

AGENDA



Meeting of the Strategic Planning Committee
of Council

To be held via Zoom

On

Monday 13 December 2021 at 7:00 PM

Order of Business

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Bruce Dobson
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 11 October 2021

4 Considering and Ordering Upon Officers' Reports

4.1 Unregistered and Abandoned Vehicles

SUMMARY: Coordinator Community Laws, Paul Anastasi; Team Leader Community Laws, Mark Hoey

This report responds to the following Notice of Motion:

Notice of Motion No 115 - Addressing Abandoned Vehicles in Knox

1. Knox City Council's current policy and practice, along with the regulatory framework, for addressing abandoned vehicles across the municipality
2. Information on how community complaints regarding abandoned vehicles are addressed, along with the number of customer complaints (available channels) received during 2019/20 and 2020/21 and how many of the complaints cases are closed as resolved.
3. Engage with a selection of other similar councils and identify any best practices Knox City Council can implement to improve the service.
4. Provide recommendations for policy, process, service or resource improvements that can enhance customer satisfaction in Council's management of abandoned vehicles.

In addition to providing information to Council in response to Notice of Motion 115, this report also highlights that addressing unregistered and abandoned vehicles is a discretionary service, with the need for additional resources if Council has the desire to increase its service levels and capacity in which to deal with resolving unregistered and abandoned vehicle complaints.

RECOMMENDATION

That the Committee:

1. Receive and note the information provided in response to Notice of Motion No 115 – Addressing Abandoned Vehicles in Knox.
2. Support the outsourcing of Council's impounded vehicles service (towing, storage and disposal/sale) which commenced in November 2021.
3. Note the increase in service levels for the Unregistered and Abandoned Vehicle service and the resulting resourcing implications, noting that a budget bid and business case are to be presented to the 2022/23 budget process for consideration.

1. INTRODUCTION

All municipal councils within Victoria are empowered to move or impound unregistered or abandoned vehicles at their discretion, pursuant to Schedule 11 of the *Local Government Act 1989* (the Act). These powers relate to roads and road related areas within the respective local government municipal borders, but do not extend onto land not controlled by the municipal authority, nor private land.

This report provides further background and information in response to the questions of Notice of Motion No 115, as well as discussion on current and potential operational changes to better enhance the capacity of Council to manage unregistered and abandoned vehicles.

Legislative Basis for the Service

The *Local Government Act 1989* (the Act) allows Council to impound both unregistered and abandoned vehicles. The implementation of the *Local Government Act 2020* proposes no changes to the wording or operation of this legislative power.

Schedule 11 of the Act (Attachment 1) states:

3 Power to remove unregistered or abandoned vehicles

(1) A Council may—

(a) move or impound any unregistered vehicle or vehicle considered by it to be abandoned (and anything in, on or attached to, the vehicle);

(b) keep the vehicle in the place to which it has been moved or any other place;

(c) return the vehicle to its owner on payment of a fee; and

(d) sell, destroy or give away the vehicle (and anything in, on or attached to, the vehicle)

if the owner of the vehicle has not paid the fee within 14 days of the Council impounding the vehicle.

(1A) Before exercising the power conferred by subclause (1)(d), the Council must take reasonable steps to notify the owner of the vehicle that the vehicle has been impounded and may be sold, destroyed or given away unless the specified fee is paid within 14 days.

(2) The Council, and anyone who obtains the vehicle from the Council under subclause (1)(d), is not liable to the owner of the vehicle or any other person in respect of any action taken under that subclause.

(3) The fee set for the purposes of subclause (1)(c) must not exceed an amount that reasonably represents the cost to the Council of impounding, moving, keeping and releasing the vehicle (including any relevant overhead and other indirect costs).

(4) For the purposes of subclause (1), a Council may consider that a vehicle has been abandoned if the vehicle has not been moved for 2 months.

Of note is that the Act provides Council with the *discretion* to use these powers, it does not confer them as an obligation or duty. As discussed further in this report, identifying, removing and processing unregistered and abandoned vehicles is a discretionary service, Council is not obligated to provide this service. A council may however have the desire to deliver such a service for the purposes of protecting and enhancing neighborhood amenity, urban presentation and under some circumstances, community and driver safety.

2. DISCUSSION

Despite Notice of Motion No. 115 identifying abandoned vehicles exclusively, it is important to acknowledge the distinction between unregistered vehicles versus abandoned vehicles, as well as the often misunderstood legality of either category of vehicle being on a road or road related area.

Pursuant to **Schedule 11, Section 3(4)**, the Act states that Council may deem a vehicle abandoned if it has not been moved for 2 months. Distinction must be drawn between the wording of the Act, and the assumption that any vehicle left standing for 2 months is abandoned. Simply that Council *may* deem it abandoned is insufficient to proceed, and requires further exploration of the facts of the case before any action (if any) can be taken. Where a vehicle is currently registered, or is in relative proximity to the last known owner, it is difficult to confirm that the vehicle can be deemed abandoned.

It remains legal for any person to place or allow to remain any unregistered vehicle on a road or road related area. In addition, the roadworthy status and general appearance of a vehicle has no bearing on Council's ability to undertake action. As there is no associated offence, there is no legal requirement for Council to remove every unregistered or abandoned vehicle within its municipal boundary.

This absence also acts as a financial discouragement to Council to attempt to impound all vehicles immediately as no financial recourse exists should the owner decide not to reclaim the vehicle. This legal power to move or impound unregistered or abandoned vehicles is a discretionary power, as opposed to a mandatory power, and provides for alternative pathways of resolution. A council may elect to move an unregistered or abandoned vehicle; it may elect to impound an unregistered or abandoned vehicle; or it may elect to do nothing - neither outcome is no more valid than the other. As such, the removal of unregistered and abandoned vehicles within the Knox municipality is not a compliance based activity, but a service that Council may undertake at its discretion.

Should Council elect to utilise its powers under Schedule 11, Section 3(1)(a) of the Act, the type of vehicle subject to action will fall within one of three risk categories. As the indemnity under law only applies to vehicles correctly impounded and disposed of, the identification of vehicles and validation of their registration or abandonment status becomes an important step prior to any action being considered, as damage to the vehicle or incorrect use may represent significant risk and liability to Council.

An unregistered vehicle displaying a form of legal identification, either registration plates or vehicle identification number, is the lowest risk category. As the current registration status can be validated with the Department of Transport (DOT) or similar road authority prior to removal, no doubt about the eligibility to impound or move remains.

The intermediate risk category revolves around vehicles that *may be* abandoned but are otherwise legally parked and can have their registration status validated through visible identifiers. The minimum legislative threshold requires that the vehicle remains in situ for a period of longer than 60 days (2 months). However, as discussed above, further evidence is required to be sought in order to adequately indemnify Council from incorrect use of this power, and to avoid financial repercussions or civil action should it be proven the vehicle was not abandoned. It is appropriate that Council be cautious in its use of this power to avoid problematic outcomes. Benchmarking

demonstrates that most councils are reluctant to exert this power when compared to confirmed unregistered vehicles.

A registered vehicle legally parked outside the owner's property for 61 days and impounded by Council whilst the owner is either travelling, experiencing an extended period of sickness, potentially homeless, or trapped due to ongoing lockdowns, may be perceived as a legislative overreach. It is the responsibility of the Authority (Council) to explore all avenues of enquiry prior to considering the use of this Schedule 11 power relative to a potentially abandoned vehicle. Equally, not being able to determine the vehicle as abandoned, should not be confused as meeting the threshold – objective evidence must be obtained.

The highest risk category are vehicles that display no identifying marks, meaning the registration status cannot be confirmed, nor can Council obtain ownership information relating to the vehicle to determine the basis on which the vehicle may be deemed abandoned. The legislation does not acknowledge unknown vehicles in anyway, and thus, there is no protection extended to Council for acting on an unknown vehicle should it be proven to not fall within one of the two former prescribed risk categories.

As has been demonstrated, the delivery of this service is not as simple and free of risk as it may appear on the surface. Council must follow a diligent process of investigation and verification for each vehicle reported, with variable levels of effort required, to ensure that Council is not exposed to undue risk or liability.

Process for Responding to Abandoned Vehicles and Customer Complaints

During 2019, Council received 813 abandoned vehicle (ABV) complaints, of which the following resolutions occurred:

- Vehicle was not on the roadway when the officer attended
- Vehicle was removed following the officer's first inspection and sticker attached
- Vehicle was registered, parked legally and not abandoned
- Vehicle was still present and impounded by Council.

In 2019 a total of 94 vehicles were impounded by the Community Laws Team. Of those 94 vehicles, 86 were sold by Council, 6 were reclaimed by the owner, one was stolen and returned, and one was stolen from the Council impound yard and reported to the Police.

Since early 2020 this function has been interrupted and suspended due to resourcing and the onset of the COVID-19 pandemic and government restrictions. Commencing mid-April, the pandemic and subsequent lockdowns caused enforcement to cease for many non-essential services due to the need to immediately re-prioritise resources toward more compelling safety matters and pandemic related support. A direction from State Government also impacted this requiring enforcement work to be undertaken only for essential and high-risk matters which did not include the management of abandoned vehicles, which is a discretionary service. This was further compounded by officer resourcing constraints and the inability to arrange for collection, inspections, and sale of impounded vehicles at Council's impound yard due to COVID restrictions

and lockdowns. Council's impound yard is also a temporary site within the Dorset Road extension area, and has identified OH&S constraints with limited storage capacity.

Between 2 April 2020 and 30 June 2021, Council received 980 complaints relating to unregistered or abandoned vehicles. Two of these 980 complaints related to vehicles that were identified as representing a safety risk and thus were removed immediately. The remaining were inspected but not impounded in line with instructions and resourcing considerations throughout this period.

Prior to November 2021 this function was managed in-house from start to finish; including the impounding, storage, reclamation and sale of vehicles. As the processes below demonstrates, it is a resource intensive process with officer touchpoints across a range of actions throughout the process. To ensure Council was able to provide a more effective service, a Request for Quotation (RFQ) process was undertaken in June 2021 to source an external service provider. A preferred provider has since been selected and commenced operating in November 2021.

Inspection and Impounding (Unregistered Vehicles)

The standard operating procedure for resolving these types of complaints at Knox is detailed as:

- Upon receipt of a complaint, a Community Laws Officer attends the location to inspect the vehicle and its location. The Officer checks the registration if available, and if unregistered or unidentified, affixes a highly visible sticker on the vehicle requiring it be removed within a specific timeframe or to contact the Officer. The minimum period allotted for removal is 48 hours.
- The officer will re-attend approximately seven days after the initial inspection/sticker notice and if the vehicle is still unregistered and on the roadway, the officer will consider whether there is capacity at Council's internal impound facility to store the vehicle.
- Provided there is capacity, the officer will arrange a towing contractor and associated administration; the officer then personally receives the vehicle at the impound yard.

