

MINUTES



Strategic Planning Committee Meeting

Held at the
Civic Centre
511 Burwood Highway
Wantirna South
On
Monday 11 March 2019

The meeting commenced at 7.00pm.

PRESENT:

Cr J Keogh (Chairperson)

Cr P Lockwood

Cr J Mortimore

Cr A Gill

Cr T Holland

Cr L Cooper

Cr D Pearce

Dobson Ward

Baird Ward

Chandler Ward

Dinsdale Ward

Friberg Ward

Scott Ward

Taylor Ward

Mr T Doyle

Chief Executive Officer

Dr I Bell

Director – Engineering & Infrastructure

Mr P Dickie

Acting Director - City Development

Mr M Fromberg

Director – Corporate Services

Ms T Clark

Director – Community Services

Mr P McQue

Manager, Governance and Strategy

Order of Business

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1 Apologies and Requests for Leave of Absence

Apologies were received from Councillor Seymour.

2 Declarations of Conflict of Interest

Nil.

3 Confirmation of Minutes

RESOLUTION

MOVED: Councillor Mortimore

SECONDED: Councillor Lockwood

Confirmation of Minutes of Strategic Planning Committee Meeting on Monday 11 February 2019

CARRIED

4 Considering and Ordering Upon Officers' Reports

4.1 Q2 2018-19 Annual Plan Progress Report

SUMMARY: Strategy & Reporting Lead, Carrie Hudson

This report provides the second quarter progress on initiatives identified in the 2018-19 Annual Plan, adopted by Council on 25 June 2018 as part of the 2018-19 Annual Budget. The Annual Plan satisfies the requirements of the Local Government Act 1989 by outlining the services provided by Council and the initiatives that Council will complete in the 2018-19 year.

RECOMMENDATION

That Council receive and note the 2018-19 Annual Plan progress report for the period 1 October to 31 December 2018.

1. INTRODUCTION

An Annual Plan was established for the 2018-19 financial year to assist in the achievement of the goals of the Community and Council Plan 2017-21. The 2018-19 Annual Plan progress report to 31 December 2018 (Attachment 4.1.1) 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

Q2 2018-19 Results:

Of the 30 initiatives included in the 2018-19 Annual Plan:

- 20 initiatives are on schedule
- 2 initiatives have fallen less than 15 per cent behind schedule and require monitoring
- 4 initiatives have fallen more than 15 per cent behind schedule and require monitoring
- 4 initiatives are complete

The initiatives that have fallen more than 15 per cent below target are:

1. Revegetate priority sites as per the recommendations from the Knox Revegetation Plan 2012.
2. Develop and undertake a review of the Master plan for the Boronia Park precinct.
3. Incorporate in the development of the Strategic Asset and Investment Strategy, Community Infrastructure Plans in key locations with models for alternative funding to enable the development of multi-use community facilities and infrastructure.
4. Develop a Pavilion Plan

Progress comments on all initiatives can be found in Attachment 4.1.1.

3. CONSULTATION

The 2018-19 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 2018-19, including the initiatives, was approved as part of the Annual Budget after public consultation on 25 June 2018.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no direct environmental/amenity issues arising from this report. A number of initiatives within the 2018-19 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 2018-19 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

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

8. CONFLICT OF INTEREST

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

Author - Strategy & Reporting Lead, Carrie Hudson - In providing this advice as the Author, I have no disclosable interests in this report.

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

9. CONCLUSION

There has been sound progress on the majority of Annual Plan initiatives in quarter one 2018-19, with 24 of the 30 initiatives on or ahead of schedule.

10. CONFIDENTIALITY

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

Report Prepared By: Strategy & Reporting Lead, Carrie Hudson

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

1. Q 2 2018-19 Annual Plan Progress Report (D 19-56304) **[4.1.1]**

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Lockwood

That Council receive and note the 2018-19 Annual Plan progress report for the period 1 October to 31 December 2018.

