

AGENDA



Ordinary Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 29 April 2019 at 7:00 pm

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Tony Doyle
Chief Executive Officer

1 Apologies and Requests for Leave of Absence

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Ordinary Meeting of Council held on Tuesday 26 March 2019

4 Petitions and Memorials

5 Reports by Councillors

5.1 Committees and Delegates

5.2 Ward Issues

6 City Development Officers' Reports for consideration

6.1 Report of Planning Applications Decided Under Delegation - 1 March to 31 March 2019

SUMMARY: Acting Manager, City Planning & Building, Greg Kent

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

RECOMMENDATION

That the planning applications decided under delegation reports (between 1 March to 31 March 2019) be noted.

1.REPORT

Details of planning applications decided under delegation from 1 March to 31 March 2019 are attached. The applications are summarised as follows:

Application Type	No.
Building & Works: Residential	5
Other	3
Subdivision	17
Units	28
Tree Removal / Pruning	8
Single Dwelling	4
Change of Use	2
Liquor Licence	1
TOTAL	68

Report Prepared By: Acting Manager, City Planning & Building, Greg Kent

Report Authorised By: Acting Director, City Development, Paul Dickie

Knox City Council

Planning Applications Decided by Responsible Officer

1 March 2019 and 31 March 2019

Ward	No/ Type	Address	Description	Decision:
Baird	2019/6039	15 Valerie Street BORONIA VIC 3155	Three lot subdivision (Approved Unit Site)	22/03/2019 Approved
Baird	2018/6639	53 Rankin Road BORONIA VIC 3155	Development of an additional dwelling (to the rear of the existing dwelling), two lot subdivision and associated vegetation removal.	6/03/2019 Approved
Baird	2018/6255	1/1 Pinnacle Avenue FERNTREE GULLY VIC 3156	Development of the land for four dwellings (three double storey and one single storey)	28/03/2019 Notice of Decision
Baird	2018/6588	3 Donald Court BORONIA VIC 3155	Development of the land for two double storey dwellings and one single storey dwelling	15/03/2019 Notice of Decision
Baird	2018/6572	8 Stirling Street FERNTREE GULLY VIC 3156	The construction of two (2) double storey dwellings and one (1) single storey dwelling	22/03/2019 Notice of Decision
Baird	2018/6723	13 Manuka Drive FERNTREE GULLY VIC 3156	The construction of two single storey dwellings on the land and associated 2 lot subdivision	6/03/2019 Notice of Decision
Baird	2019/9035	44 Western Road BORONIA VIC 3155	Removal of (one) 1 Eucalyptus goniocalyx.	19/03/2019 Refused
Baird	2019/9045	24 Valerie Street BORONIA VIC 3155	Removal of one (1) Eucalyptus macrorhyncha	21/03/2019 Approved
Baird	2018/6391	15 Pine Crescent BORONIA VIC 3155	Development of the land for the construction of four (4) double storey dwellings	12/03/2019 Refused
Baird	2018/6596	141 Burke Road FERNTREE GULLY VIC 3156	The development of the land for a double storey dwelling to the rear of the existing dwelling	6/03/2019 Notice of Decision
Baird	2018/6446	40 Loretto Avenue FERNTREE GULLY VIC 3156	Construction of two (2) double storey dwellings	28/03/2019 Approved
Baird	2018/6529	11 Donald Court BORONIA VIC 3155	The development of the land for three (3) double storey dwellings	1/03/2019 Notice of Decision
Chandler	2019/6012	7 Locksley Place THE BASIN VIC 3154	Development of the land for a double storey dwelling	29/03/2019 Approved

Ward	No/ Type	Address	Description	Decision:
Chandler	2018/6212	220 Forest Road BORONIA VIC 3155	Buildings and Works (Alteration and additions to existing dwelling)	15/03/2019 Approved
Chandler	2019/9036	2/47 Arcadia Avenue THE BASIN VIC 3154	Removal of one (1) Melaleuca styhelioides	18/03/2019 Refused
Chandler	2019/6041	2 Marie Street BORONIA VIC 3155	Removal of one (1) Eucalyptus radiata and the Pruing of one (1) Eucalyptus leucoxyton	6/03/2019 Approved
Chandler	2019/9042	1 Clover Court BORONIA VIC 3155	Remove one(1) Chamaecyparis lawsoniana	12/03/2019 Approved
Chandler	2019/6047	158 Albert Avenue BORONIA VIC 3155	2 lot subdivision (AUS)	27/03/2019 Approved
Chandler	2019/6009	14 Norman Street THE BASIN VIC 3154	Gable roof colorbond shed	27/03/2019 Approved
Chandler	2018/6739	5 Army Road BORONIA VIC 3155	Buildings and Works - Extension to existing dwelling and associated garage	19/03/2019 Approved
Chandler	2019/9034	54 Landscape Drive BORONIA VIC 3155	Removal of one (1) Eucalyptus Radiata	6/03/2019 Approved
Chandler	2018/6555	2/61 Stewart Street BORONIA VIC 3155	Re-align the boundaries between Lots 2 and common property	1/03/2019 Approved
Chandler	2018/6747	44 Toorak Avenue THE BASIN VIC 3154	Development of the land for a double storey dwelling	29/03/2019 Approved
Chandler	2019/9500	6B Doongalla Road THE BASIN VIC 3154	Verandah with store under	27/03/2019 Approved
Chandler	2018/6210	310 Dorset Road BORONIA VIC 3155	Development of the land for two double storey dwellings, alter access to a Road Zone, and vegetation removal	5/03/2019 Notice of Decision
Collier	2018/6601	61 Kingloch Parade WANTIRNA VIC 3152	The development of the land for a double storey dwelling to the rear of the existing dwelling	21/03/2019 Notice of Decision
Collier	2019/9501	11 Attenborough Square WANTIRNA VIC 3152	Two lot subdivision	21/03/2019 Approved
Collier	2019/6026	419 Mountain Highway WANTIRNA VIC 3152	The construction of two (2) double storey dwellings and alteration of access to a road zone category 1	27/03/2019 Notice of Decision

Ward	No/ Type	Address	Description	Decision:
Collier	2018/6378	11 Alkira Court WANTIRNA VIC 3152	Development of the land for two (2) double storey dwellings	1/03/2019 Approved
Collier	2019/6079	1 Karen Court WANTIRNA VIC 3152	Two lot subdivision (Approved Unit Site)	21/03/2019 Approved
Dinsdale	2018/6498	24 John Street BAYSWATER VIC 3153	Two lot subdivision	1/03/2019 Approved
Dinsdale	2019/6014	259 Stud Road WANTIRNA SOUTH VIC 3152	Seven lot subdivision (Approved Unit Site)	21/03/2019 Approved
Dinsdale	2017/6797	36 Orange Grove BAYSWATER VIC 3153	The construction of three (3) double storey dwellings on the land	12/03/2019 Refused
Dinsdale	2018/6586	7 Moonah Road WANTIRNA SOUTH VIC 3152	Development of the land for two (2) double storey dwellings	12/03/2019 Approved
Dinsdale	2019/9039	411 Boronia Road BAYSWATER VIC 3153	2 lot subdivision	15/03/2019 Approved
Dinsdale	2018/6641	62 Ireland Avenue WANTIRNA SOUTH VIC 3152	Development of the land for two (2) double storey dwellings	12/03/2019 Approved
Dinsdale	2018/6657	9/23 Wadhurst Drive BORONIA VIC 3155	Change of use (Storage and Sale of Motor Vehicles)	27/03/2019 Approved
Dinsdale	2018/6688	75 Stud Road BAYSWATER VIC 3153	Alterations and extension to existing restaurant, liquor licence and reduction in car parking	27/03/2019 Notice of Decision
Dinsdale	2019/6091	2 Saxby Court WANTIRNA SOUTH VIC 3152	Two Lot Subdivision (Approved Unit Development)	19/03/2019 Approved
Dinsdale	2018/6296	13 Neal Street BAYSWATER VIC 3153	Development of the land for two (2) double storey dwellings and a two lot subdivision	15/03/2019 Approved
Dobson	2019/6084	13 Blackwood Park Road FERNTREE GULLY VIC 3156	Two lot subdivision (Approved Unit Site)	19/03/2019 Approved
Dobson	2018/6472	25 Butlers Road FERNTREE GULLY VIC 3156	The construction of a single dwelling and shed on the lot	19/03/2019 Approved
Dobson	2018/6248	1127 Burwood Highway FERNTREE GULLY VIC 3156	Use and development of child care centre, associated vegetation removal and altering access to a Category 1 Road	26/03/2019 Approved

Ward	No/ Type	Address	Description	Decision:
Dobson	2019/9033	5 Butlers Road FERNTREE GULLY VIC 3156	Removal of one (1) Grevillia robusta	7/03/2019 Approved
Dobson	2018/6635	97 Glenfern Road FERNTREE GULLY VIC 3156	Development of the land for a double storey dwelling to the rear of the existing dwelling and alteration of access to a road in Road Zone category 1	19/03/2019 Notice of Decision
Dobson	2019/6020	43 Veronica Street FERNTREE GULLY VIC 3156	The development of the land for a single storey dwelling	27/03/2019 Approved
Dobson	2019/6070	6 Nathan Street FERNTREE GULLY VIC 3156	Two lot subdivision (Approved Unit Site)	1/03/2019 Approved
Friberg	2019/6078	19 Mountain Gate Drive FERNTREE GULLY VIC 3156	Two lot subdivision (Approved Unit Site)	21/03/2019 Approved
Friberg	2019/9023	26 St Laurent Rise KNOXFIELD VIC 3180	Verandah	5/03/2019 Approved
Friberg	2018/6573	28 Coromandel Crescent South KNOXFIELD VIC 3180	Development of the land for two double and one single storey dwelling (Total three dwellings)	29/03/2019 Notice of Decision
Friberg	2018/6584	72 Adele Avenue FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey dwellings	27/03/2019 Notice of Decision
Friberg	2018/6337	68 Harley Street North KNOXFIELD VIC 3180	Development of the land for three (3) double storey dwellings	27/03/2019 Refused
Friberg	2018/6630	91 O'Connor Road KNOXFIELD VIC 3180	Development of the land of one (1) double storey and one (1) single storey dwelling	14/03/2019 Approved
Friberg	2019/9043	84 Harley Street North KNOXFIELD VIC 3180	Two lot subdivision	12/03/2019 Approved
Scott	2018/6098	51 and 53 Coromandel Crescent KNOXFIELD VIC 3180	Development of the land for six (6) dwellings (4 double storey, 2 single storey) and vegetation removal	1/03/2019 Approved
Scott	2019/6001	446 Burwood Highway WANTIRNA SOUTH VIC 3152	Liquor licence	27/03/2019 Approved

Ward	No/ Type	Address	Description	Decision:
Scott	2016/6810	77-81 Argyle Way WANTIRNA SOUTH VIC 3152	To vest road R1 to Council and formally update the residual parcel	6/03/2019 Approved
Scott	2019/6000	49 Coromandel Crescent KNOXFIELD VIC 3180	Construction of two (2) single storey dwellings	29/03/2019 Approved
Scott	2019/6115	448 Scoresby Road FERNTREE GULLY VIC 3156	Two (2) lot subdivision (approved unit development)	27/03/2019 Approved
Scott	2018/6500	4 Azalea Court KNOXFIELD VIC 3180	The development of a double storey dwelling to the rear of the existing dwelling	19/03/2019 Refused
Taylor	2019/9038	2 Tamboon Drive ROWVILLE VIC 3178	2 lot subdivision	6/03/2019 Approved
Taylor	2018/6706	13 Silkwood Way ROWVILLE VIC 3178	The construction of a second dwelling to the rear of the existing dwelling	28/03/2019 Notice of Decision
Tirhatuan	2019/9502	19/1470 Ferntree Gully Road KNOXFIELD VIC 3180	Mezzanine Floor	26/03/2019 Approved
Tirhatuan	2018/6541	8 Lidgate Avenue ROWVILLE VIC 3178	The construction of a double storey dwelling to the rear of the existing dwelling	13/03/2019 Approved
Tirhatuan	2018/6727	9 Denham Court SCORESBY VIC 3179	Construction of one double storey and one single storey dwelling on the land	27/03/2019 Notice of Decision
Tirhatuan	2019/6044	899R and RESERVE Wellington Road ROWVILLE VIC 3178	Subdivision to create Lot A, removal of reservation from Drainage Reserve on LP 209223G, removal of reservation from Reserve No 1 on LP 215334M and removal of all drainage easements set out in LP 209223G and LP215334M from the land in PS830610S	6/03/2019 Notice of Decision
Tirhatuan	2019/9040	127 Seebeck Road ROWVILLE VIC 3178	removal of one (1) Eucalyptus bicostata	19/03/2019 Approved
Tirhatuan	2019/6028	Stud Park SC (Woolworths) 1PS/1101 Stud Road ROWVILLE VIC 3178	Buildings and works - Pedestrian ramp	14/03/2019 Approved

Total: 68

6.2 341-347 Dorset Road, Bayswater

SUMMARY: Senior Planner, Simon Ilsley

Proposal to end Section 173 Agreement S445106Q at 341-347 Dorset Road, Bayswater

RECOMMENDATION

That Council agree to end Section 173 Agreement S445106Q at 341-347 Dorset Road, Bayswater.

1. INTRODUCTION

A proposal has been lodged with Council to end Section 173 Agreement S445106Q at 341-347 Dorset Road, Bayswater.

The proposal is being reported to Council in accordance with the Planning Instrument of Delegation.

The application to end the agreement is considered acceptable, as the original owners who entered into the agreement have closed the business and sold the property. The obligations within the agreement have either been satisfied, or not considered relevant as the use referred to in the agreement has ceased. Any new uses requiring further planning permit approval may be subject to new obligations on any permit issued, if determined to be necessary as part of that process.

2. DISCUSSION

Section 173 Agreement S445106Q is registered on each copy of title and was required by Planning Permit No. 60/59/29, which was issued 13 September 1989. The agreement states that the owner shall;

- Only develop the land in accordance with the planning approvals issued for the land in accordance with an approved overall development plan.
- Maintain garden area setbacks and landscaping in accordance with the landscaping plan.
- Have external walls of brick facing the southern residential area.
- Replace front fencing at owners cost.
- Create a road on title.
- Construct the road pavement in the newly created road.
- Limit types of security alarms.
- Limit types of site lighting.
- Restrict access only to Dorset Road.

The application to end Section 173 Agreement S445106Q has been made so that the agreement does not limit future development on the land.

It is considered that:

- The obligations of the agreement are either considered satisfied or redundant as the business referred to in the agreement (Boronia Marine) has ceased to operate and the land is currently unoccupied.
- Due to the Industrial Zoning of the land, the planning approval will be required to develop the land.
- Council can assess the merits of any future proposal in a new planning permit application and determine if similar conditions or an agreement is required as part of the planning process.

A thorough assessment of the planning application is detailed in Attachment 1 with the Site Plans and Application documents shown in Attachment 2.

3. CONSULTATION

Pursuant to Sections 178(2)b of the Planning and Environment Act 1987, the application was advertised by way of a sign at the front of the site and notices sent to adjoining property owners/occupiers. No objections were received.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no significant environmental impacts or amenity issues associated with the proposal. A thorough assessment of the application against environmental and amenity considerations can be found at Section 4 of the officer's report at Attachment 1.

5. FINANCIAL & ECONOMIC IMPLICATIONS

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

6. SOCIAL IMPLICATIONS

There are no significant social implications associated with this application. A thorough assessment of the application against all relevant considerations of the Knox Planning Scheme can be found at Section 4 of the Officer's Report at Attachment 1.

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

Goal 5 — We have a strong regional economy, local employment and learning opportunities
Strategy 5.1 - Attract new investment to Knox and support the development of existing local businesses, with a particular focus on Advanced Manufacturing, Health, Ageing and Business Services sectors

8. CONFLICT OF INTEREST

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

Author – Senior Planner, Simon Ilsley - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Acting Director, City Development, Paul Dickie, - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

The request to end Section 173 Agreement S445106Q will allow Council to consider new applications for redevelopment or use of the land.

Future development of the site will be subject to a planning process, ensuring that potential impacts on adjoining properties can be considered.

It is considered that ending the agreement will not disadvantage any person. It is therefore recommended that Council support the application and agree to end the agreement.

10. CONFIDENTIALITY

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

Report Prepared By: Senior Planner, Simon Ilsley

Report Authorised By: Acting Director City Development, Paul Dickie

Attachments

1. Attachment 1 - Council Report - 341-347 Dorset Rd Boronia **[6.2.1]**
2. Attachment 2 - Council Attachments - 341-347 Dorset Rd Boronia **[6.2.2]**

Attachment 1



Proposal to end Section 173 Agreement S445106Q at 341-347 Dorset Road, Bayswater

1. Summary:

Subject Site:	341 - 347 Dorset Road, BAYSWATER
Proposed Development:	Proposal to end Section 173 Agreement S445106Q
Existing Land Use:	Unoccupied building and vacant land
Site Area:	12,823 ²
Planning Scheme Controls:	Industrial Zone - Schedule 1, Special Building Overlay
Application Received:	26 November 2018
Number of Objections:	Nil
PCC Meeting:	Not Applicable
Ward:	Baird

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of the proposal to end Section 173 Agreement S445106Q to assist in making a decision on the application. It should be read in conjunction with the other attachments.

2. Background

2.1 Subject Site and Surrounds

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

- The subject site comprises of two allotments located on the western side of Dorset Road, Bayswater and was previously occupied by Boronia Marine.
- The subject site is irregular in shape with a combined site area of 12,823m² and an approximate fall of 10 metres from east to west (front to rear).
- The subject site is located within an established industrial area to the north and west, and residential properties to the south and east (opposite side of Dorset Road).
- Vehicle access consists of two vehicle crossings to Dorset Road and one vehicle access onto the service lane.

2.2 History

- Section 173 Agreement S445106Q is registered on each copy of title and was required by Planning Permit No. 60/59/29. The agreement states that the owner shall;
 - Only develop the land in accordance with the planning approvals issued for the land in accordance with an approved overall development plan.

- Maintain garden area setbacks and landscaping in accordance with the landscaping plan.
- Have external walls of brick facing the southern residential area.
- Replace front fencing at owners cost.
- Create a road on title.
- Construct the road pavement in the newly created road.
- Limit types of security alarms
- Council is currently considering planning application P/2018/6894, which is proposing a 900 seat place of worship on the subject site, the demolition of existing buildings on the land and construction of a new building in the southern section of the site. In addition, 213 associated car spaces located in the northern section of the site. This application is being assessed separately to the removal of the covenant request, on its own merits.

2.3 The Proposal

The proposal seeks permission to end the Section 173 Agreement S445106Q, pursuant to Section 178 of the Planning and Environment Act (1987). The requirements of this agreement are either satisfied, or not applicable as the use allowed by the permit in which the agreement was required is no longer in operation.

3. Consultation

3.1 Advertising

Pursuant to Section 178(2)b of the Planning and Environment Act 1987, the application was advertised by way of a sign at the front of the site and notices sent to adjoining property owners/occupiers. No objections were received.

3.2 Referrals

The application was not required to be referred.

4. Discussion

This section considers the proposal in the context of the Knox Planning Scheme and Section 178B of the Planning and Environment Act (1987).

4.1 Zoning and Overlays

4.1.1 Zone

The site is located within the Industrial Zone - Schedule 1.

The ending of a Section 173 Agreement does not trigger a permit in the Industrial 1 Zone.

Any future development of the land will require further permit approval.

4.1.2 Overlays

The site is located with a Special Building Overlay.

The ending of a Section 173 Agreement does not trigger a permit in the Special Building Overlay.

4.2 Policy Consideration: State and Local Planning Policy Framework

The State and Local Planning Policy Frameworks doesn't contain policies relevant to the consideration of an application to end a Section 173 Agreement.

Any future development of the land will be subject to a permit process, and any application will have to satisfactorily respond to state and local policies.

4.3 Section 178A of the Planning and Environment Act 1987

Section 178A of the Planning and Environment Act 1987 stipulates that an owner of land, or a person who has entered into an agreement under section 173 in anticipation of becoming the owner of the land, may apply to the responsible authority for agreement to a proposal to amend an agreement in respect of that land; or to end an agreement in respect of that land, wholly or in part or as to any part of that land. Council Officers have agreed to the general principals of the removal of the Section 173 Agreement, and therefore the application can be further considered.

4.4 Section 178B(2) of the Planning and Environment Act 1987

Section 178B(2) of the Planning and Environment Act 1987 stipulates the matters that Council must consider when determining an application to end a Section 173 Agreement. These matters are:

- a) The purpose of the agreement
 - The purpose of the agreement was to secure the development outcome sought through Planning Permit 60/59/29 and to construct a section of road. The development approved by Planning Permit 60/59/29 will be demolished to make way for a new development currently being considered by Council. The road has been constructed and any of the remaining requirements are no longer current as the site has been vacated by the previous occupiers. Any future development of the site will require a planning permit under the Industrial 1 Zone that affects the site.
- b) Whether and why the agreement is no longer required
 - The original owners who entered into the agreement have closed their business and sold the property. The obligations within the agreement have either been satisfied, or are not considered relevant as the use referred to in the agreement has ceased.
- c) Whether the ending of the agreement would disadvantage any person, whether or not a party to the agreement
 - The only parties to the agreement are the current land owner and Knox City Council. It is considered that there are no other persons who would be disadvantaged by the ending of this agreement. It should also be noted that Council sent letters to owners and occupiers all adjoining properties notifying them of the proposed removal of the Section 173 Agreement, and Council received no responses.
- d) The reasons why the responsible authority entered into the agreement
 - The reason Council entered into the agreement was to ensure the development was carried out and completed in accordance with the requirements of Planning Permit 60/59/29. All of these obligations were satisfactorily carried out on the site.

- e) Any relevant permit or other requirements the land is subject to under the Subdivision Act 1988
 - There are no other requirements relevant to the consideration of this application.
- f) Any other prescribed matter
 - There are no other prescribed matters relevant to the consideration of this application.

5. Conclusion

The proposal to end Section 173 Agreement S445106Q will allow Council to consider new applications for redevelopment or use of the land.

The obligations of the Section 173 Agreement were relevant to the previous use of the site and the ending of the agreement will not enable a land owner to further develop the site without planning approval.

It is considered that ending the agreement from the land will not disadvantage any person.

It is therefore recommended that Council end Section 173 Agreement S445106Q affecting the land at 341-347 Dorset Road, Bayswater and approve the application to end the agreement for registration at the Land Registry.

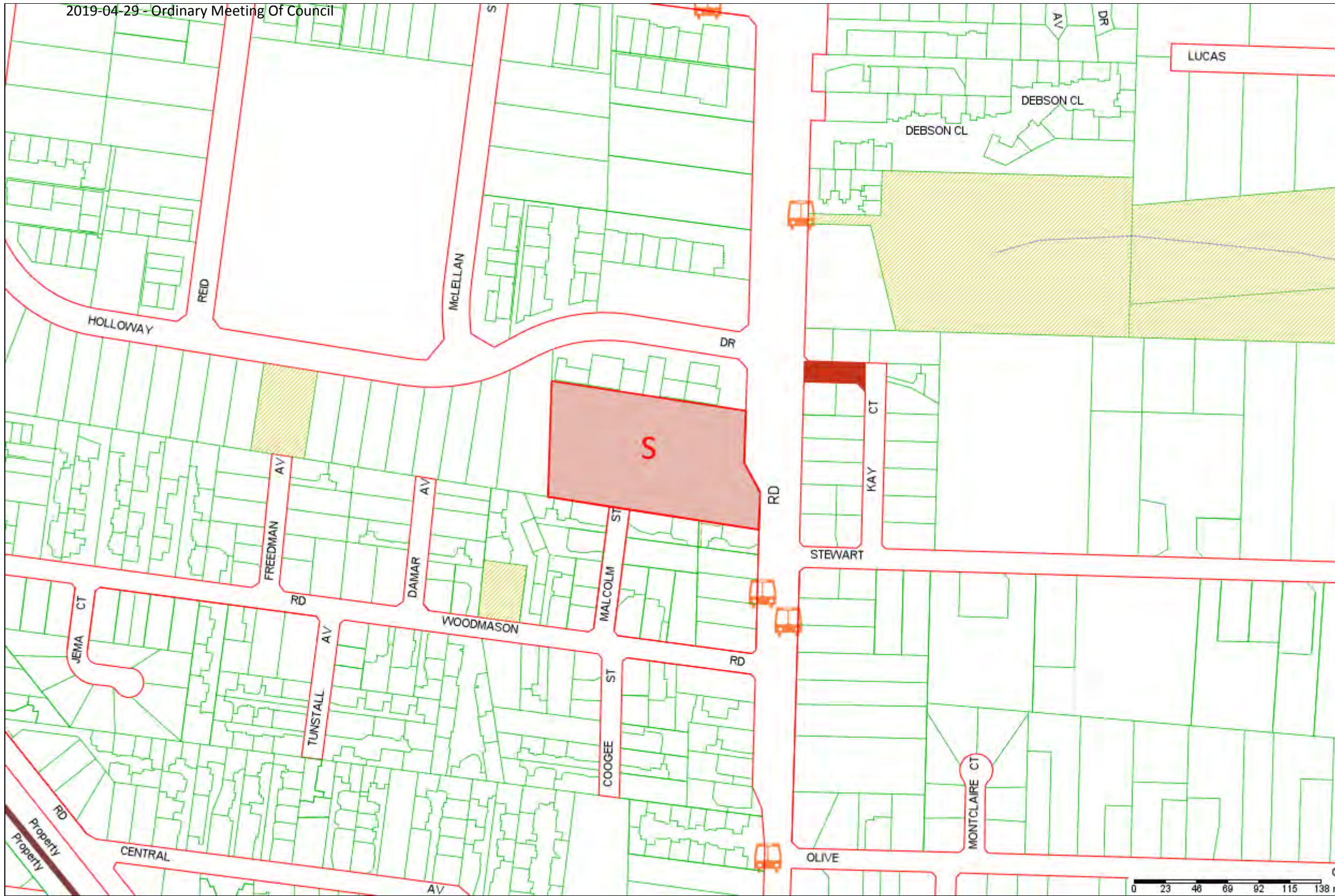


Property Address 341-347 Dorset Road, BAYSWATER

Application Number P/2018/6693

Description Application to end Section 173 Agreement

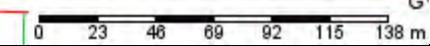
Ward Baird



LEGEND:

- Title Boundary
- Road Boundaries
- City Boundary
- Bus Route
- Reserves
- Commercial Areas
- Tertiary Schools
- Primary Schools
- Secondary Schools
- P-12 School
- Bus Stops
- Objector
- Unit Development
- Subject Property
- Petition

Scale: 1:3000



DISCLAIMER:

Roads and Title Boundaries - State of Victoria, Knox City Council
 Planning Scheme Information - DPCD, Knox City Council
 Aerial Photography - AAM (Flown January 2013 – unless otherwise stated)
 Melbourne Water Drainage Information - Melbourne Water

1. Whilst every endeavor has been made to ensure that the mapping information is current and accurate, no responsibility or liability is taken by Knox City Council or any of the above organizations in respect to inaccuracy, errors, omissions or for actions based on this information.
2. Planning information should be used only as a means of preliminary investigation. For accurate overlay information please obtain a Planning Certificate from the Department of Infrastructure.
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4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.

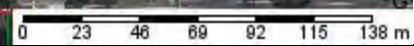


Property Address	341-347 Dorset Road, BAYSWATER
Application Number	P/2018/6693
Description	Application to end Section 173 Agreement
Ward	Baird

LEGEND:

- Title Boundary
- Road Boundaries
- City Boundary
- Bus Route
- Reserves
- Commercial Areas
- Tertiary Schools
- Primary Schools
- Secondary Schools
- P-12 School
- Bus Stops
- Objector
- Unit Development
- Subject Property
- Petition

Scale: 1:3000



DISCLAIMER:
 Roads and Title Boundaries - State of Victoria, Knox City Council
 Planning Scheme Information - DPCD, Knox City Council
 Aerial Photography - AAM (Flown January 2013 – unless otherwise stated)
 Melbourne Water Drainage Information - Melbourne Water

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2. Planning information should be used only as a means of preliminary investigation. For accurate overlay information please obtain a Planning Certificate from the Department of Infrastructure.
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4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.



Imaged Document Cover Sheet

341 - 347 DORSET ROAD BAYSWATER

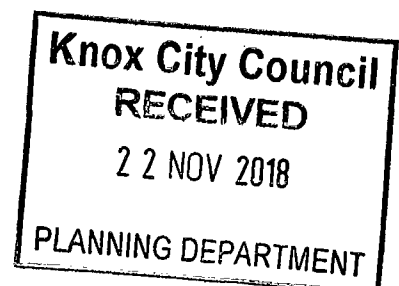
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341 - 347 DORSET ROAD BAYSWATER

BY LETTER



S445106Q

Lodged by ■ CITY OF KNOX
Code ■ 60/59/29

Ti 190493 2105 MISC 456 S445106Q

VICTORIA

APPLICATION BY A RESPONSIBLE AUTHORITY under Section 181 Planning & Environment Act 1987 for ENTRY OF A MEMORANDUM OF AGREEMENT under Section 173 of Act.

The Responsible Authority under the Planning Scheme having entered into an Agreement with the parties named for the land described requires that a memorandum of the Agreement be entered on the Certificate(s) of Title to the land referred to.

LAND (insert Certificate of Title Volume and Folio)

lots 1 and 2 on
Lodged Plan 221798 C Vol 10014 Folio 939 and 940

ADDRESS OF THE LAND

341-347 Boronia Road, Boronia

RESPONSIBLE AUTHORITY (name and address)

CITY OF KNOX, 511 BURWOOD HIGHWAY, KNOXFIELD. 3180.

PLANNING SCHEME

KNOX PLANNING SCHEME

AGREEMENT DATE AGREEMENT WITH (name and address)

23 NOVEMBER 1989 Boronia Marine Centre Pty Ltd
341-347 Dorset Road, Boronia

A copy of the Agreement is attached to this Application.

Signature for the Responsible Authority

Name of Officer ■ A. ATKINS

Date ■ 6 APRIL 1993

28
11/4
93

Knox City Council
RECEIVED
22 NOV 2018
PLANNING DEPARTMENT

341-347 DORSET ROAD BAYSWATER

THIS AGREEMENT is made on the 23 day of November, 1989

BETWEEN THE MAYOR, COUNCILLORS AND THE CITIZENS OF THE
CITY OF KNOX of 511 Burwood Highway, Knoxfield ("the
Responsible Authority")

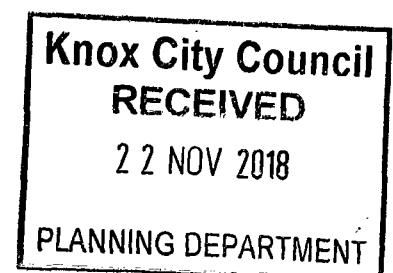
AND BORONIA MARINE CENTRE PTY. LTD., of 341-347 Dorset Road,
Boronia ("Boronia Marine")

WHEREAS:

- A. Boronia Marine is registered or entitled to be registered as the proprietor of the whole of the land described as Lots 2 and 3 on LP.72536, being Nos. 341-347 Dorset Road, Boronia ("the land").
- B. Boronia Marine has applied pursuant to the Knox Planning Scheme to re-subdivide the land into two lots comprising of 7,295 square metres (Lot 1) and 5,519 square metres (Lot 2) allotments, with provision for a partial 12.29 metre wide service road along the Dorset Road frontage of the allotments.
- C. The Responsible Authority having considered the re-subdivision on the 12th September 1989, determined to approve the application subject to the issue of a Planning Permit with conditions, including the requirement for Boronia Marine to enter into a Section 173 Agreement pursuant to the Planning and Environment Act, 1987.

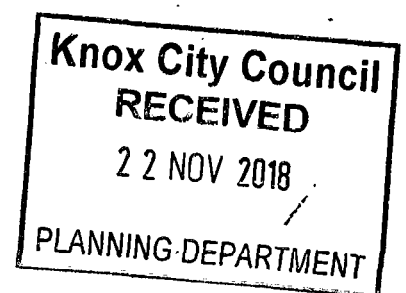
THE PARTIES HAVE AGREED AS FOLLOWS:

1. That the development of Lot 2 will be in accordance with the planning approvals issued for the existing office, factory and showroom to the satisfaction of the Responsible Authority.



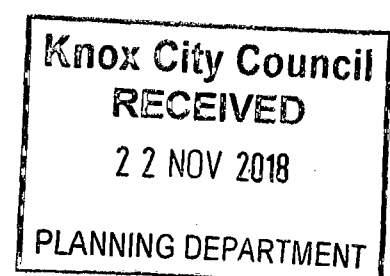
341 - 347 DORSET ROAD BAYSWATER

2. That the development of Lot 1 be in accordance with an approved overall development plan drawn to scale and showing all buildings, elevations, associated car parking areas, a 20 metre garden setback from Dorset Road, a 10 metre buffer area along the southern boundary of the allotment for a distance of 96.29 metres, thereafter a buffer area of not less than 6 metres in width.
3. That the development of Lot 1 shall be subject to the following:
 - (i) The 20 metre garden setback and 10 metre and 6 metre buffer areas be set aside, used and maintained solely as landscaped areas. All existing trees in the said areas shall be retained and additional planting of shrubs and trees be carried out in accordance with a landscape plan approved by the Responsible Authority. Of the trees to be planted at least 50% shall be well advanced (not less than 3 metres in height) and the planting completed to the satisfaction of the Responsible Authority.
 - (ii) The whole of the southern external wall of the development facing the 10 metre and 6 metre buffer areas shall be constructed in brick, including a 1.8 metre high brick wall to screen parking areas, if any, are located along the southern property boundary. Further, except for fire escape doors and windows to amenity areas, no other doorways or windows shall be included in the said external wall and the use of the buffer area be restricted solely for the intended purpose, that of a landscaped buffer.
 - (iii) Boronia Marine shall at its cost replace the existing fence along the whole of the southern boundary of the land with a 2 metre high timber paling fence.



341 - 347 DORSET ROAD BAYSWATER
3.

- All roadworks associated with the development of Lots 1 and 2 shall be carried out in accordance with plans and specifications approved by the Responsible Authority.
- (v) The creation of a 12.29 metre wide road on the titles of Lot 1 and 2, contiguous with Dorset Road in accordance with the requirements of the Roads Corporation and Responsible Authority.
- (vi) Full construction of the 7.5 metre wide road pavement within the road to connect and match the service road further to the north.
- (vii) The installation of a security alarm system (if required) shall be of a silent type or incorporate an automatic 5 min. switch-off mechanism.
- (viii) The installation of external security lighting (if required) shall be designed with suitable baffles to prevent the emission of light on neighbouring properties.
- (ix) All ingress/egress to Lots 1 and 2 shall be restricted to Dorset Road and not be made available from Malcolm Street.
4. Boronia Marine consents to the Agreement being noted on the titles of Lots 1 and 2 pursuant to Clause 181 of the Planning and Environment Act, 1987, and will pay all costs and expenses in relation to the execution of the requirements contained in the Agreement.



341 & 347 DORSET ROAD BAYSWATER

- 5. The industrial development to be constructed on Lot 1 will not be occupied until the requirements specified in 2. to 4. have been carried out and completed to the satisfaction of the Responsible Authority.
- 6. The Agreement shall come into operation on the date of the re-subdivision of the land being approved by the Titles Office.

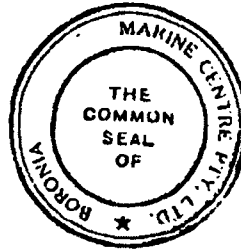
IN WITNESS whereof the parties hereto have executed this Agreement the day and year first hereinbefore mentioned.

THE COMMON SEAL of THE MAYOR,)
COUNCILLORS AND CITIZENS OF)
THE CITY OF KNOX was hereunto)
affixed in the presence of:)

[Signature] Councillor
[Signature] Councillor
[Signature] Town Clerk

THE COMMON SEAL of BORONIA MARINE CENTRE PTY. LTD. was hereunto affixed in the presence of:

[Signature] Director
[Signature] Secretary



Knox City Council
RECEIVED
 22 NOV 2018
 PLANNING DEPARTMENT

6.3 980 Stud Road, Rowville

SUMMARY: Senior Planner, Ollie Graovac

Planning Application P/2018/6742 for the removal of covenant AF989120G and removal of covenant PS649607Q from the whole of the land, and the proposal to remove Section 173 Agreement AM657781B from lots prepared for separate sale at 980 Stud Road, Rowville

RECOMMENDATION (SUMMARY)

That Council issue Planning Permit 2018/6742 for removal of covenant AF989120G and the removal of covenant PS649607Q from the whole of the land, and that Council resolve to remove Section 173 Agreement AM657781B from lots prepared for separate sale, at Stamford Park Estate, 980 Stud Road, Rowville, subject to the conditions detailed in the full recommendation in section 10 below.

1. INTRODUCTION

A new application P/2018/6742 has been lodged with Council for the removal of covenant as AF989120G and removal of covenant PS649607Q from the whole of the land. In addition, a separate proposal has been lodged with Council to remove Section 173 Agreement AM657781B from lots prepared for separate sale at 980 Stud Road, Rowville.

The application is being reported to Council as the covenants and Section 173 Agreements were originally sealed by Council.

The application to end the Covenants and separate proposal to remove the Section 173 Agreement from individual residential lots is considered to be acceptable, as the obligations within the covenants have been satisfied, and the obligations within the Section 173 Agreement are not relevant to individual lots purchased by members of the community. However, the obligations of the Section 173 Agreement should remain on the parent title for the developer (Stockland Development PTY LTD) to ensure the obligations are completed.

2. DISCUSSION

The proposal seeks permission to remove covenant AF989120G, remove covenant PS649607Q (processed as of planning application P/2018/6742). In addition, a request has been made under Section 178 of Planning and Environment Act (1987) for the removal of Section 173 Agreement AM657781B from lots prepared for separate sale on the land, as each stage is developed on site.

The applicant states the requirements of the covenants are either satisfied, not applicable or, in the case of the Section 173 agreement are to continue as obligations affecting the balance of the land.

Covenant AF989120G relates specifically to the development of the land within the Enterprise Industrial Estate and protecting view-lines to/from the Stamford Park Homestead. The Enterprise Industrial Estate has been substantially developed, and these obligations are in no way relevant to the subject site (Waterlea Estate).

Covenant PS649607Q requires that no building or construction works are to commence on the land until the land has been filled in accordance with the Stamford Park Stage 1 – Flood Assessment Report to the satisfaction of Melbourne Water. The site has been fully filled, and Melbourne Water has consented to the removal of this covenant. The obligations of this covenant are no longer relevant, and this covenant should be removed from the title.

Section 173 Agreement AM657781B is an agreement between Council and Stockland Development Pty Ltd. This agreement requires the owner to exercise and satisfy many obligations on site that relate to things such as obtaining the relevant planning permits and other approvals, construction of a car park, provision of social housing on the site, commencement dates of construction, etc. For a comprehensive list of the requirements, please refer to Attachment 2. It is considered that these obligations are still relevant, and should remain on the parent title for Stockland Development PTY LTD to satisfy. However, it is considered that these obligations should not burden the title individual purchasers purchasing the new lots in the estate.

3. CONSULTATION

Pursuant to Section 52(1) of the Planning and Environment Act, the planning application to remove the covenants was advertised to all affected parties and beneficiaries of the covenants. A notice was also placed in the Knox Leader for two consecutive weeks, and a notice was placed at the frontage of the site.

In addition, pursuant to Section 178C of the Planning and Environment Act, the proposal to remove the Section 173 Agreement from the land was advertised to affected parties and beneficiaries of the agreement. A notice was also placed in the Knox Leader for two consecutive weeks, and a notice was placed at the frontage of the site.

Council received one objection. This objection was not from a beneficiary or party to the covenants and agreement, and the issues raised in the objection have been responded to in detail in Attachment 1.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no significant environmental impacts or amenity issues associated with the proposed use/development. A thorough assessment of the application against environmental and amenity considerations can be found at Section 4 of the officer's report at Attachment 1.

5. FINANCIAL & ECONOMIC IMPLICATIONS

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

6. SOCIAL IMPLICATIONS

There are no significant social implications associated with the proposed use/development. A thorough assessment of the application against all relevant considerations of the Knox Planning Scheme can be found at Section 4 of the Officer's Report at Attachment 1.

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

Goal 1 - We value our natural and built environment.

Strategy 1.1 - Protect and enhance our natural environment.

Strategy 1.2 - Create a greener city with more large trees, indigenous flora and fauna.

Strategy 1.3 - Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure.

Goal 2 - We have housing to meet our changing needs.

Strategy 2.1 - Plan for a diversity of housing in appropriate locations.

Strategy 2.2 - Encourage high quality sustainable design.

Strategy 2.3 - Support the delivery of a range of housing that addresses housing and living affordability needs.

8. CONFLICT OF INTEREST

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

Author – Senior Planner, Ollie Graovac - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Acting Director, City Development, Paul Dickie, - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

The request for removal of covenants AF989120G and PS649607Q from the whole of the land is considered satisfactory as the obligations within these covenants have either been carried out, or do not directly relate to the subject site.

The removal of Section 173 Agreement AM657781B from individual lots prepared for separate will ensure that that new purchasers of housing in the Waterlea Estate are not burdened by obligations which are the responsibility for Stockland Development PTY LTD to deliver. Obligations of the Section 173 Agreement are to continue to be held on the Balance of Land, and will only be removed upon the full delivery of the obligations.

It is considered that ending the agreement from the land will not disadvantage any persons.

10. RECOMMENDATION

That Council:

- 1. Issue a Notice of Decision to Grant a Planning Permit for the removal of covenant AF989120G removal of covenant PS649607Q from the whole of the land, at 980 Stud Road, Rowville subject to the following conditions:**

General Conditions

- 1. The endorsed plans must not be altered or modified (whether or not in order to comply with any statute, statutory rule or for any other reason) without the consent of the Knox City Council, the Responsible Authority.**
- 2. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be signed by the relevant authority in accordance with Section 6 of that Act.**

Time

- 3. The permit will expire if one of the following circumstances applies:**
 - 3.1 The subdivision is not started within two years of the date of this permit as evidenced by a Plan of Variation of Restriction being certified by the Council within that time limit;**
 - 3.2 The Certified Plan of Plan of Variation of Restriction is not registered within five years from the date of the certification of the plan.**

The Responsible Authority may extend the time limit at the request of the landowner or occupier. Any request must be made before the permit expires or within six (6) months after the expiry date.

- 2. That Council agree to remove Section 173 Agreement AM657781B from lots prepared for separate sale and consent to registration of removal by Land Registry only, pursuant to Section 178E of the Planning and Environment Act 1987. Section 173 Agreement AM657781B must remain on the parent title for the site, until all obligations have been satisfied.**

11. CONFIDENTIALITY

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

Report Prepared By: Ollie Graovac, Senior Planner

Report Authorised By: Paul Dickie, Acting Director, City Development

Attachments

- 1. Attachment 1 - Officer Assessment Report [6.3.1]**
- 2. Attachment 2 - Site Plans and Application Documents [6.3.2]**

Attachment 1



Planning Application P/2018/6742 for removal of covenant AF989120G, removal of covenant PS649607Q, and a request for the removal of Section 173 Agreement AM657781B from lots prepared for separate sale at 980 Stud Road, Rowville.

1. Summary:

Subject Site:	980 Stud Road, Rowville
Proposal:	Removal of covenant AF989120G, removal of covenant PS649607Q and a request for the removal of Section 173 Agreement AM657781B from lots prepared for separate sale on the land.
Existing Land Use:	Development site under construction.
Site Area:	63,486sqm
Planning Scheme Controls:	General Residential Zone – Schedule 8
Application Received:	17 December 2018
Number of Objections:	1
PCC Meeting:	Not Applicable
Ward:	Baird

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2018/6742 to assist in making a decision on the application. In addition, the owners propose to remove Section 173 Agreement AM657781B from the title of the land. This report should be read in conjunction with the other appendices

2. Background

2.1 Subject Site and Surrounds

The location of the subject site and surrounds is shown in Appendix A.

- The subject site is located at the end of Emmeline Row, Rowville, and is known as the Waterlea site. The subject site is irregular in shape, contains 6.35 hectares, and is currently being developed in accordance with planning permit P2016/6768 for 190 dwellings.
- To the east of the site is the Stamford Park Homestead, to the north-east is the Enterprise Industrial Estate, to the south is an established residential area, and to the west is Corhanwarrabul Creek.
- The land is encumbered by 2 Covenants (AF989120G, PS649607Q) and Section 173 Agreement AM657781B.

2.3 The Proposal

The proposal seeks permission to remove covenant AF989120G and to remove covenant PS649607Q (processed as part of planning application P/2018/6742). In addition, a request has been made under Section 178 of Planning and Environment Act (1987) for the removal of Section 173 Agreement AM657781B from lots prepared for separate sale on the land, as each part of the site is developed.

The applicant states the requirements are either satisfied, not applicable or, in the case of the Section 173 agreement are to continue as obligations affecting the balance of the land.

Covenant AF989120G relates specifically to the development of the land within the Enterprise Industrial Estate and protecting view-lines to/from the Stamford Park Homestead. The Enterprise Industrial Estate has been substantially developed.

Covenant PS649607Q requires that no building or construction works are to commence on the land until the land has been filled in accordance with the Stamford Park Stage 1 – Flood Assessment Report to the satisfaction of Melbourne Water.

Section 173 Agreement AM657781B is an agreement between Council and Stockland Development Pty Ltd registered on the copy of title. The Agreement was required as part of the sale of land. Council sold the Land and the Contract for the sale of the Land included obligations on the Owner to enter into this Agreement, the key components of which are:

- Requiring the owner to obtain all the necessary planning permits and other approvals
- Requiring the relocation of stormwater drains on site
- Specifying the nature of the Development proposed by the Owner on the Land
- Outlining works to be constructed on the Council Homestead Land
- Outlining works to be constructed within the Council Park Land
- The provision of social housing on the site
- Requiring the Owner to exercise its best endeavours to obtain all necessary planning permits and other approvals for the Development by a prescribed date;
- specifying the date by which Substantial Commencement and Practical Completion (as defined in this Agreement) of the Development must be achieved;
- requiring the Owner to comply with certain Requirements in respect of the Development and land in the vicinity of the Development;
- undertaking the Development in a manner consistent with the provision of the Possible Future Link to the Kingston Links Golf Course Land across the Council Park Land;
- entitling Council to specified rights as set out in this Agreement in the event that the Owner fails to provide Social Housing within the Development in accordance with the Requirements;
- and providing a Bank Guarantee in favour of Council to secure performance of specified obligations of the Owner as contained in this Agreement.

3. Consultation

3.1 Advertising

Pursuant to Section 52(1) of the Planning and Environment Act, the application to remove the covenants was advertised to any beneficiaries, a sign was placed at the frontage of the site, and notices were placed in the Knox Leader for two consecutive weeks.

In addition, pursuant to Section 178C of the Planning and Environment Act, the proposal to remove the Section 173 Agreement was advertised to parties to the agreement, a sign was placed at the frontage of the site, and notices were placed in the Knox Leader for two consecutive weeks.

Council received one (1) objection to the application. A summary of the objection is outlined below, including the Officer's response.

Increase in traffic congestion

- The removal of the covenants and Section 173 Agreement will not change the amount of traffic on the site. The traffic generation as a result of the development of the site were considered as part of the Development Plan and Development permit process previously.

Impact on stormwater runoff

- Melbourne Water has consented to the removal of the covenants. It has been determined that the site has been filled appropriately. In addition, water management was a critical component in the design of the Waterlea estate. Council's Stormwater Team and Council's Development engineers have worked with Melbourne Water to ensure that stormwater will be managed efficiently and safely.

Overdevelopment of Rowville

- The removal of the covenants and Section 173 Agreement will not change the amount of development in Rowville. The development density of the site was considered as part of the Development Plan and Development permit process previously.

It is considered that there are no other persons that ending of the agreement would cause material detriment.

3.2 Referrals

The application to remove the covenants was referred internally to Council's property department. No objection was received. The Property team advised that the 'project requirements' from the sales contact is a continuing obligation.

The application to remove the covenant was also referred to Melbourne Water. No objection was received.

4. Discussion

This section considers the proposed development in light of the provisions of the Knox Planning Scheme including State and Local Planning Policies, any other relevant policies and objectives.

4.1 Zoning and Overlays

4.1.1 Zone

The site is located within the General Residential Zone – Schedule 8 (GRZ8).

- A planning permit is not required for the proposal under the GRZ8.

4.1.2 Overlays

The site is located with a Land Subject to Inundation Overlay (LSIO).

- A planning permit is not required for the proposal under the LSIO. It should be noted however that Melbourne Water provided consent to the removal of the covenants on 11 February 2019.

4.2 Policy Consideration: State and Local Planning Policy Framework

The application to remove Covenants and to end a Section 173 Agreement if not affected by the State and Local planning policy Frameworks. Any future development of the land will be subject to a permit process / amendment, and any application will have to satisfactorily respond to state and local policies.

4.3 Particular Provisions

Clause 52.02 Easements, Restrictions and Reserves: To enable the removal and variation of an easement or restrictions to enable a use or development that complies with the planning scheme after the interests of affected people are considered.

Before deciding on an application, in addition to the decision guidelines in clause 65, the responsible authority must consider the interests of affected people.

- The issues raised by the objector are either not relevant to the removal of the covenants, or have been addressed by previous approvals for the site.

Covenant AF989120G

Covenant AF989120G is registered on the copy of title. The Covenant was required to restrict the development of the land to protect key views to/from the Stamford Park Homestead. The Covenant states that;

- The Covenantor for itself, its successors, executors, administrators and transferees, the registered proprietor or proprietors for the time being of the land known as the Schedule One Land and every part thereof hereby covenants with the Covenantee, its successors and transferees and the registered proprietor or proprietors for the time being of the Schedule Two Land and every part thereof that it shall not erect or cause or permit to be erected in the Restricted Area, a building or other structure (other than landscape works, fencing, pedestrian paths, boardwalks, water features, sculptural and garden features, pergolas, rotundas, gazebos or similar small structures commonly constructed in public parks). It is hereby agreed that the benefit of the above covenant shall be annexed to and run at law and in equity with the Schedule Two Land and that the burden thereof shall be attached to and run at law and equity with the Restricted Area.
- For the purposes of this clause and clause 3 "Restricted Area" means Interface Area 7 shown on the plan annexed to this Covenant and marked with the letter "A".

The subject site once comprised of the land that contains 'Stamford Park Homestead'. Upon the subdivision creating the Waterlea Estate and the separate lot 'Stamford Park Homestead', the restriction should have only encompassed the Stamford Park House Lot. The subject land (980 Stud Road) should no longer be burdened by the restriction and the obligations of this covenant are totally unrelated to development of the Waterlea Estate.

Covenant PS649607Q

Covenant PS649607Q is registered on the copy of title. The Agreement was created on the plan of subdivision as a restriction. The restriction states that the registered proprietor or proprietors of Lot 2 (subject site) on this plan of subdivision must not;

- Commence any building or construction works upon the land to be burdened (Lot 2) until Lot 2 has been filled in accordance with a Report By Water technology PTY LTD entitled "Stamford Park Stage 1 – Flood Assessment) dated November 2009 to the satisfaction of Melbourne Water.

Melbourne Water provided consent to the removal of restrictions on title on 11 February 2019. Further, the Land Subject To Inundation Overlay (LSIO) on the land has been removed from the site, via extensive consultation with Melbourne Water and the Department of Environment, Land, Water and Planning.

4.4 Section 60(2) of the Planning and Environment Act (1987)

Section 60(2) of the Planning and Environment Act (1987) states that the responsible authority must not grant a permit which allows the removal or variation of a restriction (within the meaning of the Subdivision Act 1988 which includes covenants) unless it is satisfied that the owner of any land benefited by the restriction (other than an owner who, before or after the making of the application for the permit but not more than three months before its making, has consented in writing to the grant of the permit) will be unlikely to suffer—

- (a) financial loss; or
- (b) loss of amenity; or
- (c) loss arising from change to the character of the neighbourhood; or
- (d) any other material detriment—

as a consequence of the removal or variation of the restriction.