Inspection and Impounding (Abandoned Vehicles)

The standard operating procedure for resolving these types of complaints at Knox is detailed as:

- Upon receipt of a complaint, a Community Laws Officer attends the location to inspect the vehicle and its location. The Officer checks the registration if available and marks the tyres to assist in determining movement across the 60 day period. After marking the tyre the officer advises the customer/complainant to contact them after the 60 day period if the vehicle remains.
- If the officer is contacted about the vehicle following a 60 day period, the officer will re-inspect to determine the integrity of the marked tyres.
- If satisfied the vehicle has remained in situ for the required period, the officer will request ownership details from the DOT or relevant authority. If the owner does not appear to be in relative proximity to the vehicle, the officer will then issue a letter to the last registered address requiring them to contact Council.
- The officer will also complete a door-knock of the surrounding area to determine whether there is other information available surrounding the vehicle or its owner.

- If the officer identifies information that satisfies them that the vehicle has been abandoned, the officer will consider whether there is capacity at Council's internal impound facility to store the vehicle.
- Provided there is capacity, the officer will arrange a towing contractor and associated administration; the officer then personally receives the vehicle at the impound yard.

Reclaim or Sale

The standard operating procedure for resolving these types of complaints at Knox is detailed as:

- Once the vehicle has been impounded, a letter is then sent to the last known owner of the vehicle to advise them that Council has impounded the vehicle and how to reclaim it, and that if unclaimed it will be sold.
- If the vehicle has not been reclaimed within 28 days, the vehicle is disposed of via an online auction.
- If the vehicle is reclaimed by the owner, and payment is made, the officer will meet the owner at the impound facility and release the vehicle into their possession.
- If the vehicle is not reclaimed the officer completes a secondary registration search to confirm its current status.
- The Officer will then force entry into the vehicle, often through breaking the window in order to take inventory of its contents.
- The Officer will then remove and dispose of the registration plates with DOT.
- The Officer in conjunction with other Community Laws Officers will arrange for it to be listed in an online auction conducted via the Knox City Council public website.
- The Officer then reviews all bids against the vehicle and identifies the highest bid and issues correspondence about making payment.
- If no payment is received the Officer then reviews unsuccessful bids to locate the next highest, and then repeats the process.
- Upon receipt of payment, the Officer will then meet the purchaser at the impound facility and release the vehicle into their possession.

Of the 813 complaints received in 2019, Council had capacity to impound 94 vehicles. Officers have investigated the intensive level of resourcing involved with impounding vehicles, as well as issues identified with Council's impound yard (storage capacity, design limitations, OH&S risks and temporary tenure) and delays caused by capacity (waiting on vehicle to be auctioned and/or collected).

Benchmarking of Similar Councils and Best Practice Process/Policy for Knox

In benchmarking this service with similar councils, the process for resolving all unregistered and abandoned vehicles complaints appear to be relatively consistent. As the authorised body, all councils attend, inspect, and affix a label to the vehicle, and then after a predetermined period, return before arranging for the vehicle's removal.

Minor variations do appear amongst councils on the minimum timeframes for removal, in addition to the appetite to remove abandoned vehicles. Those with the shortest timeframes and highest volume of impounded abandoned vehicles also consist of either the more metropolitan inner-city suburbs (for example Port Phillip) or larger industrial districts that present their own issues in relation to this type of complaint. However, it must be acknowledged that even in these more

ambitious councils, the number of abandoned vehicles impounded remain in single figure numbers, in stark contrast to their unregistered impounds that can be in the hundreds. By comparison, Knox's standard operating procedure possesses neither the shortest nor the longest timeframes and remains legislatively sound, with no endemic delays in the removal of vehicles beyond its capacity barriers. It is capacity and not process that has been Knox's significant limitation in delivering like-outcomes to other neighbouring and similar councils.

As shown in Table 1, of the nine councils surveyed, Monash was the only other council that managed its ABV process in-house.

Table 1 – Council Benchmarking

COUNCIL	SERVICE MODEL
	In-house (pre Nov 2021)
Knox City Council	Outsourced (post Nov 2021)
Maroondah	Outsourced
Whitehorse	Outsourced
Casey	Outsourced
Monash	In-house
Cardinia	Outsourced
Greater Dandenong	Outsourced
Bayside	Outsourced
Boroondara	Outsourced
Kingston	Outsourced
Port Phillip	Outsourced

Council has now moved to an outsourced model. This model will provide a viable solution and enable Council to deal with the considerable backlog of complaints, assist with limited officer resourcing whilst improving complaint response timeframes, bypassing existing OH&S and capacity issues identified at the impound yard.

Through this process, six quotes were received from service providers, with the preferred provider having recently commenced. This provider will deliver a timely service at a reasonable cost, with the potential for some return income from the sale and disposal of unclaimed vehicles to partially mitigate the cost of the service.

The new contractor has capacity to respond within 24 hours and transport the vehicle to their storage yard where they will remain until collection by the owner, or sold at auction. The contractor will manage the release of the vehicle as well as arrange for the vehicle to be auctioned on behalf of Council.

3. CONSULTATION

Other councils have been benchmarked (see Table 1 above) and quotes for provision of an improved ABV service have been obtained from six towing providers.

The preferred provider was selected based on its RFQ best responding to Council's service requirements, including provision of towing within 24 hours, reasonable service cost and opportunity for financial return. The provider also currently services other councils, with two of these councils contacted and who provided positive reviews of the service provider.

In addition to the approach proposed under the financial & economic implications of this report, it is proposed to undertake broader community communication for education purposes and reinforce compliance in an effort to reduce vehicle abandonment.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021 – 2031.

Implementation of the recommendation is considered to have no direct implications or has no direct impacts upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

5. ENVIRONMENTAL / AMENITY CONSIDERATIONS

The expected outcome of engaging a service provider to tow, store and dispose of impounded vehicles will be a positive impact upon the overall amenity of public roads and neighbourhoods within the municipality.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The financial and economic implications of this improved service model are not yet quantified.

There is no dedicated budget for impounding, storing, and disposing of abandoned and unregistered vehicles. Through the heavy utilisation of existing staff resources, this service has been delivered on a low priority, low capacity basis. At times, this has precipitated the delay or suspension of the abandoned and unregistered vehicle service to ensure officer resources are able to manage critical functions such as animal management matters, as advised earlier in the report. Thus the capacity to manage abandoned or unregistered vehicles on a broader scale has been internally limited, which in turn has driven down the visible cost associated with the service. Community Laws previously utilised a Council owned building as its impound yard on a temporary basis, and funded all associated maintenance with that property. Excluding staff resourcing, storage costs, and service fees, the total cost of impounding and moving vehicles for the 2019 period was \$6,104.55.

Whilst this remains a low volume service, a potential small income to Council through vehicle sales has remained, granted this income of low market value vehicles omits the staffing costs associated with its disposal.

Under the new service, the costs to the vehicle owner to reclaim their vehicle will remain the same, as these fees are set by Council each year as part of the budget process and not the service provider. The current 2021-22 scheduled release fee is \$868.00 for the towing and 5 day storage of any vehicle impounded.

Throughout the duration of the contract it is proposed that both complaint volumes and costs to Council be monitored. There are budgetary and procurement thresholds that also need to be monitored to ensure the service is compliant with the broader procurement policy. Utilising 2019 data in terms of the successful quotation, impounding the same volume of vehicles will increase from \$6,104.55 to \$31,020, however, the provider may also allow for an increase in impound capacity. With an increase in capacity, there may also be the need for additional officer resources. The absence of data unencumbered by internal or COVID related limitations obfuscates an accurate estimation of cost to Council.

With the service now being provided by a specialist contractor, Council will be better able to obtain and qualify data relating to the scale of the issue, but also the financial implications of operating this service at full capacity over an ongoing period. It is expected that this service would require an initial outlay of \$50,000, as no formal budgetary allowance has been allocated beyond the allocation that has been expended. Future budgetary requirements will be known after the service has been provided for at least 12 months and the volume of impounded vehicles per annum is known. If the service is to continue beyond the current arrangement considerations will need to be made in-line with Council's procurement policy and a tender process may be required. A budget bid and business case is being prepared for the 2022/23 budget for Council's consideration.

7. SOCIAL IMPLICATIONS

Social impacts have been considered in this report to ensure that the relevant legislation is followed by Council. Vehicle owners will now liaise with the Council appointed contractor to collect their vehicle and would be required to collect their vehicles from Tullamarine.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Strategy 2.2- Create, enhance and maintain places and spaces for people to live, work, play and connect.

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: Coordinator Community Laws, Paul Anastasi

Team Leader Community Laws, Mark Hoey

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

Attachments

1. Attachment 1 - Schedule 11 - Powers of Councils over traffic [4.1.1 - 6 pages]

Local Government Act 1989
No. 11 of 1989
Schedule 11—Powers of Councils over traffic

Schedule 11—Powers of Councils over traffic

Sch. 11
amended by
No. 44/1989
s. 42(2)(a)–(c),
substituted by
No. 125/1993
s. 24.

1 Powers concerning parking

Sch. 11 cl. 1
amended by
No. 33/1995
s. 11(a)(b).

- (1) A Council may fix, rescind or vary—
- (a) the days, hours and periods of time for which, and the conditions on which, vehicles may stand in a parking area in any highway or other parking area; and
 - (b) fees for any vehicles standing in a parking area and the manner of payment of those fees; and
 - (c) the fee for residents of any area which the Council sets aside as an area in which a resident parking scheme is to operate that allows a vehicle to stand in a parking area in any road in the area regardless of the fixed parking periods for that area.
- (2) In this clause *highway* and *parking area* have the meanings they have in the **Road Safety Act 1986** (or any regulations made under that Act).

2 Power to issue special parking permits

A Council may issue a special parking permit to any disabled person to enable him or her to leave a vehicle standing on different conditions from those fixed under any part of clause 1.

Local Government Act 1989
No. 11 of 1989
Schedule 11—Powers of Councils over traffic

Sch. 11 cl. 3
amended by
No. 33/1995
s. 11(c)(d).

