



KNOX CITY COUNCIL

AGENDA

Ordinary Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Tuesday 20 September 2016

KNOX CITY COUNCIL

**AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD AT THE
CIVIC CENTRE, 511 BURWOOD HIGHWAY, WANTIRNA SOUTH**

**ON
TUESDAY 20 SEPTEMBER 2016 AT 7.00 P.M.**

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- 3.3 Confirmation of Minutes of Ferntree Gully Cemetery Trust Special Committee held on Thursday, 24 March 2016

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TONY DOYLE
CHIEF EXECUTIVE OFFICER

5. REPORTS BY COUNCILLORS

5.1 Committees & Delegates

5.2 Ward Issues

ALL WARDS**6.1 REPORT OF PLANNING APPLICATIONS DECIDED UNDER DELEGATION**

SUMMARY: *Manager – City Planning (Paul Dickie)*

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

RECOMMENDATION

That the planning applications decided under delegation report (between 1 August to 31 August 2016) be noted.

REPORT

Details of planning applications decided under delegation from 1 August to 31 August 2016 are attached. The applications are summarised as follows:

Application Type		No
Building & Works:	Residential	13
	Other	5
Subdivision		27
Units		17
Tree Removal/Pruning		15
Single Dwelling		4
Signage		3
Change of use		1
Reduction in Loading Bay requirements		1
Place of Worship		1
TOTAL		87

Report Prepared By: *Acting Manager – City Planning & Building
(Greg Kent)*

Report Authorised By: *Director – City Development
(Angelo Kourambas)*

Knox City Council
Planning Applications Decided by Responsible Officer

1 August – 31 August 2016

Ward	No/Type	Address	Description	Decision
Baird	2016/6443	31 Farnham Road BAYSWATER VIC 3153	3 Lot Subdivision (Approved Unit Site)	10/08/2016 Approved
Baird	2016/6500	23 Pine Crescent BORONIA VIC 3155	4 Lot Subdivision (Approved Unit Site)	24/08/2016 Approved
Baird	2016/6472	24 Springfield Road BORONIA VIC 3155	Three Lot Subdivision (Approved Unit Site)	17/08/2016 Approved
Baird	2016/6481	57 Dorset Road FERNTREE GULLY VIC 3156	2 Lot Subdivision (Approved Unit Site)	19/08/2016 Approved
Baird	2015/6239	162 Boronia Road BORONIA VIC 3155	Development of the land for a three (3) storey apartment building containing twelve (12) dwellings, shop, alterations to the access of a Road Zone Category 1 and waiving of loading and unloading requirements	22/08/2016 Approved
Baird	2016/6429	6 Wrexham Road FERNTREE GULLY VIC 3156	2 Lot Subdivision (Approved Unit Site)	4/08/2016 Approved
Baird	2016/6113	9 Genista Avenue BORONIA VIC 3155	7 Lot Subdivision (Approved Unit Development)	5/08/2016 Approved
Chandler	2016/6039	130-134 Albert Avenue BORONIA VIC 3155	4 Lot subdivision and 3 new dwellings and vegetation removal	25/08/2016 Approved
Chandler	2016/6570	2/1 Normleith Grove BORONIA VIC 3155	Removal of three trees & pruning of trees	16/08/2016 Approved
Chandler	2016/6437	2/47 Arcadia Avenue THE BASIN VIC 3154	Buildings and works (extension to existing dwelling and construction of a garage) and removal of vegetation	5/08/2016 Approved
Chandler	2016/9086	3 Windsor Close BORONIA VIC 3155	Removal of 1 Evergreen Alder tree	24/08/2016 Approved
Chandler	2016/6420	6 Brown Street BORONIA VIC 3155	Buildings and works (construction of a garage), pruning of one (1) Eucalyptus ovata and vegetation removal	22/08/2016 Approved

Ward	No/Type	Address	Description	Decision
Chandler	2016/6054	75 Albert Avenue BORONIA VIC 3155	The construction of two (2) single storey dwellings to the rear of the existing dwelling	9/08/2016 Notice of Decision
Chandler	2015/6897	11 Lynette Street BORONIA VIC 3155	2 Lot Subdivision and Removal of Vegetation	10/08/2016 Notice of Decision
Chandler	2016/6375	20 Kalman Drive BORONIA VIC 3155	Construction of warehouse with an office and reduction of car parking numbers	29/08/2016 Approved
Chandler	2016/9079	310 Dorset Road BORONIA VIC 3155	Prune one (1) Eucalyptus obliqua	16/08/2016 Approved
Chandler	2016/6353	35 Old Forest Road THE BASIN VIC 3154	Buildings and works (construction of a garage and extension to dwelling)	4/08/2016 Approved
Chandler	2016/9092	18 Flinders Crescent BORONIA VIC 3155	Removal of one (1) Leyland Cypress tree	Approved 31/08/2016
Chandler	2016/9093	19 Conyers Street THE BASIN VIC 3154	Removal of one (1) Eucalyptus macrorhyncha tree	Approved 31/08/2016
Collier	2016/9084	1/384 Mountain Highway WANTIRNA VIC 3152	Proposed deck within a special building overlay	18/08/2016 Approved
Collier	2016/6229	621 Boronia Road WANTIRNA VIC 3152	Building and works (roof mounted screening) associated with a Retail Premises (Shop - Pharmacy).	16/08/2016 Approved
Collier	2016/6534	21 Gresford Road WANTIRNA VIC 3152	3 Lot Subdivision (Approved unit site)	25/08/2016 Approved
Collier	2016/6532	15, 61 & 1/77 Mountain Highway WANTIRNA VIC 3152	Works (Deepening of ponds and planting of vegetation)	16/08/2016 Approved
Collier	2016/6260	13 Milan Street WANTIRNA VIC 3152	The construction of two (2) double storey dwellings on the land	3/08/2016 Notice of Decision
Collier	2016/6490	461 Mountain Highway BAYSWATER VIC 3153	Alterations to existing signage to include animated video screen	23/08/2016 Approved
Collier	2016/6167	11 St Davids Drive WANTIRNA VIC 3152	Construction of a two storey dwelling to the side of the existing dwelling	3/08/2016 Approved
Dinsdale	2016/6482	10 Monaro Close WANTIRNA SOUTH VIC 3152	2 Lot Subdivision (Approved Unit Site)	19/08/2016 Approved

Ward	No/Type	Address	Description	Decision
Dinsdale	2016/6244	13 Tamar Street BAYSWATER VIC 3153	The construction of a double storey dwelling to the rear of the existing dwelling	16/08/2016 Approved
Dinsdale	2016/6411	18 Kingsford Street BAYSWATER VIC 3153	2 lot subdivision (Approved unit site)	9/08/2016 Approved
Dinsdale	2016/6234	50 Begonia Avenue BAYSWATER VIC 3153	Development of the land for a double storey dwelling to the rear of the existing dwelling	3/08/2016 Notice of Decision
Dinsdale	2016/6431	14 Marlborough Road BAYSWATER VIC 3153	2 lot Subdivision (Approved Unit Site)	22/08/2016 Approved
Dinsdale	2016/9088	2/14 Wadhurst Drive BORONIA VIC 3155	Reduction in loading bay requirements of Clause 52.07	29/08/2016 Approved
Dinsdale	2016/6394	23 Grandview Grove BAYSWATER VIC 3153	2 Lot Subdivision (Approved Unit Site)	23/08/2016 Approved
Dinsdale	2016/6269	416 Boronia Road WANTIRNA SOUTH VIC 3152	Development of a single storey dwelling to the rear of the existing dwelling and alteration to access a road in a Road Zone, Category 1.	8/08/2016 Approved
Dinsdale	2016/6304	2/5 Sherwood Court WANTIRNA SOUTH VIC 3152	Change of Use - Indoor Recreation Facility (Personal Training Centre)	3/08/2016 Approved
Dinsdale	2016/6012	557 Burwood Highway KNOXFIELD VIC 3180	Use and develop the land for a place of worship (up 900 patrons), food and drink premises, advertising signage and a reduction the car parking and loading bay requirements	3/08/2016 Refused
Dobson	2016/6331	55 Heritage Way LYSTERFIELD VIC 3156	Construction of a gazebo	22/08/2016 Approved
Dobson	2016/6017	157 Glenfern Road UPPER FERNTREE GULLY VIC 3156	Use and develop the land for a dwelling	1/08/2016 Approved
Dobson	2016/6487	14 The Avenue FERNTREE GULLY VIC 3156	Buildings and works (extension to an existing dwelling)	12/08/2016 Approved
Dobson	2016/9087	1 Matthews Court FERNTREE GULLY VIC 3156	Removal of one (1) Araucaria heterophylla	26/08/2016 Approved
Dobson	2016/6098	7 Blucher Street FERNTREE GULLY VIC 3156	2 lot subdivision (approved unit development)	1/08/2016 Approved

Ward	No/Type	Address	Description	Decision
Dobson	2016/6424	29 Moore Street FERNTREE GULLY VIC 3156	Buildings and works (extension to existing dwelling and construction of a garage)	8/08/2016 Approved
Dobson	2016/6524	3 Sheldon Court LYSTERFIELD VIC 3156	Construction of Cabana and associated buildings and works	23/08/2016 Approved
Dobson	2016/6574	61 Francis Crescent FERNTREE GULLY VIC 3156	Removal of 3 trees (Brachychiton acerifolia, Jacaranda mimosiafolia, Pseudotsuga menziesii)	22/08/2016 Approved
Dobson	2016/6528	22 Hilltop Road UPPER FERNTREE GULLY VIC 3156	Buildings and works (construction of a carport)	10/08/2016 Approved
Dobson	2016/6245	(St John the Baptist Primary Sch) 17 Forest Road FERNTREE GULLY VIC 3156	Alterations and additions to an existing building - St John the Baptist Primary School	22/08/2016 Approved
Dobson	2016/6563	6 Perceval Court LYSTERFIELD VIC 3156	Remove 4 Evergreen Alder trees	17/08/2016 Approved
Dobson	2016/6323	23 Logan Court LYSTERFIELD VIC 3156	3 Lot Subdivision	19/08/2016 Approved
Dobson	2016/6346	7 William Street UPPER FERNTREE GULLY VIC 3156	The construction of a single dwelling on the land	4/08/2016 Approved
Dobson	2016/9090	20 Nelson Street FERNTREE GULLY VIC 3156	Remove one (1) Acacia melanoxylon tree	30/08/2016 Approved
Friberg	2016/6493	3 Conn Street FERNTREE GULLY VIC 3156	2 Lot Subdivision (Approved Unit Site)	24/08/2016 Approved
Friberg	2016/6410	9 Mountain Gate Drive FERNTREE GULLY VIC 3156	32 lot subdivision (apartment) (Approved Unit Development)	1/08/2016 Approved
Friberg	2016/6399	50 Rushdale Street KNOXFIELD VIC 3180	5 lot subdivision (Existing industrial buildings)	12/08/2016 Approved
Friberg	2016/6000	5 Conn Street FERNTREE GULLY VIC 3156	The construction of four (4) double storey dwellings on the land	30/08/2016 Approved
Friberg	2016/6181	82 Mountain Gate Drive FERNTREE GULLY VIC 3156	Construction of a double storey dwelling to the rear of the existing dwelling	1/08/2016 Notice of Decision
Friberg	2016/6483	23 Christie Street KNOXFIELD VIC 3180	2 Lot Subdivision	23/08/2016 Approved
Friberg	2015/6864	9 Anne Road KNOXFIELD VIC 3180	The construction of a double storey dwelling adjacent to the existing dwelling	1/08/2016 Notice of Decision

Ward	No/Type	Address	Description	Decision
Friberg	2016/6494	20 Adele Avenue FERNTREE GULLY VIC 3156	3 Lot Subdivision (Approved Unit Site)	23/08/2016 Approved
Friberg	2016/6515	17 Lambourne Avenue ROWVILLE VIC 3178	2 Lot Subdivision (Approved Unit Site)	23/08/2016 Approved
Friberg	2016/9085	2/1793 Ferntree Gully Road FERNTREE GULLY VIC 3156	Removal of one (1) Corymbia citriodora tree	17/08/2016 Approved
Friberg	2016/9091	43 Anne Road KNOXFIELD VIC 3180	Removal of one (1) Eucalyptus cephalocarpa tree	31/08/2016 Approved
Friberg	2016/6449	1563 Ferntree Gully Road KNOXFIELD VIC 3180	Erection of non-illuminated sign	2/08/2016 Approved
Friberg	2016/6447	2 Laura Road KNOXFIELD VIC 3180	3 Lot Subdivision (Approved Unit Site)	10/08/2016 Approved
Friberg	2016/6412	10 Henderson Road KNOXFIELD VIC 3180	The construction of 20 warehouses and reduction in car parking	16/08/2016 Approved
Friberg	2016/6537	CB67 West Gully Children and Family Centre 36 Dobson Street FERNTREE GULLY VIC	Removal of four dead trees	26/08/2016 Approved
Scott	2016/6453	25-27 Sylphide Way WANTIRNA SOUTH VIC 3152	4 Lot Subdivision (Approved Unit Site)	22/08/2016 Approved
Scott	2016/6064	14 The Ridge West KNOXFIELD VIC 3180	Construction of a double storey dwelling to the rear of the existing dwelling.	9/08/2016 Approved
Scott	2016/6164	7 Giselle Avenue WANTIRNA SOUTH VIC 3152	Construction of a 2 storey dwelling to the rear of the existing dwelling & garage alterations to the existing dwelling	3/08/2016 Approved
Scott	2016/6278	4 White Road WANTIRNA SOUTH VIC 3152	The construction of four (4) three (3) storey dwellings	16/08/2016 Notice of Decision
Scott	2016/6520	54 Fonteyn Drive WANTIRNA SOUTH VIC 3152	2 Lot Subdivision (Approved Unit Site)	23/08/2016 Approved
Scott	2016/6466	Lot RES Lakewood Drive KNOXFIELD VIC 3180	Removal of one (1) Eucalyptus ovata (Swamp Gum) and two (2) Acacia mearnsii (Black Wattle)	30/08/2016 Approved
Scott	2016/6530	44 Anne Road KNOXFIELD VIC 3180	Removal of two (2) Eucalyptus cephalocarpa trees	1/08/2016 Approved
Scott	2016/9080	32 Mowbray Drive WANTIRNA SOUTH VIC 3152	Buildings and Works (construction of a dwelling)	15/08/2016 Approved

Ward	No/Type	Address	Description	Decision
Scott	2016/6373	191 George Street WANTIRNA SOUTH VIC 3152	Replace existing kiln exhaust stack	15/08/2016 Approved
Taylor	2016/6552	13 Camphor Close LYSTERFIELD VIC 3156	Buildings and works (construction of a dwelling)	19/08/2016 Approved
Taylor	2016/6250	5 Silkwood Way ROWVILLE VIC 3178	2 Lot Subdivision	25/08/2016 Approved
Tirhatuan	2016/6378	35 Grayson Drive SCORESBY VIC 3179	Development of the land for two (2) double storey dwellings	22/08/2016 Approved
Tirhatuan	2015/6854	11A Taylors Lane ROWVILLE VIC 3178	The construction of a double storey dwelling to the rear of the existing dwelling	30/08/2016 Notice of Decision
Tirhatuan	2016/6034	4 Elizabeth Court ROWVILLE VIC 3178	The construction of four (4) double storey dwellings	23/08/2016 Approved
Tirhatuan	2016/6350	27 Deschamp Crescent ROWVILLE VIC 3178	2 Lot Subdivision (Approved unit site)	23/08/2016 Approved
Tirhatuan	2016/6513	PEPPERTREE HILL 181/15 Fulham Road ROWVILLE VIC 3178	Construction of a verandah	9/08/2016 Approved
Tirhatuan	2016/6195	13 Kelletts Road ROWVILLE VIC 3178	Buildings and Works (Extension to existing warehouse) and a reduction in car parking requirements	10/08/2016 Approved
Tirhatuan	2015/6706	16 Collins Close SCORESBY VIC 3179	Development of land for two double storey dwellings	2/08/2016 Approved
Tirhatuan	2016/9082	2 Millennium Court KNOXFIELD VIC 3180	Proposed mezzanine floor within existing warehouse	18/08/2016 Approved
Tirhatuan	2016/6277	4 Stamford Crescent ROWVILLE VIC 3178	4 Lot Subdivision (Approved Unit Site)	24/08/2016 Approved
Tirhatuan	2016/6543	1165 Stud Road ROWVILLE VIC 3178	Erection of internally illuminated signage	26/08/2016 Approved
Tirhatuan	2016/9083	5 Rupicola Court ROWVILLE VIC 3178	Remove 1 Eucalyptus radiata tree	16/08/2016 Approved

Total: 87

7. PUBLIC QUESTION TIME

Following the completion of business relating to Item 6, City Development, the business before the Council Meeting will now be deferred to consider questions submitted by the public.

ALL WARDS**8.1 DELIVERY OF EIGHT (8) ELECTRONIC SCOREBOARD PROJECTS IN 2016-17**

SUMMARY: *Team Leader Leisure Development (Daniel Clark)*

This report provides Council with an update on the delivery of eight electronic scoreboard projects adopted as part of Council's 2016/17 Budget preparation process.

RECOMMENDATION

That Council

1. Notes applications have been received by tenant sporting clubs for the installation of eight electronic scoreboards across various sites within Knox.
2. Approves delivery of these eight projects as part of the 2016/17 Capital Works Program.

1. INTRODUCTION

As part of the 2016/17 budget process, a grant program was adopted by Council aimed at providing funding to community sporting clubs for the installation of electronic scoreboards.

It is anticipated that the program will run for three years, with eight priority sites being identified by Council during the first year. It is proposed that the sites to be selected in the second and third years will be done so via an application process open to all sporting clubs which tenant a Council sporting facility.

The first year of the program sees an allocation of \$350,000 (GST exclusive) made towards the installation of electronic scoreboards at eight priority sites across the municipality. These sites are as follows

- Batterham Reserve #1
- Dobson Park #1
- Fairpark Reserve #1
- Guy Turner Reserve
- Marie Wallace Bayswater Park
- Templeton Reserve
- Walker Reserve
- Wally Tew Reserve #2

8.1 Delivery of Eight (8) Electronic Scoreboard Projects in 2016-17 (cont'd)

The maximum amount to be allocated per project is \$40,000 (GST exclusive), with any cost overruns to be met by the tenant sporting clubs.

It is agreed that delivery of the projects will remain the responsibility of the tenant sporting clubs, however an approvals process is required to be met prior to works commencing, and also to ensure the proposed scope of the projects are feasible. The approvals process requires tenant sporting clubs to submit to Council applications for each individual project, including relevant supporting documentation (i.e. designs, quotes, safe work methods statements (SWMS), soil reports, building permits, etc).

2. DISCUSSION

At an information session held on Wednesday 13 July 2016, the application process and submission timelines were outlined to sporting clubs which tenant the eight facilities identified for electronic scoreboard installations.

Clubs were advised that the application form and relevant supporting documentation were required to be lodged with Council's Leisure Services Unit no later than Friday 5 August 2016. An opportunity to seek an extension of this date was provided to clubs should they have a fair and reasonable request. Such reasons, amongst others, could include wait times associated with receiving engineering and soil reports, or preparation of safe work method statements (SWMS) from contractors. Most clubs sought an extension. Clubs were also advised that upon submission, applications would be reviewed by Council's Facilities and Building Departments, before approval for works to commence was granted.

As of Thursday 1 September 2016, applications for all eight projects had been received, however some supporting documentation was still outstanding as it had not yet been prepared by consultants (i.e. soil reports, structural engineering reports, etc). Each application was reviewed and approval was granted in principle for all projects to progress to the building permit stage. It is expected that building permits will be issued upon receipt of outstanding supporting documentation which is expected to occur by 30 September 2016.

Council officers are confident all projects will be delivered prior to commencement of the 2017 football/soccer season in April 2017, and all projects will be completed within the allocated budget.

3. CONSULTATION

Extensive consultation has occurred with the tenant sporting clubs at each of the eight facilities where electronic scoreboard projects will be delivered.

Council officers have provided assistance to clubs throughout the application process, and will continue to monitor and support clubs throughout the delivery stage.

8.1 Delivery of Eight (8) Electronic Scoreboard Projects in 2016-17 (cont'd)

4. ENVIRONMENTAL/AMENITY ISSUES

Electronic scoreboards are increasingly becoming an important piece of supporting infrastructure at community sporting facilities. The various designs are all constructed in a way to suit the surrounding amenity, which includes the location, colour, and size. Roller shutters will be placed over the screens when not in use to ensure they are protected from potential acts of vandalism. The LED nature of the electronic scoreboards ensures only small amounts of electricity are required for them to function.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Assuming all projects are completed to quotation estimates within the allocated \$40,000 (GST exclusive) per site, the financial cost to Council will be \$320,000 (GST exclusive). This represents a saving of \$30,000 (GST exclusive).

There will be no ongoing costs to Council as a result of these projects. Full maintenance and payment of associated utility costs are both responsibilities of tenant sporting clubs, as noted within the Seasonal Tenancy Agreement.

6. SOCIAL IMPLICATIONS

The proposed projects would deliver a number of social benefits to the community, including:

- Improved conditions for players and spectators who will be able to better understand game situations through clear visibility of scores, a countdown clock, and player information displayed on the scoreboard.
- Increased opportunities for sporting clubs to partner with local businesses through sponsorship arrangements which display business details on the scoreboard. Funds generated from these arrangements are crucial to the clubs' sustainability.
- Increased opportunities for sporting clubs to promote Council information and events on the scoreboard.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

This report is consistent with each of the following themes and objectives listed in the City Plan 2013-17:

8.1 Delivery of Eight (8) Electronic Scoreboard Projects in 2016-17 (cont'd)

Healthy, Connected Communities

- The Knox community benefits from good health and wellbeing at all life stages.
- A safe community with strong community connections and where learning and volunteering are valued and supported.

Prosperous, Advancing Economy

- Improve local opportunities for people to live, work, learn and play in Knox.

Vibrant and Sustainable Built and Natural Environments

- The changing needs of a diverse community are supported through planned growth and change in housing and infrastructure that respects both built form and natural systems, and resource availability.

Culturally Rich and Active Communities

- Increase use of public spaces and infrastructure for the purposes of cultural expression and physical activity.

Democratic and Engaged Communities

- Improve community leadership and participation in Knox.

8. CONCLUSION

Since the adoption of Council's 2016/17 budget confirmed the funding allocation of electronic scoreboard projects, the sporting club briefing and application processes have progressed relatively smoothly. It is anticipated that all projects will commence in the coming weeks and be delivered within budget prior to the 2017 winter tenancy period commencing.

9. CONFIDENTIALITY

There are no confidentiality issues within this report.

Report Prepared By: *Team Leader Leisure Development
(Daniel Clark)*

Report Authorised By: *Director Community Services
(Kerry Stubbings)*

ALL WARDS**8.2 KNOX BASKETBALL INFRASTRUCTURE REVIEW**

SUMMARY: *Coordinator Leisure Services (Marco D’Amico)*

Council completed and approved a Basketball Infrastructure Review in 2008. This Review identified a projected gap in basketball courts for Knox and formed the basis for Council to develop the Knox Regional Sports Park which created a contemporary State level basketball facility comprising 6 courts, office accommodation, a kiosk, events space and a show court with capacity to seat an audience of 3,200 patrons.

Since the completion of the Knox Regional Sports Park there has been a growth in basketball participation and concerns have been raised about building issues at the Boronia Basketball Stadium.

This report provides Council with an update on the current position of basketball participation and infrastructure in Knox following the 2008/9 Knox Basketball Infrastructure Review, and proposes that Council undertake a review of this document during 2016-17 to inform Council’s strategic planning and decisions on basketball facilities for the future.

RECOMMENDATION

That Council approve an allocation of \$42,500 to undertake a review of the 2008 report during 2016-17.

1. INTRODUCTION

Council has a key role to play in understanding and planning for the current and future needs for community infrastructure which allows the community to participate in the broad range of activities that deliver health and wellbeing outcomes. In this regard infrastructure for basketball in Knox in the short and longer term has been identified as an area for attention.

This report details the recent trends and challenges facing basketball in Knox and proposes that Council reviews existing infrastructure and its capacity to cater for the current and future needs of the local basketball community.

2. DISCUSSION**2.1 Background**

In November 2006, Council considered a request from Knox Basketball Incorporated (KBI) to expand the Knox Basketball Stadium located in Boronia. Councillors indicated their support to consider this matter further particularly from a long term stadium facility provision perspective. It was recommended that a Working Party be established to undertake a basketball infrastructure review.

8.2 Knox Basketball Infrastructure Review (cont'd)

The Working Party comprised Councillor representatives, the President, Vice President, Board representative and Chief Executive Officer of KBI, Council officers and representatives of Sport & Recreation Victoria.

The approach taken by the Working Party was to determine the needs for stadium facilities within Knox in the short and longer term, to prepare and apply criteria to assess prospective stadium facility sites, to undertake preliminary surveys of a preferred site, to prepare a costed preliminary facility concept plan and to develop a preliminary Operational Business Plan for a proposed new facility.

The Working Party developed the Knox Basketball Infrastructure Review which provided a blueprint for basketball infrastructure to meet the future needs of local sport. This was adopted by Council at its September 2008 meeting.

The review identified that basketball in Knox would see an anticipated growth of 8.75% over a 10 to 15 year period and that four existing facilities used by Knox Basketball Inc. were unsuitable for play due to changing court standards. The report recommended that an additional 9.5 courts should be provided at a single location to meet the future needs of basketball.

It was also recommended that the facility would need to include ancillary facilities comprising of an administration area, meeting rooms, change, referee and first aid rooms, café/merchandise area, foyer, storage areas, player's gym/weights room and car parking.

The recommended facility development timeframe proposed in 2008 was:

Number of Courts	Proposed Timeframe
6 Courts – replacement of the 4 substandard courts plus 2	1 – 5 years
3 Courts – subject to a review of membership growth	6 – 10 years
1 Court – subject to a review of membership growth	10 – 15 years

In addition the review identified a section of Crown Land, on the corner of High Street Road and George Street, as the preferred location for this proposed development.

As a result of the September 2008 Council meeting, officers were directed to undertake further concept design work which was completed in mid 2009 and adopted at Council's Strategic Planning Meeting in August 2009. Following discussions with the State Government, the concept work included the additional provision of a regional soccer facility comprising of 4 pitches (2 synthetic delivered in stage one and an additional 1 synthetic and 1 natural turf pitch in further stages) and increased the proposed courts to 14 in total (6 in stage one and 8 in further stages). At that stage the proposed development was known as the Eastern Recreation Precinct.