- All beneficiaries of the covenants have been notified of the application to remove the two covenants from the land. As outlined in Section 3 of this report, one objection has been received. This objector is not a beneficiary to the covenant, and therefore this part of the Act has been appropriately satisfied.

4.5 Section 178B(2) of the Planning and Environment Act (1987)

Section 178B(2) of the Planning and Environment Act (1987) outlines the matters that must be considered by the Responsible Authority when considering a proposal to end an agreement. These matters are:

The purpose of the agreement.

- The purpose of the agreement was to enforce permit conditions, site restrictions and create and construct a road. These obligations will remain on the parent title, and will only be removed from individual lots as they are sold for development.
- The owner has obtained all necessary planning permits.
- The owner has met and passed the substantial commencement date, and has obtained practical completion on the early stages.
- The carpark has been constructed, and the land released to Council.
- The owner provided an area for the future link, and Kingston Links (Bankside) has had the connection approved within a Development Plan.
- Bank Guarantees' have been provided and are held by Council.

Whether and why the agreement is no longer required.

- The agreement is no longer required on the lots prepared for separate sale, as the individuals buying these lots should not be burdened by the Agreement. The obligations are to remain on the balance of title until the development is complete, ensuring that outstanding items (for example the social housing) are delivered on site.

Whether the ending of the agreement would disadvantage any person, whether or not a party to the agreement.

- As the S173 will not be released from the whole parcel of land, (it is proposed to be released from titles ready for separate sale), the obligations of the agreement will continue to remain on the balance of the land, until all obligations are satisfied.

The reasons why the Responsible Authority entered into the agreement.

- The Responsible Authority entered into the agreements to ensure that land was developed in accordance with pre-determined conditions on the site. These obligations should not affect new owners of subdivided lots.

Any relevant permit or other requirements the land is subject to under the Subdivision Act 1988.

- The requirements of the agreement under the Subdivisions Act are considered satisfied.

Any other prescribed matter.

- There are no other prescribed matters.

4.6 General Decision Guidelines

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

- The decision guidelines of Clause 65 of the Knox Planning Scheme and Sections 60 and 178 of the Planning and Environment Act (1987) have been appropriately considered.

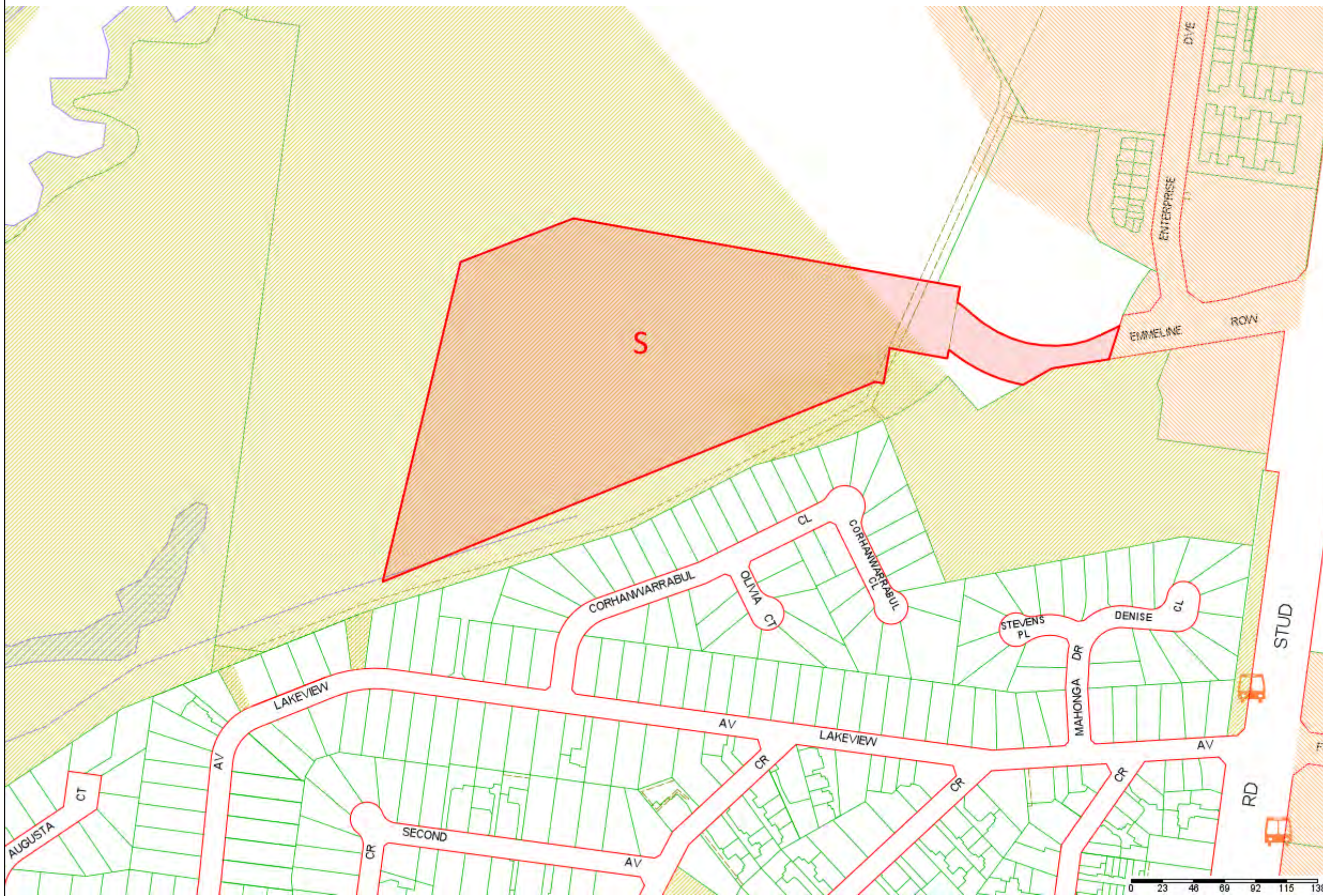
5. Conclusion

The request for removal of covenant AF989120G, removal of covenant PS649607Q from the whole of the land and proposal to remove Section 173 Agreement AM657781B from lots prepared for separate sale, do not limit any future development of the site.

The removal of the Covenants is satisfactory as the obligations have either been satisfied, or do not affect the subject site.

It is considered that ending the agreement from the land prepared for separate sale will not disadvantage any person. The owner will still have to fulfil the obligations as they remain on the stages not prepared for separate titles.

It is therefore recommended that Council remove the Covenants and agree to end the Section 173 Agreement from the individual lots offered for sale.



Property Address	980 Stud Road, ROWVILLE
Application Number	P/2018/6742
Description	Removal of covenant as to part AF989120G, removal of covenant PS649607Q from the whole of the land and removal of Section 173 Agreement AM657781B from lots prepared for separate sale.
Ward	Tirhatuan

- LEGEND:**
- Title Boundary
 - Road Boundaries
 - City Boundary
 - Bus Route
 - Reserves
 - Commercial Areas
 - Tertiary Schools
 - Primary Schools
 - Secondary Schools
 - P-12 School
 - Bus Stops
 - Objector
 - Unit Development
 - Subject Property
 - Petition

Scale: 1:3000

DISCLAIMER:

Roads and Title Boundaries - State of Victoria, Knox City Council
 Planning Scheme Information - DPCD, Knox City Council
 Aerial Photography - AAM (Flown January 2013 – unless otherwise stated)
 Melbourne Water Drainage Information - Melbourne Water

1. Whilst every endeavor has been made to ensure that the mapping information is current and accurate, no responsibility or liability is taken by Knox City Council or any of the above organizations in respect to inaccuracy, errors, omissions or for actions based on this information.
2. Planning information should be used only as a means of preliminary investigation. For accurate overlay information please obtain a Planning Certificate from the Department of Infrastructure.
3. This print contains information from Vicmap Property (Copyright State of Victoria). The State of Victoria does not warrant the accuracy or completeness of information in this product. Any person using or relying on this information does so on the basis that the State of Victoria shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.
4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.



Property Address 980 Stud Road, ROWVILLE

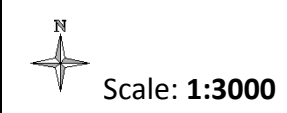
Application Number P/2018/6742

Description Removal of covenant as to part AF989120G, removal of covenant PS649607Q from the whole of the land and removal of Section 173 Agreement AM657781B from lots prepared for separate sale.

Ward Tirhatuan

LEGEND:

- Title Boundary
- Road Boundaries
- City Boundary
- Bus Route
- Reserves
- Commercial Areas
- Tertiary Schools
- Primary Schools
- Secondary Schools
- P-12 School
- Bus Stops
- Objector
- Unit Development
- Subject Property
- Petition



DISCLAIMER:

Roads and Title Boundaries - State of Victoria, Knox City Council
 Planning Scheme Information - DPCD, Knox City Council
 Aerial Photography - AAM (Flown January 2013 – unless otherwise stated)
 Melbourne Water Drainage Information - Melbourne Water

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REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

VOLUME 11601 FOLIO 645 Security no : 124072323096S
Produced 13/06/2018 09:43 am
LAND DESCRIPTION

Lot 2 on Plan of Subdivision 649607Q.

PARENT TITLES :

Volume 09584 Folio 491 Volume 10284 Folio 878 Volume 11048 Folio 749
Created by instrument PS649607Q 29/09/2015

REGISTERED PROPRIETOR

Estate Fee Simple
Sole Proprietor
STOCKLAND DEVELOPMENT PTY LTD of LEVEL 25 133 CASTLEREAGH STREET SYDNEY NSW
2000
AM657780D 24/03/2016

ENCUMBRANCES, CAVEATS AND NOTICES

COVENANT as to part AF989120G 24/07/2008

COVENANT PS649607Q 29/09/2015

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

AGREEMENT Section 173 Planning and Environment Act 1987
AM657781B 24/03/2016

DIAGRAM LOCATION

SEE PS649607Q FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

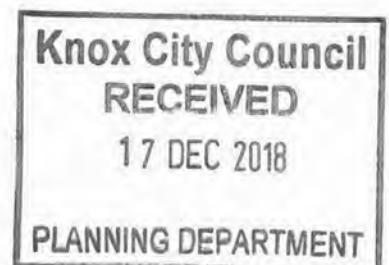
-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

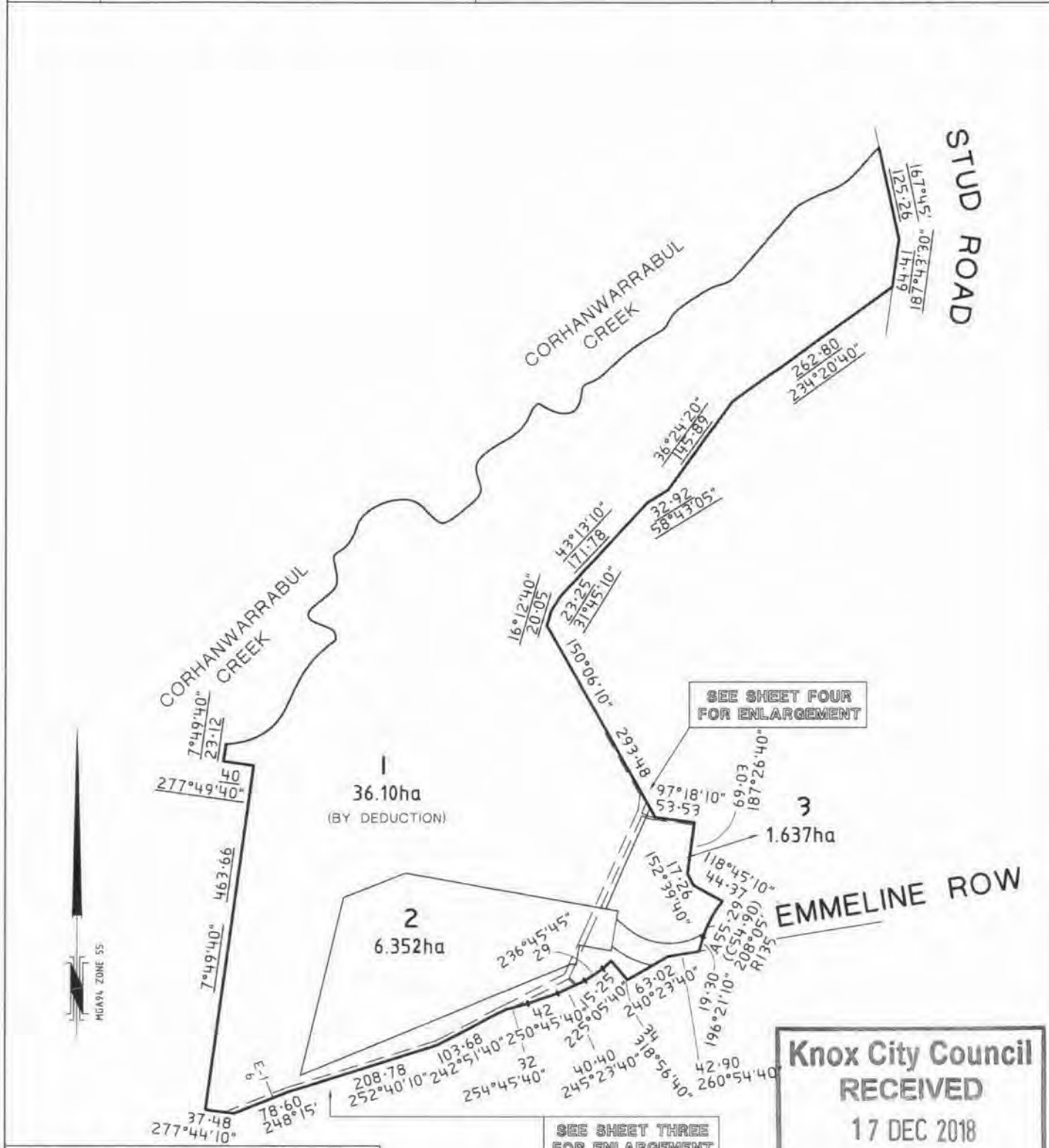
Street Address: 980 STUD ROAD ROWVILLE VIC 3178

DOCUMENT END

Delivered from the LANDATA System by URBIS PRO Pty Ltd



PLAN OF SUBDIVISION	STAGE NO. -----	Plan Number PS 649607 Q
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**Knox City Council
 RECEIVED
 17 DEC 2018
 PLANNING DEPARTMENT**

JCA
 Land Consultants
 Surveying - Engineering - Town Planning

John Clivers & Associates P/L
 Level 1, 260 Main Street
 Lilydale Vic Australia 3140
 Phone: (03) 9735 4888
 Fax: (03) 9735 1473
 Email: jca@jca.com.au
 www.jca.com.au

Quality Management System ISO 9001
 trust-mark.com.au

ORIGINAL SCALE		SCALE		LICENSED SURVEYOR MICHAEL HERWALD HIPFEL	
SCALE	SHEET SIZE	50 0 100 200		Signature	DATE / /
1:5000	A3	LENGTHS ARE IN METRES		DIGITALLY SIGNED	22/01/15
				REF. 14732	VERSION 11
				Date / /	
				Council Delegate Signature	
				Original sheet size A3	

2019-04-29 - Ordinary Meeting Of Council

PLAN OF SUBDIVISION

STAGE NO.

Plan Number

PS 649607 Q

FOR CONTINUATION SEE SHEET TWO



FOR CONTINUATION SEE SHEET TWO

EMMELINE
ROW

Knox City Council
RECEIVED
 17 DEC 2018
PLANNING DEPARTMENT

Delivered by LANDATA® Land Use Victoria timestamp 13/06/2018 09:45 Page 3 of 7
Signed by Council: Knox City Council, Council Ref: 2012/8047, 2012/6169, Original Certification: 18/06/2015, S.O.C. 18/06/2015, Amendments accepted: 25/09/2015

Signed by: Michael Herwald Hipfel (JCA Land Consultants) Surveyor's Plan Version (11) SPEAR Ref: S021573C 18/06/2015, Amended: 23/09/2015.



John Chivers & Associates P/L
 Level 1, 260 Main Street
 Lilydale Vic, Australia 3140
 Phone: (03) 9735 4888
 Fax: (03) 9735 1473
 Email: jca@jcalc.com.au
 www.jcalc.com.au



ORIGINAL
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 SHEET SIZE A3

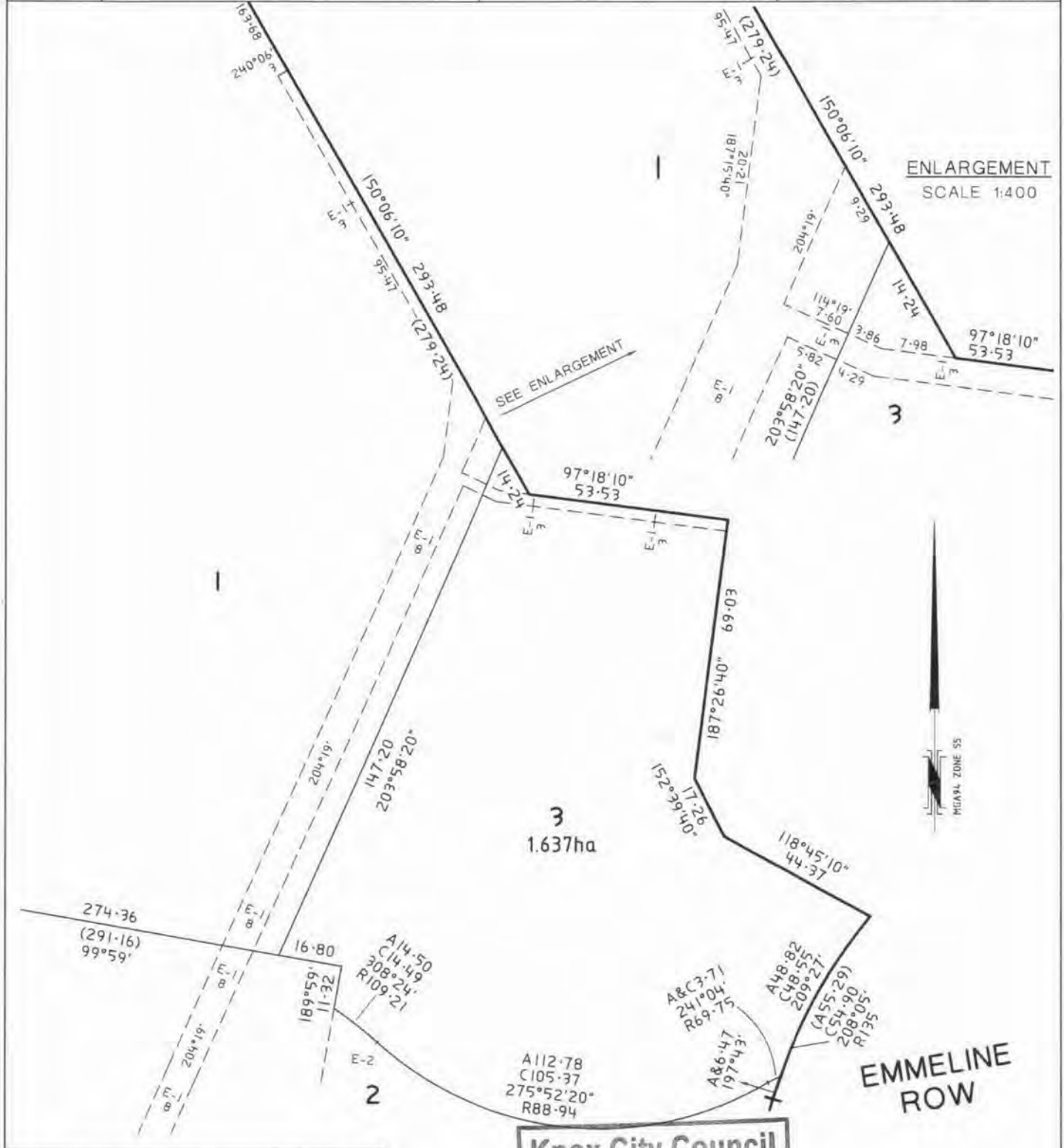
SCALE
 15 0 30 60
 LENGTHS ARE IN METRES
 43 of 490

LICENSED SURVEYOR MICHAEL HERWALD HIPFEL
 Signature DIGITALLY SIGNED Date / /
 REF 14732 VERSION 11 22/01/15
 J.D.

Sheet 3

Date / /
 Council Delegate Signature
 Original sheet size A3

PLAN OF SUBDIVISION	STAGE NO. -----	Plan Number PS 649607 Q
----------------------------	--------------------	-----------------------------------



JCA
Land Consultants
Surveying - Engineering - Town Planning

John Claves & Associates P/L
Level 1, 260 Main Street
Hydeak-Vic Australia 3140
Phone: (03) 9735 4888
Fax: (03) 9735 1473
Email: jca@jac.com.au
www.jac.com.au

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17 DEC 2018
PLANNING DEPARTMENT

ORIGINAL SCALE SHEET SIZE 1:1000 A3	SCALE 10 0 20 40 LENGTHS ARE IN METRES	LICENSED SURVEYOR : MICHAEL HERWALD HIPFEL Signature DIGITALLY SIGNED Date / / REF. 14732 VERSION 11 22/01/15 44 of 490	Sheet 4 Date / / Council Delegate Signature Original sheet size A3
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PLAN OF SUBDIVISION	STAGE NO. -----	Plan Number PS 649607 Q
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CREATION OF RESTRICTION

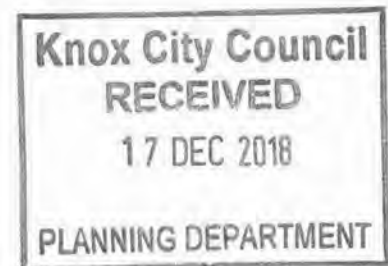
THE FOLLOWING RESTRICTION IS TO BE CREATED UPON REGISTRATION OF THIS PLAN OF SUBDIVISION.

LAND TO BENEFIT: LOTS 1 & 3 ON THIS PLAN OF SUBDIVISION.

LAND TO BE BURDENED: LOT 2 ON THIS PLAN OF SUBDIVISION.

DESCRIPTION OF RESTRICTION: THE REGISTERED PROPRIETOR OR PROPRIETORS OF LOT 2 ON THIS PLAN OF SUBDIVISION MUST NOT:

1. COMMENCE ANY BUILDING OR CONSTRUCTION WORKS UPON THE LAND TO BE BURDENED (LOT 2) UNTIL LOT 2 HAS BEEN FILLED IN ACCORDANCE WITH A REPORT BY WATER TECHNOLOGY PTY LTD ENTITLED "STAMFORD PARK STAGE 1 - FLOOD ASSESSMENT" DATED NOVEMBER 2009 TO THE SATISFACTION OF MELBOURNE WATER.



 JCA Land Consultants Surveying - Engineering - Town Planning	John Criven & Associates P/L Level 1, 260 Main Street Lilydale Vic Australia 3140 Phone: (03) 9735 4888 Fax: (03) 9735 1473 Email: jca@jca.com.au www.jca.com.au	 Quality Management System ISO 9001 crest-mark.com.au

Sheet 5
Date / / Council Delegate Signature Original sheet size A3

ORIGINAL		LICENSED SURVEYOR : MICHAEL HERWALD HIPFEL	
SHEET SIZE A3		Signature <u>-DIGITALLY SIGNED-</u> Date / /	
		REF. 14732 VERSION 11 22/01/15 J.D.	

Plan of Subdivision PS649607Q
Concurrent Certification and Statement of Compliance
(Form 3)

SUBDIVISION (PROCEDURES) REGULATIONS 2011

SPEAR Reference Number: S021573C
Plan Number: PS649607Q
Responsible Authority Name: Knox City Council
Responsible Authority Reference Number 1: 2012/8047
Responsible Authority Reference Number 2: 2012/6169
Surveyor's Plan Version: 11

Certification

This plan is certified under section 6 of the Subdivision Act 1988

Statement of Compliance

This is a statement of compliance issued under section 21 of the Subdivision Act 1988

Public Open Space

A requirement for public open space under section 18 of the Subdivision Act 1988

Has not been made at Certification

Digitally signed by Council Delegate: Phillip Singh
Organisation: Knox City Council
Date: 18/06/2015



APPLICATION TO RECORD COVENANT

Section 88(1) Transfer of Land Act 1958

Lodged by:

Name: Deacons
Phone: (03) 8686 6000
Address: DX 445 Melbourne
Ref: 2611240
Customer Code: 1724X

The applicant applies for the recording in the Register of the covenant in relation to the burdened land.


Burdened Land: The land in Plan of Subdivision 604489W being the land described in Certificate of Title Volume 11048 Folio 749

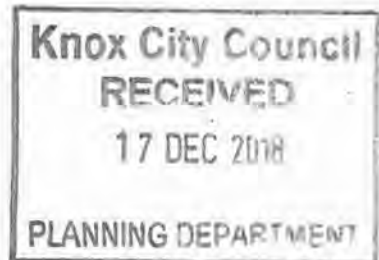
Applicant: Knox City Council

Benefitted Land: Lot 1 on Plan of Subdivision 8922 being the land described in Certificate of Title Volume 11048 Folio 748

Covenant: Deed of Restrictive Covenant dated 27 June 2008.

Date: 24 July 2008

Signed 
Alison Kennedy
Current legal practitioner for the applicant
Clayton Utz
333 Collins Street
Melbourne Vic 3000



AF989120G

24/07/2006 \$143 10 88E



- 2 -

To: The Registrar of Titles

Please register this application and on completion certificate of title to be issued to Clayton Utz.


.....
Clayton Utz

CLAYTON UTZ

AF989120G

24/07/2008 \$143.10 88E



Deed of Covenant Restricting Use of Land

Knox City Council

and

Stud Road Rowville Pty Ltd

ACN 114 805 131

The Clayton Utz contact for this document is
Alison Kennedy on +61 3 9286 6000

Clayton Utz
Lawyers
Level 18 333 Collins Street Melbourne VIC 3000 Australia
DX 38451 333 Collins VIC
T +61 3 9286 6000 F +61 3 9629 8488

www.claytonutz.com

Our reference 14193/915/80037619

Legal105538647.2

AF989120G

24/07/2008 \$143.10 88E



Contents

1.	Restriction	1
2.	Legal Expenses	1
3.	Personal Liability	2
4.	Successors	2
5.	Further Assurance	2

This Deed is made this 27 day of June 2008

Parties **Knox City Council** of 511 Burwood Highway, Wantirna South Vic 3152

("the Covenantor")

Stud Road Rowville Pty Ltd ACN 114 805 131 of Ground Floor, 88
Cumberland Street, The Rocks, NSW 2000

("the Covenantee")

Recitals

- A. The Covenantor is the registered proprietor of the land described in Schedule One ("the Schedule One Land").
- B. The Covenantee is or is entitled to be registered as the proprietor of the land described in Schedule Two ("the Schedule Two Land"), which abuts the Schedule One Land.
- C. The Covenantor and the Covenantee have agreed to various restrictions being imposed on parts of the Schedule One Land and the Schedule Two Land to ensure an appropriate interface between the Schedule One Land and the Schedule Two Land.
- D. The Covenantor has agreed to enter into this Agreement to document the restrictions it has agreed to create over parts of the Schedule One Land.

Now it is hereby agreed and declared as follows:

1. Restriction

- (a) The Covenantor for itself, its successors, executors, administrators and transferees, the registered proprietor or proprietors for the time being of the land known as the Schedule One Land and every part thereof hereby covenants with the Covenantee, its successors and transferees and the registered proprietor or proprietors for the time being of the Schedule Two Land and every part thereof that it shall not erect or cause or permit to be erected in the Restricted Area, a building or other structure (other than landscape works, fencing, pedestrian paths, boardwalks, water features, sculptural and garden features, pergolas, rotundas, gazebos or similar small structures commonly constructed in public parks). It is hereby agreed that the benefit of the above covenant shall be annexed to and run at law and in equity with the Schedule Two Land and that the burden thereof shall be attached to and run at law and equity with the Restricted Area.
- (b) For the purposes of this clause and clause 3 "**Restricted Area**" means Interface Area 7 shown on the plan annexed to this Covenant and marked with the letter "A".

2. Legal Expenses

- (a) The parties agree that except as provided in this clause each party shall bear its own legal costs and disbursements in relation to the preparation, negotiation and execution of this Deed.
- (b) The Covenantee shall pay all legal costs and disbursements relating to the stamping and registration of this Deed.

AF989120G

24/07/2008 \$143.10 88E



3. Personal Liability

The parties agree that neither the Covenantor nor its successors or assigns shall be liable for any breach of the covenant contained in clause 1 of this Deed after it has parted with all of its right, title and interest in Restricted Area.

4. Successors

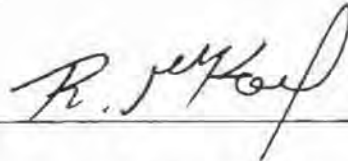
This Agreement shall be binding upon the parties and their successors in title and the persons claiming through or under them and shall enure for the benefit of each of them and their respective successors.

5. Further Assurance

The Covenantor and its successors in title and the persons claiming through or under it shall execute and do all such lawful assurances and things required to perfect or register the covenant contained in clause 1 of this Deed as shall be reasonably required by the Covenantee.

Executed by the parties as a deed.

Executed by Knox City Council in accordance with Council resolution dated 19 December 2006 in the presence of:



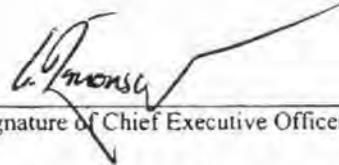
Signature of Witness

RODNEY MCKAIL

Name of Witness in full

**511 BURWOOD HIGHWAY
WANTIRNA SOUTH 3152
Justice of the Peace 9997**

Address of Witness



Signature of Chief Executive Officer

GRAEME JOHN EMANSON

Name of Chief Executive Officer

511 Burwood Highway Wantirna South

Address of Executive Officer

AF989120G

24/07/2008 \$143.10 88E



AF989120G

24/07/2008 \$143.10 88E




Executed by Stud Road Rowville Pty Ltd
ACN 114 805 131 in accordance with section 127
of the Corporations Act by or in the presence of:



Signature of Director

J Cunningham

Name of Director in full



Signature of Director or Secretary

RALPH GAGLIANO

Name of Director or Secretary in full

SCHEDULE ONE LAND

The land in Certificate of Title Volume 11048 Folio 749 being Lot 2 on Plan of Subdivision
PS 604489W

SCHEDULE TWO LAND

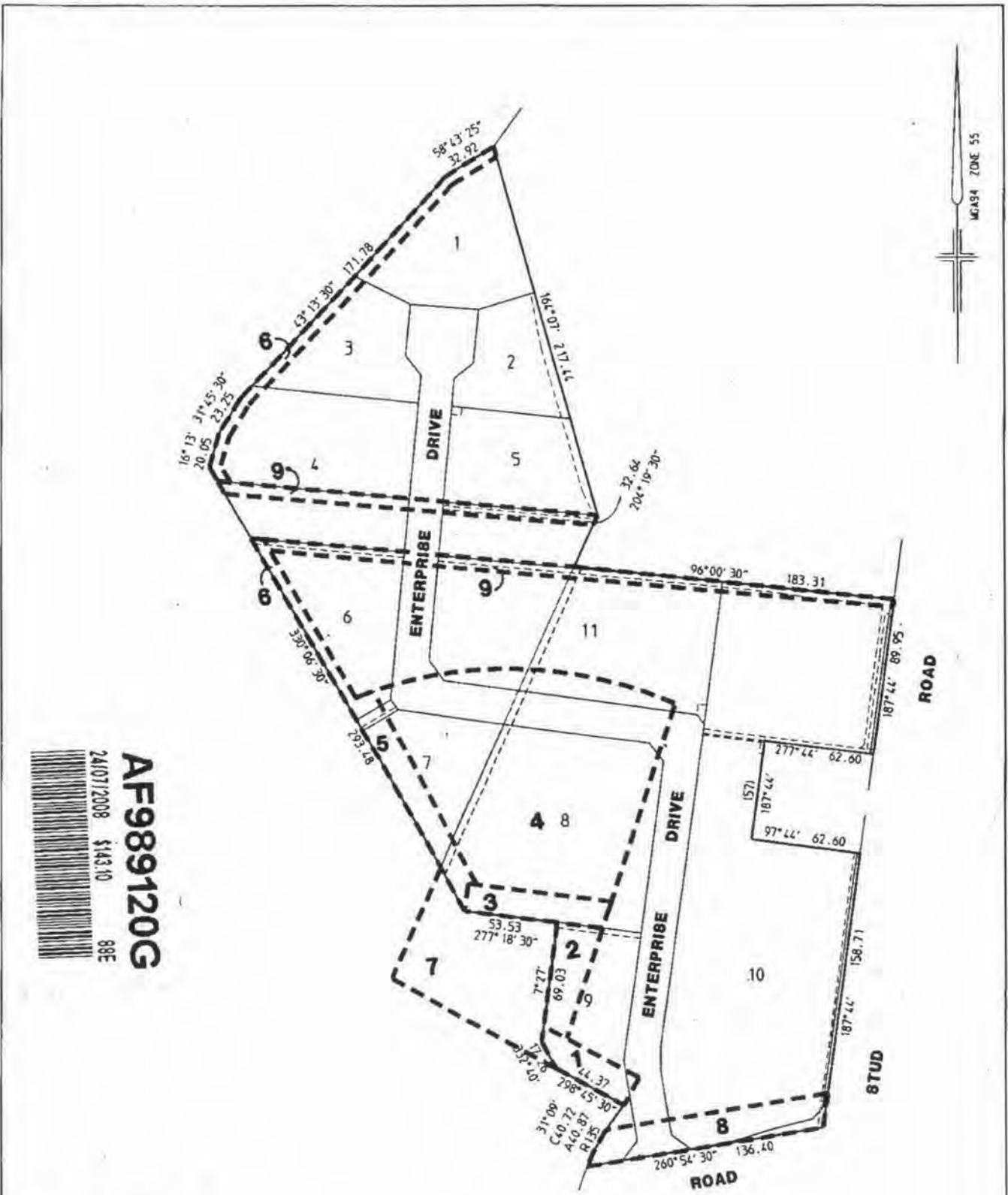
The land in Certificate of Title Volume 11048 Folio 748 being Lot 1 on Plan of Subdivision
PS 604489W

AF989120G

24/07/2008 \$143.10 88E



"A"



24/07/2008 \$143.10 88E
AF989120G

INTERFACE AREAS

REFER TO STAMFORD HOUSE AND PARK
 INTERFACE GUIDELINES (DECEMBER 2006)

THE DESIGN SHOWN HEREON IS SUBJECT TO APPROVAL FROM
 COUNCIL AND ALL OTHER RELEVANT AUTHORITIES.
 REFER TO PS609622V FOR EASEMENTS, LOT DIMENSIONS AND AREAS.

ORIGINAL SHEET SIZE A1	SCALE 1:1000	SCALE LENGTHS ARE IN METRES	INTERFACE DRAWING 962 STUD ROAD, ROWVILLE	REFERENCE: 20976/SH-1 VERSION: A DATE: 26/10/04 PC FILE: INT1A.DWG SHEET 1 OF 1 SHEETS	Reeds Consulting Pty Ltd Level 4, 40 Elizabeth Street Melbourne 3000 Phone: 03 9439 3000 Fax: 03 9439 3001 www.reeds.com.au
---------------------------------	-----------------	--------------------------------	--	--	---

Application by a responsible authority for the recording of an agreement

Section 181 Planning and Environment Act 1987

Form 21

Lodged by:

Clayton Utz.

Name:

Phone:

Address:

Ref:

1416^k

Customer code:

Privacy Collection

The collection under for public index

AM657781B

24/03/2016 \$119.70 173



The responsible authority, having made an agreement referred to in section 181(1) of the **Planning and Environment Act 1987**, requires a recording to be made in the Register for the land.

Land: *(insert Volume and Folio reference) (if part only, define the part)*

Volume 11601 Folio 645

Responsible authority: *(name and address)*

Knox City Council, 511 Burwood Highway, Wantirna South 3152

Section and Act under which agreement made:

Section 173 of the Planning and Environment Act 1987

A copy of the agreement is attached to this application:

Signature for the responsible authority:



Name of officer:

PHILLIP SINGH

Date:



KNOX CITY COUNCIL

and

**STOCKLAND DEVELOPMENT PTY LTD
ACN 000 064 835**

**AGREEMENT MADE PURSUANT TO
SECTION 173 OF THE PLANNING AND
ENVIRONMENT ACT 1987**

Property: Lot 2 (PS649607Q)
980 Stud Road, Rowville, Victoria 3178

Russell Kennedy Pty Ltd ACN 126 792 470 ABN 14 940 129 185
Level 12, 469 La Trobe Street, Melbourne VIC 3000 PO BOX 5146AA, Melbourne VIC 3001 DX 494 Melbourne
T +61 3 9609 1555 F +61 3 9609 1600 info@rk.com.au

Liability limited by a scheme approved under Professional Standards Legislation

rk.com.au

Ref MJD 115608-00259



© Russell Kennedy

THIS AGREEMENT is made on

16 March ,

2016

PARTIES

- 1 **KNOX CITY COUNCIL**
of 511 Burwood Highway, Wantirna South, Victoria, 3152
("Council")
- 2 **STOCKLAND DEVELOPMENT PTY LTD**
ACN 000 064 835
of Level 25, 133 Castlereagh Street, Sydney, 2000
("Owner")
- 3 **STOCKLAND CORPORATION LIMITED**
ACN 000 181 733
of Level 25, 133 Castlereagh Street, Sydney, 2000
("Guarantor")

AM657781B

24/03/2016 \$119.70 173

**RECITALS**

- A The Council is the responsible authority under the Act for the Scheme.
- B The Owner is registered or is entitled to be registered as proprietor of the Land.
- C The Council sold the Land to the Owner and the Contract for the sale of the Land included obligations on the Owner to enter into this Agreement, the key components of which are:
 - specifying the nature of the Development proposed by the Owner on the Land, along with works to be constructed on the Council Homestead Land and the Council Park Land;
 - requiring the Owner to exercise its best endeavours to obtain all necessary planning permits and other approvals for the Development by a prescribed date;
 - specifying the date by which Substantial Commencement and Practical Completion (as defined in this Agreement) of the Development must be achieved;
 - requiring the Owner to comply with certain Requirements in respect of the Development and land in the vicinity of the Development;
 - securing registration of the First NICO Plan and First NICO Transfer;
 - undertaking the Development in a manner consistent with the provision of the Possible Future Link to the Kingston Links Golf Course Land across the Council Park Land;
 - entitling Council to specified rights as set out in this Agreement in the event that the Owner fails to provide Social Housing within the Development in accordance with the Requirements; and
 - providing a Bank Guarantee in favour of Council to secure performance of specified obligations of the Owner as contained in this Agreement.

AM657781B

24/03/2016 \$119.70 173



- D This Agreement has been entered into in order to:
- restrict or regulate the use or development of the Land;
 - to comply with the conditions of the Contract; and
 - achieve and advance the objectives of planning in Victoria or the objectives of the Scheme in relation to the Land.

E This Agreement is made under Division 2 of Part 9 of the Act.

THE PARTIES AGREE THAT:

1 DEFINITIONS

In this Agreement:

- 1.1 "**Act**" means the *Planning and Environment Act 1987*.
- 1.2 "**Agreement**" means this Agreement, including the recitals and any annexures to this Agreement.
- 1.3 "**Annexure**" means an annexure to this Agreement.
- 1.4 "**Bank Guarantee**" means one or more bank guarantees as specified in accordance with clause 4.18.
- 1.5 "**Business Day**" means Monday to Friday excluding public holidays in Victoria.
- 1.6 "**Chief Executive Officer**" means the officer of the Council so designated or the acting Chief Executive Officer.
- 1.7 "**Concept Development Plan**" means an indicative plan provided by the Owner drawing from the Master Plan to form the basis of the development plan required under the Development Plan Overlay, a copy of which is attached as Annexure 5.
- 1.8 "**Construction Cost**" means the Owner's December 2015 construction cost estimate (including contingency allowance) being \$1,811,325.00, indexed as follows:
- 1.8.1 for the period from December 2015 until the date that the RFP is issued, indexed by the Australian Bureau of Statistics Index "30 Building Construction Victoria";
- 1.8.2 for the period from the date the RFP is issued until the forecast construction commencement date under the Social Housing Program, indexed at a 10 year average of the Australian Bureau of Statistics Index "30 Building Construction Victoria";
- 1.8.3 for the period from the forecast construction commencement date to the date of transfer of the Social Housing Dwelling to Council, indexed at the interest rate of 6.2% per annum.
- 1.9 "**Contract**" means the contract of sale of the Land made between the Council as vendor and the Owner as purchaser dated 16 December 2015.

- 1.10 **"Council Carpark"** means the Council carpark to be constructed in the location shown on the Council Carpark Plan in such manner as agreed to by the parties in accordance with clause 4.17.
- 1.11 **"Council Carpark Plan"** means the plan of the proposed Council owned carpark, a copy of which is attached as Annexure 4.
- 1.12 **"Council Homestead Land"** means lot 3 on Plan of Subdivision No. 649607Q, being the whole of the land more particularly described in certificate of title volume 11601 and folio 646 known as Lot 3 (PS649607Q), Emmeline Row, Rowville, Victoria, 3178.
- 1.13 **"Council Park Land"** means lot 1 on plan of subdivision no. PS649607Q, being the whole of the land more particularly described in certificate of title volume 11601 and folio 644 known as Lot 1 (PS649607Q), 970 Stud Road, Rowville, Victoria, 3178.
- 1.14 **"Current Market Land Value"** means the current market value of the land upon which the Social Housing Apartments are located as at the date of service of a notice to the Owner pursuant to clause 4.24, as agreed to in writing by the parties or, in the absence of such agreement, as determined by the President or his or her nominee of the Australian Property Institute (Victorian Chapter) at the cost of the Owner.
- 1.15 **"Development"** means the development and use of the Land in accordance with the following:
- 1.15.1 the Development Plan Overlay;
 - 1.15.2 the Concept Development Plan;
 - 1.15.3 the Master Plan;
 - 1.15.4 the Master Plan Report;
 - 1.15.5 the Permit;
 - 1.15.6 the Requirements;
 - 1.15.7 the Endorsed Plan; and
 - 1.15.8 the terms of this Agreement,
- and includes works to be constructed in accordance with the Requirements on the Council Homestead Land and the Council Park Land.
- 1.16 **"Development Plan"** means a development plan for the Development referred to in the Requirements for the approval of the Council as responsible authority pursuant to the Development Plan Overlay.
- 1.17 **"Development Plan Overlay"** means Schedule 9 to the Development Plan Overlay in the Scheme.
- 1.18 **"Endorsed Plan"** means the plan or plans endorsed from time to time with the stamp of Council as the plan which forms part of the Permit.
- 1.19 **"Force Majeure"** means any event or cause which is not reasonably within the control of the party affected, including any Act of God (including, without limiting



the generality of the expression an "Act of God", lightning, earthquakes, storms, landslides, floods, fires and washouts); strikes, lockouts, bans, go-slow actions, limitations of work or other industrial disturbances (whether or not involving the Owner's employees), acts of enemies, sabotage, wars (whether declared or undeclared), blockades, insurrections, riots, epidemics, arrests and restraints of lawful authority; expropriation, confiscation or requisitioning of materials or of any equipment or other property; civil disturbances; any explosion or other accident; or any other event or cause, whether of a kind referred to above or not, where the event or cause is outside the reasonable control of the Owner and could not have been avoided or overcome by the Owner by the exercise of reasonable care or due diligence **AND INCLUDES** the inability of the Owner to comply with clause 4.1 of this Agreement other than in circumstances of breach by the Owner of its obligations pursuant to clause 4.1.

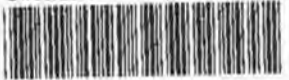
- 1.20 **"GST Act"** means the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) (as amended).
- 1.21 **"GST"** means the goods and services tax as defined in the GST Act and also includes penalties and interest and any notional tax payable pursuant to the GST Act and the *National Taxation Reform (Consequential Provisions) Act 2000*.
- 1.22 **"Homestead"** means the existing Stamford Park Homestead located on the Council Homestead Land.
- 1.23 **"Housing Association"** means a registered housing association under the *Housing Act 1983* nominated by the Owner from a list of housing associations provided to the Owner by the Council and selected in accordance with the Social Housing Selection Process.
- 1.24 **"Housing Association Contract"** means the intended contract between the Owner and the Housing Association via which:
- 1.24.1 funding toward the Social Housing Dwelling will be provided; and
 - 1.24.2 the Social Housing Lots (incorporating the Social Housing Dwellings) will be transferred to the Housing Association.
- 1.25 **"Housing Contract Date"** means the earlier of the "Final Milestone Date" as described in the Social Housing Selection Process or 1 June 2019.
- 1.26 **"Input Tax Credit"** in relation to a supply, means a credit under the GST Act for the GST payable by the recipient in respect of the supply.
- 1.27 **"Interest Rate"** means the 90 day Bank Bill Swap Rate published by the Australian Financial Markets Association, plus 2%.
- 1.28 **"Kingston Links Golf Course Land"** means the land adjoining the Council Park Land to the west, being the land in certificate of title volume 10425 folio 232 known as 1 Corporate Avenue, Rowville, Victoria 3178.
- 1.29 **"Land"** means the land within the Scheme described as lot 2 on plan of subdivision no. PS649607Q being the whole of the land more particularly described in certificate of title volume 11601 folio 645 known as Lot 2 (PS649607Q), 980 Stud Road, Rowville, Victoria, 3178.
- 1.30 **"Lots"** means the number of separately transferrable residential lots permitted by the Permit for the Land.



- 1.31 **"Master Plan"** means both the Stamford Park Master Plan 2010 previously included in the Scheme and the Stamford Park Master Plan prepared by Tract Consultants dated July 2014 recently incorporated in the Scheme. To the extent of any inconsistency, the 2014 plan is to prevail.
- 1.32 **"Master Plan Report"** means a report entitled "Stamford Park Master Plan Report" prepared by Tract Consultants dated July 2014, and being an updated version of the Stamford Park Master Plan Report 2010 presently incorporated in the Scheme.
- 1.33 **"Mortgagee"** means the person or persons registered or entitled from time to time to be registered by the Registrar of Titles as mortgagee of the Land or any part of it.
- 1.34 **"Owner"** means the party so denoted in this Agreement.
- 1.35 **"Permit"** means the planning permit or planning permits authorising the residential use and development of the Land for the Development.
- 1.36 **"Possible Future Link"** means the provision of a possible future pedestrian and local vehicular link between the Land and the Kingston Links Golf Course Land (including any future residential development of the Kingston Links Golf Course Land) across the Council Park Land denoted as "Possible Future Link" on the Master Plan and referred to in the Master Plan Report, which assumes public access across the Land to Stud Road.
- 1.37 **"Practical Completion"** means the date of practical completion of the Development or a Stage of the Development, being the last to occur of the following:
- 1.37.1 compliance with clause (a) of EM1.1 of the Requirements in accordance with clause 4.4 of this Agreement;
- 1.37.2 compliance with all Requirements for the Development or as may be relevant to a Stage of the Development (as the case may be) other than EM1.1(b) in accordance with clause 4.11 of this Agreement,
- 1.37.3 certification by a qualified civil engineer with at least 5 years' experience in residential development projects of this kind appointed by agreement between the parties, or in the absence of agreement, as determined by the President or his or her nominee of Engineers Australia (Victorian Division) at the cost equally of both parties, that the Development or a Stage (as the case may be) is practically complete in all respects.
- 1.38 **"Practical Completion Date"** means, subject to clause 4.12, the date by which the Owner must achieve Practical Completion of the Development, namely 4 years after the Substantial Commencement Date.
- 1.39 **"Price"** means the price specified in the Contract (inclusive of GST).
- 1.40 **"Public Open Space"** has the same meaning as in the *Subdivision Act 1988*.
- 1.41 **"Requirements"** means the Requirements specified in Annexure 1.
- 1.42 **"Residential Lots"** means each lot which contains a dwelling or dwellings and which cannot be re-subdivided other than in strata

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- 1.43 **"Restriction"** means the restriction created on registered plan of subdivision no. PS649607Q.
- 1.44 **"RFP"** has the same meaning as in the Social Housing Selection Process.
- 1.45 **"Scheme"** means the Knox Planning Scheme or any other planning scheme which applies to the Land from time to time.
- 1.46 **"Settlement Date"** means the date of settlement of the Contract.
- 1.47 **"Site"** means the whole of the land in registered plan of subdivision no. PS649687Q.
- 1.48 **"Social Housing"** means the provision and continued use of Social Housing Lots within the Development, in accordance with Social01-Social07 (inclusive) of the Requirements to Council's satisfaction.
- 1.49 **"Social Housing Dwelling"** means a dwelling within the meaning of the Act and Scheme, utilised for Social Housing.
- 1.50 **"Social Housing Lot"** means a separate transferable lot on a registered plan of subdivision within or upon which a Social Housing Dwelling is located or is to be located.
- 1.51 **"Social Housing Plan"** means the indicative plan of Social Housing for the Development, a copy of which is attached as Annexure 3 or such other plan as may be agreed by Council which accords with the Requirements.
- 1.52 **"Social Housing Selection Process"** means the process for selection of the Housing Association attached as Annexure 7 or such amended process as the parties may agree to in writing.
- 1.53 **"Social Housing Program"** has the same meaning as in the Social Housing Selection Process.
- 1.54 **"Stage"** means any part of the Land in respect of which the Owner seeks the issue of a statement of compliance for a plan of subdivision creating some of the Lots for part of the Development.
- 1.55 **"Stormwater Drains"** means the existing underground stormwater drains which traverse the Land and which require redesign and relocation in order for the Development to proceed.
- 1.56 **"Substantial Commencement"** means that the Land has been filled in accordance with the terms of the Restriction to the satisfaction of Council and Melbourne Water Corporation.
- 1.57 **"Substantial Commencement Date"** means, subject to clause 4.12, the earlier to occur of the following:
- 1.57.1 the date which is six months from the date which is the later of:
- (a) the date of issue of the Permit; and
 - (b) the date of issue of a building permit for the filling of the Land in accordance with the terms of the Restriction; or
- 1.57.2 thirty (30) months from the date of this Agreement,



or such other date as the parties may agree to in writing.

- 1.58 **"Tax Invoice"** in relation to a supply, means an invoice for the supply required by the GST Act to support a claim by the recipient for an Input Tax Credit for the GST on the supply.
- 1.59 **"Termination Date"** means the date upon which Council notifies the Owner in writing that the Owner has fully satisfied the Owner's obligations pursuant to this Agreement or that the Council no longer requires the Owner to comply with the obligations specified in this Agreement.
- 1.60 **"Transfer Land"** means the land so denoted on the plan attached in Annexure 2 to this Agreement.

2 COMMENCEMENT

This Agreement comes into force on the date it was made as set out above.

3 TERMINATION OF AGREEMENT

3.1 Termination

This Agreement shall end on the Termination Date provided that the Owner has complied with all of its obligations under this Agreement by that date.

3.2 Cancellation of Agreement

As soon as reasonably practicable after this Agreement has ended, the Council must, at the request and at the cost of the Owner, apply to the Registrar of Titles under section 183(2) of the Act to cancel the recording of this Agreement on the Register.

4 OWNER'S COVENANTS

4.1 Application for Permit and other approvals

The Owner must lodge its application for the Permit within 6 months from the date of this Agreement and exercise its best endeavours to obtain the Permit and all other permits and approvals necessary for the development and use of the Land for the Development within 18 months after the date of this Agreement.

4.2 Substantial commencement of the Development

The Owner must procure the Substantial Commencement of the Development by the Substantial Commencement Date.