3 Power to remove unregistered or abandoned vehicles

- (1) A Council may—
- (a) move or impound any unregistered vehicle or vehicle considered by it to be abandoned (and anything in, on or attached to, the vehicle);
 - (b) keep the vehicle in the place to which it has been moved or any other place;
 - (c) return the vehicle to its owner on payment of a fee; and
 - (d) sell, destroy or give away the vehicle (and anything in, on or attached to, the vehicle) if the owner of the vehicle has not paid the fee within 14 days of the Council impounding the vehicle.

Sch. 11
cl. 3(1)(d)
amended by
No. 63/2012
s. 28(1).

- (1A) Before exercising the power conferred by subclause (1)(d), the Council must take reasonable steps to notify the owner of the vehicle that the vehicle has been impounded and may be sold, destroyed or given away unless the specified fee is paid within 14 days.
- (2) The Council, and anyone who obtains the vehicle from the Council under subclause (1)(d), is not liable to the owner of the vehicle or any other person in respect of any action taken under that subclause.
- (3) The fee set for the purposes of subclause (1)(c) must not exceed an amount that reasonably represents the cost to the Council of impounding, moving, keeping and releasing the vehicle (including any relevant overhead and other indirect costs).

Sch. 11
cl. 3(1A)
inserted by
No. 63/2012
s. 28(2).

Local Government Act 1989
No. 11 of 1989
Schedule 11—Powers of Councils over traffic

- (4) For the purposes of subclause (1), a Council may consider that a vehicle has been abandoned if the vehicle has not been moved for 2 months.

Sch. 11 cl. 3(4)
inserted by
No. 63/2012
s. 28(3).

4 Power to move obstructing vehicles

A Council may move or impound any vehicle that is causing an unlawful obstruction, or that is unlawfully parked or left standing in an area designated by the Minister, and may charge the owner of the vehicle a fee of up to the amount of the fee set for the purposes of clause 3(1)(c).

Sch. 11 cl. 4
amended by
No. 33/1995
s. 11(e).

5 Power to move other obstructions

A Council may—

- (a) move any thing that encroaches on or obstructs the free use of a road or that reduces the breadth, or confines the limits, of a road (including any thing placed on the road under clause 9, 10 or 11);
- (b) require any person responsible for, or in control of, the thing to move it.

Sch. 11 cl. 5(a)
amended by
No. 109/2003
s. 92(a)(b).

6 Power to restrict traffic near a construction site

For the purposes of enabling works to be carried out on or over a road, or land next to a road, a Council may—

- (a) fence off and occupy part of the road;
- (b) erect a structure or temporary crossing for vehicles on, or over, the road;
- (c) permit a person to do anything the Council may do under paragraph (a) or (b).

7 Power to close road on seasonal basis

A Council may close a road, or part of a road, for a particular period during the year.

Local Government Act 1989
No. 11 of 1989
Schedule 11—Powers of Councils over traffic

8 Power to erect and remove works and structures

- (1) A Council may erect and remove any works or structures—
- (a) to protect passengers, pedestrians and drivers on a road; or
 - (b) to regulate traffic on a road.

Sch. 11 cl. 8(2)
repealed by
No. 12/2004
s. 147(4).

* * * * *

9 Power to place obstructions or barriers on a road permanently

- (1) A Council may block or restrict the passage or access of vehicles on a road by placing and maintaining any permanent barrier or other obstruction on the road.
- (2) A Council must not exercise this power unless it has considered a report from the Head, Transport for Victoria concerning the exercise of the power.
- (3) The exercise of this power is subject to any direction of the Minister.
- (4) This clause does not apply to a freeway or an arterial road within the meaning of the **Road Management Act 2004**, unless the Council has the consent of the Head, Transport for Victoria.

Sch. 11 cl. 9(2)
amended by
No. 49/2019
s. 186(Sch. 4
item 25.3(a)).

Sch. 11 cl. 9(4)
amended by
Nos 12/2004
s. 147(5),
49/2019
s. 186(Sch. 4
item 25.3(a)).

10 Power to place obstructions or barriers on a road temporarily

- (1) A Council may block or restrict the passage or access of vehicles on a road by placing and maintaining any temporary barrier or other obstruction on the road—

Local Government Act 1989
No. 11 of 1989
Schedule 11—Powers of Councils over traffic

- (a) for as long as is necessary to prevent any injury to any person or damage to any property (including damage to the road itself); or
 - (b) for as long as is necessary for a procession, public ceremony or function; or
 - (c) for a genuine traffic diversion experiment.
- (2) A Council must not exercise the power given to it under subclause (1)(c) unless it has considered a report from the Head, Transport for Victoria concerning the exercise of the power.
- (3) This clause does not apply to a freeway or an arterial road within the meaning of the **Road Management Act 2004**, unless the Council has the consent of the Head, Transport for Victoria.

Sch. 11
cl. 10(2)
amended by
No. 49/2019
s. 186(Sch. 4
item 25.3(b)).

Sch. 11
cl. 10(3)
amended by
Nos 12/2004
s. 147(5),
49/2019
s. 186(Sch. 4
item 25.3(b)).

11 Powers concerning shopping malls

A Council may declare a road, or a part of a road, to be a shopping mall and may prohibit or restrict the entry of motor vehicles into any such mall.

12 Power to restrict use of road by vehicles of a certain size etc.

- (1) A Council may prohibit or restrict the use of a road by any motor vehicle of, or over, a certain size or weight.
- (2) Despite anything to the contrary in section 223, if in the opinion of the Council the use of a road by motor vehicles of, or over, a certain weight poses an immediate risk of danger to people or damage to property (including damage to the road itself), the Council may exercise a power under this clause before it makes a final decision on the exercise of the power.

Local Government Act 1989
No. 11 of 1989
Schedule 11—Powers of Councils over traffic

13 Power to determine speed limits

A Council may determine speed limits for vehicles on a road.

14 Power to prohibit traffic on unsafe roads

A Council may prohibit or restrict traffic on a road that it considers is unsafe for that traffic.

Sch. 11A
inserted by
No. 43/1993
s. 5,
amended by
Nos 33/1995
s. 10(a)-(c),
34/1996
s. 33(i),
repealed by
No. 27/1997
s. 26(2).

* * * * *

4.2 Councillor Appointment for the Multicultural Advisory Committee

SUMMARY: Senior Governance Officer, Joyleen Mathias

Each year Councillors nominate and are appointed to a variety of internal and external committees for a 12 month period. On 15 November 2021, Councillor Grasso was appointed to the Knox Multicultural Advisory Committee, and Councillor Allred has since also nominated to join the Committee.

RECOMMENDATION

That Councillor Allred be appointed on the Knox Multicultural Advisory Committee effective from 14 December 2021 and concluding (unless Council resolves otherwise) on Monday 14 November 2022.

1. INTRODUCTION

Council considered the 2021/22 membership of its various advisory Committees on 15 November 2021. Councillor Grasso nominated and was appointed to the Knox Multicultural Advisory Committee.

The Committee's terms of reference provide for a maximum of two Councillor appointments.

2. DISCUSSION

Councillors have been advised it would be preferable that there be two Councillors on the Multicultural Advisory Committee in light of the size of the Committee. Councillors were canvassed and have had an opportunity to discuss an additional appointment and Councillor Allred has nominated to join the committee.

3. CONSULTATION

Nil.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications or has no direct impacts upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

Nil.

6. FINANCIAL & ECONOMIC IMPLICATIONS

Nil.

7. SOCIAL IMPLICATIONS

Representation on the various committees enables Councillors:

- To engage with Committee members to share their Councillor perspective on the various issues before the Committee; and
- To listen to the views expressed by the Committee and share those views with their colleagues, staff and Council; and/or
- To represent the interests of Knox City Council on a range of external committees and groups.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Civic Engagement & Integrity

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: Senior Governance Officer, Joyleen Mathias
Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher

Attachments

Nil

4.3 Proposed Lease for Council Property - 90 Station Street Ferntree Gully

SUMMARY: Acting Coordinator Property Management, Paige Kennett

This report recommends the signing of a new five-year lease with a three-year option to Rachel Murray for the Council property at 90 Station Street, Ferntree Gully (total term of eight years).

RECOMMENDATION

That the Committee:

- 1. Enter into a new lease between Knox City Council (Lessor) and Rachel Murray (Lessee) at 90 Station Street, Ferntree Gully commencing 14 December 2021. The lease will be for a period of 5 years, with a 3-year option, and the annual rental being \$20,000 plus outgoings and GST, increasing annually by 3% with a market review due 2026;**
- 2. Approve a one month rent free period to the tenant at the commencement of the lease;**
- 3. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to sign and seal all lease documentation required to execute the lease; and**
- 4. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to negotiate and execute extensions to the lease to the maximum 8-year term.**

1. INTRODUCTION

Agents and Council officers have recently negotiated a new lease for the Council property located at 90 Station Street, Ferntree Gully to Rachel Murray, owner of Three Words Cafe, which is now ready for Council consideration and approval.

2. DISCUSSION

The site located at 88-100A Station Street Ferntree Gully was acquired by Council in 2017. The shop located at 90 Station Street Ferntree Gully was leased to a previous tenant who broke their 5-year lease (commenced September 2019). Agents acting for Council have negotiated a proposed lease for the premises to new tenants. The prospective tenants will be utilising the premises for a cafe.

3. CONSULTATION

As the lease is less than 10 years and the annual market rental is less than \$100,000, there is no requirement under the *Local Government Act 2020* to advertise.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021 – 2031.

Implementation of the recommendation will:

- positively impact on Council's Net zero 2030 target by - having the building tenanted, assists in financing future adaptations and protections for our buildings.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no environmental or amenity considerations relating to this report.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The proposed lease for 90 Station Street, Ferntree Gully is for a period of 5 years with a 3-year option. The agreed rental is \$20,000 per annum (plus outgoings and GST), increasing annually by 3%. There will be a market review in 2026 at the commencement of the 3-year option.

Officers are recommending Council approve a one month rent free period (one month rent \$1,666) for the tenant to prepare the shop for trading in early 2022. This report secures an 8-year commitment with the tenant which equates to an approximate value of \$203,000.

The rental value has been determined by agents appointed by Council and is in accordance with commercial rentals within the area and the condition of the premises. The 5 plus 3-year lease meets the strategic intent of the site and is therefore a recommended use of the building.

7. SOCIAL IMPLICATIONS

There are no social implications regarding this report.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Opportunity & Innovation

Strategy 1.1 - Maximise the local economy by supporting existing businesses and attracting new investment.

