

# AGENDA



## Meeting of Council



To be held on

Monday 22 February 2021 at 7:00 PM

With Stage 4 Restrictions currently in place, and in the interests of community, Councillor and staff health and safety, this meeting is being held on-line only and will be live streamed.

Subject to further advice from the Premier and DHHS in response to the current COVID restrictions and lockdown, the meeting may be held in-person subject to Council's COVID-19 Safe Plan at Knox City Council, 511 Burwood Highway, Wantirna South

Please visit [knox.vic.gov.au](http://knox.vic.gov.au) for current information.

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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 Wednesday 27 January 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 January to 31 January 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 January 2021 to 31 January 2021) be noted**

#### 1. REPORT

Details of planning applications decided under delegation from 1 January to 31 January 2021 are attached. The applications are summarised as follows:

<b>Application Type</b>	<b>No.</b>
Building & Works: Residential	4
Other	3
Subdivision	5
Units	3
Tree Removal / Pruning	11
Single Dwelling	1
Signage	1
Liquor Licence	1
<b>TOTAL</b>	<b>29</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 - Council

1 January 2021 to 31 January 2021

Ward	No/ Type	Address	Description	Decision
Baird	2020/6676	749 Burwood Highway FERNTREE GULLY VIC 3156	3 Lot Subdivision (Approved Development Site)	21/01/2021 Approved
Baird	2020/6734	19 & 21 Tulip Crescent BORONIA VIC 3155	Six (6) Lot Subdivision (Approved Development Site)	27/01/2021 Approved
Baird	2021/9005	3/1 Corporate Boulevard BAYSWATER VIC 3153	Construction of a Raised Storage Area	29/01/2021 Approved
Chandler	2020/6713	14 Interman Road BORONIA VIC 3155	The removal of one (1) Liquidambar styraciflua and the pruning of one (1) Ulmus procera (English Elm) and one (1) Picea abies (Norway Spruce)	6/01/2021 Approved
Chandler	2020/6712	16 Owen Street BORONIA VIC 3155	The removal of one Eucalyptus sp.	5/01/2021 Approved
Chandler	2020/6647	Lot RES Mountain Highway THE BASIN VIC 3154	Pruning and removing of Hawthorn Hedge - Council Land TR279	6/01/2021 Approved
Chandler	2020/6571	Batterham Reserve 10 Miller Road THE BASIN VIC 3154	Habitat Pruning of One (1) Eucalyptus botryoides	7/01/2021 Notice of Decision
Chandler	2021/6005	20 Carnarvon Avenue THE BASIN VIC 3154	Removal of three (3) Acacia implexa and one (1) Ulmus parvifolia	19/01/2021 Approved
Chandler	2021/9007	15 Currawa Drive BORONIA VIC 3155	The removal of one (1) Eucalyptus nicholii (Narrow leaved Black Peppermint)	28/01/2021 Approved
Chandler	2021/6016	65 Elsie Street BORONIA VIC 3155	Removal of one (1) Eucalyptus cephalocarpa (Silver Stringybark)	27/01/2021 Approved
Chandler	2020/6718	1401 Mountain Highway THE BASIN VIC 3154	Buildings and works (extension to the existing dwelling)	21/01/2021 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Chandler	2021/9000	27 Moncoe Street BORONIA VIC 3155	Construction of a shed	22/01/2021 Approved
Collier	2020/6696	497 Mountain Highway BAYSWATER VIC 3153	Advertising signage attached to an existing wall	14/01/2021 Approved
Collier	2020/6667	100 Cathies Lane WANTIRNA SOUTH VIC 3152	Construction of a shed	12/01/2021 Approved
Dinsdale	2021/6015	33 Lewis Road WANTIRNA SOUTH VIC 3152	Two (2) lot subdivision (Approved Development Site)	14/01/2021 Approved
Dinsdale	2020/6692	11 Edward Street BAYSWATER VIC 3153	Four (4) Lot subdivision (Approved Development Site)	27/01/2021 Approved
Dobson	2020/6585	2/6 Bergner Court LYSTERFIELD VIC 3156	Use and Development of a Dwelling and associated works	4/01/2021 Approved
Dobson	2020/9177	39 Veronica Street FERNTREE GULLY VIC 3156	Removal of Golden Elm tree	5/01/2021 Approved
Dobson	2021/6007	26 Glenfern Road FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus nicholii (Narrow leaved Black Peppermint)	19/01/2021 Approved
Dobson	2020/6618	1 Edward Street UPPER FERNTREE GULLY VIC 3156	Buildings and Works (addition and alterations to an existing residence)	14/01/2021 Approved
Dobson	2020/6562	19 Kia-Ora Parade FERNTREE GULLY VIC 3156	Building and works to existing dwelling (replacing existing landing and stairs)	22/01/2021 Approved
Dobson	2021/6008	27 Station Street FERNTREE GULLY VIC 3156	Remove two (2) Quercus palustris and prune one (1) Quercus palustris and one (1) Liquidambar styraciflua	27/01/2021 Approved
Friberg	2020/6677	8 Dobson Street FERNTREE GULLY VIC 3156	3 Lot Subdivision (approved development site)	22/01/2021 Approved
Friberg	2020/6470	91 O'Connor Road KNOXFIELD VIC 3180	Construction of a single storey dwelling to rear of an existing dwelling	28/01/2021 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Friberg	2020/6139	1619 Ferntree Gully Road KNOXFIELD VIC 3180	Development of three (3) double storey dwellings and one (1) single storey dwelling (total four (4) dwellings) and alteration of access to a Category 1 Road	21/01/2021 Approved
Taylor	2020/6456	6 Blaxland Drive ROWVILLE VIC 3178	Development of the land for two (2) single storey dwellings	4/01/2021 Approved
Tirhatuan	2020/6683	18 Mindara Avenue ROWVILLE VIC 3178	Remove one (1) Eucalyptus cephalocarpa (Silver Leaf Strinybark)	13/01/2021 Approved
Tirhatuan	2020/6706	28-30 Kingsley Close ROWVILLE VIC 3178	Building and works (alterations to existing warehouse and ancillary office)	27/01/2021 Approved
Tirhatuan	2020/6715	2/1089 Stud Road ROWVILLE VIC 3178	Liquor licence (Restaurant)	19/01/2021 Approved

## 6.2 47 Salerno Way, Rowville

**SUMMARY: Principal Planner – Statutory Planning, Domenic Petrilli**

**This report considers Planning Application P/2020/6466 for the development of the land for the construction of eight (8) dwellings (six single storey and two double storey) at 47 Salerno Way, Rowville.**

### **RECOMMENDATION (SUMMARY)**

**That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for the construction of eight (8) dwellings (six single storey and two double storey) at 47 Salerno Way, Rowville, subject to the conditions detailed in the full recommendation in section 10 below.**

### **1. INTRODUCTION**

A new application P/2020/6466 has been lodged with Council for the development of the land for eight dwellings (six single storey and two double storey) at 47 Salerno Way, Rowville.

This application is being reported to Council as it has been called up by Cr Pearce.

### **2 DISCUSSION**

It is considered that the development will provide an appropriate balance between the need for additional housing within a fully serviced area and the amenity of occupants. The provision of single storey dwellings is particularly responsive to the need for housing to cater for Knox's aging population.

There will be minimal amenity impact on the adjoining properties and the surrounding area. Car parking is provided on site and includes visitor spaces which is in excess of the car parking requirements.

The development also satisfies the sustainable design requirements and provides planting opportunities that will contribute to the landscape character of the area. Two significant trees will also be retained within the site.

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 meets the requirements for garden area and open space.
- The building design and layout is consistent with the design objectives sought within a Knox Neighbourhood Area.
- Double storey built form is limited to the two front facing dwellings only.

### **3 CONSULTATION**

The application was advertised by way of two (2) signs on the site and notices were sent to adjoining property owners and occupiers. In total five objections were received including a petition with 80 signatures.

The application was referred internally to Council's Traffic Engineer, Stormwater Engineer, Assets Officer, Landscape Officer, Parks Department, Arborist, Waste Engineers and ESD Officer. No major concerns were raised with the application.

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

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

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

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

### **6. SOCIAL IMPLICATIONS**

There are no significant social implications associated with the proposed 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 Appendix A.

### **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 includes the retention of two significant trees and provides appropriate areas for planting which will enhance the natural environment. The built form is also consistent with the desired future character of the area and provides for housing diversity. The development will have minimal amenity impact on adjoining properties and the surrounding area. Car parking is provided within the site which exceeds the car parking requirement and the development provides good amenity for future residents including generous private open space areas. 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 the development of the land for the construction of eight (8) dwellings (six single storey and two double storey) at 47 Salerno Way, Rowville, subject to the following conditions:**

- 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 Tree Protection measure for T1 – Eucalyptus cephalocarpa. TPZ 8.4m. SRZ 3m. Proposed driveway and adjacent parking spaces must be constructed above grade using approved permeable paving with excavation limited to removal of surface debris only, within TPZ.**
  - 1.2 Tree Protection measures for T3 - Eucalyptus cephalocarpa. TPZ 4.9m. SRZ 2.4m. Fencing for SPOS of Residence 2 must be realigned to be outside SRZ. Proposed driveway and adjacent parking spaces must be constructed above grade using approved permeable paving with excavation limited to removal of surface debris only, within TPZ.**
  - 1.3 Proposed sewer relocated to be set back at least 2m from front boundary to allow space for canopy tree planting.**
  - 1.4 Visitor parking adequately line marked, signed and paved.**
  - 1.5 An annotation stating that parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.**
  - 1.6 Car spaces in garages at least 6 metres long and 3.5 metres wide for a single space or 5.5 metres wide for a double space measured inside the garage or carport. External doors must open outwards.**
  - 1.7 The proposed 3m crossing to dwelling 8 constructed to council standard and match the width of the internal driveway.**

- 1.8 The proposed 6.1m crossing to common driveway to be constructed to council standard and match the width of internal driveway.
- 1.9 For pedestrian safety, on-site access lighting must be provided to the satisfaction of the relevant authority and in accordance with AS1158.
- 1.10 Annotation stating, 'all structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.' Letterboxes must front the street. Landscaping must also be reduced in height or located clear of this splayed area.
- 1.11 The height, location and design of fencing, the mail boxes and electricity supply structures to comply with Condition 1.7 of this Planning Permit.
- 1.12 A notation on the plans stating that windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The windows may be clear and openable above 1.7 metres. Adhesive film must not be used.
- 1.13 Delete reference of water tanks.
- 1.14 Tree protection fencing / ground protection must be shown.
- 1.15 Notation stating that; 'Any underground services requiring to go through a TPZ must be installed using non-destructive methods to prevent root damage. i.e. Hydro excavation.'
- 1.16 Sustainable Design Assessment in accordance with Condition 27.

To the satisfaction of the Responsible Authority.

#### Other Plans

2. Prior to the commencement of the development and issue of a Building Permit for the development approved under this Permit, 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 26.
  - 2.4 Construction and Traffic Management Plan in accordance with Condition 29.

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 The internal drains of the dwellings to be independent of each other.**
- 3.3 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.**
- 3.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.**
- 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 (including additional planting within open space areas of the existing dwelling/s).**
  - 4.8 The Landscape plans must show the provision of at least 16 additional indigenous or native canopy trees and 10 additional large feature shrubs with a mature height of 4-5 metres chosen from Plant List 1, 2 or 3 of Council's Landscape Plan Guidelines**

for Planning Permits. These canopy trees must be a minimum 1.5 metres tall when planted and are to be in the following areas:

- 4.8.1 **Front Setback (Salerno Way) – NB Proposed sewer must be relocated to be set back at least 2m from front boundary to allow space for canopy tree planting. Residence 1 – 1 medium indigenous or native canopy tree, 2 small indigenous or native canopy trees and 1 large feature shrub with a mature height of 4-5m.  
Residence 8 – 2 small indigenous or native canopy trees.**
- 4.8.2 **SPOS 1 – 1 small canopy tree (may require relocation of clothesline) and 2 large feature shrubs with a mature height of 4-5m.**
- 4.8.3 **SPOS 2 – 1 small canopy tree and 1 large feature shrub with a mature height of 4-5m.**
- 4.8.4 **SPOS 3 – 1 large canopy tree, 1 small canopy tree and 2 large feature shrubs with a mature height of 4-5m.**
- 4.8.5 **SPOS 4 – 2 small canopy trees and 2 large feature shrubs with a mature height of 4-5m.**
- 4.8.6 **SPOS 5 - 1 small canopy tree and 1 large feature shrub with a mature height of 4-5m.**
- 4.8.7 **SPOS 6 – 2 small canopy trees.**
- 4.8.8 **SPOS 7 – 1 small canopy tree.**
- 4.8.9 **SPOS 8 – 2 small canopy trees.**
- 4.8.10 **Garden area east of Unit 3, B2 – 1 large feature shrub with a mature height of 4-5m.**

Planting of this site to comprise 40% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 40% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (20%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.

Tree protection measures for all trees on subject site to be retained and all neighbouring trees with TPZs extending into subject site must be shown on all plans.

Tree protection measures for all trees on subject site to be retained and all neighbouring trees with TPZs extending into subject site must be shown on all plans.

To the satisfaction of the Responsible Authority.

- 5. **Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.**
- 6. **The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority. Any dead, diseased or damaged plants are to be replaced.**
- 7. **Tree Protection measure for T1 – Eucalyptus cephalocarpa. TPZ 8.4m. SRZ 3m.**
  - 7.1.1 **Proposed driveway and adjacent parking spaces must be constructed above grade using approved permeable paving with excavation limited to removal of surface debris only, within TPZ.**

- 7.1.2 A Tree Management Plan must be provided to ensure protection of this tree during construction.**
- 7.2 Tree Protection measures for T3 - Eucalyptus cephalocarpa. TPZ 4.9m. SRZ 2.4m. Fencing for SPOS of Residence 2 must be realigned to be outside SRZ.**
  - 7.2.1 Proposed driveway and adjacent parking spaces must be constructed above grade using approved permeable paving with excavation limited to removal of surface debris only, within TPZ.**
  - 7.2.2 A Tree Management Plan must be provided to ensure protection of this tree during construction.**

#### **General**

- 8. All development must be in accordance with the endorsed plans.**
- 9. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority. This does not apply to:**
  - 9.1 An open-sided pergola to a dwelling with a finished floor level not more than 800mm above ground level and a maximum building height of three metres above ground level; or**
  - 9.2 A deck to a dwelling with a finished floor level not more than 800mm above ground level.**

**Where the total floor area of decks, pergolas and verandahs for each dwelling does not exceed 16m<sup>2</sup>.**
- 10. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.**
- 11. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.**
- 12. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.**

#### **Tree Protection**

- 13. 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.**
- 14. Prior to any works commencing on the site (including demolition and tree removal), all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees canopy drip-line unless an alternative tree protection zone has been approved by the responsible authority.**

15. 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 1.8 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.
16. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.
17. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.
18. 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.
19. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:
  - 19.1 Construction activities.
  - 19.2 Dumping and/or storage of materials, goods and/or soil.
  - 19.3 Trenching or excavation.
  - 19.4 Lopping branches, nailing or affixing signs, service lines, lights etc to the trees.
20. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.

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

21. Before the dwellings are occupied, driveways and car parking areas must be:
  - 21.1 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; and
  - 21.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and
  - 21.3 Treated with an all-weather seal or some other durable surface; andTo the satisfaction of the Responsible Authority.
22. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.
23. Before the development is occupied vehicular crossing(s) must be constructed to align with approved driveways to the satisfaction of the Responsible Authority. All redundant crossing(s), crossing opening(s) or parts thereof must be removed and replaced with footpath, naturestrip and kerb and channel to the satisfaction of the Responsible Authority.

### **Fencing**

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

### **Waste Management Plan**

- 26. Prior to the commencement of the development approved under this Permit, a Waste Collection and Management Plan must be submitted to and approved by the Responsible Authority, demonstrating how waste collection will be undertaken on site, including the operation of the garbage and recyclables storage area. 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.**

### **ESD**

- 27. Prior to the commencement of the development approved under this Permit, a Sustainable Design Assessment detailing Environmentally Sustainable Development (ESD) initiatives to be incorporated into the development must be submitted to and approved by the Responsible Authority. The Sustainable Design Assessment must include:**
  - 27.1 A STORM Assessment, InSite Water Report or equivalent addressing stormwater quality performance, in addition to ensuring that the Responsible Authority's collective integrated water management requirements and expectations pursuant to Clauses 34 and 44 of the State Environment Protection Policy (Waters), are satisfied which includes sufficiently sized rainwater tank(s) for retention purposes for each dwelling, as well as, permeable paving to the driveway entry area in lieu of raingardens and buffer strips.**
  - 27.2 Rainwater tanks connected to all toilet flushing, laundry and irrigation areas.**
  - 27.3 A complete, published BESS Report, with an acceptable overall score of at least 50% 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.**
  - 27.4 Preliminary First Rate 5 Reports for 50% of dwellings which demonstrates that the development achieves a minimum average NatHERS 6.5 star energy efficiency rating.**
  - 27.5 Heating and cooling systems include a minimum 4 star energy efficiency rating.**
  - 27.6 Hot water systems include a minimum 5 star energy efficiency rating system.**
  - 27.7 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).**
  - 27.8 Double glazing used to all living and bedroom area windows.**

**27.9 Electric vehicle charging infrastructure provided for each dwelling.**

**To the satisfaction of the Responsible Authority.**

- 28. Prior to the occupation of the development, the development must be constructed in accordance with the endorsed Sustainable Design Assessment, except for stormwater and Water Sensitive Urban Design (WSUD) requirements which are adopted, pursuant to the collective Responsible Authority's expectations and requirements, reflected on Drainage Plans.**

**Construction and Traffic Management Plan**

- 29. Prior to the commencement of the development approved under this Permit, a Construction and Traffic Management Plan (CTMP) to the satisfaction of the Responsible Authority including Council's Traffic and Transport Engineers, 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 CTMP must specify and deal with, but is not limited to, the following:**

- 29.1 A detailed schedule of works including a full project timing;**
- 29.2 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. Traffic management measures to minimise disruption to the operation of White Road during construction;**
- 29.3 The location for the parking of all construction vehicles and construction worker vehicles during construction;**
- 29.4 Location of all stockpiles and storage of building materials;**
- 29.5 Location of any temporary buildings or facilities;**
- 29.6 A fully detailed plan indicating where construction hoardings would be located;**
- 29.7 A waste management plan including the containment of waste on site, disposal of waste, stormwater treatment and on-site facilities for vehicle washing;**
- 29.8 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;**
- 29.9 Site security;**
- 29.10 Public safety measures;**
- 29.11 Construction times, noise and vibration controls;**
- 29.12 Restoration of any Council assets removed and/or damaged during construction;**
- 29.13 Protection works necessary to road and other infrastructure (limited to an area reasonably proximate to the site);**
- 29.14 Remediation of any damage to road and other infrastructure (limited to an areas reasonably proximate to the site);**
- 29.15 An emergency contact that is available for 24 hours a day.**

- 29.16 All contractors associated with the construction of the development must be made aware of the requirements of the Construction Management Plan.**
- 30. During the construction, the following must occur to the satisfaction of the Responsible Authority:**
- 30.1 Any stormwater discharges into the stormwater drainage system is to comply with EPA guidelines;**
  - 30.2 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;**
  - 30.3 Vehicle borne material must not accumulate on the roads abutting the site;**
  - 30.4 The cleaning of machinery and equipment must take place on site and not on adjacent footpaths, roads or parks;**
  - 30.5 All litter (including items such as cement bags, food packaging and plastic strapping) must be disposed of responsibly; and**
  - 30.6 All site operations must comply with the EPA Publication 1254 (including all revisions or replacement guidelines).**

#### **Amenity During Construction**

- 31. 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:**
- 31.1 the appearance of building, works or materials on the land**
  - 31.2 parking of motor vehicles**
  - 31.3 transporting of materials or goods to or from the site**
  - 31.4 hours of operation**
  - 31.5 stockpiling of top soil or fill materials**
  - 31.6 air borne dust emanating from the site**
  - 31.7 noise**
  - 31.8 rubbish and litter**
  - 31.9 sediment runoff**
  - 31.10 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.**

#### **Stormwater**

- 32. Stormwater runoff from all buildings and hard standing 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.**

### Permit Expiry

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

**33.1 The development is not started within two years of the date of this permit.**

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

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

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

### NOTES

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

- **Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.**
- **Stormwater discharge from the property is to be directed to the 525mm diameter Council Stormwater pipe along the north boundary of the property to Council standards and satisfaction.**
- **The total Permissible Site Discharge (PSD) for the property, including all dwellings, is 16.1 L/s to the existing Council drainage system for a 5 year ARI (18% AEP) event.**
- **A Build Over Easement application will be required in this instance. Rainwater tank shown over the easement is a Prohibited Structure under Council's Build Over Easement Guidelines. This structure will not be supported unless by prior approval by the Building Department.**
- **Inadequate overland flow path through the property is shown. The applicant must demonstrate how overland flow for the 100 year ARI (1% AEP) will be appropriately managed to Council's satisfaction. Details must be included in the engineering stormwater design plans.**

**Other Notes:**

- **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.**
- **A Road Opening Permit is required for any works within or affecting the road reserve.**

- **Crossovers to be constructed to Council Standards.**
- **Buildings are not allowed to be built over Council easements.**
- **The dwelling/s must achieve a minimum 6-Star Energy Rating.**
- **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.**
- **Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.**
- **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.**

## **11. CONFIDENTIALITY**

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

**Report Prepared By: Principal Planner, Domenic Petrilli**

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

### **Attachments**

1. Attachment 1 - Officer Report - 47 Salerno Way, Rowville [6.2.1 - 12 pages]
2. Attachment 2 - Council Attachments - 47 Salerno Way Rowville [6.2.2 - 16 pages]



## Planning Application P/2020/6466 for the development of the land for the construction of eight (8) dwellings [six (6) single storey and two (2) double storey]

### 1. Summary:

Subject Site:	47 Salerno Way, ROWVILLE VIC 3178
Proposed Development:	The construction of eight (8) dwellings (six (6) single storey and two (2) double storey)
Existing Land Use:	Single Dwelling
Site Area:	3,226 square metres
Planning Scheme Controls:	Neighbourhood Residential Zone 4
Application Received:	25 August 2020
Number of Objections:	Five (5) including one petition
PCC Meeting:	Not required
Ward:	Taylor

### 2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2020/6466 to assist in making a decision on the application. It should be read in conjunction with the other appendices.

### 3. Background

#### 3.1 Subject Site and Surrounds

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

- The subject site the western side of Salerno Way in a residential area of Rowville. The site is irregular in shape and has a curved frontage to Salerno Way of 37 metres and a depth of 88 metres on the northern boundary, 43 metres on the southern boundary, yielding a total site area of 3265 square metres. The rear (west) boundary abuts Bergins Road and measures 83 metres.
- In terms of topography the land is relatively flat. The lot is developed with single storey brick dwelling. A 2.5 metre-wide drainage easement runs along the north property boundary. There are a number of mature significant trees on the site

- The immediate surrounding area is residential developed with primarily single detached dwellings and some multi-unit developments.

### 3.3 The Proposal

The proposal seeks permission to demolish the existing dwelling (permit not required for demolition) and construct eight dwellings (six single storey and two double storey).

Refer to attached plans at Attachment 2. Details of the proposal are as follows:

<b>Dwelling 1</b>	
Number of bedrooms:	4
Car spaces:	2 (double width garage)
POS:	161m <sup>2</sup> (64m <sup>2</sup> SPOS – 5m)
<b>Dwelling 2</b>	
Number of bedrooms:	3
Car spaces:	2 (double width garage)
POS:	148m <sup>2</sup> (104m <sup>2</sup> SPOS- 5m)
<b>Dwelling 3</b>	
Number of bedrooms:	3
Car spaces:	2 (double width garage)
POS:	244m <sup>2</sup> (176m <sup>2</sup> SPOS – 5m)
<b>Dwelling 4</b>	
Number of bedrooms:	3
Car spaces:	2 (double width garage)
POS:	202m <sup>2</sup> (72m <sup>2</sup> SPOS – 5m)
<b>Dwelling 5</b>	
Number of bedrooms:	2
Car spaces:	1 (single width garage)
POS:	102m <sup>2</sup> (60m <sup>2</sup> SPOS – 5m)
<b>Dwelling 6</b>	
Number of bedrooms:	3
Car spaces:	2 (double width garage)
POS:	149m <sup>2</sup> (108m <sup>2</sup> SPOS- 5m)
<b>Dwelling 7</b>	
Number of bedrooms:	3
Car spaces:	2 (double width garage)
POS:	120m <sup>2</sup> (60m <sup>2</sup> SPOS)
<b>Dwelling 8</b>	
Number of bedrooms:	4
Car spaces:	2 (double width garage)
POS:	113m <sup>2</sup> (75 m <sup>2</sup> SPOS in 2 separate areas)
<b>Overall</b>	
Site area:	3225m <sup>2</sup>

Front Setback:	4.5 metres
Site Coverage:	1289m <sup>2</sup> (40%)
Permeable Surfaces:	1507m <sup>2</sup> (46%)
Garden Area:	1488m <sup>2</sup> (46% approx.)
Visitor Spaces	2 (PPTN so not required)
Maximum Building Height:	7.4 metres

## 4. Consultation

### 4.1 Advertising

The application was advertised by way of two signs on the site and notices were sent to adjoining property owners and occupiers.

Five objections were received including one in the form of a petition which included 80 signatures.

The issues raised in the objections and an officer's response to the objections are as follows:

#### Parking/ Traffic congestion

- *Council's Traffic Engineers have not raised any major concerns with the capacity of the street or surrounding street network to absorb the additional traffic that would be generated by the proposed development. Car parking has been provided in accordance with Clause 52.06 of the Knox Planning Scheme. In addition, two visitor spaces have also been provided on site which are not a statutory requirement. This results in the application exceeding the required car parking spaces.*

#### Neighbourhood Character/Overdevelopment/Visual bulk

- *The proposal provides adequate space for landscaping and proposes a built form that is consistent with the provisions of the zone and planning policy that encourages development that is respectful of the existing or preferred neighbourhood character. In the case of overdevelopment is noted that development complies with the amenity standards of Rescode, including side and rear setbacks, overlooking and overshadowing. In terms of visual bulk only the two front dwellings are double storey and their upper level are considered modest. Adequate open space has also been provided to provide space for landscaping and planting to act as a buffer to the built form.*

#### Views

- *The loss of views is not a planning consideration.*

#### Stormwater run-off

- *An approved drainage plan will form any part of a permit issued. This plan will ensure stormwater run-off and drainage is managed accordingly.*

#### Waste

- *An approved Waste Management plan will be required should a permit issue. This plan will be approved by Council's Waste team and ensure the process is managed correctly.*

#### Noise

- *It is expected that noise generated from the development will be that of typical noise associated within a normal residential area and is not expected to be unreasonable.*

*Lack of open space*

- *The development provides open space that is compliant with the Standard requirements. In some cases open space provided is well in excess of the requirement.*

## Tree removal

- *Two large Eucalyptus trees will be retained and feature in the common access area. Council's Arborist has advised that all other trees on site proposed to be removed are not protected under the planning scheme.*

## Planting opportunities

- *At least 16 additional indigenous or native canopy trees and 10 additional large feature shrubs can be planted on the site. Further the proposed sewer must be relocated to be set back at least 2m from front boundary to allow space for canopy tree planting in the front setback to include five indigenous or native canopy trees and 1 large feature shrub.*

**4.2 Planning Consultative Committee Meeting**

No consultative meeting was required.

**4.3 Referrals**

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

**Traffic:** No objection, standard conditions to be included on any permit issued. A Construction and Traffic management plan is required as part of any permit issued.

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

**Landscape:** The Landscape plans must show the provision of at least 16 additional indigenous or native canopy trees and 10 additional large feature shrubs. Proposed sewer must be relocated to be set back at least 2m from front boundary to allow space for canopy tree planting. All other standard landscaping permit conditions apply.

**ESD Officer:** The proposal has been reviewed by Council's Sustainable Development Officer who has advised that the proposal meets Council's sustainability requirements, subject to conditions. An amended ESD statement will be required by conditions if a planning permit is issued.

**Waste:** This proposed development will require the lodgement of a Waste Management Plan (WMP) in accordance with Council's Waste Management in for the review and approval by the Waste Management team. This will form part of any permit to issue.

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

**Planning Arborist:** None of the trees to be removed require a planning permit. Tree protection measures specified for trees being retained include:

T1 – Eucalyptus cephalocarpa. TPZ 8.4m. SRZ 3m. Incursion into TPZ reduced to 51% and encroachment into SRZ to 0%.

T3 - Eucalyptus cephalocarpa. TPZ 4.9m. SRZ 2.4m. Incursion into TPZ increased to 41% and encroachment into SRZ reduced to 0%.

A Tree Management Plan must be provided to ensure protection of this tree during construction.

## 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 land is currently zoned Neighbourhood Residential 4 Zone. A permit is required for the construction two or more dwellings on the land pursuant to Clause 32.09-6 of the Neighbourhood Residential 4 Zone.

- *The proposal is consistent with the purpose of the Neighbourhood Residential Zone which is to recognise areas of predominantly single and double storey residential development and to manage and ensure that development respects the identified neighbourhood character, heritage, environmental or landscape characteristics.*

A development must meet the requirements of Clause 55 of the Scheme.

Schedule 4 to the Neighbourhood Residential Zone varies the ResCode requirements for Standard B13 (Landscaping) which requires a minimum of one canopy tree per 175 square metres of the site area including a minimum of one canopy tree within each area of secluded private open space and one canopy tree within the front setback per 5 metres of width of the site. Each tree should be surrounded by 20 square metres of permeable surface with a minimum radius of 3 metres. Up to 50 per cent of the permeable surface may be shared with another tree.

- *With regard to Landscaping B13, Schedule 2 to the Zone requires one canopy tree per 175m<sup>2</sup> of site area (i.e. 18 canopy trees in this instance) and one canopy tree per every 5m along the site frontage, excluding one driveway.*
- *Complies - At least five trees are provided within the front setback, 1-2 trees in each SPOS area, some within the common area, and the retention of two existing trees. This results in a landscape plan for at least 20 canopy trees which satisfies the required planting ratios.*

Schedule 4 to the Neighbourhood Residential Zone also varies the ResCode requirements for Standard B28 (Private Open Space) which requires the provision of private open space consisting of a minimum area of 80 square metres including one part of secluded private open space at the side or rear of the dwelling with a minimum area of 60 square metres with a minimum dimension of 5 metres with convenient access from a living room.

- *Complies - Each dwelling is proposed with Secluded Private Open Space (SPOS) areas ranging from of 60m<sup>2</sup> to 176m<sup>2</sup> and total Private Open Space (POS) areas ranging from 102m<sup>2</sup> to 244m<sup>2</sup>.*

Schedule 4 to the Neighbourhood Residential Zone also varies the ResCode requirements for Standard B32 (Front fence height) which requires a front fence height of 2m to a street in a Road Zone Category 1 and 1.2m to other streets:

- *No front fence is proposed.*

#### Mandatory Garden Area and Building Height

Clause 32.09-4 specifies the minimum garden area requirement as follows:

Whether or not a planning permit is required for the construction or extension of a dwelling or residential building on a lot, a lot must provide the minimum garden area at ground level as set out in the following table:

Lot size	Minimum percentage of a lot set aside as garden area
400 - 500 sqm	25%
501 - 650 sqm	30%
Over 650sqm	35%

*The site has a site area of 3,226 sqm for which the required garden area must be a minimum of 35%. The proposed development provides for 1,488sqm (46%) garden area.*

Clause 32.09-10 specifies the Maximum building height requirement for a dwelling or residential building as follows:

A building must not be constructed for use as a dwelling or a residential building that:

- exceeds the maximum building height specified in a schedule to this zone; or
- contains more than the maximum number of storeys specified in a schedule to this zone.

If no maximum building height or maximum number of storeys is specified in a schedule to the zone:

- the building height must not exceed 9 metres; and
- the building must contain no more than 2 storeys at any point.
- *Complies: The proposed dwellings have a maximum height of 7.4 metres.*

#### 5.1.2 Overlays

The site is not affected by any Overlays.

## 5.2 Policy Consideration: State and Local Planning Policy Framework

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

### 5.2.1 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.

**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 represent 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 state and local policy direction for housing provision for the following reasons:

- *The built form is respectful of neighbouring development by providing predominately low scale single storey dwellings.*
- *The development provides generous open space to provide for new planting and landscaping and the retention of two existing mature trees retaining the green and leafy character of the area.*
- *The development adds to the diversity of housing choice and responds to a shortfall in the number of smaller sized dwellings within the municipality to serve the aging population of Knox. The smaller scale single storey dwellings will allow occupants to ‘age in place.’*

#### 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 18 Transport:** Ensure that access is provided to all available modes of transport.

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

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

- *The Sustainability Management Plan submitted with the application has been assessed by Council’s ESD Officer as is considered acceptable, subject to conditions.*
- *The site has convenient access to public transport and is located within a Principal Public Transport Area. The site is also located in an established urban area reasonably close to services and open space areas, where existing infrastructure is readily available.*
- *The proposal contributes to the landscape character of the area with landscaping opportunities in the front setback and throughout the site. Two large mature trees will also be retained.*

#### 5.2.3 Urban Design and Built Environment

**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 the needs of changing household structures, creating high quality, well-designed places that respect and strengthen the

local context and landscape qualities of Knox. It is important to achieve environmentally sustainable development that contributes to a more liveable and sustainable Knox, including efficient use of urban water runoff and the quality of stormwater entering waterways. Housing liveability and amenity for occupants should be improved by supporting indoor environment quality (such as access to daylight and ventilation).

**Clause 22.07 Development in Residential Areas and Neighbourhood Character - Knox Neighbourhood Area:** Detached dwellings, dual occupancies and villa unit developments (more than two dwellings) on lots greater than 1000 square metres are encouraged.

The desired future character of this area is to:

- Continue to be low-scale neighbourhoods, characterised by detached houses and dual occupancies; with some villa unit developments on larger blocks.
- Retain their green and leafy identity and character through the retention of front and back yards, and the establishment of a garden setting that includes canopy trees.

The key (relevant) design objectives are:

Design buildings to accommodate landscaping including canopy trees in front and rear gardens.

- *There are adequate opportunities for canopy tree planting in the front setback with space for five indigenous or native canopy trees and 1 large feature shrub.*

Retain existing canopy trees and understorey planting, wherever possible.

- *Existing native mature trees 1 and 3 are being retained on site.*

Provide a landscaped front and rear yard and plant indigenous canopy trees in accordance with the requirements of the applicable zone schedule.

- *There are opportunities for canopy tree planting in the front setback and through the site including within each POS area.*

In developments of three or more dwellings, ensure that the rear dwelling is single storey in height.

- *Only the two front dwellings are double storey with all the remaining dwellings within the development single storey.*

Provide single crossovers for driveways.

- *The double crossover for the common driveway is acceptable over the wide frontage and provides for a passing area.*

Locate carports and garages behind the line of the dwelling or in the rear yard.

- *Only dwelling 8 has a garage facing the street and it is setback behind the line of the dwelling. The other garages are internal to the development.*

Minimise the amount of paving in front yards and driveways.

- *Paving is limited within the front setback to driveways and one pedestrian path.*

Design new buildings to incorporate pitched, hipped or gabled roof forms.

- *The proposed dwellings incorporate pitch hipped roof style which is inconsistent with existing roof style in the area and preferred roof form.*

Significantly setback first floor levels from the ground floor level.

- *The upper levels of the two double storey dwellings are modest and are set back adequately from the ground floor levels.*

Provide no, low or transparent front fencing.

- *No front fence is proposed.*

Applications must also consider:

Accessible Design

- *All dwellings have a ground floor kitchen, bath and bedroom and are easily accessible. The single storey dwellings will cater for Knox's aging population.*

Sustainable Design

- *The proposal has been reviewed by Council's Sustainable Development Officer who has advised that the proposal meet Council's sustainability requirements, subject to conditions.*

Architectural Design

- *The design is consistent with existing and preferred neighbourhood character.*

**Clause 55 – Two or More Dwellings on a Lot and Residential Buildings (ResCode):** The proposal generally complies with the provisions of Clause 55 of the Knox Planning Scheme, an assessment of the key criteria; including any areas of non-compliance are considered below:

	Description	Objectives	Standards	COMMENTS
B1	Neighbourhood Character	✓	✓	<b>Complies</b> – see Clause 22.07 (Development in residential areas and neighbourhood character assessment).
B2	Residential Policy	✓	✓	<b>Complies</b> – see SPPF & LPPF assessment
B3	Dwelling Diversity	✓	✓	<b>N/A</b>
B4	Infrastructure	✓	✓	<b>Can comply</b> – Condition of any permit issue will require a Drainage Plan to be submitted.
B5	Integration with the street	✓	✓	<b>Complies</b>
B6	Street setback	✓	✓	<b>Complies</b>
B7	Building height	✓	✓	<b>Complies</b> – does not exceed 9 metres.
B8	Site coverage	✓	✓	<b>Complies</b> – 40%
B9	Permeability	✓	✓	<b>Complies</b> – 47%
B10	Energy efficiency	✓	✓	<b>Complies</b>

	Description	Objectives	Standards	COMMENTS
B11	Open space	✓	✓	N/A.
B12	Safety	✓	✓	Complies
B13	Landscaping	✓	✓	Complies – See GRZ2 assessment.
B14	Access	✓	✓	Complies
B15	Parking location	✓	✓	Complies
<i>Standard B16 has been removed and Parking Provision must now be assessed under Clause 52.06 of the Knox Planning Scheme. Please see discussion below.</i>				
B17	Side and rear setbacks	✓	✓	Complies
B18	Walls on boundaries	✓	✓	Complies – Dwelling 8 wall on southern boundary complies with the standard.
B19	Daylight to existing windows	✓	✓	Complies
B20	North-facing windows	✓	✓	Not applicable
B21	Overshadowing open space	✓	✓	Complies – Shadow diagrams have been provided with the application and there will be no unreasonable shadowing results.
B22	Overlooking	✓	✓	Complies
B23	Internal views	✓	✓	Complies
B24	Noise impacts	✓	✓	Complies
B25	Accessibility	✓	✓	Complies
B26	Dwelling entry	✓	✓	Complies
B27	Daylight to new windows	✓	✓	Complies
B28	Private open space	✓	✓	Complies – See GRZ2 assessment.
B29	Solar access to open space	✓	✓	Complies
B30	Storage	✓	✓	Complies – Storage sheds or in garage storage – 6m2 to be provided.
B31	Design detail	✓	✓	Complies
B32	Front fences	✓	✓	Complies – See GRZ2 assessment.
B33	Common property	✓	✓	Complies
B34	Site services	✓	✓	Complies

### 5.3 Particular Provisions

#### Clause 52.06 – Car Parking

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

#### Car Parking Spaces Required

Clause 52.06-5 Number of car parking spaces required – *Complies*

#### Design Standards for Car Parking

Design Standard 1: Accessways – *Complies*

Design Standard 2: Car Parking Spaces – *Complies*

Design Standard 3: Gradients – *Complies*

Design Standard 4: Mechanical Parking – *Not applicable*

Design Standard 5: Urban Design – *Complies*

Design Standard 6: Safety – *Complies*

Design Standard 7: Landscaping – *Complies*

The site is also located within the Principal Public Transport Network (PPTN) area as identified on the Principal Public Transport Network Area Maps (State Government of Victoria, August 2018).

### 5.4 General Decision Guidelines

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

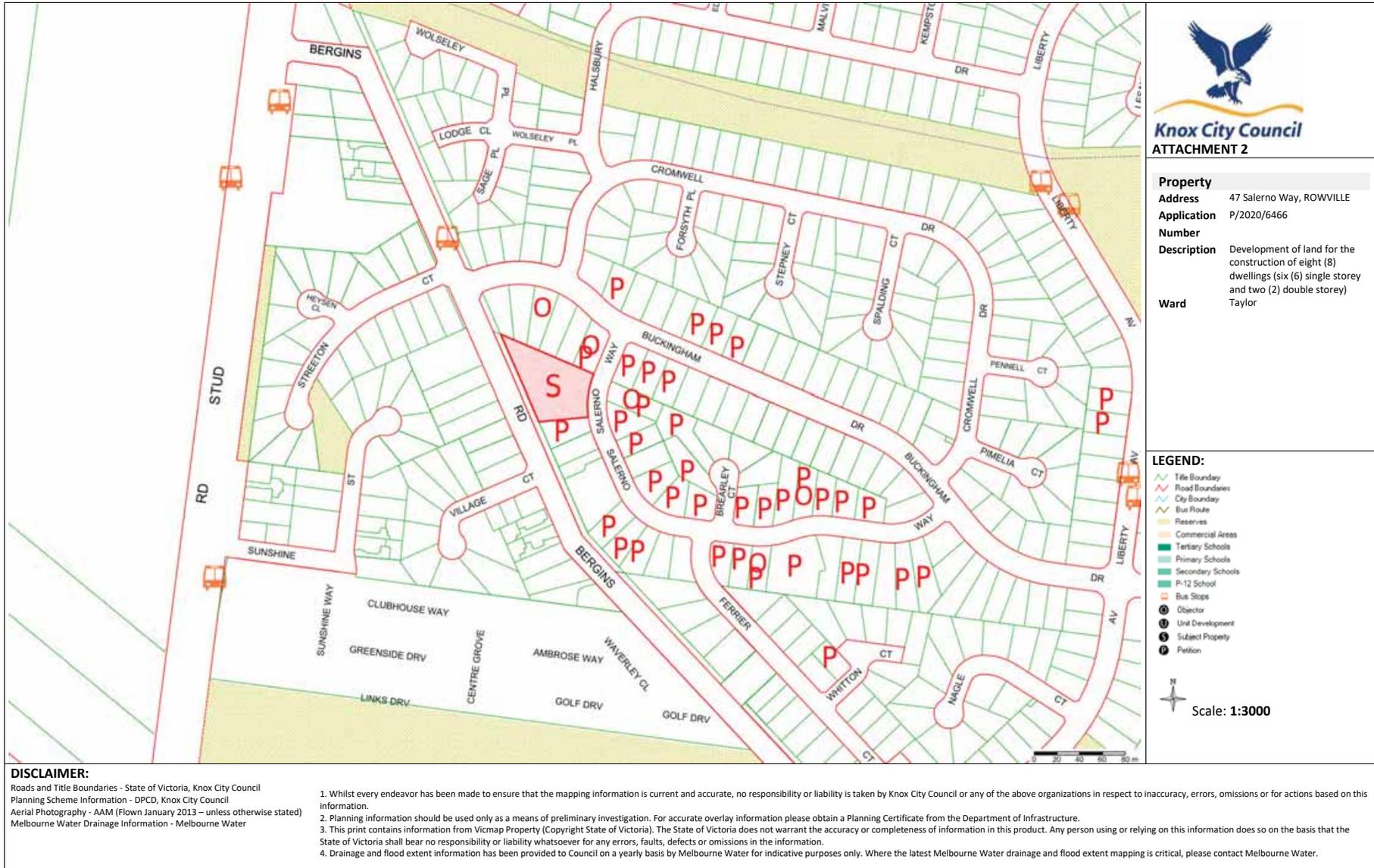
- The decision guidelines of Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act (1987) have been appropriately considered.

