

AGENDA



Meeting of the Strategic Planning Committee of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Tuesday 9 March 2021 at 7:00 PM

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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 Strategic Planning Committee Meeting on Monday 14 December 2020

4 Considering and Ordering Upon Officers' Reports

4.1 Early Years Advisory Committee Annual Report 2020

SUMMARY: Acting Head of Strategy, Learning and Evaluation, Liz Stafford

The Early Years Advisory Committee's (EYAC) current Terms of Reference (ToR) requires an annual report to Council to advise of the topics and key themes discussed by the Committee in the preceding year. This report provides the annual report of EYAC activities and achievements for 2020.

RECOMMENDATION

That Council:

- 1. Notes the report on the activities undertaken, and subsequent feedback and advice of the Early Years Advisory Committee between January 2020 and December 2020; and**
- 2. Thanks the members of the Early Years Advisory Committee for their valuable contribution to the work of Council on behalf of children and families in the Knox community.**

1. INTRODUCTION

The role of the Early Years Advisory Committee (EYAC) is to provide advice to Council on early years issues and to promote greater awareness and understanding in the local community of early years services within the Knox municipality.

The Knox Community and Council Plan (2017-2021) sets the vision for the City of Knox through eight shared goals and strategies including how Council aims to meet the needs of children and families. Embedded within this broader plan is Council's approved Key Life Stages Implementation Plan (2017-2021) which provides the strategic framework for the ongoing work of EYAC. The plan follows an integrated and intergenerational approach, identifying and focusing on the key issues impacting early childhood, youth, and older age groups and how Knox can deliver the right services, infrastructure and partnerships to build a healthy and resilient community.

The current EYAC Terms of Reference (ToR) outline the Committee's key focus, which is to:

- 1. Provide advice and recommendations on the implementation of the early years objectives of the Key Life Stages Implementation Plan as incorporated in the Knox Community and Council Plan (2017-2021). The advice and recommendations in relation to the early years objectives in these plans include:**
 - Agreed priorities;
 - Outcomes and achievements; and
 - Effective communication and consultation strategies to facilitate engagement with the community and other key stakeholders.
- 2. Provide advice to Council on emerging issues affecting families and children and the related services within the Knox community.**

3. Identify emerging key research, policy and legislative issues that might impact on the delivery of the Key Life Stages Implementation Plan (2017-2021).
4. Consider advice and information made available through other Council advisory and community consultation processes related to families and children, local early years services and early years issues.
5. Provide Council with an annual report on the key discussion topics and achievements of the EYAC.

This annual report outlines the activities and achievements of EYAC in 2020.

2. DISCUSSION

Due to the outbreak of COVID-19 and the associated restrictions, three EYAC meetings were held in 2020; Thursday 27 February, Thursday 18 June, and Thursday 18 August. The meeting scheduled for April was not held due to Pandemic restrictions and the scheduled meeting in October was not held due to the overlay with Council elections caretaker period. The February meeting took place onsite at the Civic Centre, followed by Zoom meetings conducted in June and August.

2.1 EYAC Topics and Key Themes for 2020

The Committee endorsed a proposed Work Plan for 2020 that initially reflected key themes relating to the identified State and Commonwealth Government policy changes impacting the early years sector and local themes identified through the Knox Council and Community Plan and Key Life Stages Plan. Committee members also contributed through their own experiences and observations with regards to children and families in the community.