CARRIED

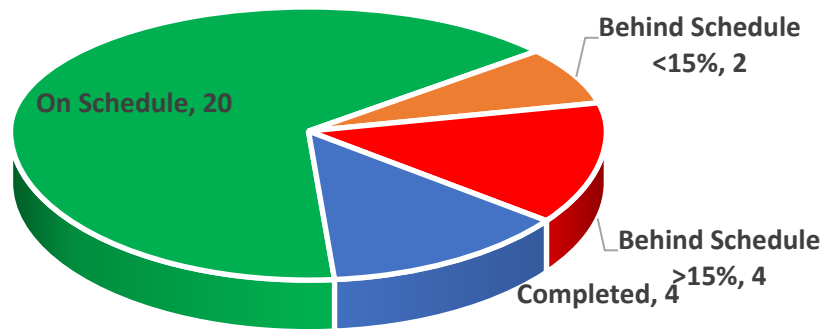
Annual Plan Progress Report

Q2 2018-19

1 October to 31 December 2018



2018-19 Annual Plan Progress Report - Quarter Two (October– December 2018)



Goal	Complete	On Schedule	Behind Schedule (<15% behind schedule)	Behind Schedule (>15%)
1. We value our natural and built environment	-	3	-	3
2. We have housing to meet our changing needs	-	2	-	-
3. We can move around easily	-	2	-	-
4. We are safe and secure	-	2	1	-
5. We have a strong regional economy, local employment and learning opportunities	1	5	1	-
6. We are healthy, happy and well	-	2	-	1
7. We are inclusive, feel a sense of belonging and value identity	-	2	-	-
8. We have confidence in decision making	3	2	-	-
Total	4	20	2	4

The overall progress completion percentage of each initiative is calculated by the combined progress of the associated milestones. Where appropriate, milestones are waited based on the importance and quantity of work involved.



Goal 1: We value our natural and built environment

Initiative Description		Department	Q2 Target	Progress
Complete Flood Mapping and Modelling Study of stormwater sub catchments across the municipality		Community Infrastructure	50%	50%
Progress Comment:				
<p>The final stage of flood modelling the city is well underway. Overall, the 5 year program will be delayed by approximately 12 months, due to the finding of approximately 5000 assets not found within Council's assets database.</p> <p>Climate Change Scenario Modelling has commenced for all completed flood mapped catchments from Year 1 (2014-15) to better inform the forward challenges of the city through changing climate patterns and urban consolidation.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Flood Mapping complete	01-07-2018	30-06-2019	50%
YTD Actual		YTD Budget	Initiative Budget	
\$414,634		\$265,000	\$585,000	

Initiative Description		Department	Q2 Target	Progress
Develop and implement a strategic pest animal plan.		Community Infrastructure	25%	44%
Progress Comment:				
<p>The regional pest animal network has been formed and the draft Pest Animal strategy brief developed. Contributions from partners are being collected and the Strategy will be put out to tender in January 2019.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Regional group of invested planners formed	01-07-2018	30-08-2018	100%
	Strategic pest animal plan developed	01-07-2018	30-06-2019	20%
YTD Actual		YTD Budget	Initiative Budget	
-		\$25,000	\$50,000	

Initiative Description		Department	Q2 Target	Progress
Phase hybrid and electric vehicles into the Council vehicle fleet where appropriate and investigate the installation of charging points in new community infrastructure where appropriate.		Community Infrastructure	40%	70%
Progress Comment:				
<p>Investigation has been undertaken into the installation of charge points to be located at the Knox Civic Centre. This investigation includes assessment of the different available technologies, the identification of the most appropriate charging station sites and assessment of the various options available for procurement. Further charging points have been included in the specifications for the construction of the new Operations Centre.</p> <p>Investigations are also taking place into the purchase of two to three electric vehicles in the second half of the 2018-19 financial year. This will be subject to the installation of the charging station points at the Knox Civic offices and the timing for the changeover of appropriate vehicles as a part of Council's Asset Renewal Program</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Installation of charging points in new community infrastructure investigated	01-07-2018	30-06-2019	70%
	Phasing of hybrid and electric vehicles into the Council vehicle fleet commenced	01-07-2018	30-06-2019	70%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