8.2 Knox Basketball Infrastructure Review (Cont'd)

On 19 May 2009 the Victorian State Government and the Federal Government announced a total of \$14M and \$7M respectively to Knox City Council for a funding contribution towards Stage One of the Eastern Recreation Precinct development (Now known as the Knox Regional Sports Park). Council agreed to proceed with the project, and committed up to \$12M, as its contribution to the project.

Stage One of the Knox Regional Sports Park underwent a detailed design process with the construction of the Knox Regional Football Centre and State Basketball Centre completed in January 2011 and June 2012 respectively.

2.2 Basketball Participation

2.2.1 2008 Projected Participation (2006/07 to 2021/22)

The 2008 review reported a participation trend over the previous five years (2001 to 2006) of membership growing by approximately 1,224 people or 17.5%. In order to assist with determining the future facility requirements to meet the needs and demands of basketball, the Working Party developed a process to calculate potential court requirements. This process was based on a review of the KBI's participation growth over the previous 5 years, the predicted growth in the active age group (0 to 39 years) population in the Knox Local Government area over the next 15 years, State basketball participation data and a review of the existing standard of facilities used by KBI. In addition Basketball Victoria advised at the time that based upon basketball registrations, between 2004 and 2007 there had been an annual growth of 4% in participation in the Knox/Kilsyth area.

In addition the 2010 *Exercise, Recreation and Sport Survey* (ERASS) conducted by the Australian Sports Commission indicated a projected growth of Basketball in the Eastern Metropolitan region of Melbourne of 6% up to 2031. This projected growth is higher in comparison to the previous Basketball Victoria's projected growth of 4%.

Therefore, based upon the above and the development programs being implemented by KBI designed to increase retention rates, the Working Party calculated that the growth in basketball participation would be half of what had occurred during the previous five years. The analysis concluded that the anticipated growth over the next 10 to 15 years was estimated to be approximately 720 people or 8.75%.

2.2.2 Actual Basketball Participation (2006/07 to 2015/16)

Recent advice from Knox Basketball Inc. (KBI) is that there are now approximately 10,444 players (summer 2015/16) affiliated with KBI. This represents an increase of 2,144 members or 25.8% from 2006/07 when the initial review was undertaken. Furthermore, the participation trend since the delivery of Stage One of the State Basketball Centre (2012 to 2016) has seen membership grow by approximately 2,120 members or 25.8%. Based on this reported increase, the establishment of the State Basketball Centre has seen the membership growth trend almost three times more than anticipated (2,120 actual versus 720 projected) over a five year period.

8.2 Knox Basketball Infrastructure Review (Cont'd)

2.3 Basketball Facility Provision

Currently Knox Council is the primary provider of basketball infrastructure for the Knox community through the State Basketball Centre (6 courts), Boronia Basketball Stadium (6 courts) and the Rowville Community Centre (2 multipurpose courts). The 2008 review identified that within the Knox municipality there were twelve indoor sports stadiums comprising twenty-two indoor sports courts available for community sporting competitions, however, 4 of the courts were deemed to be non-compliant for competition due to insufficient run-off space.

Since the delivery on the State Basketball Stadium Stage One the four non-compliant courts have been removed from competition use. At the same time private providers, such as the Rowville Secondary College, have developed new basketball infrastructure, which all form part of the suite of basketball facilities available for the community to use. Recent concerns about structural integrity have been identified at the Boronia Basketball Stadium which indicate that significant work may be needed to address the issues in the medium to long term and at a considerable cost.

Given these infrastructure issues, and in light of the higher than anticipated increase in basketball participation, further analysis is required to plan for the provision of basketball infrastructure. This analysis would need to consider the current condition and occupancy of basketball facilities within Knox to meet the future needs of the local community and to consider the role that Council can best play in this process.

3. CONSULTATION

In order to establish the current participation of Knox Basketball competitions, officers have consulted with executive members of KBI. Furthermore, officers have sought a cost estimate for the proposed review from an industry specialist.

In order to undertake the detailed analysis of basketball and the infrastructure needed to support local participation, a detailed community consultation process would need to be undertaken.

4. ENVIRONMENTAL/AMENITY ISSUES

Suitable basketball infrastructure that meets court regulations is essential to satisfy the long term needs of the local basketball community. An update of the 2008 Basketball Infrastructure Review will provide Council with a well informed long term plan to address the need for suitable basketball facilities for the community.

8.2 Knox Basketball Infrastructure Review (Cont'd)

5. FINANCIAL & ECONOMIC IMPLICATIONS

It is estimated that a detailed review would be approximately \$35,000. Furthermore, in order to effectively project manage the review, and in light of the existing planning projects being undertaken by Council's Leisure Services including the Aquatic Future Directions Plan, an additional temporary staffing of 0.1EFT for an 8 month period at a cost of \$7,500.

The review would include a detailed analysis of the current and future participation trends in basketball, existing infrastructure, projected needs and a proposed future plan. The review would provide a foundation for Council to work with KBI, Basketball Victoria, the State Government, the Knox community and other stakeholders to develop possible funding strategies and partnerships to address the needs identified.

The proposed review would support Council's capacity to make decisions about competing infrastructure needs and to identify the most appropriate ways to develop its assets into the future.

6. SOCIAL IMPLICATIONS

The provision of stadiums and active sport facilities provides the community the opportunity to participate in structured recreational activities. This allows for individuals to participate in a healthy active lifestyle and be involved in a social activity. Appropriate social infrastructure is important for the ongoing benefit of Knox residents.

Council needs to carefully consider and prioritise a range of social needs for community infrastructure. The proposed update of the Basketball Facilities Review will provide Council with information to support decision making on priorities and capital expenditure.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

An updated and comprehensive Basketball Infrastructure Review is consistent with the Council Plan in the following areas:

- *Healthy, Connected Communities* – Creating and supporting a strong, diverse and motivated community that is a safe place to live, and in which community leaders are supported, and every voice is valued;
- *Culturally Rich and Active Communities* – Creating a community environment in which a range of major and local events, festivals and activities thrive, culturally rich arts, diverse leisure and recreational activities are abundant, and people have access to a range of cultural and leisure facilities, shared open spaces and lifelong; and
- *Dynamic Services and Facilities* – All services and facilities delivered by Council will respond to community need and will be well managed and effective and seek best value outcomes for our community.

8.2 Knox Basketball Infrastructure Review (Cont'd)**8. CONCLUSION**

Currently there are approximately 10,444 players affiliated with KBI. This represents a significant growth in membership from the last review undertaken in 2008. Basketball participation has increased by 25.8% in the last 10 years as opposed to the anticipated 8.75% proposed in 2008. This growth has been significant and indicates the need to revisit the 2008 Basketball Infrastructure Review.

In addition there have been concerns raised about the quality of the Boronia Basketball facility and the opportunity to consider the next stages of the Knox Regional Sports Park.

Given these issues it is recommended that Council undertakes a review of the 2008 Basketball Infrastructure Review in order to develop a sound forward plan for basketball infrastructure which would take into account this growth in participation, the changes to other local basketball facilities such as the Boronia Basketball Stadium and the Rowville Secondary College and the most appropriate future plan for basketball facilities in Knox.

9. CONFIDENTIALITY

There are no confidential matters arising from this report.

Report Prepared By: Coordinator –Leisure Services (Marco D’Amico)

**Report Authorised By: Director – Community Services
(Kerry Stubbings)**

ALL WARDS**9.1 AUDIT COMMITTEE ANNUAL REPORT 2015-16**

SUMMARY: *Manager – Governance and Innovation
(Fleur Cousins)*

The Terms of Reference of the Knox City Council Audit Committee require that an Annual Report be presented to Council at the conclusion of each financial year. This report presents the Audit Committee Annual Report 2015-16 for noting.

RECOMMENDATION

That Council receive and note the Audit Committee Annual Report 2015-16, attached as Appendix A.

1. INTRODUCTION

In accordance with the Knox City Council Audit Committee Terms of Reference endorsed at the Ordinary Meeting of Council on 23 September 2014, an Annual Report is to be provided by the Committee to Council summarising the activities undertaken during the previous year.

At its meeting on 18 August 2016, the Audit Committee was presented with a draft of the Committee's Annual Report 2015-16 and resolved 'that the committee chairperson be authorised to finalise the report with management and present it to Council on the Committee's behalf.'

2. DISCUSSION

The Audit Committee's Annual Report provides an overview of the Audit Committee's activities throughout 2015-16, including an examination of the issues discussed, policies reviewed and independent reports considered. In addition, the report provides an overview of the scope of each report considered as part of the Internal Audit program and a summary of its findings and the management response.

3. CONSULTATION

To assist in the preparation of this annual report, consultation has included the Knox City Council Audit Committee members and the Director Corporate Development.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no specific environmental issues arising from this report.

9.1 Audit Committee Annual Report 2015-16 (cont'd)

5. FINANCIAL & ECONOMIC IMPLICATIONS

This report relates to the performance of Knox City Council's Audit Committee, which is one of Council's mechanisms for providing oversight to the responsible financial management and custodianship of the community's resources.

6. SOCIAL IMPLICATIONS

There are no specific social implications arising from this report.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

This report and the work of the Audit Committee are most closely linked to the following strategy in the City Plan:

Theme: *Democratic and Engaged Communities*

Objective: *Ensure Council is well governed and demonstrates effective leadership.*

Strategy: *Maintain accountable and transparent governance practices, and Council's sound stewardship of the community's finances and assets.*

8. CONCLUSION

The Knox City Council Audit Committee's Annual Report provides an overview of the Committee's activities throughout 2015-16 and its presentation to Council is an important part of the transparency and accountability of the work of the Committee.

9. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

Report Prepared By: *Manager – Governance and Innovation
(Fleur Cousins)*

Report Authorised By: *Director – Corporate Development
(Joanne Truman)*



APPENDIX A

Knox City Council Audit Committee
Annual Report 2015-2016
August 2016





Message from the Chairperson

The Knox City Council Audit Committee Terms of Reference provides that an Annual Report on the activities of the Committee be presented to Council at the conclusion of each financial year. Consequently it is with pleasure that I submit the 2015-16 Audit Committee Annual Report for the consideration of Council.

The key purposes of this report are to:

- Achieve greater awareness of the purpose, role and objectives of the Audit Committee;
- Act as a communication link between the Internal and External Auditors and Council;
- Outline the outcomes achieved by the Committee; and
- Provide Council with information on the future objectives of the Committee.

The Councillor membership of the Audit Committee was reviewed in November 2015, and Councillors Karin Orpen, Darren Pearce and Tony Holland were nominated to continue to represent Council on the Committee. The three independent members of the Audit Committee remained consistent with the previous year, and consisted of Mr Peter Harford, Mr Stan Naylor, and myself Ms Linda MacRae.

As the Chairperson of the committee, I extend my thanks to both the appointed Councillors and the other independent committee members. I look forward to the participation and contribution of all representatives to ensure that the Audit Committee continues to deal with various issues relating to Council's accountability, control and risk management objectives and obligations.

During 2015-16, the internal auditors supported the Committee with a program of six separate Internal Audit reviews. Council and the Audit Committee acknowledge the continuation of Crowe Horwath this financial year as external audit agents of the Victorian Auditor General Office (VAGO). The external auditors also play a key role in providing the Committee with confidence that the annual financial audits fully reflect the financial performance of Council.

In addition to the formal audit program, the Audit Committee provides an active oversight of Council's risk management framework. Quarterly status reports of Council's Risk Register are received to ensure that Knox's exposure to organisational and strategic risks are being managed appropriately.

As highlighted in the achievements section of this report, I believe the Audit Committee has performed a valuable oversight role for Council during 2015-16. It is a very productive Committee with the objective of adding value through the diverse experience and knowledge of its members.



Annual Report 2015-16 Knox City Council Audit Committee *Knox City Council*

Although a number of improvements to systems and processes were identified during the year, the Audit Committee believes that Council's financial, governance, and risk control environments and associated systems are generally strong. Continuous improvement in these areas has been evident in the internal audit reviews and management reports.

On behalf of all Audit Committee members, I would like to express thanks to the Victorian Auditor General's appointed external audit agents, Crowe Horwath; Council's internal auditor DFK Kidsons Pty Ltd and all Council officers who have assisted the Audit Committee in a professional manner during the year.

I particularly wish to thank Council's past Chief Executive Officer, Dr Graeme Emonson; Acting Chief Executive Officers, Joanne Truman and Kerry Stubbings; the Director Corporate Development, Ms Joanne Truman; the Manager Governance and Innovation, Ms Fleur Cousins and the Manager Finance and Property Services, Mr Jon Gorst, Mr Bill Boomsma and Mr Dale Monk.

Finally, I thank all my fellow Audit Committee Members – both Councillors and Independent Members – for their participation, diligence, professionalism and contribution throughout 2015-16.

I commend the Annual Report to Council.

Ms Linda MacRae
Independent Chairperson
Knox City Council Audit Committee



The Audit Committee

The current Terms of Reference of Knox City Council's Audit Committee were confirmed by Council at its Strategic Planning Committee on 26 November 2013. The Terms of Reference set out the purpose of the Audit Committee as follows:

"The Committee's purpose is to assist the Councillors and Council management in fulfilling their responsibilities in relation to accounting and reporting practices, management of risk, maintenance of internal controls, operation of good governance practices and facilitation of sound organisational ethics."

More specifically, the committee aims to provide independent assurance and assistance to Knox City Council, its Councillors, Chief Executive Officer and management in fulfilling their responsibilities by playing the following roles:

- To consider matters brought to its attention by Council, Committee members, Management or external auditors.
 - To review the Council's draft annual financial statements prior to approval by the Council.
 - To understand the scope of the external audit as outlined to the External Auditor by the Auditor General.
 - To receive advice from external auditors as to whether they have had full and open access to all personnel and information required to complete the audit.
 - To discuss matters arising from the external audit with the external auditor and to obtain regular reports from management and auditors concerning the resolution of the matters raised.
 - To be represented on the Committee recommending the appointment of the Internal Auditor.
 - To review the scope (nature, timing and extent) of the internal audit program and the effectiveness of the function.
 - To ensure that the Internal Audit Program systematically addresses matters associated with risk, internal controls, efficiency and effectiveness, compliance and major contracts.
 - To review the reports of the Internal Auditor and obtain regular advice concerning the resolution of matters raised.
 - To monitor the risk exposure of Council by determining if management have adequate risk management processes over financial and non-financial risks and to monitor the operation of these processes and controls.
 - To ensure that the internal audit program contains projects that consider effective governance of Council's operations, including the primary good governance characteristics of fairness, discipline, independence, accountability, responsibility, transparency and social responsibility.
 - To monitor that practices covering effective governance of Council's operations are developed and are in operation, including the primary good governance characteristics of fairness, discipline, independence, accountability, responsibility, transparency and social responsibility.
 - To identify and request any specific projects or investigations or advice deemed necessary through the Chief Executive Officer.
-

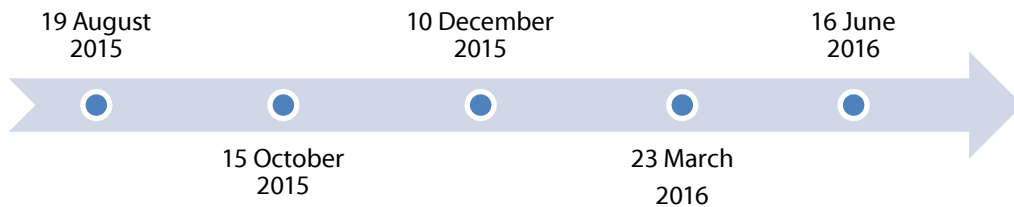


Annual Report 2015-16 Knox City Council Audit Committee *Knox City Council*

- To obtain and review management and auditor’s reports and advice.
- To facilitate the enhancement of the credibility and objectivity of internal and external financial reporting.
- To report to Council all recommendations as determined by the Committee, and any other matter or issue considered appropriate and within the Committee’s Terms of Reference.

Meetings and Membership

The Audit Committee met five times during 2015-2016.



The Committee comprises six members, three of which are independent members and three Councillors. In addition, the Mayor is an ex-officio member of the Committee – a role held by Cr Peter Lockwood from 1 July 2015 to 10 November 2015 (the current Mayor, Cr Tony Holland was a full member of the Committee throughout the year).

Audit Committee Membership and Attendance 2015-2016

TERM	1 July 2015			11 Dec 2015		30 Jun 2016	
Councillors							
Cr Tony Holland	●	●	●	⊗	—	●	4 (of 5)
Cr Darren Pearce	●	●	●	●	—	○	4 (of 5)
Cr Karin Orpen	○	●	●	●	—	●	4 (of 5)
Independent Members							
Linda MacRae (Chair)	●	●	●	●	—	●	5 (of 5)
Stan Naylor	●	●	●	●	—	○	4 (of 5)
Peter Harford	●	●	●	●	—	●	5 (of 5)
MEETINGS	19 Aug 2015	15 Oct 2015	10 Dec 2015	23 Mar 2016	30 Jun 2016		

● Attended (Member) ⊗ Attended (Ex Officio) ● Attended (Observer) ○ Apology



Audit Committee Outcomes 2015-2016

The Audit Committee would like to highlight the following outcomes to Council.

Internal Audit

2015-16 marked the first year of the renewed three year Internal Audit program conducted by DFK Kidsons Pty Ltd.

Each year, the Internal Auditors develop an Internal Audit Plan which is presented to the Committee for endorsement. Following consideration by the Audit Committee, the 2015-16 annual workplan was endorsed at the Committee's June 2015 meeting. The agreed areas of Audit were:

- Data Analysis
- IT Systems General Controls Review
- Security of Staff
- Payroll
- Purchasing Cards
- Customer Requests and Complaints System

Five of the six reviews were completed and reported to the Audit Committee within the 2015-16 financial year, with the Customer Requests and Complaints System review to be presented to the August 2016 Audit Committee meeting. These internal audit reports contained recommendations in regard to process and/or control improvements. Management responses and comments were provided in respect of these recommendations and an action plan agreed upon. The Committee periodically reviews the implementation of these recommendations to ensure that suggested audit initiatives are enacted thus continually improving Council's procedural and control environments.

The key outcomes of these reviews were:

Data Analysis

This report was considered in October 2015. The review involved an analysis of purchasing, payroll and general ledger data for the purpose of identifying potential errors, specific issues or trends requiring subsequent investigation and analysis. The review period was for transactions between 1 July 2014 and 30 June 2015.

The review included:

- An analysis of data extracted using CaseWare IDEA Data Analysis software of:
 - Supplier Transactions to identify:
 - Duplicate transactions
 - Invoices issued against multiple purchase orders
 - Transactions at unusual times or dates
 - Exception reporting
 - Transactions volumes paid by cheque and EFT
 - Purchase orders raised after invoice date
 - Transactions by Accounts Payable with employees
-



- Invoices without purchase orders
- Duplicate purchase order numbers
- Payments to vendors not in the vendor master file
- Inactive vendors
- Duplicate vendors
- Duplicate vendor bank account details
- General Ledger Transactions to identify:
 - Unbalanced journal entries
 - Journal entries posted on specific dates
- Payroll Master File Information to identify:
 - Completeness of payroll master file information
 - Duplicate employees
 - Duplicate employee bank accounts
- Investigation of any results to identify any erroneous, unusual or exceptional transactions.

The report resulted in five recommendations, including two 'medium' risks and three 'low' risks. All recommendations were accepted and two actions have been implemented by management, with three actions due by 30 September 2016.

IT Systems General Controls Review

This report was considered in December 2015 and the objectives of the review were to ensure that there are adequate policies and procedures to maintain security over key IT systems and operating effectiveness of general IT controls.

The review included:

- Reviewing IT related policy and procedure documentation.
- Assessing the premises to identify physical controls in place.
- Reviewing administration controls in relation to new users and deactivated users for key systems.

The review resulted in nine recommendations, including six 'medium' risks and three 'low' risks. All recommendations were accepted and two actions have been implemented by management, with seven actions to be completed by 31 December 2016.



Annual Report 2015-16 Knox City Council Audit Committee *Knox City Council*

Security of Staff

This report was considered in March 2016 and the objectives of the review were to ensure that there is adequate Council policy and procedures existing in respect of the security of staff.

The review included:

- Reviewing policies, plans and procedures in place relating to the physical security of staff and facilities (as it relates to staff security), staff working away from the office, Council meetings and risk mitigation measures.
- Reviewing measure to control access to Council premises and selected off site facilities, including building access guidelines, employees and visitor guidelines.
- Reviewing third party access to shared facilities at selected locations.
- Analysing Council's risk register to ensure consistency with findings from field work.

The report resulted in eight recommendations, including six 'medium' risks and two 'low' risks. Management accepted all recommendations. At 30 June 2016, three recommendations have been implemented in full and four recommendations are due to be completed by 31 December 2016. One recommendation is an ongoing work program scheduled for completion by 2020-2021.

Payroll

This report was considered in March 2016. The objectives of this review were to ensure that an adequate system of internal controls exists and are operating satisfactorily for the payroll function, to ensure that the processing of payroll is complete and accurate and to identify any deficiencies or exceptions found in the payroll processing.

The review included:

- Reviewing the payroll systems.
- Analysing the risks in relation to the payroll functions and assessing whether they are adequately reflected in Council's risk register.
- Reviewing the procedures for payroll processing including time sheets to ensure accuracy.
- Reviewing the accounting and controls around employee leave including transition of staff to maternity leave, leave with half pay and leave without pay.
- Reviewing controls with the Employee Master file information.
- Reviewing the status of employee personnel files.
- Reviewing controls around Electronic Funds Transfer (EFT) payroll payments and PAYG Tax.

This audit resulted in eight recommendations, including four 'medium' risks and four 'low' risks. Management accepted all recommendations. As at 30 June 2016 five recommendations have been implemented with the remaining actions underway and due for completion by 30 September 2016.



Annual Report 2015-16 Knox City Council Audit Committee *Knox City Council*

Purchasing Cards

This report was considered in March 2016, and the objectives of the review were to ensure that policies and procedures provide guidance and adequate internal controls for the issuance, use and cancellation of Corporate Purchasing Cards and that these are operating satisfactorily, to ensure the processing of Corporate Purchasing Card transactions is complete and accurate and to report any deficiencies or exceptions identified.

The review included:

- Reviewing the relevant policies and procedural documentation relating to the use of Corporate Purchasing Cards.
- Reviewing the controls in place over the issue and cancellation of Corporate Purchasing Cards and the methods used to process the card purchases and payments including the authorisation of cardholder transactions.
- Reviewing the controls in place for the recording and reporting on the use of cards.
- Reviewing the degree of compliance with purchasing card rules, guidelines and policies.

The review resulted in seven recommendations, including two 'medium' risks and five 'low' risks. Management accepted all recommendations. As of 30 June 2016, one action has been implemented by management, with the remaining actions due by 31 December 2016.

External Audit

Ongoing liaison was held with VAGO's external auditor agents (Crowe Horwath) in respect of the 2014-15 Financial Statements and Performance Statement, culminating in the Audit Committee endorsing the draft statements to Council.

The Committee noted that there were no actions identified in the 2014-15 Audit Management letter. The Committee has met with the Crowe Horwath and reviewed the scope of the proposed audit for the 2015-16 financial year.

General

- At the time of writing this report, the Audit Committee is undertaking the annual self-assessment of its performance.
 - The Committee has continued to take a strong interest in Council's approach to risk management and has received and considered quarterly reviews of Council's risk register, as well as considering Council's strategic risks.
 - The Committee received presentations in relation to the following issues:
 - Asset management at Knox
 - An Investment Report for Knox
 - Business Continuity Plan Exercise and outcomes
 - Evaluation of the CCTV Policy
-



Annual Report 2015-16 Knox City Council Audit Committee *Knox City Council*

- The Committee received updates on Council's changes to the Australian Accounting Standards, the accounting policies, judgements, estimates and assumptions used in preparation of the annual accounts, and the outcomes of the 2015-16 annual budget.
- The Committee received quarterly management financial reports providing an overview of Council's financial performance.
- The Committee received draft policies for review, feedback and endorsement for them to be presented to Council or CEO for consideration. The following policies were reviewed:
 - Untied Funding Allocation Policy
 - Financial Governance Policy
 - Policies requiring Audit Committee Review Policy
 - Procurement Policy
 - Investment Policy
- The Committee received reports summarising the outcomes and management responses to the following documents released by the Victorian Ombudsman:
 - Council's and Complaints – A Good Practice Guide and Current Practice and Issues Report (Victorian Ombudsman)

The Committee takes a keen interest in public reports released by these statutory bodies. A management response is provided for each major report recommendation.

In summary, the 2015-16 year has been a productive one for the Audit Committee with the outcomes adding value to the overall management of Council's financial, risk and governance responsibilities.

Outlook for 2016-17

The first order of business for the Committee in 2016-17 will be to conclude the 2015-16 financial year by working with the external auditor in relation to the 2015-16 year end statements and make recommendations to Council in respect to approving the draft Financial Statements and Performance Statement.

In addition to the formal external audit program, a comprehensive program of internal audits has been developed for the 2016-17 financial year, which represents the second year of a new three year audit program to be delivered by DFK Kidsons on behalf of Council and the Audit Committee.

The Audit Committee will also continue to oversee revisions to relevant Council policies as they fall due for review and will seek briefings and advice on a range of matters from management.

The Committee will stay up to date with any applicable matters raised by the Victorian Auditor General, Victorian Ombudsman, the Local Government Investigations and Compliance Inspectorate, the Independent Broad-based Anti-Corruption Commission or the Office of the Victorian Inspectorate.

The Committee will take an active interest and stay informed on proposed changes to the Local Government Act 1989 particularly in relation to the proposed directions of expanding the scope and role of Local Government Audit Committees.



DOBSON WARD**9.2 FERNTREE GULLY CEMETERY TRUST SPECIAL COMMITTEE ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2016**

SUMMARY: *Coordinator – Governance (Carrie Bruce)*

This report has been prepared on behalf of the Ferntree Gully Cemetery Trust Special Committee and provides a review of the financial status of the Cemetery Trust and an overview of the activities for the year ended 30 June 2016.

RECOMMENDATION

That Council

- 1. note the audited financial statements for the Ferntree Gully Cemetery Trust for the year end 30 June 2016 (Appendix A);**
- 2. nominate and authorise Councillor Holland, Councillor and Councillor to sign the Trustee statement for the year ended 30 June 2016;**
- 3. note the findings of the independent audit report (Appendix B);**
- 4. adopt and sign the Abstract of Accounts for lodgement with the Department of Health and Human Services (Appendix C);**
- 5. note the balance of this report.**

1. INTRODUCTION**1.1 Historical Background**

The Ferntree Gully Cemetery was originally established in 1873 when five acres of Crown land were reserved as the site for a cemetery. The cemetery was operated by community trustees until 1982 when the Knox City Council was appointed trustee.