In addition to the agreed Work Plan themes, the Committee also discussed issues emerging in relation to the COVID-19 pandemic across Victoria. In summary, discussions focused on:

- The nature and impact of legislative, policy, funding and government department changes to the early years service system including Maternal and Child Health, Early Parenting and the significant Kindergarten Expansion Reform.
- The potential challenges and impact of the COVID-19 restrictions to the provision of services and engagement with families in the early years service system.
- Council's commitment to working towards a community that is free from violence and the campaign "Knox Says No to Family Violence". Of particular interest to the Committee was information and discussion around how Family Violence impacts on young children.
- The work of Council around Climate Change and the development of a Climate Response Plan. Committee members discussed the concepts of avoiding the worst elements of climate change through immediate action whilst improving conditions for younger generations now and into the future.
- Biodiversity in the Knox municipality. The Committee discussed ways to participate in community activities relating to protecting biodiversity and how engaging with nature supports children and families to improve their health and wellbeing.
- The roles, responsibilities and work of Council in relation to Emergency Management.
- The broader role of Council in supporting the community to recover from the COVID-19 Pandemic with a particular focus on how such events may impact on children.

Despite the limitations imposed by the restrictions related to the COVID-19 Pandemic, Committee members actively engaged, considered, discussed and provided feedback through the lens of children and families in the Knox community for the key themes and issues resulting from the Work Plan and the key policy and strategic work undertaken by Council.

In addition to the topics outlined in the 2020 Work Plan, individual Committee members also suggested other topics for discussion that may be impacting young children and families in the community.

These included:

- Occupational Therapy and Psychology Services for children.
- The value of adopting an intergenerational approach to improve computer literacy within Knox, ensuring marginalised groups do not continue to be disadvantaged in this area.

2.2 EYAC Committee Insights and Considerations

The Committee has identified the following for Council to note:

Maternal Child Health (MCH) 2020 Initiatives

The Committee noted the value of aiming to increase service uptake by promoting drop-in services, reaching out to dads and grandparents and offering more information and services in languages other than English.

Emergency Management (EM)

The Committee noted the roles and responsibilities of Council in relief response for the community during emergencies and assistance after emergencies. The Committee recommended a continued focus on building capacity and awareness in the community to be prepared for all emergencies.

Resilience and Recovery

The Committee noted that COVID-19 has reinforced the need for and use of reliable technology and digital interaction. The Committee encouraged Council to consider adopting an intergenerational approach to improve computer literacy within Knox, ensuring marginalised groups do not continue to be disadvantaged in this area.

Kindergarten Expansion Update

The Committee noted the potential impact families may experience in relation to the implementation of the State Government's Kindergarten Reform. They noted that it was important that Knox families knew where to seek information and assistance in navigating these potential impacts.

2.4. Membership

In June 2020, three (3) outgoing Committee members completed their terms of membership. The Committee Chairperson formally recognised all three members' commitment to the Early Years Advisory Committee and a Certificate of Appreciation and gift was provided to each member in recognition of their contribution.

Following a recruitment process and endorsement of new proposed members by Council at the 10 August 2020 SPC meeting of Council, the Committee welcomed three new members at the meeting on Thursday 18 August 2020.

3. CONSULTATION

Members of the EYAC bring a range of viewpoints and advice to the Committee. Through the agreed Work Plan for 2020, EYAC members can consider and discuss key issues impacting the lives of children and their families in the Knox community.

4. ENVIRONMENTAL / AMENITY ISSUES

The EYAC continues to play a key role considering issues and advising Council in terms of child friendly spaces, which promote the health and wellbeing of Knox children and families into the future.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The Family and Children's Services Department supports the administration of Council's EYAC. Officer time of approximately ten hours each month is absorbed within the Department budget in addition to an annual catering and supplies allowance of \$2,600.

6. SOCIAL IMPLICATIONS

Research clearly states that when a community places the child as a central concern in the context of family, community and its culture, then significant and lifelong benefits will be achieved.

Children between the ages of 0-6 years represent 8.25% of the municipality's population, and this equates to 12,698 children according to data. (Census 2016).

The Key Life Stages Plan (2017-2021) will continue to build on the opportunities for improved and different partnerships with non-Council service providers and community organisations. These partnerships will benefit all children and families across Knox, irrespective of the early years services they access within the community.

