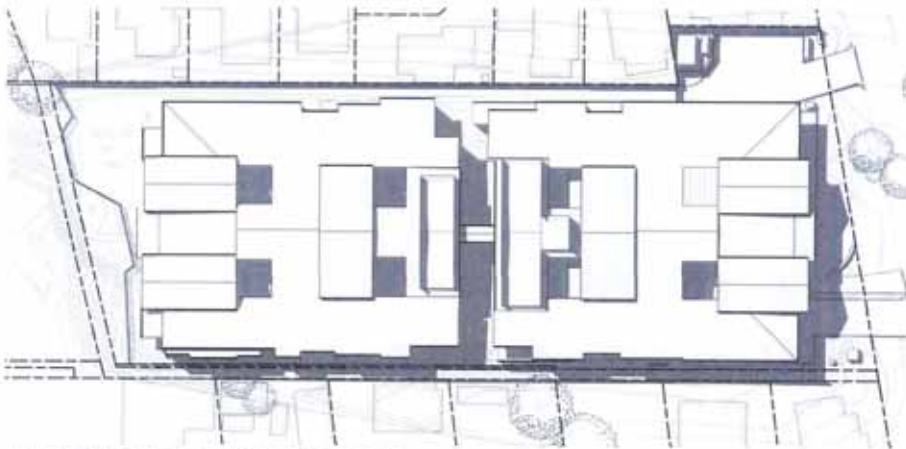


3D PERSPECTIVE 05

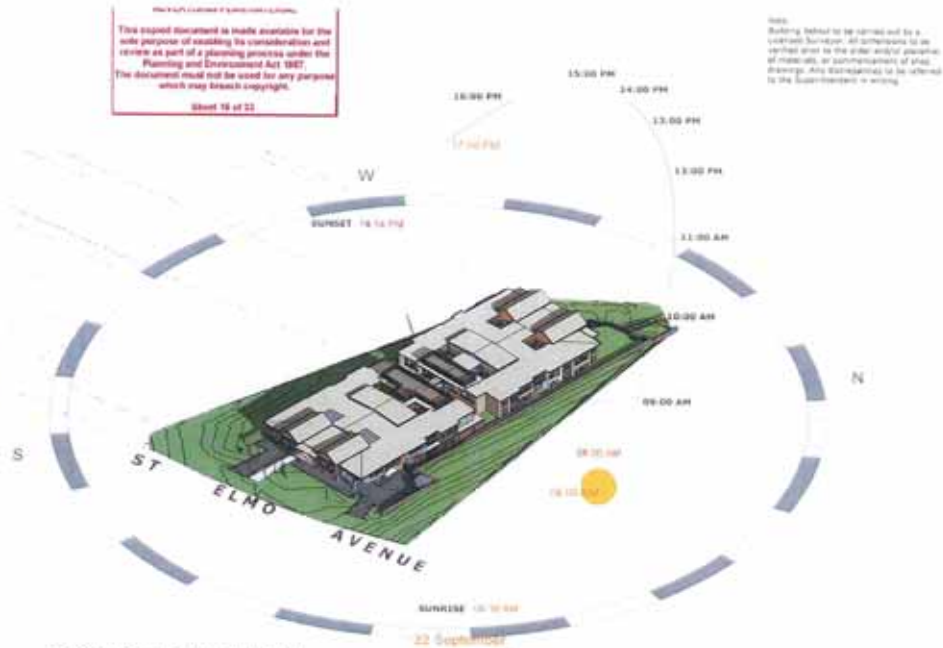
|                                     |  |  |                                 |                                     |   |
|-------------------------------------|--|--|---------------------------------|-------------------------------------|---|
| Client<br><b>GLENDOLLAN VILLAGE</b> | Project Manager<br><b>connect</b>  | Architect<br><b>BHA</b><br>Brett Hume Architects Pty Ltd<br>100/100 St Albans Road, Parkville VIC 3046<br>Phone: (03) 9487 1000<br>Fax: (03) 9487 1001<br>www.bha.com.au | Project<br><b>Town Planning</b> | Client<br><b>GLENDOLLAN VILLAGE</b> | Drawing Title<br><b>3D PERSPECTIVES</b> |
| Project No<br><b>22011</b>          | Project<br><b>ST ELMO AVENUE GLENDOLLAN VILLAGE</b><br>2/A St Elmo Ave, Parkville Vic 3046 | Scale<br>1:1000<br>Date<br>15/09/20  | Sheet No<br><b>TP09</b>         | Scale<br>A 1:1000 @ A3              | Sheet No<br><b>TP09</b>                 |



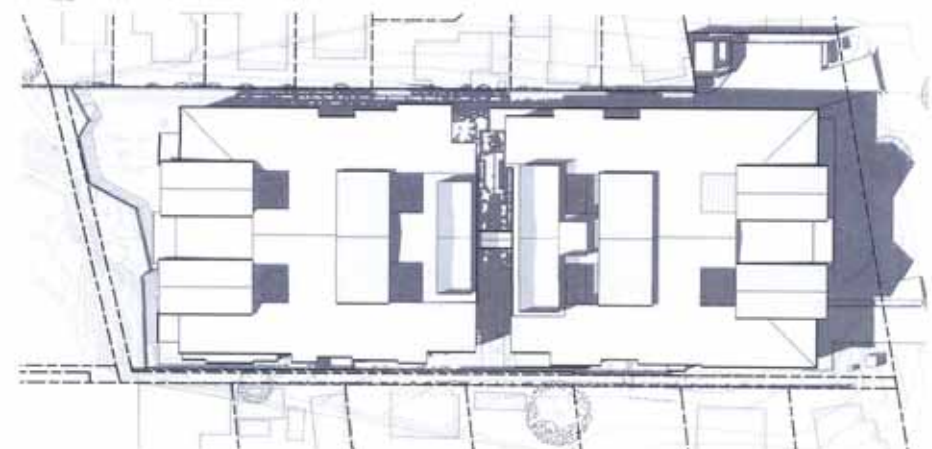
SEPTEMBER 22ND 9am SHADOW DIAGRAM



SEPTEMBER 22ND 12pm SHADOW DIAGRAM



SEPTEMBER 22ND SUN PATH



SEPTEMBER 22ND 3pm SHADOW DIAGRAM

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Note: Before being used to be submitted to a council or other authority, all documents to be submitted must be checked against the relevant council or other authority's requirements. Any discrepancies must be referred to the Surveyors in writing.



|                                     |   |                         |                        |                                   |  |
|-------------------------------------|---|-------------------------|------------------------|-----------------------------------|--|
| Client<br><b>GLENDOLLAN VILLAGE</b> | Project Manager<br><b>connect</b>                   | Architect<br><b>BHA</b> | Phase<br>Town Planning | Site<br><b>GLENDOLLAN VILLAGE</b> | Drawing Title<br><b>SHADOW DIAGRAMS - SEPTEMBER 22ND</b> |
| Project No.<br>19013                | Project<br><b>ST ELMO AVENUE GLENDOLLAN VILLAGE</b> | Scale<br>1:400 @ A1     | Issue<br>1             | Date<br>24/05/2021                | Sheet No.<br><b>TP14</b>                                 |



## 6.3 Report on the 2020 General Election

**SUMMARY: Coordinator Governance, Andrew Dowling**

**In accordance with Regulation 83 of the Local Government (Electoral) Regulations 2020, this report submits to Council the Victorian Electoral Commission's report on the conduct of the 2020 Municipal General Elections.**

### **RECOMMENDATION**

**That Council receive and note the Victorian Electoral Commission's report on the conduct of the 2020 Municipal General Elections.**

### **1. INTRODUCTION**

The 2020 general election was held on 24 October 2020.

Section 263 of the Local Government Act 2020 (the Act) states that an election must be conducted by the Victorian Electoral Commission (VEC) in accordance with the Act and the Local Government (Electoral) Regulations 2020. Those regulations also require the VEC to prepare a report to the Chief Executive Officer on the conduct of the election within a period of six months after the election and which:

- details the operational aspects of the conduct of the general elections;
- details the communications campaign; and
- contains a detailed analysis of voting and voter participation.

Once received by the Chief Executive Officer the report must be submitted to Council at the earliest practicable meeting of the Council held after the report is received.

### **2. DISCUSSION**

The VEC report details the changes to legislation which impacted the elections in 2020, perhaps the most significant of which for Knox was the introduction of compulsory postal voting in 2020, following a determination of the Minister for Local Government under the Act.

The COVID-19 global pandemic was of course the most significant challenge faced in the conduct of the elections, impacting the administration of the election, and campaigning by candidates.

Notwithstanding the change in voting method and the impact of the pandemic, the VEC's report notes that voter turnout in 2020 was significantly higher (84.2%) than the previous general election in 2016 (71.2%) and informal voting was significantly lower, at 2.56% in 2020, compared to 6.07% in 2016.

A copy of the report is included at Attachment 1.

### **3. CONSULTATION**

Nil



**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**

It is a statutory requirement that the attached report be submitted to Council and for this reason it is recommended that Council note this report.

**10. CONFIDENTIALITY**

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

**Report Prepared By: Coordinator Governance, Andrew Dowling**

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

**Attachments**

1. Knox City Council - Election Report - 2020 Local Government elections [6.3.1 - 72 pages]

# 2020 Local government elections

## Knox City Council

### Election Report





© **State of Victoria**  
(Victorian Electoral Commission)  
April 2021

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[info@vec.vic.gov.au](mailto:info@vec.vic.gov.au)  
[vec.vic.gov.au](http://vec.vic.gov.au)

---

## Acknowledgement of Country

The Victorian Electoral Commission pays respect to Victoria's traditional owners and their elders past and present who have been custodians of this country for many thousands of years. Their living culture and their role in the life of Victoria is acknowledged by the VEC.

## Letter of Transmittal

19 April 2021

Mr Tony Doyle  
Chief Executive Officer  
Knox City Council  
511 Burwood Highway  
WANTIRNA SOUTH VIC 3152

Dear Mr Doyle

Pursuant to Regulation 83 of the Local Government (Electoral) Regulations 2020, I submit this report to the Chief Executive Officer of Knox City Council on the general election held in October 2020.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Warwick Gately'. The signature is written in a cursive style with a large, stylized 'W' and 'G'.

**Warwick Gately AM**  
Electoral Commissioner

Knox City Council

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## Knox City Council

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# Introduction

The Victorian local government general elections are held every four years as defined by the *Local Government Act 2020* (Vic) (**LG Act**). In 2020, general elections were held for 76 of the 79 Victorian councils<sup>1</sup> with Saturday 24 October marking election day. In accordance with section 263(1) of the LG Act, the Victorian Electoral Commission (**VEC**) is the statutory election service provider for the conduct of local government elections in Victoria.

This report provides information on the 2020 Knox City Council general election including details of the end-to-end service delivery of electoral activities throughout the election timeline. This report also provides details of post-election items including compulsory voting enforcement.

## About the Victorian Electoral Commission

The VEC is an independent statutory authority established under the *Electoral Act 2002* (Vic) (**the Electoral Act**). The VEC's principal functions are to conduct State elections, local government elections, certain statutory elections and polls, commercial and community elections, and to support electoral representation processes for local councils and the Electoral Boundaries Commission for State electoral boundaries. The VEC is also responsible for maintaining the Victorian register of electors and administering political funding and donation disclosure laws. The VEC has a mandated role to conduct electoral research, provide communication and education services, and inform and engage Victorians in the democratic process.

Warwick Gately AM is the appointed Electoral Commissioner and Liz Williams is the appointed Deputy Electoral Commissioner. The Electoral Commissioner and Deputy Electoral Commissioner report to the Victorian Parliament in relation to the VEC's operations and activities.

The Electoral Commissioner heads the VEC's Executive Management Group that comprises the Deputy Electoral Commissioner, the Executive Director, Corporate Services and seven Directors, each leading the main functional areas of the VEC. Each Director acts as subject matter experts within their legislative responsibilities under the LG Act and the Electoral Act.

The VEC has a dedicated local government election program which is managed by Katrina Collins and incorporates a range of programs, projects and activities that are supported through strategic planning, project management, and process mapping. The program is overseen by the VEC's Planning Group and has sponsorship from the Executive Management Group.

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<sup>1</sup> The South Gippsland Shire Council was placed into administration in mid-2019. The Council's general election has been postponed until October 2021. Casey City Council and Whittlesea City Council were placed into

administration in early 2020. The Councils' general elections have been postponed until October 2024.

Knox City Council

## Key changes

### Changes in legislation

The new LG Act received royal assent on 24 March 2020 and introduced a number of changes, some requiring immediate implementation and others to be implemented progressively. Those requiring immediate implementation had a significant impact on the 2020 local government election program.

Following the LG Act completing its passage through Parliament, the VEC implemented the necessary changes to the 2020 local government election program in response to the reforms as they applied to the elections.

#### The key changes from the LG Act are as follows:

|                                       |   |
|---------------------------------------|---|
| Local government electoral structures | <p>The default electoral structure for all local councils is single-councillor wards, although some regional and rural local councils may be unsubdivided or divided into wards with equal numbers of councillors in each ward.</p> <p>The VEC is no longer responsible for conducting electoral representation reviews of all local councils in Victoria.</p> <p>An independent Local Government Electoral Representation Advisory Panel will review council electoral structures. The panel includes the Electoral Commissioner and other members appointed by the Minister for Local Government.</p> |
| Voting system                         | <p>The voting system (attendance or postal) is set by the Minister for Local Government.</p> <p>All local council elections are conducted according to the same voting system.</p>  |
| Enrolment and voters' rolls           | <p>Non-resident property owners need to apply to be enrolled (this change will be implemented in stages leading up to the 2024 local government elections).</p> <p>Amendments to the voters' roll are completed by the VEC only (excluding Melbourne City Council).</p>   |
| Candidate qualifications              | <p>It is compulsory for local government candidates to complete mandatory training prior to nominating for local government elections.</p>  |
| Nominations/candidate statements      | <p>When nominating, candidates are required to declare they have completed the mandatory Local Government Candidate Training.</p> <p>The maximum number of words for a candidate statement was increased to 300 (350 for the Melbourne City Council Leadership Team and Councillor Groups).</p>   |
| Election staff                        | <p>The term 'Election Manager' replaced 'Returning Officer' making the term consistent with the <i>Electoral Act 2002</i>.</p>  |
| Extraordinary vacancies               | <p>The VEC will fix the timeline for local council by-elections (previously fixed by the Minister).</p> <p>Changes to the countback process which now draws on a broader pool of ballot papers to determine the successful candidate at a countback.</p>  |
| Compulsory voting                     | <p>From the 2024 local government general elections onwards, it will be compulsory for everyone enrolled on a voters' roll to vote.</p>   |

## Knox City Council

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The LG Act made other changes to the local government electoral landscape, including:

- operational and technical provisions for electoral matters are now prescribed in the Regulations rather than being contained in the LG Act.
- disputed election results are now heard by the Victorian Civil and Administrative Tribunal (**VCAT**).

On 8 May 2020, the Minister determined<sup>2</sup> all of the 2020 general elections would be held by postal voting. As such, the VEC adjusted preparations in response to the Minister's determination.

In addition, new Local Government (Electoral) Regulations 2020 (**the Regulations**) came into operation on 13 July 2020.

### **Response to public health crisis: Coronavirus (COVID-19)**

In response to the coronavirus (**COVID-19**) global pandemic, a State of Emergency was declared in Victoria on 16 March 2020. While the VEC was well advanced in planning for the elections, some uncertainty arose due to speculation that the elections could be rescheduled.

Following the Local Government Minister's confirmation on 15 May 2020 that the 2020 local government elections would proceed, the VEC's operating model was adjusted to deliver a compliant election while meeting health, safety, social distancing and hygiene obligations to voters, election staff, councils, candidates and all other stakeholders.

On Wednesday 1 September 2020, the Governor in Council made amendments to the regulations to allow certain provisions to be varied in response to the COVID-19 pandemic. Specifically, the amendments allowed the VEC to determine an appropriate method for eligible candidates to lodge their nomination form and pay their nomination fee electronically; and to allow the Election Manager to determine the maximum number of scrutineers that may be present for any activity at any one time. The amended regulations commenced the day after

they were made and remain in place until 26 April 2021.

On 29 September 2020, the Governor in Council made further changes to the Regulations to provide greater clarity of mitigation options for any disruptions to the voting timeline, including delays across the postal network that could threaten the integrity of the elections. The changes allowed the Electoral Commissioner to alter the last day of voting and/or the extended postal vote receipt deadline if necessary, to maintain and protect election integrity.

The VEC developed a COVIDSafe Election Plan<sup>3</sup> in consultation with the Department of Health and Human Services which complemented the VEC's Service Plan. The COVIDSafe Election Plan outlined the VEC's actions and strategies to deliver safe and compliant local government elections.

The plan considered all electoral operations and activities and included changes such as (but not limited to):

- acquiring larger election office spaces to accommodate social distancing practices
- moving operations from face-to-face to online (when legislation permitted), for example:
  - the VEC's briefing meetings with individual councils
  - the candidate information sessions
- modifying the timeline for ballot paper extraction and counting activities
- modifying scrutineer practices.

The VEC acknowledges the collaboration and contributions of council officers in navigating the changes required to the program due to COVID-19.

<sup>2</sup> The Minister published this decision in the Government Gazette on 18 May 2020

<sup>3</sup> 'VEC COVIDSafe election plan' - <https://www.vec.vic.gov.au/about-us/publications/local-council-election-reports-and-plans>



Knox City Council

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## Election dates

**The key timelines that applied to the 2020 local government elections were as follows.**

|  |  |
|--|--|
| Deadline fixed by the VEC for council primary enrolment data               | Monday 13 July 2020                          |
| Close of roll  | 4 pm Friday 28 August 2020                   |
| Opening of the election office to the public                               | Wednesday 16 September 2020                  |
| Certification of the voters' roll and opening of nominations               | Thursday 17 September 2020                   |
| Close of nominations   | 12 noon Tuesday 22 September 2020            |
| *Ballot draw   | From 1 pm on Tuesday 22 September 2020       |
| *Deadline for lodging candidate statements, photographs and questionnaires | 12 noon Wednesday 23 September 2020          |
| *General mail out of ballot packs to voters                                | Tuesday 6 October to Thursday 8 October 2020 |
| *Close of voting   | 6 pm Friday 23 October 2020                  |
| Day prescribed as Election Day   | Saturday 24 October 2020                     |
| *Close of extended postal vote receipt period                              | 12 noon Friday 30 October 2020               |
| Declaration of election results  | No later than Friday 13 November 2020        |

\*Dates with asterisks relate to contested elections only.

## Knox City Council

# About Knox City Council

Knox City Council is comprised of nine councillors elected from nine single-councillor wards.

The electoral structure was last reviewed in accordance with the *Local Government Act 1989* through an electoral representation review in 2015.



**Figure 1:** The electoral structure of Knox City Council at the general election held on 24 October 2020.

## Voters' roll

The VEC prepared the voters' roll for the election under section 8(2)(c) of the Electoral Act and in accordance with section 249 of the LG Act. The close of roll for the election was 4 pm on Friday 28 August 2020. Pursuant to section 249(4) of the LG Act, the VEC certified the voters' roll on Thursday 17 September 2020.

At certification, the voters' roll for the 2020 Knox City Council general election included 117,363 enrolled voters.

### Composition of the voters' roll

The LG Act specifies that the voters' roll for a local government election is formed by combining two separate lists of voters.

1. The Electoral Commissioner's list (EC list) – List of State electors that are enrolled within that local government area.
2. The Chief Executive Officer's list (CEO list) – List of council-entitled voters.

Refer to **Appendix 1** for a breakdown of the Knox City Council general election voters' roll.

### Amendments to the voters' roll

In accordance with section 250 of the LG Act, the VEC is able to amend any error or omission in the preparation, printing or copying of the voters' roll, or correct any misnomer or inaccurate description of any person, place or thing on the voters' roll. Following the passage of the LG Act, amendments to the voters' roll are to be certified by the VEC. All voters added to the roll were issued with a ballot pack. Where a voter was deleted from the roll after the mail-out of ballot material, the VEC had systems in place to ensure that returned ballot papers from the deleted voters could be identified and excluded from the extraction and count. Where roll amendments were required, the total number of voters on the roll was updated.

Following the close of roll, the VEC made two amendments to the voters' roll, one addition and one deletion.

## Advertising and communication campaign

### State-wide advertising

The VEC delivered a state-wide advertising campaign to maximise public awareness and participation amongst all eligible voters. Campaign activities and consistent messaging were delivered across two phases – enrolment and voting – and through multiple traditional and emerging mediums, including radio, digital and social media, and offline/outdoor advertising.

### Statutory advertising

The VEC published a series of statutory notices throughout the election as required by the LG Act. The notices included critical information relevant to each milestone of the election timeline.

## Knox City Council

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For the 2020 general election, Knox City Council did not nominate newspapers for the statutory notices.

In 2020, the VEC established a new policy position for statutory advertising in alignment with the updated definition of ‘publish’ in the LG Act. The policy position included the following:

- all statutory and non-statutory election advertising would be published on the VEC website, and
- where available, all statutory and non-statutory election advertising would be published in local newspapers and/or other selected newspapers identified following consultation with the council.

Refer to **Appendix 2** for further information in relation to the statutory advertising.

### VEC website

The VEC provided council specific information regarding the election on its website under the ‘2020 local council election’ page. The VEC website went live for the local government elections in early August 2020. Whilst some council specific data remained static during the election, the website was regularly updated with content relevant to the election and at each key milestone such as close of roll, nominations, voting and results.

### Media liaison

An online media webinar was held on Friday 21 August 2020. The webinar could be downloaded or accessed at a later time for those who were unable to participate live. The media briefing summarised the planning and timeline for the 2020 local government elections, and also provided a specific update in relation to the availability of election results in light of COVID-19.

Media outlets were provided with a media information booklet that outlined the election timeline and key messages, and provided the VEC’s head office media contacts. The VEC’s communication team supported each Election Manager as the primary media spokesperson in relation to each election.

The VEC’s media liaison program principally featured staged media releases aimed to highlight key milestones during the election timeline, and capitalise on existing general news

coverage. More information on the VEC’s media release schedule is available at **Appendix 3**.

### Social media campaign

As part of its state-wide advertising campaign, the VEC used paid promotions on social media platforms including Facebook, Twitter, Instagram, LinkedIn, Snapchat and WeChat, targeting voters through audience segmentation.

This advertising was supported by a defined timeline of organic social media posts on the VEC’s channels, designed to cover each of the key messages of the communication campaign to further extend the reach to the community and promote conversation about the democratic process.

### VEC VoterAlert advisories

Electors on the State enrolment register are able to sign up to the VEC’s free SMS or email alert service VoterAlert, to receive reminder messages pertinent to elections that affect them. They can subscribe to receive SMS messages only, email only, or both SMS and email.

During the general election, the VEC used its VoterAlert service to send the following direct messages to those State-enrolled voters on the roll for the election.

The messages were rolled out in the following schedule:

Wednesday 19 August to Wednesday 26 August 2020 – 84,182 VoterAlert messages were sent by SMS and email reminding voters to enrol or update their details by the close of roll.

Friday 25 September 2020 – 8,609 VoterAlert messages were sent by SMS and email advising voters in wards where an election is uncontested that they are not required to vote.

Friday 9 October to Friday 13 October 2020 – 76,792 VoterAlert messages were sent by SMS and email advising that the VEC had commenced posting ballot packs.

Monday 19 October 2020 – 38,956 VoterAlert messages were sent by SMS and email reminding voters that it was the last week to post their ballot material back to the VEC.

## Knox City Council

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In mid-October, the VEC commenced sending its final VoterAlert – a reminder to post ballot packs by the voting deadline. Whilst approximately 900,000 of the 1.8 million voters scheduled to receive an alert were contacted it was identified that an unanticipated high volume of calls was received by both the VEC and councils as a result of the alert. Therefore the VEC suspended the VoterAlert messages scheduled for the remaining 900,000 voters.

More information on the VEC's VoterAlert advisories is available at **Appendix 4**.

### Voter engagement

The VEC delivered an extensive voter engagement program. The program sessions were implemented throughout Victoria and were specific to local demographics. Please refer to **Appendix 5** to view the full list of initiatives for the 2020 local government elections. Due to the coronavirus (COVID-19) pandemic, the VEC's programs traditionally offered through face-to-face education and engagement were redesigned to comply with health, safety, social distancing and hygiene obligations.

### Blind and low vision services

Braille and large print ballot material was available to blind and low vision voters who had registered for these products by 5 pm on Tuesday 15 September 2020.

The VEC received and processed two requests for braille ballot material and four requests for large print ballot material for Knox City Council.

### Interpreting services

The VEC engaged the Victorian Interpreting and Language Services' Language Link to provide a telephone interpreting service for telephone enquiries from voters who had a first language other than English. The VEC advertised direct lines for 20 languages other than English and a general line for all other languages.

### Telephone enquiry service

A local telephone enquiry service was provided at the election office from Wednesday 16 September 2020 until the close of voting, for enquiries regarding the election.

The local telephone enquiry service was supplemented by an overflow call centre at the VEC's head office. The overflow call centre received calls made directly to the VEC's head office line (131 VEC, 131 832 or +61 3 8620 1100 for callers outside of Australia) and diverted calls from the election office when the election office lines were at capacity. Additionally, email enquiries were received and processed through [info@vec.vic.gov.au](mailto:info@vec.vic.gov.au).

The types of calls that are typical during an election relate to:

- voting entitlements and compulsory voting obligations
- enrolment questions
- ballot pack had not been received
- ballot material was spoiled or destroyed, so replacement ballot material was required
- a voter advising that they were overseas or interstate
- queries regarding the content of the ballot pack.

A breakdown of the daily number of calls received by the telephone enquiry service and the overflow call centre in respect to the election is available at **Appendix 6**.

## Election Manager

The VEC maintains a pool of trained senior election officials located across the state to fill election management roles for State and local government elections. Election-specific training is provided to senior election officials prior to each election management appointment.

The size of the election management team appointed for the conduct of an election is based on the size of the council. As required under the LG Act an Election Manager is appointed to conduct the election and is supported by one or more Assistant Election Managers for larger councils, or a senior election official for smaller councils.

## Knox City Council

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In accordance with section 3 of the LG Act, the Electoral Commissioner appointed Leonie Taylor as the Election Manager for the 2020 Knox City Council general election. The appointed Assistant Election Managers were Stan Parsons and Diane Agius.

## Election office

The Election Manager was responsible for the establishment and management of the election office located at 4/1849 Ferntree Gully Road, Ferntree Gully. The election office was provided by the VEC.

In accordance with the VEC's COVIDSafe election plan, the election office was open to the public by appointment only. The election office was available for appointments from Wednesday 16 September until Friday 23 October 2020 between 9 am and 5 pm. Opening hours were extended on Thursday 22 October (9 am to 8 pm) and Friday 23 October (9 am to 6 pm) to allow for final enquiries and the hand-delivery of ballots prior to the close of voting. Enquiries regarding the election were also managed by phone.

## Candidates

Nominations for the election opened at 9 am on Thursday 17 September and closed at 12 noon on Tuesday 22 September 2020. Candidates were required to lodge their nomination forms in person at the election office. A \$250 nomination fee applied.

On Wednesday 9 September 2020, the Electoral Commissioner published a determination<sup>4</sup> establishing a framework for prospective candidates who were prevented from attending the election office due to health directions regarding COVID-19 under the *Public Health and Wellbeing Act 2008*. The determination outlined provisions for electronic lodgement of the nomination form and nomination fee for affected candidates.

### Candidate information

The VEC developed a suite of resources that were accessible to prospective candidates prior to the nomination period. From early September,

candidates were able to access the VEC's information about the process of nominating and becoming a candidate for the election. The VEC's online *Candidate Helper*, accessible via the VEC website, went live on Thursday 3 September 2020. The *Candidate Helper* enabled candidates to pre-complete their nomination form and other forms online before lodging them with the Election Manager.

For the 2020 elections, the VEC's candidate information session was recorded and available for online streaming from the VEC website. The session was complemented by three state-wide interactive seminars consisting of a panel from the VEC's leadership and executive teams.

### Nominations

At the close of nominations, 30 candidates had nominated for election to council.

The following is a breakdown of candidate nominations per ward:

- Baird Ward - three nominations
- Chandler Ward - four nominations
- Collier Ward - one nomination
- Dinsdale Ward - four nominations
- Dobson Ward - three nominations
- Friberg Ward - three nominations
- Scott Ward - four nominations
- Taylor Ward - five nominations
- Tirhatuan Ward - three nominations.

As there was only one nomination for Collier Ward for the one vacancy the election was uncontested.

Ballot draws for the contested elections to determine the order in which the names would appear on the ballot paper were held at the election office following the close of nominations using the VEC's computerised ballot draw application.

<sup>4</sup> VEC 2020 Determination No.1 - Nominations from candidates impacted by COVID-19 Public Health Directions in respect to local government elections -

<https://www.vec.vic.gov.au/about-us/legislation/determinations>

## Knox City Council

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See **Appendix 7** for the list of candidates in ballot draw order.

### Candidate statements and photos

In accordance with Regulation 39 of the Regulations, candidates were able to lodge a 300 word statement and submit a recent photograph for inclusion in the ballot packs sent to voters. The deadline for the submission of candidate statements and photographs was 12 noon on Wednesday 23 September 2020.

See **Appendix 7.1** for a breakdown of submitted statements and photos and **7.2** for the sample website version product.

### Candidate questionnaires

In accordance with Regulation 43 of the Regulations, candidates were able to complete and lodge their answers to a set of prescribed questions in addition to a statement and photograph. The Election Manager accepted questionnaire submissions lodged by all candidates at the election.

The completed questionnaires were accessible to voters on the VEC website or by contacting the election office.

### Uncontested elections

As Collier Ward was uncontested, an uncontested election leaflet was mailed out to voters in that ward. The VEC mailed out uncontested ward leaflets between Tuesday 6 October and Thursday 8 October 2020. See **7.3** for the sample version of the uncontested leaflet product and **Appendix 8.1** for a breakdown of the leaflets mailed out on each day during the general mail-out.

## Voting

### Redirection of ballot packs

The Regulations provide that a voter may – no later than the day the roll is certified (or a later date if specified by the Election Manager under Regulation 22(2)(f) of the Regulations) – make a request in writing to the Election Manager to have their postal ballot envelope redirected to another address. For the 2020 elections voters had until Thursday 17 September to submit requests for redirection.

The Election Manager received 17 requests for redirection of ballot packs for the election.

### Early votes

A voter may request an early postal ballot envelope (early vote) prior to the general mail out of ballot packs. The Election Manager processes the request and issues the early vote if the request is assessed as reasonable. Requests for early votes could be processed from Wednesday 23 September 2020, the day after nominations closed, until the commencement of the general mail out of ballot packs on Tuesday 6 October 2020. Due to the timing of early votes, some early voters may not have had access to the candidate statements, photographs or questionnaires.

Due to the impact that COVID-19 restrictions had on election services for the 2020 elections, requests for early votes were managed by appointment.

The Election Manager issued four early votes for the election.

### Mail-out of ballot packs

The VEC mailed 104,605 ballot packs between Tuesday 6 October and Thursday 8 October 2020. See **Appendix 8** for a breakdown of the packs mailed out on each day during the general mail-out noting that ballot packs were not mailed to any voters that had passed away between the close of the roll and generation of the mail-out file.

This included 17 ballot packs that were redirected to alternative addresses for voters that had applied to redirect their ballot pack by Thursday 17 September 2020.

In accordance with Regulation 49(3) of the Regulations, no more than 35% of ballot packs were mailed or delivered to voters on any one day during the mail out period. All ballot packs were lodged with Australia Post under the priority paid delivery timetable.

The VEC liaised closely with Australia Post during the mail out period to confirm that ballot packs had been delivered to voters. The VEC received confirmation that all ballot packs had been delivered to delivery addresses by Wednesday 14 October 2020.

## Knox City Council

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During the voting period, 1,481 ballot packs were returned to the election office by Australia Post as return-to-sender mail. Most of this mail was due to the addressee not residing at the address.

### Election office counter services

In order to safeguard the health and wellbeing of voters and VEC personnel in the COVID-19 environment, the VEC did not provide an over-the-counter replacement or unenrolled vote service at election offices in the Metropolitan Melbourne region (including Mitchell Shire Council) for the elections. Similar restrictions were initially imposed on election offices in Regional Victoria and were relaxed in the final weeks of voting. Voters were advised to request replacement or unenrolled ballot material by phone, which was sent to them by post.

### Unenrolled votes

Unenrolled votes are issued to people whose name cannot be found on the voters' roll but who claim they are entitled to vote at the election. The unenrolled ballot pack includes a declaration that is signed by the applicant and assessed by the Election Manager prior to either admitting or disallowing the vote.

The Election Manager issued one unenrolled vote and following relevant checks, it was not admitted to the count.

### Replacement ballot packs

Following the general mail-out of ballot packs, a voter who claimed that their ballot pack had not been received, or had been lost, spoilt or destroyed, could apply to the Election Manager for a replacement ballot pack. Requests for replacement ballot packs within metropolitan councils were processed and fulfilled at the election office then lodged at the local postal facility. In order to assist in the mail turnaround time for regional councils, the VEC established a centralised postal vote issuing service at head office. Replacement vote requests were processed at the election office and fulfilled and lodged with Australia Post from the VEC in Melbourne.

The Election Manager issued 1,905 replacement ballot packs across all wards during the voting

period. Please refer to **Schedule 1** for further information on replacement ballot packs issued.

### Return of ballot paper envelopes

Voters were provided with a priority reply-paid envelope for the return of their ballot paper envelope containing their completed ballot paper. The return mail was delivered to the election office from local postal facilities or mail distribution centres. Voters who chose to hand-deliver their vote to the election office were able to do so by placing their ballot paper envelope containing their completed ballot paper into ballot boxes located at the election office. The ballot boxes allowed voters to drop off their ballot envelopes without interaction with staff, therefore remaining compliant with a COVIDSafe election<sup>5</sup>.

As ballot paper envelopes were returned, they were progressively checked by the election management team to ensure they had been signed by the voter. Additionally, processes were in place to ensure that only one returned ballot from any one voter could proceed to the extraction and count.

The Election Manager received a total of 74,751 returned ballot paper envelopes across all wards by the close of voting at 6 pm on Friday 23 October 2020.

The Regulations provide that the Election Manager can accept returned ballot paper envelopes up until 12 noon on the Friday following the close of voting, if satisfied that the ballot paper envelope was completed by the voter prior to the close of voting. The Election Manager accepted 16,082 ballot paper envelopes across all wards during the extended postal vote receipt period.

The total returned ballot paper envelopes for Knox City Council was 90,833.

The Election Manager set aside 2,412 returned ballot paper envelopes that were not admitted to the extraction and counting process due to the voter not having signed the declaration envelope or, in the case of unenrolled declaration votes, an entitlement was not found for the person, or the declaration envelope was not returned with the vote.

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<sup>5</sup> 'VEC COVIDSafe election plan' - <https://www.vec.vic.gov.au/about-us/publications/local-council-election-reports-and-plans>

## Knox City Council

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Refer to **Schedule 1** for the total certified record of ballot papers and declaration envelopes across all wards.

## Results

### Extraction

A total of 88,421 ballot paper envelopes were admitted to the extraction process.

The extraction of ballot papers occurred at the election office commencing on Monday 26 October. The extraction of all admitted ballot paper envelopes was completed on Wednesday 4 November, following the close of the extended postal vote receipt period.

The extraction process involved separating the declaration flaps containing voters' details from each admitted ballot paper envelope, and then extracting the ballot papers from the envelopes. This two-stage process maintains anonymity and ensures the number of envelopes is tracked for ongoing reconciliation.

Any returned ballot paper envelopes found not to contain a ballot paper, or that contained more than one ballot paper, were required to be rejected and could not be counted. There were 153 returned ballot paper envelopes rejected during the extraction activity.

Following the extraction of ballot papers from the ballot paper envelopes, a total of 88,268 ballot papers proceeded to the count.

### Manual count

Ballot papers for all contested wards were counted manually using the preferential method of counting at the election office following the extraction of ballot papers.

Where a candidate had not achieved an absolute majority of votes (>50%) on first preference votes, a preference distribution was conducted. Preference distributions were required for Baird, Taylor, Dinsdale, Chandler and Friberg Wards.

The provisional results were published to the VEC website as they became available. Results were

updated as finalised<sup>6</sup> once declarations had taken place.

For a breakdown of the first preference results by ward, refer to **Appendix 9**.

### Recounts

At any time before a candidate is declared as elected, a recount may be initiated by the Election Manager or requested in writing by a candidate stating the reasons for their request. Such requests are assessed by the Election Manager supported by the VEC and either accepted or declined.

The Election Manager received one request for a recount for Dinsdale Ward. The request was declined due to the lack of existence of critical margins or exclusions.

### Declaration of results

The declaration of results was scheduled later than at previous elections, due to the impact of COVID-19 restrictions on extraction and counting timelines. As per the Service Plan, the latest date for all results declarations to have been completed was Friday 13 November 2020.

The results of the 2020 Knox City Council general election were declared at 9 am on Friday 6 November 2020 at the Election Office, 4/1849 Ferntree Gully Road, Ferntree Gully.

The VEC website was updated following the declaration to reflect the elected candidates from the election.

## Election statistics

### Participation

Participation is measured by the number of marks on the roll as a percentage of the total enrolment and can vary from turnout. The overall participation rate in the Knox City Council election was 86.39%, which is higher than the State average of 84.12% (excluding Melbourne City Council) and higher than the 71.20% rate at the 2016 Knox City Council general election.

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<sup>6</sup> A preference distribution report can be found at [2020 council election results | Victorian Electoral Commission \(vec.vic.gov.au\)](https://www.VEC.vic.gov.au/council-election-results).



## Knox City Council

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Analysis of voter participation for the different enrolment categories shows that participation is higher for voters who are enrolled on the EC's List (87.94%) compared to voters enrolled on the CEO's List (56.71%).

Refer to **Appendix 10** for further information on participation, including a breakdown by enrolment category.

### Turnout

Voter turnout is measured by the number of formal and informal ballot papers counted in the election as a percentage of voters on the voters' roll for the election.

The overall voter turnout for the 2020 Knox City Council general election was 84.38%. This is compared to the State average turnout of 81.47% (excluding Melbourne City Council). The voter turnout at the 2016 general election for council was 71.07%.

### Informality

The overall informal voting rate recorded at the 2020 Knox City Council general election was 2.56%, compared with the State average of 4.76%. An informality rate of 6.07% was recorded at the Knox City Council general election held in October 2016.

## Complaints

### Type of complaints

At local government elections, complaints generally fall into two broad categories:

#### 1. The conduct of participants in the election.

Complaints about the conduct of candidates and other participants in the election, at times alleging a breach of the LG Act or local laws.

#### 2. The administration of the election.

Complaints about the conduct of the election and services to voters.

The majority of complaints at the 2020 local government elections related to category one, often where the complainant alleged inappropriate or illegal action by another person or group associated with the election.

### Complaints process

The VEC operates a streamlined complaints process during elections, developed in consultation with local councils and enforcement agencies. The process requires complaints to be lodged in writing, and they are then processed through the VEC's head office. For the 2020 local government elections, customers were able to provide feedback and complaints through an online submission form on the VEC's website.

Each complaint is evaluated and an appropriate course of action is determined. Complaints alleging a breach of the LG Act, for example, are forwarded to the Local Government Inspectorate (LGI). Complaints relating to local laws are referred to council. Complaints about the VEC's services or the behaviour or actions of VEC staff and election officials are the responsibility of the VEC. In these cases, the VEC investigates the matter and determines the most appropriate response. The VEC committed to responding to each complaint within five working days, however due to the unanticipated high volume of complaints received this extended in some instances.

### Complaints received

The VEC received 28 written complaints relating to the election for Knox City Council. Please see **Appendix 11** for a description of complaints received by the VEC.

## Post-election activities

### Storage of election material

All records from the election will be kept by the VEC safely and secretly in accordance with Regulation 79 of the Regulations.

### Refund of nomination fees

Nomination fees were refunded to eligible candidates on Thursday 10 December 2020. Eligible candidates included elected candidates or those who received at least 4% of the first preference vote. Any forfeited nomination fees were remitted to Council on 10 December 2020.

## Knox City Council

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### Courts and tribunals

The Victorian Civil and Administrative Tribunal (VCAT) is responsible for hearing disputes on the validity of an election under section 311 of the LG Act.

Applications for a review of the declaration of the results of an election must be lodged within 14 days of the election and can be made by a candidate in the election, 10 persons who were entitled to vote at the election, or the VEC.

There were no applications to the VCAT disputing the result of the Knox City Council general election.

### Non-voter follow up

In accordance with section 267 of the LG Act, the VEC has commenced its compulsory voting enforcement program. Any person who was required to vote at the election and failed to vote will be issued with an Apparent Failure to Vote Notice. Apparent non-voters have 28 days in which to respond.

People who do not respond to that notice, or do not provide a satisfactory response to the notice, may be issued with an Infringement Notice that will incur a penalty. Further follow-up by way of a Penalty Reminder Notice may also take place – this stage includes the original penalty and a Penalty Reminder Notice fee. Penalties collected on behalf of council will be reimbursed at the end of the Infringement and Penalty Reminder Notice stages.

Additionally, during the Infringement and Penalty Reminder Notice stages, non-voters may request for their matter to proceed directly to the Magistrates' Court.

Any such requests will be actioned at the conclusion of the Infringement and Penalty Reminder Notice stages. The VEC will lodge the file of any remaining non-voters with Fines Victoria at the conclusion of the Penalty Reminder Notice stage.

## Evaluating the VEC's services

The VEC is committed to providing high quality election services to its local government clients. Through the VEC's formal feedback and debriefing program, the VEC is able to gauge its performance and seek advice for future local government election projects.

### Feedback from councils

The VEC invited feedback from councils on its services in December 2020. Additional feedback can be provided to the Program Manager for Local Government elections by emailing [LGProgram2020@vec.vic.gov.au](mailto:LGProgram2020@vec.vic.gov.au).

### Internal debriefing program

After every electoral event, the VEC conducts an internal debriefing program which includes input from all areas across the VEC's workforce. Internal debriefing following the local government elections commenced in December 2020. In due course, the VEC will publish a consolidated report on its performance and key statistics from the elections. This report will be tabled in Parliament and available on the VEC website.

Knox City Council

## Schedule 1: Record of ballot papers and declaration envelopes

| <b>Knox City Council Baird Ward election</b>            |               |
|---|---------------|
| <b>BALLOT PAPERS PRINTED</b>                            |               |
| Victorian Electoral Commission                          | 15,250        |
| Election Manager  | 0             |
| <b>Total</b>  | <b>15,250</b> |
| <b>BALLOT PAPERS ISSUED</b>                             |               |
| General mail out  | 13,326        |
| Early and replacement votes                             | 264           |
| Unenrolled declaration votes                            | 0             |
| Spoilt  | 0             |
| <b>Sub total</b>  | <b>13,590</b> |
| Unused  | 1,660         |
| <b>Total</b>  | <b>15,250</b> |
| <b>DECLARATIONS RETURNED</b>                            |               |
| General mail out admitted to the extraction             | 10,706        |
| Early and replacement votes admitted to the extraction  | 102           |
| Unenrolled declaration votes admitted to the extraction | 0             |
| Returned declarations unable to admit to extraction     | 306           |
| Declarations returned to sender                         | 253           |
| <b>Sub total</b>  | <b>11,367</b> |
| Declarations not returned                               | 2,223         |
| <b>Total</b>  | <b>13,590</b> |

## Knox City Council

**Knox City Council Chandler Ward election****BALLOT PAPERS PRINTED**

|                                |               |
|--------------------------------|---------------|
| Victorian Electoral Commission | 14,250        |
| Election Manager               | 0             |
| <b>Total</b>                   | <b>14,250</b> |

**BALLOT PAPERS ISSUED**

|                              |               |
|------------------------------|---------------|
| General mail out             | 12,149        |
| Early and replacement votes  | 223           |
| Unenrolled declaration votes | 0             |
| Spoilt                       | 0             |
| <b>Sub total</b>             | <b>12,372</b> |
| Unused                       | 1,878         |
| <b>Total</b>                 | <b>14,250</b> |

**DECLARATIONS RETURNED**

|   |               |
|---|---------------|
| General mail out admitted to the extraction             | 9,909         |
| Early and replacement votes admitted to the extraction  | 88            |
| Unenrolled declaration votes admitted to the extraction | 0             |
| Returned declarations unable to admit to extraction     | 324           |
| Declarations returned to sender                         | 200           |
| <b>Sub total</b>  | <b>10,521</b> |
| Declarations not returned                               | 1,851         |
| <b>Total</b>  | <b>12,372</b> |

## Knox City Council

**Knox City Council Dinsdale Ward election****BALLOT PAPERS PRINTED**

|                                |               |
|--------------------------------|---------------|
| Victorian Electoral Commission | 14,250        |
| Election Manager               | 0             |
| <b>Total</b>                   | <b>14,250</b> |

**BALLOT PAPERS ISSUED**

|                              |               |
|------------------------------|---------------|
| General mail out             | 12,515        |
| Early and replacement votes  | 253           |
| Unenrolled declaration votes | 1             |
| Spoilt                       | 0             |
| <b>Sub total</b>             | <b>12,769</b> |
| Unused                       | 1,481         |
| <b>Total</b>                 | <b>14,250</b> |

**DECLARATIONS RETURNED**

|   |               |
|---|---------------|
| General mail out admitted to the extraction             | 10,176        |
| Early and replacement votes admitted to the extraction  | 106           |
| Unenrolled declaration votes admitted to the extraction | 0             |
| Returned declarations unable to admit to extraction     | 288           |
| Declarations returned to sender                         | 192           |
| <b>Sub total</b>  | <b>10,762</b> |
| Declarations not returned                               | 2,007         |
| <b>Total</b>  | <b>12,769</b> |

## Knox City Council

**Knox City Council Dobson Ward election****BALLOT PAPERS PRINTED**

|                                |               |
|--------------------------------|---------------|
| Victorian Electoral Commission | 16,250        |
| Election Manager               | 0             |
| <b>Total</b>                   | <b>16,250</b> |

**BALLOT PAPERS ISSUED**

|                              |               |
|------------------------------|---------------|
| General mail out             | 14,069        |
| Early and replacement votes  | 212           |
| Unenrolled declaration votes | 0             |
| Spoilt                       | 0             |
| <b>Sub total</b>             | <b>14,281</b> |
| Unused                       | 1,969         |
| <b>Total</b>                 | <b>16,250</b> |

**DECLARATIONS RETURNED**

|   |               |
|---|---------------|
| General mail out admitted to the extraction             | 11,910        |
| Early and replacement votes admitted to the extraction  | 76            |
| Unenrolled declaration votes admitted to the extraction | 0             |
| Returned declarations unable to admit to extraction     | 295           |
| Declarations returned to sender                         | 200           |
| <b>Sub total</b>  | <b>12,481</b> |
| Declarations not returned                               | 1,800         |
| <b>Total</b>  | <b>14,281</b> |

## Knox City Council

**Knox City Council Friberg Ward election****BALLOT PAPERS PRINTED**

|                                |               |
|--------------------------------|---------------|
| Victorian Electoral Commission | 16,250        |
| Election Manager               | 0             |
| <b>Total</b>                   | <b>16,250</b> |

**BALLOT PAPERS ISSUED**

|                              |               |
|------------------------------|---------------|
| General mail out             | 14,046        |
| Early and replacement votes  | 288           |
| Unenrolled declaration votes | 0             |
| Spoilt                       | 0             |
| <b>Sub total</b>             | <b>14,334</b> |
| Unused                       | 1,916         |
| <b>Total</b>                 | <b>16,250</b> |

**DECLARATIONS RETURNED**

|   |               |
|---|---------------|
| General mail out admitted to the extraction             | 11,969        |
| Early and replacement votes admitted to the extraction  | 115           |
| Unenrolled declaration votes admitted to the extraction | 0             |
| Returned declarations unable to admit to extraction     | 321           |
| Declarations returned to sender                         | 188           |
| <b>Sub total</b>  | <b>12,593</b> |
| Declarations not returned                               | 1,741         |
| <b>Total</b>  | <b>14,334</b> |

## Knox City Council

**Knox City Council Scott Ward election****BALLOT PAPERS PRINTED**

|                                |               |
|--------------------------------|---------------|
| Victorian Electoral Commission | 14,250        |
| Election Manager               | 0             |
| <b>Total</b>                   | <b>14,250</b> |

**BALLOT PAPERS ISSUED**

|                              |               |
|------------------------------|---------------|
| General mail out             | 12,644        |
| Early and replacement votes  | 207           |
| Unenrolled declaration votes | 0             |
| Spoilt                       | 0             |
| <b>Sub total</b>             | <b>12,851</b> |
| Unused                       | 1,399         |
| <b>Total</b>                 | <b>14,250</b> |

**DECLARATIONS RETURNED**

|   |               |
|---|---------------|
| General mail out admitted to the extraction             | 10,821        |
| Early and replacement votes admitted to the extraction  | 100           |
| Unenrolled declaration votes admitted to the extraction | 0             |
| Returned declarations unable to admit to extraction     | 292           |
| Declarations returned to sender                         | 170           |
| <b>Sub total</b>  | <b>11,383</b> |
| Declarations not returned                               | 1,468         |
| <b>Total</b>  | <b>12,851</b> |



## Knox City Council

**Knox City Council Taylor Ward election****BALLOT PAPERS PRINTED**

|                                |               |
|--------------------------------|---------------|
| Victorian Electoral Commission | 16,250        |
| Election Manager               | 0             |
| <b>Total</b>                   | <b>16,250</b> |

**BALLOT PAPERS ISSUED**

|                              |               |
|------------------------------|---------------|
| General mail out             | 13,913        |
| Early and replacement votes  | 203           |
| Unenrolled declaration votes | 0             |
| Spoilt                       | 0             |
| <b>Sub total</b>             | <b>14,116</b> |
| Unused                       | 2,134         |
| <b>Total</b>                 | <b>16,250</b> |

**DECLARATIONS RETURNED**

|   |               |
|---|---------------|
| General mail out admitted to the extraction             | 12,079        |
| Early and replacement votes admitted to the extraction  | 75            |
| Unenrolled declaration votes admitted to the extraction | 0             |
| Returned declarations unable to admit to extraction     | 308           |
| Declarations returned to sender                         | 121           |
| <b>Sub total</b>  | <b>12,583</b> |
| Declarations not returned                               | 1,533         |
| <b>Total</b>  | <b>14,116</b> |

## Knox City Council

**Knox City Council Tirhatuan Ward election****BALLOT PAPERS PRINTED**

|                                |               |
|--------------------------------|---------------|
| Victorian Electoral Commission | 14,250        |
| Election Manager               | 0             |
| <b>Total</b>                   | <b>14,250</b> |

**BALLOT PAPERS ISSUED**

|                              |               |
|------------------------------|---------------|
| General mail out             | 11,943        |
| Early and replacement votes  | 259           |
| Unenrolled declaration votes | 0             |
| Spoilt                       | 0             |
| <b>Sub total</b>             | <b>12,202</b> |
| Unused                       | 2,048         |
| <b>Total</b>                 | <b>14,250</b> |

**DECLARATIONS RETURNED**

|   |               |
|---|---------------|
| General mail out admitted to the extraction             | 10,099        |
| Early and replacement votes admitted to the extraction  | 90            |
| Unenrolled declaration votes admitted to the extraction | 0             |
| Returned declarations unable to admit to extraction     | 278           |
| Declarations returned to sender                         | 157           |
| <b>Sub total</b>  | <b>10,624</b> |
| Declarations not returned                               | 1,578         |
| <b>Total</b>  | <b>12,202</b> |

Knox City Council

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## Schedule 2: Certification statement

In accordance with Regulation 77, I certify that Schedule 1 of this report on the conduct of the 2020 Knox City Council local government election is a true and correct account of the number of ballot papers issued, returned and not used in this election and declarations not returned.



Warwick Gately AM  
Electoral Commissioner

Knox City Council

## Appendix 1: Breakdown of the voters' roll

| Knox City Council   |                |
|---|----------------|
| Voters enrolled through an entitlement under section 241 of the LG Act      | 111,458        |
| Voters enrolled through entitlements under sections 242 – 245 of the LG Act | 5,905          |
| <b>Total</b>  | <b>117,363</b> |
| Baird Ward election   |                |
| Voters enrolled through an entitlement under section 241 of the LG Act      | 12,159         |
| Voters enrolled through entitlements under sections 242 – 245 of the LG Act | 1,167          |
| <b>Baird Ward election total</b>  | <b>13,326</b>  |
| Chandler Ward election  |                |
| Voters enrolled through an entitlement under section 241 of the LG Act      | 11,565         |
| Voters enrolled through entitlements under sections 242 – 245 of the LG Act | 584            |
| <b>Chandler Ward election total</b>   | <b>12,149</b>  |
| Collier Ward election   |                |
| Voters enrolled through an entitlement under section 241 of the LG Act      | 12,042         |
| Voters enrolled through entitlements under sections 242 – 245 of the LG Act | 715            |
| <b>Collier Ward election total</b>  | <b>12,757</b>  |
| Dinsdale Ward election  |                |
| Voters enrolled through an entitlement under section 241 of the LG Act      | 11,589         |
| Voters enrolled through entitlements under sections 242 – 245 of the LG Act | 926            |
| <b>Dinsdale Ward election total</b>   | <b>12,515</b>  |
| Dobson Ward election  |                |
| Voters enrolled through an entitlement under section 241 of the LG Act      | 13,607         |
| Voters enrolled through entitlements under sections 242 – 245 of the LG Act | 462            |
| <b>Dobson Ward election total</b>   | <b>14,069</b>  |

## Knox City Council

**Friberg Ward election**

|   |               |
|---|---------------|
| Voters enrolled through an entitlement under section 241 of the LG Act      | 13,520        |
| Voters enrolled through entitlements under sections 242 – 245 of the LG Act | 526           |
| <b>Friberg Ward election total</b>  | <b>14,046</b> |

**Scott Ward election**

|   |               |
|---|---------------|
| Voters enrolled through an entitlement under section 241 of the LG Act      | 12,054        |
| Voters enrolled through entitlements under sections 242 – 245 of the LG Act | 590           |
| <b>Scott Ward election total</b>  | <b>12,644</b> |

**Taylor Ward election**

|   |               |
|---|---------------|
| Voters enrolled through an entitlement under section 241 of the LG Act      | 13,538        |
| Voters enrolled through entitlements under sections 242 – 245 of the LG Act | 375           |
| <b>Taylor Ward election total</b>   | <b>13,913</b> |

**Tirhatuan Ward election**

|   |               |
|---|---------------|
| Voters enrolled through an entitlement under section 241 of the LG Act      | 11,384        |
| Voters enrolled through entitlements under sections 242 – 245 of the LG Act | 560           |
| <b>Tirhatuan Ward election total</b>  | <b>11,944</b> |

Knox City Council

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## Appendix 2: Statutory advertising

### Knox City Council election schedule of public notices

#### Close of roll notice (see Appendix 2.1 for example)

VEC Website

8 August 2020

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#### Notice of election (see Appendix 2.2 for example)

VEC Website

31 August 2020

---

#### Voting details notice (see Appendix 2.3 for example)

VEC Website

28 September 2020

---

#### Reminder notice (see Appendix 2.4 for example)

VEC Website

12 October 2020

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#### Notice of result (see Appendix 2.5 for example)

VEC Website

23 November 2020


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Knox City Council

Appendix 2.1: Close of roll notice for Knox City Council

## Knox City Council postal election

*Your council, your vote*



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**You must be enrolled to vote**

A general election will be held for Knox City Council in October 2020. To be able to vote in the election, you must be enrolled by the close of roll at 4 pm on Friday 28 August 2020. Two categories of voters can be enrolled to vote in the Knox City Council election: State-enrolled voters and Council-enrolled voters.

**State-enrolled voters**

**Am I enrolled to vote?**

You are automatically enrolled for this election if:

- you will be 18 years of age or over on Saturday 24 October 2020 AND
- you live in the City of Knox AND
- you live on the State electoral roll for your current address.

**You need to enrol if:**

- you are an Australian citizen aged 18 or over on Saturday 24 October 2020 AND
- you live in the City of Knox and you are not on the State electoral roll OR
- you have lived at your current residential address within the City of Knox for at least 90 days and have not yet updated your enrolment details, including any changes to your postal address.

**How do I enrol?**

You can enrol online at [vec.vic.gov.au](http://vec.vic.gov.au)

You can also download an enrolment form from the website. All enrolment applications must be received by the Victorian Electoral Commission by the close of roll at 4 pm on Friday 28 August 2020.

**How can I check my State enrolment?**

You can check your enrolment details online at [vec.vic.gov.au](http://vec.vic.gov.au) at any time, or call 1300 805 478.

**Council-enrolled voters**

**Am I enrolled to vote?**

To be a Council-enrolled voter, you must be:

- 18 years of age or over on Saturday 24 October 2020 AND
- not a State-enrolled voter within the City of Knox.

You are automatically enrolled for this election if you were enrolled as a non-resident owner at the most recent election for your local area. This includes any by-elections held since the last general election.

If your circumstances have changed since the most recent election and you are no longer a non-resident owner of that property, you will not be automatically enrolled for this election. Depending on your circumstances, you may still be eligible to apply to be enrolled as a Council-enrolled voter.

**Who else can enrol & vote?**

You may also apply to enrol if:

- you have purchased a rateable property in the City of Knox since the last election or by-election and you are not automatically enrolled OR
- you are not an Australian citizen and you live in, and pay rates for, a property within the City of Knox OR
- you pay rates on a property you occupy in the City of Knox, for example you are a shop tenant and pay rates to the Council for the tenancy, and you have no other voting entitlement within the City of Knox OR
- you are a director or company secretary of a corporation that pays rates to Knox City Council and you have no other voting entitlement within the City of Knox.

**How do I apply to be a Council-enrolled voter?**

If you meet any of the mentioned criteria and wish to enrol, contact Knox City Council on (03) 9298 8000 for a council enrolment form. Council enrolment forms must be received by the Council by the close of roll at 4 pm on Friday 28 August 2020.

**How can I check if I am Council-enrolled?**

You can check your enrolment details by contacting the Council on (03) 9298 8000.

**Thinking about standing for election?**

Condition requirements have recently changed. To nominate as a candidate for Knox City Council, you must:

- be an Australian citizen and enrolled on the voters' roll for Knox City Council AND
- be eligible to become a councillor should you be elected AND
- have completed the mandatory candidate training before lodging your nomination with the Election Manager.



For further information, visit [vec.vic.gov.au](http://vec.vic.gov.au)

**Enrolment closes**  
**4 pm Friday 28 August**


State-enrolled voters can register for free VoterAlert SMS and email reminders at [vec.vic.gov.au](http://vec.vic.gov.au)

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[vec.vic.gov.au](http://vec.vic.gov.au) | 131 832

For enquiries in languages other than English call our interpreting service:  
 • Arabic 0203 0188 Arabic • Chinese 0203 0100 Chinese • Hindi 0203 0101 Hindi • Japanese 0203 0102 Japanese • Korean 0203 0103 Korean • Malayalam 0203 0104 Malayalam • Marathi 0203 0105 Marathi • Nepali 0203 0106 Nepali • Persian 0203 0107 Persian • Punjabi 0203 0108 Punjabi • Russian 0203 0109 Russian • Spanish 0203 0110 Spanish • Tagalog 0203 0111 Tagalog • Vietnamese 0203 0112 Vietnamese • All other non-English languages 0203 0102  
 Supported by W. Doherty, 84, Electoral Commission, 500 Collins Street, Melbourne, Victoria



Election Report Local Government elections 2020

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79 of 293

Knox City Council

Appendix 2.2: Notice of election for Knox City Council

## Knox City Council postal election

*Your council, your vote*

### Vote by post this October



**Voting**  
Ballot packs will be mailed to voters enrolled in the Knox City Council election from Tuesday 6 October 2020. Return your completed ballot material by mail ASAP or hand-deliver it to the Election Manager by the close of voting at 6 pm on Friday 23 October 2020.

**If you will be away**  
If you will be away when ballot packs are mailed, or your address has changed since Friday 29 August 2020, you can request for your ballot pack to be redirected by writing to:  
Election Manager  
Knox City Council election  
c/- Victorian Electoral Commission  
Level 11, 550 Collins Street  
Melbourne VIC 3000

Alternatively, you can email your request to: [redirections@vec.vic.gov.au](mailto:redirections@vec.vic.gov.au)

Please include the address for redirection. Each voter requesting redirection must sign their request. Requests for redirection must be received by Thursday 17 September 2020.