Civic Engagement & Integrity

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: Acting Coordinator Property Management, Paige Kennett
Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher

Attachments

Nil

4.4 Capital Works Program Report

SUMMARY: Coordinator, Capital Works, Gene Chiron

The Capital Works Program Report shows projects on Council's Capital Works Program and indicates the status of each project as of 5 November 2021.

RECOMMENDATION

That Council receive and note the Capital Works Program Report, as of 5 November 2021.

1. INTRODUCTION

This report summarises Council's Capital Works Program for the 2021/22 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 5 November 2021, is attached as Attachment A.

Highlights of the Works Report as of 5 November 2021 include:

- Modular public toilets for Templeton, Scoresby, Tormore and Talaskia Reserves - Nearing Completion.
- Road reconstructions at Commercial Road, Ferntree Gully, Lewis Road, Wantirna South, Albert Street, Upper Ferntree Gully and Mauka Drive Ferntree Gully - Complete.
- Millers Reserve, The Basin - Tennis Court Renewals - Nearing complete.
- Golf practice nets at Wally Tew Reserve - Complete.
- Change tables installed into 17 kindergartens for of 3 year old Kindergarten in 2022.
- Lakesfield Reserve, Lysterfield Modular Pavilion - Nearing Completion.

The recent COVID restrictions have had an impact on delivery of projects across the past month, however there is a strong expectation that construction activity will rebound in the leadup to Christmas.

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 5 November 2021 [4.4.1 - 22 pages]

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
1	Bridges Renewal Program	\$714,225
All Wards	Contract awarded to Cope AG for renewal works at Ferntree Gully Community Centre shared path bridge. Awaiting Melbourne Water approval. Koolamara Waters pedestrian bridge expected to be completed by early December.	
4	High Risk Road Failures	\$500,000
All Wards	Works being scoped at various locations.	
7	Road Surface Renewal Program	\$5,193,000
All Wards	Road resurfacing works scheduled at various locations including Taylors Lane, Karoo Road, Timothy Drive and Tintern Crescent.	
8	Drainage Pit and Pipe Renewal Program	\$3,410,000
All Wards	Drainage projects in progress at various locations. Federally funded projects nearing completion at David Street north and Wilhelma Avenue.	
9	Footpath Renewal Program	\$2,785,943
All Wards	Footpath renewal works are in progress at various locations.	
10	Bicycle / Shared Path Renewal Program	\$516,794
All Wards	Awaiting latest condition audit from Asset Department to enable works to be programmed.	
16	Building Renewal Program	\$6,407,000
All Wards	Program is approximately 10% committed/expended. Works commencing or nearing completion over November include: 100 Station Street rental - roof replacement works, Park Crescent Children's Centre - office/kitchen refits, Leisureworks - lifeguard station refit, waterslide rectifications, pool plant replacements, Billoo Park Preschool - light fittings and ceiling fans, Billoo Park MCHC - light fittings, Alchester Village Preschool - fencing/gates, light fittings, Alchester Village Playgroup - Fencing/gates, light fittings, Bayswater Senior Citizens - light fittings and fencing/gates, Carrington Park Activities Centre - roof restoration works, Goodwin Estate Preschool - switchboard, light fittings, ceiling fans, Taylors Lane Preschool - plumbing fixtures, Kinderlea Preschool - light fittings, ceiling fans, Orana Centre - roof restoration, downpipes, Basin Preschool - light fittings, ceiling fans, Cooina Preschool - light fittings, The Basin Playgroup - light fittings.	
17	Playground Renewal Program	\$2,015,968
All Wards	Contract awarded for 2020/21 designed playgrounds. Construction was to commence late September but delayed due to construction shut down. Consultation for Stud Park Concept design has commenced. Community consultation for Tim Neville Playspace Renewal is currently open for feedback on the Have Your Say website. Consultation will run until early 2022.	
22	Fire Hydrant Replacement Program	\$142,000
All Wards	Expenditure is not likely to be required until June 2022.	

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
24	Carpark Renewal	\$700,000
All Wards	Carpark renewal projects being scoped and include Wally Tew Reserve carpark, Liberty Reserve carpark and Knox Athletics Track - Northern carpark.	
25	Plant & Machinery Renewal Program	\$2,885,000
All Wards	Fleet Renewal Program on track - expect delays later in year for larger vehicles and plant. 22% of funding committed and 14% of funds expended.	
26	Street Tree Replacement Program	\$525,471
All Wards	Infill tree planting program completed. Street tree renewal program of works finalised and ready to be delivered.	
31	Stamford Park Redevelopment	\$10,298,748
Tirhatuan	The Lake/Ephemeral precincts are subject to final Melbourne Water approval. Final drawing amendments being completed ready for submission.	
104	Roadside Furniture Renewal Program	\$100,000
All Wards	Program on schedule - works in progress at various locations.	
147	Energy Retrofits for Community Buildings	\$164,671
All Wards	Dorset Square Car Park lighting replacement design underway. Scoping for other energy efficiency projects underway.	
229	Building Code Australia Compliance	\$50,000
All Wards	Program of works being finalised with rollout scheduled from December.	
345	Asbestos Removal	\$100,000
All Wards	Asbestos audit scope review nearing completion. Asbestos removal program will follow from the audits with rollout scheduled from January 2022.	
347	Miscellaneous Industrial Roads - Pavement Rehabilitation	\$250,000
All Wards	Program scoping in progress.	
409	Parks Furniture Renewal	\$75,000
All Wards	Scoping of program of works continuing.	
410	Parks Signage Renewal	\$20,000
All Wards	Replacement of damaged "Danger Water" signs at Harcrest lake underway. Scoping of further works continuing.	

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
412	Water Sensitive Urban Design Renewal	\$460,000
All Wards	Upgrade works at Tim Neville Arboretum completed, further works needed for optimum output.	
441	Significant Municipal Site Renewal	\$322,575
Dobson	Quarry Reserve garden bed log edge renewal completed, scoping further works.	
443	Reserves Paths Renewal	\$75,000
All Wards	Westburn Reserve path renewal completed.	
492	Food Act Compliance - Kitchen Retrofitting	\$25,000
All Wards	Program of works being finalised with quotations being sought in November for December/January installation.	
536	Parkland Asset Renewal	\$75,000
All Wards	Harcrest Boulevard lake wildlife rock ramp installed. Scoping further works.	
537	Roadside Plantings Renewal	\$120,000
All Wards	Blow in mulching of roadside garden beds completed.	
566	Artwork Renewal	\$107,169
All Wards	Meridian have started sculpture restoration project. Continued maintenance and cleaning to Public Art collection as required. Some delay due to COVID health restrictions.	
576	Emergency Warning Systems in Early Years Facilities	\$100,000
All Wards	Cooinda, Berrabri and Kinderlea scheduled for installations in January 2022, Scoresby West and Eildon as part of refurbishment projects in June 2022 and April 2022 respectively and Alchester Village Playgroup in April 2022.	
587	Upper Ferntree Gully Neighbourhood Activity Centre Design	\$9,343
Dobson	Consultation on new lighting closed in September. Seeking quotations in November.	
593	Marie Wallace Reserve, Bayswater Masterplan Implementation Stage 4	\$60,070
Dinsdale	Awaiting final approval of signage scheme.	
649	Scoresby (Exner) Reserve - Masterplan Implementation Stage 4	\$201,776
Tirhatuan	Solar path lighting to be installed mid December. Design of path links currently under review.	

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
675	Public Art Project	\$201,655
All Wards	Public art projects are in progress and planned for delivery in 2021-23 including Lupton Way, Fairpark Reserve, Laneway Lightboxes, McCauley Place, Knox Regional Netball Centre and Beautify Boronia, plus project management contracting for major projects. Minor delays in project planning and delivery due to COVID and health restrictions.	
708	Cricket Run Up and Goal Square Renewal Works	\$82,212
All Wards	The majority of the turf works have been completed.	
717	Knox Central Package	\$18,235,000
Dinsdale	Negotiations to acquire parcels for future road corridor and delivery of Knox Central Masterplan continue. Residual funding from the Operations Centre land acquisition to remain allocated to the project should additional land be required.	
724	Knox (Interim) Library	\$664,205
Dinsdale	Refurbishment works for the interim library are due for completion by end Dec 2021 with relocation scheduled by 11 January 2022.	
746	Revegetation Plan	\$100,000
All Wards	Priority sites are being scoped and designed for site preparation in February 2022.	
755	Talaskia Reserve, Upper Ferntree Gully - Masterplan Implementation Stage 2	\$60,000
Dobson	Stage 2 of Masterplan implementation works are now complete. Maintenance period has come to an end. Remaining funds to be carried forward for final stage of Masterplan implementation.	
834	Oversowing of Sports Fields	\$60,000
All Wards	Fertilising schedule ongoing.	
837	Knox Library (Permanent) - Design and Fitout	\$3,200,000
Dinsdale	Consultants have been engaged and are preparing high level concept plans for the permanent Library within Westfield Shopping Centre.	
838	Bayswater Community Hub - Scoping	\$70,000
Dinsdale	Architect has been engaged.	
849	Installation of Change Tables into Kindergartens	\$48,065
All Wards	Change tables have been delivered and installed into 17 kindergartens in preparedness for the introduction of 3 year old Kindergarten in 2022.	

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
867	Knox Regional Netball Centre Extension	\$12,531,053
Dobson	Concrete slab works progressing well following return to work after the construction industry lockdown.	
868	H V Jones, Ferntree Gully - Masterplan Implementation Stage 3	\$873,211
Friberg	Community engagement is complete. The concept will now be finalised and documentation will commence.	
869	Gilbert Park, Knoxfield - Masterplan Implementation Stage 3	\$333,529
Friberg	Stage 2 of Masterplan completed. Tender documents for stage 3 underway.	
871	Energy Performance Contract Implementation	\$553,437
All Wards	Building Management System works at Knox Leisureworks and Rowville Community Centre are nearing completion. Set up of the front-end graphics interface underway.	
935	Scoresby (Exner) Reserve - Tennis Court Renewals	\$57,815
Tirhatuan	Negotiations continuing around surface defects issue. Courts 4 & 5 - Initial survey and geotechnical investigation completed. Consultation with arborists underway. Design 10% complete.	
941	Knox Regional Netball Centre - Court Renewals	\$123,594
Dobson	Contractor to start work on courts 7 and 8 by mid-November. Works to courts 11-14 to go out to quote.	
942	Tree Management	\$63,321
All Wards	Works undertaken as required in conjunction with Council initiatives.	
944	Knox Central (Former Operations Centre)	\$3,514,194
Dinsdale	Gridded soil assessment and vapour testing now completed. Awaiting results to determine next steps in remediation works. Contract for demolition and asbestos removal at old SES office and rental property has been awarded with works to be completed prior to Christmas.	
946	Boronia Precinct Planning	\$360,500
Baird	The revised Boronia Renewal Strategy has been adopted by Council on 23 August. Further community consultation will be undertaken in early 2022 subject to Ministerial authorisation of Amendment C192 to the Knox Planning Scheme. In the meantime, the internal Project Control Group provides directions on the implementation of a number of priority projects.	