Council first established the Ferntree Gully Cemetery Trust Special Committee on 8 December 1998 with a subsequent review and endorsement of its role on 28 September 2004 and 25 September 2012. The committee is charged with the responsibility of managing and administering the operations of the cemetery. To assist the committee in this role, Council endorsed an instrument of delegation to enable the special committee to make formal Council decisions in relation to the management of the Cemetery.

9.2 Ferntree Gully Cemetery Trust Special Committee Annual Report for the Year Ended 30 June 2016 (cont'd)

In 2001 a business plan was developed at the request of Council. The business plan recognised that the Cemetery's financial position had been deteriorating over a number of years and was a catalyst for achieving a stronger financial position for the Cemetery. A review of the business plan was undertaken in 2012 and a series of actions were endorsed to ensure the financial future of the cemetery in the short to medium term. These actions will allow the Trust to provide continued services to the public whilst maintaining the aesthetic and attractive environment of this community asset.

1.2 Committee Membership

The Ferntree Gully Cemetery Trust Special Committee consists of three Councillor representatives and three community representatives.

Membership for the 2015/16 period comprised:

Councillors: Cr Karin Orpen (July 2015 – June 2016)
Cr John Mortimore (July 2015 - June 2016)
Cr Tony Holland (Nov 2015 - June 2016)

Community: Mr Kevin Knox, Ms Tricia Kirk and Ms Heather Kleesh

Meetings of the Special Committee are open to the public and are conducted as needed and in accordance with the Instrument of Delegation to the Committee adopted by Council on 27 August 2013.

This report reviews the financial performance of the Trust for the period ending 30 June 2016 and provides an overview of the Trust's activities for the period.

2. DISCUSSION

2.1 Service Planning

In 2012 Council determined that Service Planning was an essential way to plan for the long term future of Council's services. In February 2013 Council agreed to review all services across a four-year period on a rolling basis.

At the Strategic Planning Committee held on 11 August 2015, Council endorsed the Governance Service Planning Scope which includes the management of the Ferntree Gully Cemetery. The scope endorsed a review of the role of Council in the provision of the cemetery service acknowledging the work that the Ferntree Gully Cemetery Trust Special Committee (the Special Committee) was already doing in this space in accordance with its own business plan. Including the Ferntree Gully Cemetery in the Governance Service Planning scope provided an opportunity to ensure the management of the cemetery was resourced appropriately and would be sustainable.

9.2 Ferntree Gully Cemetery Trust Special Committee Annual Report for the Year Ended 30 June 2016 (cont'd)

The Special Committee was provided with an opportunity to participate in the review process and welcomed the opportunity to provide feedback. The Special Committee noted that since Council took over the management of the cemetery it had gone from strength to strength as a result of sound financial management and the expansion of services to the community. It also acknowledged the important contribution by the community in providing input into the management of this valued community asset.

2.2 Management Agreement

The current management agreement has been in place since 1998 with no changes being made to the operating practices in that time. Knox Parks Services continue to provide maintenance and customer service on site. The 2015/16 management fee was \$96,500. The management fee is increased annually by Council's cost escalation factor and the fee is reimbursed to Council by the Cemetery Trust.

Governance staff undertake the daily administration activities of managing the Trust on Council's behalf. Costs associated with this are met by the Governance unit.

Following a review of the Trust's operations and business plan during 2012, it was recommended that an audit be conducted to ensure the most effective cost structure is in place for the ongoing management of the cemetery without compromising the standard of service provided to the community. As the Governance team were also participating in Council's Service Planning process at the time it was agreed, in consultation with the Special Committee, that the most appropriate medium for conducting the audit would be service planning.

A review of the current administrative and maintenance operations of the Cemetery was undertaken in 2015/16 to establish a reliable and representative cost of the Cemetery's operations to Council. The Special Committee received a confidential briefing on the outcomes of the service analysis which was subsequently presented to Council. The outcome of the service analysis will be presented to Council in the form of a Service Plan later this year.

2.3 General Operations

General upkeep and maintenance of the cemetery has continued to be the main priority with reopenings and burials taking place as required. Forty two (42) burials and forty five (45) ashes interments took place in 2015/16. There was a slight increase in the number of burials and ashes interments from the previous year (six and three respectively).

The overall condition of the cemetery is good, taking into account the age of the infrastructure, particularly within the older sections. Ongoing maintenance is carried out as required.

9.2 Ferntree Gully Cemetery Trust Special Committee Annual Report for the Year Ended 30 June 2016 (cont'd)

2.4 Replacement of Perimeter Fencing and Entrance

The Special Committee identified that the perimeter fencing and entrance to the cemetery were in need of replacement due to aged and failing infrastructure in some sections. It was agreed that the two projects would be managed separately, while acknowledging they were interlinked.

A number of options were identified and considered by the Special Committee for the replacement of the perimeter fencing. It was agreed that a galvanised steel fencing option was more visually appealing and this was selected as the preferred fencing option. Works have commenced to replace the fencing and the new fence will be in place by 30 September 2016.

The Special Committee also considered a number of design options for the entrance of the cemetery. The design work is currently being finalised, following which, replacement of the entrance will commence. These works will provide a significant improvement in the visual amenity of the cemetery.

2.5 Lone Pine Project

To commemorate the 100 years since the ANZAC landings at Gallipoli and the First World War, the Cemeteries and Crematoria Association of Victoria (CCAV) provided Lone Pine Trees as a gift to all Victorian Cemeteries along with a small bronze plaque to its Members.

The trees were provided by the Yarralumla Nursery in Canberra who propagated the trees from seed collected from the second seedling planted at the Australian War Memorial. The nursery began collecting and propagating seeds from the tree in the late 1940s. Since then, many seedlings have been distributed to RSL branches, schools and other organisations for commemorative purposes.

A preliminary review of the cemetery determined that there was no suitable location for a tree of this size within the cemetery grounds and subsequently gifted the Lone Pine Tree to Council. On Saturday 8 August 2015, the community gathered at Quarry Park to acknowledge the 100 year anniversary of the Gallipoli campaign at a ceremony which included the planting of the Lone Pine tree by the Mayor, Cr Peter Lockwood and the Chairperson of the Ferntree Gully Cemetery Trust Special Committee, Cr Karin Orpen. The event was well attended by the local community and Council appreciated the gesture of the Cemetery Trust in donating the tree.

9.2 Ferntree Gully Cemetery Trust Special Committee Annual Report for the Year Ended 30 June 2016 (cont'd)

2.6 Annual Work Plan

The following works were completed in 2015/16.

ITEM	DESCRIPTION	STATUS
1	Commence a review of the current administrative and maintenance operations of the Cemetery to establish a reliable and representative cost of the Cemetery's operations to Council.	Completed
2	Review of fee structure in advance of 2016 fee application to the Department of Health (to be conducted following the review of item 1 above).	Completed
3	Ongoing activities including burial and ashes interments and bookings, liaison with clients regarding memorial options, quarterly reporting, customer service, search of records, Annual Report and liaison with the Department of Health, support to the Cemetery Trust Special Committee and training.	Ongoing
4	Replacement of perimeter fencing and redesign of entry at Forest Road	October 2016

3. CONSULTATION

Consultation in relation to the cemetery has always been very extensive. The Special Committee will continue to work in a very open and consultative manner in conducting the business of the Ferntree Gully Cemetery.

4. ENVIRONMENTAL/AMENITY ISSUES

The physical condition of the cemetery is one of the key priorities of the Trust. The Ferntree Gully Cemetery is uniquely located in the heart of Ferntree Gully and a high standard of care and maintenance is very important in maintaining the environmental and aesthetic appeal of the cemetery.

5. FINANCIAL AND ECONOMIC IMPLICATIONS

A key challenge facing the ongoing management of the Ferntree Gully Cemetery is its capacity to generate sufficient income to continue to fund its operations in the longer term. Availability of graves is exhausted and there is limited opportunity to secure additional land at the current site for additional burial positions. There are also limited ashes interment positions available, and limited scope for further capital works onsite to increase stock to generate additional income. The cemetery's income is generated primarily through the sale of ashes positions, interment fees, plaque fees and investment income.

9.2 Ferntree Gully Cemetery Trust Special Committee Annual Report for the Year Ended 30 June 2016 (cont'd)

5.1 Financial Statements 2015/2016

The accounts for the Ferntree Gully Cemetery Trust for the year ended 30 June 2016 have been audited by Rizza Alexander, Accountants & Auditors. The statements indicate that the Cemetery Trust has shown a profit of \$87,326. This represents an increase from the previous year's profit of \$31,471. This increase in profit is due mainly to reduced maintenance costs. During the 2014/2015 financial year, 4 footpaths were replaced in the cemetery which saw a corresponding increase in maintenance costs. Future sales are expected to follow a similar pattern to the 2015/2016 sales figures.

The Trust derives part of its income through investments. The Trust resolved at its meeting on 10 September 2014 to invest \$800,000 across two separate short term deposits with different maturity dates.

As at 30 June 2016, the Cemetery held \$1,124,014 in cash and cash equivalents. This is an increase of \$90,167 from the previous financial year. Interest earned through investments for the 2015/16 financial year was \$28,954, a small increase of \$155.

At its meeting held 7 September 2016 the Ferntree Gully Cemetery Trust Special Committee recommended that Council adopt and sign the financial statements for the period ending 30 June 2016 which are attached as Appendix A.

5.2 Auditors Report

Accountants & Auditors, Rizza Alexander, has conducted an independent audit of the Trust Financial Statements in accordance with Australian Auditing Standards for the 2015/16 period and found:

"In our opinion, the financial report of Ferntree Gully Cemetery Trust presents fairly, in all material respects the Ferntree Gully Cemetery Trust financial position as at 30 June 2016, and of its financial performance and its cash flows for the year then ended in accordance with applicable Australia Accounting Standards."

A copy of the independent audit report is contained in Appendix B.

9.2 Ferntree Gully Cemetery Trust Special Committee Annual Report for the Year Ended 30 June 2016 (cont'd)

5.3 Department of Health – Abstract of Accounts

The Trust has a statutory obligation to complete an Abstract of Accounts for the Ferntree Gully Cemetery. The Abstract for the financial year ended 30 June 2016 has been prepared and it is recommended that Council, as Trustee, approve and sign the return. The Abstract of Accounts is attached as Appendix C.

5.4 Cemetery Trust Fees

The annual recommended CPI increase of 1.9% came into effective from 1 July 2016 and has been applied to all fees.

6. SOCIAL IMPLICATIONS

The Trust has developed a Statement of Purpose which reads as follows:

“We fulfil our purpose by delivering the highest quality service in a caring and dignified manner that is respectful of all customs and beliefs.

We enable families to commemorate and celebrate the past in a tranquil and cared for environment where peaceful reflection is cherished and respected.”

This statement articulates the Trust’s commitment to providing service excellence to the community.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

Council will continue to provide services that are locally relevant as well as support individual and community wellbeing through current and future evolving life stages.

9.2 Ferntree Gully Cemetery Trust Special Committee Annual Report for the Year Ended 30 June 2016 (cont'd)**8. CONCLUSION**

The day to day operations of the cemetery have continued to run smoothly with attention being given to maintaining the standards expected by the community. The ongoing challenge of financial sustainability is being addressed in the short to medium term by the Trust through the development of infrastructure to provide interment options to the local community.

The financial statements, independent audit report, and Abstract of Accounts to the Department of Health are recommended to Council.

9. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

Report Prepared By: Coordinator – Governance (Carrie Bruce)

***Report Authorised By: Director – Corporate Development
(Joanne Truman)***

FERNTREE GULLY CEMETERY TRUST

FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 30 JUNE 2016

FERNTREE GULLY CEMETERY TRUST
FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2016

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FERNTREE GULLY CEMETERY TRUST
COMPREHENSIVE INCOME STATEMENT
FOR THE PERIOD ENDED 30 JUNE 2016

	Note	June 2016 \$	June 2015 \$
Income			
Plot sales	1(d)	101,047	80,235
Burial fees	1(d)	53,294	46,270
Monument fees	1(d)	4,252	5,943
Plaque fees	1(d)	25,375	26,762
Investment income	1(d)	28,954	28,799
Total income		<u>212,922</u>	<u>188,009</u>
Expenses			
Management fees		96,500	93,290
Plaques		16,925	14,923
Operating costs	2	11,782	46,291
Utilities	3	389	2,034
Total expenses		<u>125,596</u>	<u>156,538</u>
Profit/(loss) for the year		<u>87,326</u>	<u>31,471</u>
Total comprehensive result		<u>87,326</u>	<u>31,471</u>

The above comprehensive income statement should be read in conjunction with the accompanying notes.

FERNTREE GULLY CEMETERY TRUST
BALANCE SHEET
AS AT 30 JUNE 2016

	Note	June 2016 \$	June 2015 \$
Assets			
Current assets			
Cash and cash equivalents	1(e),4	316,126	225,528
Trade and other receivables	1(f),5	7,888	8,319
Other financial assets	1(g),6	800,000	800,000
Total current assets		<u>1,124,014</u>	<u>1,033,847</u>
Non-current assets			
Land and improvements	1(h),7	554,721	554,721
Total non-current assets		<u>554,721</u>	<u>554,721</u>
Total assets		<u>1,678,735</u>	<u>1,588,568</u>
Liabilities			
Current liabilities			
Trade and other payables	8	3,205	364
Total current liabilities		<u>3,205</u>	<u>364</u>
Total liabilities		<u>3,205</u>	<u>364</u>
Net assets		<u>1,675,530</u>	<u>1,588,204</u>
Equity			
Accumulated surplus		<u>1,675,530</u>	<u>1,588,204</u>
Total equity		<u>1,675,530</u>	<u>1,588,204</u>

The above balance sheet should be read in conjunction with the accompanying notes.

FERNTREE GULLY CEMETERY TRUST
STATEMENT OF CHANGES IN EQUITY
FOR THE PERIOD ENDED 30 JUNE 2016

	Accumulated surplus	
	June 2016 \$	June 2015 \$
Balance at beginning of the financial year	1,588,204	1,556,733
Comprehensive result	87,326	31,471
Balance at end of the financial year	1,675,530	1,588,204

The above statement of changes in equity should be read in conjunction with the accompanying notes.

FERNTREE GULLY CEMETERY TRUST
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDED 30 JUNE 2016

	Note	June 2016 Inflows/ (Outflows) \$	June 2015 Inflows/ (Outflows) \$
Cash flows from operating activities			
Receipts			
Plot sales		100,997	82,135
Burial fees		58,624	50,897
Plaque fees		27,912	29,438
Monument fees		4,252	5,943
Interest received		25,900	27,463
Net GST refund		7,419	3,605
		<u>225,104</u>	<u>199,481</u>
Payments			
Payments		(134,506)	(175,770)
		<u>(134,506)</u>	<u>(175,770)</u>
Net cash provided by (used in) operating activities	9	<u>90,598</u>	<u>23,711</u>
Cash flows from investing activities			
Proceeds from disposal of financial assets		800,000	
Purchase of financial assets		(800,000)	(800,000)
Net cash provided by (used in) investing activities		<u>-</u>	<u>(800,000)</u>
Net increase (decrease) in cash and cash equivalents		90,598	(776,289)
Cash and cash equivalents at beginning of financial year		225,528	1,001,817
Cash and cash equivalents at the end of the financial year		<u>316,126</u>	<u>225,528</u>

The above statement of cash flows should be read with the accompanying notes.

FERNTREE GULLY CEMETERY TRUST
NOTES TO FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2016

Introduction

The Trustee of Ferntree Gully Cemetery is Knox City Council. The sole purpose of the Trust is to administer the Ferntree Gully Cemetery.

Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows and notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB), the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

Note 1 Significant accounting policies**(a) Basis of accounting**

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The accounts are prepared under the convention of historical cost, and except where stated do not take in to account current valuations of non-current assets.

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

(b) Going concern

In preparing the financial statements, the Trustees note that the ability of the entity to continue as a going concern in the long term is uncertain due to the lack of sustainable operating profits or cash flows from core business activities, particularly as all available burial plots and vaults have been sold. The Trustees approved the additional installation of niche walls in 2012-2013 which was completed in the 2013-14 financial year, enhancing the medium term financial viability of the Cemetery.

(c) Changes in accounting policies

There have been no changes in accounting policies from the previous period.

(d) Revenue recognition

Income is recognised when the Trust obtains control of the contribution or the right to receive the contribution, it is probable that the economic benefits comprising the contribution will flow to the Trust, and the amount of the contribution can be measured reliably.

FERNTREE GULLY CEMETERY TRUST
NOTES TO FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2016

Note 1 Significant accounting policies (continued)

(e) Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less.

(f) Trade and other receivables

Receivables are carried at cost. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred.

(g) Other financial assets

Financial assets including investments such as term deposits are held to maturity and measured at amortised cost.

(h) Land and improvements

The Ferntree Gully Cemetery was extended in 2002 to include land at 2 Clematis Avenue, Ferntree Gully and 8 The Glade, Ferntree Gully. The land was acquired during the 2002 year. The Trustees have determined that it is appropriate to carry the value of the land in the accounts at cost.

(i) Repairs and maintenance

Routine maintenance, repair costs and minor renewal costs are expensed as incurred.

(j) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Balance Sheet are shown inclusive of GST.

Cash flows are presented in the Statement of Cash Flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

(k) Pending accounting standards

Certain new AAS's have been issued that are not mandatory for the 30 June 2016 reporting period. The Trust has assessed these pending standards and has identified that no material impact will flow from the application of these standards in future reporting periods.

(l) Rounding

Unless otherwise stated, amounts in the financial report have been rounded to the nearest dollar. Figures in the financial statement may not equate due to rounding.

FERNTREE GULLY CEMETERY TRUST
NOTES TO FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2016

	June 2016 \$	June 2015 \$
Note 2		
Operating costs		
Audit fee	1,450	1,450
Refund pre-purchased plots	6,583	4,958
Maintenance	-	37,412
Other operating costs	3,749	2,471
	<u>11,782</u>	<u>46,291</u>
Note 3		
Utilities		
Telephone	389	2,034
	<u>389</u>	<u>2,034</u>
Note 4		
Cash and cash equivalents		
Cash at Bank	20,378	24,718
Cash at Call	295,748	200,810
	<u>316,126</u>	<u>225,528</u>
Note 5		
Trade and other receivables		
Plot debtors	805	755
Accrued interest	6,306	3,252
Net GST receivable	777	4,312
	<u>7,888</u>	<u>8,319</u>
Note 6		
Other financial assets		
Term deposits	800,000	800,000
	<u>800,000</u>	<u>800,000</u>
Note 7		
Land and improvements		
Land at cost	198,365	198,365
Construction costs of development of new Foothills section	356,356	356,356
	<u>554,721</u>	<u>554,721</u>
Note 8		
Trade and other payables		
Trade payables	3,205	364
	<u>3,205</u>	<u>364</u>

FERNTREE GULLY CEMETERY TRUST
NOTES TO FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2016

	June 2016 \$	June 2015 \$
Note 9		
Reconciliation of cash flows from operating activities to profit/(loss)		
Profit/(loss) for the year	87,326	31,471
Change in assets and liabilities		
(Increase)/decrease in trade and other receivables	431	(3,686)
Increase/(decrease) in trade and other payables	2,841	(4,074)
Net cash provided by/(used in) operating activities	<u>90,598</u>	<u>23,711</u>

Note 10 **Commitments**

The Trustee does not have any outstanding commitments in relation to the Ferntree Gully Cemetery.

Note 11 **Number of graves, ashes and interment positions available**

Description	2016 No.	2015 No.
Foothills graves	-	1
Foothills vaults	-	-
Ashes Garden	2	-
Rose garden	-	-
Ashes vaults - double	-	-
Ashes vault - single	-	-
Wall of Remembrance	-	-
Pioneer Beam	-	-
Memorial Rose Garden	-	-
Lawn F	1	1
Church of England Section A	-	-
Church of England Section B	-	-
Methodist Section B	1	1
Presbyterian Section B	-	-
Roman Catholic Section C	1	1
The Grove Niche Walls*	<u>159</u>	<u>204</u>
	<u>164</u>	<u>208</u>

* The installation of an additional 385 ashes vaults was completed in 2013-14. The cost was expensed during the 2013-14 financial year. 136 vaults were sold during the 2013-14 financial year, 45 vaults were sold during the 2014-15 financial year, while a further 45 vaults were sold during the 2015-16 financial year.

FERNTREE GULLY CEMETERY TRUST
NOTES TO FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2016

Note 12 Related party transactions

Trustee

The Trustee of Ferntree Gully Cemetery Trust is Knox City Council.

The Councillors of Knox City Council during the year were:

Councillor Karin Orpen

Councillor Adam Gill

Councillor Joe Cossari

Councillor Darren Pearce

Councillor John Mortimore

Councillor Peter Lockwood (Mayor to 11th November 2015)

Councillor Tony Holland (Mayor from 11th November 2015 to current)

Councillor Nicole Seymour

Councillor Lisa Cooper

The Councillors received no remuneration from the Trust in connection with its management.

Other Related Party Disclosures

Knox City Council's Finance department provides ongoing financial advice and accounting services to the Trustees. These services are included in the management fee of \$96,500 payable by the Trust to the Council for the year.

**FERNTREE GULLY CEMETERY TRUST
STATEMENT BY THE TRUSTEE**

In the opinion of the Trustee of the Ferntree Gully Cemetery Trust:

- 1 (a) The accompanying financial statements are drawn up so as to give a true and fair view of the results and the state of affairs of the Trust at 30 June 2016; and

(b) At the date of this statement, there are reasonable grounds to believe that the Trust will be able to pay its debts as and when they fall due.

- 2 The financial statements have been prepared in accordance with AASB Accounting Standards.

Dated at Wantirna South this _____ day of _____ 2016

Mayor

Councillor

Councillor



FERNTREE GULLY CEMETERY TRUST

**INDEPENDENT AUDIT REPORT
TO THE TRUSTEES OF
FERNTREE GULLY CEMETERY TRUST**

To the Trustees of the Ferntree Gully Cemetery Trust

We have audited the attached financial statements, being the Comprehensive Income Statement, Balance Sheet, Statement of changes in Equity, Statement of Cash Flows and notes to and forming part of the financial statements of Ferntree Gully Cemetery Trust for the year ended 30 June 2016.

The Trustees Responsibility for the Financial Report

The Trustees of the Trust are responsible for the financial statements and for such internal control as the trustees determine is necessary to enable the preparation and fair presentation of a financial report that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report whether due to fraud or error. In making those assessment, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the trustees, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion

Independence

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.



RIZZA ALEXANDER ABN 22 927 707 368

SUITE 5, 50 UPPER HEIDELBERG ROAD IVANHOE VIC 3079

P.O. BOX 282 IVANHOE VIC 3079 TEL 9497 1733 FAX 9497 5966

EMAIL info@rizzaalexander.com.au

LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION

Matters Relating to the Electronic Presentation of the Audited Financial report

It is our understanding that the Ferntree Gully Cemetery Trust may wish to electronically present the audited financial report and auditor's report on its internet website. Responsibility for the electronic presentation of the financial report on the website is that of the trustees of the Ferntree Gully Cemetery Trust. The security and controls over information on the website should be addressed by the Ferntree Gully Cemetery Trust to maintain the integrity of the data presented. The examination of the controls over the electronic presentation of audited financial report on the website is beyond the scope of the audit of the financial report.

Audit Opinion

In our opinion, the financial report of Ferntree Gully Cemetery Trust presents fairly, in all material respects the Ferntree Gully Cemetery Trust financial position as at 30 June 2016, and of its financial performance and its cash flows for the year then ended in accordance with applicable Australian Accounting Standards.

Rizza Alexander



Paul Rizza CA
Partner

Date: 1 August 2016

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EMAIL info@rizzaalexander.com.au

Liability limited by a scheme approved under Professional Standards Legislation.

Abstract of Accounts

Abstract of the Accounts from the Trust Members of the Ferntree Gully Cemetery situated at Forest Road,
Ferntree Gully for the financial year **2015-16**

Rendered pursuant to the Victorian *Cemeteries and Crematoria Act 2003*.

DUE DATE – 1 September 2016

General Account

INCOME	\$	¢	EXPENDITURE	\$	¢
Balance at Bank at start of the financial year			Secretary		
Cash in hand at start of the financial year	225,528		Sexton	96,500	
Investments at start of the financial year	800,000		Grave-digging		
Interest received	28,954		Contractors		
Fees received for graves, monuments, interments, etc	183,968		Others		
<u>Transfers from -</u>			Plaque	16,925	
Investments			Office Expenses	11,782	
Reserves			Building	389	
DH Grants			Insurance		
Other Grants			Works (repairs, fencing, drainage etc.)		
Un-presented Cheques			Sundry expenses and miscellaneous	(3,272)	
Other Income			Balance at Bank		
	THIS FIELD IS TO REMAIN BLANK		Cash in hand at end of the financial year	316,126	
			Investments at end of the financial year	800,000	
TOTAL	1,238,450		TOTAL	1,238,450	

Right of Interment (ROI) information for the year 1 July – 30 June:

If accurate figures are not available estimates are to be provided.

- 1) Number of ROI (graves) sold as ‘pre-need’ (reserved) **2**
- 2) Number of ROI (graves) sold as ‘at need’ **0**
- 3) Number of ROI (cremation) sold as ‘pre-need’ (reserved) **45**
- 4) Number of ROI (cremation) sold as ‘at need’ **0**
- 5) Total number of ROI (grave) sites **used** since establishment of the cemetery **5,993**
- 6) Estimated number of **unused** graves in the cemetery at 30 June (circle below)

Less than 100	101 - 500	501 – 1000	1001 – 5000	5001 or more
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Perpetual Maintenance Trust Account

Ensure this section is completed by entering information or by indicating a NIL balance.

Do not re-enter investment information previously entered under the General Account section.

INCOME	\$	¢	EXPENDITURE	\$	¢
Balance at beginning of year	NIL		Expenditure or transfer to General account during year	NIL	
Interest					
New funds received				Balance at end of year	
TOTAL	NIL		TOTAL	NIL	

General Condition of Cemetery

Brief outline of any repairs, maintenance and improvements considered necessary, and the estimated cost of any works proposed during the year.