4.3 Practical completion of the Development

The Owner must procure Practical Completion of the Development by the Practical Completion Date.

4.4 Provision of Social Housing

The Owner must provide Social Housing as part of the Development, as follows:

- 4.4.1 the Owner will procure the construction of the Social Housing Dwellings, prior to Practical Completion;



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- 4.4.2 the number of Social Housing Dwellings must be not less than 5% of the total number of Dwellings in the Development;
- 4.4.3 each Social Housing Dwelling is to be located on a separate title, namely a Social Housing Lot;
- 4.4.4 each Social Housing Dwelling is to be located within the Development as noted on the Social Housing Plan.
- 4.4.5 each Social Housing Lot, incorporating a completed Social Housing Dwelling, must be transferred to the selected Housing Association, as provided in this Agreement;

provided, however, this Agreement sets out what is to occur if the Social Housing is not or cannot be, provided as required.

4.5 Housing Association Selection

- 4.5.1 the Owner will seek to contract with a selected Housing Association in accordance with the Social Housing Selection Process;
- 4.5.2 the Council will co-operate and participate in the selection of the relevant Housing Association in accordance with the Social Housing Selection Process;
- 4.5.3 the parties may agree to in writing to vary the Social Housing Selection Process, including its selection criteria; and
- 4.5.4 prior to the transfer of the Social Housing Lots to the Housing Association, the Owner must enter into an agreement pursuant to Section 173 of the Act to be recorded on the title to the Social Housing Lots which requires the continued use of the Social Housing Lots for Social Housing and imposes other relevant obligations upon the Owner in respect of the Social Housing Lots as contemplated by the Requirements and to the satisfaction of the Council.

4.6 No Housing Association Contract

If the Owner does not enter into the Housing Association Contract by the Housing Contract Date:

- 4.6.1 the Owner may, within fourteen (14) days of the Housing Contract Date, request the Council to extend the date for entering into the Housing Association Contract as is reasonable in the circumstances, pursuant to Clause 4.9;
- 4.6.2 the Council must elect within a period of sixty (60) days from the Housing Contract Date, or such later date as the Council may agree under Clause 4.6.1, and the Owner must comply with one of the following options:
 - (a) the Owner must pay to the Council an amount calculated as otherwise specified in clause 4.6; or
 - (b) the Council must contribute to the construction cost of the Social Housing Dwellings and receive a transfer of the relevant Social Housing Lots, both as otherwise specified in clause 4.6.

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4.6.3 if the Council elects under Clause 4.6.2(a) to receive a payment then this must occur as follows:

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- (a) such payment must be made within thirty (30) days of the Council's election and notice of same to the Owner;
- (b) the amount of the payment is:
 - (1) \$31,600 in respect of each proposed Social Housing Dwelling for which a Housing Association Contract has not been entered into, which is intended to be located within an apartment complex; and
 - (2) \$120,500 in respect of each proposed Social Housing Dwelling for which a Housing Association Contract has not been entered into which is not intended to be located within an apartment complex;

subject to indexation in accordance with clause 4.6.5(c).

4.6.4 if the Council elects, under Clause 4.6.2(b) to make a contribution towards the cost of, and receive a transfer of, the Social Housing, this must occur as follows:

- (a) the transfer of the relevant Social Housing Lot(s), including a completed Social Housing Dwelling, to the Council or other nominated entity is to occur within sixty (60) days of the later of:
 - (1) registration of the Plan of Subdivision which creates the relevant Social Housing Lot(s); and
 - (2) issue of an Occupancy Permit for the relevant Social Housing Dwelling.
- (b) the transfer of the relevant Social Housing Lot is subject to the payment by the Council on the date of such transfer of its contribution towards the Construction Cost of the completed relevant Social Housing Dwelling(s), as follows:
 - (1) \$230,000 for each completed Social Housing Dwelling intended to be located within an apartment complex;
 - (2) \$146,000 for each completed Social Housing Dwelling which is not intended to be located within an apartment complex and which includes a loft (lower);
 - (3) \$184,000 for each completed Social Housing Dwelling which is not intended to be located within an apartment complex and which includes a loft (upper).

4.6.5 for the avoidance of doubt:

- (a) the Council may make its election under clause 4.6.2 in respect of any one or more of the proposed Social Housing Lots (including Social Housing Dwellings); and
- (b) if the Council seeks to make a contribution and receive a transfer of all Social Housing Dwellings, then the total

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contribution shall be the Construction Cost as defined in this Agreement;

- (c) any specific amounts specified in clause 4.6.3 are calculated as at 1 July 2018 and are subject to indexation up or down at the rate of 6.2% per annum depending upon whether the payment is made before or after 1 July 2018, with such indexation applicable to the period for which payment occurs before or after 1 July 2018;
- (d) any specific amounts specified in clause 4.6.4(b) are calculated as at December 2015 and are to be indexed by the method set out in the definition of "**Construction Cost**", having regard to the time for payment.

4.6.6 In any case where the Council elects to take a transfer of the relevant Social Housing Lots, the Owner agrees:

- (a) it must complete the construction of the relevant Social Housing Dwelling(s);
- (b) effect the necessary plan(s) of subdivision to create the separate Social Housing Lot; and
- (c) it must procure the occupancy permit for the relevant Social Housing Dwelling.

4.7 Housing Association – Failure

In any case where, due to no fault of the Owner, the Housing Association either fails or refuses to meet its obligations under the Housing Association Contract (including a failure to pay any relevant financial contribution), such that the Owner is no longer obligated to transfer the Social Housing Lots (including a Social Housing Dwelling) to the Housing Association, then the following must occur:

- 4.7.1 the Owner must provide written notice of the failure of the Housing Association to the Council ("**Failure Notice**").
- 4.7.2 the Council must elect, within a period of sixty (60) days from the date of the Failure Notice and the Owner must comply with one of the following options:
 - (a) the Owner must pay to the Council an amount calculated as otherwise specified in clause 4.7.3; or
 - (b) the Council may elect to contribute to the construction cost of the Social Housing Dwellings and receive a transfer of the relevant Social Housing Lots, both as otherwise specified in clause 4.7.3.
- 4.7.3 the provisions and process set out under Clause 4.6, in particular Clauses 4.6.3 to 4.6.6 (inclusive), apply subject to any necessary consequential changes to give them effect, to a Council election under this Clause 4.7.

4.8 Social Housing – Not Constructed or Transferred

4.8.1 After entry into the Housing Association Contract, if the Owner does not:

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(a) complete the construction of the Social Housing Dwelling(s) on or before the earlier of the issue of a statement of compliance for the relevant Stage containing the Social Housing or the Practical Completion Date for the Development; or

(b) transfer to the Housing Association the Social Housing Dwelling(s) on or before the earlier of sixty (60) days of Practical Completion of the relevant Stage or the Development (as the case may be) containing the Social Housing or the Practical Completion Date for the Development,

then the balance of this clause 4.8 will apply;

4.8.2 the Owner may request the Council to extend the date for completion or transfer, as is reasonable in the circumstances pursuant to clause 4.9; and

4.8.3 if, within 30 days of the event specified in clause 4.8.1(a) or 4.8.1(b) or such later date as Council may agree under clause 4.8.2, the Owner has still not constructed any one of more of the Social Housing Dwellings the Owner must pay to the Council within 10 Business Days of a demand by Council:

(a) \$60,000 in respect of each Social Housing Dwelling, proposed to be located within an apartment complex; and

(b) \$200,000 in respect of each Social Housing Dwelling, not proposed to be located within an apartment complex.

4.9 Extension of time for provision of Social Housing

In any of clauses 4.6, 4.7 and 4.8 where the Council is asked to extend the time for the Owner to achieve a particular outcome, where the substantive cause for the relevant delay has been beyond the reasonable control of the Owner, the presumption is that the Council will, unless there is no reasonable prospect of the outcome being achieved, agree to such an extension. Such a request may be made at any time before the Council exercises any of its rights pursuant to clauses 4.6, 4.7 and 4.8 to a payment or a transfer of a Social Housing Lot(s) (as the case may be).

4.10 Termination of Social Housing obligations

In any case where pursuant to clauses 4.6, 4.7 or, 4.8 the Council has elected to require a payment in respect of a particular Social Housing Dwelling, or a transfer of the relevant Social Housing Lot (as the case may be), any obligations of the Owner in respect of the relevant proposed Social Housing Dwelling or Social Housing Lot (as the case may be) are at an end.

4.11 Compliance with the Requirements

The Owner must, as part of the construction of the Development and of each Stage, comply with each of the Requirements (to the extent applicable) to the satisfaction of Council, acting reasonably.

4.12 Delayed Substantial Commencement or delayed Practical Completion

The Owner may request the Council to extend either or both of the Substantial Commencement Date or the Practical Completion Date (as the case may be) due to a Force Majeure for a maximum period of 12 months and the Council will consider any such request pursuant to clause 5.1. Such a request may be made at any time before the Council exercises any of its rights to draw down the Bank Guarantee pursuant to clause 4.18.

4.13 Transfer Land

4.13.1 The Owner must, at the Owner's cost, procure the registration of the following within 12 months of the date of this Agreement ("**Registration Date**"):

- (a) a "not in common ownership" plan of subdivision ("**First NICO Plan**") of the Land and the Council Homestead Land which consolidates the titles to the Transfer Land and the Council Homestead Land and which removes the existing registered easement of carriageway encumbering the Transfer Land; and
- (b) a "not in common ownership" transfer of land ("**First NICO Transfer**") of the consolidated title comprising of the Transfer Land and the Council Homestead Land to the Council for the nominal consideration of \$1.00 (inclusive of GST).

4.13.2 The Owner must use all reasonable endeavours to cause the First NICO Plan and the First NICO Transfer to be registered by the Registration Date.

4.13.3 The Owner must, at the Owner's own cost, promptly do the following:

- (a) procure the consents of any mortgagee, chargee, caveator and any other person having an interest in the Land whose consent is necessary to procure the registration of the First NICO Plan and the First NICO Transfer;
- (b) attend to any dealing refusal and answering any requisitions raised by the Registrar of Titles regarding the First NICO Plan or the First NICO Transfer as soon as reasonably possible after being received by the Owner or its solicitors and, in any event, within the time limit prescribed by the Registrar of Titles for answering that requisition, provided that such requisition is capable of being answered by the Owner or any other person on behalf of the Owner; and
- (c) forward the certificate of title for the Transfer Land to Council or its solicitors in the event that such certificate issues to the Owner.

4.13.4 The Council must, at the Owner's cost, do the following:

- (a) within 14 days of being requested to do so by the Owner or its solicitors, ensure that a nomination request form is completed in accordance with the requirements of the Registrar of Titles and the title to the Council Homestead Land is produced at the Office of Titles in order to procure registration of the First NICO Plan and First NICO Transfer;





- (b) within 14 days of being requested to do so by the Owner or its solicitors, procure the consent of any person who has an interest in the Council Homestead Land whose consent is necessary to procure registration of the First NICO Plan and the First NICO Transfer; and
- (c) exercise its reasonable endeavours to assist the Owner in attending to any dealing refusal and answering any requisition raised by the Registrar of Titles regarding the First NICO Plan or the First NICO Transfer as soon as reasonably possible after being requested to do so by the Owner or its solicitors and, in any event, within the time limit prescribed by the Registrar of Titles for answering that requisition, provided that such requisition is capable of being answered by the Council or any other person on behalf of the Council.

4.14 Relocation of Stormwater Drains

The Owner must, at the Owner's cost and to the satisfaction of the Council during the early phase of construction of the Development when top soil is removed, relocate and redesign the Stormwater Drains as open swale drains to a location approved by the Council, which approval the Council will not unreasonably withhold provided that the location is to the south of the Land, or another location agreed to in writing by the parties.

4.15 Possible Future Link

The Owner must:

- 4.15.1 develop the Land in a manner consistent with the provision of the Possible Future Link;
- 4.15.2 if the Possible Future Link is required by Council, allow free and unimpeded public access from Stud Road through the Land to the Possible Future Link, including the creation of such registered easements of carriageway and/or the vesting in Council of such roads and public highways (at no cost to Council) with a minimum width of 20 metres sufficient to accommodate the specifications for a "Residential Collector Road", a copy of which specifications are attached as Annexure 6, except for where the road alignment adjoins the Council Park Land where the road reservation can be reduced to a minimum width of 17 metres, as may be necessary to facilitate such public access to the Possible Future Link; and
- 4.15.3 not use or develop or allow the Land to be used or developed in a manner inconsistent with the provision of the Possible Future Link.

4.16 Provision of Public Open Space

The Owner must, as part of the Development, provide a minimum of 8.5% Public Open Space for the Development in compliance with clause 52.01 of the Scheme, such Public Open Space to be provided as part of the public space contemplated in the Master Plan.

4.17 Council Carpark

The parties acknowledge and agree to do the following as part of the Owner's compliance with clause 4.1 of this Agreement and in any event within 14 months after the date of this Agreement:

4.17.1 Negotiate bona fide and in good faith with respect to the reconfiguration of the Council Carpark, at the Owner's cost, having regard to the following criteria for the reconfiguration of the Council Carpark:

- (a) Site views of the Homestead to the east of Emmeline Row must be maintained.
- (b) The Council Carpark must be of a sufficient size to accommodate 45 car parking spaces plus one bus parking bay, to Council's satisfaction.
- (c) There must be minimal impact on existing trees within the Site.

4.17.2 In the event that agreement is reached with respect to the relocation of the Council Carpark in accordance with the preceding clause, exercise their best endeavours at the Owner's cost, to secure registration of the following:

- (a) A "not in common ownership" plan of subdivision (**Second NICO Plan**) of the Land and the Council Park Land for the Council Carpark, which creates a consolidated lot for the Council Park Land and such part of the Land upon which the Council Carpark is to be relocated.
- (b) A "not in common ownership" transfer of land (**Second NICO Transfer**) of the consolidated title comprising of the Council Park Land and such part of the Land upon which the Council Carpark is to be relocated to the Council for nominal consideration of \$1.00 (inclusive of GST), at no cost to Council.

4.17.3 For the purposes of the preceding clause, the following applies:

- (a) The Owner must use all reasonable endeavours to cause the Second NICO Plan and the Second NICO Transfer to be registered within 18 months after the date of this Agreement.
- (b) The Owner must at the Owner's own cost perform the same obligations specified in clause 4.13.3 as if those obligations applied to the Second NICO Plan and Second NICO Transfer.
- (c) The Council must, at the Owner's cost, perform the same obligations as imposed by clause 4.13.4 of this Agreement as if those obligations applied to the Second NICO Plan and Second NICO Transfer.

4.18 Bank Guarantee

The Owner shall provide to the Council on the date of this Agreement and maintain in accordance with this clause a Bank Guarantee given by a bank as defined in the *Banking Act 1959* (Cth) or any Act amending or replacing that Act or by a bank established by an Act of the Parliament of Victoria ("**Bank**") for the

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amount of 30% of the Price for the due performance of the Owner's obligations under clauses 4.1 to 4.16 inclusive ("**Guaranteed Obligations**") which shall be in the form of an unconditional and irrevocable undertaking or certificate given by the Bank, to which the following provisions shall apply:

- 4.18.1 the Bank Guarantee shall be in favour of the Council;
- 4.18.2 subject to the other provisions of this clause 4.18, the Bank Guarantee shall be maintained effective until Council is satisfied that the Guaranteed Obligations have been fully complied with;
- 4.18.3 if the Owner defaults in respect of its performance of any of the Guaranteed Obligations of this Agreement, the Council may, without prejudice to all other rights and remedies of the Council and after giving the Council's notice referred to in clause 4.24 in respect of such default, and the Owner fails to remedy such default within the period specified in the notice, draw down the whole or any part of the Bank Guarantee and apply the moneys drawn down to compensate the Council for the default;
- 4.18.4 a draw down by the Council under the Bank Guarantee shall not prevent Council from seeking alternative or additional remedies or from claiming from the Owner losses, expenses, costs or damages in excess of the amount drawn down,

and the Bank Guarantee shall be released to the Owner as follows:

- 4.18.5 such amount of the Bank Guarantee as equals 10% of the Price upon achieving Substantial Commencement of the Development;
- 4.18.6 such amount of the Bank Guarantee as equals 10% of the Price upon compliance with clause 4.4 in respect of Social Housing or the termination of the obligations of the Owner in respect of Social Housing pursuant to clause 4.10;
- 4.18.7 such amount of the Bank Guarantee as equals 5% of the Price upon Practical Completion of a Stage of the Development nominated by the Owner and agreed to in writing by the Council, provided that all Guaranteed Obligations have been fully complied with in respect of such Stage; and
- 4.18.8 the remaining amount of the Bank Guarantee equalling 5% of the Price upon Practical Completion of the Development and compliance with clause (b) of EM1.1 of the Requirements, provided that all Guaranteed Obligations have been fully complied with in respect of the Development.

4.19 Successors in title

Until this Agreement is recorded on the folio of the Register which relates to the Land pursuant to section 181 of the Act, the Owner must ensure that the Owner's successors in title give effect to and do all acts and sign all documents which will require those successors to give effect to this Agreement, including requiring the successors in title to execute a deed agreeing to be bound by the terms of this Agreement. Until that deed is executed, the Owner, being a party to this Agreement, remains liable to perform all of the Owner's obligations contained in this Agreement.

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**4.20 Further assurance**

The Owner must do all things necessary (including signing any further agreement, acknowledgment or document) to enable the Council to record this Agreement on the folio of the Register which relates to the Land.

4.21 Payment of Council's costs

The Owner agrees to pay on demand to the Council the Council's costs and expenses (including any legal fees incurred on a solicitor-client basis) of and incidental to the preparation, execution, recording and enforcement of this Agreement.

4.22 Mortgagee to be bound

The Owner covenants to obtain the consent of any Mortgagee to be bound by the covenants in this Agreement if the Mortgagee becomes mortgagee in possession of the Land.

4.23 Indemnity

The Owner covenants to indemnify and keep the Council, its officers, employees, agents, workmen and contractors indemnified from and against all costs, expenses, losses or damages which they or any of them may sustain incur or suffer or be or become liable for or in respect of any suit action proceeding judgement or claim brought by any person arising from or referable to this Agreement or any non-compliance with this Agreement.

4.24 Non-compliance

If the Owner has not complied with this Agreement within 14 days after the date of service on the Owner by the Council of a notice which specifies the Owner's failure to comply with any provision of this Agreement, the Owner covenants:

- 4.24.1 to allow the Council its officers, employees, contractors or agents to enter the Land and rectify the non-compliance;
- 4.24.2 to pay to the Council on demand, the Council's reasonable costs and expenses ("**Costs**") incurred as a result of the Owner's non-compliance;
- 4.24.3 to pay interest at the rate of 2% above the rate prescribed under section 2 of the *Penalty Interest Rates Act 1983* on all moneys which are due and payable but remain owing under this Agreement until they are paid in full;

and the Owner agrees:

- 4.24.4 to accept a certificate signed by the Chief Executive Officer of the Council (or any nominee of the Chief Executive Officer) as prima facie proof of the Costs incurred by the Council in rectifying the Owner's non-compliance with this Agreement;
- 4.24.5 that any payments made for the purposes of this Agreement shall be appropriated first in payment of any interest and any unpaid Costs of the Council and then applied in repayment of the principal sum;

4.24.6 that all Costs or other mories which are due and payable under this Agreement but which remain owing shall be a charge on the Land until they are paid in full; and

4.25 Standard of works

The Owner covenants to comply with the requirements of this Agreement and to complete all works required by this Agreement as expeditiously as possible at its cost and to the satisfaction of the Council.

4.26 Council access

The Owner covenants to allow the Council and its officers, employees, contractors or agents or any of them, to enter the Land (at any reasonable time) to assess compliance with this Agreement.

4.27 Covenants run with the Land

The Owner's obligations in this Agreement are intended to take effect as covenants which shall be annexed to and run at law and in equity with the Land and every part of it, and bind the Owner and its successors, assignees and transferees, the registered proprietor or proprietors for the time being of the Land and every part of the Land.

4.28 Owner's warranty

The Owner warrants and covenants that:

- 4.28.1 the Owner is the registered proprietor (or is entitled to become the registered proprietor) of the Land and is also the beneficial owner of the Land;
- 4.28.2 there are no mortgages, liens, charges or other encumbrances or leases or any rights inherent in any person other than the Owner affecting the Land which have not been disclosed by the usual searches of the folio of the Register for the Land or notified to the Council;
- 4.28.3 no part of the Land is subject to any rights obtained by adverse possession or subject to any easements or rights described or referred to in section 42 of the *Transfer of Land Act 1958*; and
- 4.28.4 until this Agreement is recorded on the folio of the Register which relates to the Land, the Owner will not sell, transfer, dispose of, assign, mortgage or otherwise part with possession of the Land or any part of the Land without first disclosing to any intended purchaser, transferee, assignee or mortgagee the existence and nature of this Agreement.

5 COUNCIL'S COVENANTS

5.1 Substantial Commencement or Practical Completion – Extension

In any case where Substantial Commencement or Practical Completion of the Development has not been achieved as required by clauses 4.2 and 4.3 respectively due to Force Majeure and the Owner has requested an extension of time pursuant to clause 4.12, the Council must consider any such request having

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regard to the Owner's actions pursuant to clause 4.2 or 4.3 (as the case may be) and Council when considering such an extension request:

- 5.1.1 must respond to any such request from the Owner within 28 days of the receipt of the request; and
- 5.1.2 if any extension is granted, must not grant the extension for any period less than three months or greater than 12 months.

5.2 Effect of extension

If any request for an extension is granted pursuant to clause 5.1, the Substantial Commencement Date or Practical Completion Date (as the case may be) is extended for all purposes of this Agreement.

6 GOODS AND SERVICES TAX

6.1 Definitions and expressions

Expressions used in this Agreement that are defined in the *GST Act* have the same meaning as given to them in the *GST Act*, unless expressed to the contrary.

6.2 Amounts payable do not include GST

Each amount, of whatever description, specified as payable by one party to the other party under this Agreement is expressed as a GST exclusive amount unless specified to the contrary.

6.3 Liability to pay any GST

Subject to clause 6.4, in addition to any amount payable by one party to the other party under this Agreement in respect of a taxable supply, the party liable to pay the amount ("Recipient") must pay to the other party ("Supplier") a sum equivalent to the GST payable, if any, by the Supplier in respect of the taxable supply on the date on which the Supplier makes a taxable supply to the Recipient irrespective of when the Supplier is liable to remit any GST under this Agreement in respect of a taxable supply to any governmental authority.

6.4 Tax Invoice

A party's right to payment under clause 6.3 is subject to a Tax Invoice being delivered to the Recipient.

7 GUARANTEE AND INDEMNITY

7.1 Guarantee and indemnity

In consideration of the Council entering into this Agreement with the Owner at the Guarantor's request, the Guarantor:

- 7.1.1 guarantee that the Owner will perform all its obligations under this Agreement;
- 7.1.2 must pay the Council on demand any money owing to the Council by the Owner; and



- 7.1.3 indemnify the Council against all loss resulting from the Council having entered into this Agreement, whether from the Owner's breach of any provision of this Agreement, or from this Agreement being or becoming unenforceable against the Owner.

7.2 Guarantor's liability not affected

The Guarantor's liability will not be affected by:

- 7.2.1 the Council granting the Owner or any Guarantor any time or other indulgence;
- 7.2.2 the Council agreeing not to sue the Owner, or any Guarantor;
- 7.2.3 any variation of this Agreement;
- 7.2.4 any provision of this Agreement being or being found to be unenforceable; and
- 7.2.5 this Agreement not being signed by any one Guarantor.

7.3 Covenants

The Guarantor agrees:

- 7.3.1 not to seek to recover any money from the Owner by way of reimbursement for payments made by any Guarantor to the Council until the Council has been paid in full;
- 7.3.2 not to prove in the bankruptcy or winding up of the Owner for any amount which the Council has demanded from the Guarantor until the Council has been paid in full; and
- 7.3.3 to pay the Council any money which the Council is required to refund to the Owner's liquidator or trustee in bankruptcy as preferential payments received from the Owner.

8 GENERAL

8.1 No fettering of Council's powers

This Agreement does not fetter or restrict the Council's power or discretion in respect of any of the Council's decision making powers including but not limited to an ability to make decisions under the *Local Government Act 1989*, and the Act or to make or impose requirements or conditions in connection with any use or development of the Land or the granting of any planning permit, the approval or certification of any plans of subdivision or consolidation relating to the Land or the issue of a Statement of Compliance in connection with any such plans.

8.2 Time of the essence

Time is of the essence as regards all dates, periods of time and times specified in this Agreement.

8.3 Governing law and jurisdiction

This Agreement is governed by and is to be construed in accordance with the laws of Victoria. Each party irrevocably and unconditionally submits to the

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non-exclusive jurisdiction of the courts and tribunals of Victoria and waives any right to object to proceedings being brought in those courts or tribunals.

8.4 Enforcement and severability

8.4.1 This Agreement shall operate as a contract between the parties and be enforceable as such in a Court of competent jurisdiction regardless of whether, for any reason, this Agreement were held to be unenforceable as an agreement pursuant to Division 2 of Part 9 of the Act.

8.4.2 If a Court, arbitrator, tribunal or other competent authority determines that a word, phrase, sentence, paragraph or clause of this Agreement is unenforceable, illegal or void, then it shall be severed and the other provisions of this Agreement shall remain operative.

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9 ENDING OF AGREEMENT

9.1 Ending of Agreement

This Agreement ends

- 9.1.1 on the Termination Date; or
- 9.1.2 otherwise by agreement between the parties in accordance with Section 177(2) of the Act.

9.2 Cancelling of Recording

- 9.2.1 As soon as reasonably practicable after the ending of this Agreement, the Council will at the request and at the cost of the Owner make application to the Registrar of Titles under Section 183(2) of the Act to cancel the recording of this Agreement on the register.
- 9.2.2 The Owner may make more than one request of the Council to do so as the Owner's obligations are progressively satisfied.
- 9.2.3 If this Agreement relates to more than one lot after the subdivision of the Land, the Owner of that lot may request the Council to end this Agreement in relation to that lot if the Owner of that lot has complied with its obligations in relation to that lot.

9.3 Removal of Residential Lots from Application of Agreement

- 9.3.1 Notwithstanding that the Owner may still be in the course of complying with its obligations in this Agreement, the Council may at the request of the Owner, consent to removing particular Residential Lots from the application of this Agreement pursuant to Section 183 of the Act.
- 9.3.2 The Council will only provide its consent under this clause where it has issued a statement of compliance for a plan of subdivision for the Land that shows the Residential Lots.
- 9.3.3 If the Council provides its agreement under this clause, the Council will at the cost of the Owner expeditiously lodge an application in the prescribed form with the Registrar of Titles for the removal of those Residential Lots from the application of this Agreement.

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- 9.3.4 For the avoidance of any doubt, the effect of Council's consent under this clause is that any Residential Lot created by the plan of subdivision to which Council's approval applies will not be affected by this Agreement.

10 NOTICES

10.1 Service of notice

A notice or other communication required or permitted, under this Agreement, to be served on a person must be in writing and may be served:

- 10.1.1 personally on the person;
- 10.1.2 by leaving it at the person's address set out in this Agreement;
- 10.1.3 by posting it by prepaid post addressed to that person at the person's current address for service; or
- 10.1.4 by facsimile to the person's current number notified to the other party.

10.2 Time of service

A notice or other communication is deemed served:

- 10.2.1 if served personally or left at the person's address, upon service;
- 10.2.2 if posted within Australia to an Australian address, two Business Days after posting;
- 10.2.3 if served by facsimile, subject to the next clause, at the time indicated on the transmission report produced by the sender's facsimile machine indicating that the facsimile was sent in its entirety to the addressee's facsimile; and
- 10.2.4 if received after 5.00pm in the place of receipt or on a day which is not a Business Day, at 9.00am on the next Business Day.

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11 INTERPRETATION

In this Agreement, unless the contrary intention appears:

- 11.1 the singular includes the plural and vice versa;
- 11.2 a reference to a document or instrument, including this Agreement, includes a reference to that document or instrument as novated, altered or replaced from time to time;
- 11.3 a reference to an individual or person includes a partnership, body corporate, government authority or agency and vice versa;
- 11.4 a reference to a party includes that party's executors, administrators, successors, substitutes and permitted assigns;
- 11.5 words importing one gender include other genders;
- 11.6 other grammatical forms of defined words or expressions have corresponding meanings;

- 11.7 a covenant, undertaking, representation, warranty, indemnity or agreement made or given by:
 - 11.7.1 two or more parties; or
 - 11.7.2 a party comprised of two or more persons,
 is made or given and binds those parties or persons jointly and severally;
- 11.8 a reference to a statute, code or other law includes regulations and other instruments made under it and includes consolidations, amendments, re-enactments or replacements of any of them;
- 11.9 a recital, schedule, annexure or description of the parties forms part of this Agreement;
- 11.10 if an act must be done on a specified day that is not a Business Day, the act must be done instead on the next Business Day;
- 11.11 if an act required to be done under this Agreement on a specified day is done after 5.00pm on that day in the time zone in which the act is performed, it is taken to be done on the following day;
- 11.12 a party that is a trustee is bound both personally and in its capacity as trustee;
- 11.13 a reference to an authority, institution, association or body ("**original entity**") that has ceased to exist or been reconstituted, renamed or replaced or whose powers or functions have been transferred to another entity, is a reference to the entity that most closely serves the purposes or objects of the original entity;
- 11.14 headings and the provision of a table of contents are for convenience only and do not affect the interpretation of this Agreement.

EXECUTED as a deed of agreement under Division 2 of Part 9 of the Act.

THE COMMON SEAL of KNOX CITY COUNCIL was affixed in the presence of:))

Mayor 

Councillor 

Chief Executive Officer 



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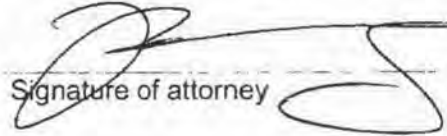
SIGNED for and on behalf of **STOCKLAND DEVELOPMENT PTY LTD** by its attorney under a power of attorney dated 30 January 2008 in the presence of:



Witness

MICHELLE MADELINE PHIBBS
Solicitor of the Supreme Court
of New South Wales

Witness name



Signature of attorney

Katherine Grace

General Counsel & Company Secretary

Name of attorney

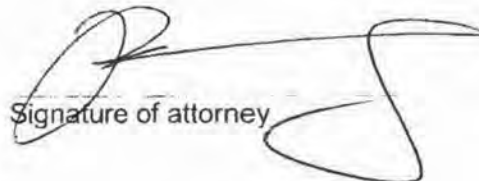
SIGNED for and on behalf of **STOCKLAND CORPORATION LIMITED** by its attorney under a power of attorney dated 30 January 2008 in the presence of:



Witness

MICHELLE MADELINE PHIBBS
Solicitor of the Supreme Court
of New South Wales

Witness name



Signature of attorney

Katherine Grace

General Counsel & Company Secretary


Name of attorney

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MORTGAGEE'S CONSENT



as Mortgagee under Mortgage no. which
encumbers the Land consents to the Owner entering into this Agreement and agrees to be bound
by the terms and conditions of this Agreement if the Mortgagee becomes Mortgagee in possession
of the Land.

PLAN OF REMOVAL OF RESTRICTION			
LOCATION OF LAND PARISH : NARREE WORRAN TOWNSHIP : ---- SECTION : ---- CROWN ALLOTMENT : ---- CROWN PORTION : 2 (PART) TITLE REFERENCE : VOL.11601 FOL.645 LAST PLAN REFERENCE : PS649607Q (LOT 2) POSTAL ADDRESS : 980 STUD ROAD (At time of subdivision) ROWWILLE, 3178 MGA94 Co-ordinates (of approx. centre of land in plan) E 344 520 ZONE: 55 N 5802 160 GDA 94		COUNCIL NAME: KNOX CITY COUNCIL	
NOTATIONS			
<u>PURPOSE OF THE PLAN:</u> TO REMOVE <ul style="list-style-type: none"> • COVENANT AS TO PART AF989120G • COVENANT PS649607Q BOTH AFFECTING LAND CONTAINED WITH VOL 11601 FOL 645.			
<u>GROUNDS FOR REMOVAL</u> PLANNING PERMIT No. _____			
TGM Group 765 Glenferrie Road (PO Box 2304) Hawthorn Vic 3122 T 03 8862 9333 F 03 9819 4909 ABN 11 125 568 461 www.tgmgroup.com		SURVEYORS FILE REF 14339-125 DATE 14/11/2018	ORIGINAL SHEET SIZE: A3
		SHEET 1 OF 1 SHEETS	
		BRENT KEVIN O'GRADY / VERSION No.1	
83 of 490			

6.4 48 Murray Crescent, Rowville

SUMMARY: Marina Pegoraro, Acting Senior Planner.

Planning Application P/2018/6702 for the subdivision of two (2) lots at 48 Murray Crescent, Rowville.

RECOMMENDATION (SUMMARY)

That Council issue a Notice of Decision to Grant a Planning Permit for the subdivision of land into two (2) lots at 48 Murray Crescent, Rowville, subject to the conditions detailed in the full recommendation in section 10 below.

1. INTRODUCTION

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

A new application P/2018/6702 has been lodged with Council for the subdivision of land into two (2) lots at 48 Murray Crescent, Rowville. The existing single storey dwelling is to be removed together with any outbuildings (planning permit not required for demolition).

Both proposed lots have a frontage of 14.88m and an area of 1000m². Access to Lot 1 will be via the existing vehicle crossing in the north/west corner of the site. Access to Lot 2 will be via the existing vehicle crossing in the north/east corner of the site.

2 DISCUSSION

The subject site is located within a 'Knox Neighbourhood' area, which has a sense of spaciousness within the public and private realm. These areas will continue to be low-scale neighbourhoods, characterised by detached dwellings with large backyards which contribute to the area's green and leafy character.

The proposed subdivision is considered to be consistent with the state and local policy direction for housing provision for the following reasons:

- Neighbourhood character - The proposed subdivision will result in developments which are consistent with the character of Murray Crescent. The proposed lot widths are sufficient to provide setbacks to boundaries and there is sufficient depth in the proposed lots to allow a transition towards the low density residential land to the south. Further, a condition of planning permit will required amended plans with building envelopes on both lots that will provide a level spaciousness that responds appropriately to the surrounding character. In order to maintain the current neighbourhood character on the southern side of Murray Crescent, the Section 173 Agreement will also restrict development to a single dwelling only per lot.
- Existing infrastructure – The site is located within a fully serviced area which can accommodate the subdivision.
- Location – While the site is not located within an Activity Centre, it has access to a number of urban services within an established area.

3 CONSULTATION

The application was advertised by way of one sign (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total five (5) objections were received.

The application was referred internally to Council's Stormwater Engineer, Assets Officer, Parks Department and Arborist. No major concerns were raised with the application. Any mandatory conditions from referral authorities have been included in the Conditions within the Recommendation.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no significant environmental impacts or amenity issues associated with the proposed subdivision. A thorough assessment of the application against environmental and amenity considerations can be found at Section 4 of the officer's report at Attachment 1.

5. FINANCIAL & ECONOMIC IMPLICATIONS

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

6. SOCIAL IMPLICATIONS

There are no significant social implications associated with the proposed subdivision.

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

Goal 1 - We value our natural and built environment

Strategy 1.2 - Create a greener city with more large trees, indigenous flora and fauna

Strategy 1.3 - Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure

Goal 2 - We have housing to meet our changing needs

Strategy 2.1 - Plan for a diversity of housing in appropriate locations

8. CONFLICT OF INTEREST

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

Author - Acting Senior Planner, City Planning, Marina Pegoraro - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Acting Director, City Planning and Building, Paul Dickie - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

Clause 71.02-2 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the proposal is considered appropriate given the following:

- The subdivision is consistent with Clause 21.06 (Housing).
- The proposal complies with the General Residential Zone - Schedule 2.
- The subdivision provides an appropriate balance between the need for additional housing within an established residential area while ensuring the amenity of occupants and adjoining residents is not compromised.
- It is considered that the proposal will contribute to the green and leafy character of Knox.

10. RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the subdivision of two (2) lots at 48 Murray Crescent, Rowville subject to the following conditions:

Amended plans

1. Prior to the certification of the Plan of Subdivision and any subdivision works being commenced on site, an amended Plan of Subdivision must be submitted to and approved by the Responsible Authority. This plan must show:

1.1 A Building envelope on both Lots with a 12 metre front setback and a 15 metre setback to the rear boundary subject to the following conditions:

- **The building envelope must contain the dwelling and all associated outbuildings.**
- **Tennis courts, swimming pools and the like may be constructed outside the building envelope.**
- **No buildings within the front setback.**

1.2 A 3.20 metre wide by 7.30 metre long Sewerage easement, to be in favour of South East Water Corporation pursuant to Section 12(1) of the Subdivision Act.

1.3 A 1.20 metre wide Sewerage easement, to be in favour of Lot 1 pursuant to Section 12(1) of the Subdivision Act.

OR

An updated Property Sewerage Plan is to be submitted to South East Water after completion of the internal sewer works showing both dwellings connected to the existing sewer connection point. Easements pursuant to Section 12(2) of the Subdivision Act will then apply to both lots within the Plan of Subdivision.

To the satisfaction of the Responsible Authority.

General Conditions

- 2. The owner/developer of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas and telecommunication services to each lot shown on the plans of subdivision in accordance with that authority's requirements and relevant legislation at the time.**
- 3. All existing and proposed easements required for utility services on the land must be set aside in the plan submitted for certification in favour of the relevant authority for which the easement is to be created.**
- 4. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of the Act.**
- 5. The subdivision as shown on the endorsed plans must not be altered or modified (whether or not in order to comply with any statute, statutory rule or for any other reason) without the consent of the Knox City Council, the Responsible Authority.**
- 6. The subdivision plan must accord with the layout shown on the plans endorsed under the applicable Development Permit.**
- 7. The owner of the land must enter into an agreement with:**
 - A telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and**
 - A suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.**

Prior to the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:

- A telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time;**
- A suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided with optical fibre**

Ausnet Services (Ref: 75055163)

- 8. Enter into an agreement with AusNet Electricity Services Pty Ltd for supply of electricity to each lot on the endorsed plan.**
- 9. Enter into an agreement with AusNet Electricity Services Pty Ltd for the rearrangement of the existing electricity supply system.**

- 10. Rearrange, to the satisfaction of with AusNet Electricity Services Pty Ltd, any existing private electric lines that cross boundaries of the proposed lots to supply existing installations. Such lines shall be constructed with underground cables.**

Section 173 Agreement

- 11. Prior to the certification of the Plan of Subdivision the owner of the land must enter into an agreement under Section 173 Agreement of the Planning and Environment Act 1987 with the Responsible Authority. (Note a dealing number must be issued prior to certification as a result of the registration of the agreement at the Land Titles Office).**

The matters of the agreement must include:

- (i) The owner must not build, construct or erect or cause or permit to be constructed or erected on a lot more than one dwelling and associated outbuildings.**
- (ii) Dwelling and all associated outbuildings buildings are to be contained within the building envelope as shown on the endorsed plans to the permit.**
- (iii) Tennis courts, swimming pools and the like may be constructed outside the building envelope.**
- (iv) No buildings within the front setback.**
- (v) Retention of trees outside of the building envelope unless located within 5 metres of a building.**

Drainage Conditions

- 12. Prior to the issue of statement of compliance, Lots 1 and 2 are to be connected to the legal point of discharge.**

Asset Protection

- 13. The Applicant/Owner shall be responsible to meet the costs of all alterations to and reinstatement of, the Knox City Council and any other Public Authority assets deemed necessary and required by such Authorities for the development/subdivision. Reinstatement or modification of assets to Council's satisfaction will be required or compensation to the value of Council's loss shall be paid.**

Final Engineering Inspection

- 14. Prior to the issue of a Statement of Compliance a final inspection by Council's Surveillance Officer shall be carried out to verify the completion of works in accordance with the Engineering Plans, to Council's standards.**

Vehicle crossing

- 15. Prior to the issue of a Statement of Compliance, the existing vehicle crossings to be upgraded to Council Standards to the satisfaction of the Responsible Authority. All**

crossovers shall be 10m clear of an intersection, 3m clear of all street trees and 1m clear of all other assets in the road reserve.

Works

16. Prior to issue of a Statement of Compliance the following works are to be bonded or constructed to the satisfaction of the Responsible Authority:

- Stormwater drainage.

To the satisfaction of the Responsible Authority.

Removal of structures

17. Prior to the issue of a Statement of Compliance, all structures/outbuildings on the lot/proposed lot shall be demolished and removed from the land to the satisfaction of the Responsible Authority.

Time (subdivision)

18. The permit will expire if one of the following circumstances applies:

- (i) The subdivision is not started within two years of the date of this permit as evidenced by a Plan of Subdivision for any stage being certified by the Council within that time limit;
- (ii) The Certified Plan of Subdivision is not registered within five years from the date of the certification of the plan.

The Responsible Authority may extend the time limit at the request of the landowner or occupier. Any request must be made before the permit expires or within three (3) months after the expiry date.

The starting of a subdivision is regarded by Section 68(3A) of the Planning and Environment Act 1987 as the certification of a plan under section 6 of the Subdivision Act 1988 and where a subdivision is staged, from Certification of Stage One. Completion is regarded as registration of the subdivision and where the subdivision is staged, upon registration of the last stage.

NOTATIONS:

- Stormwater drainage runoff from all the surfaces of the proposed subdivision, including all lots and road reserve surfaces are to be properly collected in a complete and effective system of drains and connected to the Council Drainage system at the north/east corner of the property.
- South East Water (Case Number 33300478 File 19PD6310). South East Water Contact: 9552 3499.
- AusNet Services Contact: subdivisions@ausnetservices.com.au

- **The total Permissible Site Discharge for the entire property (for both lots) being subdivided including all lots, road surfaces and reserves is 14.6L/s to the nominated point of discharge to the existing Council drainage system for a 5 year ARI event.**
- **This application has not been referred to Telstra. In accordance with amended clause 66.01, any planning permit issued requires the owner to enter into a telecommunications agreement.**
- **All utility services (drainage, sewer) are to be verified onsite by the applicant/developer prior to the commencement of any works.**
- **No buildings are permitted to be constructed over an easement vested in Council or any drainage within the property without Council consent.**
- **A road opening permit from Council is required for any works within the road reserve, including the nature strip.**
- **Vehicle crossing shall be constructed in accordance with Council's standard drawings, specifications and vehicle crossing policy.**
- **This permit does not discharge an occupier from any liability relating to the construction, maintenance or the repair of a dividing fence, pursuant to the provisions of the Fences Act 1968 (as amended).**

11. CONFIDENTIALITY

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

Report Prepared By: Acting Senior Planner, City Planning, Marina Pegoraro

Report Authorised By: Acting Director, City Development, Paul Dickie

Attachments

1. Attachment 1 - 48 Murray Crescent Rowville [6.4.1]
2. Attachment 2 - 48 Murray Crescent Rowville [6.4.2]

Planning Application P/2018/6702 for the subdivision of land into two (2) lots at 48 Murray Crescent, Rowville.

1. Summary:

Subject Site:	48 Murray Crescent, ROWVILLE
Proposed Development:	Two lot subdivision
Existing Land Use:	Existing dwelling
Site Area:	2000m ²
Planning Scheme Controls:	General Residential Zone – Schedule 2
Application Received:	26/11/2018
Number of Objections:	5
PCC Meeting:	N/A
Ward:	Taylor

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2018/6702 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

2. Background

2.1 Subject Site and Surrounds

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

- The subject site is a large single allotment located on the southern side of Murray Crescent, Rowville, known as 48 Murray Crescent, Rowville. It is rectangular in shape with a frontage of 29.76m and a depth of 67.21m.
- The site area is approximately 2000m² and has a slope of 2.5 metres from east to west.
- The subject site and surrounds are located within an established residential area. The southern side of Murray Crescent consist of predominately larger allotments at approximately 2000m² with single dwellings. The northern side of Murray Crescent consists of smaller allotments at between 600m² and 700m² each containing a single dwelling.
- To the rear of the site is land in the Low Density Residential Zone fronting Norris Road and lot sizes are generally greater than 4,000m².
- The site has a circular vehicular access via two single width crossovers in the north-east and north-west corners of the site.
- There are approximately 50 trees on the site. Whilst none of these trees are considered significant specimens, many of the trees are significant in the context of their contribution to the broader landscape.
- There are no easements or Restrictive Covenants on Title.

2.2 Recent VCAT Decisions on Murray Crescent

VCAT has made rulings on four multi-dwelling applications between March and November 2018 affecting properties at 28, 30, 48 and 50 Murray Crescent, all proposing six (6) dwellings. Council determined to refuse the four applications and the tribunal affirmed these decisions and directed that no permit be issued. The tribunal in all four cases recognised and acknowledged the unique character of Murray Crescent, which comprises of more conventional urban sized lots on the northern side of Murray Crescent, compared to lots on the southern side of Murray Crescent that measure around 2000m² and contain a single detached dwelling with deeper front setbacks in an expansive garden setting.

In the Tribunal decision involving 48 Murray Crescent, the tribunal commented that “the site’s interface with land in the Low Density Residential Zone is also noteworthy, resulting in the subject land (and the other lots along this southern side of Murray Crescent) being located on the edge of the GRZ2 and at the interface of land that is developed to an even lesser density. As such, any development that occurs on the subject land should be cognisant of, and respectful of, the adjoining LDRZ land to the south.”

2.3 The Proposal

The proposal seeks permission for the subdivision of the land into two (2) lots (vacant), in a side by side arrangement. Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- The existing single storey dwelling is to be removed together with any outbuildings (planning permit not required for demolition).
- Both proposed lots have a frontage of 14.88m and an area of 1000m².
- Access to Lot 1 will be via the existing vehicle crossing in the north/west corner of the site.
- Access to Lot 2 will be via the existing vehicle crossing in the north/east corner of the site.

3. Consultation

3.1 Advertising

The application was advertised by way of one sign (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total 5 objections were received and are summarised below.

Over-development and insufficient infrastructure

- The proposal is not considered to be an overdevelopment of the site and is generally compliant with the requirements of the General Residential Zone 2.
- Conditions on any permit issued would ensure the site to be adequately drained so as not to put any additional pressure on the existing drainage system.

Neighbourhood Character

- An assessment of the proposed development against neighbourhood character is provided at Section 4.2.1 and 4.4 of this report.

Car parking / impact on traffic

- The proposed subdivision is unlikely to create any noticeable change in existing traffic volumes or car parking opportunities in Murray Crescent.

Notice of Motion 86

- A Notice of Motion to introduce a Design and Development Overlay was raised at a Council Meeting in November 2018 and has been discussed in recent VCAT decisions involving other properties on Murray Crescent. Council is currently considering the case for the implementation of a Design & Development Overlay in this area.

3.3 Referrals

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

Stormwater Engineer:

- Standard conditions to be included on any permit issued.

Landscape:

- Tree no. 1 is dead.
- The tree protection zone (TPZ) of Tree no. 2 is 3m and is unlikely to be impacted by any development.
- Trees no. 3 to Trees no. 10 (inclusive) have TPZs extending into subject site. A 3m setback from the rear fence to any buildings would ensure any incursions into TPZs would be limited to 10% or less. A condition of any permit to issue will require the provision of a building envelope on both sites, thus ensuring no buildings will be located within 3m on the rear boundary.

Parks:

- Street trees identified to have poor health and structure and have been removed at no cost to the applicant.

Assets:

- Each lot will require 3 metre wide vehicle crossing.
- Drainage requirement may need upgrading to include a 225 diameter pipe to be connect to the pit located at No. 46 Murray Crescent.
- Both lots connected to new drain as per Council requirement.

4. Discussion

This section considers the proposed development in light of the provisions of the Knox Planning Scheme including State and Local Planning Policies, any other relevant policies and objectives.

4.1 Zoning and Overlays

4.1.1 Zone

The site is located within the General Residential Zone – Schedule 2. Pursuant to Clause 32.08-3 a permit is required for the subdivision of land. The purposes of General Residential 2 are:

- To encourage development that respects the neighbourhood character of the area.
- To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport

- To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.

A subdivision must meet the requirements of Clause 56 of the Scheme.

- The proposed subdivision is considered consistent with the purpose and decision guidelines of zone. The subdivision of the land into two lots will respect the character of the area, providing an appropriate transition from the Low Density Zoned land to the south to the smaller lots to the north of the site (opposite Murray Crescent). The site is fully serviced (including all utility services), and will provide an alternative form of housing choice.

4.1.2 Overlays

The site is not affected by any overlays.

4.2 Policy Consideration: State and Local Planning Policy Framework

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

4.2.1 Housing

Clause 16 Housing: Encourage the development of well-designed medium-density housing that respects the neighbourhood character; improves housing choice; makes better use of existing infrastructure; and, improves energy efficiency of housing. Locate new housing in or close to activity centres and employment corridors and at other strategic development sites that offer good access to services and transport.

Municipal Strategic Statement: Council's MSS encourages development and subdivision occurring with the necessary consideration to such matters as managing population growth, encouraging sustainable development, and influencing the urban form so that Knox itself becomes more sustainable.

Clause 21.06 Housing: The Housing theme implements the Knox Housing Strategy 2015. In managing the City of Knox's current and future housing needs, Council supports a scaled approach to residential development. This scaled approach recognises that some parts of the City will need to accommodate change, due to population growth and the community's changing household needs. Subdivision in residential areas will need to respond positively to the desired future character of the local area and take account of the particular built form and natural environmental elements that make up the neighbourhood character of Knox. The strong landscape character is the unifying element of the neighbourhood character of Knox.

The subject site is located within a 'Knox Neighbourhood' area, which has a sense of spaciousness within the public and private realm. These areas will continue to be low-scale neighbourhoods, characterised by detached dwellings with large backyards which contribute to the area's green and leafy character.

The proposed subdivision is considered to be consistent with the state and local policy direction for housing provision for the following reasons:

- Neighbourhood character - The proposed subdivision will result in developments which are consistent with the character of Murray Crescent. The proposed lot widths are sufficient to provide setbacks to boundaries

and there is sufficient depth in the proposed lots to allow for a transition towards the low density residential land to the south. As will be discussed further in this report, a condition of permit will require building envelopes on both lots that will provide a level of spaciousness that responds appropriately to the surrounding character.

- Existing infrastructure – The site is located within a fully serviced area.
- Location – While the site is not located within an Activity Centre, it has access to a number of urban services within an established area.

4.2.2 Transport

Clause 18 (Transport) – Ensure that access is provided to all available modes of transport.

The site is located within a 175m walk of bus stops on the 691 bus routes along Eildon Parade which provides a connection to nearby Stud Park Shopping Centre and other Activity Centres and railway stations.

4.3 Particular Provisions

Clause 52.01 – Public Open Space Contribution and Subdivision

This is a two lot residential subdivision. In relation to public open space requirements, clause 52.01 of the Knox Planning Scheme (“the Scheme”) states: “A person who proposes to subdivide land must make a contribution to the council for public open space in an amount specified in the schedule to this clause (being a percentage of the land intended to be used for residential, industrial or commercial purposes, or a percentage of the site value of such land, or a combination of both).”

A two-lot subdivision is exempt from a public open space contribution if council considers it unlikely that each lot will be further subdivided. The proposed building envelopes via conditions of permit will ensure that the lots cannot be further subdivided without further approval, and therefore a public open space contribution will not be required in this instance.

4.4 Clause 56 –Residential Subdivision

- The proposal generally complies with the provisions of Clause 56 of the Knox Planning Scheme, an assessment of the key criteria, including any areas of non-compliance are considered. Only those clauses relevant to a two lot subdivision are included below:

Neighbourhood Character Objective 56.03-5

Subdivision should respect existing neighbourhood character, respond to and integrate with the surrounding urban environment and protect significant vegetation and site features.