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
948	Modular Building Program	\$3,822,522
All Wards	Lakesfield Reserve Modular Building is nearing completion with onsite works commenced in late August. There is a delay to delivery program with site restrictions and construction industry shutdown with completion of modular component of the program scheduled for late November. Demolition of existing building and carpark works will follow to complete the project in early 2022. Marie Wallace Modular and existing pavilion refurbishment is progressing through finalisation of detailed design with expectation that tenders will be let by mid-November with aim to appoint contracts in January. Gilbert Park modular construction contract has been appointed and commencement imminent.	
950	Family & Childrens Services Buildings & Facilities	\$227,388
All Wards	Scoresby West Kindergarten - Scoping and detail designs expected completion by January 2022. Tender and Award by March 2022 and Construction in Term 2 (April - June 2022).	
951	Community Toilet Replacement Program	\$674,286
All Wards	Modular public toilets for Templeton, Scoresby, Tormore and Talaskia Reserves nearing completion. Templeton, Scoresby and Tormore expected to be completed by end-of-November and Talaskia by late November. There have been some delays in completion of these projects with COVID restrictions and construction industry lockdown. Wicks Reserve and UFTG progressing through design development stage.	
961	Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8	\$198,130
Dobson	Works to be undertaken after completion of redevelopment project at the centre.	
995	Peregrine Reserve, Rowville - Masterplan Implementation Stage 2	\$464,905
Taylor	Design and construct tender currently open.	
997	Llewellyn Reserve, Wantirna South - Masterplan Implementation	\$469,595
Scott	Construction of the new picnic shelter, BBQ facilities and toilets has commenced.	
999	Lewis Park, Wantirna South - Masterplan Implementation	\$1,112,743
Dinsdale	Waterways - detailed design package 60% complete. Sport & Play - concept design complete. Community Gardens - carpark complete, fencing to be completed prior to Christmas.	
1002	Egan Lee Reserve, Knoxfield Masterplan Implementation - Stage 2	\$365,543
Scott	Stage 2 works have commenced. Drainage phase has been completed.	
1003	Wantirna Reserve, Wantirna - Masterplan	\$30,000
Collier	Works on hold pending soil report outcome.	

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
1054	Knox Regional Sports Park - Stages 2 and 3	\$27,045,920
Scott	The expansion of the State Basketball Centre is being managed by the State Government through Sport and Recreation Victoria (SRV) and Development Victoria (DV) on behalf of stakeholders including Council as project partner. The contractor has been appointed and works have commenced on site. The detailed design of the Victorian Association of Radio Model Soaring (VARMS) to establish a new clubhouse at the Rowville Recreation Reserve is being project managed by Council as a part of the overall expansion project and is complete. Tendering for the construction works closed on 29 October. The tender evaluation process will follow with construction expected to begin in early 2022.	
1119	Wantirna Reserve, Wantirna - Tennis Court Renewals	\$494,086
Collier	Courts 1-5: Design underway including consideration of concrete slab design in conjunction with lighting design to work around existing site limitations. Electrical safety regulatory requirements now known and understood. Seeking advice regarding possible water meter relocation. Finalisation of Tennis Court footprint subject to water meter relocation. Courts 6-10: Temporary remedial works for Court 9 essentially completed with maintenance and watering activity remaining. Geotechnical investigation for Wantirna Reserve overall site underway. Awaiting outcome of investigation findings to progress with appropriate design methodology.	
1121	Eildon Park, Rowville - Cricket Net Renewal	\$58,100
Taylor	A concrete platform will be laid in front of net, with linking path. Work for completion was interrupted by the recent State Government Construction lockdown. Scheduled to be completed by mid-November.	
1123	Public Tennis / Netball / Basketball Court Renewals	\$95,000
All Wards	Finalising priority sites for remaining budget.	
1124	Sportsfield Fencing Renewals	\$133,888
All Wards	Contractor (TRF) started works at Lakesfield Reserve 18 October and Gilbert Park Reserve by mid-November.	
1125	Stormwater Harvesting Infrastructure Renewal	\$60,000
All Wards	Carrington Reserve works underway.	
1128	Gilbert Park Reserve, Knoxfield - New Drainage	\$36,500
Friberg	Contractor (Aquatek) started works in mid-November.	
1134	Ferntree Gully Community Arts Centre Office Upgrades	\$50,000
Dobson	Quotations received with contractor appointed and works commenced in November.	
1136	Arts Facility Upgrades	\$134,000
All Wards	Works Program being finalised with view to tender and appoint Contract in January.	

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
1137	Knox Leisureworks - Major Redevelopment	\$154,500
Baird	List of works being collated from pool structural audit, pool plant audit and HVAC plant audit with view to progress to quotation/tender through November/December for individual works packages depending on prioritisation/cost estimate, for installation over January-April.	
1145	Glenfern Road, Ferntree Gully - Footpath Construction	\$191,810
Dobson	Contract has been awarded and works commenced.	
1148	Montana Avenue, Boronia - Footpath Construction	\$66,529
Chandler	Further consultation required with residents and school.	
1155	Kelletts Road, Rowville (973 Stud Road to Taylors Lane) - Shared Path	\$18,456
Taylor	Quotations sought for line marking.	
1162	Templeton Street, Wantirna - Linemarking and Intersection Treatments	\$65,000
Collier	Line marking treatment complete. Reviewing shared path layout at intersection with Burwood Hwy.	
1163	Renou Road, Wantirna South - Intersection Treatments	\$106,577
Collier	Reviewing shared path layout at intersection with Burwood Hwy.	
1165	Mowbray Drive & Argyle Way, Wantirna South - On Road Bicycle Link	\$120,000
Scott	Line marking 90% complete. Waiting for drainage works to be completed at Tintern Ave before installing final line marking.	
1166	Timothy Drive, Wantirna South - Intersection Treatments	\$35,000
Scott	Line marking 90% complete. Waiting for drainage works to be completed at Old Orchard Road before installing final line marking.	
1170	Mountain Highway, Boronia (near Scoresby Rd) - Footpath Connection 4	\$80,000
Baird	In principle support from land owners. Drafting up licence agreement.	
1173	Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 3	\$689,554
Dobson	Contractor has been engaged to construct new public toilet. Delays to constructions start with current Melbourne restrictions. Tender open for Design & Construct of Quarry Lookout.	
1174	Principal Avenue - Dorset Road Streetscape Upgrade	\$100,000
Chandler	Planning for future planting works.	

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
1176	Solar in Community Facilities	\$112,639
All Wards	Solar install at Mariemont Kindergarten completed. Scoping and quotes for other sites underway including Knox Athletics Pavilion.	
1180	Forest Rd to Koolunga Reserve, FTG - Wetland Construction	\$386,056
Chandler	Community engagement, Bushland Management Plan review and Master Planning in progress while project is on hold.	
1182	Norvel Quarry Reserve Water Quality System - Design & Construction	\$40,000
Baird	Project alternatives still being investigated.	
1183	Peregrine Reserve - Wetland Construction	\$60,000
Taylor	Awaiting detailed site survey.	
1184	Egan Lee Reserve - Wetland Construction	\$550,000
Scott	Analysis for retarding basin and upstream/downstream catchment are underway. Amendment of concept design pending survey.	
1216	Carrington Park Reserve, Knoxfield - Cricket Net Renewal	\$30,669
Friberg	Works nearing completion.	
1225	Commercial Road, Ferntree Gully (Burwood Hwy to Wilson St) - Reconstruction	\$150,000
Baird	Project completed.	
1226	Lewis Road, Wantirna South (Tilba Pl to Kanooka Rd) - Reconstruction	\$100,000
Dinsdale	Project completed. Practical Completion inspection imminent.	
1227	Albert Street, UFTG (Talaskia Rd to Townley Place) - Reconstruction	\$300,000
Dobson	Project completed. Practical Completion inspection imminent.	
1228	Malvern Street, Bayswater (Edelmaier St to Scoresby Rd) - Reconstruction	\$460,000
Baird	Works commenced in October with footpath works well underway.	
1229	Sullivan Court, Wantirna (Rachelle Drive to End)- Reconstruction	\$160,000
Collier	Works anticipated to commence in 2022.	
1230	Wanaka Close, Rowville (Erie Avenue to End) - Reconstruction	\$90,000
Tirhatuan	Works anticipated to commence in April 2022.	

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
1231	Winnifred Crescent, Knoxfield (Allister Close to Christie Close) - Reconstruction	\$135,000
Friberg	Construction works well underway. Kerb & Channel and drainage works nearing completion with works overall around 50% completed including preparation for asphaltting works underway.	
1232	Chandler Road, Boronia (Floriston Rd to Albert Ave) - Design	\$23,936
Chandler	Design deferred until further notice - awaiting direction from Boronia Renewal Strategy Working Group.	
1237	Carrington Park - Multi Purpose Facility - Construction	\$2,381,577
Friberg	Construction works recommenced at 25% on 5 October. Forecourt and external carpark works underway. Some delays with wet weather and COVID restrictions.	
1238	BAMP Facility Upgrades	\$1,320,274
All Wards	Program development progression expected to be finalised by end of November/early December. Design/scoping are to be undertaken from January 2022, with view to have tender packages out by March 2022.	
1261	Wantirna Reserve - Car Park Upgrade (Design)	\$40,000
Collier	Consultation with Leisure & Waste teams underway in relation to potential hockey ground location. Design deferred until Master Plan work is completed and advice is received on project status and scope.	
1262	Cultural Facilities - Knox Pop Up Events Trailer & Kit	\$5,000
All Wards	Trailer maintenance to take place, prior to return of public events in 2022. To include trailer signage and purchase of additional equipment.	
1265	Park Crescent Children and Family Centre, Boronia - Refurbishment Scoping	\$154,618
Baird	Detailed design progressing for provision by end of December with cost plan provision for planned construction in 2022/23.	
1266	Rowville Children and Family Centre (Childcare) Refurbishment	\$1,262,700
Tirhatuan	Construction has commenced with site establishment. Expected completion end of April 2022.	
1267	Early Years Facilities - Landscaping Upgrades	\$287,133
All Wards	Projects to renew the outdoor play spaces including, The Basin Kindergarten and the replacement of decking at Wantirna Hub, have been planned for January 2022.	
1269	Rosa Benedikt Community Centre, Scoresby - Minor Upgrade	\$37,238
Tirhatuan	Scoping underway.	