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

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

Strategy 7.3 - Strengthen community connections

Strategy 7.4 - Promote and celebrate the contribution of our volunteers

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

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

9. CONCLUSION

The EYAC plays a key role in contributing to the objectives of Council's overarching plan for families and children living in Knox. Through the agreed Work Plan for 2020, EYAC members have had the opportunity to consider several key issues impacting the lives of children and their families and have highlighted these issues for Council to note as part of this report.

10. CONFIDENTIALITY

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

Report Prepared By: Acting Head of Strategy, Learning and Evaluation, Liz Stafford

Report Authorised By: Director, Connected Communities, Tanya Scicluna

Attachments

Nil

4.2 Proposed Lease - Rear 108 Lewis Road, Wantirna South

SUMMARY: Acting Senior Property Officer, Paige Kennett

This report recommends entering into a lease for the Council owned property located at 108 Lewis Road, Wantirna South to D&N Enterprises Aust Pty Ltd for a period of 1 year with a further 1-year option.

RECOMMENDATION

That Council:

- 1. Enter into a new lease agreement between Knox City Council (Lessor) and D&N Enterprises Aust Pty Ltd (Lessee) for 108 Lewis Road, Wantirna South commencing 10 March 2021. The lease will be for a period of 1 year with a further 1-year option and market review, with an annual rent of \$3,500 plus GST and outgoings;**
- 2. Authorise the Chief Executive Officer to sign the lease documents required to execute the lease; and**
- 3. Authorise the Chief Executive Officer to negotiate and execute extensions to the lease to the maximum 2 year term.**

1. INTRODUCTION

Council owns a 4,000 sqm vacant block of land at 108 Lewis Road, Wantirna South. The neighboring business, an Indoor Sports Centre, would like to enter into a lease agreement with Council to utilise the vacant land as a carpark. The agent acting on Council's behalf, council officers and the proposed tenant have come to agreement on a proposed lease which is now ready for Council's consideration.

2. DISCUSSION

The Council owned property located at 108 Lewis Road, Wantirna South backs onto the land that was, up until August 2020, being used by Council Operations, at 102 Lewis Rd Wantirna South.

The land has been previously licensed from Council to D&N Enterprises for the same use (carpark). During this time the tenant has had exclusive use of the land during the license terms, though it was accessible from and available for use by the Council Operations Centre. The tenants had also been locking up the carpark when not being used by the business to deter illegal dumping, which had been observed on the site.

Changing from a license to lease is considered a more appropriate instrument to reflect the current condition. It would have the effect of formalising exclusive use by the tenant and would move Council closer to realising the full commercial revenue potential of the site in the future. The proposed rent of \$3,500 pa is comparable to the current license terms, and likely below full commercial market potential. The twelve-month term of the lease will allow Council time to assess the potential additional revenue from a market rental valuation (over a 3% increase at the end of the first year) against considerations related to pandemic impacts, businesses recovery, and community benefit in order to make an informed decision on the further twelve-month option.

The land is appropriately fenced and able to be used as a carpark for the Indoor Sports Centre. It is anticipated that access from the former Operations Centre or use of the land for the Knox Central Project will not be required during the initial twelve-month period. The lease will have a demolition clause requiring council officers to provide the lessee 6 months' notice for any demolition works and therefore eviction from the property.

3. CONSULTATION

Council officers have internally consulted with the Knox Central Director and Major Projects Team to confirm that the proposed lease meets any strategic intent for the site.

As the lease is less than 10 years and the yearly market rental is less than \$50,000, there is no requirement under the Local Government Act 1989 to advertise.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental/amenity issues with this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The proposed annual rent is \$3,500 pa plus GST and outgoings, with a market review at the end of the first-year lease. The rental increase will be either based on the rental market review or 3%.

This is a worthwhile opportunity to receive an income from otherwise vacant land.

6. SOCIAL IMPLICATIONS

There are no social implications related to 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

It is recommended for Council to enter into this lease agreement with D&N Enterprises Aust Pty Ltd for a 1-year lease with 1 year option at \$3,500 p/a plus GST and outgoings, and authorise the Chief Executive Officer to sign all necessary documents to execute the lease.