PROPOSED WORKS	PROPOSED COST (\$)
Replacement of perimeter fencing	100,000
Main Entry Redevelopment	100,000
Signage	20,000
TOTAL	220,000

ASSETS*	\$	LIABILITIES	\$
Cash & Cash Equivalents	1,124,014	Any monies owed to a third party	3,205
Land & Improvements	554,721	Any monies committed to expenditure (Perimeter fencing, main entry redevelopment & signage)	220,000
TOTAL	1,678,735	TOTAL	223,205

****Please note, assets can include the following categories:***

Key structures - office building, mausoleum/s, chapel, toilet facilities, machinery shed/s.

Minor structures - gazebo, rotunda, storage sheds, outside seating.

Major machinery - tractor, backhoe, ride on mower etc.

Small machinery –mechanical and electrical equipment

Miscellaneous equipment – hand tools, wheel barrows etc.

Please ensure you complete the form. If you have no assets or liabilities, place a zero in the '\$' column.

General Condition of Cemetery

Please cross appropriate box to indicate general condition of the Cemetery.	Excellent	Good	Average/ Poor	NA
Buildings	X			
Fences			X	
Paths	X			
Roadways	X			
Major machinery	X			
Small machinery	X			
Miscellaneous equipment	X			

NOTE – please refer to key below for further explanation of these ratings.

Key:

Excellent – The condition of cemetery infrastructure (buildings, fences, paths, roadways) or equipment is excellent and **may** need some general maintenance or repair in the next 5 years.

Good – The condition of cemetery infrastructure (buildings, fences, paths, roadways) or equipment is good and **will** need some general maintenance or repair in the next 2-3 years.

Average/Poor - The condition of cemetery infrastructure (buildings, fences, paths, roadways) or equipment is average/poor and **will** need urgent maintenance or repair in the next 12 months.

NA – The cemetery does not have this type of infrastructure or equipment.

Statutory Declaration

We, the undersigned, do solemnly and sincerely declare that the above is a true and faithful Abstract of the Accounts of the _____ Cemetery, for the financial year **2015-16** and we make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of an Act of the Parliament of Victoria rendering persons making a false declaration punishable for wilful and corrupt perjury.

Must be signed by 3 Trust Members

Declared at _____ { _____ }
this _____ day of _____ { _____ }
2016 before me { _____ } To be signed by at
least three trust
{ _____ } members

Authorised Witness { _____ }
{ _____ }

Print Name / Official Stamp (if available)

Cemetery Contact:

Carrie Bruce, Administrator
Ferntree Gully Cemetery Trust
C/- Knox City Council
511 Burwood Highway
WANTIRNA SOUTH VIC 3152
Phone: 9298 8000
carrie.bruce@knox.vic.gov.au

PLEASE NOTE

Under Section 52(3) of *Cemeteries and Crematoria Act 2003* a cemetery trust must submit a report for each financial year to the Secretary of the Department of Health & Human Services by **1 September** in the following financial year.

End of financial year bank and investment statements must be enclosed with this form and submitted to:

Manager
Cemeteries and Crematoria Regulation Unit
Department of Health & Human Services
GPO Box 4057
MELBOURNE VIC 3001

Trusts with an annual income or expenditure of \$100,000 up to \$1 million must also provide a copy of a review statement of their accounts when submitting their abstract.

Trusts with an annual income or expenditure of above \$1 million must also provide a copy of an audit statement of their accounts when submitting their abstract.

ALL WARDS**9.3 AMENDMENT TO 2016 COUNCIL MEETING SCHEDULE AND PROPOSED 2017 COUNCIL MEETING SCHEDULE****SUMMARY: Coordinator – Governance (Carrie Bruce)**

This report recommends a change to the adopted meeting schedule for 2016 for the Statutory Meeting of Council and November Strategic Planning Committee. It also presents the 2017 Council meeting schedule for consideration.

RECOMMENDATION**That Council:**

- 1. Amend the Statutory Meeting of Council date from Wednesday, 2 November 2016 to Tuesday, 8 November 2016.**
- 2. Amend the November Strategic Planning Committee Meeting date from Tuesday, 8 November 2016 to Tuesday, 15 November 2016.**
- 3. Confirm the 2017 Council meeting dates as follows:**

Strategic Planning Committee	Ordinary Council
	Tuesday, 24 January 2017
Tuesday, 14 February 2017	Tuesday, 28 February 2017
Tuesday, 14 March 2017	Tuesday, 28 March 2017
Tuesday, 11 April 2017	Wednesday, 26 April 2017 *
Tuesday, 9 May 2017	Tuesday, 23 May 2017
Tuesday, 13 June 2017	Tuesday, 27 June 2017
Tuesday, 11 July 2017	Tuesday, 25 July 2017
Tuesday, 8 August 2017	Tuesday, 22 August 2017
Tuesday, 12 September 2017	Tuesday, 26 September 2017
Tuesday, 10 October 2017	Tuesday, 24 October 2017
Tuesday, 14 November 2017	Tuesday, 28 November 2017
Tuesday, 12 December 2017	Tuesday, 19 December 2017

Statutory Meeting of Council
Wednesday 1 November 2017

All meetings will commence at 7.00pm except for the Ordinary Council meeting on 19 December 2017, which will commence at 5.00pm.

* Tuesday 25 April 2017 is a public holiday therefore the April meeting is proposed to be held on Wednesday 26 April 2017.

- 4. Authorise the Chief Executive Officer to undertake all statutory requirements to call the scheduled meetings of Council.**

9.3 Amendment to 2016 Council Meeting Schedule and Proposed 2017 Council Meeting Schedule (cont'd)

1. INTRODUCTION

Council has previously endorsed a meeting schedule to the end of 2016. Since adoption of the meeting schedule, it has become necessary to change the November Statutory Meeting and Strategic Planning Committee meeting dates following amendments to the local government electoral regulations which will delay transition arrangements immediately following the 2016 Council elections. The delay is caused by the introduction of new regulations which provide for postal votes to be accepted for up to 5 working days following election day. The following changes are proposed:

- Statutory Meeting – move from Wednesday, 2 November 2016 to Tuesday, 8 November 2016; and
- Strategic Planning Committee Meeting - move from Tuesday, 8 November 2016 to Tuesday, 15 November 2016.

In accordance with the Council Meeting Structure Policy, it is also timely to set the meeting schedule for 2017.

2. DISCUSSION

Council operates a monthly meeting cycle utilising the following format:

- Strategic Planning Committee Meetings every second Tuesday of the month
- Ordinary Council Meetings every fourth Tuesday of the month

The proposed schedule for the remainder of 2016 is:

Strategic Planning Committee	Ordinary Council
Tuesday, 11 October 2016	Tuesday, 18 October 2016
Tuesday, 15 November 2016	Tuesday, 22 November 2016
Tuesday, 13 December 2016	Tuesday, 20 December 2016

Statutory Meeting of Council
Tuesday, 8 November 2016

All meetings will commence at 7.00pm except for the Council meeting on 20 December, 2016 which will commence at 5.00pm.

9.3 Amendment to 2016 Council Meeting Schedule and Proposed 2017 Council Meeting Schedule (cont'd)

In accordance with the Council's policy, the following meeting dates are proposed for 2017:

Strategic Planning Committee	Ordinary Council
	Tuesday, 24 January 2017
Tuesday, 14 February 2017	Tuesday, 28 February 2017
Tuesday, 14 March 2017	Tuesday, 28 March 2017
Tuesday, 11 April 2017	Wednesday, 26 April 2017 *
Tuesday, 9 May 2017	Tuesday, 23 May 2017
Tuesday, 13 June 2017	Tuesday, 27 June 2017
Tuesday, 11 July 2017	Tuesday, 25 July 2017
Tuesday, 8 August 2017	Tuesday, 22 August 2017
Tuesday, 12 September 2017	Tuesday, 26 September 2017
Tuesday, 10 October 2017	Tuesday, 24 October 2017
Tuesday, 14 November 2017	Tuesday, 28 November 2017
Tuesday, 12 December 2017	Tuesday, 19 December 2017

Statutory Meeting of Council
Wednesday 1 November 2017

All meetings will commence at 7.00pm except for the Council meeting on 19 December, 2017 which will commence at 5.00pm.

Additional meetings may be scheduled throughout the year as required and the proposed meeting dates may be amended by resolution of Council if necessary.

* Tuesday 25 April 2017 is a public holiday therefore the April meeting is proposed to be held on Wednesday 26 April 2017.

3. CONSULTATION

The recommendations in this report are consistent with the policy adopted by Council at its meeting on 23 July 2013.

In preparing the meeting schedule, consideration has been given to scheduled public holidays and confirmed local government conferences for 2017.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues associated with this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial implications associated with this report.

9.3 Amendment to 2016 Council Meeting Schedule and Proposed 2017 Council Meeting Schedule (cont'd)

6. SOCIAL IMPLICATIONS

Council meetings provide interested people within the community an opportunity to participate in local democracy. Participation provides a greater understanding of Council's decision making process and promotes open, transparent and accountable government.

7. RELEVANCE TO CITY PLAN 2016-17 (INCORPORATING THE COUNCIL PLAN)

An effective meeting structure assists Council in delivering its vision, mission and objectives set out in the City Plan.

8. CONCLUSION

This report formalises proposed changes to the Statutory and Strategic Planning Committee meetings for November 2016 and recommends the adoption of the 2017 Council meeting schedule. This will enable Councillors and staff to plan accordingly.

Additional Special Meetings may be called from time to time. This will be undertaken in consultation with the Mayor in accordance with the Local Government Act 1989 and Council's Meeting Procedure and Use of Common Seal Local Law 2008 respectively.

9. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

Report Prepared By: Coordinator – Governance (Carrie Bruce)

**Report Authorised By: Director – Corporate Development
(Joanne Truman)**

ALL WARDS**9.4 INVESTMENT POLICY**

SUMMARY: *Acting Manager Finance and Property Services
(Tharshini Balachandiran)*

The updated Investment Policy is presented for Council's endorsement.

Council's Investment Policy is due for periodic review and update. The Investment Policy provides mandatory rules and specific guidelines for Council officers to follow in the managing, investing and availability of Knox City Council funds.

There have been amendments to the Investment Policy to reinforce and strengthen the internal controls around managing, investing and ensuring the availability of funds of Knox City Council.

The Investment Policy has been endorsed for Council's consideration by Council's Audit Committee at the Audit Committee's meeting held on 18 August 2016.

RECOMMENDATION

That Council approve the Investment Policy as attached in Appendix A to this report.

1. INTRODUCTION

The purpose of the Investment Policy is to provide mandatory rules and specific guidelines for Council Officers to follow in managing and investing the funds of Knox City Council. This Policy provides a safeguard that the investment of funds will conform to relevant regulations, guidelines and standards.

2. DISCUSSION

Council's Investment Policy was last reviewed in 2013 receiving Council's endorsement on 23 July 2013.

Due for review, it was deemed appropriate to undertake a comprehensive review of the policy to ensure that it accurately reflects best practice, reduces exposure to risk and is reflective of the current economic and investment environment.

Since the adoption of the Investment Policy in 2013, the economic environment has evolved, with significant falls in investment earning rates. Further, with increased focus on fraud and corruption avoidance, the policy has been revised to ensure adequate segregation of duties, ongoing monitoring and appropriate authorisations.

9.4 Investment Policy (cont'd)

The Investment Policy has been updated in the following key areas:

- Key terms and their respective definitions.
- Continuous emphasis on the importance of ensuring liquidity by requiring Council to maintain an average Working Capital (Liquidity) ratio of 1.00 or above to reflect the current economic environment. Previously this was set to 1.20 and above.
- Changes to Council's Return on Investment (ROI) objectives to reflect economic conditions. Council aims for a rate of ROI greater than the cash rate as declared by the Reserve Bank of Australia.
- Clearer definitions of delegation of authority and investment officers relevant to the operational management of Council's investment portfolio.
- Strengthening principles surrounding efficient cash management.
- Clearer guidance in terms of management of risk and strengthening internal controls.
- Strengthening of the reporting requirements including frequency, content and review.

The updated Investment Policy is attached as Appendix A. The former Investment Policy inclusive of all revisions and changes (identified by tracked changes) is attached as Appendix B.

3. CONSULTATION

This report does not necessitate community consultation. The Investment Policy requires having Audit Committee endorsement prior to submission to Council in accordance with Council's Policies Requiring Audit Committee Endorsement Policy. This provides Council with an additional level of independent advice. The Investment Policy was presented to the Audit Committee on 18 August 2016 and then circulated with further amendments (inclusive of their recommendations) prior to final endorsement. The Audit Committee has now endorsed this Policy for consideration by Council.

4. ENVIRONMENTAL/AMENITY ISSUES

This report does not have any environmental or amenity issues for discussion.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The Investment Policy attached as Appendix A strengthens the internal control environment and assists in the management of financial risks by providing mandatory rules and specific guidelines for Council officers to follow in the managing, investing and availability of the funds of Knox City Council.

9.4 Investment Policy (cont'd)

6. SOCIAL IMPLICATIONS

There are no direct social implications arising from this report.

7. RELEVANCE TO 2013-17 CITY PLAN (INCORPORATING THE COUNCIL PLAN)

The provision of the Investment Policy and its periodic review ensures Council is contributing towards meeting its objectives under Theme 5 of the 2013-17 City Plan: Democratic and Engaged Communities. Council manages assets and financial resources on behalf of the community in a responsible and sustainable manner.

8. CONCLUSION

This report recommends that Council endorse the Investment Policy attached as Appendix A. The Investment Policy includes amendments which reinforce and strengthen the internal control environment and assist in the management of financial risks by providing mandatory rules and specific guidelines for Council officers to follow in the managing, investing and availability of the funds of Knox City Council.

9. CONFIDENTIALITY

This report does not contain any confidential information.

Report Prepared By: *Acting Manager - Financial and Property Services (Tharshini Balachandiran)*

Report Authorised By: *Director – Corporate Development (Joanne Truman)*

APPENDIX A

KNOX POLICY



INVESTMENT POLICY

Policy Number: 2003/28

Directorate: Corporate Development

Approval by: Council

Responsible Officer: Manager Finance and Property Services

Approval Date:

Version Number: 7

Review Date: 3 Years from Approval Date

1. PURPOSE

To provide mandatory rules and specific guidelines for Council Officers to follow in managing and investing the funds of Knox City Council (Council). This policy provides a framework to safeguard the management of funds invested, and conformance to Federal and State regulations and standards.

2. CONTEXT

The policy provides guidance to staff undertaking investment of Council funds.

3. SCOPE

This policy will apply to all funds invested by and/or on behalf of Council.

4. REFERENCES

4.1 *Council Plan*

- Democratic and Engaged Communities

4.2 *Relevant Legislation*

- Local Government Act 1989
- Local Government (Planning and Reporting) Regulations 2014

4.3 *Charter of Human Rights*

- This policy has been assessed against and complies with the Charter of Human Rights

4.4 *Related Council Policies*

- Financial Governance Policy
- Loan Borrowing and Return on Investment Policy
- Instrument of Sub Delegation – Chief Executive to Staff

4.5 *Related Council Procedures*

- Investment Procedures (work area procedure)

5. DEFINITIONS

Authorised Deposit-taking Institution (ADI)	Corporations that are authorised under the <i>Banking Act 1959 (Cwth)</i> to take deposits from customers.
Council	Means Knox City Council, whether constituted before or after the commencement of this Policy.

6. COUNCIL POLICY

It is the policy of Council to invest public funds in a manner which will provide the highest investment return with the maximum security of invested capital while meeting the daily cash flow demands of Council. This policy will conform to all Federal and State legislation governing the investment of public funds.

6.1 OBJECTIVES

The primary objectives of Council's investment activities are:

- a) **Safety: Preservation of Capital and Protection of Principal** - Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- b) **Liquidity:** Council's investment portfolio will remain sufficiently liquid to enable the entity to meet all operating requirements which might be reasonably anticipated. A Working Capital (Liquidity Ratio) of 1.00 or above must be maintained at all times.
- c) **Diversification:** The goals for the selection of a portfolio of specific investments are to establish levels of credit quality and diversification by issuer and diversification by security type.
- d) **Return on Investment:** Reflective of the economic conditions at the time of investment, Council's investment decisions should be structured to provide for a rate of return on investment greater than the cash rate as declared by the Reserve Bank of Australia.

6.2 DELEGATION OF AUTHORITY

Delegation of authority to persons responsible for investment transactions ensure that no person may engage in an investment transaction except as provided under the terms of this policy.

Authority for the operational management of the Council's investment portfolio is delegated by the Chief Executive Officer to the Director Corporate Development and Investment Officers as identified within this Policy.

6.3 CASH MANAGEMENT

The following principles apply to ensure efficient management of Council's cash resources:

- Cash flows and cash balances will be analysed at least fortnightly, with daily review. Fortnightly Cash Flow Analysis will be prepared by the Financial Accountant, reviewed and analysed by the Financial Accounting Coordinator, and authorised by the Manager Finance and Property Services;
- Sufficient funds to meet short term cash requirements must be held and invested in an 'at call' account with Council's transactional banking services provider; and
- Funds considered being surplus to Council's immediate cash requirements will be invested in accordance with this Policy.

6.4 PRUDENCE

The standard of prudence will be applied in the following context when managing the overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investments, considering the probable safety of their capital as well as the probable income to be derived.

6.5 REGISTER OF INVESTMENTS AND DOCUMENTATION

A Register of Investments will be maintained by the Financial Accounting Coordinator together with an investment file containing all relevant documentation including letters of advice from financial institutions and supportive quotations sought for audit purposes.

6.6 ACCOUNTING METHOD

Council will comply with the Australian Accounting Standards, Australian Accounting Standards Board (AASB) pronouncements, the provisions of the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

6.7 INTERNAL CONTROLS

The Manager Finance and Property Services will establish and maintain internal controls and processes that will ensure investment objectives are met and that the investment portfolio is protected from loss or inappropriate activity.

To minimise the potential for investment risk and unauthorised appropriation of Council funds, the following internal controls will apply:

- a) All placements and redemption (where redemption account is not confirmed at time of investment placement) of investments must be authorised by any two of the Investment Officers (refer section 6.8).
- b) The investment authorisation process must be carried out in accordance with any relevant policies and procedures – such as the accounts payable and electronic funds transfer (EFT) processes. At least one of the two authorising officers of the transfer of funds must not have been an Investment Officer involved in the placement or redemption of investments.
- c) Each investment will require written confirmation by the Financial Institution with which funds are placed. All documentation must be added to the Register of Investments.

6.8 INVESTMENT OFFICERS

The following positions are appointed as Investment Officers for the purposes of delivering on the objectives and processes of this Policy:

- Director Corporate Development
- Manager Finance and Property Services
- Financial Accounting Coordinator
- Management Accounting Coordinator
- Financial Accountant (where the Financial Accounting Coordinator is unavailable)

6.9 REPORTING REQUIREMENTS

A Cash Flow Projection Report is to be completed fortnightly and reviewed and endorsed by the Financial Accounting Coordinator. The Report is to be authorised by the Manager Finance and Property Services. The Report will assist in the identification of surplus funds for investment.

Investment holdings are to be reported to the Executive Management Team monthly, identifying the value and type of each investment, its term, interest rate of earnings, the holding financial institution and the Standard and Poor's rating of the institution at the time of the investment. This report must also report compliance with the diversification by credit rating as well as by financial institution requirements (refer section 6.10). Investment portfolio performance is to be included in the quarterly report of investment holdings (refer section 6.14).

The most recent quarterly report is to be tabled at each meeting of Council's Audit Committee.

The Quarterly Management Financial Report to Council must include a report on investment holdings including investment activity, types of investment held, interest earnings, compliance with portfolio diversification requirements and any relevant commentary.

6.10 DIVERSIFICATION AND SUITABLE INVESTMENTS

Diversification of invested funds will be sought within the following guidelines and with the purpose to reduce overall portfolio risk while attaining market average rates of return.

6.10.1 Suitable Investments – Legislative Context

All investments shall comply with the *Local Government Act 1989*, relevant Regulations and guidelines or directions issued by the Minister for Local Government or Local Government Victoria.

Section 136 of the *Local Government Act 1989* requires councils to implement and maintain a robust financial framework. In particular it specifies councils must implement the principles of sound financial management. These principles require that Council must:

- a) Manage financial risks faced by the Council prudently, having regard to economic circumstances;
- b) Pursue spending and rating policies that are consistent with a reasonable degree of stability in the level of the rates burden;
- c) Ensure that decisions are made and actions are taken having regard to their financial effects on future generations; and
- d) Ensure full, accurate and timely disclosure of financial information relating to the Council.

Section 143 of the *Local Government Act 1989* provides Council the capacity to invest any money:

- a) In Government securities of the Commonwealth;
- b) In securities guaranteed by the Government of Victoria;
- c) With an authorised deposit-taking institution;
- d) With any financial institution guaranteed by the Government of Victoria;
- e) On deposit with an eligible money market dealer within the meaning of the Corporations Act;
- f) In any other manner approved by the Minister after consultation with the Treasurer either generally or specifically, to be an authorised manner of investment for the purposes of this section.

All investments must comply with the requirements of the *Local Government Act 1989*, relevant Regulations, guidelines and directions issued by the Minister (as per Section 143(f) of the *Local Government Act 1989*). In addition, all investments in complying instruments other than complying term deposits and cash at call must be approved by the Chief Executive Officer.

6.10.2 Diversification by Credit Rating

The goal for selection of specific investments is to establish levels of credit quality, diversification by issuers and by security type. An optimal mix, though subjective, enhances portfolio liquidity and safety.

In terms of diversification by credit rating, the following exposure limits must be adhered to:

Investment Grade	S&P Short Term Rating	S&P Long Term Rating	Exposure Limit of Total Portfolio %
Extremely Strong	A1+	AAA	100%
Strong/Very Strong	A1	AA+, AA & AA-	80%
Satisfactory/Strong	A2	A+, A & A-	60%
Adequate	A3	BBB+	10%

Authorised Deposit-taking Institutions are to be verified against the Australian Prudential Regulation Authority register of institutions (www.apra.gov.au). Credit Rating credentials are to be verified against the Standard and Poors rating index (www.standardandpoors.com/en_AU) prior to the placement of investment funds.

6.10.3 Diversification by Financial Institution

The individual exposure to any single institution must be limited to a maximum of 25% of the total investments at all times (excluding 'At Call' funds which are required for Working Capital purposes and to meet short term cash flow requirements), whilst also ensuring that the diversification by credit rating exposure limits for the total portfolio are also adhered to. Where the exposure limit of an investment category is exceeded as a result of an investment being redeemed, the exposure limits will be adjusted at the next available opportunity when funds are able to be reinvested.

6.10.4 Diversification by Tenure

Tenure diversification enhances the ability to achieve investment sustainability in the competing interests of investment return and risk. Consideration must be given to tenure diversity to enable optimal investment return whilst ensuring operational liquidity. Investment maturity should be staggered to ensure regular redemption of funds.

6.11 INVESTMENT MATURITY

Maturity will be laddered to provide for interest rate fluctuations and to minimise investment interest risk. Careful monitoring of interest rate fluctuation will provide a basis for evaluating risk and return.

Investments with a maturity term greater than one year (365 days) are classified as long term. The purpose of such investments is to take advantage of market interest rate movements at different times of the economic cycle.

Given Council's working capital (liquidity) requirements and the requirement that investment funds should be reasonably accessible, the maximum term of investments is to be 2 years with a maximum of 25% of the total investment portfolio to be classified as long term.

6.12 COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

6.12.1 Competitive Selection

Prior to investing, a minimum of three (3) quotations for the relevant investment product being sought shall be obtained from Authorised Deposit-taking Institutions (ADIs). The best quote on the day, allowing for administrative and banking costs where applicable, will be accepted by the Financial Accounting Coordinator, having regard to the credit rating and financial institution diversification requirements of this Policy.

6.12.2 Specific Maturity

If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, bids will be requested for instruments which meet the maturity requirement.

6.13 MONITORING AND ADJUSTING THE PORTFOLIO

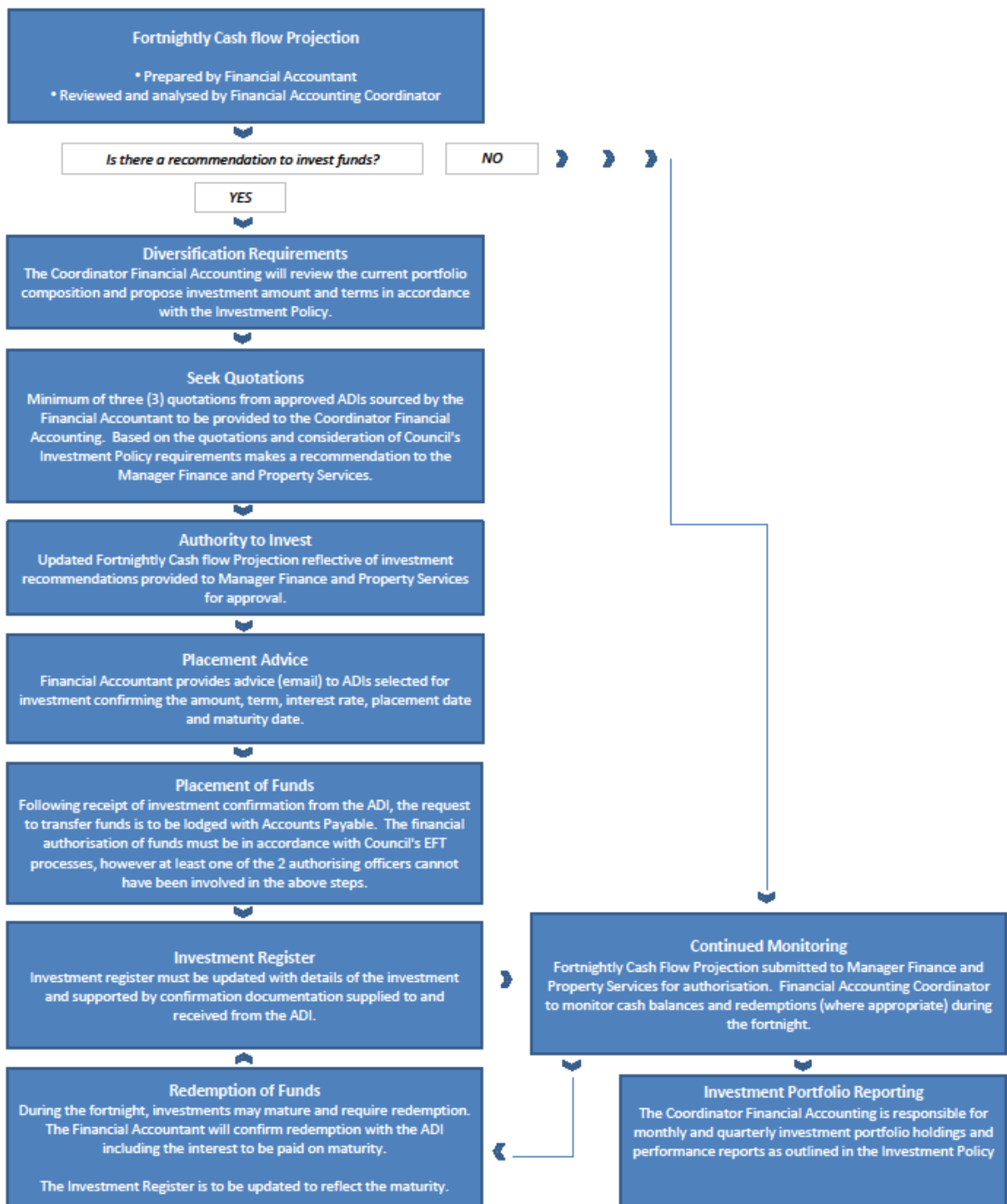
Portfolios will benefit from active management. The Financial Accounting Coordinator will routinely monitor the contents of the portfolio, the available markets and the relative value of competing instruments with consideration given to credit quality and benchmarks. The portfolio will be adjusted accordingly within its parameters if there are advantageous transactions.