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
1271	Wantirna Community Infrastructure Planning	\$40,000
Collier	Project brief is currently being developed prior to seeking a consultant.	
1274	Mountain Hwy, The Basin (Wicks Road - Claremont Ave) - Footpath Design	\$11,462
Chandler	Concept Design complete and design approach confirmed after internal consultation. Detailed design 70% complete with structural consultant appointed. Title re-establishment survey, geotechnical investigation and design underway. Initial Arborist assessment completed - tree removal permit is being arranged. Awaiting confirmation of budget approach.	
1276	Liverpool Road, The Basin - Footpath Design	\$12,361
Chandler	Waiting to confirm additional funding for a formal design, incorporating possible need for road re-design.	
1281	Ferntree Gully Road, Knoxfield (O'Connor Road and Henderson Road)- Shared Path	\$110,000
Tirhatuan	Path design between O'Connor Rd and Henderson Rd to be renewed.	
1282	Ferntree Gully Road Shared Path - Scoping	\$10,000
Friberg	Requires a lease agreement. Investigating appropriate course of action.	
1297	Amesbury Avenue, Wantirna - Intersection Treatments	\$133,427
Collier	Project planning in progress.	
1300	Parking Management Plan Implementation	\$90,000
All Wards	Arrangements made for parking signs to be updated on Floriston Rd, Dorset Sq (west side only), Dorset Rd and Erica Ave. Orchid Avenue consultation indicated no change to restrictions.	
1306	Dog Park Installations	\$225,809
All Wards	Initial feasibility work for the construction of a car park at Emerson Place Reserve under consideration.	
1308	Kevin Ave, Ferntree Gully Flood Investigation - Scoping	\$18,115
Dobson	Scoping confirmed, survey and proving of underground service locating completed. Detailed Design underway and around 60% complete.	
1309	1825 Ferntree Gully Road - Flood Mitigation Works	\$425,792
Friberg	Drainage upgrade within Commercial Road area included within road renewal package - construction works completed. Additional area - finalising detailed design according to design review comments. Arborist consultation completed. Recommendations incorporated in the detailed design.	

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
1310	Flood Mitigation Reactive Complaints Upgrade Works	\$250,000
All Wards	Emergency works undertaken as required.	
1311	Major Roads LED Streetlight Replacement	\$340,370
All Wards	On-site audit of streetlights completed. Final design is being completed to inform the procurement and installation stages of the project.	
1312	Cathies Lane Landfill Solar Feasibility - Stage 2	\$53,314
All Wards	A report to Council presenting options for Council to switch to renewable energy including the impact of recent regulatory changes announced by the Australian Energy Market Commission.	
1315	Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)	\$5,574,861
Baird	Tendering for the construction works closed on 29 October. The tender evaluation process will follow with construction expected to begin in early 2022.	
1316	Rowville Recreation Reserve - Car Park Upgrade	\$152,036
Taylor	Stage 1 design completed and quote received from Construction Department - this has highlighted funding shortfall. Stage 2 (Car park extension) design underway including geotechnical investigation and arborist consultation. Car park to be constructed together with stage 1 works when funding is anticipated to be available for total works in 2022/23.	
1318	Miller Park Reserve - Cricket Net Renewal	\$250,000
Chandler	Contractor is experiencing delays on site due to COVID restrictions and inclement weather.	
1319	Gilbert Park Reserve, Knoxfield - Batting Cage Renewal	\$128,819
Friberg	A preferred tenderer has been selected. Commencement of works has been delayed due to need for Melbourne Water approval.	
1320	Eildon Park Reserve, Rowville - Tennis Court Renewals	\$490,252
Taylor	Courts 4-6: Construction works including lighting installation completed. Lux testing carried out with satisfactory results. Courts 7-9: Initial survey completed. Geotechnical investigation and consultation with arborists underway. This project is in the same contract as Miller Park Tennis courts.	
1321	Millers Reserve, The Basin - Tennis Court Renewals	\$425,000
Chandler	Tennis court construction works completed. Remaining variation works associated with additional hardstand area and Book-A-Court electricals nearing completion. This project is in the same contract as Eildon Park Tennis Courts.	

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
1322	Glenfern Park (FTGTC) - Tennis Court Renewals	\$739,806
Dobson	Courts 5-6: Construction underway with works approximately 20% complete with structural re-design undertaken due to poor sub-grade. Contractor has completed concrete slab design, awaiting structural certification with construction anticipated to re-commence in November. Consultation with Tennis Club completed. Courts 1-4: Geotechnical investigation complete and detail design underway with 90% complete.	
1363	Lupton Way Shared Zone Construction and Public Art Lighting	\$533,220
Baird	Design pending subject to Metro Trains Melbourne agreement. Finalising licence agreement with 255 Dorset Rd.	
1365	Programmed Road Renewal Works from June annual Audits	\$715,000
All Wards	Funds available to supplement funding requirements for various road renewal works as required.	
1367	Rowville Tennis Court Renewal	\$26,000
Taylor	The club has requested that the works be completed next year due to numerous lockdowns causing losses of coaching revenue and memberships.	
1386	Parks - New Tractor	\$120,000
All Wards	Awaiting plant to arrive. Backlog has been caused by COVID restrictions.	
1389	Egan Lee Reserve Renewal - Top Oval Renewal	\$1,500,000
Scott	Project in consultation phase.	
1390	Golf Practice Nets	\$80,000
All Wards	Wally Tew golf practice nets are completed. Knox Park golf practice nets nearing completion.	
1391	Knox Hockey Facility Development	\$3,625,000
Tirhatuan	Site investigations commenced for detailed design and documentation at Wantirna Reserve.	
1392	3-Year Old Kindergarten Facility Management	\$250,000
All Wards	Officers continue to plan and prepare for the introduction and expansion of 3 year old Kindergarten services to Council's early years programs, identifying facilities which will need to be considered as part of Council's capital works program over the next five years, subject to funding support.	
1394	Knox Park Athletics - Changeroom Upgrade	\$59,460
Friberg	Design is nearing completion with view to progress to tender and award the works for construction from January 2022.	

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
1396	Gilbert Park - Floodlighting Upgrade (Diamonds 1 and 2)	\$494,975
Friberg	Contractor to be appointed for Diamond 2 with expected completion by mid-February 2022. Diamond 1 works commenced with expected completion by mid-January 2022.	
1402	Bayswater Bowls Club - Car Park Upgrade	\$113,188
Dinsdale	Works completed.	
1404	Berrabri Kindergarten, Scoresby - Verandah Space upgrade	\$105,000
Tirhatuan	Project complete.	
1405	F W Kerr Kindergarten, Ferntree Gully - External upgrade	\$20,000
Dobson	Scope of works being assessed.	
1406	Miller's Homestead - Upgrade	\$162,500
Chandler	Works not yet detailed due to COVID restrictions for site visits and assessments. Various structural considerations need to be further investigated (inclusive of heritage limitations) including kitchen and bathroom upgrade, accessibility compliance, repairs of water damaged areas, artwork tracking upgrades and external signage, security and lighting. The required works are currently being assessed and scoped with view to preparation of specification for works package.	
1408	St John's Ambulance Hall - Upgrade	\$25,000
Baird	On hold. Investigating further options.	
1411	Mountain Hwy, Bayswater, (Scoresby Road to Jersey Road) - Shared Path	\$309,082
Baird	In principle support from land owners. Drafting up licence agreement.	
1412	Macauley Place, Bayswater - Shared Safety Zone	\$250,000
Dinsdale	Deferred due to construction works at Mountain High Shopping Centre.	
1413	Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation	\$464,091
Dobson	Request for quotation process complete and consultant appointed.	
1414	Cardiff Street - Flood Mitigation Works	\$700,000
Baird	Scoping underway.	
1415	Olivebank to Underwood & Alexander Reserve, FTG - Wetland Treatment -Scoping & Analysis	\$400,000
Dobson	Scoping and initial catchment analysis completed.	

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
1418	Wally Tew (FTG Reserve) - Stormwater Harvesting Upgrade	\$120,000
Dobson	Audit report review completed, discussing the results with Parks and Leisure, verifying the upgrade needs.	
1419	Carrington Park Reserve - Stormwater Harvesting Upgrade	\$80,000
Friberg	Audit report review completed, discussing the results with Parks and Leisure verifying the upgrade needs.	
1422	Gilbert Reserve - Wetland (Scoping & Analysis)	\$57,578
Friberg	Melbourne Water pipe realignment detailed survey and design quote obtained. Functional and detailed design for realignment anticipated to be completed in November in readiness for community consultation early 2022.	
1425	Albert Street UFTG & Chandler Road Boronia - Passive Irrigation Research & Development	\$60,000
All Wards	This project is in partnership with Melbourne University. Scoping underway during October.	
1426	The Basin Triangle Masterplan	\$60,000
Chandler	Community consultation process to begin shortly.	
1428	Violen Street, Bayswater - Reconstruction	\$185,000
Dinsdale	Works anticipated to commence in early 2022.	
1429	Edinburgh Road, Boronia - Reconstruction	\$180,000
Baird	Construction works well underway with works around 60% completed.	
1430	Wilhelma Avenue, Boronia - Reconstruction	\$250,000
Baird	Construction works underway with 60% completed - works integrated with Drainage Renewal project. All drainage pipe work have been completed with some pit works still to be done.	
1431	Manuka Drive, FTG - Reconstruction	\$365,000
Baird	Construction works essentially completed with minor tidy up works remaining.	
1432	Murene Court, Boronia - Reconstruction	\$210,000
Baird	Works anticipated to commence in early 2022.	
1434	Harcrest Estate Lake & Wetland Renewal	\$0
Scott	Harcrest Estate wetland Ring Wall repair work as required.	