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: Acting Senior Property Officer, Paige Kennett

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

Attachments

Nil

4.3 Knox Regional Netball Centre Extension

SUMMARY: Senior Project Delivery Officer, Major Initiatives Unit, John Williams

This report considers and recommends the appointment of a contractor for the construction of the Knox Regional Netball Centre Extension at 9 Dempster Street, Ferntree Gully.

RECOMMENDATION

That Council:

- 1. Accepts the adjusted tender submitted by Devco Construction Management Pty Ltd for the lump sum price of \$13,674,650.00 including GST (\$12,431,500.00 excluding GST) for Contract 2726 – Knox Regional Netball Centre Extension (Construction).**
- 2. Authorises the Chief Executive Officer to formalise and sign the contract documentation; and**
- 3. Advises all tenderers accordingly.**

1. INTRODUCTION

This contract is for the construction of the extension to the Knox Regional Netball Centre at 9 Dempster Street, Ferntree Gully. The works are to be carried out in 3 stages, and includes the construction of two (2) new indoor courts with associated amenities, upgrade works to existing stadium and provision of 180 new formal car parking spaces. The works are planned to be completed by May 2022.

In accordance with Council's Procurement Policy, after considering the complexity, value and risk associated with this contract, it was determined to utilise a public tender process commensurate with the approved Procurement Plan.

This report considers and recommends the appointment of a tenderer to undertake the works.

2. DISCUSSION

The Knox Regional Netball Centre (KRNC) in Ferntree Gully is a Knox City Council open space reserve containing sporting facilities largely dedicated to netball use. The facilities, including 18 outdoor courts (4 with lighting) and 2 indoor courts are a focus for netball activities in the municipality.

The stadium that houses the 2 indoor courts was opened in 1986. While this stadium is still well used and meets the basic needs of users, the age of the facility means that it falls short of many current standards and user expectations.

The KRNC is located on the Ferny Creek in Ferntree Gully, and is accessed by vehicle from Burwood Highway via Dempster Street, or by pedestrian and cyclist via the link to Kevin Avenue or the Ferny Creek shared path, which runs along the southern boundary of the site.

Currently, there are 260 sealed carparks on the site, along with overflow parking areas, with both grass and gravel surfaces.

In 2018 Knox City Council engaged a consultant to develop a Feasibility Study to determine the most appropriate future direction for the KRNC site, including a broad review of the provision and use of netball facilities within Knox.

The key recommendation of this study was that two additional indoor courts be constructed on this site, along with increased/improved car parking. This recommendation was based on an assessment that the existing two-court facility will be incapable of accommodating the needs of current and future users unless extended.

The outcomes of this study were incorporated into an adopted Masterplan for the KRNC site, and a three year program for the delivery of this project was supported by the allocation of staged funding over this period in the Capital Works Program.

2.2 Proposed Works

Following tender evaluation and contract award, construction works are planned to commence in April 2021 and be completed by end of May 2022. These works will be carried out in 3 stages to allow for continued operation of Netball activities at the site. Works consist of site preparation, construction of two (2) new indoor courts with associated amenities, upgrade works to existing stadium, provision of 180 new formal car spaces, associated landscaping and site signage and works associated with the requirements of Council's Environmentally Sustainable Infrastructure Policy.

2.3 Tenders Received

Council advertised a public tender for this project on 21 November 2020, in accordance with Council's Procurement Policy and approved Procurement Plan. The tender closed on 14 January 2021.

The following tenders were received:

- Tender 1: Ausbuild Constructions Pty Ltd
- Tender 2: Circon Constructions Pty Ltd
- Tender 3: Devco Construction Management Pty Ltd
- Tender 4: Harris HMC
- Tender 5: Melbcon Pty Ltd
- Tender 6: Bowden Corporation
- Tender 7: Newpol Constructions Pty Ltd

2.4 Tender Evaluation Panel

The Tender Evaluation Panel consisted of suitably qualified panel members experienced in the evaluation and award of major capital works projects, including two (2) independent external members. The Panel was advised by Council's Probity Advisor.