## 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 the Planning Policy Framework and Local Planning Policy Framework regarding Housing, Sustainability and Environment and Built Environment.*
- *The proposal is consistent with the purpose and decision guidelines of the Neighbourhood Residential 4 Zone.*
- *The development will maintain and contribute to the green and leafy character of Knox, with the retention of existing and provision of new canopy trees, shrubs and landscaping across the site.*

- *The development is consistent with the design objectives sought within Knox Neighbourhood Areas. Further the development will not have any unreasonable amenity impact on adjoining properties or the surrounding area.*
- *The development contributes to diversity in housing by providing predominately single storey dwellings which will serve Knox aging population.*
- *Sufficient car parking and vehicle and pedestrian access has been provided on site.*





**Site Context Plan**  
 47 Salerno Way, Rowville  
 LP 220887N (Lot 33) Vm 9972 Fol 376  
 Client: Mainline Property Investments Pty. Ltd.

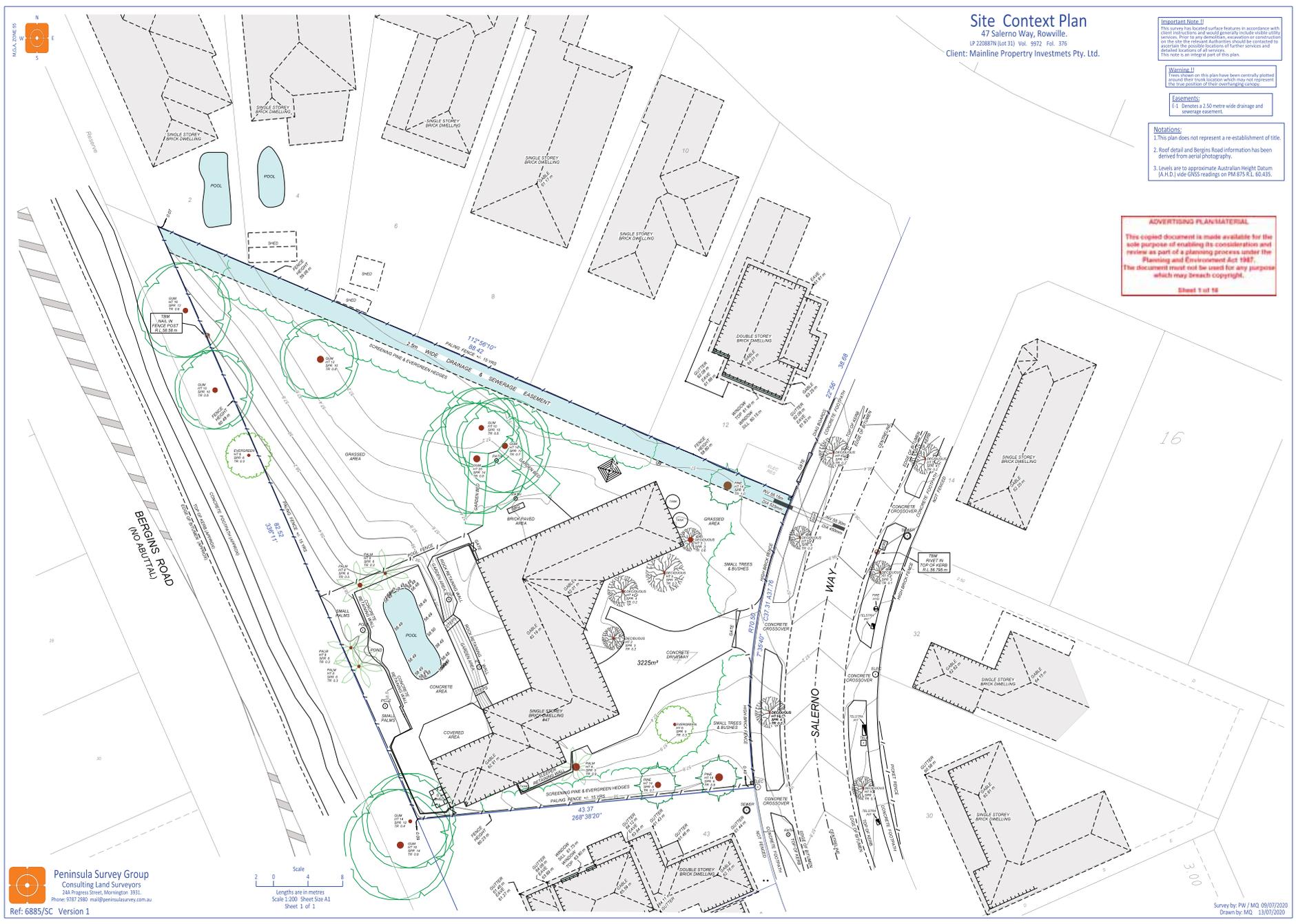
**Important Note 1)**  
 This survey has located surface features in accordance with client instructions and would generally include visible utility services. Prior to any demolition, excavation or construction for the site, the relevant authorities should be contacted to determine the precise locations of all services. Further services and their uses are an integral part of this plan.

**Warning 1)**  
 Trees shown on this plan have been centrally plotted around their trunk location which may not represent the true location of their crown/edge canopy.

**Easements**  
 E-1 Denotes a 2.50 metre wide drainage and sewerage easement.

- Notations:**
1. This plan does not represent a re-establishment of title.
  2. Roof detail and Bergins Road information has been derived from aerial photography.
  3. Levels are to approximate Australian Height Datum (A.H.D.) vice GCS readings on PM 875 R.L. 60.435.

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 Sheet 1 of 16



**Peninsula Survey Group**  
 Consulting Land Surveyors  
 24A Progress Street, Mornington 3931.  
 Phone 9782 2860, mail@peninsulasurvey.com.au  
 Ref: 6885/SC Version 1



Survey by: PW / MQ 09/07/2020  
 Drawn by: MQ 13/07/2020



**LEGEND**

- PREVAILING WINDS
- PEDESTRIAN ACCESS
- NOISE AND TRAFFIC SOURCE
- DESIRABLE VIEWS FROM THE SITE
- VEHICLE ENTRY TO SITE
- LOCATION OF LOWEST & HIGHEST POINTS ON THE SITE
- SITE FALL
- TREES REMOVED WITHIN 12 MONTHS

LOCATION TO C.S.D. 31.2 KM TO MELBOURNE

PROXIMITY TO	RESERVE	540 M
PARKS	SCHOOL	320 M
PRIMARY SCHOOLS	SCHOOL	790 M
SECONDARY SCHOOLS		1.29 KM
SHOPS		
PUBLIC TRANSPORT		
BUS STOP	681, 482	500 M
	697, 901	250 M
TRAIN STATION	STATION	6 KM

**SITE ANALYSIS PLAN CERTIFICATION**  
 THIS SITE CONTEXT PLAN HAS BEEN PREPARED FROM SITE VISITS, LICENSED SURVEYORS SURVEY & STATUTORY AUTHORITY RECORDS & IS A FAIR REPRESENTATION OF EXISTING CONDITIONS & FEATURES OF THE PROPOSED SUBJECT SITE & SURROUNDING ENVIRONMENT FOR THE PURPOSE OF MEDIUM DENSITY DEVELOPMENT AS REQUIRED BY 'PRECEDENT' NEIGHBOURS OVERSHEDDING AND PLANT SPECIES ARE AS ACCURATE AS POSSIBLE

MELWAY REF. 81 J4



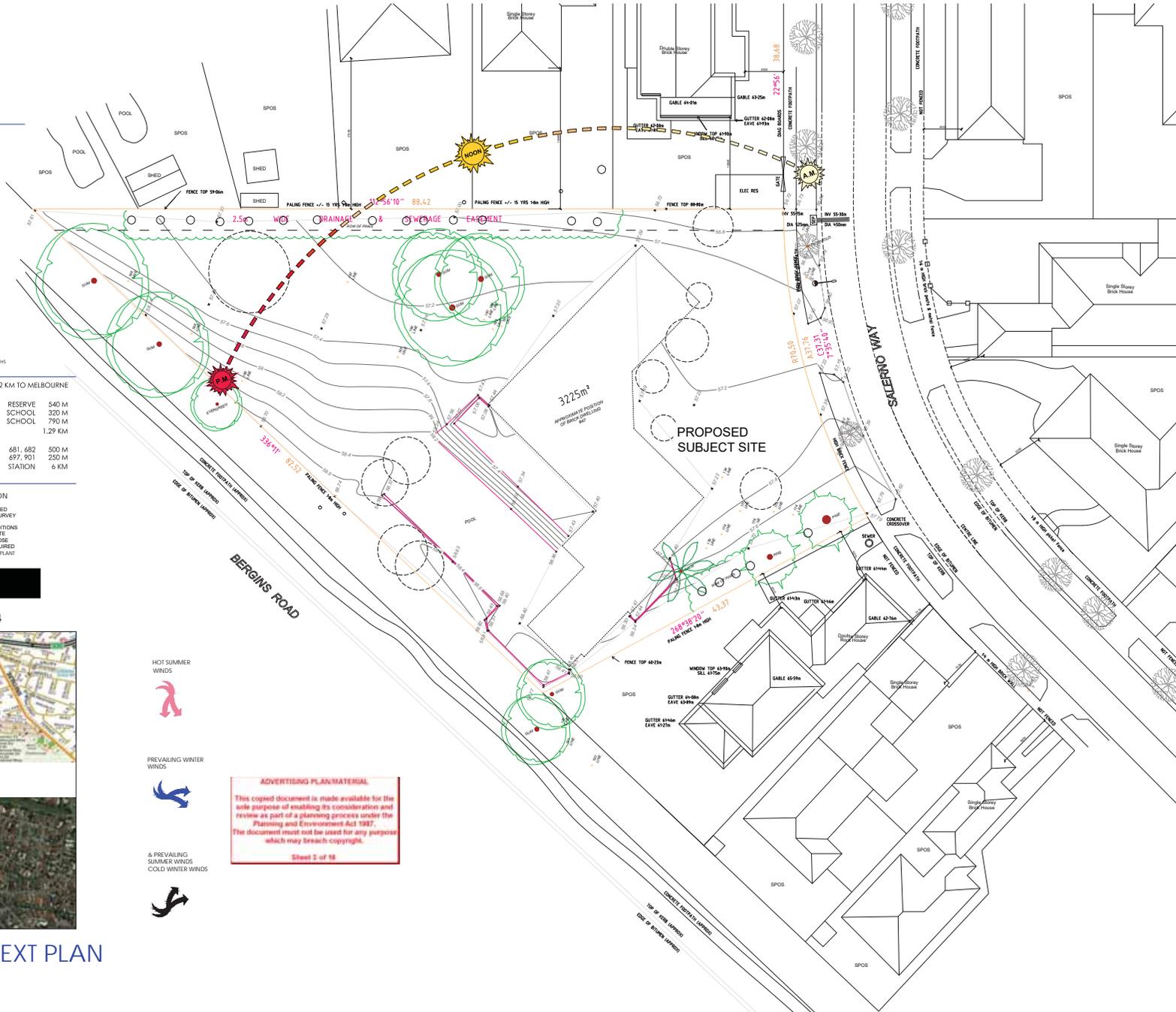
GOOGLE MAP



**SITE CONTEXT PLAN**  
SCALE 1:200



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PROPOSED RESIDENTIAL DEVELOPMENT  
CLIENT: MANLINE

47 SALERNO WAY, ROWVILLE  
ROWVILLE



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- LEGEND**
- SPOS - DIMENSION OVER 3.0M
  - POS - DIMENSION UNDER 3.0M/ POS
  - COMMON PROPERTY
  - ALL WEATHER SEAL COATING DRIVEWAY
  - PERMEABLE PAVING
  - PERMEABLE RUBBER DECKING
  - NEW CONCRETE CROSSOVER
  - EXISTING TREES TO BE RETAINED
  - TREE TPZ
  - EXISTING TREES TO BE REMOVED
  - 1.8M HIGH TIMBER PAILING FENCE
  - EXTENT OF 600MM HIGH LATTICE EXTENSION
  - FINISHED FLOOR LEVEL
  - FINISHED SURFACE LEVEL (CUT - FILL LEVEL)
  - CLOTHES LINE
  - SECURITY LIGHT "SINGOR LIGHT"
  - BOLLARD LIGHT
  - TAP
  - TAP
  - LETTER BOX
  - 2500 L WATER TANK FOR FIREFIGHTING PURPOSES
  - REMOVE METER
  - RUBBISH AND RECYCLE BIN LOCATION
  - RETAINING WALLS
  - RETAINING WALL AS PER PLAN TREATED W/WE SLEEPER WITH AGG. DRAIN - OR REFER ENG. DESIGN
  - COLLAPSIBLE COLORBOND SHED IN 1000MM CONC. SLAB
  - SECURED PRIVATE OPEN SPACE
  - PROPOSED TREE
  - BIN COLLECTION FOOTPRINT
  - TREE PROTECTION FENCE

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**SITE STATISTICS**

Total Site Area	3225.0 m <sup>2</sup>	TYPICAL RESIDENCE 01		TYPICAL RESIDENCE 02		TYPICAL RESIDENCE 03		TYPICAL RESIDENCE 04		
Total Site Cover	1288.6 m <sup>2</sup>	STATISTICS		STATISTICS		STATISTICS		STATISTICS		
Total Site Cover Ratio	40.0 %	AREA	m <sup>2</sup>	sq <sup>ft</sup>	AREA	m <sup>2</sup>	sq <sup>ft</sup>	AREA	m <sup>2</sup>	sq <sup>ft</sup>
Overall Driveway Area	429.6 m <sup>2</sup>	GROUND FLOOR:	110.0	11.8	GROUND FLOOR:	130.0	14.0	GROUND FLOOR:	130.0	14.0
Permeable paving	191.0 m <sup>2</sup>	PORCH:	72.0	7.8	PORCH:	2.8	0.3	PORCH:	2.0	0.2
Colored concrete	54.0 m <sup>2</sup>	GARAGE:	3.5	0.4	GARAGE:	38.0	4.1	GARAGE:	38.0	4.1
Normal Driveway	191.0 m <sup>2</sup>	TOTAL:	38.0	4.1	TOTAL:	176.6	18.4	TOTAL:	176.0	18.3
Total Hard Cover Area	1718 m <sup>2</sup>		223.6	24.1						
Total Hard Cover Ratio	53.3 %	TYPICAL RESIDENCE 05		TYPICAL RESIDENCE 06		TYPICAL RESIDENCE 07		TYPICAL RESIDENCE 08		
GARDEN AREA	1488.0 m <sup>2</sup>	AREA	m <sup>2</sup>	sq <sup>ft</sup>	AREA	m <sup>2</sup>	sq <sup>ft</sup>	AREA	m <sup>2</sup>	sq <sup>ft</sup>
Garden Area Ratio	46.1 %	GROUND FLOOR:	107.0	11.5	GROUND FLOOR:	136.0	14.6	GROUND FLOOR:	130.0	14.0
		PORCH:	1.5	0.2	PORCH:	2.9	0.3	PORCH:	68.8	7.4
		GARAGE:	25.0	2.7	GARAGE:	37.0	4.0	GARAGE:	3.3	0.4
		TOTAL:	133.5	14.4	TOTAL:	175.9	18.9	TOTAL:	170.2	18.3
									208.1	22.4

**SITE PLAN** SCALE 1:200 @ A1

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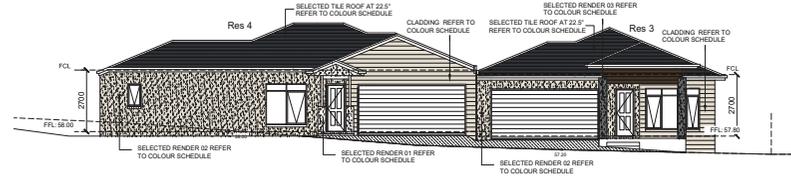


# EAST ELEVATIONS

SCALE 1:100 @ A1

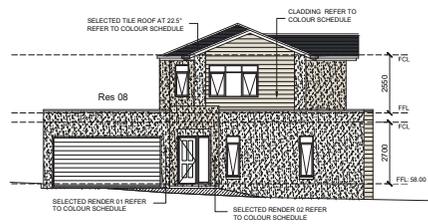
## Material & Colour schedule

	<b>ROOF COLOUR</b> Colour: CHARCOAL
	<b>RENDER 01</b> Colour: EVENING HAZE
	<b>RENDER 02</b> Colour: PAPER BARK
	<b>RENDER 03</b> Colour: BASALT
	<b>CLADDING</b> Colour: DUNE

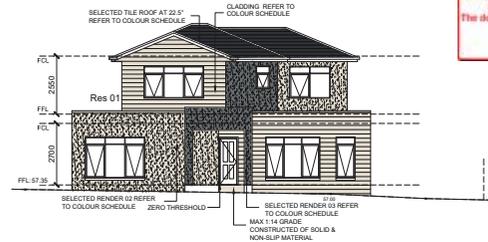


EAST ELEVATION PROPOSED RESIDENCE 04, 03

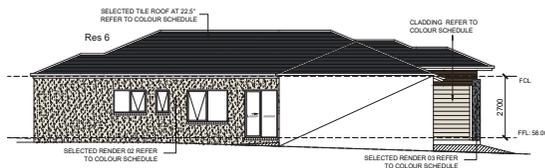
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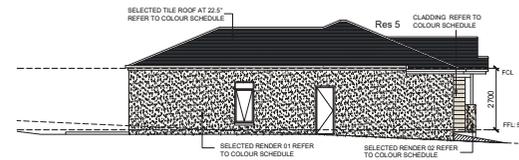
EAST ELEVATION PROPOSED RESIDENCE 08



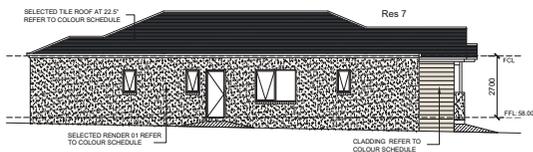
EAST ELEVATION PROPOSED RESIDENCE 01



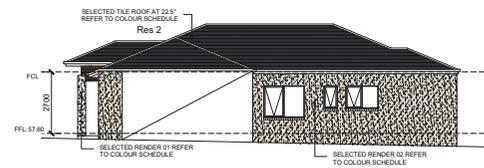
EAST ELEVATION PROPOSED RESIDENCE 06



EAST ELEVATION PROPOSED RESIDENCE 05



EAST ELEVATION PROPOSED RESIDENCE 07



EAST ELEVATION PROPOSED RESIDENCE 02

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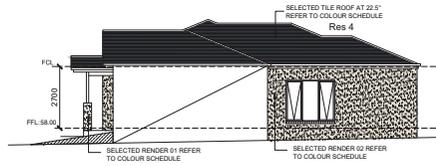
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# NORTH ELEVATIONS

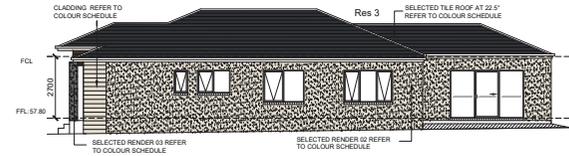
SCALE 1:100 @ A1

## Material & Colour schedule

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	<b>RENDER 01</b> Colour: EVENING HAZE
	<b>RENDER 02</b> Colour: PAPER BARK
	<b>RENDER 03</b> Colour: BASALT
	<b>CLADDING</b> Colour: DUNE

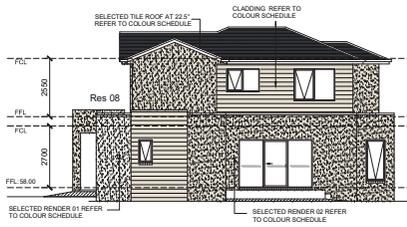


NORTH ELEVATION PROPOSED RESIDENCE 04

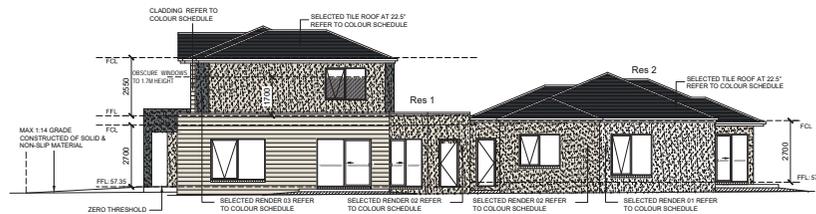


NORTH ELEVATION PROPOSED RESIDENCE 03

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NORTH ELEVATION PROPOSED RESIDENCE 08



NORTH ELEVATION PROPOSED RESIDENCE 01 & 02



NORTH ELEVATION PROPOSED RESIDENCE 07, 06, 05

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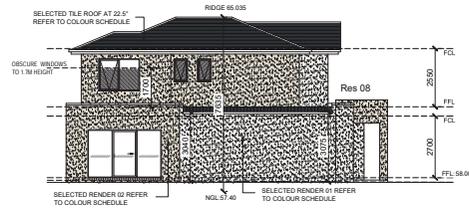
# SOUTH ELEVATIONS

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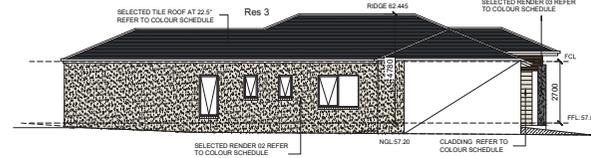
## Material & Colour schedule

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	<b>RENDER 02</b> Colour: PAPER BARK
	<b>RENDER 03</b> Colour: BASALT
	<b>CLADDING</b> Colour: DUNE

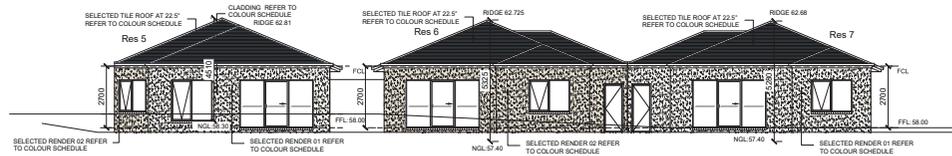
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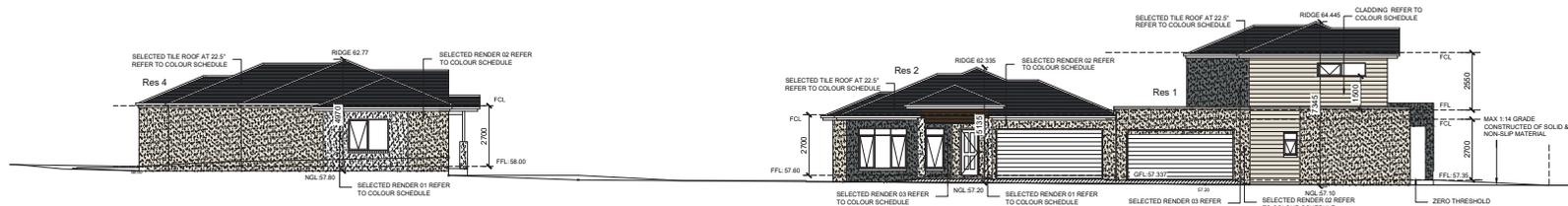
SOUTH ELEVATION PROPOSED RESIDENCE 08



SOUTH ELEVATION PROPOSED RESIDENCE 03



SOUTH ELEVATION PROPOSED RESIDENCE 05, 06, 07



SOUTH ELEVATION PROPOSED RESIDENCE 04, 02, 01

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# WEST ELEVATIONS

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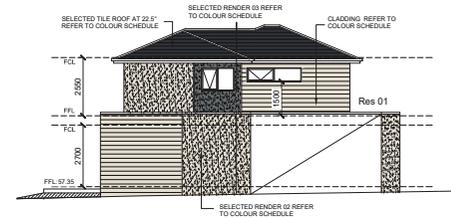
## Material & Colour schedule

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	RENDER 02 Colour: PAPER BARK
	RENDER 03 Colour: BASALT
	CLADDING Colour: DUNE

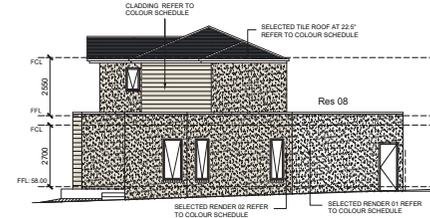


WEST ELEVATION PROPOSED RESIDENCE 03 & 04

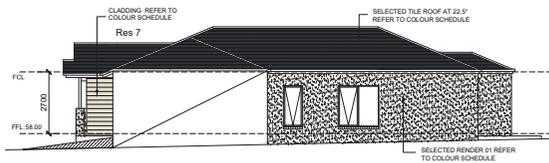
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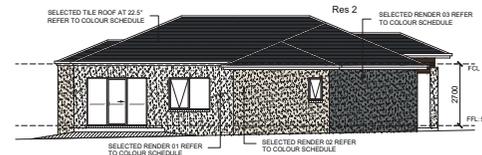
WEST ELEVATION PROPOSED RESIDENCE 01



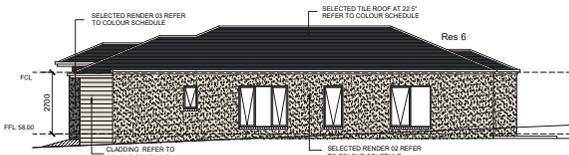
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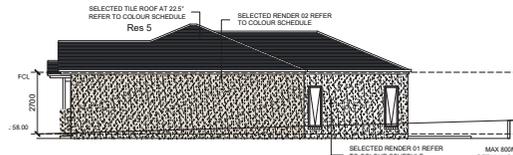
WEST ELEVATION PROPOSED RESIDENCE 07



WEST ELEVATION PROPOSED RESIDENCE 02



WEST ELEVATION PROPOSED RESIDENCE 06



WEST ELEVATION PROPOSED RESIDENCE 05

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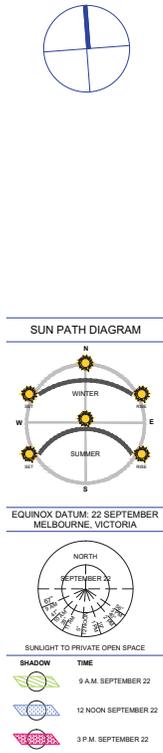
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SHADOW DIAGRAM FOR 9 A.M.  
22 SEPTEMBER (EQUINOX)

SHADOW DIAGRAM  
SCALE 1:200 @ A1

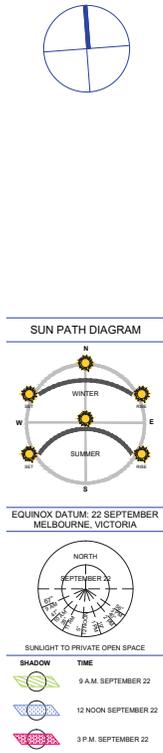


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SHADOW DIAGRAM FOR 12 P.M.  
22 SEPTEMBER (EQUINOX)

**SHADOW DIAGRAM**  
SCALE 1:200 @ A1



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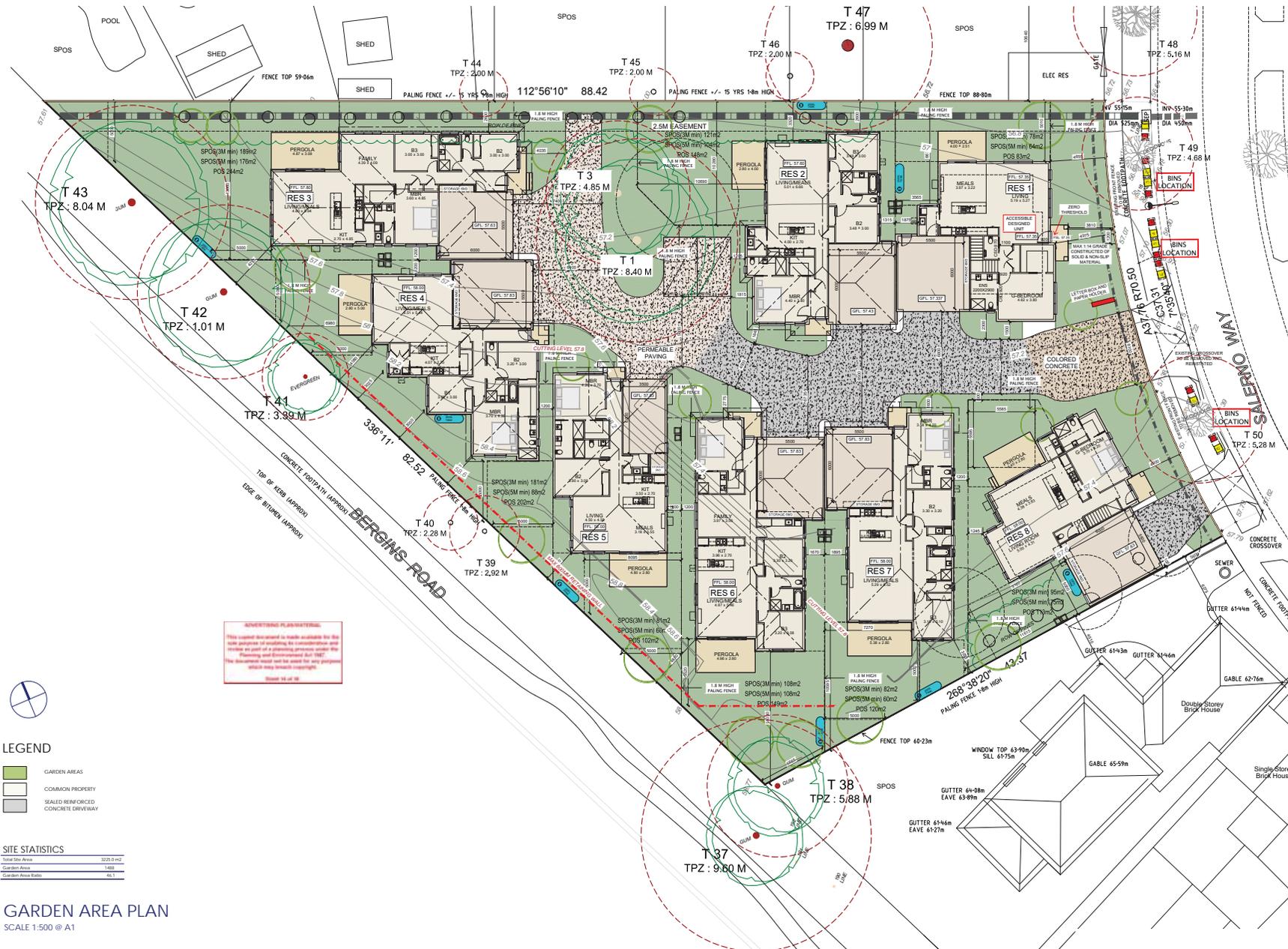
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SHADOW DIAGRAM FOR 3 P.M.  
22 SEPTEMBER (EQUINOX)

**SHADOW DIAGRAM**  
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RESIDENCE 02



RESIDENCE 03, 04



DEVELOPMENT 3D VIEW

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## 6.3 Councillor Code of Conduct

**SUMMARY:** Manager Governance, Phil McQue

The Local Government Act 2020 requires that Council must develop and adopt a Councillor Code of Conduct within four months of the general election, being 24 February 2020.

Council engaged Steve Cooper of the Victoria Local Government Association (VLGA) and Melissa Scadden, Partner, Justitia Lawyers to assist it in developing the Councillor Code of Conduct over a number of workshops. The Councillor Code of Conduct is now recommended for adoption by Council.

### RECOMMENDATION

That Council adopt the Councillor Code of Conduct as shown at attachment 1\*.

*\*note that at least two thirds of the total number of Councillors is required to pass this recommendation.*

### 1. INTRODUCTION

The Local Government Act 2020 requires Council to adopt a Councillor Code of Conduct as follows:

#### ***Division 5—Councillor Conduct***

#### ***139 Councillor Code of Conduct***

*(1) A Council must develop a Councillor Code of Conduct.*

*(2) The purpose of the Councillor Code of Conduct is to include the standards of conduct expected to be observed by Councillors in the course of performing their duties and functions as Councillors, including prohibiting discrimination, harassment (including sexual harassment) and vilification.*

*(3) A Councillor Code of Conduct—*

*(a) must include the standards of conduct prescribed by the regulations expected to be observed by Councillors; and*

*(b) must include any provisions prescribed by the regulations for the purpose of this section; and*

*(c) must include provisions addressing any matters prescribed by the regulations for the purpose of this section; and*

*(d) may include any other matters which the Council considers appropriate, other than any other standards of conduct.*

*(4) A Council must review and adopt the Councillor Code of Conduct within the period of 4 months after a general election.*

*(5) A Council must adopt the Councillor Code of Conduct under subsection (4) by a formal resolution of the Council passed at a meeting by at least two-thirds of the total number of Councillors elected to the Council.*

*6) Until a Council adopts a Councillor Code of Conduct under subsection (4), the Councillors must comply with the existing Councillor Code of Conduct.*

*(7) A Councillor Code of Conduct is inoperative to the extent that it is inconsistent with any Act (including the Charter of Human Rights and Responsibilities Act 2006) or regulation.*

#### **140 Review or amendment of Councillor Code of Conduct**

*(1) A Council may review or amend the Councillor Code of Conduct at any time.*

*(2) A Council can only amend the Councillor Code of Conduct by a formal resolution of the Council passed at a meeting by at least two-thirds of the total number of Councillors elected to the Council.*

## **2. DISCUSSION**

Steve Cooper, Chief of Staff at the Victorian Local Government Association and Melissa Scadden, Partner of Justitia Lawyers were engaged by Council to assist in the development of the Councillor Code of Conduct.

The Councillor Code of Conduct sets expected standards of Councillor behaviour and provides guidance in the event of any Councillor breach of the Code of Conduct.

The purpose of the Councillor Code of Conduct is to set out the principles, values, standards and behaviours that will guide Council collectively and the Councillors individually in undertaking their duties and obligations as set out in the Local Government Act 2020 and all other applicable legislation.

This Councillor Code of Code is intended to set a high standard of conduct in order to ensure good governance and increase public confidence in the administration of Council.

The Councillor Code of Conduct framework is as follows:

- Councillor Commitment and Declaration to Code of Conduct
- Councillor Standards of Conduct (*as prescribed by the Local Government Act 2020 139 3(a)*)
- Councillor Values and Behaviours (Transparency, Collaboration, Efficiency, Community Engagement)
- Specific Councillor Conduct Obligations (Conflict Resolution, Use of Council Information, Communications and Social Media, Conflicts of Interest, Gifts and Hospitality, Reporting Fraud and Corruption, Councillor and Staff Interactions, Occupational Health and Safety, Child Safe Standards)
- Dispute Resolution.

## **3. CONSULTATION**

Two Councillor workshops were held during February 2020, facilitated by Steve Cooper and Melissa Scadden to develop the Councillor Code of Conduct.

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

Nil

**5. FINANCIAL & ECONOMIC IMPLICATIONS**

Nil.

**6. SOCIAL IMPLICATIONS**

Nil.

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

**Goal 8 - We have confidence in decision making**

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

**8. CONFLICT OF INTEREST**

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

**9. CONCLUSION**

The Councillor Code of Conduct will assist Councillors in:

- discharging the responsibilities of their office appropriately,
- maintaining the highest standards of conduct and behaviour,
- providing a means for dealing with problems that they may encounter to ensure a safe work environment,

thereby assisting in attracting the highest level of community from the community and Council's stakeholders.

**10. CONFIDENTIALITY**

Not Applicable

**Report Prepared By:                   Manager Governance, Phil McQue**

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

**Attachments**

1. Councillor Code of Conduct 16 February [6.3.1 - 21 pages]

# COUNCILLOR CODE OF CONDUCT

for

## KNOX CITY COUNCIL

Adopted by Council on [insert]

### Statement of Acknowledgement

We would like to acknowledge the traditional owners of the Kulin Nation and pay our respect to their Elders past, present and future. We acknowledge Aboriginal people as Australia's first peoples and as the traditional owners and custodians of the land on which we work and live.

## Table of Contents

Councillor Commitment to Code of Conduct.....	3
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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 [insert date] 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.

***[DECLARATION CLAUSE FOR EACH COUNCILLOR WITNESSED BY THE CEO TO BE INSERTED – SIGNATURE OF COUNCILLOR AND CEO AND DATE]***

## **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.

### **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.

## **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;
- 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.

### 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.

## 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.

**2.8. 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;
- 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.

## **2.9. 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.

## **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.

### **3.1. 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.

#### **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.

### **3.2. 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.

#### 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.

##### 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.

## APPENDIX 1 – DISPUTE RESOLUTION OPTIONS

### 1 DISPUTE RESOLUTION OPTIONS

#### 1.1 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.

## **1.2 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.

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.

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.

## 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 Provision of Landfill Services Tender

**SUMMARY: Coordinator – Waste Management, Misty Johannsen**

There exists limited capacity of existing landfills across Melbourne to support receipt of residual domestic waste streams (landfill waste) and the current State Government policy position is that no new landfills are to be created within metropolitan Melbourne. In the medium term, this requires the exploration and procurement of advanced waste processing technologies. Council is actively pursuing these opportunities through collaborative procurement with the Metropolitan Waste and Resource Recovery Group (MWRRG) and south east cluster Councils, however these advanced waste processing solutions are not yet operable. It is necessary to execute new landfill contracts in the interim so that Council can support the receipt and disposal of landfill waste streams.

#### **RECOMMENDATION**

**That Council:**

- 1. Award Contract MWRRG 2020-23 (Knox contract number 2647) The Provision of Landfill services to Cleanaway Pty Ltd and Suez Recycling and Recovery Pty Ltd for an initial term of 4 years (with 2 extensions of 2 years available) on a 4 year guaranteed basis for Kerbside Bin based services and litter bin services, commencing 1 April 2021.**
- 2. Note the estimated contract cost for the initial term, including anticipated landfill levy increments is \$25.3M (excluding GST).**
- 3. Note expenditure under this contract in 2021/22 will be in accordance with Council's draft budget and expenditure in future years will be in accordance with the approved budget allocations.**
- 4. Note that the MWRRG is exploring a common gate fee contract model to equitably share the capacity and risks and benefits with Councils within the south east cluster which will form part of the agreements.**
- 5. Authorise the Chief Executive Officer, (or such person as he/she nominates) to execute documents, agreements and contracts with Metropolitan Waste And Resource Recovery Group and Cleanaway Pty Ltd and Suez Recycling and Recovery Pty Ltd to bring above recommendations into effect.**

#### **1. INTRODUCTION**

With the current Landfill Disposal current expiring on 30 March 2021, Council has the need to secure ongoing services from 1 April 2021. The Metropolitan Waste and Resource Recovery group has collaborated with participating Councils in a new regional procurement. Council is now able to consider which available options best suit the needs of our community for an initial term of 4 years with extension options.

## 2. DISCUSSION

In 2010 MWRRG conducted a collaborative procurement process for landfill services and contracts were awarded to each of the major putrescible landfill operators and their respective sites across Melbourne, being:

- City of Wyndham – Werribee
- Melbourne Regional Landfill (Cleanaway formerly Boral) – Ravenhall
- Hanson – Wollert
- Suez Recycling and Recovery Pty Ltd – Hallam
- Suez Recycling and Recovery Pty Ltd – Lyndhurst (Contingency site)
- Cleanaway- Clayton (Now closed)

All available contract extensions have now been exercised, noting the final contract extension expires on 31 March 2021. Twenty-six of the 31 metropolitan councils are currently a party to one or more of the 4 contracts delivering approximately 850,000 tonnes of waste to the landfill operators per year.

Under this regional contract, Knox City Council has signed contracts with Suez Recycling and Recovery Pty Ltd (Suez) to utilise the landfill site at Hallam, and a contingency arrangement with Melbourne Regional Landfill (Cleanaway Pty Ltd). The annual expenditure is dependent on tonnes disposed. In 2019-20, Council expended \$1,515,515 on landfill services provided by Suez, and a further \$2,019,739 on the State Government Landfill levy, also collected by Suez.

This report details the process and outcome of the tender process, which will replace this current contract from 1 April 2021.

## 3. DISCUSSION

### Procurement Objectives

Council previously elected to be part of this new collaborative procurement for Landfill services (24 June 2019). The overall objective of this procurement is to enable metropolitan councils to access services for the disposal and transfer of waste that cannot be recovered or reused through other means.

In order to achieve this objective, the collaborative procurement has been structured to:

- Provide a bridging period for the disposal of waste until an Alternative Waste Processing (AWP) contract is available;
- Enable the appointment of more than one landfill services provider;
- Ensure consistency across the metropolitan area;
- Integrate with future service direction for other household waste services;
- Achieve a robust contact model that is based on:
  - Best Value;
  - Pricing transparency;
  - Appropriate risk allocation;
  - Flexible contract terms;
  - Reduced tender costs;
  - Ensure workable contingency arrangements.

## Contract Framework

Prior to the commencement of this procurement, all metropolitan Councils were invited to participate in the procurement process. Thirty councils, including Knox City Council executed Memorandums of Understanding (MOUs) recognising that MWRRG and Council would benefit in MWRRG:

- working with clusters of Councils that have common needs to be met;
- seeking the provision of Landfill Services for the benefit of Council clusters; and
- partially administering and facilitating, on behalf of Council, the contractual arrangements in relation to the provision of these Landfill Services.
- Attachments to the MOU included the following documents that would need to be executed at the conclusion of the tender process:
  1. A **Participation Agreement** between MWRRG and Council;
  2. A **Landfill Services Deed (LSD)** for the provision of Landfill Services to be executed by successful tenderers and the MWRRG; and
  3. A **Direct Deed (DD)** to be executed by successful tenderers and councils.

This contract model has been utilised in the current Regional Contract and has provided a good outcome for Councils.