**Large print and braille ballot papers**  
Large print and braille ballot papers are available for voters who are blind or have low vision—please register by Tuesday 15 September 2020. To register, call (03) 8620 1222 during business hours.

**Request an early postal vote**  
To apply for an early postal vote, contact the Election Manager from **Wednesday 23 September 2020** on (03) 8619 1436, and make an application. You must provide a valid reason.

**How to nominate as a candidate**  
Candidate requirements have recently changed. To nominate as a candidate, you must:

- be an Australian citizen and enrolled on the voters' roll for Knox City Council AND
- be eligible to become a councillor should you be elected AND
- have completed the mandatory candidate training before lodging your nomination with the Election Manager.

To nominate, complete the nomination form and lodge it with the Election Manager together with the \$250 nomination fee. Nomination forms can be lodged by appointment during business hours from **Thursday 17 September 2020** until **12 noon on Tuesday 22 September 2020** at:  
1/189 Ferntree Gully Road, Ferntree Gully  
Visit [vec.vic.gov.au](http://vec.vic.gov.au) for more information and to pre-complete your nomination form using the online Candidate Helper. The online Candidate Helper will be available from **Thursday 3 September 2020**.

If you use the online Candidate Helper, print your pre-completed form and make an appointment to lodge it with the Election Manager along with the nomination fee.  
Call the Election Manager from **Wednesday 16 September 2020** on (03) 8619 1436 to make a nomination appointment.

**Online candidate information session**  
Due to COVID-19 restrictions, the VEC's recorded candidate information session can be streamed online from **Thursday 3 September 2020** complemented by state-wide interactive candidate seminars based on the information video. To watch the information session or find out how to join an online interactive seminar, visit [vec.vic.gov.au](http://vec.vic.gov.au)

**Nominations close**  
**12 noon Tuesday 22 September**

State-enrolled voters can register for free VoterAlert SMS and email reminders at [vec.vic.gov.au](http://vec.vic.gov.au)

[vec.vic.gov.au](http://vec.vic.gov.au) | 131 832

For enquiries in languages other than English call our interpreting service:  
• Arabic 8229 0188 Arabic • Bengali 8229 0188 Bengali • Bosnian 8229 0188 Bosnian • Chinese 8229 0188 Chinese • Croatian 8229 0188 Croatian • English 8229 0188 English • Greek 8229 0188 Greek • Hindi 8229 0188 Hindi • Indonesian 8229 0188 Indonesian • Italian 8229 0188 Italian • Japanese 8229 0188 Japanese • Korean 8229 0188 Korean • Macedonian 8229 0188 Macedonian • Malay 8229 0188 Malay • Marathi 8229 0188 Marathi • Nepali 8229 0188 Nepali • Persian 8229 0188 Persian • Polish 8229 0188 Polish • Portuguese 8229 0188 Portuguese • Punjabi 8229 0188 Punjabi • Romanian 8229 0188 Romanian • Russian 8229 0188 Russian • Serbian 8229 0188 Serbian • Somali 8229 0188 Somali • Spanish 8229 0188 Spanish • Tagalog 8229 0188 Tagalog • Thai 8229 0188 Thai • Vietnamese 8229 0188 Vietnamese • All other non-English languages 8229 0188

Authorised by W. Siskaly, BA, Electoral Commissioner, 520 Collins Street, Melbourne, Victoria.

Appendix 2.3: Voting details notice for Knox City Council

## Knox City Council postal election

*Your council, your vote*

### Check the mail for your ballot pack

Ballot packs containing voting material will be mailed to enrolled voters from **Tuesday 6 October 2020**.  
**This is a postal election only.**

If you do not receive your ballot pack by **Friday 16 October 2020**, please call (03) 8619 1436 during office hours to arrange a replacement.

**How to vote correctly**  
You must complete your ballot paper correctly for your vote to count. Put the number 1 in the box next to the candidate you most want to see elected, then number ALL the other boxes in order of your choice. You must number **EVERY BOX** and only use each number once.

**How to return your completed ballot paper**  
Follow the instructions on your ballot paper to complete your vote. To return your completed ballot paper, put it in the ballot paper envelope then use the reply-paid envelope provided or hand-deliver it during office hours to:  
1/189 Ferntree Gully Road, Ferntree Gully



**Voting is compulsory**  
Voting is compulsory for all voters who were on the State roll at 9 pm on **Friday 28 August 2020**.  
You may be fined if you do not vote — this includes homeowners and tenants.  
You are encouraged to vote, but you will not be fined if you don't vote, if:  
• you live outside this local council area **OR**  
• you are enrolled directly with the Council to be on the voters' roll for this election.

**Your completed ballot pack must be in the mail or hand-delivered by 6 pm\* Friday 23 October**

\*Local mail clearance times vary. Ballot packs must be mailed before final clearance times in the last week of voting. Don't risk a fine.

State-enrolled voters can register for free VoterAlert SMS and email reminders at [vec.vic.gov.au](http://vec.vic.gov.au)

[vec.vic.gov.au](http://vec.vic.gov.au) | (03) 8619 1436

For enquiries in languages other than English call our interpreting service:  
• Arabic 8229 0188 Arabic • Bengali 8229 0188 Bengali • Bosnian 8229 0188 Bosnian • Chinese 8229 0188 Chinese • Croatian 8229 0188 Croatian • English 8229 0188 English • Greek 8229 0188 Greek • Hindi 8229 0188 Hindi • Indonesian 8229 0188 Indonesian • Italian 8229 0188 Italian • Japanese 8229 0188 Japanese • Korean 8229 0188 Korean • Macedonian 8229 0188 Macedonian • Malay 8229 0188 Malay • Marathi 8229 0188 Marathi • Nepali 8229 0188 Nepali • Persian 8229 0188 Persian • Polish 8229 0188 Polish • Portuguese 8229 0188 Portuguese • Punjabi 8229 0188 Punjabi • Romanian 8229 0188 Romanian • Russian 8229 0188 Russian • Serbian 8229 0188 Serbian • Somali 8229 0188 Somali • Spanish 8229 0188 Spanish • Tagalog 8229 0188 Tagalog • Thai 8229 0188 Thai • Vietnamese 8229 0188 Vietnamese • All other non-English languages 8229 0188

Authorised by W. Siskaly, BA, Electoral Commissioner, 520 Collins Street, Melbourne, Victoria.



Knox City Council

**Appendix 2.4: Reminder notice for Knox City Council**

## Knox City Council postal election

*Your council, your vote*



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**Check the mail for your ballot pack**

Ballot packs containing voting material were mailed to enrolled voters from Tuesday 6 October 2020.

**This is a postal election only.**

If you do not receive your ballot pack by **Friday 16 October 2020**, please call (03) 8619 1436 during office hours to arrange a replacement.

**How to vote correctly**

You must complete your ballot paper correctly for your vote to count. Put the number 1 in the box next to the candidate you most want to see elected, then number ALL the other boxes in order of your choice. You must number **EVERY BOX** and only use each number once.

**How to return your completed ballot paper**

Follow the instructions on your ballot paper to complete your vote. To return your completed ballot paper, put it in the ballot paper envelope then use the reply-paid envelope provided or hand-deliver it during office hours to:

4/7B49 Ferreries Duffly Road, Ferreries Duffly

**Voting is compulsory**

Voting is compulsory for all voters who were on the State roll at 4 pm on **Friday 28 August 2020**.

**You may be fined if you do not vote – this includes homeowners and tenants.**

You are encouraged to vote, but you will not be fined if you don't vote, if:

- you live outside this local council area **OR**
- you are enrolled directly with the Council to be on the voters' roll for this election.

**Your completed ballot pack must be in the mail or hand-delivered by 6 pm\* Friday 23 October**

\*Local mail clearance times vary. Ballot packs must be mailed before final clearance times in the last week of voting. Don't risk it this time.

State-enrolled voters can register for free VoterAlert SMS and email reminders at [vec.vic.gov.au](http://vec.vic.gov.au)

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[vec.vic.gov.au](http://vec.vic.gov.au) | (03) 8619 1436



For enquiries in languages other than English call our interpreting service:  
 - Arabic 800 0100 Arabic - Bosnian 800 0101 Bosnian - Chinese 800 0101 Cantonese - Hindi 800 0100 Croatian - Urdu 800 0100 Urdu  
 - Danish 800 0100 Danish - English 800 0100 English - Italian 800 0100 Italian - Japanese 800 0100 Japanese - Korean 800 0100 Korean - Macedonian 800 0100 Macedonian  
 - Malay 800 0100 Malay - Persian 800 0100 Persian - Polish 800 0100 Polish - Portuguese 800 0100 Portuguese - Romanian 800 0100 Romanian - Spanish 800 0100 Spanish  
 - Tagalog 800 0100 Tagalog - Vietnamese 800 0100 Vietnamese - All other non-English languages 800 0100

Authorised by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.




Victorian  
Electoral  
Commission

**Appendix 2.5: Notice of results for Knox City Council**

## Knox City Council election

*Declaration of results*



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The following candidates were elected to the Knox City Council at the general election held in October 2020:


|   |  |
|---|--|
| <p><b>Baird Ward</b></p> <p>ALLRED, Yvonne</p> <p><b>Chandler Ward</b></p> <p>DWIGHT, Jude</p> <p><b>Collier Ward</b></p> <p>TIMMERS-LEITCH, Marcia<br/>(elected unopposed)</p> <p><b>Dinsdale Ward</b></p> <p>GRASSO, Sorina</p> | <p><b>Dobson Ward</b></p> <p>BAKER, Meagan</p> <p><b>Friberg Ward</b></p> <p>LAUKENS, Susan</p> <p><b>Scott Ward</b></p> <p>COOPER, Lisa</p> <p><b>Taylor Ward</b></p> <p>PEARCE, Darren</p> <p><b>Tirhatuan Ward</b></p> <p>SEYMOUR, Nicole</p> |
|---|--|


Further details about the results are available at [vec.vic.gov.au](http://vec.vic.gov.au)

**Leonie Taylor**  
Election Manager  
Friday 6 November 2020

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[vec.vic.gov.au](http://vec.vic.gov.au) | 131 832





Victorian  
Electoral  
Commission

Authorised by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Knox City Council

## Appendix 3: Schedule of media releases and advisories

### Knox City Council Council-specific media releases and advisories

|   |                   |
|---|-------------------|
| Enrol now for the Knox City Council election                    | 7 August 2020     |
| Call for candidates for the upcoming Knox City Council election | 24 August 2020    |
| Candidates announced for the Knox City Council election         | 23 September 2020 |
| Ballot packs mailed this week for Knox City Council election    | 5 October 2020    |
| Voting closes soon for the Knox City Council election           | 12 October 2020   |
| New councillors for Knox City Council                           | 6 November 2020   |

### Statewide media releases and advisories

|  |                   |
|--|-------------------|
| Victorians urged to enrol for upcoming council elections                                     | 7 August 2020     |
| October local council elections to proceed under COVIDSafe election plan                     | 19 August 2020    |
| Last chance to enrol for Victorian council elections   | 21 August 2020    |
| Enrolment closes tomorrow for October's council elections                                    | 26 August 2020    |
| Nominations open soon for Victorian local council elections                                  | 31 August 2020    |
| Council election information one click away on VEC website                                   | 4 September 2020  |
| Accessing candidate information for the 2020 Victorian local council elections               | 14 September 2020 |
| Victorian voters encouraged to sign up for free election reminders                           | 16 September 2020 |
| Nominations are in for the October council elections   | 23 September 2020 |
| Authority granted for postal vote contingency  | 30 September 2020 |
| Voting underway for Victoria's local council elections                                       | 5 October 2020    |
| Mobile numbers not from VEC  | 12 October 2020   |
| Local council elections voting deadline looms  | 19 October 2020   |
| Strong voter response to local council elections   | 20 October 2020   |
| Results timeline for Victorian local council elections (media advisory, not for publication) | 21 October 2020   |
| Final day of voting shows high voter turnout for council elections                           | 23 October 2020   |
| VEC won't risk public health for quick results in record turnout                             | 28 October 2020   |
| A win for democracy in a challenging year  | 13 November 2020  |
| Didn't vote in the election? Please explain.   | 8 February 2021   |

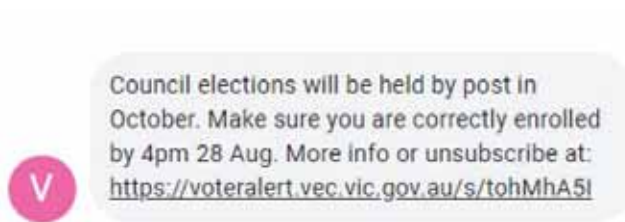
Knox City Council

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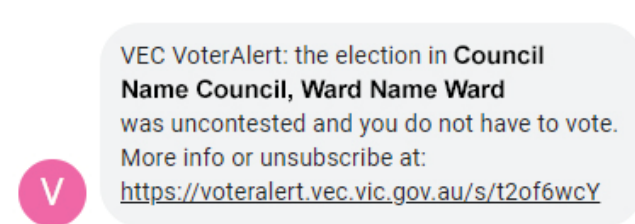
## Appendix 4: VoterAlert advisories

### Appendix 4.1: SMS alerts

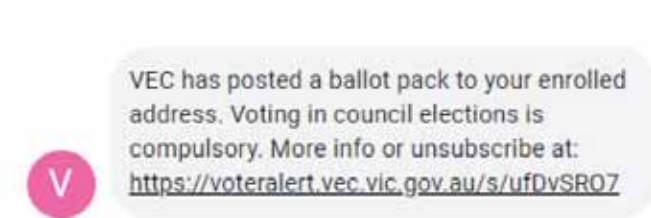
#### 4.1.1 close of roll – sent from Wednesday 19 August to Wednesday 26 August 2020



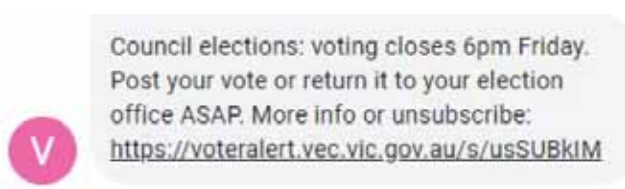
#### 4.1.2 uncontested ward - sent Friday 25 September 2020



#### 4.1.3 mail out of ballot pack Friday 9 October to Friday 13 October 2020



#### 4.1.4 reminder close of voting - Monday 19 October 2020



Knox City Council

## Appendix 4.2: Email alerts

### 4.2.1 Close of roll email

VoterAlert

**2020 Local council elections**

Hello,

Local council elections will be held in Victoria by post this October. It is important that you are correctly enrolled so you receive a ballot pack at your correct address.

**Enrolment closes at 4 pm on Friday 28 August 2020.**

If you haven't changed your postal address, residential address or name, there is no need to do anything.

**Are your details up to date?**

You can check your details online on the VEC's Check My Enrolment portal. Complete all fields, making sure you:

- enter your first and middle names in the 'Given names' field
- start to enter your suburb and pick it from the list suggested
- start to enter your street name only and pick it from the list suggested

CHECK MY ENROLMENT

Do you need to update your details?

CHANGE MY DETAILS

**Are you eligible to vote in another council?**

In a council election, there are two types of enrolment: State enrolment and council enrolment.

You are receiving this message because you are State-enrolled.

But if you own property or pay rates in another council, you may be enrolled or eligible to enrol directly with that council.

Find out more: [Enrolling for council elections](#)

**Do I have to vote at these elections?**

Voting is compulsory for State-enrolled voters. Don't miss a beat!

If you are on the roll for Melbourne City Council, it is also compulsory for council-enrolled voters to vote.

FIND OUT MORE

Authored by: W. Gately AM, Electoral Commissioner, 230 Collins Street, Melbourne, Victoria

Our mailing address is:  
 Level 11, 230 Collins Street, Melbourne VIC 3000  
 This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll.

UNSUBSCRIBE

[VEC website](#) | [Contact us](#) | [Privacy](#) | [Legal](#)

Knox City Council

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#### 4.2.2 Uncontested Ward email

VoterAlert
VEC Victorian Electoral Commission

### Your election was uncontested

Hello **Voter Name**

At the close of nominations, the number of candidates who nominated for the **Council Name** Council election in **Ward Name** Ward was the same as the number of vacancies.

This is known as an uncontested election.

The candidates who nominated are successful and you are not required to vote.

**Are you eligible to vote in another council?**

If you have an enrolment/entitlement in another council, you may be on the roll for that council.

[Find out more information about council enrolment on our website](#)

**More information**


For more information [visit our website](#)

Authorised by W. Gellaly, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria

Our mailing address is:  
 Level 11, 530 Collins Street, Melbourne VIC 3000

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll.

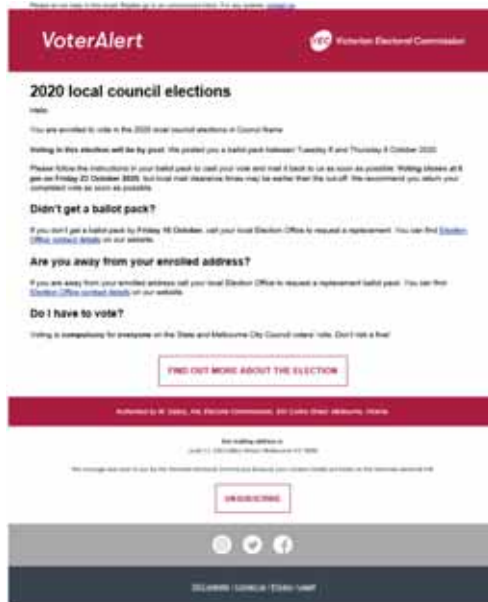
UNSUBSCRIBE



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## Knox City Council

### 4.2.3 Ballot Pack mailout email




Knox City Council

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#### 4.2.4 Last week to vote email

Please do not reply to this email. Replies go to an unmonitored inbox. For any queries, [contact us](#)

**VoterAlert**  Victorian Electoral Commission

### 2020 local council elections

Disregard this email if you have already voted.

Hello

You are enrolled to vote in the 2020 local council elections in **Council Name** Council.

Voting closes 6 pm this Friday 23 October.

#### How to vote

As soon as possible, make sure you:

- mail your completed ballot paper in the reply-paid envelope provided
- OR
- drop your completed ballot paper off at [your local Election Office](#)

Please note: voting closes at 6 pm on Friday 23 October. However, local mail clearance times vary and we recommend you return your completed vote as soon as possible.

#### Didn't get a ballot pack?

If you haven't received a ballot pack, [check our website to understand your options](#)

#### Do I have to vote?

Voting is compulsory for everyone on the State and Melbourne City Council voters' rolls. Don't risk a fine!




[FIND OUT MORE ABOUT THE ELECTION](#)

Authorised by **W. Gately, AM, Electoral Commissioner**, 530 Collins Street, Melbourne, Victoria.

**Our mailing address is:**  
Level 11, 530 Collins Street, Melbourne VIC 3000

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll.

[UNSUBSCRIBE](#)

[VEC website](#) | [Contact us](#) | [Privacy](#) | [Legal](#)

Knox City Council

## Appendix 5: Voter engagement program and initiatives

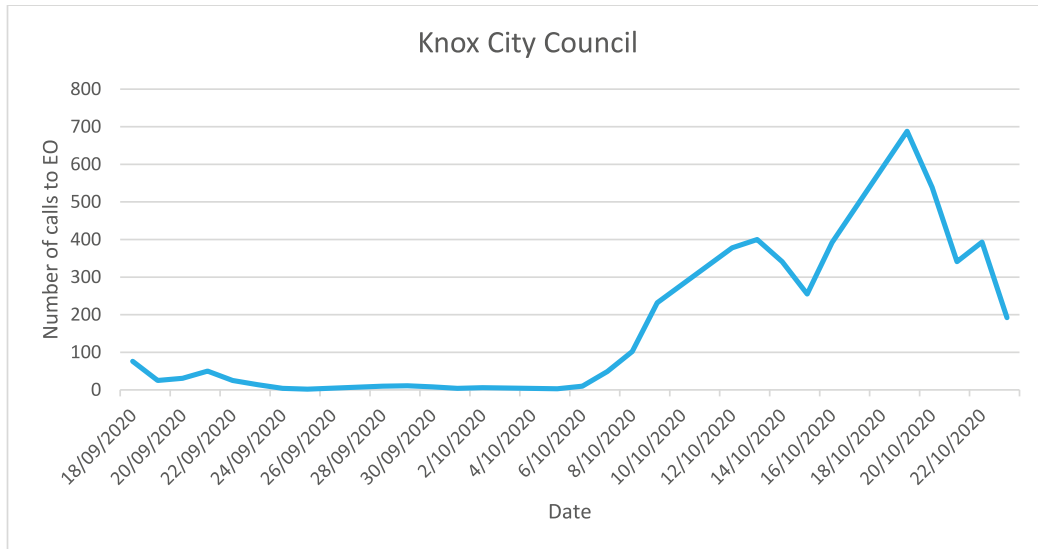
| Program  | Program Details   |
|--|---|
| Be Heard Democracy Ambassador program                      | This program normally provides face-to-face electoral education sessions and was adapted to an online delivery model, providing peer-led electoral education to residents in specialist disability services and culturally and linguistically diverse (CALD) communities. A total of 47 sessions were provided to people with disabilities and a total of 80 sessions were provided to CALD communities through councils and community organisations hosting online sessions.   |
| Myth busting campaign.                                     | This offline campaign addressed myths around enrolling and voting for those experiencing homelessness or with unstable housing. Four myths were dispelled and displayed on billboards and street posters, in metropolitan Melbourne areas with high populations of people experiencing homelessness. During the enrolment period, no-fixed-address enrolment forms were distributed with 4,500 meals to those suffering financial hardship, through a sponsorship with StreetSmart. This partnership included social media and Electronic Direct Mail distribution to StreetSmart's database of homeless services and community partners. A 1800 freecall number was also established to support those with financial hardship to provide support for enrolling and voting. This phone number was advertised on posters distributed through homelessness agencies, drug and alcohol services and services providing COVID-19 testing in hotels. |
| CALD in-language social media videos.                      | This project produced a series of three videos in 10-12 different languages which provided electoral information on how to enrol, how to vote by post, and how to respond to an Apparent Failure to Vote Notice. These were widely distributed and shared through the VEC's social media platforms and community networks.  |
| Aboriginal short videos.                                   | This project produced five videos in collaboration with Reconciliation Victoria. Two videos featured Aboriginal Elders and other leading Aboriginal community members discussing the value and ways to engage with local council elections. A further three videos, using culturally relevant animation, explained what services councils are responsible for, how to vote and the role of a councillor. These were shared through Aboriginal community channels and organisations.   |
| DemGraphics young people co-designed social media project. | This project involved conducting research to identify barriers to enrolling and voting with a diverse group of young people. This information was then used to pilot a social media campaign in selected councils to encourage engagement in the elections for those aged 18-29.  |
| Easy English tutor guide and worksheets.                   | These were produced for people with low English proficiency and designed as a co-read product where a person supports the learner through the worksheets. The tutor guide and worksheets were based on the VEC's Easy English guides for local council elections and were available for download from the VEC's website in PDF and Word formats.  |



Knox City Council

## Appendix 6: Daily telephone enquiries

The following graph shows the number of telephone calls recorded by the election office telephone enquiry service including those received by the VEC's overflow call centre and tagged as relating to Knox City Council during the 2020 local government elections.



Knox City Council

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## Appendix 7: Final list of candidates in ballot paper order

### Knox City Council election

The candidates, in ballot paper order, were as follows:

#### Baird Ward election

DUNCAN, Chris

ALLRED, Yvonne

LOCKWOOD, Peter

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#### Chandler Ward election

SMITH, Xavier

MORTIMORE, John

DWIGHT, Jude

McSPADDEN, Mark

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#### Dinsdale Ward election

WILLIAMS, Robert

LAVIN, Rosemary

GRASSO, Sorina

CADMAN, Lance

---

#### Dobson Ward election

BAKER, Meagan

GUINANE, Christopher

KOCLĘGA, Mike

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#### Friberg Ward election

HOLLAND, Tony

VAN de VREEDE, Mick

LAUKENS, Susan

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**Knox City Council**

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**Scott Ward election**

LUO, Jiean

CHURCH, Andrew

CLARKE, David

COOPER, Lisa

**Taylor Ward election**

PORRITT, Anna

PEARCE, Darren

MASSEY, David

VAN HEERDEN, Rochelle

ANDERSON, Pamela

**Tirhatuan Ward election**

SUTCLIFFE, Phil

SPELMAN, Rebekah

SEYMOUR, Nicole

Knox City Council

**Appendix 7.1: Candidate statements and photographs****Knox City Council election****Baird Ward election (see Appendix 7.2.1 for candidate statement leaflet)**

| Total number of candidates at close of nominations | Number of candidates that lodged a candidate statement | Number of candidates that lodged a candidate photograph |
|--|--|---|
| 3  | 3  | 3   |

**Chandler Ward election (see Appendix 7.2.2 for candidate statement leaflet)**

| Total number of candidates at close of nominations | Number of candidates that lodged a candidate statement | Number of candidates that lodged a candidate photograph |
|--|--|---|
| 4  | 4  | 4   |

**Collier Ward election (see Appendix 7.3.1 for uncontested ward leaflet)**

| Total number of candidates at close of nominations | Number of candidates that lodged a candidate statement | Number of candidates that lodged a candidate photograph |
|--|--|---|
| 1  | 0  | 1   |

**Dinsdale Ward election (see Appendix 7.2.3 for candidate statement leaflet)**

| Total number of candidates at close of nominations | Number of candidates that lodged a candidate statement | Number of candidates that lodged a candidate photograph |
|--|--|---|
| 4  | 4  | 4   |

**Dobson Ward election (see Appendix 7.2.4 for candidate statement leaflet)**

| Total number of candidates at close of nominations | Number of candidates that lodged a candidate statement | Number of candidates that lodged a candidate photograph |
|--|--|---|
| 3  | 3  | 3   |

**Friberg Ward election (see Appendix 7.2.5 for candidate statement leaflet)**

| Total number of candidates at close of nominations | Number of candidates that lodged a candidate statement | Number of candidates that lodged a candidate photograph |
|--|--|---|
| 3  | 3  | 3   |

**Scott Ward election (see Appendix 7.2.6 for candidate statement leaflet)**

| Total number of candidates at close of nominations | Number of candidates that lodged a candidate statement | Number of candidates that lodged a candidate photograph |
|--|--|---|
| 4  | 4  | 4   |

## Knox City Council

**Taylor Ward election (see Appendix 7.2.7 for candidate statement leaflet)**

| Total number of candidates at close of nominations | Number of candidates that lodged a candidate statement | Number of candidates that lodged a candidate photograph |
|--|--|---|
| 5  | 5  | 5   |

**Tirhatuan Ward election (see Appendix 7.2.8 for candidate statement leaflet)**

| Total number of candidates at close of nominations | Number of candidates that lodged a candidate statement | Number of candidates that lodged a candidate photograph |
|--|--|---|
| 3  | 3  | 3   |

Knox City Council

**Appendix 7.2: Candidate statement leaflets**

**Appendix 7.2.1: Candidate statement leaflet for Baird Ward election**

**Don't Risk a Fine**  
**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**

Your ballot paper is attached to this leaflet.  
Complete and return as soon as possible.  
See the ballot paper envelope for voting instructions.

**VOTING IN THIS ELECTION IS BY POST ONLY**

Your completed ballot material must be posted or in the hands of the Election Manager on or before **6.00 pm on Friday 23 October 2020**.  
Local mail clearance times may vary. Ballot material must be mailed before final clearance times in the last week of voting. Late votes cannot be included in the count.  
Alternatively, you may hand deliver your envelope during business hours to:  
41843 Fendore Gully Road  
Fendore Gully

**CANDIDATE QUESTIONNAIRES**  
Completed candidate questionnaires are available of [vec.vic.gov.au](http://vec.vic.gov.au) or alternatively from the Election Manager.

**COMPULSORY VOTING PROVISIONS APPLY**  
You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 28 August 2020.  
Further information on voting entitlements can be found at [vec.vic.gov.au](http://vec.vic.gov.au)

You may receive an Apparent Failure to Vote Notice if you complete and return your ballot material after the close of voting.



**Knox City Council**

**2020 Council Election**

**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**



**Baird Ward**

**THIS IS A POSTAL ELECTION ONLY.**

**Voting is compulsory for residents.**

For further information visit [vec.vic.gov.au](http://vec.vic.gov.au) or phone (03) 0619 1436 during business hours.

**VEC** Victorian Electoral Commission  
Member of Victorian Electoral Systems Board

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NOTE: The contents of candidate statements are provided by the candidate. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Electoral Manager.



**DUNCAN, Chris**

A local for 21 years, I am passionate about my community and what is in the best interests of residents. There is too much urban sprawl and not enough action regarding issues council has a direct influence over. We need a common-sense approach on the core functions of Council: rates, roads, rubbish, community services, planning, parks and playgrounds. Our rates need to be put to better use, managing Knox to greatest effect, and I am committed to a zero rate increase next year. As the General Manager of a global business located here in Baywater, coupled with my years of experience as Council President of a local school, I feel my experience will be invaluable in representing your interests at Council. Real consultation and collaboration are the best way to understand and solve problems. It is only through listening to the community and engaging in open and transparent conversation that we can create a cohesive and vibrant community of which we can all be proud. Greater transparency of decision making processes and meaningful outcomes are a must. Too little has been done to improve the image of our area, appropriate development decisions that complement, rather than dominate, our assets. Activity Centre Master Plans need to be appropriately designed to enhance public amenity and use of the area, ensuring public spaces adequately cater for our ageing and mobility impaired users, particularly in relation to accessibility, seating and drinking fountains. I believe our natural bushland and neighbourhood character need to be preserved for future generations. I will be transparent and honest, and believe in doing more than the bare minimum, something Council seems to have forgotten. Knox needs new representation and it will be an honour and privilege to represent and assist you as Ward Councilor, and I sincerely request your vote of support.

1

NOTE: The contents of candidate statements are provided by the candidate. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Electoral Manager.



**ALLRED, Yvonne**

I'm asking that you Make the Change to elect someone new to Council. As an independent candidate, I stand for honesty, authenticity, and community centred innovation. Endorsed by the Knox Faberges Association, I strongly believe Knox residents should be represented with integrity and respect and live in a City that has a high standard of government transparency and accountability. I am determined to make Council more efficient and effective in their delivery of services to the community. I am not using local council as a stepping stone to State politics or intending to be a career politician. My only focus is our local community. I have intimate knowledge of the operations of local government after working for Knox Council in their Biodiversity team for 12 years. I loved working alongside Knox's community groups, local schools, and businesses. It gave me valuable insight into how Council supports the community and I developed extensive knowledge of the important issues Knox faces. With a Bachelor of Environmental Science, I have a strong connection with the local natural environment and urban ecology and have dedicated my career to promote and celebrate the protection and enhancement of biodiversity for the benefit of community health and wellbeing. I want to champion local businesses and be involved in the development of Council-led initiatives to assist in the post-pandemic recovery. The community is tired of delay and inaction concerning the renewal of the Boronia precinct and many of Knox's assets. It's time for change. It's time to see real leadership, real solutions and a real voice for the people of Knox. I am a wife, mother, neighbour, volunteer, and someone deeply committed to ensuring the future of Knox is bright. I would be honoured to have your vote. For more information please visit: [www.yvonneallred.com](http://www.yvonneallred.com)

2

NOTE: The contents of candidate statements are provided by the candidate. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Electoral Manager.



**LOCKWOOD, Peter**

I have a strong record of delivering for our community. As your sitting councillor I have the experience and local knowledge to understand our local needs and get things done. Things like the early years hubs, better playgrounds at Formosa, Fair Park and Pickard Reserve, better lighting from Boronia Station through Taroom, new open space, and creek daylighting projects have been delivered on my watch. I have launched our Boronia Renewal Project with budget money and follow-through actions. We have challenges in local business, employment, mental health, homelessness and more people in need than ever before. We have all been feeling the pain of 2020. It is a year like no other. To move forward we now need to work together. We need to build and renew our facilities to generally work and business while protecting our green and blue assets. We need to lend a helping hand, encourage, support, sponsor, and employ to get the whole of Knox moving forward. All this within the existing rates income with no rise above the rates cap. There is much to be done. I have lived in the local area for more than 20 years. I have raised my family here. I have served as a local councillor and local MP for more than 10 years. We need local leadership to recover from the effects of the pandemic in cooperation with the state and federal governments. If re-elected I will get straight back to work for you. I ask for your vote to keep Knox in safe hands.

3

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Knox City Council

Appendix 7.2.2: Candidate statement leaflet for Chandler Ward election

**Don't Risk a Fine**  
**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**

Your ballot paper is attached to this leaflet.  
**Complete and return as soon as possible.**  
See the ballot paper envelope for voting instructions.

**VOTING IN THIS ELECTION IS BY POST ONLY**

Your completed ballot material must be posted or in the hands of the Election Manager on or before **6.00 pm on Friday 23 October 2020.** Local mail clearance times may vary. Ballot material must be mailed before final clearance times in the last week of voting. Late votes cannot be included in the count. Alternatively, you may hand-deliver your envelope during business hours to:  
41549 Ferrero Gully Road  
Ferrero Gully

**CANDIDATE QUESTIONNAIRES**  
Completed candidate questionnaires are available at [vec.vic.gov.au](http://vec.vic.gov.au) or alternatively from the Election Manager.

**COMPULSORY VOTING PROVISIONS APPLY**  
You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 29 August 2020.  
Further information on voting entitlements can be found at [vec.vic.gov.au](http://vec.vic.gov.au)

You may receive an Apparent Failure To Vote Notice if you complete and return your ballot material after the close of voting.



**Knox City Council**

**2020 Council Election**

**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**



**Chandler Ward**

**THIS IS A POSTAL ELECTION ONLY.**

**Voting is compulsory for residents.**  
For further information visit [vec.vic.gov.au](http://vec.vic.gov.au) or phone (03) 8610 1436 during business hours.



**Victorian Electoral Commission**

Product of 100% Australian owned registered stock

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**NOTES:** The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.

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**SMITH, Xavier**

As a lifelong Knox resident proudly raising a young family in Boronia, I ask for your support to represent our wonderful community across Boronia and The Basin. My plan involves the five Rs of local government: Roads, Rates, Rubbish, Recreation and Responsibility. 1. Roads: Our local roads are becoming congested as more people move into our community - I promise to work with you to address traffic and parking problems in your street and fight for better public transport. 2. Rates: You don't need a whopping rate notice on top of your other bills - I will put downward pressure on rates to put money back in your pocket, keep the \$100 pensioner discount and call wasteful spending. I'll also waive or reduce fees to support small business during the coronavirus pandemic. 3. Rubbish: We all want to dispose rubbish as quickly as possible and look after the environment - I promise to work with our community to improve rubbish and recycling collections. 4. Recreation: Our parks and sporting clubs are the heartbeat of our community - I promise to ensure council improves parks and reserves and backs local sporting clubs every step of the way. 5. Responsibility: You need someone who can get things done to keep you and your family safe and healthy - I promise to install more security cameras across public spaces, crack down on graffiti, support payments with more resources for kindness and Mental and Child Health services, and put more resources towards mental health. Having spent my career in public administration, I have the experience to get things done and during these challenging times, you deserve nothing less. With your support, I promise to fight for you each day. Please don't hesitate to reach out on 0432 272 902, [facebook.com/xavier.smithboronia](https://www.facebook.com/xavier.smithboronia) or [xavier@xavier.smith.com.au](mailto:xavier@xavier.smith.com.au) if I can help you in any way.



**MORTIMORE, John**

Living and working locally, I am a committed, consistent campaigner for a better neighbourhood with an unblemished record for achieving positive outcomes, have excellent established relationships with Council staff and heavy involvement in Council planning and consultation processes. As Boronia and The Basin go through changes reshaping our future, I will ensure the benefits for all residents. My strengths are innovation, consultation and advocacy with decisions based on evidence, not opinion. Committees are a vital part of Council's transparency, research and accountability. The following list of committee memberships shows my commitment to our community. Current Council advisory committees are: Community Safety, Health and Wellbeing Committee, Chair; Environment Committee, Chair; Active Ageing Committee, Arts and Culture Committee, Disability Advisory Committee, CEO Performance Evaluation Committee, Boronia Reference Group Inter-Council committees: Eastern Regional Libraries Corporation Board - Chair; Eastern Alliance for Greenhouse Action; Eastern Transport Coalition; Metropolitan Waste Management Group; Municipal Association of Victoria (MAV); MAV Environment Committee; Community organizations: The Basin Fire Brigade - Firefighter, 23 years (its Member), The Basin Community House - Committee of Management; The Basin Music Festival - Co-Founder & Vice President - 15 yrs; Boronia & The Basin Community News - Editor 24 years, Boronia RSL - Service Member. My other principal work is as primary carer for my wife who has advanced MND. This never interferes with my official or extra Council duties due to support of family, friends and colleagues. Regrettably, this is not a permanent situation. Some of my achievements include keeping Miller's Homestead in community hands, the new The Basin Community House, development and upgrades to all major reserves, working with Knox Environment Society, the Environment Committee, staff and colleagues to write the motion that set in train the research and development of our Climate Response Plan and much more. Any doubts? Call me any time - 0432 760 342



**DWIGHT, Jude**

Give me just 1 minute and I'll give you 4 years. I do not stand for personal gain, I'm standing for the collective benefit and future of our community because I care. For transparent and accountable leadership, responsible financial management and real, effective compassion. As a hobby teacher, once brings opportunity. We have opportunity now, not to tear each other down but to build connection to place and one another, seeking good health and possibilities for all current and future generations. My vision is to facilitate the growth of our unique part of Knox into a resilient and well-resourced community with thriving hubs, social centres and services alongside with natural areas to ensure this vision is lived, openness, careful financial management of the rates you entrust and the resources we share. In the end, I cannot be being audited and proactive, to provide opportunities towards economic wellbeing, social cohesion and environmental resilience. Please see my flyer, visit [www.judedwight.com.au](http://www.judedwight.com.au) or call 0432 891 717. I will advocate for sustainable, appropriate development - development which prioritises community needs over those of detached investors. I will fight for increased opportunities, access and dignity for those among us living with less. And I will be a voice for those too young to vote but for whom today's decisions will impact the most. With endorsement by Knox Ratepayer Association, no political fee, extensive community and leadership experience and great passion for this place we call home, I know that locally I can and will make a difference. With your vote we can together be the Change we seek in 2023. #BeCauseOfUs.

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Knox City Council

NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.

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**McSPADDEN, Mark**

Hi, my name is Mark McSpadden - 33 yrs old and I am nominating to be your representative for Chandler Ward. I live in the electorate and have lived in Knox for 20 years, and since being in Roma sixteen years ago. I have seen little positive change for Roma & the towns and the parts of Sasavras that make up the Ward. I think it is time to change that. Despite the challenges presented to us by a global pandemic - I see the COVID crisis also as an opportunity for positive change. I want to see improvements made to the Roma Civic Centre to make it more inviting to everyone young and old. Reduction in road congestion. Enhancements made to local parks, greenery & the protection of our precious green spaces for our enjoyment & the enjoyment of our children. Better & more numerous transport options (buses, bike paths, walkability) to those living in all three suburbs. The creation of opportunities to bring more businesses with a broader scope and increased job opportunities. And the delivery of services and initiatives to reduce crime and anti-social behaviour rather than continuing the cycle of crime. These are just some of my ideas. I think you have more to give, as well. We have a lot of potential here in our little neck of Knox, and it is time we, and council, realised it. I want your vote & your help in implementing your ideas as well so we can live in a safer, welcoming, desirable, healthy and wealthy community.



Knox City Council

Appendix 7.2.3: Candidate statement leaflet for Dinsdale Ward election

**Don't Risk a Fine**  
**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**

Your ballot paper is attached to this leaflet.  
Complete and return as soon as possible.  
See the ballot paper envelope for voting instructions.


**VOTING IN THIS ELECTION IS BY POST ONLY**

Your completed ballot material must be posted or in the hands of the Election Manager on or before 6.00 am on Friday 23 October 2020.  
Local mail clearance times may vary. Ballot material must be mailed before final clearance times in the last week of voting. Late votes cannot be included in the count. Alternatively, you may hand-deliver your envelope during business hours to:  
4/1849 Ferntree Gully Road  
Ferntree Gully

**CANDIDATE QUESTIONNAIRES**  
Completed candidate questionnaires are available at [vec.vic.gov.au](http://vec.vic.gov.au) or alternatively from the Election Manager.

**COMPULSORY VOTING PROVISIONS APPLY**  
You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 28 August 2020.  
Further information on voting entitlements can be found at [vec.vic.gov.au](http://vec.vic.gov.au)


You may receive an Apparent Failure To Vote notice if you complete and return your ballot material after the close of voting.



**Knox City Council**

**2020 Council Election**


**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**



**Dinsdale Ward**

**THIS IS A POSTAL ELECTION ONLY.**

**Voting is compulsory for residents.**  
For further information visit [vec.vic.gov.au](http://vec.vic.gov.au) or phone (03) 8610 1436 during business hours.

 Victorian Electoral Commission  
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|   |  |   |
|---|--|---|
| <p><small><b>NOTE:</b> The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.</small></p> <div style="text-align: center;">  <p><b>WILLIAMS, Robert</b></p> </div> <p>My name is Robert Williams, and I seek your support in Dinsdale to become your elected Councilor. As a father of two who has lived most of my life in Knox running a local small business and volunteering at the CRA, community is at the center of my life and I believe community should be the focus of council. This means fighting for the projects, programs and causes that are important to you. As your councilor, I will fight for a permanent home for Daywater Library, strong community engagement for projects like Lake Knox, great programs for children and strong support for the mums and dads bringing their kids up in Knox, more facilities for women to play sports, increased pensioner rebate on rates and downward pressure on rates to ensure they are affordable. I am endorsed by Reproxyen Victoria Inc. I am proud to live in Knox and I want to make sure it stays a great place to live. Thank you for your support in putting our community first.</p> <p style="text-align: center;">1</p> | <p><small><b>NOTE:</b> The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.</small></p> <div style="text-align: center;">  <p><b>LAVIN, Rosemary</b></p> </div> <p>I am Rosemary Lavin and injustice drives me to action. Growing up in South Africa I recognized Apartheid injustice and became acutely aware of the exploitation and abuse of animals. I am determined to support all living beings that are disadvantaged, homeless or abused. Improving relationships with First Nations people is extremely important and I support the establishment of a Makarrata Commission as a step towards reconciliation and healing. I am standing in the Dinsdale Ward as an Animal Justice Party endorsed candidate and if elected, will be guided by the Party's values of kindness, equality, rationality and non-violence. My focus is on preserving, restoring and enhancing remaining ecosystems and improving the Domestic Animal Management Plan (DAMP), boosting affordable housing and ensuring mental health support systems are crucial. Council can take a lead role in promoting healthy lifestyles and addressing the source of zoonotic diseases (viruses that transfer from animals to humans), creating pandemic proof job opportunities and producing an emergency management plan that includes the declaration of a climate crisis and strategies to manage pandemics. By caring for our wild spaces and managing proposed developments in a holistic way, council could avoid future conflicts while supporting local businesses and encouraging entrepreneurs. I am a technical training coordinator for an energy distribution company and have volunteered for Wildlife Victoria and Wild Dogs wildlife shelter, walked dogs at the RSPCA, planted trees with various organisations and am a member of the Knox Environment Society. I share my home with my 52 year young mumi and my rescue animals. My garden is a sanctuary for wildlife and part of the Gardens for Wildlife program run by Knox Council. I am hard working, diligent and reliable and if elected, will represent the Dinsdale community with integrity and transparency.</p> <p style="text-align: center;">2</p> | <p><small><b>NOTE:</b> The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.</small></p> <div style="text-align: center;">  <p><b>GRASSO, Sorina</b></p> </div> <p>My name is Sorina Grasso, and I'm standing to be your voice on Knox Council fighting for jobs, prosperity, and community. I've lived in Knox my entire adult life and raised my family here. I work, shop, and volunteer local, whether it be assisting learners at Grana Neighbourhood House, or having taught at Sweetbume, Warrumbungle. I am a Masters qualified post-secondary teacher and education manager, having run courses of over 500 students and 50 teachers. I support universal lifelong learning from early childhood to adulthood. My partner owns a small business. Like everyone in Knox, COVID has hit us hard. Knox Council needs to be an active partner in helping Dinsdale build back better from this crisis. If elected, I will advocate for Council's Community and Business Support package - growing over \$7m in assistance to community groups and businesses - to be renewed and expanded. My first priority is keeping families earning, so I will push for a job-led COVID recovery with infrastructure projects that create and maintain local jobs. I will fight for local business and community groups, properly funded services like local libraries and headspace, and appropriate development that respects our unique environment. As a multicultural Australian, I will represent Dinsdale's culturally diverse eatopians and community groups. Being a career for my 87-year-old mother, I support the right of senior citizens to live independently if they choose, with well-funded, accessible Council home services. As a Health and Safety Professional, I am committed to community safety and public health. On Council, I will represent only your interests and use my experience as a community advocate to fight for Dinsdale's fair share of government grants and for keeping rates as low as possible. I would be honoured to have your support. For my detailed policy proposals, please check <a href="http://www.sorinakarnox.com">www.sorinakarnox.com</a>.</p> <p style="text-align: center;">3</p> |
|---|--|---|

## Knox City Council

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NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Suitable statements are not verified or endorsed by the Election Manager.



**CADMAN, Lance**

Hello, I'm Lance, I'm a proud local and I know the local issues. I'm running to represent us on council, so we have a local voice on council. We lived around the corner from Blufffield shops for 34 years and have cherished every minute of it. We had the pleasure of raising three beautiful children with my wife in our community. I remember Knox back when you could still pop down to the Blantyre Drive-in, and we seen it grow as a community since. We were lucky to have fantastic parks and sporting grounds at our fingertips. I want to ensure others have the same opportunity and to make Knox a safer and more enjoyable place for all. Our local economy depends on our local businesses. As a small business owner and trader who has worked in Knox for over 25 years, I understand the difficulties that many small businesses face. They are the foundation of our community and they need our support during these challenging times. They offer so many local employment opportunities and provide much needed services. I have the privilege of being the President of Warden's South Junior Football Club, a great community. I volunteer at the Aussie Veterans Op Shop in Boronia, I've volunteered at aged care facilities and I've donated blood to the Red Cross for the last 30 years. If I am lucky enough to be elected as your councillor I want to ensure we improve our many sporting clubs, libraries and community services. I will fight to keep rates to a minimum. I am privileged to have received the endorsement of the Knox Ratepayers Association. Vote for me if you want someone who will fight for our community.

Knox City Council

Appendix 7.2.4: Candidate statement leaflet for Dobson Ward election

**Don't Risk a Fine**  
**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**  
 Your ballot paper is attached to this leaflet.  
**Complete and return as soon as possible.**  
 See the ballot paper envelope for voting instructions.


**VOTING IN THIS ELECTION IS BY POST ONLY**

Your completed ballot material must be posted or in the hands of the Election Manager on or before **6.00 pm on Friday 23 October 2020.** Local mail clearance times may vary. Ballot material must be mailed before final clearance times in the last week of voting. Late votes cannot be included in the count. Alternatively, you may hand-deliver your envelope during business hours to:  
 41549 Ferreries Gully Road  
 Ferreries Gully

**CANDIDATE QUESTIONNAIRES**  
 Completed candidate questionnaires are available at [vec.vic.gov.au](http://vec.vic.gov.au) or alternatively from the Election Manager.


**COMPULSORY VOTING PROVISIONS APPLY**  
 You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 29 August 2020.  
 Further information on voting entitlements can be found at [vec.vic.gov.au](http://vec.vic.gov.au)

You may receive an Apparent Failure To Vote Notice if you complete and return your ballot material after the close of voting.



**Knox City Council**

**2020 Council Election**  
**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**



**Dobson Ward**

**THIS IS A POSTAL ELECTION ONLY.**  
**Voting is compulsory for residents.**  
 For further information visit [vec.vic.gov.au](http://vec.vic.gov.au) or phone (03) 8610 1436 during business hours.

**VEC** Victorian Electoral Commission  
Form 201-2020 Australian Electoral Commission

**BAKER, Meagan**

I am standing as your independent candidate for Dobson Ward. I am not affiliated with, endorsed by, or a member of any political party and fully funding my own campaign. I am a Registered Nurse of 20 years working in Aesthetics Nursing at a major hospital. Throughout my career as a collaborative team member I have experienced rapidly evolving situations and at times emergencies. I also have degrees in Psychology and Post Graduate Diploma in Psychology. I am committed to improving community engagement and connectivity while delivering honest, caring, accountable and transparent representation for our community free of political pressures or aspirations. Raising my family in Dobson Ward has exposed me to many of the valuable services of council from early childhood services through to the many arts, environment and wide range of sporting groups and facilities that add to the fabric of our community and are reliant on council facilities or support. Over the coming council term I aim to protect and uphold the Footpaths Policy, a policy that forms part of the Knox Planning Scheme to encourage appropriate and balanced development in areas of Dobson Ward that is sensitive to the local area and community, and is reflective of the diverse environment and character of where we live, improve community engagement and be your strong and effective council liaison, work with our sporting, social, arts and volunteer groups to provide increased opportunities for participation regardless of age, ability, gender or economic status, support local small and medium business development frameworks and opportunities to improve our socio-economic footprint, and to be the engaged and highly active advocate that Dobson Ward deserves. If you have any questions please email me at [2020dobsonward@gmail.com](mailto:2020dobsonward@gmail.com), mobile 0423 847 413, Facebook, [www.facebook.com/meagbakertodobson](http://www.facebook.com/meagbakertodobson). Vote 1 Meagan Baker

**GUINANE, Christopher**

I live and teach in the beautiful suburbs of Ferreries Gully with my wife and daughter. As a teacher I have the vital skills and commitment to listen to the people of Dobson Ward. It is important that these voices are heard and considered in the planning and delivering of future projects in Knox. I am most passionate about continuing to make Knox a place where families feel safe, welcomed and included. Our family has been a member of the Knox Toy Library since the arrival of our first child last year, and I am currently on the Committee of that group. I am also a member of the Council Early Years Advisory Committee, providing feedback to the current Councilors and staff about the Council's service provision for young families. I have been a teacher at Eastern Ranges School for five years, which is dedicated to supporting students on the Autism Spectrum. This work has shown me the importance of non-school services for these children and their families, many of which are provided by our local council. If elected I would make the continuation of these services a priority, and look for ways to improve access to events and services for all. A necessary focus of the next four-year council term will be the provision of support for families and businesses affected by the COVID-19 Pandemic. If successful, I will ensure that Council does everything possible to make the transition to the "New Normal" as smooth as possible for these businesses and families affected with financial support packages and stimulus. I look forward to hearing from you to understand your vision and hopes for the coming years in Knox. Please go to [@Dobson2020](https://twitter.com/Dobson2020) to get in contact. I thank you for your support, and look forward to working with you.

**KOČLEGA, Mike**

I'm a creative, empathic, analytical and resilient 36-year-old electronic music artist, freelance data engineer, and a former logistics officer in the Army Reserve. Last December I returned home, having lived abroad in Amsterdam and Kuala Lumpur for nine years. These experiences exposed me to unique and diverse lifestyles and perspectives not found in Australia. My time away from home has instilled profound gratitude for our unique foothills environment and lifestyle, and sense of community found in Ferreries Gully, which has been my family home for 20 years. In addition to serving the needs of the community I will show a way forward with ideas that adhere to my principles of support the community, nurture the environment and leisure wellbeing, create value and help the financially vulnerable with fair rate discounts and rebates, town planning and development must respect the communities wishes, create more affordable housing options by making Knox Tiny-house friendly, increase transparency with increased community engagement and adoption of Blockchain governance technology, stimulate the local economy by ensuring council procurement prioritises local small business and startups, promote FTG and Upper town as the hiking gateway to the Dandenongs to boost town activity and reduce carpark congestion at 1000 steps. Put our community on the map by creating a thriving arts scene with renewed murals and establishing legal walls for art and art. Provide financial and logistic support for our local community run for profit and sports clubs. Nurture the environment by protecting the foothills and its skyline from over-development. Establish a Permaculture committee and create a Permaculture adoption network in the next council plan. Ensure wellbeing by providing affordable and well resourced health and education services, with a focus on community mental health, youth outreach and high quality care of our elders. For more details visit [www.mikeknox.info](http://www.mikeknox.info) /#rightest blessings!

Knox City Council

Appendix 7.2.5: Candidate statement leaflet for Friberg Ward election

**Don't Risk a Fine**  
**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**

Your ballot paper is attached to this leaflet.  
Complete and return as soon as possible.  
See the ballot paper envelope for voting instructions.


**VOTING IN THIS ELECTION IS BY POST ONLY**

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Local mail clearance times may vary. Ballot material must be mailed before final clearance times in the last week of voting. Late votes cannot be included in the count.  
Alternatively, you may hand-deliver your envelope during business hours to:  
41349 Fernree Gully Road  
Fernree Gully


**CANDIDATE QUESTIONNAIRES**  
Completed candidate questionnaires are available at [vec.vic.gov.au](http://vec.vic.gov.au) or alternatively from the Election Manager.

**COMPULSORY VOTING PROVISIONS APPLY**  
You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 23 August 2020.  
Further information on voting entitlements can be found at [vec.vic.gov.au](http://vec.vic.gov.au)

You may receive an Apparent Failure to Vote Notice if you complete and return your ballot material after the close of voting.



**2020 Council Election**  
**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**

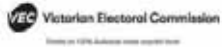


**Friberg Ward**

**THIS IS A POSTAL ELECTION ONLY.**

**Voting is compulsory for residents.**

For further information visit [vec.vic.gov.au](http://vec.vic.gov.au) or phone (03) 8619 1436 during business hours.



Based on 2018 Australian census electoral data

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| <p><small>NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not vetted or endorsed by the Election Manager.</small></p> <div style="text-align: center;">  <p><b>HOLLAND, Tony</b></p> </div> <p>My name is Tony Holland and I am proud to be your current Friberg Ward Councillor. I have enjoyed representing Knox residents in the suburbs of Rossville, Fernree Gully and Knoxfield for the last 8 years. I have lived in Knox most of my life. I went to school in Knox, bought my first home in Knox and my children were all born in Knox. I choose to live in Knox because of our great community, its people and its green leafy environment. I am a semi retired businessman who has the experience to manage and prioritise the \$160 million Council budget and am currently deputy chair of the Fernree Gully and Rossville Bendigo Bank. As your local Councillor, I made the following projects my priorities: upgrading Mountain Gate Shops (completed); construction of Henderson Rd Bridge (completed); Rossville Rd (final funding for stage 1 approved); Blackwood Park Rd bridge duplication (under construction); Dorset Rd extension and Kelleys Rd duplication (money allocated, starting soon). I am absolutely committed to protecting the environment. Priorities for my next term will include: balanced budgets and support of COVID 19 affected members of the Knox community. I support continuing the pensioner rebate, fixing footpaths and planting appropriate trees on our nature strips. I will support upgrading our local pocket parks e.g. Kent Park, Sovereign Crest and Carrington Park, just to name a few. I believe your Councillor should have strong community ties to the Ward. I am approachable and accessible. I love being your Councillor and have always returned phone calls and emails, and my promise to you is to always listen and do the very best I can to help you. Please call me on 0412 031 459 if you have any issues or concerns. Please vote 3 Tony Holland.</p> <p style="text-align: center;">1</p> | <p><small>NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not vetted or endorsed by the Election Manager.</small></p> <div style="text-align: center;">  <p><b>VAN de VREEDE, Mick</b></p> </div> <p>The choice we face at this Council election is crucial. You can risk voting for more of the same. But you need to ask yourself, was it right for Knox Council to increase council rates during the middle of the COVID-19 global financial crisis? While people were losing their jobs, their businesses, while so many locals are unable to even pay their mortgage or rent? If, like me, you think it was wrong, now is the time to say enough is enough! You can send a clear message to Council, we want strong financial management of Councils budget so that ratepayers are not overburdened with unfair rate increases. Knox Council needs to be fiscally responsible and focus on delivering basic community services along with the sporting facilities and other infrastructure the people of Knox have come to expect. A little about me, I was an electrician by trade for many years and then changed professions and became a park ranger. I've had a long 'grass roots' community involvement including a life membership with a local sporting club. I have been past president and life member of the Knox Environment Society, where I also co-ordinated a community nursery for many years as a volunteer. I served as a Knox Councillor between 2003 and 2012. I have a partner Rosie and a daughter Emily. I am a passionate local resident who has been a strong advocate for better public transport including a rail to Rossville, a tram to Knox and better bus services for all. I offer strong financially responsible local government experience and a proven record of community involvement. Increasing the rates during this unusually challenging time was wrong. You have the power to send a message; enough is enough! This election please vote 1 Mick Van de Vreede.</p> <p style="text-align: center;">2</p> | <p><small>NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not vetted or endorsed by the Election Manager.</small></p> <div style="text-align: center;">  <p><b>LAUKENS, Susan</b></p> </div> <p>It's time for change in Friberg ward. It is unacceptable Council recently increased rates and fees during this difficult time when many are facing uncertainty, unemployment, hardship and static wage growth. I commit to a full financial audit to identify efficiencies and an increase to the pensioner rebate which hasn't been increased in years. I will be a strong voice for you at council, ensuring your concerns are heard and bringing common sense into decision making. As a registered nurse I know how important it is that we support the health and wellbeing of all residents. We need targeted financial support for small business and sole traders. I will advocate to all levels of government to ensure your concerns are heard and that developments are respectful of our neighbourhood character. I do not support high rise developments in our local neighbourhoods. Genuine consultation on Dorset road extension and firm funding commitments for Rossville rail are needed now! As a parent with teenagers, I know the importance of sustainable goals for our future, and will advocate to our sporting clubs, community groups and wonderful volunteers receive practical support and investment of facilities. I also value our Early Years hubs, Maternal &amp; Child Health services and Kindergartens which must be retained and affordable. I am not aligned with any political party and will be answerable only to you. As a true independent I will uphold your trust by serving my full four year term with respect, honesty and integrity. I will commit to holding regular Ward meetings - your voice matters to me. I am the only endorsed candidate in Friberg ward for both the Victorian and Knox Ratepayers Associations. I would consider it an honour to be your local representative. Vote 1 Susan Laukens - change that is needed. Putting our Community first.</p> <p style="text-align: center;">3</p> |
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Knox City Council

Appendix 7.2.6: Candidate statement leaflet for Scott Ward election

**Don't Risk a Fine**  
**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**

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41549 Ferrers Gully Road  
Ferrers Gully

**CANDIDATE QUESTIONNAIRES**  
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**COMPULSORY VOTING PROVISIONS APPLY**  
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**Knox City Council**

**2020 Council Election**

**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**



**Scott Ward**

**THIS IS A POSTAL ELECTION ONLY.**

**Voting is compulsory for residents.**  
For further information visit [vec.vic.gov.au](http://vec.vic.gov.au) or phone (03) 8610 1436 during business hours.

 **Victorian Electoral Commission**  
Product of 100% Australian owned registered stock

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**NOTES:** The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



**LUO, Jian**

Hi, I am Jian, an engineer, researcher, husband and father. I stand for the Opportunities, Growth and Prosperity of Scott Ward in this council election. I want to be your voice in Knox City Council. As a family man with Liberal values, I will bring a fresh perspective to pave the way for growing families and input into younger generations. I am also keen to increase facilities and services for the aging population in a safe and inclusive environment. My voluntary work in the community and involvement in the local church has helped me understand the challenges we face in Knox. As a researcher and engineer, I have excellent analytical skills and problem-solving skills that will equip me to provide strategies and solutions for the city's growth. I will ensure that Knox Council will serve our community's interests. I am committed to Lowering council rates, Supporting Local businesses, Building inclusive communities, Promoting Active Ageing, Protecting our nature reserves, Maintaining built-up areas, Creating local employment and educational opportunities. My commitment is to include your voice toward building the community and increasing the prosperity in our city. I believe your involvement is critical in our community development, we can and will build a Knox City we are proud of. I appreciate your vote and the opportunity to serve you for the Opportunities, Growth and Prosperity of Scott Ward.