The investment portfolio will be monitored for ongoing compliance with the diversification requirements of the Policy. The Manager Finance and Property Services will undertake the appropriate action, taking into consideration imposed costs, to align with diversification requirements in accordance with authorisation and approval processes outlined in this Policy.

6.14 PERFORMANCE EVALUATION

At least quarterly the performance of the investment portfolio is to be reviewed. The investment benchmark will be the Bloomberg AusBond Bank Bill Index and compared to both the actual financial year-to-date investment returns and the rolling average 12 month return of Council’s investment portfolio. Investment portfolio performance is to be reported to the Executive and Audit Committee quarterly.

INVESTMENT POLICY - PROCESS FLOW CHART



APPENDIX 1

STANDARD & POOR'S INVESTMENT RATINGS

Short Term – Investment term of less than 365 days

A-1 A short term obligation rated “A-1” is rated in the highest category by Standard & Poor's. The obligor's capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.

A-2 A short-term obligation rated 'A-2' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the obligor's capacity to meet its financial commitment on the obligation is satisfactory.

A-3 A short-term obligation rated 'A-3' exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.

B A short term obligation rated 'B' has significant speculative characteristics. The obligor currently has the capacity to meet its financial obligation but faces major ongoing uncertainties that could impact its financial commitment on the obligation.

C A short term obligation rated 'C' indicates an obligor is currently vulnerable to non-payment and is dependent upon favourable business, financial and economic conditions for the obligor to meet its financial commitment on the obligation.

D A short term obligation rated 'D' indicates an obligor is in payment default. Obligation not made on due date and grace period may not have expired. The rating is also used upon the filing of a bankruptcy petition.

Long Term – Investment term greater than 365 days

AAA An obligation rated 'AAA' has the highest rating assigned by Standard & Poor's. The obligor's capacity to meet its financial commitment on the obligation is extremely strong.

AA An obligation rated 'AA' differs from the highest-rated obligations only to a small degree. The obligor's capacity to meet its financial commitment on the obligation is very strong.

A An obligation rated 'A' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher-rated categories. However, the obligor's capacity to meet its financial commitment on the obligation is still strong.

BBB An obligor rated 'BBB' has adequate capacity to meet its financial commitments. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitments.

Investment grades BB or lower are considered to be speculative in nature and significant risk.

KNOX POLICY



INVESTMENT POLICY

Policy Number:	2003/28	Directorate:	Corporate Development
Approval by:	Council	Responsible Officer:	Manager Finance and Property Services
Approval Date:	23 July 2013	Version Number:	567
Review Date:	3 Years from Meeting Approval Date		

1. PURPOSE

To provide mandatory rules and specific guidelines for Council Officers to follow in ~~the managing~~ [and](#) ~~investing~~ [and availability of](#) the funds of Knox City Council ~~(Council)~~. This policy provides a [framework to](#) safeguard ~~the~~ [investment](#) management of funds ~~invested~~ [and will](#) [conformance](#) to Federal and State regulations and standards.

2. CONTEXT

The policy provides guidance to staff undertaking investment of Council funds.

3. SCOPE

This policy will apply to all funds invested [by and/or](#) on behalf of ~~Knox City Council, Eastern Regional Libraries Corporation, Ferntree Gully Cemetery Trust, or any other entity for which investments are managed by Council.~~

Comment [m1]: KCC cannot adopt a policy and enforce its application upon other entities over which it has no control. Council is engaged as the service provider of financial services by ERL and FGCT. The responsibility to put in place appropriate governance frameworks and internal controls lie with these entities.

4. REFERENCES

- 4.1 Council Plan**
 - Democratic and Engaged Communities
- 4.2 Relevant Legislation**
 - [Local Government Act 1989 Section 136 and 143](#)
 - [Local Government \(Planning and Reporting\) Regulations 2014](#)
- 4.3 Charter of Human Rights**
 - This policy has been assessed against and complies with the Charter of Human Rights
- 4.4 Related Council Policies**
 - [Financial Governance Policy](#)
 - [Loan Borrowing and Return on Investment Policy](#)
 - [Instrument of Sub Delegation – Chief Executive to Staff](#)
- 4.5 Related Council Procedures**
 - Investment Procedures (work area procedure)

5. DEFINITIONS

Principal Accounting Officer	The Principal Accounting Officer, as per legislative requirements, is the Chief Investment Officer of the Council.
Financial Accounting Coordinator	Responsibility for the investment program is held by Council and delegated by the Principal Accounting Officer to the Financial Accounting Coordinator. The Financial Accounting Coordinator is responsible for investment decisions and activities and administration of investment funds under the direction of the Manager Finance. The Financial Accounting Coordinator is responsible for having cash available to meet day-to-day demands and to invest all excess cash, into appropriate investments as per this policy.

5. DEFINITIONS

Authorised Deposit-taking Institution (ADI)	Corporations that are authorised under the <i>Banking Act 1959 (Cwth)</i> to take deposits from customers.
Council	Means Knox City Council, whether constituted before or after the commencement of this Policy.

6. COUNCIL POLICY

It is the policy of Knox City Council to invest public funds in a manner which will provide the highest investment return with the maximum security of invested capital while meeting the daily cash flow demands of Knox City Council. This policy will conform to all Federal and State statutes-legislation governing the investment of public funds.

6.1 OBJECTIVES

The primary objectives, ~~in priority order,~~ of Knox City Council's investment activities ~~shall be:~~

- a) **Safety: Preservation of Capital and Protection of Principal** - Safety of principal is the foremost objective of the investment program. Investments ~~of Knox City Council shall will~~ be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- b) **Liquidity:** Knox City Council's investment portfolio will remain sufficiently liquid to enable the entity to meet all operating requirements which might be reasonably anticipated. ~~Council will aim for an average~~ Working Capital (Liquidity Ratio) of 1.20-00 or above ~~to must~~ be maintained at all times.
- c) **Diversification:** The goals for the selection of a portfolio of specific investments are to establish levels of credit quality and diversification by issuer and diversification by security type.
- d) **Expected Return on Investment:** ~~Performance is measured against two Benchmarks:~~

Comment [m2]: Loan Borrowing and Return on Investment Policy states that the working capital ratio is to remain in excess of 100% or 1.00.

~~(i) The return from investments is greater than 2% above the annual Consumer Price Index as published by the Australian Bureau of Statistics; and~~

~~(ii) The return from investments is greater than the UBS Australia Warburg Bank Bill Index. This is a performance benchmark for the Australian cash sector. Reflective of the economic conditions at the time of investment, Council's investment decisions should be structured to provide for a rate of return on investment greater than the cash rate as declared by the Reserve Bank of Australia.~~

3.

6.2 DELEGATION OF AUTHORITY

~~Explicit delegation~~Delegation of authority to persons responsible for investment transactions ensure that no person may engage in an investment transaction except as provided under the terms of this policy.

Authority for the operational management of the Council's investment portfolio is delegated by the Chief Executive Officer to the Director Corporate Development and Investment Officers as identified within this Policy.

6.3 PRUDENCE CASH MANAGEMENT

The following principles apply to ensure efficient management of Council's cash resources:

- Cash flows and cash balances will be analysed at least fortnightly, with daily review. Fortnightly Cash Flow Analysis will be prepared by the Financial Accountant, reviewed and analysed by the Financial Accounting Coordinator, and authorised by the Manager Finance and Property Services;
- Sufficient funds to meet short term cash requirements must be held and invested in an 'at call' account with Council's transactional banking services provider; and
- Funds considered being surplus to Council's immediate cash requirements will be invested in accordance with this Policy.

6.4 PRUDENCE

The standard of prudence ~~shall~~will be applied in the following context when managing the overall portfolio.

6.3.1 The Prudent Person Rule

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investments, considering the probable safety of their capital as well as the probable income to be derived.

6.3.2 Standard of Prudence

~~The Financial Accounting Coordinator acting in accordance with written procedures and this Investment Policy and exercising due diligence shall not be personally responsible for an individual security's credit risk or market price changes, provided deviations from expectations are~~

~~reported to the Principal Accounting Officer immediately, and appropriate action is taken.~~

66.45 REGISTER OF INVESTMENTS AND DOCUMENTATION

~~A Register of Investments Register of Investments will be maintained on a daily basis detailing investments held. The Register of Investments will be maintained by the Financial Accounting Coordinator together with an investment file containing all relevant documentation including letters of advice from financial institutions and supportive quotations sought for audit purposes.-~~

66.56 ACCOUNTING METHOD

~~Knox City Council will comply with the Australian Accounting Standards, Australian Accounting Standards Board (AASB) pronouncements, the provisions of the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.2004.~~

66.67 INTERNAL CONTROLS

~~The Financial Accounting Coordinator will maintain written procedures detailing internal controls, which shall be reviewed annually for currency. Processes and transactions will be tested by Council's external auditors annually. Upon any extraordinary event (eg: turnover of key personnel or the discovery of any inappropriate activity) procedures and processes will be reviewed by Council's internal auditors. The Principal Accounting Officer shall also act in an internal control capacity. The Manager Finance and Property Services will establish and maintain internal controls and processes that will ensure investment objectives are met and that the investment portfolio is protected from loss or inappropriate activity.~~

~~To minimise the potential for investment risk and unauthorised appropriation of Council funds, the following internal controls will apply:~~

- ~~a) All placements and redemption (where redemption account is not confirmed at time of investment placement) of investments must be authorised by any two of the Investment Officers (refer section 6.8).~~
- ~~b) The investment authorisation process must be carried out in accordance with any relevant policies and procedures – such as the accounts payable and electronic funds transfer (EFT) processes. At least one of the two authorising officers of the transfer of funds must not have been an Investment Officer involved in the placement or redemption of investments.~~
- ~~a)c) Each investment will require written confirmation by the Financial Institution with which funds are placed. All documentation must be added to the Register of Investments~~

6.8 INVESTMENT OFFICERS

The following positions are appointed as Investment Officers for the purposes of delivering on the objectives and processes of this Policy:

- Director Corporate Development
- Manager Finance and Property Services
- Financial Accounting Coordinator
- Management Accounting Coordinator
- Financial Accountant (where the Financial Accounting Coordinator is unavailable).

4.

6.7-6.9 REPORTING REQUIREMENTS

A Cash Flow Projection Report is to be completed fortnightly and reviewed and endorsed by the Financial Accounting Coordinator. The Report is to be authorised by the Manager Finance and Property Services. The Report will assist in the identification of surplus funds for investment.

Investment holdings are to be reported to the Executive Management Team monthly, identifying the value and type of each investment, its term, interest rate of earnings, the holding financial institution and the Standard and Poor's rating of the institution at the time of the investment. This report must also report compliance with the diversification by credit rating as well as by financial institution requirements (refer section 6.10). Investment portfolio performance is to be included in the quarterly report of investment holdings (refer section 6.14).

The most recent ~~monthly~~quarterly report is to be tabled at each meeting of Council's Audit Committee.

The Quarterly Management Financial Report to Council must include a report on investment holdings including investment activity, types of investment held, interest earnings, compliance with portfolio diversification requirements and any relevant commentary.

6.7.1 Reports to Council and Audit Committee

~~The Manager – Finance will provide to the Council and the Audit Committee a quarterly investment and investment earnings report. This report will include Investment activity, types of investments held, interest earnings compared with the benchmarks and budget as well as any narrative necessary for adequate clarification.~~

6.7.2 Management Reports

~~The Financial Accounting Coordinator will maintain up-to-date reports of portfolio activity providing reports which are timely and available both daily and weekly. A minimum monthly report is generated for management purposes and as a permanent record of investment activity. A formal review will be conducted by the Principal Accounting Officer annually to ensure compliance with policy and regulations.~~

~~6-8.6.10~~ DIVERSIFICATION AND SUITABLE INVESTMENTS

Diversification of invested funds will be sought within the following guidelines and with the purpose to reduce overall portfolio risk while attaining market average rates of return.

~~6-8-16.10.1~~ Suitable Investments – Legislative Context

All investments shall comply with the ~~Victorian~~ Local Government Act 1989, relevant Regulations and guidelines or directions issued by the ~~Victorian Minister for~~ Local Government ~~Minister~~ or Local Government Victoria.

Section 136 of the *Local Government Act 1989* ~~specifies the ‘Principals of sound financial management’ for local government requires councils to implement and maintain a robust financial framework. In particular it specifies councils must implement the principles of sound financial management. These principles require that Council must:~~

~~1. A Council must implement the principles of sound financial management.~~

~~2. The principles of sound financial management are that a Council must:~~

~~a) Manage financial risks faced by the Council prudently, having regard to economic circumstances;~~

~~b)a) _____~~

~~e) Pursue spending and rating policies that are consistent with a reasonable degree of stability in the level of the rates burden;~~

~~d)b) _____~~

~~e) Ensure that decisions are made and actions are taken having regard to their financial effects on future generations; and~~

~~f)c) _____~~

~~g) Ensure full, accurate and timely disclosure of financial information relating to the Council.~~

~~i)d)5-~~

Section 143 of the *Local Government Act 1989* [provides Council the capacity to invest any money; states:](#)

~~A Council may invest any money—~~

~~a) In Government securities of the Commonwealth;~~

~~b)a) _____~~

~~e) In securities guaranteed by the Government of Victoria;~~

~~d)b) _____~~

~~e) With an authorised deposit-taking institution;~~

~~f)c) _____~~

~~g) With any financial institution guaranteed by the Government of Victoria;~~

~~h)d) _____~~

~~i) On deposit with an eligible money market dealer within the meaning of the Corporations Act;~~

~~j)e) _____~~

~~k)f) In any other manner approved by the Minister after consultation with the Treasurer either generally or specifically, to be an authorised manner of investment for the purposes of this section.~~

All investments must comply with the requirements of the *Local Government Act 1989*, relevant Regulations, guidelines and directions issued by the Minister (as per Section 143(f) of the *Local Government Act 1989*). In addition, all investments in complying instruments other than complying term deposits and cash at call must be approved by the Chief Executive Officer.

6.8-26.10.2 Diversification by Credit Rating

The goal for selection of specific investments is to establish levels of credit quality, diversification by issuers and by security type. An optimal mix, though subjective, enhances portfolio liquidity and safety.

In terms of diversification by credit rating, the following exposure limits must be adhered to:

Investment Grade	S&P Short Term Rating	S&P Long Term Rating	Exposure Limit of Total Portfolio %
Extremely Strong	A1+	AAA	100%
Strong/Very Strong	A1	AA+, AA & AA-	80%
Satisfactory/Strong	A2	A+, A & A-	60%
Adequate	A3	BBB+	10%

Authorised Deposit-taking Institutions are to be verified against the Australian Prudential Regulation Authority register of institutions (www.apra.gov.au). Credit Rating credentials are to be verified against the Standard and Poors rating index (www.standardandpoors.com/en_AU) prior to the placement of investment funds.

6.8.36.10.3 Diversification by Financial Institution

The individual exposure to any single institution must be limited to a maximum of ~~25~~25% of the total investments at all times (excluding 'At Call' funds which are required for Working Capital purposes and to meet short term cash flow requirements), whilst also ensuring that the diversification by credit rating exposure limits for the total portfolio are also adhered to. Where the exposure limit of an investment category is exceeded as a result of an investment being redeemed, the exposure limits will be adjusted at the next available opportunity when funds are able to be reinvested.

6.10.4 Diversification by Tenure

Tenure diversification enhances the ability to achieve investment sustainability in the competing interests of investment return and risk. Consideration must be given to tenure diversity to enable optimal investment return whilst ensuring operational liquidity. Investment maturity should be staggered to ensure regular redemption of funds.

~~6.~~

6.96.11 INVESTMENT MATURITY

~~Council's objective is to invest funds to obtain the best return possible with the least risk. Council must also consider any fees applicable to transferring funds, and Council's working capital (liquidity requirements). Council will aim for an average Working Capital (Liquidity Ratio) of 1.20 or above to be maintained at all times.~~

~~For the purpose of this policy, investments with a maturity date past one year are classified as long term. The purpose of such investments is to take advantage of market interest rate movements at different times of the economic cycle.~~

Maturity will be laddered to provide for interest rate fluctuations and to minimise investment interest risk. Careful monitoring of interest rate fluctuation will provide a basis for evaluating risk and return.

Investments with a maturity term greater than one year (365 days) are classified as long term. The purpose of such investments is to take advantage of market interest rate movements at different times of the economic cycle.

Given Council's working capital (liquidity) requirements and the requirement that investment funds should be reasonably accessible, the maximum term of investments is to be 2 years with a maximum of 25% of the total investment portfolio to be classified as long term.

~~(1 to 2 years maturity).~~

6.106.12 COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

6.10-16.12.1 Competitive Selection

Prior to investing, ~~the Financial Accounting Coordinator will seek~~ a minimum of ~~three (3)~~ quotations for the relevant investment product being sought ~~shall be obtained from Authorised Deposit-taking Institutions (ADIs). The best quote on the day, allowing for administrative and banking costs where applicable, will be accepted by the~~The Financial Accounting Coordinator, ~~having regard to the credit rating and financial institution diversification requirements of this Policy. will accept the bid or offer which provides the highest rate of return within the maturity required and within the parameters of this policy.~~

6.1210.2 Specific Maturity

If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, bids will be requested for instruments which meet the maturity requirement. ~~If no specific maturity is required, a market trend (yield curve) analysis will be conducted to determine which maturities would be most advantageous.~~

6.113 MONITORING AND ADJUSTING THE PORTFOLIO

Portfolios will benefit from active management. The Financial Accounting Coordinator will routinely monitor the contents of the portfolio, the available markets and the relative value of competing instruments with consideration given to credit quality and benchmarks. The portfolio will be adjusted accordingly within its parameters if there are advantageous transactions.

~~The investment portfolio will be monitored for ongoing compliance with the diversification requirements of the Policy. The Manager Finance and Property Services will undertake the appropriate action, taking into consideration imposed costs, to align with diversification requirements in accordance with authorisation and approval processes outlined in this Policy.~~

7.

6.12 PERFORMANCE EVALUATION

~~Market Yield (Benchmarks) will be the basis used by the Financial Accounting Coordinator to determine whether market yields are being achieved.~~

~~Performance is measured against two Benchmarks:~~

- ~~(i) A benchmark that is 2% above the annual Consumer Price Index as published by the Australian Bureau of Statistics; and~~
- ~~(ii) The UBS Australia Warburg Bank Bill Index. This is a performance benchmark for the Australian cash sector.~~

6.13 RISK MANAGEMENT

~~Council will actively manage the risks relating to investments through the following means:~~

- Maintenance of written procedures;
- Strong Internal controls;
- Avoiding speculative instruments;
- Matching the rate of return expectations with levels of risk;
- Diversification — By credit risk, institutional risk and tenure;
- Monitoring credit ratings of institutions regularly;
- Monitoring investment performances against the benchmarks; and
- Segregation of investment functions.

6.14 CASH MANAGEMENT

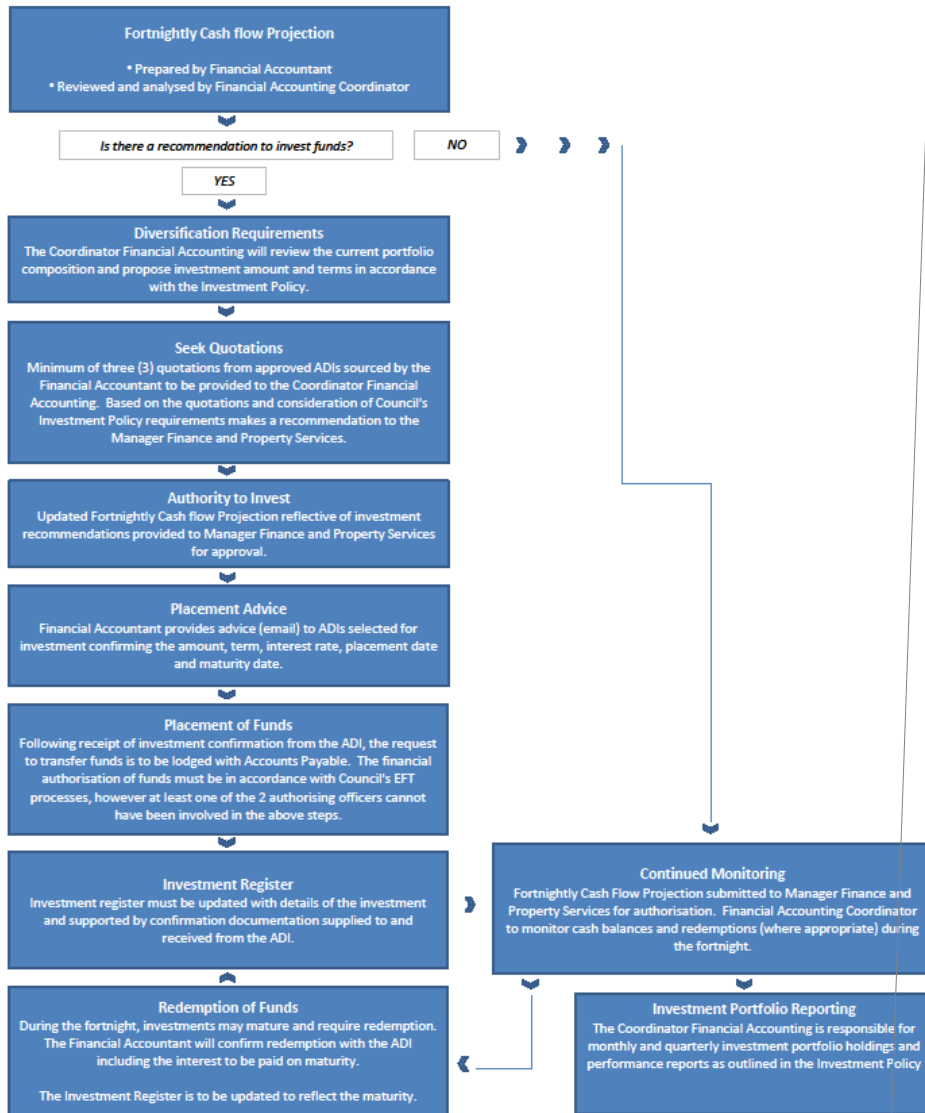
The following principles apply to ensure efficient management of Council's cash resources:

- Cash flows and cash balances will be reviewed daily;
- Current balances will be maintained with the principle of achieving a minimum balance (ideally zero balance) once current cash flow commitments are met;
- Sufficient funds to meet short term cash requirements will be invested in an "at call" account with the Council's transactional banker;
- The balance of funds considered to be surplus to the Council's immediate cash requirements will be invested in accordance with the guidelines in this policy; and
- All investments including rolling movements will be recorded in Councils investment register.

6.14 PERFORMANCE EVALUATION

At least quarterly the performance of the investment portfolio is to be reviewed. The investment benchmark will be the Bloomberg AusBond Bank Bill Index and compared to both the actual financial year-to-date investment returns and the rolling average 12 month return of Council's investment portfolio. Investment portfolio performance is to be reported to the Executive and Audit Committee quarterly.

INVESTMENT POLICY - PROCESS FLOW CHART



APPENDIX 1

STANDARD & POOR'S INVESTMENT RATINGS

Short Term – Investment term of less than 365 days

A-1 A short term obligation rated "A-1" is rated in the highest category by Standard & Poor's. The obligor's capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.

A-2 A short-term obligation rated 'A-2' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the obligor's capacity to meet its financial commitment on the obligation is satisfactory.

A-3 A short-term obligation rated 'A-3' exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.

B A short term obligation rated 'B' has significant speculative characteristics. The obligor currently has the capacity to meet its financial obligation but faces major ongoing uncertainties that could impact its financial commitment on the obligation

C A short term obligation rated 'C' indicates an obligor is currently vulnerable to non-payment and is dependent upon favourable business, financial and economic conditions for the obligor to meet its financial commitment on the obligation

D A short term obligation rated 'D' indicates an obligor is in payment default. Obligation not made on due date and grace period may not have expired. The rating is also used upon the filing of a bankruptcy petition.

Long Term – Investment term greater than 365 days

AAA An obligation rated 'AAA' has the highest rating assigned by Standard & Poor's. The obligor's capacity to meet its financial commitment on the obligation is extremely strong.

AA An obligation rated 'AA' differs from the highest-rated obligations only to a small degree. The obligor's capacity to meet its financial commitment on the obligation is very strong.

A An obligation rated 'A' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher-rated categories. However, the obligor's capacity to meet its financial commitment on the obligation is still strong.

BBB An obligor rated 'BBB' has adequate capacity to meet its financial commitments. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitments.

Investment grades BB or lower are considered to be speculative in nature and significant risk

Short term is generally anything less than 365 days.

Short Term

A1+ — Extremely strong capacity to pay

- A1 — Strong capacity to pay
- A2 — Satisfactory capacity to pay
- A3 — Adequate capacity to pay
- B — Speculative
- C — Currently vulnerable to non-payment
- D — Payment on an obligation due date is not made

Long Term

- AAA — Extremely strong capacity to pay
- AA — Very strong capacity to pay
- A — Strong capacity to pay
- BBB — Adequate capacity to pay
- BB — Uncertainties or adverse conditions could lead to inadequate capacity to pay
- B — Adverse conditions likely to impair capacity to pay
- C — Vulnerable to default
- C — High risk to default
- D — Default

BAIRD WARD**9.5 PROPOSED SALE OF LAND ABUTTING 49 ALBERT AVENUE, BORONIA**

SUMMARY: *Property Management Coordinator (Angela Mitchell)*

This report is presented following the closing of submissions for the sale of Council land abutting 49 Albert Avenue, Boronia. No submissions were received by the closing date and all legislative provisions to enable the sale have now been completed.