MWRRG would continue to administer the contracts on behalf of councils in line with the Participation Agreements, Direct Deeds and Landfill Services Deeds.

## The Tender Process

The *Environment Protection Act 1970*, formalises MWRRG's role in collective procurement to:

- facilitate waste and resource recovery infrastructure and services by councils;
- facilitate the development of joint procurement contracts for waste and resource recovery facilities and services;
- manage contracts in the performance of these objectives and functions;
- ensure consistency across the metropolitan area;
- integrate with other household waste services; and
- ensure workable contingency arrangements.

This tender process was resourced by MWRRG using the in-kind support of municipalities and also external legal, technical, probity, planning and financial advisors.

This collaborative procurement is consistent with the requirements of s186 of the Local Government Act 1989 and with the future requirements of s108/109 of the Local Government Act 2020.

The contract documents allow Council to enter into contracts with one provider on either a 4-year guaranteed basis or a 12-month guaranteed basis and/or one or more contractors on a non-guaranteed basis. Guaranteed basis means that Council would guarantee to deliver the waste stream, for example its bin based landfill, to the contracted facility, exclusively, or at set times or days. Penalties apply for the early termination of a guaranteed agreement.

This report recommends that Council execute agreements with more than one provider to ensure that contingency arrangements are in place if a landfill site is not available during the contract term. This is in line with the current arrangement.

### **Transfer options**

Transfer stations allow for collected waste to be delivered to a local facility on an interim basis prior to being transferred to landfill by bulk transport vehicles. Operationally, this arrangement can create some efficiencies in the collection methodology, but also open up options to utilise landfills that are located further away.

MWRRG included the option of the provision of transfer services as part of this tender, which was prudent as a number of new transfer facilities have been established and utilised in recent years in our region.

### **Contract Term**

State Government Policy has had a long standing position that no new landfills will be established, and clear targets exist to reduce waste to landfill. With the Suez Landfill set to close in approximately 4 years, Council is working with the MWRRG and other Councils in the south east of Melbourne to procure new Advanced Waste Processing (AWP) infrastructure. Even with AWP, we will continue to rely on some form of landfilling in the future, but at lower volumes.

Considering this context, the initial contract term for this interim arrangement is a 4-year period commencing on **1 April 2021**. There is an option to extend the contract for two further terms of 2 years. Any extension will need to be agreed by Council and the service provider.

Contractors will be invited to resubmit pricing in 2023, for 1 April 2025 extension, to enable Council to determine if it wishes to exercise an extension option or commence a new procurement. A similar process will be conducted in 2025.

### **Responses Received**

A total of 8 responses for the provision of landfill services and transfer services were received to MWRRG's Invitation to Supply (tender):

#### ***Landfill Services***

**Cleanaway Pty Ltd (Cleanaway)** – a national company, owns and operates the Melbourne Regional Landfill (MRL) at Ravenhall. Cleanaway takes waste from 9 metropolitan councils under the current MWRRG Landfill Services contract, with Knox as a contingency Council.

**Suez Recycling and Recovery Pty Ltd (Suez)** – a multinational company, owns and operates a landfill in Hampton Park that currently provides services for 9 metropolitan councils, including Knox, under a MWRRG contract.

**Hanson Landfill Services Limited** – has been providing landfilling services to councils at their Wollert Landfill for two decades. Hanson's Wollert landfill currently provides services to 5 metropolitan Councils under an MWRRG contract.

**SBI Landfill Pty Ltd** – The offer is for a solid inert landfill in Botanic Ridge, the site is unable to accept residual municipal waste.

### ***Transfer Services***

**Cleanaway Pty Ltd** – a national company operates a network of transfer stations that provides Councils with potential collection efficiencies and transport cost savings. Cleanaway has provided pricing for 3 sites; the South East Melbourne Transfer Station (SEMTS) in Dandenong South and Lysterfield Transfer Station are established facilities. Cleanaway has indicated that the Northern Transfer Station in Coolaroo will be available at the commencement of the contract.

**KTS Recycling** – has managed and operated waste transfer stations since 2007. KTS Recycling proposes two sites:

- Coldstream – for putrescible waste transfer.
- Knox – limited to the transfer of inert waste (hard type waste that is not putrescible). This transfer station is located within our municipality, is a Council owned site, but operated by KTS Recycling.

**Citywide Service Solutions** – has 25 years' experience in providing transfer services from its Dynon Road facility in West Melbourne.

### ***Alternative Offers***

**Wyndham City Council** – submitted an offer based on receiving waste in an enclosed facility, some mechanical separation and alternative processing technologies. This facility is owned and operated directly by Council.

**Recovered Energy Australia (REA) and Solo Resource Recovery (Solo)** – propose to jointly provide service based on alternative technologies.

### **Evaluation Criteria**

A Tender Evaluation Panel comprised of two Council representatives, and a MWRRG Project Officer who assessed tender responses. The panel was supported by:

- Probity Advisor – responsible for ensuring that the evaluation process is conducted in accordance with probity principles and adherence to the approved evaluation plan.
- MWRRG Subject Matter Experts and Project Managers – responsible for providing expert advice as required to confirm tenderer's submissions compliance to the specification.
- Negotiation expert – planned and led negotiations with tenderers and the panel.
- Legal Advice – provide legal advice and support throughout the tender process on an 'as needed' basis.

The Evaluation Panel assessed bids against the following key evaluation criteria.

1. Mandatory requirements;
2. Professional competence;
3. Quality Systems for Deliverables;
4. Commercial;
5. Social Procurement; and
6. Local Jobs First Policy.

### **Mandatory Criteria**

Responses which did not comply with a Mandatory Criteria, were not considered.

### **Professional Competence**

Professional capability, capacity to process waste and scope of services was based on evidence supplied in the tender documents.

The technical capability of the tenderer was critical to the final value for money score provided by the Tender Evaluation Team. Technical capability was assessed through consideration of the solution proposed, combined with verifiable evidence of current/past performance in providing services of a similar nature.

### **Quality Systems for Deliverables**

The Quality Systems for Deliverables assessment was based on the level of best practice accreditations Invitees hold or able to demonstrate progress towards achieving certifications in OHS, QMS and Risk Management and any Strategic Innovations that could add value or continuous improvement strategy.

### **Commercial**

The commercial assessment focused on each Invitee's risk, degree of compliance with the proposed contract, demonstrated financial viability, levels of insurance cover offered, and a comparison of the prices offered.

### **Social Procurement Framework (SPF)**

The Social Procurement Framework is a 'whole of government' procurement policy that embodies the Victorian Government's commitment to social procurement. Social and sustainable procurement were defined as a key value-for-money component. Tenderers were required to demonstrate how they could make a difference to our communities.

### **Local Jobs First Policy Scoring**

Under the Local Jobs First Act 2003 the Minister for Industry and Employment is responsible for setting local content requirements for government procurements. This criterion assessed the level of local job content proposed for each proposal.

### **Knox Context**

#### *Delivery options*

Of the options presented within the tender, there are 3 delivery options that would be feasible from an operational perspective for Knox. These options are delivery to Suez, delivery to Cleanaway via the SEMTS transfer station in Dandenong South and delivery to Cleanaway via Lysterfield Transfer Station, which includes transport to the Melbourne Regional landfill in Ravenhall.

Disposal at the Suez facility offers a solution whereby Council's Waste Collection contractor vehicles would deliver directly to the site in Hallam where the landfill is located. This is a site relatively close to Knox.

The Cleanaway option with transfer options from either the Dandenong South or Lysterfield facilities would involve Council's waste collection vehicles tipping off at these local sites, but the waste being "bulk hauled" to a landfill in Ravenhall. This means waste is loaded in large B-Double haulage vehicles and transported to another region of Melbourne. Dependant on the location, there could be some efficiencies on the collection side of the service, with drop off at Lysterfield being more efficient for some loads and days than a Hampton Park drop off.

#### *Contract options*

It is prudent for Councils to enter into contract arrangements with more than one provider. This ensures a contingency option should one facility be unavailable, but also maintains the availability of the infrastructure within the region.

There are 2 options to enter into these contracts. One option is Council holding direct contracts with providers with prescribed parameters, which would set out for example which days or streams might be committed to each provider. This provides less flexibility to adapt to waste changes across Councils within the collaborative procurement group. The other option as recommended within this report is that Council enter into an arrangement with MWRRG to administer a Common Gate Fee (CGF) for south east councils. Under this scenario individual councils will enter into an agreement with MWRRG to administer the allocation of waste across the two sites in accordance with a proportion agreed between participating councils. This will allow Councils to share the capacity, risk and benefits of the options and ensure flexibility over time. It will also allow delivery locations to be set based on transport efficiencies which can be changed over time as needed. It will be administrative less burdensome for Councils and fits better into the wider intent of a collaborative procurement process.

Under the common gate fee approach, Councils would generally be directed to utilise the most convenient site but would pay a gate fee rate that is the average cost that all councils incurred for waste delivered to Cleanaway and Suez for the billing period.

#### **4. CONSULTATION**

Council officers have been involved in ongoing working groups related to this tender with participating Councils, and an officer from Knox participated in the tender evaluation. An independent legal review of the contract documents was undertaken on behalf of Councils prior to tender. Community engagement was a component of submissions with the recommended tenderers scoring strongly in this area. Legal advice has been sought on the tender outcomes.

#### **5. ENVIRONMENTAL/AMENITY ISSUES**

Landfill disposal services are essential services and the primary means of treating residual waste in our region. Council is proudly participating in a collaborative procurement to explore alternative technologies to treat residual waste. It is anticipated that these technologies will provide a preferred solution from an environmental, social and risk perspective, utilising proven

technologies from Asia, Europe or the USA. Until then, this contract provides for a Landfill disposal solution that is operated professionally and with best practice management processes. Robust processes exist, together with EPA oversight, to manage landfill gases, leachate, litter, odour and any other potential amenity issues.

Disposal at the Suez facility offers a solution whereby Councils Waste Collection contractor vehicles would deliver directly to the site in Hallam, where the landfill is located. This is a site relatively close to Knox, and is the current arrangement.

With the closure of most landfills in our region and the move toward more regional and larger best practice waste treatment facilities servicing the sector, there is a move toward bulk hauling waste within this industry.

The Cleanaway option with transfer options from either the Dandenong South or Lysterfield facilities would involve Council's waste collection vehicles tipping off at these local sites, but the waste being "bulk hauled" to a landfill in Ravenhall. This means waste is loaded in large B-Double haulage vehicles and transported to another region of Melbourne. Carbon emission modelling provided by MWRRG indicates delivery to Dandenong South may result in net additional transport related carbon emissions, while delivery to Lysterfield may result in a net reduction in transport emissions. Whilst bulk hauling waste is becoming the norm for the sector, it is not something Knox has utilised previously.

If more local options existed, additional transport of waste to other locations outside our region is not ideal. With Suez closing in an estimated 4 years, leaving no landfills in south east Melbourne, it is a reality that the sector will need to rely more and more on transport/transfer options in the future. Council participation in advanced waste processing procurement aims to provide more regional infrastructure to fill that gap. To achieve the appropriate location, zoning and permits, it is quite possible that transferring of waste may also be an element of that option.

Officers will continue discussions with both collection contractors and the MWRRG to identify opportunities to minimise impacts of transport emissions wherever possible. The common gate fee approach will facilitate the ability for MWRRG to set delivery locations based on preferences, transport distances and efficiency. Discussions are being held with JJ Richards, Councils waste collection contractor to understand operational impacts and efficiencies of the options possible under a common gate fee model. There may be efficiencies available within the garbage vehicle fleet by "tipping off" at Lysterfield and/or SEMTS, resulting in some transport reductions and possible financial compensation.

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

The expected costs related to this service is dependent on tonnes disposed, with Council seeing an increase in both bin based, and public litter bin tonnages since the Covid Pandemic. The Victorian Governments Landfill levy is also collected as part of this contract, with this forecast to reach \$125.90/tonne from July 2022. Expected maximum expenditure, based on current waste trends and moderate Landfill levy increases from July 2023 is \$25.3M (excl GST) over the initial 4 year contract term. Costs during any extension period would be proposed by contractors and considered by Council at the time of extension considerations.

It is prudent of Council to have contract arrangements with more than one provider, and to enter contracts via a common gate fee administered by the MWRRG, which would cater for any new arising needs or contingency services.

## **6. SOCIAL IMPLICATIONS**

There are social implications associated with any landfill site, including amenity, local traffic, odour and future landfill legacy issues. Ideally it is best to treat waste near where it was created to minimise impacts to other areas. This is one of the reasons the Federal Government has sought to ban the export of waste overseas.

In recent years, numerous landfills in the south east have closed, leaving Suez as the lone facility in the region, with a limited lifespan of an estimated 4 years. The other remaining sites in Metro Melbourne are Cleanaway in Ravenhall and Hanson in Wollert, all in North-West Melbourne. Another landfill in Werribee, owned by Wyndam City Council, is proposed to be phased out and transitioned to other technologies. This context is one of the reasons that Knox is participating in the Advanced Waste Processing project, which aims to provide new infrastructure in our region.

Utilisation of the Suez Landfill limits any social impacts to the south east region. Consideration should be given to the social implications of delivering and landfilling waste from South East Melbourne to North West Melbourne. This would not be an ideal long term solution, and one which State and Local Governments are working together to address. Whilst utilising the transfer options offered by Cleanaway could be perceived as having arising social implications, it is to be acknowledged that it still represents one of only a couple of current feasible options, suitable for Knox and other Councils within the south-east cluster. Of course there would also be arising social implications for our community should we not pursue the most cost effective option for landfill disposal.

## **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

### **Goal 4 - We are safe and secure**

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

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

## **8. CONFLICT OF INTEREST**

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

## **9. CONCLUSION**

Landfill disposal services are an essential service to safely dispose of landfill collected via Council bin based waste services and public litter bin services, until such time that Alternative Waste processing services can be established.

A comprehensive and collaborative tender process has occurred. This report recommends that Council execute agreements with Metropolitan Waste and Resource Recovery Group, Cleanaway

Pty Ltd and Suez Recycling and Recovery Pty Ltd for the provision of Landfill Services under a common gate fee arrangement on a 4-year guaranteed basis for a four-year term commencing on April 1, 2021.

#### **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 – Waste management, Misty Johannsen

**Report Authorised By:** Director, Infrastructure, Grant Thorne

#### **Attachments**

Nil

## 8.2 Contract 2568 - Supply and Install Modular Buildings at Lakesfield Reserve

**SUMMARY:** Facilities Project Officer, Sunil Pamu

This contract is for the construction of a new Modular Pavilion at Lakesfield Reserve in Lysterfield. The proposed new pavilion works at Lakesfield Reserve consists of two change rooms, social room, kitchen, multipurpose room, first aid room, office, store rooms, cleaner's room with accessible ramps and decks.

The project is currently funded by Council as part of the 2020/21 Capital Works Program – Modular Building Program, with an additional \$1,100,000 (excl.GST) funded by the Federal Government, and further club contribution of \$60,000 (excl. GST).

The total current available budget for delivery of the project is \$1,980,723.00.

This report considers and recommends Council enters into a contract with K.L Modular Systems (Aust.) Pty Ltd for \$1,719,974.00 (excl. GST), which is within the budget parameters.

### RECOMMENDATION

That Council :

1. Awards Contract 2568 Supply & Installation of Modular Construction (Pavilion) - Lakesfield Reserve Pavilion to K.L Modular Systems (Aust.) Pty Ltd for the lump sum amount of \$1,719,974.00 (excl. GST);
2. Authorise the Chief Executive Officer to formalise and sign the necessary contract documentation; and
3. To notify all tenderers for Contract 2568 Supply & Installation of Modular Construction (Pavilion) - Lakesfield Reserve Pavilion of the outcome of the tender process.

### 1. INTRODUCTION

This contract is for the construction of new Modular Pavilion at Lakesfield Reserve in Lysterfield.

As part of the project the existing building will be demolished allowing for improved and additional carparking at the site. The new Lakesfield Reserve modular pavilion will consist of change rooms, social room, kitchen, multipurpose room, first aid room, office, store rooms, cleaner's room with accessible ramps and decks.

In line with Council's Procurement Policy, a public tender process was conducted in accordance with the approved Procurement Plan and the Local Government Act.

### 2. DISCUSSION

#### 2.1 Background

Knox City Council has a long-term vision to accommodate the growth of active sporting participation and position the municipality as a provider of diverse and accessible sporting opportunities.

The modular buildings construction program, is an approved Council project listed as Project No. 948 within the 3016 – Alternative Buildings (Pavilions) program on Council's 2019/20 Capital Works Program with funds carried forward for construction in 2020/21.

The objective of this project is to deliver accessible, female friendly changerooms, social room, kitchen, multipurpose room, storerooms and associated amenities, for Lakesfield Reserve Lysterfield. The new build will ensure that the proposed works are in accordance with current building regulations, Australian Standards and in accordance with the intent expressed in the detailed design documentation which was developed in consultation with the clubs and provided to tenderers.

## **2.2 Tenders Received**

The tender for this project was advertised in The Age Newspaper on 29 June 2020, with tenders closing on 30 July 2020. Tenders were received from the following companies (in alphabetical order).

1. ACTO Structures & Logistics Pty Ltd
2. ATG Project & Property Solutions Pty Ltd
3. Circon Commercial Construction & Project Management
4. K.L Modular Systems (Aust) Pty Ltd
5. MAZ Building Group
6. Modular Spaces Pty Ltd
7. Prefab1 Pty Ltd
8. Quipsmart
9. Rendine Constructions Pty Ltd

## **2.3 Evaluation Panel**

The Tender Evaluation Panel consisted for the following members:

- 2 x Facilities Project Officer
- Team Leader Leisure Development
- Procurement Officer
- Facilities Coordinator

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

## **2.4 Evaluation Criteria**

The evaluation criteria as listed in the Tender Documentation that was used to assess the tender were:

- Quality Management
- Occupational Health & Safety
- Insurance (PL and Workcover)

- Compliance to conditions of Contract
- No Conflicts of Interest
- Price
- Project delivery (timeframe, resources & methodology)
- Experience and Capability

### **3. CONSULTATION**

The tenant clubs at Lakesfield Reserve, have been involved in ongoing discussions with the Leisure Services Department, Traffic engineers and other internal stakeholders during the development of this project.

In mid March 2020, letters regarding the pavilion proposal at Lakesfield Reserve, were distributed to a total of 183 surrounding residents. During this time the COVID-19 pandemic conditions prohibited traditional 'on site' or 'meetings at Council' consultation opportunities. A Planning Permit process was undertaken with signage displayed on site, in accordance with Councils standard Planning Permit process.

Ten (10) planning objections were raised and formally submitted during the planning permit process which were responded to by the relevant planning officer. The Planning officer issued a planning permit on 15 January 2021.

The stakeholder clubs and surrounding residents will again be informed when the construction on site is anticipated to commence.

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

Due to the nature of the project, Environmentally Sustainable Design (ESD) principles have been incorporated into the modular buildings design which include the use of sustainable materials, fixtures and fittings as per the requirements of section J for energy efficiency measures.

The site is subject to a Vegetation Protection Overlay (VPO2). As part of the project works, an Arboricultural Assessment was undertaken by Council's arborist, where all trees were assessed using the City of Melbourne – Tree Amenity Valuation method.

The proposed design requires the removal of 6 trees in total, including 1 *Pinus radiata* (Pine Tree) and 5 *Quercus palustris* (Pin Oaks).

The permit process for the removal of these trees was covered within the Planning Permit.

Council's arborist will manage the onsite tree protection of retained trees during the construction phase.

Tree planting within reserve will also be undertaken to offset the removed trees and this includes 3 x trees per removal, a total of 18 new trees.

A Masterplan has been identified for Lakesfield Reserve, as part of Council's 2021/22 capital works budget - subject to budget approval process. A Masterplan at the site will seek to guide further site passive recreational upgrades and landscape improvements.

## 5. FINANCIAL & ECONOMIC IMPLICATIONS

Construction of the Lakesfield Reserve pavilion is an approved Capital Work Project.

The current project budget is \$ 1,980,723.00.

The total project cost is summarised as follows:

Contract Lump Sum Price	\$ 1,719,974.00
Car Park Works	\$ 100,000.00
Existing Pavilion Demolition Works	\$17,920.00
Tree Removal and Planting	\$63,138.76
Cricket Screen	\$22,000.00
Sub Total	\$1,923,032.76
Contingencies (3%)	\$57,960.00
<b>Total Project Cost (ex GST)</b>	<b>\$ 1,980,722.76</b>

The design process and documents from previous modular projects form the basis for Lakesfield Pavilion. As such, the percentage of contingency allowance has been nominated as 3%, as the project budget has made specific allowances for the provision of works as noted above. This is commensurate with contingency allowance for previously delivered modular projects.

## 6. SOCIAL IMPLICATIONS

Providing improved high quality recreational infrastructure will accommodate the current and future increase in need and use within the community. The use of the modular building program was developed in a strategic attempt to meet the growth Council and the local clubs are currently experiencing in female participation in sports and improved accessibility for all whilst delivering a number of social benefits to the community, including:

- Improved access to quality sport and recreation opportunities;
- Improved physical and mental wellbeing outcomes;
- Culture of improved gender equity;
- Greater connectivity for individuals to engage within community based projects;
- Maximization of community and Council facilities; and
- Increased capacity for local organisations to deliver activities and programs to the community.

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

The project is consistent with Council's Vision and City Plan 2017-2021 and aligns to the themes, objectives and strategies as follows:

### Goal 6:

Culturally rich and active communities

#### Strategy 6.2:

Support the community to enable positive physical and mental health.

## **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**

That the tender submitted by K.L Modular Systems (AUST) Pty Ltd for the lump sum price of \$1,891,971.40 (incl. GST), \$1,719,974.00 (excl. GST), be recommended to Council for approval for Contract 2568, Supply & Installation of Modular Pavilion at Lakesfield Reserve.

The company is adequately resourced and available to undertake this contract in accordance with the drawings and specification. Based on the schedule submitted, the expected completion of the project is approximately 30 weeks from award.

## **10. CONFIDENTIALITY**

**Attachments are included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:**

- Council business information that will prejudice Council's position when tendering for services, or when negotiating the price for the contract if prematurely released;
- Private commercial information, that if released, would unreasonably expose tenderers to disadvantage because it would release financial information about the business that is not generally available to their competitors;

**Report Prepared By:                      Facilities Project Officer, Sunil Pamu**

**Report Authorised By:                 Director Infrastructure, Grant Thorne**

### **Attachments**

**Confidential Attachments have been circulated under separate cover.**

## 8.3 Annual Masterplan Summary Report

**SUMMARY: Acting Manager – Community Infrastructure, Andrea Szymanski and Acting Coordinator Open Space and Landscape Design, Sierra Slater**

**This report highlights the value and importance of public open space. The report has been prepared in response to a Council resolution from the Ordinary Council Meeting on 22 September 2015 ‘that a status report (for Open Space Masterplans & Activity Centre Streetscapes) be updated and reported to Council on an annual basis, to assist Council with the budget development process.’**

### **RECOMMENDATION**

**That Council notes the current status of Council's Masterplans as detailed in Attachment 1.**

### **1. INTRODUCTION**

Open space plays an important role in society by providing outdoor places for social gatherings, exercise, quiet reflection, children's play and organised sport. As communities grow and change, greater attention needs to be placed on the strategic, detailed planning and delivery of open spaces to ensure that they meet society's current and future needs.

This report incorporates a requirement from Council (Ordinary Council Meeting of 22 September 2015), for the status report to include:

Endorsed masterplans, including:

- Year endorsed by Council;
- Estimated percentage complete;
- Stages completed, where applicable;
- Stages currently funded (within the current financial year);
- Stages yet to be completed, where applicable, including the major components
- (e.g. car parking, pavilion, play facilities, etc.) and the anticipated funding sources; and
- Masterplans currently under development (within the current financial year).

For a detailed masterplan status summary, refer Attachment 1.

### **2. DISCUSSION**

The Knox Open Space Plan 2012-2022 is a strategic planning document which was prepared to assess and guide future development to enhance and to maintain Knox's green and leafy image and diverse lifestyle experience in its parks and open spaces.

The Open Space Plan describes the many demands on parks and open space and the opportunities for them to be further improved for the community's use over time.

The Plan will soon be approaching its sunset phase and budgeting for a new and revised Open Space Plan will be incorporated into the future budget process. A number of informative documents, plans and reports by Council are scheduled to commence in the coming years. These include the Biodiversity Resilience Plan, an Open Space Asset Management Plan, sunset of the current Play Space Plan and gathering further data on the passive, recreational and social landscape use of our public open spaces which will all contribute to and enrich the consideration and development of the future Open Space Plan.

## **2.1 Masterplans**

The master planning process is designed to provide a strategic and holistic approach to the development, the management and identify key issues and opportunities at a site, for further consideration by the community and Council.

Activity Centre masterplans are generally intended to improve the local economy for business, customers and community experience in a nominated locality. Locations are usually local retail centres but may include employment precincts, industrial precincts or other commercial services areas.

Activity Centre masterplans are often prepared following the development of a structure plan.

Masterplans are generally prepared as part of Council's Capital Works Program and are intended to:

- Demonstrate a clear and concise intent and vision for a site;
- Reflect Council and community aspirations for a particular location;
- Address, where reasonable, issues and concerns that are present;
- Bring together competing and complementary opportunities to improve the public open space and landscape amenity, for the benefit of the community, stakeholders and the environment; and
- Guide future investment, in a way that ensures improvements undertaken in the short term are not likely to prohibit long-term improvement opportunities.

Masterplans are prepared for a variety of Council assets or locations including:

- Active and passive public open spaces;
- Activity Centres; and
- Public Buildings.

It is of note that not all reserves and or public open space require a masterplan.

For the purposes of this report, only masterplans that pertain to public open space and activity centres have been included.

## **2.2 Current Status of Masterplans**

Since 2012, Council has committed to the development of thirty-three (33) masterplans for parks and reserves across the municipality.

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As part of the 2020/21 Capital Works Program, Boronia Park, Kings Park and The Basin Triangle, were included for development and are anticipated to be presented to Council for consideration in 2021. Wantirna Reserve Masterplan is currently on hold pending further site investigations.

In summary:

- 12 of the masterplans are complete.
- 11 are substantially complete (approximately 75% to 99%).
- Six (6) have 50% to 74% of the proposed works completed.
- Four (4) masterplans are staged for ongoing delivery and development across the 2021/22 financial year.
- An additional five (5) masterplans/landscape plans are currently nominated for consideration, subject to 2021/22 capital works budget consideration.

A list of all current masterplans for Open Space and Activity Centres is presented in Attachment 1.

### **2.3 Masterplan Implementation/Funding – Open Space**

When Council has endorsed a masterplan, it is referred to Council's Capital Works Program (CWP).

The majority of funding for open space masterplans and the subsequent delivery is allocated from Council's Open Space Reserve – Unstructured Recreation Program, with the majority of works staged over two or three years.

In addition to Open Space Reserve funding, masterplan implementation often includes expenditure on renewing existing assets, e.g. footpaths, play spaces, furniture, pavements or other items eligible for Council's renewal programs such as planting and drainage improvements.

When this occurs, the intent is to design and deliver capital works assets and infrastructure upgrades with the delivery of masterplan features and open space upgrades in order to achieve the most cost-effective outcome for the community and minimise disruption during construction.

Funding for specific sports facilities such as, pavilions, sports lighting, fencing, etc. is guided by the Leisure, Minor Capital Works Grant Scheme Policy 2017.

However, where a masterplan proposes an improvement or change to sporting facilities, it may be some time before implementation, given requirements for co-funding from the sporting group involved and potential for State and/or Federal grants.

Consequently, when a masterplan is prepared and adopted by Council, it may not be fully implemented as Council is not always the funding body for all components of the masterplan, some are future opportunities, and all proposed works are considered against set criteria and other masterplan projects.

In addition, during the staged delivery of various masterplans, their currency and priorities may change as more urgent needs are identified.

In summary, a Council endorsed masterplan provides a holistic vision for the reserve which assists in the staged delivery of priority works balanced against the competing needs of other reserves and assists in securing external funding.

### 3. CONSULTATION

Masterplans are developed with community, Council and other external government agency input. The various strategic plans that guide the prioritisation of masterplans are also subject to community consultation.

In addition, the annual capital budgetary process, which lists the financial requirements for the nominated projects, is subject to community review and comment.

### 4. ENVIRONMENTAL/AMENITY ISSUES

The strategic direction taken by Council aligns with current state strategic visionary documents, including Plan Melbourne 2017-2050, Environmental and Landscape Values – Waterway Planning and the Draft Melbourne Metropolitan Open Space Plan.

The development of Council's masterplans aims to guide capital investment in locations across the municipality and ensure that all opportunities are considered in order to maximise environmental, social and economic potential.

### 5. FINANCIAL & ECONOMIC IMPLICATIONS

Approximately \$18 million has been expended in the delivery of the masterplans to date, including the delivery of modular buildings at key reserves.

There are a number of Capital Works Sub-Programs that contribute to the implementation of masterplans including:

- New and Upgrade Capital Program – incorporating the Unstructured Recreation Program and the Structured Sporting Reserves Program; and
- Asset Renewal Capital Works Programs, including Playgrounds, Drainage, Park Assets and Facilities (buildings).

The balance of funds in Council's Open Space Reserve, as at the end December 2020, is approximately \$13 million.

There has been a steady growth in open space contributions received by Council (refer table below) which directly correlates with the steady increase of development within the municipality.

Year	Open Space \$ received
2016/2017	5,936,078.48
2017/2018	6,720,653.80
2018/2019	8,043,538.18
2019/2020	5,224,711.00
2020/2021	2,554,195.00
<b>Total to date*</b>	<b>28,479,176.50</b>
*As of December 2020	

As noted in the past 2019 annual masterplan report, development within the municipality and therefore, open space contributions, will (and already have) started to reduce over time, as it the municipality reaches closer to its full development capacity. The COVID-19 pandemic in 2020 has also currently impacted the typical rate of development.

The development of future masterplans will also need to consider the level of service that Council can sustainability financially deliver.

## **6. SOCIAL IMPLICATIONS**

The effects of the 2020 Coronavirus pandemic and subsequent restrictions has significantly changed the way people use and value their local parks and public open space.

Public open space provides significant benefits to communities. These benefits include protecting biodiversity, improving psychological health and wellbeing, improving physical fitness, facilitating social interaction and cohesion, promoting community pride, and enhancing child development through play. Open space also provides a location for participating in civic and community connections.

The importance and value of open space will continue to increase over time as a result of emerging pressures of population growth, demographic change, urbanisation and climate change and now a global pandemic.

Urban change shows that access to private open space is diminishing and appropriately located, well designed and maintained public open space will become increasingly important for future communities.

Preserving and maintaining existing open space is just as important, as it can be remodelled to perform different open space roles in response to changing community needs as part of an open space network.

Considered masterplans help provide social cohesion, generated though the community engagement processes, in the development of masterplans and an immediate improvement in social amenity, in their implementation.

## **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 4 - We are safe and secure**

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

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 5.2 - 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

Strategy 5.3 - Promote and improve infrastructure and technology within the municipality and enhance strategic employment places for business

**Goal 6 - We are healthy, happy and well**

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

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

Strategy 7.1 - Protect and preserve our local cultural heritage

Strategy 7.2 - Celebrate our diverse community

Strategy 7.3 - Strengthen community connections

**8. CONFLICT OF INTEREST**

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

**9. CONCLUSION**

Having access to a variety of quality open spaces is vital for any community. Since the adoption of the Knox Open Space Plan in 2012, Council continues to make significant advances in improving its open space network by setting priorities and delivering.

In 2018 Council committed to reducing the delivery time (i.e. staging) of approved projects, which has been well received by the community.

At each stage of life, people are likely to use many different types of open space, from playgrounds and active sporting facilities, social barbeques and gatherings, public basketball and tennis court, to enjoy the natural environment or sit and read a book.

As urban populations continue to grow and change, open space is in even greater demand. The challenge is to ensure the maximum benefit from existing open space assets and to seek opportunities to deliver new open space as needs arise.

To do this, Council needs to identify new ways to deliver open space that are driven by innovation and challenge conventional or traditional approaches.

Detailed planning and consultation is essential to ensure the needs of current and future open space users are taken into account.

Through the processes Council currently has in place, it is in good stead to plan and deliver exceptional open space outcomes for the community now and into the future.

**10. CONFIDENTIALITY**

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

**Report Prepared By:** Acting Manager – Community Infrastructure, Andrea Szymanski and  
Acting Coordinator – Open Space and Landscape Design, Sierra Slater

**Report Authorised By:** Director, Infrastructure, Grant Thorne

**Attachments**

1. Open Space & Master Plans Annual Progress Report 2021 [**8.3.1** - 47 pages]

FEBRUARY 2021

# OPEN SPACE & MASTER PLANS

ANNUAL PROGRESS REPORT



**02****INTRODUCTION**

*“The pandemic lockdowns have enhanced the value of nature for Melbournians and increased their support for local parks.”*

The effects of the 2020 Coronavirus pandemic and subsequent restrictions has significantly changed the way people use and value their local parks and public open space.

The use of public open space has exponentially increased and reinforces the need for more high quality passive recreational spaces which have been requested more than ever from the Knox community.

PROGRESS REPORT

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## WHERE WE ARE AT

Since the adoption of the Knox Open Space Plan in 2012, Council continues to make significant advances in improving its open space network, by setting priorities.

### In summary:

- Since 2012, Council has endorsed 33 masterplans.
- 12 of the endorsed masterplans are complete.
- 11 are substantially complete (approx 75% to 99%).
- Six have 50% to 74% of the proposed works completed.
- Four masterplans are staged for ongoing delivery and across the 2021/22 financial year.
- Three masterplans are currently being developed.
- There is an additional five master plans/landscape plans for future consideration, subject to future capital works consideration.

## WHERE WE ARE GOING

Public open space provides significant benefits to communities. These benefits include protecting biodiversity, improving psychological health and wellbeing, improving physical fitness, facilitating social interaction and cohesion, promoting community pride, and enhancing child development through play.

Open space also provides a location for participating in civic and community connections.

PROGRESS REPORT

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## OPEN SPACES:

### **BAYSWATER**

- 01 Marie Wallace Bayswater Park

### **BORONIA**

- 02 Tormore Reserve
- 03 Boronia Park

### **FERNTREE GULLY**

- 04 Quarry Reserve
- 05 Fairpark Reserve
- 06 Pickett's Reserve
- 07 Tim Neville Arboretum
- 08 Knox Regional Netball Centre
- 09 HV Jones Reserve

### **KNOXFIELD**

- 10 Gilbert Park
- 11 RD Egan Lee Reserve

### **ROWVILLE**

- 12 Stud Park Reserve
- 13 Arcadia Reserve
- 14 Peregrine Reserve

### **SCORESBY**

- 15 Benedikt Reserve
- 16 Scoresby Reserve
- 17 Scoresby Village

### **THE BASIN**

- 18 The Basin Triangle

### **UPPER FERNTREE GULLY**

- 19 Talaskia Reserve
- 20 Upper Ferntree Gully Streetscape
- 21 Kings Park

### **WANTIRNA**

- 22 Templeton Reserve
- 23 Wantirna Reserve

### **WANTIRNA SOUTH**

- 24 Studfield Streetscape
- 25 Llewellyn Reserve
- 26 Lewis Park

### **27 FUTURE MASTERPLANS**

PROGRESS REPORT

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FEBRUARY 2021

01

## MARIE WALLACE BAYSWATER PARK:

“the train park”

**MASTERPLAN ENDORSED 2016  
99% COMPLETE**

### **Works completed:**

- Performance stage, viewing lawn, picnic facilities, public toilets, concrete walls, decommissioning of power lines, road widening and new car parks.
- Water park feasibility study completed - activity not supported at this site.
- Artwork to walls
- Dog park investigation completed - activity not supported at this site.
- Bike training area, nature play and additional BBQ and picnic facilities.
- Bridge linking two Bayswater Park ovals
- Car park renewal
- Installation of solar lights to car park, bridge and oval.
- Full playground renewal including additional playground equipment and renewal of old playground pieces.

### **Yet to be delivered (budgeted unless noted):**

- Reserve signage (Knox holistic signage project)



PROGRESS REPORT

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PROGRESS REPORT

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FEBRUARY 2021

**02**

## TORMORE RESERVE:

**MASTERPLAN ENDORSED 2015  
99% COMPLETE**

**Works completed:**

- Reserve path links, park furniture, car park modifications.
- Fencing and gates to the reserve.
- New cricket nets.
- Pedestrian solar lighting to reserve. Pedestrian solar lighting link in Orchid Ave.
- New picnic shelter with BBQ and seating.
- Half-basketball court, outdoor gym equipment, new planting and open grass areas with drinking fountain.
- New playground including path network.
- New path connection links around oval.

**Works in Progress 20/21:**

- Delivery of public toilet

**Yet to be delivered (budgeted unless noted):**

- Reserve signage (Knox holistic signage project)

PROGRESS REPORT

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PROGRESS REPORT

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**03**

## BORONIA PARK:

### REVISED MASTERPLAN IN PROGRESS

A key direction of the Draft Boronia Renewal Strategy identifies that Council seeks to build on existing spaces and parks to create a fine-grained network of open space.

It recognises the important role played by the inclusion of greenery and water in open spaces and along streetscapes in creating a sense of place.

In 2020, Council engaged consultants to develop a high level options paper(s), which once endorsed will then guide the development of a Masterplan.

- Tender masterplan - completed
- Award contract to consultants - completed
- Commence masterplan project works - completed
- Present options paper - completed
- Draft masterplan presented to Council - 2020/21

PROGRESS REPORT

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FEBRUARY 2021

04



## QUARRY RESERVE:

**MASTERPLAN ENDORSED 2009, REVISED 2015  
WITH ADDITIONAL ENVIRONMENTAL RISK MP 2018  
75% COMPLETE**

“*a range of nature based recreational activities that allow for positive physical and mental wellbeing.*”

### **Works completed:**

- Sealing of Quarry Road, all ability path to water's edge with large platform.
- Weed eradication (including goats).
- Drinking fountain.
- Picnic shelter and lookout.
- BBQ and picnic tables.
- Nature based playspace.
- Fishing platforms with specialist fishing line waste bins.
- Planting of trees and ground covers.
- Reserve tamper proof perimeter fence.
- Additional 28 reserve car parking spaces on Quarry Rd.
- Landslip monitoring continues.
- Water tests continues.

### **Works in progress 20/21:**

- Delivery of public toilet

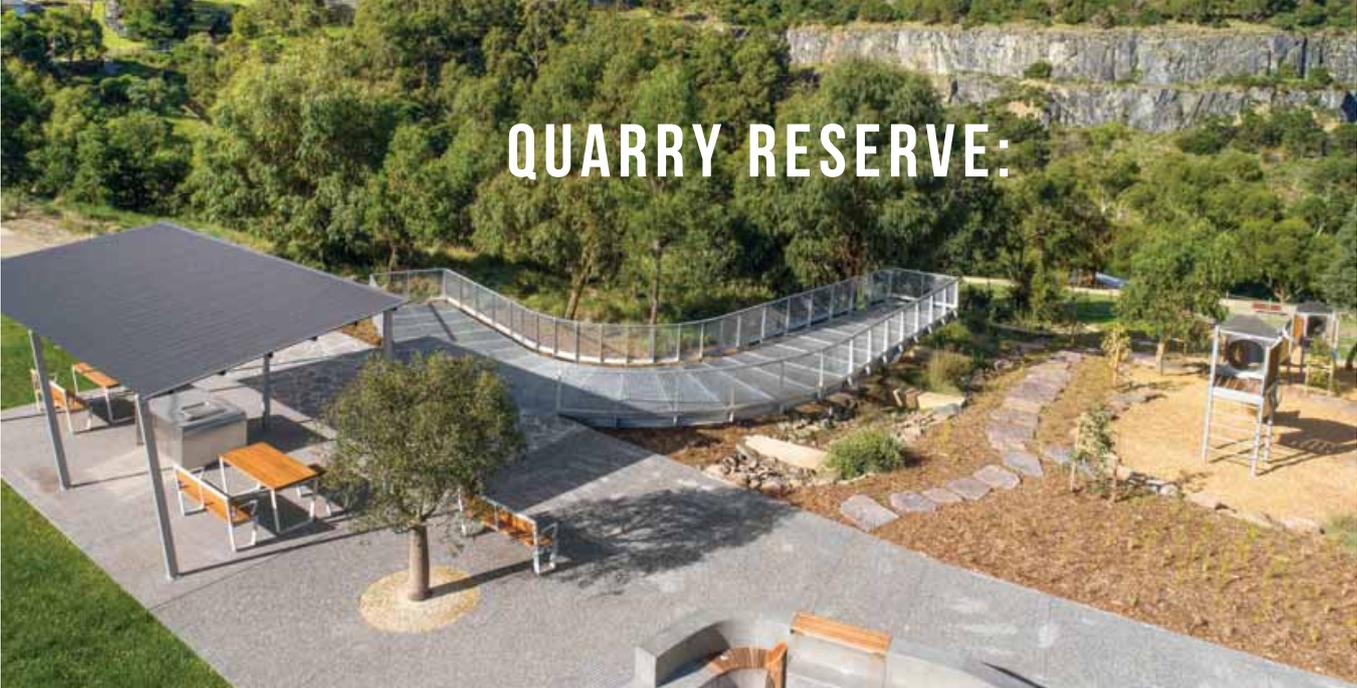
### **Yet to be delivered (budgeted unless noted):**

- Additional water's edge access/platform.
- Improved trail links
- City skyline lookout.
- Reserve signage (Knox holistic signage project)

PROGRESS REPORT

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PROGRESS REPORT

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**05**

## FAIRPARK RESERVE:

MASTERPLAN ENDORSED 2015  
95% COMPLETE



### Works completed:

- Public toilets, picnic shelter with BBQ and picnic facilities.
- Play space upgrade.
- Consultation and design of daylighting Blind Creek.
- AFL goal nets.
- Daylighting of Blind Creek from Manuka Drive to Scoresby Road (Melbourne Water).
- Bridge linking to ovals.
- New creek edge platform.
- Planting of Blink Creek.

### Works in progress 20/21:

- Design of future Fairpark pavilion.