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
1437	1000 Steps Car Parking and Shared Use Path Bridge	\$300,000
Dobson	Bridge design on hold. Alternative carpark design ongoing with survey data reviewed and concept plan being developed.	
1439	Mossfield Avenue, Ferntree Gully - Design Only	\$45,000
Baird	Survey completed. Design 90% complete including drainage upgrade element, with Geotechnical investigation underway.	
1440	Mountain Gate Drive, Ferntree Gully - Design Only	\$65,000
Friberg	Comments on design received from Traffic and Transport, no change required. Geotechnical investigation underway. Design 60% complete.	
1441	Studfield Shops, Rear Laneway, Wantirna South - Design Only	\$40,000
Dinsdale	Concept design completed and in consultation with Traffic and Transport. Title re-establishment survey completed and geotechnical investigation underway. Design 30% complete and consultation with affected owner underway.	
1442	Avalon Road, Rowville - Design Only	\$70,000
Tirhatuan	Survey completed. Design 15% complete with Geotechnical and drainage investigations underway.	
1443	Faraday Street Boronia - Design Only	\$45,000
Baird	Survey completed. Design 30% complete with Geotechnical investigation underway.	
1444	Adele Avenue, Ferntree Gully - Design Only	\$35,000
Friberg	Survey completed. Design 90% complete with Geotechnical investigation underway.	
1445	Marlborough Road, Bayswater - Design Only	\$30,000
Dinsdale	Survey completed with Geotechnical investigation underway. Design to commence in 2022.	
1446	Windermere Reserve, Ferntree Gully - Oval Renewal	\$1,350,000
Friberg	Works have commenced onsite. Delays in commencing due to COVID restrictions.	
1447	Knox Gardens Reserve, Wantirna South - Drainage #2 Oval	\$155,645
Scott	Works awarded to Evergreen Turf and and commenced mid-November.	
1448	Fairpark Reserve, Ferntree Gully - Netball Court Renewals	\$300,000
Baird	Design completed. Quotes being sought and evaluated with construction anticipated to commence in November/December.	

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
1449	Fairpark Reserve, Ferntree Gully - Re-turfing	\$250,000
Baird	Project on hold while works under review.	
1450	Reta Matthews Reserve, Ferntree Gully - Tennis Court Renewals	\$350,000
Baird	Initial survey and geotechnical investigation completed. Consultation with arborists underway. Design 20% complete.	
1451	Carrington Park Reserve, Knoxfield - Tennis Court Renewals	\$175,000
Friberg	Initial survey completed. Geotechnical investigation underway. Awaiting advice from Leisure on project scope.	
1452	Llewellyn Reserve, Wantirna South - Cricket Pitch Renewal (Oval #1)	\$20,000
Scott	Works commenced 1 November. Small delay as the ground was too wet for machinery to access.	
1453	Kings Park, Upper Ferntree Gully (Oval #2) - Sportsfield Drainage	\$88,849
Dobson	Project has been withdrawn from program with funds to be redistributed to other projects. Investigation into this ground showed that a new drainage system would not be beneficial to the ground improving. An alternate proposal will be presented to the forward capital works program.	
1454	Lewis Park, Wantirna South (Oval 2) - New Irrigation	\$150,000
Dinsdale	Project has been withdrawn from program with funds to be redistributed to Carrington Park and Eildon Park cricket net lighting. There is a masterplan currently being developed at Lewis Park and oval 2 has been flagged as a full redevelopment within the next few years. The irrigation system will need to be removed when the ground is re-constructed therefore, it would be inefficient to deliver at this time.	
1455	Talaskia Reserve, Upper Ferntree Gully - Cricket Net Renewal	\$250,000
Dobson	ASTE have been awarded the works. Signed contract to be returned. Works due to start in December.	
1456	Dobson Park, Ferntree Gully - Cricket Net Renewal	\$340,000
Baird	ASTE have been awarded the works. Signed contract to be returned. Works due to start in December.	
1457	Wantirna Reserve, Wantirna - Sportsfield Renewal - Scope	\$15,000
Collier	The sportsfield to be designed is being finalised, based on recent audit.	
1458	Knox Gardens Reserve, Wantirna South - Tennis Court Renewals - Design	\$50,000
Scott	Initial survey completed. Geotechnical investigation and consultation with arborists underway. Design to commence in 2022.	

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
1459	Lewis Park, Wantirna South - Oval 1 Floodlighting	\$250,000
Dinsdale	Contractor to be appointed for completion by mid-February 2022.	
1460	Templeton Reserve, Wantirna - Floodlighting Upgrade	\$250,000
Collier	Contractor to be appointed for completion by mid-February 2022.	
1461	Kings Park, Upper Ferntree Gully - Oval 1 - Floodlighting	\$280,362
Dobson	Contractor to be appointed for completion by mid-February 2022.	
1462	Knox Athletics, Knoxfield - New Shade Structures	\$100,000
Friberg	Design underway for construction to commence in December.	
1463	Tormore Reserve, Boronia - Safety Fencing (Behind Goals)	\$100,000
Baird	Location to be confirmed. Quotes will then be sought for works to occur early 2022.	
1464	Schultz Reserve, Wantirna - Pavilion Refurbishment	\$75,000
Collier	Consultation with Clubs is in progress.	
1465	Knox Park Athletics, Knoxfield - Lighting to Track	\$300,000
Friberg	Works scheduled to commence early 2022 with completion by mid 2022.	
1466	Schultz Reserve, Wantirna - Shade Structure	\$50,000
Collier	Consultation with Clubs underway.	
1467	Fairpark Reserve, Ferntree Gully - Safety Netting (Southern End)	\$50,000
Baird	Works will occur upon completion of the major pavilion redevelopment and associated carpark and landscaping works. This will be in 2022/23.	
1468	Park Ridge Reserve, Rowville - Existing Pavilion Refurbishment	\$20,000
Taylor	Works will align with the new modular project.	
1469	Milpera Reserve, Wantirna - Existing Pavilion Refurbishment	\$20,000
Collier	Works will align with the new modular project.	
1470	Electronic Entry to Sporting Pavilions.	\$60,000
All Wards	Priority projects currently being worked through/finalised with view to commence scoping in November and seek prices in the new year for a March/April installation period.	

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
1471	Knox Skate & BMX Park, Knoxfield - Access Road	\$120,000
Friberg	Consultation with Leisure and Ambulance Victoria completed. Finalising detailed design following design review comments - quotes to be sought.	
1472	Wally Tew Reserve, Ferntree Gully - Car Park Upgrade	\$40,000
Dobson	Survey completed with Geotechnical investigation underway. Design to commence in 2022.	
1473	Egan Lee Reserve, Knoxfield - Car Park Extension - Design	\$35,000
Scott	Initial survey completed and concept layout options submitted and approved option selected. Geotechnical investigation underway along with consultation with arborists. Design due to commence in 2022.	
1474	Knox Skate & BMX Park, Knoxfield - Carpark - Design	\$35,000
Friberg	Initial survey and arborist assessment completed. Geotechnical investigation and design underway.	
1475	Gilmour Reserve, Upper Ferntree Gully - New Car Park - Design	\$35,000
Dobson	Majority of site is within Melbourne Water land and any proposal for development is subject to agreement with Melbourne Water. Consultation with stakeholders is underway, design commenced and 10% complete. Geotechnical/pavement advice received.	
1476	Community Placemaking Program - Murals and Lighting - Scope	\$105,000
All Wards	Arts and Cultural Services currently scoping options for managing this project externally within the capital allocation as it is beyond existing staffing capacity.	
1477	FTG Library, Ferntree Gully - External Blinds	\$20,000
Dobson	Scoping underway.	
1478	Locker Program - Council Kindergartens	\$50,000
All Wards	Replacement program of children's lockers and make good to existing spaces with quotations being sought for January 2022 holidays and April 2022 holidays installation.	
1479	Liberty Avenue, Rowville Kindergarten - Verandah Replacement - Design	\$10,000
Tirhatuan	Scoping progressing with a view for provision of design/cost plan by end of November.	
1480	Park Ridge Kindergarten, Rowville - Verandah - Design	\$10,000
Taylor	Scoping progressing with view for provision of design/cost plan by December.	
1481	Alice Johnson Children and Family Centre, Ferntree Gully - Verandah	\$65,000
Baird	Quotations currently being sought with expectation to appoint Contractor for a construction period of December-January 2022.	

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
1482	Billoo Park Kindergarten, Wantirna -Storage & Verandah Upgrade - Design	\$10,000
Collier	Scoping is progressing with view to complete detailed design by November/December.	
1483	Update FCS signage from Preschool to Kindergarten	\$0
All Wards	Funds being redirected to Rowville Children's Centre Redevelopment as per Budget Variation approval.	
1484	136 Boronia Road (Knox Infolink) - Redevelopment	\$30,000
Baird	Scoping underway.	
1485	The Basin Community House - Kitchen Upgrades	\$10,000
Chandler	Quotes requested.	
1486	The Basin Progress Hall - Event Upgrades	\$40,000
Chandler	Proposal drafted - preparing to send out for quotes.	
1487	Knox Community Gardens, Boronia - Shed Removals	\$50,000
Dinsdale	Project due to commence in November.	
1488	Knox Community Gardens, Boronia - New Facility Design	\$20,000
Dinsdale	Scoping due to commence in November.	
1489	Public changing outlets to support vulnerable persons - Scoping	\$10,000
All Wards	Scoping underway.	
1490	Bergins Road, Rowville - Footpath Construction	\$129,998
Taylor	Finalising quantities and investigating crossing point prior to obtaining quotes for the project.	
1491	Malvern Street, Bayswater - Footpath Construction	\$120,000
Baird	Construction works underway - footpath works incorporated with road renewal project with footpath approximately 20% completed.	
1492	Francis Crescent, Ferntree Gully - Footpath Construction	\$43,890
Dobson	Scheduled to commence early 2022.	
1494	1726 Ferntree Gully Road, Ferntree Gully - Footpath Design	\$4,180
Friberg	Design required. Investigating options.	