RECOMMENDATION

That Council, having completed the statutory process in accordance with the Local Government Act 1989

1. Authorise the sale of 107m² identified as Lot 2 on Title Plan 853779G and contained in Certificate of Title Volume 8114 Folio 593 to the property owner at 49 Albert Avenue, Boronia for \$25,000 plus GST (plus all Council's costs in relation to this sale).
2. Authorise the Chief Executive Officer to sign and seal all necessary documentation associated with the sale of this land.

1. INTRODUCTION

Council received a request from the property owner of 49 Albert Avenue, Boronia to purchase an area of the adjoining Council land and consolidate the land with his property.

The area of land abuts 49 Albert Avenue, Boronia and is identified as Lot 2 on Title Plan 853779G and contained in Certificate of Title Volume 8114 Folio 593.

2. DISCUSSION

Council at its meeting on 28 June 2016 resolved as follows:

"That Council, being of the opinion that the area of land being Lot 2 on Title Plan 853779G and contained in Certificate of Title Volume 8114 Folio 593 and shown on the plan attached is not required, and:

1. Under Section 189 of the Local Government Act 1989, that statutory procedures be commenced to sell 107m² of land to the property owner at 49 Albert Avenue, Boronia for market value plus GST (plus all Council's costs in relation to this sale) and that under Section 223 of that Act give public notice of the proposed sale in the Knox Leader newspaper.
2. To hear submissions in accordance with Section 223(1)(b) of the Local Government Act 1989 and appoint the following Committee of Council comprising Cr Mortimore, Cr Orpen and Cr Cossari to consider submissions at 5.00pm on 16 August 2016.

9.5 Proposed Sale of Land Abutting 49 Albert Avenue, Boronia (cont'd)

3. That a further report be presented to Council at the conclusion of the statutory process.”

Council officers commenced the administrative procedures associated with the proposed sale including publication of a public notice declaring Council's intent to sell the area of Council land abutting 49 Albert Avenue, Boronia.

Following the closure of the submission period, no submissions were received and therefore there was no requirement for the Committee of Council to meet.

Council may now sell Lot 2 (107m²) on Title Plan 853779G and contained in Certificate of Title Volume 8114 Folio 593 (refer Appendix A).

3. CONSULTATION

Public notice was given in the Knox Leader on 12 July 2016. At the conclusion of the 28 day submission period, no submissions were received.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues associated with this land.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The sale would be subject to the purchaser meeting all Council's costs in relation to the sale and the land to be sold for \$25,000 plus GST (being market value) plus Council's costs.

6. SOCIAL IMPLICATIONS

There are no social implications in relation to this land.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

This supports Theme 5 Democratic and Engaged Communities with particular reference to:

- 5.3.1 Maintain accountable and transparent governance practices, and Council's sound stewardship of the community's finances and assets.

8. CONCLUSION

Council has now completed the statutory process in accordance with the Local Government Act 1989 and resolves to sell the land (107m²) identified as Lot 2 on Title Plan 853779G and contained in Certificate of Title Volume 8114 Folio 593 to the property owner at 49 Albert Avenue, Boronia for \$25,000 plus GST plus all Council's costs in relation to this sale.

9.5 Proposed Sale of Land Abutting 49 Albert Avenue, Boronia (cont'd)**9. CONFIDENTIALITY**

There are no confidential issues associated with this report.

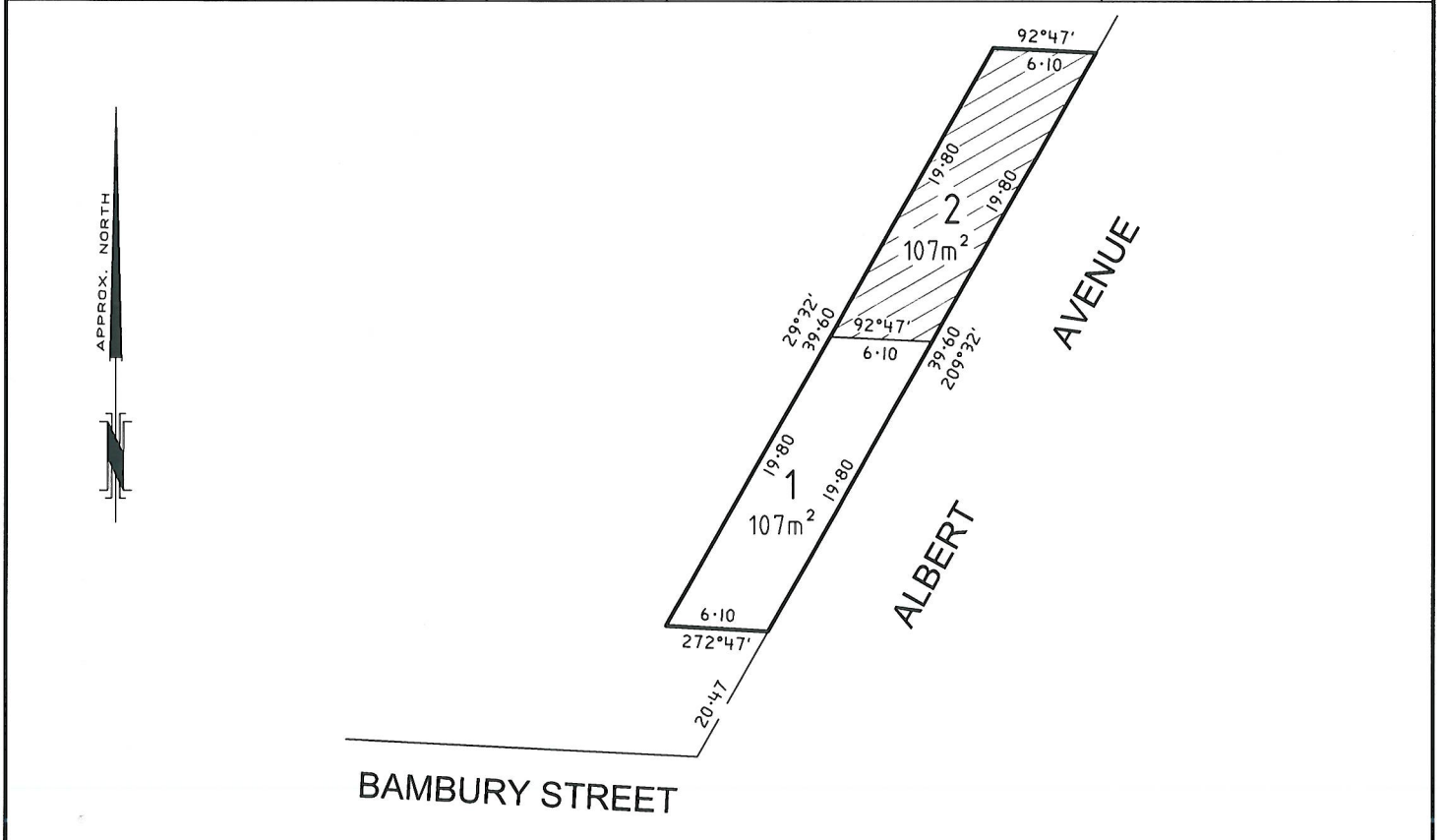
***Report Prepared By: Property Management Coordinator
(Angela Mitchell)***

***Report Authorised By: Acting Manager - Finance & Property Services
(Tharshini Balachandiran)***

***Report Authorised By: Director – Corporate Development
(Joanne Truman)***

TITLE PLAN	LR use only. EDITION	Plan Number FOR DISCUSSION PURPOSES
Location of Land Parish: SCORESBY Township: ----- Section: ----- Crown Allotment: 68 [PART] Crown Portion: ----- Title Reference: VOL 8114 FOL 593 Last Plan Reference: LOTS 1 & 2 ON TP 853779 G Postal Address: 47 & 49 ALBERT AVENUE BORONIA 3155 MGA Co-ordinates E 350010 Zone: 55 N 5808663	Depth Limitation DOES NOT APPLY Notations This plan is not based on survey THE LAND SHOWN HATCHED & KNOWN AS LOT 2 ON THIS TITLE PLAN, TO BE SOLD TO ADJOINING OWNER AT 49 ALBERT AVENUE.	

Easement Information					THIS PLAN HAS BEEN PREPARED FOR THE LAND REGISTRY OF VICTORIA FOR TITLE DIAGRAM PURPOSES. Checked by Date / / Assistant Registrar of Titles
Legend: E - Encumbering Easement or Condition in Crown Grant in the Nature of a Easement A - Appurtenant Easement R - Encumbering Easement (Road)					
Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited/In Favour Of	



A LINE SURVEYING
 LICENSED LAND SURVEYORS
 109 BEDFORD ROAD,
 EAST RINGWOOD 3135.
 PH 9870 6443 FAX 9879 3740
 Email : admin@alinesurveying.com.au

SCALE LENGTHS ARE IN METRES	ORIGINAL SCALE SHEET SIZE 1:300 A3	LICENSED SURVEYOR : CRAIG MALCOLM STEWART Signature Date / / REF. 9149 VERSION 1 08-16-16 TC	Sheet 1 of 1 Date / / Council Delegate Signature
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ALL WARDS**9.6 AUSTRALIA DAY AWARDS COMMITTEE REVISED TERMS OF REFERENCE**

SUMMARY: *Coordinator – Governance (Carrie Bruce)*

This report presents to Council a revised Terms of Reference for the Australia Day Awards Committee with a recommendation to endorse the committee Terms of Reference for a further four years.

RECOMMENDATION

That Council

1. endorse the revised Terms of Reference for the Australia Day Awards Committee attached at Appendix A;
2. thank the community representatives for their assistance and participation on the Australia Day Awards Committee for 2016; and
3. invite the 2016 Australia Day Award recipients to participate on the Australia Day Awards Committee for 2017.

1. INTRODUCTION

The Knox Local Australia Day Awards program is a highlight of Council's Civic Events calendar. The awards program commenced in 1994 and are held in conjunction with the Victorian Australia Day Committee. The program provides Council with an opportunity to recognise individuals who have contributed admirably to enriching the fabric of our local community.

In preparation for a civic celebration on Australia Day, the committee meets to consider nominations and select award recipients in the following categories:

- Citizen of the Year
- Young Citizen of the Year
- Volunteer of the year
- Local Hero

The awards are presented to recipients at the Australia Day Breakfast held on 26 January each year. The ceremony provides an opportunity for award recipients both past and present to celebrate Australia Day and for Council to acknowledge the tremendous contributions of these truly inspirational community members.

9.6 Australia Day Awards Committee revised Terms of Reference (cont'd)

This year, 12 people were nominated in recognition of their outstanding contributions to the community. The Knox Australia Day Awards committee is charged with the very difficult task of selecting one award recipient in each category. Given the strong field of candidates in 2016, the committee decided to present an additional award for Elder Citizen of the Year. The award recipients for 2016 were:

- Mrs Helen and Mr Daniel Sefton – Joint Citizens of the year
- Miss Isabella Fias – Young Citizen of the Year
- Ms Anne Boyd – Volunteer of the Year
- Mr John McLeod AFSM – Local Hero
- Mrs Beryl Owers – Elder Citizen of the Year

A highlight of the awards ceremony is Council's participation in the Australia Day Ambassador program coordinated by the Australia Day Committee (Victoria). The program provides a unique opportunity to meet inspirational Australian achievers. This year Council was pleased to welcome Dr Linny Kimly Phuong, a finalist for the Victorian Young Australian of the Year 2013.

Linny is the Founder and Chair of The Water Well Project, a not-for-profit organisation, made up of volunteer doctors and allied health professionals, which delivers interactive health sessions to migrants, refugees and asylum seeker communities throughout Victoria. Linny gave an inspired address about her experience of working with refugees and asylum seekers and the challenges they face engaging effectively with the Australian healthcare system.

The morning's celebrations concluded with a flag raising ceremony and singing the national anthem.

Special thanks are extended to the 2016 Australia Day Awards Committee for their participation and support of this important program:

- Cr Karin Orpen – Chairperson
- Cr Peter Lockwood
- Cr Tony Holland
- Mr Stephen Barrington – Citizen of the Year 2015
- Mr Phillip Thorne – Volunteer of the Year 2015
- Mr Nathan Rose – Young Citizen of the Year 2015
- Mr Graham Hansen – Local Hero 2015

9.6 Australia Day Awards Committee revised Terms of Reference (cont'd)

2. DISCUSSION

Terms of Reference

The current Terms of Reference for the committee were adopted by Council on 23 July 2013 and are scheduled for review. Staff having undertaken a desktop review and considering feedback from the 2016 committee, propose minor amendments to the revised Terms of Reference. The proposed changes are outlined in Appendix B and align with the Council Committees Policy, endorsed by Council in 2014, and include the addition of a new award category for Elder Citizen of the Year. In line with the Australian Senior of the Year, eligibility for this award category would be - Knox residents aged 65 and over who have made a significant contribution to the community or are an inspirational role model.

3. CONSULTATION

The Australia Day Awards Committee recommended the inclusion of an Elder Citizen of the Year award in the awards program. The proposed revised Terms of Reference formalise this inclusion.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues associated with the preparation of this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Council's Australia Day activities are funded as a component of the civic functions annual budget.

6. SOCIAL IMPLICATIONS

The Australia Day awards program provides Council and the community with an opportunity to acknowledge those people who work tirelessly helping others and in building a more connected community.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

The appointment of Councillor and community representatives to Council committees fosters an increased level of engagement with the community and encourages greater participation in local government.

**9.6 Australia Day Awards Committee revised Terms of Reference
(cont'd)**

8. CONCLUSION

It is recommend that Council endorse the revised Terms of Reference as detailed in Appendix A.

9. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

Report Prepared By: Coordinator – Governance (Carrie Bruce)

***Report Authorised By: Director – Corporate Development
(Joanne Truman)***



TERMS OF REFERENCE

AUSTRALIA DAY AWARDS COMMITTEE

Directorate	Corporate Development
Responsible Officer	Coordinator Governance
Committee Type	Specific Purpose
Approval Date:	20 September 2016
Review Date:	20 September 2020

1. PURPOSE

The purpose of the Australia Day Awards Committee is to acknowledge outstanding individuals who have made a valuable contribution to the Knox community through an annual awards program.

2. OBJECTIVES

- 2.1 The Australia Day Local Awards are held in conjunction with the Victorian Australia Day Committee. The objective of Council's Committee is to consider nominations and select annual award recipients in the following categories:

CITIZEN OF THE YEAR

For residents of Knox who could be described as role models in the community, who have given selflessly of themselves to others.

YOUNG CITIZEN OF THE YEAR

For residents of Knox who are under 25 years of age on 26 January in the year the award is being presented and who have made an outstanding contribution to their community or school.

VOLUNTEER OF THE YEAR

For residents of Knox who have given of themselves in a voluntary role.

LOCAL HERO

For residents of Knox who have performed an heroic act or made a singular outstanding achievement in the community.

ELDER CITIZEN OF THE YEAR

For residents of Knox aged 65 and over who have made a significant contribution to the community or are an inspirational role model.

- 2.2** The Committee may, through consensus, elect:
- not to select an award recipient in a particular category; and/or
 - consider a nominee in a category other than that for which they have been nominated.
- 2.3** Awards are presented to recipients at the Australia Day Local Awards event held annually at the Civic Centre on 26 January. Council staff will coordinate the presentation of the awards in conjunction with the Committee.
- 2.4** The Committee is expected to meet up to three times between October and January.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

Membership of the Australia Day Local Awards Committee is as follows:

- **3 Councillor(s)** – appointed annually by Council
- **Current Australia Day Local Awards Recipients** – current award recipients are invited to participate on the selection panel for the following years award recipients.

The Mayor is, by virtue of the Office, ex officio a member of the Committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance. The Mayor has no voting rights in their capacity as an ex officio member of the Committee.

Governance staff provide support and assistance to the Committee as required.

4. DELEGATED AUTHORITY AND DECISION MAKING

The Committee has the capacity to make a decision/s in relation to the objectives outlined in section 2 of this Terms of Reference.

In making decisions, the Committee must comply with Council's policies, procedures and guidelines. In accordance with section 76E of the Local Government Act 1989, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function.

The Committee cannot make decisions outside the agreed scope detailed in its Terms of Reference.

5. MEETING PROCEDURES

Meetings are to be held at a time and place determined by the Australia Day Local Awards Committee.

Committee meetings are confidential and closed to the public. Committee members must not disclose the matters discussed at the meeting with anyone other than a fellow Committee member.

Staff are authorised to disclose award recipients to third parties in order to plan for the Australia Day Awards Breakfast ceremony.

Meetings will:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and respectful discussion;
- Focus on the relevant issues at hand; and
- Provide advice to Council, as far as practicable, on a consensus basis

6. CHAIR

The position of Chairperson shall be appointed annually at the first meeting of the Committee.

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

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

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

The Chairperson must advise the Governance Team of the name of the chairperson within one week of appointment. These details will then be updated on the intranet and internet.

7. AGENDAS AND MINUTES

Agendas and Minutes must be prepared for each meeting. The Agenda must be provided to members of the Committee not less than 7 days before the time fixed for the holding of the meeting.

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

The minutes of a meeting of a Specific Purpose Committee must

- (a) contain details of the proceedings and outcomes reached
- (b) be clearly expressed
- (c) be self-explanatory
- (d) in relation to outcomes recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Minutes must be approved by the chair and then formally endorsed at the subsequent meeting.

Due to the nature and role of this Committee, minutes shall remain confidential.

8. VOTING

In selecting the award recipients, Councillors and community members have voting rights. In the event of an equality of votes, the Committee must achieve consensus through discussion and further consideration of the nominees.

Staff provide support and advice to the Committee only and have no voting rights.

9. CONFLICT AND INTEREST PROVISIONS

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

- act with integrity;
- impartially exercise his or her responsibilities in the interests of the local community;
- not improperly seek to confer an advantage or disadvantage on any person;
- treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- commit to regular attendance at meetings; and
- not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of this Committee may potentially form an Assembly of Councillors. When this occurs, Councillors and officers are required to comply with the conflict of interest provisions as set down in the Local Government Act 1989.

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the Committee is concerned, they must disclose the interest to the Committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting. The member must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.

Where a community member has an interest or a Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the Committee is concerned, or is likely to be considered or discussed, the community member must disclose the interest to the group before the matter is considered or discussed. Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager – Governance and Innovation within 5 working days of the meeting. This information will be published at the next available Ordinary Council Meeting.

10. REPORTING

A report will be presented annually to Council seeking nomination of Councillor representatives to the Australia Day Local Awards Committee. This report will provide an overview of the outcomes of the Committee's achievements for the year.

11. ADMINISTRATION SUPPORT

Administration support is provided to the Australia Day Local Awards Committee by the Governance Team.

12. CONTACT WITH THE MEDIA

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

13. SUNSET CLAUSE

The Terms of Reference will be reviewed within 4 years of the date of adoption.

14. MEALS

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



TERMS OF REFERENCE

AUSTRALIA DAY AWARDS COMMITTEE

Directorate	Corporate Development
Responsible Officer	Coordinator Governance
Committee Type	Specific Purpose
Approval Date:	23 July 2013 <u>20 September 2016</u>
Review Date:	22 July 2015 <u>20 September 2020</u>

1. PURPOSE

The purpose of the Australia Day Awards Committee is to acknowledge outstanding individuals who have made a valuable contribution to the Knox community through an annual awards program.

2. OBJECTIVES

2.1 The Australia Day Local Awards are held in conjunction with the ~~National~~ **Victorian** Australia Day ~~Committee~~ **Council**. The objective of the ~~Council's~~ **Committee** is to consider nominations and select annual award recipients in the following categories:

CITIZEN OF THE YEAR

For residents of Knox who could be described as role models in the community, who have given selflessly of themselves to others.

YOUNG CITIZEN OF THE YEAR

For residents of Knox who are under 25 years of age on 26 January in the year the award is being presented and who have made an outstanding contribution to their community or school.

VOLUNTEER OF THE YEAR

For residents of Knox who have given of themselves in a voluntary role.

LOCAL HERO

For residents of Knox who have performed an heroic act or made a singular outstanding achievement in the community.

ELDER CITIZEN OF THE YEAR

For residents of Knox aged 65 and over who have made a significant contribution to the community or are an inspirational role model.

2.2 The Committee may, through consensus, elect:

- not to select an award recipient in a particular category; and/or
- consider a nominee in a category other than that for which they have been nominated.

2.3 Awards are presented to recipients at the Australia Day Local Awards event held annually at the Civic Centre on 26 January. Council staff will coordinate the presentation of the awards in conjunction with the Committee.

- 2.4 The Committee is expected to meet up to three times between October and January.

3. **MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT**

Membership of the Australia Day Local Awards Committee is as follows:

- **3 Councillor(s)** – appointed annually by Council
- **Current Australia Day Local Awards Recipients** – current award recipients are invited to participate on the selection panel for the following years award recipients.

The Mayor is, by virtue of the Office, ex officio a member of the Committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance. The Mayor has no voting rights in their capacity as an ex officio member of the Committee.

Governance staff provide support and assistance to the Committee as required.

4. **DELEGATED AUTHORITY AND DECISION MAKING**

The Committee has the capacity to make a decision/s in relation to the objectives outlined in section 2 of this Terms of Reference.

In making decisions, the Committee must comply with Council's policies, procedures and guidelines. In accordance with section 76E of the Local Government Act 1989, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function.

The Committee cannot make decisions outside the agreed scope detailed in its Terms of Reference.

5. **MEETING PROCEDURES**

Meetings are to be held at a time and place determined by the Australia Day Local Awards Committee.

Committee meetings are confidential and closed to the public. Committee members must not disclose the matters discussed at the meeting with anyone other than a fellow Committee member.

Staff are authorised to disclose award recipients to third parties in order to plan for the Australia Day Awards Breakfast ceremony.

Meetings will:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and respectful discussion;
- Focus on the relevant issues at hand; and
- Provide advice to Council, as far as practicable, on a consensus basis

6. CHAIR

The position of Chairperson shall be appointed annually at the first meeting of the Committee.

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

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

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

The Chairperson must advise the Governance Team of the name of the chairperson within one week of appointment. These details will then be updated on the intranet and internet.

7. AGENDAS AND MINUTES

Agendas and Minutes must be prepared for each meeting. The Agenda must be provided to members of the Committee not less than ~~48 hours~~ 7 days before the time fixed for the holding of the meeting.

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

The minutes of a meeting of a Specific Purpose Committee must

- (a) contain details of the proceedings and ~~resolutions made~~ outcomes reached
- (b) be clearly expressed
- (c) be self-explanatory
- (d) in relation to ~~resolutions~~ outcomes recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Minutes must be approved by the chair and then formally endorsed at the subsequent meeting.

Due to the nature and role of this Committee, minutes shall remain confidential.

8. VOTING

In selecting the award recipients, Councillors and community members have voting rights. In the event of an equality of votes, the Committee must achieve consensus through discussion and further consideration of the nominees.

Staff provide support and advice to the Committee only and have no voting rights.

9. CONFLICT AND INTEREST PROVISIONS

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

- act with integrity;
- impartially exercise his or her responsibilities in the interests of the local community;
- not improperly seek to confer an advantage or disadvantage on any person;
- treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- commit to regular attendance at meetings; and
- not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of this Committee may potentially form an Assembly of Councillors. When this occurs, Councillors and officers are required to comply with the conflict of interest provisions as set down in the Local Government Act 1989.

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the Committee is concerned, they must disclose the interest to the Committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting. The member must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.

Where a community member has an interest or a Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the Committee is concerned, or is likely to be considered or discussed, the community member must disclose the ~~matter~~ interest to the group before the matter is considered or discussed. Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager – Governance and Innovation within 5 working days of the meeting. This information will be published at the next available Ordinary Council Meeting.

10. REPORTING

A report will be presented annually to Council seeking nomination of Councillor representatives to the Australia Day Local Awards Committee. ~~This will occur outside the annual appointment of Councillors to committees as previously determined by Council at its meeting on 24 October 2006.~~ This report will provide an overview of the outcomes of the Committee's achievements for the year.

11. ADMINISTRATION SUPPORT

Administration support is provided to the Australia Day Local Awards Committee by the Governance Team.

12. CONTACT WITH THE MEDIA

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

13. ~~REVIEW DATE~~ SUNSET CLAUSE

The Terms of Reference will be reviewed within ~~2~~ 4 years of the date of adoption.

14. MEALS

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

ALL WARDS

9.7 INSTRUMENT OF DELEGATION – DOMESTIC ANIMALS, ENVIRONMENTAL PROTECTION AND FOOD ACT

SUMMARY: *Manager – Governance (Fleur Cousins)*

Instruments of Delegation represent the formal delegation of powers by Council under Section 98(1) of the Local Government Act 1989 and enable the effective functioning of Council.

The previous version of Council’s Domestic Animals, Environmental Protection and Food Act Instrument of Delegation was adopted on 24 September 2013.

The attached instrument shown at Appendix A has been revised to reflect an organisational restructure of the Health Services Unit to include a Coordinator Safety and Health Projects and Coordinator Health Compliance.

RECOMMENDATION

In the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instrument of delegation, Knox City Council resolves that:

1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation (Appendix A), the powers, duties and functions set out in that Instrument, subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On coming into force of the instrument the Instrument of Delegation Domestic Animals, Environmental Protection and Food Act, sealed 24 September 2013, be revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

9.7 Instrument Of Delegation – Domestic Animals, Environmental Protection And Food Act (cont'd)

1. INTRODUCTION

Instruments of Delegation represent the formal delegation of powers by Council. Section 98(1) of the Local Government Act 1989 provides that a Council may, by instrument of delegation, delegate to a member of its staff any power, duty or function of a Council under the Local Government Act or any other Act, other than certain specified powers.

The Instrument of Delegation is recommended for the effective and efficient operations of Council's activities, as well as to enable routine and administrative tasks to be carried out with consistency and certainty.

Council's current Domestic Animals, Environmental Protection and Food Act Instrument of Delegation was adopted on 24 September 2013.

2. DISCUSSION

The attached Instrument of Delegation shown at Appendix A is based upon the previous Instrument considered by Council in September 2013.

The Instrument of Delegation has been revised to reflect minor legislative changes and an organisational restructure of the Health Services Unit.