- The proposed subdivision can better address the neighbourhood character by the provision of a building envelope on both lots with a 12m front setback and a 15m setback to the rear boundary.
- The 12m front setback for the proposed building envelopes is an appropriate response to the predominant setback of buildings on the southern side of Murray Crescent. The site response plan shows three properties either side of the subject site and the front setback ranges from 7.7m to 26.1m, at an average of 14m.
- The 15m setback from the rear boundary provides an appropriate transition towards the Low Density Residential Zone to the rear. This 15m setback is also appropriate in the context of other properties on the

southern side of Murray Crescent that are well setback from the southern boundary. There are several examples of outbuildings located on or close to the southern boundary and 15m setback is appropriate in the context of this character element.

- To maintain the current neighbourhood character on the southern side of Murray Crescent, the Section 173 Agreement will also restrict development to a single dwelling only per lot.
- The proposed building envelopes will be enforced through a Section 173 Agreement, which will be a requirement of this decision. This agreement will also require the retention of trees outside of the building envelope and coupled with the building envelope requirement, these measures will ensure future development responds appropriately to the character of this area.

Lot Area and Building Envelopes Objective 56.04-2

Building Envelopes are not required to be enforced unless vacant lots are less than 500m².

- As previously discussed, building envelopes are an appropriate response to the Neighbourhood Character and would lead to a development outcome that is sympathetic to the character of the surrounding area as discussed above.

Solar Orientation of Lots Objective 56.04-3

To provide good solar orientation of lots and solar access for future dwellings.

- Complies, whilst the private open space area are south of any future development, their depth allows for sufficient solar access to these areas.

Common Area Objective 56.04-5

To ensure the provision of common area is appropriate and that necessary management arrangements are in place.

- No common areas are proposed in this application.

Lot Access Objective 56.06-8

To provide for safe vehicle access between roads and lots.

- Complies, subject to the width of the existing crossovers being modified in accordance with Council's Standards.

Electricity, telecommunications and gas objectives 56.09-2

To provide public utilities to each lot in a timely, efficient and cost effective manner.

- Complies, each lot can be connected to services

4.5 General Decision Guidelines

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

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

5. Conclusion

Clause 71.02-2 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the proposal is considered appropriate given the following:

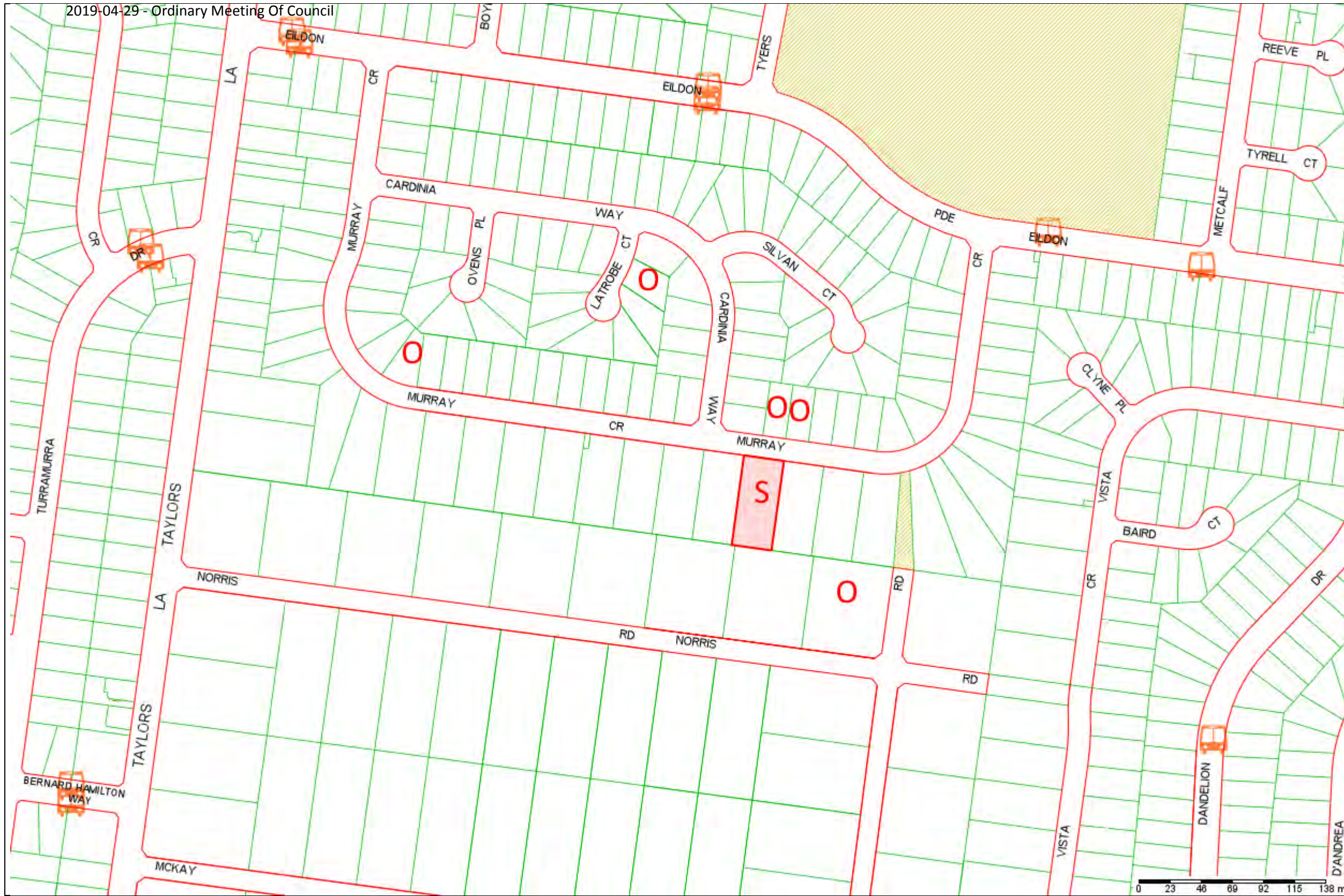
- The subdivision is consistent with Clause 21.06 (Housing).
- The proposal complies with the General Residential Zone - Schedule 2.
- The subdivision provides an appropriate balance between the need for additional housing within an established residential area while ensuring the amenity of occupants and adjoining residents is not compromised.
- It is considered that the proposal will contribute to the green and leafy character of Knox.
- The subdivision will allow an appropriate transition from the Low Density Residential land to the south, and the residential subdivision pattern to the north (on the opposite side of Murray Crescent).

6. Recommendation

That Council issue a Notice of Decision to Grant a Planning Permit for the subdivision of two (2) lots at 48 Murray Crescent, Rowville, subject to conditions:



Address	48 Murray Crescent, ROWVILLE
Application Number	P/2018/6702
Description	Two lot subdivision
Ward	Taylor



LEGEND:

- Title Boundary
- Road Boundaries
- City Boundary
- Bus Route
- Reserves
- Commercial Areas
- Tertiary Schools
- Primary Schools
- Secondary Schools
- P-12 School
- Bus Stops
- Objector
- Unit Development
- Subject Property
- Petition

Scale: 1:3000

DISCLAIMER:

Roads and Title Boundaries - State of Victoria, Knox City Council
 Planning Scheme Information - DPCD, Knox City Council
 Aerial Photography - AAM (Flown January 2013 – unless otherwise stated)
 Melbourne Water Drainage Information - Melbourne Water

1. Whilst every endeavor has been made to ensure that the mapping information is current and accurate, no responsibility or liability is taken by Knox City Council or any of the above organizations in respect to inaccuracy, errors, omissions or for actions based on this information.
2. Planning information should be used only as a means of preliminary investigation. For accurate overlay information please obtain a Planning Certificate from the Department of Infrastructure.
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4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.



Address 48 Murray Crescent,
ROWVILLE

Application Number P/2018/6702

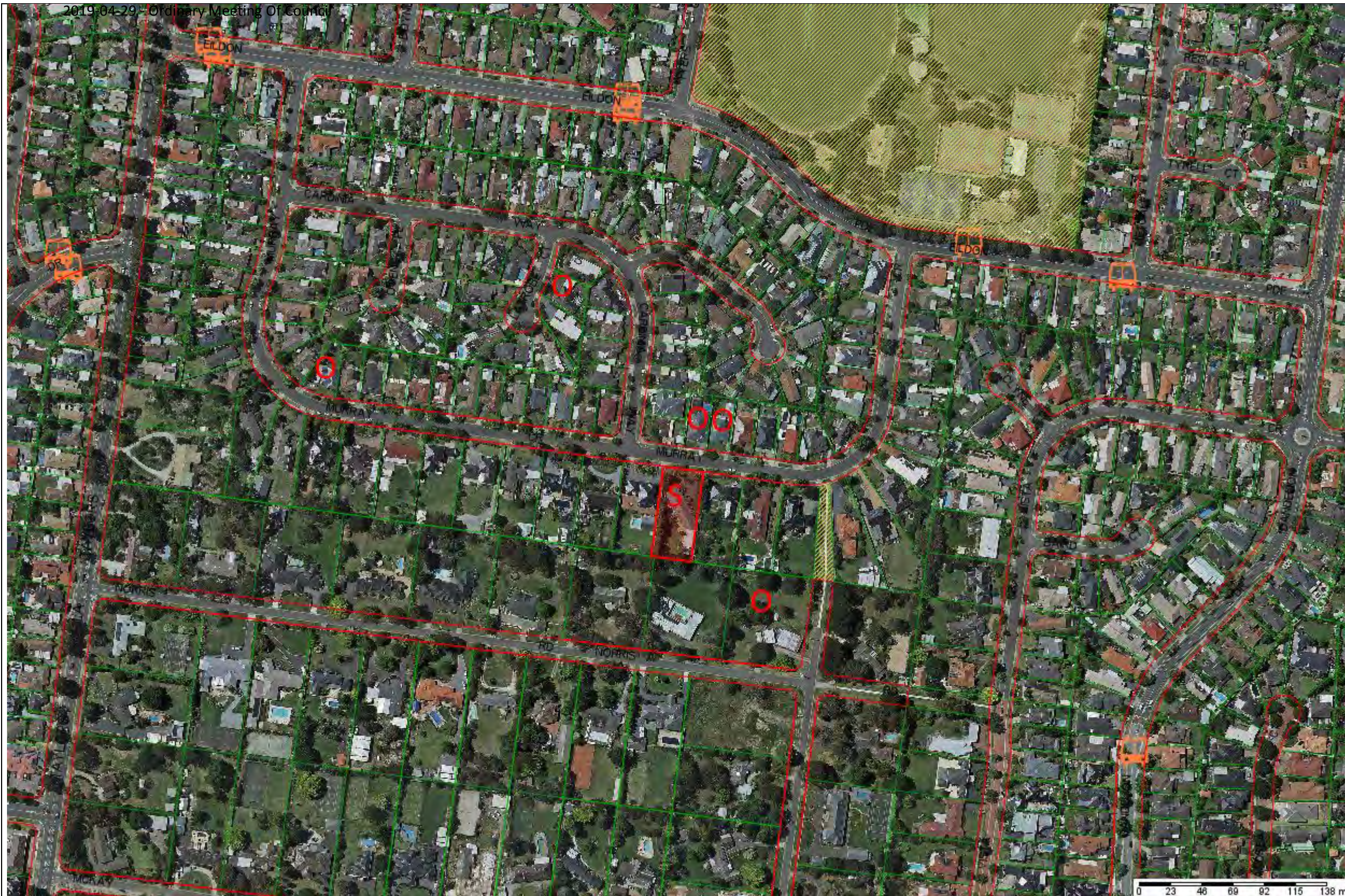
Description Two lot subdivision

Ward Taylor

LEGEND:

- Title Boundary
- Road Boundaries
- City Boundary
- Bus Route
- Reserves
- Commercial Areas
- Tertiary Schools
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- P-12 School
- Bus Stops
- Objector
- Unit Development
- Subject Property
- Petition

Scale: 1:3000



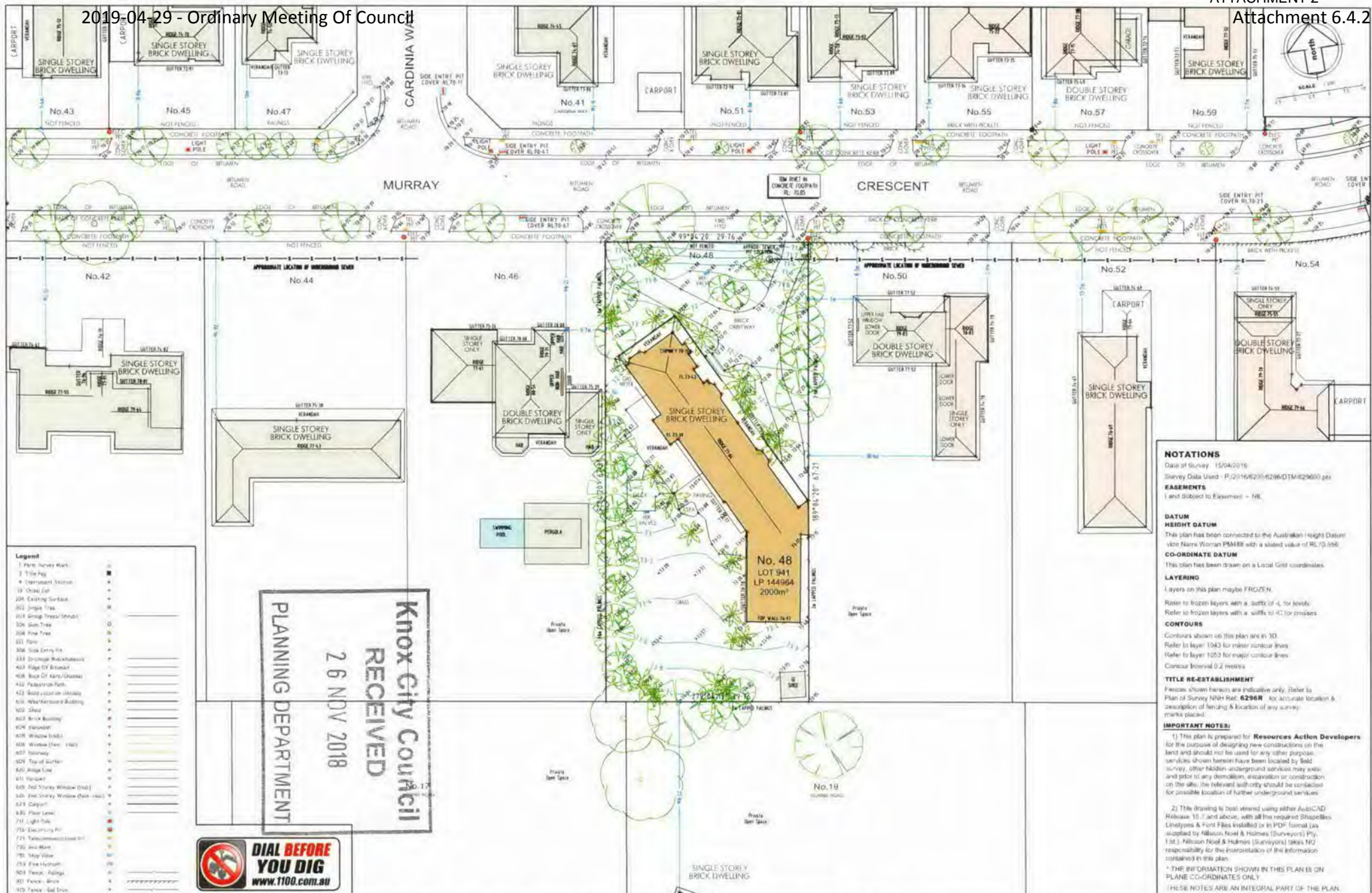
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2019-04-29 - Ordinary Meeting Of Council

Attachment 6.4.2



- Legend**
- 1 Park Survey Mark
 - 2 T-iron Peg
 - 4 Instrument Station
 - 19 Chain Cut
 - 204 Existing Surface
 - 205 Single Tree
 - 206 Group Trees/Strait
 - 206a Single Tree
 - 206b Fine Tree
 - 211 Pole
 - 212 Side Entry Pit
 - 213 Drainage Recharge Point
 - 214 Edge Of Bitumen
 - 215 Edge Of Kerb/Concrete
 - 216 Pedestrian Path
 - 217 Sleep Vibration Utility
 - 218 Water/Gas/Electric Building
 - 219 Shed
 - 220 Brick Building
 - 221 Verandah
 - 222 Window Frame
 - 223 Window Frame (Inset)
 - 224 Shed (Single Window Frame - Inset)
 - 225 Carport
 - 230 Floor Level
 - 231 Light Pole
 - 232 Backfilling Pit
 - 233 Telephone/Cable Box
 - 234 Sign Area
 - 235 Sign Pole
 - 236 Free Hydrant
 - 237 Fence - Brick
 - 238 Fence - Gal Iron

Knox City Council
RECEIVED
26 NOV 2018
PLANNING DEPARTMENT



NOTATIONS

Date of Survey: 15/04/2016
 Survey Data Used - P12016/6205/6296/DTM/629600.gda

EASEMENTS
 1 and Subject to Easement - Nil.

DATUM
HEIGHT DATUM
 This plan has been connected to the Australian Height Datum via Name Woman PM488 with a stated value of RL 75.996.

CO-ORDINATE DATUM
 This plan has been drawn on a Local Grid coordinates.

LAYERING
 Layers on this plan may be FROZEN.

Refer to frozen layers with a suffix of -L for levels.
 Refer to frozen layers with a suffix of -C for contours.

CONTOURS
 Contours shown on this plan are in 3D.
 Refer to layer: 1043 for minor contour lines.
 Refer to layer: 1023 for major contour lines.
 Contour Interval 0.2 metres.

TITLE RE-ESTABLISHMENT
 Fences shown hereon are indicative only. Refer to Plan of Survey N/14 Ref: 6296R for accurate location & description of fencing & location of any survey marks placed.


IMPORTANT NOTES:

1) This plan is prepared for Resources Action Developers for the purpose of designing new constructions on the land and should not be used for any other purpose. Services shown hereon have been located by field survey, other hidden underground services may exist and prior to any demolition, excavation or construction on the site, the relevant authority should be contacted for possible location of further underground services.

2) This drawing is best viewed using either AutoCAD Release 15.1 and above, with all the required Shapefiles, Linetypes & Font Files installed or in PDF format (as supplied by Nilsson Noel & Holmes (Surveyors) Pty. Ltd.). Nilsson Noel & Holmes (Surveyors) takes NO responsibility for the interpretation of the information contained in this plan.

* THE INFORMATION SHOWN IN THIS PLAN IS ON PLANE CO-ORDINATES ONLY.
 (THESE NOTES ARE AN INTEGRAL PART OF THE PLAN.)

Date:	Rev:	Amendments:	SURVEYED BY:	M.H. - A.F.	DATUM:	AHD	Nilsson, Noel & Holmes (Surveyors) Pty Ltd Surveyors, Engineers & Town Planners A.C.N. 067 949 615 BA Codrington Street, Cronbourne 3977 Phone (03) 5996 6119 Email: info@nilsurveyors.net.au		Derryl Chan 48 Murray Crescent, Rowville	N.N.H. REF. NO. 6296
			DRAWN:	A.F.	DATE:	26/04/2016				SHEET 1 of 1
			CHECKED:	D.J.N.	SCALE:	AS SHOWN				REV -
			APPROVED BY:	D.J.N.	MELWAY REF.:	82 B1				PLAN OF EXISTING SITE FEATURES & LEVELS SURVEY
										DRAWING NO. 6296FL

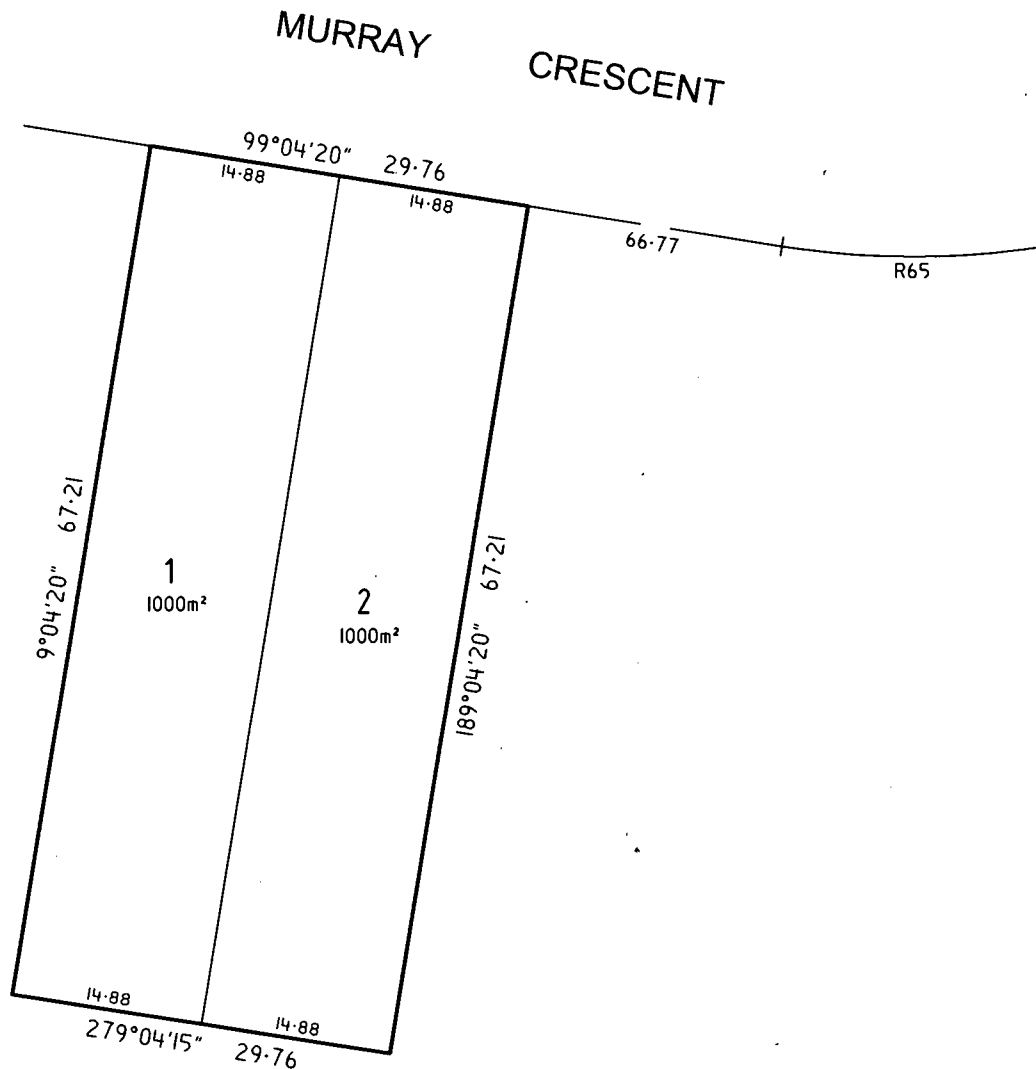
PLAN OF SUBDIVISION			LV USE ONLY EDITION	PLAN NUMBER PS 804407M
<p style="text-align: center;">LOCATION OF LAND</p> <p>Parish: NARREE WORRAN</p> <p>Township: -</p> <p>Section: 11</p> <p>Crown Allotment: A (PART)</p> <p>Crown Portion: -</p> <p>Title Reference: VOL 9570 FOL 852</p> <p>Last Plan Reference: LOT 941 ON LP 144964</p> <p>Postal Address: 48 MURRAY CRESCENT, (at time of subdivision) ROWVILLE 3178</p> <p>MGA94 Co-ordinates: E 346 190 Zone: 55 (of approx. centre of land in plan) N 5 801 480</p>			<p>Council Name: Knox City Council</p> <p>SPEAR Reference Number: S132781V</p>	
VESTING OF ROADS AND / OR RESERVES			NOTATIONS	
IDENTIFIER	COUNCIL / BODY / PERSON		<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center; margin: 0;"><u>WARNING</u></p> <p style="font-size: 8px; margin: 0;">1. THIS IS A PHOTOCOPY OF AN UNREGISTERED PLAN. AS ALTERATIONS BEYOND THE CONTROL OF THE SURVEYOR MAY BE REQUIRED BY OTHERS PRIOR TO CERTIFICATION AND REGISTRATION, NILSSON, NOEL & HOLMES (SURVEYORS) PTY LTD CAN ACCEPT NO LIABILITY FOR ANY LOSS OR DAMAGE HOWSOEVER ARISING, TO ANY PERSON OR CORPORATION WHO MAY RELY ON THIS PLAN FOR ANY PURPOSE.</p> <p style="font-size: 8px; margin: 0;">2. THE DIMENSIONS SHOWN HEREON ARE SUBJECT TO FINAL SURVEY.</p> </div>	
NIL	NIL			
NOTATIONS				
<p>THIS IS A SPEAR PLAN.</p> <p>Depth Limitation: DOES NOT APPLY</p> <p>Staging: This is not a staged subdivision. Planning Permit No.</p> <p>Survey: This plan is based on survey. This survey has been connected to permanent marks no(s) In proclaimed Survey Area No. 32</p>				
EASEMENT INFORMATION				
LEGEND: A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)				
SECTION 12(2) OF THE SUBDIVISION ACT 1988 APPLIES TO ALL LAND IN THIS PLAN.				
Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited / In Favour Of
<p>Nilsson, Noel & Holmes (Surveyors) Pty. Ltd.</p> <p>A.C.N. 067 949 615</p> <p>Surveyors, Engineers & Town Planners</p> <p>8A Codrington Street, Cranbourne 3977</p> <p>Phone (03) 5996 4133 Email: mail@nmhsurveyors.net.au</p>			<p>REF: 6296 DWG No. 6296S 22/10/2018</p> <p>LICENSED SURVEYOR: STANLEY G. JEFFREYS VER 03 101 of 490</p>	<p>ORIGINAL SHEET SIZE: A3</p> <p>Sheet 1 of 2 sheets</p>

PLAN OF SUBDIVISION

PLAN NUMBER
PS 804407M



WARNING
1. THIS IS A PHOTOCOPY OF AN UNREGISTERED PLAN. AS ALTERATIONS BEYOND THE CONTROL OF THE SURVEYOR MAY BE REQUIRED BY OTHERS PRIOR TO CERTIFICATION AND REGISTRATION, NILSSON, NOEL & HOLMES (SURVEYORS) PTY LTD CAN ACCEPT NO LIABILITY FOR ANY LOSS OR DAMAGE HOWSOEVER ARISING, TO ANY PERSON OR CORPORATION WHO MAY RELY ON THIS PLAN FOR ANY PURPOSE.
2. THE DIMENSIONS SHOWN HEREON ARE SUBJECT TO FINAL SURVEY.



Nilsson, Noel & Holmes (Surveyors) Pty. Ltd.
A.C.N. 067 949 615
Surveyors, Engineers & Town Planners
8A Codrington Street, Cranbourne 3977
Phone (03) 5996 4133
Email: mail@nnhsurveyors.net.au



SCALE 1:400
LENGTHS ARE IN METRES

LICENSED SURVEYOR:
STANLEY G. JEFFREYS VER 03
102 of 490

REF: 6296 DWG No. 6296S 22/10/2018
ORIGINAL SHEET SIZE: A3 SHEET 2

6.5 Amendment C173Knox - Fix Up Amendment

SUMMARY: Strategic Planner, David Cameron

Amendment C173knox proposes to rectify anomalies contained with the Knox Planning Scheme, where the errors are of a minor, technical or administrative nature. This type of amendment is known as a 'fix up' amendment, and they are routinely undertaken to ensure minor and historic anomalies in the planning scheme are identified and rectified.

Amendment C173knox was exhibited for a period of four weeks and no submissions were received that requested changes or objected to the Amendment.

It is recommended that Council resolve to adopt Amendment C173knox to the Knox Planning Scheme and submit the Amendment to the Minister for Planning for approval.

RECOMMENDATION

That Council:

- 1. Adopt Amendment C173knox to the Knox Planning Scheme in the form attached as Attachments 1-9;**
- 2. Submit the adopted Amendment C173knox to the Minister for Planning for approval;**
- 3. Authorise the Director City Development to make minor changes required to Amendment C173knox for approval by the Minister for Planning consistent with the intent of the adopted Amendment.**

1. INTRODUCTION

The Knox Planning Scheme (the Scheme) has continuously evolved through planning scheme amendments facilitated by proponents, Council, and the Victorian State Government. 'Fix up' amendments are a regular undertaking to correct errors and anomalies which have arisen due to the multiple iterations of the Scheme over its history. The proposed changes to the Scheme through Amendment C173knox broadly include mapping errors and redundant provisions, and facilitate changes based on the current Victorian State Government direction for the application of planning scheme controls.

Council resolved at its 10 October 2018 meeting to seek authorisation from the Minister for Planning to prepare and exhibit Amendment C173knox to the Scheme. The amendment proposes a series of administrative changes to the Scheme, outlined in Table 1.

Amendment C173knox was exhibited from 4 February 2019 to 8 March 2019. No submissions were made by any party requesting changes or objecting to the Amendment. One submission was received from VicRoads as the relevant road management authority to the Amendment, however this submission offered support to the Amendment and did not request changes.

Table 1: Proposed changes made by C173knox

Address	Current provision(s) to be fixed	Proposed changes
Service road opposite 622, 642 and 646-648 Burwood Highway, Knoxfield	Road Zone Category 1 (RDZ1)	Rezone the RDZ1 to the Commercial 1 Zone (C1Z) and General Residential Zone – Schedule 2 (GRZ2).
622 Burwood Highway, Knoxfield	GRZ2 in the south-west corner of the site	Rezone the site to the C1Z in its entirety, removing the GRZ2 from the south-west corner of the site.
6 Winwood Drive, Ferntree Gully	Design and Development Overlay – Schedule 1 (DDO1) and Design and Development Overlay – Schedule 2 (DDO2) both apply to the site.	Apply the DDO1 over the entirety of the site, removing the DDO2 from the rear of the site.
18 & 20 Mount View Road, Upper Ferntree Gully, 631 Mountain Highway, Bayswater and 1/1 Violen Street, Bayswater	Vegetation Protection Overlay – Schedule 2 (VPO2)	Remove the VPO2.
848 Burwood Road, Ferntree Gully, and 1875 Ferntree Gully Road, Ferntree Gully	C1Z and Commercial 2 Zone (C2Z) both apply to the sites	Apply the C1Z to the entirety of sites and remove the C2Z from areas within these sites.
1873 Ferntree Gully, Ferntree Gully	C1Z and C2Z both apply to the site	Apply the C2Z to the entirety of this site, and remove the C1Z where it applies to the land.
Norvel Road Reserve (lots 13-16 Norvel Road), Ferntree Gully	GRZ2 applies to part of the Norvel Road Reserve	Apply the Public Park and Recreation Zone (PPRZ) to the entirety of the reserve and remove the GRZ2 from an existing portion of parkland.
30 Dorrigo Drive, Boronia (Millers Homestead)	Neighbourhood Residential Zone (NRZ1) applies to a small portion of land at the rear (south-west) of the site	Rezone the site to PPRZ in its entirety, removing the NRZ1.
30 Dorrigo Drive, Boronia (Millers Homestead)	Heritage Overlay (HO25)	Update the statement of significance, and make changes to the schedule to HO25.

2. DISCUSSION

2.1 Planning Consideration

The proposed changes and justification for inclusion in the Amendment are as follows:

2.1.1 Service road opposite 622, 642, and 646-648 Burwood Highway, Knoxfield

The service road opposite the sites at 622, 642 and 646-648 Burwood Highway is currently zoned RDZ1, and is a municipal asset. The RDZ1 is commonly utilised to represent arterial roads that are owned and managed by VicRoads. VicRoads confirmed through the exhibition period that the service road is under municipal ownership.

The service road is therefore better suited to having a zone that is consistent with the zoning of municipal roads. Municipal roads are commonly zoned with reference to the adjoining zones (rather than application of a road zone). The road will therefore be rezoned a combination of GRZ2 and C1Z in accordance with the adjoining zones as shown in Attachment 2. In their submission to the amendment, VicRoads supported this approach and had no concerns regarding the amendment.

2.1.2 622 Burwood Highway, Knoxfield

This site contains an existing commercial property within the C1Z. A small portion of the lot in the southwest corner of the site contains the GRZ2. It is not appropriate to retain this zoning, as it conflicts with the existing commercial land use. It is therefore considered appropriate to rezone the small area of the lot from GRZ2 to C1Z (shown in Attachment 2), to provide consistent zoning across the site, reflect the intention of the site, and provide orderly planning controls.

2.1.3 6 Winwood Drive, Ferntree Gully

This site at 6 Winwood Drive is currently subject to the Design and Development Overlay, Schedule 1 (Dandenong Foothills: Foothills Backdrop and Ridgeline Area) and Schedule 2 (Dandenong Foothills: Lower Slope and Valley Area). It is an anomaly that the site is subject to two DDO schedules, with the surrounding area having a consistent application of one DDO schedule per lot.

The two DDO overlay schedules intersect at the approximate mid-point of the lot, however the site is orientated to Winwood Drive, with the remainder of properties along Winwood Drive subject to the DDO1 only. It is therefore appropriate to remove the DDO2 from the southern half of the site and apply the DDO1 to the entire site (shown in Attachments 3 & 4), consistent with other properties on Winwood Drive.

2.1.4 18 & 20 Mount View Road, Upper Ferntree Gully; 631 Mountain Highway, Bayswater; and 1/1 Violen Street, Bayswater

Each of these sites is subject to the VPO2 (in some cases partially over the site) pertaining to the protection of significant trees. In all cases the VPO2 has been applied to lots that do not have any significant trees, and as such, the control is not required on these sites. These redundant controls

are proposed to be removed to apply appropriate and fair planning permit triggers to each site (Attachment 5 & 6).

2.1.5 848 Burwood Road, Ferntree Gully and 1875 Ferntree Gully Road, Ferntree Gully

Two commercial sites located at 848 Burwood Road, Ferntree Gully, and 1875 Ferntree Gully Road, Ferntree Gully, both have the C1Z and C2Z applied to each site. This is not considered orderly planning, as the two zones can create conflict in future development applications and contain different land use provisions. This creates uncertainty for land owners and the broader community regarding the applicable provisions and future development and land use potential of each site.

At each of the sites, the existing commercial premises are located within the C1Z, while a portion of each sites ancillary car parking is located within the C2Z. The sites at 848 Burwood Road and 1875 Ferntree Gully operate as a tavern and a convenience restaurant respectively. Both 'Tavern' and 'Convenience restaurant' are defined as retail premises in the Scheme and are therefore Section 1 (no permit required) uses under the C1Z.

As the primary commercial premises on each site are entirely located under the C1Z, and the C1Z provides no conflict with the existing uses, it is considered suitable that the C1Z be applied across the sites (shown in Attachments 7) and the C2Z be removed.

2.1.6 1873 Ferntree Gully Road, Ferntree Gully

The site at 1873 Ferntree Gully Road contains a service station within the C2Z, while a small portion of the site within the southeast corner of the site is zoned C1Z. A service station is classified as an innominate use within both zones, and therefore the existing land use would not be impacted by either zone. However, a single zone should be utilised to provide consistent controls across the entire site. As the C2Z applies to the majority of the site (and covers the existing commercial premises), it is considered appropriate to rezone the site C2Z as per Attachment 7, removing the existing portion of C1Z.

2.1.7 Norvel Road Reserve

The Norvel Road Reserve (southern side of Norvel Road), is subject to the PPRZ and GRZ2. The PPRZ is best suited to Council reserves as it reflects the reserve status and Council ownership of the land. . The GRZ2 is better served applying to existing or future residential land.

The Norvel Road Reserve is also within an area of environmental significance (under the Environmental Significance Overlay – Schedule 2). The PPRZ is the most appropriate zone for the reserve, as the objectives of the PPRZ are to recognise areas of public recreation and open space, and to protect and conserve areas of significance. It is recommended that the GRZ2 be removed from the reserve, and the PPRZ be applied to the entire site, as shown in Attachment 8.

2.1.8 30 Dorrigo Drive, Boronia (Miller's Homestead)

Council, at its meeting of 27 August 2018, resolved to update the Miller's Homestead Heritage Overlay (HO25) and rectify the zoning anomaly through Amendment C173knox. Given the site is under Council ownership and is predominantly zoned PPRZ, it is considered reasonable to rezone

the southwestern portion of the site to PPRZ as shown in Attachment 9. This provides a consistent zoning of the site, and accurately represents Council's ownership of the land.

The Miller's Homestead Heritage Overlay (HO25) is recommended to be updated to accurately identify the significance of the dwelling and gardens, and to be in accordance with the latest direction regarding the format of schedules to the Heritage Overlay. Updates include use of the correct name of the site, clarifying that internal heritage controls apply to the homestead only, correctly identifying heritage significant trees on the site, and implementation of an updated statement of significance (included in Attachment 1). These changes are in line with the report prepared by David Helms Heritage Planning (Attachment 10), which was prepared to review the existing heritage citation and made recommendations in relation to the existing controls.

3. CONSULTATION

Following Council's resolution of 10 October 2018 to seek authorisation and prepare and exhibit Amendment C173knox, the Amendment was exhibited from 4 February 2019 to 8 March 2019. Exhibition included:

- Public notices in the Knox Leader on 5 February 2019, and the Victorian Government Gazette on 7 February 2019.
- Letters to adjoining landowners and occupiers.
- Letters to referral authorities and prescribed Ministers.

No submissions were received in relation to modifying or objecting to the amendment. One submission was received from a referral authority (VicRoads), which did not request any changes to C173knox, and clarified its support for the amendment.

4. ENVIRONMENTAL/AMENITY ISSUES

It is not anticipated there would be environmental or amenity impacts as a result of Amendment C173knox. The removal of vegetation controls (the VPO2) from sites has been proposed where the planning scheme control has been mapped to an area without any significant vegetation.

The modifications to the Miller's Homestead Heritage Overlay (HO25) includes the correct identification of heritage significant vegetation.

It is not anticipated that any amenity impacts would result from amendment C173knox. Any amenity issues related to land use/built form and the impact to neighbouring properties can be considered through any future planning permit applications.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The Amendment is unlikely to result in financial or economic issues due to its nature of rectifying existing errors and anomalies within the Knox Planning Scheme. The Amendment will likely result in the reduction of unnecessary lodgment or complication of planning permits where redundant controls are currently applied. The Amendment will also provide surety to landowners, and the broader community, regarding the regulatory expectations relating to each of the Amendment sites.

6. SOCIAL IMPLICATIONS

It is unlikely that Amendment C173knox and the administrative changes proposed to the Scheme would have any additional social impacts.

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

Goal 1 - We value our natural and built environment

Strategy 1.1 - Protect and enhance our natural environment

Strategy 1.3 - Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure

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

Strategy 7.1 - Protect and preserve our local cultural heritage

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

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

Author - Strategic Planner - City Strategy and Planning, David Cameron - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Acting Director, City Development, Paul Dickie - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

Amendment C173knox removes minor anomalies and outdated or redundant planning scheme provisions. It is considered the proposed changes are necessary to meet the objectives of planning in Victoria by ensuring the fair and orderly use of land. In light of the information contained within this report, and given that no submissions were received that objects or seeks to change the Amendment, it is recommended that Council adopt Amendment C173knox (included as Attachment 1-9) and submit the Amendment to the Minister of Planning for approval.

10. CONFIDENTIALITY

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

Report Prepared By: Strategic Planner, David Cameron

Report Authorised By: Acting Director City Development, Paul Dickie

Attachments

1. Attachment 1 - Combined adoption docs C 173 knox **[6.5.1]**
2. Attachment 2 - Knox C 173 knox 002 zn Maps 02 06 Exhibition **[6.5.2]**
3. Attachment 3 - Knox C 173 knox 005 d-ddo Map 07 Exhibition **[6.5.3]**
4. Attachment 4 - Knox C 173 knox 006 ddo Map 07 Exhibition **[6.5.4]**
5. Attachment 5 - Knox C 173 knox 007 d-vpo Map 07 Exhibition **[6.5.5]**
6. Attachment 6 - Knox C 173 knox 008 d-vpo Map 02 Exhibition **[6.5.6]**
7. Attachment 7 - Knox C 173 knox 001 zn Map 06 Exhibition **[6.5.7]**
8. Attachment 8 - Knox C 173 knox 003 zn Map 02 Exhibition **[6.5.8]**
9. Attachment 9 - Knox C 173 knox 004 zn Map 03 Exhibition **[6.5.9]**
10. Attachment 10 - C 173 knox Supporting Doc - Miller's Homestead Heritage Advice **[6.5.10]**

Planning and Environment Act 1987

KNOX PLANNING SCHEME

AMENDMENT C173KNOX

EXPLANATORY REPORT

Who is the planning authority?

This amendment has been prepared by the Knox City Council, which is the planning authority for this amendment.

The Amendment has been made at the request of Knox City Council.

Land affected by the Amendment

The Amendment applies to:

- Road reserve (service road) adjacent to 622, 642 and 648 Burwood Highway, Knoxfield;
- 622 Burwood Highway, Knoxfield;
- 6 Winwood Drive, Ferntree Gully;
- 18 & 20 Mount View Road, Upper Ferntree Gully;
- 631 Mountain Highway, Bayswater;
- 1/1 Violen Street, Bayswater;
- 848 Burwood Highway, Ferntree Gully;
- 1873 Ferntree Gully Road, Ferntree Gully;
- 1875 Ferntree Gully Road, Ferntree Gully;
- Norvel Road Reserve, Ferntree Gully; and
- 30 Dorrigo Drive, Boronia (Miller's Homestead).

A mapping reference table is attached at Attachment A to this Explanatory Report.

What the amendment does

The Amendment proposes to make a suite of changes to the Knox Planning Scheme to rectify errors and update existing provisions. Specifically, the Amendment proposes to:

1. Rezone part of the road reserve (service road) adjacent to 622, 642 and 648 Burwood Highway, Knoxfield, from a Road Zone Category 1 (RDZ1) to a General Residential Zone Schedule 2 (GRZ2) and a Commercial 1 Zone (C1Z);
2. Rezone part of 622 Burwood Highway, Knoxfield, from GRZ2 to C1Z;
3. Remove Design and Development Overlay Schedule 2 (DDO2) from 6 Winwood Drive, Ferntree Gully, and apply Design and Development Overlay Schedule 1 (DDO1) to the entire site;
4. Remove Vegetation Protection Overlay Schedule 2 (VPO2) from 18 & 20 Mount View Road, Upper Ferntree Gully; 631 Mountain Highway, Bayswater; and 1/1 Violen Street, Bayswater;
5. Rezone part of 848 Burwood Highway, Ferntree Gully & part of 1875 Ferntree Gully Road, Ferntree Gully, from a Commercial 2 Zone (C2Z) to a Commercial 1 Zone (C1Z);
6. Rezone part of 1873 Ferntree Gully Road, Ferntree Gully, from a C1Z to a C2Z;
7. Rezone part of the Norvel Road Reserve, Ferntree Gully, from a GRZ2 to a Public Park and Recreation Zone (PPRZ);
8. Rezone part of 30 Dorrigo Drive, Boronia, from the Neighbourhood Residential Zone Schedule 1 (NRZ1) to a PPRZ; and
9. Amend the Schedule to the Heritage Overlay (HO25) for 30 Dorrigo Drive, Boronia, to clarify the property name, permit trigger descriptions, and incorporate a statement of significance.

Strategic assessment of the Amendment

Why is the Amendment required?

The amendment is required to correct mapping anomalies (sites included in more than one zone and sites where the zone does not reflect the use of the land), delete redundant controls and amend existing controls affecting a place of local heritage significance.

The road reserve adjacent to 622, 642 and 648 Burwood Highway, Knoxfield contains a municipal road (a service road connected to the Burwood Highway) that is currently zoned RDZ1. As a municipal road, the service road should be rezoned to reflect its purpose, and be rezoned as C1Z and GRZ2 as shown in Appendix A to properly define its function.

The land at 622 Burwood Highway, Knoxfield, is proposed to be entirely zoned C1Z to provide consistent zoning across the site and accurately reflect the sites function, removing an existing portion of land zoned GRZ2.

Two schedules to the Design and Development Overlay (DDO) have been applied to 6 Winwood Drive, Ferntree Gully. The DDO1 is proposed to be applied to the entire site, as the DDO1 affects neighbouring properties that also front Winwood Drive and is consistent with the surrounding area.

The application of the VPO2 to the properties 18 & 20 Mount View Road, Upper Ferntree Gully; 631 Mountain Highway, Bayswater; and 1/1 Violen Street, Bayswater, continues to be applied where no significant trees are on site. The VPO2 should be removed as a redundant control.

The land at 848 Burwood Highway & 1875 Ferntree Gully Road, Ferntree Gully currently have dual zoning between the C1Z and the C2Z. Both sites are mostly covered by the C1Z, and the C2Z applies to the car parks situated within each site. A more appropriate outcome would be to have each site covered by the C1Z in their entirety.

The land at 1873 Ferntree Gully Road, Ferntree Gully is currently zoned C2Z. A small portion of the site in the south-east corner is zoned C1Z. A more appropriate zoning would result in the site being covered by the C2Z in its entirety to better represent the use of the site (a service station).

The land at lots 13-16 Norvel Road, Ferntree Gully are part of the Norvel Road Reserve (owned by Council), and located within a GRZ2. The remainder of Norvel Road Reserve is zoned PPRZ. The application of the PPRZ across the reserve would provide consistent planning controls across the site demonstrating its function as municipal open space.

The land at 30 Dorrigo Drive, Boronia (Miller's Homestead) is predominantly zoned PPRZ, with the rear portion of the site zoned NRZ1. The NRZ1 does not accurately represent Council's ownership and the public nature of the site and should be rezoned PPRZ to ensure a consistent zone in accordance with its existing public function.

A revised heritage assessment has been undertaken on the existing Heritage Overlay (HO25) that affects 30 Dorrigo Drive, Boronia (Miller's Homestead). The changes to HO25 include an incorporated statement of significance, planning permit triggers and clarification of vegetation names.

How does the Amendment implement the objectives of planning in Victoria?

The amendment implements the objectives of planning in Victoria as outlined in Section 4 of the *Planning and Environment Act 1987* (the Act):

- To provide for the fair, orderly, economic and sustainable use and development of the land.
- To conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historic interest, or otherwise of special cultural value.
- To enable land use and development planning and policy to be easily integrated with environmental, social, economic, conservation and resource management policies at State, regional and municipal levels.
- To encourage the achievement of planning objectives through positive actions by responsible authorities and planning authorities.

The amendment addresses zoning anomalies that currently present sites with dual zones. To provide for orderly planning, these sites are proposed to revert to a single zone. The rezoning of these sites will provide surety on the future intention of the land. Overlay changes are proposed to be applied consistently and fairly, and redundant overlays are to be removed. The proposed changes to the

Heritage Overlay (HO25) are to update provisions in line with current advice and application of heritage provisions, and conserve the historic character.

How does the Amendment address any environmental, social and economic effects?

The rezoning of commercial sites will better reflect the purpose of the land, where sites have split zoning, creating consistent zoning for each amendment site. A combined GRZ2 and C1Z being applied to part of the road reserve adjacent to 622, 642 and 648 Burwood Highway, Knoxfield, will ensure consistent controls with the surrounding area and reflect municipal ownership.

The Norvel Road Reserve is a municipal owned reserve and Miller's Homestead is a Council owned property. Both sites are predominantly zoned PPRZ. Rezoning the remainder of the land on both sites to PPRZ provides appropriate planning controls to the entirety of these public assets.

The removal of the DDO and VPO2 from specific sites will remove redundant planning scheme provisions that are no longer required or are inconsistently applied. These changes will not result in greater environmental impacts as they are either redundant provisions or are being applied to better reflect the location of the land.

Does the Amendment address relevant bushfire risk?

None of the sites within the amendment are subject to the Bushfire Management Overlay (BMO), and the bushfire risk is therefore considered minimal from the amendment.

Does the Amendment comply with the requirements of any Minister's Direction applicable to the amendment?

The amendment complies with the Ministerial Direction on the Form and Content of Planning Scheme under section 7(5) of the Act.

The Amendment is consistent with Minister's Direction No.9 – Metropolitan Strategy (as amended 30 May 2014) pursuant to Section 12 of the Act – that requires planning authorities to have regard to the Metropolitan Planning Strategy (Plan Melbourne: Metropolitan Planning Strategy).

How does the Amendment support or implement the Planning Policy Framework and any adopted State policy?

The Planning Policy Framework (PPF) seeks to ensure the objectives of planning in Victoria, as set out in the Act, are fostered through appropriate planning policies and practices that integrate relevant environmental, social and economic factors in the interest of net community benefit and sustainable development.

By correcting existing errors and anomalies within the Knox Planning Scheme, the amendment supports the following PPF strategies:

- **11.01-1R Settlement** by utilising appropriate zoning and overlay controls for the needs of exiting communities in relation to commercial and residential land.
- **11.02-1S Supply of urban land** by ensuring a sufficient supply of commercial and residential land through adequate and accurate zoning of commercial and residential lots, and rezoning lots that are currently inaccurately zoned.
- **12.05-2S Landscapes** by applying the vegetation and heritage controls accurately to protect valued landscapes and remove redundant controls.
- **15.01-1R Urban design principles** by achieving appropriate outcomes from the application of the Design and Development Overlay.
- **15.03-1S Heritage Conservation** through appropriate revisions to the Heritage Overlay to provide for the conservation of heritage assets within the municipality.
- **16.01-2S Location of residential development** by zoning land to clearly demarcate between residential, commercial, and open space areas.
- **17.02-1S Commercial** by ensuring commercial zoning accurately applies to commercial land and provide for the communities' business needs.

How does the Amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?

The amendment is consistent with and supports the direction of Knox's Local Planning Policy Framework, and specifically the following aspects of the Municipal Strategic Statement:

- **21.03-4 Significant Landscapes** through the accurate placement of vegetation controls and the Heritage Overlay.
- **21.05 Built Environment and Heritage** by promoting local established character supported through accurate zoning provisions and overlays that contribute to sense of place and identity.
- **21.05-6 Heritage** by providing accurate planning scheme controls to conserve places of historical significance within the municipality.
- **21.07-1 Economic growth and employment** by appropriately zoning commercial land in order to recognise existing commercial precincts and provide local employment and industry.

Does the Amendment make proper use of the Victoria Planning Provisions?

The amendment is administrative in nature and predominantly seeks to rectify existing errors and inconsistencies within the Knox Planning Scheme.

How does the Amendment address the views of any relevant agency?

The views of the relevant agencies were formally sought as part of the background work of the amendment. VicRoads has confirmed that the road reserve (service road) adjacent to the Burwood Highway (proposed to be rezoned GRZ2/C1Z) is not a declared arterial road and is now under municipal ownership and management. VicRoads provided no objection to the commencement of this amendment; however, VicRoads will be formally notified during exhibition of this amendment.

Does the Amendment address relevant requirements of the Transport Integration Act 2010?

The relevant requirements of the Transport Integration Act 2010 were considered as part of the preparation of this amendment.

The amendment will not have a significant impact on the transport system as the sole change to the RDZ1 retains the area as a municipal road.

Resource and administrative costs

What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?

The proposed amendment including rezoning of land and modifications to existing overlays will not have significant impact on the resources and administration costs to Knox City Council.

Where you may inspect this Amendment

The Amendment is available for public inspection, free of charge, during office hours at the following places:

Knox Council Civic Centre (Customer Service Building and Planning counter),
511 Burwood Highway, Wantirna South, on weekdays from 8:30am to 5:00pm.

The Amendment can also be inspected free of charge at the Department of Environment, Land, Water and Planning website at www.delwp.vic.gov.au/public-inspection.