Initiative Description		Department	Q2 Target	Progress
Revegetate priority sites as per the recommendations from the Knox Revegetation Plan 2012.		Community Infrastructure	50%	29%
Progress Comment:				
<p>Scoping and planning for the priority sites of revegetation is nearing completion.</p> <p>Site revegetated so far are:</p> <ul style="list-style-type: none"> • Dandenong Creek, Bayswater • Colchester Reserve Wetland • Mint Street Wetland 				
Initiative Milestones	Description	Start date	End date	Progress
	Scope and design complete	01-07-2018	31-10-2018	90%
	Site preparation and habitat creation complete	01-10-2018	28-02-2019	0%
	Planting and community events complete	01-03-2019	30-06-2019	0%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

Initiative Description		Department	Q2 Target	Progress
Develop and undertake a review of the Master plan for the Boronia Park precinct.		Community Infrastructure	100%	80%
Progress Comment:				
<p>A report is in preparation for consideration by the Executive Management Team in the first quarter of 2019. Boronia Park has been identified as a key challenge and opportunity within the Boronia Renewal Project Strategy.</p> <p>In conjunction with the results of the Masterplan review and the Strategy, a Business Case is proposed for 2019-20 to consider high level options for the future use of the Park, following the removal of the Basketball Stadium.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Explore high level issues and opportunities scoping the Boronia Park Review	01-07-2018	30-11-2018	80%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

Initiative Description		Department	Q2 Target	Progress
Incorporate in the development of the Strategic Asset and Investment Strategy, Community Infrastructure Plans in key locations with models for alternative funding to enable the development of multi-use community facilities and infrastructure.		City Futures	55%	33%
Progress Comment:				
<p>Stage One is now complete and identified the impact themes that Council seeks to improve within Knox, these being Social Housing, Affordable Housing, Life Long Learning, Mental and Physical Health and Biomed/Green tech industries.</p> <p>Stage Two is also complete. Heat maps were prepared with the support of Swinburne University to identify the most suitable locations in support of the five social and economic impact themes above. Council's assets were scored against these themes.</p> <p>Stage Three is now underway and includes desktop analysis of 18 properties for their suitability to convert, invest, divest or acquire. Recommendations will be presented to 11 February 2019 Council Issues Briefing.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Draft governance, delivery and funding models developed	01-07-2018	30-06-2019	20%
	Strategic Asset and Investment Strategy developed	01-07-2018	30-06-2019	80%
	Models presented to EMT	01-01-2019	30-06-2019	0%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

Goal 2: We have housing to meet our changing needs

Initiative Description		Department	Q2 Target	Progress
Continue to support the development of Stamford Park residential estate.		City Futures	60%	85%
Progress Comment:				
The planning scheme amendment (C172) received authorisation from the Minister for Planning on 12 October 2018, and was exhibited between 15 November 2018 and 17 December 2018 with no submissions received. It will be reported to Council in the coming months.				
Initiative Milestones	Description	Start date	End date	Progress
	Approval of Planning Permit for Parkland works.	01-07-2018	30-06-2019	30%
YTD Actual		YTD Budget	Initiative Budget	
\$3,457		\$8,000	\$16,000	

Initiative Description		Department	Q2 Target	Progress
Explore and where appropriate leverage Council's own land to pilot and partner the development of a range of housing models.		City Futures	50%	50%
Progress Comment:				
Stage One and Two of the Strategic Asset and Investment Strategy (SAIS) has been completed with Stage Three now in its final stages. Council Officers are using the work and emerging insights generated by the SAIS project to inform 'laying a social housing pipeline' initiative. The first meeting of the project group and newly appointed consultant will take place on 15 January 2019.				
Initiative Milestones	Description	Start date	End date	Progress
	Strategic Asset and Investment Strategy completed and informing Councils approach to housing	01-07-2018	30-06-2019	50%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