The Health Services Unit has recently reviewed their operational leadership structure. As a result of the restructure two new coordinator roles have been created and the current Coordinator Health Services position no longer exists. The two newly created positions are Coordinator Safety and Health Projects and Coordinator Health Compliance.

Further, Maddocks have determined that certain duties and functions do not need to be delegated directly from council to staff. For this reason it is recommended that these duties and functions be moved from this Instrument of Delegation to the Instrument of Sub-Delegation by the Chief Executive Officer.

The revised instrument, including tracked changes, is included at Appendix B.

3. CONSULTATION

The revised Instrument of Delegation has been prepared based on current advice provided by Council's solicitor Maddocks.

Consultation has occurred with relevant staff during the preparation of the revised Instrument of Delegation to ensure that appropriate staff delegates have been nominated.

9.7 Instrument Of Delegation – Domestic Animals, Environmental Protection And Food Act (cont'd)

4. ENVIRONMENTAL/AMENITY ISSUES

Changes to the Instrument of Delegation will not have any additional effect on the environmental or amenity issues within Knox beyond normal work practices.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The costs to prepare and adopt the Instrument are minimal and will be met within the current departmental budget.

6. SOCIAL IMPLICATIONS

There will be no additional social implications.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

By adopting Instruments of Delegation, Council is able to streamline routine administrative matters whilst ensuring the highest level of accountability in the process. This assists Council in maintaining accountable and transparent governance practices, which relates to the City Plan objective of ensuring Council is well governed and demonstrates effective leadership (Theme 5: Democratic and Engaged Communities).

8. CONCLUSION

This report recommends the adoption of an Instrument of Delegation to enable Council to continue to meet its statutory obligations under;

- Domestic Animals Act 1994
- Environment Protection Act 1970
- Food Act 1984

The proposed Instrument of Delegation will facilitate the efficient operation of Council's City Safety and Health Department functions and will meet community expectations of Council in the delegated matters.

9. CONFIDENTIALITY

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

Report Prepared By: Governance Officer – (Kirstin Ritchie)

**Report Authorised By: Director – Corporate Development
(Joanne Truman)**



INSTRUMENT OF DELEGATION

In exercise of the power conferred by section 98(1) of the *Local Government Act* 1989 and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
 - 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on 20 September 2016; and
 - 2.2 the delegation:
 - 2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
 - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategyadopted by Council; or
 - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or

2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

4. In exercising any duty, function or power under this delegation the officer concerned will be mindful of the provisions under Division 1A – Conduct and Interests of the Local Government Act 1989.

4.1 The principles of these provisions apply to delegated officers.

4.2 Any disclosures under section 77A or 79 must be recorded in accordance with any guidelines or policies which Council from time to time adopts.

5. In exercising any duty, function or power under this delegation the officer concerned will be mindful of the provisions under Division 1A – Conduct and Interests of the Local Government Act 1989.

5.1 The principles of these provisions will apply to delegated officers.

5.2 Any disclosures under section 77A or 79 must be recorded in accordance with any guidelines or policies which Council from time to time adopts.

THE COMMON SEAL of KNOX CITY COUNCIL

was affixed pursuant to an Order of the Council

made on the 20 September 2016

in the presence of

Mayor

Chief Executive Officer

Councillor



SCHEDULE



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<i>ENVIRONMENT PROTECTION ACT 1970</i>	113
<i>FOOD ACT 1984</i>	115



DOMESTIC ANIMALS ACT 1994			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.41A(1)	power to declare a dog to be a menacing dog	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator- Local Laws	Council may delegate this power to an authorised officer

ENVIRONMENT PROTECTION ACT 1970			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53M(3)	power to require further information	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator- Health Compliance Environmental Health Officer Authorised Officer	
s.53M(4)	duty to advise applicant that application is not to be dealt with	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator- Health Compliance Environmental Health Officer Authorised Officer	
s.53M(5)	duty to approve plans, issue permit or refuse permit	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator- Health Compliance Environmental Health Officer Authorised Officer	refusal must be ratified by council or it is of no effect

ENVIRONMENT PROTECTION ACT 1970			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53M(6)	power to refuse to issue septic tank permit	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator- Health Compliance Environmental Health Officer Authorised Officer	refusal must be ratified by council or it is of no effect
s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	Chief Executive Officer Director – City Development Manager – City Safety & Health	refusal must be ratified by council or it is of no effect

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator- Health Compliance Environmental Health Officer Authorised Officer	If section 19(1) applies
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator- Health Compliance Environmental Health Officer Authorised Officer	If section 19(1) applies
s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	Chief Executive Officer Director – City Development Manager – City Safety & Health	If section 19(1) applies

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance	If section 19(1) applies
s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance Environmental Health Officer	If section 19(1) applies
s.19AA(2)	power to direct, by written order, that a person must take any of the actions described in (a)-(c).	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance	where council is the registration authority
s.19AA(4)(c)	power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19AA(7)	duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance	where council is the registration authority
s.19CB(4)(b)	power to request copy of records	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance Environmental Health Officer	where council is the registration authority
s.19E(1)(d)	power to request a copy of the food safety program	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance Environmental Health Officer	where council is the registration authority
s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance Environmental Health Officer	where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator- Health Compliance Environmental Health Officer	where council is the registration authority
s.19NA(1)	power to request food safety audit reports	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator- Health Compliance Environmental Health Officer Authorised Officer	where council is the registration authority
s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance	
s.19UA	power to charge fees for conducting a food safety assessment or inspection	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance Environmental Health Officer Authorised Officer	where council is the registration authority
s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance Environmental Health Officer Authorised Officer	where council is the registration authority
s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance Environmental Health Officer Authorised Officer	where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	power to register, renew or transfer registration	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance	where council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2))
s.38AA(5)	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance Environmental Health Officer Authorised Officer	where council is the registration authority
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance	where council is the registration authority
s.38A(4)	power to request a copy of a completed food safety program template	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance Environmental Health Officer	where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance Environmental Health Officer	where council is the registration authority
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance Environmental Health Officer Authorised Officer	where council is the registration authority
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance Environmental Health Officer Authorised Officer	where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance Environmental Health Officer Authorised Officer	where council is the registration authority
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance Environmental Health Officer Authorised Officer	where council is the registration authority
s.38D(3)	power to request copies of any audit reports	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance Environmental Health Officer Authorised Officer	where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38E(2)	power to register the food premises on a conditional basis	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance	where council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).
s.38E(4)	duty to register the food premises when conditions are satisfied	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance	where council is the registration authority
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance Environmental Health Officer Authorised Officer	where council is the registration authority
s.39A	power to register, renew or transfer food premises despite minor defects	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance	where council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance Environmental Health Officer	
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance	where council is the registration authority
s.40D(1)	power to suspend or revoke the registration of food premises	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance	where council is the registration authority
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance Environmental Health Officer	where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance Environmental Health Officer	where council is the registration authority
s.46(5)	power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health Compliance Environmental Health Officer	where council is the registration authority

INSTRUMENT OF DELEGATION

In exercise of the power conferred by section 98(1) of the *Local Government Act* 1989 and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
 - 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on **20 September 2016**; and
 - 2.2 the delegation:
 - 2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
 - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategyadopted by Council; or
 - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or

- 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.
- 4. In exercising any duty, function or power under this delegation the officer concerned will be mindful of the provisions under Division 1A – Conduct and Interests of the Local Government Act 1989.
 - 4.1 The principles of these provisions apply to delegated officers.
 - 4.2 Any disclosures under section 77A or 79 must be recorded in accordance with any guidelines or policies which Council from time to time adopts.
- 5. In exercising any duty, function or power under this delegation the officer concerned will be mindful of the provisions under Division 1A – Conduct and Interests of the Local Government Act 1989.
 - 5.1 The principles of these provisions will apply to delegated officers.
 - 5.2 Any disclosures under section 77A or 79 must be recorded in accordance with any guidelines or policies which Council from time to time adopts.

THE COMMON SEAL of KNOX CITY COUNCIL

was affixed pursuant to an Order of the Council
 made on the **20 September 2016**
 in the presence of

Mayor

Chief Executive Officer

Councillor



SCHEDULE



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DOMESTIC ANIMALS ACT 1994	1
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DOMESTIC ANIMALS ACT 1994			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.41A(1)	power to declare a dog to be a menacing dog	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator- Local Laws	Council may delegate this power to an authorised officer



ENVIRONMENT PROTECTION ACT 1970			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53M(3) 	power to require further information	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator- Health <u>ServicesCompliance</u> Environmental Health Officer Authorised Officer	
s.53M(4) 	duty to advise applicant that application is not to be dealt with	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator- Health <u>ServicesCompliance</u> Environmental Health Officer Authorised Officer	
s.53M(5) 	duty to approve plans, issue permit or refuse permit	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator- Health <u>ServicesCompliance</u> Environmental Health Officer Authorised Officer	refusal must be ratified by council or it is of no effect

s.53M(6)	power to refuse to issue septic tank permit	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator- Health <u>Services Compliance</u> Environmental Health Officer Authorised Officer	refusal must be ratified by council or it is of no effect
s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	Chief Executive Officer Director – City Development Manager – City Safety & Health	refusal must be ratified by council or it is of no effect

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator- Health Services Compliance Environmental Health Officer Authorised Officer	If section 19(1) applies
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator- Health Services Compliance Environmental Health Officer Authorised Officer	If section 19(1) applies
s.19(3)	power to direct by written order any of the matters in subsection 19(3)(a)-(c) until section 19(2) is complied with^o	C-HS, M-GSH, D-CD, CEO	If section 19(1) applies
s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	Chief Executive Officer Director – City Development Manager – City Safety & Health	If section 19(1) applies
s.19(4)(b)	duty to notify the Department of the making of the order	C-HS, M-GSH, D-CD, CEO	If section 19(1) applies

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(4)(c)	duty to notify the registration authority of the making of the order and any appeal and the outcome of the appeal	C-HS, M-CSH, D-CD, CEO	If section 19(1) applies and if Council is not the registration authority
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health servicesCompliance	If section 19(1) applies
s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health servicesCompliance Environmental Health Officer	If section 19(1) applies
s.19AA(2)	power to direct, by written order, that a person must take any of the actions described in (a)-(c).	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health servicesCompliance	where council is the registration authority
s.19AA(4)(c)	power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health servicesCompliance	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19AA(7)	duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health <u>servicesCompliance</u>	where council is the registration authority
s.19CB(4)(b)	power to request copy of records	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health <u>servicesCompliance</u> Environmental Health Officer	where council is the registration authority
s.19E(1)(d)	power to request a copy of the food safety program	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health <u>servicesCompliance</u> Environmental Health Officer	where council is the registration authority
s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health <u>servicesCompliance</u> Environmental Health Officer	where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator- Health <u>Services Compliance</u> Environmental Health Officer	where council is the registration authority
s.19NA(1)	power to request food safety audit reports	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator- Health <u>Services Compliance</u> Environmental Health Officer Authorised Officer	where council is the registration authority
s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health <u>services Compliance</u>	
s.19U(4)	<u>duty to ensure that information relating to costs of a food safety audit are available for inspection by the public</u>	<u>C-HS, M-CSH, D-CD, CEO</u>	

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19UA	power to charge fees for conducting a food safety assessment or inspection	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health <u>servicesCompliance</u>	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
s.19UA(4)	duty to consider proprietor's history of compliance in deciding whether to charge the fee	C-HS, M-CSH, D-CD, CEO	
s.19UA(5)	duty to ensure that the method of determining a fee under subsection (3)(a) and the considerations that apply under subsection (4) are available for inspection by the public	C-HS, M-CSH, D-CD, CEO	
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health <u>servicesCompliance</u> Environmental Health Officer Authorised Officer	where council is the registration authority
s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health <u>servicesCompliance</u> Environmental Health Officer Authorised Officer	where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health services Compliance Environmental Health Officer Authorised Officer	where council is the registration authority
---	power to register, renew or transfer registration	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health services Compliance	where council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2))
s.38(3)	duty to consult with the Secretary about the proposed exemption under section 38(2)	C-HS, M-GSH, D-CD, CEO	
s.38AA(4)	duty to determine whether the food premises are exempt from the requirement of registration	AO, EHO, C-HS, M-GSH, D-CD, CEO	
s.38AA(5)	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health services Compliance Environmental Health Officer Authorised Officer	where council is the registration authority



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health servicesCompliance	where council is the registration authority
s.38A(4)	power to request a copy of a completed food safety program template	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health servicesCompliance Environmental Health Officer	where council is the registration authority
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health servicesCompliance Environmental Health Officer	where council is the registration authority
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health servicesCompliance Environmental Health Officer Authorised Officer	where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38B(2) 	duty to be satisfied of the matters in section 38B(2)(a)-(b)	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health <u>servicesCompliance</u> Environmental Health Officer Authorised Officer	where council is the registration authority
s.38D(1) 	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health <u>servicesCompliance</u> Environmental Health Officer Authorised Officer	where council is the registration authority
s.38D(2) 	duty to be satisfied of the matters in section 38D(2)(a)-(d)	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health <u>servicesCompliance</u> Environmental Health Officer Authorised Officer	where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38D(3)	power to request copies of any audit reports	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health services Compliance Environmental Health Officer Authorised Officer	where council is the registration authority
s.38E(1)(c)	function of assessing the requirement for a food safety program	AO, EHO, C-HS, M-CSH, D-CD, CEO	
s.38E(2)	power to register the food premises on a conditional basis	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health services Compliance	where council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).
s.38E(4)	duty to register the food premises when conditions are satisfied	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health services Compliance	where council is the registration authority
s.38F(3)(a)	duty to note the change to the classification of the food premises on the certificate of registration	C-HS, M-CSH, D-CD, CEO	

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health services Compliance Environmental Health Officer Authorised Officer	where council is the registration authority
s.39(2)	duty to inspect within 12 months before renewal of registration	AO, EHO, C-HS, M-CSH, D-CD, CEO	
s.39(3)	duty to inspect within 3 months before renewal of registration if circumstances in section 39(3)(a)-(d) apply	AO, EHO, C-HS, M-CSH, D-CD, CEO	
s.39A	power to register, renew or transfer food premises despite minor defects	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health services Compliance	where council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
s.40(1)	duty to issue a certificate of registration in the prescribed form	EHO, C-HS, M-CSH, D-CD, CEO	

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health <u>servicesCompliance</u> Environmental Health Officer	
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health <u>servicesCompliance</u>	where council is the registration authority
s.40D(1)	power to suspend or revoke the registration of food premises	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health <u>servicesCompliance</u>	where council is the registration authority
<u>s.40D(2)</u>	<u>duty to specify how long a suspension is to last under s.40D(1)</u>	<u>C-HS, M-CSH, D-CD, CEO</u>	
<u>s.43(1)</u>	<u>duty to maintain records of the prescribed particulars</u>	<u>AO, EHO, C-HS, M-CSH, D-CD, CEO</u>	
<u>s.43(3)</u>	<u>duty to make available information held in records, free of charge, on request</u>	<u>C-HS, M-CSH, D-CD, CEO</u>	

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health <u>servicesCompliance</u> Environmental Health Officer	where council is the registration authority
s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health <u>servicesCompliance</u> Environmental Health Officer	where council is the registration authority
s.46(5)	power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Chief Executive Officer Director – City Development Manager – City Safety & Health Coordinator – Health <u>servicesCompliance</u> Environmental Health Officer	where council is the registration authority

ALL WARDS**10.1 WORKS REPORT AS AT 31 AUGUST 2016**

SUMMARY: *Coordinator – Capital Works (Gene Chiron)*

The Works Report shows projects on Council's Capital Works Program and indicates the status of each project as at 31 August 2016.

RECOMMENDATION

That the works report, as at 31 August 2016, be received and noted.

1. INTRODUCTION

This report summarises Council's Capital Works Program for the 2016/2017 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 31 August 2016, is attached as Appendix A.

Report Prepared By: *Coordinator – Capital Works (Gene Chiron)*

Report Authorised By: *Director – Engineering & Infrastructure
(Ian Bell)*

Knox City Council Project Status Report as at 31 August 2016**APPENDIX A**

Project Number	Project Name	Total Approved Budget
1	Bridges Renewal Program 16/17 Bridge Renewal Program will fund the renewal works of the Forest Road Pedestrian Overpass. The Construction Department are currently working with our Asset team to establish a specification to be tendered out for both design and construction works. We anticipate the tenders to be out in late September early October with construction works starting in November.	\$350,000
4	High Risk Road Failures 16/17 Program will focus on high risk road failures in various locations as identified from audits, inspections and referred works.	\$500,000
7	Road Surface Renewal Program 16/17 Road Renewal Program has commenced with works progressing on schedule as programmed.	\$3,640,000
8	Drainage Pit and Pipe Renewal Program 16/17 Drainage Renewal Program has commenced with works currently underway in Aisbett Avenue, Jersey Road and Rushdale Street.	\$1,560,000
9	Footpath Renewal Program 16/17 Footpath Renewal Program has commenced with works progressing on schedule as programmed.	\$1,500,000
10	Bicycle / Shared Path Renewal Program 16/17 Shared Path Renewal Program will focus on the Ferny Creek shared path from Hancock Drive to Glenfern Road, the Underwood Road shared path in various locations to Boronia Road, the Kelletts Road shared path from Wyandra Way to Jacob Drive and the Scoresby Road shared path outside Fairhills Secondary College. Works on the Scoresby Road path will commence over the September school holidays.	\$500,000
16	Building Renewal Program Program 10% committed/expended and on schedule.	\$4,300,000
17	Playground Renewal Program Streeton, Ashbrook, Row, Arcadia, Ronald/Paisley playgrounds nearing completion. Icarus and King Playgrounds under construction. Pinehill Playground construction to start shortly. Raphael, Pickett, Eildon, Windermere, Park Ridge, Balmoral and Harrow design to commence in October. Dobson Street and Alchester Playgrounds to be renewed in conjunction with complimentary works at these locations.	\$1,412,146
22	Fire Hydrant Replacement Program First payment due in December.	\$123,000
24	Carpark Renewal 16/17 Carpark Renewal Program will focus on Picketts Reserve, Ferntree Gully Recreation Reserve, Mariemont Preschool, Wattleview Preschool, Valentine Street and minor works in the Civic Centre. Works on the Mariemont Preschool will commence in the September school holidays.	\$640,931
25	Plant & Machinery Replacement Program Renewal Program under way 8% of funds committed.	\$2,787,000
26	Street Tree Replacement Program Audit works (planting locations) for 2016/17 works underway. Removal works to be undertaken in February 2017.	\$485,454
31	Stamford Park Redevelopment Stockland formally submitted its Development Plan for Stamford Park Residential Estate on 26 August 2016. The plan will be publicly exhibited on 20 September.	\$4,440,820

Project Number	Project Name	Total Approved Budget
43	Shade Sails & Play Structure Maintenance Tracking as expected at this time of year.	\$38,500
104	Roadside Furniture Renewal Program 16/17 Road Furniture Program will focus on reactive based works referred from our Works Services Department. Funding will be expended throughout the year as required.	\$60,000
147	Energy & Greenhouse Program for Council Facilities Scoping for 16/17 Projects currently underway.	\$60,000
229	Building Code Australia Compliance Full program of works will be created once Audit Data has been provided by Essential Safety Measures Contractor and Building Services.	\$100,000
289	CSR Quarry Reserve - Implementation Stage 4 Contract has been packaged with the sealing of Quarry Road. Contract works within the reserve is well underway with pathway formation completed, viewing platform well underway and boardwalk structure is nearing completion. Works overall approximately 40% complete. Survey for eastern part of reserve (next to 24 Quarry Road) planned for early 2017.	\$500,937
345	Asbestos Removal Planning for current financial year is in progress.	\$100,000
347	Miscellaneous Industrial Roads - Pavement Rehabilitation 16/17 Program will focus on road failures in industrial road locations as identified from audits, inspections and referred works. Works to commence in Jaydee Court September.	\$250,000
409	Parks Furniture Renewal Furniture requirements and allocations have been identified. Furniture orders will be finalised by September, with installations to occur between October and March 2017.	\$67,000
410	Parks Signage Renewal Signage renewal requirements for Passive Reserves are in final auditing stage, with first stage of renewals to commence in October. Discussions to occur with Bushland regarding their requirements and how Parks can assist.	\$20,000
412	Water Sensitive Urban Design Renewal Colchester Wetlands: Project Delivery prepared detail design. Comments provided by Stormwater Dept for final detail design update by Project Delivery. Project Delivery to prepare tender by end of September. Project 441 - Tim Neville Arboretum Renewal to be completed September.	\$332,613
441	Tim Neville Arboretum Renewal Project packaged with project 412 - WSUD renewal and 751 - Tim Neville Arboretum lake structure upgrade. Contract works approximately 85% complete. Adverse weather conditions has significantly impacted progress of works. Extensive site reinstatement nearing completion and now anticipate completion of works by late September - weather permitting. Delivery of specialised mesh decking is expected mid September with surrounding paving to follow.	\$534,108
443	Reserves Paths Renewal Works program has been supplied to Construction from our Parks Department. Works are scheduled over October/November/December.	\$50,000
455	Parks Crescent, Cypress Avenue, Boronia - Drainage Upgrade Detailed design is on-going; scope of project has changed with a focus on reworking the northern carpark to control overland flows into the retarding basin. Recent issues with the stadium have prompted changes to the detailed design to ensure all issues associated with overland flows are resolved.	\$189,738

Project Number	Project Name	Total Approved Budget
459	Dobson Street Reserve Retarding Basin Required alterations to detailed design for Dobson Street Retarding Basin now complete and contractor appointed. Awaiting outcome of tree removal and building permit applications along with application for building over easement with SE Water before providing Possession of Site to contractor.	\$621,628
492	Food Act Compliance - Kitchen Retrofitting Scope of works to be confirmed in September/October for March/April 2017 works.	\$25,000
494	Cathies Lane - Landfill Rehabilitation Works Tonkin & Taylor undertaking landfill gas monitoring. Landfill Rehabilitation Plan, Aftercare Management Plan and Hydrogeological Assessment submitted to EPA on 1 October 2015 to address PAN requirements. Capping rehabilitation works completed in April. Recommendation from consultant's investigations is that there is no requirement at the moment to lower leachate at the site. Investigations being undertaken to improve efficiency of existing gas extraction system through clean out of selected wells. EPA have issued a draft Post Closure Pollution Abatement Notice which will govern the management of the site.	\$0
495	Fencing Replacement in Early Years Facilities - Scope and Implementation Works program will be finalised in late September for works to be completed in January school holidays.	\$24,000
497	Coonara Stone Cottage - Structural Failure Rectification Project completed.	\$31,788
516	Rumann and Benedikt Reserves - Open Space Upgrade Detailed design for Picnic Shelter and Hardcourt area being undertaken to enable construction in first half of 2017.	\$200,000
529	Dobson Park - Water Harvesting System Construction 98% complete. Commissioning of pumps and power completed. Feedback provided back to contractor. Anticipate practical completion in September.	\$51,678
536	Parkland Asset Renewal Renewal works for Sasses Avenue LATM, Knox Dog Park & Passive Reserve Planting completed.	\$60,000
537	Bush Boulevard Renewal Scoping for further Kelletts Road works currently underway. Works to be allocated and undertaken between November and March 2017.	\$30,000
543	Llewellyn Park - Landfill Rehabilitation Works Tonkin & Taylor undertaking landfill gas monitoring. Completed Landfill Rehabilitation Plan, Aftercare Management Plan and Hydrogeological Assessment submitted to EPA on 31 August 2015 to meet PAN requirements. Capping rehabilitation works commenced May 2016, being hampered by wet weather. Determined that a landfill gas extraction system is required. A detailed design is now required and will be prepared and implemented over the next twelve to eighteen months. Information bulletin was distributed to surrounding residents in May 2016. Post Closure Pollution Abatement Notice issued in June 2016.	\$0
566	Artwork Renewal Ongoing renewal program of Placemaker Legacy works.	\$20,000
576	Early Years Facility Emergency Warning System Program for early warning systems to be installed will be finalised in September for works to be undertaken in December/January holidays.	\$50,000

Project Number	Project Name	Total Approved Budget
584	Tormore Reserve - Masterplan Development Detail design for next stage of works to commence in October.	\$200,000
587	Upper Ferntree Gully Neighbourhood Activity Centre - Design Anticipated project stages & timing beyond June 2017: Design Development & Construction Documentation 1 May to 30 September 2017; Tender 1 October to 30 December 2017: Construction incl. Public Art 1 April to October 2018.	\$473,153
589	Knox Early Years (KEYs) Online Post implementation complete.	\$27,411
593	Marie Wallace Park - Masterplan Development Stage One works expected to be complete at the end of September. Lions' picnic area and 'traffic school' area detail design underway with a view to staged construction across the financial year.	\$914,102
607	Ashton Road, FTG - Reconstruction Have packaged contract with Kingston Street & Mountain Gate Drive projects. Contractor appointed following outcome of the June 2016 Council meeting. Pre-construction documentation supplied and approval imminent along with Possession of Site. Anticipate early September commencement.	\$452,285
608	Kingston Street, FTG - Reconstruction Have packaged contract with Ashton Road & Mountain Gate Drive projects. Contractor appointed following outcome of the June 2016 Council meeting. Pre-construction documentation supplied and approval imminent along with Possession of Site. Anticipate early September commencement.	\$393,301
609	Mountain Gate Drive, FTG - Reconstruction Have packaged contract with Kingston Street & Ashton Road projects. Contractor appointed following outcome of the June 2016 Council meeting. Pre-construction documentation supplied and approval imminent along with Possession of Site. Anticipate early September commencement.	\$526,116
610	Elm Street, Bayswater - Reconstruction Construction contract packaged with Maple Street and Orange Grove. After initial contract delays works are now 80% complete with asphalt works imminent.	\$447,079
611	Orange Grove, Bayswater- Reconstruction Construction contract packaged with Maple Street and Elm Street. After initial contract delays works are now well underway with kerb & channel works progressing well along Orange Grove.	\$397,031
612	Maple Street, Bayswater - Reconstruction Construction contract packaged with Elm Street and Orange Grove. After initial contract delays works are now essentially complete.	\$263,583
618	Rubber Rock Removal in Child Care Centres Scope of works will be finalized in September for works to be undertaken in December/January holidays.	\$60,000
622	Walker Reserve - Stage 2, Wantirna South Design plans essentially completed and consultation with Netball club still to occur before finalising plans. Expect that tender can then be advertised from 3 September with tenders closing on 27 September.	\$320,000
628	Boronia Library - Scope and Concept Project on hold at present subject to wider precinct deliberations.	\$71,782
630	Early Years Hubs - Bayswater Developed design nearing completion. Expected sign-off by F&CS end of first week September.	\$650,000