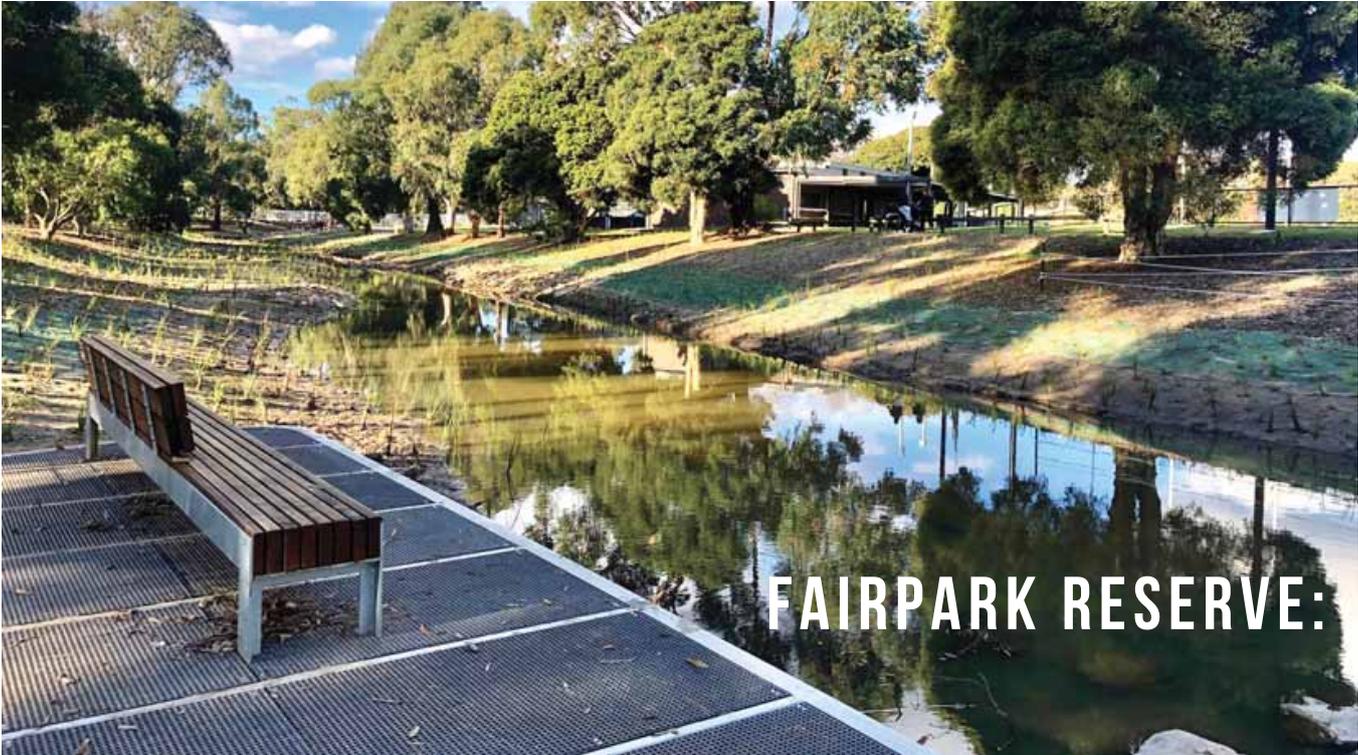
### Yet to be delivered (budgeted unless noted):

- Design and delivery of car park upgrade to align with pavilion upgrade.
- Widening of Blind Creek Trail (subject to future funding).

PROGRESS REPORT

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FEBRUARY 2021



PROGRESS REPORT

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**06**

## PICKETTS RESERVE:

**MASTERPLAN ENDORSED 2016  
95% COMPLETE**

**Works completed:**

- Sealing of existing car park, with new path connections.
- Gravel car park expansion.
- Removal of existing play space.
- New play space complete (new location).
- Installation of nets/fencing to the east of oval.
- Detailed design of spectator viewing area.

**Works in progress 20/21:**

- Construction of spectator viewing area upgrade expected to be completed Feb 2021.

**Yet to be delivered (budgeted unless noted):**

- Circuit path and entry signage (subject to future funding if required).

PROGRESS REPORT

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**07**

## TIM NEVILLE ARBORETUM:

MANAGEMENT PLAN ENDORSED 2007  
90% COMPLETE

**Works completed:**

- Playground, boardwalk, car park, paths, picnic facilities, planting and park furniture.
- War memorial renewal.
- Lake/wetland reconstruction.
- Sunflower lake shelter upgrade.
- Feature tree planting and various feature gardens.
- Centenary of Armistice Commemorative Path.

**Works in progress 20/21:**

- Additional picnic shelters with relocated BBQ's.
- Amphitheater refurbishment (consultation and design).

**Yet to be delivered (budgeted unless noted):**

- Reserve signage (Knox holistic signage project).
- Playspace upgrade.

PROGRESS REPORT

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FEBRUARY 2021

08

# KNOX REGIONAL NETBALL CENTRE:

MASTERPLAN ENDORSED 2019  
10% COMPLETE



**Works completed:**

- Architects engaged.

**Works in progress 20/21:**

- Functional and concept design in progress.

**Yet to be delivered (budgeted unless noted):**

- Construction of additional two indoor courts.
- Improved car parking.
- Outdoor amenity upgrades.
- Revegetation.

PROGRESS REPORT

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FEBRUARY 2021

**09**

## HV JONES RESERVE:

### MASTERPLAN ENDORSED 2018 50% COMPLETE

#### Works completed:

- Detailed Design of Stage 1 works.
- New play space
- New public access tennis court
- New outdoor gym equipment
- New picnic shelter, BBQ and picnic tables
- New drinking fountain

#### Works in progress 20/21:

- Park furniture and seating.
- Tree planting.
- Detailed design of car parking improvements, netball court upgrade with lighting.

#### Yet to be delivered (budgeted unless noted):

- Stage 3 construction works scheduled for 21/22 to include car parking improvements, netball court upgrade with lighting.
- Additional reserve path links.
- New change rooms (subject to future funding).



PROGRESS REPORT

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PROGRESS REPORT

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10

## GILBERT PARK:



### Works completed:

- Skate Park constructed.
- Ambulance 'standing area' on Ferntree Gully Road.
- Mulch to existing large native trees with logs placed to protect tree root zone within informal car park area.
- Detailed design of Stage 1&2 works.

### Works in progress 20/21:

- Delivery of basketball 1/2 court, picnic shelter, new paths and park furniture.
- Construction of new skate pavilion.
- Tendering and construction works for playspace renewal.

### Yet to be delivered (budgeted unless noted):

- Design and construction of car park renewal.
- Expansion to BMX/skate park.
- Design and construction of new wetland (subject to Melbourne Water approval and funding).

PROGRESS REPORT

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FEBRUARY 2021

11

## RD EGAN LEE RESERVE:

MASTER PLAN ENDORSED 2018  
45% COMPLETE



### Works completed:

- Detailed design of Stage 1 & Stage 2 works.
- Drinking fountain.
- Fencing to existing car park.
- New path links into the reserve from Kathryn Road.
- Delivery of nature based play space renewal with outdoor gym equipment.

### Works in progress 20/21:

- Design and delivery of new activity court (multi-sports area).
- Footpath network connections
- Park seating

### Yet to be delivered (budgeted unless noted):

- Soccer fence relocation.
- Car park renewal with WSUD.
- Design and construction of wetland (subject to grant funding from Melbourne Water).
- Reserve landscape enhancements e.g. removal of bollards and replacement with rocks/boulders, additional planting and retention of bushland character and habitat.

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PROGRESS REPORT

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**12**

## STUD PARK RESERVE:

MASTERPLAN ENDORSED 2016  
99% COMPLETE



### Works completed:

- Path connections between Fulham Road and Simon Avenue.
- Public toilets (existing removed).
- Access ramp from Fulham Road to play space, basketball court refurbishment, picnic shelter, outdoor gym equipment, drinking fountain and feature tree planting.
- Additional picnic shelters within play space.
- Refurbished fencing to Fulham Rd with planting of native ground covers and grasses.
- Path link from Simon Ave to pavilion.
- Installation of 'beep test box' and battle ropes.

### Works in progress 20/21:

- Design and consultation for the upgrade of the regional playspace.

### Yet to be delivered (budgeted unless noted):

- Reserve signage (Knox holistic signage project)
- Playspace upgrade

PROGRESS REPORT

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PROGRESS REPORT

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**13**

## ARCADIA RESERVE:

MASTER PLAN ENDORSED 2015  
100% COMPLETE

**Works completed:**

- Paths and Stage 1 of the play space renewed in 2016.
- Stage 2 of play space, 1/2 basketball court, planting and furniture completed in June 2018.
- Outdoor gym equipment.
- Additional feature tree planting.
- Skate elements and drainage works.
- Resurfacing of basketball court with plexi-pave
- Car park upgrade.



PROGRESS REPORT

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FEBRUARY 2021

**14**

## PEREGRINE RESERVE:

MASTERPLAN ENDORSED 2018  
60% COMPLETE



### Works completed:

- Play space upgrade completed in March 2019.
- Detailed design of Stage 2 works.
- Delivery of new multi-court court, outdoor ping pong table, new picnic shelter, BBQ, drinking fountain and tree planting and skateable elements.

### Works in progress 20/21:

- Design of junior BMX pump track.
- Enhancement and protection of Site of Bio.

### Yet to be delivered (budgeted unless noted):

- Delivery of junior BMX pump track.
- Outdoor gym equipment.
- Design and construction of wetland (subject to approval and funding from Melbourne Water).

PROGRESS REPORT

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**15**

## **RUMANN AND BENEDICKT RESERVE:**

**MASTERPLAN ENDORSED 2014  
100% COMPLETE**

**Works completed:**

- New paths with parkland furniture.
- Removed and relocated car park
- New play space including nature play elements completed in 2017.
- Tennis court, half-court basketball and hit up wall completed in mid 2019.
- New picnic shelter, path links and feature tree planting



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FEBRUARY 2021

**16**

## SCORESBY RESERVE:

MASTERPLAN ENDORSED 2015  
95% COMPLETE



### Works completed:

- Stage 1 car park relocation completed in 2018.
- Tennis courts and additional car parking area with solar lighting, completed in Dec 2018.
- Detail design for social space and play upgrade completed.
- New social space and play space

### Works in progress 20/21:

- Delivery of public toilet
- Design and delivery of outdoor gym equipment, new paths and pedestrian lighting.

PROGRESS REPORT

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17

## SCORESBY VILLAGE:

MASTERPLAN ENDORSED 2015  
90% COMPLETE



### Works completed:

- Detail design for village landscape amenity completed
- Delivery of village landscape amenity and play space upgrade

### Yet to be delivered (budgeted unless noted):

- Renovate/extend exiting toilet block (subject to future budgets, as required).

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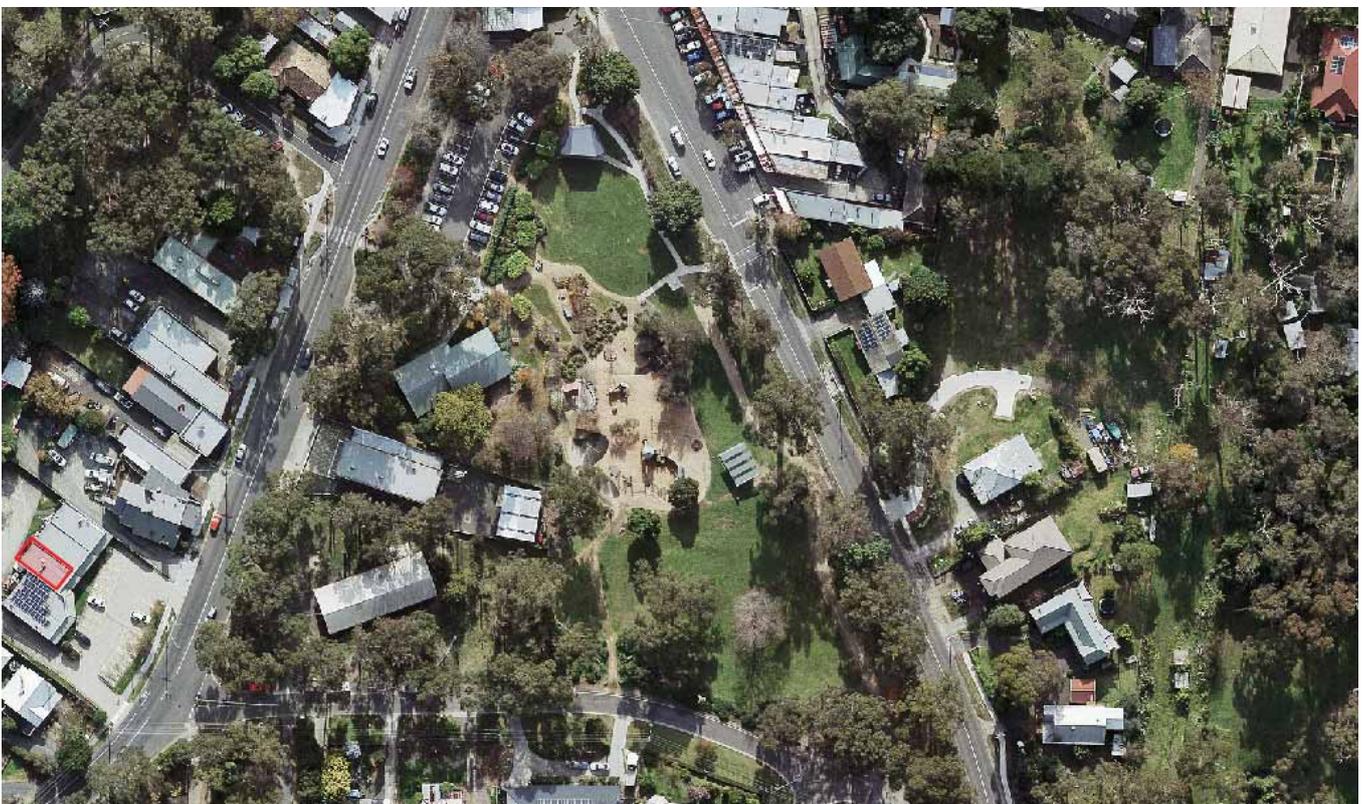
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FEBRUARY 2021

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## THE BASIN TRIANGLE:

MASTERPLAN IN PROGRESS



### Works in progress 20/21:

- Full site survey
- Soil and geotechnical investigation in progress.
- Community engagement plan.

### Yet to be delivered (budgeted unless noted):

- Development of a masterplan.

PROGRESS REPORT

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FEBRUARY 2021

**19**

## TALASKIA RESERVE:

MASTERPLAN ENDORSED 2016  
95% COMPLETE



### Works completed:

- Removal of tennis courts.
- New basketball court, tennis hot shot court, retaining walls, spectator seating, picnic shelter, BBQ's, and drinking fountain completed in Dec 2018.
- Fencing along Edwards Road and fencing to oval completed in 2019.
- Planting of trees and ground covers.
- Junior play space renewal with collaboration with Rotary completed in 2019.
- Accessible path link from car park to pavilion.
- Nature play/art area, with sensory walk.
- Outdoor gym equipment.

### Works in progress 20/21:

- Delivery of public toilet

PROGRESS REPORT

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**20**

## UPPER FERNTREE GULLY STREETScape:

STRATEGIC PLAN ENDORSED 2017  
70% COMPLETE

### Works completed:

- Consultation on draft concept completed 2018.
- Detailed Design Stage 1 completed 2019.
- Tender Stage 1 works Dec 2019.
- Liaison and management with Telstra regarding pit upgrades.
- Drainage upgrade completed
- Streetscape works completed

### Works in progress 20/21:

- Future art work(s) and wayfinding.

### Yet to be delivered (budgeted unless noted):

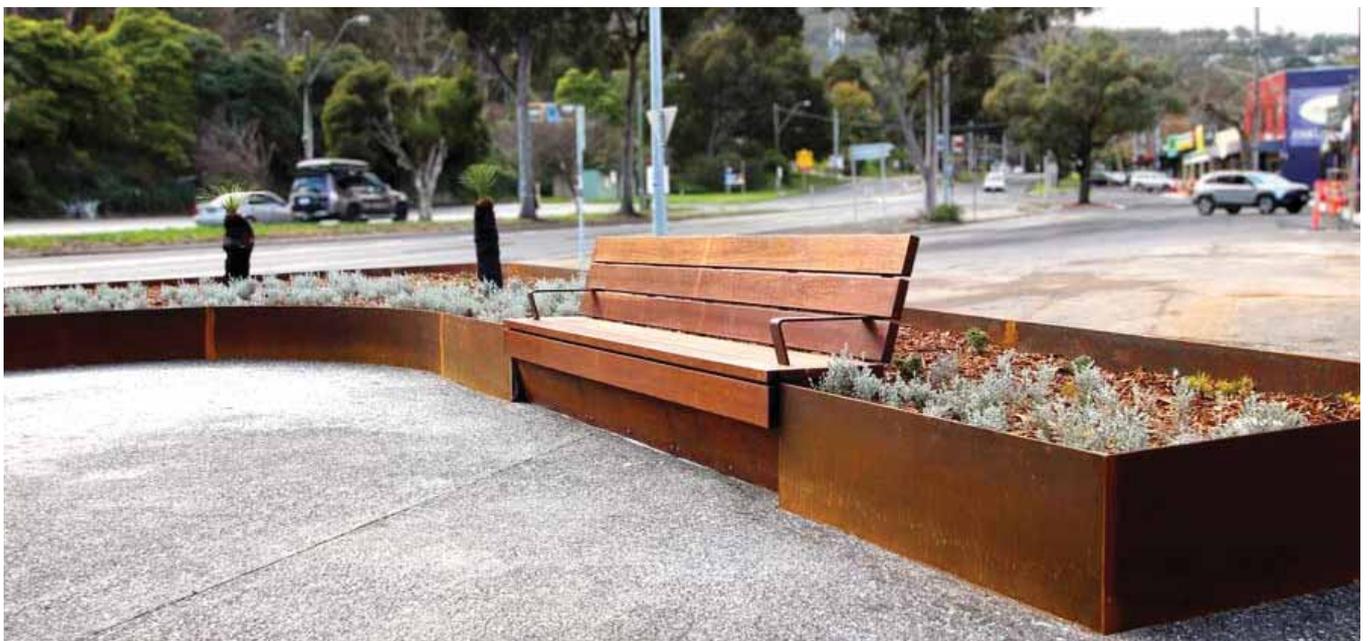
- Additional stages of streetscape upgrades.



PROGRESS REPORT

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**21**

# KINGS PARK:

MASTERPLAN IN PROGRESS



**Works completed:**

- Full site survey.

**Works in progress 20/21:**

- Soil and geotechnical investigation in progress.
- Community engagement plan.

**Yet to be delivered (budgeted unless noted):**

- Development of a masterplan.

PROGRESS REPORT

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FEBRUARY 2021

**22**

## TEMPLETON RESERVE:

**MASTERPLAN ENDORSED 2016  
95% COMPLETE**

**Works completed:**

- All ability path linking the car park to the pavilion with upgraded social space in 2017.
- Playground renewal completed in Oct 2018.
- Oval circuit path completed in Dec 2018.
- Car park renewal with over flow area.
- Drinking fountain.
- Terraced spectator seating area.
- Picnic shelter, BBQ facilities, additional drinking fountain, multi court area, outdoor gym equipment, with additional path connections.
- Tree planting with garden bed improvements.
- Path link from pavilion to oval circuit path.

**Works in progress 20/21:**

- Delivery of public toilet

**Yet to be delivered (budgeted unless noted):**

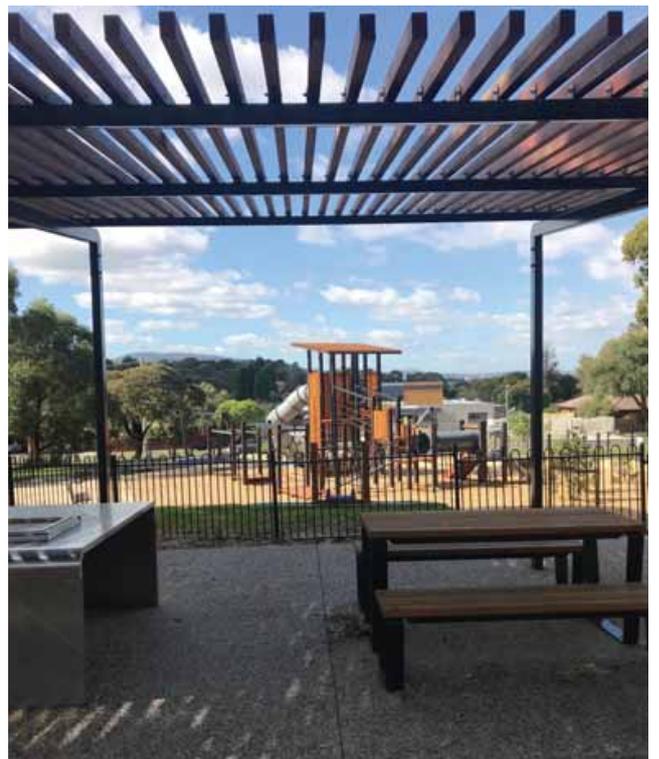
- Reserve signage (Knox holistic signage project)



PROGRESS REPORT

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**23**

## WANTIRNA RESERVE:

### MASTERPLAN ON HOLD

#### Works in progress 20/21:

- Soil and geotechnical investigation in progress.

#### Yet to be delivered (budgeted unless noted):

- Development of masterplan.



PROGRESS REPORT

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FEBRUARY 2021

**24**

## STUDFIELD STREETSCAPE:

STREETSCAPE PLAN 2019  
100% COMPLETE

### Works completed:

- Community consultation completed 2019
- Detailed Design completed 2019
- Drainage upgrade completed 2020
- Car parking upgrade completed 2020
- Streetscape works completed 2020
- Landscape works completed 2020



PROGRESS REPORT

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FEBRUARY 2021

**25**

## LLEWELLYN RESERVE:

**MASTERPLAN ENDORSED 2016  
30% COMPLETE**

**Works completed:**

- Stage 1 path works completed.
- Revegetation works completed 2018.
- Tree planting along Llewellyn Drive completed in 2018.
- Entry fence upgrade.
- Demolition of existing pavilion.

**Works in progress 20/21:**

- Design and construction of large shelter and picnic tables
- Replacement of public toilet
- Additional path links.
- Design of dog park.

**Yet to be delivered (budgeted unless noted):**

- Furniture and car park improvements.
- Outdoor gym equipment



PROGRESS REPORT

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PROGRESS REPORT

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**26**

## LEWIS PARK:

MASTERPLAN ENDORSED BY COUNCIL 2019  
20% COMPLETE

“*healthy citizens are the greatest asset any country can have*”  
*Winston Churchill*

### Works completed:

- Feature and level survey.
- Engaged consultants for design of Stage 1 Waterway and Day lighting works.
- Cultural Heritage Management Plan.
- Geotechnical investigation.
- Concept design of Community Gardens area.

### Works in progress 20/21:

- Ecological Report.
- Stage 1 functional and conceptual design of daylighting and waterway works.
- Stage 2 play space, civic space and sports park precinct area detailed design

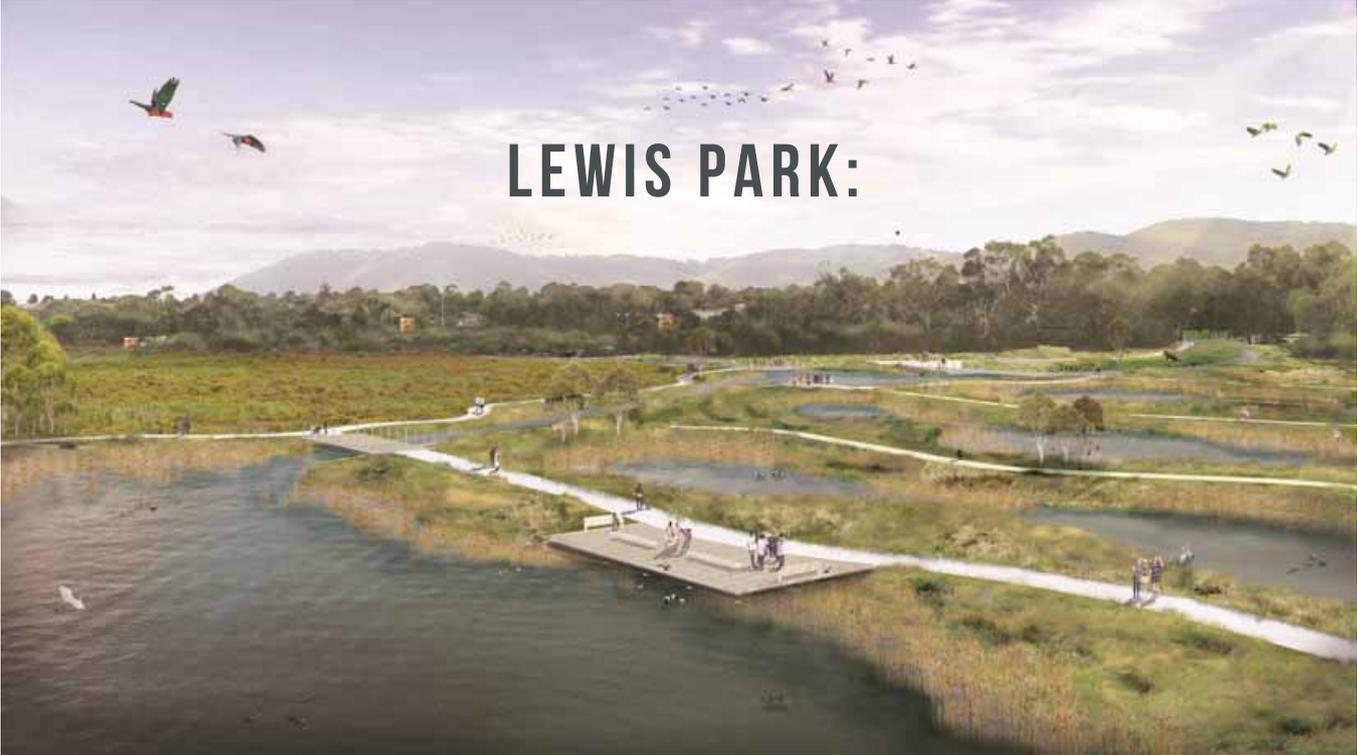
### Yet to be delivered (budgeted unless noted):

- Design and delivery of Blind Creek Trail improvements.
- Delivery of Sports park precinct.
- Delivery of Play space, civic space and picnic area precinct.
- Design and delivery of Art trail.

PROGRESS REPORT

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## **FUTURE MASTERPLANS/ LANDSCAPE PLANS:**

SUBJET TO FUTURE BUDGET APPROVALS

RESERVE	YEAR
Lakesfield Reserve, Lysterfield	2021/22
Major Crescent Reserve, Lysterfield	2021/22
Schultz Reserve, Wantirna	2021/22
Flamingo Reserve, Wantirna South	2021/22
Walker Reserve, Wantirna South	2022/23

## 9 Connected Communities Officers' Reports for consideration

### 9.1 Minor Grants Program 2020-21 Monthly Report

**SUMMARY: Community Partnerships Officer, Deb Robert**

**This report summarises the grant applications recommended for approval in February 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:**

- Approve 3 applications for a total of \$5,500 as detailed below:**

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
<b>Temple Society</b>	<b>Cool Runnings –fridge/freezer</b>	<b>\$3,000</b>	<b>\$3,000</b>
<b>Knox Model Aircraft Club</b>	<b>KMAC Community Health – defibrillator</b>	<b>\$2,000</b>	<b>\$2,000</b>
<b>Mountain Gate Tennis Club</b>	<b>Family Open Day</b>	<b>\$500</b>	<b>\$500</b>
<b>TOTAL</b>		<b>\$5,500</b>	<b>\$5,500</b>

- Note that, inclusive of the above recommended grants totalling \$5,500, a total of \$124,176 has been awarded to date under the 2020-2021 Minor Grants Program to support 56 community-based organisations and their programs.**

#### 1. INTRODUCTION

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

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

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

- Funded projects will provide benefit to the Knox community and help meet Council objectives;
- Co-operation and collaboration between groups will be encouraged;
- The grant process will be consistent, equitable and transparent; and

- The grant process will support and strengthen community groups in developing local solutions to local needs.

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

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

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

## **2. DISCUSSION**

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

Three complete Minor Grant Program applications were received since the Ordinary Meeting of Council on 27 January 2021, requesting grants totalling \$5,500. All groups are eligible to apply.

The application from the Temple Society is for \$3,000 to assist with the replacement of a fridge and a freezer for their community food program. The equipment had to be replaced urgently just prior to Christmas and a grant is being requested retrospectively to meet the shortfall of fundraising which was impacted by the COVID pandemic lockdown. A retrospective grant is excluded under Cl 6.28 of the Minor Grants Program Policy, however it is recommended this clause be waived in accordance with Cl 7 of the Policy regarding Crisis Response Provision for Minor Grants as follows:

“In the event of a declared emergency or exceptional circumstance, such as a natural disaster or pandemic impacting the municipality, Council or its delegates may waive specific clauses in this document to enable appropriate support to community organisations”

The Temple Society's local CHAMPION program currently provides food for over 300 vulnerable people in Knox each month.

The application from the Knox Model Aircraft Club is to purchase a defibrillator to meet requests of membership, which has an average age of 67, to provide sense of wellbeing and preparedness. A quote for equipment and training has been provided by St Johns Ambulance.

The application from the Mountain Gate Tennis Club is for an activity that has been funded with a Minor Grant for the past two financial years, which would make it ineligible under CL 6.25. It is recommended that CL 6.25 be waived in this instance, in accordance with Cl 7 Crisis Response Provision for Minor Grants, given the challenges of fundraising activities due to the COVID pandemic. The Club will be advised that they will need to plan their own resources for the Club event next year.

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 for the Minor Grants Program (comprising the annual allocation of \$148,500 plus an additional \$51,500 allocated through the COVID Community and Business Support Package and \$13,454 in unspent funds carried forward from the 2019/20 Minor Grants Program, as per the Minor Grants Policy).

Recommended applications for the January/February period total \$5,500. If approved as recommended, the remaining Minor Grants budget for 2020-21 will total \$95,295 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 4 – We are safe and secure**

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

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

**Report Prepared By: Community Partnerships Officer, Deb Robert**

**Report Authorised By: Director, Connected Communities, Tanya Scicluna**

### **Attachments**

1. Attachment 1 - Applications - Combined - Minor Grants Program - February 2020-21  
Redacted [9.1.1 - 16 pages]

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 51- MGP - 2020-21 From Temple Society Australia**  
 Form Submitted 27 Jan 2021, 10:43am AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

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

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

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

### Application Category

#### Application Amount

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

#### Organisation Name \*

Temple Society Australia

#### Organisation Address \*

[REDACTED]

te/Province, Postcode, and Country are required.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 51- MGP - 2020-21 From Temple Society Australia**  
 Form Submitted 27 Jan 2021, 10:43am AEDT

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

e/Province, Postcode, and Country are required.

**Phone Number**

[REDACTED]

tralian phone number.

**Mobile Phone Number \***

[REDACTED]

tralian phone number.

**Email \***

[REDACTED]

**Please provide your ABN**

35 439 044 725

Information from the Australian Business Register	
<b>ABN</b>	35 439 044 725
<b>Entity name</b>	Temple Society Australia
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3204 VIC
<i>Information retrieved at 1:27am yesterday</i>	

Must be an ABN.

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

**Is your organisation Incorporated? \*** Yes  No

If No please provide details of Auspice below

**Incorporation Details****Please provide your Incorporated number**

004279001

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 51- MGP - 2020-21 From Temple Society Australia**  
 Form Submitted 27 Jan 2021, 10:43am AEDT

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

"Cool Runnings"

**(a) Briefly describe details of the request: \***

CHAMPION emergency food relief and community hub in Bayswater requires a larger fridge and a new freezer. Our current fridge is too small and the shelves have broken from wear and tear over the past 7 years. Since we opened in 2013 the number of clients we help has increased significantly and this has led to an increase in food distribution. Currently the size of our refrigerator and freezer does not allow us to store much cold food to distribute. In addition to this, our inside freezer has decided to stop working as well. We would be most grateful for a Minor grant to contribute to the cost of the fridge/freezer we need to purchase please.

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

By having a larger fridge and a separate freezer we can distribute more cold and frozen food to CHAMPION clients (we feed over 300 people each month) as well as reducing landfill with food that would otherwise be disposed of. This is a win-win for vulnerable Knox residents and the environment! Having a larger fridge means we can store more food and a new freezer means we will once again be able to offer frozen food to clients. Currently the fridge shelving is not stable and is dangerous for our volunteers and staff to use as the plastic shelving has broken. We have rearranged our room to fit a larger fridge and freezer and have undertaken fundraising last year but fall short of our needed amount.

**Project Start Date \***

27/01/2021

Must be a date.

**Project End Date \***

28/02/2021

Must be a date.

## BUDGET

**\* indicates a required field**

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

\$10,879.00

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.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 51- MGP - 2020-21 From Temple Society Australia**  
 Form Submitted 27 Jan 2021, 10:43am AEDT

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	\$
New Williams fridge 2 door	\$5,335.00
New Williams freezer	\$5,115.00
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$10,450.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: FINAL FRIDGE! Order Confirmation (1).pdf  
 File size: 50.0 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: TSAL Certificate of Incorporation.pdf  
 File size: 47.7 kB

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 51- MGP - 2020-21 From Temple Society Australia**  
Form Submitted 27 Jan 2021, 10:43am AEDT

## Evidence of Public Liability

### **Evidence of current Public Liability Insurance must be supplied \***

---

Filename: PLI Policy-03.080.0604473.pdf  
File size: 54.8 kB

### **Public Liability Expiry Date \***

31/03/2021  
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) \***

Community Careworker/CHAMPION Manager

### **Declaration Date \***

27/01/2021  
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 107- MGP - 2020-21 From Knox Model Aircraft Club**  
 Form Submitted 5 Feb 2021, 1:57pm AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

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

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

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

### Application Category

#### Application Amount

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

#### Organisation Name \*

Knox Model Aircraft Club

#### Organisation Address \*

[REDACTED]

te/Province, Postcode, and Country are required.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 107- MGP - 2020-21 From Knox Model Aircraft Club**  
 Form Submitted 5 Feb 2021, 1:57pm AEDT

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]

te/Province, Postcode, and Country are required.

**Phone Number**

Must be an Australian phone number.

**Mobile Phone Number \***

[Redacted]

tralian phone number.

**Email \***

[Redacted]

**Please provide your ABN**

Information from the Australian Business Register	
<b>ABN</b>	
<b>Entity name</b>	
<b>ABN status</b>	
<b>Entity type</b>	
<b>Goods &amp; Services Tax (GST)</b>	
<b>DGR Endorsed</b>	
<b>ATO Charity Type</b>	
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	
<b>Main business location</b>	

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**

A0058376Y

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 107- MGP - 2020-21 From Knox Model Aircraft Club**  
 Form Submitted 5 Feb 2021, 1:57pm AEDT

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

KMAC Community Health

**(a) Briefly describe details of the request: \***

KMAC has around 40 members. Our average age is 67 years. The club has acceded to member requests for a defibrillator. This application is on the back of investigations as to the best option for us provide the sense of well being for our members.

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

We welcome visitors and give them a window into the hobby and an opportunity to have a fly of a model. People who are interested are often what we refer to as rethreads people who are looking to pick a past interest or activity in an engaging and supporting environment. We also encourage and support people who might not otherwise engage in asocial situation ie recovering from depression or relationship issues.

**Project Start Date \***

01/02/2021

Must be a date.

**Project End Date \***

28/02/2021

Must be a date.

## BUDGET

**\* indicates a required field**

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

\$2,000.00

Must be a dollar amount.

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

**(c) What amount is being requested? \***

\$2,000.00

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**

\$

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 107- MGP - 2020-21 From Knox Model Aircraft Club**  
 Form Submitted 5 Feb 2021, 1:57pm AEDT

St Johns have extended their deal for us until the end of Feb	\$2,000.00
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**  
 \$2,000.00

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

Filename: Defib\_Promotion.pdf  
 File size: 434.1 kB

**Other Grant Funding**

**(e) Have funds been sought / provided from other Council grants? \***  
 Yes  No

**Other Fund Details**

**Year of Application:**  
 2020

**Grant Program:**  
 Covid Govt/council grant unexpended yet

**Amount:**  
 \$500.00  
 Must be a dollar amount.

**ADDITIONAL SUPPORTING INFORMATION**

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

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

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 107- MGP - 2020-21 From Knox Model Aircraft Club**  
Form Submitted 5 Feb 2021, 1:57pm AEDT

**Attach relevant documentation:**

*No files have been uploaded*

**Evidence of Public Liability**

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: 2020\_MAAA\_Master\_PL-Certificate.pdf

File size: 253.9 kB

**Public Liability Expiry Date \***

31/05/2021

*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) \***

Knox Model Aircraft Club

**Declaration Date \***

05/02/2021

*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 106- MGP - 2020-21 From Mountain Gate Tennis Club**  
 Form Submitted 1 Feb 2021, 7:59pm AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

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

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

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

### Application Category

#### Application Amount

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

#### Organisation Name \*

Mountain Gate Tennis Club

#### Organisation Address \*

[REDACTED]

Province, Postcode, and Country are required.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 106- MGP - 2020-21 From Mountain Gate Tennis Club**  
 Form Submitted 1 Feb 2021, 7:59pm AEDT

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

Province, Postcode, and Country are required.

**Phone Number**

[REDACTED]

Australian phone number.

**Mobile Phone Number \***

[REDACTED]

Australian phone number.

**Email \***

[REDACTED]

**Please provide your ABN**

26 076 963 361

Information from the Australian Business Register	
<b>ABN</b>	26 076 963 361
<b>Entity name</b>	Mountain Gate Tennis Club Incorporated
<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>	3156 VIC
<i>Information retrieved at 12:55am yesterday</i>	

Must be an ABN.

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

**Is your organisation Incorporated? \*** Yes  No

If No please provide details of Auspice below

**Incorporation Details****Please provide your Incorporated number**

A0003946Y

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 106- MGP - 2020-21 From Mountain Gate Tennis Club**  
Form Submitted 1 Feb 2021, 7:59pm AEDT

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Family Fun Day

**(a) Briefly describe details of the request: \***

The Mountain Gate Tennis Club is holding it's annual family Open day from 10am to 2pm on Sunday 7th February 2021 for the local community to participate in free activities and play tennis.

We are hiring a jumping castle, supplying helium balloons and providing a free sausage sizzle and cans of drink.

We will be giving away gifts and prizes funded by the club or donated by local businesses.

We are seeking funding to cover the cost of the entertainment, helium balloons, printing of 150 flyers and sausage sizzle. I have attached a quote for the balloons and the invoice for the jumping castle.

However we will not be ordering the sausages, bread and drinks until the day before. We estimate a cost of \$200 for food and drinks but cannot provide a receipt in this submission.

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

The community will benefit by engaging in healthy exercise, social activities and having fun. The family Open day will have activities for all ages and abilities including "hot shots, cardio, coaching, checking serving speed with a radar gun, live entertainment and a free sausage sizzle.

"Get your Racket on' games will also be highlighted this year, the Family Open Day is at an ideal time due to the heightened interest in tennis whilst the Australian Open on. The club offers coaching, junior and senior competitions and social tennis throughout the week.

**Project Start Date \***

07/02/2021

Must be a date.

**Project End Date \***

07/02/2021

Must be a date.

## BUDGET

**\* indicates a required field**

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

\$900.00

Must be a dollar amount.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 106- MGP - 2020-21 From Mountain Gate Tennis Club**  
 Form Submitted 1 Feb 2021, 7:59pm AEDT

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

**(c) What amount is being requested? \***

\$500.00

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	\$
Sausages, bread and soft drink	\$200.00
Bunning Gas Bottle (exchange )	\$27.00
Officeworks 250 flyers printed (A5)	\$49.00
KMart Helium Balloons kit x 2	\$78.00
Jumping Castle	\$160.00
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$514.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Bunning Gas Bottle .png  
 File size: 269.8 kB

Filename: Jumping Castle Open Day .docx  
 File size: 121.3 kB

Filename: Kmart Quote .jpg  
 File size: 193.8 kB

Filename: Officeworks Quote .jpg  
 File size: 1.3 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 106- MGP - 2020-21 From Mountain Gate Tennis Club**  
Form Submitted 1 Feb 2021, 7:59pm AEDT

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

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

**Attach relevant documentation:**

---

Filename: Evidence of Incorporation MGTC.pdf  
File size: 32.2 kB

## **Evidence of Public Liability**

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: Certificate of insurance currency.pdf  
File size: 136.8 kB

**Public Liability Expiry Date \***

30/09/2021  
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) \***

Mountain Gate Tennis Club

**Declaration Date \***

01/02/2021  
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 106- MGP - 2020-21 From Mountain Gate Tennis Club**  
Form Submitted 1 Feb 2021, 7:59pm AEDT

**EFT PAYMENT CONSENT**

**\* indicates a required field**

**Payment of Grant**

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

**Bank Account \***

[REDACTED]

**Contact Name \***

[REDACTED]

**Position \***

President

**Organisation \***

Mountain Gate Tennis Club

**Email Address \***

[REDACTED]

Must be an email address.

**Contact Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Date \***

01/02/2021

Must be a date.

## 9.2 Advice in Response to Notice of Motion No. 111 - Aboriginal and Torres Strait Islander Recognition

**SUMMARY: Coordinator Healthy and Safe Communities, Lisette Pine**

**At the Ordinary Meeting of Council held on 30 November 2020, Council considered “Notice of Motion 111 – Aboriginal and Torres Strait Islander Recognition” (refer Attachment 1) and resolved to receive a report by February 2021 on this matter.**

**Due to unforeseen changes in the February 2021 Council Meeting and Briefing Timetable, it is recommended that Council agree to “Notice of Motion 111 - Aboriginal and Torres Strait Islander Recognition” being presented for consideration at the March 2021, Ordinary Meeting of Council.**

### **RECOMMENDATION**

**That Council agree to “Notice of Motion 111 – Aboriginal and Torres Strait Islander Recognition” being presented at the March 2021, Ordinary Meeting of Council.**

#### **1. INTRODUCTION**

At the 30 November 2020, Ordinary Meeting of Council, Council resolved:

1. That a report on the Aboriginal and Torres Strait Islander (ATSI) Needs Analysis be presented to the February 2021 Ordinary Council Meeting with recommendations for strengthening Council's partnership and engagement with the Knox Indigenous community to ensure that any subsequent actions can be prioritised in the 2021-2022 Budget cycle;
2. To reaffirm Council's commitment to the ongoing engagement and partnering with the ATSI people to progress cultural recognition and reconciliation through a range of initiatives, reflected in Council's Community Access and Equity Plan 2017-2022; and
3. To promote a “whole of business” mindset, to moving Knox Council forward in its acknowledgement and respect of First Nations people, ensuring cross-functional collaboration as opportunities present themselves.