ATTACHMENT A - Mapping reference table

Location	Land /Area Affected	Mapping Reference
Knoxfield	Road reserve opposite 622, 642 and 646-648 Burwood Highway	Knox C173knox 002znMaps02_06 Exhibition
Knoxfield	622 Burwood Highway	Knox C173knox 002znMaps02_06 Exhibition
Ferntree Gully	6 Winwood Drive	Knox C173knox 006ddoMap07 Exhibition Knox C173knox 005d-ddoMap07 Exhibition
Ferntree Gully	18 & 20 Mount View Road	Knox C173knox 007d-vpoMap07 Exhibition
Bayswater	631 Mountain Highway	Knox C173knox 008d-vpoMap02 Exhibition
Bayswater	1/1 Violen Street	Knox C173knox 008d-vpoMap02 Exhibition
Ferntree Gully	848 Burwood Road	Knox C173knox 001znMap06 Exhibition
Ferntree Gully	1873 and 1875 Ferntree Gully Road	Knox C173knox 001znMap06 Exhibition
Ferntree Gully	Norvel Road Reserve	Knox C173knox 003znMap02 Exhibition
Boronia	30 Dorrigo Drive	Knox C173knox 004znMap03 Exhibition

Planning and Environment Act 1987

KNOX PLANNING SCHEME

AMENDMENT C173knox

INSTRUCTION SHEET

The planning authority for this amendment is the Knox City Council.

The Knox Planning Scheme is amended as follows:

Planning Scheme Maps

The Planning Scheme Maps are amended by a total of 8 attached map sheets.

Zoning Maps

1. Amend Planning Scheme Map Nos. 02ZN, 03ZN and 06ZN in the manner shown on the four attached maps marked "Knox Planning Scheme, Amendment C173knox".

Overlay Maps

2. Amend Planning Scheme Map No. 7DDO in the manner shown on the two attached maps marked "Knox Planning Scheme, Amendment C173knox".
3. Amend Planning Scheme Map No. 2VPO in the manner shown on the attached map marked "Knox Planning Scheme, Amendment C173knox".
4. Amend Planning Scheme Map No. 7VPO in the manner shown on the attached map marked "Knox Planning Scheme, Amendment C173knox".

Planning Scheme Ordinance

The Planning Scheme Ordinance is amended as follows:

5. In **Overlays** – Clause 43.01, replace the Schedule with a new Schedule in the form of the attached document.
6. In **Operational Provisions** – Clause 72.04, replace the Schedule with a new Schedule in the form of the attached document.

End of document

10/08/2017
Proposed
C173knox C462

SCHEDULE TO CLAUSE 43.01 HERITAGE OVERLAY

1.0 Application requirements

--/20--
Proposed
C173knox

None specified.

2.0 Heritage places

--/20--
Proposed
C173knox

The requirements of this overlay apply to both the heritage place and its associated land.

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences which are not exempt under Clause 43.01-43	Included on the Victorian Heritage Register under the Heritage Act 2017-1995?	Prohibited uses may be permitted?	Name of Incorporated Plan under Clause 43.01-2	Aboriginal heritage place?
HO1	Lysterfield Lake Park	No	No	Yes	No	No	No	None specified	No
HO2	Heany Park	No	No	Yes	No	No	No	None specified	No
HO3	Collier Park	No	No	No	No	No	No	None specified	No
HO4	W.G. Morris Memorial Reserve	No	No	Yes	No	No	No	None specified	No
HO5	Wicks Reserve	No	No	Yes	No	No	No	None specified	No
HO6	Batterham Reserve	No	No	Yes	No	No	No	None specified	No
HO7	Police Paddocks Reserve	No	No	Yes	No	No	No	None specified	No
HO8	Historic Oak Tree, Sheffield Road, The Basin	No	No	Yes	No	No	No	None specified	No
HO9	56 Edina Road, Ferntree Gully - House	No	No	No	No	No	No	None specified	No
HO10	Old Farm Buildings and Manager's Residence, Chesterfield Farm, Scoresby	No	No	No	No	No	No	None specified	No
HO11	Bona Vista, 3 Lilac Street, Bayswater	No	No	No	No	No	No	None specified	No
HO12	Bretonneux, 53 Dorset Road, Ferntree Gully	No	No	No	No	No	No	None specified	No
HO13	Nell's Cottage, 21 Forest Road, Ferntree	No	Yes	No	No	No	No	None specified	No

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences which are not exempt under Clause 43.01-43	Included on the Victorian Heritage Register under the Heritage Act 2017-1995?	Prohibited uses may be permitted?	Name of Incorporated Plan under Clause 43.01-2	Aboriginal heritage place?
	Gully								
HO14	Woodleigh, 3 Norma Crescent, Knoxfield	No	No	No	No	No	No	None specified	No
HO15	House, 109 Underwood Road, Ferntree Gully	No	No	No	No	No	No	None specified	No
HO16	Ambleside, 3 Olivebank Road, Ferntree Gully, Dwelling, one mature Oak (Quercus robur), Camellia hedge, Rhododendrons, Holly, Magnolia, one mature Blackwood (Acacia melanoxylon), Roses, Lorraine Lee Roses, one Strawberry Guava, and one Feijoa	Yes	No	Yes – only to those specifically identified under Heritage place	No	No	No	None specified	No
HO18	Club Hotel, junction of Ferntree Gully Road and Burwood Highway, Ferntree Gully	No	No	No	No	No	No	None specified	No
HO19	Ferntree Gully Hotel	No	No	No	No	No	No	None specified	No
HO20	Bayswater Primary School (original timber building only), Mountain Highway, Bayswater	No	No	No	No	No	No	None specified	No
HO21	Ferntree Gully State School, corner of Burwood Highway and Dorset Road, Ferntree Gully The heritage place comprises the 1883, 1901 and interwar school buildings, a Turkey Oak (Quercus cerris) to the front of the school buildings, and four English Oaks (Quercus robur) and a White Poplar (Populus alba) located on the south western boundary of the site.	No	No	Yes - only to those specifically identified under Heritage place	No	No	No	None specified	No

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences which are not exempt under Clause 43.01-43	Included on the Victorian Heritage Register under the Heritage Act 2017-1995?	Prohibited uses may be permitted?	Name of Incorporated Plan under Clause 43.01-2	Aboriginal heritage place?
HO22	Scoresby State School	No	No	No	No	No	No	None specified	No
HO23	Bayswater Wine Cafe, corner of Bayswater Road and Mountain Highway, Bayswater and Cypress Pine (Cupressus sp.), and Oaks (Quercus robur)	No	No	Yes – only to those specifically identified under Heritage place	No	No	No	None specified	No
HO24	Stamford Park, Stud Road, Rowville. Stamford Park House and Elms (Ulmus procera), Incense Cedar (Calocedrus decurrens), Moreton Bay Fig (Ficus macrophylla)	Yes	No	Yes	No	No	Yes	None specified	No
HO25	Millers Homestead, corner of Melrose Court and (former 'Melrose') 30 Dorrigo Drive, Boronia and one large Ironbark (Eucalyptus sideroxylon), numerous Camellias of horticultural & historical significance, and Poplars (Populus sp.) Statement of significance: Miller's Homestead Statement of Significance	Yes	Yes - Homestead	Yes – only to those specifically identified under Heritage place	No	No	No	None specified	No
HO26	Lomond, 45 Orange Grove, Bayswater and Cypress Pines (Cupressus sp.), and original Fruit trees	No	No	Yes – only to those specifically identified under Heritage place	No	No	No	None specified	No

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences which are not exempt under Clause 43.01-43	Included on the Victorian Heritage Register under the Heritage Act 2017-1995?	Prohibited uses may be permitted?	Name of Incorporated Plan under Clause 43.01-2	Aboriginal heritage place?
HO27	Highmoor, 6 Highmoor Avenue, Bayswater	No	No	No	No	No	No	None specified	No
HO28	Blackwood Park, 11 Bales Street, Ferntree Gully and large Cypress Pine (Cupressus sp.)	No	No	Yes – only to those specifically identified under Heritage place	No	No	No	None specified	No
HO29	Royal Hotel, corner of Dawson Street and Burwood Highway, Upper Ferntree Gully	No	No	No	No	No	No	None specified	No
HO30	Uniting Church (former), 654 Mountain Highway, Bayswater	No	No	Yes <i>Quercus palustris</i> (Pin Oak) on east side of church	No	No	No	None specified	No
HO31	Former Ferntree Gully Shire Hall, north-west corner of Burwood Highway and Selman Avenue, Ferntree Gully and four Elms (<i>Ulmus procera</i>), two Oaks (<i>Quercus</i> sp.), one Lombardy Poplar (<i>Populus nigra</i>), and Monterey Pines (<i>Pinus radiata</i>)	No	Yes	Yes – only to those specifically identified under Heritage place	No	No	No	None specified	No
HO32	Stone cottage and early plantings, 22 Willow Road, Upper Ferntree Gully	No	No	Yes	No	No	No	None specified	No
HO33	Uniting Church (former Wesleyan), Ferntree Gully Road, Scoresby	No	No	No	No	No	No	None specified	No
HO34	'Kelso', 24 Westley Street, Ferntree Gully	No	No	No	No	No	No	None specified	No
HO35	Pipe Organ, Our Saviour Lutheran Church, corner of Scoresby Road and Burwood Highway, Knoxfield	–	–	–	–	Yes Ref H1280	No	None specified	No

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences which are not exempt under Clause 43.01-43	Included on the Victorian Heritage Register under the Heritage Act 2017-1995?	Prohibited uses may be permitted?	Name of Incorporated Plan under Clause 43.01-2	Aboriginal heritage place?
HO36	Clow Cottage, Dandenong Valley Parklands, Rowville	No	No	Yes	No	No	No	None specified	No
HO37	A row of non-indigenous Eucalypts, Selman Avenue, Ferntree Gully	No	No	Yes	No	No	No	None specified	No
HO38	Ferntree Gully Recreation Reserve, Lysterfield Road, Ferntree Gully. Elms (Ulmus procera), Oaks (Quercus robur), Plane Trees (Platanus orientalis)	No	No	Yes	No	No	No	None specified	No
HO40	Corner of Sasses Avenue and Begonia Road, Bayswater. One Oak (Quercus robur)	No	No	Yes	No	No	No	None specified	No
HO42	Hawthorn hedge, Mountain Highway, The Basin, between Albert Avenue and Miller Road	No	No	Yes	No	No	No	None specified	No
HO43	Avenue of Honour, Lysterfield Road, Lysterfield. Ten Silky Oaks (Grevillea robusta), two English Oaks (Quercus robur)	No	No	Yes	No	No	No	None specified	No
HO44	Blackwood Park Road, avenue of Elms (Ulmus procera)	No	No	Yes	No	No	No	None specified	No
HO48	Baird House, Commercial Road, Ferntree Gully. Monterey Pines (Pinus radiata), mature Camellias (Camellia sp.), one Canary Island Palm (Phoenix canariensis)	No	No	Yes	No	No	No	None specified	No

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences which are not exempt under Clause 43.01-43	Included on the Victorian Heritage Register under the Heritage Act 2017-1995?	Prohibited uses may be permitted?	Name of Incorporated Plan under Clause 43.01-2	Aboriginal heritage place?
HO49	Kitty Chandlers House, Mount View Road, Boronia. African Oak, Camellias (Camellia sp.), Rhododendron (Rhododendron sp.), Canary Island Palm (Phoenix canariensis), associated Fruit trees	No	No	Yes	No	No	No	None specified	No
HO50	Boronia Road, Wantirna. Briar hedge, Hawthorn (Crataegus sp.), Gorse (Ulex europaeus)	No	No	Yes	No	No	No	None specified	No
HO51	The Triangle (and Progress Hall), junction of Mountain Highway, Basin-Olinda Road and Forest Road.	No	No	Yes	No	No	No	None specified	No
HO53	Boronia Road, Boronia. A large hedge of Cypress Pine (Cupressus sp.)	No	No	Yes	No	No	No	None specified	No
HO54	Basin-Olinda Road, The Basin. One large Oak (Quercus robur)	No	No	Yes	No	No	No	None specified	No
HO55	Templer Church Hall, 3 Wadi Street, Boronia.	-	-	-	-	Yes Ref H1992	Yes	None specified	No
HO56	Visitors Information Centre 1211 Burwood Highway Upper Ferntree Gully	No	No	No	Yes	No	Yes	None specified	No
HO57	Upper Ferntree Gully Railway Station 1183 Burwood Highway Upper Ferntree Gully	No	No	No	No	No	Yes	None specified	No

08/11/2018
Proposed
C173knox C469

SCHEDULE TO CLAUSE 72.04 DOCUMENTS INCORPORATED IN THIS PLANNING SCHEME

1.0 Incorporated documents

08/11/2018
Proposed
C173knox C469

Name of document	Introduced by:
Burwood Highway and Scoresby Road Knoxfield, Comprehensive Development Plan – September 2018	C160
Level Crossing Removal Project – Mountain Highway and Scoresby Road, Bayswater Incorporated Document, December 2015	C147
Miller's Homestead Statement of Significance, February 2019	C173knox
Proposed Knox Driving Range, April 2004	C39
Restructure Plan 1, November 1999 (Amended January 2017)	C151
Restructure Plan 3, November 1999	NPS1
Small Lot Housing Code, August 2014	C160
Site Specific Control - 27 Reservoir Crescent, Rowville July 2011 Incorporated document	C99
Site Specific Control – 33-35 Napoleon Road, Lysterfield (Lot 1, TP760282), August 2014	C134
Site Specific Control – Lot 3 LP 42250 Wellington Road, Rowville, 11 March 2011	C87
Site Specific Control – Section of Napoleon Road, Lysterfield, January 2013	C110
Waterford Valley Comprehensive Development Plan, Drawing No. 30015698/101 (A), prepared by Aspect Landscape Consultants Pty Ltd, August 1999	NPS1
Woolworths Oxygen, Knoxfield, February 2011	C107

Miller's Homestead Statement of Significance

Heritage place: Miller's Homestead (former 'Melrose'), 30 Dorrigo Drive Boronia	PS ref no: HO25
---	------------------------

What is significant?

Miller's Homestead and garden, also known as 'Melrose', at 30 Dorrigo Drive, Boronia is significant. The following buildings and features contribute to the significance of the place:

- The homestead, as constructed in 1888, including the interior.
- The outbuilding to the rear of the homestead.
- The elevated siting of the homestead, with clear views from the front verandah towards Corhanwarrabul (Mt Dandenong).
- The mature garden setting including the following significant trees: Poplar (*Populus x Canadensis*), Pin Oak (*Quercus palustris*), Weeping Lilly Pilly (*Syzygium floribunda*), Strawberry Tree (*Arbutus enedo*) and Ironbark (*E. sideroxylon*), as well as Camellia japonica cultivars *Alba Plena*, *Lady Loch* and *William Bull* within the camellia walk.
- The low retaining walls of locally quarried stone to the beds adjacent to the verandah.

Non-original alterations and additions, including the kitchen fit out and toilets and bathrooms within the homestead, the interior of the outbuilding, the gazebo and windmill, all pathways, driveways and fencing, and plantings dating from 1985 onwards (except for the camellia walk) are not significant.

How is it significant?

Miller's Homestead ('Melrose') is of local historic, architectural and aesthetic significance to the City of Knox.

Why is it significant?

It is of historical significance as one of oldest surviving houses in the City of Knox and demonstrates the early development of the area following the opening of the land for selection in the 1870s. It is representative of the country estates established by wealthy citizens on the fringes of Melbourne in the late nineteenth century and its significance is enhanced by its rarity values as one of the few remaining examples in the municipality. It has associations with James John Miller, who was prominent in local affairs, promoted tourism, and was the first President of Ferntree Gully Shire. (Criteria A, B, D & H)

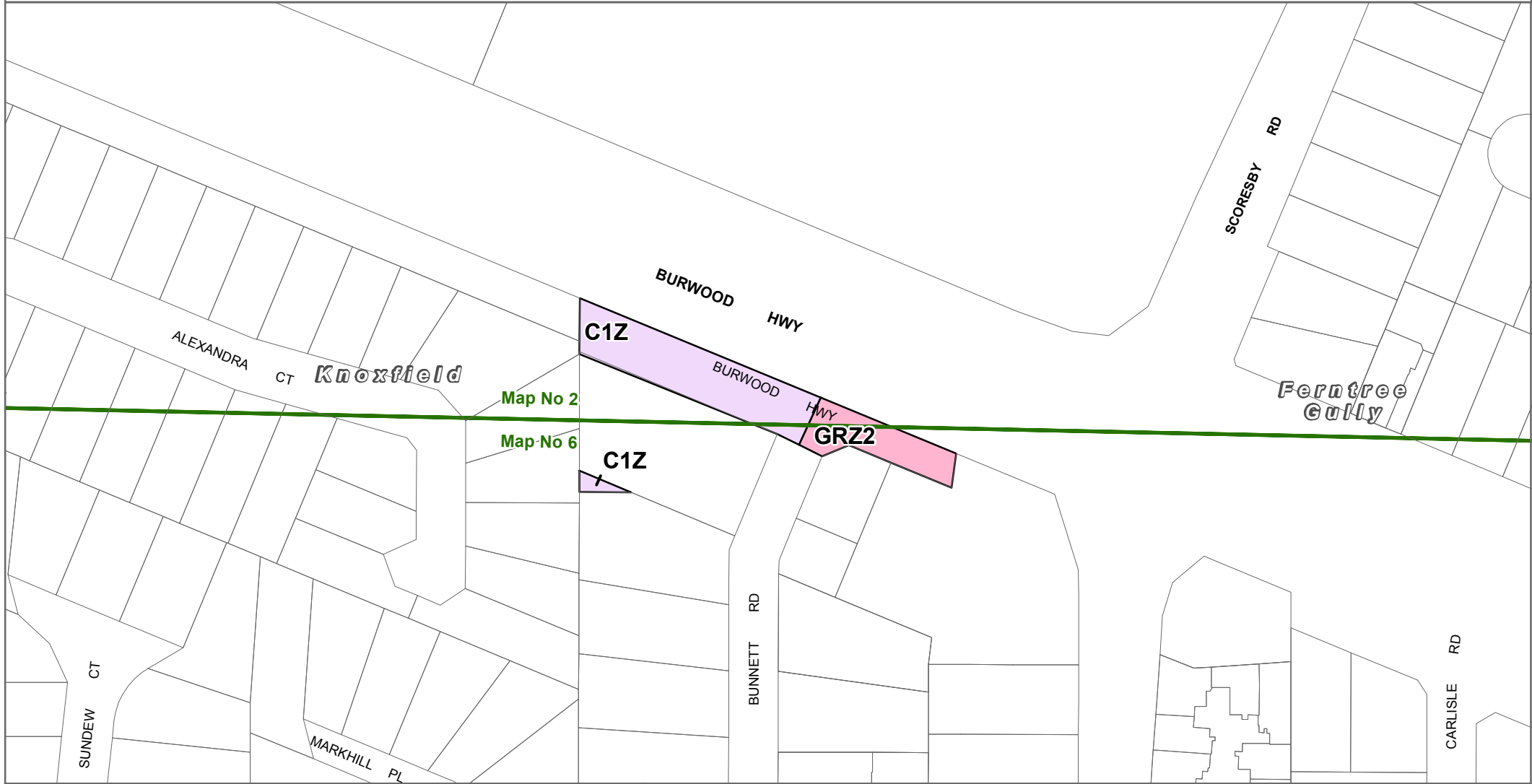
The house has representative significance as an intact example of an Italianate villa, with typical form and detailing including the symmetrical plan with canted bays windows on either side of a central entrance, and the return cast-iron verandah. Internally, the principal rooms retain original details including deep cornices, elaborate ceiling roses and marble or timber fireplaces. There is also an original brick lined cellar under the rear of the house. Of note are unusual details such as the use of French doors to all principal rooms, including within the canted bays, and the way the polygonal roofs above the bays merge into the main roof ridge. (Criterion D)

It has aesthetic significance as a fine and well-detailed Victorian Italianate house in a mature garden setting. The aesthetic qualities of the house are enhanced by its elevated siting and several mature trees including the Pin Oak, Poplar, Ironbark, Weeping Lilly Pilly and Strawberry trees that are landmark plantings within the local area. Views from the homestead to Corhanwarrabul also contribute to its aesthetic qualities. (Criterion E)

The camellia walk is of historical and horticultural significance as a remnant of the original garden layout and demonstrates of the popularity of the camellia in the nineteenth century. (Criteria A & D)

Primary source

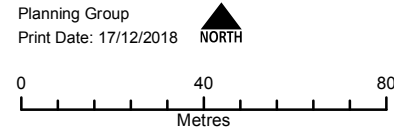
Heritage Advice – HO25 Miller's homestead and garden: 30 Dorrigo Drive, Boronia, March 2018



- LEGEND**
- C1Z - Commercial 1 Zone
 - GRZ - General Residential Zone
 - Local Government Area

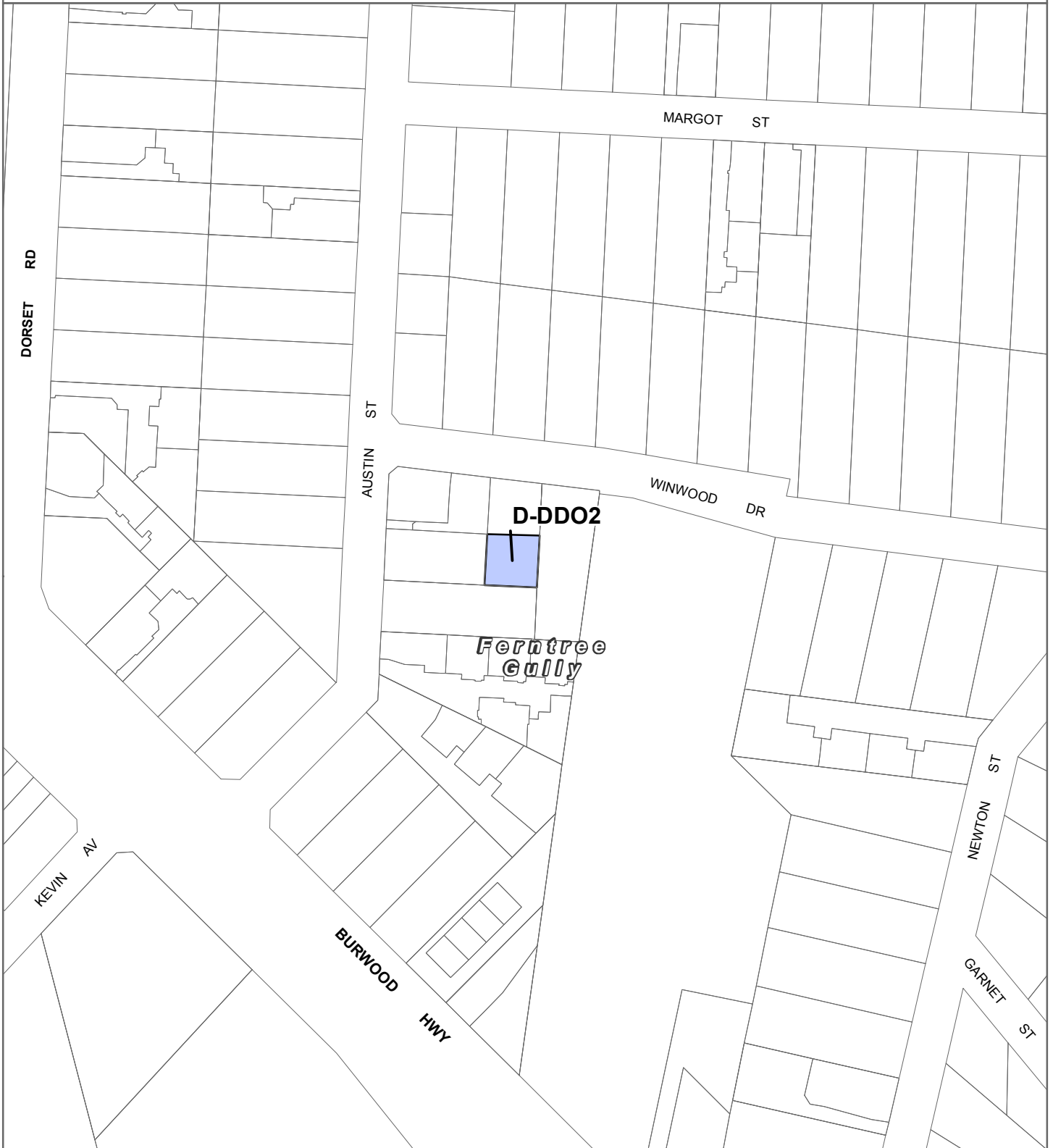
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Part of Planning Scheme Maps 2 & 6





LEGEND

-  D-DDO - Area to be deleted from a Design and Development Overlay
-  Local Government Area

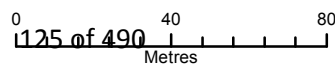


Part of Planning Scheme Map 7DDO

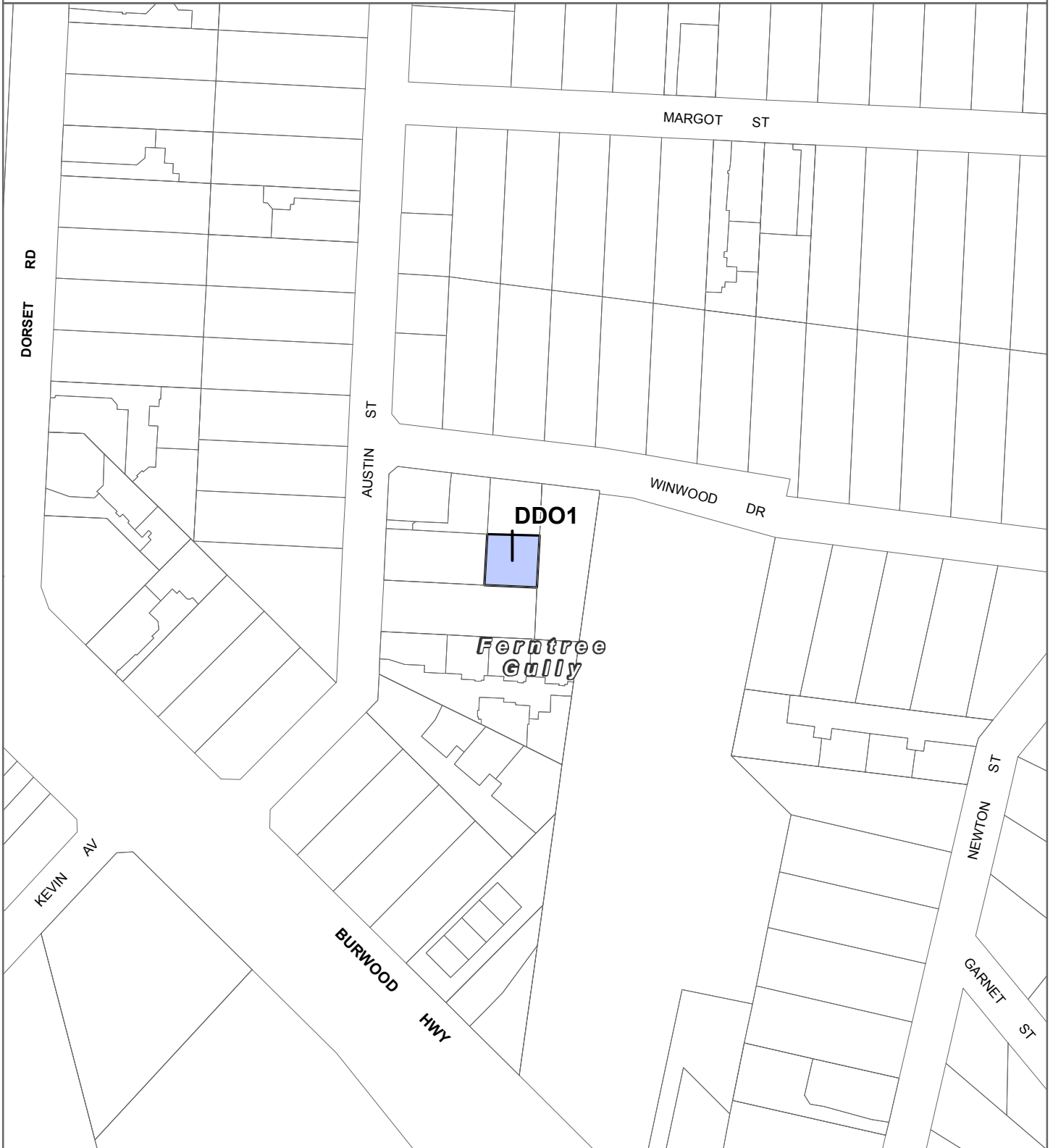
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LEGEND

-  DDO1 - Design and Development Overlay - Schedule 1
-  Local Government Area

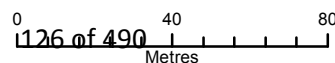


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LEGEND

-  D-VPO - Area to be deleted from a Vegetation Protection Overlay
-  Local Government Area

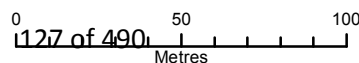


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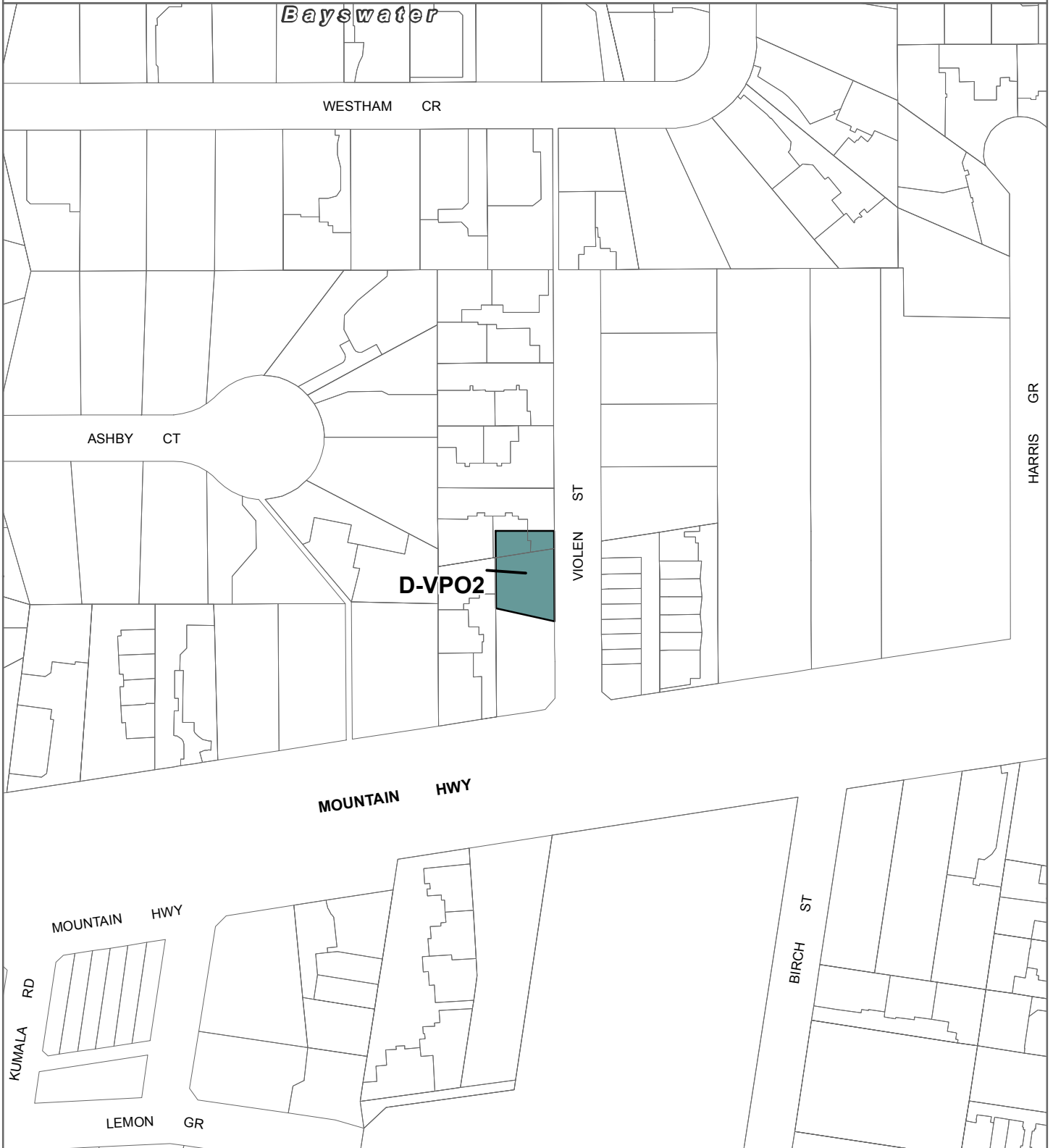
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LEGEND

-  D-VPO - Area to be deleted from a Vegetation Protection Overlay
-  Local Government Area

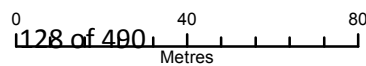


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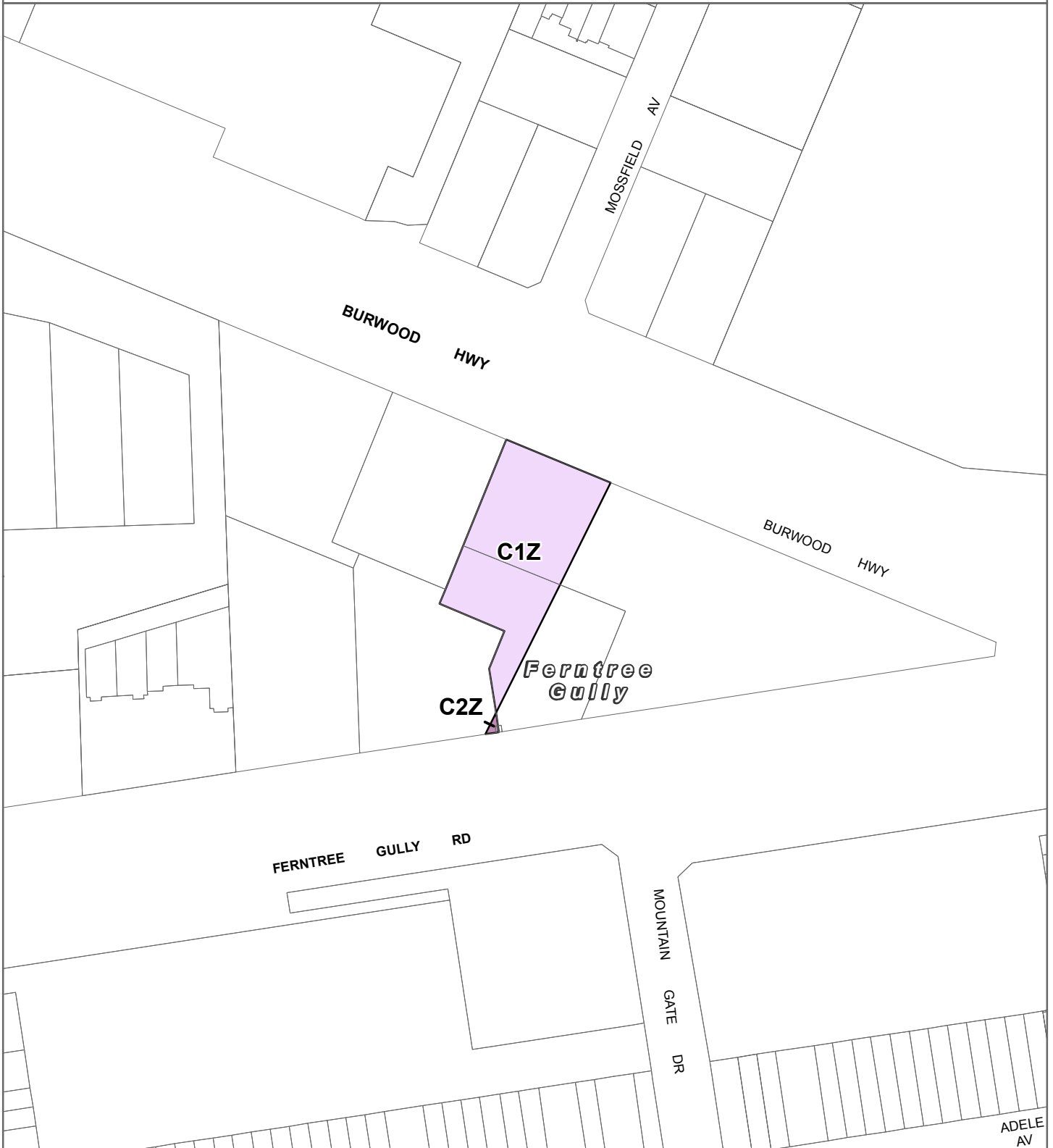
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LEGEND

-  C1Z - Commercial 1 Zone
-  C2Z - Commercial 2 Zone
-  Local Government Area

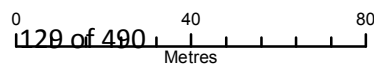


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LEGEND

-  PPRZ - Public Park and Recreation Zone
-  Local Government Area

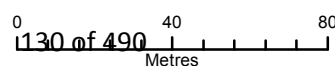


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

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LEGEND

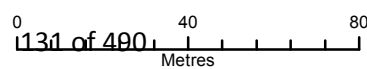
-  PPRZ - Public Park and Recreation Zone
-  Local Government Area



Part of Planning Scheme Map 3

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Heritage Advice
H025 Miller's homestead and garden
30 Dorrigo Drive, Boronia

Prepared for Knox City Council

DAVID HELMS HERITAGE PLANNING | MARCH 2018

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Final v.2 – 12 March 2018

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1 Introduction

1.1 Purpose

This report has been prepared for Knox City Council (the Council) in relation to HO25, the former Miller's homestead and garden at 30 Dorrigo Drive, Boronia (the subject site). Council is exploring options for the subject site, which may include subdivision or change of use, and requires a review of the heritage significance and controls that apply to guide future management. The purpose of this report is to provide independent heritage advice, as follows:

- ▶ A review of the existing heritage citation and preparation of an updated citation including new statement of significance, as required;
- ▶ A review of existing heritage controls and recommendations for changes to the controls, if appropriate; and
- ▶ Preliminary advice in relation to the potential heritage impacts of subdivision.

This report sets out the methodology, findings and recommendations.

1.2 Approach and methodology

This report has been prepared in accordance with the Australia ICOMOS *Charter for Place of Cultural Significance*, 2013 (the Burra Charter) and its guidelines using the Hercon criteria (refer Appendix A). All terminology is consistent with the Burra Charter.

Specifically, the tasks have included:

- ▶ A review of information about the subject site in the original citations prepared by Margaret McInnes for the *City of Knox Heritage Study 1993* (the 1993 Study). The 1993 study contains two citations: one for the homestead and garden and one specifically for the Camellias within the garden;
- ▶ Limited additional research including examination of titles and Parish Plans to confirm some of the details of the ownership of this property up until the time of acquisition by Council; and
- ▶ An internal and external inspection of the house, and the surrounding garden.

1.3 Existing heritage listings and zoning

The subject site is included within a site-specific heritage overlay HO25, which applies to the house and land at 30 Dorrigo Drive, Boronia. Tree controls apply to the following trees specified in the HO schedule:

- ▶ One large Ironbark (*Eucalyptus sideroxylon*);
- ▶ 'Numerous Camellias'; and
- ▶ Poplars.

In addition, external paint controls and interior controls apply to the property.

The subject site is not included on the Victorian Heritage Register or any other statutory heritage list.

As shown on Figure 1.1, the subject site is contained in two zones:

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- ▶ The Public Park & Recreation Zone, which applies to most of the site including the whole of the homestead building (this applies to the area originally set as a 'Reserve for municipal purposes' in 1976 when the current residential subdivision was created – see the New History in Appendix B); and
- ▶ The Neighbourhood Residential Zone, which applies to the original allotment 110 in the subdivision, which Council acquired in 1978 (see New History in Appendix B).

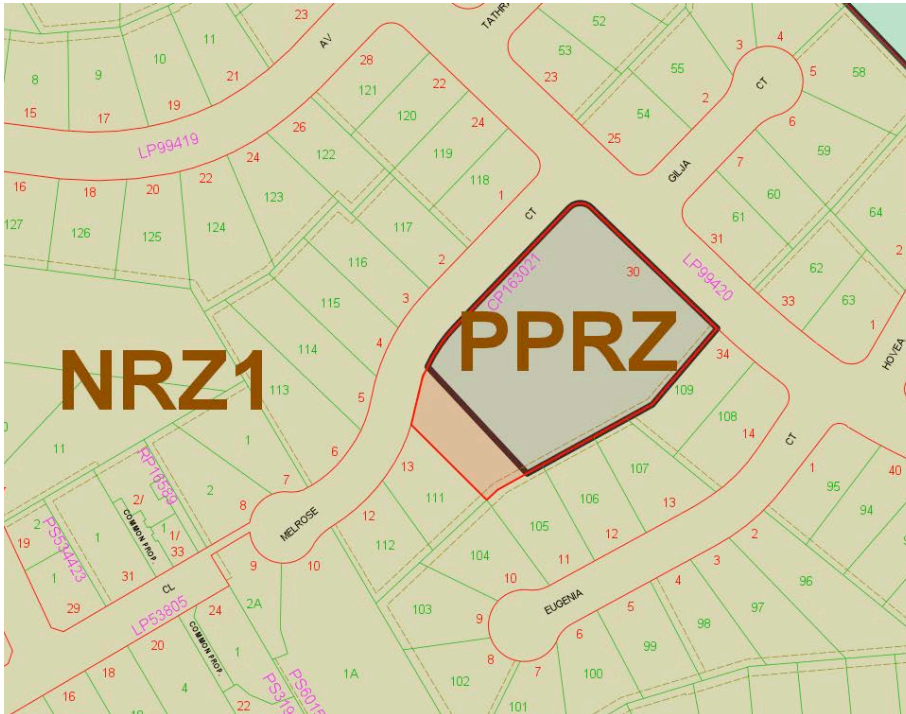


Figure 1.1 – Current zoning. The subject site comprises the PPRZ land and the adjoining allotment 110, zoned NRZ1, shaded pink.

2 Review of significance and HO controls

2.1 History

The 1993 Study provides a comprehensive history of the house and garden. In summary:

- ▶ The house was built in 1888 for J.J. Miller and was originally situated on 77 acres of land that formed part of Miller's holdings of over 400 acres within this area. Miller was a successful businessman, who was prominent in local affairs. After constructing this house he established a stud farm and horse training facility on his property and set about publicising the district and encouraging tourism. When the new Shire of Ferntree Gully was formed in 1889 he became the first President;
- ▶ An extensive garden was established around the house, and it was known as one the 'showplaces' of the district. Early plantings included Camellias and other cool-climate plants, reputedly supplied by Como Nursery at The Basin, established by William Chandler in 1876;
- ▶ Miller ran into financial difficulties following the economic depression of the early 1890s and the London Chartered Bank foreclosed his mortgage in 1899 and assumed the title to the property;
- ▶ Over the years the land surrounding the house was reduced by subdivision to the present 0.5 hectare. In the 1970s the Council acquired the property and in the 1980s undertook a major restoration of the house and garden. The restored house and garden was opened in 1989;
- ▶ The garden was restored and rejuvenated based on remnant plants (which included some early camellias) and historic evidence including early photos; and
- ▶ Today, the house and garden remains in the ownership of the Council.

Review of history

The histories in both citations are relatively comprehensive and provide a good historic overview of the development of the subject site. However, the separate citation for the camellias has additional historic information not contained in the main citation. Because of this, a combined history has been prepared, which is in Appendix B. Consistent with current practice, this includes:

- ▶ The thematic context (relevant historic themes from the 1993 Study);
- ▶ History of the place, including a sub-section for J.J. Miller and the development of the garden; and
- ▶ Additional historic information about the ownership history leading to the acquisition by the Council of the house and its subsequent restoration.

2.2 Description

The 1993 Study provides the following description of the house and garden:

The original property is reduced from 400 acres to .5 hectares. The house is situated on a comer of rising ground and commands a view of the mountain from the front verandah. It is surrounded by urban development.

A typical Victorian bungalow design with a passage through the centre and verandah around three sides, the front rooms are large enough for receptions. The kitchen and

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cellar have been restored, as well as toilets modernised, although old fittings retained where possible. There are several rooms leading off the passage to the back entrance, but it is difficult to know which were bedrooms. The outhouses including a garden shed are of solid construction.

The garden has been restored from a study of components of planting, surfacing materials, structure and other elements which were typical of gardens designed in the area. Additional information was provided by photographs and written material.

It is considered the camellias are of horticultural and historical significance due to the age (about 100 years) and the development of camellias from Camden NSW to nurseries in Victoria in the 1880's (Sangster Taylor, Guilfoyle and others). The garden illustrates the composition of Victorian gardens of the late 19th Century in the gardenesque manner.

Large trees still existing include peppercorn, New Zealand piparea, engeni vinli, phonix palem, anzutiuseneds, poplar, oak, hawthorn. The garden beds were bordered with locally quarried rock and built up to verandah height with acanthis, and succulent cacti. The entrance steps have planted aloe (circa 1917). The rear garden has a pergola once covered with wisteria.

Miller's Homestead has been faithfully restored from evidence available. Although not a Victorian house in the very grand manner, it nevertheless represents a very important period in the development of the area and is indicative of the boom and bust of the 1880's, the owner having to give up the property in the 1890's. The house is architecturally sound and used for specific purposes by Knox Council.

It is now seen to be the only significant building of the era in Boronia.

Review of description

The site inspection has confirmed that the house is in excellent condition. However, the following issues have been identified with the existing description:

- ▶ It describes the house as a Victorian 'bungalow' when the more correct term is Italianate villa. It also does not identify some unusual elements of the design including the use of French doors to all the principal rooms, including the bay windows, and the way the polygonal roofs above the bays merge into the main roof ridge;
- ▶ It does not identify the elements of the interior that are significant and refers, for example, to the kitchen being 'restored' when in fact a modern kitchen has been installed, presumably at the time of the 1985 restoration works; and
- ▶ It refers to 'outhouses', but there is only one today.

The garden is also well maintained. However, there are inconsistencies between the significant trees and plants identified in the 1993 Study and those listed in the HO schedule. Specifically:

- ▶ Several of the trees and plants identified in the 1993 Study are no longer extant (peppercorn, oak, hawthorn, and the aloe and succulent cacti) or were incorrectly identified, including some names that are incorrect or no longer in common use (e.g., the trees/plants referred to as 'New Zealand piparea, engeni vinli, phonix palem, anzutiuseneds' could not be found online or in reference books); and
- ▶ The HO schedule correctly identifies the significant Ironbark at the front of the house. However, it also refers to 'numerous Camellias' without specifically identifying the examples that are of primary significance (a list of three Camellia is provided in the history), and refers to 'Poplars', when there is only one mature Poplar of significance. This is the Canadian Poplar (*Populus x canadensis*) to the north east of the house.

HO25, MILLERS HOMESTEAD & GARDEN

Due to the time of year, the Camellias were not in flower and so it was impossible to positively identify the significant varieties identified in 1993 Study, which are all *Camellia japonica* including *Alba Plena* (white, formal double), *William Bull* (rose pink, light in the centre, formal double) and *Lady Loch* (light pink veined deeper pink and edged with white). However, the description of a 'camellia walk' suggests these are in the line of camellias just to the north east of the homestead (although these do not appear to be very old and it appears they may be replacements propagated from the original plants at the time of the garden restoration c.1986). There is also a group of camellias within a circular bed directly in front of the homestead, as well as several around the gazebo in the rear garden. The latter group is likely to contain more recent plantings (possibly taken as cuttings from the original shrubs).

The site inspection has also identified three significant mature trees not specifically mentioned in either the 1993 Study or the HO schedule: A large Pin Oak (*Quercus palustris*), Weeping Lilly Pilly (*Syzygium floribunda*) and a Strawberry Tree (*Arbutus enedo*).

As shown in Figure 2.1, all the significant trees and camellias are located to the east or north east of the homestead.

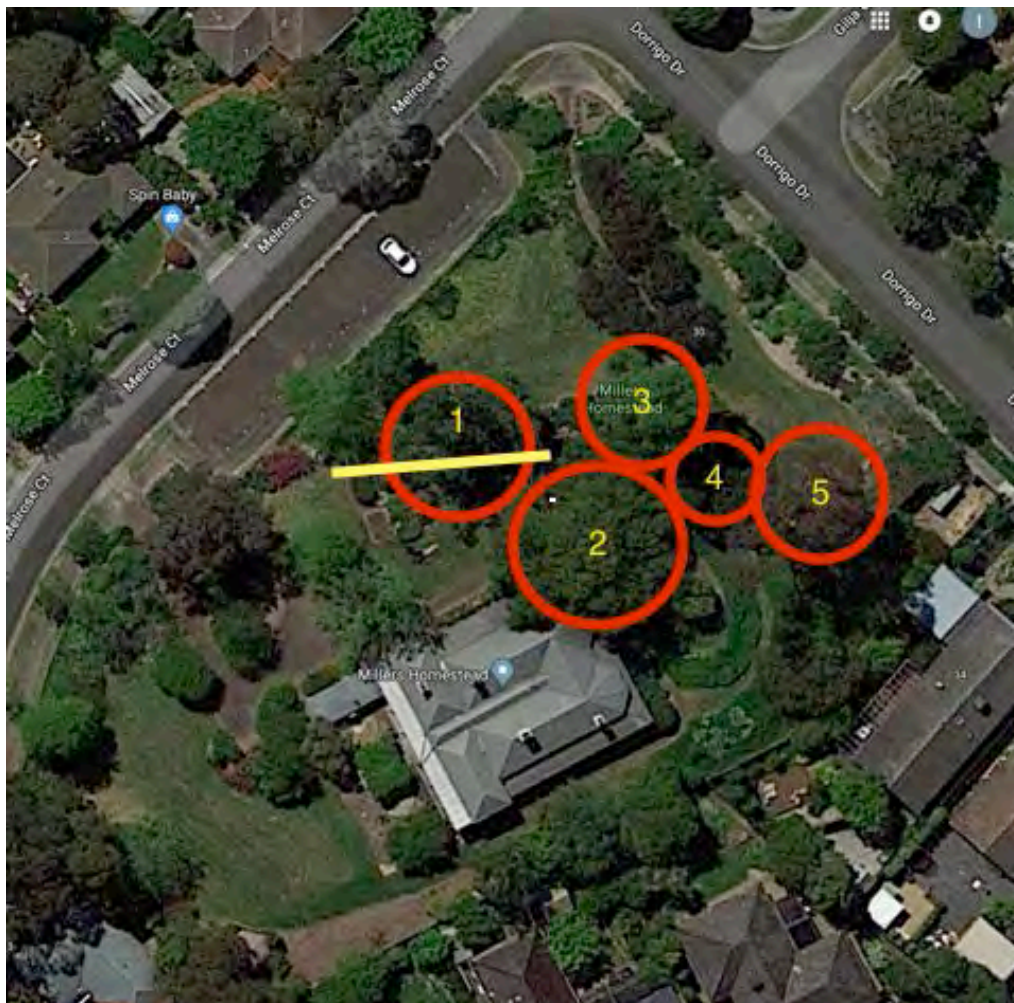


Figure 2.1. Significant trees: 1 – Poplar x Canadensis, 2 – Weeping Lilly Pilly, 3 – Pin Oak, 4 – Strawberry Tree, 5 – Ironbark. The yellow line indicates the approximate location of the 'camellia walk'.

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Accordingly, a new description has been prepared, which is in Appendix B. This includes:

- ▶ An expanded description of the house, including both its interior and exterior features, and identification of significant and non-significant features. Reference is also made to the outbuilding.
- ▶ An expanded description of the garden, which more clearly defines the significant and non-significant trees, plants and features.

2.3 Significance

The statement of significance for the subject site in the 1985 Study is as follows:

This single storey Victorian residence was the home of James John Miller, the first President of Ferntree Gully Shire (1889). Stables and training facilities were established on the original property of 400 acres, developed out of wilderness and scrub.

The building is the best example of the Victorian style boom era of the 1880's in the City of Knox, and has been restored faithfully. The garden has also been landscaped as far as possible to the original design with propagation of remnants of vegetation including a camellia walkway dating from the 1890's.