Goal 3: We can move around easily

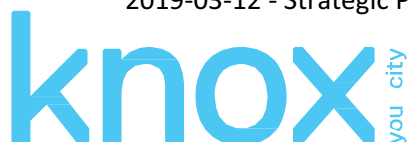
Initiative Description		Department	Q2 Target	Progress
Continue to advocate for all priority transport projects, including the Knox Tram, Rowville Rail, improved bus services, and the Dorset Road extension.		Sustainable Infrastructure	40%	67%
Progress Comment:				
<p>The Public Transport advocacy document was endorsed by Council at its meeting in July 2018. Content is also being incorporated into the strategic advocacy brochure outlining the wider Knox priorities.</p> <p>Council's advocacy priorities for better buses, Rowville Rail and Knox tram, align with the Eastern Transport Coalition's (ETC) priorities. Council Officers have been involved with ETC delegations to State MP's from Labour (Jacinta Allan), Liberal (David Hodges and David Davis) and Greens (Samantha Dunn, Nina Springle). A copy of Council's advocacy document has also been sent to Premier Andrews.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Public transport advocacy document prepared	01-07-2018	31-12-2018	100%
	Engagement with state and federal members on advocacy priorities complete	01-07-2018	30-06-2019	35%
YTD Actual		YTD Budget	Initiative Budget	
\$7,420		\$9,000	\$18,000	

Initiative Description		Department	Q2 Target	Progress
Continue to progress implementation of the Mobility Implementation Plan.		Sustainable Infrastructure	35%	60%
Progress Comment:				
<p>Funds from the mobility implementation plan improved footpath infrastructure at a number of discrete locations across the municipality that include footpath, seating, kerb ramp and Tactile Ground Surface Indicators (TGSIs). Key projects included the installation of handrails at steep steps and footpaths within The Basin and Upper Ferntree Gully Area and installation of new accessible parking bays near selected primary schools.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Path network improvements in accordance with the priority list implemented	01-07-2018	30-06-2019	15%
YTD Actual		YTD Budget	Initiative Budget	
\$22,344		\$32,500	\$130,000	



Goal 4: We are safe and secure

Initiative Description		Department	Q2 Target	Progress
Implement gender equity actions to support prevention of violence against women within the Community Access & Equity Implementation Plan.		Community Wellbeing	75%	93%
Progress Comment:				
<p>Council participated in the 16 Days of Activism against Gender Based Violence, an international campaign to challenge violence against women from 25 November to 10 December 2019.</p> <p>Activities included:</p> <ul style="list-style-type: none"> • Large wraps at the entrance to the civic center and Rowville community centre, highlighting the camping and impacts of family violence. • Chalk stencils on footpaths at high foot traffic sites across Knox raising awareness of the campaign. • Interviews with family violence survivor advocates in relation to the impact of family violence on an individual's life and family, launched through Council website and social media. • Linking with Women's Health East campaign through social media with targeted gender equity messages. • Launch of revised Women's Safety Card and acknowledging human rights Day 70 Anniversary. 				
Initiative Milestones	Description	Start date	End date	Progress
	Family Violence and Gender Equity Implementation Plan developed	01-07-2018	30-09-2018	80%
	Submissions for funding complete	01-07-2018	30-09-2018	100%
	Year 1 Implementation Plan actions complete	01-07-2018	30-06-2019	80%
YTD Actual		YTD Budget	Initiative Budget	
\$89,590		\$137,771	\$275,544	



Initiative Description		Department	Q2 Target	Progress
Develop a communications approach to improve perceptions of community safety.		Community Wellbeing	85%	86%
Progress Comment:				
A Communications Plan was developed that incorporates a social messaging calendar scheduled over the next 12 months. The focus of messaging is to improve perceptions of safety including: graffiti prevention, community awareness and discussion, positive messages regarding Knox as a safe community. Other initiatives have included: Community survey has been conducted with traders and residents in relation to perception of safety and crime in Boronia. Feedback will be incorporated into the Boronia Renewal Project. A community safety audit has been conducted in the Boronia Precinct.				
Initiative Milestones	Description	Start date	End date	Progress
	Communication Plan embedded	01-07-2018	30-09-2018	100%
	Pilot survey complete	01-07-2018	30-06-2019	50%
	Communications Plan developed and tested with key stakeholders	01-07-2018	30-06-2019	0%
	Communications messaging piloted in Boronia	01-07-2018	30-06-2019	0%
YTD Actual		YTD Budget	Initiative Budget	
\$150,456		\$149,098	\$298,897	