#### **2. DISCUSSION**

At the Ordinary Meeting of Council held on 30 November 2020, Council resolved that the ATSI Needs Analysis report be presented at the February 2021, Ordinary Meeting of Council (refer Attachment 1).

Due to unforeseen changes in the February 2021 Council Meeting and Briefing Timetable, including Councillor Induction sessions and 2021-2022 Budget and Business planning discussions, it is recommended that Council agree to “Notice of Motion 111 – Aboriginal and Torres Strait Islander Recognition” being presented for consideration at the March 2021, Ordinary Meeting of Council.

### **3. CONSULTATION**

Councillor Seymour, the mover for the Notice of Motion 111, has been consulted on the change of report presentation date.

### **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 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

#### **Goal 4 - We are safe and secure**

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

#### **Goal 6 - We are healthy, happy and well**

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

#### **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

### **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 agree for this report to be presented for consideration at the March 2021, Ordinary Meeting of Council.

**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 Healthy and Safe Communities, Lisette Pine**

**Report Authorised By:               Director, Connected Communities, Tanya Scicluna**

**Attachments**

1. Attachment 1 - Notice of Motion 111 - 30 Nov 2020 - Cr Seymour - Aboriginal and Torres Strait Island [**9.2.1** - 1 page]



30 November 2020

## Notice of Motion No. 111

### Aboriginal and Torres Strait Islander Recognition

I hereby give notice that it is my intention to move at the Ordinary Meeting of Council on 30 November 2020 the following motion.

That Council resolve:

1. *That a report on the Aboriginal and Torres Strait Islander (ATSI) Needs Analysis be presented to the February 2021 Ordinary Council meeting with recommendations for strengthening Councils partnership and engagement with the Knox Indigenous community to ensure that any subsequent actions can be prioritised in the 2021/22 budget cycle;*
2. *To reaffirm Councils commitment to the ongoing engagement and partnering with the Aboriginal and Torres Strait Islander (ATSI) people to progress cultural recognition and reconciliation through a range of initiatives reflected in Council's Community Access and Equity Plan 2017-22;*
3. *To promote a "whole of business" mindset, to moving Knox Council forward in its acknowledgement and respect of First Nations people, ensuring cross functional collaboration as opportunities present themselves.*

A handwritten signature in blue ink, appearing to read "N. Seymour", written over a faint circular stamp.

Cr Nicole Seymour  
Tirhatuan Ward

30 November 2020

2

### 9.3 Recreation and Leisure Committee Representation

**SUMMARY:** Leisure Services Officer, Suranga Dissakarunaratne

**Council's Recreation and Leisure Committee is an Advisory Committee that assists Council with its community engagement process and provides valuable information and advice on sport and leisure issues to support the decision making of Council.**

**On 30 November 2020, Council endorsed the achievements of the Recreation and Leisure Committee 2019-20 and approved a process to re-establish the Recreation and Leisure Committee for a further two-year term.**

**An expression of interest process has now been undertaken to seek community members to nominate for the Recreation and Leisure Committee. This report seeks Council approval to appoint 12 community representatives to the Recreation and Leisure Committee.**

#### **RECOMMENDATION**

**That Council:**

- 1. Appoint the applicants as presented in Confidential Attachment 3 to the Recreation and Leisure Committee, to serve a two-year term concluding in November 2022.**
- 2. Advise all applicants of Council's decision and thank them for their interest in nominating to be part of the Committee.**
- 3. Thank the outgoing members of the Recreation and Leisure Committee for their valuable contributions.**

#### **1. INTRODUCTION**

The Recreation and Leisure Committee (RLC) provides feedback and recommendations to Council on a variety of sport, recreation and leisure issues within the City of Knox. The Terms of Reference are provided at Attachment 1.

The purpose of the RLC is to assist Council with its community engagement process and to provide valuable information and advice to support the decision making of Council. The establishment of the RLC supports Council's commitment to engage with its community and to acknowledge the critical role sport, recreation and leisure play in the physical and mental wellbeing of the community.

The RLC acts in an advisory capacity only and does not represent Council nor does it have delegated authority to make decisions on behalf of Council.

The term of the new RLC is currently approved and will be in effect for two years from 30 November 2020 until 29 November 2022.

The community members who are recommended to be appointed to the RLC are from a broad cross-representation as specified within the Terms of Reference.

## 2. DISCUSSION

### 2.1 Expression of Interest Applications

Council, at its Council Meeting on 30 November 2020, endorsed a process to re-establish the RLC in line with the RLC's Terms of Reference (refer to Attachment 1 of this report).

There were 21 expressions of interest for 12 vacancies and the applications were assessed in accordance with the RLC Terms of Reference. The Assessment Panel consisted of Council officers from the Leisure Services unit. The Panel was advised of the 12 applicants recommended for appointment to the RLC. The recommended applicants will bring an appropriate level of sporting interest, knowledge and experience to the RLC. Note that all recommended applicants over the age of 18 must complete a successful police check before they can commence their volunteering role as per Council's Volunteer Policy.

A breakdown based on the 12 recommended applicants to be appointed to the RLC is listed in Table 1.

**Table 1: Proposed RLC Membership Breakdown**

Councillor Membership		
Membership Categories	Description	2021-22 Councillor Appointments
As per Councillor Committee Appointments	Nominated representatives of Council	3 – Cr Lisa Cooper, Cr Susan Laukens and Cr Yvonne Allred
General Community Representatives	Representatives who are enthusiastic about sport and leisure, yet they may or may not be affiliated with a specific sporting or leisure group	1
Sporting Club Representatives	Representatives who actively support a sporting code/s within the City	8
Sector/Association Representatives	Representatives of special recreation interest groups (e.g., youth, disability groups and/or the broader sporting and leisure sector)	3
<b>Total</b>		<b>15</b>

## 3. CONSULTATION

Between 4 December 2020 and 11 January 2021, Council sought expressions of interest from community members interested in joining the RLC through multiple avenues including Council's social media pages and website. This advertising was completed in conjunction with direct emails via "A Note from Leisure" to sport, recreation and leisure groups within Knox and relevant peak bodies which support these groups.

The Terms of Reference for the RLC notes that membership comprises of up to but no greater than 15 members and no less than 12 members, including three Councillors.

In response to the advertising program, 21 applications were received. Membership applications to the RLC were oversubscribed and a ranking process was undertaken to determine the recommended applicants.

In addition to the ranking process, it was determined that to have a diverse range of sport, recreation and leisure activities represented within the RLC, should there be two or more applicants representing the same sector (i.e. sport), the highest ranked applicant would be recommended for appointment.

The final ranking of the applicants and the recommended appointments to RLC are shown at Confidential Attachment 2 and a list of the recommended and not recommended appointments by name and organisation at Confidential Attachment 3 of this report. Copies of the application forms are provided in Confidential Attachment 4.

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

The RLC considers a number of key environmental and amenity issues facing Council, including the following:

- Sustainability initiatives (i.e. solar energy usage, LED floodlighting, etc.).
- Facility development and its impact on existing vegetation.
- Crime Prevention through Environmental Design (CPTED) principles.

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

The cost to Council to support the RLC is approximately \$4,500 per annum and is funded within Council's annual budget. This sum consists of labour to support meetings, costs for catering for the RLC meetings and end of term recognition gifts for the volunteer members.

#### **6. SOCIAL IMPLICATIONS**

It is proposed that the RLC will continue to provide advice to Council concerning the social implications associated with the development of leisure, sport and recreational policies and strategic plans. Key policies and topics expected to be discussed include:

- Breach of Seasonal Licence Agreements with Sporting Clubs.
- Casual Use of Active Reserves.
- Community Signage on Council Open Space Policy.
- Guidelines for Developing Sports Facilities.
- Sporting Reserve Facility Usage Policy.
- Sporting Club Financial Contributions towards Reserve Development Policy.
- Increasing female participation in sports and leisure.
- Creating more opportunities for non-mainstream sports and leisure activities.
- Encouraging and retaining volunteers.
- Creating child safe and family friendly sporting and leisure environments.

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

### **Goal 6 - We are healthy, happy and well**

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

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

Strategy 7.3 - Strengthen community connections

### **Goal 8 - We have confidence in decision making**

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

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

## **8. CONFLICT OF INTEREST**

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

## **9. CONCLUSION**

The RLC is an effective mechanism for consultation and enables Council to achieve a positive collaboration with the community. This collaboration assists with the development of strategic plans and policies, which are particularly relevant to recreation and leisure programs and facilities in Knox.

The RLC highlights Council's approach towards public participation, engagement and partnerships. It aims to support Council to be effectively advised on various sports, recreation and leisure matters from community group representatives, sports association representatives and community members.

## **10. CONFIDENTIALITY**

Confidential Attachments 2, 3 and 4 are included in the confidential agenda, as they contain confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information, including names, addresses information that reveals a person's identity, being the names and details of prospective committee members which would be unreasonable to disclose publicly, or to disclosure before they are appointed.

**Report Prepared By: Leisure Services Officer, Suranga Dissakarunaratne**

**Report Authorised By: Director, Connected Communities, Tanya Scicluna**

### **Attachments**

1. Attachment 1 - Terms of Reference - Recreation and Leisure Committee 2021-22 [9.3.1 - 8 pages]

**Confidential attachments have been circulated under separate cover**



# Recreation & Leisure Committee

Directorate:	Community Services		
Approval by:	Council	Responsible Officer:	Coordinator Leisure Services
Approval Date:	30 November 2020	Version Number:	
Review Date:	<i>Two Years from Meeting Date</i>		

## 1. Purpose

The function of this Advisory Committee is to facilitate stakeholder engagement which supports quality decision making and in turn, the achievements of Council's goals and strategies under the Community and Council Plan.

The Committee exists to:

- Assist Council with its community engagement process and provide valuable information to support the decision making of Council; and
- Support Council's commitment to engage with its community and to acknowledge the critical role recreation, sport and leisure plays in the wellbeing of our community.

## 2. Objectives

The objectives of the Committee are to:

- Provide strategic advice and input relating to the development of Council's leisure plans and policies;
- Engage in discussion regarding 'special interest' sport and leisure topics as determined by Council;
- Participate in the ongoing consultation, review and implementation of sporting and recreational strategic documents; and
- Provide input into Council's processes relating to sport where requested e.g. provide feedback regarding projects to be considered by Council for submission to external funding programs.

Advisory Committees, when established under this Policy, will be aligned to one of the following groups:

- Life Stages Group;
- Sustainable Development Group;
- Inclusive, Active and Creative Community Groups; and
- Grants Evaluation Group.

Whilst the individual committees will meet at the designated times within its Terms of Reference, each 'group' will meet once annually. This will generally be between October and December each year. A designated Directorate will be responsible for coordinating group meetings. The purpose of these meetings will be to:

- Provide feedback to group on priorities for individual committees;
- Update group of progress of key issues; and
- Identify synergies between groups and links to progressing the Community and Council Plan.



In addition to group meetings, all committees will be provided with an opportunity to meet together annually. The 'annual advisory committee' sessions will generally be held between April and May each year, and will be coordinated by the Governance team. The purpose of these meetings will be to:

- Report on progress by Council against Community and Council Plan;
- Provide overview of industry trends and Council priorities for the upcoming year;
- Consider synergies and opportunities for sharing information and collaboration; and
- Deliver training to support to committees.

### 3. Membership, Period of Membership and Method of Appointment

The Committee will comprise of up to, but no greater than 15 members and no less than 12 members, including the following:

- Councillor representatives (three) - Annually appointed by Council;
- General Community representatives;
- Sporting Association representatives ; and
- Sector representatives.

Membership representation is described below:

- Councillor representatives –Appointed annually;
- General Community representatives – These representatives are enthusiastic about sport and leisure. They may or may not be affiliated with a specific sporting or leisure group;
- Sporting Association representatives – Actively support a sporting code within the City of Knox; and
- Sector representatives – Represent special interest groups i.e. youth, access and inclusion and/or the broader sporting and leisure sector.

It is expected that each member will attend a minimum of 75% of meetings annually. If a member attends less than 75% of meetings annually, Council could appoint a replacement member if deemed necessary.

#### Applications

Applications for membership to the Committee will be assessed by officers, before a recommendation is provided to Council. Applications will be assessed based upon their interest, knowledge and expertise relating to:

- Leisure, sporting and health and fitness trends;
- Sporting and leisure infrastructure;
- Community capacity building, particularly the importance of volunteerism;
- Sporting and leisure networks;
- A working knowledge of sport and leisure within Knox; and
- The provision of sport and leisure within a Local Government context.

Should it be required, a follow up interview with the applicant will take place. In the event of a member resigning from the Committee, a written letter of resignation should be made to the Chairperson. Council reserves its right to truncate the term of the Committee.

#### Casual Vacancies

Casual vacancies which occur due to a sporting association Committee members or a general community Committee member being unable to complete their appointments, may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbent's term. Consideration will be given to ensuring that the composition of the Committee is inclusive, diverse, equitable, and representative of the broader Knox community.



Should there be further clarity on how to determine priority eg. Replace with qualities of the concluding member, or use the original ranking criteria, the selection panel will make a recommendation to the Chief Executive Officer, who will have the authority to appoint the recommended candidate to the Committee for the remainder of the previous incumbent's term.

Should there be no suitable alternative candidate from the previous selection process (inability to ensure that the composition of the Committee is inclusive, diverse and equitable); the position will remain unfilled unless the total membership of the Committee has reached a level below the minimum membership requirements.

Where there are no suitable candidates identified and the minimum membership requirements are not met, a formal expression of interest and selection process is required. The outcome of the formal expression of interest process will be presented to Council for determination.

#### **Term**

Non-Councillor members on the Committee will be appointed for a maximum term of two years. At the conclusion of each term, pending Council approval, new Committee members will be appointed via the aforementioned application process.

#### **3.1 Selection and Recruitment of Community and Professional Industry Representative Members**

The process to appoint community members will be advertised in local newspapers, on Council's internet site and through local networks. Applicants must make application via an expression of interest process.

Eligible community members will have an interest in and good working knowledge of sport and leisure in Knox.

The approach and method for appointing representatives will include the following:

- Community and professional/ industry members will be selected by a panel comprising a Councillor and two Council Officers from the relevant service unit;
- The method of appointment will be via an online expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered;
- Consideration will be given to ensuring that the composition of the Committee is inclusive, diverse, equitable, and representative of the broader Knox community. A diverse make-up of age, gender, ability, health, culture, religion, sexuality and background will be encouraged.
- Council will be responsible for appointing all Councillor, community and professional/industry representative members; and
- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.

Professional/industry representatives unable to attend a committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's nominated officer at least 24 hours prior to the meeting. It is expected the appointed professional/industry representative will provide an appropriate briefing of the committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.



The Committee may invite observers to meetings from time to time. This is at the discretion of the committee.

Guests may also be invited to attend and participate at meetings, this would generally for a specific purpose and/or specified period of time. This is at the discretion of the committee.

### **3.2 Councillors**

Council will appoint Councillor representation annually.

Unless otherwise appointed to the committee by Council, the Mayor is, by virtue of the Office, an ex officio member of the committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance.

The role of Councillors is to participate in the meetings, listen to community and stakeholder views and keep the Council informed, through reports on committees by Councillors at Council meetings, on issues of community interest being considered at meetings.

### **3.3 Council Officers**

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

## **4. Delegated Authority and Decision Making**

The Committee acts in an advisory capacity only and does not represent Council nor does it have delegated authority to make decisions on behalf of Council. The Committee may determine and form (through its membership) specific purpose committees to undertake research and make recommendations to the Committee.

In accordance with section 76E of the Local Government Act 1989, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function. The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

## **5. Synergies with existing committees**

The Committee is the only Council committee that deals with broad based sport, recreation and leisure issues within the City of Knox. Given the specific function of the Committee, the amalgamation with an existing committee is not recommended or considered appropriate. However, it must be noted that the other committees may have input in to key issues (eg. Community Safety, Health and Wellbeing, Disability Advisory Committee, Youth Advisory Committee, etc).

The Committee forms part of the Inclusive, Active and Creative Communities Group of Committees, which meets twice annually.

## **6. Quorum**

A quorum will be fifty per cent (50%) of the Committee membership plus one.



### **Substitute representation for a committee meeting**

Should a sporting association member of the Committee be unable to attend a meeting, the said member could send an associate of their organisation/group as a substitute. The substitute must be part of the organisation/group's Executive Committee. The attendance of a substitute must be approved by the Manager - Youth, Leisure and Cultural Services prior to the meeting.

Should a general community member with no alignment to an organisation/group be an apology for a meeting, the member will be unable to be replaced by a substitute.

## **7. Meeting Procedures**

The Committee will meet four times per calendar year and additional meetings may be scheduled if required.

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

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

The Committee will meet on a quarterly basis and an annual schedule of meetings will be agreed upon at the first meeting of the Committee in each year. The Committee will also participate in the six-monthly group meetings and the annual Advisory Committee Forum.

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

At the commencement of each term the committee will develop a work plan for the upcoming year. This will generally be aligned with the Community and Council Plan. The Committee may also highlight any emerging issues which will also be documented. For efficiency purposes the business of the Committee throughout the ensuing year should align with the work plan and list of emerging issues.

Meetings will follow standard meeting procedure protocols, which are in summary:

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

## **8. Chair**

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

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



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

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

The Committee must advise Council's Governance Team of the name of the Chairperson within one week of appointment. These details will then be updated on the intranet and the Internet.

## 9. Agendas and Meeting Notes

Agendas and Minutes must be prepared for each meeting of the Committee. The Agenda must be provided to members of the Committee not less than seven days before the time fixed for the holding of the meeting.

The Chairperson must arrange for minutes of each meeting of the committee to be kept.

The minutes of a Committee meeting must:

- (a) Contain details of the proceedings and resolutions made;
- (b) Be clearly expressed;
- (c) Be self-explanatory; and
- (d) In relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Draft Minutes must be:

- (a) Submitted to the Committee Chairperson for confirmation within seven days of the meeting;
- (b) Distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) Submitted to the next meeting of the Committee for formal endorsement.

Minutes must be approved by the Chairperson before being published or distributed and then formally endorsed at the subsequent meeting.

Agendas and Minutes of the Committee will be made available on Council's intranet.

Agendas and notes from meetings are not required to be made available to the public.

## 10. Voting

As this is an advisory committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

## 11. Conflict and Interest Provisions

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

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and



- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the Advisory Committee may potentially form an Assembly of Councillors. Councillors and officers are required to comply with the conflict of interest provisions as set down in the Act.

Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.

Where a community member has a Conflict of Interest or perceived conflict of interest in relation to a matter before the Committee, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

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

All members of the Advisory Committee may be invited to attend annual training on Conduct and Interest provisions run by the Governance team.

## 12. Reporting

The Council Officers will prepare a Council report on an annual basis in line with their stated objectives. The report should directly reflect the objectives and the performance measures of the Committee as set out in the Terms of Reference.

## 13. Administration Support

Administration support will be provided by the Youth, Leisure & Cultural Services Department.

## 14. Contact with the Media

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

## 15. Review Date

The Committee will sunset after two years. If the Committee continues to have a relevant function, a report must be presented to Council prior to this date that includes a review of the Committee's Terms of Reference and seeking endorsement from Council to continue act in an advisory capacity.



## 16. Meals

The provision of refreshments during the course of a committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.

## 10 Office of the CEO Reports for Consideration

### 10.1 Financial Performance Report for the Quarter Ended 31 December 2020

**SUMMARY: Coordinator Management Accounting, James Morris**

**The Financial Performance Report for the period ended 31 December 2020 is presented for consideration.**

#### **RECOMMENDATION**

**That Council:**

- 1. Receive and note the Financial Performance Report for the period ended 31 December 2020.**
- 2. Note that the Chief Executive Officer, as required under Section 97(3) of the *Local Government Act 2020*, is of the opinion that a revised budget is not required for the current financial year.**

#### **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 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 projected financial year-end 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 to forecasts as a result of officers periodically assessing Council's budgetary performance considering 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 December 2020 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 December 2020, Council has achieved an operating surplus of \$73.032 million. This is \$10.241 million favourable to the year to date (YTD) Adopted Budget. Council expects to deliver an operating deficit of \$24.985 million, which is \$11.397 million improvement on the Adopted Budget primarily due to carry forward income and expenditure from 2019-20 into 2020-21.

The forecast deficit of \$24.985 million includes the loss on disposal of property, infrastructure, plant and equipment of \$24.629 million. Without the disposal of assets, the forecast operating deficit is predicted to be \$0.356 million (the Adopted Budget set the operating deficit excluding the disposal of assets at \$4.154 million).

The total capital works expenditure for the period ended 31 December 2020 is \$20.374 million. This is \$18.213 million less than the YTD Adopted Budget. The forecast capital works expenditure for the year is \$104.369 million and includes \$48.134 million in carry forward funding requirements from 2019-20 into 2020-21, and excludes \$26.360 million in anticipated carry forward expenditure from 2020-21 into 2021-22.

Council's cash and financial assets are \$18.485 million as at 31 December 2020, which is \$0.115 million greater 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 \$1.553 million, while since the commencement of the pandemic this figure increases to \$2.919 million. Forecast user fee income has been impacted by COVID-19 for a number of services, including Leisure Services (\$1.503 million), Health Services (\$0.539 million), Community Laws (\$0.370 million), and Arts and Cultural Services (\$0.185 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.

### **Revised Budget**

The new *Local Government Act 2020* under Section 97(3) requires that, for the second quarterly report of a financial year, the report must include a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required.

Section 95(1) of The Act states:

A Council must prepare and adopt a revised budget before the Council—

- (a) can make a variation to the declared rates or charges; or
- (b) can undertake any borrowings that have not been approved in the budget; or
- (c) can make a change to the budget that the Council considers should be the subject of community engagement.

Undertaking community engagement for a shortfall in budgets due to COVID-19 impacts for which Council have no control or influence is not required.

Accordingly, the Chief Executive Officer, as required under Section 97(3) of the *Local Government Act 2020* is of the opinion a revised budget is not required.

## **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 \$73.032 million for the period ended 31 December 2020, which compares favourably with the year to date Adopted Budget operating surplus of \$62.792 million.

An operating deficit of \$24.985 million is forecast for 2020-21, largely driven by the planned disposal of the Knox Regional Sports Park and COVID-19 impacted operations.

## **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 - December 2020 [10.1.1 - 22 pages]

**KNOX**  
your city



# **Financial Performance Report**

## **For year to date ended 31 December 2020**

## Contents

### Financial Performance Report for year to date ended 31 December 2020

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# Executive Summary

## Financial Performance Report for the year to date ended 31 December 2020

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### Introduction and Purpose

The Financial Performance Report for the year to date ended 31 December 2020 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

An earlier forecasting exercise during October and early November 2020 has resulted in the identification and confirmation of revenue and expenditure lines that have been impacted as a result of COVID-19. Whilst we will be actively monitoring and adjusting forecasts ongoing, we expect the majority of COVID-19 impacts have now been captured and recorded.

The 2020-21 Forecast result is showing a deficit of \$24.985M against an adopted budget deficit of \$36.383M. The forecast deficit includes an anticipated loss on disposal of property, infrastructure, plant and equipment of \$24.629M – this includes the transfer of KRSP assets to the State Government (\$23.581M), and the first Council contribution towards the KRSP project (\$12.500M).

The forecast operating deficit before the loss on disposal of property, infrastructure, plant and equipment is \$0.356M. The adopted budget operating deficit before the loss on disposal of property, infrastructure, plant and equipment was \$11.754M, while this deficit was revised down to \$4.154M with the carry forward of land sales relating to Kingston Links.

The 2020-21 Forecast includes the following adjustments:

#### *Income*

- \$7.600M increase in Land Sales relating to Kingston Links, carried forward from 2019-20 into 2020-21;
- \$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;
- \$0.700M 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;
- \$0.669M increase in waste management income, mainly related to commercial waste and green waste bin charges; and

# Executive Summary (continued)

## Financial Performance Report for the year to date ended 31 December 2020



- Income adjustments made due to COVID-19, particularly related to operating grant income received for the Working for Victoria Fund (\$2.766M), 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;
- 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 \$26.360M 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 \$6.000M relating to the Stamford Park redevelopment, \$3.864M relating to the Westfield Library design and fit out, \$3.700M for remediation works for the old Operations Centre, \$3.527M relating to the ICT program, and \$1.200M relating to the Modular Buildings program; and
- Employee costs are anticipated to finish \$3.722M 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 \$0.461M.

### Year-to-Date Operating Results

Operating Results	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
Income	148,143	157,306	9,163	180,803	187,526	6,723
Expense	85,352	84,274	1,077	217,186	212,511	4,675
<b>Surplus (Deficit)</b>	<b>62,792</b>	<b>73,032</b>	<b>10,241</b>	<b>(36,383)</b>	<b>(24,985)</b>	<b>11,397</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 \$10.241M 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;
- \$2.151M 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;
- \$3.372M favourable variance for unbudgeted capital grants received; and
- \$0.446M unfavourable variance in Public Open Space Contributions.

# Executive Summary (continued)

## Financial Performance Report for the year to date ended 31 December 2020



### Expenses (Operating and Capital Works)

- \$2.441M unfavourable variance in employee costs includes \$1.844M in unbudgeted employee costs relating to the Working for Victoria Fund; and
- \$3.470M favourable variance in Materials and Services due to the timing of activities and incoming invoices within various departments, in particular Election Costs (\$0.446M); Waste Management (\$0.415M), Arts and Cultural Services (\$0.344M), Open Space Maintenance (\$0.272M), and Knox Central activities (\$0.233M);
- Materials and Services includes a \$2.037M 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.
- Unfavourable variances in Materials and Services include COVID-19 related materials and services totalling \$0.978M, as well as an unfavourable variance for insurance (\$0.441M).

### Capital Works Program

Capital Works Expenditure	Adopted			Adopted		
	Budget \$'000's	Actual \$'000's	Variance \$'000's	Budget \$'000's	Forecast \$'000's	Variance \$'000's
Property	22,607	5,894	16,713	47,083	39,540	7,543
Plant and Equipment	2,809	2,357	452	15,452	10,260	5,192
Infrastructure	13,172	12,123	1,049	51,687	54,570	(2,883)
<b>Total Capital Works Expenditure</b>	<b>38,587</b>	<b>20,374</b>	<b>18,213</b>	<b>114,222</b>	<b>104,369</b>	<b>9,853</b>

Full year Forecast for Capital Works Expenditure includes \$48.134M in carry forward expenditure from 2019-20 into 2020-21, and excludes \$26.360M 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 December 2020 the Capital Works Program shows an expenditure of \$20.374M – this is \$18.213M 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 \$104.369M.

# Executive Summary (continued)

## Financial Performance Report for the year to date ended 31 December 2020



### 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	113,662	116,186	2,524	52,571	79,783	27,212
Non-Current Assets	2,120,973	1,960,344	(160,629)	2,125,416	1,998,965	(126,451)
<b>Total Assets</b>	<b>2,234,636</b>	<b>2,076,530</b>	<b>(158,105)</b>	<b>2,177,987</b>	<b>2,078,749</b>	<b>(99,238)</b>
Current Liabilities	29,732	27,529	2,203	41,279	42,017	(738)
Non-Current Liabilities	42,117	4,453	37,664	73,096	69,995	3,101
<b>Total Liabilities</b>	<b>71,849</b>	<b>31,982</b>	<b>39,867</b>	<b>114,375</b>	<b>112,012</b>	<b>2,363</b>
<b>Net Assets</b>	<b>2,162,786</b>	<b>2,044,548</b>	<b>(118,238)</b>	<b>2,063,612</b>	<b>1,966,737</b>	<b>(96,875)</b>
Accumulated Surplus	773,927	755,907	(18,020)	687,741	691,605	3,864
Asset Revaluation Reserve	1,360,570	1,255,639	(104,931)	1,360,570	1,255,639	(104,931)
Other Reserves	28,289	33,002	4,713	15,301	19,492	4,191
<b>Total Equity</b>	<b>2,162,786</b>	<b>2,044,548</b>	<b>(118,238)</b>	<b>2,063,612</b>	<b>1,966,737</b>	<b>(96,875)</b>
<b>Working Capital Ratio</b>	<b>3.82</b>	<b>4.22</b>		<b>1.27</b>	<b>1.90</b>	

The Balance Sheet as at 31 December 2020 indicates a sustainable result. A comparison of total Current Assets of \$116.186M with total Current Liabilities of \$27.529M continues to depict a sustainable financial position (Working Capital Ratio of 4.22 to 1). The Working Capital Ratio for the same period last year was 4.80. Current Assets primarily comprises Cash and Cash Equivalents (\$18.485M) and Trade and Other Receivables (\$96.298M). Trade and Other Receivables includes \$91.223M of rates debtors (of which \$7.470M relates to arrears pre July 2020) and \$4.460M 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	83,753	0	0	7,470	91,223
Special Rate Assessment	0	0	0	52	52
Parking and Animal Infringement Debtors	57	68	53	385	563
Other Debtors	2,850	89	894	627	4,460
<b>Total Trade and Other Receivables</b>	<b>86,660</b>	<b>157</b>	<b>947</b>	<b>8,534</b>	<b>96,298</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 is 15 February 2021, while the third instalment due date is 28 February 2021.

Rates outstanding for more than 90 days is \$1.813M 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 511 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 December 2020



Trade and Other Payables are \$4.292M as at 31 December 2020, which is \$0.316 favourable to the Adopted Budget. Trade and Other Payables have decreased from \$12.814M as at 30 June 2020.

The working capital ratio of 4.22 compares favourably to the Adopted Budget working capital ratio of 3.82. 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 1.90 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.

### 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	18,370	18,485	115	37,222	53,295	16,073
Other Financial Assets	0	0	0	0	9,900	9,900
<b>Total Funds Invested</b>	<b>18,370</b>	<b>18,485</b>	<b>115</b>	<b>37,222</b>	<b>63,195</b>	<b>25,973</b>
<b>Earnings on Investments</b>	<b>250</b>	<b>37</b>	<b>(213)</b>	<b>850</b>	<b>150</b>	<b>(700)</b>

There was \$18.485M invested with various financial institutions as at 31 December 2020. These funds include monies from trust funds and deposits and specific purpose reserves.

There are currently thirteen specific purpose reserves totalling \$33.002M as at 31 December 2020.

The earnings on investments for the period ended 31 December 2020 was \$0.037M and is \$0.213M 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 December 2020, expenditure specifically relating to COVID-19 has been \$1.553M, while since the commencement of the pandemic this figure increases to \$2.919M.

There has been a forecast reduction in income due to COVID-19 in the following areas:

- \$1.503M reduction in income for Leisure Services;
- \$0.539M reduction in income for Health Services;
- \$0.370M reduction in income for Community Laws;
- \$0.185M reduction in income for Arts and Cultural Services; and
- A further \$0.150M 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 December 2020



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		122,037	122,194	157	0.13%	122,245	122,255	10
Statutory Fees and Fines		1,549	1,352	(196)	(12.67%)	3,295	2,798	(497)
User Fees	1	10,144	8,703	(1,441)	(14.21%)	17,468	14,116	(3,352)
Grants - Operating	2	9,065	15,829	6,765	74.63%	22,808	29,097	6,289
Grants - Capital	3	1,407	5,769	4,362	310.05%	3,335	8,149	4,814
Contributions - Monetary		3,343	2,862	(482)	(14.41%)	7,887	7,984	97
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		598	596	(2)	(0.33%)	1,764	1,127	(638)
<b>Total Income</b>		<b>148,143</b>	<b>157,306</b>	<b>9,163</b>	<b>6.19%</b>	<b>180,803</b>	<b>187,526</b>	<b>6,723</b>
<b>Expenses</b>								
Employee Costs		38,017	40,458	(2,441)	(6.42%)	75,193	78,915	(3,722)
Materials and Services	4	30,459	26,989	3,470	11.39%	75,664	75,144	521
Depreciation		12,748	12,147	601	4.71%	24,606	24,336	270
Amortisation - Intangible Assets		0	446	(446)	(100.00%)	892	778	114
Amortisation - Right-of-Use Assets		496	204	292	58.95%	992	992	0
Contributions and Donations		3,284	3,550	(266)	(8.10%)	5,681	6,682	(1,002)
Borrowing Costs	5	593	0	593	100.00%	1,187	303	884
Finance Costs - Leases		21	10	11	52.32%	41	25	16
Bad and Doubtful Debts		33	136	(103)	(308.70%)	67	76	(9)
Other Expenses		282	321	(39)	(13.68%)	634	631	3
Net (Gain) Loss on Disposal of Property, Infrastructure, Plant and Equipment	6	(582)	14	(596)	(102.37%)	32,229	24,629	7,600
<b>Total Expenses</b>		<b>85,352</b>	<b>84,274</b>	<b>1,077</b>	<b>1.26%</b>	<b>217,186</b>	<b>212,511</b>	<b>4,675</b>
<b>Surplus (Deficit)</b>		<b>62,792</b>	<b>73,032</b>	<b>10,241</b>	<b>16.31%</b>	<b>(36,383)</b>	<b>(24,985)</b>	<b>11,397</b>
<b>Total Comprehensive Income for the Year</b>		<b>62,792</b>	<b>73,032</b>	<b>10,241</b>	<b>16.31%</b>	<b>(36,383)</b>	<b>(24,985)</b>	<b>11,397</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 December 2020



## Notes:

1	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$1.022M unfavourable variance in kindergarten parent fees received; this is partially offset by a \$0.431M favourable variance for the kindergarten special education grant</li> <li>- \$0.328M unfavourable variance in child care parent fees received; this is offset by a \$0.908M favourable variance in the child care benefit subsidy, together with a \$0.102M favourable variance for the child care special education grant</li> <li>- \$0.433M unfavourable variance for Health Services annual and new registrations; fees have been waived for 2021 for nominated premises due to COVID-19</li> <li>- \$0.334M favourable variance for the Commercial Waste garbage charge</li> <li>- \$0.197M favourable variance for the Green Waste bin charge due to a higher than expected takeup of green waste bins</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>- \$0.908M favourable variance in the child care subsidy, and \$0.102M favourable variance for the child care special education grant; this is offset by a \$0.328M decrease in child care parent fees received</li> <li>- \$0.431M favourable variance for the kindergarten special education grant; this is offset by a \$1.022M 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>- \$1.108M favourable variance for the Community Access &amp; Support CHSP grant received in December 2020 for period January to March 2021</li> <li>- \$0.498M favourable variance for the school crossing program grant</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>- \$3.372M favourable variance for unbudgeted capital grants received, including for the Knox Regional Netball Centre (\$1.750M); the Playground Renewal Program (\$0.405M); the Mountain Highway Shared Path (\$0.366M); the Modular Building Program (\$0.325M); Family &amp; Children's Buildings and Facilities (\$0.126M); and Milpera Reserve New Lighting (\$0.113M)</li> <li>- \$0.850M capital grant received for Quarry Reserve, Ferntree gully against a budget of \$0.400M</li> </ul>
4	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$1.949M favourable variance in COVID-19 Support Package, some of which are offset by unfavourable variance in User Fees and some by unfavourable variance in Contributions - Monetary and also by \$0.193M unfavourable variance for Interest on Rates</li> <li>- \$0.441M unfavourable variance for insurance, including \$0.281M unfavourable variance for public liability and professional indemnity insurance</li> <li>- \$0.243M unfavourable variance for unbudgeted personal protective equipment purchased due to COVID-19</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.448M favourable variance in elections costs; partially offset by an unfavourable variance of \$85K for election fines</li> <li>- \$0.233M favourable variance in Knox Central due to the timing of the program's activities</li> <li>- \$0.231M favourable variance for Carols by Candlelight and Stringybark Festival</li> <li>- \$0.272M favourable variance in Open Space Maintenance, including \$0.144M for mowing contracts</li> <li>- \$0.222M favourable variance in Community Law due to timing of activities</li> <li>- \$0.135M favourable variance in sponsorship payments</li> <li>- \$0.131M favourable variance in Footpath Maintenance</li> <li>- \$0.126M favourable variance in Strategy &amp; Business Intelligence due to timing of activities</li> </ul>
5	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.593M favourable variance in Borrowing Costs as budgeted loans have not been taken up at December 2020</li> </ul>
6	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.596M unfavourable variance in Net (Gain) Loss on Disposal of Property due to the timing of sale of plant and motor vehicles</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 December 2020



Net (Income) / Expenditure	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>Rates</b>								
Rates and Valuation		(106,000)	(106,305)	305	0.29%	(106,125)	(106,216)	91
<b>Net (Income) / Expense - Rates</b>		<b>(106,000)</b>	<b>(106,305)</b>	<b>305</b>	<b>0.29%</b>	<b>(106,125)</b>	<b>(106,216)</b>	<b>91</b>
<b>CEO</b>								
Chief Executive Officer		319	266	53	16.74%	635	616	19
Chief Financial Officer	1	317	625	(308)	(97.23%)	(3,267)	(1,904)	(1,363)
<b>Net (Income) / Expense - CEO</b>		<b>636</b>	<b>890</b>	<b>(254)</b>	<b>(40.03%)</b>	<b>(2,631)</b>	<b>(1,288)</b>	<b>(1,344)</b>
<b>City Strategy and Integrity</b>								
Directorate City Strategy and Integrity		263	249	14	5.33%	526	526	0
City Planning and Building	2	(2,022)	(1,445)	(577)	(28.53%)	(4,024)	(2,799)	(1,224)
City Safety and Health	3	2,311	1,794	517	22.36%	3,341	3,758	(417)
City Futures	4	2,323	1,741	581	25.02%	4,329	4,650	(321)
Governance	5	2,391	1,854	536	22.44%	4,762	4,655	108
Strategic Procurement and Property		400	364	36	9.10%	791	699	92
<b>Net (Income) / Expense - City Strategy and Integrity</b>		<b>5,666</b>	<b>4,558</b>	<b>1,108</b>	<b>19.56%</b>	<b>9,725</b>	<b>11,488</b>	<b>(1,763)</b>
<b>City Centre</b>								
Directorate City Centre		0	0	0	0.00%	0	0	0
Customer Experience		962	922	39	4.10%	1,903	1,865	38
Communications	6	856	755	102	11.86%	1,742	1,827	(84)
Knox Central	7	491	185	306	62.34%	976	1,073	(97)
<b>Net (Income) / Expense - City Centre</b>		<b>2,309</b>	<b>1,862</b>	<b>447</b>	<b>19.36%</b>	<b>4,622</b>	<b>4,764</b>	<b>(143)</b>
<b>Connected Communities</b>								
Directorate Connected Communities	8	281	531	(250)	(88.82%)	358	949	(591)
Community Wellbeing	9	5,167	4,593	574	11.11%	9,292	9,179	113
Family and Children's Services	10	3,946	2,913	1,033	26.18%	6,911	6,084	827
Community Access and Support	11	1,536	94	1,442	93.89%	3,833	3,568	265
Active and Creative Communities	12	3,082	2,292	791	25.65%	3,265	4,183	(918)
<b>Net (Income) / Expense - Connected Communities</b>		<b>14,013</b>	<b>10,423</b>	<b>3,590</b>	<b>25.62%</b>	<b>23,659</b>	<b>23,963</b>	<b>(304)</b>
<b>People and Innovation</b>								
Directorate People and Innovation	13	223	37	186	83.50%	440	32	408
Strategy, People & Culture	14	3,698	4,111	(413)	(11.17%)	5,466	6,835	(1,370)
Chief Information Officer		3,927	3,876	51	1.30%	6,814	6,852	(37)
Strategy & Organisational Development	15	329	162	167	50.68%	1,550	1,373	177
<b>Net (Income) / Expense - People and Innovation</b>		<b>8,177</b>	<b>8,187</b>	<b>(9)</b>	<b>(0.11%)</b>	<b>14,271</b>	<b>15,093</b>	<b>(822)</b>
<b>Infrastructure</b>								
Directorate Infrastructure	16	221	372	(152)	(68.77%)	441	441	(0)
Sustainable Infrastructure	17	(10,162)	(11,203)	1,041	10.25%	2,232	1,969	262
Community Infrastructure	18	3,159	2,935	224	7.09%	6,348	6,581	(233)
Operations	19	7,802	7,329	473	6.06%	15,593	16,206	(613)
Major Initiatives		134	43	91	67.77%	260	259	1
<b>Net (Income) / Expense - Infrastructure</b>		<b>1,153</b>	<b>(524)</b>	<b>1,677</b>	<b>145.48%</b>	<b>24,873</b>	<b>25,457</b>	<b>(584)</b>

## Summary of Net Income and Expenditure by Department

for year to date ended 31 December 2020



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>- \$213K 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>- \$202K unfavourable variance in maternity leave cover</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$593K favourable variance in interest expense due to the delay in budgeted borrowings</li> <li>- \$222K unfavourable variance in on-cost distribution program</li> </ul>
2	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$446K 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>- \$160K unfavourable variance in Building Services user fee income, this is reflective of development activities</li> </ul>
3	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$243K unfavourable variance for unbudgeted personal protective equipment purchased due to COVID-19</li> <li>- \$105K unfavourable variance for traffic enforcement fines; less fines have been issued due to COVID-19</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$498K favourable variance for School Crossing grant revenue</li> <li>- \$128K favourable variance for School Crossing employee costs and oncosts</li> <li>- \$99K favourable variance for Community Laws state levy payable</li> </ul>
4	<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</li> <li>- \$107K 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>- \$208K favourable timing variance for payments relating to the COVID-19 business support package</li> </ul>
5	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$448K favourable variance for Elections costs; partially offset by an unfavourable variance of \$85K for election fines</li> <li>- \$75K 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>
6	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$115K 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>
7	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$198K favourable variance in Contractors &amp; Services costs due to the timing of the program's activities</li> <li>- \$80K favourable variance in Employee costs due to timing of program's activities</li> </ul>
8	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$200K unfavourable variance for Employee cost as this is the whole directorate budgeted staff vacancies. This is to be offset by favourable variances in departments within this directorate.</li> </ul>
9	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$180K 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>- \$100K favourable timing variance for Community Grants</li> <li>- \$74K 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 December 2020