On the basis, Table 2.1 provides an analysis against the Hercon criteria at the local level.

Table 2.1 – Assessment against Hercon criteria

Criterion	1993 study	Comments
Criterion A	<p><i>This single storey Victorian residence was the home of James John Miller, the first President of Ferntree Gully Shire (1889). Stables and training facilities were established on the original property of 400 acres, developed out of wilderness and scrub.</i></p> <p><i>The Camellia reached a peak of popularity in the boom 1880s and was a component of the overall high Victorian design of house and Gardenesque landscape characteristic of the era in Victoria but which had largely gone out of fashion in England</i></p>	Satisfies Criterion A. The house is also significant as one of the oldest surviving houses in Knox and for its association with the post-contact settlement of the area in the late nineteenth century.
Criterion B	Not cited.	Satisfies Criterion B. This is rare surviving example within the City of Knox of a late nineteenth century house and garden.
Criterion D	<p><i>The building is the best example of the Victorian style boom era of the 1880's in the City of Knox, and has been restored faithfully. The garden has also been landscaped as far as possible to the original design with propagation of remnants of vegetation including a camellia walkway dating from the 1890's.</i></p>	Satisfies Criterion D. Of note are the unusual details being the use of French doors to the principal rooms, including within the canted bays, and the way the polygonal roofs above the bays merge into the main roof ridge.

HO25, MILLERS HOMESTEAD & GARDEN

Criterion	1993 study	Comments
Criterion E	<i>The building is the best example of the Victorian style boom era of the 1880's in the City of Knox, and has been restored faithfully. The garden has also been landscaped as far as possible to the original design with propagation of remnants of vegetation including a camellia walkway dating from the 1890's.</i>	Satisfies Criterion E. The house is a landmark within the local area. The use of French doors and the unusual roof form are distinctive and the setting of the house is enhanced and complemented by the elevated siting and the mature garden.
Criterion F	Not cited.	Not applicable.
Criterion G	Not cited.	Not applicable.
Criterion H	<i>This single storey Victorian residence was the home of James John Miller, the first President of Ferntree Gully Shire (1889).</i>	Satisfies Criterion H. James John Miller was one of the first settlers in this area and was prominent in local affairs.

Comments on significance

The homestead and garden clearly satisfy the threshold of local significance. A new statement of significance in the current format is in Appendix B.

2.4 Review of HO controls

As previously noted, external paint and interior controls apply, as well as tree controls to the trees specified in the schedule.

The application of external paint and interior controls is warranted given the intactness of the homestead both inside and out, and the revised statement of significance now provides more specific guidance about exactly what is significant about the interior to guide future management.

The following changes are recommended:

- ▶ The interior control should be amended to say 'Yes – homestead' only, as the interior of the outbuilding is not significant.
- ▶ The description of the place in the HO schedule should be changed to refer specifically to the significant trees identified in section 2.2 and include the correct address, as follows:

Miller's Homestead (former 'Melrose'), 30 Dorrigo Drive, Boronia

The heritage place includes the homestead, outbuilding and garden setting including the following significant trees and shrubs, all situated to the east or north east of the homestead:

Poplar (Populus x Canadensis), Weeping Lilly Pilly (Pin Oak (Quercus palustris), Weeping Lilly Pilly (Syzygium floribunda), Strawberry Tree (Arbutus enedo) and Ironbark (E. sideroxylon), as well as Camellia japonica cultivars Alba Plena, Lady Loch and William Bull within the camellia walk.

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3 Management

Current use

Miller's Homestead is one of three historic houses currently owned by the Council. The others are:

- ▶ Ambleside Park Homestead, Ferntree Gully (HO16). The homestead is now the home of the Knox Historical Society, and the garden is available for hire for weddings, by arrangement; and
- ▶ Stamford Park Homestead and garden, Rowville (HO24). In accordance with the Stamford Park Masterplan (2017), land surrounding the homestead is being developed for commercial and residential uses and parkland, while the restored homestead and gardens will form part of an historic precinct. The homestead itself will be adaptively re-used to provide a restaurant and function space.

The Council currently uses Miller's homestead as meeting rooms and storage. It also appears to be used by at least one local music society. According to the brochure on Council's website, Council also permits 'limited community use' of the grounds, which are available for hire for garden weddings and other special events, by arrangement (City of Knox Miller's Homestead brochure).

Subdivision

As noted in the history, the current 0.5 hectare allotment represents a fraction of the original 77 acre allotment that once surrounded the homestead. The mature garden now provides an important related setting that contributes to the significance of the place and provides an understanding of the much greater land holding that once existed. The size of the property also supports its viability as a venue for weddings and other functions. For example, the (non-original) 'period gazebo' in the rear yard is promoted on Council's website as a venue for 'garden weddings and other special events by arrangement' (Miller's homestead brochure).

The subdivision of the rear section of the yard containing the lawn area behind the outbuilding (approximately comprising the section currently zoned NRZ1) would not adversely impact upon the setting or significance of the place, as it does not contain any significant features (buildings or trees) and a carefully designed and sited building would not impact upon any significant views to or from the homestead.

However, reducing the size of the allotment may affect the viability of the current use (by reducing the land available for weddings and functions) and may reduce options for potential future uses.

4 References

Apperly, Richard, Irving, Robert & Reynolds, Peter, 1994, *A pictorial guide to identifying Australian architecture. Styles and terms from 1788 to the present*, Angus & Robertson, Sydney

Knox City Council, Miller's Homestead brochure - viewed at http://www.knox.vic.gov.au/Files/History/Millers_Homestead_2011.pdf on 26 February 2018

McInnes, Margaret, 1993, *City of Knox Heritage Study. A component of the Conservation Strategy*, prepared for City of Knox

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APPENDIX A – Criteria for the Assessment of Cultural Heritage Significance (HERCON)

In reviewing the heritage significance of this place, the common criteria which were adopted at the 1998 Conference on Heritage (HERCON) and which are based on the longstanding, and much used, Australian Heritage Commission criteria for the Register of the National Estate have been used.

Criterion A:

Importance to the course, or pattern, of our cultural or natural history.

Criterion B:

Possession of uncommon, rare or endangered aspects of our cultural or natural history.

Criterion C:

Potential to yield information that will contribute to an understanding of our cultural or natural history.

Criterion D:

Importance in demonstrating the principal characteristics of a class of cultural or natural places or environments.

Criterion E:

Importance in exhibiting particular aesthetic characteristics.

Criterion F:

Importance in demonstrating a high degree of creative or technical achievement at a particular period.

Criterion G:

Strong or special association with a particular community or cultural group for social, cultural or spiritual reasons. This includes the significance of a place to Indigenous peoples as part of their continuing and developing cultural traditions.

Criterion H:

Special association with the life or works of a person, or group of persons, of importance in our history.

APPENDIX B – Changes to citation

New History

Thematic context

This place is associated with the following themes in the *City of Knox Heritage Study* 1993:

- Theme 2: Settlers and agriculture – The first division of Crown allotments, Farms, orchards and market gardens
- Theme 3: The impact of the railways – Tourism, a desirable place to live

Place history

Miller's Homestead, also known as 'Melrose' (it is not known for certain that the house was called 'Melrose' by Miller or by later owners), now situated at 30 Dorrigo Drive, Boronia was constructed in 1888 for James John Miller (McInnes 1993:121, NT). Reputedly, the house was designed by English architect, Thomas Hunter and replaced an earlier house constructed in the 1870s (NT).

The house is situated on Crown Allotment 64 (CA64). This is a triangular shaped allotment containing just over 77 acres, bounded by the present-day Albert Avenue, Mountain Highway, and Millers Road. Miller, acting as administrator for the estate of Frederick Richard Miller, obtained the Crown Grant for CA64 in 1881. In 1889 Miller transferred the property into his name and took out a mortgage to the London Chartered Bank, presumably to finance the construction of the homestead (LV).

This property was part of over 400 acres acquired by Miller in this area from the late 1870s to early 1880s, which included the land extending to the south of Millers Road beyond Forest Road. Miller obtained the Crown Grant to CA71 (205 acres) in September 1877, which was followed by CA24 (114 acres, now the site of The Basin town centre) in April of 1879 (Scoresby Parish Plan).



Extract of Scoresby Parish Plan showing the three Crown allotments forming J.J. Miller's landholding in the late nineteenth century

HERITAGE ADVICE

Here Miller indulged his interest in horse breeding, spending much time and money in his endeavour to build a successful stud farm. His first home at The Basin, called 'Bayswater House' after his birthplace, was built in 1878 on CA24. It was demolished in the late twentieth century (McInnes 1993:121).

However, it was this homestead on CA64 that would become one of the 'showplaces' of The Basin together with 'Ferndale' (home of the Griffiths tea family) and the 'Doongalla' Estate (bought by Sir Matthew Davies in 1891). During the 1890s many people visited Miller's property to see the house and gardens, farm, stables, training facilities, and horses. In the book *Visitor's Guide to the Upper Yarra and Ferntree Gully Districts* (published c.1889 by A.H. Massina) the property is described as being:

... about five miles from Ringwood by road, halfway to Ferntree Gully. The house is briefly described as being situated on the crown of rising ground, and commands from the verandah a magnificent view of the mountain and forest scenery around. On the right is the densely green timber-covered mount known as Schneider's Hill, and beyond, forming the skyline, is the bold line of the Dandenong spurs. Immediately in front is the giant Corhanwarrabul, rising timber ridges, seeming to act as its buttresses. Away to the left, Mount Juliet and the whole group of the Yarra and the Plenty Ranges stretch clean away to the north, range rising over range till dimly melting into the horizon, each chain tinged with a distinct glow of various shades of colour as the period of sunshine changes.

...

Of the house itself, it maybe truly said to be quite up to the requirements of anyone possessing a cultivated taste for beauty, convenience, snugness, and true sanitary conditions. It is of brick, of chaste design, and replete with every appliance which in these times are deemed essential to health and that ample means can supply.

Bayswater farm, as it was called then:

... was quite up to the modern standard of agriculture. The land has miles of underground drains, is well fenced into paddocks, and these fences are supplemented with well-grown and well managed quick or whitethorn hedgerows.

However, Miller got into financial difficulty in the 1890s (see below) and in 1899 the London Chartered Bank foreclosed on his mortgage over CA64, ending his association with the property (LV).

Ownership changes in the twentieth century

The Bank assumed ownership of CA64 and held the property for several years before selling to John Yeadon of Bayswater, a farmer, in 1907. He did not own the property for long and forfeited ownership in similar circumstances to Miller. After taking out a mortgage to the Royal Bank of Australia in 1911, Yeadon's name was replaced by the Bank on the title just one year later. Over the next few years the Royal Bank sold off about half of CA64 on the west side and north end, which was subdivided into smaller allotments, and a small allotment on the east side, which was sold to the Shire of Ferntree Gully. The balance of the land containing the homestead block was finally sold in 1918 to John Henderson, a farmer, of Bayswater (LV).

When Henderson died in 1926, probate was granted to his widow Serena, who is recorded on the title as living at 'Melrose', The Basin, near Bayswater indicating it may have been this family that bestowed this name on the house. By 1944 ownership had transferred to Ronald Finger, an orchardist, and his wife, Bessie, also recorded as living

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at 'Melrose'. Three years earlier they had purchased the small allotment sold to the Shire of Ferntree Gully (LV).

In 1959 the Churchill Estates Proprietary Limited of 287 Collins Street, Melbourne became the owner of both allotments owned by the Fingers. They also purchased some of the other parts of CA64 that had been subdivided off in the 1910s and consolidated the land into one title, comprising just over 37 acres, in 1973.

Acquisition and restoration by Knox City Council

By the early 1970s the historical significance of 'Melrose' had been recognized. In 1972 an article in the *Knox-Sherbrooke Gazette* suggested that the old homestead would become a museum, and by 1974 the *Herald* reported that the City of Knox planned a 'full restoration' of the building (McInnes, 1993:123 cites the 19 September 1972 edition of the *Gazette* and 24 July 1974 edition of the *Herald*).

Accordingly, when Churchill Estates subdivided the land into suburban allotments in 1976 'Melrose' and part of its original garden was set aside as a 'Reserve for Municipal Purposes'. The land was officially transferred to the City of Knox on 20 February 1976. Two years later, the Council purchased the adjoining allotment 110, immediately to the south, for \$18,000, and consolidated the lots.

However, having purchased 'Melrose' it would be almost a decade before the restoration of the homestead and garden would be complete. The restoration was carried out with the financial assistance from the City of Knox, the Commonwealth Employment Program and the Victorian Ministry of the Arts with the intention of using the building as a 'community gallery, performance venue and training and seminar centre'. The restored homestead and garden was officially opened as part of the centenary celebrations of the Shire of Ferntree Gully on Friday, 17 November 1989 by the Mayor of the City of Knox, Cr. Hurtle Lupton, O.A.M., J.P. with assistance from the descendants of J.J. Miller (Historic plaques at 'Melrose').

Today, the homestead remains in the ownership of the City of Knox.

Development of the garden

Although not in the grand manner of forty or fifty gardens developed at Mt. Macedon in the 1870s and 1880s by Guilfoyle, Taylor and Sangster, the garden at 'Melrose' was one of several fine examples established in the foothills of the Dandenongs during the late nineteenth century. Others included 'Doongalla' and 'Ferndale'. Miller's was chiefly known for the fine agricultural and grazing land, and racing tracks.

The main source of plants, trees and shrubs for these gardens was the Como Nursery, at The Basin owned by William Chandler and dating from 1876 (11). The Como Nursery specialized in such cool-climate plants as rhododendrons, azaleas, and camellias (12). Chandler supplied 'Doongalla' with camellias and John Chandler (grandson of William) remembers his father (Bert), telling stories of how the plants were delivered to the big gardens and how he accompanied his father (13).

Camellias were first sent from England to Australia in February 1831 and planted by the Macarthur family at 'Camden Park' near Sydney, where some have survived to this day. William Macarthur (1800-1882) horticulturalist and agriculturist, fifth son of Captain John Macarthur, named 69 of the seedlings he raised from the first six that were shipped from England.

HERITAGE ADVICE

Alba plena was among the six camellias imported by Macarthur and from these he raised hundreds of seedlings. It is thought the plants were first supplied to Melbourne from Michael Guilfoyle, a well-known nurseryman at Double Bay, Sydney, and father of William Guilfoyle, a landscape gardener and later Director of the Melbourne Botanical Gardens. William Guilfoyle succeeded Ferdinand von Mueller in 1873, bringing with him fresh ideas and became a proponent of the 'Gardenesque' style, which reached a peak in Victoria in the last half of the nineteenth Century. Between 1873-75 Guilfoyle brought into Victoria 85 varieties of camellias, 98 dahlias and fuchsias, chrysanthemums, and pelargoniums (7).

Although the most popular and widely cultivated species in Australia are *C. japonica*, *C. sasanqua* and *C. reticulata*, the genus has over 90 species. Most of these are indigenous to South East Asia and islands of the China Sea. *C. japonica* was all the rage until the late 1880s when people became tired of the same type. The Victorian preoccupation with things oriental was also seen in the names of properties at Mt. Macedon and the planting of the large estates with camellias, rhododendrons, and azaleas (6).

The earliest photograph held by the Knox Historical Society shows the house in 1888 but the garden was not laid out. Scrub had been cleared and there were indigenous trees in the background. However, a description of the garden and surrounds dating from 1889 describes it as follows:

... with richly swarded cultivation paddocks, looking like well kept lawns, surrounded by hedge rows of whitethorn, and an excellently planted garden of fruit trees, flowering plants, and shrubs. At the foot of the garden, some four acres in extent, was the pretty, one-time residence of the family, with its garden of choice, well developed trees of the apple, pear, walnut, chestnut, cherry, peach, fig, plum, filbert, and the smaller fruit - Yielding shrubs or bushes. There is a grove of lemon trees, marking the fitness of the soil and climate and the filbert and chestnut grow surprisingly well. Mr. Miller planted trees very extensively, in the new large garden formed this season, all the main walks having, near their margins, plants of the Lisbon Lemon, interspersed with filberts, cobnuts, and the usual fruit-yielding trees. (Massina)

Little is known about the development of the garden after Miller's ownership ended in 1899 when the Bank foreclosed.

When the City of Knox acquired the property in the 1970s remnants of original planting were found and the garden was restored 'as faithfully as possible' in 1985-86. This included study of components of planting, surfacing materials, structure and other elements, which were typical of gardens designed in the area. Additional information was provided by photographs and written material (McInnes 1993:122, 126-7). The remnant early plantings surviving at the time included three early camellias: *Alba Plena*, as well as *Lady Loch* and *William Bull*, part of a 'camellia walk' established c.1890s. It is understood that the current camellias were propagated from the original plantings (McInnes 1993:120).

Dating from prior to 1792, *Alba Plena* is one of the oldest camellias in cultivation. Very slow in growth, *Alba Plena* is recognisable in Chinese manuscripts as far back as the Sung Dynasty, when it was known as *Ta Pai* (Great White). It gained its present name in 1792, when it was imported by a Captain Connor of the British East India Company, and thus became the first double camellia seen in the West. The bloom to which all other doubles are compared, it is a medium sized double flower of porcelain white, with a hundred or more petals, and blooms very early. Few camellias are so widely grown.

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Lady Loch was first listed in 1889 in Victoria by Taylor & Sangster, which had nurseries in St. Kilda Road and Mt. Macedon. It was named after the wife of Sir Henry Loch (Governor of Victoria 1884-89) and listed by Cremorne Nursery in 1898, 1900, and 1905. The two oldest plants in the variety in Melbourne are to be found in East Melbourne and Carlton (8). *Lady Loch* is a sport of *Aspasia Macathur*, which itself has been described as 'one of the great sport camellias'. Australia Cultivar *Aspasia* first bloomed in the garden of 'Camden Park' in the 1840s, where it was named by William Macarthur. The original plant is still to be seen there, and its scions bloom right around the world, though in the USA under the name *Paeoniaeflora*. *Aspasia* itself is a fine camellia, although its principal claim to fame may well be an inherent genetic instability. At least half a dozen other superior camellias (of similar form but different coloration) have appeared as sports on plants of its descendants (see Margaret Davis). The original *Aspasia* is a medium-sized informal double camellia of peony form, and the ruffled petals are creamy white with the odd streak or line of carmine pink. An earlier red camellia named *Aspasia* appears in old catalogues (McInnes 1993:127).

The other early camellia used in the garden is *William Bull*, which is attributed to Michael Guilfoyle and named after a gardener at the Guilfoyle Nursery. It is listed in Taylor and Sangster's catalogue in 1887 as *Wrightii* (9).

James John Miller

James John Miller was born at Bayswater, England, in 1832 and came to Victoria when 18 years old in 1849. Soon after this, like many others at the time, he went looking for gold at the Forest Creek gold diggings near Castlemaine. He struck gold, came to Melbourne and bought the Bull & Mouth Hotel in Bourke Street. This very soon became a gathering place for the sporting fraternity. As a bookmaker in the firm of Miller, Jones and O'Brien, he laid the biggest individual amount in one bet in Australia for those days (McInnes 1993:121).

In 1868, Miller purchased his first horse (Blue Jacket) from Mr. Tozer of Warrnambool. His colours as an owner were a white and purple sash and cap. Trotting was also of great interest and Miller imported well-bred trotters from America (McInnes 1993:121).

In 1875, he took over a printery in Williams Lane, Melbourne and the firm of J.J. Miller and company became very well known in Melbourne. Theatrical printing was catered for and 'Millers Sporting Annual' and 'Millers Australian Diaries' were successful ventures. At Miller's death, the 'Sporting Annual' had been going for 47 years (McInnes 1993:121).

The most famous achievements of Miller were the sweepstakes originating at the Bull and Mouth Hotel in Bourke Street, where the tickets cost one pound. At that time, he became quite prosperous and lived at Royal Terrace, Rathdowne Street, opposite the Exhibition Gardens (McInnes 1993:121)

Following his purchase of land at The Basin in 1871, Miller became prominent in the local affairs of that area and ran a private coach service from Forest Road to Bayswater Station to encourage summer tourists. He also secured a wine licence at his home. This was in 1880 and the first in the area. His effort to publicise the district included a gigantic firework's display each Christmas. When the new Shire of Ferntree Gully was formed in 1889 Miller became the first President, an honour he carried for the next three years. Of course, it was his honour to design the Shire emblem with the centerpiece: a Sherbrooke Lyrebird (McInnes 1993:121).

HERITAGE ADVICE

Despite blindness, which overcame him in the 1890s, he could still hold his own at the Council table. He became a familiar sight around the Shire whilst being driven in a horse and buggy by his son Frederick Miller (McInnes 1993:121).

Miller faced financial ruin in the 1890s when the sweepstakes were declared illegal and he had to give up his property at The Basin after the Bank foreclosed on his mortgage over the land. The venture just before this with H.J.A. Panton in buying pastoral land in Western Australia was not successful and helped to cause his retirement from the active life he led for so many years, with so many interests. John James Miller's death was reported in the *Sporting Globe* of December 1922, in his 91st year (McInnes 1993:121).

(McInnes acknowledges the source of this biography as an article by Mr. R. Curlewis, a copy of which is held by the Knox Historical Society and also in the Herald Library).

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12. *Souvenir issue of Nurseryman and Seedsmen's Association of Victoria Inc. of the Pioneers of Horticulture in Victoria*, 1940, p.31 (cited in McInnes 1993 as 'Kindly loaned by Mr. John Chandler')

13. J. Chandler, Personal communication to Margaret McInnes (1993)

14. Stirling Macaboy, *The Colour Dictionary of Camellias*, Lansdowne Press, 1981

Organisations consulted by McInnes:

- Knox Historical Society.
- Carringbush Library (Local History Department) 'Cremorne Gardens'
- Australian Camellia Research Society
- La Trobe Library, State Library Victoria.

People consulted by McInnes:

- Mr. John Chandler (formerly Como Nursery, The Basin) Leongatha
- Manager, Camellia Lodge, Bakers Road

New Description

The former Miller's Homestead and garden is situated at the south corner of Dorrigo Drive and Melrose Court in Boronia. The house is situated on rising ground and commands a view of Corhanwarrabul from the front verandah. It is surrounded by urban development.

The homestead and outbuilding

The homestead is a Victorian Italianate masonry villa with a symmetrical façade comprising canted bay windows on either side of a central door with ruby glass sidelights and toplights. The convex profile verandah, which returns on both sides and terminates at the projecting hipped roof rear wings, is supported by timber posts and has a cast iron frieze. The principal rooms all have French doors leading on to the verandah, including within the canted bay. Other windows are double timber sash. The walls to the principal elevations have ruled render to imitate ashlar, while the rear wall is overpainted brick. A verandah extends along the whole of the rear elevation. There are several rendered chimneys with cornices.

Internally, the house has a typical layout with the central hallway extending the full length of the house with the entry area defined by an archway. To the left on entering are the two main reception rooms, which are connected by an opening in the adjoining wall. All the principal rooms and hallway have what appear to be the original (or sympathetically reconstructed) deep plaster cornices and elaborate ceiling roses, and timber skirting boards, architraves and four panel doors. The front rooms with the canted bay windows have original marble fireplaces with what appear to be the original cream and red diamond pattern hearth tiles. Other rooms have timber fireplace surrounds. None of the light fittings are original.

A doorway with sidelights and highlights toward the end of the hallway marks the transition from the main house to the service areas within the hipped roof wings at the rear. Stepping through this doorway is a small vestibule with the rear entrance door with sidelights and highlights directly ahead and, to the right through an arched opening, a branch hallway leading to the kitchen and another entrance on the north side.

HERITAGE ADVICE

The service areas at the rear of the house are much plainer. Original features include built-in cupboards in the vestibule, and in the room beside the kitchen, which retains an altered fireplace with non-original hearth tiles. The kitchen appears to date from the 1980s, when the house was restored. Other rooms contain modern toilet facilities. Another door off the vestibule, immediately to the left of the rear entry, leads to the brick-lined cellar.

Behind the house near the northwest corner is a small timber outbuilding. This has square edged weatherboards and small square multi-paned windows. The exact date is unknown, but it could date to the early 1900s.

The garden

The house is set within a mature garden, which is believed to include some remnants of the garden established by Miller in the 1890s. Mature trees, which could date to the Miller occupation or from the early 1900s, are all situated to the east or north-east of the homestead and include a Poplar (*Populus x canadensis*), Pin Oak (*Quercus palustris*), Weeping Lilly Pilly (*Syzygium floribunda*), Strawberry Tree (*Arbutus enedo*) and Ironbark (*E. sideroxylon*). Another significant feature of the garden is the camellia walk, which is believed to contain Camellia japonica cultivars *Alba Plena*, *Lady Loch* and *William Bull*, which have been propagated from the original camellias planted here in the late nineteenth century.

Other significant or early features include the locally quarried rock used as retaining walls to the garden beds adjacent to the verandah. According to McInnes (1993) these beds were originally planted with acanthus, and succulent cacti, with aloe adjacent to the entry steps, but there is no trace of these today (although some of these plants have been used elsewhere in the garden).

At the rear of the house is reconstructed pergola that is now covered in wisteria. According to McInnes (1993) this did not exist when the house was restored in 1985-86. Other plantings also appear to date from the 1980s restoration and are not significant. Other non-significant features include the period style gazebo in the rear garden, 'crazy paving' behind the house beneath and adjacent to the wisteria pergola, the metal windmill adjacent to a small pond to the north of the house, the driveway and pathways, and all fencing including the metal palisade fence on a bluestone base to the two frontages.

New statement of significance

The statement of significance is replaced with the following.

What is significant?

Miller's Homestead and garden, also known as 'Melrose', at 30 Dorrigo Drive, Boronia is significant. The following buildings and features contribute to the significance of the place:

- The homestead, as constructed in 1888, including the interior.
- The outbuilding to the rear of the homestead.
- The elevated siting of the homestead, with clear views from the front verandah towards Corhanwarrabul (Mt Dandenong).
- The mature garden setting including the following significant trees: Poplar (*Populus x Canadensis*), Pin Oak (*Quercus palustris*), Weeping Lilly Pilly (*Syzygium floribunda*),

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Strawberry Tree (*Arbutus enedo*) and Ironbark (*E. sideroxylon*), as well as Camellia japonica cultivars *Alba Plena*, *Lady Loch* and *William Bull* within the camellia walk.

- The low retaining walls of locally quarried stone to the beds adjacent to the verandah.

Non-original alterations and additions, including the kitchen fit out and toilets and bathrooms within the homestead, the interior of the outbuilding, the gazebo and windmill, all pathways, driveways and fencing, and plantings dating from 1985 onwards (except for the camellia walk) are not significant.

How is it significant?

Miller's Homestead ('Melrose') is of local historic, architectural and aesthetic significance to the City of Knox.

Why is it significant?

It is of historical significance as one of oldest surviving houses in the City of Knox and demonstrates the early development of the area following the opening of the land for selection in the 1870s. It is representative of the country estates established by wealthy citizens on the fringes of Melbourne in the late nineteenth century and its significance is enhanced by its rarity values as one of the few remaining examples in the municipality. It has associations with James John Miller, who was prominent in local affairs, promoted tourism, and was the first President of Ferntree Gully Shire. (Criteria A, B, D & H)

The house has representative significance as an intact example of an Italianate villa, with typical form and detailing including the symmetrical plan with canted bays windows on either side of a central entrance, and the return cast-iron verandah. Internally, the principal rooms retain original details including deep cornices, elaborate ceiling roses and marble or timber fireplaces. There is also an original brick lined cellar under the rear of the house. Of note are unusual details such as the use of French doors to all principal rooms, including within the canted bays, and the way the polygonal roofs above the bays merge into the main roof ridge. (Criterion D)

It has aesthetic significance as a fine and well-detailed Victorian Italianate house in a mature garden setting. The aesthetic qualities of the house are enhanced by its elevated siting and several mature trees including the Pin Oak, Poplar, Ironbark, Weeping Lilly Pilly and Strawberry trees that are landmark plantings within the local area. Views from the homestead to Corhanwarrabul also contribute to its aesthetic qualities. (Criterion E)

The camellia walk is of historical and horticultural significance as a remnant of the original garden layout and demonstrates of the popularity of the camellia in the nineteenth century. (Criteria A & D)

HERITAGE ADVICE

APPENDIX C – Photographic survey



View of the front of the homestead. Note French doors and roof profile, steps and rocks to garden bed



View of verandah (Note: recent verandah floor)



Front door

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View of room on left of hall showing original fireplace and typical cornice, skirting and architrave detail



View of front room on left with canted bay. Note marble fireplace with original cream and red tiled hearth (a matching fireplace is in the roof directly opposite)



A typical four panel door

HERITAGE ADVICE



Mature trees within the front garden: part of Ironbark in top left corner, Strawberry Tree centre and Pin Oak at right



View of Corhanwarrabul from the front garden



Non-significant gazebo in rear yard

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Typical driveway pathway paving throughout site, presumably installed in the 1980s



Rear verandah of homestead

6.6 Housing Monitoring Program Annual Report for 2018

SUMMARY: Coordinator City Research and Mapping, Jonathan Wright

This report summarises the findings of Council's 11th annual Housing Monitoring and Review Program for 2018. There were 288 planning and subdivision permits approved in 2018 that could result in a potential increase in 955 net new dwellings. These figures are down from the 10-year high of 2017, but are generally consistent with the last few years of housing approvals.

The percentage of new dwellings approved whose typology was consistent with their Housing Policy Area fell to 58% in 2018 from 84% in 2017. However, this was due in large part to one application for 294 townhouses at the former site of the Wantirna Caravan Park that was approved at VCAT. If this application was removed, 83% of dwellings approved would be consistent with the preferred typology for their policy area. This is similar to last year's percentage and suggests that, with a few notable exceptions, the *Knox Housing Strategy 2015* is continuing to have a positive impact in encouraging appropriate development across the city.

There were a few notable changes to the general trends seen in planning approvals over the last few years. The share of dwellings approved in Activity Centres was lower than most recent years, while the share of larger dwellings (3 bedrooms or more) was higher. In addition, there were only two applications for apartments approved in 2018, representing the lowest total of this type of dwelling since monitoring began in 2009.

Rising housing costs, a lack of availability of affordable rental options, and an identified shortfall in social housing remain key policy concerns in 2018. Though no social housing was delivered in Knox during 2018, Council continues to pursue policies and partnership opportunities to help facilitate solutions that can help address the identified shortfall.

RECOMMENDATION

That Council note the 11th Housing Monitoring and Review Program Annual Report for 2018 (Attachment 1).

1. INTRODUCTION

The Housing Monitoring and Review Program was developed to assess the effectiveness of housing policies and planning controls in delivering the Knox Housing Statement 2005 (updated 2007) and was updated last year to reflect the goals and strategies in the Knox Housing Strategy 2015 and the Knox Community and Council Plan 2017-2021.

This report outlines the findings from 1 January to 31 December 2018, which was the third year that the new residential zones and planning controls related to the Knox Housing Strategy 2015 were part of the Knox Planning Scheme.

2. DISCUSSION

2.1 Program Purpose and Structure



This report seeks to provide a measured progress against the six objectives in the Knox Housing Strategy 2015 and their counterpart strategies from the Community and Council Plan by examining data related planning approvals, housing construction, and population demographics. This analysis is framed around a set of indicators that seeks to measure different aspects of housing in Knox, particularly new dwellings that have been approved through the planning system in 2018. The list of indicators for 2018 is the same as the previous year (see below), with additional indicators in development for future years.

- Aspirational Housing Targets
- Alignment with Housing Policy Areas
- Dwelling Typology
- Dwelling Size
- Rental Options
- Housing Affordability
- Social Housing
- Walkability
- Alignment with VCAT Decisions
- Integrated Place-Based Plans

The Knox Housing Strategy 2015 sets out four Housing Policy Areas and provides guidance on the different housing typologies that are preferred and permitted in each area.

Table 1 below overlays the number of net new dwellings of each type approved in each of the four Housing Policy Areas in 2018, providing a quick summary of how planning decisions based on the Knox Planning Scheme are delivering the intended outcomes. The rest of the indicators used to assess the performance of Council’s housing policies are discussed below.

Table 1: Number of net new dwellings approved in 2018, by typology and policy area

RESIDENTIAL AREA TYPES		TOTAL NET NEW DWELLINGS	Detached Dwellings	Dual Occupancy	Villa Units	Townhouses	Apartments / Mixed Use
Outside the Urban Growth Boundary	ALL LOTS (Includes rural and other non-residential zones)	1	1	0	0	0	0
Bush Suburban	ALL LOTS (Minimum subdivision requirements apply)	76	23	30	20	3	0
Knox Neighbourhood	SMALL LOTS (Under 1,000sqm)	163	8	116	18	21	0
	LARGE LOTS (Over 1,000 sqm)	76	0	13	63	325*	0
Local Living	ALL LOTS (Additional controls from local plans may apply)	166	0	4	22	140	0
Activity Areas	ALL LOTS (Additional controls from local plans may apply)	110	0	0	5	79	26
Commercial Areas	ALL LOTS (Additional controls from local plans may apply)	38	0	0	0	18	20
							
			PREFERRED HOUSING TYPE		PERMISSIBLE BUT NOT PREFERRED		

* Note: 294 townhouses at the site of the former Wantirna Caravan Park (203 Mountain Highway)

2.2 Key Findings

In 2018 there were 288 planning and subdivision applications approved that, if enacted, would result in 1,165 new dwellings in Knox. Accounting for demolition of existing buildings on some sites, these approved developments have the potential to add 955 net new dwellings to the city. This represents more applications and fewer approved dwellings than the previous year, when there were 272 approvals, 1,406 total dwellings approved and 1,236 net new dwellings possible. However, the 2018 numbers are still generally consistent with a general trend of an increasing number of dwellings approved since 2013.

Attachment 2 maps the location, typology and number of net new dwellings possible from each planning application approved in 2018 against the Housing Policy Areas.

These approvals were generally in line with the policy goals the Knox Housing Strategy 2015, however, there were a few ways in which this year's approvals were less consistent with these policy goals than in recent years.

- Developments approved in 2018 were more likely to have fewer, but larger, dwellings than in recent years.
- The share of approvals in activity centres was lower than any year since monitoring began in 2009.
- The overall number of apartments approved was lower than any year since monitoring began in 2009.

As a result, approved dwellings were in areas that were less walkable and farther from local shops and transport than in previous years.

It is too early to tell if these changes represent a temporary departure from recent trends, or the start of a new environment for housing in Knox. The following sections provide additional detail on how housing in 2018 relates to the goals of the Knox Housing Strategy 2015.

Housing that Provides Choice through Diversity

Over 84% of the dwellings in Knox are separate houses, most of which have three bedrooms or more. This type of housing generally suits larger families, which are still the most common type of household in the city. However, a lack of diversity in size, type, and pricing of housing also serves to limit housing choice. This makes it more difficult for the city to accommodate the wider variety of household types in response to the changes in household size and structure Knox is and has been experiencing over the last decade. The Knox Housing Strategy seeks to encourage smaller, more affordable housing in appropriate higher density locations with good access to transport and services.

One important measure of the Knox Housing Strategy's success is how well it delivers a diversity of sizes and types of housing across the city. The proportion of dwellings approved that were consistent with the preferred typology for their policy area fell from 84% in 2017 to 58% in 2018. However, this figure is heavily skewed by the approval at VCAT of 294 townhouses at the site of the former Wantrina Caravan Park. Without this case, the share of dwellings consistent with their preferred typology would have been 83%, which is nearly the same as the 84% figure from 2017. This suggests that the Knox Housing Strategy 2015 and the residential zones have continued to become more ingrained in the assessment and development process in their third year of operation.

For the fourth year in a row, the most common type of development approved in 2018 was townhouse developments. However, while the original Knox Housing Strategy 2015 envisioned townhouse developments as higher-density developments of 5-8 units on a block, many of the townhouse developments in 2018 were considerably smaller, at 3-4 dwellings. This continues a trend that has emerged over the last year or two. While some of these developments will be classified as “above preferred typology” for their location, their compact form and smaller building footprint may in fact deliver better outcomes for open space and canopy trees than traditional villa units.

There are four new trends in 2018 that depart from recent positive trends in housing choice, as listed below:

- The lowest number of apartment approvals since monitoring began in 2009, with on only 48 net new dwellings from two approvals.
- The lowest percentage of dwellings approved in higher-density areas, at only 33% of approved dwellings in 2018.
- Approvals in 2018 were also less walkable overall, as measured by the Walkscore of their location, which is discussed in more detail below.
- Another reversal of trend is the lowest proportion of smaller dwellings approved in 2018, at only 19% of total net new dwellings approved. This preference for fewer but larger dwellings on a block may also be a response by developers to easing in overall housing demand.

The first three outcomes above are likely related, but it is unclear whether this change is a temporary departure or the start of a longer-term trend in response to an easing in demand across the housing market more broadly. It will be important to track these trends closely in the future to understand whether policy responses may be necessary in order to keep housing diversity in Knox moving in the right direction.

Housing that Responds to Current and Future Needs

Housing affordability is an important issue that affects segments of the Knox community in different ways. While an easing of housing prices is starting to be seen across Knox and Greater Melbourne, it is not clear yet what effect this may have on overall affordability. Council relies primarily on benchmarks based for house prices and income levels in five-yearly census data, which was last conducted in 2016. This is an area that Council will continue to seek new data sources that provide more frequent measures of pricing, income, and affordability. Last year's housing monitoring report contained a range of indicators based largely on data from the 2016 census, which is updated by the ABS every five years. Much of that analysis comparing household income and housing costs is reproduced in this year's report.

That analysis demonstrated that growth in median household income has failed to match the pace of rising house prices over the last few years, making Knox a less affordable place to live. The 2016 ABS data showed that while incomes in Knox grew by 11.5% from 2011-2016, median housing prices grew by 52% over that same period, continuing a trend that has been accelerating over the last 20 years.

While housing affordability is an issue that affects the entire community, it can be particularly challenging for lower income and vulnerable populations. Housing stress is a measure that compares the rental or mortgage costs to annual income, usually with respect to households in the lowest 40% of the national income distribution. For these households in Knox, 27% of rented

households and 11% of mortgaged households were experiencing housing stress in 2016, meaning they spent more than 30% of their annual income on housing.

For the fifth year in a row, no new social housing was built in Knox. However, through its partnership networks with social housing providers, Council is aware of development of new social housing underway in Bayswater that is expected to open in 2019. Council has developed a robust policy framework to guide advocacy, partnerships, and policy responses to help facilitate new facilities that can help reduce the identified shortfall in this important social resource. A number of these efforts are summarised in the Housing Monitoring Report for 2018.

Housing that Contributes to a Strong Sense of Place

One of the newer areas of reporting in the Housing Monitoring Program relates to the ‘walkability’ of new development. The Knox Housing Strategy 2015 seeks to provide opportunities for living locally, with convenient access to transport options and daily services. Similarly, Plan Melbourne seeks to create neighbourhoods “where people have the ability to meet most of their everyday needs within a 20-minute walk, cycle, or public transport trip of their home.” This concept of “living locally” is also reflected in structure plans and local area plans in Knox.

Walkscore is an index developed to estimate the ‘walkability’ of a place that has informed public policy and the real estate industry in the US, UK, Canada, and Australia. It examines the proximity of local shops, services, schools, entertainment, and jobs to develop a walkability score on a scale from 1 to 100. Areas that score under 50 are classed as “Car Dependent” while places that score over 90 are deemed a “Walker’s Paradise.”

Walkscores of approved dwellings were down across Knox in 2018 when compared to previous years, due in large part to the shift away from development in activity centres and other areas that are well served by transport and services. One measure used to assess how walkable new approvals are is the proportion that have a higher walkscore than the average for their suburb. While seven out of eleven suburbs resulted in above average walkscores in 2017, only three suburbs had above average walkscores in 2018 – Bayswater (84% of approvals above the suburb average), Rowville (79%), and Boronia (71%). All of the other suburbs saw the majority of new approvals occur in the less walkable parts of their respective suburbs. It is not yet clear whether this represents a temporary departure from recent years or the start of a new trend toward development in less walkable areas.

Housing that is Delivered by Sound, Integrated Decision-Making

As in past years, the 2018 Housing Monitoring Report examines the number of cases that go to VCAT and the percentage of decisions that are overturned as indicators of the degree of consistency between Council policy, the Knox Planning Scheme, and Council decision-making process. Applications reach VCAT a variety of reasons: by landowners appealing Council’s refusal of a permit, by neighbours objecting to Council’s approval of a permit, or by either party seeking variations to the original permit conditions.

There were 43 residential planning and subdivision applications decided at VCAT in 2018, which is considerably higher than recent years. Of these, 36 were appeals of decisions that were initially refused by Council, either directly or under delegation. VCAT set aside the Council decision in 21 of these cases (58%), a rate similar to recent years. These decisions resulted in resulting in permits for 418 net new dwellings, nearly half of the total of 955 approved in 2018. Most of these came

from one application for 294 townhouses at the site of the former Wantirna Caravan Park. Of the seven Council approvals that were referred to VCAT, only one was overturned by the tribunal – the first such case recorded since 2013. This was an application for six villa unit dwellings at 6 Fordham Court, Rowville.

2.3 Future Program Development

The Housing Monitoring Report will continue to be published annually as the program is further refined to align with the Knox Community and Council Plan 2017-2021 and the Knox Housing Strategy 2015. The program will also have an important relationship to future State of Knox Reports, which seek to report on a broad set of indicators related to the Knox Community and Council Plan, and the list of indicators in the 2018 Housing Monitoring Program will continue to be refined over time.

Council is also continuing to develop new indicators that will be integrated into the monitoring program as new data sources become available. One source of information that Council is investigating is a new set of data tools from .id Consulting, the company that supplies demographic summaries and population projections to Council. They have developed a product called housing.id that includes city-level indicators on population and households, housing supply and approvals, housing affordability and availability, and house prices and local incomes. Data related to house prices and affordability is often expensive and/or difficult to source. The data on those topics included in this tool could be useful resource for furthering Council's understanding of this important issue.

Other future indicators under consideration include:

- Residential Construction Activity
- Residential Aged Care Facilities
- Household Water and Energy Use
- Household Waste and Carbon Emissions
- Tree Canopy Cover
- Areas of Natural Significance
- Neighbourhood Character and Urban Design

Council is also developing a 'Housing Scorecard' as a supplement to the Annual Report in order to present some of the key insights in a format that can be distributed widely and shared easily. The Scorecard is being designed to be visually engaging and easily understood by a wide range of audiences, from politicians and policy makers to developers and residents of the Knox community.

3. CONSULTATION

This report has been prepared by the City Research & Mapping team, in consultation with the City Strategy & Planning, Municipal Social Strategic Planning, City Planning, and Traffic & Transport teams in Council to collate the required data and prepare the maps and tables.

4. ENVIRONMENTAL/AMENITY ISSUES

The Knox Housing Strategy 2015 seeks in part to address residents' concerns about the impact of residential development on neighbourhood amenity and character. It aims to strengthen Council's approach balancing residential development that meets the diverse needs of the community with protecting environmental and neighbourhood character values. The Knox Community and Council Plan 2017-2021 also seeks to encourage environmentally sustainable design outcomes that deliver more efficient use of resources and reductions in waste.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The Knox Housing Strategy 2015 seeks in part to address residents' concerns about the impact of residential development on neighbourhood amenity and character. It aims to strengthen Council's approach balancing residential development that meets the diverse needs of the community with protecting environmental and neighbourhood character values. The Knox Community and Council Plan 2017-2021 also seeks to encourage environmentally sustainable design outcomes that deliver more efficient use of resources and reductions in waste.

6. SOCIAL IMPLICATIONS

There are no direct social implications of this report. The Knox Housing Strategy 2015 seeks to, where possible, address residents' concerns about social issues such as the availability of affordable and accessible housing. The Knox Housing Strategy 2015 and the Knox Affordable Housing Action Plan 2015-2020 have supported a more active approach by Council in seeking to increase the supply of social housing in Knox, which has led to partnership opportunities with State Government and successful negotiations with developers for future social housing units on strategic sites.

The Knox Community and Council Plan 2017-2021 also seeks to ensure that planning decisions made by Council are informed by and have the confidence of the Knox community.

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

Goal 1 - We value our natural and built environment

Strategy 1.2 - Create a greener city with more large trees, indigenous flora and fauna

Strategy 1.3 - Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure

Goal 2 - We have housing to meet our changing needs

Strategy 2.1 - Plan for a diversity of housing in appropriate locations

Strategy 2.2 - Encourage high quality sustainable design

Strategy 2.3 - Support the delivery of a range of housing that addresses housing and living affordability needs

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

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

Author – Coordinator City Research and Mapping, Jonathan Wright – In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Acting Director, City Development, Paul Dickie – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

The findings of the Annual Report for 2018 showed several areas where approvals deviated from recent positive trends, though it is too early to tell whether these represent a temporary change or the start of a new long-term trend.

Approved planning applications generally had fewer, but larger, dwellings than in recent years. The most common development type was townhouses, though many of these were smaller developments. This continues a general trend that though it appears as developments that are not the preferred typology, may deliver better outcomes for trees and open space than traditional villa units. Only two apartment applications were approved in the entire city, one in Boronia and one in Wantirna. This helped lead to a lower share of dwellings approved in higher-density, walkable areas than in recent years.

Housing affordability continues to be a challenging issue in Knox, with complex causes and influences. Housing is more expensive in Knox than the metropolitan average, and housing costs continue to rise more quickly than incomes. Affordable rental options remain a small portion of the overall housing stock in Knox. No new social housing was built in Knox, though Council continues to advance a robust agenda of advocacy, partnerships, and policy mechanisms to facilitate a more consistent pipeline of social housing to meet the city's identified need.

The Housing Monitoring Report will continue to be refined in future years as new indicators and data sources are incorporated. New sources of data are currently being investigated in relation to housing prices and affordability, as well as more sophisticated ways to measure tree canopy across the city.

10. CONFIDENTIALITY

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

Report Prepared By: Coordinator City Research and Mapping, Jonathan Wright

Report Authorised By: Acting Director, City Development, Paul Dickie

Attachments

1. Attachment 1 - Housing Monitoring Program Annual Report - 2018 Calendar Year **[6.6.1]**
2. Attachment 2 - Housing Monitoring Program Map - Calendar Year 2018 **[6.6.2]**



Knox Housing Monitoring and Review Program

Annual Report for 2018

Prepared April 2019

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How to Read this Document

Sections 1 and 2 of this document set out the purpose of the Knox Policy Housing Monitoring and Review Program and how it fits with the other documents and reports that define housing policy at the State and local level.

Section 3 provides a brief summary of the factors that define the current state of housing in Knox and the issues that are driving future changes.

Section 4 gives an overview of the indicators that are used to assess the performance of housing policy in Knox and how they relate to the *Knox Community and Council Plan 2017-2021*, which sets out the overall vision, shared goals, and targets for measuring progress toward those goals.

Section 5 steps through each of the housing indicators, providing a summary of the data used to measure progress and an interpretation of the findings for each.

Section 6 provides future directions for the Knox Housing Monitoring Program, including a description of potential future indicators and the Knox Housing Scorecard currently under development.

1. The Housing Policy Monitoring and Review Program

This report provides information from the 11th annual Housing Policy Monitoring and Review Program. This Program was developed in 2007 to measure the effectiveness of the Knox Housing Policy in assisting in the delivery of the *Knox Housing Statement 2005*, Council's initial strategic plan for housing and residential development in Knox. It has been updated this calendar year to reflect the *Knox Housing Strategy 2015*, which was adopted by Council in January 2015. Subsequent changes to the Knox Planning Scheme were approved in March 2016 via Amendment C131.

2. Current Policy Framework

The *Knox Housing Strategy 2015* (the Housing Strategy) was supported by the Knox@50 community engagement program and developed within the State Government's regional planning framework of *Plan Melbourne 2017-2050*. The underlying strategy for housing across Melbourne is to direct most new development toward Activity Centres, those areas near existing shopping centres and transportation. This has two key effects on housing in Knox. One is to deliver housing efficiently, where the infrastructure and services can best support it. The other is to protect existing neighbourhoods and areas with particular significance – like the Dandenong Foothills – from overdevelopment.

The Housing Strategy builds on that idea by setting out a scaled approach to housing in Knox. The Housing Strategy divides the city into four housing areas – Bush Suburban, Knox Neighbourhood, Local Living, and Activity Areas – and provides guidance on what types of dwellings are preferred and permissible in each area (see Figure 1). Parts of the city designated as Activity Areas and Local Living areas are expected to experience the most change, accommodating medium and higher density development over time. Bush Suburban and Knox Neighbourhood areas are expected to experience less change in order to preserve existing areas of environmental significance and neighbourhood character.



The previous regional planning framework, *Melbourne 2030*, set out a series of aspirational housing targets that each city would need to meet to cater to expected levels of population growth through the year 2030 (see Table 1). While the first version of *Plan Melbourne* did not include housing targets, the current state government is working to re-establish a new set of targets that will help guide growth across the metropolitan region. The previous targets have been used as a benchmark in every Housing Monitoring Program report since 2008, and still provide the most current guide for understanding how well Knox will be able to meet the need for future housing.

The Housing Policy Monitoring and Review Program also works with the annual State of Knox report to provide guidance on the *Knox Community and Council Plan*, the City's overarching strategic document that provides a vision statement for the Knox community, shared goals and strategies to achieve the vision, an outline of the role and focus of Council, and the targets and initiatives that Council has set to help achieve those shared goals. Section 4 of this report sets up how housing indicators examined here relate to the overall goals of the latest *Community and Council Plan*.