Initiative Description		Department	Q2 Target	Progress
Inform residents and conduct inspections of all properties within the Bushfire Management Overlay areas to ensure compliance with relevant legislation.		City, Safety & Health	50%	50%
Progress Comment:				
The Fire Danger Period (FDP) was declared on 19 November 2018. Municipal Fire Prevention Officers have inspected 2,456 properties within the Bushfire Management Overlay, properties which have historically had fire hazard issues and complaints from the public. Of these, 73 Fire Prevention Notices have been issued, 50 have passed and 7 properties have failed to comply and have been compulsory cleared. There are 20 properties scheduled for a second inspection in the next week. Infringements of \$1,612 per property owner for those who have not complied will be issued in February 2019.				
Initiative Milestones	Description	Start date	End date	Progress
	Initial inspections in the overlay area complete	01-10-2018	31-12-2018	50%
	Follow up activities undertaken to ensure compliance	01-01-2019	31-03-2019	50%
YTD Actual		YTD Budget	Initiative Budget	
\$40,828		\$75,998	\$152,386	

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

Initiative Description		Department	Q2 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	55%	81%
Progress Comment:				
Stages One and Two of the Strategic Asset and Investment Strategy are complete. Stage Three is nearing completion with Council Officers scheduled to present analysis of 18 properties and recommendations for deep dive into 3 opportunities at 11 February 2019 Issues Briefing.				
Initiative Milestones	Description	Start date	End date	Progress
	Method and asset scorecard endorsed by Council	01-07-2018	30-09-2018	100%
	High level strategy development for top 10 assets endorsed by Council	01-09-2018	31-12-2018	Not Started
	2-3 strategic investment/development opportunities progressing	01-03-2019	30-06-2019	Not Started
YTD Actual		YTD Budget	Initiative Budget	
\$37,274		\$50,000	\$65,000	

Initiative Description		Department	Q2 Target	Progress
Initiate a Precinct Investment Plan for Wantirna Health Precinct and the enabling planning and implementation frameworks.		City Futures	0%	0%
Progress Comment:				
Work on this initiative is due to begin in the second half of 2018-19.				
Initiative Milestones	Description	Start date	End date	Progress
	Scope and work plan for preparation of the Precinct Investment and Development Plan endorsed	01-01-2019	30-04-2019	Not Started
	Communications and Engagement Plan endorsed	01-03-2019	30-04-2019	Not Started
YTD Actual		YTD Budget	Initiative Budget	
\$30,338		\$71,641	\$143,284	

Initiative Description		Department	Q2 Target	Progress
Implement the strategic review of land for business and employment in the municipality.		City Futures	75%	90%
Progress Comment:				
Amendment C164 was reported to Council in December 2018 and was adopted. It is now to be forwarded to the Minister for Planning for approval on 3 January 2019.				
Initiative Milestones	Description	Start date	End date	Progress
	Panel Report for Amendment C164 (Land for Business) to Council	01-07-2018	31-01-2019	90%
	Amendment C164 to the Minister for Planning for approval, subject to Council support	01-02-2019	31-03-2019	90%
YTD Actual		YTD Budget	Initiative Budget	
\$49,877		\$55,000	\$55,000	

Initiative Description		Department	Progress	
Investigate the use of Environmental Upgrade Agreements for businesses to improve infrastructure, reduce energy consumption and create savings.		City Futures	 Complete	
Progress Comment:				
Investigation into the feasibility of Environmental Upgrade Agreements is complete and was presented to EMT in June 2018. This will now be presented to Council for consideration before December 2018.				
Initiative Milestones	Description	Start date	End date	Progress
	Report on the option of implementing EUA for Knox prepared	01-07-2018	30-08-2018	100%
	Report for Council to consider offering EUA's to eligible applicants in Knox prepared	30-08-2018	30-09-2018	100%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

Initiative Description		Department	Q2 Target	Progress
Progress the development, implementation and evaluation of Development Contributions Plan (DCP) planning including addressing infrastructure information gaps and mapping necessary to inform these plans.		City Futures	20%	23%
Progress Comment:				
Stage Two of the Development Contributions Plan (DCP) is continuing. Appointment of new Project Manager and the draft testing of 'contributions logic' per item means DCP is now progressing at good rate.				
Initiative Milestones	Description	Start date	End date	Progress
	Feasibility assessment for a Development Contributions Plan finalised (Stage 2)	01-09-2018	31-03-2019	70%
	Project Report and recommendations provided to EMT (Stage 2)	01-04-2019	31-05-2019	0%
	Preparation of the draft DCP Incorporated document for the Planning Scheme Amendment (Stage 3)	01-06-2019	30-06-2019	0%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