**NOTES:** The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



**CHURCH, Andrew**

Welcome to the Knox city council elections for Scott Ward, where you have an important decision to make about your future and the future of council. These are unprecedented times where many of us suffered greatly and coming from a working class background in transport and logistics, I meet people every day who are struggling to get food on the table and support their families. As your council representative I will always question how things are being done, ask if there is a better approach and will be open to new ideas. I will challenge past decisions that may no longer be appropriate in the current circumstances. It's now time to sit down with business owners to find out what we can do for them and how we can maximise their income going forward and get their workforce back doing what they do best. You may have noticed that the former funeral home on the corner of Stud Road and the Burwood Highway is back on the market for an estimated 14 million dollars and we don't want another Klox style development in the outer suburbs, we want ethical sustainable projects. Specially since there has been no major investment in infrastructure since the completion of East Link in June 2008. The state government first proposed the Rowville railway line in 1969 and multiple times since, but it's time to make this happen and the traffic congestion will start to fix itself. We have some amazing wet lands and parks that need to be protected and preserved for future generations. If you agree with my approach to making important public policy decisions and to inform and include the public in the decision making process then I ask for your vote to be your council representative. Contact: <https://www.facebook.com/andrewkscottward/about/>

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**CLARKE, David**

Dear Ratepayers of Scott Ward, I am seeking your vote to represent the residents of the Ward on Council. I have been interviewed by Knox Ratepayers Assoc. and after that interview the KRA committee chose to endorse me as an appropriate candidate. In terms of this Council's financial management, it evident they have failed in that task. I support grass roots sport and note the contribution to various projects but with in excess of \$27million contributed to the Knox Regional Sports Park, the latest budget shows the facility will transfer to the State Government, the value written off and contributing to a deficit of \$96.5million. Note also, residents will be paying off this borrowed money with interest for at least the next 7 years and account for a proportion of rate increases over that time. Why were Knox residents responsible for funding a large part of the project? I would support a full external probly audit as the loss to the whole community is considerable. In the strategic plan there is evidence the Council is seeking to decommission the Bonora Basketball Stadium on the basis it is too costly to maintain. It is incorrect with two engineering firms confirming the structural integrity of the facility. This is a Knox facility and should be retained and no external influence, eg, developers, be brought to bear. I support the development of a Complaints Policy rather than the existing procedure so that Councilors have oversight and ensure residents are treated fairly. I would welcome the privilege to represent you and see that your financial contribution is wisely spent, worthwhile major projects like Road, infrastructure maintenance and business attracted to the City of Knox. As your representative I will work for you and not self interested parties. This election, it is time for a new Council.

Election Report Local Government elections 2020

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Knox City Council

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**COOPER, Lisa**

Thank you for placing your trust in me over the past 5 1/2 years and electing me as your Councilor. I have felt honored to represent you. As a long standing Knox resident and mother of two young children, I am a committed advocate on behalf of our community. I strongly believe delivering quality services and facilities is dependent upon sensible and financially disciplined management. As a Councilor my interests include public health, mental health, infrastructure development, affordable quality services, improving sporting and recreational facilities, and keeping rates as low as possible. COVID 19 has had a devastating impact on our community, which is why your vote for this election is crucial. Our community will need a representative who has the experience, ability and wisdom to ensure careful economic management of Council's \$178 million budget, especially as we move through this crisis. This election is about trust, integrity and vision for all of our futures. Here are some things which I have delivered during my time on Council: Waverne South Early Years Hub, Sporting Facility Upgrades for Knox Gardens, Egan East, and Walker Reserves, State Basketball Centre Expansion Project, LED Street Lighting, Lewishy Reserve Masterton, funding for three new Dog Parks, COVID 19 \$3 million Emergency Support Package. Moving forward I am committed to: Lowering rates, Freezing rates, Keeping the \$100 Pensioner Rate Freeze, Fighting for Appropriate Development, Strengthening Community Support Services, Improving Local Sporting Facilities, Delivering Upgrades for Public Infrastructure, Local Reserves and Playgrounds, Scheduling 3 year old Knox, Installing Drain Socks to our Waterways, Delivering a Municipal Solar Farm (ensuring long term savings, reducing carbon emissions), and continued advocacy for the Train to Knox and Rail to Roseville. Thank you for taking the time to read my statement. I'd really appreciate your support. Please Write 1 Lisa Cooper.

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Knox City Council

Appendix 7.2.7: Candidate statement leaflet for Taylor Ward election

**Don't Risk a Fine**  
**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**

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41849 Ferntree Gully Road  
Ferntree Gully

**CANDIDATE QUESTIONNAIRES**  
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**COMPULSORY VOTING PROVISIONS APPLY**  
You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 25 August 2020.  
Further information on voting entitlements can be found at [vec.vic.gov.au](http://vec.vic.gov.au)


You may receive an Apparent Failure to Vote Notice if you complete and return your ballot material after the close of voting.



**Knox City Council**

**2020 Council Election**

**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**




**Taylor Ward**

THIS IS A POSTAL ELECTION ONLY.


**Voting is compulsory for residents.**

For further information visit [vec.vic.gov.au](http://vec.vic.gov.au) or phone (03) 8619 1436 during business hours.

 **Victorian Electoral Commission**  
Form 20 - 2016, Australian states election form

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**PORRITT, Anna**

Dear Community of Taylor Ward, I am a local resident of Rowville. I would advocate for the following outcomes. Knox Council should demand that Victoria become Australia's lowest-taxing state as part of an investment strategy to recover from this pandemic. Further to this Knox Council should refrain from increasing rates at this time. Job creation and Growth is essential. Infrastructure Projects such as Rowville train line would provide greater mobility. Children Services and Programs in this area need to be improved. Greater care of our Seniors community through programs and services be improved. Vocational Centre established aimed at primary and secondary students to explore careers & pathways. Math's Centre established aimed at learning its evolution and history from around the world. Mentor Programs made available to all our youth. Safety Audit of Rowville. For example, Wellington Road & Shad Road footpaths need to be fixed as they are a hazard. Street lighting in many areas need to be improved. During the warmer months of the year outdoor recreational activities such as exercise sessions, self defence classes, family programs made available. Homelessness from my observation is existing in our community and needs attention. Environmental programs involving local residents, community & key stakeholders undertaken. Your vote does hold enormous power in deciding your local council representatives. Vote 1: Anna Porritt


NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



**PEARCE, Darren**

I have been a Taylor Ward resident and Knox ratepayer for 18 years and proudly serving you as Taylor Ward Councillor for 12 years and Knox Mayor twice. I have the experience to make the right decisions with your money to fund council services and capital works that will achieve the best outcome for our community, while rebasing \$100 pensioner rate rebate, strictly within the rate cap. I have consistently opposed unacceptable development applications and will continue to do so to maintain the right balance in supporting planning outcomes to provide opportunities to live, work and play locally, while protecting our residential street amenity, ensuring 70% of Taylor Ward will remain as is. My time as Councillor, has seen big improvements to recreation facilities at Rowville Rec (Szebeck), Liberty Ave, Eldon Park and in Parkside Reserves, including the roll out of Invasive Species changerooms along with ongoing upgrades to local parks like Peppercorn Reserve and the new dog park at Emerson Pt Reserve. I support the development plans for Lyntonfield Recreation Facility on land at no cost, using free quarry fill, eliminating 100,000 truck movements on Wellington Rd and provide desperately needed sporting facilities. I will advocate on the motion I moved at Council for VicRoads to provide speed and red light cameras at the Braeburn Pde intersection and improved cleaning and maintenance of Wellington Rd near the quarries. I will continue championing Rowville Rail, through an adequately funded Council public advocacy campaign to the State Government. I will uphold high standards of honesty and integrity essential for ethical civic leadership and conduct, to ensure at all times, the Council acts in your best interests. I promise to serve the full four year term. Vote to keep Knox in safe hands in this crisis and recovery.

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**MASSEY, David**



I have the passion, life experience and commitment to represent you in the Knox City Council. Living in Knox for over 30 years with my much loved family has been beneficial, with sport facilities, natural environment areas, and good shopping centres. I wish to promote community spirit, enhance economic growth & ensure fiscal responsibility, and importantly meet the environmental challenges we all face. I will reborn this Council with the leadership skills I have developed through my work and community involvement to a direction of compassion and active listening. My first priority will be for the re-engagement of you and the rest of the community into Council decision making which has slowly eroded over recent years. Your views will help guide me and set the new direction. We need better transport choice, so I will be a strong voice for the long awaited Rowville Rail and I won't stop until it is delivered. People have been struggling through the current Covid crisis and I will show the care and understanding that is needed at this challenging time. Rates should not increase until we are back on three feet. The environment is the basis for our existence and we need to leave a better world than we have inherited. I will treat the issue of Climate change and environmental protection with the respect it deserves and encourage a strong collective commitment to make Council energy efficient and sustainable, while bringing significant savings to the budget.

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Knox City Council

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| <p><small>NOTICE: The contents of candidate statements are provided by the candidates. Any opinions about candidates statements should be directed to the relevant candidates. Candidate statements are not verified or endorsed by the Election Manager.</small></p>  | <p><small>NOTICE: The contents of candidate statements are provided by the candidates. Any opinions about candidates statements should be directed to the relevant candidates. Candidate statements are not verified or endorsed by the Election Manager.</small></p>   |
| <div style="text-align: center;">  </div> <p><b>VAN HEERDEN, Rochelle</b></p> <p>My name is Rochelle Van Heerden and I'm standing in Taylor Ward for Knox City Council. A thriving community that is inclusive and progressive is important to me, and with a background in public health, employment and community services I'll serve as a steadfast leader who thinks laterally and takes action. I have a deep awareness of global and local issues and how they affect our lives. I aim to represent these issues with wild intention and impact, whilst embracing integrity and transparency. I've been involved in a diverse range of projects involving animal welfare, climate change, and human rights. These matters are strongly connected to catastrophic events such as COVID-19 and the bushfires. Due to the devastating impact on our community, I aim to support the public and address the underlying issues. As someone with a background in psychology and project management, I embrace rational and strategic planning and collaboration. My actions will always be informed by thoughtful research and public, professional and academic opinions. Since I have a strong conviction to animals and nature, I'll also be focusing on topics such as the well-being of local green spaces and the improvement of animal management. I want all members of the community, that are animals and people to enjoy the experience of a safe and healthy environment. As a returning resident of Knox, I bring an openness and fresh perspective that sets me aside from others. It is time for improvement in Council and Taylor Ward leadership and many residents agree. I'm proudly endorsed by the Animal Justice Party with the core values of kindness, equality, rationality and non-violence. Thus, if you want to see real progress in your community, vote 1 for Rochelle Van Heerden.</p> | <div style="text-align: center;">  </div> <p><b>ANDERSON, Pamela</b></p> <p>I'm proud to be putting my hand up to serve you and our community and to be your voice in Taylor Ward. I'm a proud small business owner in financial services and I've lived in the local community I love with my family for nearly a decade. From speaking to many of you, you've told me you want a local council that gives you a fair go and a local Councillor that really listens and not just when elections roll round. We've got a great community in Riverville and Lyttonfield and I want to help build on its successes with you and for you, not for me. It's not about the politics, it should always be about community. I ask for your support to bring honesty, integrity, and transparency to ensure our communities best interest are served. We deserve a representative who listens to the community and acts with locals in mind, not vested interests or petty political post scoring. With your support I'll fight for: Downward pressure on rates to get money back in your pocket and cutting irresponsible spending; Backing in our local businesses who need it now more than ever; Appropriate development in line with neighbourhood character; Backing in local sports clubs and better local infrastructure; More mental health support from young to old; Better transport options for locals from roads to rail and bus services, including Riverville Rail; A safer community for locals; More support for our elderly residents to ensure they get the care they need. I am available for you. You can contact me anytime on 0420 981 508. I am endorsed by the Knox Ratepayers Association. I respectfully ask for you to Vote [1] Pamela Anderson. Together, we'll fight for a better deal.</p> |



Knox City Council

Appendix 7.2.8: Candidate statement leaflet for Tirhatuan Ward election

**Don't Risk a Fine**  
**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**

Your ballot paper is attached to this leaflet.  
Complete and return as soon as possible.  
See the ballot paper envelope for voting instructions.

**VOTING IN THIS ELECTION IS BY POST ONLY**

Your completed ballot material must be posted or in the hands of the Election Manager on or before **6.00 pm on Friday 23 October 2020**. Local mail clearance times may vary. Ballot material must be mailed before final clearance times in the last week of voting. Late votes cannot be included in the count. Alternatively, you may hand-deliver your envelope during business hours to:  
41349 Fernbee Gully Road  
Fernbee Gully

**CANDIDATE QUESTIONNAIRES**  
Completed candidate questionnaires are available at [vec.vic.gov.au](http://vec.vic.gov.au) or alternatively from the Election Manager.

**COMPULSORY VOTING PROVISIONS APPLY**  
You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 23 August 2020.  
Further information on voting entitlements can be found at [vec.vic.gov.au](http://vec.vic.gov.au)

You may receive an Apparent Failure to Vote Notice if you complete and return your ballot material after the close of voting.



**Knox City Council**

**2020 Council Election**  
**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**



**Tirhatuan Ward**

THIS IS A POSTAL ELECTION ONLY.

**Voting is compulsory for residents.**  
For further information visit [vec.vic.gov.au](http://vec.vic.gov.au) or phone (03) 8619 1436 during business hours.

**VEC** Victorian Electoral Commission  
From an 1856 Australian state emblem

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NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



**SUTCLIFFE, Phil**

My name is Phil Sutcliffe, I live in the ward. With my wife Ruth and family and I am a ratepayer. I have nominated because I am sick and tired of the constant rate increases. If elected I pledge to vote for no rate increases in my 4 year term. When rates go up so do rents. I am a retired Engineer with grown up children so I have the time and energy to be your effective Councilor! I am so against Council wastage, I will not be wasting my money on erecting signs all over the place, or wasting your time sending you sponsored Facebook posts. I believe we should be allowed to choose the trees on our nature strips. I love Knox for its beautiful green leafy areas. I will be voting against ridiculous high rates. I am not a member of any political party but generally vote Liberal. I support Rowville Rd. As been promised it needs to be delivered. Call me on 0413973923 if you would like a chat. Keep safe during Covid And please vote 1 Phil Sutcliffe

NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



**SPELMAN, Rebekah**

I want to give the residents of Knox a clear, contrasting choice. I'm not here to say all the right things to win you over. I'm here, in part, to stand up to the system that's now keeping us down. The harsh restrictions imposed upon us by our State Government for endless months are killing our communities, our society, our economy. Local Government currently has no say in these restrictions, but it absolutely should. We need to bring the battle of re-opening our economy to the community level and start right here on the ground. For this we need local representatives that will actually fight to get our communities back to work, we do not need career politicians who simply enjoy the prestige of office. Do ask yourself: the Councilor that has held a seat for years and years and wants even more, do they act in your best interests, or their own? In my day to day life I hold firm conservative values and I stand on traditional mores. There's no virtue signalling or political fluff here, just me, honest, open and fair, and never afraid to speak the truth or stand for what is right. I want to work with higher levels of government to ensure freedom, financial opportunities and positive outcomes for our community, and to make sure we are heard on all issues that affect us locally. Rates, Roach and Robbush have always been the backbone of a good council, but now so is fighting these senseless, life-destroying lockdowns for our communities. We often vote for the same names and faces out of habit, but I think we can do things better. If you want more than just another side to the same old coin, Vote 1 Rebekah Spelman.

NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



**SEYMOUR, Nicole**


As your current Mayor, leading our Council and community through the most difficult times we have ever faced, I have provided calm, common-sense leadership. I have actively engaged with the people of Knox, demonstrating my passion and commitment to our Community with honesty and integrity. There is much to do to repair and recover in the months and years ahead - I believe my experience and strong leadership is needed at this time to get Knox back on track! As your Councilor, I have actively listened to residents and fought tirelessly on their behalf. I have a proven record of opposing inappropriate developments and ensuring Knox maintains it valued natural environment. I champion the needs of our seniors, people with disabilities, and our multicultural communities in the spirit of fairness for all. Locally I have campaigned to ensure that we have the services and facilities, which support Tirhatuan residents, community groups, sporting clubs, volunteers, and families to thrive. Quality maternal health services, kindergartens and playgrounds are ongoing priorities of mine. I also believe in supporting our local businesses to encourage local jobs. I commit to keeping rates as low as possible and believe the current system is unfair and needs an overhaul, no wasteful spending, identifying efficiencies for more services to our community as well as ongoing support of the pensioner rebate. I will continue to actively lobby for government action on reducing congestion on our roads, improved bus services and the much overdue Rowville Rd. I have lived in Tirhatuan ward for 20+ years with my young family. I am an experienced businesswoman, 100% independent not affiliated to any political parties. For more information visit [www.nicoleseymour.com.au](http://www.nicoleseymour.com.au) or facebook [nicoleseymour](https://www.facebook.com/nicoleseymour). Please Vote 1 Nicole Seymour and reelect me as your local representative. The only candidate endorsed by Ratepayers Victoria Inc.

Knox City Council

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### Appendix 7.3: Uncontested ward leaflet

#### Appendix 7.3.1: Uncontested ward leaflet for Collier Ward election



*Knox City Council*

### Knox City Council elections

### Collier Ward




October 2020


At the close of nominations for the Collier Ward election, one nomination was received for the single vacancy. Therefore, Marcia Timmers-Leitch will be elected unopposed.

**You are not required to vote.**

Leonie Taylor, Election Manager  
Information: (03) 8619 1436

[vec.vic.gov.au](http://vec.vic.gov.au)

@electionsvic   



Knox City Council

## Appendix 8: Daily breakdown of the general mail-out

### Knox City Council election

| 6 October 2020 | 7 October 2020 | 8 October 2020 | Total   |
|----------------|----------------|----------------|---------|
| 35,566         | 35,566         | 33,473         | 104,605 |

### Baird Ward election

| 6 October 2020 | 7 October 2020 | 8 October 2020 | Total  |
|----------------|----------------|----------------|--------|
| 4,531          | 4,531          | 4,264          | 13,326 |

### Chandler Ward election

| 6 October 2020 | 7 October 2020 | 8 October 2020 | Total  |
|----------------|----------------|----------------|--------|
| 4,131          | 4,131          | 3,887          | 12,149 |

### Dinsdale Ward election

| 6 October 2020 | 7 October 2020 | 8 October 2020 | Total  |
|----------------|----------------|----------------|--------|
| 4,255          | 4,255          | 4,005          | 12,515 |

### Dobson Ward election

| 6 October 2020 | 7 October 2020 | 8 October 2020 | Total  |
|----------------|----------------|----------------|--------|
| 4,783          | 4,783          | 4,503          | 14,069 |

### Friberg Ward election

| 6 October 2020 | 7 October 2020 | 8 October 2020 | Total  |
|----------------|----------------|----------------|--------|
| 4,776          | 4,776          | 4,494          | 14,046 |

### Scott Ward election

| 6 October 2020 | 7 October 2020 | 8 October 2020 | Total  |
|----------------|----------------|----------------|--------|
| 4,299          | 4,299          | 4,046          | 12,644 |

### Taylor Ward election

| 6 October 2020 | 7 October 2020 | 8 October 2020 | Total  |
|----------------|----------------|----------------|--------|
| 4,730          | 4,730          | 4,453          | 13,913 |

Knox City Council

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#### Tirhatuan Ward election

| 6 October 2020 | 7 October 2020 | 8 October 2020 | Total  |
|----------------|----------------|----------------|--------|
| 4,061          | 4,061          | 3,821          | 11,943 |

#### Appendix 8.1 Daily breakdown of the uncontested leaflet mail-out

##### Collier Ward election

| 6 October 2020 | 7 October 2020 | 8 October 2020 | Total  |
|----------------|----------------|----------------|--------|
| 4,337          | 4,337          | 4,082          | 12,756 |

Knox City Council

## Appendix 9: Result information

### Knox City Council election

#### Baird Ward Count summary

**Enrolment:** 13,326

**Formal votes:** 10,495

**Informal votes:** 296 (2.74% of the total votes)

**Voter turnout:** 10,791 (80.98% of the total enrolment)

| Candidates (in ballot paper order) | First preference votes | Percentage |
|------------------------------------|------------------------|------------|
| DUNCAN, Chris                      | 2,950                  | 28.11%     |
| ALLRED, Yvonne                     | 4,426                  | 42.17%     |
| LOCKWOOD, Peter                    | 3,119                  | 29.72%     |

#### Successful candidate

ALLRED, Yvonne

#### Chandler Ward Count summary

**Enrolment:** 12,149

**Formal votes:** 9,709

**Informal votes:** 273 (2.73% of the total votes)

**Voter turnout:** 9,982 (82.16% of the total enrolment)

| Candidates (in ballot paper order) | First preference votes | Percentage |
|------------------------------------|------------------------|------------|
| SMITH, Xavier                      | 2,299                  | 23.68%     |
| MORTIMORE, John                    | 2,938                  | 30.26%     |
| DWIGHT, Jude                       | 3,244                  | 33.41%     |
| McSPADDEN, Mark                    | 1,228                  | 12.65%     |

#### Successful candidate

DWIGHT, Jude

#### Collier Ward – uncontested election

TIMMERS-LEITCH, Marcia (Elected unopposed)

## Knox City Council

**Dinsdale Ward Count summary**

|                        |  |
|------------------------|--|
| <b>Enrolment:</b>      | 12,515                                 |
| <b>Formal votes:</b>   | 10,008                                 |
| <b>Informal votes:</b> | 255 (2.48% of the total votes)         |
| <b>Voter turnout:</b>  | 10,263 (82.01% of the total enrolment) |

| Candidates (in ballot paper order) | First preference votes | Percentage |
|------------------------------------|------------------------|------------|
| WILLIAMS, Robert                   | 3,731                  | 37.28%     |
| LAVIN, Rosemary                    | 1,085                  | 10.84%     |
| GRASSO, Sorina                     | 3,171                  | 31.68%     |
| CADMAN, Lance                      | 2,021                  | 20.19%     |

**Successful candidate**

GRASSO, Sorina

**Dobson Ward Count summary**

|                        |  |
|------------------------|--|
| <b>Enrolment:</b>      | 14,069                                 |
| <b>Formal votes:</b>   | 11,554                                 |
| <b>Informal votes:</b> | 407 (3.40% of the total votes)         |
| <b>Voter turnout:</b>  | 11,961 (85.02% of the total enrolment) |

| Candidates (in ballot paper order) | First preference votes | Percentage |
|------------------------------------|------------------------|------------|
| BAKER, Meagan                      | 6,291                  | 54.45%     |
| GUINANE, Christopher               | 2,319                  | 20.07%     |
| KOCŁĘGA, Mike                      | 2,944                  | 25.48%     |

**Successful candidate**

BAKER, Meagan

## Knox City Council

**Friberg Ward Count summary**

|                        |  |
|------------------------|--|
| <b>Enrolment:</b>      | 14,046                                 |
| <b>Formal votes:</b>   | 11,795                                 |
| <b>Informal votes:</b> | 273 (2.26% of the total votes)         |
| <b>Voter turnout:</b>  | 12,068 (85.92% of the total enrolment) |

| Candidates (in ballot paper order) | First preference votes | Percentage |
|------------------------------------|------------------------|------------|
| HOLLAND, Tony                      | 3,904                  | 33.10%     |
| VAN de VREEDE, Mick                | 2,139                  | 18.13%     |
| LAUKENS, Susan                     | 5,752                  | 48.77%     |

**Successful candidate**

LAUKENS, Susan

**Scott Ward Count summary**

|                        |  |
|------------------------|--|
| <b>Enrolment:</b>      | 12,644                                 |
| <b>Formal votes:</b>   | 10,662                                 |
| <b>Informal votes:</b> | 233 (2.14% of the total votes)         |
| <b>Voter turnout:</b>  | 10,895 (86.17% of the total enrolment) |

| Candidates (in ballot paper order) | First preference votes | Percentage |
|------------------------------------|------------------------|------------|
| LUO, Jiean                         | 1,935                  | 18.15%     |
| CHURCH, Andrew                     | 1,528                  | 14.33%     |
| CLARKE, David                      | 1,261                  | 11.83%     |
| COOPER, Lisa                       | 5,938                  | 55.69%     |

**Successful candidate**

COOPER, Lisa

## Knox City Council

| Taylor Ward Count summary          |  |            |
|------------------------------------|--|------------|
| <b>Enrolment:</b>                  | 13,913                                 |            |
| <b>Formal votes:</b>               | 11,860                                 |            |
| <b>Informal votes:</b>             | 274 (2.26% of the total votes)         |            |
| <b>Voter turnout:</b>              | 12,134 (87.21% of the total enrolment) |            |
| Candidates (in ballot paper order) | First preference votes                 | Percentage |
| PORRITT, Anna                      | 1,270                                  | 10.71%     |
| PEARCE, Darren                     | 5,085                                  | 42.88%     |
| MASSEY, David                      | 1,165                                  | 9.82%      |
| VAN HEERDEN, Rochelle              | 1,403                                  | 11.83%     |
| ANDERSON, Pamela                   | 2,937                                  | 24.76%     |
| Successful candidate               |  |            |
| PEARCE, Darren                     |  |            |

| Tirhatuan Ward Count summary       |  |            |
|------------------------------------|--|------------|
| <b>Enrolment:</b>                  | 11,944                                 |            |
| <b>Formal votes:</b>               | 9,928                                  |            |
| <b>Informal votes:</b>             | 246 (2.42% of the total votes)         |            |
| <b>Voter turnout:</b>              | 10,174 (85.18% of the total enrolment) |            |
| Candidates (in ballot paper order) | First preference votes                 | Percentage |
| SUTCLIFFE, Phil                    | 2,213                                  | 22.29%     |
| SPELMAN, Rebekah                   | 1,610                                  | 16.22%     |
| SEYMOUR, Nicole                    | 6,105                                  | 61.49%     |
| Successful candidate               |  |            |
| SEYMOUR, Nicole                    |  |            |



## Knox City Council

## Appendix 10: Election participation statistics

Note: Participation is measured by the number of marks on the roll as a percentage of total enrolment and can vary from turnout (total ballot papers counted as a percentage of total enrolment).

| Knox City Council election                               |   |  |   |
|--|---|--|---|
| Enrolment category                                       | Participation as a percentage of voters enrolled in each category for 2020 Knox City Council general election | Comparator for 2016 Knox City Council general election | Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council) |
| Voters enrolled through section 241 of the LG Act        | 87.94%  | 75.94%   | 86.27%  |
| aged 18 to 69 years old on election day                  | 87.57%  | 80.03%   | 85.48%  |
| aged 70 years and over on election day                   | 89.93%  | 51.69%   | 90.14%  |
| Voters enrolled through sections 243 - 245 of the LG Act | 56.71%  | 14.95%   | 60.96%  |
| <b>Council total</b>                                     | <b>86.39%</b>   | <b>71.20%</b>  | <b>84.12%</b>   |

| Baird Ward election                                      |   |   |
|--|---|---|
| Enrolment category                                       | Participation as a percentage of voters enrolled in each category for 2020 Knox City Council general election | Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council) |
| Voters enrolled through section 241 of the LG Act        | 85.59%  | 86.27%  |
| aged 18 to 69 years old on election day                  | 84.94%  | 85.48%  |
| aged 70 years and over on election day                   | 88.79%  | 90.14%  |
| Voters enrolled through sections 243 - 245 of the LG Act | 55.78%  | 60.96%  |
| <b>Ward total</b>  | <b>82.98%</b>   | <b>84.12%</b>   |

## Knox City Council

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### Chandler Ward election

| Enrolment category                                       | Participation as a percentage of voters enrolled in each category for 2020 Knox City Council general election | Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council) |
|--|---|---|
| Voters enrolled through section 241 of the LG Act        | 85.65%  | 86.27%  |
| aged 18 to 69 years old on election day                  | 85.00%  | 85.48%  |
| aged 70 years and over on election day                   | 89.03%  | 90.14%  |
| Voters enrolled through sections 243 - 245 of the LG Act | 60.27%  | 60.96%  |
| <b>Ward total</b>  | <b>84.43%</b>   | <b>84.12%</b>   |

### Dinsdale Ward election

| Enrolment category                                       | Participation as a percentage of voters enrolled in each category for 2020 Knox City Council general election | Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council) |
|--|---|---|
| Voters enrolled through section 241 of the LG Act        | 86.16%  | 86.27%  |
| aged 18 to 69 years old on election day                  | 85.48%  | 85.48%  |
| aged 70 years and over on election day                   | 89.31%  | 90.14%  |
| Voters enrolled through sections 243 - 245 of the LG Act | 59.61%  | 60.96%  |
| <b>Ward total</b>  | <b>84.19%</b>   | <b>84.12%</b>   |

## Knox City Council

**Dobson Ward election**

| Enrolment category                                       | Participation as a percentage of voters enrolled in each category for 2020 Knox City Council general election | Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council) |
|--|---|---|
| Voters enrolled through section 241 of the LG Act        | 87.83%  | 86.27%  |
| aged 18 to 69 years old on election day                  | 87.84%  | 85.48%  |
| aged 70 years and over on election day                   | 87.77%  | 90.14%  |
| Voters enrolled through sections 243 - 245 of the LG Act | 62.55%  | 60.96%  |
| <b>Ward total</b>  | <b>87.00%</b>   | <b>84.12%</b>   |

**Friberg Ward election**

| Enrolment category                                       | Participation as a percentage of voters enrolled in each category for 2020 Knox City Council general election | Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council) |
|--|---|---|
| Voters enrolled through section 241 of the LG Act        | 89.15%  | 86.27%  |
| aged 18 to 69 years old on election day                  | 88.45%  | 85.48%  |
| aged 70 years and over on election day                   | 92.85%  | 90.14%  |
| Voters enrolled through sections 243 - 245 of the LG Act | 54.08%  | 60.96%  |
| <b>Ward total</b>  | <b>87.83%</b>   | <b>84.12%</b>   |

## Knox City Council

| Scott Ward election                                      |   |   |
|--|---|---|
| Enrolment category                                       | Participation as a percentage of voters enrolled in each category for 2020 Knox City Council general election | Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council) |
| Voters enrolled through section 241 of the LG Act        | 89.84%  | 86.27%  |
| aged 18 to 69 years old on election day                  | 90.13%  | 85.48%  |
| aged 70 years and over on election day                   | 88.61%  | 90.14%  |
| Voters enrolled through sections 243 - 245 of the LG Act | 52.88%  | 60.96%  |
| <b>Ward total</b>  | <b>88.11%</b>   | <b>84.12%</b>   |

| Taylor Ward election                                     |   |   |
|--|---|---|
| Enrolment category                                       | Participation as a percentage of voters enrolled in each category for 2020 Knox City Council general election | Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council) |
| Voters enrolled through section 241 of the LG Act        | 90.29%  | 86.27%  |
| aged 18 to 69 years old on election day                  | 90.13%  | 85.48%  |
| aged 70 years and over on election day                   | 91.67%  | 90.14%  |
| Voters enrolled through sections 243 - 245 of the LG Act | 50.93%  | 60.96%  |
| <b>Ward total</b>  | <b>89.23%</b>   | <b>84.12%</b>   |

## Knox City Council

## Tirhatuan Ward election

| Enrolment category                                       | Participation as a percentage of voters enrolled in each category for 2020 Knox City Council general election | Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council) |
|--|---|---|
| Voters enrolled through section 241 of the LG Act        | 88.48%  | 86.27%  |
| aged 18 to 69 years old on election day                  | 87.84%  | 85.48%  |
| aged 70 years and over on election day                   | 92.16%  | 90.14%  |
| Voters enrolled through sections 243 - 245 of the LG Act | 55.71%  | 60.96%  |
| <b>Ward total</b>  | <b>86.94%</b>   | <b>84.12%</b>   |

Knox City Council

## Appendix 11: Complaints

### Written complaints received by the VEC

| Date              | Nature of the complaint   | Action taken by the VEC     |
|-------------------|---|-----------------------------|
| 27 July 2020      | Allegation of potential breach of the law - External Agency as Regulator - Advertising or Election Material (Misleading or Deceptive Information) | Referred to LGI             |
| 11 August 2020    | Simple Complaint - Enrolment (Objections)   | Response provided           |
| 26 August 2020    | Simple Complaint - VEC Administration (Voter Alert)   | Response provided           |
| 29 September 2020 | Allegation of potential breach of the law - External Agency as Regulator - Advertising or Election Material (Authorisation)                       | Referred to LGI             |
| 1 October 2020    | Allegation of potential breach of the law - External Agency as Regulator - Advertising or Election Material (Authorisation)                       | Referred to LGI             |
| 4 October 2020    | Allegation of potential breach of the law - External Agency as Regulator - Advertising or Election Material (Authorisation)                       | Action taken and responded  |
| 5 October 2020    | General Question - Other / Multiple (Other)   | Action taken and responded  |
| 5 October 2020    | Allegation of potential breach of the law - External Agency as Regulator - Advertising or Election Material (Authorisation)                       | Referred to LGI             |
| 7 October 2020    | Allegation of potential breach of the law - External Agency as Regulator - Advertising or Election Material (Misleading or Deceptive Information) | Response provided           |
| 12 October 2020   | Complex Complaint - Advertising or Election Material (Misleading or Deceptive Information)  | Response provided           |
| 12 October 2020   | Allegation of potential breach of the law - External Agency as Regulator - Candidates and Parties (Conduct of Candidate or Party)                 | Referred to LGI             |
| 12 October 2020   | Clarification of Process, Procedure or Legislation - VEC Administration (Other)   | Response provided           |
| 12 October 2020   | General Question - Enrolment (Incorrect or not updated enrolment details)   | Action taken and responded  |
| 14 October 2020   | Allegation of potential breach of the law - External Agency as Regulator - Advertising or Election Material (Authorisation)                       | Response provided           |
| 14 October 2020   | Allegation of potential breach of the law - External Agency as Regulator - Candidates and Parties (Alleged intimidation, harassment or assault)   | Referred to Victoria Police |
| 15 October 2020   | Simple Complaint - VEC Administration (Ballot Papers)   | Action taken and responded  |
| 17 October 2020   | Simple Complaint - Voting (Ballot Papers)   | Action taken and responded  |

### Knox City Council

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|                 |   |                                 |
|-----------------|---|---------------------------------|
| 19 October 2020 | Simple Complaint - A Voting Centre or Election Office (Ballot Papers)                         | Action taken and responded      |
| 19 October 2020 | General Question - Voting (Ballot Papers)   | Response provided               |
| 19 October 2020 | Simple Complaint - Voting (Ballot Papers)   | Action taken and responded      |
| 20 October 2020 | Complex Complaint - Enrolment (Incorrect or not updated enrolment details)                    | Action taken and responded      |
| 20 October 2020 | Complex Complaint - Other / Multiple  | Response provided               |
| 20 October 2020 | Simple Complaint - Advertising or Election Material (Offensive Material)                      | Response provided               |
| 21 October 2020 | Simple Complaint - VEC Administration (Lack of information)                                   | Improvement recommendation made |
| 21 October 2020 | Clarification of Process, Procedure or Legislation - VEC Administration (Lack of information) | Action taken and responded      |
| 23 October 2020 | Simple Complaint - Voting (Postal Vote Never Received)  | Action taken and responded      |
| 1 November 2020 | Simple Complaint - Voting (Results)   | Response provided               |
| 5 November 2020 | Simple Complaint - Voting (Results)   | Action taken and responded      |

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## 6.4 Appointment of Councillor Conduct Officer

**SUMMARY: Co-ordinator Governance, Andrew Dowling**

**The Councillor Code of Conduct requires Council to appoint a Councillor Conduct Officer for the purposes of the Code.**

### **RECOMMENDATION**

**That Council:**

- 1. Appoint the person holding the position of Director, City Strategy and Integrity to be the Councillor Conduct Officer for the purposes of the Councillor Code of Conduct.**
- 2. Appoint the Director, City Centre to be the Acting Councillor Conduct Officer in the event that the Councillor Conduct Officer (CCO) is unable to fulfil the requirements of the role, unless and until a substitute is appointed by the CEO (in consultation with the Mayor), or by Council.**

### **1. INTRODUCTION**

The Councillor Code of Conduct (the Code) adopted by Council on 22 February 2021 requires Council to appoint a Councillor Conduct Officer to assist Council in the implementation and conduct of any internal resolution process necessary under the Code; or arbitration process under the Act. The CCO also has a role to assist the Principal Councillor Conduct Registrar appointed under the Act to perform their functions as required.

### **2. DISCUSSION**

Under the Councillor Code of Conduct (Included at Attachment 1), the Councillor Conduct Officer is an appointee of the Council, made upon considering recommendations of the CEO.

One of the more significant roles of the CCO under the code is to facilitate Resolution Discussions in the event the internal dispute mechanisms under the Code are initiated. Consequently, it is considered important that the CCO have appropriate facilitation skills, and a relationship with Councillors that will enable them to be an effective mediator. On this basis it is considered appropriate the CCO be at a Director level role, having ongoing relationships with Councillors, as well as it being crucial that there is minimal power differential, and a role that is as independent as possible.

As the director responsible for overseeing Council's integrity framework, the Director City Strategy & Integrity is recommended as the Councillor Conduct Officer.

The Director City Centre could be an alternate option for Council to appoint as the CCO. The Director City Centre has extensive complaint management, facilitation and dispute management experience from previous executive and consulting experience. She has direct experience leading the national complaint and government relations function for ANZ Bank New Zealand for five years, which included responsibility for directly liaising on statutory requirements with regulatory and government complaint bodies, which aligns well to the functions of the CCO role.

It is envisaged that the CCO would be supported by senior Governance Staff (the Manager and Coordinator) in the discharge of the CCO role, who would act as their delegate in the more administrative functions of the role, such as:

- Receiving applications for dispute resolution, and provide notice to other parties;
- Convening meetings;
- Retaining copies of relevant documents;
- Engaging external consultants / mediators.

It is also considered prudent for Council to put in place arrangements to ensure that an acting-CCO can fulfil the CCO duties in a timely manner, should the Director not be available or in circumstances where the Director recuses themselves from the role. This might occur for example, should the Director feel they are not sufficiently independent to the issue being addressed under the Code.

As the available candidates and circumstances in which a substitute might be required are not predictable, it is considered prudent to appoint the Director, City Centre (if not appointed as primary CCO) in the first instance to be the Acting CCO, unless and until a substitute is appointed by the CEO (in consultation with the Mayor), or by Council. If the Director City Centre is appointed as the CCO, the Director City Strategy & Integrity or Manager Governance could likely step in as the Acting CCO.

### **3. CONSULTATION**

The Chief Executive Officer has consulted with the Mayor regarding suitable candidates for the CCO role.

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

There are no environmental / amenity implications associated with the appointment of a Councillor Conduct Officer.

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

There are no financial or economic implications associated with the appointment of a Councillor Conduct Officer.

### **6. SOCIAL IMPLICATIONS**

There are no social implications associated with the appointment of a Councillor Conduct Officer.

### **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**

It is recommended that Council appoint a suitable Councillor Conduct Officer to discharge the functions of the role as provided for under the Councillor Code of Conduct.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Co-ordinator Governance, Andrew Dowling

**Report Authorised By:** Chief Executive Officer, Tony Doyle

### **Attachments**

1. Councillor Code of Conduct 22 February 2021 [6.4.1 - 17 pages]

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## COUNCILLOR CODE OF CONDUCT

for

## KNOX CITY COUNCIL

Adopted by Council on 22 February 2021

### Statement of Acknowledgement

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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**COUNCILLOR COMMITMENT TO CODE OF CONDUCT**

I, as an elected representative for the City of Knox, am committed to undertaking the duties and responsibilities of my office by working together with my fellow Councillors in a positive and constructive manner to achieve the goals and vision for our City.

I will uphold the highest standards of governance, demonstrating integrity and pursuing honest, accountable and effective leadership in the interests and advancement of Council and its community.

My behaviour towards my colleagues, the employees of Council and the community impacts the Council's ability to be a successful and highly functioning public authority and for the employees and community to feel pride in the organisation they belong to.

I declare to my fellow Councillors and to the community that I have read, understood and will abide by this Code of Conduct.

This Code was adopted by the Council on 22 February 2021 and will be reviewed in accordance with the Local Government Act 2020 (Vic) (the Act) and relevant legislative obligations. Additionally, every twelve months Councillors will informally review this code to ensure that it meets and continues to meet community standards and expectations.

I declare to my fellow Councillors and to the community that I have read, understood and will abide by this Code of Conduct.



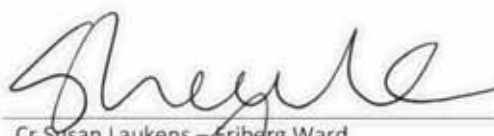
  
 Cr Yvonne Allred – Baird Ward

  
 Cr Jude Dwight – Chandler Ward

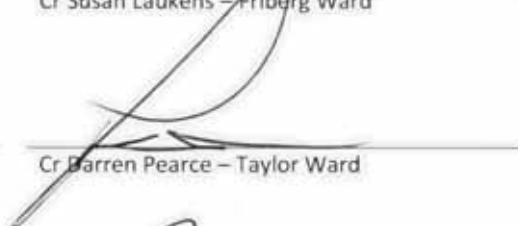
  
 Cr Marcia Timmers-Leitch – Collier Ward

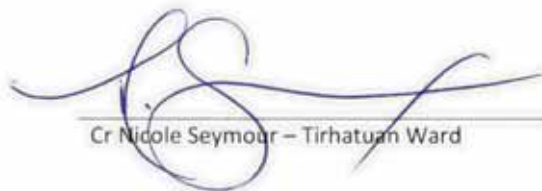
  
 Cr Sorina Grasso – Dinsdale Ward

  
 Cr Meagan Baker – Dobson Ward

  
 Cr Susan Laukens – Friberg Ward

  
 Cr Lisa Cooper – Scott Ward

  
 Cr Darren Pearce – Taylor Ward

  
 Cr Nicole Seymour – Tirhatuan Ward

  
 Tony Doyle – Chief Executive Officer  
 Date: 22/2/21

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**PART A – COUNCILLOR STANDARDS OF CONDUCT**

In performing my role as Councillor, I will adopt the below standards of conduct, as prescribed by the Act and related regulations. I understand that breach of these standards amounts to misconduct under the Act and may result in an application for an internal arbitration process to make a finding of misconduct against me under s141 of the Act.

**1. TREATMENT OF OTHERS**

I will, in performing the role of a Councillor, treat other Councillors, members of Council staff, the municipal community and members of the public with dignity, fairness, objectivity, courtesy and respect, including by ensuring that I:

- a) take positive action to eliminate discrimination, sexual harassment and victimisation in accordance with the Equal Opportunity Act 2010; and
- b) support the Council in fulfilling its obligation to achieve and promote gender equality; and
- c) do not engage in abusive, obscene or threatening behaviour in my dealings with members of the public, Council staff and Councillors; and
- d) in considering the diversity of interests and needs of the municipal community, treat all persons with respect and have due regard for their opinions, beliefs, rights and responsibilities.

**2. PERFORMING THE ROLE OF COUNCILLOR**

I will, in performing the role of a Councillor, do everything reasonably necessary to ensure that I perform the role of a Councillor effectively and responsibly, including by ensuring that I:

- a) undertake any training or professional development activities the Council decides it is necessary for all Councillors to undertake in order to effectively perform the role of a Councillor; and
- b) diligently use Council processes to become informed about matters which are subject to Council decisions; and
- c) am fit to conscientiously perform the role of a Councillor when acting in that capacity or purporting to act in that capacity; and
- d) represent the interests of the municipal community in performing the role of a Councillor by considering and being responsive to the diversity of interests and needs of the municipal community.





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3. COMPLIANCE WITH GOOD GOVERNANCE MEASURES

In performing the role of a Councillor, to ensure the good governance of the Council, I will diligently and properly comply with the following:

- a) any policy, practice or protocol developed and implemented by the Chief Executive Officer in accordance with section 46 of the Act for managing interactions between members of Council staff and Councillors;
- b) the Council expenses policy adopted and maintained by the Council under section 41 of the Act;
- c) the Governance Rules developed, adopted and kept in force by the Council under section 60 of the Act; and
- d) any directions of the Minister issued under section 175 of the Act.

4. COUNCILLOR MUST NOT DISCREDIT OR MISLEAD COUNCIL OR THE PUBLIC

- 1) In performing the role of a Councillor, I will ensure that my behaviour does not bring discredit upon the Council.
- 2) In performing the role of a Councillor, I will not deliberately mislead the Council or the public about any matter related to the performance of my public duties.

5. STANDARDS DO NOT LIMIT PUBLIC DEBATE

I understand that nothing in these standards is intended to limit, restrict or detract from robust public debate in a democracy.



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**PART B - COUNCILLOR VALUES AND BEHAVIOURS**

1. In addition to adopting the above standards of behaviour, in performing my role of Councillor, I will embrace and demonstrate the following:

## 1.1. Accountability

I will take personal responsibility for my conduct, decisions and actions to achieve agreed outcomes. In doing so, I will:

- ensure best use of resources;
- act in an open and transparent manner; and
- be responsive.

This includes, for example:

- being aware of the way my conduct impacts on my fellow Councillors, Council staff and the community, including by listening to feedback and recognising other, non-verbal cues.

## 1.2. Transparency

I will make decisions impartially and in the best interests of the community and facilitate active information sharing with my fellow Councillors, Council staff and the community. I will:

- actively participate in the decision making process and appropriately inform myself of the matter at hand;
- represent my views truthfully and be prepared to discuss how my views were formed;
- respect a decision of Council once it has been made, even if I do not agree with it; and
- keep the community informed where possible, recognising my obligations regarding confidential information under the Act.

This includes, for example:

- abiding by the Act and Governance Rules;
- keeping my fellow Councillors informed and avoiding unnecessary surprises.

## 1.3. Collaboration

I will value the contribution and individuality of others and contribute to healthy working relationships. In doing so, I will:

- show respect when interacting with, speaking to and about others;
- empower my fellow Councillors and Council staff to speak up by listening to and valuing their contribution;
- be courteous and approachable and respect others' boundaries;
- provide my fellow Councillors with the information they need to effectively perform their role;

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- positively contribute to, and participate in, Councillor group activities; and
- actively listen to, consider and debate another's ideas constructively, which may be different to my own.

This includes, for example:

- treating a fellow Councillor or another individual as I would like to be treated;
- refraining from taking matters personally; and
- being open to and respectful of advice from Council staff.

#### 1.4. Efficiency

I will aim to achieve the highest standard and continuously improve performance to achieve the best possible outcomes for Knox, to the best of my skill and judgement. In doing so, I will:

- strive for improvement;
- understand what is required of me in my role as Councillor and seek support when needed;
- be open to exploring new ideas and ways of doing things; and
- present and debate ideas and innovations to the best of my ability.

This includes, for example:

- undertaking any training and development necessary to meet the obligations and standards expected of me.

#### 1.5. Community Engagement

I will treat all members of the community with courtesy and respect, recognising that the community has high expectations of me as an elected representative. In doing so, I will:

- listen to members of the community;
- act with honesty and integrity; and
- manage expectations of members of the community to ensure I am providing a realistic picture of what I can achieve as a Councillor.

This includes, for example:

- being responsive to the needs of the community; and
- cooperating with any process initiated under the Council's Complaint Policy regarding a complaint made by a member of the community.

## 2. Specific Councillor conduct obligations

The following section sets out specific conduct obligations, some of which are the subject of Council policies and protocols or imposed by legislation. I also understand that the Act sets out specific requirements in relation to the role of a Council, Councillor, Mayor and Chief Executive Officer. I understand that as a Councillor I should not be involved in the operational decisions of the Council.

I acknowledge and agree that Council policies, protocols and procedures referred to below apply to me as a Councillor and I commit to compliance with them and with my legislative obligations.



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### 2.1. Conflict resolution

I recognise that the democratic process of local government involves holding, and expressing, different and sometimes opposing viewpoints. Although I will strive to engage in positive, constructive and respectful interactions, I understand that conflict and/or disputes may arise.

I recognise that I hold an individual and collective responsibility to resolve disputes in a proactive, positive and courteous manner before they are escalated, to avoid such disputes threatening the effective operation of Council. I will:

- raise concerns with my fellow Councillors in a timely and respectful manner;
- actively listen and consider any concerns raised by my fellow Councillors, including any raised about my conduct;
- cultivate self-awareness about my conduct and how it impacts others;
- increase my understanding of my fellow Councillors and modify my own behaviour to accommodate our differences where required;
- recognise that although we are working towards a common goal, we may have different ideas of how to get there; and
- commit to adopting a resolution-focused approach to conflict, aimed at maintaining effective working relationships and a safe and healthy working environment for all.

### 2.2. Use of Council information

I acknowledge that information which is “confidential information” within the meaning of the Act may not be disclosed by me except in certain specified circumstances. I recognise that the disclosure of confidential information may amount to serious misconduct and an offence under [s123](#) of the Act.

I am aware that Council information may also be subject to other legislation including the Health Records Act 2001 (Vic), Privacy and Data Protection Act 2014 (Vic) and Freedom of Information Act 1982 (Vic).

The Confidentiality Policy refers to dealing with confidential information.

I will comply with any legislative provisions and Council policies concerning my access to, use of, or disclosure of Council information, whether confidential or otherwise.

### 2.3. Communications and Social Media

Councillors have an obligation to effectively and satisfactorily communicate the decisions of Council and to respond to the community as required. To ensure that clear and consistent messages are communicated, the Councillor Communications and Social Media Policy sets out the management of media enquiries, release of information and nominated spokespersons.

I will comply with the Councillor Communications and Social Media Policy and respect the roles of Council's official spokespersons. When communicating with the media and/or the public in my role as Councillor, I will be mindful of the need to maintain public trust in the Council. I will ensure any communications I make are not derogatory, insulting or otherwise damage the reputation of Council or any other person.



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#### 2.4. Conflict of interest

Sections 126 - 131 of the Act require each Councillor to disclose any conflicts of interest they may have. I acknowledge that I have read and understand these provisions and will abide by them. In the event that I consider that I have a general or material conflict of interest in relation to a matter, I will declare this at the commencement of any discussion on the matter. I will seek advice from the Chief Executive Officer or other appropriate person if I need assistance on interpretation of the legislative provisions.

#### 2.5. Gifts and hospitality

I commit to compliance with Council's Councillor Gift Policy which fully sets out my obligations in relation to these matters.

#### 2.6. Reporting fraud and corruption

Ethical behaviour is an integral part of responsible, effective and accountable government. I acknowledge Council's obligations under the Protected Disclosures Act 2012 (Vic) to facilitate the making of disclosures of improper conduct by public officers and public bodies, including Council, its employees and Councillors.

I will immediately report to the Chief Executive Officer and/or appropriate integrity body, in line with the Council's Protected Disclosures Procedures, any suspected, potential or actual fraudulent, criminal, unethical or corrupt behaviour that comes to my knowledge. I will participate as required to the best of my ability in any subsequent investigation whether undertaken internally or externally.

#### 2.7. Councillor and Staff interactions

I have read and understood the requirements of s124 of the Act and I will not seek to direct or improperly influence members of Council staff in the exercise of their duties. I will follow all policies which govern interactions between Councillors and the Chief Executive Officer, senior management and other employees and cooperate with any investigation initiated by the Chief Executive Officer under these policies.

#### 2.7. Occupational Health and Safety

Council is committed to providing and maintaining a safe workplace for all and recognises the provisions of the Occupational Health and Safety Act 2004 (OHSA) apply to Council and Councillors. The Chief Executive Officer has a clear accountability for OHS matters, given his or her mandate under the Act, and will put policies in place from time to time to ensure a safe workplace for Councillors to carry out their civic duties.

As a Councillor, I understand that occupational health and safety is a shared responsibility. Accordingly, I will:

- take reasonable care to protect my own health and safety as well as the health and safety of others in the workplace;
- take reasonable care to make sure Council carries out its general duties to do what is reasonably practicable to ensure a safe workplace;



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- cooperate with any investigation initiated by the CEO at his own initiative due to serious health and safety concerns (see Appendix 1);
- undertake training, through Council, in order to obtain an understanding of the duties and obligations imposed by the OHSA and their application to the broad range of activities undertaken by the City of Knox; and
- consider any health and safety implications of Council decisions.

#### 2.8. Child Safe Standards

Council prides itself on being a child safe organisation and has zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation including Failure to Disclose, Failure to Protect and Grooming offences. Any allegation or incident of abuse will be treated very seriously and consistently with child protection legislation, regulations and guidelines and in accordance with Council policy and procedures, which governs the protection of children and young people and deals with the failure to report harm, failure to protect and grooming offenses. Accordingly, I undertake to:

- maintain the highest standards of professional conduct in my attitude, behaviour and interactions with children and young people;
- uphold the rights and best interests of the child and take these matters into account in all decision making; and
- maintain a valid WWCC whilst in my role as Councillor.

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**PART C – DISPUTE RESOLUTION****3. Purpose and Scope**

This part describes the processes for Councillors to report and resolve a dispute with another Councillor under the Code.

This procedure:

- is not intended to resolve differences in policy or decision making, which are appropriately resolved through discussion and voting in council and committee meetings; and
- does not include a complaint made against a Councillor or Councillors by a member or members of Council staff, or by any other person, or a “disclosure” under the Protected Disclosures Act 2012 (Vic).

**Scope**

This procedure operates alongside, and does not displace, any external avenues provided for by legislation for the reporting and resolution of issues and disputes. It should be read in conjunction with the Act which sets out additional avenues for reporting matters of Councillor misconduct and establishes external authorities to hear, investigate, prosecute and make findings of Councillor misconduct, serious misconduct and gross misconduct, as defined by the Act.

For the purposes of this part –

- ‘Councillor Conduct Officer’ refers to an appointee of the Council (upon considering recommendations of the CEO) who assists Council in the implementation and conduct of the internal resolution procedure in the Code.
- This procedure does not deal with allegations of criminal misconduct as they are envisaged to be raised through alternative mechanisms.
- Nothing in this procedure prevents an individual Councillor with a specific issue or dispute from pursuing other avenues available to them under the law.

**3.2. Responsibilities****Mayor**

The Mayor has a responsibility to:

- establish and promote appropriate standards of conduct;
- support good working relations between councillors; and
- support councillors in dispute resolution.

**Councillor Conduct Officer (CCO)**

The Councillor Conduct Officer has a responsibility to:

- assist Council in the implementation and conduct of the internal resolution procedure, including the internal arbitration process under the Act; and
- assist the Principal Councillor Conduct Registrar to perform the functions specified in Section 149 of the Act.



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**Chief Executive Officer (CEO)**

The Chief Executive Officer has a responsibility to:

- ensure that support and assistance is available to all Councillors, and the Councillor Conduct Officer, where it is required.

**Councillors**

Councillors have a responsibility to:

- co-operate with any investigation into, or arbitration of, a complaint made under this procedure; and
- maintain confidentiality regarding any complaint.

**3.3. Councillor disputes – Informal resolution between parties**

Before commencing a formal dispute resolution process, the Councillors who are parties to a dispute are encouraged to use their best endeavours to resolve their issue or dispute in a courteous and respectful manner between themselves, and to avoid the issue escalating and threatening the effective operation of Council. Councillors should have regard to their commitment to conflict resolution set out at section 2.1 above.

Where the issue relates to potential disrespectful conduct and depending on the circumstances, the Councillor raising the issue may consider at first instance asking the other Councillor(s) to stop the behaviour or modify their approach.

Where the issue or dispute remains unresolved, the parties may resort to Council's internal dispute resolution processes set out below.



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#### 4. Internal Dispute Resolution Between Councillors

This section sets out the processes for a Councillor or Councillors to raise concerns regarding the conduct of another Councillor.

##### 4.1. Interpersonal disputes

Interpersonal disputes between Councillors involve conflict where there may be a breakdown in communication, a misunderstanding, a disagreement between Councillors, or strained working relationships. These conflicts may include allegations of disrespectful conduct.

To raise a concern that a Councillor has breached the Code in relation to an interpersonal dispute, a Councillor(s) should set out their concerns in writing (the Application) to the CCO, requesting that the matter be dealt with under the dispute resolution procedure. Such written Application should include the name of the other Councillor and the details of the issue or dispute.

The CCO, will notify the other Councillor(s) of the Application, and provide them with a written copy of the request.

##### Approach to resolution:

Where there is an interpersonal dispute between Councillors, they have the option of requesting:

- Resolution Discussion - with one of the following in attendance and facilitating the discussion: the Mayor or CCO; or
- Mediation - with an external mediator.

See Appendix 1 for further information regarding these options.



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#### 4.2. Allegation by a Councillor of conduct in breach of the Code

An allegation that a Councillor has contravened the Code of Conduct may include a failure to disclose a conflict of interest, breach of confidentiality, improper direction of staff, use of Council resources, or breach of the Councillor Standards of Conduct.

To report an allegation that a Councillor engaged in conduct in breach of the Code, a Councillor(s) must prepare an Application to the CCO. The Application must:

- specify the name of the Councillor who is the subject of the allegation or complaint;
- specify the provision(s) of the Code and/or relevant Council policy or protocol that the allegation relates to;
- include evidence in support of the allegation;
- name the Councillor appointed to be their representative where the application is made by a group of Councillors; and
- be signed and dated by the applicant or the applicant's representative.



#### Approach to resolution:

Where a Councillor raises an allegation of conduct in breach of the Code against another Councillor, they have the option of requesting:

- Resolution Discussion - with one of the following in attendance and facilitating the discussion; the Mayor or CCO;
- Mediation - with an external mediator, via an application to the CCO;
- Investigation – by an independent investigator appointed by the CEO; or
- Arbitration under s141 of the Act.

See Appendix 1 for further information regarding these options.

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## APPENDIX 1 – DISPUTE RESOLUTION OPTIONS

### I DISPUTE RESOLUTION OPTIONS

#### I.1 RESOLUTION DISCUSSION

Where Councillors who are in dispute have not been able to resolve their dispute informally between themselves, a party may request in writing that the CCO or Mayor (the Convenor) convene a confidential meeting of the parties to discuss the dispute.

The Councillor requesting the meeting is to provide the Convenor with the name of the other Councillor and the details of the dispute in writing. They should also notify the other Councillor of the request and provide a copy of the written request to them.

The Convenor is to ascertain whether or not the other party is prepared to attend the meeting.

If the other Councillor is not prepared to attend the meeting, the Convenor is to advise the party seeking the meeting. No further action is required of the Convenor.

If the other Councillor consents to a meeting, the Convenor is to hold a confidential meeting of the parties.

Unless one or both parties are unavailable, this should be arranged within ten working days of receipt of the meeting request.

The Convenor may provide the parties with guidelines in advance of the meeting, or at the meeting, to help facilitate the meeting.

If the parties cannot resolve the dispute at the meeting, a further meeting may be convened.

The role of the Convenor at the meeting is to assist the parties to resolve the dispute. In the process of doing this they may provide guidance about what is expected of a Councillor including in relation to the role of a Councillor under s28 of the Act and the Code.

The Convenor is to document any agreement reached at the meeting. Copies of the agreement are to be provided to both parties and a copy kept by the CCO.

Where the dispute remains unresolved, a party may request mediation or arbitration.

#### I.2 MEDIATION

A Councillor or a group of Councillors may request that their dispute be referred to mediation. The mediation would be conducted by an external accredited mediator.

The party seeking the mediation is to notify the other party of the request and details of the dispute in writing at the same time that it is submitted to the CCO.

The CCO is to ascertain (in writing) whether or not the other Councillor is prepared to participate in the mediation. If the Councillor declines to participate in the mediation, he or she is to provide their reasons for not doing so in writing to the CCO. These reasons may be taken into account if the matter is subsequently the subject of an application for an arbitration or a Councillor Conduct Panel.



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If the other party agrees to participate in a mediation, the CCO is to advise the party seeking the mediation, the Mayor and Chief Executive Officer.

The CCO will engage the services of an external mediator to conduct the mediation at the earliest opportunity.

All parties will cooperate with the dispute resolution process and provide reasonable assistance to the external mediator and the CCO.

If the parties cannot resolve the dispute at the mediation meeting, a further meeting may be convened with the consent of both parties.

The mediator is to document any agreement reached. Copies of the agreement are to be provided to both parties and the CCO.

Where the dispute remains unresolved, and relates to an alleged breach of the Standards of Conduct in Part B, a Councillor may request the appointment of an arbiter.



### 1.3 APPOINTMENT OF AN ARBITER

The internal arbitration process applies to any breach of the Standards of Conduct set out in Part B above, as prescribed by the Act. Such conduct constitutes misconduct under the Act.

Complaints involving allegations of serious misconduct (as defined by the Act) that cannot be resolved via the internal processes above should be referred to the Principal Councillor Conduct Registrar, who will consider whether it is necessary to convene a Councillor Conduct Panel.