Notes (continued):	
10	<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>- \$431K favourable variance for the kindergarten special education grant; this is offset by a \$1,022K unfavourable variance in kindergarten parent fees received; kindergarten fees not received due to kindergarten fees being free due to COVID-19</li> <li>- \$908K favourable variance in the child care benefit subsidy; this is offset by a \$328K unfavourable variance in child care parent fees received</li> <li>- \$102K favourable variance for the child care special education grant</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$542K 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> </ul>
11	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$164K 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, partially offset by an unfavourable variance in Food Services employee costs and oncosts (\$153K)</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$1,108K favourable variance for CHSP grant received in December 2020 for period January to March 2021</li> </ul>
12	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$84K 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> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$230K favourable variance in Carols by Candlelight and Stringybark Festival</li> <li>- \$122K favourable variance in employee costs across the department, in part due to reduced services with the closure of community centres for COVID-19</li> <li>- \$135K favourable variance in sponsorship payments</li> <li>- \$100K favourable variance for the delivery of mental health first aid training, resilience and awareness programs to all sporting clubs across the municipality as part of the COVID-19 community support package</li> </ul>
13	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$186K favourable variance due to previous directorate being restructured</li> </ul>
14	<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 \$1,992K</li> <li>- \$441K unfavourable variance for insurance, including \$281K unfavourable variance for public liability and professional indemnity insurance</li> <li>- \$479K 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>- \$130K favourable variance in staff training cost due to COVID-19</li> </ul>
15	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$269K 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>
16	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$127K unfavourable variance in employee costs and oncosts due to a temporary director role</li> </ul>
17	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$334K favourable variance for Commercial Waste garbage charge</li> <li>- \$197K favourable variance for Green Waste bin charge due to a higher takeup of green waste bins</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>- \$95K favourable variance for street lighting</li> <li>- \$93K favourable variance for landfill tip costs</li> </ul>

# Summary of Net Income and Expenditure by Department

for year to date ended 31 December 2020



Notes (continued):	
18	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$200K unfavourable variance in capital labour recovery due to timing of activity</li> <li>- \$197K favourable variance in Stormwater Management employee costs and oncosts due to staff vacancies and the delay in recruitment of some budgeted positions</li> <li>- \$97K 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</li> <li>- \$50K favourable variance in Open Space and Landscape Design contractors and services expenditure with delays in some programs due to COVID-19</li> </ul>
19	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$173K favourable variance in Workshop Services, including a favourable variance of \$195K for fuel</li> <li>- \$165K favourable variance in Construction Works and Management</li> <li>- \$131K favourable variance in Footpath Maintenance</li> <li>- \$126K favourable variance for Open Space Maintenance, including a favourable variance of \$127K for mowing</li> <li>- Partially offset by a \$188K unfavourable variance in Drainage Maintenance Works</li> </ul>

## Statement of Capital Works

for year to date ended 31 December 2020



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	4,372	5,894	(1,522)	(34.82%)	28,848	21,305	7,543
<b>Total Property</b>		<b>22,607</b>	<b>5,894</b>	<b>(16,713)</b>	<b>(73.93%)</b>	<b>47,083</b>	<b>39,540</b>	<b>7,543</b>
<b>Plant and Equipment</b>								
Artworks		0	1	(1)	(100.00%)	80	185	(105)
Plant, Machinery and Equipment		461	667	(206)	(44.70%)	2,391	2,751	(360)
Fixtures, Fittings and Furniture		0	0	0	0.00%	0	0	0
Computers and Telecommunications	3	2,348	1,689	659	28.06%	12,981	7,324	5,657
<b>Total Plant and Equipment</b>		<b>2,809</b>	<b>2,357</b>	<b>(452)</b>	<b>(16.10%)</b>	<b>15,452</b>	<b>10,260</b>	<b>5,192</b>
<b>Infrastructure</b>								
Roads (including Kerb and Channel)	4	4,964	3,182	1,782	35.89%	10,133	10,543	(410)
Drainage		970	1,191	(221)	(22.73%)	4,265	3,858	407
Bridges		959	1,053	(94)	(9.81%)	1,625	1,390	235
Footpaths and Cycleways		2,060	1,922	138	6.71%	4,691	5,342	(651)
Off Street Car Parks		400	193	207	51.86%	1,075	1,109	(34)
Recreation, Leisure, Parks and Playgrounds	5	3,588	4,461	(873)	(24.33%)	29,505	31,513	(2,008)
Other Infrastructure		231	122	109	47.07%	393	814	(421)
<b>Total Infrastructure</b>		<b>13,172</b>	<b>12,123</b>	<b>(1,049)</b>	<b>(7.96%)</b>	<b>51,687</b>	<b>54,570</b>	<b>(2,883)</b>
<b>Total Expenditure - Capital Works Program</b>		<b>38,587</b>	<b>20,374</b>	<b>18,213</b>	<b>47.20%</b>	<b>114,222</b>	<b>104,369</b>	<b>9,853</b>
<b>Represented by:</b>								
Extension / Expansion		552	982	(430)	(77.81%)	3,963	4,084	(121)
Legal Requirements		0	25	(25)	(100.00%)	0	252	(252)
New		20,654	2,555	18,099	87.63%	43,411	38,702	4,709
Renewal		12,024	11,196	828	6.89%	39,430	36,131	3,299
Upgrade		5,357	5,616	(259)	(4.84%)	27,418	25,201	2,217
<b>Total Expenditure - Capital Works Program</b>		<b>38,587</b>	<b>20,374</b>	<b>18,213</b>	<b>47.20%</b>	<b>114,222</b>	<b>104,369</b>	<b>9,853</b>
<b>Funding Source for Capital Works Program</b>								
<b>External Funding</b>								
Contributions - Monetary - Capital		0	30	30	100.00%	1,155	2,280	1,125
Grants - Capital	6	1,407	5,769	4,362	310.05%	3,335	8,149	4,814
User Fees - Capital		0	(0)	(0)	(100.00%)	0	0	0
Proceeds from Loan Borrowings		0	0	0	0.00%	33,935	74,841	40,906
Other Income - Capital		0	8	8	100.00%	0	0	0
<b>Total External Funding</b>		<b>1,407</b>	<b>5,807</b>	<b>4,400</b>	<b>312.72%</b>	<b>38,425</b>	<b>85,270</b>	<b>46,845</b>
<b>Internal Funding</b>								
Proceeds from Sale of Property, Infrastructure, Plant and Equipment		584	335	(249)	(42.62%)	11,917	19,517	7,600
Reserves	7	5,689	4,629	(1,060)	(18.63%)	21,587	23,979	2,392
Rate Funding	8	30,908	9,603	(21,305)	(68.93%)	42,292	(24,397)	(66,689)
<b>Total Internal Funding</b>		<b>37,180</b>	<b>14,567</b>	<b>(22,614)</b>	<b>(60.82%)</b>	<b>75,797</b>	<b>19,099</b>	<b>(56,697)</b>
<b>Total Funding Source for Capital Works Program</b>		<b>38,587</b>	<b>20,374</b>	<b>(18,213)</b>	<b>(47.20%)</b>	<b>114,222</b>	<b>104,369</b>	<b>(9,853)</b>
Carry forward expenditure from 2019-20							48,134	
Carry forward expenditure to 2021-22							(26,360)	
<b>Movement in carry forward expenditure</b>							<b>21,774</b>	

## Statement of Capital Works

### for year to date ended 31 December 2020



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> - Favourable variance of \$18.235M relating to timing of Knox Central acquisitions</p>
2	<p><b>Permanent Variance:</b> - Unfavourable variances due to utilisation of carry forward funds for the Building Renewal Program (\$1.222M); the Rowville Reserve Multipurpose Community Facility (\$0.386M); and the Batterham Reserve Pavilion Refurbishment (\$0.218M)</p> <p><b>Timing Variance:</b> - Favourable variance relating to timing of activities for the Energy Performance Contract Implementation (\$0.453M)</p>
3	<p><b>Timing Variance:</b> - Favourable variance relating to timing of activities for the Asset Management System (\$0.320M); and the IT Renewal Program (\$0.125M)</p>
4	<p><b>Timing Variance:</b> - Favourable variance relating to timing of reconstruction activities for Laser Drive, Rowville (\$0.575M); Albert Street, Upper Ferntree Gully (\$0.500M); Cathies Lane, Wantirna South (\$0.311M); Lewis Road, Wantirna South (\$0.300M); and Barry Street, Bayswater (\$0.202M) - Partially offset by an unfavourable variance relating to the timing of the Road Surfacing Program (\$0.238M)</p>
5	<p><b>Permanent Variance:</b> - Unfavourable variances due to utilisation of carry forward funds for the Playground Renewal Program (\$0.779M); the Scoresby Village Masterplan (\$0.310M); the RD Egan Lee Reserve Masterplan (\$0.304M); and the Talaskia Reserve Masterplan (\$0.194M)</p> <p><b>Timing Variance:</b> - Favourable variances due to timing of activities for Knox Park Turf Renewal (\$0.249M); and the Templeton Reserve Sportsfield Renewal (\$0.198M)</p>
6	<p><b>Permanent Variance:</b> - \$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 - \$3.922M favourable variance for unbudgeted capital grants received, including for the Knox Regional Netball Centre (\$1.750M); the Playground Renewal Program (\$0.405M); the Mountain Highway Shared Path (\$0.366M); the Modular Building Program (\$0.325M); Family &amp; Children's Buildings and Facilities (\$0.126M); and Milpera Reserve New Lighting (\$0.113M) - \$0.850M capital grant received for Quarry Reserve, Ferntree gully against a budget of \$0.400M</p>
7	<p><b>Permanent Variance:</b> - 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 - Favourable variances due to utilisation of carry forward funds for the Scoresby Village Masterplan (\$0.310M); the RD Egan Lee Reserve Masterplan (\$0.301M); and the Talaskia Reserve Masterplan (\$0.194M) - Unfavourable variance of \$2.668M relating to the timing of Knox Central acquisitions</p>
8	<p><b>Timing Variance:</b> - Council generates cash from its operating activities which is used as a funding source for the capital works program - It is forecast that no funds will be required from operations to fund the 2020-21 capital works program (inclusive of projects carried forward into 2020-21) due to the forecast borrowings; the forecast borrowings will be revisited based on the anticipated carry forward of capital works from 2020-21 into 2021-22</p>

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 December 2020, a total of \$26.360M 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 December 2020



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		18,370	18,485	115	0.63%	37,222	53,295	16,073
Other Financial Assets		0	0	0	0.00%	0	9,900	9,900
Trade and Other Receivables		94,127	96,298	2,170	2.31%	14,184	16,020	1,836
Other Current Assets		1,156	197	(959)	(83.00%)	1,156	562	(594)
Non-Current Assets classified as Held for Sale	1	0	1,194	1,194	100.00%	0	0	0
Inventories		9	12	3	35.73%	9	6	(3)
<b>Total Current Assets</b>		<b>113,662</b>	<b>116,186</b>	<b>2,524</b>	<b>2.22%</b>	<b>52,571</b>	<b>79,783</b>	<b>27,212</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		2,110,276	1,954,501	(155,776)	(7.38%)	2,116,148	1,991,044	(125,104)
Right-of-Use Assets	2	4,663	755	(3,908)	(83.80%)	3,730	2,387	(1,343)
Intangible Assets	3	1,430	168	(1,262)	(88.24%)	934	614	(320)
<b>Total Non-Current Assets</b>		<b>2,120,973</b>	<b>1,960,344</b>	<b>(160,629)</b>	<b>(7.57%)</b>	<b>2,125,416</b>	<b>1,998,965</b>	<b>(126,451)</b>
<b>Total Assets</b>		<b>2,234,636</b>	<b>2,076,530</b>	<b>(158,105)</b>	<b>(7.08%)</b>	<b>2,177,987</b>	<b>2,078,749</b>	<b>(99,238)</b>
<b>Current Liabilities</b>								
Trade and Other Payables		5,158	4,292	866	16.78%	14,600	12,814	1,786
Trust Funds and Deposits		2,118	2,870	(752)	(35.52%)	2,118	1,626	492
Unearned Income		0	0	0	0.00%	0	1,334	(1,334)
Provisions - Employee Costs	4	15,110	19,725	(4,615)	(30.55%)	16,060	18,353	(2,293)
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	5	5,451	0	5,451	100.00%	6,626	6,706	(80)
Lease Liabilities	6	1,351	257	1,095	81.01%	1,331	799	532
Other Provisions		0	0	0	0.00%	0	0	0
<b>Total Current Liabilities</b>		<b>29,732</b>	<b>27,529</b>	<b>2,203</b>	<b>7.41%</b>	<b>41,279</b>	<b>42,017</b>	<b>(738)</b>
<b>Non-Current Liabilities</b>								
Provisions - Employee Costs		837	1,079	(242)	(28.94%)	837	1,097	(260)
Interest-Bearing Loans and Borrowings	7	33,673	0	33,673	100.00%	64,652	64,572	80
Provision - Landfill Rehabilitation	8	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	9	2,495	523	1,972	79.04%	2,495	1,475	1,020
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>69,995</b>	<b>3,101</b>
<b>Total Liabilities</b>		<b>71,849</b>	<b>31,982</b>	<b>39,867</b>	<b>55.49%</b>	<b>114,375</b>	<b>112,012</b>	<b>2,363</b>
<b>Net Assets</b>		<b>2,162,786</b>	<b>2,044,548</b>	<b>(118,238)</b>	<b>(5.47%)</b>	<b>2,063,612</b>	<b>1,966,737</b>	<b>(96,875)</b>
<b>Equity</b>								
Accumulated Surplus		773,927	755,907	(18,020)	(2.33%)	687,741	691,605	3,864
Asset Revaluation Reserve		1,360,570	1,255,639	(104,931)	(7.71%)	1,360,570	1,255,639	(104,931)
Other Reserves		28,289	33,002	4,713	16.66%	15,301	19,492	4,191
<b>Total Equity</b>		<b>2,162,786</b>	<b>2,044,548</b>	<b>(118,238)</b>	<b>(5.47%)</b>	<b>2,063,612</b>	<b>1,966,737</b>	<b>(96,875)</b>

## Balance Sheet

as at 31 December 2020



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> - \$1.194M favourable variance for land and buildings that have been agreed to sell
2	<b>Timing Variance:</b> - 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
3	<b>Timing Variance:</b> - Intangible Assets incorporates Corporate Software; Corporate Software purchased during this financial year will be capitalised at the end of June 2021
4	<b>Timing Variance:</b> - \$4.858M unfavourable variance for employee costs provisions is reflective of employee leave taken, together with movements in discount rates used as at 30 June 2020
5	<b>Timing Variance:</b> - 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> - 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
7	<b>Timing Variance:</b> - 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
8	<b>Timing Variance:</b> - Provision for Landfill Rehabilitation reflects net present value of estimated future rehabilitation costs as at 30 June 2020
9	<b>Timing Variance:</b> - 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 December 2020

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>Cash Flows from Operating Activities</b>								
<b>Receipts</b>								
Rates and Charges		44,775	44,620	(155)	(0.35%)	121,734	121,753	19
Statutory Fees and Fines		1,549	1,352	(196)	(12.67%)	3,295	2,798	(497)
User Fees	1	8,512	7,423	(1,088)	(12.79%)	17,432	14,080	(3,352)
Grants - Operating	2	7,777	14,536	6,759	86.92%	22,797	29,087	6,290
Grants - Capital	3	1,246	5,608	4,362	350.05%	3,334	8,148	4,814
Contributions - Monetary		3,183	2,700	(482)	(15.16%)	7,886	7,983	97
Interest Received		250	37	(213)	(85.17%)	850	150	(700)
Other Receipts		348	559	211	60.56%	914	977	62
Net Movement in Trust Deposits	4	42	1,286	1,244	2,961.61%	42	42	0
Employee Costs		(38,604)	(38,740)	(136)	(0.35%)	(74,829)	(78,551)	(3,722)
Materials and Services		(38,365)	(35,626)	2,739	7.14%	(75,518)	(74,990)	527
Contributions and Donations		(5,115)	(5,197)	(82)	(1.60%)	(5,624)	(6,625)	(1,002)
Short Term, Low Value and Variable Lease Payments		(4)	(4)	0	0.00%	(8)	(8)	0
Other Payments		(282)	(321)	(39)	(13.68%)	(634)	(631)	3
<b>Net Cash Provided by / (Used in) Operating Activities</b>		<b>(14,689)</b>	<b>(1,765)</b>	<b>12,924</b>	<b>87.99%</b>	<b>21,672</b>	<b>24,211</b>	<b>2,539</b>
<b>Cash Flows from Investing Activities</b>								
Payments for Property, Infrastructure, Plant and Equipment	5	(38,587)	(20,374)	18,213	47.20%	(98,461)	(90,951)	7,510
Proceeds from Sales of Property, Infrastructure, Plant and Equipment		584	336	(247)	(42.39%)	11,917	19,517	7,600
Payments for investments		0	0	0	0.00%	0	(9,900)	(9,900)
Proceeds from sale of investments	6	4,300	9,900	5,600	130.23%	4,300	9,900	5,600
<b>Net Cash Used in Investing Activities</b>		<b>(33,704)</b>	<b>(10,138)</b>	<b>23,566</b>	<b>69.92%</b>	<b>(82,244)</b>	<b>(71,434)</b>	<b>10,810</b>
<b>Cash Flows from Financing Activities</b>								
Proceeds of Borrowings		0	0	0	0.00%	33,935	74,841	40,906
Repayment of Borrowings	7	(1,781)	0	(1,781)	(100.00%)	(3,563)	(3,563)	0
Finance costs	8	(593)	0	(593)	(100.00%)	(1,187)	(303)	884
Interest Paid - Lease Liability		(21)	(10)	(11)	(52.32%)	(41)	(25)	16
Repayment of Lease Liabilities		(507)	(187)	(320)	(63.12%)	(1,015)	(1,015)	0
<b>Net Cash Provided by / (Used in) Financing Activities</b>		<b>(2,902)</b>	<b>(197)</b>	<b>(2,706)</b>	<b>(93.22%)</b>	<b>28,129</b>	<b>69,935</b>	<b>41,806</b>
<b>Net increase / (decrease) in Cash and Cash Equivalents</b>		<b>(51,295)</b>	<b>(12,099)</b>	<b>(39,196)</b>	<b>(76.41%)</b>	<b>(32,443)</b>	<b>22,711</b>	<b>55,154</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>18,370</b>	<b>18,485</b>	<b>115</b>	<b>0.62%</b>	<b>37,222</b>	<b>53,295</b>	<b>16,073</b>



## Cash Flow Statement

for year to date ended 31 December 2020

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%.

### Notes:

1	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$1.022M unfavourable variance in kindergarten parent fees received; this is partially offset by a \$0.431M favourable variance for the kindergarten special education grant</li> <li>- \$0.328M unfavourable variance in child care parent fees received; this is offset by a \$0.908M favourable variance in the child care benefit subsidy, together with a \$0.102M favourable variance for the child care special education grant</li> <li>- \$0.433M unfavourable variance for Health Services annual and new registrations; fees have been waived for 2021 for nominated premises due to COVID-19</li> <li>- \$0.334M favourable variance for the Commercial Waste garbage charge</li> <li>- \$0.197M favourable variance for the Green Waste bin charge due to a higher than expected takeup of green waste bins</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>- \$0.908M favourable variance in the child care subsidy, and \$0.102M favourable variance for the child care special education grant; this is offset by a \$0.328M decrease in child care parent fees received</li> <li>- \$0.431M favourable variance for the kindergarten special education grant; this is offset by a \$1.022M 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>- \$1.108M favourable variance for the Community Access &amp; Support CHSP grant received in December 2020 for period January to March 2021</li> <li>- \$0.498M favourable variance for the school crossing program grant</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>- \$3.372M favourable variance for unbudgeted capital grants received, including for the Knox Regional Netball Centre (\$1.750M); the Playground Renewal Program (\$0.405M); the Mountain Highway Shared Path (\$0.366M); the Modular Building Program (\$0.325M); Family &amp; Children's Buildings and Facilities (\$0.126M); and Milpera Reserve New Lighting (\$0.113M)</li> <li>- \$0.850M 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>- Trust funds and deposits primarily reflects the cash holdings for refundable deposits</li> <li>- This includes \$1.070M collected for the fire services levy; this amount is payable to the State Revenue Office by the 28th March 2020</li> </ul>
5	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$18.213M unfavourable variance is reflective of the capital works expenditure against budget as detailed in the Statement of Capital Works</li> </ul>
6	<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>
7	<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>
8	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.593M favourable variance in Borrowing Costs as budgeted loans have not been taken up at December 2020</li> </ul>

## Financial Performance Indicators

as at 31 December 2020



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	
<b>Operating Position - Measures whether a council is able to generate an adjusted underlying surplus.</b>					
<b>Adjusted Underlying Result</b>					
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.	$[\text{Adjusted Underlying Surplus (Deficit)} / \text{Adjusted Underlying Revenue}] \times 100$	(20%) to 20%	(23.25%)	(20.07%)	✓ 1
<b>Liquidity - Measures whether a council is able to generate sufficient cash to pay bills on time.</b>					
<b>Working Capital</b>					
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.	$[\text{Current Assets} / \text{Current Liabilities}] \times 100$	100% - 400%	127.36%	189.88%	✓ 2
<b>Unrestricted Cash</b>					
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.	$[\text{Unrestricted Cash} / \text{Current Liabilities}] \times 100$	10% - 300%	58.46%	118.86%	✓ 3
<b>Obligations - Measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities.</b>					
<b>Loans and Borrowings</b>					
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.	$[\text{Interest Bearing Loans and Borrowings} / \text{Rate Revenue}] \times 100$	0% - 70%	58.31%	58.30%	⚠ 4
<b>Debt Commitments</b>					
Defined as interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue.	$[\text{Interest and Principal Repayments} / \text{Rate Revenue}] \times 100$	0% - 20%	3.89%	3.16%	⚠ 5
<b>Indebtedness</b>					
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	$[\text{Non Current Liabilities} / \text{Own Source Revenue}] \times 100$	2% - 70%	50.49%	49.89%	⚠ 6

## Financial Performance Indicators

as at 31 December 2020



Indicator	Calculation of Measure	Full Year			Notes
		Expected Bands	Adopted Budget	Forecast	
<b>Asset Renewal</b> Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations	$\frac{\text{[Asset Renewal Expenditure / Depreciation]} \times 100}{}$	40% - 130%	130.66%	119.23%	✘ 7
<b>Stability - Measures whether a council is able to generate revenue from a range of sources.</b>  <b>Rates Concentration</b> Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability.	$\frac{\text{[Rate Revenue / Adjusted Underlying Revenue]} \times 100}{}$	30.00% - 80.00%	69.37%	69.07%	⚠ 8

✔ Forecasts improvements in Council's financial performance / financial position indicator compared to the Adopted Budget position.  
 ⚠ Forecasts that Council's financial performance / financial position indicator will be reasonably steady and is within Expected Bands.  
 ✘ Forecasts deterioration in Council's financial performance / financial position indicator compared to the Adopted Budget position.

**Notes:**

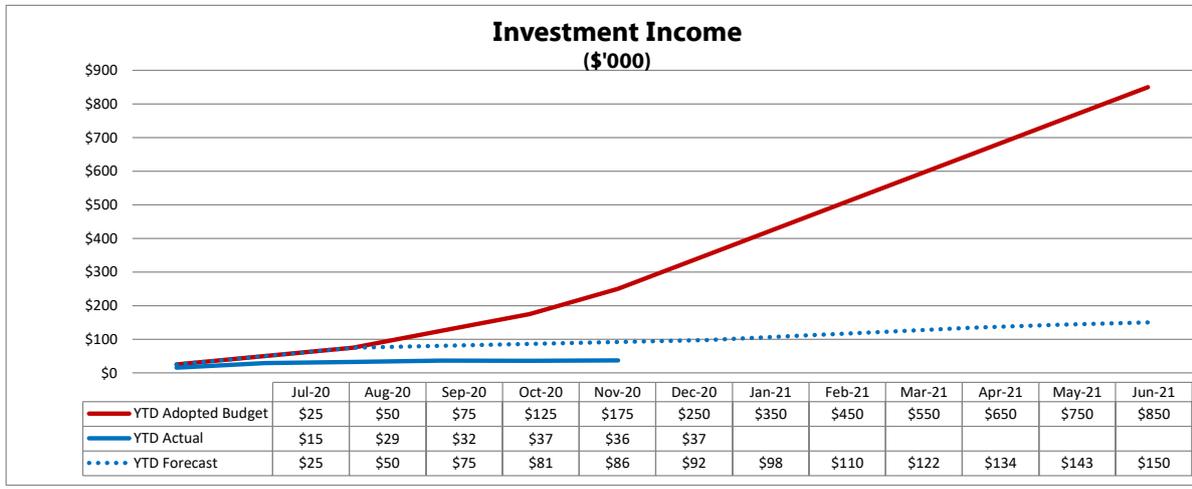
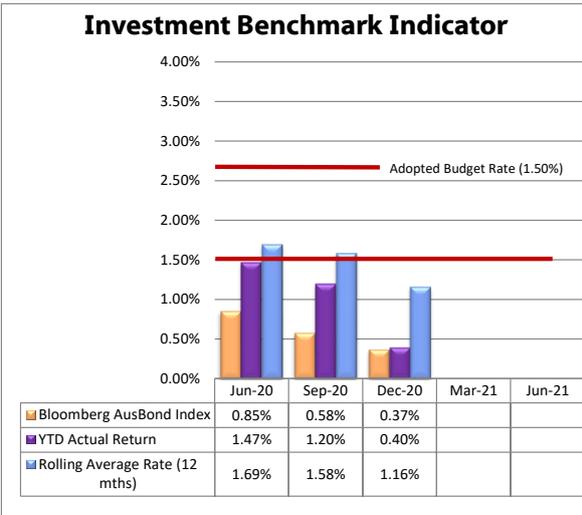
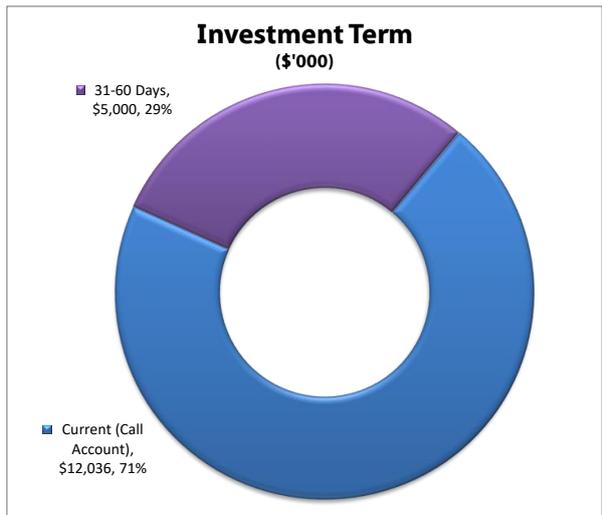
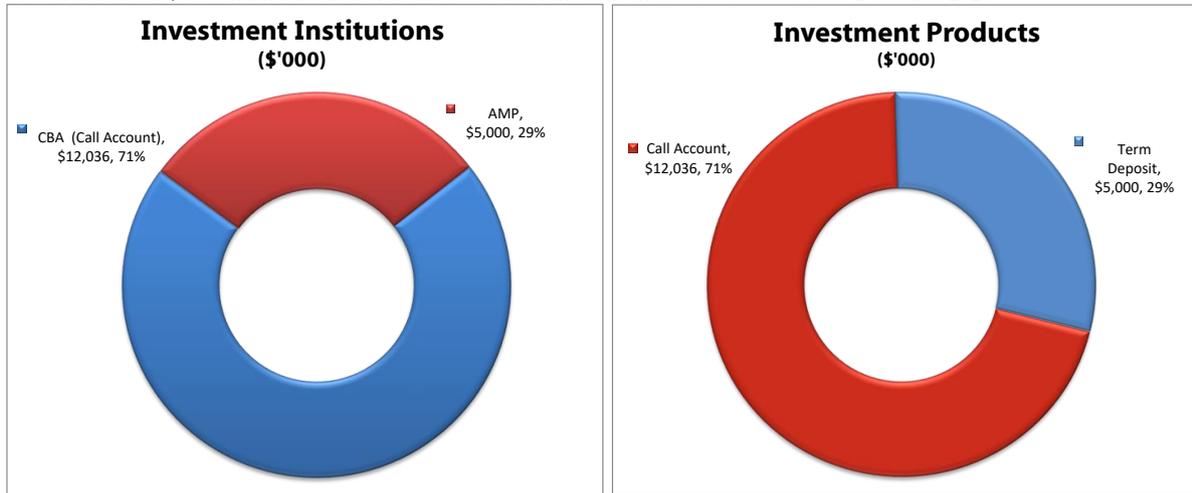
1	<b>Permanent Variance:</b> - The adjusted underlying result ratio is outside the expected bands due to the budgeted transfer of the Knox Regional Sports Park assets to the Victorian Government
2	<b>Timing Variance:</b> - The working capital ratio is within the expected bands - The improved ratio is due to the anticipated carry forward of capital works in to 2021-22, with budgeted borrowings to be revisited
3	<b>Timing Variance:</b> - The unrestricted cash ratio is within the expected bands - The improved ratio is due to the anticipated carry forward of capital works in to 2021-22, with budgeted borrowings to be revisited
4	<b>Timing Variance:</b> - The loans and borrowings ratio is within expected bands
5	<b>Timing Variance:</b> - The debt commitments ratio is within expected bands - 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> - The indebtedness ratio is within expected bands
7	<b>Timing Variance:</b> - Forecast asset renewal is within the expected band - 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> - The rates concentration ratio is within the expected bands



# Investment Analysis

as at 31 December 2020

A total amount of \$17.04 million in funds were invested with various financial institutions as at 31 December 2020



## 10.2 Community Engagement Policy

**SUMMARY: Community Engagement Lead, Michelle Clemow**

**The Community Engagement Policy, revised based on public consultation, is presented to Council for adoption.**

### **RECOMMENDATION**

**That Council:**

- 1. Note community feedback on the draft Community Engagement Policy summarised in this report.**
- 2. Resolve to adopt the Community Engagement Policy as set out in Attachment 1.**

### **1. INTRODUCTION**

The Local Government Act 2020 requires Council to adopt and maintain a Community Engagement Policy, processes and practices which support the community to effectively participate in community engagement opportunities. The policy must be developed in consultation with the municipal community, with the first policy under the new Act required to be adopted by 1 March 2021.

Knox's Community Engagement Policy was last reviewed and endorsed by Council in September 2019. To comply with the requirements under the Local Government Act 2020, Council has reviewed the Policy to ensure it has been developed in consultation with the community, and that it includes strengthened principles and deliberative engagement practices.

### **2. DISCUSSION**

Council is committed to effective, fit for purpose and open community engagement. Council's community engagement approach links people, policy, and continuous improvement together to achieve the best outcomes and services for the Knox community.

Effective community engagement results in increased transparency and confidence in decision making. Council's approach acknowledges the skills, views and expertise in the community and provides an opportunity for the community to have an influence in decisions being made.

Knox's Community Engagement Policy was last reviewed and endorsed by Council in September 2019. This policy outlines Council's principles, approach, levels, and process of engagement including reporting of outcomes to the community. The current policy covers many of the new Act's requirements.

To meet the requirements under the Local Government Act 2020, Council has addressed the following factors in the current policy:

- The policy has been developed in consultation with the municipal community.
- The community engagement principles and approach were strengthened.
- The policy includes deliberative engagement practices capable of being applied to the development of the Vision, Council Plan, Financial Plan and Asset Plan.

Attachment 10.3.1 includes the proposed Policy. To enable comparisons between the current and proposed policy versions, Attachment 10.3.3 also includes a tracked changes version, showing the changes.

### **Community engagement on the Policy**

A review of Council's current Community Engagement Policy was undertaken with the community in 2020-21. Community engagement activities incorporated recent engagement from across the organisation including the Community Engagement Platform Project (ICT Major Projects) and engagement on the Community and Council Plan and included polls, online forums, online focus groups, ideas wall and interviews.

Overall, there were 1,053 visits to the online engagement platform, with 52 surveys completed and 17 comments placed on the ideas wall. As part of the engagement, eight in-depth interviews were undertaken with individual community members as well as discussion with 78 community members on community engagement at our Community and Council Plans forums and focus groups.

The main outcomes from the community engagement included:

- Transparency and listening were considered the most important community engagement values.
- The community most want to be involved in decisions relating to major changes to city wide services, environment changes/impacts, changes to health safety and wellbeing and upgrades to reserves and open space.
- The community want to see deliberative engagement methods used including citizens panels/juries.
- Appropriate information and time must be provided for the community to consider decisions.
- The community want to ensure that the level of engagement is determined by the impact the decision has on the community, not the level of controversy.
- Acknowledgment of the important role Councillors play in the community engagement process and a desire for more face-to-face engagement between Councillors and the community.

The Community Engagement Policy has been revised based on the feedback provided by the community. A summary of the community engagement outcomes is provided in Appendix 10.3.2.

### **Strengthened principles and approach**

The purpose of this Policy is to define and direct a considered, fit for purpose Council approach to community engagement. The Policy aims to ensure effective community engagement in line with the principles detailed in the Local Government Act 2020 and establish Council's approach to guide engagement practices that result in improved decisions and services for the community. This includes good governance and transparency in decision making.

The Act outlines the need for all Councils to have a community engagement process with the following principles:

- a community engagement process must have a clearly defined objective and scope
- participants in community engagement must have access to objective, relevant and timely information to inform their participation
- participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement

- participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement
- participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.

In the revised Policy, Council will undertake all community engagement activities using the following approach:

- We **respect** people's time, **listen** in order to understand viewpoints and value community input to inform our decision making.
- We are **adaptable** and **flexible** to evolving circumstances.
- We **work with others**, integrate across teams and sectors to strengthen outcomes for the community.
- We are open, honest and **transparent** at all times and are clear to what extent the community can influence outcomes.
- We include all stakeholders affected and interested in the decision and seek to engage with those **representative** of our community.
- We are **resourceful**, engage early and often, have a clear **purpose** and are sensitive to what has happened in the past.
- We **reflect** and inform our community of the outcome. We report back indicating how community input has been used.

### **Deliberative Engagement**

Deliberative engagement is where citizens are provided with a high level of inclusion and influence on a decision that affects them. Participants are representative of their community and are given the time to consider options and discuss an issue/s in depth before coming to a considered view. The engagement practices are fit for purpose, suit individual budgets, and can range in the number of participants. Examples of deliberative practices can include citizens panels or juries, polling, mapping, and deliberative workshops.

The Policy defines deliberative engagement and deliberative engagement practices. Deliberative engagement practices are required to be applied in decision making identified as being high impact and LGA wide (Level 1). This includes the development of the Community Vision, Council Plan, Financial Plan and Asset Plan.

The Policy also provides a guideline for Council to determine the need for community engagement by considering the impact level and who needs to be engaged. Council's engagement approach uses the International Association for Public Participation (IAP2) model of engagement to guide planning and implementation of community engagement activities.

### **3. CONSULTATION**

As a requirement of the Local Government Act 2020, the Policy must be developed in consultation with the Knox community. A Community Engagement Plan was prepared and implemented during 2020-21. The objectives of the engagement were to:

- Gain insight into community members' experiences of community engagement at Knox.
- Engage with the Knox community on the development of the Community Engagement Policy.

- Ensure that Council builds capacity and practice in community engagement and has in place effective processes, tools, and technology to support the organisation in delivering engagement that results in improved outcomes for the community.

Community engagement activities included polls, online forums, online focus groups, ideas walls and interviews. Please see Appendix 10.3.2 for a summary of the community engagement outcomes.

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

Providing an updated and relevant Community Engagement Policy will enable better decision making on environmental and amenity issues. The types of projects requiring a Community Engagement Plan are outlined in the Knox Community Engagement Policy.

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

In 2019, Council approved a business case for an ongoing community engagement position and associated community engagement resources as part of the budget process. These ongoing resources will support the implementation of the Policy.

#### **6. SOCIAL IMPLICATIONS**

The Knox Community Engagement Policy will allow Council to:

- Support informed decision making, governance and active participation
- Acknowledge the diversity of skills, views, and expertise in the community
- Improve community satisfaction feedback and/or ratings regarding community consultation
- Provide a framework for building staff capacity and consistency in the practice of community engagement
- Reach a broader range of community groups with a consistent approach
- Allow for evaluation of the Knox community engagement approach
- Meet expected legislative requirements and any future audits of engagement practices.

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

##### **Goal 8 - We have confidence in decision making**

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

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

#### **8. CONFLICT OF INTEREST**

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

## **9. CONCLUSION**

To comply with the requirements under the Local Government Act 2020, Council has reviewed the Community Engagement Policy to ensure it has been developed in consultation with the community, and that it includes strengthened principles and deliberative engagement practices.

The first policy under the new Act is required to be adopted by 1 March 2021.

## **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:** Community Engagement Lead, Michelle Clemow

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

### **Attachments**

1. Community Engagement Policy [**10.2.1** - 9 pages]
2. Community Engagement Outcomes Summary Report [**10.2.2** - 2 pages]
3. Comparison - Community Engagement Policy V 2 and V 3 [**10.2.3** - 12 pages]



# Community Engagement Policy

Policy Number:	Issued by Governance	Directorate:	Office of CEO
Approval by:	Council or EMT	Responsible Officer:	Strategy & Business Intelligence
Approval Date:		Version Number:	3
Review Date:	23/9/2023		

## 1. Purpose

The purpose of this Policy is to define and direct a considered, fit for purpose Council approach to community engagement. Our Policy aims to establish principles to guide engagement practices that results in improved decisions and services for the community. This includes good governance and transparency in decision making.

Community engagement values and acknowledges the skills, views and expertise in the community. This leads to strengthened local democracy, better community outcomes and an increase in community trust.

The Policy is designed to support compliance with the Local Government Act 2020 requirements for community engagement.

## 2. Context

Knox City Council is committed to effective, fit for purpose and open community engagement. Having the opportunity to have a say and be listened to tells us we are valued. It gives us a sense of ownership of processes and outcomes and adds to our sense of feeling that we are part of our community.

Our community is shifting and evolving. The Knox community is represented by a diverse group of people with their own values and community connections. Figures from the 2016 Census show that in the Knox community:

- people are getting older
- cultural diversity is increasing
- there is more variety in the types of housing we are living in
- people are becoming more educated
- people are working closer to home.

The changing nature of the Knox community emphasises the importance of an ongoing dialogue between community and Council. Councillors play an important role in engaging with the community through all stages of the decision making process.

The *Local Government Act 2020* requires all Councils to adopt and maintain a community engagement policy developed in consultation with the municipal community. The policy must be capable of being applied to



Council’s local laws, budget and policy development. The policy is required to describe the type and form of community engagement, include a process for informing the community of the outcome of the engagement and include deliberative engagement practices capable of being applied to the development of the Community Vision, Council Plan, Financial Plan and Asset Plan.

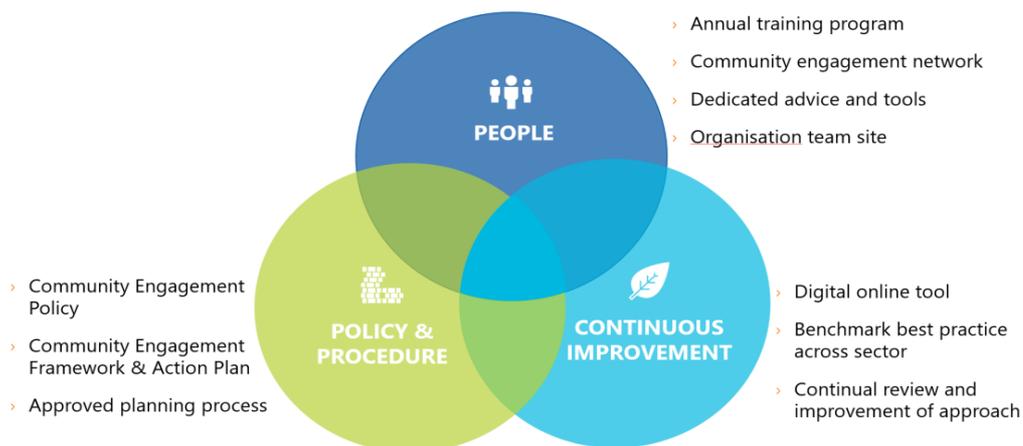
The Act also outlines the need for all Councils to have a community engagement process with the following principles:

- a community engagement process must have a clearly defined objectives and scope
- participants in community engagement must have access to objective, relevant and timely information to inform their participation
- participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement
- participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement
- participants in community engagement are informed of the ways the community’s input will influence Council decision making.

The Community Engagement Policy aims to support the strategies included in the Community and Council Plans, with a strong focus on strategies relating to increased transparency and confidence in decision making across all levels of government and increased engagement participation from across all sectors of the community.

### 3. Scope and responsibilities

Knox City Council’s community engagement approach links our people, policy and continuous improvement together to achieve the best outcomes for our community. This is shown as follows:

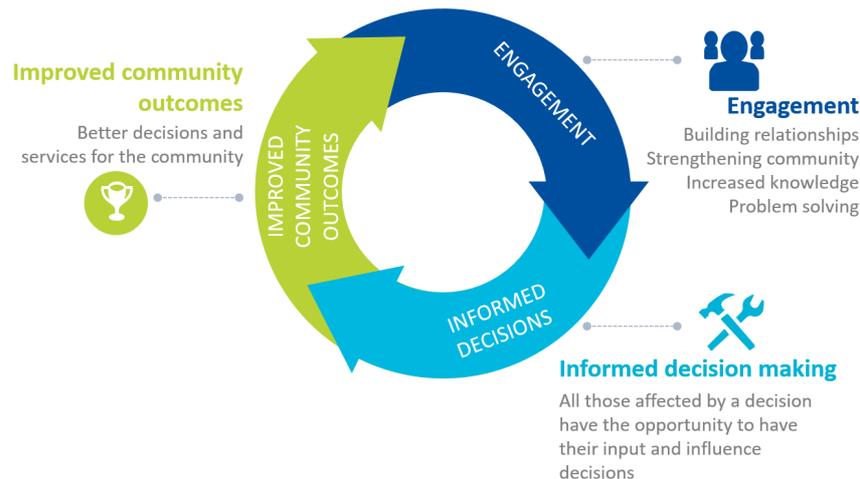


Community engagement takes place for many different reasons. Some community engagement involves opportunities for the community to contribute to the decision making process. Other opportunities arise when



Council facilitates relationship building between and with stakeholders such as community groups. Community engagement also aims to strengthen the capacity of Council and the community to increase our knowledge, problem solve, support each other or change behaviours.