Table 1: Aspirational housing distribution for Knox, 2001-2030, as defined in Melbourne 2030

Location	Potential number and percentage of new dwellings in Knox						TOTAL
	2001-05	2006-10	2011-15	2016-20	2021-25	2026-30	
Greenfield sites	2377 92%	200 8%	0 0%	0 0%	0 0%	0 0%	2,577 (17% of 2001-2030 total)
Activity Centres	30 0%	578 8%	910 12%	1895 25%	1895 25%	2269 30%	7,577 (50% of 2001-2030 total)
Strategic Redevelopment Sites and along the PPTN	88 5%	425 23%	500 28%	500 28%	175 10%	107 6%	1,795 (12% of 2001-2030 total)
Dispersed Development (including the Dandenong Foothills)	855 27%	700 22%	456 15%	380 12%	380 12%	380 12%	3,151 (21% of 2001-2030 total)
TOTAL	3,350	1,903	1,866	2,775	2,450	2,756	15,100

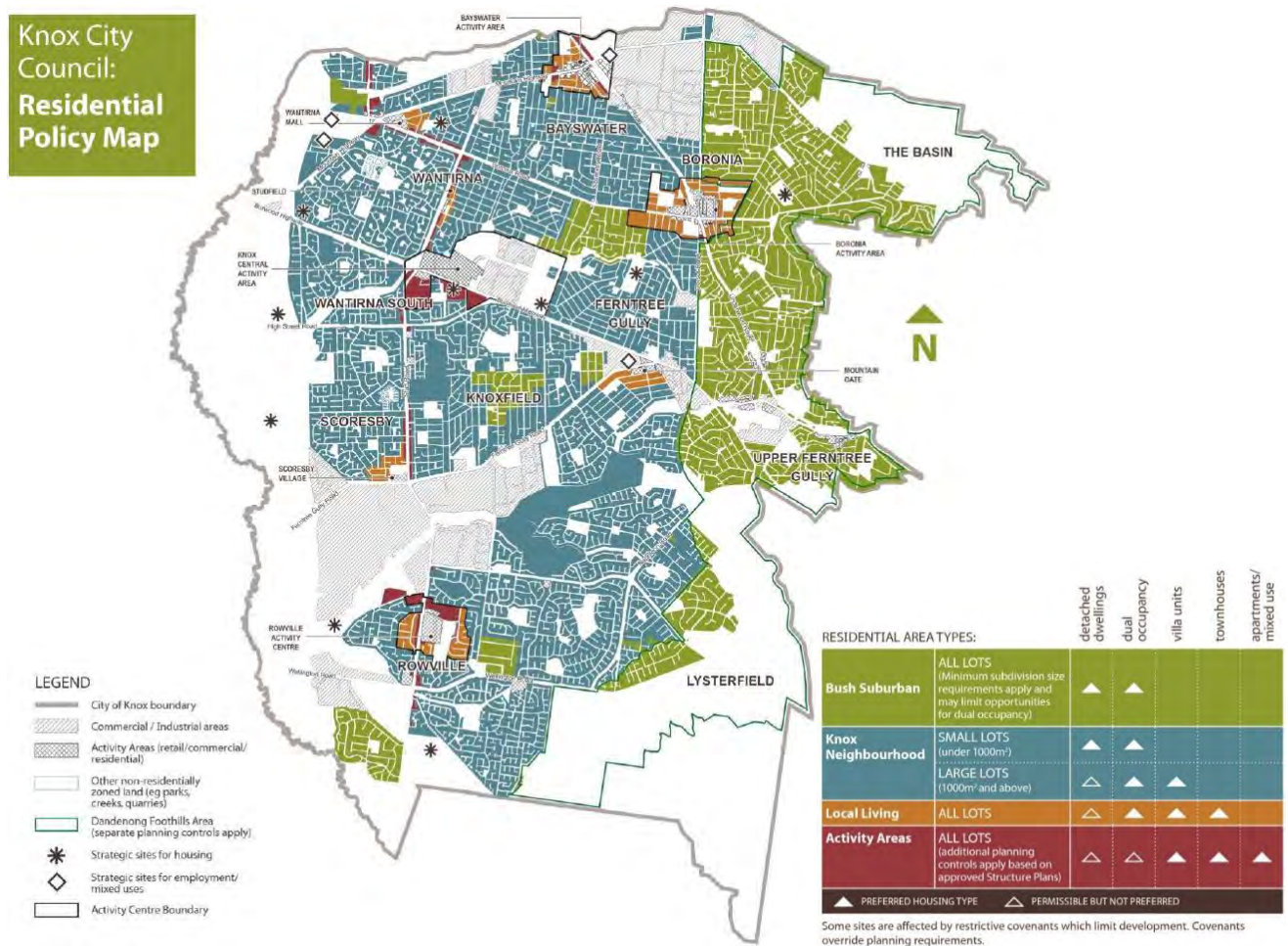


Figure 1: Housing Policy Areas as defined in the Knox Housing Strategy 2015

3. Key Challenges and Opportunities

An Ageing Population

Knox's population is ageing in line with national trends. According to current projections, nearly one in three people living in Knox will be over 55 years old by 2041, and there will be as many people of traditional retirement age (65 years or older) as people under 18 years old. This will mean an increasing demand for housing for older people, including retirement villages and aged care facilities as well as flexible, accessible dwellings located in places where people looking to downsize want to live.

Declining Household Size

The average household size has been steadily declining over the last 20 years, from a peak of 3.17 people per household in 1991 to 2.70 people per household in 2016. This reflects broader regional trends towards greater numbers of couple-only and single-person households. By 2041, it is projected that there will be more one and two-person households in Knox (36,000) than families with children (33,000). These projections estimate that household size will continue to decline to 2.63 people per household in Knox by 2041, which would likely mean further increases in the demand for smaller dwellings.

Increasing Number of Vulnerable Households

The number of vulnerable households on a very low income¹ in Knox has increased from 1,668 households in 2006 (3.3%) to 2,146 households in 2011 (4.1%) and 2,204 households in 2016, representing 3.8% of total households in Knox. Significant numbers of lower income households are experiencing housing stress² as mortgage and rental payments consume an increasing share of household incomes and the availability of affordable private rentals is decreasing. One in ten lower-income mortgage holders and one in four low-income renter households in Knox are under financial stress (2016 Census), though rates remain more favourable than the metropolitan average and the extent of housing stress varies across Knox. Directing a significant proportion of income towards housing costs places pressure on meeting other household expenses such as transport, health, education and food – leaving people more vulnerable to changes in circumstances and further disadvantaging those already facing hardship including the unemployed and single parent families.

Pressure on Climate and Resources

According to CSIRO, “the duration, frequency and intensity of heatwaves have increased across large parts of Australia since 1950. There has been an increase in extreme fire weather, and a longer fire season, across large parts of Australia since the 1970s.”³ Future rainfall events are predicted to be more frequent and more intense, even if average rainfall levels decrease overall. With energy and water prices increasing along with landfill fees, measures to address the efficient use of these resources will be needed to help mitigate pressures of everyday costs of living.

¹ Lowest 10% of equivalised household incomes, nationally

² Households in the lowest 40% of incomes, nationally that are paying more than 30% of their usual gross weekly income on housing costs.

³CSIRO, <https://www.climatechangeinaustralia.gov.au/en/climate-campus/australian-climate-change/australian-trends/>, accessed July 2017.

Declining Affordability

Knox is becoming a less affordable place to live. The Knox median house price passed the metropolitan Melbourne average for the first time in 2014. In 2018, half of all houses in Knox cost \$790,000 or more, compared to \$670,000 across Melbourne. Knox experienced a 55% increase in median house price in the five years to 2018⁴. This is double the increase in the median house price for metropolitan Melbourne overall (28.8%).

Growth in median household income has failed to match the pace of rising house prices over the last few decades. The median house price in Knox increased by 52% from 2006-2011, but median household income only rose by 20% over the same period. An easing in housing prices is starting to be seen across Greater Melbourne, including Knox, though this has not yet been reflected in the data Council uses for official figures in this area. The most recent census shows a 49% increase in median house price in Knox from 2011-2016, compared with an 11.5% growth in median household income over that time. The latest official figures from the 2016 census continue a trend that has been accelerating over the last 20 years. The cost of a dwelling affordable for the 'typical' Knox household⁵ was calculated at \$414,000 in 2016, compared with a median house price locally of \$716,250 at that time. This represents an 'affordability gap' of 42%, which is beginning to widen again after signs of improvement in 2014. As across Melbourne generally, average household income is no longer high enough to comfortably service the mortgage on an average house in Knox.

Rental and wage increases were more closely aligned between 2011 and 2016 (a median rent increase in Knox of 17% compared with a 15% increase in average wages nationally over the same period). However, a major divergence between 2006 and 2011 when median rental increase was more than double the increase in average wages, has left a legacy of ongoing rental burden and the proportion of rental households in stress has risen from 24.4% in 2011, to 26.5% in 2016 (an increase of nearly 600 households). The amount of social housing and affordable private rentals continues to be insufficient to meet housing needs of the most vulnerable in the Knox community.

An Identified Shortage of Social Housing

In 2016, social housing comprised 2% of the total housing stock in Knox, compared with a metropolitan average, 2.6% (a decline since 2011 when the level was 2.1% and 2.9% respectively). Knox has an identified shortage of social housing relative to current and projected future demand. The shortfall was assessed at 390 dwellings in 2016⁶ and is projected to increase to 860 dwellings by 2036 if no action is taken to increase supply. The percentage of affordable housing need that can be met by social housing and affordable private rental housing in Knox declined from 86% in 2010 to 83% by 2014 and 82% in 2016, and is currently projected to decline further to 69% by 2036 if supply is not increased.⁷ Knox City Council has estimated that between 43 and 106 new social housing dwellings would be needed each year depending on the time span desired to meet current and future low cost housing needs.⁸

⁴ \$510,00 (2013) & \$790,000 (2018)

⁵ Price that would allow a Knox household on the median income to service a new mortgage without falling into housing stress, benchmarked at not more than 30% of gross household income.

⁶ This is a downward revision (from the 460 forecast for 2016 in a 2014 review) due mainly to a 5% decrease in the number of housing vulnerable households determined from the 2016 Census (representing a loss of 110 households). Loss of social housing and affordable rental opportunities over the same period offset the full impact of the reduction in lowest income households)

⁷ Knox City Council, *Minimum Supply of Social Housing, Knox (2016-2036)*, 2017

⁸ As above.

4. Housing Policy Directions, Tools, and Measures

Housing that Provides Choice through Diversity

For many of us our lifestyles and family structures are changing, and with this comes a change in housing needs.

– Knox Community and Council Plan, 2017-2021

Overall, 84% of the dwellings in Knox are separate houses, most of which have three bedrooms or more.⁹ Medium and higher density housing, which tends to also be smaller, though increasing, only comprises 15% of Knox's housing stock – less than half the Melbourne average of 33% in 2016. This limits housing choice and the ability to accommodate a wider variety of household types, or respond to the changes in household size and structure Knox is experiencing, though there is evidence that housing strategy is effecting a change.

The mismatch between supply and demand for smaller housing, though still evident, is improving. Between 2006 and 2011, the net increase in number of smaller households was six times as large as the net increase in number of smaller dwellings – and notionally there were three smaller households for every smaller dwelling located in Knox in 2011. More recently, the net increase in supply of more compact housing options (1,782 dwellings between 2011 and 2016) has outpaced the increase in number of smaller households (1,376). In 2016 there were 2.7 smaller household types for every smaller dwelling locally.

While these trends are favourable, a mismatch remains that may constrain the ability of younger locals to move out of their parents' home and start their own household in Knox. It may also make it difficult for older residents wishing to downsize to a smaller dwelling within their neighbourhood.

While Knox, with its supply of larger, family sized homes, will continue to attract new families with children, a steady increase in smaller households will generate demand for smaller housing choices. As Knox becomes more age and household diverse, a wider choice of housing stock will be needed. This includes accessible housing that can accommodate the needs of aged residents.

Council Policy Directions

Knox Community and Council Plan 2017:	Knox Housing Strategy 2015:
Strategy 2.1: <i>Plan for a diversity of housing in appropriate locations</i>	Objective 1: <i>A diversity of housing is provided in appropriate locations</i>

Existing Policy Tools

- The Knox Planning Scheme (Residential Zones and Schedules)
- Knox Housing Strategy 2015
- Structure Plans and Local Area Strategic Plans

2018 Housing Monitoring Indicators

- Alignment with Housing Policy Areas
- Dwelling Typology

⁹ Australian Bureau of Statistics, Census of Population and Housing, 2016

Housing that Responds to Current and Future Needs

When people have secure and affordable housing that is appropriate to their life circumstances, other needs can be met, such as employment, education and life opportunities.

– Knox Community and Council Plan, 2017-2021

Knox will need more housing options for older people, in the future, as people's health care needs increase. This includes smaller dwellings for those wishing or needing to downsize for health or financial reasons. Much of the housing stock in Knox is large family homes with larger garden areas and higher utility and maintenance costs, which are often not preferred option for older residents. An ageing population will also require more flexible housing, including single-story housing that can accommodate wheelchairs and other mobility aides, and dwellings that have or can be fitted with facilities to help those with specific health needs.

In addition, declining affordability of housing means reduced options and flexibility for people who need to change housing unexpectedly, including those who have lost or changed jobs, experienced a sudden medical condition, or have had a change in family circumstance. This may lead to additional difficulty for families who wish to keep kids in school or for those who wish to stay close to work. Young people, particularly young couples and families, may find that they need to leave Knox to find housing they can afford. This displacement could result in homelessness, living in inadequate housing, or moving out of Knox altogether. When people need to leave Knox to find affordable housing, it can disrupt social networks and increase travel time required for jobs, education, and day-to-day needs.

Council Policy Directions

Knox Community and Council Plan 2017:	Knox Housing Strategy 2015:
Strategy 2.3: <i>Support the delivery of a range of housing that addresses housing and living affordability needs</i>	Objective 2: <i>Residential development better responds to the community's current and future needs, and allows people to 'age-in-place.'</i>

Existing Policy Tools

- Knox Planning Scheme (Residential Zones Schedules – Accessibility Triggers)
- Knox Housing Strategy 2015
- Rezoning Opportunities for Strategic Investigation Sites
- Use of Council Land and Assets

2018 Housing Monitoring Indicators

- Aspirational Housing Targets
- Housing Affordability
- Social Housing

Future Indicators Under Development

- Number and Capacity of Residential Aged Care Facilities

Housing that Delivers Environmentally Sustainable Design

Knox residents recognise the importance of achieving sustainability and quality in building design that contributes positively to neighbourhoods. With energy and water prices increasing and the cost of landfill disposal increasing every year, measures to address the efficient use of these resources will help with cost of living pressures.”

– Knox Community and Council Plan, 2017-2021

The Knox community recognises the close relationship between our built environment, our health, and our social wellbeing. Our homes are major contributors to the resources we consume and the impact we have on the wider environment. Prices for electricity and gas have risen in recent years, placing a strain on the ability of many to keep up. Knox households produce more garbage and divert more waste to recycling than the metropolitan average. Shifting weather patterns have produced extended heat waves and larger and more frequent rain events have altered the way we mitigate bushfire risk and approach water management.

Development that better responds to environmental issues can lead to more sustainable outcomes. Managing water, energy and gas in a more efficient way is an important goal for future housing development in Knox. Smaller dwellings generally require fewer resources to heat and cool, leading to lower operating costs and a smaller environmental footprint, and new development typologies are starting to provide greater choices for people interested in smaller homes. Water Sensitive Urban Design (WSUD) techniques can reduce demand for mains water by making better use of rainwater for uses inside and outside our homes. Finding ways to be more responsible about the amount of waste we produce and how we dispose of it is another key area of focus for the Knox community, and building houses that are more resource-efficient can help.

Council Policy Directions

Knox Community and Council Plan 2017:	Knox Housing Strategy 2015:
Strategy 2.2: <i>Encourage high-quality sustainable design</i>	Objective 3: <i>Energy, water, and waste efficient design are increased in residential dwellings</i>

Existing Policy Tools

- Knox Planning Scheme
 - Clause 22.04 – Environmentally Sustainable Design Policy
 - Requirements Sustainable Design Assessments (SDA) for multi-dwelling developments in Residential Zone Schedules and some Design and Development Overlays (DDOs)

Future Indicators Under Development

- Household Water Use
- Household Energy Use
- Household Waste Generation
- Household Carbon Emissions

Housing that Contributes to a Strong Sense of Place

Our physical environment contributes to our individual and collective sense of place and community. We identify and strongly value Knox being made up of a network of villages with good access to urban facilities and services.

– Knox Community and Council Plan, 2017-2021

Knox is known for green and leafy neighbourhoods, quiet streets, and a mix of city and country feel. The low density pattern of residential development of Knox has provided the quiet streets and natural feel that have attracted people to the area for decades. However, this form of development has also led to a dependence on cars to get around, which in turn has resulted in increasing use of resources, air pollution and reduced amenity for Knox residents. As land values have increased over time, redevelopment has introduced new types and styles of housing into Knox's neighbourhoods that are changing the look and feel of the city and placing additional strain on infrastructure networks.

Residents of Knox are concerned about the changes occurring in their neighbourhoods when medium and higher-density development replaces existing single houses. Some neighbourhoods have lost trees and open space as single-house lots are redeveloped with dual occupancies, villa units, townhouses, and in some cases apartments. The resulting increase in residential density is placing additional strain on physical infrastructure that was designed for lower-density neighbourhoods, including stormwater pipes and drains, roads, and on-street parking.

Council Policy Directions

Knox Community and Council Plan 2017:	Knox Housing Strategy 2015:
<p>Strategy 1.3: <i>Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure</i></p>	<p>Objective 4: <i>Quality housing design in Knox is improved to better respond to neighbourhood identity and create a stronger sense of place.</i></p>

Existing Policy Tools

- Knox Planning Scheme
 - Residential Zone Schedules – Canopy Tree Controls
 - Design and Development Overlays (DDO)
 - Landscape Significance Overlays (LSO)
- Structure Plans and Local Area Strategic Plans

2018 Housing Monitoring Indicators

- Walkability

Future Indicators Under Development

- Neighbourhood Character
- Urban Design

Housing that Protects Areas of Natural Significance

Trees and green spaces provide numerous economic, environmental, and social benefits, including habitat for flora and fauna, enhancing neighbourhood aesthetics, providing shade, and lowering ambient temperature, which can contribute to reducing the effects of heatwaves.

– Knox Community and Council Plan, 2017-2021

The City of Knox enjoys a unique natural setting, located at the foot of the Dandenong Ranges. The City is crisscrossed by creeks and wetlands that provide a habitat for native animals and peaceful respite to local residents. These characteristics bring the feel of bushland and natural spaces into Knox's neighbourhoods and key places.

The Dandenong Foothills enjoy particular significance in Knox, providing a unique bushland setting characterised by significant tree canopy and a rolling landscape. Council has well-established policy and planning controls that aim to protect and preserve the significant landscape and environmental values of the area through controls on vegetation and residential design. There are 118 'Sites of Biological Significance' identified across the city that serve to protect areas of remnant and indigenous vegetation. These areas also have specific planning controls that restrict the removal of vegetation and residential design guidelines that include higher requirements for new canopy trees.

While Knox enjoys a spectacular natural setting, over half of the indigenous plant species found in Knox today are at risk of disappearing within 10-20 years. It will be increasingly important to ensure that new development does not erode Knox's unique and significant sources of environmental value.

Council Policy Directions

Knox Community and Council Plan 2017:	Knox Housing Strategy 2015:
Strategy 1.2: <i>Create a greener city with more large trees, indigenous flora and fauna</i>	Objective 5: <i>Protect and enhance landscape and environmental values of natural areas of significance within the municipality.</i>

Existing Policy Tools

- Knox Planning Scheme
 - Residential Zone Schedules – Canopy Tree Controls
 - Clause 22.01 – Dandenong Foothills Policy
 - Environmental Significance Overlays (ESO)
 - Vegetation Protection Overlays (VPO)
 - Design and Development Overlays (DDO)
- Sites of Biological Significance

Future Indicators Under Development

- Tree Canopy Cover
- Areas of Natural Significance

Housing that is Delivered by Sound, Integrated Decision-Making

We look to the leaders in our community to make informed, evidence-based decisions. This requires a level of trust in all levels of government and within the city.

– Knox Community and Council Plan, 2017-2021

Planning for the future housing needs of the city is a complicated and important job that requires input from community members, policy experts, design professionals, and local landowners. When making decisions related to planning and development, Councillors must weigh up a wide range of competing priorities.

The *Knox Community and Council Plan* provides overarching guidance on what the needs of the city are and Council's role in addressing them. That document supports a whole range of Council policies and strategies on issues ranging from infrastructure and open space to social and environmental issues. The Knox Planning Scheme spells out Council's specific goals and policies for the planning and development of the city. It is the official reference for all decisions related to planning made by Council, planning officers, and VCAT.

Knox City Council undertakes place-based planning initiatives in activity centres and other key places around the city. These include structure plans and other strategic plans developed through extensive consultation with the local to provide specific directions and guidance for future decisions.

Council Policy Directions

Knox Community and Council Plan 2017:	Knox Housing Strategy 2015:
Strategy 8.1: <i>Build, strengthen and promote good governance practices across government and community organisations.</i>	Objective 6: <i>Development responds to neighbourhoods in an integrated and balanced manner.</i>

Council Policy Tools

- Knox Planning Scheme
- Structure Plans and Local Area Strategic Plans

2018 Housing Monitoring Indicators

- Alignment with VCAT Decisions
- Integrated Place-Based Planning

5. Findings

Summary of Planning Application Approvals

Planning and Subdivision Permits Approved in 2018:	288
Total Number of New Dwellings Possible from Approved Permits:	1,165
Number of Proposed Demolitions Possible from Approved Permits:	210
Potential Net Increase in Dwellings Possible if All Approved Permits are Built:	955
Aspirational Dwellings Target for 2018 (from the Knox Housing Statement 2005)	555

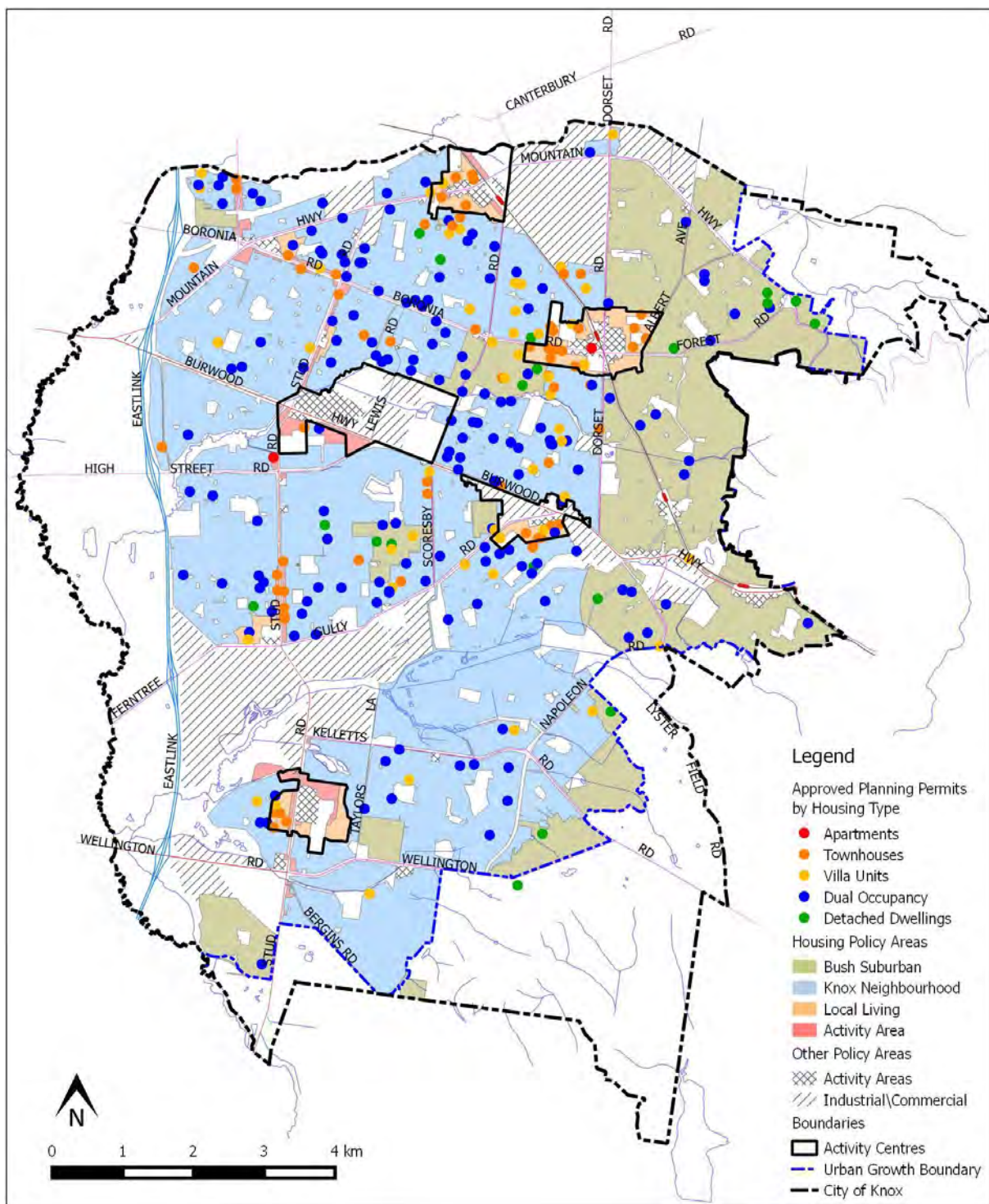


Figure 2: Approved Planning Applications by Dwelling Typology and Housing Policy Area, 2018

Aspirational Housing Targets

The number of new dwellings approved through the planning process each year are in the context of targets set in the Knox Housing Statement. The targets were set in five yearly periods from 2001 to 2030, and include figures for total numbers of new dwellings (Figure 3) and their locations across the city (Figure 4). The preferred locations described in the *Knox Housing Statement 2005* (Greenfield Sites, Activity Centres, Strategic Redevelopment Sites and along the PPTN, and Dispersed Development including the Dandenong Foothills) have been refined and replaced in the Knox Housing Strategy 2015 with the four housing policy areas (Activity Areas, Local Living, Knox Neighbourhood, and Bush Suburban). New dwelling approvals are compared against the current Housing Policy Areas in Table 2, but they are also compared against the previous location categories to show changes over time.

Current Snapshot

Key Statistics
955 new dwellings possible from 288 approvals is 172% of the aspirational target for Knox
210 new dwellings possible in Activity Centres is 55% of the estimated target for these areas
390 new dwellings possible in Strategic Sites and the PPTN is 390% of the estimated target
355 new dwellings possible in Dispersed Areas is 467% of the estimated target for these areas

Analysis

The number of net new dwellings approved in 2017 is the third highest since monitoring began in 2009. It is well above the aspirational target needed to meet estimated demand as defined in the previous *Knox Housing Statement 2005* (see Figure 3). Though this figure is down from 1,236 net new dwellings approved last year, it is consistent with a general upward trend since 2013.

The most relevant assessment of where new dwellings are being approved is the comparison to current Housing Policy Areas as defined in the *Knox Housing Strategy 2015* (Table 2 below). However it is useful to consider distribution of new dwelling approvals by the previous location definitions in order to understand change over time. The 2018 data shows that the number of new dwellings approved in Activity Centres (210) is well below the target (379), and the percentage of the all new dwellings approved (22%) is the lowest since monitoring began in 2009. There were many more dwelling approvals in dispersed areas (355) than is desirable relative to the target (76).

Only one Strategic Investigation Site identified as in the *Knox Housing Strategy 2015* had dwellings approved in 2018. These were the 294 townhouses on the site of the former Wantirna Caravan Park at 203 Mountain Highway. Because this site lies within the emerging Wantirna Health Precinct, the *Knox Housing Strategy 2015* describes a preference “primarily for health industry uses,” with an allowance for “some ancillary residential development, such as aged or disability care facilities.” The intensive residential land use as approved is not aligned with Council’s preferred future use of this site, and the planning permit was initially refused by Council and later approved at VCAT.

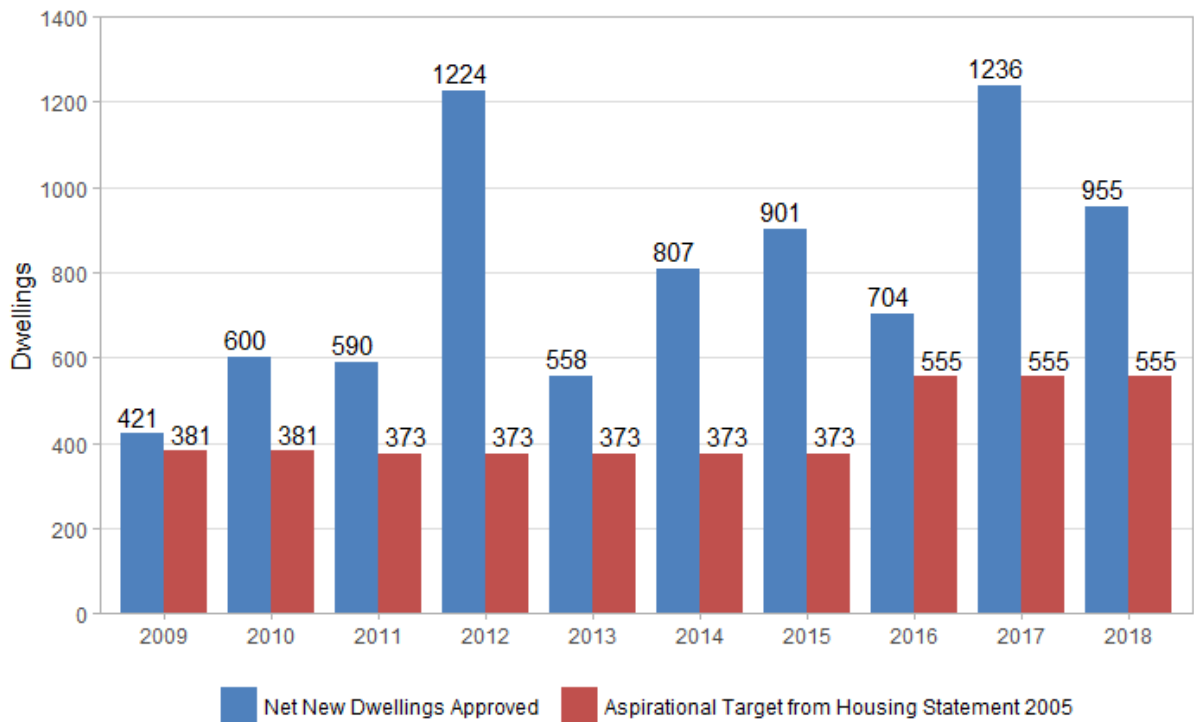


Figure 3: Number of net new dwellings from approvals and aspirational housing targets, 2009-2018

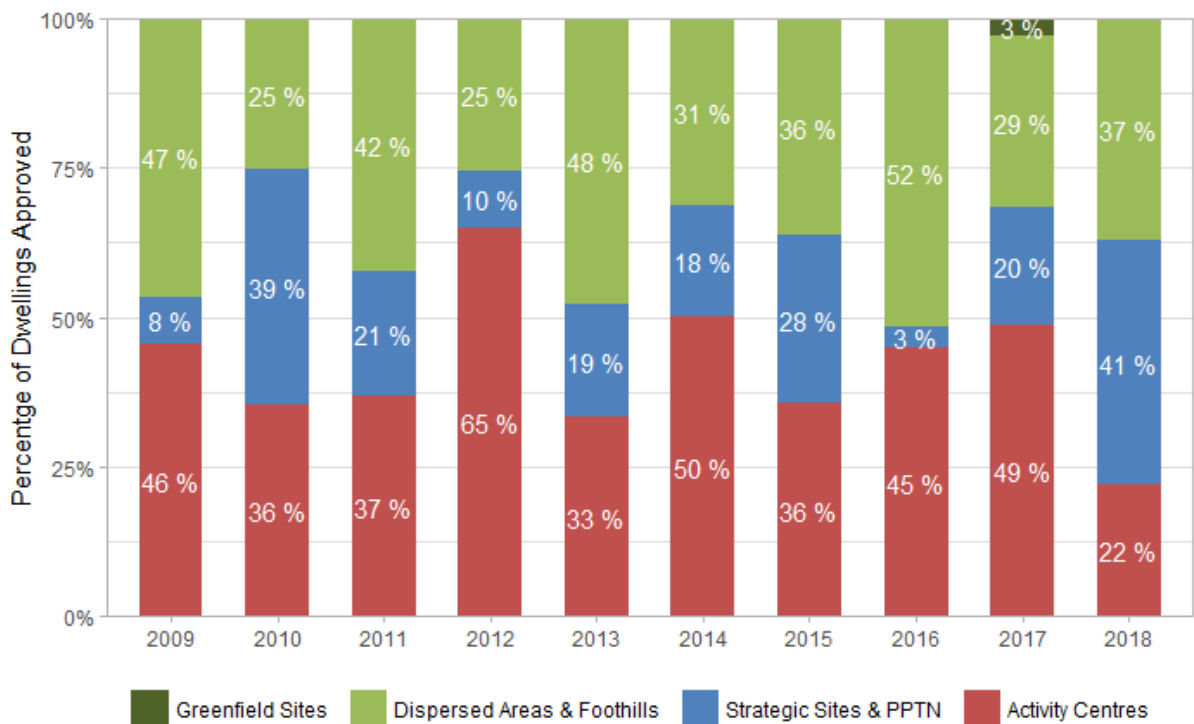


Figure 4: Percentage of net new dwellings approved by location category, 2006-2018

Alignment with Housing Policy Areas

The map and table on Page 19 of the *Knox Housing Strategy 2015* defines a scaled approach to delivering future housing in Knox. The residential areas of the city are divided into four policy areas, each with its own set of preferred housing types. Approvals for denser development like apartments and townhouses should be concentrated in Local Living and Activity Areas, while those for single houses and dual occupancies should fall mainly in Knox Neighbourhood and Bush Suburban Areas.

It is worth noting here that these typology definitions and areas of preferred development are broad policy guides only. The true determination of whether or not a development is “appropriate” is made according to the detailed controls in the planning scheme. The comparison below illustrates how well the outcomes delivered by the specific planning controls match the policy intent of the Knox Housing Strategy.

Current Snapshot

Key Statistics
58% of new approvals were for dwelling types consistent with their Housing Policy Area
40% of new approvals could be considered above preferred typology for their Housing Policy Area
2% of new approvals could be considered below preferred typology for their Housing Policy Area
33% of dwelling approvals were in higher-density areas: Local Living, Activity Areas, Commercial

Analysis

The percentage of new approvals that were for dwelling types consistent with their Housing Policy Area fell from 84% in 2017 to 57% in 2018. However, this is due in large part to the 294 townhouses approved on the site of the former Wantirna Caravan Park. Outside of this single approval, the percentage of dwellings consistent with their Housing Policy Area would be 83%, which is generally in line with previous years since the adoption of the *Knox Housing Strategy 2015*. This supports the notion that the new *Knox Housing Strategy 2015* and new residential zones have become well engrained in the assessment and development process in their third year of operation. However, the percentage of dwellings approved in higher-density areas fell from 74% in 2017 to 33% in 2018 (49% outside of the Wantirna Caravan Site), due in large part to the lowest number of apartment approvals (46) since monitoring began in 2009.

Most of the development classified as above preferred typology based on the Housing Strategy is related to the 294 townhouses approved at the site of the former Wantirna Caravan Park. However, it is worth considering other cases of villa units and townhouses approved in the lower density areas (Knox Neighbourhood and Bush Suburban).

- There were nine applications for villa units and townhouse approved in Bush Suburban areas in 2018, accounting 23 possible net new dwellings. Eight out of nine were on lots larger than 1,000 square metres and only two were within the Dandenong Foothills policy area.
- There were 20 applications for villa units and townhouses approved in Knox Neighbourhood areas on lots under 1,000 square metres, all of which were for three dwellings or less. The key distinguishing factor between villa units and townhouses is the presence of a shared living wall. Many of the approvals classified as townhouses had only two of the three dwellings with shared living walls.

- There were ten applications for townhouses approved in Knox Neighbourhood areas on lots of 1,000 square metres or larger. Six of these were smaller townhouse developments of four dwellings or fewer. The four larger approvals include:
 - The 294 townhouses on large 8.4 Ha lot at the former site of the Wantirna Caravan Park (203 Mountain Highway),
 - Five townhouses on a 1,280 square metre corner lot (23 Woodmason Road, Boronia),
 - Six townhouses across two lots totalling 1,680 square metres (26-28 Lewis Road, Wantirna South), and
 - Eight townhouses on a previously consolidated lot of 1,980 square metres (305 Boronia Road, Boronia).

Where these lots are large enough, they may still deliver outcomes related to open space and vegetation that these policy areas are set up to deliver. For example, corner lots or those that are just under the 1,000 square metre threshold may be able to accommodate villa units if they also meet the open space and tree canopy requirements in the planning scheme. The small townhouse developments of 3-4 units that have become increasingly common over the last few years may help developers deliver better neighbourhood character outcomes than traditional villa units, as their more compact built form could provide larger landscaped areas for trees and open space.

Table 2: Number of net new dwellings by typology and policy area as defined in the Knox Housing Strategy

RESIDENTIAL AREA TYPES		TOTAL NET NEW DWELLINGS	Detached Dwellings	Dual Occupancy	Villa Units	Townhouses	Apartments / Mixed Use
Outside the Urban Growth Boundary	ALL LOTS (Includes rural and other non-residential zones)	1	1	0	0	0	0
Bush Suburban	ALL LOTS (Minimum subdivision requirements apply)	76	23	30	20	3	0
Knox Neighbourhood	SMALL LOTS (Under 1,000sqm)	163	8	116	18	21	0
	LARGE LOTS (Over 1,000 sqm)	401	0	13	63	325	0
Local Living	ALL LOTS (Additional controls from local plans may apply)	166	0	4	22	140	0
Activity Areas	ALL LOTS (Additional controls from local plans may apply)	110	0	0	5	79	26
Commercial Areas	ALL LOTS (Additional controls from local plans may apply)	38	0	0	0	18	20



 PREFERRED HOUSING TYPE
  PERMISSIBLE BUT NOT PREFERRED

Table 3: Classification of planning approvals based on preferred typologies in the Knox Housing Strategy

	Below Preferred Typology	Preferred Typology	Above Preferred Typology
Outside UGB	*	100%	0%
Bush Suburban	*	70%	30%
Knox Neighbourhood (Lots under 1,000 sqm)	*	76%	24%
Knox Neighbourhood (Lots over 1,000 sqm)	0%	19%	81%
Local Living	0%	100%	0%
Activity Areas	0%	100%	**
Commercial Areas	47%	53%	**
Overall	2%	58%	40%

*Underdevelopment not possible in these areas as lower-density typologies are preferred

**Overdevelopment not possible in these areas as higher-density typologies are preferred

Dwelling Typology

One of the key aims of the Housing Strategy is to help address the growing imbalance between the type of dwellings available and the type of dwellings that are likely to be needed in the future. While the number and share of small households (two people or fewer) continues to increase, most of the housing stock across Knox remains large single-family homes.

There is a general trend toward denser housing types across metropolitan Melbourne, particularly in the inner suburbs but also near activity centres in the outer eastern region. Apartments and townhouses are increasingly attractive to younger and older residents seeking out lower-cost and lower-maintenance housing options. For some this represents a conscious choice to lower their carbon footprint or trade time and money on maintaining a garden for spending in other areas. And for others it is a practical matter of affordability.

The Knox Housing Strategy seeks to encourage denser forms of development in appropriate areas, including townhouses in Local Living areas and new apartments in Activity Areas and Commercial Areas, in order to provide more choice for residents seeking alternatives to large houses.

Current Snapshot

Key Statistic
66% of net new dwellings approved in 2016 were townhouses or apartment units

Analysis

For the fourth year in a row, more townhouse dwellings were approved (586) than any other type. As discussed above, 294 of the townhouses approved were in the single application on the former site of the Wantirna Caravan Park at 203 Mountain Highway. Outside of this application, 81% of the other townhouses approved were in higher density areas (Local Living, Activity Areas, and Commercial Areas). As discussed above, however, many of these were smaller townhouse developments of 2-4 units rather than the larger 5-8 unit development envisioned in the original *Knox Housing Strategy 2015* and associated *Residential Design Guidelines*.

Only two applications for apartments were approved in 2018, resulting in the lowest number of new apartment units (46) since monitoring began in 2009. These included a 26 unit development along the principal public transport network (PPTN) at 438 Stud Road, Wantirna South and at 20 unit development at 139 Boronia Road, in a Commercial 1 Zone inside the Boronia Activity Centre. Another application for 24 apartments across four lots in the Boronia Activity Centre was reduced to 18 townhouses during the assessment process, and was eventually approved in this form by VCAT.

Although this continues a general trend towards more compact development, it does not continue the general trend toward smaller dwellings, as discussed in the next section.

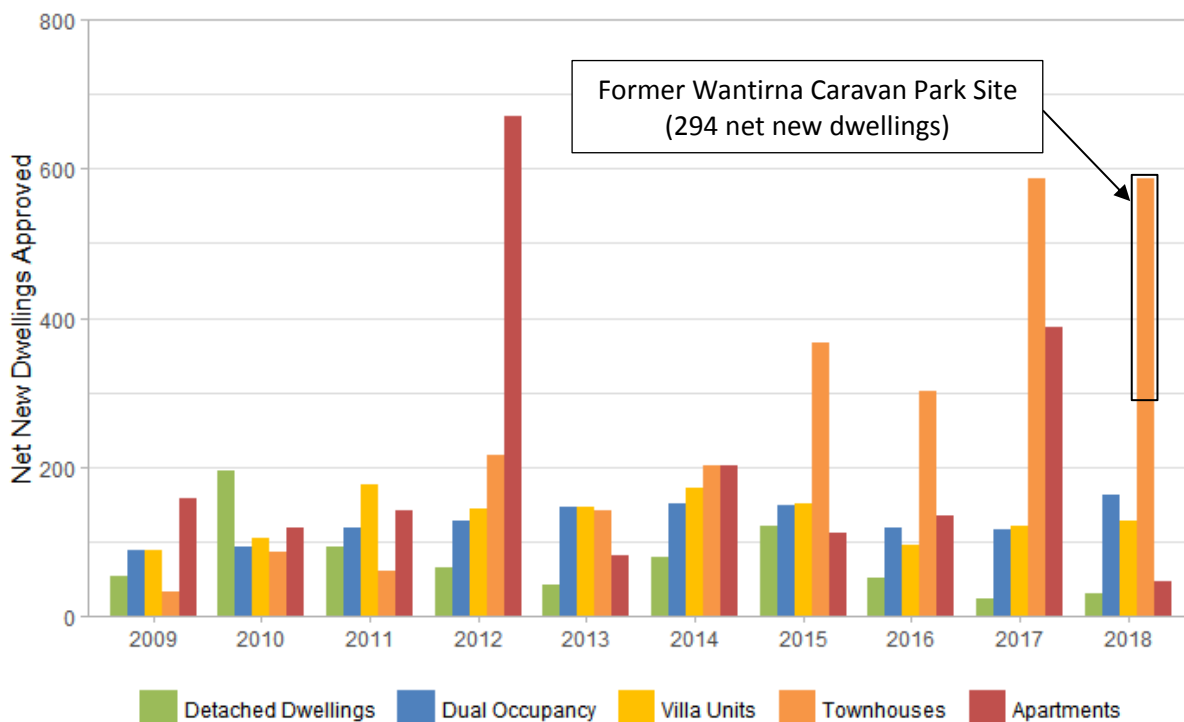
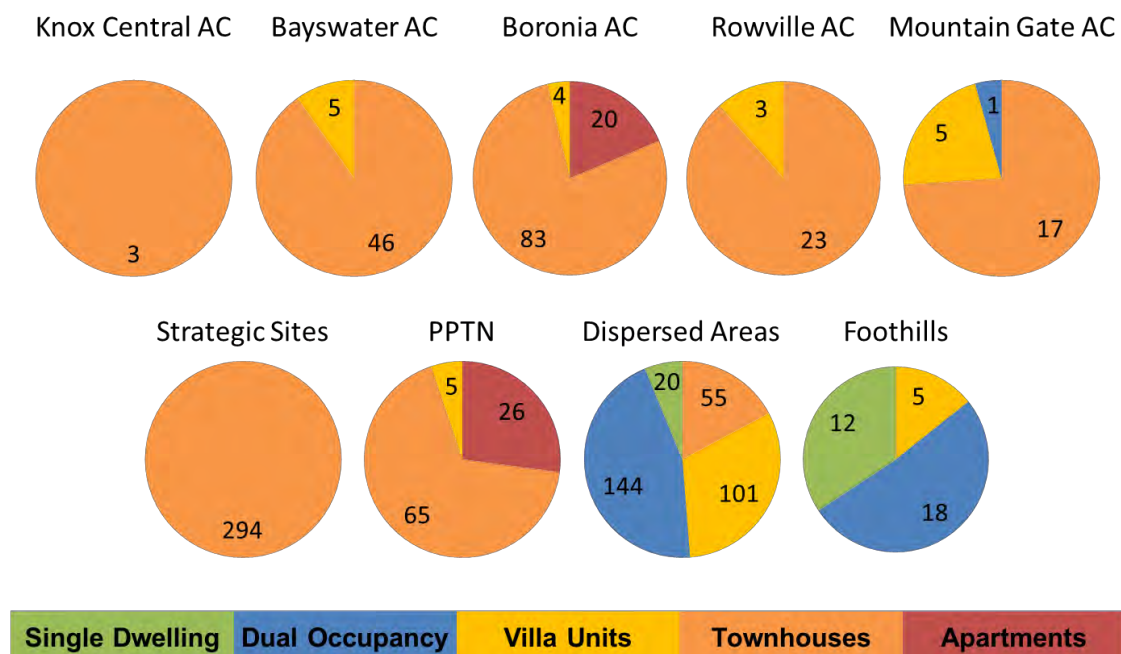


Figure 5: Number of net new dwellings approved by dwelling typology, 2009-2017

Typology by Location 2018



NOTE: Numbers on chart indicate net new dwellings for each typology

Figure 6: Mix of dwelling typologies across different location categories, 2018

Dwelling Size

Knox will need more small dwellings in the future to accommodate an increasing number of smaller households. This is particularly important in the context of increasing housing prices and decreasing affordability, as larger detached houses are becoming increasingly out of reach for a large percentage of new homebuyers. Smaller dwellings tend to be less expensive to buy and maintain, which provides more choices for young people looking to enter the housing market, ageing residents looking to downsize, and anyone else looking to reduce their cost of living.

Current Snapshot

Key Statistic
19% of net new dwellings approved in 2018 were for smaller dwellings (2 bedrooms or less)
50% of approvals in higher density areas were for smaller dwellings (2 bedrooms or less)
95% of approvals in lower density areas were for larger dwellings (3 bedrooms or more)

Analysis

Only 19% of dwellings approved in 2018 had two bedrooms or less, by far the lowest level since monitoring began in 2009. This is down from 47% in 2017 and 37% in 2016. Even though 289 of the 294 townhouses at the former site of the Wantirna Caravan Park were large dwellings (3 bedrooms or more), the overall percentage of large dwellings would still be only 25% without this application. Since the overall growth rate of Knox is relatively low, smaller dwellings need to represent a significant percentage of new approvals in order to keep up with the growth rate of smaller households. There had been a generally increasing trend in this indicator since 2013, suggesting positive signs for increased diversity in the housing market in Knox. The break in this trend suggests developers may be responding to a weaker housing market by increasing the size of dwellings they are seeking to build. While the share of preferred larger dwellings in low density areas (95%) improved after a dip (to 52%) in 2017, the share of preferred smaller dwellings in higher density areas (50%) continued to decrease for the second year in a row (from 55% in 2017 and 67% in 2016).

Table 4: Percentage of smaller and larger dwellings approved by Housing Policy Area, 2017

	Smaller Dwellings (2 BR or less)	Larger Dwellings (3 BR or more)
Outside the UGB	0%	100%
Bush Suburban	5%	95%
Knox Neighbourhood	5%	95%
Local Living	46%	54%
Activity Areas	42%	58%
Commercial Areas	100%	0%
Overall	19%	81%

Table 5: Number of net new dwellings by size and typology as defined in the Knox Housing Strategy

RESIDENTIAL AREA TYPES	TOTAL NEW DWELLINGS POSSIBLE	1 BR	2 BR	3 BR	4 BR+
Outside the Urban Growth Boundary	1	0	0	1	0
Bush Suburban	99	0	5	34	60
Knox Neighbourhood	692	0	34	285	373
Local Living	209	0	97	86	26
Activity Areas	126	0	53	54	19
Commercial Areas	38	6	32	0	0

☐ PREFERRED HOUSING SIZE (NUMBER OF BEDROOMS)

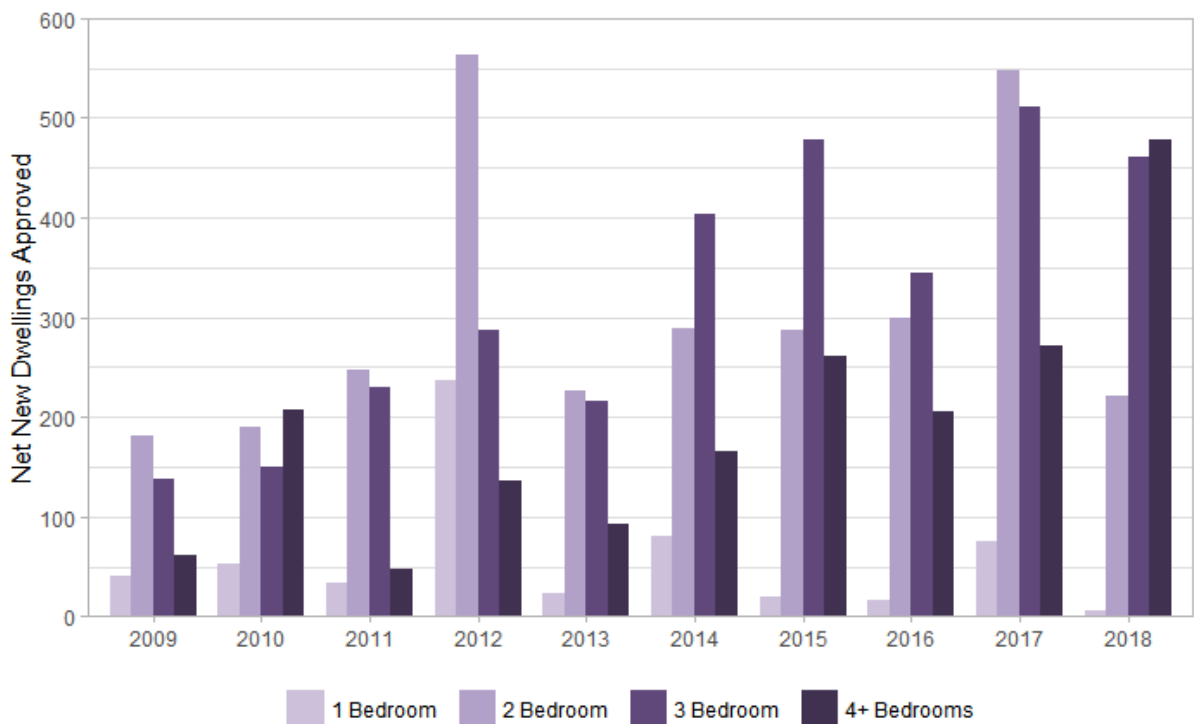


Figure 7: Number of net new dwellings approved by dwelling size (number of bedrooms), 2009-2018

Rental Options

While owning a home is an aspiration for many households, rental housing provides serves several important functions in the local housing market. Rental housing provides flexibility and affordability for people looking to enter the local market, including first-time homebuyers and new residents looking to establish in the area. It provides an important option for people with changing life circumstances who would like to stay in the area, including young families looking to upsize and older residents looking to downsize. And it can even serve as a safety net to help people experiencing hardship maintain local ties to their community. The Knox Housing Strategy seeks to increase rental options by encouraging smaller dwellings and apartments in appropriate areas.

Current Snapshot

Key Statistic
19.2% of Knox households rented their homes in 2016, compared to 28.8% of Greater Melbourne
2.9% of rental housing available in Knox was affordable for households in receipt of Centrelink in 2018 (September quarter), compared to 5.6% across metropolitan Melbourne.
26.5% of lower income households that rent were experiencing rental stress in 2016

Analysis

Between 1996 and 2011, the number of households renting in Knox increased from 6,478 (15%) to 9,150 (17%). By 2016, the number of households that rent had increased to 10,660 (19%). However rental options are not distributed evenly across Knox. Bayswater and Boronia together make up 24% of Knox's households but are home to 34% of renters (2016). These two denser suburbs have seen a number of new apartment developments in the last few years that have helped add rental options. At the same time, Rowville (13.3% of households renting), The Basin (10.2%), and Lysterfield (6.0%) were all underserved by rental options as of 2016.

The availability of affordable private rental housing has declined from an average of 5.7% in 2011 to 4.2% of rental stock in 2016 and 3% on average in 2018¹⁰. However these figures are well down from levels of over 40% in the first few years of the 2000s.

¹⁰ Averaged quarterly data by calendar year.