An arbitration involves a party (the Applicant) to a dispute requesting the Principal Councillor Conduct Registrar (PCCR) appoint an impartial third party (the Arbiter) to make findings in relation to allegations concerning another Councillor(s) (the Respondent) and whether they have breached the Councillor Standards of Conduct.

The process to be followed by the PCCR in considering the Application and the Arbiter in hearing the Application is set out in ss 141 – 147 of the Act.

The Arbiter's decision and statement of reasons must be tabled at the next Council meeting and recorded in the minutes of the meeting.

### 1.4 INVESTIGATION

A Councillor or group of Councillors may make a request that the Chief Executive Officer initiate an investigation in respect of allegations that a Councillor has contravened the Code of Conduct.

In instances where there may be serious concerns about a risk to health and safety of a Councillor, Councillors, Council staff or the community, the CEO may initiate the investigation at his or her own initiative.

After receiving a request from the Councillor, or at the CEO's own initiative in relation to a serious risk to health and safety, the CEO will obtain legal advice from Council's Legal Counsel or from Council's external legal advisor as to whether or not the complaint should be investigated.

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The legal advice will consider the merits of the complaint and whether the allegation(s), if substantiated, would amount to a breach of the Code or Council's policies or procedures. The advice will also address whether an investigation will unreasonably expose Council to legal liability and/or damage to its reputation. A confidential and legally privileged investigation will only be recommended if it is in the best interests of Council. Matters which are frivolous, vexatious or that appear to be politically motivated will not be investigated.

If the legal advice recommends investigation of the complaint, the CEO will appoint a suitably qualified investigator to investigate the allegation(s). The investigator will adopt a fair process and conduct a thorough and impartial investigation in accordance with natural justice principles.

Councillors will cooperate with the investigation and attend interviews with the investigator if requested. The respondent(s) to the allegation(s) will be given an opportunity to respond to the allegation(s) and submit evidence in support of their response.

At the conclusion of the investigation, the investigator will provide their confidential written report (the investigation report) to Council's legal advisors including the investigator's findings in relation to the allegation(s). If an allegation is substantiated, the investigator will make a finding as to whether the substantiated conduct would amount to a breach of the Code or Council's policies or procedures.

Following the investigation, the CEO may, following the receipt of legal advice, recommend to Council that appropriate remedial action be taken including:

- further training for Councillor(s);
- a request that a Councillor make an apology in a particular form or manner to an individual or group;
- a public statement by Council regarding the findings of the investigation report; or
- referral of the matter to the Principal Councillor Conduct Registrar.



## 6.5 Revised Grants Governance Framework - Business Support Grants

**SUMMARY: Senior Program Lead Business Recovery, Jayde Hayes**

The Business Support Grants were part of the Community and Business Support Package endorsed by Council in May 2020. There was \$335,000 allocated to this grant program which was split between three programs:

- Knox eCommerce Grant;
- Manufacturing and Supply Chain Transition Grant; and
- Two streams of Creative and Cultural Sector Grants:
  - Stream 1: Industry Facilitation
  - Stream 2: Placemaking and Liveable Communities.

After the initial round of applications were received and assessed, \$292,971.96 was awarded and paid to grant applicants across the three programs. Given the significant impact on Knox's creative and cultural sector, the remaining \$42,028.04 is recommended to be made available for a second round of Stream 2 Placemaking and Liveable Communities grants. For this to happen, a new Grant Guidelines document is required to be endorsed to replace the grants governance framework that was endorsed in June 2020.

### RECOMMENDATION

That Council:

1. Endorse the revised Grant Guidelines (as shown in Attachment 1) including the governance framework for the Creative and Cultural Sector Grant – Placemaking and Liveable Communities Stream;
2. Note that subject to Council's endorsement of the Grant Guidelines, the track changes will be accepted in the publicly accessible version of the Grant Guidelines; and
3. Agree to a second round of this grant to be open for applications in June 2021.

### 1. INTRODUCTION

In May 2020 Knox Council endorsed a Community and Business Support Package which allocated \$465,000 to business support programs. Specifically, the Business Support Grants were allocated \$335,000, spread across three programs:

- Knox eCommerce Grant;
- Manufacturing and Supply Chain Transition Grant; and
- Creative and Cultural Sector Grants:
  - Stream 1: Industry Facilitation
  - Stream 2: Placemaking and Liveable Communities.

After the initial round of applications were received and assessed, \$292,971.96 was awarded and paid to 80 organisations. The budgets for the eCommerce and Manufacturing grants were expended (\$106,115.96 and \$99,842 respectively) but there was an underspend of \$42,028.04 which was attributed to the Placemaking and Liveable Communities stream.

These grants were open for applications during August and September 2020, which was when the major lockdown period was in place and restrictions were extremely tight. Applicants might have

found it difficult to foresee what the coming months would bring and this may have contributed to the lack of applications in this grant stream.

## **2. DISCUSSION**

The objective of the Placemaking and Liveable Communities grant stream is to enhance placemaking and liveability and activity centre renewal activities across Knox. This objective remains relevant now, hence it is recommended that the remaining budget be used for a second round of the Placemaking and Liveable Communities grant.

The Grants Governance Framework endorsed by Council in June 2020 contained details that were very specific to the first round of Business Support Grants. For the second round, there are minor changes that have been recommended to account for the reduced budget.

Attachment 1 contains the proposed Grant Guidelines for the second round of Placemaking and Liveable Communities grant. These guidelines have been duplicated from the first round of grants but show the suggested changes as tracked changes. All other details of the grant remain as per the endorsed Council reports in May and June 2020. If these changes are accepted, Attachment 1 will be used as the Guidelines for round 2 of the Placemaking and Liveable Communities grant, with tracked changes incorporated.

Once accepted, the second round of the grant will be communicated via Council, Knoxbiz and Knox Arts & Events communication channels. Once grant applications have been received and assessed, grant recipients will be communicated.

## **3. CONSULTATION**

N/A

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

N/A

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

There is \$42,028.04 remaining in the budget for the Business Support Grants. Once there are recommended grant applications that expend this budget, the program will be closed for applications.

The grants will have a dual benefit of financially assisting Knox's creative and cultural sector, as well as enhancing Knox's activity centres to encourage greater visitation and expenditure.

## **6. SOCIAL IMPLICATIONS**

N/A

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

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

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

**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**

There remains a real need to activate and revive Knox's activity and neighbourhood retail centres. The Placemaking and Liveable Communities grant was designed to encourage partnerships between artists and traders in these areas. Using the remaining budget from the Business Support Grants to deliver more of these activation projects will contribute to ongoing positive recovery from COVID-19 restrictions.

**10. CONFIDENTIALITY**

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

**Report Prepared By:** Senior Program Lead Business Recovery, Jayde Hayes

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

**Attachments**

1. Business Support Grants - Placemaking and Liveable Communities Round 2 [6.5.1 - 3 pages]





## Creative & Cultural Sector Grant Placemaking & Liveable Communities Round 2

### Background

Knox is home to a diverse mix of creative and cultural industries that have been highly impacted by COVID-19. Analysis of data in the creative and cultural sector shows that there are well over 700 local creative and cultural businesses that are registered for GST, however there are many other smaller creative and cultural businesses that will also be significantly impacted by COVID-19.

The State Government's agency Creative Victoria undertook significant research into the sector in 2013-2015 and estimated that Victoria's creative and cultural economy contributed \$22.7 billion to Victoria in 2013 – representing 8% of the State's total economy, which was more than construction (\$19.8 billion).

The creative and cultural industries also have a much deeper role in our community and are central to expressing identity, liveability, and are linked to social practices and traditions. Many people that work in the creative and cultural sector also have secondary employment in retail trade or accommodation and food services – sectors that are also heavily impacted by COVID-19.

As a sector where there are a number of start-ups, sole traders/micro-businesses and freelancers, the cultural and creative sector is unlikely to have had business continuity and financial measures in place to meet the challenges of COVID-19.

### Aims

The objective of this grant is to support cultural and creative sectors in Knox – a sector that is heavily reliant on patron numbers, events/ festivals and tourism.

### Fund Principles and Scope

The Knox Creative & Cultural Sector and Place Activation Grant is underpinned by the following principles:

1. A responsive and equitable process; and
2. Accountability for funding.

Knox Creative & Cultural Sector and Place Activation Grant will have the following parameters:

- Creative and cultural businesses will be able to apply for up to \$10,000;
- Needs to demonstrate partnerships and community outcomes; and
- Council will reserve the right to part-fund projects.

Placemaking and Liveable Communities Grant will enhance placemaking/liveability and activity centre renewal activities, in Wantirna, Bayswater, Boronia and Ferntree Gully Village, post COVID-19 restrictions.

With COVID-19 having a deep impact on retail, hospitality and community arts and recreation services, this grant recognises the link between vibrant retail and activity centres and the creative and cultural sectors.



These initiatives could include:

- Funding neighbourhood pop-up activations, community art projects/ installations, and cultural development activities;
- Running events/performances/multimedia/digital exhibitions that are connected to the activity centres;
- Supporting partnership arrangements between artists and traders to improve visual merchandising/rejuvenation of shopfronts, activity centre beautification or marketing; and
- Footpath, trading and dining displays that compliment commercial and community activity in these centres.

### Eligibility

To be eligible for funding, the following requirements must be met:

- Hold an Australian Business Number (ABN);
- Be currently operating within the cultural and creative sector
- Be an Australian owned business or organisation;
- Be located in or operating within Knox; and
- Hold all relevant licences, permits and approvals necessary to be operating
- Funding may be granted to an auspice organisation if the applicant does not hold an Australian Business Number (ABN) but meets all other criteria

### Application and Assessment Process

- Applications will be received via Council's SmartyGrants software. Applicants will need to provide proof of eligibility.
- An assessment panel of Council officers and an external member will be convened to assess applications on an ongoing basis. A recommendation will be made to Council's Chief Executive Officer, or Delegate, for determination.
- An overview of the project will be required to explain how the project will improve outcomes due to the impact of COVID-19, as per the Principles and Scope of the grant.
- Due to the nature of this grant, supporting documentation can include a budget prepared by the applicant incorporating estimates of costs. Quotes and/or proposal will be required for projects engaging providers of professional services (training, marketing & communication services etc.).

### Submission Period

- ~~The submission period is expected to commence in July/August 2020 and will be open for a six week period, with assessments taking place on a fortnightly basis~~
- The grant program will be open for applications from 31 May 2021
- Applications will be assessed in the order that they are submitted
- The grant program will be closed once the budget has been allocated

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### Assessment Process

On receipt of application for the Knox Creative & Cultural Sector Grant the Economic Development and Business Recovery teams will assess the eligibility of the applicant. Only eligible applications will be progressed for assessment. Council officers can seek further information from an applicant to confirm eligibility.

Applications will be assessed on the following criteria:

- The level of benefit to the business or organisation;
- Clear overview of proposed project objectives;
- The capacity of the business or organisation to deliver the project and manage the grant; and
- The capacity to operate within Council's arts and events policies and regulations

The assessment panel (outlined below) can choose to part fund projects in order to fund a higher number of projects. Applications will be ranked by score and the highest ranked projects will be recommended for funding, until the funding allocation as been exhausted.

The panel's recommendations will be made to Council's Chief Executive Officer, or Delegate, for determination. All funding will be allocated under the delegation of the Chief Executive Officer. Once a decision has been made, the applicant will be informed of the outcome. Officers will provide Council will a report advising of outcomes.

### Assessment Panel

A temporary panel will be formed to assess all applications. The Assessment Panel will comprise the following members:

- Manager City Futures (Chair)
- Senior Program Lead Business Recovery
- Senior Program Lead Economic Development
- Coordinator Arts & Cultural Services
- Industry Advisor – Danielle Storey (CEO, Eastern Innovation)

### Successful Applicants

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 will be issued for a one-year period based on the agreed funding objectives. Successful applicants will be expected to inform Council or 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 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.

### Acquittal

Successful applications will be required to submit an acquittal report outlining:

- Outcomes for the business
- Financial acquittal

## 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 Extension Option of Contract 2358 - Drainage Repair, Renewal and Upgrade Works

#### **SUMMARY: Project Delivery Engineer, Zander Beard**

**Contract 2358 – Drainage Repair, Renewal and Upgrade Works will expire on 30 June 2021 unless the contract option to extend the contract for a further 2 years is implemented. Council Officers believe that the contract still provides good value to Council and is therefore recommending that the option to extend the contract be exercised and is seeking Council approval.**

#### **RECOMMENDATION**

**That Council:**

- 1. Approve the contract extension option for an additional 2 years for Contract 2358 – Drainage Repair, Renewal and Upgrade Works.**
- 2. Authorise the Chief Executive Officer (or such person the Chief Executive Officer selects) to notify the contractors of Council's intention to exercise the extension option under Contract 2358, subject to mutual agreement, and execute all necessary documentation to give effect to the extension.**

#### **1. INTRODUCTION**

Contract 2358 is for the supply of drainage repair, renewal and upgrade services for various projects and locations around the Knox City Council municipality. It is a civil construction contract for the repair, renewal and upgrade of Council's drainage infrastructure.

The contract is utilised primarily by the Knox Construction Group in their day-to-day task of maintaining and improving the drainage capacity throughout the municipality, primarily due to a failure/end-of-life of the existing drainage asset. This contract is also utilised by the following teams in delivering their service to Council:

- Project Delivery – for delivery of drainage infrastructure as part of their Capital Works Program (i.e. carparks and road reconstructions)
- Stormwater – for the delivery of Flood Mitigation projects to protect the community
- Work Services – for the minor repair and maintenance works to keep the drainage system functional

At the Council Meeting on the 28 May 2018, Council resolved to accept the tender of six contractors under Contract 2358 – Drainage Repair, Renewal and Upgrade Works. The contractors that were accepted were as follows:

- Blue Peak Constructions Pty Ltd
- C & L Pit Builders Pty Ltd
- Etheredge Mintern Pty Ltd
- Jaydo Construction Pty Ltd

- JTX Civil Contracting Pty Ltd
- Roadside Services & Solutions Pty Ltd

This contract was awarded based on the contractors submitted Schedule of Rates and has an anticipated annual value of \$3 million. The Contract was awarded for an initial three year period with the option of a further two year extension by mutual agreement. As the contract period commenced on the 1 July 2018, the initial 3 years is due to expire on the 30 June 2021 unless the 2 year extension is enacted.

The resolution at the Council Meeting on 28 May 2018 provided the option of a 2 year extension, however the resolution requires Council approval to grant the extension.

## **2. DISCUSSION**

The contractors engaged under Contract 2358 have successfully delivered projects for Council over the period of the contract.

All contractors that have been engaged through the contract have performed well and have met or exceeded Council expectations even during the global pandemic that has caused much disruption to so many industries.

Each contractor's past performance has been considered under various criteria including value for money, occupational health and safety and community relations to determine whether the contract extension option should be recommended to Council.

Whilst not part of the initial tender review process, it should be noted that a large portion of the contractors within Contract 2358 are located within or nearby to the Knox municipality and all utilise several local suppliers that assist in supporting the local Knox community.

## **3. CONSULTATION**

Consultation has occurred during the existing contract period with stakeholders including the current contract officer, relevant Council staff and with the contractors on the contract. All consultations have been positive towards the contract and the contractors that form part of Council's drainage panel.

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

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

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

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

To date, Council has spent up to \$3 million per annum under this contract in the management of drainage infrastructure. At the time of writing this report the anticipated annual expenditure of

\$3 million is unlikely to be exceeded for the final 2 years of the contract should the extension be approved but be within budget allocations.

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

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

## **6. SOCIAL IMPLICATIONS**

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

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

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

### **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

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

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

Strategy 5.1 - Attract new investment to Knox and support the development of existing local businesses, with particular focus on Advanced Manufacturing, Health, Ageing and Business 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**

Following a review of the performance of the existing contract and the current panel of contractors, it was found that:

- The existing contract conditions are meeting Council's requirements;
- Contractors are meeting and exceeding Council expectations in the delivery of works;
- Contractor's rates provide Council with good value for the works completed; and

- The existing contract supports the local economy.

It is therefore recommended that Council exercise its option under Contract 2358 – Drainage Repair, Renewal and Upgrade Works and extend the contract term for the additional period of 2 years. The new Contract end date would therefore be 30 June 2023.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Project Delivery Engineer, Zander Beard

**Report Authorised By:** Manager Operations, Oliver Vido  
Director Infrastructure, Grant Thorne

## **Attachments**

Nil



## 9 Connected Communities Officers' Reports for consideration

### 9.1 Community Signage on Council Open Space Policy

**SUMMARY:** Team Leader Leisure Development, Daniel Clark

**This report outlines the proposed changes to be made to Council's Community Signage on Council Open Space Policy following an internal review process and a consultation process involving sporting clubs, user groups and community groups associated with various Council facilities. The proposed changes seek to simplify the policy and process for displaying signage at Council facilities, ensuring ease of implementation and improved rates of compliance.**

#### **RECOMMENDATION**

**That Council:**

- 1. Notes the proposed changes to the Community Signage on Council Open Space Policy.**
- 2. Adopts the updated version of the Community Signage on Council Open Space Policy.**

#### **1. INTRODUCTION**

Council's Community Signage on Council Open Space Policy exists to provide a clear direction to Council, its officers and the community, for the management and control of sponsorship, promotional and advertising signage on Council owned or managed open space.

Council officers appreciate that these three forms of signage are important to sporting clubs, user groups and community groups, as they assist with the promotion of their respective activities and major events, whilst also assisting in attracting new members and raising funds that are crucial to supporting ongoing operations. This fundraising element is particularly important as part of the recovery post-COVID19 Pandemic.

While acknowledging that this type of signage delivers multiple benefits to groups within the community, officers also understand that a balance needs to be struck to ensure the visual integrity and amenity of Council open space is protected. Further, compliance with the requirements under Clause 52.05 of the Knox Planning Scheme need to be met and this requires appropriate management and control of all sponsorship, promotional and advertising signage.

This report outlines the recent process undertaken to update this Policy, a policy which was created in 1997 and originally titled the Advertising, Sponsorship and Promotional Signs on Council Land Policy. Since its creation, the Policy has been updated numerous times and widened its scope to include not only sporting facilities, but all Council open space. Through its implementation, coupled with frequent audits of key facilities, the Policy has been crucial in ensuring Council's open space remains visually appealing to the residents of Knox.

#### **2. DISCUSSION**

##### **2.1 Policy Review Stages**

The review of the Community Signage on Council Open Space Policy occurred over seven key stages, with a summary of each stage outlined below:

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### **Stage 1 – Initial Internal Review**

Review of the existing policy by Council's Leisure Services team, the team which is most greatly impacted by the Policy through its management and advocacy of community sporting facilities. Opportunities to explore terminology simplification, consistency of requirements and the removal of duplication were explored in this stage.

### **Stage 2 – Internal Stakeholder Consultation**

Review of the existing Policy and an opportunity to provide feedback or improvements by other Council Departments and Units impacted by the policy. This stage occurred between 25 September 2020 and 9 October 2020. Among others, examples of internal stakeholders consulted included Community Laws, Open Space and Landscape Design, Planning, Youth Services, Cultural Services, Parks Services, Facilities, Family and Children's Services and Community Access and Support.

### **Stage 3 – External Stakeholder Consultation**

Review of the existing Policy and an opportunity to provide feedback or improvements by sporting clubs, user groups and community groups which use Council facilities that contain or are nearby public open space. This stage occurred between 26 October 2020 and 16 November 2020 and included consultation via email to all groups on tenancy, lease, licence or casual usage agreements with Council, as well as follow-up phone conversations with some of these groups. External stakeholders of various Council events were also invited to provide this feedback.

### **Stage 4 – Benchmarking with Other Councils**

Review of documentation relating to signage from Maroondah City Council, Whitehorse City Council and the City of Greater Dandenong (i.e., policies, seasonal license agreements, etc.) to ensure consistency across the region.

### **Stage 5 – Preparation of Draft Policy**

Review of the feedback received during the review and consultation stages and inclusion of key changes and additions into the revised draft policy. In total, 18 significant alterations (which are detailed in Section 2.2 below) have been proposed, as well as some minor administrative changes.

### **Stage 6 – Presentation of Draft Policy to Council's Recreation and Leisure Committee**

Presentation of the draft policy to the Council advisory committee which is the advocate for sport, recreation and leisure groups and associations within the community. Consultation with the groups and the individuals on this committee which they represent had previously occurred through the external stakeholder consultation stage, so this stage was more informative in nature and did not alter the proposed changes too greatly.

### **Stage 7 – Finalisation of Draft Policy, Preparation of Council Report and Presentation to Council**

Finalisation of the draft revised policy and preparation of the Council report, seeking adoption of the policy at Council's ordinary meeting in May 2021.

## **2.2 Summary of Significant Changes**

Feedback received during the review and consultation stages has led to alterations that will improve the policy, ensuring the revised draft version contains clearer terminology and more descriptive definitions, whilst also linking more closely to related Council documents.

The revised draft version is simplified and easier to understand for community groups, which are predominantly coordinated by volunteers. The anticipated ease of implementation and improved

rates of compliance that come from this will reduce administrative burdens for volunteers and Council officers alike, and frustrations which currently exist that stem from the existing policy are expected to be removed, further strengthening relationships between officers and the community.

The 20 key alterations proposed can be found in full at Attachment 1 of this report, while a summary can also be found below:

- References to “signs” altered to “signage”, to reflect the changing way signage is displayed (i.e., not necessarily a tangible object); (i.e., projections, markings on sports fields, etc.).
- Addition of the Breach of Seasonal Licence Agreement with Sporting Clubs Policy into the related Council policies section.
- Updated References section, including noting of the Knox Planning Scheme which is closely linked to this policy.
- Updated Definitions section to remove confusion present among sporting clubs and to clarify what type of Council owned or managed open space the policy applies to.
- Updated Reference and Definitions sections to reflect current relevant Acts and Community Laws.
- Updated Purpose and Scope sections to ensure the policy specifically states that it applies to open space which is occupied by sporting clubs, user groups or community groups on formal lease or licence agreements with Council.
- Addition of Knox Community Arts Centre as a prominent site available for temporary display of community signage.
- Removal of various clauses in Section 5 which either conflicted with or contradicted other clauses within the existing policy.
- Removal of the 80% limit for signage to be displayed on the internal fence line of a sportsfield (now 100% available). This is to remove confusion and the ongoing requirement to measure.
- Removal of the clause relating to internal fence line signage not being able to be seen from a roadway or residential property. This is simply not achievable at most (if not all) sites.
- No outward facing signage will be permitted on fences. The existing policy allowed for 10% being permitted. This, along with the clause above, is aimed at keeping the focus on internal fence line signage and removing the need of ongoing measuring.
- Removal of the ability to have signage on pavilions or other structures. With entire internal sportsfield fence lines and electronic scoreboards now being permissible options, this will protect the amenity of pavilions and other structures (i.e., water tanks, cricket nets, etc.).
- Inclusion of a new clause to permit groups to display signage on electronic scoreboards (screen).
- Removal of the clause relating to the distance of signage from roads, trees, and other landmarks. If signs are limited to internal fence lines and scoreboards, then this clause is no longer required.
- Example provided of what a user group identification sign is. Feedback received indicated that this was previously confusing.

- Non-compliant signage is now proposed to be managed at an officer level, not at a manager level. Should the management of non-compliant signage be challenged, this would be escalated to manager level.
- A maintenance clause has been added to note signage is a user group responsibility, not Council.
- The procedure for user groups requesting signage to be added has been updated to reflect current practice.
- A section has been added to provide details to user groups as to what is required in the application process for signage being installed.
- A non-conformance clause has been added with a reference to Council's Breach of Seasonal Licence Agreement with Sporting Clubs Policy.

### **3. CONSULTATION**

The policy review process included various consultation stages which sought feedback from both internal and external stakeholders on the existing Community Signage on Council Open Space Policy.

Internal Departments and/or Business Units which were provided an opportunity to review the existing policy and suggest alterations and enhancements includes:

- Leisure Services
- Open Space and Landscape Design
- Cultural Services
- Youth Services
- Parks Services
- Passive Open Space/Trees
- Biodiversity
- Planning
- Community Laws
- Facilities
- Property Services
- Marketing and Communications
- Family and Children's Services
- Community Access and Support
- Community Wellbeing
- Healthy and Safe Communities

External consultation involved more than 200 sporting clubs, community groups and user groups within Knox that were invited to review the existing policy and suggest alternations and enhancements. Of the feedback received (15 responses), many of the suggested changes were

included, however some others were not. Examples of feedback received that did not result in changes to the revised draft policy included:

- Requests to have up to 40% of user group promotional signage filled with commercial sponsorship.
- Requests to have up to 30% of sportsfield fence lines displaying outward facing commercial sponsorship signage.
- Requests to have up to 40% of a pavilion (internally facing) covered with commercial sponsorship signage.
- Requests to have sporting club logos displayed on external pavilion walls to promote the club and its activities.

Whilst this feedback being received is valued, and the requests would understandably assist sporting clubs raise funds through commercial sponsorship, the intent of the policy is to prevent a situation occurring as it did in 2012, when an audit of community sporting facilities identified more than 500 signs in breach of Council's Advertising, Sponsorship and Promotional Signs on Council Land Policy. At this time, many community sporting facilities facing major roads in Knox resembled billboards and detracted from the visual integrity of Council's open space.

Through the findings from the benchmarking process undertaken with three other neighbouring Councils (Whitehorse, Maroondah and Dandenong), it was evident that Knox City Council's proposed policy position on community signage is of a consistent nature to that of other Councils within the region. This is of high importance, as it ensures sporting clubs playing in sporting leagues that cross municipal boundaries experience consistency in approaches and are not disadvantaged through a potential loss of income/fundraising opportunities.

The final stage of consultation was the presentation of the revised draft policy to Council's Recreation and Leisure Committee at its meeting on Wednesday 24 March 2021. All members of the Committee were provided details of the proposed changes and invited to review the draft version, before providing further feedback via email if required. Two responses were received during the requested period for feedback. These responses were supportive of the proposed changes and the policy in general, and mostly related to clarification being sought on the process should a breach of the policy occur. It was outlined in response that this is covered in the Seasonal Licence Agreement and Breach of Seasonal Licence Agreement for Sporting Clubs documents.

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

If community signage is not managed appropriately, there is a real risk in Council's open space suffering significant amenity issues which will detract from the green leafy image often associated with Knox.

As noted previously, an audit of all Council sporting facilities was undertaken in 2012 and this identified more than 500 breaches of the existing signage policy were present within the community. Most of these breaches were at facilities which are frequently visited by the community and all of which were facilities in high traffic areas. It created a situation where Council's sporting facilities resembled billboards and were often the subject of criticism from residents not connected with the sporting clubs or community groups responsible for the signage being installed.

Examples of these breaches, and how some facilities looked, can be found attached to this report. Officers strongly recommend a situation like this is avoided in future and strengthening the policy now and making it clearer for user groups to understand, will help ensure that doesn't occur.

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

There are no financial or economic implications for Council as a result of these changes, however it could be argued that Council is restricting sporting clubs, community groups and user groups from raising additional funds through commercial advertising and sponsorship signage. This has been feedback received in the past when this policy has been reviewed/updated and may occur again. It is noted that some feedback received during the consultation stage as part of this current review, noted sporting clubs like the opportunity to repay sponsors through signage that receives high exposure.

The challenge is, however, that a balance must be struck to allow these groups to have this type of signage present at the facilities they tenant, yet have it displayed in a way which protects the amenity and visual integrity of the facility. Officers believe that the changes proposed allow groups this opportunity, without sacrificing the appeal of Knox's many wonderful open spaces.

## **6. SOCIAL IMPLICATIONS**

There are no social implications relevant to this report.

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

The intent of the Community Signage on Council Open Space Policy and the comprehensive process undertaken to review it are particularly relevant to the following three goals listed within the 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 6 — We are healthy, happy and well**

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

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

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

## **8. CONFLICT OF INTEREST**

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**

At the core of sporting clubs, user groups and community groups which utilise Council facilities rests a need to recruit new members and generate funds through sponsorship. These fundamental tasks are crucial to any group's vitality and sustainability, ensuring they operate in a way which will help deliver the countless benefits to the community through sport, recreation and other leisure pursuits.

To achieve this, there will always be a need for sponsorship, promotional and advertising signage being displayed, however, a balance needs to be struck to ensure Council meets its obligations under Clause 52.05 of the Knox Planning Scheme, as well as ensuring the visual amenity of its open space is protected.

The changes proposed to the Community Signage on Council Open Space Policy through this comprehensive policy review process will ensure this occurs, whilst also ensuring the policy is simplified and clear, in-turn raising levels of understanding and compliance within the community.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Team Leader Leisure Development, Daniel Clark

**Report Authorised By:** Director Connected Communities, Tanya Scicluna

### **Attachments**

1. Attachment 1 - Community Signage on Council Open Space Policy (tracked changes) - 2021-05-24 [9.1.1 - 8 pages]
2. Attachment 2 - Community Signage on Council Open Space Policy 2021 (clean version) [9.1.2 - 6 pages]



## Community Signage on Council Open Space Policy

|                |                                 |                      |   |
|----------------|---------------------------------|----------------------|---|
| Policy Number: | 1997/63                         | Directorate:         | Community Services  |
| Approval by:   | Council                         | Responsible Officer: | Manager <del>Youth, Leisure &amp; Cultural Services</del><br><u>Active &amp; Creative Communities</u><br>Manager Community Infrastructure |
| Approval Date: | <u>Meeting Date 24 May 2021</u> | Version Number:      | <u>32</u>   |
| Review Date:   | 3 Years from Meeting Date       |                      |   |

### 1. Purpose

- 1.1 It is recognised by Council that sponsorship, promotional and advertising is important to ~~the sporting clubs~~, user groups and community groups in terms of advertising activities and major events, raising funds and in attracting new members. It is also recognised by Council that there is a requirement to manage and control ~~advertising~~, sponsorship, promotional and advertising and promotional signages to ensure that the visual integrity of Council land is maintained through compliance with the requirements under clause 52.05 of the Knox Planning Scheme.
- 1.2 The purpose of this policy is to provide a clear direction to Council and the community for the management and control of community signage located on Council owned or managed ~~open space~~ open space which is occupied by sporting clubs, user groups or community groups on formal lease or licence agreements with Council.

### 2. Context

~~Clarify any relevant circumstances or meaning to provide context to the policy and where it fits in relation to the issue and/or organisation.~~

- 2.1 To define specific Council land where ~~the sporting clubs~~, user groups and community groups can apply to ~~promote activities~~ display signage that promotes their activities.
- 2.2 To provide guidelines for the consistent application of sponsorship and advertising signages on Council owned or managed land ~~open space~~.
- 2.3 To ensure that the display ~~erection~~ of signages does not interfere with Council assets or the installations of other authorities.
- 2.4 To ensure all signages complies with the requirements of the Knox Planning Scheme.
- 2.5 To minimise liability to Council resulting from signages being located on Council owned or managed land ~~open space~~.





### 3. Scope

Advise the extent to which the policy applies. For example:

- Staff
- Councillors
- A class of people – i.e. individual teams or a specific group of staff
- Particular circumstances – i.e. only during an election period

This Council policy applies to Council staff, Councillors and the community, in matters relating to the erection and installation/display of any form of external community or business sponsorship, promotional or advertising signage on Council owned or managed open space/open space which is occupied by sporting clubs, user groups or community groups on formal lease or licence agreements with Council.

### 4. References

#### 4.1 Community & Council Plan 2017-2021

- Please nominate relevant goal

#### 4.2 Relevant Legislation

- Local Government Act 1989
- Local Government Act 2020
- Amenity Local Law 2020
- Local Government (General) Regulations 2015 – Conflict and Interest Provisions

#### 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 (as amended)
- Councillor Code of Conduct/Breach of Seasonal License Agreements with Sporting Clubs Policy

#### 4.5 Related Council Procedures

- Nil

#### 4.6 Knox Planning Scheme

- Clause 52.05

### 5. Definitions

|                     |   |
|---------------------|---|
| Signage             | means all permanent and temporary board, notice, structure, banner, <u>digital, projection or other similar display device.</u>   |
| Community signage   | means any <u>advertising, sponsorship or promotional or advertising signage</u> erected by a <u>sporting club, and user group, or community group, that is either an advertising, sponsorship or promotional sign.</u>                        |
| Advertising signage | means any board, notice, structure, banner, <u>digital projection or other or similar device display</u> used for the purposes of soliciting sales or notifying people of the presence of a property where goods or services may be obtained. |
| Sponsorship signage | means any board, notice, structure, banner <u>digital projection or other or similar display device</u> used for the purposes of promoting a sponsor <u>of a sporting club, user group or community group.</u>                                |
| Promotional signage | means any board, notice, structure, banner, <u>digital projection or other similar display device</u> used for the purposes of promoting a <u>sporting club, user group or</u>  |



|   |   |
|---|---|
|   | community group, or any event or activity that the <u>sporting club</u> , user group or community group may be involved in.   |
| Council owned or managed open space   | means any passive open space, bush-land reserve, active recreation reserve, <del>road reserve, or</del> water course <del>or land vested in, or</del> under control of Council. The <u>spaceland</u> may be subject to a tenancy, <u>lease or license</u> agreement with Council, <u>including</u> <del>Tenancy includes</del> temporary hire agreements, seasonal <u>tenancy or annual</u> agreements, <u>long term leases and license tenancy</u> agreements and service contracts. |
| Council <u>signages</u>   | means the Knox City Council corporate <u>signages</u> and <u>signages</u> which <u>is</u> are permitted under the Local Government Act 1989 <u>and 2020</u> or Local Government <u>(General)</u> Regulations <u>2015+990</u> .  |
| <del>Playing arena</del> <u>Active open space</u>                             | means the defined area on an active reserve that is utilised for organised active recreation <u>(i.e. sportsfield, court, track, etc.)</u> .  |
| The <u>sporting club</u> and user groups                                      | means all sporting and recreational clubs, associations, pre-schools, groups and individuals based at, or utilising Council owned or managed open space on a casual, seasonal, <u>annual, long-term</u> or permanent basis.   |
| Community groups  | means all community based groups or organisations including schools, churches, service clubs and <u>various other</u> organisations.  |
| Applicant   | means the person representing a <u>sporting club</u> , user group or community group who has lodged an application for a <u>signage</u> permit.   |
| Act   | means the Local Government Act 1989 <u>or 2020</u> .  |
| Council's policy for Community Signage on Council Owned or Managed Open Space | means this policy.  |
| City of Knox gateways   | means the main entries to the municipality along major traffic routes (defined in the planning scheme as Category 1 roads).   |

## 6. Council Policy

### 6.1 General

- 6.1.1 That reference to Council's policy for Community Signage on Council Open Space be incorporated into Council's policy for Grounds Sporting Facility Usage Allocation, User Charges and any other hire, tenancy, lease or license agreements, including hire agreements, licences and leases.
- 6.1.2 That all approved Community signage located on Council owned or managed open space be adequately displayed, constructed, and secured and maintained to minimise risk of injury and liability.
- 6.1.3 That upon application, the open space at the following sites be available for temporary community signage providing for city-wide advertising of prominent community events on Council open space within the structures provided. This would not include commercial sponsorship or advertising.

- Tim Neville Arboretum
- Knox Civic Centre
- Ferntree Gully Community Centre
- Rowville Community Centre



- City of Knox Gateways
- Knox Community Arts Centre

6.1.4 All community signage on all Council owned or managed open space will comply with the requirements set in clause 52.05 of the Knox Planning Scheme. Signs that do not comply will be considered prohibited and removed with costs apportioned to the sporting club and user groups and community groups.

- Tim Neville Arboretum
- Knox Civic Centre
- Ferntree Gully Community Centre
- Rowville Community Centre
- City of Knox Gateways
- Knox Regional Sports Park
- Knox Community Arts Centre

6.1.45 All community signage on all Council owned or managed open space will comply with the requirements set in clause 52.05 of the Knox Planning Scheme. Signs that do not comply will be considered prohibited and removed with costs apportioned to the sporting club and user groups and community groups.

6.1.56 ~~The signs lettering and s~~The surface finish of all signage is to be non-reflective and all letters and images must contain ,with a maximum of four ~~(4)~~ colours.

6.1.5 ~~The surface finish of all signage is to be non-reflective and all letters and images must contain a maximum of four colours.~~

6.1.6 ~~For promotional signs, any commercial sponsorship shall be limited to a maximum of 20% of the total area of the sign unless otherwise stated.~~

6.1.67 ~~The sporting clubs, user groups or community groups requiring any promotional, advertising and sponsorship signage shall apply prior to each season or license period for a package of signage. Each application for additional signage shall be accompanied by a total list of advertising and sponsorship signage on the open space.~~

6.1.7 ~~The club and user groups requiring any promotional, advertising and sponsorship signs shall apply prior to each season for a package of signs. Each application for additional signs shall be accompanied by a total list of advertising and sponsorship signs on the reserve.~~

6.1.7887 Positioning of any advertising and sponsorship signages shall must be limited to:

- (a) ~~The inward facing perimeter fence line of a playing sportsfield or other playing arena and fixed in a manner approved by Council (i.e. safely attached to chain mesh fencing). Signs are permitted on 80% of the inward facing perimeter fence line of a playing arena. No sign is permitted to be visible from a roadway or residential property.~~
- (b) ~~10% of the total area of outward facing perimeter fence line of a playing arena. Signs limited to a maximum of perimeter fence provided that it cannot be viewed from outside the reserve, a roadway or residential property.~~
- (c) ~~The inward facing external surface of a building or structure. Signs are limited to 20% of the total inward facing area of any building or structure and must not distract from the main purpose of the structure.~~



~~No sign is permitted to be visible from a roadway or residential property. Signs are not permitted to be painted directly onto the roof or walls of any building or structure.~~

- ~~(d) — (b) The inward facing side of a scoreboard. Signage is s-limited toto occupy a maximum of 20% of the total area of the scoreboard and is limited to one1 commercial partner or sponsor. The signage must not distract from the main purpose of the scoreboardstructure. No sign is permitted to be visible from a roadway or residential property.~~

~~Sporting clubs, user groups and community groups are permitted to use advertising and sponsorship signage on the display screens of electronic scoreboards during allocated usage times.~~

~~Council reserves the right to erect advertising, promotional and sponsorship signage and the sporting club, and user group or community group would be required to remove any branding conflicts that arise with their existing signage and any potential Council sponsors.~~

~~6.3.2 — Unless otherwise directed, signs located on Council open space are to be set back a minimum of 25 metres from the edge of the road way and situated 5 metres from foot paths and bike paths, 7 metres from play grounds and 5 metres from trees and any other structures.~~

~~(e)(b)~~

~~6.1.89 One outward facing sporting club, user group or community group 'User Group Identification' promotional signage (i.e. "Home of the Knoxville Football Club") piece may be permitted and will be assessed on a case-by-case basis. This Signages shall:~~

- ~~(a) Identify the incumbent tenant sporting club, user group or community group only and 'User Group Identification' shall include the name of the incumbent tenanted user group tenant and club tenant membership details only. Commercial representation or sponsor recognition is not permitted.~~
- ~~(b) Be free-standing signage inside the fence line or connected to the Council open space perimeter fence.~~
- ~~(b)(c) Be limited to 2m<sup>2</sup> in area.~~
- ~~(c) — Be limited to 2m<sup>2</sup> in area.~~

~~6.1.109 Temporary Signages must be:~~

- ~~(a) Promotional in nature only (i.e. Tenant event promotion, registration day promotion, etc.). Temporary advertising or sponsorship signage is not permitted.~~
- ~~(b) The size of this signage shall be limited to 2m<sup>2</sup> in area.~~
- ~~(a)(c) This signage may be installed for a maximum period of 14 days prior to the event and removed within 48 hours of the event concluding.~~

~~The size of the signs shall be limited to 2m<sup>2</sup> in area.~~

~~The signs may be installed for a maximum of 14 days prior to the event and removed within 48 hours of the conclusion of the event.~~

~~6.1.110 Temporary Signs — "Banners must be:"~~

- ~~(a) Promotional in nature only (i.e. Tenant event promotion, registration day promotion, etc.). Temporary advertising or sponsorship banners are not permitted.~~
- ~~(b) The size of these banners shall be limited to 3m<sup>2</sup> in area.~~
- ~~(a)(c) These banners must only be displayed on the day of the event.~~



(a) — The temporary size of the banner shall be limited to 3m<sup>2</sup> in area.

(b) — The temporary banner can only be erected on the day of the event.

~~6.1.112~~ Temporary signs — Variable Messaging Signs (VMS) Temporary Variable Messaging Signage (VMS) is not permitted without a planning permit

~~VMS signs are not permitted without a planning permit.~~

~~6.1.123~~ All costs associated with the design, production, display and installation of the all signages shall be borne by the sporting club, and user group or community group.

## 6.2 Insurance

In granting approval for the erection and installation of signage or banners, Leisure Services, Local Community Laws or other relevant community facility advocates will give consideration to the matter of liability and may determine that the applicant is required to take out a liability insurance policy in a form approved by Council's Insurance Authority.

Such policy shall be in the joint names of Council and the applicant for a minimum of \$10,000,000 against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought made or claimed against Council or the applicant in regard to an incident relating to the signage.

~~6.2.1~~ In granting approval for the erection of signs or banners Leisure Services or Local Laws will give consideration to the matter of liability and may determine that the applicant is required to take out a liability insurance policy in a form approved by Council's Insurance Authority. Such policy shall be in the joint names of Council and the applicant for a minimum of \$10,000,000 against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought made or claimed against Council or the applicant in regard to an incident relating to the sign.

## 6.3 Materials and Construction

~~6.3.1~~ The finishes and materials used in the construction of the sign are to have no sharp or exposed edges and all fixing (i.e. nails and screws) are to be recessed or countersunk. The finishes and materials used in the display and/or construction of all signage is to have no sharp or exposed edges and all fixing (i.e. nails, screws, wiring, etc.) are to be adequately capped or covered.

~~6.3.2~~ Unless otherwise directed, signs located on Council open space are to be set back a minimum of 25 metres from the edge of the road way and situated 5 metres from foot paths and bike paths, 7 metres from play grounds and 5 metres from trees and any other structures.

## 6.4 Non-Compliant Signages

~~6.4.1~~ In the event that the requirements of this policy not being met, the Manager responsible for the Council owned or managed open space will arrange for the sign(s) to be removed and any cost incurred by Council shall be recovered from the club and user group or community group responsible for the sign(s).

In the event that the requirements of this policy are not being met, the facility advocate responsible for the Council owned or managed open space will arrange for the signage to be removed. All costs incurred by Council associated with this removal process shall be recovered from the sporting club, user group or community group responsible for the display, erection or installation of the signage.



## 6.5 Maintenance

The applicant responsible for the display, erection or installation of any signage on Council owned or managed open space will be solely responsible for all ongoing inspections and maintenance.

## 7. Procedure

Perhaps a preamble added here?: Should a sporting club, user group or community group wish to apply for the display, erection or installation of any signage on Council owned or managed open space, the following must be considered:

7.1 With the exception of road reserves, application for all signages on Council owned or managed open space is to be made in writing (i.e. email, letter, etc.) by the sporting club, user group or community group to the relevant facility advocated department Manager.

7.2 Applications for signages being displayed, erected or installed on road reserves is to be made to Local Community Laws.

7.3 All applications must include the following information relating to the signage:

- An Image, Design or Sketch
- Type (i.e. sponsorship)
- Size
- Location
- Duration of Display
- Materials
- Display, Erection or Installation Details

7.3.4 Prior to the display, erection or installation of any signage, the applicant must provide Council with produce a Certificate of Currency as evidence of Public Liability Insurance cover to the satisfaction of the responsible authority (if, if, such insurance cover has been deemed a requirement).

## 8. Non Conformance Administrative Updates

Should a sporting club, user group or community group erect or install signage in a matter not conforming with this Policy, Council will undertake action in accordance with the club or group's respective tenancy or license agreement (i.e. Breach of Seasonal License Agreement with Sporting Club Policy, etc.).

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

## 9. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of



Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.



## Community Signage on Council Open Space Policy

|                |                           |                      |   |
|----------------|---------------------------|----------------------|---|
| Policy Number: | 1997/63                   | Directorate:         | Community Services  |
| Approval by:   | Council                   | Responsible Officer: | Manager Active & Creative Communities<br>Manager Community Infrastructure |
| Approval Date: | Meeting Date              | Version Number:      | 3   |
| Review Date:   | 3 Years from Meeting Date |                      |   |

### 1. Purpose

- 1.1 It is recognised by Council that sponsorship, promotional and advertising is important to sporting clubs, user groups and community groups in terms of advertising activities and major events, raising funds and in attracting new members. It is also recognised by Council that there is a requirement to manage and control sponsorship, promotional and advertising signage to ensure that the visual integrity of Council land is maintained through compliance with the requirements under clause 52.05 of the Knox Planning Scheme.
- 1.2 The purpose of this policy is to provide a clear direction to Council and the community for the management and control of community signage located on Council owned or managed open space which is occupied by sporting clubs, user groups or community groups on formal lease or licence agreements with Council.

### 2. Context

- 2.1 To define specific Council land where sporting clubs, user groups and community groups can apply to display signage that promotes their activities.
- 2.2 To provide guidelines for the consistent application of sponsorship and advertising signage on Council owned or managed open space.
- 2.3 To ensure that the display of signage does not interfere with Council assets or the installations of other authorities.
- 2.4 To ensure all signage complies with the requirements of the Knox Planning Scheme.
- 2.5 To minimise liability to Council resulting from signage being located on Council owned or managed open space.

### 3. Scope

This Council policy applies to Council staff, Councillors and the community, in matters relating to the display of any form of external community or business sponsorship, promotional or advertising signage on Council owned or managed open space which is occupied by sporting clubs, user groups or community groups on formal lease or licence agreements with Council.





## 4. References

- 4.1 Community & Council Plan 2017-2021
  - Please nominate relevant goal
- 4.2 Relevant Legislation
  - Local Government Act 1989
  - Local Government Act 2020
  - Amenity Local Law 2020
  - Local Government (General) Regulations 2015
- 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 (as amended)
  - Breach of Seasonal License Agreements with Sporting Clubs Policy
- 4.5 Related Council Procedures
  - Nil
- 4.6 Knox Planning Scheme
  - Clause 52.05

## 5. Definitions

|  |  |
|--|--|
| Signage  | means all permanent and temporary board, notice, structure, banner, digital, projection or other similar display.  |
| Community signage  | means any sponsorship, promotional or advertising signage erected by a sporting club, user group or community group.   |
| Advertising signage  | means any board, notice, structure, banner, digital projection or other or similar display used for the purposes of soliciting sales or notifying people of the presence of a property where goods or services may be obtained.  |
| Sponsorship signage  | means any board, notice, structure, banner digital projection or other similar display used for the purposes of promoting a sponsor of a sporting club, user group or community group.   |
| Sporting Club, User Group or Community Group Promotional signage | means any board, notice, structure, banner, digital projection or other similar display used for the purposes of promoting a sporting club, user group or community group, or any event or activity that the sporting club, user group or community group may be involved in.  |
| Council owned or managed open space                              | means any passive open space, bushland reserve, active recreation reserve, or water course under control of Council. The space may be subject to a tenancy, lease or license agreement with Council, including temporary hire agreements, seasonal or annual agreements, long term agreements and service contracts. |
| Council signage  | means the Knox City Council corporate signage and signage which is permitted under the Local Government Act 1989 and 2020 or Local Government (General) Regulations 2015.  |
| Active open space  | means the defined area on an active reserve that is utilised for organised active recreation (i.e. sportsfield, court, track, etc.).   |



|   |  |
|---|--|
| The sporting club and user groups   | means all sporting and recreational clubs, associations, pre-schools, groups and individuals based at, or utilising Council owned or managed open space on a casual, seasonal, annual, long-term or permanent basis. |
| Community groups  | means all community based groups or organisations including schools, churches, service clubs and various other organisations.  |
| Applicant   | means the person representing a sporting club, user group or community group who has lodged an application for a signage permit.   |
| Act   | means the Local Government Act 1989 or 2020.   |
| Council's policy for Community Signage on Council Owned or Managed Open Space | means this policy.   |
| City of Knox gateways   | means the main entries to the municipality along major traffic routes (defined in the planning scheme as Category 1 roads).  |

## 6. Council Policy

### 6.1 General

- 6.1.1 That reference to Council's policy for Community Signage on Council Open Space be incorporated into Council's policy for Sporting Facility Usage, User Charges and any other hire, tenancy, lease or license agreements.
- 6.1.2 That all approved Community signage located on Council owned or managed open space be adequately displayed, constructed, secured and maintained to minimise risk of injury and liability.
- 6.1.3 That upon application, open space at the following sites be available for temporary community signage providing for city-wide advertising of prominent community events on Council open space within the structures provided. This would not include commercial sponsorship or advertising.
- Tim Neville Arboretum
  - Knox Civic Centre
  - Ferntree Gully Community Centre
  - Rowville Community Centre
  - City of Knox Gateways
  - Knox Community Arts Centre
- 6.1.4 All community signage on all Council owned or managed open space will comply with the requirements set in clause 52.05 of the Knox Planning Scheme. Signs that do not comply will be considered prohibited and removed with costs apportioned to the sporting club and user groups and community groups.
- 6.1.5 The surface finish of all signage is to be non-reflective and all letters and images must contain a maximum of four colours.
- 6.1.6 The sporting clubs, user groups or community groups requiring any promotional, advertising and sponsorship signage shall apply prior to each season or license period for a package of signage. Each application for additional signage shall be accompanied by a total list of advertising and sponsorship signage on the open space.



6.1.7 Positioning of any advertising and sponsorship signage must be limited to:

- (a) The inward facing perimeter fence line of a sportsfield or other playing arena and fixed in a manner approved by Council (i.e. safely attached to chain mesh fencing).
- (b) The inward facing side of a scoreboard. Signage is limited to 20% of the total area of the scoreboard and is limited to one commercial partner or sponsor. The signage must not distract from the main purpose of the scoreboard.

Sporting clubs, user groups and community groups are permitted to use advertising and sponsorship signage on the display screens of electronic scoreboards during allocated usage times.

Council reserves the right to erect advertising, promotional and sponsorship signage and the sporting club, user group or community group would be required to remove any branding conflicts that arise with their existing signage and any potential Council sponsors.

6.1.8 One outward facing sporting club, user group or community group promotional signage (i.e. "Home of the Knoxville Football Club") piece may be permitted and will be assessed on a case-by-case basis. This signage shall:

- (a) Identify the tenant sporting club, user group or community group and shall include the name of the tenant and tenant membership details only. Commercial representation or sponsor recognition is not permitted.
- (b) Be free-standing signage inside the fence line or connected to the Council open space perimeter fence.
- (c) Be limited to 2m<sup>2</sup> in area.

6.1.9 Temporary Signage must be:

- (a) Promotional in nature only (i.e. Tenant event promotion, registration day promotion, etc.). Temporary advertising or sponsorship signage is not permitted.
- (b) The size of this signage shall be limited to 2m<sup>2</sup> in area.
- (c) This signage may be installed for a maximum period of 14 days prior to the event and removed within 48 hours of the event concluding.

6.1.10 Temporary Banners must be:

- (a) Promotional in nature only (i.e. Tenant event promotion, registration day promotion, etc.). Temporary advertising or sponsorship banners are not permitted.
- (b) The size of these banners shall be limited to 3m<sup>2</sup> in area.
- (c) These banners must only be displayed on the day of the event.

6.1.11 Temporary Variable Messaging Signage (VMS) is not permitted without a planning permit.

6.1.12 All costs associated with the design, production, display and installation of all signage shall be borne by the sporting club, user group or community group.

## 6.2 Insurance

In granting approval for the erection and installation of signage or banners, Leisure Services, Community Laws or other relevant community facility advocates will give consideration to the matter of liability and may determine that the applicant is required to take out a liability insurance policy in a form approved by Council's Insurance Authority.



Such policy shall be in the joint names of Council and the applicant for a minimum of \$10,000,000 against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought made or claimed against Council or the applicant in regard to an incident relating to the signage.

### 6.3 Materials and Construction

The finishes and materials used in the display and/or construction of all signage is to have no sharp or exposed edges and all fixing (i.e. nails, screws, wiring, etc.) are to be adequately capped or covered.

### 6.4 Non-Compliant Signage

In the event that the requirements of this policy are not being met, the facility advocate responsible for the Council owned or managed open space will arrange for the signage to be removed. All costs incurred by Council associated with this removal process shall be recovered from the sporting club, user group or community group responsible for the display, erection or installation of the signage.

### 6.5 Maintenance

The applicant responsible for the display, erection or installation of any signage on Council owned or managed open space will be solely responsible for all ongoing inspections and maintenance.

## 7. Procedure

Should a sporting club, user group or community group wish to apply for the display, erection or installation of any signage on Council owned or managed open space, the following must be considered:

- 7.1 With the exception of road reserves, application for all signage on Council owned or managed open space is to be made in writing (i.e. email, letter, etc.) by the sporting club, user group or community group to the relevant facility advocate.
- 7.2 Applications for signage being displayed, erected or installed on road reserves is to be made to Community Laws.
- 7.3 All applications must include the following information relating to the signage:
  - An Image, Design or Sketch
  - Type (i.e. sponsorship)
  - Size
  - Location
  - Duration of Display
  - Materials
  - Display, Erection or Installation Details
- 7.4 Prior to the display, erection or installation of any signage, the applicant must provide Council with a Certificate of Currency as evidence of Public Liability Insurance cover to the satisfaction of the responsible authority (if such insurance cover has been deemed a requirement).

## 8. Non Conformance



Should a sporting club, user group or community group erect or install signage in a matter not conforming with this Policy, Council will undertake action in accordance with the club or group's respective tenancy or license agreement (i.e. Breach of Seasonal License Agreement with Sporting Club Policy, etc.).

## 9. Administrative Updates

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

## 9.2 Minor Grants Program 2020-21 Monthly Report

**SUMMARY: Community Partnerships Officer, Deb Robert**

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

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

### RECOMMENDATION

That Council:

1. Approve four applications for a total of \$9,145.00 as detailed below:

| Applicant Name                            | Project Title                                 | Amount Requested  | Amount Recommended |
|---|---|-------------------|--------------------|
| Melbourne 7 Melody Notes Inc.             | 2021 Moon Cakes Cultural Festival Celebration | \$2,680.00        | \$2,520.00         |
| Lions Club of Rowville                    | Promotional Printing                          | \$625.00          | \$625.00           |
| The Onemda Association                    | Art for all abilities                         | \$3,000.00        | \$3,000.00         |
| Australian Society of Graduate Tamils Inc | Tamil Forum and Competition                   | \$3,000.00        | \$3,000.00         |
| <b>TOTAL</b>                              |   | <b>\$9,305.00</b> | <b>\$9,145.00</b>  |

2. Refuse one ineligible application as detailed below:

| Applicant Name                       | Project Title | Amount Requested | Amount Recommended       |
|--------------------------------------|---------------|------------------|--------------------------|
| Sapthaswara School of Carnatic Music | Pradarshini   | \$3,000.00       | Not eligible for funding |

3. Note that, inclusive of the above recommended grants totalling \$9,145.00, the 2020-2021 Minor Grants Program has awarded a total of \$146,921.08 to date supporting 69 community-based organisations and their programs in Knox.

### 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.

Five complete grant applications were received since the Ordinary Meeting of Council held on 26 April 2021, requesting grants to a total of \$12,305.00.

Three of the applicant groups are eligible for the grant amounts requested.

The Lions Club of Rowville is seeking support for some promotional printing for its local activities. The Onemda Association is a not-for-profit group that is planning to provide arts activities in The Basin for people with disabilities, and The Australian Society of Graduate Tamils is hosting a language and cultural forum and competition in Wantirna in July.

The Melbourne 7 Melody Notes Inc. has requested a grant of \$2,680 but has received grants in the previous two years and is currently only eligible for a grant of \$2,520.

An application was also received from the Saptaswara School of Carnatic Music based in Wantirna, for an annual performance of/for pupils, to be held outside Knox. It is a sole trader operation and is therefore ineligible for Minor Grant funding and not recommended for funding.

Application details are provided in Attachment 1.

## **3. CONSULTATION**

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

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

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

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

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

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

The approval of Minor Grants is managed within Council's adopted budget. The 2020-2021 budget provides \$213,454.00 for the Minor Grants Program (comprising the annual allocation of \$148,500.00 plus an additional \$51,500.00 allocated through the COVID Community and Business Support Package and \$13,454.00 in unspent funds carried forward from the 2019/20 Minor Grants Program, as per the Minor Grants Policy).

Recommended applications for the May period total \$9,145.00. If approved as recommended, the remaining Minor Grants budget for 2020-21 will total \$63,952.73 before GST adjustments.

#### **6. SOCIAL IMPLICATIONS**

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

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

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

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

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

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

Strategy 7.1 - Protect and preserve our local cultural heritage

Strategy 7.2 - Celebrate our diverse community

Strategy 7.3 - Strengthen community connections

Strategy 7.4 - Promote and celebrate the contribution of our volunteers

#### **8. CONFLICT OF INTEREST**

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

#### **9. CONCLUSION**

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

#### **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, Connected Communities, Tanya Scicluna

**Attachments**

1. ATTACHMENT 1 - Minor Grant Applications - May [9.2.1 - 29 pages]

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 126- MGP - 2020-21 From Melbourne 7 Melody Notes**  
 Form Submitted 7 May 2021, 6:39pm AEST

## 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                                       |
|--------------------|---------------------------|--|---|
| Zoe < \$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 \*

Melbourne 7 Melody Notes

#### Organisation Address \*

[REDACTED]

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 126- MGP - 2020-21 From Melbourne 7 Melody Notes**  
 Form Submitted 7 May 2021, 6:39pm AEST

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

**Phone Number**

Must be an Australian phone number.

**Mobile Phone Number \***

[REDACTED]

**Email \***

[REDACTED]

**Please provide your ABN**

24 418 535 918

| Information from the Australian Business Register |   |
|---|---|
| <b>ABN</b>  | 24 418 535 918                                |
| <b>Entity name</b>                                | Melbourne 7 Melody Notes                      |
| <b>ABN status</b>                                 | Active  |
| <b>Entity type</b>                                | Other Incorporated Entity                     |
| <b>Goods &amp; Services Tax (GST)</b>             | No  |
| <b>DGR Endorsed</b>                               | Yes   |
| <b>ATO Charity Type</b>                           | Not endorsed <a href="#">More information</a> |
| <b>ACNC Registration</b>                          | No  |
| <b>Tax Concessions</b>                            | No tax concessions                            |
| <b>Main business location</b>                     | 3150 VIC                                      |

*Information retrieved at 12:51am 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**

A005634D

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 126- MGP - 2020-21 From Melbourne 7 Melody Notes**  
 Form Submitted 7 May 2021, 6:39pm AEST

## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

2021 Moon Cakes Cultural Festival Celebration

**(a) Briefly describe details of the request: \***

The Chinese Mid-Autumn Festival, also known as Moon Festival or Mooncake Festival, is a traditional festival celebrated by many East and Southeast Asian people. It is the second-most important holiday after Chinese New Year with a history dating back 3,000 years, when China's emperors worship the moon for beautiful harvests. The Mid-Autumn festival symbolizes the family reunion, and on this day, all families will appreciate the moon in the evening, because it is the 15th day of the eighth month of the lunar calendar, when the moon is at its fullest. There is a beautiful myth about the Mid-Autumn festival, that is Chang'e flying to the moon.

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

1. The proposed project allows all ages with different background and their family to gather together, celebrate the Moon festival and allow residents of Knox to participate in this free community event.
2. The event provides a space for people to share and enjoy the atmosphere of music with others and which also helps to enhance people's quality of life and health well-being.
3. As music and arts are an expression of our feeling and emotion and also the music is an international language without any language barrier. We will present more modern, popular songs and perform beautiful Chinese Violin pieces of music to non-Chinese background audiences.

**Project Start Date \***

15/08/2021

Must be a date.

**Project End Date \***

30/09/2021

Must be a date.

## BUDGET

\* indicates a required field

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

\$2,920.00

Must be a dollar amount.