Community engagement in Knox will lead to:



This Policy applies to all Council Staff & Councillors who undertake community engagement on behalf of Council. This includes:

**Councillors** Responsible for endorsing a community engagement policy every four years. Involved throughout all stages of the decision making process. Ensure that matters under consideration are informed by the planned level of community engagement. Balance the range of stakeholder views and concerns on an issue when making a decision.

**Council Management** Champion better practice community engagement through policy, process and leadership. Monitor implementation and compliance with this policy

**Community Engagement Team** Responsible for preparing and engaging with staff and the community on the Policy and related Framework and Action Plan. This includes the implementation of the Action Plan.

**Officers** Responsible for adhering to this Policy to ensure good engagement practices and continual improvement of decisions for our community.

**Consultants and Volunteers** Responsible for adhering to this Policy to ensure good engagement practices and continual improvement of decisions for our community



#### 4. Definitions

<b>Council</b>	Means Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Councillor/s</b>	An elected representative of the municipality.
<b>Council Staff</b>	<b>Employee</b> - Any permanent, part-time, temporary or casual employee of Council. <b>Contractor/Agency/Labour Hire Worker</b> - Any contractor/agency/labour hire worker who provides services or undertakes work on behalf of Council. <b>Volunteer/s</b> A member of the public when contributing directly to a Council program/service/event and who: is registered as a Council volunteer; or is part of any count with regard to volunteer hours contributed to Council programs/services/events. For the purposes of this Policy a volunteer also includes students on work/student placement.
<b>Community</b>	Broadly defined as those who have an interest in or are affected by the business of Council and the way it operates and includes: residents and landowners, businesses, workers, organisations and visitors.
<b>Community Engagement</b>	Any process that values and facilitates community input to help Council make better-informed decisions. It recognises that if the community is going to be affected by a decision, it needs to be engaged in the decision-making process in some way.
<b>Community Engagement Advocates</b>	A cross organisation peer support group comprising Council staff trained and certified in IAP2, fostering best practice and facilitating a whole of Council approach to community engagement.
<b>Community Engagement Framework</b>	The Community Engagement Framework outlines the community engagement activities Council will undertake within its community engagement program.
<b>Community Engagement Plan</b>	A Plan that is developed in conjunction with a project plan, which outlines the community engagement stages, level of community participation in decision making, objectives, techniques, stakeholders and deliverables.
<b>Community Engagement Spectrum</b>	A tool designed to assist with the selection of the level of participation from less active to more active involvement. The spectrum includes the levels: inform, consult, involve, collaborate and empower. It defines the community's role and the formulation of the community engagement goal and promise which drives the engagement process. It is based on the IAP2 Spectrum.
<b>Deliberative Engagement</b>	Engagement where citizens are provided with a high level of inclusion and influence on a decision that affects them. Participants are representative of their community and are given the time to consider options and discuss an issue/s in depth before coming to a considered view. They are fit for purpose, suit individual budgets and can range in the number of participants. Examples of deliberative practices can include citizens juries or panels, polling, mapping and deliberative workshops
<b>IAP2</b>	The International Association for Public Participation is a world-wide association of members who seek to promote and improve the practice of public participation.



## 5. Council Policy

### 5.1 Objectives

- To support informed decision making, governance and active civic participation and democracy by ensuring that all community engagement activities conducted by Council are in line with the principles outlined in section 5.2.
- To acknowledge the diversity of skills, views and expertise in the community and involve the community, where appropriate, in Council decision-making processes.

### 5.2 Approach

Council will use the following approach to ensure effective community engagement in line with the principles detailed in the Local Government Act 2020:

Approach	How this will be achieved
We <b>respect</b> people's time, <b>listen</b> in order to understand viewpoints and value community input to inform our decision making.	<ul style="list-style-type: none"> <li>• Council will actively engage and ensure community input is included in decision making.</li> </ul>
We are <b>adaptable</b> and <b>flexible</b> to evolving circumstances	<ul style="list-style-type: none"> <li>• Council will respond to newly identified stakeholders and changing community needs throughout the engagement process.</li> </ul>
We <b>work with others</b> , integrate across teams and sectors to strengthen outcomes for the community.	<ul style="list-style-type: none"> <li>• Council will support and train staff on systems and processes to support community engagement. Council to work with consultants to ensure they are aware of the Policy and related procedures.</li> <li>• Where possible, Council will work across teams to ensure effective and comprehensive community engagement.</li> <li>• Council will foster best practice and facilitate a whole of Council approach by facilitating a cross organisational community of practice.</li> </ul>
We are open, honest and <b>transparent</b> at all times and are clear to what extent the community can influence outcomes.	<ul style="list-style-type: none"> <li>• Council will design and implement its community engagement processes using the Knox Community engagement approach based on the IAP2 best practice framework.</li> <li>• Council will undertake planned community engagement processes and activities to maximise participation of those impacted by a decision.</li> </ul>
We include all stakeholders affected and interested in the decision and seek to engage with those <b>representative</b> of our community.	<ul style="list-style-type: none"> <li>• Council will communicate its commitment to the Community Engagement Policy and processes to the community.</li> <li>• Council will engage with those representative of the community to enhance community engagement processes and outcomes.</li> </ul>



Approach	How this will be achieved
We are <b>resourceful</b> , engage early and often, have a clear <b>purpose</b> and are sensitive to what has happened in the past.	<ul style="list-style-type: none"> <li>• Council will consider a diverse range of community engagement methods, adopting a prevention and early intervention approach.</li> </ul>
We <b>reflect</b> and inform our community of the outcome. We report back indicating how community input has been used.	<ul style="list-style-type: none"> <li>• Council will review engagement activities to continually improve its practices.</li> <li>• Council will report back to our community in a timely manner about how their input was considered within the final outcome.</li> <li>• Council will, as far as practicable, collate community engagement output data in the document management system to support integrated planning and service delivery.</li> </ul>

### 5.3 IAP2 Model

Council will use the IAP2 model of engagement to guide planning and implementation of community engagement activities.

#### Council's engagement level (IAP2 model)

	Goal	Style	Examples
<b>Inform</b>	To provide stakeholders with balanced and objective information to assist them in understanding the problem, alternatives and solutions	One way communication 'Here's what's happening'	Ads, factsheets, websites
<b>Consult</b>	To obtain stakeholder feedback on analysis, alternatives and/or decisions	Obtaining feedback 'Here are some options, what you think?'	Surveys, focus groups
<b>Involve</b>	To work directly with stakeholders throughout the process to ensure that their concerns and aspirations are consistently understood	Participatory process to identify issues and views 'Here's a problem, what ideas do you have?'	Advisory committees, workshops
<b>Collaborate</b>	To partner with stakeholders in each aspect of the decision from development to solution	Working together 'Let's work together to solve this problem'	Partnerships, participatory decision making
<b>Empower</b>	Shared leadership of community-led projects with final decision-making at the community level	Building community capacity to be change leaders 'You care about this issue and are leading an initiative, how can we support you?'	Facilitation of networks, campaigns

Source: Adapted from Tamarack Institute and IAP2



#### 5.4 When to engage

Council will determine the need for community engagement considering the following:

Impact level	Description	Criteria (one or more may apply)	Examples
Level 1	High impact LGA wide  <b>Community engagement plan essential</b>  <b>Include deliberative engagement practices</b>	<ul style="list-style-type: none"> <li>Legislative requirements (as listed above)</li> <li>Expected high level of interest from the community</li> <li>High level of political interest</li> <li>Potential to impact on regional or state strategies or direction</li> <li>Any changes that impact on the health, safety and wellbeing of the broader community (not including immediate risk)</li> <li>Significant environmental changes or impacts</li> <li>Need to understand community values and priorities to inform policies, planning or service delivery</li> </ul>	<ul style="list-style-type: none"> <li>Strategic plans</li> <li>Significant Council policies, plans or by-laws</li> <li>Major changes to city-wide services e.g. waste services or childcare</li> <li>Masterplans</li> <li>Customer facing IT solutions</li> </ul>
Level 2	High impact in a local area  <b>Community engagement plan essential</b>	<ul style="list-style-type: none"> <li>Removal or significant changes to a facility or service to a local community/user group</li> <li>High level of community or sectional interest</li> <li>Potential for impact on property values</li> </ul>	<ul style="list-style-type: none"> <li>Upgrades to Reserves and Open Space</li> <li>Playground upgrades</li> <li>Major local road work</li> <li>Significant changes to car parking</li> <li>Change of use and major upgrades to buildings and infrastructure</li> <li>Involves heritage</li> <li>Naming/re-naming of parks or buildings</li> </ul>
Level 3	Lower impact LGA wide  <b>Community engagement plan desirable</b>	<ul style="list-style-type: none"> <li>Potential for some community or sectional interest.</li> <li>Potential for some, although not significant impact on regional/state strategies or direction</li> <li>Minor changes to recurring large scale programs</li> <li>Need to build community action around an issue</li> <li>Potential opportunity to establish partnerships to address an issue</li> <li>More information is needed to reach a decision</li> </ul>	<ul style="list-style-type: none"> <li>Minor changes to processes</li> <li>Minor changes to services e.g. events such as Knox Festival or Sorry Day</li> <li>Minor impacts vulnerable groups</li> <li>Non-contentious changes to fees and charges</li> </ul>
Level 4	Lower impact in a local area  <b>Community engagement plan optional</b>	<ul style="list-style-type: none"> <li>Minor changes to facility or services at a local level</li> <li>Minor works</li> </ul>	<ul style="list-style-type: none"> <li>Normal road works</li> <li>Development of local programs</li> <li>Landscaping</li> </ul>



### 5.6 When community engagement activities may not occur

There may be times when community engagement activities do not occur. An example of this is when the health, safety and wellbeing of the community is affected and Council needs to respond quickly, such as in an emergency. Other examples include legislative requirements, situations where Council has no jurisdiction over the decision or when confidentiality and privacy issues limits meaningful discussion.

### 5.7 Community Engagement Plan endorsement

Council staff completing Community Engagement Plans will seek endorsement from their Director for Level 1 plans. All Councillors will be advised of Level 1 plans. All plans will be developed in consultation with the Community Engagement Team and Senior Managers. Ward Councillors will be engaged, for Ward specific projects.

### 5.8 How we will engage

The community engagement process at Knox City Council involves five steps:

1. *Define* – the impact, objectives and engagement level for the project.
2. *Select* – which parts of the community Council will engage with.
3. *Plan* – the engagement tools to be used.
4. *Manage* – the risk and approvals required for community engagement activities (see 6.6 of Policy).
5. *Report* – review the engagement activity.

Knox City Council's Community Engagement Planning Toolkit provides more detail on each step.

### 5.9 Evaluation and review of the community engagement process

Reporting back to the community on decisions and evaluating and reviewing the community engagement approach will be key responsibilities of those managing the community engagement process. Evaluation of the community engagement process will include assessment of robustness, inclusiveness and level of information and transparency.

## 6. References

### 6.1 Knox City Council Community & Council Plan 2017-2021

- Goal 8: We have confidence in decision making

### 6.2 Relevant Legislation

- *Local Government Act 2020* Part 3 – Council decision making
- *Privacy and Data Protection Act 2014*
- *Equal Opportunity Act 2010*
- *Public Health and Wellbeing Act 2008*
- *Planning and Environment Act 1987*

### 6.3 Charter of Human Rights

This policy has been assessed against the rights contained within the *Charter of Human Rights and Responsibilities Act 2006* and is deemed compatible with the Charter.



#### 6.4 UN Rights of the Child

- Standard 7 –Child Safe Standards. Article 12 – Right to engage as active citizens.

#### 6.5 Related Council Policies

- Councillor Code of Conduct
- Staff Media Policy
- Councillor Media Policy
- Staff Social Media Policy

#### 6.6 Related Council Documents and Procedures

- Community Engagement Framework & Action Plan
- Community Engagement Planning Process
- Communications Planning Procedure

## 7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.



# Community Engagement - Closing the Loop

## Community Engagement Policy

From September to December 2020, Knox undertook an engagement program designed for you to have your say on community engagement and how you want to be involved in the decisions that may impact you.

### How you participated:



### What you told us:

#### The types of decisions that you consider the most important are:

- Major changes to city wide services
- Environmental changes or impacts
- Health, safety and wellbeing
- Upgrades to reserves and open space

#### The community engagement values that you consider the most important are:

- Transparency
- Listening

#### You want community engagement at Knox to:

- Include citizens juries
- Be inclusive and representative
- Use a variety of strategies
- Capture the silent voices
- Have direct contact with the community
- Ensure outcomes are provided to the community

# Community Engagement - Closing the Loop

**What you told us:**

**You want the Policy to:**

- Include options for deliberative engagement practices
- Ensure the level of controversy does not guide the level of engagement
- Ensure increased influence and meaningful engagement on issues affecting the community
- Allow for broad and inclusive engagement

**How you want to be involved in decision making:**

- Council to go out to the community
- Lots of options to engage not just online
- Allow enough time to consider decisions
- Unstructured opportunities
- Ensure the community knows how their feedback was used
- Opportunities for networking and connection

**Ways you want to be engaged:**

- Expert groups
- Social media polls and online interaction
- Face to face
- Range of timeslots inside and outside business hours
- Community forums
- Councillors face to face amongst the community

**How your feedback was used:**

**Your feedback has been included in the Community Engagement Policy and reflected in our processes for engaging the community**

The policy includes deliberative engagement practices to ensure a high level of inclusion and influence, including citizens juries	Values such as transparency, listening, inclusiveness and representative have been included in the policy	The level of engagement is determined by the impact the decision has on the community, not the level of controversy	We will engage with the community using a range of methods and times, including unstructured opportunities	We will provide appropriate information and time for the community to consider decisions	We will report back to the community on how their feedback was considered in the decision making process	We will continue the conversation on how we can improve the way we engage with the community
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**What's next?** Turning our Policy into action! If you have any questions please contact Council's Community Engagement Lead on 9298 8766.



# Community Engagement Policy

Policy Number:	<del>2007/10</del> <u>Issued by Governance</u>	Directorate:	<del>Community Services</del> <u>Office of CEO</u>
Approval by:	Council or EMT	Responsible Officer:	<del>Community Wellbeing Manager</del> <u>Strategy &amp; Business Intelligence</u>
Approval Date:	<del>23/9/2019</del>	Version Number:	<del>23</del>
Review Date:	23/9/ <del>2022</del> <u>2023</u>		

## 1. Purpose

The purpose of this Policy is to define and direct a ~~consistent and~~ considered, fit for purpose Council approach to community engagement. Our Policy aims to establish principles to guide engagement practices that results in improved decisions and services for the community. This includes good governance and transparency in decision making.

Community ~~Engagement~~ engagement values and acknowledges the skills, views and expertise in the community. This leads to strengthened local democracy, better community outcomes and an increase in community trust.

The Policy is designed to support compliance with the Local Government Act 2020 requirements for community engagement.

## 2. Context

Knox City Council is committed to effective, fit for purpose and open community engagement. Having the opportunity to have a say and be listened to tells us we are valued. It gives us a sense of ownership of processes and outcomes and adds to our sense of feeling that we are part of our community.

Our community is shifting and evolving. The Knox community is represented by a diverse group of people with their own values and community connections. Figures from the 2016 Census show that in the Knox community:

- people are getting older
- cultural diversity is increasing
- there is more variety in the types of housing we are living in
- people are becoming more educated
- people are working closer to home.

The changing nature of the Knox community emphasises the importance of an ongoing dialogue between community and Council. Councillors ~~play~~ an important role in engaging with the community through all stages of the decision making process.



The Local Government Act 1989 (Vic)<sup>3</sup> outlines Best Practice Principles for 2020 requires all Councils including the need for Council to develop a program of regular consultation with its community in relation to the services it provides. Council regularly engages with the community through its Advisory Committees as well for programs adopt and services, place-based activities, capital works projects and community events.

Council acknowledges that effective maintain a community engagement contributes to:

- Strengthened local democracy, both participatory and representative.
- Enhanced service excellence.
- Improved governance and transparency.

Knox City policy developed in consultation with the municipal community. The policy must be capable of being applied to Council's local laws, budget and policy development. The policy is required to describe the type and form of community engagement, include a process for informing the community of the outcome of the engagement and include deliberative engagement practices capable of being applied to the development of the Community and Vision, Council Plan 2017-2021 targets include increased transparency, Financial Plan and Asset Plan.

The Act also outlines the need for all Councils to have a community engagement process with the following principles:

- a community engagement process must have a clearly defined objectives and scope
- participants in community engagement must have access to objective, relevant and timely information to inform their participation
- participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement
- participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement
- participants in community engagement are informed of the ways the community's input will influence Council decision making.

The Community Engagement Policy aims to support the strategies included in the Community and Council Plans, with a strong focus on strategies relating to increased transparency and confidence in decision making across all levels of government and increased engagement participation from across all sectors of the community. The Community Engagement Policy aims to support achievement of these targets and underpins Council's thinking behind, and approach to, achieving Goal 8 of the Plan, 'We have confidence in decision making'. This Policy will also contribute to the achievement of the following strategies in the Plan:

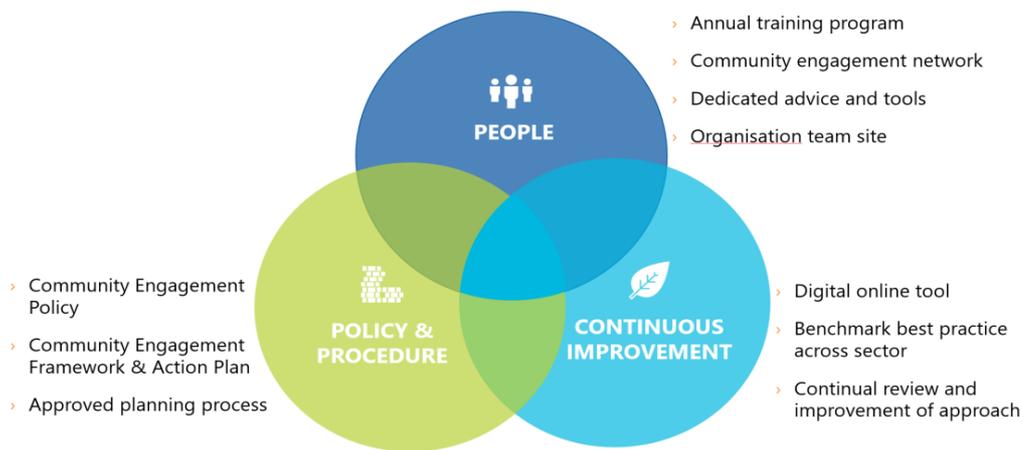
- Strategy 8.1: Build, strengthen and promote good governance practices across government and community organisations.
- Strategy 8.2: Enable the community to participate in a wide range of engagement activities.

### 3. Scope and responsibilities

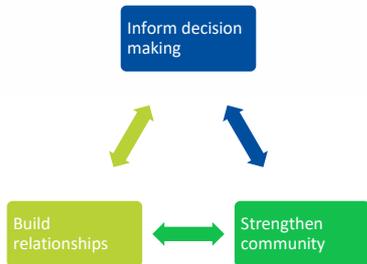
<sup>3</sup>S 208B (e)



This Policy applies to all Council People who undertake community engagement on behalf of Council. Knox City Council's community engagement framework approach links our people, policy and continuous improvement together to achieve the best outcomes for our community. This is shown as follows:



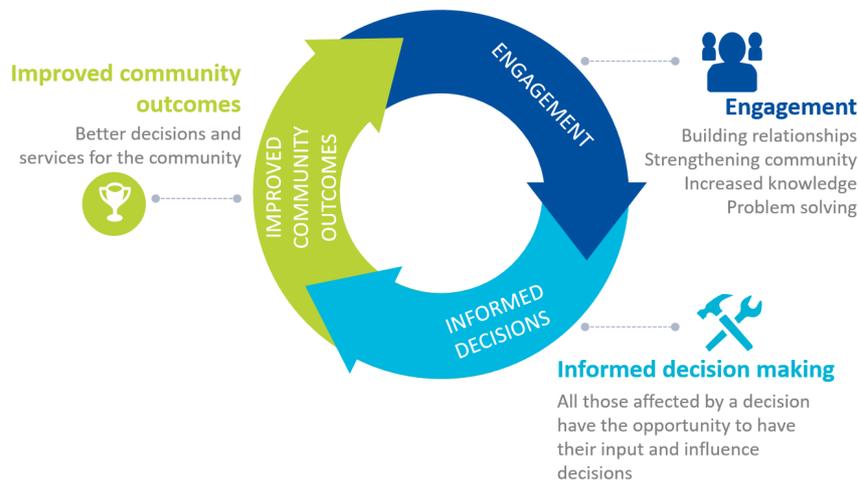
Community engagement ~~in Knox will:~~



takes place for many different reasons. Some community engagement involves opportunities for the community to contribute to the decision making process (Inform decision making). Other opportunities arise when Council facilitates relationship building between and with stakeholders such as community groups. Community engagement in Council also aims to strengthen the capacity of Council and the community to increase our knowledge, problem solve, support each other or change behaviours.

~~4.1. Community engagement in~~ **References**

~~4.1 Knox City will lead to:~~



This Policy applies to all Council ~~Community &~~ Staff & Councillors who undertake community engagement on behalf of Council ~~Plan 2017-2021~~. This includes:

**Councillors** Responsible for endorsing a community engagement policy every four years. Involved throughout all stages of the decision making process. Ensure that matters under consideration are informed by the planned level of community engagement. Balance the range of stakeholder views and concerns on an issue when making a decision.

**Council Management** Champion better practice community engagement through policy, process and leadership. Monitor implementation and compliance with this policy

**Community Engagement Team** Responsible for preparing and engaging with staff and the community on the Policy and related Framework and Action Plan. This includes the implementation of the Action Plan.

**Officers** Responsible for adhering to this Policy to ensure good engagement practices and continual improvement of decisions for our community.



Consultants and Responsible for adhering to this Policy to ensure good engagement practices and continual  
Volunteers improvement of decisions for our community

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## 5.4. Definitions

**Council** Means Knox City Council, whether constituted before or after the commencement of this Policy.

**Councillor/s** ~~An elected representative of the municipality.~~

**Council People/ Person Staff** ~~Staff~~**Employee** - Any permanent, part-time, temporary or casual employee of ~~Knox City~~ Council.

**Contractor/Agency/Labour Hire Worker** - Any contractor ~~or~~ agency/labour hire worker who provides services or undertakes work on behalf of ~~Knox City~~ Council.

**Volunteer/s** A member of the public when contributing directly to a Council program/service/event and who:

- is registered as a Council volunteer; or
- is part of any count with regard to volunteer hours contributed to Council programs/services/events

~~For the purposes of this Policy the definition of a volunteer also includes students on work/student placement from an educational institution.~~

~~Councillor/s An elected representative of the Knox municipality.~~

:-

**Community** Broadly defined as those who have an interest in or are affected by the business of Council and the way it operates and includes: residents and landowners, businesses, workers, organisations and visitors.

**Community Engagement** Any process that values and facilitates community input to help Council make better-informed decisions. It recognises that if the community is going to be affected by a decision, it needs to be engaged in the decision-making process in some way.

**Community Engagement Advocates** A cross ~~organisational~~ **organisation** peer support group comprising Council staff trained and certified in IAP2, fostering best practice and facilitating a whole of Council approach to community engagement.

**Community Engagement Framework** The Community Engagement Framework outlines the community engagement activities Council will undertake within its community engagement program.

**Community Engagement Plan** A Plan that is developed in conjunction with a ~~Project Plan~~ **project plan**, which outlines the community engagement stages, level of community participation in decision making, objectives, techniques, stakeholders and deliverables.

**Community Engagement Spectrum** A tool designed to assist with the selection of the level of participation from less active to more active involvement. The spectrum includes the levels: inform, consult, involve, collaborate and empower. It defines the community's role and the formulation of the



community engagement goal and promise which drives the engagement process. It is based on the IAP2 Spectrum.

**Deliberative Engagement** Engagement where citizens are provided with a high level of inclusion and influence on a decision that affects them. Participants are representative of their community and are given the time to consider options and discuss an issue/s in depth before coming to a considered view. They are fit for purpose, suit individual budgets and can range in the number of participants. Examples of deliberative practices can include citizens juries or panels, polling, mapping and deliberative workshops

**IAP2** The International Association for Public Participation is a world-wide association of members who seek to promote and improve the practice of public participation.

## 6.5. Council Policy

### 5.1 Objectives

- To support informed decision making, governance and active civic participation and democracy by ensuring that all community engagement activities conducted by Council are in line with the principles outlined in section 6.5.2.
- To acknowledge the diversity of skills, views and expertise in the community and involve the community, where appropriate, in Council decision-making processes.-

### 5.2 Principles

#### 5.2 Approach

Council will use the following approach ~~all~~ to ensure effective community engagement ~~activities using the following guiding~~ in line with the principles detailed in the Local Government Act 2020:

Approach	How this will be achieved
<p><del>Guiding Principle</del> (Knox City Council Community and Council Plan 2017-2021) <u>We respect people’s time, listen in order to understand viewpoints and value community input to inform our decision making.</u></p>	<ul style="list-style-type: none"> <li><u>Council will actively engage and ensure community input is included in decision making.</u></li> </ul>
<p><del>Flexibility</del> <u>We are adaptable and flexible to evolving circumstances</u></p>	<ul style="list-style-type: none"> <li><del>Council will respond to newly identified stakeholders and changing community input to inform changing circumstances where appropriate.</del></li> <li><u>needs throughout the engagement process.</u></li> </ul>
<p><del>Integration</del> <u>We work with others, integrate across teams and sectors to strengthen outcomes for the community.</u></p>	<ul style="list-style-type: none"> <li>Council will support and train staff on systems and processes to support community engagement <del>in line,</del> <u>Council to work with this consultants to ensure they are aware of the</u> Policy and <del>to use the Knox Community</del></li> </ul>



Approach	How this will be achieved
	<p>Engagement Manual where relevant with <del>contractors</del> related procedures.</p> <ul style="list-style-type: none"> <li>• Where possible, Council will work across teams to ensure effective and comprehensive community engagement.-</li> <li>• Council will foster best practice and facilitate a whole of Council approach by facilitating a cross organisational <del>peer support group</del> community of practice.</li> </ul>
<p><u>Robustness-We are open, honest and transparent at all times and are clear to what extent the community can influence outcomes.</u></p>	<ul style="list-style-type: none"> <li>• Council will design and implement its community engagement processes using the Knox Community engagement approach <del>outlined in the Manual</del>, based on the IAP2 best practice framework.</li> <li>• Council will undertake planned community engagement processes and activities to <del>enable maximum community</del> maximise participation- <del>of those impacted by a decision.</del></li> </ul>
<p><u>Inclusiveness-We include all stakeholders affected and interested in the decision and seek to engage with those representative of our community.</u></p>	<ul style="list-style-type: none"> <li>• Council will communicate its commitment to the Community Engagement Policy and processes to the community.</li> <li>• Council will engage with <del>a diverse range</del> those representative of <del>people</del> the community to enhance community engagement processes and outcomes.-</li> </ul>
<p><u>Resourcefulness-We are resourceful, engage early and often, have a clear purpose and are sensitive to what has happened in the past.</u></p>	<ul style="list-style-type: none"> <li>• Council will consider a diverse range of community engagement methods,- adopting a prevention and early intervention approach.-</li> </ul>
<p><u>Reflection-We reflect and inform our community of the outcome. We report back indicating how community input has been used.</u></p>	<ul style="list-style-type: none"> <li>• Council will review engagement activities to continually improve its practices.</li> <li>• Council will report back to our community in a timely manner about how their input was considered within the final outcome.</li> <li>• Council will, as far as practicable, collate community engagement output data in the document management system to support integrated planning and service delivery.</li> </ul>



**5.3 IAP2 Model**

Council will use the IAP2 model of engagement to guide planning and implementation of community engagement activities.

**Council’s engagement level (IAP2 model)**

	Goal	Style	Examples
Inform	To provide stakeholders with balanced and objective information to assist them in understanding the problem, alternatives and solutions	One way communication ‘Here’s what’s happening’	Ads, factsheets, websites
Consult	To obtain stakeholder feedback on analysis, alternatives and/or decisions	Obtaining feedback ‘Here are some options, what you think?’	Surveys, focus groups
Involve	To work directly with stakeholders throughout the process to ensure that their concerns and aspirations are consistently understood	Participatory process to identify issues and views ‘Here’s a problem, what ideas do you have?’	Advisory committees, workshops
Collaborate	To partner with stakeholders in each aspect of the decision from development to solution	Working together ‘Let’s work together to solve this problem’	Partnerships, participatory decision making
Empower	Shared leadership of community-led projects with final decision-making at the community level	Building community capacity to be change leaders ‘You care about this issue and are leading an initiative, how can we support you?’	Facilitation of networks, campaigns

Source: Adapted from Tamarack Institute and IAP2

**5.3 When to engage**

Council will determine the need for community engagement considering the following:

Impact level	Description	Criteria (one or more may apply)	Examples
Level 1	High impact LGA wide  <b>Community engagement plan essential</b>  <u>Include deliberative</u>	<ul style="list-style-type: none"> <li>Legislative requirements (as listed above)-<del>]</del></li> <li><del>Existing or potential for conflict or controversy.</del></li> <li><u>HighExpected high</u> level of interest from the community-</li> <li>High level of political interest</li> <li>Potential to impact on regional or state strategies or direction-</li> </ul>	<ul style="list-style-type: none"> <li>Strategic plans</li> <li>Significant Council policies, plans or by-laws</li> <li>Major changes to city-wide services e.g. waste services or childcare</li> <li>Masterplans</li> </ul>



Impact level	Description	Criteria (one or more may apply)	Examples
	<b>engagement practices</b>	<ul style="list-style-type: none"> <li>Any <u>changes that</u> impact on <u>the</u> health, safety and wellbeing of the broader community- <u>(not including immediate risk)</u></li> <li>Significant environmental changes or impacts-</li> <li>Need <u>for Council</u> to understand community values and priorities to inform policies, planning or service delivery-</li> </ul>	<ul style="list-style-type: none"> <li>Customer facing IT solutions</li> </ul>
Level 2	High impact in a local area  <b>Community engagement plan essential</b>	<ul style="list-style-type: none"> <li>Removal or significant changes to a facility or service to a local community/user group-</li> <li><del>Existing or potential for conflict or controversy at a local level.</del></li> <li>High level of community or sectional interest-</li> <li><u>Potential for impact on property values</u></li> </ul>	<ul style="list-style-type: none"> <li><u>Upgrades to Reserves and Open Space</u></li> <li>Playground <u>changes/updates</u></li> <li>Major local road work</li> <li>Significant changes to car parking</li> <li>Change of use <u>and major upgrades</u> to buildings and infrastructure</li> <li>Involves heritage</li> <li>Naming/re-naming of parks or buildings</li> </ul>
Level 3	Lower impact LGA wide  <b>Community engagement plan desirable</b>	<ul style="list-style-type: none"> <li>Potential for some <del>controversy</del><u>community</u> or <del>conflict</del><u>sectional interest</u>.</li> <li>Potential for some, although not significant impact on regional-<del>or</del>-/state strategies or direction-</li> <li>Minor changes to recurring large scale programs-</li> <li>Need to build community action around an issue-</li> <li>Potential opportunity to establish partnerships to address an issue-</li> <li>More information is needed to reach a decision-</li> </ul>	<ul style="list-style-type: none"> <li>Minor changes to processes</li> <li>Minor changes to services e.g. events such as Knox Festival or Sorry Day</li> <li><del>Impacts</del><u>Minor impacts</u> vulnerable groups</li> <li>Non-contentious changes to fees and charges</li> </ul>
Level 4	Lower impact in a local area  <b>Community engagement plan optional</b>	<ul style="list-style-type: none"> <li>Minor changes to <del>a</del> facility or services at a local level-</li> <li><del>Low potential for controversy or conflict at local level.</del></li> <li>Minor works</li> </ul>	<ul style="list-style-type: none"> <li>Normal road works</li> <li>Development of local programs</li> <li>Landscaping</li> </ul>

#### 5.6 When community engagement is activities may not appropriate occur

The following are examples of circumstances where There may be times when community engagement should activities do not be used:

- ~~The decision cannot be affected because:~~
  - ~~It is already made;~~



occur. An example of this is when the health, safety and wellbeing of the community is affected and Council needs to respond quickly, such as in an emergency. Other examples include legislative requirements, situations where Council has no jurisdiction, over the decision or Confidentiality when confidentiality and privacy issues wouldn't allow limits meaningful discussion.

- Time frame and/or resources are too limited for meaningful input.
- Other decisions have to be made prior to the community being consulted.

## 6.6

### 5.7 Community Engagement Plan endorsement

Council staff completing Community Engagement Plans will seek endorsement from their Director for Level 1 plans. All Councillors will be advised of Level 1 plans. All plans will be developed in consultation with [the Community Engagement Team and Senior Managers](#). Ward Councillors will be engaged, for ~~ward~~ Ward specific projects.

### 5.8 How ~~to~~ we will engage

The community engagement process at Knox City Council involves five steps:

1. *Define* – the impact, objectives and engagement level for the project.
2. *Select* – which parts of the community Council will engage with.
3. *Plan* – the engagement tools to be used.
4. *Manage* – the risk and approvals required for community engagement activities (see 6.6 of Policy).
5. *Report* – review the engagement activity.

Knox City Council's Community Engagement ~~Manual 2019~~ [Planning Toolkit](#) provides more detail on each step.

### 5.9 Evaluation and review of the community engagement process

Reporting back to the community on decisions and evaluating and reviewing the community engagement approach will be key responsibilities of those managing the community engagement process. Evaluation of the community engagement process will include assessment of robustness, inclusiveness and level of information and transparency.

## 6. References

### 5.8 Engagement resources

- ~~6.1 Knox City Council Community Engagement Manual 2019~~ Knox City & Council [Community Engagement Advocates/Champions Plan 2017-2021](#)
- ~~International Association for Public Participation Australasia (IAP2) resources and materials~~
  - [Goal 8: We have confidence in decision making](#)

### 6.2 Relevant Legislation

- ~~Local Government Professionals (LGPro) resources~~ [Act 2020 Part 3 – Council decision making](#)
- [Privacy and Data Protection Act 2014](#)
- [Equal Opportunity Act 2010](#)
- ~~Public Health and materials~~ [Wellbeing Act 2008](#)
- [Planning and Environment Act 1987](#)



### **6.3 Charter of Human Rights**

This policy has been assessed against the rights contained within the *Charter of Human Rights and Responsibilities Act 2006* and is deemed compatible with the Charter.

### **6.4 UN Rights of the Child**

- Standard 7 –Child Safe Standards. Article 12 – Right to engage as active citizens.

### **6.5 Related Council Policies**

- Councillor Code of Conduct
- Staff Media Policy
- Councillor Media Policy
- Staff Social Media Policy

### **6.6 Related Council Documents and Procedures**

- Community Engagement Framework & Action Plan
- Community Engagement Planning Process
- Communications Planning Procedure

## **7. Administrative Updates**

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

11 City Centre Reports for Consideration

Nil

## 12 Items for Information

### 12.1 Capital Works Program Report

**SUMMARY: Coordinator, Capital Works, Gene Chiron**

**The Works Report shows projects on Council's Capital Works Program and indicates the status of each project as of 4 February 2021.**

**RECOMMENDATION**

**That Council receive and note the Capital Works Program Report, as of 4 February 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 4 February 2021, is attached as Attachment A.

Highlights of the Works Report as of 4 February 2021 include:

- Templeton Reserve, Wantirna - Tennis Court Renewals Courts 1 - 6 - Complete.
- Knox Skate & BMX Park – New Youth Pavilion – Nearing Completion.
- Quarry Reserve, Ferntree Gully - Masterplan Implementation Car Park – Complete.
- Knox Park Reserve, Knoxfield – Oval Turf Renewal – Complete.
- Scoresby Village Reserve, Masterplan Implementation – Complete.
- Templeton Reserve - Sportfield Renewal Works – Complete.
- Ferntree Gully Library - bridge renewal – 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 February 2021 [**12.1.1** - 20 pages]

**Knox City Council Project Status Report**

04-Feb-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1</b>	<b>Bridges Renewal Program</b>	<b>\$736,925</b>
All Wards	Ferntree Gully Community Centre Bridge has been completed and open to general public.	
<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 renewal program in progress at various locations in accordance with recent footpath condition audit.	
<b>10</b>	<b>Bicycle / Shared Path Renewal Program</b>	<b>\$700,000</b>
All Wards	Works to commence late February.	
<b>16</b>	<b>Building Renewal Program</b>	<b>\$6,036,707</b>
All Wards	Program is 30% committed/expended. Works commencing/ nearing completion over February include Leisureworks - HVAC renewals; Civic Centre - waterproofing to pond feature in Atrium; Kinderlea - external painting, roof gutter replacement; Kings Park Athletics Pavilion - public toilet floor coating, internal painting; HV Jones Community Pavilion - switchboard replacement; Knox Garden Community Hall - internal light fittings; Ambleside - kitchen renewal; Batterham Reserve Tennis Pavilion - hot water service; Tormore Pavilion - ceiling fans, switchboard upgrade.	
<b>17</b>	<b>Playground Renewal Program</b>	<b>\$1,533,674</b>
All Wards	Marie Wallace Playground construction has been completed and is in 13 week maintenance period. Consultation on the 2020/21 Playground Renewals has concluded and concept designs are being prepared. Site analysis work being completed for Stud Park Playground Renewal.	
<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	Concrete kerb & channel works at Knox Civic Centre Carpark expected to be completed by mid February.	
<b>25</b>	<b>Plant &amp; Machinery Replacement Program</b>	<b>\$2,751,000</b>
All Wards	Fleet Renewal Program progressing with approximately 40% of funds committed/expended.	

**Knox City Council Project Status Report**

04-Feb-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>26</b>	<b>Street Tree Replacement Program</b>	<b>\$627,750</b>
All Wards	Street tree renewal program finalised. Bulk removals scheduled to start early February. All nursery stock secured at nurseries.	
<b>31</b>	<b>Stamford Park Redevelopment</b>	<b>\$11,028,811</b>
Tirhatuan	Adventure Play Precinct has been completed. Lake/Ephemeral precincts - consultant is assisting in reviewing the plans and preparing additional documentation required by Melbourne Water for approval. Tender likely to be during the first half of 2021.	
<b>104</b>	<b>Roadside Furniture Renewal Program</b>	<b>\$100,000</b>
All Wards	Program on schedule - works in progress at various locations.	
<b>147</b>	<b>Energy Retrofits for Community Buildings</b>	<b>\$153,899</b>
All Wards	LED Lighting upgrade at Civic Centre underway. Scoping for other projects to be completed by March.	
<b>229</b>	<b>Building Code Australia Compliance</b>	<b>\$50,000</b>
All Wards	Program of works being established with review of Essential Safety Measures Annual Reports and component audits. Rollout expected early 2021.	
<b>345</b>	<b>Asbestos Removal</b>	<b>\$100,000</b>
All Wards	Asbestos Audit over January-March to inform works program. Lesiureworks Asbestos audit currently being undertaken. Other buildings to follow. Asbestos removal scheduled for projects (renewal and new/upgrade) where applicable.	
<b>347</b>	<b>Miscellaneous Industrial Roads - Pavement Rehabilitation</b>	<b>\$250,000</b>
All Wards	Program scoping in progress.	
<b>409</b>	<b>Parks Furniture Renewal</b>	<b>\$107,601</b>
All Wards	Audits underway, works progressing on schedule.	
<b>410</b>	<b>Parks Signage Renewal</b>	<b>\$20,000</b>
All Wards	This is a renewal program where signs are replaced as required. Works progressing on schedule.	
<b>412</b>	<b>Water Sensitive Urban Design Renewal</b>	<b>\$521,336</b>
All Wards	Koolamara Wetland works scheduled for late February.	
<b>441</b>	<b>Tim Neville Arboretum Renewal</b>	<b>\$437,149</b>
Dobson	Installation of BBQ and picnic shelter structures now completed.	
<b>443</b>	<b>Reserves Paths Renewal</b>	<b>\$65,000</b>
All Wards	Path works at Basin Triangle expected to start February.	

## Knox City Council Project Status Report

04-Feb-2021

Project Number	Project Name	Total Approved
<b>492</b>	<b>Food Act Compliance - Kitchen Retrofitting</b>	<b>\$25,000</b>
All Wards	Program of works being established in line with kitchen renewal projects where applicable to meet Food Act requirements. Expected to be undertaken in April 2021.	
<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 of works for 20/21 financial year is underway.	
<b>537</b>	<b>Bush Boulevard Renewal</b>	<b>\$70,000</b>
All Wards	Scoping of works for 20/21 financial year is underway.	
<b>566</b>	<b>Artwork Renewal</b>	<b>\$68,319</b>
All Wards	Artwork renewal projects are on hold due to COVID restrictions - with restoration on Placemakers Legacy series and cleaning and maintenance on major public artworks not viable at present. A full deaccession, maintenance and cleaning schedule for public art is planned.	
<b>576</b>	<b>Emergency Warning Systems in Early Years Facilities</b>	<b>\$50,000</b>
All Wards	Program of works is committed for Fields, Templeton, Cooinda with some additional works undertaken at Liberty Preschools. Works to be scheduled during school holidays in April.	
<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.	
<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.	
<b>649</b>	<b>Scoresby (Exner) Reserve - Masterplan Implementation Stage 3</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	Electrical upgrades on Batterham, Eildon and Knox Garden complete. Pit grates are installed and Fairpark design changes are confirmed and minor upgrade works scheduled for February. Consultation with Netball club and Project Delivery team completed.	