Project Number	Project Name	Total Approved Budget
638	Karoo Road, Rowville - Design Detailed design for bus stop at southern end of Karoo Road (near Valleyview Drive) completed and electrical power pole stay relocated. Detailed design for remainder of Karoo Road nearing completion with internal consultation underway with Traffic & Transport and Biodiversity. Design detail to be altered depending on outcome.	\$644,791
648	Row Reserve, Rowville - Development Plan Detailed design for hardcourt area and picnic shelter being undertaken for construction in first half 2017.	\$100,000
649	Scoresby (Exner) Reserve - Masterplan Survey for car park completed and design underway.	\$250,000
655	Entry Signage - Scope and Concept Signage installed. Project complete.	\$3,500
660	Mountain Highway (No. 598), Bayswater Drainage - Design Consultant has submitted the draft detailed design. Council in process of reviewing the design.	\$23,967
664	Storm Water Harvesting - Concept Designs Awaiting revised report from consultant.	\$62,961
667	Dobson Creek Catchment - Streetscape Water Sensitive Urban Design Melbourne Water, University of Melbourne and Council are working together to analyse the overall impact of the completed WSUD works within the Dobsons Creek catchment to find optional water quality treatment sites for the construction for additional WSUD project and improvement works.	\$203,402
668	Knox Active Aging Management System (KAAMS) Went live July, Phase 2 underway.	\$212,595
675	Public Art Project Draft Strategy with Management for comment and feedback. Given the delay, the schedule for community consultation will need to be revisited. It is unlikely that a project can now be completed within the 2016-17 financial year.	\$119,658
689	Lewis Park Oval 1 Renewal Detailed design completed. Construction deferred to 2017/18. User Group consulted.	\$20,000
699	Miller Road/Dorrigo Drive Traffic Treatment Contractor appointed and linemarking to be installed by end of July.	\$4,964
704	Mountain Highway footpath connection 4 Preliminary discussions have been held with the developer's landscape architect about the proposed footpath. To avoid foreseeable damage to the footpath, works will not be undertaken until construction works at the front of the property have been completed. No firm details are available as to when redevelopment will occur.	\$80,000
707	Practice wickets /sports reserve assets / tennis courts / netball courts Tormore cricket nets in the design stage. Quotes for works are being sought. Work on Chandler netball courts will be discussed in conjunction with the Masterplan at Chandler Reserve.	\$225,000
708	Cricket run ups and goal squares Sites will be identified for works in September.	\$20,000
710	Colchester Reserve Rugby Pitches Contract works approximately 50% complete. Project has been significantly delayed due to adverse weather. Basic earthworks is nearing completion and sprinkler & AG drain works imminent.	\$457,230

Project Number	Project Name	Total Approved Budget
712	Tennis Court Renewals Rita Mathews TC: Contract works are well underway with works approximately 50% complete but delayed due to adverse weather. Fencing has been erected, retaining wall constructed, some drainage installed and sub-base graded.	\$235,065
713	Sports Facility Lighting Renewal Quotes obtained and works organised to be completed in October at Knox Park BMX.	\$36,500
714	Family and Children Services Softfall Program List of facilities will be finalised in September for works undertaking in December/January holidays.	\$25,000
716	Early Years Hubs - Wantirna South Detailed design contract let, with contract formalisation underway. Work to commence first week September.	\$6,578,222
717	Knox Central Package Discussions underway with Westfield regarding prospective sites.	\$11,585,000
718	Bulk Replacement of Street Lights with LED Approximately 1,800 lights have been replaced to date.	\$6,071,446
721	Eildon Park Reserve (Pavilion upgrade), Rowville - Design Tender evaluation process underway. Further discussions with clubs to take place regarding expanding scope of works.	\$658,969
724	Knox (Interim) Library Detailed design works being completed.	\$678,520
725	Placemakers Site - Design EMT report presented on 25 August. Information Brief to Council now scheduled for 4 October.	\$222,263
727	Knox Community Arts Centre - Outdoor Furniture Path works planned for October when ground conditions improve.	\$12,000
733	Preschool Office/Storage - Minor Works List of facilities will be finalised in September for works to be undertaken in December/January school holidays.	\$70,000
735	Family & Children Services Buildings Door Jamb Protectors Final list of facilities to be confirmed in September for works to be undertaken in December/January and March/April holiday period.	\$25,000
738	The Basin Progress Hall - Stage 4 of 4 Project to be completed by 30 September. Contractor finalising landscaping works.	\$72,501
743	Quarry Road, Upper Ferntree Gully Contract has been packaged with the CSR Quarry Master-plan project. Contract works for Quarry Rd are approximately 80% complete with first layer of asphalt installed. Road will be re-opened from Friday evening 26 August and remaining works will be mostly managed through normal Traffic Management processes.	\$456,263
746	Revegetation Plan Scoping and planning project. Plant list being prepared. Site preparation commencing in December.	\$100,000
747	Chandler Park, Boronia - Masterplan Implementation Multi purpose activity area and play space tenders being assessed.	\$368,169

Project Number	Project Name	Total Approved Budget
749	Fairpark Reserve, FTG - Masterplan Implementation Stage one works currently out to tender. Stage one works consisting of picnic area with shelter between playground and netball courts and adjacent to new public toilets.	\$240,609
750	Basin Triangle Reserve, The Basin - Masterplan Implementation Works will be undertaken once building works are complete and prebooked events allow. Expected to be late September and mid October.	\$95,450
751	Tim Neville Arboretum - Lake Structure Upgrade Project packaged with Project 441 - Tim Neville Arboretum Masterplan Implementation, Project 751 - TNA Lakes Upgrade & Wetland system and Project 529 - Dobson Park Stormwater Harvesting. Contract works approximately 85% complete. Adverse weather conditions has significantly impacted progress of works. Extensive site reinstatement nearing completion and now anticipate completion of works by late September 2016 - weather permitting. Delivery of specialized mesh decking is expected mid September with surrounding paving to follow.	\$150,000
752	Mountain Gate Shopping Centre Reserve - Design Design to be completed by September.	\$19,425
755	Talaskia Reserve, Upper Ferntree Gully - Design Masterplan report presented to Council for consideration on 13 September.	\$100,000
756	Heany Park, Rowville Construction of boardwalk, bird-hide and path near complete.	\$73,741
757	Carrington Park, Knoxfield - Masterplan Next Stage of path works to be undertaken in October.	\$150,000
758	Jenola Parade Masterplan Implementation New shelter installation expected to commence in September.	\$41,332
759	Alchester Village - Masterplan Implementation Quotes being assessed.	\$89,600
760	Alchester Village Park Masterplan Quotes for construction received and being evaluated.	\$60,000
761	Dandenong Creek Gateways - Revegetation of Strategic Road Corridors - Concept Design Project to commence December.	\$49,620
763	Boronia Road Overland Flowpath - Design Project is being delivered in conjunction with Project No. 455 (Park Crescent, Cypress Avenue - Drainage Upgrade). Refer to No. 455 for comments on progress.	\$550,000
765	Alchester Village Shopping Centre - new toilet block Construction is well underway and progressing as scheduled. Due for completion late September.	\$135,200
768	Wantirna Mall Toilets Expect completion in September.	\$116,530
769	Mint Street, Wantirna – Dandenong Creek Wetland Construction Design plans to be provided to Project Delivery to tender in September.	\$400,000
771	Colchester Road, Boronia – Wetland and Raingarden Refer to Project No. 412.	\$40,000
773	Suffern Avenue (Waldheim Street) Wetland Detailed design in progress.	\$373,979

Project Number	Project Name	Total Approved Budget
775	Alchester Village Lighting Project Park lighting works are well underway with completion due early September. Street lighting upgrade works have been approved and are awaiting a detailed quotation from Ausnet Services.	\$91,775
785	Printer Upgrade Working with Procurement Australia for quotation and evaluation process.	\$78,107
786	Micro Soft Office Upgrade Will be commenced December.	\$150,000
787	Website Development Project on hold awaiting resources.	\$36,000
788	Electronic Record System Upgrade (Project Phoenix) Kick off 11 July. Installation of test system August.	\$743,038
789	Facilities Booking Review/Upgrade Implementation kick off October.	\$35,800
791	Server Infrastructure Obtained quotes, due for implementation October.	\$198,500
792	PC Rollout Roll out complete.	\$80,000
793	Non Leased Software and Hardware Awaiting resources to continue this project.	\$100,000
794	Switch Replacement Program (Leased) Part of the WAN upgrade, project commenced project plan being developed.	\$38,000
796	Park Crescent, Boronia - Reconstruction Design completed with review underway. Looking to combine project with Erica Avenue and Woodvale Road and go out to tender mid-September.	\$240,000
797	McMahons Road, Ferntree Gully - Reconstruction Project abandoned due to potential development of Norvel Quarry site likely to adversely affect road.	\$240,000
798	Woodvale Road, Boronia - Reconstruction Design completed with review underway. Looking to combine project with Park Crescent and Woodvale Road and go out to tender mid September.	\$210,000
799	Windermere Drive, Ferntree Gully - Reconstruction Detailed design 95% complete with design review to follow.	\$350,000
800	Smithfield Square, Wantirna - Reconstruction Detailed design completed with design review to follow.	\$210,000
801	Sasses Avenue, Bayswater - Reconstruction Detailed design 95% complete with design review to follow.	\$240,000
802	Erica Avenue, Boronia - Reconstruction Woodvale Road and go out to tender mid September.	\$240,000
803	Macquarie Place, Boronia - Reconstruction Detailed design completed with design review to follow. Consultation with businesses underway through a survey. It is anticipated that this may impact the design and the delivery method.	\$210,000
804	Dorset Road (169), Boronia - Flood Mitigation Due to commence design in October.	\$77,000

Project Number	Project Name	Total Approved Budget
806	Cash Fues Place, Wantirna – Dandenong Creek Wetland Design Preparation of tender documentation scheduled to commence in October.	\$65,000
809	Bayswater Activity Centre Streetscape Improvements Design works for Mountain Highway streetscape works are progressing, nearing 80% completion. An indicative cost estimate from the alliance team is expected in September and will include consideration for undergrounding of power as part of streetscape works.	\$1,700,000
812	Asset Management System Implementation Project plan commenced.	\$20,000
813	Information architecture design and planning Digital ICT strategy underway for delivery in October/November.	\$75,200
814	Standard Operating Environment Upgrade Project plans commenced.	\$70,000
815	Pathway Smartclient implementation Project planning underway, infrastructure in place ready for implementation.	\$87,300
816	ePathway Payment enhancements/extension Project commenced, vendor developing project plan in conjunction with Knox technicians.	\$70,000
817	WAN Upgrade Project planning underway.	\$100,000
818	DRP Update and full test Implementation of off site DR site to be commenced with Manningham in October.	\$100,000
819	IT Security Audit (policies & procedures) Underway as part of the WAN upgrade.	\$40,000
820	Mobile phone refresh (iPhone) To be commenced in October.	\$20,000
821	Nimble Awaiting WAN upgrade to commence before implementing Nimble.	\$90,000
822	Security, Email Filtering and Firewall Project planning underway included as part of the WAN upgrade.	\$120,000
823	DCI - Air Conditioner Design and strategy project planning underway.	\$100,000
824	VESDA Fresh Air Unit This will be rolled into the WAN upgrade.	\$2,000
825	Microsoft Licensing (True Up) This will be undertaken in March/April 2017.	\$150,000
826	Microsoft SQL Licence This will be undertaken in March/April 2017.	\$220,000
827	Microsoft SharePoint Upgrade This will be undertaken in March/April 2017.	\$100,000
828	New Licences - HelpMaster Pro This will be undertaken in March/April 2017.	\$2,500
829	Knox Community Art Centre, Bayswater Quotations for furniture replacement being obtained.	\$30,000

Project Number	Project Name	Total Approved Budget
830	Park Ridge Reserve, Rowville - Oval Renewal Tender evaluation process is complete. Delegated approval being sought.	\$440,000
831	Templeton Reserve, Wantirna - Oval Renewal Tender evaluation process is complete. Delegated approval being sought.	\$260,000
832	Knox Gardens Reserve, Wantirna South - Oval 2 Renewal Tender evaluation meetings are underway. Additional information was requested and received by all tenderers. A contractor will be appointed in September.	\$250,000
833	Knox Gardens Reserve, Wantirna South - Tennis Court Renewal Project in the planning stage.	\$44,000
834	Oversowing of Sports Fields Oversowing of grounds will commence in late March 2017. Grounds will be assessed for suitability.	\$20,000
837	Westfield Library - Design Awaiting briefing meeting with Peter Gore and Samantha Mazer.	\$200,000
838	Bayswater Community Hub - Scoping Project currently in establishment phase. Report to Issues Briefing September to consider the Draft Project Plan.	\$120,000
839	Preschool Bathroom Upgrades, Scoping and Design Scoping works stage. Quotes will be organised in September for works to be undertaken in December/January Holidays.	\$60,000
840	Knoxfield Preschool - Bathroom Upgrade Quotations will be available in September for project to be undertaken in December/January school holidays.	\$54,000
841	Knox Skate & BMX Park, New Floodlighting Quotes to be organised in September for November to undertake works at Knox Park BMX.	\$70,000
842	Knox Athletics Track, Hammer Throw Cage Upgrade Survey and investigation underway.	\$60,000
843	Gilbert Park Reserve, Pavilion Upgrade Awaiting indication on scope from Baseball Victoria and Softball Victoria.	\$65,000
844	Score Boards - Design and Installation Applications received. Program will be finalised in September.	\$350,000
845	Carrington Park Leisure Centre - Basketball Rings Works programmed to complete in April 2017.	\$35,000
846	Knox Gardens Reserve - Lower Oval Shelters Scope of works to be finalised in September/October.	\$40,500
847	Boronia Basketball Stadium - Safety Padding Confirmation of scope of works in September/October, project scheduled to be completed by February 2017.	\$65,000
848	Mariemont Preschool, Wantirna - Upgrade of Foyer and Office Space Works program being reassessed.	\$158,000
849	Repurposing Scoping of Facilities from Hub Projects. Tracking on time at this stage, scoping future of F&CS child care centres.	\$50,000
850	Murrindal Playgroup, Rowville - Outdoor Blind Installation (Community Submission) Shade sail to be installed over the September/October school holidays.	\$3,450

Project Number	Project Name	Total Approved Budget
851	Senior Citizens Centres - Facilities Development Plan Active Communities have engaged an external consultant - K2 Planning, to support a project to develop an asset development plan. Five existing Council Senior Citizens Centres are under review and the role includes incorporating recommendations for the redevelopment of one site into a multipurpose community facility to support greater community access and utilisation including intergenerational use.	\$85,000
852	Community Facilities Climate Control - Options Analysis Project scoping to commence October.	\$15,000
853	Aimee Seebeck Hall, Amenities Upgrade Scoping works scheduled to commence in November.	\$10,000
854	Knox Community Gardens/Vineyard Pergola Upgrade Awaiting outcome of Council Issues Briefing prior to commencement.	\$10,000
855	Boronia Road, Wantirna - Footpath Works scheduled for November.	\$25,000
856	Boronia Road, Boronia - Footpath Feasibility Study Due to commence survey in October.	\$10,000
857	Rollings Road, Upper FTG - Footpath Works were originally scheduled for October 2016 but due to a resident petition it is now more likely that the project will be delivered in the second half of the financial year.	\$65,100
858	Ferntree Gully Road, Ferntree Gully - Footpath Works scheduled for December.	\$31,500
859	Mountain Highway, Wantirna - Footpath 3 Construction of this pedestrian connection was a condition of the Planning Permit issued for the Wantirna Rise development. The developer will be constructing this path at their cost.	\$57,750
860	Bergins Road, Rowville - Footpath 3 Construction works scheduled for February 2017. Design to be revised to incorporate shared use width.	\$125,000
861	Beresford Drive/Colchester Road, Boronia - Channelised Right Turn Design completed and being reviewed.	\$70,000
862	Burwood Highway, Wantirna - Shared Path 2 - Design Due to commence survey in December.	\$10,000
863	Fitzgerald Street, FTG - Streetlights An updated quotation is being obtained from AusNet.	\$45,000
864	Lakeside Boulevard, Rowville - Pedestrian Refuge Works scheduled for October.	\$15,000
865	Mountain Highway, Boronia - Footpath Connection 2 Works scheduled for December.	\$20,000
866	Ferntree Gully Village Square - Masterplan Implementation Detailed design being prepared for staged construction.	\$100,000
867	Knox Regional Netball Centre, Ferntree Gully - Masterplan Project to commence in October 2017.	\$55,000
868	HV Jones, Ferntree Gully Masterplan Implementation Project to commence in October 2017.	\$45,000

Project Number	Project Name	Total Approved Budget
869	Gilbert Park, Knoxfield - Masterplan Implementation Project to commence in October 2017.	\$30,000
870	Ferntree Gully Stormwater Masterplan The scoping of the Masterplan has started.	\$20,000
871	Energy Performance Audit for Community Buildings Scoping is currently underway.	\$120,000
874	Fulham Road, Rowville Reconstruction - Design Geotech investigation underway. Due to commence survey in September.	\$30,000
875	Parkhurst Drive, Knoxfield Reconstruction - Design Geotech investigation underway. Due to commence survey in September.	\$45,000
876	Eastgate Court, Wantirna South Reconstruction - Design Geotech investigation underway. Survey completed and design underway.	\$25,000
877	Rosehill Street, Scoresby Reconstruction - Design Geotech investigation underway. Due to commence survey in October.	\$25,000
878	Alma Avenue, Ferntree Gully Reconstruction - Design Geotech investigation underway. Due to commence survey in October.	\$25,000
879	Winwood Drive, Ferntree Gully Reconstruction - Design Geotech investigation underway. Due to commence survey in September.	\$25,000
880	Helene Court, Boronia Reconstruction - Design Geotech investigation underway. Survey completed and detailed design has commenced.	\$25,000
Total:		\$73,400,176

ALL WARDS**10.2 ASSEMBLIES OF COUNCILLORS**

SUMMARY: *Manager – Governance and Innovation (Fleur Cousins)*

This report provides details of Assembly of Councillors established under section 80A of the Local Government Act as required under section 80A(2) of the Act.

RECOMMENDATION

That Council

- 1. Note the written record of Assemblies of Councillors as attached to this report.**
- 2. Incorporate the records of the Assemblies into the minutes of the meeting.**

1. INTRODUCTION

Under section 80A(2) of the Local Government Act, the Chief Executive Officer must present a written record of an Assembly of Councillors to an ordinary meeting of Council as soon as practicable after an Assembly occurs. This written record is required to be incorporated into the minutes of the meeting.

Details of Assemblies of Councillors that have occurred between Monday 8 August 2016 and Sunday 4 September 2016 are attached to this report.

Report Prepared By: *Manager – Governance and Innovation
(Fleur Cousins)*

Report Authorised By: *Director – Corporate Development
(Joanne Truman)*

RECORD OF ASSEMBLY OF COUNCILLORS



Knox City Council

APPENDIX A

(Section 80A Local Government Act)

Date of Assembly: 9/8/2016	
Name of Committee or Group (if applicable): Knox Transfer Station Management Advisory Committee	
Time Meeting Commenced: 5:00pm	
Councillors in Attendance:	
Cr John Mortimore	
Cr Lisa Cooper	
Council Staff in Attendance:	
Geoff McMeeken	
Matters Considered:	
1. Update on Transfer Station Operations	
2. E-Waste Collections	
3. Paintback Scheme	
4. Gas Bottle Recycling	
5. Optus Tower	
6. Shredding Green Organics on Site	
7. Extension of Lease for Knox Transfer Station	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

APPENDIX A

Date of Assembly: 9/8/2016	
Name of Committee or Group (if applicable):	
Councillor Briefing	
Time Meeting Commenced: 6:25pm	
Councillors in Attendance:	
Cr Tony Holland, Mayor	
Cr Peter Lockwood	
Cr Joe Cossari	
Cr Adam Gill	
Cr Lisa Cooper	
Cr Darren Pearce	
Council Staff in Attendance:	
Tony Doyle	Fleur Cousins
Ian Bell	Dale Monk (Item 3)
Angelo Kourambas	Carrie Bruce (Item 5)
Kerry Stubbings	
Joanne Truman	
Matters Considered:	
1. Women's Participation in Sport	
2. Early Year's Hub Video	
3. Loan Borrowings Portfolio	
4. Knox People Workplace Survey Results	
5. Act for the Future – Directions for a New Local Government Act	
6. Forward Report Schedule	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



Knox City Council

APPENDIX A

(Section 80A Local Government Act)

Date of Assembly: 16/8/2016	
Name of Committee or Group (if applicable):	
Community Health and Wellbeing Reference Group	
Time Meeting Commenced: 9:30am	
Councillors in Attendance:	
Cr John Mortimore	
Council Staff in Attendance:	
Kathy Parton	
Darlene Swan	
Matters Considered:	
1. New Members - Overview of organisations and key service and community issues organisations are responding to.	
2. Update on State of Knox and Knox City Plan and Council Plan Projects - Emerging Community Health and Wellbeing issues and discussion regarding drivers and causes. - Community engagement process and opportunities.	
3. Discussion Regarding Opportunities for Collaboration - How can/should the Knox City Council and its partners address these critical issues in the next City Plan and in their work over the next 4 years? - What is already happening that should be captured by the City Plan? - How do these ideas for action relate to/respond to the critical issues identified? - Who would be involved as 'champions'? What resources will this action require?	
4. Updates From All - Current Knox health and wellbeing activities, challenges and opportunities and organisational updates. - Suggestions on issues/topics for future Advisory Committee.	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

APPENDIX A

Date of Assembly: 16/8/2016	
Name of Committee or Group (if applicable): Planning Consultation Committee	
Time Meeting Commenced: 6:05pm	
Councillors in Attendance:	
Cr Joe Cossari	
Cr Darren Pearce	
Council Staff in Attendance:	
Renee Haddock	
Peter Steele	
John Griffiths	
Matters Considered:	
71 Heany Park Road, Rowville – the construction of nine (9) double storey dwellings and the subdivision of the land into nine (9) lots.	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



Knox City Council

APPENDIX A

(Section 80A Local Government Act)

Date of Assembly: 17/8/2016	
Name of Committee or Group (if applicable):	
Environment Advisory Committee	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr John Mortimore	
Council Staff in Attendance:	
Angelo Kourambas	Flora Lau
Sam Sampanthar	Sara Sheppard
Marshall Kelaher	Linda Keenahan
Felicity Smith	
Matters Considered:	
1. Update on Open Space Master Plans	
2. Community Leadership in Action Network Workshop (Climate Change)	
3. Waste Education and Engagement Plan	
4. Update from Regional Committee Meetings	
5. Stamford Park Greenstar Communities	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



APPENDIX A

(Section 80A Local Government Act)

Date of Assembly: 18/8/2016	
Name of Committee or Group (if applicable): Early Years Advisory Committee	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr Nicole Seymour	
Council Staff in Attendance:	
Kim Rawlings	
Ann Burke	
Wendy Roberts	
Andrea Bulacios	
Angela Morcos	
Monica Mercieca	
Matters Considered:	
1. Early Years Advisory Committee Recruitment	
2. Innovation 'Working Together' Project – Eastern Region Maternal and Child Health (MCH) and Child Protection	
3. Hubs Update	
4. Factors involved in Risk and Resilience in Young Children and their Families	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



APPENDIX A

(Section 80A Local Government Act)

Date of Assembly: 22/8/2016	
Name of Committee or Group (if applicable):	
Knox Multicultural Advisory Committee	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr Peter Lockwood	
Cr Joe Cossari	
Council Staff in Attendance:	
Joan Pepi	
Nicole Hunter	
Matters Considered:	
1. Knox Multicultural Advisory Committee (KMAC) Terms of Reference Review and Update	
2. Community Group Engagement	
3. KMAC Recruitment 2016	
4. Knox City Council Multicultural Strategic Plan 2012-2017 Update	
5. Resignation of KMAC Member	
6. Reports from KMAC Members	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



Knox City Council

APPENDIX A

(Section 80A Local Government Act)

Date of Assembly: 24/8/2016	
Name of Committee or Group (if applicable):	
Knox Arts and Culture Advisory Committee	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr Peter Lockwood	
Cr Joe Cossari	
Council Staff in Attendance:	
Sara Austin	
Hal Martin	
Jeremy Angerson	
Matters Considered:	
1. Introduction of New Team Leader Knox Arts Centre	
2. Presentation of Stringybark Festival 2016	
3. Knox Arts Events	
4. Proposed Amendment C150 to the Knox Planning Scheme	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



Knox City Council

(Section 80A Local Government Act)

APPENDIX A

Date of Assembly: 29/8/2016	
Name of Committee or Group (if applicable):	
Knox Central Advisory Committee	
Time Meeting Commenced: 6:00pm	
Councillors in Attendance:	
Cr Tony Holland, Mayor	
Cr Peter Lockwood	
Cr Joe Cossari	
Cr Lisa Cooper	
Cr Darren Pearce	
Council Staff in Attendance:	
Angelo Kourambas	
Samantha Mazer	
Nicole Vickridge	
Sarah Lane	
Matters Considered:	
1. Project Update	
2. Knox Central Structure Plan	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



Knox City Council

APPENDIX A

(Section 80A Local Government Act)

Date of Assembly: 31/8/2016	
Name of Committee or Group (if applicable): Youth Issues Advisory Committee	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance: Cr Peter Lockwood	
Council Staff in Attendance: Pip Smith Tony Justice	
Matters Considered: 1. Sparks Program 2. City Plan 3. Youth Council and Youth Issues Advisory Committee Amalgamation	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



Knox City Council

APPENDIX A

(Section 80A Local Government Act)

Date of Assembly: 1/9/2016	
Name of Committee or Group (if applicable):	
Knox Regional Sports Park Advisory Committee	
Time Meeting Commenced: 6:00pm	
Councillors in Attendance:	
Cr Karin Orpen	
Cr Nicole Seymour	
Council Staff in Attendance:	
Peter Gore	
Kate Innocenti	
Matters Considered:	
1. Knox Regional Sports Park Signage	
2. Outdoor Seating for Football Federation Victoria	
3. Knox Regional Sports Park Showcase Event	
4. Facilities Tour	
5. Communications/Marketing	
6. Events Calendar	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

11. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN

12. SUPPLEMENTARY ITEMS

13. URGENT BUSINESS

13.1 URGENT BUSINESS

13.2 CALL UP ITEMS

14. QUESTIONS WITHOUT NOTICE