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

**(c) What amount is being requested? \***

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 126- MGP - 2020-21 From Melbourne 7 Melody Notes**  
 Form Submitted 7 May 2021, 6:39pm AEST

\$2,680.00

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                           | \$                       |
|---------------------------------------|--------------------------|
| Hire of Knox Garden Community Hall    | \$430.00                 |
| Sound and lighting                    | \$350.00                 |
| Photography and video                 | \$250.00                 |
| Music Director -Transport             | \$200.00                 |
| Moon Festival Decoration              | \$180.00                 |
| Promotion fee                         | \$180.00                 |
| website, social media update          | \$160.00                 |
| Foods and drinks 120 x \$3            | \$360.00                 |
| Moon Cake \$30 x 7 boxes              | \$210.00                 |
| Volunteers and participants transport | \$600.00                 |
|                                       | Must be a dollar amount. |

## Minor Grant Budget Total

### Total Expenditure Amount

\$2,920.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Booking KnoxGarden.docx

File size: 15.0 kB

## Other Grant Funding

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

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 126- MGP - 2020-21 From Melbourne 7 Melody Notes**  
Form Submitted 7 May 2021, 6:39pm AEST

**Please attach relevant supporting documentation, including:**

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

**Attach relevant documentation:**

---

Filename: IMG-1525.jpg  
File size: 1.7 MB

---

Filename: Moon-Cake Festival Plan.docx  
File size: 15.4 kB

## **Evidence of Public Liability**

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: CertificateOfCurrency -- A-5757 (1).pdf  
File size: 168.5 kB

**Public Liability Expiry Date \***

31/12/2021  
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 \***

██████████

**Position (if organisation) \***

██████████

**Declaration Date \***

07/05/2021  
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 127- MGP - 2020-21 From Lions club of Rowville**  
 Form Submitted 22 Apr 2021, 6:07pm AEST

## 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 \*

Lions club of Rowville

#### Organisation Address \*

[REDACTED]

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 127- MGP - 2020-21 From Lions club of Rowville**  
 Form Submitted 22 Apr 2021, 6:07pm AEST

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

**Phone Number**

Must be an Australian phone number.

**Mobile Phone Number \***

[REDACTED]

**Email \***

[REDACTED]

**Please provide your ABN**

70 977 340 038

| Information from the Australian Business Register |   |
|---|---|
| <b>ABN</b>  | 70 977 340 038                                |
| <b>Entity name</b>                                | Lions Club of Rowville Inc                    |
| <b>ABN status</b>                                 | Active  |
| <b>Entity type</b>                                | Other Incorporated Entity                     |
| <b>Goods &amp; Services Tax (GST)</b>             | No  |
| <b>DGR Endorsed</b>                               | No  |
| <b>ATO Charity Type</b>                           | Not endorsed <a href="#">More information</a> |
| <b>ACNC Registration</b>                          | No  |
| <b>Tax Concessions</b>                            | No tax concessions                            |
| <b>Main business location</b>                     | 3178 VIC                                      |

*Information retrieved at 3:15am 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**

A0027176U



**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 127- MGP - 2020-21 From Lions club of Rowville**  
 Form Submitted 22 Apr 2021, 6:07pm AEST

## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

To cover printing cost for our club advertisement

**(a) Briefly describe details of the request: \***

This application is intended to request from you a grant to support our club to pay the printing cost of club flyers.

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

we want to recruit new members to our club that we can gain new members and we can deliver more services to our community. At present we are a small group of members doing big projects to our community. So if we promote and make awareness to our community about who we are and what we are doing in our community .

More hand can do many activities in our community.

**Project Start Date \***

03/05/2021

Must be a date.

**Project End Date \***

28/05/2021

Must be a date.

## BUDGET

\* indicates a required field

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

\$625.00

Must be a dollar amount.

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

**(c) What amount is being requested? \***

\$625.00

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**

\$

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 127- MGP - 2020-21 From Lions club of Rowville**  
 Form Submitted 22 Apr 2021, 6:07pm AEST

|                               |                          |
|-------------------------------|--------------------------|
| Printing cost at Office works | \$625.00                 |
|                               |                          |
|                               |                          |
|                               |                          |
|                               |                          |
|                               | Must be a dollar amount. |

### Minor Grant Budget Total

**Total Expenditure Amount**

\$625.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Printing quotes.png

File size: 317.6 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: Children's Book donation.png

File size: 373.7 kB

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: certificate of currency 2020-2021.pdf

File size: 79.7 kB

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 127- MGP - 2020-21 From Lions club of Rowville**  
Form Submitted 22 Apr 2021, 6:07pm AEST

**Public Liability Expiry Date \***

01/09/2021

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) \***

Lions club of Rowville

**Declaration Date \***

22/04/2021

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.

## 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 \***

[REDACTED]

**Contact Name \***

[REDACTED]

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 127- MGP - 2020-21 From Lions club of Rowville**  
Form Submitted 22 Apr 2021, 6:07pm AEST

**Position \***

[REDACTED]

**Organisation \***

Lions club of Rowville

[REDACTED]

**Number \***

[REDACTED]

**Date \***

22/04/2021

Must be a date.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 130- MGP - 2020-21 From The Onemda Association**  
 Form Submitted 30 Apr 2021, 9:52am AEST

**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.

| <b>Application Amount</b> | <b>Incorporated or Auspiced?</b> | <b>Assessment &amp; Determination</b>  | <b>Acquittal</b>                                |
|---------------------------|----------------------------------|--|---|
| < \$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 \***

The Onemda Association

**Organisation Address \***

[Redacted Address]

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 130- MGP - 2020-21 From The Onemda Association**  
 Form Submitted 30 Apr 2021, 9:52am AEST

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

**Phone Number**

[REDACTED]

**Mobile Phone Number \***

[REDACTED]

**Email \***

[REDACTED]

**Please provide your ABN**

76 721 607 868

| Information from the Australian Business Register |  |
|---|--|
| <b>ABN</b>  | 76 721 607 868   |
| <b>Entity name</b>                                | The Onemda Association Inc                                     |
| <b>ABN status</b>                                 | Active   |
| <b>Entity type</b>                                | Other Incorporated Entity                                      |
| <b>Goods &amp; Services Tax (GST)</b>             | Yes  |
| <b>DGR Endorsed</b>                               | Yes (Item 1)   |
| <b>ATO Charity Type</b>                           | Public Benevolent Institution <a href="#">More information</a> |
| <b>ACNC Registration</b>                          | Registered   |
| <b>Tax Concessions</b>                            | FBT Exemption, GST Concession, Income Tax Exemption            |
| <b>Main business location</b>                     | 3109 VIC   |
| <i>Information retrieved at 3:32am today</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**

A0025065T

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 130- MGP - 2020-21 From The Onemda Association**  
 Form Submitted 30 Apr 2021, 9:52am AEST

## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

Art for all abilities

**(a) Briefly describe details of the request: \***

Last year Onemda opened 2 new campuses in the Outer East. Driven by a demand for our Group

Services model, particularly given that during 2020 five Disability Services ceased group service delivery in the Outer East Region. This had left many people with intellectual disability without a service and Onemda was approached about establishing services for the region.

In November 2020, Onemda opened a temporary campus in Ringwood, particularly to service the participants from Knoxsbrooke who closed their group-based services permanently in the middle of last year. In April this year Onemda secured a suitable venue in The Basin, and we are currently preparing to move the Knoxsbrooke cohort over to their new campus in the next 2 months.

We are seeking funding from the Knox Council to help us establish our art program at our new facility. Onemda wants to create an amazing art program at our new campus and explore avenues for our talented participants to display and sell their art work in the Knox Region. We are interested in exploring how we can host an annual art show in the area, celebrating the work of our participants. If successful this grant will help Onemda purchase supplies to set-up the program and to explore community connections where we can display and sell our participants artwork.

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

Art is a wonderful vehicle for inclusion and participation. It provides a platform for people with a disability to display their skills, contributions and value to the wider community. For the wider community it provides an educational opportunity, helping to increase understanding of the talents and abilities of people with intellectual disabilities, and helping to create a more inclusive and supportive society.

This project has two aims:

- To establish a great art program at our new campus in The Basin
- To establish community connections where our participants can display and sell their art work in the local community.

The second aim is important for the community, as it raises the profile of people with intellectual disability in the local community, showcasing the positive contribution people with an intellectual disability make to our community. It also provides an opportunity for our participants to receive payment for selling of their artwork, which is important for their sense of self-worth and sense of belonging and being valued by the community.

**Project Start Date \***

01/06/2021

Must be a date.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 130- MGP - 2020-21 From The Onemda Association**  
 Form Submitted 30 Apr 2021, 9:52am AEST

**Project End Date \***

20/12/2021

Must be a date.

**BUDGET****\* indicates a required field****(d) What is the total cost of the project / activity? \***

\$3,611.22

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.

| <b>Expenditure</b>         | <b>\$</b>                |
|----------------------------|--------------------------|
| Art Supplies and Equipment | \$3,611.22               |
|                            |                          |
|                            |                          |
|                            |                          |
|                            |                          |
|                            | Must be a dollar amount. |

**Minor Grant Budget Total****Total Expenditure Amount**

\$3,611.22

This number/amount is calculated.

**Quotes For Planned Expenses****Attach quotes for expenses here. \***

Filename: Art Equipment &amp; Supplies. Quote.pdf

File size: 193.9 kB

**Other Grant Funding**



**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 130- MGP - 2020-21 From The Onemda Association**  
Form Submitted 30 Apr 2021, 9:52am AEST

**(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: Certificate of Incorporation.pdf  
File size: 29.8 kB

---

Filename: Project Plan. Art for all abilities.docx  
File size: 114.4 kB

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: The Onemda Association Incorporated Certificate of Currency 2020-2021.pdf  
File size: 282.3 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.**

**[Redacted Signature]**

**Position (if organisation) \***

**[Redacted Position]**

**Declaration Date \***

30/04/2021  
Must be a date.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 130- MGP - 2020-21 From The Onemda Association**  
Form Submitted 30 Apr 2021, 9:52am AEST

**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 134- MGP - 2020-21 From Australian Society of Graduate Tamils Inc**  
 Form Submitted 4 May 2021, 11:49pm AEST

## 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 \*

Australian Society of Graduate Tamils Inc

#### Organisation Address \*

[REDACTED]

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 134- MGP - 2020-21 From Australian Society of Graduate Tamils Inc**  
 Form Submitted 4 May 2021, 11:49pm AEST

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

**Phone Number**

[REDACTED]

**Mobile Phone Number \***

[REDACTED]

**Email \***

[REDACTED]

**Please provide your ABN**

42 682 673 894

| Information from the Australian Business Register |   |
|---|---|
| <b>ABN</b>  | 42 682 673 894                                |
| <b>Entity name</b>                                | Australian Society Of Graduate Tamils         |
| <b>ABN status</b>                                 | Active  |
| <b>Entity type</b>                                | Other Unincorporated Entity                   |
| <b>Goods &amp; Services Tax (GST)</b>             | No  |
| <b>DGR Endorsed</b>                               | No  |
| <b>ATO Charity Type</b>                           | Not endorsed <a href="#">More information</a> |
| <b>ACNC Registration</b>                          | No  |
| <b>Tax Concessions</b>                            | No tax concessions                            |
| <b>Main business location</b>                     | 2135 NSW                                      |
| <i>Information retrieved at 1:51am today</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**

INC1500947

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 134- MGP - 2020-21 From Australian Society of Graduate Tamils Inc**  
 Form Submitted 4 May 2021, 11:49pm AEST

## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

The Tamil Forum and Competition

**(a) Briefly describe details of the request: \***

Australian Society of Graduate Tamils (ASoGT) has been conducting 'The Tamil Forum and Competition' annually since 1994 in the all states of Australia and New Zealand. This project has become a major platform for Victorian Tamil youths for acquiring the Tamil Language and Culture and developing their interpersonal skills to positively contribute to the multi-cultural Victoria. In Victoria, around 600 students enrolled in the last year

competition. This event has been conducted at The Knox School, Wantirna South since 2016 and this year event will be held in the same school in the Knox City on the 10th and 11th of July, 2021. Considerable number of students from The Knox City takes part in the event. Further details would be obtained at our website [www.tamilcompetition.org.au](http://www.tamilcompetition.org.au)

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

The objectives of the event are encouraging the younger generation to preserve the Tamil language, understand the richness and values of the Tamil language and the culture develop their interpersonal and artistic skills in order to make them feel proud about their cultural identity in a constructive sense while contributing to the multicultural Victoria positively.

The whole competition effort and this event brings Tamil youths from all-walks of life and all parts of Victoria together and develop the sense of belonging among them. Tamils of Sri Lanka, India, Singapore, Malaysia and other country origin scattered throughout Victoria. Our initiative provide them an opportunity to meet, mingle and develop strong bonds.

This initiative provides a platform for youths to think and discuss about their identity, develop their skills in Tamil language and celebrate their traditions and arts forms.

The Knox city is a home for considerable number of Tamils and this project helps the formation younger generation contributing to the multiculturalism positively with great leadership. Also it will showcase the multiculturalism of the Knox City.

**Project Start Date \***

10/07/2021

Must be a date.

**Project End Date \***

11/07/2021

Must be a date.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 134- MGP - 2020-21 From Australian Society of Graduate Tamils Inc**  
 Form Submitted 4 May 2021, 11:49pm AEST

## BUDGET

\* indicates a required field

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

\$12,061.20

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                         | \$                       |
|-------------------------------------|--------------------------|
| Venue Hire                          | \$4,061.20               |
| Volunteer Refershments              | \$1,800.00               |
| Promotion / Materials / Admin costs | \$1,200.00               |
|                                     |                          |
|                                     |                          |
|                                     | Must be a dollar amount. |

## Minor Grant Budget Total

**Total Expenditure Amount**

\$7,061.20

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: 2021HireoffFacilitiesAgreement-ASoGT.pdf

File size: 2.1 MB

## Other Grant Funding

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

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 134- MGP - 2020-21 From Australian Society of Graduate Tamils Inc**  
 Form Submitted 4 May 2021, 11:49pm AEST

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

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

**Attach relevant documentation:**

Filename: ASOGT\_Incorporation.pdf  
 File size: 21.9 kB

Filename: Brief Project Plan.docx  
 File size: 18.2 kB

## **Evidence of Public Liability**

**Evidence of current Public Liability Insurance must be supplied \***

Filename: PLI2021.pdf  
 File size: 49.0 kB

**Public Liability Expiry Date \***

01/07/2022  
 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) \***

[REDACTED]

**Declaration Date \***

04/05/2021  
 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

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 134- MGP - 2020-21 From Australian Society of Graduate Tamils Inc**  
Form Submitted 4 May 2021, 11:49pm AEST

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 122- MGP - 2020-21 From Sapthaswara school of carnatic music**  
 Form Submitted 12 Apr 2021, 3:29pm AEST

## 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 \*

Sapthaswara school of carnatic music

#### Organisation Address \*

[REDACTED ADDRESS]

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 122- MGP - 2020-21 From Saphthaswara school of carnatic music**  
 Form Submitted 12 Apr 2021, 3:29pm AEST

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

**Phone Number**

[REDACTED]

**Mobile Phone Number \***

[REDACTED]

**Email \***

[REDACTED]

**Please provide your ABN**

21 431 745 590

| Information from the Australian Business Register |   |
|---|---|
| <b>ABN</b>  | 21 431 745 590                                |
| <b>Entity name</b>                                | Jayshree Ramachandran                         |
| <b>ABN status</b>                                 | Active  |
| <b>Entity type</b>                                | Individual/Sole Trader                        |
| <b>Goods &amp; Services Tax (GST)</b>             | No  |
| <b>DGR Endorsed</b>                               | No  |
| <b>ATO Charity Type</b>                           | Not endorsed <a href="#">More information</a> |
| <b>ACNC Registration</b>                          | No  |
| <b>Tax Concessions</b>                            | No tax concessions                            |
| <b>Main business location</b>                     | 3150 VIC                                      |

*Information retrieved at 12:39am 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

**Auspice Details****Auspice Organisation Name \***

Federation of Indian Music and Dance Victoria

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 122- MGP - 2020-21 From Sapthaswara school of carnatic music**  
 Form Submitted 12 Apr 2021, 3:29pm AEST

**Auspice ABN**  
77 836 023 522

| Information from the Australian Business Register |   |
|---|---|
| <b>ABN</b>  | 77 836 023 522                                |
| <b>Entity name</b>                                | Fed of Indian Music and Dance Victoria        |
| <b>ABN status</b>                                 | Active  |
| <b>Entity type</b>                                | Other Incorporated Entity                     |
| <b>Goods &amp; Services Tax (GST)</b>             | No  |
| <b>DGR Endorsed</b>                               | No  |
| <b>ATO Charity Type</b>                           | Not endorsed <a href="#">More information</a> |
| <b>ACNC Registration</b>                          | No  |
| <b>Tax Concessions</b>                            | No tax concessions                            |
| <b>Main business location</b>                     | 3056 VIC                                      |

*Information retrieved at 3:30am today*

Must be an ABN.

**Auspice Project Contact \***

[REDACTED]

**Auspice Position \***

[REDACTED]

**Auspice Phone Number \***

[REDACTED]

**Auspice Email \***

[REDACTED]

**Signature of auspice representative - permission required \***

Filename: Grant Auspice Letter.docx

File size: 183.1 kB

Please upload signed declaration from auspice representative

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Pradarshini

**(a) Briefly describe details of the request: \***

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 122- MGP - 2020-21 From Sapthaswara school of carnatic music**  
 Form Submitted 12 Apr 2021, 3:29pm AEST

Proposal is to present a Music performance of 75-80 children. A spectacular thematic display of artistic talent by youngsters. They perform with various instruments - wind, percussion and stringed. This event gives them an opportunity to be creative and present new works especially choreographed for the Event. The presentation is adapted from works of composers from the 16th and 17th century. Indian Classical Music is one of the most ancient form of Music handed down since generations of musicians and composers.

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

Programs and Events of this nature benefit the students who perform, their parents, and audience who attend the program. Knox community residents directly benefit from this event. 50-60% of audience belong to Knox council. Sapthaswara School of Music is an established school of Music in the Knox area. Our programs attract audience from all over Melbourne as well.

Namely, Indian, Australians, South Asian, Sri Lankan.

**Project Start Date \***

11/09/2021

Must be a date.

**Project End Date \***

11/09/2021

Must be a date.

## BUDGET

\* indicates a required field

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

\$4,500.00

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 Grant Expenses

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

| Expenditure                    | \$         |
|--------------------------------|------------|
| Hall Hire                      | \$1,500.00 |
| Audio Technician and equipment | \$1,500.00 |
| Fliers, brochures              | \$500.00   |
| Admin                          | \$400.00   |

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 122- MGP - 2020-21 From Sappthaswara school of carnatic music**  
 Form Submitted 12 Apr 2021, 3:29pm AEST

|                     |                          |
|---------------------|--------------------------|
| Rehearsal Hall hire | \$600.00                 |
|                     | Must be a dollar amount. |

### Minor Grant Budget Total

**Total Expenditure Amount**

\$4,500.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Audio 2014.xlsx  
 File size: 11.5 kB

Filename: Invoice Kel Watson 2018.pdf  
 File size: 157.2 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: ASIC registered.pdf  
 File size: 146.4 kB

Filename: Knox Grant letter.docx  
 File size: 77.7 kB

Filename: Project Plan for Pradarshini 2021 ( knox).docx  
 File size: 12.0 kB

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: Duck for cover 2019.pdf  
 File size: 78.6 kB

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 122- MGP - 2020-21 From Saphthaswara school of carnatic music**  
Form Submitted 12 Apr 2021, 3:29pm AEST

**Public Liability Expiry Date \***

01/10/2021

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) \***

[REDACTED]

**Declaration Date \***

12/04/2021

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.

## 10 Office of the CEO Reports for consideration

### 10.1 Financial Performance Report for the Quarter Ended 31 March 2021

**SUMMARY: Coordinator Management Accounting, James Morris**

**The Financial Performance Report for the period ended 31 March 2021 is presented for consideration.**

#### **RECOMMENDATION**

**That Council receive and note the Financial Performance Report for the year to date ended 31 March 2021.**

#### **1. INTRODUCTION**

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

The attached Financial Performance Report (Attachment 1) has been prepared in accordance with Australian Accounting Standards and contains the following financial statements:

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

The Financial Performance Report is aimed and designed to identify major variations against Council's year to date financial performance (actual results) and the Adopted Budget. Council adopted its 2020-21 Annual Budget at its Ordinary Council Meeting held 22 June 2020.

The financial year-end position of Council is anticipated by way of forecasts. The full year Adopted Budget is compared against the full year projected position as reflected by the forecast. The 2020-21 Forecast includes the following details:

- The 2020-21 Adopted Budget;
- Carry forward funding from 2019-20 into 2020-21 for both operational and capital works expenditure items - these funds are required for the successful completion and delivery of key outcomes and projects; and
- Adjustments as a result of officers periodically assessing Council's budgetary performance taking into account emerging events and matters.

#### **2. DISCUSSION**

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

### **3. CONSULTATION**

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

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

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

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

The overall financial position at 31 March 2021 is satisfactory and indicates that Council, after taking into consideration carry forward funding requirements from 2019-20 into 2020-21, is on track to complete the current financial year within the targets established in the 2020-21 Adopted Budget.

For the period ended 31 March 2021, Council has achieved an operating surplus of \$48.154 million. This is \$12.938 million favourable to the year to date (YTD) Adopted Budget. Council expects to deliver an operating surplus of \$6.532 million against an adopted budget deficit of \$36.383 million. The budgeted deficit includes the transfer of Knox Regional Sports Park assets to the State Government (\$23.581M), and the first Council contribution towards the KRSP project (\$12.500M), both of which are now anticipated to occur in 2021-22.

The total capital works expenditure for the period ended 31 March 2021 is \$29.300 million. This is \$26.670 million less than the YTD Adopted Budget. The forecast capital works expenditure for the year is \$85.367 million and includes \$48.134 million in carry forward funding requirements from 2019-20 into 2020-21, and excludes \$46.162 million in anticipated carry forward expenditure from 2020-21 into 2021-22.

Council's cash and financial assets are \$50.978 million as at 31 March 2021, which is \$13.831 million greater than budget. This variance is primarily due to the capital works expenditure being less than budget. Borrowings forecast to be borrowed in 2019-20 have been deferred until the current financial year due to the carry forward of capital works projects.

#### **COVID-19**

COVID-19 expenditure for the 2020-21 financial year to date is \$1.855 million, while since the commencement of the pandemic this figure increases to \$3.221 million. Forecast user fee income has been impacted by COVID-19 for a number of services, including Leisure Services (\$1.617 million), Health Services (\$0.491 million), Community Laws (\$0.417 million), and Arts and Cultural Services (\$0.193 million).

The 2020-21 Adopted Budget included a reduction in early year's income of \$1.750 million and a reduction of \$0.300 million for interest on the late payment of rates to allow for the impact of COVID-19, and included \$3.000 million for COVID-19 community and business support.

### **6. SOCIAL IMPLICATIONS**

There are no direct social implications arising from this report.



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

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

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

## **8. CONFLICT OF INTEREST**

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

## **9. CONCLUSION**

Council has achieved an operating surplus of \$48.154 million for the period ended 31 March 2021, which compares favourably with the year to date Adopted Budget operating surplus of \$35.217 million.

An operating surplus of \$6.532 million is forecast for 2020-21, with the improvement against budget largely driven by the carry forward to 2021-22 of the planned transfer of the Knox Regional Sports Park.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Coordinator Management Accounting, James Morris

**Report Authorised By:** Chief Executive Officer, Tony Doyle

### **Attachments**

1. Financial Performance Report - March 2021 [**10.1.1** - 25 pages]



**KNOX**  
your city



**Financial Performance Report**  
For year to date ended 31 March 2021

## Contents

### Financial Performance Report for year to date ended 31 March 2021

---



| <b>Title</b>                          | <b>Page</b> |
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| Executive Summary                     | 2           |
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| Summary of Net Income and Expenditure | 10          |
| Statement of Capital Works            | 14          |
| Balance Sheet                         | 17          |
| Statement of Cash Flows               | 19          |
| Financial Performance Indicators      | 22          |
| Investment Analysis                   | 24          |

# Executive Summary

## Financial Performance Report for the year to date ended 31 March 2021

---



### Introduction and Purpose

The Financial Performance Report for the year to date ended 31 March 2021 has been prepared in accordance with Australian Accounting Standards and contains the following financial statements:

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

This report is aimed and designed to identify major variations against Council's year to date financial performance (actual results) and the Adopted Budget and anticipate the financial position of Council as at financial year end by way of forecasts. Council adopted its 2020-21 Annual Budget at its Ordinary Council Meeting held 22 June 2020.

The full year Adopted Budget is compared against the full year projected position as reflected by the Forecast. The 2020-21 Forecast includes carry forward funding from 2019-20 into 2020-21 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects.

### Discussion of Financial Results

#### Forecast

The 2020-21 Forecast result is showing a surplus of \$6.532M against an adopted budget deficit of \$36.383M. The budgeted deficit includes the transfer of KRSP assets to the State Government (\$23.581M), and the first Council contribution towards the KRSP project (\$12.500M), both of which are now anticipated to occur in 2021-22.

The 2020-21 Forecast includes the following adjustments:

#### *Income*

- \$3.177M increase in Capital Grants and Contributions carried forward from 2019-20 into 2020-21;
- \$1.000M decrease in Public Open Space Contributions – income of this nature is unpredictable and is directly contingent on Developer activities in the municipality;
- \$0.780M decrease in interest on investments due to the decrease in cash holdings following the delay in budgeted borrowings and the continued reduction in interest rates;
- \$0.851M increase in waste management income, mainly related to commercial waste and green waste bin charges; and
- Income adjustments made due to COVID-19, particularly related to operating grant income received for the Working for Victoria Fund (\$2.766M), for the outdoor dining program (\$0.500M), and the Early Years and Active Ageing programs (further COVID-19 related forecast adjustments are listed in the COVID-19 Reporting section below).

#### *Expenses (Operating and Capital Works)*

- \$20.441M in additional carry forward funding from 2019-20 into 2020-21 for both operational expenditure (\$3.126M) and capital works expenditure (\$17.275M). These funds are required for the successful completion and delivery of key outcomes and projects;

# Executive Summary (continued)

## Financial Performance Report for the year to date ended 31 March 2021



- The above carry forward of capital works expenditure is in addition to the \$30.859M of carry forward capital works expenditure included in the Adopted Budget (making a total capital carry forward expenditure of \$48.134M);
- Anticipated \$26.162M in carry forward funding from 2020-21 into 2021-22 for approved capital works expenditure identified as being required to carry forward. This anticipated carry forward in capital works includes the first \$12.500M contribution towards the Knox Regional Sports Park facility, \$8.800M relating to the Stamford Park redevelopment, \$4.000M for remediation works for the old Operations Centre, \$3.864M relating to the Westfield Library design and fit out, \$4.000M for remediation works for the old Operations Centre, \$4.272M relating to the ICT program, and \$2.616M relating to the Modular Buildings program; and
- Employee costs are anticipated to finish \$4.458M unfavourable to the adopted budget, with \$2.846M of this relating to the Working for Victoria Fund. There has also been an unfavourable variance in the WorkCover premium paid (\$0.256M), while the maternity leave cover program is showing an unfavourable variance of \$0.361M.

### Year-to-Date Operating Results

| Operating Results        | Year to Date               |                    |                      | Full Year                  |                      |                      |
|--------------------------|----------------------------|--------------------|----------------------|----------------------------|----------------------|----------------------|
|                          | Adopted Budget<br>\$'000's | Actual<br>\$'000's | Variance<br>\$'000's | Adopted Budget<br>\$'000's | Forecast<br>\$'000's | Variance<br>\$'000's |
| Income                   | 160,204                    | 168,885            | 8,681                | 180,803                    | 189,041              | 8,238                |
| Expense                  | 124,988                    | 120,731            | 4,257                | 217,186                    | 182,510              | 34,676               |
| <b>Surplus (Deficit)</b> | <b>35,217</b>              | <b>48,154</b>      | <b>12,938</b>        | <b>(36,383)</b>            | <b>6,532</b>         | <b>42,915</b>        |

Full year Forecast for Operating Results includes \$3.126M in carry forward net expenditure from 2019-20 in to 2020-21, together with \$1.581M in additional carry forward expenditure for capital works that is operational in nature.

Overall, there is a \$12.938M favourable variance between the YTD actual figures and the Adopted Budget.

The major variances include:

#### *Income*

- \$0.534M favourable variance for operating grants and \$0.800M favourable variance for capital grants that were received in 2019-20 but have been treated as unearned income as at 30 June 2020 in accordance with the new accounting standards;
- \$2.156M favourable variance for unbudgeted operating grants received in relation to the Working for Victoria Fund; there will be a corresponding increase in unbudgeted expenditure to offset this favourable variance;
- \$0.500M favourable variance for unbudgeted operating grant received in relation to the outdoor dining program; there will be a corresponding increase in unbudgeted expenditure to offset this favourable variance;
- \$4.125M favourable variance for unbudgeted capital grants received; and
- \$0.899M unfavourable variance in Public Open Space Contributions.

#### *Expenses (Operating and Capital Works)*

- \$2.790M unfavourable variance in employee costs includes \$2.476M in unbudgeted employee costs relating to the Working for Victoria Fund; and

# Executive Summary (continued)

## Financial Performance Report for the year to date ended 31 March 2021



- o \$6.038M favourable variance in Materials and Services due to the timing of activities and incoming invoices within various departments, in particular Waste Management (\$1.277M), Election Costs (\$0.672M), Knox Central activities (\$0.335M), Community Law (\$0.262M) and the Knox Festival (\$0.251M);
- o Materials and Services includes a \$2.214M favourable variance in the COVID-19 Support Package; the utilisation of this package incorporates decreases in income, and expenditure from other categories such as contributions and donations.
- o Unfavourable variances in Materials and Services include COVID-19 related materials and services totalling \$1.173M, as well as an unfavourable variance for insurance (\$0.392M).

### Capital Works Program

| Capital Works Expenditure  | Adopted Budget<br>\$'000's | Actual<br>\$'000's | Variance<br>\$'000's | Adopted Budget<br>\$'000's | Forecast<br>\$'000's | Variance<br>\$'000's |
|--|----------------------------|--------------------|----------------------|----------------------------|----------------------|----------------------|
| Property   | 27,273                     | 7,303              | 19,970               | 47,083                     | 34,715               | 12,368               |
| Plant and Equipment  | 5,072                      | 3,405              | 1,668                | 15,452                     | 10,260               | 5,192                |
| Infrastructure   | 23,624                     | 18,592             | 5,032                | 51,687                     | 40,392               | 11,294               |
| <b>Total Capital Works Expenditure</b>   | <b>55,970</b>              | <b>29,300</b>      | <b>26,670</b>        | <b>114,222</b>             | <b>85,367</b>        | <b>28,855</b>        |
| Full year Forecast for Capital Works Expenditure includes \$48.134M in carry forward expenditure from 2019-20 into 2020-21, and excludes \$46.162M in carry forward expenditure from 2020-21 into 2021-22. |                            |                    |                      |                            |                      |                      |

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

For the year-to-date ended 31 March 2021 the Capital Works Program shows an expenditure of \$29.300M – this is \$26.670M less than the expected YTD Adopted Budget position. After taking into consideration the capital works projects carried forward from 2019-20 into 2020-21, and the capital works projects that have already been identified as being required to be carried forward into 2021-22, the forecast Capital Works Expenditure for the year is \$85.367M.

# Executive Summary (continued)

## Financial Performance Report for the year to date ended 31 March 2021



### Balance Sheet

| Balance Sheet                | Year to Date            |                  |                   | Full Year               |                   |                   |
|------------------------------|-------------------------|------------------|-------------------|-------------------------|-------------------|-------------------|
|                              | Adopted Budget \$'000's | Actual \$'000's  | Variance \$'000's | Adopted Budget \$'000's | Forecast \$'000's | Variance \$'000's |
| Current Assets               | 73,888                  | 89,598           | 15,710            | 52,571                  | 56,134            | 3,563             |
| Non-Current Assets           | 2,131,713               | 1,954,036        | (177,677)         | 2,125,416               | 2,021,417         | (103,999)         |
| <b>Total Assets</b>          | <b>2,205,601</b>        | <b>2,043,633</b> | <b>(161,967)</b>  | <b>2,177,987</b>        | <b>2,077,551</b>  | <b>(100,436)</b>  |
| Current Liabilities          | 28,272                  | 28,355           | (83)              | 41,279                  | 38,740            | 2,539             |
| Non-Current Liabilities      | 42,117                  | 4,453            | 37,664            | 73,096                  | 40,534            | 32,562            |
| <b>Total Liabilities</b>     | <b>70,389</b>           | <b>32,808</b>    | <b>37,581</b>     | <b>114,375</b>          | <b>79,274</b>     | <b>35,101</b>     |
| <b>Net Assets</b>            | <b>2,135,212</b>        | <b>2,010,825</b> | <b>(124,386)</b>  | <b>2,063,612</b>        | <b>1,998,277</b>  | <b>(65,335)</b>   |
| Accumulated Surplus          | 748,166                 | 722,168          | (25,998)          | 687,741                 | 715,066           | 27,325            |
| Asset Revaluation Reserve    | 1,360,570               | 1,255,639        | (104,931)         | 1,360,570               | 1,255,640         | (104,930)         |
| Other Reserves               | 26,475                  | 33,018           | 6,543             | 15,301                  | 27,571            | 12,270            |
| <b>Total Equity</b>          | <b>2,135,212</b>        | <b>2,010,825</b> | <b>(124,386)</b>  | <b>2,063,612</b>        | <b>1,998,277</b>  | <b>(65,335)</b>   |
| <b>Working Capital Ratio</b> | <b>2.61</b>             | <b>3.16</b>      |                   | <b>1.27</b>             | <b>1.45</b>       |                   |

The Balance Sheet as at 31 March 2021 indicates a sustainable result. A comparison of total Current Assets of \$89.598M with total Current Liabilities of \$28.355M continues to depict a sustainable financial position (Working Capital Ratio of 3.16 to 1). The Working Capital Ratio for the same period last year was 3.13. Current Assets primarily comprises Cash and Cash Equivalents (\$50.978M) and Trade and Other Receivables (\$37.405M). Trade and Other Receivables includes \$32.825M of rates debtors (of which \$6.568M relates to arrears pre July 2020) and \$3.997M in other debtors.

| Trade and Other Receivables              | Ageing                   |                          |                          |                          | Total \$'000  |
|--|--------------------------|--------------------------|--------------------------|--------------------------|---------------|
|  | Current - 30 Days \$'000 | 31 Days - 60 Days \$'000 | 61 Days - 90 Days \$'000 | More than 90 Days \$'000 |               |
| Rates Debtors                            | 26,257                   | 0                        | 0                        | 6,568                    | 32,825        |
| Special Rate Assessment                  | 0                        | 0                        | 0                        | 51                       | 51            |
| Parking and Animal Infringement Debtors  | 79                       | 69                       | 47                       | 337                      | 532           |
| Other Debtors                            | 2,380                    | 253                      | 711                      | 653                      | 3,997         |
| <b>Total Trade and Other Receivables</b> | <b>28,716</b>            | <b>322</b>               | <b>758</b>               | <b>7,609</b>             | <b>37,405</b> |

Rate amounts owing are a charge over the property and therefore Council has recourse to collect these debts. Penalty interest at 10.0% per annum also applies, however this is currently being waived due to COVID-19. The due date for rates being paid in full was 15 February 2021, while the final instalment due date is 31 May 2021.

Rates outstanding for more than 90 days is \$1.880M greater than at the same time last year, reflective of the decision to waive interest and not actively pursue late payments during the COVID-19 pandemic. COVID-19 related payment arrangements or extensions are in place for 931 ratepayers.

The majority of outstanding parking and infringement debtors outstanding for more than 90 days are on payment plans after being to either the Magistrates Court or Perin Court.

# Executive Summary (continued)

## Financial Performance Report for the year to date ended 31 March 2021



Trade and Other Payables are \$4.984M as at 31 March 2021, which is \$0.055 favourable to the Adopted Budget. Trade and Other Payables have decreased from \$12.814M as at 30 June 2020.

The working capital ratio of 3.16 compares favourably to the Adopted Budget working capital ratio of 2.61. The Working Capital Ratio is anticipated to continue to reduce over the course of the financial year, reflecting the utilisation of funds by Council to deliver on its operating programs and capital works. The forecast working capital ratio is anticipated to remain healthy at 1.45 at year end. This is greater than the Adopted Budget working capital ratio of 1.27 as a result of the carry forward of capital and operational expenditure from 2019-20, together with the carry forward of capital expenditure from 2020-21 into 2021-22.

### Investment Analysis

| Investment                     | Year to Date            |                 |                   | Full Year               |                   |                   |
|--------------------------------|-------------------------|-----------------|-------------------|-------------------------|-------------------|-------------------|
|                                | Adopted Budget \$'000's | Actual \$'000's | Variance \$'000's | Adopted Budget \$'000's | Forecast \$'000's | Variance \$'000's |
| Cash and Cash Equivalents      | 37,147                  | 50,978          | 13,831            | 37,222                  | 39,443            | 2,221             |
| Other Financial Assets         | 0                       | 0               | 0                 | 0                       | 0                 | 0                 |
| <b>Total Funds Invested</b>    | <b>37,147</b>           | <b>50,978</b>   | <b>13,831</b>     | <b>37,222</b>           | <b>39,443</b>     | <b>2,221</b>      |
| <b>Earnings on Investments</b> | <b>550</b>              | <b>47</b>       | <b>(503)</b>      | <b>850</b>              | <b>70</b>         | <b>(780)</b>      |

There was \$50.978M invested with various financial institutions as at 31 March 2021. These funds include monies from trust funds and deposits and specific purpose reserves.

There are currently thirteen specific purpose reserves totalling \$33.018M as at 31 March 2021.

The earnings on investments for the period ended 31 March 2021 was \$0.047M and is \$0.503M unfavourable to the YTD Adopted Budget as a result of lower interest rates and current holdings of Cash and Cash Equivalents and Other Financial Assets.

### COVID-19 Reporting

Since the COVID-19 outbreak, Council has been tracking COVID-19 expenditure. For the period ending 31 March 2021, expenditure specifically relating to COVID-19 has been \$1.855M, while since the commencement of the pandemic this figure increases to \$3.221M.

There has been a forecast reduction in income due to COVID-19 in the following areas:

- o \$1.617M reduction in income for Leisure Services;
- o \$0.491M reduction in income for Health Services;
- o \$0.417M reduction in income for Community Laws;
- o \$0.193M reduction in income for Arts and Cultural Services; and
- o A further \$0.275M reduction in forecast interest on rates.

There have been a number of operating grants received relating to COVID-19, such as the Working for Victoria Fund and the Local Councils Eating and Entertainment Package, however there will be a corresponding increase in unbudgeted expenditure to offset the amounts received.



# Comprehensive Income Statement

for year to date ended 31 March 2021



| Description  | Notes | Year-to-Date   |                |                      |               | Full Year       |                |                      |
|--|-------|----------------|----------------|----------------------|---------------|-----------------|----------------|----------------------|
|  |       | Adopted Budget | Actual         | Variance Fav/(Unfav) |               | Adopted Budget  | Forecast       | Variance Fav/(Unfav) |
|  |       | \$000'S        | \$000'S        | \$000'S              | %             | \$000'S         | \$000'S        | \$000'S              |
| <b>Income</b>  |       |                |                |                      |               |                 |                |                      |
| Rates and Charges  |       | 122,141        | 122,270        | 128                  | 0.11%         | 122,245         | 122,130        | (115)                |
| Statutory Fees and Fines   |       | 2,422          | 1,927          | (494)                | (20.41%)      | 3,295           | 2,682          | (613)                |
| User Fees  | 1     | 12,896         | 10,788         | (2,109)              | (16.35%)      | 17,468          | 13,833         | (3,635)              |
| Grants - Operating   | 2     | 14,590         | 22,608         | 8,018                | 54.95%        | 22,808          | 29,920         | 7,112                |
| Grants - Capital   | 3     | 2,106          | 6,476          | 4,370                | 207.55%       | 3,335           | 9,468          | 6,133                |
| Contributions - Monetary   | 4     | 4,938          | 4,001          | (936)                | (18.96%)      | 7,887           | 7,872          | (15)                 |
| Contributions - Non-Monetary   |       | 0              | 0              | 0                    | 0.00%         | 2,000           | 2,000          | 0                    |
| Increment on investment in associates  |       | 0              | 0              | 0                    | 0.00%         | 0               | 0              | 0                    |
| Other Income   |       | 1,112          | 815            | (296)                | (26.67%)      | 1,764           | 1,136          | (629)                |
| <b>Total Income</b>  |       | <b>160,204</b> | <b>168,885</b> | <b>8,681</b>         | <b>5.42%</b>  | <b>180,803</b>  | <b>189,041</b> | <b>8,238</b>         |
| <b>Expenses</b>  |       |                |                |                      |               |                 |                |                      |
| Employee Costs   |       | 55,601         | 58,391         | (2,790)              | (5.02%)       | 75,193          | 79,651         | (4,458)              |
| Materials and Services   | 5     | 44,474         | 38,435         | 6,038                | 13.58%        | 75,664          | 69,860         | 5,804                |
| Depreciation   |       | 18,454         | 18,216         | 238                  | 1.29%         | 24,606          | 24,133         | 473                  |
| Amortisation - Intangible Assets   |       | 669            | 669            | (0)                  | 0.00%         | 892             | 778            | 114                  |
| Amortisation - Right-of-Use Assets   |       | 744            | 286            | 458                  | 61.62%        | 992             | 992            | 0                    |
| Contributions and Donations  |       | 4,526          | 5,014          | (489)                | (10.80%)      | 5,681           | 6,683          | (1,003)              |
| Borrowing Costs  | 6     | 890            | 0              | 890                  | 100.00%       | 1,187           | 153            | 1,034                |
| Finance Costs - Leases   |       | 31             | 14             | 17                   | 54.78%        | 41              | 25             | 16                   |
| Bad and Doubtful Debts   |       | 50             | 216            | (166)                | (332.56%)     | 67              | 145            | (79)                 |
| Other Expenses   |       | 423            | 623            | (200)                | (47.20%)      | 634             | 656            | (22)                 |
| Net (Gain) Loss on Disposal of Property, Infrastructure, Plant and Equipment |       | (873)          | (1,133)        | 260                  | 29.75%        | 32,229          | (567)          | 32,796               |
| <b>Total Expenses</b>  |       | <b>124,988</b> | <b>120,731</b> | <b>4,257</b>         | <b>3.41%</b>  | <b>217,186</b>  | <b>182,510</b> | <b>34,676</b>        |
| <b>Surplus (Deficit)</b>   |       | <b>35,217</b>  | <b>48,154</b>  | <b>12,938</b>        | <b>36.74%</b> | <b>(36,383)</b> | <b>6,532</b>   | <b>42,915</b>        |
| <b>Total Comprehensive Income for the Year</b>                               |       | <b>35,217</b>  | <b>48,154</b>  | <b>12,938</b>        | <b>36.74%</b> | <b>(36,383)</b> | <b>6,532</b>   | <b>42,915</b>        |

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

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

Notes have been provided for the following variances:

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

# Comprehensive Income Statement

for year to date ended 31 March 2021



| Notes: |   |
|--------|---|
| 1      | <p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$1.351M unfavourable variance in kindergarten parent fees received; this is offset by a \$2.043M favourable variance for the kindergarten special education grant</li> <li>- \$0.297M unfavourable variance in child care parent fees received; this is offset by a \$1.026M favourable variance in the child care benefit subsidy, together with a \$0.105M favourable variance for the child care special education grant</li> <li>- \$0.229M unfavourable variance in Leisure Services user fees received</li> <li>- \$0.137M unfavourable variance in Building Services fees received</li> <li>- \$0.455M unfavourable variance for Health Services annual and new registrations; fees have been waived for 2021 for nominated premises due to COVID-19</li> <li>- \$0.335M favourable variance for the Commercial Waste garbage charge</li> <li>- \$0.207M favourable variance for the Green Waste bin charge due to a higher than expected takeup of green waste bins</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.119M unfavourable variance for the receipt of election fines</li> </ul>  |
| 2      | <p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.534M favourable variance for operating grants that were received in 2019-20 but have been treated as unearned income as at 30 June 2020 in accordance with the new accounting standards</li> <li>- \$2.151M favourable variance for unbudgeted operating grants received in relation to the Working for Victoria Fund; there will be a corresponding increase in unbudgeted expenditure to offset this favourable variance</li> <li>- \$0.500M favourable variance for unbudgeted operating grant received in relation to the Local Councils Outdoor Eating and Entertainment Package; there will be a corresponding increase in unbudgeted expenditure to offset this favourable variance</li> <li>- \$1.026M favourable variance in the child care subsidy, and \$0.105M favourable variance for the child care special education grant; this is partially offset by a \$0.297M decrease in child care parent fees received</li> <li>- \$2.043M favourable variance for the kindergarten special education grant; this is partially offset by a \$1.351M decrease in kindergarten parent fees received</li> <li>- \$0.165M favourable variance for CHSP COVID-19 grant</li> <li>- \$0.153M favourable variance for unbudgeted waste management grant received</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.889M favourable variance for Community Care Services operating grants due to the timing of receipt of payments</li> </ul> |
| 3      | <p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.800M favourable variance for capital grants that were received in 2019-20 but have been treated as unearned income as at 30 June 2020 in accordance with the new accounting standards</li> <li>- \$4.125M favourable variance for unbudgeted capital grants received, including for the Knox Regional Netball Centre (\$1.750M); the Modular Building Program (\$0.621M); the Playground Renewal Program (\$0.225M); the Peregrine Reserve Masterplan (\$0.223M); the Mountain Highway Shared Path (\$0.150M); Family &amp; Children's Buildings and Facilities (\$0.126M); Milpera Reserve New Lighting (\$0.113M); and the Ferntree Gully Road Shared Path (\$0.100M)</li> <li>- \$0.855M capital grant received for Quarry Reserve, Ferntree Gully against a budget of \$0.400M</li> </ul>  |
| 4      | <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.899M unfavourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on Developer activities in the municipality</li> </ul>   |

## Comprehensive Income Statement

for year to date ended 31 March 2021



### Notes (continued):

|   |  |
|---|--|
| 5 | <p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$2.214M favourable variance in the COVID-19 Support Package, some of which are offset by unfavourable variances in User Fees and Contributions - Monetary, together with a \$0.221M unfavourable variance for Interest on Rates</li> <li>- \$0.392M unfavourable variance for insurance, including \$0.281M unfavourable variance for public liability and professional indemnity insurance</li> <li>- \$0.273M favourable variance for fuel</li> <li>- \$0.243M unfavourable variance for unbudgeted personal protective equipment purchased due to COVID-19</li> <li>- \$0.307M unfavourable variance in Tree Maintenance and \$0.257M unfavourable variance in Drainage Maintenance Works following recent weather events</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$1.277M favourable variance in Waste Management due to the timing of the receipt of invoices</li> <li>- \$0.672M favourable variance in elections costs; partially offset by an unfavourable variance of \$0.119M for election fines</li> <li>- \$0.335M favourable variance in Knox Central materials and services due to the timing of the program's activities</li> <li>- \$0.262M favourable variance in Community Law due to timing of activities</li> <li>- \$0.251M favourable variance for the Knox Festival</li> <li>- \$0.209M favourable variance for City Strategy &amp; Planning</li> <li>- \$0.197M favourable variance for Carols by Candlelight and Stringybark Festival</li> <li>- \$0.169M favourable variance in Strategy &amp; Business Intelligence due to timing of activities</li> <li>- \$0.158M favourable variance in Development Services</li> <li>- \$0.148M favourable variance in sponsorship payments</li> <li>- \$0.132M favourable variance for Library office rental expenses</li> <li>- \$0.128M favourable variance in Traffic Management</li> <li>- \$0.120M favourable variance in Footpath Maintenance</li> <li>- \$0.119M favourable variance in Early Years Strategy, Learning and Evaluation</li> </ul> |
| 6 | <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.890M favourable variance in Borrowing Costs as budgeted loans have not been taken up at March 2021</li> </ul>  |

The 2020-21 Forecast includes \$3.126M in carry forward expenditure from 2019-20 into 2020-21 required for the completion and delivery of key operational projects. Also included is \$1.581M in carry forward expenditure for capital works that is operational in nature.

# Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2021



| Net (Income) / Expenditure                                  | Notes | Year-to-Date     |                  |                      |                 | Full Year        |                  |                      |
|---|-------|------------------|------------------|----------------------|-----------------|------------------|------------------|----------------------|
|   |       | Adopted Budget   | Actual           | Variance Fav/(Unfav) |                 | Adopted Budget   | Forecast         | Variance Fav/(Unfav) |
|   |       | \$000'S          | \$000'S          | \$000'S              | %               | \$000'S          | \$000'S          | \$000'S              |
| <b>Rates</b>  |       |                  |                  |                      |                 |                  |                  |                      |
| Rates and Valuation   |       | (106,063)        | (106,369)        | 306                  | 0.29%           | (106,125)        | (106,216)        | 91                   |
| <b>Net (Income) / Expense - Rates</b>                       |       | <b>(106,063)</b> | <b>(106,369)</b> | <b>306</b>           | <b>0.29%</b>    | <b>(106,125)</b> | <b>(106,216)</b> | <b>91</b>            |
| <b>CEO</b>  |       |                  |                  |                      |                 |                  |                  |                      |
| Chief Executive Officer                                     |       | 476              | 382              | 94                   | 19.73%          | 635              | 616              | 19                   |
| Chief Financial Officer                                     | 1     | 6                | 327              | (321)                | (5,394.31%)     | (3,267)          | (2,737)          | (530)                |
| <b>Net (Income) / Expense - CEO</b>                         |       | <b>482</b>       | <b>709</b>       | <b>(227)</b>         | <b>(47.13%)</b> | <b>(2,631)</b>   | <b>(2,120)</b>   | <b>(511)</b>         |
| <b>City Strategy and Integrity</b>                          |       |                  |                  |                      |                 |                  |                  |                      |
| Directorate City Strategy and Integrity                     |       | 394              | 379              | 16                   | 3.96%           | 526              | 526              | 0                    |
| City Planning and Building                                  | 2     | (3,033)          | (1,920)          | (1,113)              | (36.69%)        | (4,024)          | (2,799)          | (1,224)              |
| City Safety and Health                                      |       | 2,586            | 2,523            | 63                   | 2.45%           | 3,341            | 3,683            | (342)                |
| City Futures  | 3     | 3,230            | 2,764            | 465                  | 14.41%          | 4,329            | 5,034            | (706)                |
| Governance  | 4     | 3,573            | 2,786            | 787                  | 22.02%          | 4,762            | 4,595            | 167                  |
| Strategic Procurement and Property                          |       | 594              | 587              | 7                    | 1.13%           | 791              | 699              | 92                   |
| <b>Net (Income) / Expense - City Strategy and Integrity</b> |       | <b>7,345</b>     | <b>7,119</b>     | <b>225</b>           | <b>3.07%</b>    | <b>9,725</b>     | <b>11,738</b>    | <b>(2,013)</b>       |
| <b>City Centre</b>  |       |                  |                  |                      |                 |                  |                  |                      |
| Directorate City Centre                                     |       | 0                | 0                | 0                    | 0.00%           | 0                | 0                | 0                    |
| Customer Experience   |       | 1,429            | 1,371            | 58                   | 4.07%           | 1,903            | 1,943            | (40)                 |
| Communications  |       | 1,265            | 1,200            | 64                   | 5.07%           | 1,742            | 1,905            | (163)                |
| Knox Central  | 5     | 733              | 298              | 435                  | 59.34%          | 976              | 601              | 375                  |
| <b>Net (Income) / Expense - City Centre</b>                 |       | <b>3,426</b>     | <b>2,869</b>     | <b>557</b>           | <b>16.26%</b>   | <b>4,622</b>     | <b>4,449</b>     | <b>173</b>           |
| <b>Connected Communities</b>                                |       |                  |                  |                      |                 |                  |                  |                      |
| Directorate Connected Communities                           | 6     | 319              | 721              | (402)                | (126.06%)       | 358              | 949              | (591)                |
| Community Wellbeing   | 7     | 7,323            | 6,430            | 893                  | 12.19%          | 9,292            | 9,028            | 264                  |
| Family and Children's Services                              | 8     | 4,906            | 2,465            | 2,441                | 49.75%          | 6,911            | 5,550            | 1,361                |
| Community Access and Support                                | 9     | 2,347            | 648              | 1,699                | 72.39%          | 3,833            | 3,512            | 321                  |
| Active and Creative Communities                             | 10    | 3,878            | 3,206            | 672                  | 17.33%          | 3,265            | 4,122            | (857)                |
| <b>Net (Income) / Expense - Connected Communities</b>       |       | <b>18,773</b>    | <b>13,471</b>    | <b>5,302</b>         | <b>28.24%</b>   | <b>23,659</b>    | <b>23,161</b>    | <b>498</b>           |
| <b>People and Innovation</b>                                |       |                  |                  |                      |                 |                  |                  |                      |
| Directorate People and Innovation                           | 11    | 331              | 51               | 280                  | 84.66%          | 440              | 32               | 408                  |
| People Partnerships   | 12    | 5,017            | 5,905            | (888)                | (17.70%)        | 6,367            | 7,826            | (1,459)              |
| Chief Information Officer                                   |       | 5,134            | 5,090            | 44                   | 0.85%           | 6,814            | 6,792            | 22                   |
| Strategy & Organisational Development                       | 13    | 488              | 377              | 111                  | 22.74%          | 649              | 142              | 507                  |
| <b>Net (Income) / Expense - People and Innovation</b>       |       | <b>10,969</b>    | <b>11,423</b>    | <b>(453)</b>         | <b>(4.13%)</b>  | <b>14,271</b>    | <b>14,792</b>    | <b>(521)</b>         |
| <b>Infrastructure</b>                                       |       |                  |                  |                      |                 |                  |                  |                      |
| Directorate Infrastructure                                  | 14    | 331              | 549              | (219)                | (66.10%)        | 441              | 447              | (6)                  |
| Sustainable Infrastructure                                  | 15    | (4,009)          | (6,343)          | 2,334                | 58.23%          | 2,232            | 1,611            | 620                  |
| Community Infrastructure                                    | 16    | 4,761            | 4,239            | 522                  | 10.96%          | 6,348            | 6,421            | (73)                 |
| Operations  |       | 11,695           | 11,567           | 128                  | 1.10%           | 15,593           | 16,413           | (820)                |
| Major Initiatives   |       | 196              | 214              | (18)                 | (9.33%)         | 260              | 274              | (14)                 |
| <b>Net (Income) / Expense - Infrastructure</b>              |       | <b>12,974</b>    | <b>10,226</b>    | <b>2,747</b>         | <b>21.18%</b>   | <b>24,873</b>    | <b>25,166</b>    | <b>(293)</b>         |

## Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2021



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

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

Notes have been provided for these variances:

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

### Notes:

|   |   |
|---|---|
| 1 | <p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$256K unfavourable variance in the 2020-21 WorkCover premium paid</li> <li>- \$503K unfavourable variance in interest on investments; this is related to the delay in budgeted borrowings leading to lower cash holdings, together with the reduction in interest rates</li> <li>- \$239K unfavourable variance in maternity leave cover</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$890K favourable variance in interest expense due to the delay in budgeted borrowings</li> <li>- \$121K unfavourable variance in employee on-cost distribution</li> </ul>  |
| 2 | <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$899K unfavourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on Developer activities in the municipality</li> <li>- \$436K unfavourable variance in City Planning &amp; Building user and statutory fee income, this is reflective of development activities</li> </ul>   |
| 3 | <p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$500K favourable variance for unbudgeted operating grant received in relation to the Local Councils Outdoor Eating and Entertainment Package; there will be a corresponding increase in unbudgeted expenditure to offset this favourable variance (there has been \$186K in expenditure for this program up to the end of March 2021)</li> <li>- \$154K unfavourable variance for the Climate Response Plan; this was a position approved by Council after the preparation of the City Futures budget</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$263K favourable variance for City Strategy &amp; Planning due to the timing of activities</li> <li>- \$123K favourable timing variance for payments relating to the COVID-19 business support package</li> </ul> |
| 4 | <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$672K favourable variance for Elections costs; partially offset by an unfavourable variance of \$119K for election fines</li> <li>- \$121K favourable variance for Council &amp; Councillor's contracts and services as there are reduced activities due to COVID-19; this may become a permanent variance pending COVID-19 regulations</li> </ul>   |
| 5 | <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$334K favourable variance in Contractors &amp; Services costs due to the timing of the program's activities</li> <li>- \$117K favourable variance in Employee costs due to timing of program's activities</li> </ul>   |
| 6 | <p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$404K unfavourable variance for Employee cost; this includes the unbudgeted employee costs for the Manager Pandemic Response and Recovery, and \$300K for staff vacancies for the entire directorate (this is to be offset by favourable variances in departments within this directorate)</li> </ul>   |
| 7 | <p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$182K favourable variance for the library contribution due to a COVID-19 rebate received for the first quarter contribution</li> <li>- \$54K favourable variance for an operating grant relating to the Men's Risky Drinking Project that was received in 2019-20 but have been treated as unearned income as at 30 June 2020 in accordance with the new accounting standards</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$150K favourable variance for payments relating to the COVID-19 Community Support Package program</li> <li>- \$142K favourable variance for Community Grants</li> <li>- \$132K favourable variance in Office Rental Other Expenses for Library Services</li> </ul>  |

## Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2021



| Notes (continued): |   |
|--------------------|---|
| 8                  | <p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$223K favourable variance for operating grants that were received in 2019-20 but have been treated as unearned income as at 30 June 2020 in accordance with the new accounting standards</li> <li>- \$2,043K favourable variance for the kindergarten special education grant; this is offset by a \$1,351K unfavourable variance in kindergarten parent fees received; kindergarten fees not received due to kindergarten fees being free due to COVID-19</li> <li>- \$1,026K favourable variance in the child care benefit subsidy; this is offset by a \$297K unfavourable variance in child care parent fees received</li> <li>- \$105K favourable variance for the child care special education grant</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$467K favourable variance for the Integrated Early Years Hubs employee costs and oncosts due to staff taking leave, and the delay in recruitment of some budgeted positions</li> <li>- \$174K favourable variance in Early Years Operations</li> </ul> |
| 9                  | <p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$248K favourable variance for operating grants that were received in 2019-20 but have been treated as unearned income as at 30 June 2020 in accordance with the new accounting standards</li> <li>- \$165K favourable variance for CHSP COVID-19 grant, offset by an unfavourable variance in Food Services employee costs and oncosts (\$165K)</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$155K favourable variance for Community Care Services expenditure</li> <li>- \$127K favourable variance in Youth Services programs</li> <li>- \$889K favourable variance for Community Care Services operating grants due to the timing of receipt of payments</li> </ul>   |
| 10                 | <p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$168K favourable variance in employee costs across the department, in part due to reduced services with the closure of community centres for COVID-19</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$251K favourable variance for Knox Festival</li> <li>- \$197K favourable variance in Carols by Candlelight and Stringybark Festival</li> <li>- \$148K favourable variance in sponsorship payments</li> </ul>  |
| 11                 | <p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$280K favourable variance due to previous directorate being restructured</li> </ul>   |
| 12                 | <p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$2,151K favourable variance for unbudgeted operating grants received in relation to the Working for Victoria Fund; there will be a corresponding increase in unbudgeted expenditure to offset this favourable variance, with expenditure to date being \$2,640K</li> <li>- \$392K unfavourable variance for insurance, including \$281K unfavourable variance for public liability and professional indemnity insurance</li> <li>- \$667K unfavourable variance in employee costs and oncosts throughout the department (excluding employee costs related to the Working for Victoria Fund)</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$200K favourable variance in staff training costs across the department due to COVID-19</li> </ul>  |
| 13                 | <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$251K favourable variance in employee costs and oncosts across the department due to staff vacancies and the delay in recruitment of some budgeted positions</li> </ul>  |
| 14                 | <p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$187K unfavourable variance in employee costs and oncosts due to a temporary director role</li> </ul>   |
| 15                 | <p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$335K favourable variance for Commercial Waste garbage charge</li> <li>- \$207K favourable variance for Green Waste bin charge due to a higher takeup of green waste bins; this is partially offset by an unfavourable variance of \$154K for Green Waste collection and processing costs</li> <li>- \$153K favourable variance for unbudgeted waste management grant received</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$1,277K favourable variance in Waste Management contract costs due to the timing of the receipt of invoices</li> <li>- \$125K favourable variance for Asset Strategy survey/conditions ratings</li> <li>- \$113K favourable variance for roadside litter collection</li> <li>- \$102K favourable variance for landfill tip costs</li> <li>- \$65K favourable variance for Traffic Management signal maintenance charges and \$51K favourable variance for the mobility plan implementation</li> </ul>  |

## Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2021



**16 Timing Variance:**

- \$230K unfavourable variance in capital labour recovery due to timing of activity
- \$301K favourable variance in Stormwater Management employee costs and oncosts due to staff vacancies and the delay in recruitment of some budgeted positions
- \$167K favourable variance in Open Space and Landscape Design employee costs and oncosts due to staff vacancies and the delay in recruitment of some budgeted positions
- \$134K favourable variance in Open Space and Landscape Design contractors and services expenditure with delays in some programs due to COVID-19
- \$84K favourable variance for Bushland Management costs

# Statement of Capital Works

for year to date ended 31 March 2021



| Description   | Notes | Year-to-Date   |               |                      |                 | Full Year      |               |                      |
|---|-------|----------------|---------------|----------------------|-----------------|----------------|---------------|----------------------|
|   |       | Adopted Budget | Actual        | Variance Fav/(Unfav) |                 | Adopted Budget | Forecast      | Variance Fav/(Unfav) |
|   |       | \$000'S        | \$000'S       | \$000'S              | %               | \$000'S        | \$000'S       | \$000'S              |
| <b>Expenditure - Capital Works Program</b>                          |       |                |               |                      |                 |                |               |                      |
| <b>Property</b>   |       |                |               |                      |                 |                |               |                      |
| Land  | 1     | 18,235         | 0             | 18,235               | 100.00%         | 18,235         | 18,235        | 0                    |
| Buildings   | 2     | 9,038          | 7,303         | 1,735                | 19.20%          | 28,848         | 16,480        | 12,368               |
| <b>Total Property</b>   |       | <b>27,273</b>  | <b>7,303</b>  | <b>(19,970)</b>      | <b>(73.22%)</b> | <b>47,083</b>  | <b>34,715</b> | <b>12,368</b>        |
| <b>Plant and Equipment</b>  |       |                |               |                      |                 |                |               |                      |
| Artworks  |       | 0              | 2             | (2)                  | (100.00%)       | 80             | 185           | (105)                |
| Plant, Machinery and Equipment                                      |       | 1,251          | 908           | 344                  | 27.46%          | 2,391          | 2,751         | (360)                |
| Fixtures, Fittings and Furniture                                    |       | 0              | 0             | 0                    | 0.00%           | 0              | 0             | 0                    |
| Computers and Telecommunications                                    | 3     | 3,821          | 2,495         | 1,326                | 34.71%          | 12,981         | 7,324         | 5,657                |
| <b>Total Plant and Equipment</b>                                    |       | <b>5,072</b>   | <b>3,405</b>  | <b>(1,668)</b>       | <b>(32.87%)</b> | <b>15,452</b>  | <b>10,260</b> | <b>5,192</b>         |
| <b>Infrastructure</b>   |       |                |               |                      |                 |                |               |                      |
| Roads (including Kerb and Channel)                                  | 4     | 7,436          | 5,380         | 2,055                | 27.64%          | 10,133         | 10,430        | (297)                |
| Drainage  |       | 1,815          | 1,908         | (93)                 | (5.14%)         | 4,265          | 3,818         | 447                  |
| Bridges   |       | 1,159          | 1,109         | 49                   | 4.25%           | 1,625          | 1,441         | 184                  |
| Footpaths and Cycleways   | 5     | 3,328          | 2,681         | 647                  | 19.45%          | 4,691          | 5,525         | (834)                |
| Off Street Car Parks  |       | 760            | 695           | 65                   | 8.60%           | 1,075          | 984           | 91                   |
| Recreation, Leisure, Parks and Playgrounds                          | 6     | 8,866          | 6,585         | 2,281                | 25.73%          | 29,505         | 17,397        | 12,108               |
| Other Infrastructure  |       | 261            | 234           | 28                   | 10.53%          | 393            | 797           | (404)                |
| <b>Total Infrastructure</b>   |       | <b>23,624</b>  | <b>18,592</b> | <b>(5,032)</b>       | <b>(21.30%)</b> | <b>51,687</b>  | <b>40,392</b> | <b>11,294</b>        |
| <b>Total Expenditure - Capital Works Program</b>                    |       | <b>55,970</b>  | <b>29,300</b> | <b>26,670</b>        | <b>47.65%</b>   | <b>114,222</b> | <b>85,367</b> | <b>28,855</b>        |
| <b>Represented by:</b>  |       |                |               |                      |                 |                |               |                      |
| Extension / Expansion   |       | 1,595          | 1,137         | 457                  | 28.67%          | 3,973          | 2,862         | 1,111                |
| Legal Requirements  |       | 0              | 49            | (49)                 | (100.00%)       | 0              | 252           | (252)                |
| New   |       | 22,749         | 3,683         | 19,066               | 83.81%          | 43,411         | 26,127        | 17,284               |
| Renewal   |       | 22,397         | 17,220        | 5,177                | 23.11%          | 39,430         | 35,863        | 3,567                |
| Upgrade   |       | 9,230          | 7,211         | 2,019                | 21.88%          | 27,408         | 20,264        | 7,144                |
| <b>Total Expenditure - Capital Works Program</b>                    |       | <b>55,970</b>  | <b>29,300</b> | <b>26,670</b>        | <b>47.65%</b>   | <b>114,222</b> | <b>85,367</b> | <b>28,855</b>        |
| <b>Funding Source for Capital Works Program</b>                     |       |                |               |                      |                 |                |               |                      |
| <b>External Funding</b>   |       |                |               |                      |                 |                |               |                      |
| Contributions - Monetary - Capital                                  |       | 10             | 30            | 20                   | 201.94%         | 1,155          | 2,280         | 1,125                |
| Grants - Capital  | 7     | 2,106          | 6,476         | 4,370                | 207.55%         | 3,335          | 9,468         | 6,133                |
| User Fees - Capital   |       | 0              | (0)           | (0)                  | (100.00%)       | 0              | 0             | 0                    |
| Proceeds from Loan Borrowings                                       |       | 0              | 0             | 0                    | 0.00%           | 33,935         | 40,906        | 6,971                |
| Other Income - Capital  |       | 0              | 8             | 8                    | 100.00%         | 0              | 0             | 0                    |
| <b>Total External Funding</b>                                       |       | <b>2,116</b>   | <b>6,514</b>  | <b>4,398</b>         | <b>207.87%</b>  | <b>38,425</b>  | <b>52,654</b> | <b>14,229</b>        |
| <b>Internal Funding</b>   |       |                |               |                      |                 |                |               |                      |
| Proceeds from Sale of Property, Infrastructure, Plant and Equipment | 8     | 875            | 1,500         | 624                  | 71.33%          | 11,917         | 3,167         | (8,750)              |
| Reserves  | 9     | 8,984          | 5,660         | (3,325)              | (37.00%)        | 21,587         | 12,724        | (8,863)              |
| Rate Funding  | 10    | 43,995         | 15,627        | (28,368)             | (64.48%)        | 42,292         | 16,822        | (25,470)             |
| <b>Total Internal Funding</b>                                       |       | <b>53,854</b>  | <b>22,786</b> | <b>(31,068)</b>      | <b>(57.69%)</b> | <b>75,797</b>  | <b>32,713</b> | <b>(43,083)</b>      |
| <b>Total Funding Source for Capital Works Program</b>               |       | <b>55,970</b>  | <b>29,300</b> | <b>(26,670)</b>      | <b>(47.65%)</b> | <b>114,222</b> | <b>85,367</b> | <b>(28,855)</b>      |
| Carry forward expenditure from 2019-20                              |       |                |               |                      |                 |                | 48,134        |                      |
| Carry forward expenditure to 2021-22                                |       |                |               |                      |                 |                | (46,162)      |                      |
| <b>Movement in carry forward expenditure</b>                        |       |                |               |                      |                 |                | <b>1,972</b>  |                      |



## Statement of Capital Works

for year to date ended 31 March 2021



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

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

Notes have been provided for the following variances:

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

### Notes:

|   |  |
|---|--|
| 1 | <p><b>Timing Variance:</b><br/>- Favourable variance of \$18.235M relating to timing of Knox Central acquisitions</p>  |
| 2 | <p><b>Permanent Variance:</b><br/>- Unfavourable variances due to utilisation of carry forward funds for the Rowville Reserve Multipurpose Community Facility (\$0.387M); the Batterham Reserve Pavilion Extension and Refurbishment (\$0.342M); and the Knox Skate and BMX Park Storage Facility (\$0.270M)</p> <p><b>Timing Variance:</b><br/>- Favourable variance relating to timing of activities for the Carrington Park Senior Citizen Centre (\$0.749M); BAMP Facility Upgrades (\$0.605M); Modular Building Program (\$0.488M); Energy Performance Contract Implementation (\$0.341M); the Building Renewal Program (\$0.252M); and the Boronia Precinct Planning (\$0.132M)</p>  |
| 3 | <p><b>Timing Variance:</b><br/>- Favourable variance relating to timing of activities for the Digital Customer Channels Transformation Part 1 (\$0.370M); the IT Renewal Program (\$0.250M); the Asset Management System (\$0.249M); the IT Network Security Evaluation and Upgrade (\$0.175M); and the Spatial Capability program (\$0.168M)</p>  |
| 4 | <p><b>Timing Variance:</b><br/>- Unfavourable variance relating to timing of reconstruction activities for the Road Surface Renewal Program (\$0.362M)<br/>- Favourable variance relating to timing of reconstruction activities for Lewis Road, Wantirna South (\$0.547M); Albert Street, Upper Ferntree Gully (\$0.500M); Laser Drive, Rowville (\$0.413M); Lydford Road, Ferntree Gully (\$0.276M); Mowbray Drive, Wantirna South (\$0.240M); Barry Street, Bayswater (\$0.201M); Macauley Place Shared Safety Zone (\$0.130M); and Cathies Lane, Wantirna South (\$0.118M)</p>   |
| 5 | <p><b>Timing Variance:</b><br/>- Unfavourable variance due to utilisation of carry forward funds for the Upper Ferntree Gully Neighbourhood Activity Centre (\$0.256M); and the Studfield Shopping Centre Pavement Renewal (\$0.183M)<br/>- Favourable variance relating to timing of activities for the Footpath Renewal Program (\$0.315M); the Kelletts Road Shared Path (\$0.278M); the Bicycle/Shared Path Renewal Program (\$0.252M); and the Mountain Highway, Bayswater Shared Path (\$0.124M)</p>   |
| 6 | <p><b>Permanent Variance:</b><br/>- Favourable variance of \$1.500M for the Knox Regional Sports Park Soccer Pitch due to the pitch condition being classified as good; project postponed until 2022<br/>- Unfavourable variances due to the utilisation of carry forward funds for the Playground Renewal Program (\$0.910M); The Scoresby Village Masterplan (\$0.314M); the Templeton Reserve Tennis Court Renewals (\$0.275M); the Talaskia Reserve Masterplan (\$0.210M); the Gilbert Park Masterplan (\$0.171M); the Stormwater Harvesting Program Development (\$0.125M); the RD Egan Lee Reserve Masterplan (\$0.121M); and the HV Jones Reserve Masterplan (\$0.106M)</p> <p><b>Timing Variance:</b><br/>- Favourable variance relating to timing of activities for the Quarry Reserve Masterplan (\$0.284M); the Knox Park turf renewal (\$0.249M); Millers Reserve Tennis Court Renewals (\$0.222M); Eildon Park Reserve Tennis Court Renewals (\$0.216M); Glenfern Park Tennis Court Renewals (\$0.189M); Knox Gardens Reserve Floodlighting Upgrade (\$0.177M); Milpera Reserve New Lighting (\$0.158M); Gilbert Park Reserve floodlighting upgrade (\$0.230M); the Miller Park Reserve cricket net renewal (\$0.150M); parks coring plant (\$0.120M); Eildon Park water harvesting (\$0.120M); Batterham Reserve stormwater harvesting (\$0.120M); Parks Coring Plant (\$0.120M); Gilbert Park Reserve Batting Cage Renewal (\$0.100M); Kings Park Baseball Fencing Upgrade (\$0.100M); and public tennis/netball/basketball court renewals (\$0.100M)</p> |
| 7 | <p><b>Permanent Variance:</b><br/>- \$0.800M favourable variance for capital grants that were received in 2019-20 but have been treated as unearned income as at 30 June 2020 in accordance with the new accounting standards<br/>- \$4.125M favourable variance for unbudgeted capital grants received, including for the Knox Regional Netball Centre (\$1.750M); the Modular Building Program (\$0.621M); the Playground Renewal Program (\$0.225M); the Peregrine Reserve Masterplan (\$0.223M); the Mountain Highway Shared Path (\$0.150M); Family &amp; Children's Buildings and Facilities (\$0.126M); Milpera Reserve New Lighting (\$0.113M); and the Ferntree Gully Road Shared Path (\$0.100M)<br/>- \$0.855M capital grant received for Quarry Reserve, Ferntree Gully against a budget of \$0.400M</p>   |

## Statement of Capital Works

for year to date ended 31 March 2021



| Notes (continued): |   |
|--------------------|---|
| 8                  | <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.624M favourable variance in Net (Gain) Loss on Disposal of Property due to the timing of sale of plant and motor vehicles</li> </ul>  |
| 9                  | <p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- Favourable variance of \$0.599M due to 50% of the 2020-21 Victoria Grants Commission being received in June 2020, and transferred from Reserves in July 2020</li> <li>- Favourable variances due to utilisation of carry forward funds for the Playground Renewal Program (\$0.685M); Scoresby Village Masterplan (\$0.314M); the Talaskia Reserve Masterplan (\$0.210M); the Gilbert Reserve Masterplan (\$0.171M); the RD Egan Lee Reserve Masterplan (\$0.121M); and the HV Jones Reserve Masterplan (\$0.106M)</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Unfavourable variance of \$2.668M relating to the timing of Knox Central acquisitions</li> <li>- Unfavourable variance of \$0.726M for the Knox Regional Sports Park Soccer Pitch due to the pitch condition being classified as good; project postponed until 2022</li> <li>- Unfavourable variance relating to the timing of activities for the Modular Building Program (\$0.800M); the Carrington Park Senior Citizens Centre (\$0.751M); Quarry Reserve, Ferntree Gully (\$0.421M); and Dog Parks (\$0.135M)</li> </ul> |
| 10                 | <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Council generates cash from its operating activities which is used as a funding source for the capital works program</li> <li>- It is forecast that \$16.822M will be required from operations to fund the 2020-21 capital works program (inclusive of projects carried forward into 2020-21)</li> </ul>  |

The 2020-21 Forecast includes \$48.134M in carry forward expenditure from 2019-20 into 2020-21 required for the successful completion and delivery of key capital works projects (including \$1.581M in carry forward expenditure for capital works that is operational in nature). As at 31 March 2021, a total of \$46.162M of approved capital works projects for 2020-21 have been identified as being required to be carried forward into 2021-22.

# Balance Sheet

as at 31 March 2021



| Description                                    | Notes | Year-to-Date     |                  |                      |                | Full Year        |                  |                      |
|--|-------|------------------|------------------|----------------------|----------------|------------------|------------------|----------------------|
|  |       | Adopted Budget   | Actual           | Variance Fav/(Unfav) |                | Adopted Budget   | Forecast         | Variance Fav/(Unfav) |
|  |       | \$000'S          | \$000'S          | \$000'S              | %              | \$000'S          | \$000'S          | \$000'S              |
| <b>Current Assets</b>                          |       |                  |                  |                      |                |                  |                  |                      |
| Cash and Cash Equivalents                      | 1     | 37,147           | 50,978           | 13,831               | 37.23%         | 37,222           | 39,443           | 2,221                |
| Other Financial Assets                         |       | 0                | 0                | 0                    | 0.00%          | 0                | 0                | 0                    |
| Trade and Other Receivables                    |       | 35,575           | 37,405           | 1,830                | 5.14%          | 14,184           | 16,135           | 1,951                |
| Other Current Assets                           | 2     | 1,156            | 7                | (1,149)              | (99.38%)       | 1,156            | 550              | (606)                |
| Non-Current Assets classified as Held for Sale | 3     | 0                | 1,194            | 1,194                | 100.00%        | 0                | 0                | 0                    |
| Inventories                                    |       | 9                | 13               | 4                    | 43.92%         | 9                | 6                | (3)                  |
| <b>Total Current Assets</b>                    |       | <b>73,888</b>    | <b>89,598</b>    | <b>15,710</b>        | <b>21.26%</b>  | <b>52,571</b>    | <b>56,134</b>    | <b>3,563</b>         |
| <b>Non-Current Assets</b>                      |       |                  |                  |                      |                |                  |                  |                      |
| Investment in Associates                       |       | 4,604            | 4,920            | 316                  | 6.87%          | 4,604            | 4,920            | 316                  |
| Property, Infrastructure, Plant and Equipment  |       | 2,121,953        | 1,948,495        | (173,458)            | (8.17%)        | 2,116,148        | 2,015,070        | (101,078)            |
| Right-of-Use Assets                            | 4     | 3,974            | 675              | (3,299)              | (83.02%)       | 3,730            | 813              | (2,917)              |
| Intangible Assets                              | 5     | 1,182            | (55)             | (1,237)              | (104.64%)      | 934              | 614              | (320)                |
| <b>Total Non-Current Assets</b>                |       | <b>2,131,713</b> | <b>1,954,036</b> | <b>(177,677)</b>     | <b>(8.33%)</b> | <b>2,125,416</b> | <b>2,021,417</b> | <b>(103,999)</b>     |
| <b>Total Assets</b>                            |       | <b>2,205,601</b> | <b>2,043,633</b> | <b>(161,967)</b>     | <b>(7.34%)</b> | <b>2,177,987</b> | <b>2,077,551</b> | <b>(100,436)</b>     |
| <b>Current Liabilities</b>                     |       |                  |                  |                      |                |                  |                  |                      |
| Trade and Other Payables                       |       | 5,038            | 4,984            | 55                   | 1.08%          | 14,600           | 14,139           | 461                  |
| Trust Funds and Deposits                       | 6     | 2,118            | 3,307            | (1,189)              | (56.15%)       | 2,118            | 1,616            | 502                  |
| Unearned Income                                |       | 0                | 0                | 0                    | 0.00%          | 0                | 0                | (0)                  |
| Provisions - Employee Costs                    | 7     | 14,670           | 19,516           | (4,846)              | (33.03%)       | 16,060           | 18,403           | (2,343)              |
| Defined Benefits Superannuation                |       | 0                | 0                | 0                    | 0.00%          | 0                | 0                | 0                    |
| Provision - Landfill Rehabilitation            |       | 544              | 385              | 159                  | 29.31%         | 544              | 385              | 159                  |
| Interest-Bearing Loans and Borrowings          | 8     | 4,561            | 0                | 4,561                | 100.00%        | 6,626            | 3,835            | 2,791                |
| Lease Liabilities                              | 9     | 1,341            | 163              | 1,178                | 87.83%         | 1,331            | 362              | 969                  |
| Other Provisions                               |       | 0                | 0                | 0                    | 0.00%          | 0                | 0                | 0                    |
| <b>Total Current Liabilities</b>               |       | <b>28,272</b>    | <b>28,355</b>    | <b>(83)</b>          | <b>(0.29%)</b> | <b>41,279</b>    | <b>38,740</b>    | <b>2,539</b>         |
| <b>Non-Current Liabilities</b>                 |       |                  |                  |                      |                |                  |                  |                      |
| Provisions - Employee Costs                    |       | 837              | 1,079            | (242)                | (28.94%)       | 837              | 1,103            | (266)                |
| Interest-Bearing Loans and Borrowings          | 10    | 33,673           | 0                | 33,673               | 100.00%        | 64,652           | 36,121           | 28,531               |
| Provision - Landfill Rehabilitation            | 11    | 5,112            | 2,851            | 2,261                | 44.22%         | 5,112            | 2,851            | 2,261                |
| Defined Benefits Superannuation                |       | 0                | 0                | 0                    | 0.00%          | 0                | 0                | 0                    |
| Lease Liabilities                              | 12    | 2,495            | 523              | 1,972                | 79.04%         | 2,495            | 459              | 2,036                |
| Other Provisions                               |       | 0                | 0                | 0                    | 0.00%          | 0                | 0                | 0                    |
| <b>Total Non-Current Liabilities</b>           |       | <b>42,117</b>    | <b>4,453</b>     | <b>37,664</b>        | <b>89.43%</b>  | <b>73,096</b>    | <b>40,534</b>    | <b>32,562</b>        |
| <b>Total Liabilities</b>                       |       | <b>70,389</b>    | <b>32,808</b>    | <b>37,581</b>        | <b>53.39%</b>  | <b>114,375</b>   | <b>79,274</b>    | <b>35,101</b>        |
| <b>Net Assets</b>                              |       | <b>2,135,212</b> | <b>2,010,825</b> | <b>(124,386)</b>     | <b>(5.83%)</b> | <b>2,063,612</b> | <b>1,998,277</b> | <b>(65,335)</b>      |
| <b>Equity</b>                                  |       |                  |                  |                      |                |                  |                  |                      |
| Accumulated Surplus                            |       | 748,166          | 722,168          | (25,998)             | (3.47%)        | 687,741          | 715,066          | 27,325               |
| Asset Revaluation Reserve                      |       | 1,360,570        | 1,255,639        | (104,931)            | (7.71%)        | 1,360,570        | 1,255,640        | (104,930)            |
| Other Reserves                                 |       | 26,475           | 33,018           | 6,543                | 24.71%         | 15,301           | 27,571           | 12,270               |
| <b>Total Equity</b>                            |       | <b>2,135,212</b> | <b>2,010,825</b> | <b>(124,386)</b>     | <b>(5.83%)</b> | <b>2,063,612</b> | <b>1,998,277</b> | <b>(65,335)</b>      |

## Balance Sheet

as at 31 March 2021



|  |  |
|--|--|
| Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:  |  |
| ✔  | 0% or greater.   |
| ⚠  | Less than 0% and greater than negative 10%.  |
| ✘  | Negative 10% or less.  |
| Notes have been provided for items with the following variances:   |  |
| 1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$1M and equal to or greater than positive 10%. |  |
| 2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$1M and equal to or less than negative 10%.     |  |
| <b>Notes:</b>  |  |
| 1  | <b>Timing Variance:</b><br>- \$13.831M favourable variance in the cash and cash equivalents balance (including other financial assets) is due to borrowings forecast to occur by 30 June 2020 being yet to occur (\$40.906M), offset by a \$15.914M favourable variance in net cash used for operating activities, a \$26.670M favourable variance in payments for property, infrastructure, plant and equipment, a \$5.600M favourable variance for proceeds from term deposits |
| 2  | <b>Timing Variance:</b><br>- Prepayments are taken up at financial year end  |
| 3  | <b>Timing Variance:</b><br>- \$1.194M favourable variance for land and buildings that have been agreed to sell   |
| 4  | <b>Timing Variance:</b><br>- Right-of-use assets are assets that Council has the right to use over the life of a lease; these primarily relate to IT and property assets   |
| 5  | <b>Timing Variance:</b><br>- Intangible Assets incorporates Corporate Software; Corporate Software purchased during this financial year will be capitalised at the end of June 2021  |
| 6  | <b>Timing Variance:</b><br>- Trust funds and deposits primarily reflects the cash holdings for refundable deposits<br>- This includes \$1.375M collected for the fire services levy; this amount is payable to the State Revenue Office by the 28th June 2021  |
| 7  | <b>Timing Variance:</b><br>- \$5.088M unfavourable variance for employee costs provisions is reflective of employee leave taken, together with movements in discount rates used as at 30 June 2020   |
| 8  | <b>Timing Variance:</b><br>- The \$40.906M forecast borrowings for the 2019-20 financial year have been deferred to the 2020-21 financial year, and have yet to be taken up  |
| 9  | <b>Timing Variance:</b><br>- Lease liabilities are lease payments that Council owe for leases that include a right-of-use asset; these primarily relate to IT and property assets  |
| 10   | <b>Timing Variance:</b><br>- The \$40.906M forecast borrowings for the 2019-20 financial year have been deferred to the 2020-21 financial year, and have yet to be taken up  |
| 11   | <b>Timing Variance:</b><br>- Provision for Landfill Rehabilitation reflects net present value of estimated future rehabilitation costs as at 30 June 2020  |
| 12   | <b>Timing Variance:</b><br>- Lease liabilities are lease payments that Council owe for leases that include a right-of-use asset; these primarily relate to IT and property assets  |

# Cash Flow Statement

for year to date ended 31 March 2021



| Description  | Notes | Year-to-Date    |                 |                 |                  | Full Year       |                 |               |
|--|-------|-----------------|-----------------|-----------------|------------------|-----------------|-----------------|---------------|
|  |       | Adopted Budget  | Actual          | Variance        |                  | Adopted Budget  | Forecast        | Variance      |
|  |       | \$000'S         | \$000'S         | \$000'S         |                  | \$000'S         | \$000'S         | \$000'S       |
| <b>Cash Flows from Operating Activities</b>                          |       |                 |                 |                 |                  |                 |                 |               |
| <b>Receipts</b>  |       |                 |                 |                 |                  |                 |                 |               |
| Rates and Charges  |       | 101,089         | 101,233         | 144             | 0.14%            | 121,734         | 121,653         | (81)          |
| Statutory Fees and Fines   |       | 2,422           | 1,927           | (494)           | (20.41%)         | 3,295           | 2,632           | (663)         |
| User Fees  | 1     | 12,435          | 10,874          | (1,561)         | (12.55%)         | 17,432          | 13,717          | (3,715)       |
| Grants - Operating   | 2     | 14,239          | 22,257          | 8,018           | 56.31%           | 22,797          | 29,920          | 7,123         |
| Grants - Capital   | 3     | 2,062           | 6,432           | 4,370           | 211.96%          | 3,334           | 9,468           | 6,134         |
| Contributions - Monetary   | 4     | 4,894           | 3,958           | (936)           | (19.13%)         | 7,886           | 7,872           | (14)          |
| Interest Received  | 5     | 550             | 47              | (503)           | (91.51%)         | 850             | 70              | (780)         |
| Other Receipts   |       | 562             | 768             | 207             | 36.83%           | 914             | 1,066           | 152           |
| Net Movement in Trust Deposits                                       | 6     | 42              | 1,723           | 1,681           | 4,002.01%        | 42              | 32              | (10)          |
| Employee Costs   |       | (56,627)        | (56,881)        | (254)           | (0.45%)          | (74,829)        | (79,231)        | (4,402)       |
| Materials and Services   | 7     | (52,226)        | (46,641)        | 5,585           | 10.69%           | (75,518)        | (69,717)        | 5,801         |
| Contributions and Donations  |       | (6,381)         | (6,523)         | (142)           | (2.23%)          | (5,624)         | (6,683)         | (1,060)       |
| Short Term, Low Value and Variable Lease Payments                    |       | (6)             | (6)             | 0               | 0.00%            | (8)             | (8)             | 0             |
| Other Payments   |       | (423)           | (623)           | (200)           | (47.20%)         | (634)           | (648)           | (14)          |
| <b>Net Cash Provided by / (Used in) Operating Activities</b>         |       | <b>22,631</b>   | <b>38,545</b>   | <b>15,914</b>   | <b>70.32%</b>    | <b>21,672</b>   | <b>30,144</b>   | <b>8,473</b>  |
| <b>Cash Flows from Investing Activities</b>                          |       |                 |                 |                 |                  |                 |                 |               |
| Payments for Property, Infrastructure, Plant and Equipment           | 8     | (55,970)        | (29,300)        | 26,670          | 47.65%           | (98,461)        | (74,309)        | 24,152        |
| Proceeds from Sales of Property, Infrastructure, Plant and Equipment | 9     | 875             | 1,501           | 626             | 71.49%           | 11,917          | 4,361           | (7,556)       |
| Payments for investments   |       | 0               | 0               | 0               | 0.00%            | 0               | 0               | 0             |
| Proceeds from sale of investments                                    | 10    | 4,300           | 9,900           | 5,600           | 130.23%          | 4,300           | 9,900           | 5,600         |
| <b>Net Cash Used in Investing Activities</b>                         |       | <b>(50,795)</b> | <b>(17,899)</b> | <b>32,896</b>   | <b>64.76%</b>    | <b>(82,244)</b> | <b>(60,048)</b> | <b>22,196</b> |
| <b>Cash Flows from Financing Activities</b>                          |       |                 |                 |                 |                  |                 |                 |               |
| Proceeds of Borrowings   |       | 0               | 0               | 0               | 0.00%            | 33,935          | 40,906          | 6,971         |
| Repayment of Borrowings  | 11    | (2,672)         | 0               | (2,672)         | (100.00%)        | (3,563)         | (950)           | 2,613         |
| Finance costs  | 12    | (890)           | 0               | (890)           | (100.00%)        | (1,187)         | (153)           | 1,034         |
| Interest Paid - Lease Liability                                      |       | (31)            | (14)            | (17)            | (54.78%)         | (41)            | (25)            | 16            |
| Repayment of Lease Liabilities                                       | 13    | (761)           | (238)           | (523)           | (68.73%)         | (1,015)         | (1,015)         | 0             |
| <b>Net Cash Provided by / (Used in) Financing Activities</b>         |       | <b>(4,354)</b>  | <b>(252)</b>    | <b>(4,102)</b>  | <b>(94.21%)</b>  | <b>28,129</b>   | <b>38,763</b>   | <b>10,634</b> |
| <b>Net increase / (decrease) in Cash and Cash Equivalents</b>        |       | <b>(32,518)</b> | <b>20,394</b>   | <b>(52,912)</b> | <b>(162.72%)</b> | <b>(32,443)</b> | <b>8,859</b>    | <b>41,302</b> |
| Cash and Cash Equivalents at the Beginning of the Financial Year     |       | 69,665          | 30,584          | (39,081)        | (56.10%)         | 69,665          | 30,584          | (39,081)      |
| <b>Cash at the End of the Year</b>                                   |       | <b>37,147</b>   | <b>50,978</b>   | <b>13,831</b>   | <b>37.23%</b>    | <b>37,222</b>   | <b>39,443</b>   | <b>2,221</b>  |

## Cash Flow Statement

for year to date ended 31 March 2021



|   |   |
|---|---|
| Indicators of the variances between year to date (YTD) Adopted Budget and Actual results: |   |
| ✓   | 0% or greater.  |
| !   | Less than 0% and greater than negative 10%.   |
| ✗   | Negative 10% or less.   |
| Notes have been provided for items with the following variances:                          |   |
| 1.  | Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10%.   |
| 2.  | Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.   |
| <b>Notes:</b>   |   |
| 1   | <p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$1.351M unfavourable variance in kindergarten parent fees received; this is offset by a \$2.043M favourable variance for the kindergarten special education grant</li> <li>- \$0.297M unfavourable variance in child care parent fees received; this is offset by a \$1.026M favourable variance in the child care benefit subsidy, together with a \$0.105M favourable variance for the child care special education grant</li> <li>- \$0.229M unfavourable variance in Leisure Services user fees received</li> <li>- \$0.137M unfavourable variance in Building Services fees received</li> <li>- \$0.455M unfavourable variance for Health Services annual and new registrations; fees have been waived for 2021 for nominated premises due to COVID-19</li> <li>- \$0.335M favourable variance for the Commercial Waste garbage charge</li> <li>- \$0.207M favourable variance for the Green Waste bin charge due to a higher than expected takeup of green waste bins</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.119M unfavourable variance for the receipt of election fines</li> </ul>  |
| 2   | <p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.534M favourable variance for operating grants that were received in 2019-20 but have been treated as unearned income as at 30 June 2020 in accordance with the new accounting standards</li> <li>- \$2.151M favourable variance for unbudgeted operating grants received in relation to the Working for Victoria Fund; there will be a corresponding increase in unbudgeted expenditure to offset this favourable variance</li> <li>- \$0.500M favourable variance for unbudgeted operating grant received in relation to the Local Councils Outdoor Eating and Entertainment Package; there will be a corresponding increase in unbudgeted expenditure to offset this favourable variance</li> <li>- \$1.026M favourable variance in the child care subsidy, and \$0.105M favourable variance for the child care special education grant; this is partially offset by a \$0.297M decrease in child care parent fees received</li> <li>- \$2.043M favourable variance for the kindergarten special education grant; this is partially offset by a \$1.351M decrease in kindergarten parent fees received</li> <li>- \$0.165M favourable variance for CHSP COVID-19 grant</li> <li>- \$0.153M favourable variance for unbudgeted waste management grant received</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.889M favourable variance for Community Care Services operating grants due to the timing of receipt of payments</li> </ul> |
| 3   | <p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.800M favourable variance for capital grants that were received in 2019-20 but have been treated as unearned income as at 30 June 2020 in accordance with the new accounting standards</li> <li>- \$4.125M favourable variance for unbudgeted capital grants received, including for the Knox Regional Netball Centre (\$1.750M); the Modular Building Program (\$0.621M); the Playground Renewal Program (\$0.225M); the Peregrine Reserve Masterplan (\$0.223M); the Mountain Highway Shared Path (\$0.150M); Family &amp; Children's Buildings and Facilities (\$0.126M); Milpera Reserve New Lighting (\$0.113M); and the Ferntree Gully Road Shared Path (\$0.100M)</li> <li>- \$0.855M capital grant received for Quarry Reserve, Ferntree Gully against a budget of \$0.400M</li> </ul>  |
| 4   | <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.899M unfavourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on Developer activities in the municipality</li> </ul>   |
| 5   | <p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.503M unfavourable variance due to the reduction in interest rates, together with a reduction in cash holdings</li> </ul>   |
| 6   | <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Trust funds and deposits primarily reflects the cash holdings for refundable deposits</li> <li>- This includes \$1.375M collected for the fire services levy; this amount is payable to the State Revenue Office by the 28th June 2021</li> </ul>   |

## Cash Flow Statement

for year to date ended 31 March 2021



| Notes (continued): |  |
|--------------------|--|
| 7                  | <p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$2.214M favourable variance in the COVID-19 Support Package, some of which are offset by unfavourable variances in User Fees and Contributions - Monetary, together with a \$0.221M unfavourable variance for Interest on Rates</li> <li>- \$0.392M unfavourable variance for insurance, including \$0.281M unfavourable variance for public liability and professional indemnity insurance</li> <li>- \$0.273M favourable variance for fuel</li> <li>- \$0.243M unfavourable variance for unbudgeted personal protective equipment purchased due to COVID-19</li> <li>- \$0.307M unfavourable variance in Tree Maintenance and \$0.257M unfavourable variance in Drainage Maintenance Works following recent weather events</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$1.277M favourable variance in Waste Management due to the timing of the receipt of invoices</li> <li>- \$0.672M favourable variance in elections costs; partially offset by an unfavourable variance of \$0.119M for election fines</li> <li>- \$0.335M favourable variance in Knox Central materials and services due to the timing of the program's activities</li> <li>- \$0.262M favourable variance in Community Law due to timing of activities</li> <li>- \$0.251M favourable variance for the Knox Festival</li> <li>- \$0.209M favourable variance for City Strategy &amp; Planning</li> <li>- \$0.197M favourable variance for Carols by Candlelight and Stringybark Festival</li> <li>- \$0.169M favourable variance in Strategy &amp; Business Intelligence due to timing of activities</li> <li>- \$0.158M favourable variance in Development Services</li> <li>- \$0.148M favourable variance in sponsorship payments</li> <li>- \$0.132M favourable variance for Library office rental expenses</li> <li>- \$0.128M favourable variance in Traffic Management</li> <li>- \$0.120M favourable variance in Footpath Maintenance</li> <li>- \$0.119M favourable variance in Early Years Strategy, Learning and Evaluation</li> </ul> |
| 8                  | <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$26.670M unfavourable variance is reflective of the capital works expenditure against budget as detailed in the Statement of Capital Works</li> </ul>   |
| 9                  | <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.626M favourable variance in Net (Gain) Loss on Disposal of Property due to the timing of sale of plant and motor vehicles</li> </ul>   |
| 10                 | <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Proceeds from the sale of investments are term deposits held at 30 June 2020 with a maturity of greater than 90 days that have matured during the 2020-21 financial year</li> </ul>  |
| 11                 | <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- The \$40.906M forecast borrowings for the 2019-20 financial year have been deferred to the 2020-21 financial year, and have yet to be taken up</li> </ul>  |
| 12                 | <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.890M favourable variance in Borrowing Costs as budgeted loans have not been taken up at January 2021</li> </ul>  |
| 13                 | <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Lease liabilities are lease payments that Council owe for leases that include a right-of-use asset; these primarily relate to IT and property assets</li> </ul>  |

## Financial Performance Indicators

as at 31 March 2021



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

| Indicator   | Calculation of Measure  | Full Year      |                |          | Notes |
|---|---|----------------|----------------|----------|-------|
|   |   | Expected Bands | Adopted Budget | Forecast |       |
| <p><i>Operating Position - Measures whether a council is able to generate an adjusted underlying surplus.</i></p> <p><b>Adjusted Underlying Result</b></p> <p>Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position. The adjusted underlying surplus and the adjusted underlying revenue exclude the following types of income: grants - capital (non-recurrent), contributions - monetary (capital) and contributions - non-monetary.</p> |   |                |                |          |       |
|   | [Adjusted Underlying Surplus (Deficit) / Adjusted Underlying Revenue] x 100 | (20%) to 20%   | (23.25%)       | (3.00%)  | ✓ 1   |
| <p><i>Liquidity - Measures whether a council is able to generate sufficient cash to pay bills on time.</i></p> <p><b>Working Capital</b></p> <p>Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity.</p>   |   |                |                |          |       |
|   | [Current Assets / Current Liabilities] x 100                                | 100% - 400%    | 127.36%        | 144.90%  | ✓ 2   |
| <p><b>Unrestricted Cash</b></p> <p>Indicator of the broad objective that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of unrestricted cash suggests an improvement in liquidity.</p>   |   |                |                |          |       |
|   | [Unrestricted Cash / Current Liabilities] x 100                             | 10% - 300%     | 58.46%         | 62.56%   | ✓ 3   |
| <p><i>Obligations - Measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities.</i></p> <p><b>Loans and Borrowings</b></p> <p>Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations.</p>   |   |                |                |          |       |
|   | [Interest Bearing Loans and Borrowings / Rate Revenue] x 100                | 0% - 70%       | 58.31%         | 32.72%   | ✓ 4   |
| <p><b>Debt Commitments</b></p> <p>Defined as interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue.</p>  |   |                |                |          |       |
|   | [Interest and Principal Repayments / Rate Revenue] x 100                    | 0% - 20%       | 3.89%          | 3.04%    | ⓘ 5   |
| <p><b>Indebtedness</b></p> <p>Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations</p>   |   |                |                |          |       |
|   | [Non Current Liabilities / Own Source Revenue] x 100                        | 2% - 70%       | 50.49%         | 28.88%   | ✓ 6   |



## Financial Performance Indicators

as at 31 March 2021



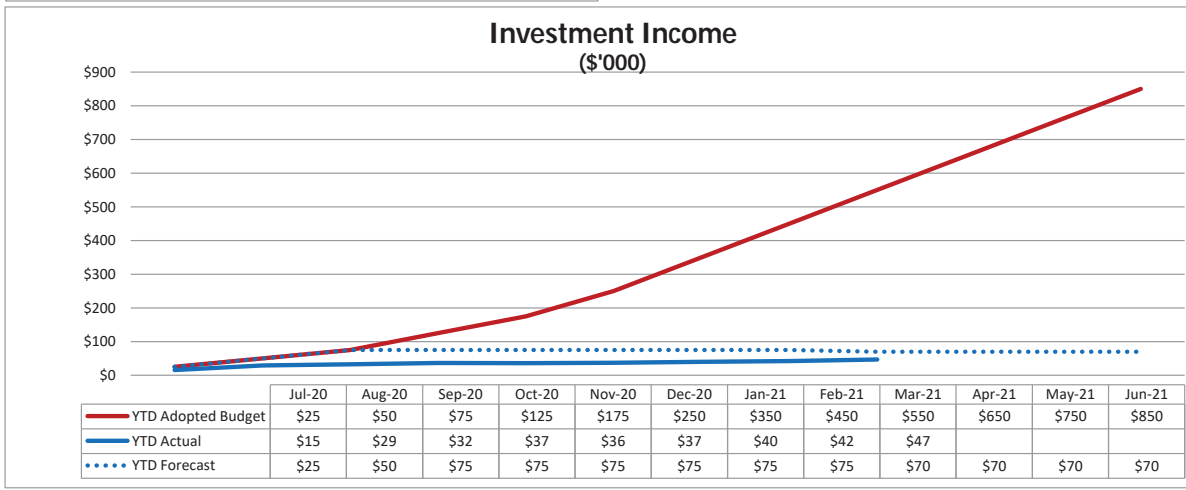
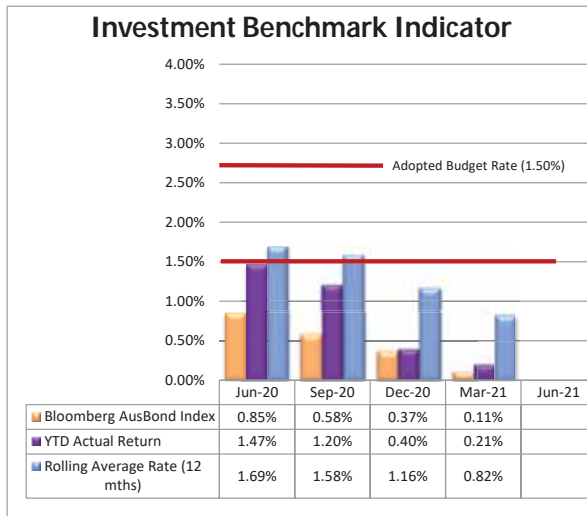
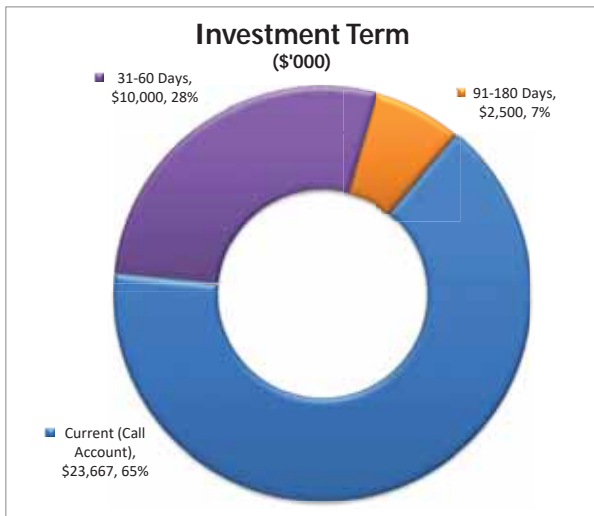
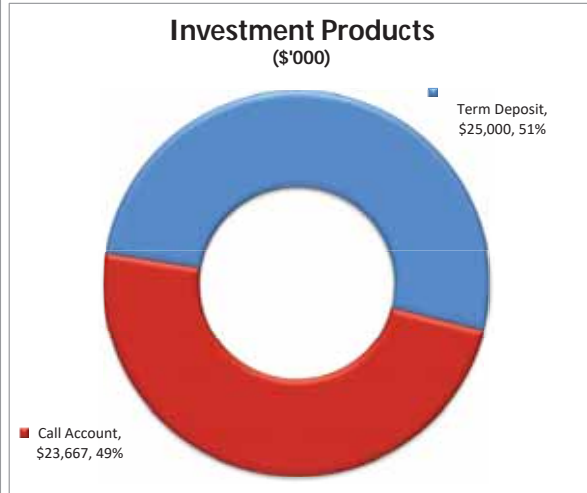
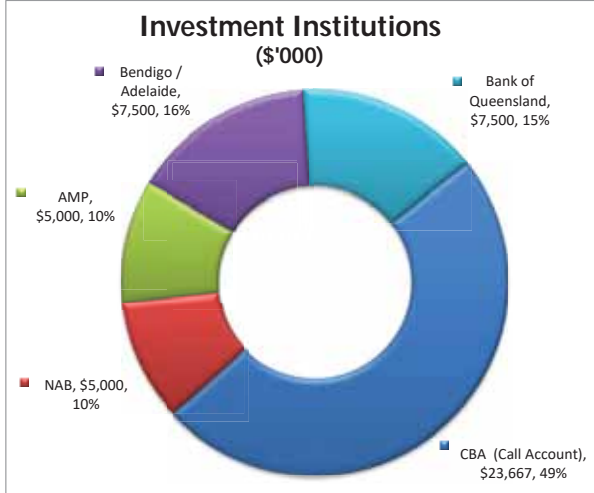
| Indicator  | Calculation of Measure                             | Full Year       |                |          | Notes |
|--|--|-----------------|----------------|----------|-------|
|  |  | Expected Bands  | Adopted Budget | Forecast |       |
| <b>Asset Renewal</b><br>Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations   | [Asset Renewal Expenditure / Depreciation] x 100   | 40% - 130%      | 130.66%        | 125.14%  | ✘ 7   |
| <b>Stability - Measures whether a council is able to generate revenue from a range of sources.</b>   |  |                 |                |          |       |
| <b>Rates Concentration</b><br>Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability.   | [Rate Revenue / Adjusted Underlying Revenue] x 100 | 30.00% - 80.00% | 69.37%         | 68.93%   | ⓘ 8   |
| ✔ Forecasts improvements in Council's financial performance / financial position indicator compared to the Adopted Budget position.<br>ⓘ Forecasts that Council's financial performance / financial position indicator will be reasonably steady and is within Expected Bands.<br>✘ Forecasts deterioration in Council's financial performance / financial position indicator compared to the Adopted Budget position. |  |                 |                |          |       |
| <b>Notes:</b>  |  |                 |                |          |       |
| 1 <b>Permanent Variance:</b><br>- The adjusted underlying result ratio is within the expected bands<br>- The improvement against budget is due to the anticipated carry forward of the transfer of the Knox Regional Sports Park assets to the Victorian Government in to 2021-22  |  |                 |                |          |       |
| 2 <b>Timing Variance:</b><br>- The working capital ratio is within the expected bands<br>- The improved ratio is due to the anticipated carry forward of capital works in to 2021-22   |  |                 |                |          |       |
| 3 <b>Timing Variance:</b><br>- The unrestricted cash ratio is within the expected bands<br>- The improved ratio is due to the anticipated carry forward of capital works in to 2021-22   |  |                 |                |          |       |
| 4 <b>Timing Variance:</b><br>- The loans and borrowings ratio is within expected bands   |  |                 |                |          |       |
| 5 <b>Timing Variance:</b><br>- The debt commitments ratio is within expected bands<br>- The \$40.906M forecast borrowings for the 2019-20 financial year have been deferred to the 2020-21 financial year, and have yet to be taken up   |  |                 |                |          |       |
| 6 <b>Timing Variance:</b><br>- The indebtedness ratio is within expected bands   |  |                 |                |          |       |
| 7 <b>Timing Variance:</b><br>- Forecast asset renewal is within the expected band<br>- The anticipated decrease in the ratio is due to the carry forward of capital works from 2019-20 in to 2020-21, and the anticipated carry forward of capital works from 2020-21 in to 2021-22  |  |                 |                |          |       |
| 8 <b>Timing Variance:</b><br>- The rates concentration ratio is within the expected bands  |  |                 |                |          |       |



# Investment Analysis

as at 31 March 2021

A total amount of \$48.667 million in funds were invested with various financial institutions as at 31 March 2021



## 10.2 Quarter 3 2020-21 Performance Report

**SUMMARY: Corporate Reporting Officer, Elisa De Iuliis**

**This report provides the third quarter progress on initiatives identified in the 2020-21 Annual Plan, adopted by Council on 22 June 2020 as part of the 2020-21 Annual Budget. The Annual Plan satisfies the requirements of the Local Government Act 2020 by outlining the services provided by Council and the initiatives that Council will complete in the 2020-21 year.**

### **RECOMMENDATION**

**That Council receive and note the 2020-21 Annual Plan progress report for the period 1 January 2021 to 31 March 2021.**

### **1. INTRODUCTION**

An Annual Plan was established for the 2020-21 financial year to assist in the achievement of the goals of the Community and Council Plan 2017-21. The 2020-21 Annual Plan progress report to 31 March 2021 (see Attachment 10.2.1) reports on the initiatives that support those goals.

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

### **2. DISCUSSION**

Attachment 10.2.1 provides the Annual Plan progress report for the third quarter of 2020-21.

#### **Q3 2020-21 Results:**

Of the 37 initiatives included in the 2020-21 Annual Plan:

- 4 initiatives are complete
- 15 initiatives are on schedule
- 6 initiatives have fallen less than 15 per cent behind schedule and require monitoring
- 12 initiatives have fallen more than 15 per cent behind schedule and require monitoring

COVID-19 and the associated restrictions have affected the delivery of several initiatives within the 2020-21 Annual Plan. Progress comments on all initiatives can be found in Attachment 10.2.1.

#### **The initiatives currently below target are:**

1. Continue to implement initiatives to achieve resource efficiency, water and energy reduction.
2. Continue Council's waste and recycling education program.
3. Strategic acquisition of sites of biological significance when they arise.
4. Continue to address Council's Asset Renewal backlog.
5. Implement Council's Housing Strategy including facilitation of strategic redevelopment sites.

6. 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.
7. Advocate to State and Federal Governments for improved sustainable transport infrastructure and services.
8. Continue to advocate for all priority transport projects, including the Knox Tram, Rowville Rail, improved bus services, and the Dorset Road extension.
9. Reduce the backlog of missing footpaths in Knox.
10. Continue to progress implementation of the Mobility Implementation Plan.
11. Implement a community safety program and build community connections to improve perceptions of safety within key locations across the municipality (including Boronia Activity Centre).
12. Continue to implement the Knox Central program to progress the development of a new Civic and Arts precinct for Knox.
13. Develop and implement a Strategic Asset and Investment Strategy to best achieve community and Council outcomes through the implementation of targeted investment strategies.
14. Participate and collaborate regionally to plan for improved infrastructure in and between key priority employment precincts, activity centres and residential areas.
15. 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 Industrial/Employment Precinct with a focus on business networks, precinct amenity, streamlining assessment and new investment.
16. 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.
17. Develop a plan for the ongoing protection and management of Indigenous and post European settlement heritage resources related to Knox.
18. Finalise and implement Council's Advocacy Framework through delivering targeted advocacy campaigns in line with Council's objectives.

### **3. CONSULTATION**

The 2020-21 Annual Plan actions are linked to, and support the delivery of, the Community and Council Plan 2017-21. Significant community engagement was incorporated into the development of the Community and Council Plan 2017-21.

The Annual Plan 2020-21, including the initiatives, was approved as part of the Annual Budget after public consultation on 22 June 2020.

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

There are no direct environmental/amenity issues arising from this report. A number of initiatives within the 2020-21 Annual Plan seek to have a positive impact on environmental issues within the Knox municipality.

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

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

## **6. SOCIAL IMPLICATIONS**

There are no direct social implications arising from this report. A number of initiatives within the 2020-21 Annual Plan seek to have a positive social impact within the Knox municipality.

## **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**

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

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

## **9. CONCLUSION**

There has been sound progress on many of the Annual Plan initiatives in quarter three 2020-21, with 19 of the 37 initiatives on or ahead of schedule. COVID-19 and the associated restrictions have affected the delivery of several initiatives within the 2020-21 Annual Plan.

## **10. CONFIDENTIALITY**

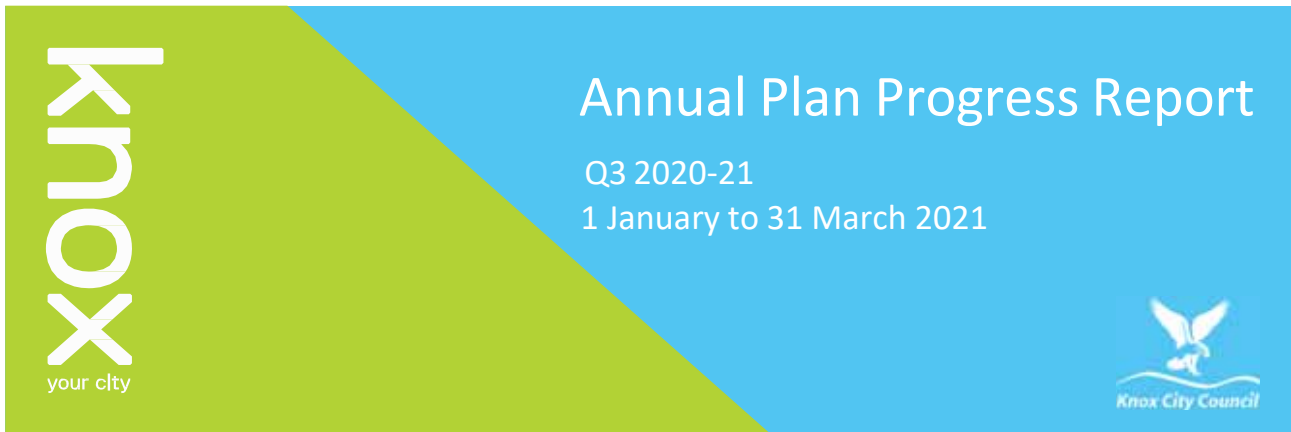
There are no items of a confidential nature in this report.

**Report Prepared By:** Corporate Reporting Officer, Elisa De Iuliis

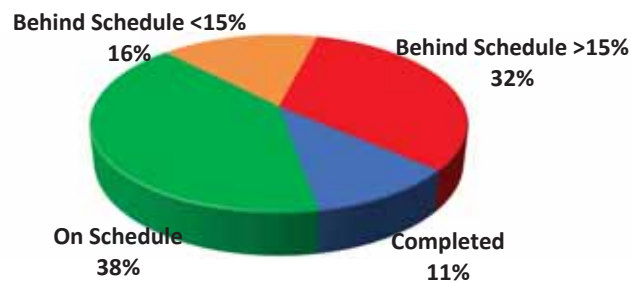
**Report Authorised By:** Chief Executive Officer, Tony Doyle

### **Attachments**

1. Q 3 2020-21 Annual Plan Progress Report (final V 2) [**10.2.1** - 25 pages]



## 2020-21 Annual Plan Progress Report - Quarter Three (January – March 2021)



| Goal  | Complete | On Schedule | Behind Schedule (<15% behind schedule) | Behind Schedule (>15% behind schedule) |
|---|----------|-------------|--|--|
| 1. We value our natural and built environment                                     | 3        | 6           | 2                                      | 2                                      |
| 2. We have housing to meet our changing needs                                     | -        | -           | 2                                      | -                                      |
| 3. We can move around easily  | -        | -           | 2                                      | 2                                      |
| 4. We are safe and secure   | -        | 3           | -                                      | 1                                      |
| 5. We have a strong regional economy, local employment and learning opportunities | -        | 1           | -                                      | 4                                      |
| 6. We are healthy, happy and well   | -        | 3           | -                                      | -                                      |
| 7. We are inclusive, feel a sense of belonging and value identity                 | -        | -           | -                                      | 2                                      |
| 8. We have confidence in decision making  | 1        | 2           |  | 1                                      |
| <b>Total</b>  | <b>4</b> | <b>15</b>   | <b>6</b>                               | <b>12</b>                              |

The overall progress completion percentage of each initiative is calculated by the combined progress of the associated milestones. Where appropriate, milestones are weighted based on the importance and quantity of work involved.