All members of the Panel signed the Conflict of Interest and Confidentiality Agreements indicating that they had no conflict of interest or association with any of the submitting tenderers.

2.5 Evaluation Criteria

The evaluation criteria, as listed in the Conditions of Tender, have been assigned the following weightings in accordance with the approved Procurement Plan:

| | |
|---|-----|
| Price | 40% |
| Demonstrated Skills and Experience | 25% |
| Project Timeframes, Resources and Methodology | 25% |
| Sustainable Communities Objectives | 10% |

The tender also nominated the following mandatory criteria:

- Public Liability Insurance
- OH&S System
- Quality Assurance System
- Commercial Builders Registration Compliance with tender documentation Financial capacity

2.6 Preferred Tender

Devco Construction Management Pty Ltd is the recommended tenderer with the highest overall evaluation score. It is anticipated that Devco Construction Management will provide satisfactory performance and successfully deliver this project.

(Refer to Attachment 1 – Procurement Report and Attachment 2 Tender Evaluation Matrix for the detailed tender evaluation).

3. CONSULTATION

Aside from the seeking of tender clarifications and telephone interviews with shortlisted tenderers, no further consultation was undertaken as part of the tender evaluation process.

4. ENVIRONMENTAL/AMENITY ISSUES

It is intended to have the completed project independently certified as compliant with Council's Environmentally Sustainable Infrastructure Policy, achieving a Greenstar 4 Star Certification.

The following ESD initiatives have been included into the Centre:

- Integrated BMS (Building Management System) to minimise energy use
- Energy efficient fixtures and fittings
- Rainwater capture and reuse
- Extensive natural lighting
- Insulation exceeding Building Code Part J requirements – min. 4.5 R rating
- Solar array with battery storage system
- Double glazing
- Solar assisted hot water system
- Use of materials from renewable sources

- Rain garden landscaping to mitigate stormwater run-off
- Recycling of demolition materials to be certified

5. FINANCIAL & ECONOMIC IMPLICATIONS

Funding Available

The funding sources available are as follows:

| Description | Funds |
|--------------------------------------|------------------------|
| CWP Allocation Number U9444 4006 | \$6,609,001.00 |
| State Government (SRV) grant | \$5,000,000.00 |
| Federal Government Grant | \$4,000,000.00 |
| Less expenditure/commitments to date | \$848,721.77 |
| Total Funds Available: | \$14,769,279.23 |

Note that the funding above relates to the overall project (concept, design, construction, Community Art, Planning Permit etc.) The proposed contract sum is within the budget and consistent with pre-tender estimates for the construction stage.

6. SOCIAL IMPLICATIONS

No social implications needed to be further considered in the evaluation of this contract, as both preferred tenderers were compliant with item 5 of the Comparative Criteria contained in the tender documents.

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 6 - We are healthy, happy and well

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

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

Strategy 7.3 - Strengthen community connections

8. CONFLICT OF INTEREST

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

9. CONCLUSION

The tender representing the best value for Council was presented by Devco Construction Management Pty Ltd for the lump sum price of \$13,674,650.00 including GST (\$12,431,500.00 excluding GST).

10. CONFIDENTIALITY

Attachments 1 and 2 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:

- Council business information, that will prejudice Council's position when tendering for services, and when negotiating the price for contract if prematurely released; and
- 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: Senior Project Delivery Officer, MIU, John Williams

Report Authorised By: Director, Infrastructure, Grant Thorne

Attachments

Confidential attachments 1 and 2 have been circulated under separate cover

5 Motions for Which Notice has Previously Been Given

6 Supplementary Items

7 Urgent Business

7.1 Urgent Business

7.2 Call Up Items

8 Confidential Items