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
1495 Tirhatuan	Ferntree Gully Road, Scoresby - Footpath Construction Design completed.	\$29,260
1496 Baird	Short Street, Boronia - Footpath Design Quotations being sought for design for a DDA compliant path.	\$35,000
1497 Baird	Cypress Avenue, Boronia - Footpath Design Initial site inspection conducted.	\$20,000
1498 Dobson	Pleasant Road, Ferntree Gully - Footpath Scope Scheduled to commence early 2022.	\$10,000
1499 Taylor	Buckingham Drive, Rowville - LATM Treatment Undertaking resident survey/consultation.	\$120,000
1500 Tirhatuan	Liberty Avenue, Rowville - LATM Design Undertaking resident survey/consultation.	\$15,000
1501 Friberg	Dobson Street, Ferntree Gully - Traffic device Scoping in progress.	\$10,000
1502 Scott	High Street Road, Wantirna South - Shared Path Feature survey done. Working on path alignment and design.	\$346,500
1503 Scott	Burwood Highway, Knoxfield - Shared Path Feature survey done. Working on path alignment and design.	\$400,000
1504 Taylor	Napoleon Road, Rowville -Shared Path Finalising design.	\$155,925
1505 Chandler	Mountain Highway, Boronia - Shared Path - Design Site inspection done which indicated further investigation for service road treatment.	\$80,000
1508 Dinsdale	Sasses Avenue, Bayswater - On Road Bicycle Lanes Investigating alternative route options.	\$40,000
1509 Baird	Moirra Avenue / Johnson Drive Intersection, Ferntree Gully - Traffic Island Working on notification letter and design.	\$15,000

Knox City Council Project Status Report

05-Nov-2021

Project Number	Project Name	Total Adjusted Budget
1510	Kelletts Road at Lakesfield Drive, Lysterfield - Footpath link at School crossing	\$3,000
Dobson	Brief is currently being drafted. Once complete, it will be sent for quotation for survey and possibly design.	
1511	Alma Avenue, Ferntree Gully - New School Crossing	\$30,000
Dobson	School crossing works have been completed.	
1512	Maryborough Road, Boronia - Rumble Strips	\$10,000
Baird	Finalising design.	
1513	Regency Terrace, Lysterfield - Connection to Napoleon Road Bus Stop	\$24,000
Taylor	Finalising design.	
1514	Carrington Park, Knoxfield - Masterplan Implementation	\$300,000
Friberg	Construction commenced.	
1515	Major Crescent Reserve, Lysterfield - Landscape Plan	\$25,000
Taylor	Site analysis completed. Internal consultation completed in September. Draft Landscape Plan October-December.	
1516	Lakesfield Reserve, Lysterfield - Landscape Plan	\$25,000
Dobson	Site analysis completed. Internal consultation completed in September. Draft Landscape Plan October-December.	
1517	Flamingo Reserve, Wantirna South - Landscape Plan	\$25,000
Collier	Site analysis completed. Internal consultation completed in September. Draft Landscape Plan October-December.	
1518	Schultz Reserve, Wantirna - Landscape Plan	\$25,000
Collier	Site analysis completed. Internal consultation completed in September. Draft Landscape Plan October-December.	
		Total: \$154,146,543

4.5 ICT Capital Works Report

SUMMARY: Chief Information Officer, Scott Coleman

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

RECOMMENDATION

That the Committee receive and note the ICT Capital Works Report, as of 2 December 2021.

1. INTRODUCTION

This report summarises Council's ICT Capital Works Program for the 2021/2022 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 2 December 2021 is attached in the Confidential section of Council's agenda.

Highlights of the Capital Works Report as at 2 December 2021 include:

- The Digital Customer Channel Transformation Program has commenced its Phase 2 which will see the replacement of Council's Intranet. The project has completed its procurement activities to secure vendor support for the design phase of the intranet. Design Phase kick off will occur in early December, with stakeholder engagement occurring shortly after (factoring Xmas leave).
- The Early Years Project: The customer experience research is complete and the final showcase occurred on 8th October. A capability building workshop was run on 30th November for the team to continue the human centred service design journey.
- The Corporate Reporting Project: PM commenced 29 November. Requirements have been reviewed by the Enterprise Architecture team, and a market procurement engagement will commence in early 2022.
- The Asset Management project has continued to be hampered by development delays and the first of the phased implementations will no longer occur in December, but will now be pushed into the new calendar year. A review workshop with Knox and Vendor stakeholder is to be scheduled, with the objective of isolating the root cause of delays and remediation activities to avoid further project slippage.

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.

Report Prepared By: Chief Information Officer, Scott Coleman

Report Authorised By: Executive Manager Strategy, People & Culture, Interim Information Technology and Transformation (Change), Sam Stanton

Attachments

1. ICT Capital Works Report [**4.5.1** - 3 pages]

Confidential Attachment 1 is circulated under separate cover.

Knox City Council Project Status Report

02-Dec-2021

Project Number	Project Name
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789	Facilities Booking Solution
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All Wards	The new Priava meeting room and fleet booking solution went live to staff on 14 Dec 2020. Additional meeting rooms for the new Operation Centre and Knox Community and Leisure Centres were made available for staff bookings.
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A planned second phase will commence in May 22 to extend booking capabilities to the general public enabling booking of Knox external facilities including halls, pavilions, reserves etc.

812	Asset Management Information System
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All Wards	Lifecycle' system is a critical tool to manage Council Assets. This project replaces the current Asset Management Information system with a contemporary, modern, well supported equivalent that meets Council's current and future needs. The project is in implementation stage with activity presently focused on asset data handover and validation for the Parks and Works go live. User acceptance testing for Confirm processes are completed and GIS migration tasks are nearing completion. Training and system integration testing with key stakeholders is being finalised. System champion training is completed. Pathway and KX integration is in the final stage for signoff, with implementation to be conducted in the new calendar year.
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827	Digital Customer Channels Transformation (DCCT) - Phase 3 Cust Portal & Integration
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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 will fully integrate with Knox systems. The phase will commence 2022.
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977	Pathway Program
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All Wards	The ICT funding for Pathway enhancements has concluded and ongoing development transitioned to BAU operations in September 2021. IT will continue to support Pathway and ePathway development as a core application at Knox. To support the transition, a new support model to support Pathway activities will be put in place. The IT Business Engagement team are currently leading a process to identify business needs regarding long-term Pathway support and designing a plan to support this.
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1031	Spatial Capability
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All Wards	The Spatial Capability program looks to improve processes and tools by utilising geographical information such as mapping. Spatial Capability is currently being delivered as an outcome of all ICT Projects, however remaining desired capability will be delivered near the end of the ICT Roadmap. The project is therefore on pause whilst the roadmap progresses and available GIS resources are engaged in other ICT projects. A Geo Spatial Analyst is working to establish a GIS strategy and scope for the ICT Spatial Capability Project to restart.
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1034	Business Intelligence
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All Wards	This project is now complete. The Business Intelligence (BI) Project has finalised its set objectives to enable Council teams with BI and Analytics capability by implementing a structured approach to address BI and data related requests. Through the project implementation a total of 16 use cases across 11 departments were delivered over the last 12 months. Power Users were identified and provided with advanced training on BI tools. The Strategy and BI team will continue to support business on BI and Analytics requirements following project closure in July 21.
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Knox City Council Project Status Report

02-Dec-2021

Project Number	Project Name
1036	HR System
All Wards	This project is now complete. New systems are in place for Recruitment, Learning, Onboarding, Time and Attendance, Performance and Succession Planning. Formal handover has occurred with Strategy, People & Culture.
1037	Project Management Office - ICT Governance
All Wards	This budget allocation is to cover costs associated with ICT governance including independent members of the ICT Governance Committee.
1242	Digital Customer Channels Transformation (DCCT) - Phase 1 Website Development
All Wards	This Project is now complete following the successful deployment of Council's new website in June and ongoing support has been handed over to the newly established Digital Experience Team. All final project tasks including the decommissioning of the old website were performed in October on schedule.
1245	Corporate Reporting Solutions
All Wards	The Corporate Reporting Project will deliver process and technical solutions for risk management and business planning. Requirements, process mapping and other LGA benchmarking / engagement has occurred, and requirements are under consideration by the Enterprise Architecture team. A new Project Manager has been recruited to progress the project. The scoping document was due to be presented to Governance in November / December 2021, however, this is now more likely to be ready in the new year due to delays in recruitment for a suitable Project Manager.
1257	Project Management Office
All Wards	Project Management Office oversees quality aspects of the overall Portfolio of ICT, and the budget for this function continues to be managed according to plan.
1368	Enterprise Integration Platform
All Wards	This project will deliver a new Enterprise Integration Platform which will manage the integration between our disparate IT systems and reduce complexity when transferring data between them. Initial Proof of Concept (PoC) contenders have been identified and are being engaged to secure licenses and software. Scoping for PoC is in progress and is expected to start before the end of the year.
1369	Master Data Management
All Wards	Master Data Management (MDM) is a cultural change program focused on the collaborative effort between service areas, people, systems and processes to form a common understanding of how the Council will maintain and support key datasets. The project is on hold awaiting the recruitment of a data architect, which will take the lead on forming our data management strategy.

Knox City Council Project Status Report

02-Dec-2021

Project Number	Project Name
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1371	Participation Platform
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All Wards	This project is now complete. The Knox Have Your Say platform went live in February 2021. The solution underpins the policy and framework for Knox's engagement with the community on decision making that affects them. Additional staff awareness sessions and on-demand training is available to support the ongoing use of the tool.
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1373	Active Aging System Platform
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All Wards	The Active Aging Project will review service requirements, ensuring the correct solution is in place to meet process and technical requirements, whilst also delivering an optimal online experience for our Active Aging users. Requirements gathering will commence in January 2022 as per ICT Roadmap. The current Carelink contract will expire in 2024 and the project will be established to tender for ongoing support.
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1374	Early Years Platform
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	The Early Years Project will review service requirements, ensuring the correct solution is in place to meet process and technical requirements whilst delivering a better experience for our online community. The customer experience research is complete and the final showcase occurred on 8th October. A capability building workshop was run on 30th November for the team to continue the human centred service design journey. The Scope Document was approved by the Project Sponsor and approved at the November ICT Steering Committee. Expression of Interest (EOI) documentation for a Kindergarten and Childcare solution was completed, reviewed and approved by key stakeholders, and released on 20 th November.
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1376	Digital Customer Channels Transformation - DCCT Ph2
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All Wards	In October the project team successfully opened and closed a request for quotation (RFQ) to contract a specialist to lead research and to define business requirements for a new staff intranet. Four vendors responded to the closed RFQ and the project team commenced the tender evaluation process. The project team has completed the evaluation process in November and a preferred supplier will be contracted in December.
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1377	Cloud Solutions
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All Wards	Cloud solutions increase operation and storage flexibility of our IT systems, improves business continuity risk, improves staff accessibility and ensures ease of regular automatic updates. Cloud solutions reduces maintenance cost of hardware, software, resource and energy costs. The Project will commence in early 2022 with a review of network architecture, then a vendor consultant will be brought in for the migration strategy to move remaining solutions from On Premise to Cloud.
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1379	Customer Relationship Management (CRM)
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All Wards	Customer Relationship Management refers to all strategies, techniques, tools, and technologies used by Council for effectively servicing our community-based customers. This project is now due to commence in 2022 (was late 2021) in line with the completion of the Customer Experience Strategy.
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5 Motions for Which Notice has Previously Been Given

6 Supplementary Items

7 Urgent Business

7.1 Urgent Business

8 Confidential Items