Initiative Description		Department	Q2 Target	Progress
Construct and open two Early Years Hubs in Wantirna South and Bayswater to support early education, lifelong learning and improved physical and mental health.		Family & Children Services	75%	75%
Progress Comment:				
Construction for both sites is on schedule. Planning for service operations is also on schedule to begin services from the early year's hubs in early 2019. Families have been invited to indicate which early years hubs site they prefer to transition to in 2019.				
Initiative Milestones	Description	Start date	End date	Progress
	Early Years Hub in Wantirna opened	01-07-2018	28-02-2019	85%
	Early Years Hub in Bayswater opened	01-07-2018	31-03-2019	65%
YTD Actual		YTD Budget	Initiative Budget	
\$8,860,027		\$7,658,930	\$10,388,781	



Initiative Description		Department	Q2 Target	Progress
Promote and support the establishment of social enterprises to create greater employment and community development opportunities for all.		City Futures	50%	42%
Progress Comment:				
A scoping document has been prepared to guide the social enterprise initiative. Bench-marking on the future required research has been undertaken.				
Initiative Milestones	Description	Start date	End date	Progress
	Scoping and planning including budgetary requirements, reference group support for the initiative and agreed pathway for research finalised.	01-07-2018	31-10-2018	90%
	Research and engagement undertaken	01-11-2018	28-02-2019	40%
	Reporting and assessment complete	01-03-2019	30-06-2019	Not Started
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				



Goal 6: We are healthy, happy and well

Initiative Description	Department	Q2 Target	Progress	
Develop a Pavilion Plan	Youth, Leisure & Cultural Services	50%	37%	
Progress Comment:				
<p>A significant amount of scoping for the Pavilion Plan has been completed through Council's recent asset audit and broader strategic programs including the BAMP which assessed sites for utilisation, fitness for purpose and demand and the Strategic Asset Investment Strategy. Other projects which are linked to the Pavilion Plan include;</p> <ul style="list-style-type: none"> • The Modular Building Program • The review of the Sporting Reserve and Facility Development Guidelines and Sporting Club Financial Contribution towards Reserve Development Policy • The request for a Sports Demand Analysis • The review of the Open Space Plan <p>Once scoping and research is complete, the information gathered through these various strategic programs will be used to inform the Pavilion Plan.</p> <p>The Strategic Planning Coordinator role which is due to complete this task, is yet to be backfilled. Re-advertising of this position will occur in the week ending 18 January 2019.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Project scoping and research complete	01-07-2018	31-12-2018	75%
	Pavilion Plan developed	01-01-2019	30-06-2019	Not Started
YTD Actual	YTD Budget	Initiative Budget		
-	\$8,391	\$60,000		



Initiative Description		Department	Q2 Target	Progress
Implement the Municipal Strategic Disability Leadership Plan to support people with a disability, their families and carers with the implementation of the NDIS.		Community Wellbeing	50%	77%
Progress Comment:				
<p>The Municipal Strategic Disability Plan revision is now complete. A report for year one progress was presented to Council in November 2018. The Municipal Disability Leadership Model working group continues to meet on a monthly basis to guide the implementation of the plan. Individual advocacy is occurring on an as needs basis as individuals transition to NDIS. Revision of the plan was conducted prior to the Council meeting to update actions to align with community changes in relation to the NDIS roll out and disability services.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Municipal Strategic Disability Plan Revised	01-07-2018	30-09-2018	100%
	Consultation with key stakeholders complete	01-07-2018	30-06-2019	80%
	Communications to community on Council activities complete	01-07-2018	30-06-2019	70%
	Year 2 actions complete	01-07-2018	30-06-2019	60%
YTD Actual		YTD Budget	Initiative Budget	
\$124,934		\$184,207	\$368,412	



Initiative Description	Department	Q2 Target	Progress
Commence a review into the role of Council to advance mental health within the municipality, i.e. schools, business and community settings.	Community Wellbeing	50%	70%

Progress Comment:

Mental Health working group has been established through the Community Safety, Health & Wellbeing Advisory Committee. A regional mental health forum was held in October 2018 with over 60 community stakeholders attending to:

- Provide a greater understanding of the Victorian Mental Health Reforms and the journey ahead
- Overview the Knox Mental Health Social Profile 2018
- Hear from a range of mental health specialists and service providers as part of a workshop
- Consider the role of Local Government to identify key cohorts and place-based community needs
- Consider Council's current mental health commitments/actions
- Identify gaps, partnerships, areas of focus and quick wins.