1



## 2020-21 Annual Plan Progress Report

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

| Initiative Description  |  | Department               | Q3 Target         | Progress      |
|---|--|--------------------------|-------------------|---------------|
| Develop and implement a strategic pest animal plan.   |  | Community Infrastructure |                   | ✓<br>Complete |
| <b>Progress Comment:</b>  |  |                          |                   |               |
| Council endorsed the Strategic Pest Animal Plan in August 2020. A local action plan for Knox that aligns with this strategy was developed and delivery of the action plan commenced in quarter three. |  |                          |                   |               |
| Initiative Milestones   | Description  | Start date               | End date          | Progress      |
|   | Council endorsement of Strategic Pest Animal Plan            | 1/07/2020                | 30/06/2021        | 100%          |
|   | Develop local action plan for Knox that aligns with strategy | 1/07/2020                | 30/06/2021        | 100%          |
|   | Commence delivery of Strategic Pest Animal Plan              | 1/07/2020                | 30/06/2021        | 100%          |
| YTD Actual  |  | YTD Budget               | Initiative Budget |               |
| \$17,829  |  | \$22,501                 | \$30,005          |               |

| Initiative Description   |  | Department   | Q3 Target         | Progress |
|--|--|--------------|-------------------|----------|
| Continue to implement initiatives to achieve resource efficiency, water and energy reduction.  |  | City Futures | 80%               | 72%      |
| <b>Progress Comment:</b>   |  |              |                   |          |
| In quarter three, the Draft Climate Response Plan was presented to Council for endorsement for public comment to inform additional actions that the community and other external stakeholders believe should be considered for inclusion in the draft. Associated engagement and communications plans are currently being prepared to guide the community engagement activities and messaging. The final draft incorporating public and internal comment will be presented to Council in June 2021 for approval. |  |              |                   |          |
| To date, Council has hosted five Gardens for Harvest webinars – with a total of over 800 attendees – and a number of sessions at the Stringybark Festival focusing on ‘green building/renovations/decorating’, ‘creating a home citrus grove’ and ‘gardening questions answered’ – where 146 people were registered.   |  |              |                   |          |
| In addition, a number of projects under the energy performance contract have also commenced for completion by June 2021.   |  |              |                   |          |
| Initiative Milestones  | Description  | Start date   | End date          | Progress |
|  | Draft the Climate Response Plan                                      | 1/07/2020    | 30/12/2020        | 80%      |
|  | Council endorsement of Climate Response Plan                         | 30/12/2020   | 30/06/2021        | 60%      |
|  | Deliver at least five sustainable living community events/activities | 1/07/2020    | 30/06/2021        | 70%      |
| YTD Actual   |  | YTD Budget   | Initiative Budget |          |
| \$651,481  |  | \$1,012,731  | \$1,110,000       |          |



2020-21 Annual Plan Progress Report

| Initiative Description   |  | Department                 | Q3 Target         | Progress |
|--|--|----------------------------|-------------------|----------|
| Continue Council’s waste and recycling education program.  |  | Sustainable Infrastructure | 95%               | 16%      |
| <b>Progress Comment:</b>   |  |                            |                   |          |
| <p>Council’s Waste and Recycling Education program is ongoing and continued, with adaptations required due to the COVID-19 pandemic. The planned visual inspections and onsite education programs did not proceed due to COVID-19 related safety concerns. Work on this initiative has consequently been delayed and will be occurring in different formats. An online/social media campaign incorporating Sustainability Victoria's communications around “5 things not to put into your recycling bin” is planned to take place in quarter four. Postcards for this campaign have been designed.</p> <p>Council’s website has been upgraded to incorporate more waste reduction and strategic elements. Council has also recruited two Waste Education officers who will accelerate work in this space. Support was also provided to deliver online festivals.</p> |  |                            |                   |          |
| <b>Initiative Milestones</b>   | Description  | Start date                 | End date          | Progress |
|  | Participate in an education campaign incorporating Sustainability Victoria's communications around '5 things not to put into your recycling bin'                   | 1/09/2020                  | 31/03/2021        | 10%      |
|  | Conduct a recycling education program including visual bin inspections and the provision of educational materials and feedback to residents and businesses         | 2/09/2020                  | 31/03/2021        | 10%      |
|  | Provide communications and educational materials to addresses where high levels of contamination are consistently being identified by waste collection contractors | 1/07/2020                  | 30/06/2021        | 70%      |
| YTD Actual   |  | YTD Budget                 | Initiative Budget |          |
| \$41,505   |  | \$57,395                   | \$76,465          |          |





2020-21 Annual Plan Progress Report

| Initiative Description  |  | Department                 | Q3 Target         | Progress |
|---|--|----------------------------|-------------------|----------|
| Increase the volume of hard waste recycled.   |  | Sustainable Infrastructure | 75%               | 77%      |
| <b>Progress Comment:</b>  |  |                            |                   |          |
| <p>An increase in the volume of hard waste recycled was impacted for a period due to the Recycled Good Shop being closed due to COVID-19 restrictions. Council is participating in a grant approval process to assess opportunities to better utilise recycled content and environmentally preferred products in building projects.</p> <p>E-waste recycling opportunities continued to be promoted during quarter three. There were temporary service disruptions with a major e-waste recycler discontinuing services for Council’s hard waste and transfer station contractor. New arrangements have been put in place. Council has participated in regional forums on this issue.</p> |  |                            |                   |          |
| Initiative Milestones   | Description  | Start date                 | End date          | Progress |
|   | Continue to update Council's website regarding opportunities for reusing and recycling         | 1/07/2020                  | 30/06/2021        | 85%      |
|   | Increase the demand for salvaged hard waste through promotion of Council's Recycled Goods Shop | 1/07/2020                  | 30/06/2021        | 60%      |
|   | Continue to promote e-waste recycling opportunities  | 1/07/2020                  | 30/06/2021        | 85%      |
| YTD Actual  |  | YTD Budget                 | Initiative Budget |          |
| Delivered within existing operational budget.   |  |                            |                   |          |

| Initiative Description  |  | Department               | Progress          |
|---|--|--------------------------|-------------------|
| Phase in hybrid and electric vehicles into the Council vehicle fleet.   |  | Community Infrastructure | <br>Complete      |
| <b>Progress Comment:</b>  |  |                          |                   |
| <p>Council has commenced phasing in hybrid and electric vehicles into its fleets. Council has installed electric charging stations at the Civic centre for fleet and community use. A charging station has also been included at the new Operations Depot. As new fleet vehicles reach replacement, priority will be given to ordering hybrid or electric vehicles.</p> |  |                          |                   |
| YTD Actual  |  | YTD Budget               | Initiative Budget |
| Delivered within existing operational budget.   |  |                          |                   |



2020-21 Annual Plan Progress Report

| Initiative Description   |   | Department               | Q3 Target         | Progress |
|--|---|--------------------------|-------------------|----------|
| Revegetate priority sites as per the recommendations from the Knox Revegetation Plan 2012.                     |   | Community Infrastructure | 50%               | 93%      |
| <b>Progress Comment:</b>   |   |                          |                   |          |
| Planting of species at priority sites in Knox began in quarter three with anticipated completion by June 2021. |   |                          |                   |          |
| Initiative Milestones  | Description   | Start date               | End date          | Progress |
|  | Scope and plan for the revegetation of priority sites | 1/07/2020                | 30/06/2021        | 100%     |
|  | Order plants and prepare sites for revegetation       | 1/07/2020                | 30/06/2021        | 100%     |
|  | Plant species across the priority sites               | 1/07/2020                | 30/06/2021        | 80%      |
| YTD Actual   |   | YTD Budget               | Initiative Budget |          |
| Delivered within existing operational budget.  |   |                          |                   |          |

| Initiative Description   |  | Department               | Q3 Target         | Progress |
|--|--|--------------------------|-------------------|----------|
| Implement the Knox Locally Threatened Species Management Plan 2010.    |  | Community Infrastructure | 50%               | 84%      |
| <b>Progress Comment:</b>   |  |                          |                   |          |
| Plants have been ordered for the key sites and planting has commenced. |  |                          |                   |          |
| Initiative Milestones  | Description  | Start date               | End date          | Progress |
|  | Scope and identify key sites for planting threatened species | 1/07/2020                | 30/06/2021        | 100%     |
|  | Order and propagate species                                  | 1/07/2020                | 30/06/2021        | 80%      |
|  | Plant and map threatened species across key sites identified | 1/07/2020                | 30/06/2021        | 75%      |
| YTD Actual   |  | YTD Budget               | Initiative Budget |          |
| \$517  |  | \$6,150                  | \$8,200           |          |



## 2020-21 Annual Plan Progress Report

| Initiative Description  |  | Department               | Q3 Target         | Progress |
|---|--|--------------------------|-------------------|----------|
| Conserve, protect and enhance sites of biological significance and increase connectivity between current sites.   |  | Community Infrastructure | 50%               | 93%      |
| <b>Progress Comment:</b>  |  |                          |                   |          |
| <p>Scoping and planning of the Biodiversity Resilience Plan, which supports this initiative has commenced.</p> <p>On ground works has been challenging over the last year due to COVID-19 restrictions, as well as a significant increase in the number of members of the community using bushland sites for recreation and exercise. This led to increased damage of vegetation due to circumstances including increased littering and bike jump creation. The biodiversity team continues to work to rectify this ongoing damage.</p> |  |                          |                   |          |
| Initiative Milestones   | Description  | Start date               | End date          | Progress |
|   | Identify key sites of biological significance  | 1/07/2020                | 30/06/2021        | 100%     |
|   | Plan and prepare key sites of biological significance  | 1/07/2020                | 30/06/2021        | 100%     |
|   | Deliver conservation, protection and enhancement works to key sites of biological significance | 1/07/2020                | 30/06/2021        | 80%      |
| YTD Actual  |  | YTD Budget               | Initiative Budget |          |
| \$62,181  |  | \$107,094                | \$142,800         |          |

| Initiative Description   |  | Department               | Q3 Target         | Progress    |
|--|--|--------------------------|-------------------|-------------|
| Strategic acquisition of sites of biological significance when they arise.   |  | Community Infrastructure | 20%               | 11%         |
| <b>Progress Comment:</b>   |  |                          |                   |             |
| <p>Strategic acquisitions of sites of biological significance, including the identification of habitat corridors and sites and the hierarchy of priority for acquisition will form part of the Biodiversity Resilience Plan which is currently being developed.</p> <p>Progression of the Biodiversity Resilience Plan has been delayed due to lack of funding – with the plan now scheduled to be funded in 2021-22. Initial scoping and planning of the Biodiversity Resilience Plan have commenced and detailed works around tree canopy data analysis will be completed this financial year. This analysis will inform the habitat corridor plan and hierarchy of Sites of Biological significance for acquisition.</p> <p>The second phase of the Biodiversity Resilience Plan will commence in early 2021-22. This will include the development of the habitat corridor plan and the hierarchy of priority reserves.</p> |  |                          |                   |             |
| Initiative Milestones  | Description                                    | Start date               | End date          | Progress    |
|  | Prepare brief and scope for consultants        | 1/07/2020                | 30/06/2021        | 35%         |
|  | Identify key habitat corridor and sites        | 1/07/2020                | 30/06/2021        | Not Started |
|  | Develop a hierarchy of priority of acquisition | 1/07/2020                | 30/06/2021        | Not Started |
| YTD Actual   |  | YTD Budget               | Initiative Budget |             |
| -  |  |                          |                   |             |

6



## 2020-21 Annual Plan Progress Report

| Initiative Description  |  | Department               | Q3 Target         | Progress      |
|---|--|--------------------------|-------------------|---------------|
| Continue to grow and support the Knox Gardens for Wildlife Program and Bushland Reserve Friends Groups and associated activities.   |  | Community Infrastructure |                   | ✓<br>Complete |
| <b>Progress Comment:</b>  |  |                          |                   |               |
| <p>Growth of environmental volunteerism has been challenging during the past year due to COVID-19 restrictions. However, increased interest in the bushland reserves through innovative virtual tours has created interest in additional community members staying involved now that restrictions have lifted.</p> <p>Scoping is occurring for the development of two new friends groups due to interest from community members.</p> <p>A partnership group has been created to include Gardens for Wildlife (G4W) volunteers, Knox Environment Society representation and Council officers to support the growth and support of the G4W Program.</p> |  |                          |                   |               |
| Initiative Milestones   | Description  | Start date               | End date          | Progress      |
|   | Increase the number of volunteers working on the Knox Gardens for Wildlife Program     | 1/07/2020                | 30/06/2021        | 100%          |
|   | Extend the Gardens for Wildlife program delivery across metropolitan Melbourne regions | 1/07/2020                | 30/06/2021        | 100%          |
|   | Continue promotion and network opportunities through social media and community events | 1/07/2020                | 30/06/2021        | 100%          |
| YTD Actual  |  | YTD Budget               | Initiative Budget |               |
| \$37,488  |  | \$9,747                  | \$13,000          |               |

| Initiative Description   |  | Department               | Q3 Target         | Progress |
|--|--|--------------------------|-------------------|----------|
| Plant a net gain of street trees annually.   |  | Community Infrastructure | 75%               | 83%      |
| <b>Progress Comment:</b>   |  |                          |                   |          |
| <p>By the end of quarter three, all planning works and consultation were completed, as well as bulk tree removal works.</p> <p>Planting works will commence in April 2021 and are on schedule for completion by June 2021 for the renewal program.</p> |  |                          |                   |          |
| Initiative Milestones  | Description  | Start date               | End date          | Progress |
|  | Data collection to identify required tree planting | 1/07/2020                | 30/06/2021        | 100%     |
|  | Infill tree planting                               | 1/07/2020                | 31/08/2020        | 100%     |
|  | Street tree renewal planting                       | 1/03/2021                | 30/06/2021        | 50%      |
| YTD Actual   |  | YTD Budget               | Initiative Budget |          |
| \$280,717  |  | \$271,000                | \$627,750         |          |



## 2020-21 Annual Plan Progress Report

| Initiative Description  |   | Department                 | Q3 Target  | Progress          |
|---|---|----------------------------|------------|-------------------|
| Continue to address Council's Asset Renewal backlog.  |   | Sustainable Infrastructure | 75%        | 55%               |
| <b>Progress Comment:</b>  |   |                            |            |                   |
| Delivery of the asset renewal program has been impacted by COVID-19 work site restrictions during the reporting period.   |   |                            |            |                   |
| Progress is dependent on the completion of condition audits during each reporting period. A condition audit of a targeted set of drainage pipes is scheduled to commence in April 2021. |   |                            |            |                   |
| The road renewal and reconstruction programs will benefit from the targeted condition audit of drainage pipes.  |   |                            |            |                   |
| Initiative Milestones   | Description   | Start date                 | End date   | Progress          |
|   | Develop asset class renewal programs cyclically with the objective of meeting long term levels of service targets | 1/07/2020                  | 30/06/2021 | 75%               |
|   | Deliver the asset renewal program   | 1/07/2020                  | 30/06/2021 | 35%               |
| YTD Actual  |   | YTD Budget                 |            | Initiative Budget |
| \$15,894,864  |   | \$20,501,946               |            | \$32,376,446      |

| Initiative Description   |   | Department                 | Q3 Target  | Progress          |
|--|---|----------------------------|------------|-------------------|
| Complete an At Risk Building Assessment and develop a program of works for inclusion in Council's capital works program.   |   | Sustainable Infrastructure | 60%        | 72%               |
| <b>Progress Comment:</b>   |   |                            |            |                   |
| Ranking criteria for the prioritisation of Capital Works programs (including buildings) has been presented and endorsed by Council. A program of at risk buildings has been previously established. The draft budget has been presented to Council for consideration with building improvement works identified within the Major Projects, Asset Renewal, Legal Requirements and New and Upgrade programs.   |   |                            |            |                   |
| Initial assessment of all at-risk buildings is complete, with high priority works complete. The Annual Program of works is currently under review with a view to progressing risk priorities in quarter three and four of the 2020-21 financial year. In quarter three, four separate works packages for plumbing/drainage, civil works, structural rectifications and landscaping have been determined from the collated recommendations from the structural reports received, and are progressing to quotation/tender with commencement of documentation for same. |   |                            |            |                   |
| Initiative Milestones  | Description   | Start date                 | End date   | Progress          |
|  | Develop a draft capital works program which allocates funds to the program of identified works for Council approval | 1/07/2020                  | 30/06/2021 | 90%               |
|  | Deliver the program of works to address defects identified  | 1/07/2020                  | 30/06/2021 | 60%               |
| YTD Actual   |   | YTD Budget                 |            | Initiative Budget |
| Delivered within existing operational budget.  |   |                            |            |                   |



2020-21 Annual Plan Progress Report

Goal 2: We have housing to meet our changing needs

| Initiative Description  |  | Department   | Q3 Target         | Progress |
|---|--|--------------|-------------------|----------|
| Implement Council's Housing Strategy including facilitation of strategic redevelopment sites.   |  | City Futures | 60%               | 57%      |
| <b>Progress Comment:</b>  |  |              |                   |          |
| <p>The Housing Strategy was implemented into the Knox Planning Scheme via Amendment C131. The Strategy, and the Knox Planning Scheme, continues 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. Preparation of the Housing Monitoring Report has commenced, and is scheduled to be reported to Council in July 2021.</p> <p>Development plans and discussions to resolve issues are well underway for strategic investigation sites including the Boral Quarry and Norvel Quarry. Development Victoria is still working towards submitting a planning permit application for the DEPI site.</p> <p>Council continues to be informed by DELWP of updates and progress of the Eastern Region Land Use Framework Plan.</p> |  |              |                   |          |
| Initiative Milestones   | Description  | Start date   | End date          | Progress |
|   | Prepare the Annual Housing Monitoring Report   | 1/07/2020    | 30/06/2021        | 50%      |
|   | Continue to ensure that the development of strategic investigation sites aligns with the direction of the Housing Strategy | 1/07/2020    | 30/06/2021        | 75%      |
| YTD Actual  |  | YTD Budget   | Initiative Budget |          |
| \$166,496   |  | \$245,311    | \$346,927         |          |



## 2020-21 Annual Plan Progress Report

| Initiative Description  |   | Department          | Q3 Target                | Progress |
|---|---|---------------------|--------------------------|----------|
| Implement the Affordable Housing Action Plan including advocacy for an increase for the supply of social and affordable housing at key strategic sites and across the municipality.   |   | Community Wellbeing | 80%                      | 73%      |
| <b>Progress Comment:</b>  |   |                     |                          |          |
| <p>Council continues to work with members of the Eastern Affordable Housing Alliance (EAHA), and participate actively in the Regional Local Government Homelessness and Social Housing Charter as one of 13 Councils across the East and South East. Council has commenced planning for the development of the Knox Social and Affordable Housing Strategy and Action Plan 2021-2025 which will detail key priorities for Council and strategically plan to deliver further social housing for specific identified population cohorts most in need. This document will replace the Affordable Housing Action Plan that expired in 2020.</p> <p>Council have updated the minimum supply paper and this information is being used to inform key stakeholders of the social housing need in Knox.</p> <p>Negotiations are underway with representatives of the Boral and Norvel Estate sites. . Communication with registered housing associations and providers to understand their interest in these sites is continuing to occur.</p> |   |                     |                          |          |
| <b>Initiative Milestones</b>  | Description   | Start date          | End date                 | Progress |
|   | Participate in scheduled Eastern Affordable Housing Alliance meetings   | 1/07/2020           | 30/06/2021               | 60%      |
|   | Update the minimum supply number, as defined in the 'Defining affordable housing and a minimum supply of social housing for Knox' paper | 1/07/2020           | 31/12/2020               | 100%     |
|   | Negotiate with developers of the Boral and Novel Estate sites for a voluntary 5 per cent contribution of social housing                 | 1/07/2020           | 30/06/2021               | 60%      |
| <b>YTD Actual</b>   |   | <b>YTD Budget</b>   | <b>Initiative Budget</b> |          |
| Delivered within existing operational budget.   |   |                     |                          |          |



## 2020-21 Annual Plan Progress Report

## Goal 3: We can move around easily

| Initiative Description  | Department   | Q3 Target         | Progress   |          |
|---|--|-------------------|------------|----------|
| Advocate to State and Federal Governments for improved sustainable transport infrastructure and services.   | Sustainable Infrastructure   | 75%               | 66%        |          |
| <b>Progress Comment:</b>  |  |                   |            |          |
| <p>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. A member of the Eastern Transport Coalition is working to prepare a Supplementary Bus Review by identifying key bus network improvements.</p> <p>Council have hosted the Minister for Public Transport and Minister for Roads. Priority initiatives are being discussed, including enhanced bus services in Melbourne's east and priority public transport corridors.</p> <p>Council hosts regular meetings with the Local Member for Bayswater to discuss Public Transport priorities. A submission has also been made to Infrastructure Australia for funding of a bespoke on demand bus service to support the Bayswater Business Precinct. The submission is currently under consideration.</p> <p>Council received a report at its March meeting on Public Transport priorities, including consideration of alternate proposals for the Wellington Road corridor. Letters to State and Federal members in relation to the motion are currently being drafted.</p> <p>An aggregate bus needs analysis has been prepared by the Eastern Transport Coalition, with key Knox input provided by Council. The document is currently being finalised with a view to informing advocacy approaches to State Government.</p> |  |                   |            |          |
| Initiative Milestones   | Description  | Start date        | End date   | Progress |
|   | Continue to advocate to state and federal members for public transport priorities  | 1/07/2020         | 30/06/2021 | 65%      |
|   | Work with the Eastern Transport Coalition (ETC) to prepare a Supplementary Bus Review by identifying key bus network improvements to be used in developing a tailored approach to advocacy | 1/07/2020         | 30/06/2021 | 75%      |
| YTD Actual  | YTD Budget   | Initiative Budget |            |          |
| \$2,183   | \$6,750  | \$9,000           |            |          |
| This initiative shares a budget with initiative 'Continue to advocate for all priority transport projects, including the Knox Tram, Rowville Rail, improved bus services, and the Dorset Road extension.'   |  |                   |            |          |





## 2020-21 Annual Plan Progress Report

| Initiative Description   |  | Department                 | Q3 Target         | Progress |
|--|--|----------------------------|-------------------|----------|
| Continue to advocate for all priority transport projects, including the Knox Tram, Rowville Rail, improved bus services, and the Dorset Road extension.  |  | Sustainable Infrastructure | 75%               | 68%      |
| <b>Progress Comment:</b>   |  |                            |                   |          |
| <p>During quarter three, Council hosted the Minister for Public Transport and Minister for Roads. Discussions are underway to identify priority initiatives including enhanced bus services in Melbourne's east and priority public transport corridors. Council hosts regular meetings with the Local Member for Bayswater to discuss Public Transport priorities.</p> <p>On 22 March 2021, Council resolved to advocate for a Trackless Tram to Rowville. Letters to relevant State and Federal Ministers and representatives are currently being drafted.</p> <p>Council have participated in multiple stakeholder workshops with the Major Road Projects Victoria team delivering the Dorset Road extension and Napoleon Road duplication projects. The project is progressing a range of planning studies to inform the concept design development.</p> |  |                            |                   |          |
| Initiative Milestones  | Description  | Start date                 | End date          | Progress |
|  | Continue to advocate to state and federal members for the public transport priorities of the Knox Tram, Rowville Rail, and improved Bus Services | 1/07/2020                  | 30/06/2021        | 70%      |
|  | Collaborate with stakeholders regarding the Victorian Governments Dorset Road extension and Napoleon Road duplication projects                   | 1/07/2020                  | 30/06/2021        | 60%      |
| YTD Actual   |  | YTD Budget                 | Initiative Budget |          |
| This initiative shares a budget with initiative 'Advocate to State and Federal Governments for improved sustainable transport infrastructure and services.'  |  |                            |                   |          |

| Initiative Description   |   | Department                 | Q3 Target         | Progress |
|--|---|----------------------------|-------------------|----------|
| Reduce the backlog of missing footpaths in Knox.   |   | Sustainable Infrastructure | 75%               | 52%      |
| <b>Progress Comment:</b>   |   |                            |                   |          |
| <p>Footpath has been constructed on Boronia Road from Edinburgh Road to Scoresby Road. Design of the footpath program continues with a number of projects carried forward from last year.</p> <p>Ranking criteria has been reviewed in preparation for assessment and prioritization of projects. The draft budget has been endorsed for release and incorporates sufficient funding within the new and upgrade program to address the backlog of missing links within Knox.</p> <p>Ongoing conversations are underway in relation to major development sites including Boral/Mirvac on George Street, Bankside Development (ex Kingston Links Golf Course), Jenkins Orchard and State led projects including Wantirna Health Precinct and Dorset Road/Napoleon Road projects.</p> |   |                            |                   |          |
| Initiative Milestones  | Description   | Start date                 | End date          | Progress |
|  | Continue to deliver new footpaths where there are identified missing links  | 1/07/2020                  | 30/06/2021        | 40%      |
|  | Develop a draft capital works program which allocates funds to the missing footpath program for Council approval      | 1/09/2020                  | 30/06/2021        | 90%      |
|  | Continue to ensure new developments are designed to cater for pedestrian travel and minimise any future missing links | 1/07/2020                  | 30/06/2021        | 50%      |
| YTD Actual   |   | YTD Budget                 | Initiative Budget |          |
| \$14,807   |   | \$307,909                  | \$731,040         |          |

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| Initiative Description   |   | Department                 | Q3 Target         | Progress |
|--|---|----------------------------|-------------------|----------|
| Continue to progress implementation of the Mobility Implementation Plan.   |   | Sustainable Infrastructure | 75%               | 39%      |
| <b>Progress Comment:</b>   |   |                            |                   |          |
| <p>Delivery of the Mobility Implementation Plan has been delayed due to COVID-19 restrictions impacting the availability of consultants and contractors. Works are planned to be undertaken in the remainder of the year to address known issues.</p> <p>Pedestrian upgrades are currently being considered as part of intersection treatment upgrades at the intersections of Henderson Road/Kelletts Road and Henderson Road/Ferntree Gully Road. Advocacy for a pedestrian crossings program across major arterial roads has been undertaken through the Eastern Transport Coalition with direct engagement with the Minister for Public Transport and Roads and Road Safety.</p> <p>Design proposals for implementation in the last quarter of 2020-21 are currently being scoped and include footpath PRAM crossings at high use locations, small missing footpath links and tactile ground surface indicators.</p> |   |                            |                   |          |
| Initiative Milestones  | Description   | Start date                 | End date          | Progress |
|  | Continue to deliver the Mobility Implementation Plan  | 1/07/2020                  | 30/06/2021        | 35%      |
|  | Continue to advocate to the Department of Transport to prioritise pedestrian related upgrade works at major intersections | 1/07/2020                  | 30/06/2021        | 75%      |
| YTD Actual   |   | YTD Budget                 | Initiative Budget |          |
| \$52,512   |   | \$65,000                   | \$130,000         |          |



## 2020-21 Annual Plan Progress Report

## Goal 4: We are safe and secure

| Initiative Description   | Department  | Q3 Target         | Progress   |          |
|--|---|-------------------|------------|----------|
| Ensure Council's Emergency Management Plans and Sub-Plans meet legislative requirements.   | City, Safety and Health   | 75%               | 75%        |          |
| <b>Progress Comment:</b>   |   |                   |            |          |
| <p>Council's Municipal Emergency Management Planning (MEMP) has been audited by the SES and meets current legislative compliance requirements.</p> <p>Work is underway in the Eastern Metropolitan region, with the Regional Emergency Management Planning Committee (REMP) and Eastern Metropolitan Councils Emergency Management Partnership (EMCEMP) to develop a standard MEMP format that meets the Assurance Model.</p> <p>Community Emergency Risk Assessment (CERA) review process has been updated and this will be used into the future. The Storm &amp; Flood Sub-Plan is being scheduled for review in the 2021 calendar year.</p> <p>With the commencement of the municipal arrangements under the Emergency Management Legislation Amendment Act 2018 (EMLA Act 2018), the MEMP and sub-plans now sit under the auspices of the Knox MEMP Committee and Eastern Metropolitan Region Emergency Management Planning Committee – rather than in Council's plans. Council continues to administer these as they were originally developed as Council plans.</p> <p>MEMP and sub-plans remain compliant to legislative requirements. CERA reviews are scheduled through the MEMP period of operation (April 2019 – April 2022) with any resulting changes to sub plans to be effected as required. It is important to note that changes to sub plans require external agency input and in some cases; authorisations.</p> |   |                   |            |          |
| Initiative Milestones  | Description   | Start date        | End date   | Progress |
|  | Review all risks identified through CERA process, as per audit requirements | 1/07/2020         | 30/06/2021 | 75%      |
|  | Review all MEMP Sub Plans, as per audit requirements                        | 1/07/2020         | 30/06/2021 | 75%      |
| YTD Actual   | YTD Budget  | Initiative Budget |            |          |
| \$70,152   | \$78,636  | \$108,411         |            |          |
| This initiative shares a budget with initiative 'Engage with emergency services through the Municipal Emergency Management Planning Committee to assist with the adequate provision of emergency services across the municipality.'  |   |                   |            |          |



## 2020-21 Annual Plan Progress Report

| Initiative Description  |  | Department          | Q3 Target         | Progress |
|---|--|---------------------|-------------------|----------|
| Implement a community safety program and build community connections to improve perceptions of safety within key locations across the municipality (including Boronia Activity Centre).   |  | Community Wellbeing | 75%               | 57%      |
| <b>Progress Comment:</b>  |  |                     |                   |          |
| <p>In quarter three, there has been progress on the preparation of the Request For Quotation (RFQ) and artist's briefs for the Lupton Way Shared Zone Construction and Public Art Lighting Project. Partnership has occurred with the Arts and Culture Team to select preferred artists and prepare the RFQ. Commencement of the project is expected to occur in quarter four.</p> <p>The commissioning of this work will support local artists with a program of art and design themes across the light boxes to be delivered in Knox during 2021. Council is currently considering the preferred artist to deliver the project. An Expression of interest process for the lighting component commenced on Monday 18 January 2021. The project will continue over two financial years - to be completed in March 2022.</p> <p>The Knox Night Owls Project is scheduled for commencement of face-to-face delivery during term 3. The risk assessment and COVID-Safe plans are being prepared. Recruitment and program planning will commence following sign off on these plans.</p> |  |                     |                   |          |
| Initiative Milestones   | Description  | Start date          | End date          | Progress |
|   | Integrate community safety programs aligned with the Boronia Renewal Plan and Boronia Stakeholder Working Group                        | 1/07/2020           | 30/06/2021        | 60%      |
|   | Deliver two Knox Night Owls Programs   | 1/07/2020           | 30/06/2021        | 55%      |
|   | Partner with the Arts and Culture Team to develop and deliver integrated projects to enhance amenity and increase perception of safety | 1/07/2020           | 30/06/2021        | 60%      |
| YTD Actual  |  | YTD Budget          | Initiative Budget |          |
| \$2,692   |  | \$14,022            | \$18,698          |          |



## 2020-21 Annual Plan Progress Report

| Initiative Description  |  | Department              | Q3 Target         | Progress |
|---|--|-------------------------|-------------------|----------|
| Inform residents and conduct inspections of all properties within the Bushfire Management Overlay areas to ensure compliance with relevant legislation.   |  | City, Safety and Health | 100%              | 98%      |
| <b>Progress Comment:</b>  |  |                         |                   |          |
| All 2020-2021 Fire Hazard Inspections (FHIs) have been finalised. The FHIs for 2020-2021 consist of two rounds. The first round was completed with 57 FHIs issued and 3 compulsory clearances (and infringements to be issued). Inspections were completed prior to the declaration of the fire season (8 February 2021). |  |                         |                   |          |
| The second round (first inspection with 18 FHIs issued) occurred in February and follow up occurred mid-late March, with 16 notices issued and one compulsory clearance. This initiative will be complete once this final compulsory clearance is completed.  |  |                         |                   |          |
| Initiative Milestones   | Description  | Start date              | End date          | Progress |
|   | Advise 2,480 BMO properties and non-BMO vacant land properties to prepare for Fire Danger Period                                     | 1/10/2020               | 30/12/2020        | 100%     |
|   | Inspect 2,480 BMO properties and non-BMO vacant land properties at Fire Danger Period commencement and issue Fire Prevention Notices | 1/12/2020               | 28/02/2021        | 100%     |
|   | Fire Prevention Notice compliance checked and if non-compliant issue infringement and compulsory clean-up                            | 1/12/2020               | 28/02/2021        | 95%      |
| YTD Actual  |  | YTD Budget              | Initiative Budget |          |
| \$70,152  |  | \$78,636                | \$108,411         |          |

| Initiative Description  |  | Department              | Q3 Target         | Progress |
|---|--|-------------------------|-------------------|----------|
| Engage with emergency services through the Municipal Emergency Management Planning Committee to assist with the adequate provision of emergency services across the municipality. |  | City, Safety and Health | 75%               | 95%      |
| <b>Progress Comment:</b>  |  |                         |                   |          |
| The Municipal Emergency Management Planning Committee (MEMPC) is meeting in accordance with the schedule and under the new requirements of the amended Emergency Management Act.  |  |                         |                   |          |
| The first formal meeting of the re-constituted MEMPC has been scheduled early in quarter four.  |  |                         |                   |          |
| Initiative Milestones   | Description  | Start date              | End date          | Progress |
|   | Align MEMPC membership to requirements of the Emergency Management Legislation Amendment Act 2018, particularly community membership | 1/07/2020               | 30/06/2021        | 90%      |
|   | Adapt MEMPC governance to account for the creation of Fire Rescue Victoria   | 1/07/2020               | 30/06/2021        | 100%     |
| YTD Actual  |  | YTD Budget              | Initiative Budget |          |
| This initiative shares a budget with initiative 'Ensure Council's Emergency Management Plans and Sub-Plans meet legislative requirements.'  |  |                         |                   |          |



## 2020-21 Annual Plan Progress Report

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

| Initiative Description  |   | Department   | Q3 Target         | Progress |
|---|---|--------------|-------------------|----------|
| Continue to implement the Knox Central program to progress the development of a new Civic and Arts precinct for Knox. |   | Knox Central | 75%               | 57%      |
| <b>Progress Comment:</b>  |   |              |                   |          |
| The relocation of Council's operations centre has now concluded and the new site is fully operational.                |   |              |                   |          |
| Design of the Knox Central Library is awaiting confirmation of the Westfield shopping centre redevelopment timeline.  |   |              |                   |          |
| The remaining two milestones are progressing as anticipated.  |   |              |                   |          |
| Initiative Milestones   | Description   | Start date   | End date          | Progress |
|   | Design the Knox Central Library in its new location in the Westfield shopping centre (subject to confirmation of redevelopment timeline from Scentre Group/Westfield) | 1/07/2020    | 30/06/2021        | 10%      |
|   | Conclude the relocation of Council's operations centre  | 1/07/2020    | 30/06/2021        | 100%     |
|   | Conclude land acquisition for Lewis Park frontage and Knox Central road links   | 1/07/2020    | 30/06/2021        | 70%      |
|   | Develop a masterplan for the future civic precinct and Council's land holdings  | 1/07/2020    | 30/06/2021        | 50%      |
| YTD Actual  |   | YTD Budget   | Initiative Budget |          |
| Delivered within existing operational budget.   |   |              |                   |          |

| Initiative Description  |  | Department   | Q3 Target         | Progress |
|---|--|--------------|-------------------|----------|
| Develop and implement a Strategic Asset and Investment Strategy to best achieve community and Council outcomes through the implementation of targeted investment strategies.  |  | City Futures | 100%              | 45%      |
| <b>Progress Comment:</b>  |  |              |                   |          |
| The draft Asset Leveraging Program has been scoped as an initiative for 2020-21 and work has progressed on its preparation. The preparation of a draft Asset Leveraging Program was dependent on recruitment of key roles within City Investment and Partnerships. The Senior Strategic Advisor Sustainable Investment commenced on 29 March 2021, therefore, the program for the Draft Asset Leveraging Program can now be recalibrated. |  |              |                   |          |
| Initiative Milestones   | Description  | Start date   | End date          | Progress |
|   | Prepare a draft asset leveraging program, anticipated to include targeted investment strategies (or similar) for specific assets and impacts | 1/07/2020    | 30/03/2021        | 45%      |
| YTD Actual  |  | YTD Budget   | Initiative Budget |          |
| \$120,181   |  | \$158,704    | \$159,658         |          |



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| Initiative Description  |   | Department   | Q3 Target  | Progress          |
|---|---|--------------|------------|-------------------|
| Participate and collaborate regionally to plan for improved infrastructure in and between key priority employment precincts, activity centres and residential areas.  |   | City Futures | 70%        | 47%               |
| <b>Progress Comment:</b>  |   |              |            |                   |
| Council continues to contribute to discussions, and the progress of, the Eastern Region Land Use Framework Plan and the Greater South East Melbourne City Deal.   |   |              |            |                   |
| In March 2021, DELWP provided information on changes that have been made to the Eastern Region Land Use Framework Plan (in confidence). Council officers provided comments on a without prejudice basis. Further feedback was provided in March 2021 to DELWP. The draft Land Use Framework Plan is still expected to be released for consultation in 2021. |   |              |            |                   |
| Initiative Milestones   | Description   | Start date   | End date   | Progress          |
|   | Continue to provide input into the Eastern Region Land Use Framework Plan as required                   | 1/07/2020    | 30/06/2021 | 75%               |
|   | Provide input into the South East Melbourne Organisation's City Deal Coordination Committee as required | 1/07/2020    | 30/06/2021 | 20%               |
| YTD Actual  |   | YTD Budget   |            | Initiative Budget |
| Delivered within existing operational budget.   |   |              |            |                   |

| Initiative Description  |  | Department                 | Q3 Target  | Progress          |
|---|--|----------------------------|------------|-------------------|
| Explore as part of the People Strategy opportunities for Knox City Council to provide employment opportunities for disadvantaged groups.  |  | Strategy, People & Culture | 75%        | 80%               |
| <b>Progress Comment:</b>  |  |                            |            |                   |
| Council was successful in obtaining a \$3.2M grant to recruit people experiencing disadvantage via the Working for Victoria (WV) scheme. All 70 positions funded under the grant were filled. By the end of quarter three, all but 14 people have completed their fixed-term employment with Knox. Eleven people have secured a role within Knox in either a casual (2), full time temporary (7), part time temporary (1) or full time ongoing (1) basis. |  |                            |            |                   |
| Initiative Milestones   | Description  | Start date                 | End date   | Progress          |
|   | Administer the Working for Victoria grant to engage 70 roles to support Victorian's impacted by COVID-19 | 1/07/2020                  | 30/06/2021 | 80%               |
| YTD Actual  |  | YTD Budget                 |            | Initiative Budget |
| \$85,873  |  | \$67,454                   |            | \$86,831          |



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| Initiative Description   |   | Department   | Q3 Target  | Progress          |
|--|---|--------------|------------|-------------------|
| 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 Industrial/Employment Precinct with a focus on business networks, precinct amenity, streamlining assessment and new investment. |   | City Futures | 100%       | 75%               |
| <b>Progress Comment:</b>   |   |              |            |                   |
| The Bayswater Business Precinct Transformation Strategy, being undertaken by SGS Economics and Planning, is progressing. Consultation on the draft Strategy will commence in April 2021. The new Bayswater Business Precinct Project Coordinator commenced in March 2021.  |   |              |            |                   |
| Initiative Milestones  | Description   | Start date   | End date   | Progress          |
|  | Contribute to the finalisation of the Bayswater Business Precinct Transformation Strategy | 1/07/2020    | 30/03/2021 | 75%               |
| YTD Actual   |   | YTD Budget   |            | Initiative Budget |
| \$35,000   |   | \$30,000     |            | \$30,000          |





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Goal 6: We are healthy, happy and well

| Initiative Description   |  | Department          | Q3 Target         | Progress |
|--|--|---------------------|-------------------|----------|
| Finalise and implement the Key Life Stages Implementation Plan focusing on Early Years, Youth and Older People.  |  | Community Wellbeing | 75%               | 78%      |
| <b>Progress Comment:</b>   |  |                     |                   |          |
| <p>The mid-term review of the Key Life Stages Plan reported on the implementation of intergenerational and common actions. The review has also documented emerging themes and possible responses which will be used to inform the development of the Community and Council Plans. Discussions between Council and the community are underway to identify emerging themes in light of COVID-19 and related recovery efforts. Themes have been identified and included in the Key Directions, Strategies and Initiatives in the Draft Council and Community Plans.</p> <p>The Key Life Stages Plan has been discussed and monitored during Senior Leadership team meetings as required – to enable streamlining and improvement of current processes. Discussions are currently underway in regards to how this Plan will align with the new Council and Community Plans. Themes have been identified and included in the Key Directions, Strategies and Initiatives in the Draft Council and Community Plans.</p> |  |                     |                   |          |
| Initiative Milestones  | Description  | Start date          | End date          | Progress |
|  | Discuss and monitor the implementation of the Key Life Stages Plan during regular Senior Leadership meetings                         | 1/07/2020           | 30/06/2021        | 85%      |
|  | Explore, plan and implement measures to achieve the intergenerational and common actions in the Key Life Stage Plan                  | 1/07/2020           | 30/06/2021        | 80%      |
|  | Identify emerging themes and possible responses to inform the development of the new Community Plan 2021-31 and Council Plan 2021-25 | 1/07/2020           | 30/06/2021        | 70%      |
| YTD Actual   |  | YTD Budget          | Initiative Budget |          |
| Delivered within existing operational budget.  |  |                     |                   |          |



2020-21 Annual Plan Progress Report

| Initiative Description   |  | Department                 | Q3 Target         | Progress |
|--|--|----------------------------|-------------------|----------|
| Continue to implement Council’s Health Promoting Organisation initiative in partnership with community organisations to positively affect organisational and community health outcomes.  |  | Strategy, People & Culture | 70%               | 75%      |
| <b>Progress Comment:</b>   |  |                            |                   |          |
| Internally, the priority focus is on supporting Council to remain COVID-Safe. Significant and ongoing strategy, risk, people & culture support is being provided to departments and groups to ensure they plan for and operate in COVID-Safe ways.   |  |                            |                   |          |
| Additional mental health training and supports have been put in place and continue to be prioritised as part of Council's response to its workforce. Pulse surveys were introduced at the outset of the pandemic to monitor staff sentiment and feedback and to enable responsive support to arising issues and opportunities. By the end of quarter three, 46 Risk Assessments have been completed and there are 58 COVID-Safe plans that have been completed and are active. |  |                            |                   |          |
| A temporary Manager Pandemic Response & Recovery position was created to support a coordinated effort. Council has also employed additional temporary OHS & Wellbeing staff via the Working for Victoria grant program administered by the state government.   |  |                            |                   |          |
| Staff consultation on work location preferences and related considerations has been undertaken as part of return-to-site planning currently underway.  |  |                            |                   |          |
| Initiative Milestones  | Description  | Start date                 | End date          | Progress |
|  | Develop and regularly update a COVID Safe Plan   | 3/08/2020                  | 30/06/2021        | 75%      |
|  | Continue to provide support to the organisation in the rapidly changing environment impacted by COVID-19 | 1/07/2020                  | 30/06/2021        | 75%      |
| YTD Actual   |  | YTD Budget                 | Initiative Budget |          |
| \$800,232  |  | \$628,594                  | \$686,119         |          |



## 2020-21 Annual Plan Progress Report

| Initiative Description  | Department   | Q3 Target  | Progress          |          |
|---|--|------------|-------------------|----------|
| <b>Deliver health promotion and harm minimisation programs including:</b> <ul style="list-style-type: none"> <li>· Education /capacity building programs with sporting clubs focused on cultural change</li> <li>· Advocacy to improve planning policy responses and regulatory framework that manage the density of alcohol outlets within places or locations.</li> </ul>   | Community Wellbeing  | 70%        | 79%               |          |
| <b>Progress Comment:</b>  |  |            |                   |          |
| <p>In quarter three, the mapping project for alcohol outlet density in partnership with South Eastern Metro Councils was completed.</p> <p>The Men's Risky Drinking Project (Sporting Clubs) have signed a memorandum of understanding to participate in the project. The local football season is set to commence in early April 2021. Both clubs have engaged with consultants to participate. Clubs are currently forming project sub committees to be a link between the club and project. Following commencement of the season and settling in process due to the impact of COVID during 2020, engagement with club members and players to develop an understanding of culture and norms is set to progress the end of April 2021. Consultants will work with clubs to schedule regular meetings and develop a co-design engagement process to analyse current club culture and values towards alcohol and family friendly events.</p> <p>The Our Clubs development project launched in March 2021. Communication and media collateral has been distributed across the Eastern Metropolitan Region Councils for the social marketing campaign. A series of social media tiles are set to be launched across the Eastern Metropolitan Region to support football clubs in raising conversation about health and wellbeing with members and players – with a key focus on mental health. This campaign supports the mental health first aid training program for Knox sports clubs</p> |  |            |                   |          |
| Initiative Milestones   | Description  | Start date | End date          | Progress |
|   | Complete the mapping project for alcohol outlet density in partnership with South Eastern Metro Councils   | 1/07/2020  | 30/06/2021        | 100%     |
|   | Deliver the Sports Club Culture Development Program  | 1/07/2020  | 30/06/2021        | 80%      |
|   | Develop the framework for the Men's Risky Drinking Project (Sporting Clubs) in partnership with VicHealth. | 1/07/2020  | 30/12/2021        | 70%      |
| YTD Actual  |  | YTD Budget | Initiative Budget |          |
| -   |  | \$40,000   | \$120,000         |          |



## 2020-21 Annual Plan Progress Report

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

| Initiative Description   |  | Department                 | Q3 Target         | Progress |
|--|--|----------------------------|-------------------|----------|
| 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.                           |  | Sustainable Infrastructure | 75%               | 55%      |
| <b>Progress Comment:</b>   |  |                            |                   |          |
| A review of the Asset Renewal Gap was completed in February 2021. Asset condition audits and asset valuations inform the renewal backlog. As neither of these activities have been completed since February 2021, the estimated value remains unchanged. |  |                            |                   |          |
| Initiative Milestones  | Description  | Start date                 | End date          | Progress |
|  | Implement action within the Building Asset Management Plan to develop a gap tool to identify and measure levels of service standards for buildings | 1/07/2020                  | 30/06/2021        | 60%      |
|  | Continue to address Council's asset renewal backlog  | 1/07/2020                  | 30/06/2021        | 50%      |
| YTD Actual   |  | YTD Budget                 | Initiative Budget |          |
| Delivered within existing operational budget.  |  |                            |                   |          |

| Initiative Description   |  | Department   | Q3 Target         | Progress           |
|--|--|--------------|-------------------|--------------------|
| Develop a plan for the ongoing protection and management of Indigenous and post European settlement heritage resources related to Knox.  |  | City Futures | N/A               | Unable to progress |
| <b>Progress Comment:</b>   |  |              |                   |                    |
| This initiative was addressed in a report to Council on 25 June 2018. Business cases were prepared in December 2018 and December 2019. These were not supported as part of the respective budget deliberations/adoptions, and as such, a heritage study cannot progress. |  |              |                   |                    |
| YTD Actual   |  | YTD Budget   | Initiative Budget |                    |
| Business case was not supported.   |  |              |                   |                    |



## 2020-21 Annual Plan Progress Report

## Goal 8: We have confidence in decision-making

| Initiative Description   |  | Department        | Q3 Target  | Progress      |
|--|--|-------------------|------------|---------------|
| Conduct the 2020 General Election and implement a comprehensive induction program for the elected members.   |  | Governance        |            | ✓<br>Complete |
| <b>Progress Comment:</b>   |  |                   |            |               |
| The Councillor Induction Program, conducted in partnership with the Victorian Local Governance Association (VLGA), commenced in November 2020 and concluded in February 2021, in compliance with the Local Government Act 2020. The Councillor Induction Program comprised of seven modules. |  |                   |            |               |
| Initiative Milestones  | Description  | Start date        | End date   | Progress      |
|  | Commence the election period and candidate training sessions         | 24/07/2020        | 23/10/2020 | 100%          |
|  | Conduct the General Election   | 24/07/2020        | 24/10/2020 | 100%          |
|  | Election result declared and Councillor induction training completed | 25/10/2020        | 30/11/2020 | 100%          |
| YTD Actual   | YTD Budget   | Initiative Budget |            |               |
| Delivered within existing operational budget.  |  |                   |            |               |

| Initiative Description  |   | Department          | Q3 Target  | Progress |
|---|---|---------------------|------------|----------|
| Continue to implement the Community Group Training Program through community organisations and by Council.  |   | Community Wellbeing | 80%        | 80%      |
| <b>Progress Comment:</b>  |   |                     |            |          |
| Seven Community Group Training sessions have been offered to date (from October 2020 to March 2021), with 106 people in attendance – an average of just over 15 people per session. |   |                     |            |          |
| In response to community need, there are four more community training sessions planned for 2020-21. Planning and advertising for these sessions has been completed.                 |   |                     |            |          |
| Initiative Milestones   | Description   | Start date          | End date   | Progress |
|   | Plan community training sessions that meet the needs of the Knox community                  | 1/07/2020           | 30/12/2020 | 100%     |
|   | Offer at least 10 community training sessions in 2020-21                                    | 1/07/2020           | 30/06/2021 | 75%      |
|   | Successfully deliver each session with a minimum of 10 people in attendance at each session | 1/07/2020           | 30/06/2021 | 75%      |
| YTD Actual  | YTD Budget  | Initiative Budget   |            |          |
| \$7,068   | \$11,424  | \$15,538            |            |          |



## 2020-21 Annual Plan Progress Report

| Initiative Description  |  | Department                 | Q3 Target         | Progress |
|---|--|----------------------------|-------------------|----------|
| Review and implement Council's updated Community Engagement approach.   |  | Strategy, People & Culture | 85%               | 85%      |
| <b>Progress Comment:</b>  |  |                            |                   |          |
| Knox's Community Engagement Policy was adopted at the ordinary Council meeting on 22 February 2021 after public consultation.   |  |                            |                   |          |
| On 24 February 2021, Council launched the new Community Engagement Platform; <i>Knox: Have Your Say</i> . At the end of March 2021, the platform had over 100 members and 10 active projects. |  |                            |                   |          |
| Initiative Milestones   | Description  | Start date                 | End date          | Progress |
|   | Implement Council's new Community Engagement Platform  | 1/07/2020                  | 1/02/2021         | 100%     |
|   | Community consultation to develop a revised Community Engagement Policy in line with the Local Government Act 2020 | 1/12/2020                  | 28/02/2021        | 100%     |
|   | Council endorsement of the Community Engagement Policy   | 1/03/2021                  | 31/03/2021        | 100%     |
|   | Implementation of the revised Community Engagement Policy  | 1/03/2021                  | 30/06/2021        | 50%      |
| YTD Actual  |  | YTD Budget                 | Initiative Budget |          |
| Delivered within existing operational budget.   |  |                            |                   |          |

| Initiative Description  |                                   | Department     | Q3 Target         | Progress |
|---|-----------------------------------|----------------|-------------------|----------|
| Finalise and implement Council's Advocacy Framework through delivering targeted advocacy campaigns in line with Council's objectives.   |                                   | Communications | 90%               | 34%      |
| <b>Progress Comment:</b>  |                                   |                |                   |          |
| Advocacy priorities have been sought from senior management and content sourced on each priority to revise the Community Investment Plan. Work has commenced through regional groupings of councils on the federal election campaign. |                                   |                |                   |          |
| Progression of this initiative has been delayed as Council is in the process of determining priorities for the next Community and Council Plans. The advocacy priorities will be drawn from the new plans.                            |                                   |                |                   |          |
| Initiative Milestones   | Description                       | Start date     | End date          | Progress |
|   | Agree advocacy priorities         | 1/07/2020      | 30/09/2020        | 50%      |
|   | Revise Community Investment Plan  | 1/07/2020      | 31/12/2020        | 30%      |
|   | Develop federal election campaign | 1/07/2020      | 30/06/2021        | 25%      |
| YTD Actual  |                                   | YTD Budget     | Initiative Budget |          |
| Delivered within existing operational budget.   |                                   |                |                   |          |

11 City Centre Reports for Consideration

Nil

## 12 Items for Information

### 12.1 Capital Works Program Report

**SUMMARY: Coordinator, Capital Works, Gene Chiron**

**The Capital Works Program Report shows projects on Council's Capital Works Program and indicates the status of each project as of 3 May 2021.**

**RECOMMENDATION**

**That Council receive and note the Capital Works Program Report, as of 3 May 2021.**

#### 1. INTRODUCTION

This report summarises Council's Capital Works Program for the 2020/21 financial year.

The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report, as of 3 May 2021, is attached as Attachment A.

Highlights of the Works Report as of 3 May 2021 include:

- Templeton Reserve, Wantirna - Tennis Court Renewals - Hand over to Club.
- Clauscen Drive, Rowville Local Area Traffic Management Scheme - Installation complete.
- Knox Civic Centre Carpark Renewal – Complete.
- Liberty Reserve - Sportsfield Drainage Renewal – Complete.
- Gilbert Park, Knoxfield - Masterplan Implementation Stage 1 – Complete.
- Napoleon Road, Lysterfield (Kelletts Rd to Anthony Dr) - Shared Path – 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 May 2021 [**12.1.1** - 21 pages]



## Knox City Council Project Status Report

04-May-2021

| Project Number | Project Name  | Total Adjusted Budget |
|----------------|---|-----------------------|
| <b>1</b>       | <b>Bridges Renewal Program</b>  | <b>\$736,925</b>      |
| All Wards      | Tender Evaluation completed for the Ferntree Gully Community Centre pedestrian bridge. Procurement Report to be approved for contract No-2793.  |                       |
| <b>4</b>       | <b>High Risk Road Failures</b>  | <b>\$500,000</b>      |
| All Wards      | Works on schedule at various locations.   |                       |
| <b>7</b>       | <b>Road Surface Renewal Program</b>   | <b>\$4,738,000</b>    |
| All Wards      | Road resurfacing projects on schedule at various locations.   |                       |
| <b>8</b>       | <b>Drainage Pit and Pipe Renewal Program</b>  | <b>\$2,200,000</b>    |
| All Wards      | Drainage renewal works on schedule at various locations.  |                       |
| <b>9</b>       | <b>Footpath Renewal Program</b>   | <b>\$2,260,850</b>    |
| All Wards      | Footpath budget expended.   |                       |
| <b>10</b>      | <b>Bicycle / Shared Path Renewal Program</b>  | <b>\$700,000</b>      |
| All Wards      | Schedule of works being allocated to contractors for completion by June.  |                       |
| <b>16</b>      | <b>Building Renewal Program</b>   | <b>\$5,991,707</b>    |
| All Wards      | Program is 55% committed/expended. Works commencing nearing completion over May include Leisureworks - hvac renewals, waterslide pool plant minor works, lifeguard station cabinetry; Civic Centre - partial carpet replacement, roof recoating; Picketts Reserve - kitchen renewal; HV Jones Community Pavilion - switchboard replacement; Batterham Reserve Tennis Pavilion - hot water service; Tormore Pavilion - switchboard upgrade; Rowville Community Centre Pavilion - decking/retaining wall replacement works; Knox Gymnasium - external light fittings replacement; Bellbird Senior Citizens - kitchen renewal; Eildon Parade Tennis Pavilion - toilet renewals, DDA retrofitting; Colchester Pavilion - kitchen renewal; Parkridge Pavilion - external painting; Knox Park Athletics Pavilion - external toilet floor recoating; Knox Park Public Toilets - floor recoating. |                       |
| <b>17</b>      | <b>Playground Renewal Program</b>   | <b>\$1,758,674</b>    |
| All Wards      | Tender documents being prepared for 2020/21 Playground renewals with works anticipated to carry through to 21/22. Consultation for Stud Park Playground continues with engagement with local schools and user groups.   |                       |
| <b>22</b>      | <b>Fire Hydrant Replacement Program</b>   | <b>\$168,000</b>      |
| All Wards      | Payment to South East Water due in June.  |                       |
| <b>24</b>      | <b>Carpark Renewal</b>  | <b>\$750,000</b>      |
| All Wards      | Carpark at Knox Civic Centre completed. Commencing works at Wally Tew Reserve Ferntree Gully.   |                       |

## Knox City Council Project Status Report

04-May-2021

| Project Number | Project Name   | Total Adjusted Budget |
|----------------|--|-----------------------|
| <b>25</b>      | <b>Plant &amp; Machinery Replacement Program</b>   | <b>\$2,751,000</b>    |
| All Wards      | Fleet Renewal Program on track - 75% of funds committed - 50% of funds expended.   |                       |
| <b>26</b>      | <b>Street Tree Replacement Program</b>   | <b>\$637,750</b>      |
| All Wards      | Tree planting works are in progress. All purchase orders have been raised.   |                       |
| <b>31</b>      | <b>Stamford Park Redevelopment</b>   | <b>\$11,028,811</b>   |
| Tirhatuan      | The Lake/Ephemeral precincts are subject to final Melbourne Water approval. Additional documents and drawing amendments are currently being prepared for submission.   |                       |
| <b>104</b>     | <b>Roadside Furniture Renewal Program</b>  | <b>\$100,000</b>      |
| All Wards      | Budget has been expended for this financial year.  |                       |
| <b>147</b>     | <b>Energy Retrofits for Community Buildings</b>  | <b>\$153,899</b>      |
| All Wards      | Scoping underway for lighting replacement and other energy efficiency opportunities, including heat reflective paint on rooftops.  |                       |
| <b>229</b>     | <b>Building Code Australia Compliance</b>  | <b>\$50,000</b>       |
| All Wards      | Minor retrofitting works being completed in the original Batterham pavilion to meet National Construction Code compliance.   |                       |
| <b>345</b>     | <b>Asbestos Removal</b>  | <b>\$100,000</b>      |
| All Wards      | Asbestos Audits being undertaken to inform works program with asbestos removal projects planned for May/June and scoped in other projects where applicable.  |                       |
| <b>347</b>     | <b>Miscellaneous Industrial Roads - Pavement Rehabilitation</b>  | <b>\$250,000</b>      |
| All Wards      | Program completed.   |                       |
| <b>409</b>     | <b>Parks Furniture Renewal</b>   | <b>\$107,601</b>      |
| All Wards      | Further audits underway, installations of furniture being carried out and additional orders of new furniture in progress.  |                       |
| <b>410</b>     | <b>Parks Signage Renewal</b>   | <b>\$20,000</b>       |
| All Wards      | Signage renewals progressing as required. Discussions occurring between Parks and Communications Team in relation to signage design and responsibility throughout Open Space.  |                       |
| <b>412</b>     | <b>Water Sensitive Urban Design Renewal</b>  | <b>\$521,336</b>      |
| All Wards      | Koolamara Wetland footpath has been replaced and topsoiling/seeding completed, as well as full demobilisation, re-installation of some bollards and some moving of the beaching rocks complete. Sediment drying in progress. Practical completion anticipated mid May. |                       |

**Knox City Council Project Status Report**

04-May-2021

| <b>Project Number</b> | <b>Project Name</b>   | <b>Total Adjusted Budget</b> |
|-----------------------|---|------------------------------|
| <b>441</b>            | <b>Tim Neville Arboretum Renewal</b>  | <b>\$437,149</b>             |
| Dobson                | Further renewal/repair works in discussions with contractor, including lawn works, rotunda improvements, drainage works, pathway renewals/ repairs to be completed by end of June.  |                              |
| <b>443</b>            | <b>Reserves Paths Renewal</b>   | <b>\$65,000</b>              |
| All Wards             | Path renewal program nearing completion, final works at Koolamara Reserve underway.   |                              |
| <b>492</b>            | <b>Food Act Compliance - Kitchen Retrofitting</b>   | <b>\$25,000</b>              |
| All Wards             | Program of works established with rollout expected from April. Primary project is Picketts Reserve Pavilion kitchen. Picketts scheduled to commence mid May and be completed by mid June.   |                              |
| <b>516</b>            | <b>Rumann and Benedikt Reserves - Open Space Upgrade Stage 2</b>  | <b>\$141,691</b>             |
| Tirhatuan             | All masterplan works are complete.  |                              |
| <b>536</b>            | <b>Parkland Asset Renewal</b>   | <b>\$75,000</b>              |
| All Wards             | Scoping works underway to further improve drainage at Knox Dog Park (Bunjil Way). Discussions underway with Construction & Landscape Design.  |                              |
| <b>537</b>            | <b>Bush Boulevard Renewal</b>   | <b>\$70,000</b>              |
| All Wards             | Scoping complete, works in discussions with contractors.  |                              |
| <b>566</b>            | <b>Artwork Renewal</b>  | <b>\$68,319</b>              |
| All Wards             | Quotes for restoration of 3 major works being sought. Aim to restore works before end of financial year. Carry forward will also be required.   |                              |
| <b>576</b>            | <b>Emergency Warning Systems in Early Years Facilities</b>  | <b>\$50,000</b>              |
| All Wards             | Program of works committed with works now complete at the Fields, Templeton, Liberty Prechools. Cooinda to be undertaken in July holidays.  |                              |
| <b>587</b>            | <b>Upper Ferntree Gully Neighbourhood Activity Centre Works</b>   | <b>\$289,756</b>             |
| Dobson                | Commenced Working Group for Upper Ferntree Gully streetscape enhancement works as part of the Suburban Revitalisation Program Grant. Currently engaging with lighting consultants in relation to potential designs to present for community engagement. |                              |
| <b>593</b>            | <b>Marie Wallace Reserve - Masterplan Implementation Stage 4</b>  | <b>\$218,041</b>             |
| Dinsdale              | Majority of masterplan implementation has been completed. Currently working on reserve signage project.   |                              |

**Knox City Council Project Status Report**

04-May-2021

| <b>Project Number</b> | <b>Project Name</b>  | <b>Total Adjusted Budget</b> |
|-----------------------|--|------------------------------|
| <b>649</b>            | <b>Scoresby (Exner) Reserve - Masterplan Implementation Stage 4</b>  | <b>\$250,000</b>             |
| Tirhatuan             | Preparing design brief for Stage 4 of masterplan implementation. This includes outdoor gym equipment, path connections and solar lighting.   |                              |
| <b>664</b>            | <b>Stormwater Harvesting Program Development</b>   | <b>\$199,925</b>             |
| All Wards             | Additional emergency upgrade works in Knox Gardens were completed. The commissioning of the works and formal handover has been planned for early May.  |                              |
| <b>675</b>            | <b>Public Art Project</b>  | <b>\$225,154</b>             |
| All Wards             | Stamford Park Public Art and Heritage Project - planned installation for November. Project significantly delayed. Lupton Way Public Art Lighting Project - Expression of Interest has been shortlisted for stage 2 and is being delivered according to timeline, due for artwork installation in February 2022. Knox Regional Netball Centre Public – artists in stage 2 shortlisting work to be installed April 2022. Knox Skate and BMX Park Pavilion - project in delivery stage and will be completed by 30 June. The Laneway Lightboxes Project Brief - being prepared and due for installation by August in preparation for Immerse. Immerse now in project implementation phase – 3 hubs and several satellite locations to be activated in September. Artists will soon begin invoicing for stage 1 payments. DJPR funding received for 'Beautify Boronia' project - some additional funding from capital works will contribute to the overall project budget. Planned delivery July - December, funding acquitted by April 2022. Artlinks and Public Art Trail – digital engagement projects have been delayed due to late rollout of new website. Several purchase orders have been raised and invoices will be paid according to relevant project timelines as planned. Carry forward required due to project delays extending timelines. |                              |
| <b>708</b>            | <b>Cricket Run Up and Goal Square Renewal Works</b>  | <b>\$40,000</b>              |
| All Wards             | Remaining funds to be carried forward, turf unavailable till September.  |                              |
| <b>717</b>            | <b>Knox Central Package</b>  | <b>\$18,235,000</b>          |
| 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.   |                              |
| <b>724</b>            | <b>Knox (Interim) Library</b>  | <b>\$0</b>                   |
| Dinsdale              | Funds have been transferred to Westfield (permanent) Library project, for design and fit out.  |                              |
| <b>733</b>            | <b>Kindergarten Office/Storage - Minor Works</b>   | <b>\$40,865</b>              |
| All Wards             | Project completed.   |                              |
| <b>737</b>            | <b>Meals on Wheels site reconfiguration - Stage 2</b>  | <b>\$50,000</b>              |
| Dinsdale              | Relocation complete.   |                              |
| <b>746</b>            | <b>Revegetation Plan</b>   | <b>\$181,088</b>             |
| All Wards             | Sites are prepared and planting will commence early May.   |                              |