**Knox City Council Project Status Report**

04-Feb-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>675</b>	<b>Public Art Project</b>	<b>\$225,154</b>
All Wards	<p>Stamford Park Public Art and Heritage Project is underway - planned installation for September. Lupton Way Public Art Lighting Project Expression of Interest is currently being advertised - due for artwork installation in February 2022. Knox Regional Netball Centre Public Art Expression of Interest will be advertised by early March, along with Macaulay Place Mural Project. An Expression of Interest will be advertised in February for a mural on the Gilbert Park Skate Pavilion, with expected completion date April. The Laneway Lightboxes Project Brief is being prepared and due for installation by June in preparation for Immerse.</p> <p>Immerse is currently advertising Expressions of Interest for art to be installed: Wantirna South - Knox Civic Centre (internal foyer, atrium and gardens); Swinburne University - Gallery 369 and campus; Rowville - Rowville Community Centre (internal, external and gardens); Stamford park; The Basin - Basin Triangle (garden and stage); and Millers homestead (interior and gardens). Satellite locations Cinema Lane light boxes (Boronia). Billboard at Knox Skate park. Additional 4 lightbox locations in Wantirna South, Scoresby, Boronia and Knoxfield.</p>	
<b>708</b>	<b>Cricket Run Up and Goal Square Renewal Works</b>	<b>\$60,000</b>
All Wards	Batterham works complete.	
<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>\$664,205</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	Remaining program of works to be undertaken during April holidays.	
<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	Priority sites are being scoped and designed for site preparation in February.	
<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 commenced. 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 in partnership with Biodiversity for designing planting along creek corridors.	

**Knox City Council Project Status Report**

04-Feb-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>834</b>	<b>Oversowing of Sports Fields</b>	<b>\$60,000</b>
All Wards	Stage one of over sowing at Egan Lee completed in January.	
<b>837</b>	<b>Westfield (Permanent) Library - Design and Fitout</b>	<b>\$3,200,000</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	New Council to be briefed on project proposals at Issues Briefing on 12 April.	
<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>\$450,000</b>
Dobson	Tender period extended to 14 January. Tender evaluation process completed, with report to be presented to Council at SPC meeting 9 March. Contract to be awarded 16 March, with construction works to commence second week of April.	
<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 works which include the netball courts, carpark and path connections. Works to be completed in 2021/22.	
<b>869</b>	<b>Gilbert Park, Knoxfield - Masterplan Implementation Stage 2</b>	<b>\$738,072</b>
Friberg	Construction work continues on stage 1 works which include the basketball court, shelter area and solar lighting. Expected completion March. Evaluation in progress on stage 2 - Playspace Renewal tender. Stage 2 works expected to commence in March.	
<b>871</b>	<b>Energy Performance Contract Implementation</b>	<b>\$1,849,840</b>
All Wards	Solar PV at Rowville Community Centre and Air Conditioning work at Knox Leisureworks have been completed. Building Management System upgrades at both buildings have commenced.	
<b>891</b>	<b>Henderson Road Bridge, Rowville</b>	<b>\$1,659,351</b>
Friberg	All project works have now been completed. Final report currently being prepared for submission and final grant claim.	
<b>935</b>	<b>Scoresby (Exner) Reserve - Tennis Court Renewals</b>	<b>\$40,000</b>
Tirhatuan	Repair of court defects completed.	
<b>941</b>	<b>Knox Regional Netball Centre - Court Renewals</b>	<b>\$90,000</b>
Dobson	Quotes for court re-surfacing are returning. Contractor to be appointed in February.	

**Knox City Council Project Status Report**

04-Feb-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>942</b>	<b>Tree Management</b>	<b>\$73,321</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 contractor has commenced on site. Remediation works will continue once demolition has been completed.	
<b>946</b>	<b>Boronia Precinct Planning</b>	<b>\$300,000</b>
Baird	Further work will be undertaken to review and update the Boronia Renewal Strategy. City Futures is coordinating the implementation of a number of priority projects identified in the Strategy, under the directions of an internal Project Control Group (PCG) and the assistance of an internal Project Working Group (PWG).	
<b>948</b>	<b>Modular Building Program</b>	<b>\$2,704,612</b>
All Wards	Seebeck and Liberty completed. Lakesfield Pavilion expected to have a Contractor appointed late February/early March. Gilbert Park Pavilion currently progressing through design development.	
<b>951</b>	<b>Community Toilet Replacement Program</b>	<b>\$772,208</b>
All Wards	Tender closed for provision of public toilets at Tormore, Templeton, Talaskia and Scoresby. Wicks Reserve to be separately tendered mid year. Tenders under assessment when Contractor expected to be appointed by mid February.	
<b>958</b>	<b>Liberty Avenue Reserve, Rowville - New Floodlighting</b>	<b>\$18,000</b>
Taylor	Project complete.	
<b>961</b>	<b>Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8</b>	<b>\$198,130</b>
Dobson	Works will be undertaken after completion of the Netball Centre redevelopment to limit the number of Contractors/projects onsite.	
<b>968</b>	<b>Flamingo Kindergarten, Wantirna South - Verandah Extension</b>	<b>\$101,886</b>
Collier	Project complete.	
<b>994</b>	<b>Picketts Reserve, Ferntree Gully - Masterplan Implementation Stage 3</b>	<b>\$284,250</b>
Baird	Project experienced slight delays in December due to additional investigation required on the existing structure. The project is now progressing well with an anticipated construction completion date of February 2021.	
<b>995</b>	<b>Peregrine Reserve, Rowville - Masterplan Implementation Stage 2</b>	<b>\$443,927</b>
Taylor	Preparing community engagement plan for Stage 2 of the masterplan implementation. This stage, to be completed in 2021/22, includes a junior BMX pump track and outdoor gym equipment.	

**Knox City Council Project Status Report**

04-Feb-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>997</b>	<b>Llewellyn Reserve, Wantirna South - Masterplan Implementation</b>	<b>\$395,483</b>
Scott	Pavilion has been demolished and structural engineering report is currently being prepared. The tender for Design & Construction of the new facilities is scheduled to go out in February/March.	
<b>999</b>	<b>Lewis Park, Wantirna South - Masterplan Implementation</b>	<b>\$969,228</b>
Dinsdale	Waterways - Design is currently being reviewed by Melbourne Water. Final documentation will be completed upon receiving Melbourne Water's comments. Sport & Play Precinct - Design consultant has been appointed and scoping works for the first stage have commenced. Community Gardens - vines to be removed early February. Carpark - Scope confirmed, internal consultation completed and design 60% complete with fencing relocation to be arranged with owner.	
<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</b>	<b>\$624,589</b>
Scott	Community engagement for Stage 2 masterplan implementation has now concluded. Detailed design documentation is being prepared.	
<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	Stock ordered and locations confirmed for planting along Boronia Road. Planting anticipated for April.	
<b>1006</b>	<b>Bush Boulevards</b>	<b>\$190,870</b>
All Wards	Stock ordered and locations confirmed for planting along Boronia Road. Planting anticipated for April.	
<b>1046</b>	<b>Scoresby Recreation Reserve - New DDA Toilet</b>	<b>\$114,095</b>
Tirhatuan	Project completed 2019/20.	
<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>\$389,702</b>
Taylor	Construction of the Rowville Community Workshop (including Rowville Men's Shed relocation) is completed, with additional fitout works.	
<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 nearing completion with final asphalt layer completed by early February.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<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 around 60% complete with kerb and channel works essentially completed around school area. Anticipate asphalt and completion of contract works by February.	
<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. Contractor appointed and works are well underway with kerb and channel works completed on east side and nearing completion on west side. Anticipate completion by late February.	
<b>1106</b>	<b>Batterham Reserve, The Basin - Extension to existing pavilion change rooms (female change):</b>	<b>\$100,000</b>
Chandler	Works now 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. Anticipate commencement of contract works in February.	
<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	Works completed, pending handover.	
<b>1119</b>	<b>Wantirna Reserve, Wantirna - Tennis Court Renewals</b>	<b>\$518,279</b>
Collier	Design scope limited to Courts 1 - 5. Survey complete and Design underway. Geotech and Tennis Court Pavement Investigation undertaken and revealed contamination of material on Court 2. Further investigation underway to measure extent.	
<b>1120</b>	<b>Templeton Reserve, Wantirna - Tennis Court Renewals</b>	<b>\$1,058,092</b>
Collier	Courts 1 - 3 and Courts 4 - 6 completed and handed over to Club. Electrical services relocated near Courts 7 & 8 and renewal works for Courts 7 & 8 now well underway.	
<b>1121</b>	<b>Eildon Park, Rowville - Cricket Net Renewal</b>	<b>\$258,500</b>
Taylor	Works have commenced on this project.	
<b>1122</b>	<b>Knox Regional Sports Park - Soccer Cages Renewal</b>	<b>\$20,000</b>
Scott	Works set to commence early this year.	
<b>1123</b>	<b>Public Tennis / Netball / Basketball Court Renewals</b>	<b>\$100,000</b>
All Wards	Sites being prioritised for works.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1124</b>	<b>Sporting Oval Fencing Renewals</b>	<b>\$183,626</b>
All Wards	Seebeck Reserve complete and Lakesfield Reserve due to commence in February. Gilbert Park will commence in March.	
<b>1125</b>	<b>Stormwater Harvesting Infrastructure Renewal</b>	<b>\$95,965</b>
All Wards	Further works being considered.	
<b>1126</b>	<b>Knox Skate &amp; BMX Park – New Youth Pavilion</b>	<b>\$647,554</b>
Friberg	Construction nearing completion with expected handover by mid February.	
<b>1128</b>	<b>Gilbert Park Reserve, Knoxfield - New Drainage</b>	<b>\$36,500</b>
Friberg	Project to carry forward to 2021/22.	
<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	Revised scoping being undertaken with view of internal refit rather than deck and enclosure. Expected to commence early 2021.	
<b>1136</b>	<b>Arts Facility Upgrades</b>	<b>\$150,000</b>
All Wards	Program of works now planned. Expected to proceed to request for quotation for works packages in early 2021.	
<b>1144</b>	<b>Boronia Road, Bayswater (Edinburgh Rd to Scoresby Rd) - Footpath - Construction</b>	<b>\$97,909</b>
Dinsdale	Quotations are being sought for construction of the path. A Planning Application has been received for a development at 305 Boronia Rd. Construction will await planning advice prior to confirming actual path layout.	
<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. Plans to be signed off and submitted to Knox Construction for pricing.	
<b>1146</b>	<b>Wellington Road, Rowville (Straughan Close to Napoleon Road) - Shared Path - Construction</b>	<b>\$135,430</b>
Taylor	Design approved by Department of Transport (VicRoads) and waiting on Memorandum of Agreement for road works. Anticipate construction to start around March/April.	
<b>1148</b>	<b>Montana Avenue, Boronia - Footpath - Construction</b>	<b>\$66,529</b>
Chandler	Waiting to discuss the footpath with the School Principal.	
<b>1150</b>	<b>Knoxfield LATM Precinct Stage 2 - Installation</b>	<b>\$67,166</b>
Scott	Project complete.	

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Project Number	Project Name	Total Approved
1152	<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 feasibility study.	
1153	<b>Napoleon Rd, Lysterfield (Kelletts Rd to Anthony Dr) - Shared Path</b>	<b>\$200,000</b>
Dobson	Construction is in progress.	
1155	<b>Kelletts Road, Rowville (Stud Rd to Taylors Lane) - Shared Path</b>	<b>\$280,000</b>
Taylor	In-principle agreement for shared path design from Department of Transport (Transport Active Modes). Waiting for final approval from Department of Transport (Project Advice).	
1162	<b>Templeton Street, Wantirna - Linemarking and Intersection Treatments</b>	<b>\$70,000</b>
Collier	In-principle agreement has been received from Department of Transport (Transport Active Modes) for the design of the paths at Burwood Hwy/Templeton Rd intersection. Awaiting final approval from Department of Transport (Project Advice). Considering minor modification to line marking before an information sheet is provided to residents ahead of construction.	
1163	<b>Renou Road, Wantirna South - Intersection Treatments</b>	<b>\$197,000</b>
Collier	Line marking complete. In principle agreement for shared paths at Renou Road/Burwood Hwy intersection, has been received from Department of Transport (Transport Active Modes). Waiting for final approval from Department of Transport (Project Advice).	
1165	<b>Mowbray Drive, Wantirna South - Parking and Intersection Treatments</b>	<b>\$240,000</b>
Scott	Considering minor modification to line marking before an information sheet is provided to residents ahead of construction.	
1166	<b>Timothy Drive, Wantirna South - Intersection Treatments</b>	<b>\$35,000</b>
Scott	Reviewing line marking options given road resheet to occur within next 5 years.	
1170	<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.	
1173	<b>Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 2</b>	<b>\$450,000</b>
Dobson	Construction of additional 28 car spaces on Quarry Rd has been completed. Procuring contractor for sewer works and new public toilet. Works to be completed June-July.	
1174	<b>Principal Avenue - Dorset Road Streetscape Upgrade</b>	<b>\$136,802</b>
Chandler	Planning phase for the project in progress.	
1176	<b>Solar in Community Facilities</b>	<b>\$75,000</b>
All Wards	Scoping for four kindergarten sites nearing completion. Additional solar sites will be reviewed once the Kindergarten sites proceed to installation.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1180</b>	<b>Koolunga Reserve, FTG - Wetland Construction</b>	<b>\$390,806</b>
Chandler	Community consultation process confirmed with Communications Team. Consultation begins 8 February, with 4 weeks consultation time. The detailed design quotes requested. Anticipated completion of revised detailed design is March.	
<b>1182</b>	<b>Norvel Quarry Reserve Water Quality System - Design &amp; Construction</b>	<b>\$70,000</b>
Baird	Alternative solution receiving additional water in billabong has been discussed with internal stakeholders.	
<b>1183</b>	<b>Peregrine Reserve - Wetland treatment system - Design</b>	<b>\$60,000</b>
Taylor	Concept Design review/amendments in progress, in line with the Peregrine Reserve Master Plan priorities.	
<b>1184</b>	<b>Egan Lee Reserve Masterplan - Wetland treatment system - Design</b>	<b>\$550,000</b>
Scott	Concept Design amendments in progress, in line with the Master Plan priorities. Works to be completed in 2021/22.	
<b>1216</b>	<b>Carrington Park Reserve, Knoxfield - Cricket Net Renewal</b>	<b>\$245,285</b>
Friberg	Works have now commenced.	
<b>1217</b>	<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.	
<b>1225</b>	<b>Commercial Road, Ferntree Gully (Burwood Hwy to Wilson St) - Reconstruction</b>	<b>\$267,096</b>
Baird	Contractor appointed. Anticipate construction to commence mid-late February and be completed by late May.	
<b>1226</b>	<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. Works have commenced with establishment of site compound and set out underway. Works expected to be completed by May.	
<b>1227</b>	<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. Anticipate commencement of contract works around late February.	
<b>1228</b>	<b>Malvern Street, Bayswater (Edelmaier St to Scoresby Rd) - Design</b>	<b>\$29,441</b>
Baird	Design reviewed and minor alterations underway - 85% complete.	
<b>1229</b>	<b>Sullivan Court, Wantirna (Rachelle Drive to End) - Design</b>	<b>\$7,185</b>
Collier	Design reviewed and minor alterations underway - 95% complete.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1230</b>	<b>Wanaka Close, Rowville (Erie Avenue to End) - Design</b>	<b>\$5,186</b>
Tirhatuan	Design reviewed and minor alterations underway - 95% complete.	
<b>1231</b>	<b>Winnifred Crescent, Knoxfield (Allister Close to Christie Close) - Design</b>	<b>\$13,086</b>
Friberg	Design complete.	
<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. Scope direction being sought from Boronia Renewal PWG.	
<b>1233</b>	<b>Knox Park Reserve, Knoxfield - Turf Renewal</b>	<b>\$250,000</b>
Friberg	Works now complete.	
<b>1234</b>	<b>Knox Athletics Track, Knoxfield - Pathway Renewals</b>	<b>\$20,000</b>
Friberg	Work to commence in 2021.	
<b>1237</b>	<b>Carrington Park - Multi Purpose Facility</b>	<b>\$1,511,594</b>
Friberg	Construction tender closing 12 February. Construction scheduled to start in April/May.	
<b>1238</b>	<b>BAMP Facility Upgrades</b>	<b>\$965,274</b>
All Wards	Relevant minor projects have been completed at Rowville Recreation Reserve and Liberty Reserve. Program development progression expected to be progressed by first quarter 2021 with commencement of implementation to follow. Some carry forward required.	
<b>1260</b>	<b>Bayswater Bowls Club - New Accessibility Pathway</b>	<b>\$56,066</b>
Dinsdale	Design completed and integrated with carpark design - awaiting quotes from Knox Construction.	
<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.	
<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.	
<b>1264</b>	<b>Knox Regional Netball Centre - Amenities Upgrade</b>	<b>\$50,000</b>
Dobson	Delivery of amenities upgrade being undertaken as part of redevelopment project.	
<b>1265</b>	<b>Park Crescent Children and Family Centre Refurbishment, Boronia - Design</b>	<b>\$128,500</b>
Baird	Design development progressing with concept sign off. Cost Plan on revised concept expected to be provided late February/early March. Intended to proceed to fee proposals for detailed design/tender documentation in March.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1266</b>	<b>Rowville Children and Family Centre Refurbishment</b>	<b>\$1,042,000</b>
Tirhatuan	Detailed design process nearing completion with expectation that tender will proceed mid March.	
<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.	
<b>1268</b>	<b>The Fields Kindergarten (north side), Rowville - Verandah</b>	<b>\$100,000</b>
Taylor	Contractor appointed.	
<b>1269</b>	<b>Rosa Benedikt Community Centre, Scoresby - Minor Upgrade</b>	<b>\$37,238</b>
Tirhatuan	Scoping work has commenced.	
<b>1270</b>	<b>Heany Park Scout/Community Pavilion, Rowville - Scoping</b>	<b>\$28,055</b>
Taylor	Concept design completed.	
<b>1271</b>	<b>Wantirna Community Infrastructure Planning</b>	<b>\$40,000</b>
Collier	Work will commence in February.	
<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 the Land Title Office. Construction scheduled for February/March.	
<b>1274</b>	<b>Mountain Hwy, The Basin (Wicks Road - Claremont Ave) - Footpath</b>	<b>\$440,000</b>
Chandler	Concept Design completed and internal consultation to follow. Consultation with residents scheduled for February/March. Design 40% complete.	
<b>1276</b>	<b>Liverpool Road, The Basin (Mountain Hwy to Liverpool Rd retarding basin) - Footpath - Design</b>	<b>\$16,731</b>
Chandler	Feature survey has been done. Path alignment yet to be confirmed. Ongoing discussion with Salvation Army about path alignment.	
<b>1277</b>	<b>Blackwood Park Drive, Ferntree Gully - Bridge Replacement</b>	<b>\$561,525</b>
Dobson	Works completed.	
<b>1278</b>	<b>Clauscen Drive, Rowville LATM - Installation</b>	<b>\$170,000</b>
Tirhatuan	Construction scheduled to start early February.	
<b>1279</b>	<b>Elton Road and Holme Road, Ferntree Gully, Isolated Traffic Treatment (Hot Spot) Program</b>	<b>\$30,000</b>
Friberg	Project complete.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1281</b>	<b>Ferntree Gully Road (Stud Road - Henderson Road) - Shared Path</b>	<b>\$32,000</b>
Tirhatuan	Department of Transport approval has been received. Construction details are being finalised. Scheduled to commence in April.	
<b>1282</b>	<b>Ferntree Gully Road (Rushdale Street - Bunjil Way), Knoxfield - Shared Path - Scoping</b>	<b>\$10,000</b>
Friberg	Possible path alignment still to be determined.	
<b>1297</b>	<b>Amesbury Avenue, Wantirna - Intersection Treatments - Design</b>	<b>\$13,427</b>
Collier	Preliminary alignment plans are currently being reviewed. Consultation with school will be scheduled for February/March.	
<b>1300</b>	<b>Parking Management Plan Implementation</b>	<b>\$71,380</b>
All Wards	Letter has been sent to Boronia businesses where the parking restrictions in front of their property are being changed. Quotations are currently being sought for sign installations.	
<b>1303</b>	<b>Napoleon Road, Rowville (Bus Stop 15209 to School Crossing) - Footpath Connection</b>	<b>\$29,560</b>
Taylor	Public Transport Victoria approval and funding contribution are being sought.	
<b>1306</b>	<b>Dog Park - Emerson Place Reserve</b>	<b>\$220,102</b>
All Wards	Contract has been awarded and construction scheduled to commence in February.	
<b>1307</b>	<b>Batterham Park, The Basin - Masterplan Implementation</b>	<b>\$60,000</b>
Chandler	Procuring contractor for new drinking fountain to finalise Masterplan works.	
<b>1308</b>	<b>Kevin Ave, FTG, Flood Investigation - Design</b>	<b>\$25,310</b>
Dobson	Detailed design progressed by 25%.	
<b>1309</b>	<b>1825 Ferntree Gully Road - Flood Mitigation Works</b>	<b>\$858,876</b>
Friberg	Drainage upgrade within Commercial Rd area included within road renewal package just awarded for Commercial Rd. Additional area - service locating and proving complete with detailed design 50% completed. 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	Scoping of the works and concept designs scheduled for February.	
<b>1311</b>	<b>Major Roads LED Streetlight Replacement - Design</b>	<b>\$92,550</b>
All Wards	Draft design of the Streetlight Replacement has been completed, with a workshop held with Council stakeholders in early December 2020. The finalised design is due end of February.	
<b>1312</b>	<b>Landfill Sites as Solar Farms - Feasibility Study</b>	<b>\$92,269</b>
All Wards	Draft Battery Feasibility Study completed in January. Consultants have been engaged to commence work on understanding the Enterprise Model/Business Model. This is expected to be completed by June.	

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Project Number	Project Name	Total Approved
<b>1315</b>	<b>Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)</b>	<b>\$824,408</b>
Baird	Work has begun on the design development of the new facility, with the lead architect appointed late last year. Council is also continuing stakeholder consultation with the four key user groups.	
<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 30% complete. 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	Turf work completed on 17 December 2020.	
<b>1318</b>	<b>Miller Park Reserve - Cricket Net Renewal</b>	<b>\$268,750</b>
Chandler	Design in concept stage.	
<b>1319</b>	<b>Gilbert Park Reserve, Knoxfield - Batting Cage Renewal</b>	<b>\$107,500</b>
Friberg	Works planned for 2021, designs are being considered.	
<b>1320</b>	<b>Eildon Park Reserve, Rowville - Tennis Court Renewals</b>	<b>\$531,508</b>
Chandler	Contract scope packaged with Miller Reserve Tennis Club works. Design and tender evaluation completed and contract appointment recommendation approved. Successful tenderer and Clubs to be advised.	
<b>1321</b>	<b>Millers Reserve, The Basin - Tennis Court Renewals</b>	<b>\$525,000</b>
Chandler	Contract scope packaged with Eildon Reserve Tennis Club works. Design and tender evaluation completed and contract appointment recommendation approved. Successful tenderer and Clubs to be advised.	
<b>1322</b>	<b>Glenfern Park (FTGTC) - Tennis Court Renewal</b>	<b>\$350,000</b>
Chandler	Design completed, tender advertised and closed. Tenderers currently being assessed by panel.	
<b>1357</b>	<b>Batterham Reserve, The Basin - Pavilion Refurbishment &amp; Path and Access Works</b>	<b>\$337,397</b>
Chandler	Pavilion works now complete.	
<b>1363</b>	<b>Lupton Way Shared Zone Construction and Public Art Lighting.</b>	<b>\$9,000</b>
Baird	Council finalised a funding agreement with the Department of Jobs, Precincts and Regions (DJPR) in December 2020 for the Lupton Way Shared Zone Construction and Public Art Lighting project. The total project value is \$600k, including \$350k from the Boronia Precinct Planning Capital Works Budget and \$250k DJPR funding. Tender process is currently underway. The project is being coordinated by City Futures Department, to be delivered by the Transport and Traffic Team and the Arts and Cultural Services Team.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1365</b>	<b>Programmed Road Renewal Works from June annual Audits</b>	<b>\$520,000</b>
All Wards	Funding sought to be utilised as supplementary funding to enable Commercial Road - Stage 2 works to be undertaken this financial year.	
<b>1382</b>	<b>Kings Park - Baseball Infield Drainage</b>	<b>\$80,000</b>
Dobson	Works set to commence mid March.	
<b>1383</b>	<b>Knox Park - Junior Pitch Improvements</b>	<b>\$100,000</b>
Friberg	Works have been pushed back to mid March.	
<b>1384</b>	<b>Kings Park - Baseball Fencing Upgrade (Outfield)</b>	<b>\$200,000</b>
Dobson	Works expected to commence mid March.	
<b>1385</b>	<b>Templeton Reserve - Sportsfield Renewal Works</b>	<b>\$270,000</b>
Collier	Synthetic surrounds now laid, all works completed.	
<b>1386</b>	<b>Parks - Coring Plant</b>	<b>\$120,000</b>
All Wards	Plant identified but estimated wait of 5 months for delivery due to COVID backlog.	
<b>1387</b>	<b>Liberty Reserve - Sportsfield Drainage</b>	<b>\$150,000</b>
Taylor	Work is now set to commence in early February.	
<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	Design to occur in 2021.	
<b>1390</b>	<b>Golf Practise Nets</b>	<b>\$30,000</b>
All Wards	Design in progress for installation at Wally Tew Reserve.	
<b>1391</b>	<b>Knox Hockey Facility Development</b>	<b>\$125,000</b>
Tirhatuan	Request for quotation process commenced for detailed design at Benedikt Reserve, Scoresby.	
<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	Contractor appointed and construction progressing for end of April completion. Project being delivered in bulk with Milpera and Talaskia Reserves.	

**Knox City Council Project Status Report**

04-Feb-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1394</b>	<b>Knox Park Athletics - Changeroom Upgrade (Design)</b>	<b>\$60,000</b>
Friberg	Scoping and design underway with completion expected late March/early April.	
<b>1395</b>	<b>Milpera Reserve - Floodlighting</b>	<b>\$250,000</b>
Collier	Contractor appointed and construction progressing for end of April completion. Project being delivered in bulk with Knox Gardens and Talaskia Reserves.	
<b>1396</b>	<b>Gilbert Park - Floodlighting Upgrade (Diamonds 1 and 2)</b>	<b>\$500,000</b>
Friberg	Carry forward required. Tender scheduled for April and Contractor appointed in new financial year.	
<b>1397</b>	<b>Talaskia Reserve - Lighting Upgrade</b>	<b>\$250,000</b>
Dobson	Contractor appointed and construction progressing for end of April completion. Project being delivered in bulk with Knox Gardens and Milpera Reserves.	
<b>1398</b>	<b>Templeton Reserve - Safety Fencing/Netting</b>	<b>\$40,000</b>
Collier	Works scheduled for last week of February, expected to take approximately 3 days. Additional soil testing required which will occur in early February.	
<b>1399</b>	<b>Talaskia Reserve - Perimeter Safety Fencing</b>	<b>\$50,000</b>
Dobson	Stage 1 complete. Stage 2 set to be completed in February.	
<b>1400</b>	<b>Gilbert Park - Protective Netting</b>	<b>\$80,000</b>
Friberg	Works will commence upon the final new modular pavilion location being finalised (expected to be in February).	
<b>1401</b>	<b>Fairpark Reserve - Reversible Netball/Basketball Ring</b>	<b>\$6,000</b>
Friberg	Project will occur after the location of the Fairpark Reserve Community Facility is confirmed. Project to be combined with netball court renewals.	
<b>1402</b>	<b>Bayswater Bowls Club - Car Park Upgrade</b>	<b>\$100,000</b>
Dinsdale	Works integrated with new Accessible path project. Design complete and waiting on quotes from Knox Construction team.	
<b>1403</b>	<b>Fairpark Reserve - Car Park Extension (Design)</b>	<b>\$25,000</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	Scoping completed with design expected to be complete end of March.	

**Knox City Council Project Status Report**

04-Feb-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1405</b>	<b>F W Kerr Kindergarten, Ferntree Gully - External upgrade</b>	<b>\$20,000</b>
Dobson	Officers 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	Project will commence following selection of a tenant for Miller's Homestead. Work on EOI process for tenancy will commence in February.	
<b>1407</b>	<b>Boronia Progress Hall - Upgrade</b>	<b>\$50,000</b>
Baird	Scope confirmed with quotes being sought and Contractor expected to be appointed by March.	
<b>1408</b>	<b>St John's Ambulance Hall - Upgrade</b>	<b>\$25,000</b>
Baird	Consultation work is underway.	
<b>1409</b>	<b>Albert Street, UFTG, Ferndale Road - 14 Albert Street - Footpath</b>	<b>\$100,000</b>
Dobson	Works incorporated into Albert Street Road Renewal project. Anticipate works to commence in March.	
<b>1410</b>	<b>Moonah Rd and Tate Ave, Wantirna - Roundabout</b>	<b>\$50,000</b>
Dinsdale	Detailed Design is in progress.	
<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 property owner.	
<b>1412</b>	<b>Macauley Place - Shared Safety Zone</b>	<b>\$250,000</b>
Dinsdale	Tender scheduled to be advertised in March.	
<b>1413</b>	<b>Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation</b>	<b>\$75,000</b>
Dobson	Site investigation underway. Preparing community engagement plan.	
<b>1414</b>	<b>Cardiff Street - Flood Mitigation Works (Design)</b>	<b>\$60,000</b>
Baird	Scoping of these works scheduled in February.	
<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 scheduled to commence in March.	
<b>1416</b>	<b>Eildon Park Reserve - Stormwater Harvesting Upgrade</b>	<b>\$120,000</b>
Taylor	Drainage and electrical upgrade works completed. Pit filter screens are installed as part of Stormwater Harvesting Program Development (project 664). Awaiting commissioning of an onsite electrical system.	

## Knox City Council Project Status Report

04-Feb-2021

Project Number	Project Name	Total Approved
1417	<b>Batterham Reserve - Stormwater Harvesting Upgrade</b>	<b>\$120,000</b>
Chandler	Drainage and electrical upgrade works completed. Pit filter screens are installed as part of Stormwater Harvesting Program Development (project 664). Awaiting commissioning of an onsite electrical system.	
1418	<b>Wally Tew (FTG Reserve) - Stormwater Harvesting Upgrade</b>	<b>\$25,000</b>
Dobson	Onsite consultation with internal stakeholders completed. Program scoping has been confirmed with Leisure, Recreation and Parks Team members. Quotation for these works scheduled in February.	
1419	<b>Carrington Park Reserve - Stormwater Harvesting Upgrade</b>	<b>\$25,000</b>
Friberg	Onsite consultation with internal stakeholders completed. Program scoping has been confirmed with Leisure, Recreation and Parks Team members and wider working group. Quotation for these works scheduled in February.	
1420	<b>Bayswater Oval (Marie Wallace) - Stormwater Harvesting Upgrade</b>	<b>\$25,000</b>
Dinsdale	Onsite consultation with internal stakeholders completed. Program scoping has been confirmed with Leisure, Recreation and Parks Team members. Quotation for these works scheduled in February.	
1421	<b>Kings Park Reserve - Stormwater Harvesting Upgrade</b>	<b>\$25,000</b>
Dobson	Onsite consultation with internal stakeholders completed. Program scoping has been confirmed with Leisure, Recreation and Parks Team members. Quotation for these works scheduled in February.	
1422	<b>Gilbert Reserve - Wetland (Scoping &amp; Analysis)</b>	<b>\$30,000</b>
Friberg	Service proving and depthing quotes are requested along with geotech investigation for wetland area. Geotech is scheduled to be completed early February. The concept will be developed based on this information.	
1423	<b>Jenola Parade Wantirna Reserve - Wetland (Design)</b>	<b>\$10,000</b>
Scott	Following a reassessment of feasibility, this project to be cancelled.	
1424	<b>Allora Avenue FTG - Wetland (Scoping)</b>	<b>\$30,000</b>
Dobson	Following a reassessment of feasibility, this project to be cancelled.	
1425	<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.	
1426	<b>The Basin Triangle Masterplan</b>	<b>\$60,000</b>
Chandler	Project brief being prepared.	

**Knox City Council Project Status Report**

04-Feb-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1428</b>	<b>Violen Street, Bayswater - Design</b>	<b>\$20,000</b>
Dinsdale	Design 80% complete, awaiting outcome of geotech report.	
<b>1429</b>	<b>Edinburgh Road, Boronia - Design</b>	<b>\$25,000</b>
Baird	Design 30% complete, awaiting outcome of geotech report.	
<b>1430</b>	<b>Wilhelma Avenue, Boronia - Design</b>	<b>\$30,000</b>
Baird	Design 15% complete, awaiting outcome of geotech report.	
<b>1431</b>	<b>Manuka Drive, FTG - Design</b>	<b>\$25,000</b>
Baird	Design 15% complete, awaiting outcome of geotech report.	
<b>1432</b>	<b>Murene Court, Boronia - Design</b>	<b>\$20,000</b>
Baird	Design 15% complete, awaiting outcome of geotech report.	
<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>\$127,178</b>
Scott	Harcrest Estate wetland Ring Wall repair work as required.	

**Total: \$120,078,718**

## 12.2 ICT Capital Works Report

**SUMMARY: Acting Manager Information and Communications Technology, Paul Barrett**

**The ICT Works Report shows projects on Council's ICT Capital Works Program and indicates the status of each project as at 10 February 2021.**

### **RECOMMENDATION**

**That Council receive and note the ICT Capital Works Report, as at 10 February 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 10 February 2021 is attached in the Confidential section of Council's agenda.

Attachment 1. Highlights of the Works Report as at 10 February 2021 include:

#### **1242 - Digital Customer Channels Transformation (DCCT) - Phase 1 Website Development**

Development - The website build stage continued on schedule in January. Bliss Digital are now at the end of Sprint 4 Development with a showcase planned for 19 February. User Acceptance Testing will follow the showcase. The first training session is planned for 16 February.

Content - Content approvals reached 50% at the time of this report. Targeted communications in Jan/Feb have accelerated the number of pages being approved. The project will have the majority of pages approved by the end of February. Issue raised for new content approvals will remain active until all content is ready. The first upload of content to the new website by Bliss Digital is scheduled for mid-February. We will also have support to migrate PDFs at the end of February.

Phase 1a / Starting Services / Proof of Concept - The new online planning process and elements of the Hard Waste process may likely not be delivered as designed for phase 1a. This results from supporting technology which will not be ready for the development of services. Technology includes user login (authentication), and SMS notifications. This was previously raised as a risk and elevated / communicated to issue status at ICT Steering Committee early February. The project team are undertaking final analysis to assess the impact of the issue and will report back to the business by the beginning of March. Bliss Digital will begin phase 1a development in March, starting with the Animal Registration process which is not impacted by this issue.

### **812 - Asset Management System**

The overall Project Implementation timelines remain on schedule, despite the first stage of the Project Implementation phase progressing slightly behind schedule by 2 to 3 weeks. All Interface and Data transfer specification workshops are completed and signed-off for Pathway, Computron, Knox Explorer and IntraMaps. Contracts Manager/ProjectsPro and Priava Booking system interface also finalised and signed-off, ready to forward to vendor for interface development quotation.

Computron Interface development work completed, with Pathway development work scheduled for completion by 29 January 2021. Data Validation and Interface Configuration progressing to schedule. System Administrator training well underway, with User Acceptance Testing by Project team (Research & Mapping and Asset Strategy Business Analysts) for the first asset classes completed.

Project Implementation timelines remain on schedule for staged Go Live in late May 2021.

### **1036 – HR System Enhancement**

The second two teams (City Development (ex School Crossing) and Infrastructure (ex Operations) went live with Humanforce on Monday 7th December. Business engagement activities and training for the remaining groups is continuing. The rollout of Humanforce is planned to be complete by 30 April 2021 and PageUp Performance will be released to staff in March 2021. The project remains within budget.

### **1034 - Business Intelligence**

Sprint 2 for Finance in final stages of User testing. Scheduled to be completed on 15th Jan.

Discovery sessions initiated for Customer service, City Futures, City Safety & Health and Family & Children services in December. Training contract for 30 users concluded and Training calendar for enrollments shared with departments for upcoming sprints. Jan and Feb training dates have been confirmed and locked in with BI power users.

### **1031 – ICT Spatial Capability**

Existing GIS systems have all been successfully upgraded in June, with the business users now taking advantage of improved functionality for IntraMaps and QGIS. As approved by Steering Committee 14 July 2020, the project would take a hiatus until November 2020, before commencing the second stage of the delivery of additional spatial capabilities.

### **1369 – Master Data Management**

In January the MDM Working Group commenced review of the Pario recommendations report, with all review feedback to be sent to Pario in early February. A new Project Manager commenced, with handover due for completion in mid-February. In late January the MDM Working Group commenced the Scoping phase of the project.

### **1371 – Community Engagement Participation Platform**

Platform configuration by vendor delivered December 2020. Training for frequent project creators and KCC site administrators completed 10/12/20. Testing commenced 14/12/20 to be completed January 2021. Community and Council Plan identified as potential proof of concept, to be undertaken February 2021. Business engagement continues and internal communication plan progressing through approvals.

#### **2. CONFIDENTIALITY**

Confidential information is contained in Attachment 1 in the confidential agenda, in accordance with Sections 3 and 66 of the Local Government Act 2020 as the information relates to contractual matters; and the premature disclosure of the information could be prejudicial to the interests of Council or other persons.

The information also meets the definition of confidential information under the Local Government Act 2020 on the basis that the information includes:

- Council business information the disclosure of which may prejudice the Council's position in commercial negotiations; and/or
- Private commercial information that may unreasonably expose a business, commercial or financial undertaking to disadvantage if disclosed; and/or
- Information which has been previously been declared as confidential information for the purposes of Section 77 of the Local Government Act 1989.

**Report Prepared By:**                    **Acting Manager Information and Communications Technology,  
Paul Barrett**

**Report Authorised By:**            **Executive Manager Strategy, People & Culture, Interim Information  
Technology and Transformation (Change/Lean), Sam Stanton**

#### **Attachments**

1. ICT Council Report - Feb 2021 [**12.2.1** - 3 pages]  
Confidential Attachment 1 is circulated under separate cover

## Knox City Council Project Status Report

12-Feb-2021

Project Number	Project Name
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<b>789</b>	<b>Facilities Booking Solution</b>
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All Wards	The new Priava meeting room and fleet booking solution went live to staff on 14 Dec 2020.
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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.

<b>812</b>	<b>Asset Management Information System</b>
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All Wards	Project Implementation timelines remain on schedule for staged Go Live by late May 2021.
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Interface and Data transfer specifications workshops signed-off, and ready to forward to vendor for quotation.

Computron and Pathway interface development completed.

System Administrator training well underway, with On Demand Videos available in PageUp for Council staff to complete.

<b>827</b>	<b>Digital Customer Channels Transformation (DCCT) - Phase 3 Cust Portal &amp; Integration</b>
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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.
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<b>977</b>	<b>Pathway Program</b>
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All Wards	Completed in January: Street Trading permits online readiness activities completed in preparation for go live in February. BPAY for applications payments project progressed with testing commenced and drafting of merge invoice template changes. Decision by Finance not to extend scope to include Infringements payments due to technical and business process changes required affecting the viability of providing this service. Late with low impact - decommissioning of Pathway legacy client system with a view to include in scope of the next Pathway release upgrade as part of business as usual activities.
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<b>1031</b>	<b>Spatial Capability</b>
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All Wards	The project is in hiatus whilst the most effective outcome delivery approach is agreed ahead of commencing the second stage of delivery. 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 in the next two months.
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<b>1034</b>	<b>Business Intelligence</b>
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All Wards	Project Progressing with 2 Sprints completed and 3 in pipeline. Remediation has been put in place to improve development throughput and complete 16 use cases planned in Business Case. Training in progress for Sprint participants.
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## Knox City Council Project Status Report

12-Feb-2021

<b>Project Number</b>	<b>Project Name</b>
<b>1036</b>	<b>HR System</b>
All Wards	The first four groups have gone live with Humanforce (Time & Attendance) with the next team being the Operations Centre from 15th February. Business engagement and training continues for the remaining groups. The rollout of Humanforce is planned to be complete by 30 April 2021 and PageUp (Performance) will be released to staff in March 2021. The project remains within budget.
<b>1037</b>	<b>Project Management Office - ICT Governance</b>
All Wards	Tracking as planned
<b>1242</b>	<b>Digital Customer Channels Transformation (DCCT) - Phase 1 Website Development</b>
All Wards	The website build stage continued on schedule in January. Our website vendor Bliss Digital worked through the holiday break and made great progress on development of the website homepage and other key website pages. Improved website content will also be ready to add to the new website in February.
<b>1245</b>	<b>Corporate Reporting Solutions</b>
All Wards	This project has funding available to commence in FY20/21, the target date is in March/April 2021.
<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	Data integration review kicking off in FY20/21 to ensure solutions and data are effectively connected to deliver ICT community and staff outcomes.
<b>1369</b>	<b>Master Data Management</b>
All Wards	In January the MDM Working Group commenced review of the Pario recommendations report, with all review feedback to be sent to Pario in early February. A new Project Manager commenced, with handover due for completion in mid February. In late January the MDM Working Group commenced the Scoping phase of the project.
<b>1371</b>	<b>Participation Platform</b>
All Wards	Council approval being sought for Community Engagement policy 22 Feb. Testing for platform nearing completion and implementation readiness activities underway. Stud Park engagement activity identified as suitable pilot for platform. On track for Go Live 25 February.
<b>1373</b>	<b>Active Aging System Platform</b>
All Wards	In consultation with the sponsoring business, this initiative has been prioritised on the ICT Roadmap V6 to commence in July 2021.

## Knox City Council Project Status Report

12-Feb-2021

Project Number	Project Name
1374	<p data-bbox="289 405 509 426"><b>Early Years Platform</b></p> <p data-bbox="289 447 1414 520">The Project Manager assigned to the HR Systems project is transitioning to managing the to Early Years initiative in January 21. The project will first work towards the creation of a Project Initiation Document, setting the early direction for the project, and this document will be approved by ICT governing bodies.</p>
1376	<p data-bbox="289 579 878 600"><b>Digital Customer Channels Transformation - DCCT Ph2</b></p> <p data-bbox="168 621 1414 695">All Wards Phase 2 now scheduled to commence mid-2021, once phase 1 website has been successfully delivered. With the recent re-baseline of Phase 1 go-live moving to April / May 2021, phase 2 has also been re-baselined. The project team will explore the possibility of beginning phase 2 earlier if there is an opportunity.</p>
1377	<p data-bbox="289 753 464 774"><b>Cloud Solutions</b></p> <p data-bbox="168 795 602 821">All Wards Project waiting to be scheduled</p>
1379	<p data-bbox="289 879 756 900"><b>Customer Relationship Management (CRM)</b></p> <p data-bbox="168 917 776 940">All Wards This project is due to commence in late FY 20/21</p>

13 Notices of Motion

14 Supplementary Items

15 Urgent Business

16 Questions Without Notice

17 Confidential Items

17.1 Knox Landfill Solar Farm Business Case Update

A confidential report is circulated under separate cover.