A Knox Mental Health Profile has been developed.

Initiative Milestones	Description	Start date	End date	Progress
	The Knox Mental Health Profile developed	01-07-2018	30-09-2018	100%
	Knox Mental Health Forum complete	01-07-2018	31-10-2018	100%
	Community and Council Mental Health Working Groups established	01-07-2018	30-06-2019	80%
	Directions Paper that identifies Council's role and proposed directions prepared	01-07-2018	30-06-2019	0%
YTD Actual		YTD Budget	Initiative Budget	
\$31,842		\$34,466	\$43,933	





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


Initiative Description	Department	Q2 Target	Progress	
Advocate and plan for the development of a Bayswater Multipurpose Community Facility.	Community Wellbeing	50%	60%	
Progress Comment:				
Demographic information has been updated in line with the 2016 Census and social issues information being updated to reflect the current situation in Bayswater. Strategic site assessments and Capacity assessments have been conducted for the Pine Road carpark, Bayswater Youth Hall site and 750 Mountain Hwy, Bayswater.				
A discussion is planned with the Executive Management Team in February 2019 to discuss coordination and status of Bayswater Multipurpose Community Facility.				
Initiative Milestones	Description	Start date	End date	Progress
	Community Service and Facility Needs Analysis updated	01-07-2018	30-06-2019	50%
	Strategic site assessment undertaken	01-07-2018	30-06-2019	90%
	Concept plan, advocacy plan and a project implementation plan developed	01-07-2018	30-06-2019	40%
YTD Actual		YTD Budget	Initiative Budget	
\$5,593		\$5,730	\$11,461	

Initiative Description	Department	Q2 Target	Progress	
Design, develop and implement an approach to facility management that integrates service and facility advocacy, is consistent across the organisation, and improves efficiencies in the management of Council's buildings.	Sustainable Infrastructure	50%	72%	
Progress Comment:				
The Buildings Asset Management Plan (BAMP) is now progressing to draft status and the current methodology incorporates Levels of Service measures which define aspirations from across a service, asset and place lens. The Draft BAMP will be presented to Council in the 2nd quarter of 2019.				
Initiative Milestones	Description	Start date	End date	Progress
	Draft Building Asset Management Plan developed	01-07-2018	31-12-2018	75%
	Service asset place framework for adoption developed	01-01-2019	30-06-2019	70%
YTD Actual		YTD Budget	Initiative Budget	
-		\$22,500	\$45,000	

Goal 8: We have confidence in decision making

Initiative Description		Department	Progress
Implement a Customer Focused Business Improvement program on reviewing and improving the efficiency and effectiveness of services delivered by the organisation.		Transformation	 Complete
Progress Comment:			
<p>The Customer Focused Business Improvement initiative was a small scale, targeted activity that introduced the organisation to process improvement using Lean Principles. This activity has now been absorbed into the organisation wide implementation of Lean Thinking and Practice, the aim of which is to embed a culture of continuous improvement, using Lean principles, that puts the customer at the forefront of everything we do.</p>			
YTD Actual	YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.			

Initiative Description		Department	Progress
Respond to and implement any reforms made to the Local Government Act 1989.		Governance & Strategy	 Complete
Progress Comment:			
<p>Council submitted a comprehensive submission to the Local Government Act Exposure Draft in February 2018. A further update was provided to Councillors at a confidential Issues Briefing in August 2018. The State Government has now advised that the Local Government Bill has lapsed.</p>			

Initiative Description	Department	Progress
Implement the requirements of the Victorian Government's Early Years Management Framework – specifically the requirements for Council's role as a Kindergarten Cluster Manager and the need for a different model for parent committees supporting Council operated preschool services.	Family & Children's Services	 Complete

Progress Comment:

This project is completed. All previous Committees have transitioned to Parent Groups and these Groups are in the process of signing new Memorandum of Understanding with Council. Equipment, maintenance, utilities and cleaning arrangements have been established within Council and staff recruited to implement the Early Years Management arrangements are in place within the Family and Children's Services Department.