## Knox City Council Project Status Report

04-May-2021

| Project Number | Project Name   | Total Adjusted Budget |
|----------------|--|-----------------------|
| <b>755</b>     | <b>Talaskia Reserve, Upper Ferntree Gully - Masterplan Implementation Stage 2</b>  | <b>\$571,826</b>      |
| Dobson         | Stage 2 of Masterplan implementation works are now complete. Maintenance period has come to an end. Remaining funds to be carried forward for final stage of Masterplan implementation.                            |                       |
| <b>761</b>     | <b>Dandenong Creek Gateways - Strategic Road Corridors Revegetation</b>  | <b>\$138,434</b>      |
| All Wards      | Open Space and Biodiversity departments combining expertise to design planting along creek corridors.  |                       |
| <b>834</b>     | <b>Oversowing of Sports Fields</b>   | <b>\$60,000</b>       |
| All Wards      | Fields have been oversown. More seed to be procured.   |                       |
| <b>837</b>     | <b>Westfield (Permanent) Library - Design and Fitout</b>   | <b>\$3,864,205</b>    |
| Dinsdale       | The project is currently on hold, awaiting for Westfield to provide new base build design drawings to allow completion of library concept design.  |                       |
| <b>838</b>     | <b>Bayswater Community Hub - Scoping</b>   | <b>\$70,000</b>       |
| Dinsdale       | Council were briefed on project proposals at Issues Briefing on 10 May.  |                       |
| <b>849</b>     | <b>Repurposing Scoping of Facilities from Hub Projects.</b>  | <b>\$56,252</b>       |
| All Wards      | Officers continue to work through actions from November 2020 Council meeting. Relevant projects have been included in the Draft 2021/22 Capital Works Program.   |                       |
| <b>867</b>     | <b>Knox Regional Netball Centre Extension</b>  | <b>\$4,750,000</b>    |
| Dobson         | Possession of site was granted on 3 May. Planning endorsed drawings have been received.  |                       |
| <b>868</b>     | <b>H V Jones, Ferntree Gully - Masterplan Implementation Stage 2</b>   | <b>\$384,933</b>      |
| Friberg        | Stage 2 works complete. Preparing design brief for Stage 3 design which include the netball courts, carpark and path connections. These works to be completed in 2021/22.  |                       |
| <b>869</b>     | <b>Gilbert Park, Knoxfield - Masterplan Implementation Stage 2</b>   | <b>\$738,072</b>      |
| Friberg        | Stage 1 masterplan implementation complete and open to the public. This included basketball court, shelter and skateable wall. Stage 2 works in progress including relocation of the playground and new equipment. |                       |
| <b>871</b>     | <b>Energy Performance Contract Implementation</b>  | <b>\$1,849,840</b>    |
| All Wards      | Air Conditioning works at Rowville Community Centre. Upgrades to LED lighting and Building Management System upgrades are scheduled for May.   |                       |
| <b>891</b>     | <b>Henderson Road Bridge, Rowville</b>   | <b>\$195,564</b>      |
| Friberg        | Working with the Federal Government Department to have final grant claim processed.  |                       |

**Knox City Council Project Status Report**

04-May-2021

| <b>Project Number</b> | <b>Project Name</b>  | <b>Total Adjusted Budget</b> |
|-----------------------|--|------------------------------|
| <b>935</b>            | <b>Scoresby (Exner) Reserve - Tennis Court Renewals</b>  | <b>\$40,000</b>              |
| Tirhatuan             | Defect works completed. Need to assess behaviour of sub-base following recent inspection. Follow-up Geotechnical investigation expected to be arranged and assessment to be made prior to programming surface re-coat.   |                              |
| <b>941</b>            | <b>Knox Regional Netball Centre - Court Renewals</b>   | <b>\$90,000</b>              |
| Dobson                | Project may be carried forward due to cold, wet weather.   |                              |
| <b>942</b>            | <b>Tree Management</b>   | <b>\$63,321</b>              |
| All Wards             | Works undertaken as required in conjunction with Council initiatives.  |                              |
| <b>944</b>            | <b>Knox Central (Operations Centre Remediation)</b>  | <b>\$4,445,212</b>           |
| Dinsdale              | Demolition of the old Operations Centre buildings now complete. Remediation works continuing.  |                              |
| <b>946</b>            | <b>Boronia Precinct Planning</b>   | <b>\$309,000</b>             |
| Baird                 | Further work has commenced to review and update the Draft Boronia Renewal Strategy in response to comments from the Department of Environment, Land, Water and Planning. City Futures is also coordinating the application process for the Suburban Revitalisation Fund, for projects to be completed by June 2022 in Boronia. |                              |
| <b>948</b>            | <b>Modular Building Program</b>  | <b>\$4,186,063</b>           |
| All Wards             | Lakesfield Pavilion Contractor appointed for delivery of New Pavilion for early November completion - factory build commencing in May. Gilbert Park Pavilion currently progressing through design development. Marie Wallace Modular also progressing through design development.  |                              |
| <b>951</b>            | <b>Community Toilet Replacement Program</b>  | <b>\$772,208</b>             |
| All Wards             | Modular public toilets progressing at Templeton, Tormore, Talaskia and Scoresby in the factory for expected completion by end of June.   |                              |
| <b>958</b>            | <b>Liberty Avenue Reserve, Rowville - New Floodlighting</b>  | <b>\$0</b>                   |
| Taylor                | Project completed 2019/20. Funds transferred to Liberty Reserve modular change pavilion works.   |                              |
| <b>961</b>            | <b>Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8</b>   | <b>\$198,130</b>             |
| Dobson                | Works to be undertaken after completion of Knox Netball Centre redevelopment.  |                              |
| <b>968</b>            | <b>Flamingo Kindergarten, Wantirna South - Verandah Extension</b>  | <b>\$101,886</b>             |
| Collier               | Project complete.  |                              |

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| Project Number | Project Name   | Total Adjusted Budget |
|----------------|--|-----------------------|
| <b>994</b>     | <b>Picketts Reserve, Ferntree Gully - Masterplan Implementation Stage 3</b>  | <b>\$284,250</b>      |
| Baird          | Project at Practical Completion stage. Bench seats to be received from supplier and installed shortly.   |                       |
| <b>995</b>     | <b>Peregrine Reserve, Rowville - Masterplan Implementation Stage 2</b>   | <b>\$443,927</b>      |
| Taylor         | Preparing tender documentation for Stage 2 of the masterplan implementation. This stage, to be completed in 2021/22, includes a junior BMX pump track and outdoor gym equipment.   |                       |
| <b>997</b>     | <b>Llewellyn Reserve, Wantirna South - Masterplan Implementation</b>   | <b>\$395,483</b>      |
| Scott          | Contract has been awarded and project will commence shortly.   |                       |
| <b>999</b>     | <b>Lewis Park, Wantirna South - Masterplan Implementation</b>  | <b>\$969,228</b>      |
| Dinsdale       | Waterways - detailed design due for completion by end of June. Sport & Play Precinct - scoping work continuing with report and costing due in June. Community Gardens - vines have been removed and quotes are being sought for carpark and fencing. |                       |
| <b>1001</b>    | <b>Scoresby Village Reserve, Masterplan Implementation</b>   | <b>\$316,147</b>      |
| Tirhatuan      | Masterplan works have now been completed.  |                       |
| <b>1002</b>    | <b>Egan Lee Reserve, Knoxfield Masterplan Implementation - Stage 2</b>   | <b>\$624,589</b>      |
| Scott          | Public Tender for Stage 2 has now closed and contractors have been shortlisted.  |                       |
| <b>1003</b>    | <b>Wantirna Reserve - Masterplan</b>   | <b>\$30,000</b>       |
| Collier        | Works on hold pending soil report outcome.   |                       |
| <b>1005</b>    | <b>Neighbourhood Green Streets</b>   | <b>\$48,998</b>       |
| All Wards      | Planting has commenced.  |                       |
| <b>1006</b>    | <b>Bush Boulevards</b>   | <b>\$190,870</b>      |
| All Wards      | Planting of selected species has commenced along Boronia Road. Project anticipated to be completed by end of May.  |                       |
| <b>1046</b>    | <b>Scoresby Recreation Reserve - New DDA Toilet</b>  | <b>\$114,095</b>      |
| Tirhatuan      | Works complete. Remaining budget to be transferred to Knox Skate Park Project.   |                       |
| <b>1054</b>    | <b>Knox Regional Sports Park - Stages 2 and 3</b>  | <b>\$12,619,440</b>   |
| Scott          | Detailed design of the Victorian Association of Radio Model Soaring (VARMS) to establish new clubhouse at Rowville Recreation Reserve is underway.   |                       |
| <b>1068</b>    | <b>Rowville (Seebeck) Reserve - Multipurpose Community Facility</b>  | <b>\$397,324</b>      |
| Taylor         | Construction of the Rowville Community Workshop is completed.  |                       |

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| <b>Project Number</b> | <b>Project Name</b>  | <b>Total Adjusted Budget</b> |
|-----------------------|--|------------------------------|
| <b>1101</b>           | <b>Cathies Lane, Wantirna South (103 to 125 Cathies Lane) - Reconstruction</b>   | <b>\$405,000</b>             |
| Collier               | Part of overall contract package of road renewal projects. Contract works completed. Anticipate Practical Completion inspection soon.  |                              |
| <b>1102</b>           | <b>Lydford Road, Ferntree Gully (Adele Avenue to Elton Road) - Reconstruction</b>  | <b>\$540,000</b>             |
| Friberg               | Part of overall contract package of road renewal projects. Contract works completed. Anticipate Practical Completion inspection soon.  |                              |
| <b>1103</b>           | <b>Laser Drive, Rowville (19 Laser Drive to Henderson Road) - Reconstruction</b>   | <b>\$660,000</b>             |
| Tirhatuan             | Part of overall contract package of road renewal projects. Contract works completed. Anticipate Practical Completion inspection soon.  |                              |
| <b>1106</b>           | <b>Batterham Reserve, The Basin - Change Room Extension (female change):</b>   | <b>\$100,000</b>             |
| Chandler              | Works complete.  |                              |
| <b>1113</b>           | <b>Barry Street, Bayswater (60 Barry Street to Holloway Drive) - Reconstruction</b>  | <b>\$205,000</b>             |
| Baird                 | Part of overall contract package of road renewal projects. Contract works underway with kerb & channel works well underway on both sides and works approximately 30% complete.   |                              |
| <b>1114</b>           | <b>Studfield Shopping Centre Pavement Renewal</b>  | <b>\$185,766</b>             |
| Dinsdale              | Works complete.  |                              |
| <b>1115</b>           | <b>Milpera Reserve, Wantirna - Oval Renewal</b>  | <b>\$50,000</b>              |
| Collier               | Contractors to arrange defect walk for Council to grant Practical Completion.  |                              |
| <b>1119</b>           | <b>Wantirna Reserve, Wantirna - Tennis Court Renewals</b>  | <b>\$518,279</b>             |
| Collier               | Survey, Geotech and Tennis Court Pavement Investigation completed. Consultant appointed to assist Council in specialist design. Design underway including consideration of concrete slab design in conjunction with lighting design to work around existing site limitations. Presentation of different surface types made to Tennis Club. |                              |
| <b>1120</b>           | <b>Templeton Reserve, Wantirna - Tennis Court Renewals</b>   | <b>\$1,058,092</b>           |
| Collier               | Electrical services relocation near Courts 7 & Courts 1-8 now completed. Practical Completion inspection completed and courts handed over to Club.   |                              |
| <b>1121</b>           | <b>Eildon Park, Rowville - Cricket Net Renewal</b>   | <b>\$258,500</b>             |
| Taylor                | Project currently on hold due to fence contractor unable to obtain materials.  |                              |
| <b>1122</b>           | <b>Knox Regional Sports Park - Soccer Cages Renewal</b>  | <b>\$11,044</b>              |
| Scott                 | Several damaged boards have been replaced, more to follow as required.   |                              |
| <b>1123</b>           | <b>Public Tennis / Netball / Basketball Court Renewals</b>   | <b>\$100,000</b>             |

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## Knox City Council Project Status Report

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| Project Number | Project Name   | Total Adjusted Budget |
|----------------|--|-----------------------|
| All Wards      | Rowville Community Centre tennis courts to be re-surfaced, awaiting quote from contractors.  |                       |
| <b>1124</b>    | <b>Sporting Oval Fencing Renewals</b>  | <b>\$183,626</b>      |
| All Wards      | Lakesfield and Gilbert Park still awaiting final plans. Work may be carried forward.   |                       |
| <b>1125</b>    | <b>Stormwater Harvesting Infrastructure Renewal</b>  | <b>\$95,965</b>       |
| All Wards      | Work identified at Seebeck Reserve, awaiting contractor quote.   |                       |
| <b>1126</b>    | <b>Knox Skate &amp; BMX Park – New Youth Pavilion</b>  | <b>\$647,554</b>      |
| Friberg        | Works complete.  |                       |
| <b>1128</b>    | <b>Gilbert Park Reserve, Knoxfield - New Drainage</b>  | <b>\$36,500</b>       |
| Friberg        | Project design being considered, project to carry forward to align with masterplan work.   |                       |
| <b>1132</b>    | <b>Arcadia Reserve (Scouts), Rowville - Carpark Upgrade</b>  | <b>\$91,325</b>       |
| Tirhatuan      | Works complete.  |                       |
| <b>1134</b>    | <b>Ferntree Gully Arts Centre &amp; Library Deck Enclosure</b>   | <b>\$50,000</b>       |
| Dobson         | Project being rescoped. Carry forward of budget required.  |                       |
| <b>1136</b>    | <b>Arts Facility Upgrades</b>  | <b>\$150,000</b>      |
| All Wards      | Contractors appointed. Works scheduled to commence in May.   |                       |
| <b>1144</b>    | <b>Boronia Road, Bayswater (Edinburgh Rd to Scoresby Rd) - Footpath - Construction</b>   | <b>\$97,909</b>       |
| Dinsdale       | Design and consultation with residents completed. Works Authorisation approved and construction of footpath mostly completed.  |                       |
| <b>1145</b>    | <b>Glenfern Road, Ferntree Gully (Norman St to Trafalgar St) - Footpath - Construction</b>   | <b>\$65,810</b>       |
| Dobson         | Design Review completed with minor alterations. Telstra quote for asset relocation finalised and approved. Construction quote submitted. Now awaiting advice on consideration of budget shortfall. |                       |
| <b>1146</b>    | <b>Wellington Road, Rowville (Straughan Close to Napoleon Road) - Shared Path - Construction</b>   | <b>\$135,430</b>      |
| Taylor         | Construction in progress.  |                       |
| <b>1148</b>    | <b>Montana Avenue, Boronia - Footpath - Construction</b>   | <b>\$66,529</b>       |
| Chandler       | Consultation still progressing.  |                       |
| <b>1150</b>    | <b>Knoxfield LATM Precinct Stage 2 - Installation</b>  | <b>\$67,166</b>       |
| Scott          | Project complete.  |                       |

**Knox City Council Project Status Report**

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| <b>Project Number</b> | <b>Project Name</b>  | <b>Total Adjusted Budget</b> |
|-----------------------|--|------------------------------|
| <b>1152</b>           | <b>Burwood Hwy, Upper Ferntree Gully Shared Path Link 1 (Construct)</b>  | <b>\$161,806</b>             |
| Dobson                | On hold. To be incorporated with Burwood Hwy shared path bridge design contract.   |                              |
| <b>1153</b>           | <b>Napoleon Rd, Lysterfield (Kelleths Rd to Anthony Dr) - Shared Path</b>  | <b>\$200,000</b>             |
| Dobson                | Completed  |                              |
| <b>1155</b>           | <b>Kelleths Road, Rowville (Stud Rd to Taylors Lane) - Shared Path</b>   | <b>\$280,000</b>             |
| Taylor                | All approvals now received. Works programmed to start by May.  |                              |
| <b>1162</b>           | <b>Templeton Street, Wantirna - Linemarking and Intersection Treatments</b>  | <b>\$70,000</b>              |
| Collier               | Off-road paths at Burwood Hwy/Templeton St intersection to be reviewed following advice from Road Safety Audit. On-road bike lanes - information fact sheet ready for residents and line marking plans ready for contractor. |                              |
| <b>1163</b>           | <b>Renou Road, Wantirna South - Intersection Treatments</b>  | <b>\$197,000</b>             |
| Collier               | On-road cycle lanes - line marking completed. Off-road paths at Burwood Hwy/Templeton St intersection to be reviewed following advice from Road Safety Audit.  |                              |
| <b>1165</b>           | <b>Mowbray Drive, Wantirna South - Parking and Intersection Treatments</b>   | <b>\$240,000</b>             |
| Scott                 | On-road bike lanes - information fact sheet ready for residents and line marking plans ready for contractor.   |                              |
| <b>1166</b>           | <b>Timothy Drive, Wantirna South - Intersection Treatments</b>   | <b>\$35,000</b>              |
| Scott                 | On-road bike lanes - linemarking at Old Orchard Rd ready for contractor. Updated information for residents being considered.   |                              |
| <b>1170</b>           | <b>Mountain Highway, Boronia (near Scoresby Rd) - Footpath Connection 4</b>  | <b>\$80,000</b>              |
| Baird                 | To be incorporated with Mountain Highway Shared Use path. Continuing discussions about a property access license agreement.  |                              |
| <b>1173</b>           | <b>Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 2</b>  | <b>\$450,000</b>             |
| Dobson                | Contractor has been engaged for sewer works. Waiting on new sewer connection permit from SEW. Preparing Design & Construct tender documents for toilet block.  |                              |
| <b>1174</b>           | <b>Principal Avenue - Dorset Road Streetscape Upgrade</b>  | <b>\$136,802</b>             |
| Chandler              | Planning for future planting works.  |                              |
| <b>1176</b>           | <b>Solar in Community Facilities</b>   | <b>\$75,000</b>              |
| All Wards             | Final design received and the work schedule is being reviewed for approval.  |                              |

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| Project Number | Project Name   | Total Adjusted Budget |
|----------------|--|-----------------------|
| 1180           | <b>Koolunga Reserve, FTG - Wetland Construction</b>  | <b>\$390,806</b>      |
| Chandler       | High level community consultation feedback summary has been prepared. Further community engagement to be undertaken in the future. The project is on hold.   |                       |
| 1182           | <b>Norvel Quarry Reserve Water Quality System - Design &amp; Construction</b>  | <b>\$70,000</b>       |
| Baird          | Project on hold while alternative solutions are being considered.  |                       |
| 1183           | <b>Peregrine Reserve - Wetland treatment system - Design</b>   | <b>\$60,000</b>       |
| Taylor         | Design in progress, in line with the Peregrine Reserve Master Plan priorities.   |                       |
| 1184           | <b>Egan Lee Reserve Masterplan - Wetland treatment system - Design</b>   | <b>\$550,000</b>      |
| Scott          | Community consultation strategy planning with Communications Team in progress.   |                       |
| 1216           | <b>Carrington Park Reserve, Knoxfield - Cricket Net Renewal</b>  | <b>\$245,285</b>      |
| Friberg        | Project has stalled due to fence contractor unable to obtain materials.  |                       |
| 1217           | <b>Boronia Activity Centre and Station Precinct Renewal Project</b>  | <b>\$59,536</b>       |
| 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           | <b>Commercial Road, Ferntree Gully (Burwood Hwy to Wilson St) - Reconstruction</b>   | <b>\$587,096</b>      |
| Baird          | Contractor appointed and construction well underway with works approximately 50% complete. Majority of kerb & channel works on east side completed with drainage works well underway. Contract works expected to be completed in June. |                       |
| 1226           | <b>Lewis Road, Wantirna South (Tilba Pl to Kanooka Rd) - Reconstruction</b>  | <b>\$655,000</b>      |
| Dinsdale       | Part of overall contract package of road renewal projects. Contract works underway with kerb & channel works well underway on both sides and works approximately 50% complete.   |                       |
| 1227           | <b>Albert Street, UFTG (Talaskia Rd to Townley Place) - Reconstruction</b>   | <b>\$500,000</b>      |
| Dobson         | Part of overall contract package of road renewal projects and includes new footpath project. Contract works underway with kerb & channel works nearing completion on north side and works approximately 25% complete.                  |                       |
| 1228           | <b>Malvern Street, Bayswater (Edelmaier St to Scoresby Rd) - Design</b>  | <b>\$29,441</b>       |
| Baird          | Design completed and included within road renewal projects packaged for tender for Contract 2812. Tender process underway with tenders closing 11 May and report expected to be presented to June Council meeting.                     |                       |

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| Project Number | Project Name  | Total Adjusted Budget |
|----------------|---|-----------------------|
| <b>1229</b>    | <b>Sullivan Court, Wantirna (Rachelle Drive to End) - Design</b>  | <b>\$7,185</b>        |
| Collier        | Design completed and included within road renewal projects packaged for tender for Contract 2812. Tender process underway with tenders closing 11 May and report expected to be presented to June Council meeting.                              |                       |
| <b>1230</b>    | <b>Wanaka Close, Rowville (Erie Avenue to End) - Design</b>   | <b>\$5,186</b>        |
| Tirhatuan      | Design completed and included within road renewal projects packaged for tender for Contract 2812. Tender process underway with tenders closing 11 May and report expected to be presented to June Council meeting.                              |                       |
| <b>1231</b>    | <b>Winnifred Crescent, Knoxfield (Allister Close to Christie Close) - Design</b>  | <b>\$13,086</b>       |
| Friberg        | Design completed and included within road renewal projects packaged for tender for Contract 2812. Tender process underway with tenders closing 11 May and report expected to be presented to June Council meeting.                              |                       |
| <b>1232</b>    | <b>Chandler Road, Boronia (Floriston Rd to Albert Ave) - Design</b>   | <b>\$29,441</b>       |
| Chandler       | Initial survey of Chandler Rd completed. Project deferred until scope direction obtained from Boronia Renewal Project Working Group.  |                       |
| <b>1233</b>    | <b>Knox Park Reserve, Knoxfield - Turf Renewal</b>  | <b>\$250,000</b>      |
| Friberg        | Main pitch completed, junior pitch works close to complete. Project nearing completion. Spend reflects turf work including projects 1383 and 1317 as per contract 2685.   |                       |
| <b>1234</b>    | <b>Knox Athletics Track, Knoxfield - Pathway Renewals</b>   | <b>\$20,000</b>       |
| Friberg        | Works set to commence on footpaths.   |                       |
| <b>1237</b>    | <b>Carrington Park - Multi Purpose Facility</b>   | <b>\$1,571,594</b>    |
| Friberg        | Construction due to commence early May.   |                       |
| <b>1238</b>    | <b>BAMP Facility Upgrades</b>   | <b>\$905,274</b>      |
| All Wards      | Relevant minor projects have been completed at Rowville Recreation Reserve and Liberty Reserve (awaiting invoices). Program development progression expected to be undertaken by early May with commencement of implementation to follow.       |                       |
| <b>1260</b>    | <b>Bayswater Bowls Club - New Accessibility Pathway</b>   | <b>\$4,907</b>        |
| Dinsdale       | Design integrated with carpark design. Works Authorisation approved and construction now underway.  |                       |
| <b>1261</b>    | <b>Wantirna Reserve - Car Park Upgrade (Design)</b>   | <b>\$40,000</b>       |
| Collier        | Project Team scoping discussions held. Project on hold pending outcome of further discussions in relation to results of geotechnical investigations of old landfill site and direction of Masterplan. Project to be carried forward to 2021/22. |                       |

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| Project Number | Project Name   | Total Adjusted Budget |
|----------------|--|-----------------------|
| <b>1262</b>    | <b>Cultural Facilities - Knox Pop Up Events Trailer &amp; Kit</b>  | <b>\$11,581</b>       |
| All Wards      | Purchase of a trailer to house the Pop Up Events equipment has been delayed due to COVID. Selection of new trailer supplier in progress.   |                       |
| <b>1264</b>    | <b>Knox Regional Netball Centre - Amenities Upgrade</b>  | <b>\$0</b>            |
| Dobson         | Funds transferred to Knox Regional Netball Centre Extension Project.   |                       |
| <b>1265</b>    | <b>Park Crescent Children and Family Centre Refurbishment, Boronia - Design</b>  | <b>\$128,500</b>      |
| Baird          | Carry forward of funds required. Detailed design on hold whilst small works package is progressed in short term.   |                       |
| <b>1266</b>    | <b>Rowville Children and Family Centre Refurbishment</b>   | <b>\$1,042,000</b>    |
| Tirhatuan      | Tender documentation now complete with view to proceed to tender in May and appoint contract for construction in July.   |                       |
| <b>1267</b>    | <b>Early Years Facilities - Landscaping Upgrades</b>   | <b>\$180,737</b>      |
| All Wards      | Delays due to COVID, at this stage works are expected to be completed by June - some funds may need to roll over to 2021-22.   |                       |
| <b>1268</b>    | <b>The Fields Kindergarten (north side), Rowville - Verandah</b>   | <b>\$100,000</b>      |
| Taylor         | Works complete.  |                       |
| <b>1269</b>    | <b>Rosa Benedikt Community Centre, Scoresby - Minor Upgrade</b>  | <b>\$37,238</b>       |
| Tirhatuan      | On hold pending EMT discussion to be presented at a date to be determined.   |                       |
| <b>1270</b>    | <b>Heany Park Scout/Community Pavilion, Rowville - Scoping</b>   | <b>\$28,055</b>       |
| Taylor         | Project complete.  |                       |
| <b>1271</b>    | <b>Wantirna Community Infrastructure Planning</b>  | <b>\$40,000</b>       |
| Collier        | Project brief will be developed in May.  |                       |
| <b>1273</b>    | <b>Myrtle Crescent, Ferntree Gully (West Side at Moore Street) - Footpath</b>  | <b>\$41,029</b>       |
| Dobson         | Legal documents have been lodged with Land Title Office. Construction scheduled for May.   |                       |
| <b>1274</b>    | <b>Mountain Hwy, The Basin (Wicks Road - Claremont Ave) - Footpath</b>   | <b>\$440,000</b>      |
| Chandler       | Concept Design completed and design approach confirmed after internal consultation. Design 60% complete with structural consultant appointed and structural design element underway. Initial Arborist assessment completed, tree removal permit is being arranged. Awaiting confirmation of budget approach due to insufficient funds. |                       |

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| <b>Project Number</b>    | <b>Project Name</b>   | <b>Total Adjusted Budget</b> |
|--------------------------|---|------------------------------|
| <b>1276</b><br>Chandler  | <b>Liverpool Road The Basin (Mountain Hwy to Liverpool Rd retarding basin) - Footpath Design</b><br><br>Feature survey has been completed. Path alignment yet to be confirmed. Ongoing discussion with Salvation Army about possibility of path being constructed within their property boundary. | <b>\$16,731</b>              |
| <b>1277</b><br>Dobson    | <b>Blackwood Park Drive, Ferntree Gully - Bridge Replacement</b><br><br>Works completed.  | <b>\$561,525</b>             |
| <b>1278</b><br>Tirhatuan | <b>Clauscen Drive, Rowville LATM - Installation</b><br><br>Project complete.  | <b>\$170,000</b>             |
| <b>1279</b><br>Friberg   | <b>Elton Road and Holme Road, Ferntree Gully, Isolated Traffic Treatment (Hot Spot) Program</b><br><br>Project complete.  | <b>\$30,000</b>              |
| <b>1281</b><br>Tirhatuan | <b>Ferntree Gully Road (Stud Road - Henderson Road) - Shared Path</b><br><br>Project complete.  | <b>\$32,000</b>              |
| <b>1282</b><br>Friberg   | <b>Ferntree Gully Road (Rushdale Street - Bunjil Way), Knoxfield - Shared Path - Scoping</b><br><br>Possible path alignment still to be determined.   | <b>\$10,000</b>              |
| <b>1297</b><br>Collier   | <b>Amesbury Avenue, Wantirna - Intersection Treatments - Design</b><br><br>Alignment plans are currently being reviewed. Consultation with school will be scheduled for May.  | <b>\$13,427</b>              |
| <b>1300</b><br>All Wards | <b>Parking Management Plan Implementation</b><br><br>Letter for Yorkminster Drive residents drafted following request for restrictions in line with Wantirna Parking Management Plan.   | <b>\$71,380</b>              |
| <b>1303</b><br>Taylor    | <b>Napoleon Road, Rowville (Bus Stop 15209 to School Crossing) - Footpath Connection</b><br><br>Waiting for response from Public Transport Victoria.  | <b>\$29,560</b>              |
| <b>1306</b><br>All Wards | <b>Dog Park - Emerson Place Reserve</b><br><br>Project almost at practical completion stage. Sculptures, signage and new bins to be installed shortly.  | <b>\$426,352</b>             |
| <b>1307</b><br>Chandler  | <b>Batterham Park, The Basin - Masterplan Implementation</b><br><br>Contractor has been engaged for new drinking fountain works. Finalising the location on site with stakeholders.   | <b>\$60,000</b>              |

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| <b>Project Number</b> | <b>Project Name</b>   | <b>Total Adjusted Budget</b> |
|-----------------------|---|------------------------------|
| <b>1308</b>           | <b>Kevin Ave, FTG, Flood Investigation - Design</b>   | <b>\$25,310</b>              |
| Dobson                | Detailed Design around 40% complete. Survey, underground service locating and proving completed.  |                              |
| <b>1309</b>           | <b>1825 Ferntree Gully Road - Flood Mitigation Works</b>  | <b>\$858,876</b>             |
| Friberg               | Drainage upgrade within Commercial Road area included within road renewal package just awarded for Commercial Rd - construction works underway. Additional area - detailed design completed with design review to follow. Arborist consultation completed with preliminary assessment. Recommendations incorporated in the detailed design. |                              |
| <b>1310</b>           | <b>Flood Mitigation Reactive Complaints Upgrade Works</b>   | <b>\$250,000</b>             |
| All Wards             | Emergency upgrade works at Knox Gardens are complete. Operations Team proposed a few of the drainage upgrade works to be considered under this program. Anticipated expenditure of \$150k, subject to approval.   |                              |
| <b>1311</b>           | <b>Major Roads LED Streetlight Replacement - Design</b>   | <b>\$92,550</b>              |
| All Wards             | Design due to be completed by May.  |                              |
| <b>1312</b>           | <b>Landfill Sites as Solar Farms - Feasibility Study</b>  | <b>\$92,269</b>              |
| All Wards             | Enterprise Arrangement and Business Model Options Paper due for Council review by end of May.   |                              |
| <b>1315</b>           | <b>Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)</b>  | <b>\$899,408</b>             |
| Baird                 | Work continues on the design development of the new facility. Council is also continuing stakeholder consultation with the four key user groups and preparing to engage with the broader community on the project in May.   |                              |
| <b>1316</b>           | <b>Rowville Recreation Reserve - Car Park Upgrade</b>   | <b>\$168,000</b>             |
| Taylor                | Consideration of carpark includes informal area adjacent to Stud Rd. Survey completed and design 95% complete and under review. Consultation with Department of Transport (VicRoads) regarding utilising road reserve within Stud Road in progress.   |                              |
| <b>1317</b>           | <b>Batterham Reserve, The Basin - Oval/Turf Renewal</b>   | <b>\$45,000</b>              |
| Chandler              | Project complete. Expenditure reflects turf work including projects 1233 and 1383 as per contract 2685.   |                              |
| <b>1318</b>           | <b>Miller Park Reserve - Cricket Net Renewal</b>  | <b>\$268,750</b>             |
| Chandler              | Plan is set, project to go to tender.   |                              |
| <b>1319</b>           | <b>Gilbert Park Reserve, Knoxfield - Batting Cage Renewal</b>   | <b>\$107,500</b>             |
| Friberg               | Designs being considered for installation in 2021/22.   |                              |

## Knox City Council Project Status Report

04-May-2021

| Project Number | Project Name   | Total Adjusted Budget |
|----------------|--|-----------------------|
| <b>1320</b>    | <b>Eildon Park Reserve, Rowville - Tennis Court Renewals</b>   | <b>\$531,508</b>      |
| Taylor         | Contract scope packaged with Miller Reserve Tennis Club works. Contractor appointed. On site meeting with clubs completed and works are underway and approximately 15% complete. Expect works to be completed by mid-June, weather permitting.                         |                       |
| <b>1321</b>    | <b>Millers Reserve, The Basin - Tennis Court Renewals</b>  | <b>\$525,000</b>      |
| Chandler       | Contract scope packaged with Eildon Park Reserve Tennis Club works. Contractor appointed. On site meeting with clubs completed and anticipate works to commence late April and be completed by late June, weather permitting.  |                       |
| <b>1322</b>    | <b>Glenfern Park (FTGTC) - Tennis Court Renewal</b>  | <b>\$350,000</b>      |
| Dobson         | Tender for contract advertised and closed. Contractor appointed and awaiting further documentation in order to issue Possession of Site. Contract documents being compiled for signatures. Preconstruction meeting with Contractor, Council and Tennis Club completed. |                       |
| <b>1357</b>    | <b>Batterham Reserve, The Basin - Pavilion Refurbishment &amp; Path and Access Works</b>   | <b>\$337,397</b>      |
| Chandler       | Separate works packages now complete. Reconciliation of final invoices and expenditure on various works packages being undertaken.   |                       |
| <b>1363</b>    | <b>Lupton Way Shared Zone Construction and Public Art Lighting.</b>  | <b>\$50,000</b>       |
| Baird          | Construction works will be delivered by Council's Construction team using Council's contractors. Project Planning in progress.   |                       |
| <b>1365</b>    | <b>Programmed Road Renewal Works from June annual Audits</b>   | <b>\$200,000</b>      |
| All Wards      | Funds to be utilised to supplement funding requirements of Tender process for Commercial Rd road renewal works.  |                       |
| <b>1367</b>    | <b>Rowville Tennis Court Renewal</b>   | <b>\$0</b>            |
| Taylor         | Works still to be scheduled. Upon further discussion with the club last year, extra funding to repair baselines was sought. Project stalled with Covid-19 lockdown and still required. Contractors to be appointed by August.  |                       |
| <b>1382</b>    | <b>Kings Park - Baseball Infield Drainage</b>  | <b>\$80,000</b>       |
| Dobson         | Project complete with project 1387 as part of contract 2684.   |                       |
| <b>1383</b>    | <b>Knox Park - Junior Pitch Improvements</b>   | <b>\$100,000</b>      |
| Friberg        | Project nearing completion. Spend reflects turf work including projects 1233 and 1317 as per contract 2685.  |                       |
| <b>1384</b>    | <b>Kings Park - Baseball Fencing Upgrade (Outfield)</b>  | <b>\$200,000</b>      |
| Dobson         | Works have commenced and are expected to be completed by early May.  |                       |



**Knox City Council Project Status Report**

04-May-2021

| <b>Project Number</b> | <b>Project Name</b>   | <b>Total Adjusted Budget</b> |
|-----------------------|---|------------------------------|
| <b>1385</b>           | <b>Templeton Reserve - Sportsfield Renewal Works</b>  | <b>\$270,000</b>             |
| Collier               | Project completed.  |                              |
| <b>1386</b>           | <b>Parks - Coring Plant</b>   | <b>\$120,000</b>             |
| All Wards             | Plant to arrive in late August. COVID restrictions have created a backlog.  |                              |
| <b>1387</b>           | <b>Liberty Reserve - Sportsfield Drainage</b>   | <b>\$178,956</b>             |
| Taylor                | Project completed with project 1382 as per tendered contract 2684. To be reconciled in June.  |                              |
| <b>1388</b>           | <b>Knox Regional Sports Park - Pitch Resurfacing</b>  | <b>\$2,500,000</b>           |
| Scott                 | Pitch condition classified as good. At least two years before replacement required. Project postponed till 2022.                          |                              |
| <b>1389</b>           | <b>Egan Lee Reserve Renewal - Top Oval (Design)</b>   | <b>\$15,000</b>              |
| Scott                 | Further discussions on design are required.   |                              |
| <b>1390</b>           | <b>Golf Practice Nets</b>   | <b>\$30,000</b>              |
| All Wards             | Contractor appointed. Works set to commence in May.   |                              |
| <b>1391</b>           | <b>Knox Hockey Facility Development</b>   | <b>\$125,000</b>             |
| Tirhatuan             | Awaiting Council decision.  |                              |
| <b>1392</b>           | <b>3-Year Old Kindergarten Facility Management</b>  | <b>\$200,000</b>             |
| All Wards             | Reviewing Council's early years infrastructure and management, in the process of designing a strategic early years facilities plan.       |                              |
| <b>1393</b>           | <b>Knox Gardens Reserve - Floodlighting Upgrade (Oval 1)</b>  | <b>\$270,000</b>             |
| Scott                 | Project nearing completion with completion expected early May. Project being delivered in bulk with Talaskia and Milpera.                 |                              |
| <b>1394</b>           | <b>Knox Park Athletics - Changeroom Upgrade</b>   | <b>\$60,000</b>              |
| Friberg               | Scoping and design underway with expected completion in May. Request for quotes scheduled for June, with construction scheduled for July. |                              |
| <b>1395</b>           | <b>Milpera Reserve - Floodlighting</b>  | <b>\$250,000</b>             |
| Collier               | Project nearing completion with completion expected early May. Project being delivered in bulk with Talaskia and Knox Gardens.            |                              |
| <b>1396</b>           | <b>Gilbert Park - Floodlighting Upgrade (Diamonds 1 and 2)</b>  | <b>\$500,000</b>             |
| Friberg               | Tender to be advertised over May with Contractor expected to be appointed by early July.  |                              |

## Knox City Council Project Status Report

04-May-2021

| Project Number | Project Name  | Total Adjusted Budget |
|----------------|---|-----------------------|
| <b>1397</b>    | <b>Talaskia Reserve - Lighting Upgrade</b>  | <b>\$250,000</b>      |
| Dobson         | Project nearing completion with completion date of mid May. Project being delivered in bulk with Milpera and Knox Gardens.  |                       |
| <b>1398</b>    | <b>Templeton Reserve - Safety Fencing/Netting</b>   | <b>\$40,000</b>       |
| Collier        | Contractor awaiting building permit still - they have advised that this is expected soon. Works will take a few days once commenced.  |                       |
| <b>1399</b>    | <b>Talaskia Reserve - Perimeter Safety Fencing</b>  | <b>\$50,000</b>       |
| Dobson         | Works complete.   |                       |
| <b>1400</b>    | <b>Gilbert Park - Protective Netting</b>  | <b>\$80,000</b>       |
| Friberg        | This project is now going to be merged in with the modular pavilion works (project 948). Transfer of funds to occur accordingly and the projects will be delivered together.  |                       |
| <b>1401</b>    | <b>Fairpark Reserve - Reversible Netball/Basketball Ring</b>  | <b>\$6,000</b>        |
| Friberg        | Project to be combined with netball court renewals next year.   |                       |
| <b>1402</b>    | <b>Bayswater Bowls Club - Car Park Upgrade</b>  | <b>\$151,159</b>      |
| Dinsdale       | Works integrated with New Accessibility Pathway project. Works Authorisation approved and construction now underway.  |                       |
| <b>1403</b>    | <b>Fairpark Reserve - Car Park Extension (Design)</b>   | <b>\$0</b>            |
| Friberg        | Works integrated into scope of works for Major Project.   |                       |
| <b>1404</b>    | <b>Berrabri Kindergarten - Verandah Space upgrade (Design)</b>  | <b>\$10,000</b>       |
| Tirhatuan      | Design underway and expected to be completed by end of May with quotes sought in June for July school holiday completion.   |                       |
| <b>1405</b>    | <b>F W Kerr Kindergarten, Ferntree Gully - External upgrade</b>   | <b>\$20,000</b>       |
| Dobson         | Officers are in the process of reviewing Council's early years infrastructure. This project will now be deferred to the 21/22 program while further early years infrastructure and planning is completed across Council's early years services.   |                       |
| <b>1406</b>    | <b>Miller's Homestead - Upgrade</b>   | <b>\$67,500</b>       |
| Chandler       | Works not yet detailed due to Covid restrictions for site visits and assessments. Various structural considerations need to be further investigated (inclusive of heritage limitations) including kitchen and bathroom upgrade, accessibility compliance, repairs of water damaged areas, artwork tracking upgrades and external signage, security and lighting. The required works are currently being assessed and scoped with view to finalise by June for preparation of specification for works package. |                       |
| <b>1407</b>    | <b>Boronia Progress Hall - Upgrade</b>  | <b>\$50,000</b>       |
| Baird          | Works are underway and nearing completion.  |                       |

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## Knox City Council Project Status Report

04-May-2021

| Project Number | Project Name   | Total Adjusted Budget |
|----------------|--|-----------------------|
| <b>1408</b>    | <b>St John's Ambulance Hall - Upgrade</b>  | <b>\$25,000</b>       |
| Baird          | On hold pending EMT report to be presented at a date to be determined.   |                       |
| <b>1409</b>    | <b>Albert Street, UFTG, Ferndale Road - 14 Albert Street - Footpath</b>  | <b>\$100,000</b>      |
| Dobson         | Works incorporated into Road Renewal project. Works underway and expect to complete in June.                                     |                       |
| <b>1410</b>    | <b>Moonah Rd and Tate Ave, Wantirna - Roundabout</b>   | <b>\$50,000</b>       |
| Dinsdale       | Detailed Design finished and sent to Construction to start building.   |                       |
| <b>1411</b>    | <b>Mountain Hwy, Bayswater, Scoresby Road to Jersey Road - Shared Path</b>   | <b>\$315,000</b>      |
| Baird          | Feature survey completed. Continuing discussions with owner. Consulting with Landscaping Assessment Officer.                     |                       |
| <b>1412</b>    | <b>Macauley Place, Bayswater - Shared Safety Zone</b>  | <b>\$250,000</b>      |
| Dinsdale       | On hold as construction works about to start at Mountain High Shopping Centre will include partial occupation of Macauley Place. |                       |
| <b>1413</b>    | <b>Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation</b>  | <b>\$75,000</b>       |
| Dobson         | Preparing design brief to engage consultants.  |                       |
| <b>1414</b>    | <b>Cardiff Street - Flood Mitigation Works (Design)</b>  | <b>\$60,000</b>       |
| Baird          | Project design is required to be carry forward to next financial year.   |                       |
| <b>1415</b>    | <b>Olivebank to Underwood &amp; Alexander Cres Reserve FTG - Wetland Treatment System (Scoping &amp; Analysis)</b>               | <b>\$10,000</b>       |
| Dobson         | Project cancelled and savings declared as part of program review.  |                       |
| <b>1416</b>    | <b>Eildon Park Reserve - Stormwater Harvesting Upgrade</b>   | <b>\$120,000</b>      |
| Taylor         | Commissioning of onsite electrical system and Practical Completion is scheduled for early May.                                   |                       |
| <b>1417</b>    | <b>Batterham Reserve - Stormwater Harvesting Upgrade</b>   | <b>\$120,000</b>      |
| Chandler       | Commissioning of onsite electrical system and Practical Completion is scheduled for early May.                                   |                       |
| <b>1418</b>    | <b>Wally Tew (FTG Reserve) - Stormwater Harvesting Upgrade</b>   | <b>\$25,000</b>       |
| Dobson         | Quotation to be sought.  |                       |
| <b>1419</b>    | <b>Carrington Park Reserve - Stormwater Harvesting Upgrade</b>   | <b>\$25,000</b>       |
| Friberg        | Quote review and award is anticipated by May.  |                       |

**Knox City Council Project Status Report**

04-May-2021

| <b>Project Number</b> | <b>Project Name</b>  | <b>Total Adjusted Budget</b> |
|-----------------------|--|------------------------------|
| <b>1420</b>           | <b>Bayswater Oval (Marie Wallace) - Stormwater Harvesting Upgrade</b>  | <b>\$25,000</b>              |
| Dinsdale              | Quote review and award is anticipated by early May.  |                              |
| <b>1421</b>           | <b>Kings Park Reserve - Stormwater Harvesting Upgrade</b>  | <b>\$25,000</b>              |
| Dobson                | Quote review and award is scheduled in May.  |                              |
| <b>1422</b>           | <b>Gilbert Reserve - Wetland (Scoping &amp; Analysis)</b>  | <b>\$30,000</b>              |
| Friberg               | Geotech and feature survey review complete. Concept design to be finalised in May.   |                              |
| <b>1423</b>           | <b>Jenola Parade Wantirna Reserve - Wetland (Design)</b>   | <b>\$10,000</b>              |
| Scott                 | Project cancelled and savings declared as part of mid-year program review.   |                              |
| <b>1424</b>           | <b>Allora Avenue FTG - Wetland (Scoping)</b>   | <b>\$30,000</b>              |
| Dobson                | Project cancelled and savings declared as part of mid-year program review.   |                              |
| <b>1425</b>           | <b>Albert Street UFTG and Chandler Road Boronia - Passive irrigation (Research and Development)</b>  | <b>\$60,000</b>              |
| All Wards             | This project is in partnership with Melbourne University, and is deferred to 2021/22.  |                              |
| <b>1426</b>           | <b>The Basin Triangle Masterplan</b>   | <b>\$60,000</b>              |
| Chandler              | Project brief being prepared.  |                              |
| <b>1428</b>           | <b>Violen Street, Bayswater - Design</b>   | <b>\$20,000</b>              |
| Dinsdale              | Design completed and included within road renewal projects packaged for tender for Contract 2812. Tender process underway with tenders closing 11 May and report expected to be presented to June Council meeting.                                       |                              |
| <b>1429</b>           | <b>Edinburgh Road, Boronia - Design</b>  | <b>\$25,000</b>              |
| Baird                 | Design completed and included within road renewal projects packaged for tender for Contract 2812. Tender process underway with tenders closing 11 May and report expected to be presented to June Council meeting.                                       |                              |
| <b>1430</b>           | <b>Wilhelma Avenue, Boronia - Design</b>   | <b>\$30,000</b>              |
| Baird                 | Design completed and included within road renewal projects packaged for tender for Contract 2812. Tender process underway with tenders closing 11 May and report expected to be presented to June Council meeting.                                       |                              |
| <b>1431</b>           | <b>Manuka Drive, FTG - Design</b>  | <b>\$25,000</b>              |
| Baird                 | Design completed and now included within road renewal projects packaged for tender for Contract 2812 as a result of likely LRCIP grant. Tender process underway with tenders closing 11 May and report expected to be presented to June Council meeting. |                              |

**Knox City Council Project Status Report**

04-May-2021

| <b>Project Number</b> | <b>Project Name</b>  | <b>Total Adjusted Budget</b> |
|-----------------------|--|------------------------------|
| <b>1432</b>           | <b>Murene Court, Boronia - Design</b>  | <b>\$20,000</b>              |
| Baird                 | Design completed and included within road renewal projects packaged for tender for Contract 2812. Tender process underway with tenders closing 11 May and report expected to be presented to June Council meeting. |                              |
| <b>1433</b>           | <b>Carrington Park Leisure Centre Upgrade - Scoping</b>  | <b>\$60,000</b>              |
| Friberg               | Scoping works completed.   |                              |
| <b>1434</b>           | <b>Harcrest Estate Lake &amp; Wetland Renewal</b>  | <b>\$127,718</b>             |
| Scott                 | Harcrest Estate wetland Ring Wall repair work as required.   |                              |
| <b>1435</b>           | <b>Mountain Hwy, Boronia - north side (opp Army Road to Colchester Road) - Shared Path</b>   | <b>\$150,000</b>             |
| Chandler              | Project completed. Final grant payment from Local Roads and Community Infrastructure Australian Government program, to come.   |                              |
| <b>1436</b>           | <b>Ferntree Gully Road, Knoxfield from Stud Road to opposite O'Connor Road - Shared Path</b>   | <b>\$100,000</b>             |
| Tirhatuan             | Project completed. Final grant payment from Local Roads and Community Infrastructure Australian Government program, to come.   |                              |
| <b>1437</b>           | <b>1000 Steps Car Parking and Shared Use Path Bridge - Study</b>   | <b>\$300,000</b>             |
| Dobson                | Commonwealth of Australia Department of Infrastructure, Regional Development and Cities grant, with study to be completed by July.   |                              |
| <b>Total:</b>         |  | <b>\$125,372,794</b>         |

## 12.2 ICT Capital Works Report

### **SUMMARY: Chief Information Officer, Scott Coleman**

**The ICT Capital Works Report shows projects on Council's ICT Capital Works Program and indicates the status of each project as at 14 May 2021.**

### **RECOMMENDATION**

**That Council receive and note the ICT Capital Works Report, as at 14 May 2021.**

### **1. INTRODUCTION**

This report summarises Council's ICT Capital Works Program for the 2020/2021 financial year. The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report, as of 14 May 2021 is attached in the Confidential section of Council's agenda.

Highlights of the Capital Works Report as at 14 May 2021 include:

#### **789 - Facilities Booking Solution**

The new Priava meeting room and fleet booking solution went live to staff on 14 Dec 2020.

Additional meeting rooms for the new Operations Centre and Knox Community and Leisure Centres were made available for staff bookings.

A planned second phase will extend booking capabilities to the general public enabling booking of Knox external facilities including halls, pavilions, reserves etc.

#### **812 - Asset Management Information System**

This project will deliver a replacement of the current Asset Management system, with a modern equivalent called Confirm. The project is in implementation phase with activity presently focused on the finalisation of data transfer between Council's core business systems: Pathway, Computron, Knox Explorer and IntraMaps. Acceptance testing of the Asset Register is mostly complete and testing of Work Order, Inspection and Condition history has commenced. The overall project implementation timelines will see a staged Go live date in November 2021.

#### **827 - Digital Customer Channels Transformation (DCCT) - Phase 3 Cust Portal & Integration**

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**

The Pathway Program will deliver improvements to business teams across Council by using Pathway enhancements to deliver efficiencies and improved community online experience.

Completed in April - A showcase was conducted for the Health Services team, highlighting various opportunities to incorporate Pathway system functionality to reduce manual effort, namely

auto-creation of next inspections, mobility to enable inspection results to be updated in the field, inspection integration with Outlook and Pathway dashboards to enable monitoring and easier access to relevant records for actioning. Changes will be implemented incrementally, with auto-creation changes for inspections updated in the Production system occurring this month. New dashboards and revision of how prosecution records are managed in Pathway and the electronic records management system (KX) is planned for implementation in May.

BPAY payments for applications has progressed with the creation of a biller code now complete, which will enable testing to be conducted in May. Activities in change management will be conducted in readiness for the planned go live at the end of May.

### **1031 - Spatial Capability**

The Spatial Capability program looks to improve processes and tools by utilising geographical information such as mapping. Spatial Capability is currently being delivered as an outcome of all ICT Projects, however remaining desired capability will be delivered near the end of the ICT Roadmap. The project is therefore in hiatus whilst the roadmap progresses and available GIS resources are engaged in other ICT projects. New Geo Spatial Analyst has joined the GIS team and will be working to establish a GIS strategy and scope for the ICT Spatial Capability Project to restart.

### **1034 - Business Intelligence**

The Business Intelligence Project is focused on delivering increased analytical capability across Council, and using Power BI tool to set up automated reports for improved decision making. The Project is in the final stages of its implementation phase, and will revert to a business as usual model in June 21. Nine departments have been covered over 13 use cases with three more in discovery stage. User Training and assistance in adoption and usage is being provided to teams. BI Team being trained on advanced BI & Analytics concepts.

### **1036 - HR System**

The HR Systems project has been delivered in three phases, with Recruitment and Onboarding, Time and Attendance and Performance Management processes now supported with new systems. The final stage of Humanforce Time and Attendance is now complete with School Crossing Supervisors the last to onboard to the new platform in the last payrun. The Project will now enter its closure phase, with project reviews and benefits tracking to commence.

### **1037 - Project Management Office - ICT Governance**

This budget allocation is to cover costs associated with ICT governance including independent members of the ICT Governance Committee.

### **1242 - Digital Customer Channels Transformation (DCCT) - Phase 1 Website Development**

This project will see the replacement of the current Knox website with a modern digital equivalent, and refreshed content. The project is in implementation phase. Development work and content approvals will be complete by mid-May, and the project will then move to final testing and deployment stages late May/early June, with the goal to launch the new website in June 21. Community website testing will be undertaken 24 - 29 May.

### **1245 - Corporate Reporting Solutions**

The Corporate Reporting Project will deliver improved process and technical solutions for risk management and business planning. A Business Readiness Assessment has been facilitated with business sponsors, as an initiation activity to ensure the project is well placed to commence in June 21.

### **1257 - Project Management Office**

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**

New Chief Information Officer has engaged a consultant group to review Enterprise Architecture practice which will include a deeper focus on future state requirements for data integration to deliver the optimal community customer experience when navigating Council services online.

### **1369 - Master Data Management**

Master Data Management (MDM) as a cultural change program focused on the collaborative effort between service areas, people, systems and processes to form a common understanding of processes and systems to maintain and support Council's key datasets. In April, the team completed high level planning to complement project scoping. This included estimating time, effort, budget and skillsets required to deliver the project.

### **1371 - Participation Platform**

This project has successfully implemented the Knox Have Your Say platform on Go Live in February 2021. The solution underpins the policy and framework for Knox's engagement with the community on decision making that affects them. Additional staff awareness sessions and on-demand training available to support the ongoing use of the tool. Handover and transition activities undertaken. Project closure approved by Project Sponsor.

### **1373 - Active Aging System Platform**

The Active Aging Project will review service requirements, ensuring the correct solution is in place to meet process and technical requirements, whilst also delivering a better experience for our online community. The Active Ageing & Disability Services manager has requested that the ICT project is commenced later on the ICT roadmap to allow for an embedding of recent changes in service provision in the team. The current Carelink contract will expire in 2024 and the project will be established to tender for ongoing support, which will commence in 2022.

### **1374 - Early Years Platform**

The Early Years Project will review service requirements, ensuring the correct solution is in place to meet process and technical requirements, whilst also delivering a better experience for our online community. Kick off meeting was held with the Project Sponsor and the project team was formed last month. The first milestone, Project Initiation Document, has been drafted by the Project Manager and approved by the Project Sponsor. It will be tabled at the next ICT Steering and Governance Committees for approval/endorsement.



### **1376 - Digital Customer Channels Transformation - DCCT Ph2**

The project will implement a new Intranet and replace the existing one with a new modern equivalent to support staff effectiveness in service provision to our community. The Project is Phase 2 of the Digital Customer Channels Transformation Program, and is scheduled to commence mid-2021.

### **1377 - Cloud Solutions**

Project waiting to be scheduled.

### **1379 - Customer Relationship Management (CRM)**

Customer Relationship Management refers to all strategies, techniques, tools, and technologies used by Council for effectively servicing our community-based customers. This project is due to commence in late 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 previously been declared as confidential information for the purposes of Section 77 of the Local Government Act 1989.

**Report Prepared By:** Chief Information Officer, Scott Coleman

**Report Authorised By:** Executive Manager Strategy, People & Culture, Interim Information Technology and Transformation (Change), Sam Stanton

### **Attachments**

1. ICT Capital Works Report [12.2.1 - 3 pages]

Confidential Attachment 1 is circulated under separate cover.

## Knox City Council Project Status Report

14-May-2021

### Project Number      Project Name

#### 789                      Facilities Booking Solution

All Wards      The new Priava meeting room and fleet booking solution went live to staff on 14 Dec 2020.

Additional meeting rooms for the new Operation Centre and Knox Community and Leisure Centre's were made available for staff bookings.

A planned second phase will extend booking capabilities to the general public enabling booking of Knox external facilities including halls, pavilions, reserves etc.

#### 812                      Asset Management Information System

All Wards      This project will deliver a replacement of the current Asset Management system, with a modern equivalent called Confirm. The project is in implementation phase with activity presently focused on the finalisation of data transfer between Council's core business systems: Pathway, Computron, Knox Explorer and IntraMaps. Acceptance testing of the Asset Register is mostly complete and testing of Work Order, Inspection and Condition history has commenced. The overall project implementation timelines will see a staged Go live date in November 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      The Pathway Program will deliver improvements to business teams across Council by using Pathway enhancements to deliver efficiencies and improved community online experience. Completed in April - A showcase was conducted for the Health Services team, highlighting various opportunities to incorporate Pathway system functionality to reduce manual effort, namely auto-creation of next inspections, mobility to enable inspection results to be updated in the field, inspection integration with Outlook and Pathway dashboards to enable monitoring and easier access to relevant records for actioning. Changes will be implemented incrementally, with auto-creation changes for inspections updated in the Production system occurring this month. New dashboards and revision of how prosecution records are managed in Pathway and the electronic records management system (KX) is planned for implementation in May. BPAY payments for applications has progressed with the creation of a biller code now complete, which will enable testing to be conducted in May. Activities in change management will be conducted in readiness for the planned go live at the end of May.

#### 1031                      Spatial Capability

All Wards      The Spatial Capability program looks to improve processes and tools by utilising geographical information such as mapping. Spatial Capability is currently being delivered as an outcome of all ICT Projects, however remaining desired capability will be delivered near the end of the ICT Roadmap. The project is therefore in hiatus whilst the roadmap progresses and available GIS resources are engaged in other ICT projects. New Geo Spatial Analyst has joined the GIS team and will be working to establish a GIS strategy and scope for the ICT Spatial Capability Project to restart.

## Knox City Council Project Status Report

14-May-2021

| Project Number | Project Name   |
|----------------|--|
| <b>1034</b>    | <b>Business Intelligence</b>   |
| All Wards      | The Business Intelligence Project is focused on delivering increased analytical capability across Council, and using Power BI tool to set up automated reports for improved decision making. The Project is in the final stages of its implementation phase, and will revert to a business as usual model in June 21. Nine departments have been covered over 13 use cases with three more in discovery stage. User Trainings and assistance in adoption and usage being provided to teams. BI Team being trained on advanced BI & Analytics concepts. |
| <b>1036</b>    | <b>HR System</b>   |
| All Wards      | The HR Systems project has been delivered in three phases, with Recruitment and Onboarding, Time and Attendance and Performance Management processes now supported with new systems. The final stage of Humanforce Time and Attendance is now complete with School Crossing Supervisors the last to onboard to the new platform in the last payrun. The Project will now enter its closure phase, with project reviews and benefits tracking to commence.  |
| <b>1037</b>    | <b>Project Management Office - ICT Governance</b>  |
| All Wards      | This budget allocation is to cover costs associated with ICT governance including independent members of the ICT Governance Committee.   |
| <b>1242</b>    | <b>Digital Customer Channels Transformation (DCCT) - Phase 1 Website Development</b>   |
| All Wards      | This project will see the replacement of the current Knox website with a modern digital equivalent, and refreshed content. The project is in implementation phase. Development work and content approvals will be complete by mid-May, and the project will then move to final testing and deployment stages late May / early June, with the goal to launch the new website in June 21. Community website testing will be undertaken 24 - 29 May.  |
| <b>1245</b>    | <b>Corporate Reporting Solutions</b>   |
| All Wards      | The Corporate Reporting Project will deliver improved process and technical solutions for risk management and business planning. A Business Readiness Assessment has been facilitated with business sponsors, as an initiation activity to ensure the project is well placed to commence in June 21.   |
| <b>1257</b>    | <b>Project Management Office</b>   |
| 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.  |
| <b>1368</b>    | <b>Data Integration</b>  |
| All Wards      | New Chief Information Officer has engaged a consultant group to review Enterprise Architecture practice which will include a deeper focus on future state requirements for data integration to deliver the optimal community customer experience when navigating Council services online.  |
| <b>1369</b>    | <b>Master Data Management</b>  |
| All Wards      | Master Data Management (MDM) as a cultural change program focused on the collaborative effort between service areas, people, systems and processes to form a common understanding of processes and systems to maintain   |

## Knox City Council Project Status Report

14-May-2021

### Project Number      Project Name

and support Council's key datasets. In April, the team completed high level planning to complement project scoping. This included estimating time, effort, budget and skillsets required to deliver the project.

#### 1371      Participation Platform

All Wards      This project has successfully implemented the Knox Have Your Say platform on Go Live in February 2021. The solution underpins the policy and framework for Knox's engagement with the community on decision making that affects them. Additional staff awareness sessions and on-demand training available to support the ongoing use of the tool. Handover and transition activities undertaken. Project closure approved by Project Sponsor.

#### 1373      Active Aging System Platform

All Wards      The Active Aging Project will review service requirements, ensuring the correct solution is in place to meet process and technical requirements, whilst also delivering a better experience for our online community. The Active Ageing & Disability Services manager has requested that the ICT project is commenced later on the ICT roadmap to allow for an embedding of recent changes in service provision in the team. The current Carelink contract will expire in 2024 and the project will be established to tender for ongoing support will commence in 2022.

#### 1374      Early Years Platform

The Early Years Project will review service requirements, ensuring the correct solution is in place to meet process and technical requirements, whilst also delivering a better experience for our online community. Kick off meeting was held with the Project Sponsor and the project team was formed last month. The first milestone, Project Initiation Document, has been drafted by the Project Manager and approved by the Project Sponsor. It will be tabled at the next ICT Steering and Governance Committees for approval / endorsement.

#### 1376      Digital Customer Channels Transformation - DCCT Ph2

All Wards      The project will implement a new Intranet to replace with a new modern equivalent to support staff effectiveness in service provision to our community. The Project is Phase 2 of the Digital Customer Channels Transformation Program, and is scheduled to commence mid-2021.

#### 1377      Cloud Solutions

All Wards      Project waiting to be scheduled.

#### 1379      Customer Relationship Management (CRM)

All Wards      Customer Relationship Management refers to all strategies, techniques, tools, and technologies used by Council for effectively servicing our community-based customers. This project is due to commence in late 2021.

13 Notices of Motion

14 Supplementary Items

15 Urgent Business

16 Questions Without Notice

17 Confidential Items

17.1 Chief Executive Officer 2020-2021 Performance Plan Review

A confidential report is circulated under separate cover.