Council endorsed the Parent Group Model with current Committees due to hand over to the newly elected Parent Groups as part of the 2018 AGM. Staff appointed to the Family and Children's Services Department to undertake the implementation of operational processes in readiness for full implementation from February 2019.

Initiative Milestones	Description	Start date	End date	Progress
	Early Years Management Framework Implemented	01-07-2018	28-02-2019	90%

YTD Actual	YTD Budget	Initiative Budget
\$437,511	\$710,047	\$1,479,051

Initiative Description	Department	Q2 Target	Progress
Review and implement Council's updated Community Engagement approach.	Community Wellbeing	50%	50%

Progress Comment:

Discussions have commenced between Community Wellbeing, Communications and City Futures to discuss the proposed way forward on this shared initiative and resources to support its delivery.

Council staff have commenced reviewing possible software for future community engagement practice.

A temporary Community Engagement Advisor will commence 14 January 2019 to update Council's Policy and Community Engagement Framework

A Business Case has been prepared for Council consideration regarding increased resources for Council's Community engagement program.

Initiative Milestones	Description	Start date	End date	Progress
	Resources to coordinate, review and redevelop a cross organisation community engagement program identified	01-07-2018	30-04-2019	50%
	EMT and stakeholder consultation complete	01-07-2018	30-06-2019	20%
	Revised Community Engagement Program approved	01-07-2018	30-06-2019	0%

YTD Actual	YTD Budget	Initiative Budget
No additional budget, sits within current operating budget.		



Initiative Description		Department	Q2 Target	Progress
Finalise and implement Council's Advocacy Framework through delivering targeted advocacy campaigns in line with Council's objectives.		Communications	60%	66%
Progress Comment:				
The working group have completed the development of the Advocacy assessment criteria, tested against known Initiatives and presented to EMT. EMT feedback is being incorporated in the documentation establishing the final frameworks for endorsement with implementation to follow				
Initiative Milestones	Description	Start date	End date	Progress
	Draft Advocacy Framework developed	01-08-2018	30-10-2018	100%
	Framework finalised and presented to EMT	01-11-2018	30-03-2019	80%
	Advocacy Framework implemented	01-04-2019	30-06-2019	20%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

5 Motions for Which Notice has Previously Been Given

5.1 Notice of Motion 88 – Millers Homestead

RESOLUTION

MOVED: Councillor Lockwood

SECONDED: Councillor Mortimore

That:

- 1. Council acknowledge the motion at Item 6.4 of the meeting of August 27 2018 that made notice of motion 82 redundant;**
- 2. Consultation on the uses of Millers Homestead be extended until April 29 2019;**
- 3. Council consultation on Miller’s Homestead will be intended to capture community suggestions on potential uses for Millers Homestead in the first stage and that a second stage of consultation be designed to rate those suggestions to aid Council’s decision on the future of the homestead;**
- 4. Council contact the residents of Melrose Court, Dorrigo Drive, Gilja Court, Tathra Court, Clover Court, Jarrah Court, Bambil Court, Bogan Court, Casuarina Avenue, Hovea Court, Karri Court, Eugenia Court and Shalimar Court inviting them to make submissions; and**
- 5. Council undertake to be guided by submissions when making its decision on the future of Millers, received during the two stages of consultation, except those made anonymously, and be guided by those submissions when making its decision on the future of Millers.**
- 6. Council note that a written commitment to residents near Millers Homestead to undertake a wide circulation of information when dealing with issues affecting the homestead was given in 18 August 2005.**

CARRIED

6 Supplementary Items

Nil.

7 Urgent Business

7.1 Urgent Business

Nil.

7.2 Call Up Items

Nil.

8 Confidential Items

Nil.

MEETING CLOSED AT 7.10pm

Minutes of Meeting confirmed at the
Ordinary Meeting of Council
held on Monday, 8 April 2019

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Chairperson