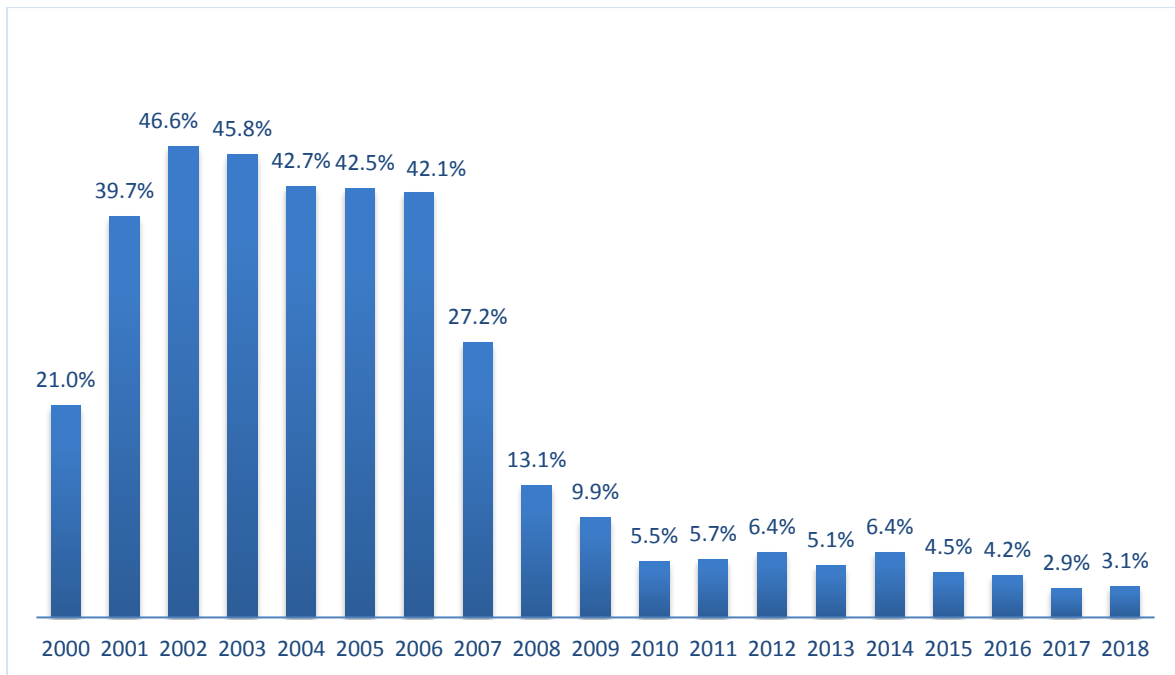


Figure 8: Percentage of private rentals in Knox considered affordable, 2000-2018

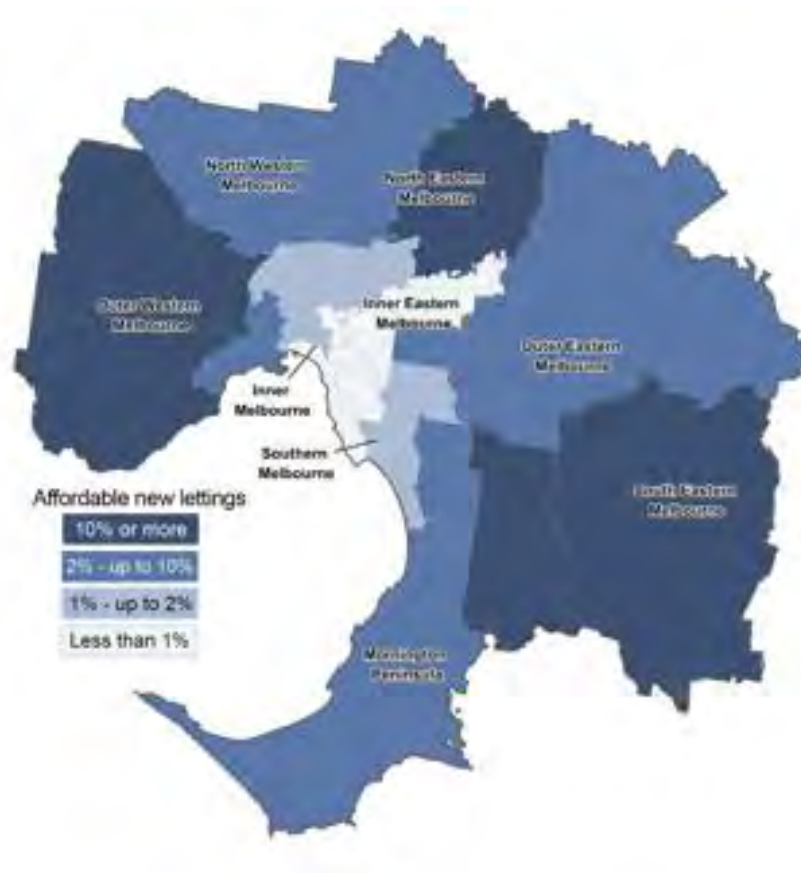


Figure 9: Affordable private rentals (December quarter, 2018)

Housing Affordability

Housing represents the largest share of household budgets, so housing affordability is a major determinant of both the cost of living and the standard of living. Housing affordability can be expressed more generally as a multiple of household incomes – how many median household incomes are needed to buy a median priced house in an area? This is a simple means of exploring shifts in housing affordability by relating change in house prices to change in people’s income. Higher median multiple incomes represent less affordable housing markets, with three median multiple incomes broadly defining the outer bounds of affordability¹¹.

Housing affordability can also be framed in terms of ‘housing stress,’ usually in relation to the number of lower income households (lowest 40% of the income distribution nationally) where mortgage or rent exceed 30% of household income. Housing stress is most likely to have major effect on lower income households, and lower rates of housing stress are indicative of better housing affordability. The figures below represent data from the 2016 Census, which are the same as reported last year unless otherwise noted.

Current Snapshot

Key Statistics
A typical home-buying household in Knox needed 8.8 times its annual income to purchase a median-price home in 2016
10.6 % of mortgaged households in Knox (2,400) were experiencing ‘mortgage stress’ in 2016
26.5% of rented households in Knox (2,800) were experiencing ‘rental stress’ in 2016
9.5% of all households in Knox (5,250) were in financial stress, either mortgage or rental, in 2016
28.7% of all low-income households in Knox (5,250) were experiencing ‘housing stress’ in 2016

Analysis

There is anecdotal evidence for an easing of housing prices across Greater Melbourne in 2018, including Knox. However this has not yet shown up in the five-yearly census data used in several benchmarks of affordability. Council is continuing to investigate new sources of data that will provide more frequent updates on local housing prices.

US-based research firm Demographia publishes a series of annual reports that compare housing affordability across the world. One measure these reports use is “median multiple incomes,” which compares local housing prices with local income levels. Areas where median housing prices are less than three times median incomes are considered ‘affordable’ by this measure. The number of median multiple incomes needed to purchase a median price home in Knox has steadily increased from 5.2 in 2006, to 6.5 in 2011, to 8.8 in 2016, rating Knox as ‘severely unaffordable’ by this measure.

Whilst rates of mortgage and rental stress were slightly below metropolitan averages as of 2016, this figure varies across Knox’s suburbs. The highest rates of housing stress overall (mortgage and rent) were in Bayswater and Boronia, largely a result of rental stress. Knox’s relatively large household base results in a significant number of stressed households overall (5,250 in 2016), representing a net increase of 500

¹¹ Methodology taken from annual Demographia International Housing Survey

households since 2011. While 9.5% of all households in Knox were experiencing financial stress from either mortgage or rent in 2016, this figure equates to nearly 30% of lower income households in Knox (those in the lowest 40% of the national income distribution).

The number of Knox households in mortgage stress declined to 2,420 in 2016 from 2,520 in 2011. In 2011, the highest rates of mortgage stress (higher than the metropolitan average) were in Bayswater and Wantirna South. By 2016, mortgage stress in those suburbs had fallen below Melbourne's average, while Wantirna and Scoresby were experiencing slightly higher than metropolitan average levels.

While Upper Ferntree Gully remained the suburb with the highest rate of rental stress in 2016, there was some change in the profile of suburbs with higher than average rates. In 2011, Upper Ferntree Gully, Lysterfield, Boronia, Ferntree Gully and Rowville all had rates of rental stress exceeding the Melbourne average. By 2016, only Upper Ferntree Gully and Bayswater exceeded or matched the metropolitan average, and rates of rental stress had declined in most Knox suburbs. Despite the decline in rates, a growing household base resulted in an increase of 600 households experiencing rental stress in 2016.

Figure 10: Percentage of households experiencing mortgage stress in Knox's suburbs, 2016

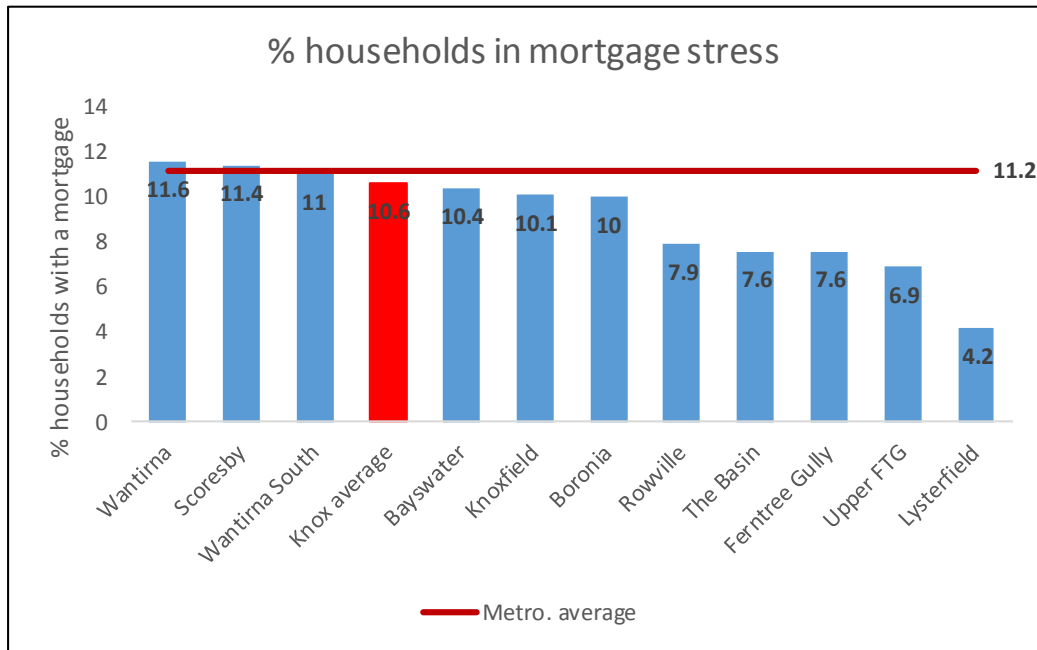
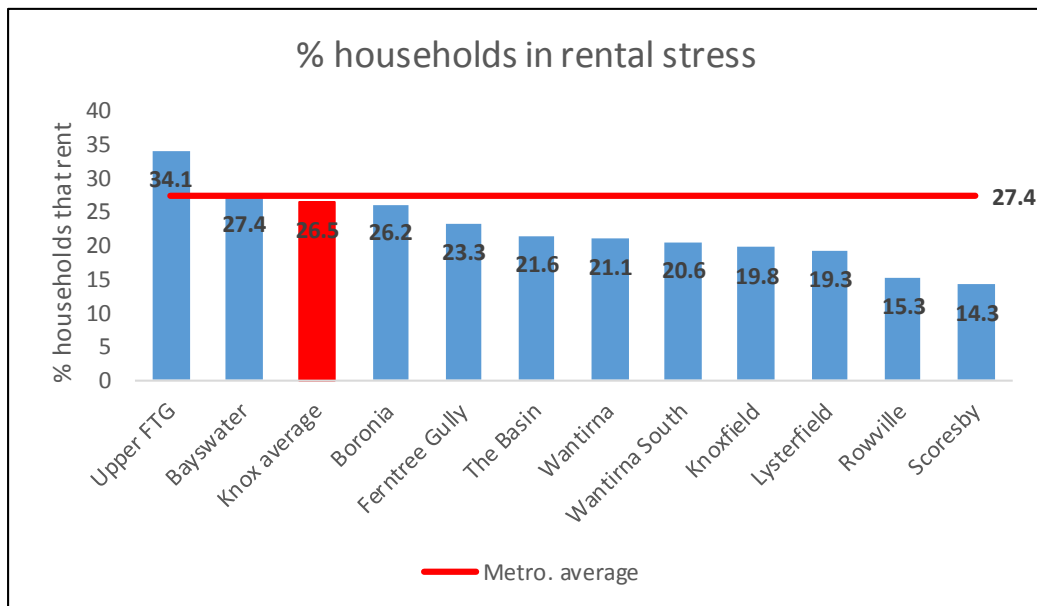


Figure 11: Percentage of households experiencing rental stress in Knox's suburbs, 2016



Social Housing

It is the policy of Knox City Council that shelter is a basic human right, as enshrined in international covenants and treaties¹². Social housing, in the form of community housing and public housing, plays an important role for providing shelter for those most in need. The *Knox Affordable Housing Action Plan*, first developed in 2007 and renewed in 2015, was developed to help increase the supply of social housing in Knox. Council has estimated that an additional 860 social housing dwellings will be needed in Knox by 2036 to accommodate forecast demand¹³.

Current Snapshot

Key Statistic
No new social housing developments were built in 2018, for the fifth consecutive year.

Analysis

For the fifth year in a row, there were no social housing developments built in Knox in 2018. However, through its partnership networks with social housing providers, Council is aware of development of new social housing underway in Bayswater that is expected to open in 2019. In addition, there are a number of Strategic Investigation Sites, as identified in the *Knox Housing Strategy 2015*, which are moving through rezoning processes which include potential provision for new social housing. These include the former Boronia Heights School, recently declared surplus by the Department of Education; the former Kingston Links Golf Course site, recently rezoned for residential development through Amendment C141; and the former Norvel Road Quarry and Boral Quarry, which are in the early stages of planning for redevelopment as residential areas.

Council is pursuing a number of other policy avenues and partnership opportunities under the framework set out by the *Knox Affordable Housing Action Plan* to facilitate the delivery of new social housing in Knox. They include:

- **Partnership with the Department of Health and Human Services (DHHS)** – Council meets regularly with DHHS to discuss public housing supply in Knox. Council and DHHS are currently developing a MOU between Council and the Director of Housing and Deputy Secretary (Finance and Infrastructure Division) to define the nature and approach to our partnership. Council has also identified a number of public housing sites in Knox, across a range of price points, which have tangible redevelopment potential.
- **Laying a Social Housing Pipeline in Knox Project** – Knox City Council is currently undertaking the Laying a Social Housing Pipeline in Knox project. The project is funded by a grant through the *Social Housing Investment Planning 2017-18 Grants for Local Government (SHIP Grant)* from the Victorian Department of Health and Human Services. The project comprises three major outputs:

¹² International Covenant on Civil and Political Rights, International Covenant on Economic, Social and Cultural Rights, Convention on the Rights of the Child etc.

¹³ Knox City Council, *Minimum Supply of Social Housing, Knox (2016-2036)*, 2017

1. **A Strategic and Surplus Sites Framework** – To scope and establish an internal working framework for the identification of strategic and surplus sites in Knox, and the delivery of social housing on these sites;
 2. **A Social Housing Futures Fund (and other options) Investigation** – To explore the establishment of a social housing fund (and other options) that levies and collects, and then invests and allocates developer and other contributions towards the delivery of social housing outcomes; and
 3. **Laying a Social Housing Pipeline in Knox Report** – to bring together the overarching framework and approach for laying a social housing pipeline in Knox, which includes recommendations and estimated costs and resource requirements for implementation.
- **Knox City Council Affordable and Social Housing Workshop Series** – Council is conducting a series of workshops with Swinburne University on affordable and social housing in Knox. The aims of the workshops are to:
 1. Inform the review and design of Knox City Council’s affordable and social housing policy framework;
 2. Achieve horizontal and vertical alignment of social and affordable housing policy and legislation in Knox;
 3. Identify emerging trends, opportunities and blockages in policy, legislation and delivery options;
 4. Identify tangible social and affordable housing delivery opportunities for Knox ;
 5. Build a common language that enables improved affordable and social housing communication; and
 6. Strengthen effective relationships with and between key affordable and social housing sector agents.

The workshop series will also build strategic relationships and partnerships between government, industry, academic and community sector stakeholders.

Walkability

Knox@50 was a large-scale community engagement project run by Knox Council in 2012, which was a key input into both the *Knox City Plan 2013-2017* and *Knox Housing Strategy 2015*. One of the main themes that emerged in conversations with residents, businesses, community groups, and other stakeholders was a desire for convenient access to services for day-to-day needs. This idea of ‘living locally’ aligns with the State government’s framework of Activity Centres as well as the scaled approach to housing in the *Knox Housing Strategy 2015*.

Walkscore is an index developed to estimate the ‘walkability’ of a place that has informed public policy and the real estate industry in the US, UK, Canada, and Australia. It examines the proximity of local shops, services, schools, entertainment, and jobs to develop a walkability score on a scale from 1 to 100. Areas that score under 50 are classed as “Car Dependent,” those with scores of 51-70 are classed as “Somewhat Walkable,” scores of 71-90 are considered “Very Walkable,” and places that score over 90 are deemed a “Walker’s Paradise.” The Walkscore website is searchable by individual address and provides scores for entire neighbourhoods and suburbs.

The Housing Monitoring Program looks at individual Walkscores for each planning permit approved, as well as how they stack up against the average for their suburb. High Walkscores are considered desirable, but so are new developments that are in the more walkable parts of Knox.

Current Snapshot

Key Statistics
28% of net new dwellings approved are classified as “Very Walkable” or “Walker’s Paradise”
41% of net new dwellings approved had a higher than average Walkscore for their suburb

Analysis

Although the activity centres of Bayswater, Boronia, and Ferntree Gully grew up around train stations and main streets lined with shops, much of Knox was built out during the 1970s, 1980s, and 1990s when suburbs were being designed for cars and driving. These areas are generally classified as “Very Walkable” overall, though there is a wide range of scores across each suburb. Much of Rowville, Lysterfield, and the upper Dandenong Foothills in particular are classified as “Car Dependent” overall by Walkscore.

Only 28% of dwellings approved in 2018 had Walkscores of 70 or above, down significantly from 46% in 2017 and 48% in 2016. Similarly, only 41% of approved dwellings were in areas that were considered more walkable than the average score for their suburb, down from 79% in 2017 and 65% in 2016. This reflects the fact that there were relatively few approvals in Activity Centres in 2018 compared to recent years.

While not as strong as recent years, the data nonetheless suggests that there is still a market for walkable neighbourhoods in Knox. For example, Bayswater has an average Walkscore of 61, which is classified as “Somewhat Walkable.” However, 84% of the net new dwellings approved this year in Bayswater had a Walkscore greater than 61, suggesting that most approvals in Bayswater are occurring in the most walkable parts of the suburb.

The percentage of approved dwellings in areas of Knox that are considered “Car Dependent” rose to 28% in 2018. This same figure was 12% in 2017 and 22% in 2016.

Table 6: Percentage of net new dwellings whose Walkscore is above the average Walkscore for the suburb

Suburb	Suburb Average Walkscore	% of Net New Dwellings whose Walkscore is above the Suburb Average
Bayswater	61	84%
Rowville	47	79%
Boronia	61	71%
Ferntree Gully	56	48%
Wantirna South	57	42%
Scoresby	59	39%
Knoxfield	57	29%
The Basin	44	11%
Wantirna	63	8%
Lysterfield	30	0%
Upper Ferntree Gully	48	0%
Overall		79%



Figure 12: Example Walkscore 'heat map' of Boronia and surrounding areas, 2018 (walkscore.com)¹⁴

¹⁴ Walkscore, <https://www.walkscore.com/AU-VIC/Melbourne/Boronia>, accessed March 2019.

Alignment with VCAT Decisions

Planning applications that are decided by Council can be appealed to VCAT, which hears the case and makes a final ruling on whether or not to issue a permit. These might be land owners appealing Council's refusal of a permit, neighbours objecting to Council's approval of a permit, or either party seeking variations to the original permit conditions. When making this determination, VCAT can only consider the content of the Knox Planning Scheme. The number of cases that go to VCAT and the percentage of decisions that are overturned are an indicator of the degree of consistency between Council policy, the Knox Planning Scheme, and Council decision-making process.

Current Snapshot

Key Statistics
43 planning and subdivision applications related to new dwellings were decided at VCAT in 2018
58% of the Council refusals that went to VCAT resulted in a permit being granted (overturned)
83% of the Council approvals that went to VCAT resulted in a permit being granted (upheld)

Analysis

There were 43 residential planning applications decided by VCAT in 2018, which is considerably higher than the 25 decisions in 2016 and the 24 in 2015. These figures suggest that the shift in housing policy from the previous *Knox Housing Statement 2005* to the *Knox Housing Strategy 2015* are filtering through to VCAT referrals. The *Knox Housing Strategy 2015* took effect in the Planning Scheme in March 2016, this was the first monitoring year that all of the applications decided on by VCAT were received after these changes took effect. It will be interested to see if this increase in VCAT cases represents a new trend or a temporary increase related to the implementation of the Knox Housing Strategy 2015.

There were 36 VCAT decisions on planning applications that were initially refused by Council in 2016, including those refused by Council directly and those refused by officers under delegation. This type of refusal is often the result of an appeal by the applicant (the developer). VCAT set aside the Council decision in 21 of these cases (58%), resulting in permits for 418 new dwellings. This included the proposal for 294 townhouses at the former site of the Wantirna Caravan Park; a 26 unit apartment building at 438 Stud Road, Wantirna; 18 townhouses at 3 James Street, Bayswater, and 14 townhouses at 202-206 Boronia Road, Boronia. The rate at which Council refusals were overturned at VCAT is similar to that of previous years: 63% in 2017, 67% in 2016, 61% in 2015, and 55% in 2014. It should be noted that some cases where a permit is issued after an initial refusal is due to changes by the applicant rather VCAT approving the original proposal, as was the case for the townhouse development at 202-206 Boronia Road that started as an application for 20 apartment units.

There were also seven VCAT referrals for applications that were initially approved by Council or given a Notice of Decision to issue a permit 2018. This type of VCAT referral is often the result of an appeal by neighbouring residents or other stakeholders opposed to a proposed development. VCAT affirmed the Council decision in six of these seven cases, five of which included variations to the original decision. These decisions resulted in permits for a total of 11 new dwellings. One Council approval of six dwellings at 6 Fordham Court, Rowville was set aside by VCAT after an appeal by objectors on neighbourhood character grounds.

Table 7: Outcomes of Planning Applications Referred to VCAT, 2018

VCAT Outcome	Number of 2018 VCAT Cases	Percentage of 2018 VCAT Cases
VCAT Upheld Council Refusal, No Permit Issued	14	33%
Appeal Withdrawn by Applicant, No Permit Issued	1	2%
VCAT Overturned Council Refusal, Permit Granted	21	49%
VCAT Upheld Council Approval, Permit Granted	6	14%
VCAT Overturned Council Approval, No Permit Granted	1	2%

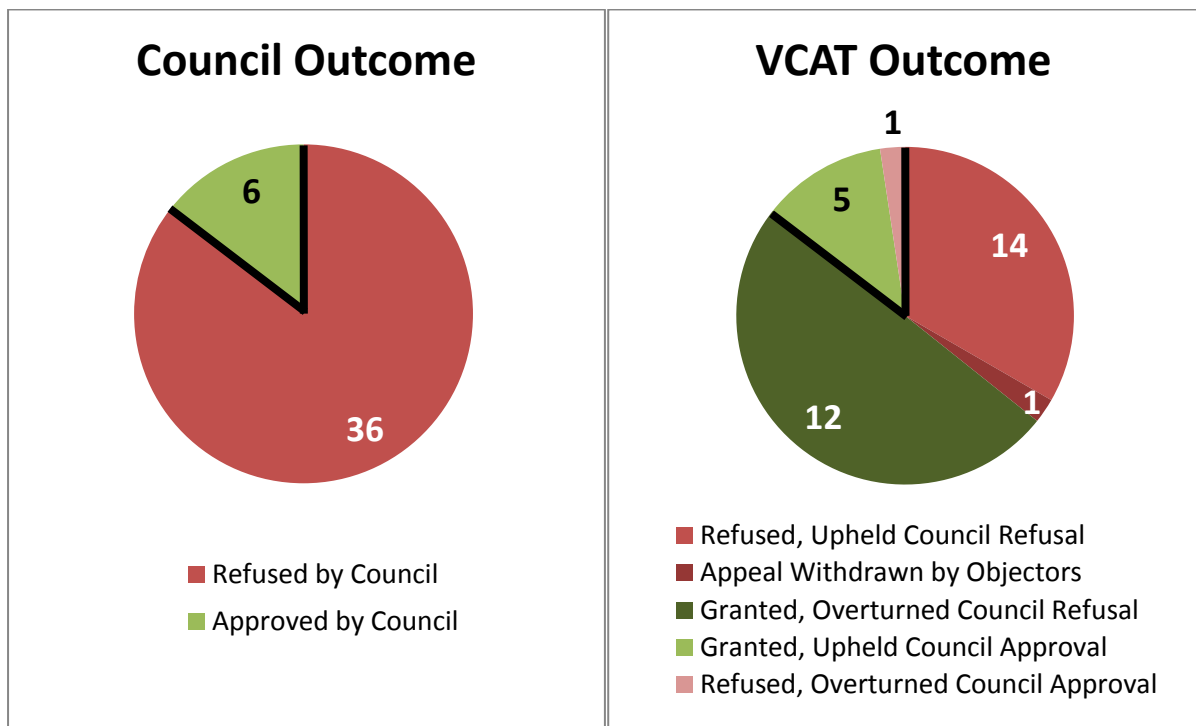


Figure 13: Summary of Planning Applications Referred to VCAT in 2018

Integrated Place-Based Plans

The previous State Government Planning framework *Melbourne 2030* set up an approach to planning across the metropolitan area that focused on activity centres, areas with good access to a wide range of shopping, schools, open space, and community facilities. The current Victorian Planning framework document *Plan Melbourne 2017-2050* continues this focus on activity centres through its emphasis on '20-minute cities'. Knox City Council has developed a series of structure plans and other strategic plans that have supported place-specific planning controls and rezonings, and provided guidance for decisions on infrastructure and community services. These documents are developed with extensive community consultation and stakeholder input to help identify aspirations and give guidance balance competing priorities for future decisions by Council, residents, businesses and community organisations.

Current Snapshot

Knox Activity Centres	Strategy Document	Status	Implementation Plan	Current Stage
Knox Central	Knox Central Structure Plan	Adopted 2017	Under Development	Implementation
Bayswater	Bayswater Activity Centre Structure Plan: "Bayswater 2020"	Adopted 2005	Yes	Implementation
Boronia	Boronia Structure Plan: "Your Life, Your Place, Our Future"	Adopted 2006, Amended 2012	Yes	Review Underway
Rowville	Rowville Plan 2015: "Rowville: NEXT"	Adopted 2015	Draft	Implementation
Ferntree Gully Village	Ferntree Gully Village Structure Plan: "The Future of our Village"	Adopted 2014	Yes	Implementation
Upper Ferntree Gully	Upper Gully Strategic Plan: "A Bright Future for Upper Gully"	Adopted 2016	Yes	Implementation

2017 Activity

Knox Council progressed two important strategic documents and related planning controls in 2018:

- **Knox Central** – the Knox Central Structure Plan, adopted by Council in October 2017 along with the associated Amendment C149, sets directions for the large precinct that includes the Westfield Shopping Centre, Knox Civic Centre, Lewis Reserve, and the highest levels of residential density in Knox. Amendment C149 was approved and gazetted by the Minister for Planning on 24 May 2018.
- **Boronia Renewal Project** – the Boronia Structure Plan, adopted by Council in 2006 and amended in 2012, has guided development in the activity centre for over a decade. Council commenced a review of the structure plan in 2017 as part of the Boronia Renewal Program, a comprehensive two-year project of community engagement and planning that will provide new direction and guidance for the area over the next 10 years. A draft of the Boronia Renewal Strategy is expected in May 2019.

6. Future Program Development

The Housing Monitoring Report will continue to be published annually as the program is further refined to align with the *Knox Housing Strategy 2015*, the *Knox Community and Council Plan*, and future *State of Knox Reports*. The future indicators mentioned in this report and others will be developed and refined as new data sources become available and are integrated into the monitoring program.

In addition to the main report, Council continues to develop a 'Housing Scorecard' to present some of the key insights in a format that can be distributed widely and shared easily. The scorecard will be designed to be visually engaging and easily understood by a wide range of audiences, from Councillors and policy makers to Knox residents and developers. This may take the form of printed document, an interactive website, or a combination of formats. The shape and content of the Housing Scorecard will be tested with key stakeholders and is expected to evolve along with the main Housing Monitoring Report to reflect key issues and housing priorities from year to year.

The following is a list of potential future indicators that are currently under development as part of the Knox Housing Monitoring and Review Program. These indicators seek to introduce new data sources and new methodologies as they become available.

Residential Construction Activity

One of the longstanding goals of the Knox Housing Monitoring Program has been to monitor new building construction in addition to new planning permit approvals. Planning permits are important milestones in the process of delivering new housing, and can provide important information about the type, size, and location of future housing in Knox. Residential planning permits are valid for two years and can be extended to four. But the decision to build under a permit is completely up to the landowner and developer, and is subject to market forces beyond the control of Council and the local planning scheme. This means that not all planning permits result in new housing. Looking at planning approvals tells us what might be built, not what has been built.

The State Government has been developing information about new constructions in the Housing Development Data (HDD) program that is helping to close that gap. The HDD uses automated analysis of aerial photography to determine where new construction and demolitions of existing housing is happening across the Melbourne metropolitan area. So far, the HDD includes data from 2004-2014, with additional years of analysis under development now. While it is not as up to date as planning approvals, Knox City Council has compared HDD data with recent planning approvals data to learn more about which permits are likely to lead to new construction and which are more likely to be speculative in nature.

This examination is ongoing, but early analysis indicates that from 2008-2014 roughly 75% of planning permits led to new construction within the four-year permit window. If that percentage holds for permits issued in 2016, the 955 possible new dwellings would lead to 716 new dwellings. This is an area of analysis that will continue to be developed as part of the Housing Monitoring Program as more HDD estimates become available.

Residential Aged Care Facilities

Demographic factors and increases in life expectancy have led to increasing numbers of older residents in Knox recently, a trend which is expected to continue over the next few decades. This population has different housing and health care needs from the rest of the population, and Knox will need an increasingly diverse range of housing and care facilities to meet the needs these residents in the future. This ranges from smaller and more accessible dwellings to retirement villages and assisted living facilities to aged care facilities offering hospital-grade services for specific health care needs.

The sector is also undergoing rapid innovation in the areas of home-based care and mixed models of residential care that promise new ways to address the needs of a population that is ageing across the country. The Housing Monitoring Program is developing ways to measure the range of aged care offerings across the city to track changes over time that can help adjust policy for housing.

Household Water and Energy Use, Household Waste and Carbon Emissions

Knox City Council uses the Sustainable Design Assessment in the Planning Process (SDAPP) developed by Victorian councils with the Municipal Association of Victoria (MAV) to provide “a streamlined and consistent methodology for requesting build environment sustainability outcomes through the planning process.”¹⁵ The *Knox Planning Scheme* requires that proposed residential developments of three or more dwellings in Activity Areas and Local Living Areas submit an environmental sustainable design assessment (SDA) as part of the planning application process. This SDA must demonstrate “how a development includes design features to respond to issues such as energy use and peak energy demand, water use, stormwater and waste management, transport and responsible use of building materials.”¹⁶

In previous years, Council has used an interactive web-based tool based on the Sustainable Tools for Environmental Performance Strategy (STEPS) project developed by Moreland City Council. The STEPS tool results from individual applications in Knox were compiled in a report called *Environmentally Sustainable Design in the City Planning Department* produced for Council by Organica Engineering, which has been used as the basis for assessing water and carbon dioxide savings in previous versions of the *Knox Housing Monitoring Report*.

Knox Council is currently transitioning to a new SDA tool developed by the MAV as a replacement STEPS and other SDA tools used by individual Councils. The Built Environment Sustainability Scorecard (BESS) assesses the energy and water efficiency, thermal comfort, and overall environmental sustainable performance of new buildings.¹⁷ New indicators will be developed in future versions of the *Knox Housing Monitoring Report* to report on the estimates savings in water and energy use as well as estimated reductions in household waste and carbon emissions from new residential planning approvals.

¹⁵ Municipal Association of Victoria, www.mav.asn.au/policy-services/planning-building/sustainable-buildings/, accessed July 2017.

¹⁶ Knox City Council, *Knox Housing Strategy 2015*, page 41

¹⁷ Municipal Association of Victoria, bess.net.au/about/, Version 1.5.0, accessed July 2017.

Tree Canopy Cover

One key outcome of the Knox@50 community engagement project from 2012 was a confirmation of the community's appreciation of Knox's natural character, with trees representing an important characteristic of the identity of local neighbourhoods. The State Government's new residential zones provided an opportunity to create customised planning controls, and the *Knox Housing Strategy 2015* introduced new requirements for canopy trees into the planning scheme in 2016.

Direction 6.4 of *Plan Melbourne*¹⁸ seeks to "Make Melbourne cooler and greener." The Department of Environment, Land, Water and Planning (DELWP), is leading Action 91 of the *Five-Year Implementation Plan*¹⁹, which seeks to create "urban forests" through a comprehensive program of data collection, targets, strategies, and policies. A key component of this is a metropolitan-scale vegetation, heat, and land use data, which DELWP is producing in partnership organisations like RMIT, CSIRO, Melbourne Water, and the Clean Air and Urban Landscapes Hub (CAUL Hub).

This data will help Councils track and understand how tree cover changes from year to year, to identify areas where the city is losing trees due to redevelopment. It will help measure the effectiveness of planning controls that require trees to be planted along the street and in the back gardens of new residential development. Understanding where controls are working and where they are not will help Council adjust its planning controls to ensure they deliver the right outcomes for the Knox community.

Neighbourhood Character and Urban Design

Neighbourhood character is an important part of community identity in Knox and represented a strong theme represented the local community processes during the engagement for *Knox@50*, the *Knox Housing Strategy 2015*, and the *Knox Community and Council Plan 2017-2021*. Each of these engagement efforts highlighted a level of concern in some parts of Knox that changes the city is at risk of losing its identity due to rapid changes in the look and feel of neighbourhoods. The quality of urban design and the look and feel of streets are difficult to quantify, since they are aesthetic judgements that differ widely within every community. Not everyone has the same tastes and sensibilities. Where a new house with a modern design aesthetic maybe viewed as exciting and fresh by some people, while at the same time seeming undesirable and out of place and by others. Knox Council seeks out professional urban design advice for some large and important planning applications, but even the option of third-party experts is ultimately subjective.

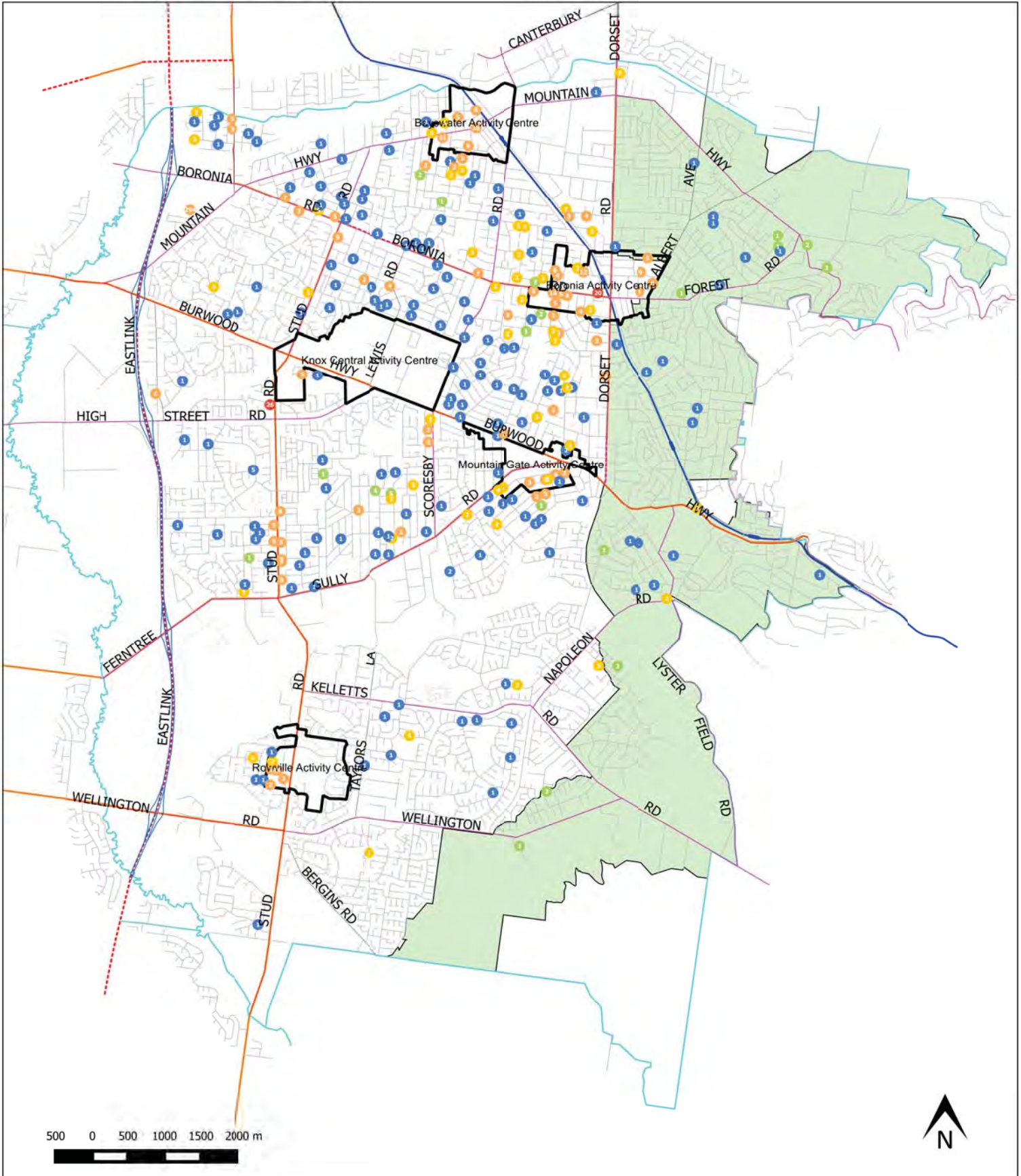
One of the ways the Knox Housing Monitoring Program is exploring as a way to measure these issues related to identity and changes is to measure the perceptions and preferences related to neighbourhood character and urban design. The *Knox Community and Council Plan* was informed by a broad survey of community sentiment and focused engagement with residents and stakeholders to understand and unpack the range of opinions held by the community. Future surveys related to specific issues, such as housing and development, could help address questions about how people view the changes happening across Knox and help understand how well Council's housing policy is with community identity and perceptions.

¹⁸ Victoria State Government, *Plan Melbourne 2017-2050: Metropolitan Planning Strategy*, <http://www.planmelbourne.vic.gov.au/the-plan>, accessed April 2018.

¹⁹ Victoria State Government, *Plan Melbourne 2017-2015: Five-Year Implementation Plan*, <http://www.planmelbourne.vic.gov.au/implementation>, accessed April 2018.

Knox Housing Monitoring & Review Program

Mapped distribution of planning permits issued for residential development (including new subdivisions) in 2018
 2019-04-29 - Ordinary Meeting Of Council Attachment 6.6.2



Knox City Council

- | | |
|---|-------------------------------------|
| Road Centrelines | City Boundary |
| Local Streets/Rds | City Boundary |
| Main Roads | Residential Planning Permits |
| Highways | Detached Dwellings |
| Collector Roads | Dual Occupancy |
| Private Roads | Villa Units |
| Tollways | Townhouses |
| Train Stations | Apartments |
| Principal Public Transport Network (PPTN) | Major Activity Centres |
| Bus Routes | Dandenong Foothills - Policy Area |
| Existing Rail network | 19 Number of new dwellings |

206 of 490

Disclaimer:
 Roads and Title Boundaries - State of Victoria, Knox City Council
 Planning Scheme Information - DELWP, Knox City Council

1. Whilst every endeavour has been made to ensure that the mapping information is current and accurate, no responsibility or liability is taken by Knox City Council or any of the above organizations in respect to inaccuracy, errors, omissions or for actions based on this information.
2. Planning information should be used only as a means of preliminary investigation. For accurate overlay information please obtain a Planning Certificate from the Department of Infrastructure.
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4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.

6.7 Removal of 2018-19 Animal Registration Late Fee

SUMMARY: Coordinator Projects and Improvement, Janet Simmonds

This report discusses a proposal to remove the Animal Registration Late Fee from the adopted 2018-19 Fees and Charges. It is recommended that Council remove the Late Fee from the 2018-19 adopted Fees and Charges.

RECOMMENDATION

That Council remove the Animal Registration late fees (\$30 full rate, \$5 concession rate) from the 2018-19 adopted Fees and Charges.

1. INTRODUCTION

The late fee for animal registrations was introduced in the 2016-17 Budget, set at \$10 (and \$5 for eligible concession holders) to be applied to animal registration renewals not paid by 10 April each year – a timeline as set by the State Government under the *Domestic Animals Act 1994*. This fee was introduced to encourage timely payment of animal registration, and to partially recover the costs of the additional administration, printing and postage of the final reminder renewal notices – issued after the registration deadline.

The late fee was increased to \$15 (\$5 eligible concession holders) in the 2017-18 Budget, with the increase being in line with normal fee indexation. The fee was again increased to \$30 (\$5 for eligible concession holders) in the 2018-19 Budget. The increase was to offset costs for the generation and sending of the final reminder notices by registered mail (which is proposed to improve animal registration renewal rates).

2. DISCUSSION

The late fee has been applied for two years. During the two years, 42% of the late fees were not paid due to these animals being found to be deceased or having relocated from the Knox municipality. Of the remaining 58% of late fees applied, 66% were paid and 34% were not-paid. The non-payment of 34% of the late fees applied in the past two years has been both an administrative and financial burden to Council, as these unpaid debts are too minor to apply Council's debt recovery arrangements. There is also a fairness implication with no consequences applying to those pet owners that were subject to but chose not to pay the late fee.

Table 1 below outlines the actual and projected financial impacts of the late fees, and show the projected increase of late fees needing to be reversed and written off by Council increasing from \$11,853 in 2017 to a projected \$31,000 in 2019.

Table 1: Financial impact of Animal Registration Late Fees – Actual and projected costs

	2016-17 Adopted Budget	2017-18 Adopted Budget	2018-19 Adopted Budget
Late Registration Fee	\$10.00	\$15.00	\$30.00 (registered post)
Late Registration Fee – Pensioner Concession	\$5.00	\$5.00	\$5.00 (registered post)
Applied to:	2017 unpaid Animal Registration renewals	2018 unpaid Animal Registration renewals	Projected 2019 unpaid Animal Registration renewals
Total number of Late Fees applied <i>Including deceased or relocated animals</i>	2,203	1,981	Estimate 2,000
Total number of Late Fees collected	849	746	Est. 760
% of Late Fees collected	38.5%	37.7%	Est. 38%
Total \$ of Late fees applied	\$19,463	\$25,945	Est \$50,000 (80%@\$30 & 20%@\$5)
Total \$ of Late fees collected	\$7,610	\$9,850	Est. \$19,000
Late fees written off by Council	(\$11,853)	(\$16,095)	Est. (\$31,000)

Research has found that only a small number of Victorian Council's apply a late fee for unpaid animal registrations, due to the limited effectiveness of the late fee in achieving timely animal registration.

It should be noted that officers have been pursuing a number of positive measures to promote the payment of animal registration renewals on time. These measures include:

- The use of SMS reminder texts to owners (noting that mobile phone contact details have been provided for 92% of owners with registered animals);
- Enhanced SMS reminders in 2019, incorporating each animals' payment reference number and a link to Council's website, to allow for people to pay easily and quickly; and/or to allow customers to easily advise Council if their pet has died or no longer live in the Knox municipality; and
- Sending out the 2019 final reminder notices by registered mail.

All of the above measures are well in excess of the requirements of the *Domestic Animals Act 1994*, and provide a comprehensive amount of notification to remind pet owners to renew their pets' registration. It is considered that most people are responsible pet owners and wish to comply with their obligation to register each year by 10 April.

3. CONSULTATION

Consultation with Council's Finance, Customer Service and Communications departments were undertaken during the consideration of the removal of animal registration late fees. The late fee was also discussed by Council at the Confidential Issues Briefing on 18 March 2019.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues as a result of this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Table 1 in the Discussion section of this report outlines the financial impact of the animal registration late fees applied in 2017 and 2018, and the 2019 late fee approved in the 2018-19 Budget. The late fee has not been effective in encouraging more timely payment of animal registrations. The implementation of sending an estimated 2,000 final animal registration notices in May 2019 (where 94.5% of registrations are for amounts less than \$50) - through registered mail and applying a \$30 late fee to approximately 80% (or 1,600) of these registrations, is expected to cost Council more than will be recovered through the payment of the late fee by those who have been paying the late fee (in the past two years).

6. SOCIAL IMPLICATIONS

Pet ownership provides many social benefits. A late fee applied to some owners has had negative impacts, compared to the easy-to-use and positive approach to pet renewals. The removal of the animal registration late fee is expected to be positively received by the community, and will financially assist local pet owners.

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

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

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

Author - Coordinator Projects and Improvement, Janet Simmonds - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Acting Director, City Development, Paul Dickie - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

The introduction of an animal registration late fee was expected to encourage more timely annual animal registrations. This report details that the late fee has not achieved this outcome, and is recommended to be removed, and that officers continue to pursue improvements to the animal registration renewal process to facilitate on time payment.

10. CONFIDENTIALITY

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

Report Prepared By: Coordinator Projects and Improvement, Janet Simmonds

Report Authorised By: Acting Director, City Development, Paul Dickie

Attachments

Nil

7 Public Question Time

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

8 Engineering & Infrastructure Officers' Reports for consideration

8.1 Asset Management Policy Update

SUMMARY: Manager Sustainable Infrastructure, Matt Hanrahan

This report presents to Council the review of Council's Asset Management Policy for its consideration and endorsement. The policy has been designed to guide asset management planning across the organisation. Only minor changes to the previous iteration of the policy are proposed.

RECOMMENDATION

That Council endorse the revised Asset Management Policy attached in Attachment 1.

1. INTRODUCTION

Knox City Council has shown commitment to the implementation of asset management by establishing an asset management policy and framework, introducing proactive asset management practices, and adopting a whole of organisation approach to asset planning and management. Much of this progress has come about from the understanding that improved asset management practices have long term benefits for the organisation and community.

Asset management is now a key component of Council's long-term budget planning and overall corporate planning to the extent that Council is able to demonstrate improved financial sustainability and service delivery to the organisation and the community.

2. DISCUSSION

The proposed Asset Management Policy articulates Council's commitment to asset management and establishes a framework to ensure asset management is undertaken in a structured, coordinated, cost effective and financially sustainable manner across the whole of the organisation.

Council embarked on its Asset Management Journey with the development of its Strategic Asset Management Plan in 2003 and the first series of Asset Management Plans. The first iteration of Council's Asset Management Policy was produced in 2009 and subsequently revised in 2013. The policy as presented here represents the next iteration of this key guiding document.

The amendments to the Asset Management Policy presented are generally administrative with the intent of the policy remaining similar to the previously endorsed revision from 2013. Key changes primarily reflect the adoption by Council of a new Community and Council Plan, reference to current asset management standards the overall relationship between Asset Management Planning and organisational objectives.

3. CONSULTATION

The review of the Asset Management policy was led through the Asset Strategy team and was presented to EMT for consideration in February 2019.

4. ENVIRONMENTAL/AMENITY ISSUES

The reviewed Asset Management Policy integrates with existing Council policies, strategies and plans aimed at protecting and reducing the impact Council has on the environment as an asset owner. The reviewed policy acknowledges that the creation and operation of assets can have a dramatic impact on the environment and that through careful consideration and management of the network the negative impact can be lessened.

5. FINANCIAL & ECONOMIC IMPLICATIONS

A key principle of the reviewed Asset Management Policy is to ensure Council makes informed decisions and acts fiscally responsible as a custodian of community assets. The reviewed policy provides guidance on how Council manages the provision of funding and resources to provide assets and services to the community.

6. SOCIAL IMPLICATIONS

Assets are the foundation of community support, interaction, economic activity and has a direct impact on the quality of life experienced by residents. Failure to recognise the function that Council assets perform as the basis of civic society and community liveability will have an immeasurable impact on the wellbeing and wealth of the community. By ensuring assets and services are functional and provided in a sustainable manner will secure Knox's future and assure the community continues to be a prosperous and thriving municipality.

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

Goal 4 - We are safe and secure

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

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

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

Author – Manager Sustainable Infrastructure, Matthew Hanrahan - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Engineering and Infrastructure, Ian Bell - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

The review and adoption of Council's revised Asset Management Policy will continue to guide Council's asset management approach in line with industry best practice and in doing so, provides a strong message to the community that Council meets its obligations with respect to stewardship and financial responsibilities for the community's assets.

10. CONFIDENTIALITY

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

Report Prepared By: Manager Sustainable Infrastructure, Matthew Hanrahan

Report Authorised By: Director, Engineering and Infrastructure, Ian Bell

Attachments

1. Attachment 1 - Revised Asset Management Policy - April 2018 **[8.1.1]**
2. Attachment 2 - Existing Asset Management Policy - June 2013 **[8.1.2]**

Asset Management Policy

Policy Number:	Issued by Governance	Directorate:	Engineering & Infrastructure
Approval by:	Council	Responsible Officer:	Manager - Sustainable Infrastructure
Approval Date:	Meeting Date	Version Number:	3
Review Date:	3 Years from Meeting Date		

1. Purpose

Council's strategic objectives outlined in the Knox Community and Council Plan 2017-2021 acknowledge that provision of services is a core function of Council, and that these services, in turn, rely on the provision of infrastructure assets to support the strategic objectives.

This policy articulates Council's commitment to asset management and establishes a framework to ensure asset management is undertaken in a structured, coordinated, cost effective and financially sustainable manner across the whole of the organisation. Importantly, this policy demonstrates to the community that sound asset management practices underpin Council's approach to delivery of services to the community.

The benefits of improved asset management to Council are outlined in the International Infrastructure Management Manual as:

- Strong governance and accountability
- More sustainable decisions
- Enhanced customer service
- Effective risk management
- Improved financial efficiency

2. Context

The City of Knox is home to over 157,000 people that enjoy a diverse range of services provided by Council. These services are supported by approximately \$2 billion of Council managed property and infrastructure assets (written down value June 2018). Council's infrastructure asset base comprises the following (as at August 2018):

- Shared Path – 91 km
- Open Space – 780 ha
- Local Roads – 724 km
- Drainage Pipes – 1,168 km
- Drainage Pits – 38,136
- Kerb & Channel – 1,348 km
- Footpaths – 1,232 km
- Street Trees – 66,315 (approximately)
- Playgrounds – 210
- Buildings – 235
- Car Parks – 229
- Bridges - 84
- Bus Shelters – 4



These assets support the municipality's social and economic infrastructure. They enable the provision of services to the community and encourage businesses to invest in the local area, playing a vital role in the local economy and on the quality of life experienced by residents and visitors to the municipality. Sustainable service outcomes for the community are very much dependent on the performance of the assets that support those services.

The standard of asset management defines the quality of assets available to the community and as a result, defines the standard of services that can be provided. Asset management impacts all areas of service planning and delivery. It is therefore critical that Council develop a framework for sound and responsible asset management.

Knox City Council commenced its journey towards best practice asset management in 2002 by participating in the Municipal Association of Victoria STEP program (established to support Victorian Councils in improving their approach to asset management). Since 2002, Knox City Council has implemented the Knox Integrated Planning Framework which is supported by the Knox Asset Management Framework which comprises:

- Asset Management Policy.
- Strategic Asset Management Plan.
- First or Second generation Asset Management Plans for Council's major asset categories.
- Operational Programs.

The Knox Asset Management Framework complies with the requirements identified in the 2014 Victorian Auditor General Office Report and the general requirements of an Asset Management System identified in the new ISO 55000 International Standards on Asset Management.

A review of Council's Asset Management Systems was completed in 2007 and internal audits of Asset Management are completed generally every four years.

3. Scope

This policy will apply to Council and all Council Staff.

4. References

The importance of sound and integrated asset management is highlighted within the shared goals and strategies in the Knox Community and Council Plan 2017-2021.

4.1 Community & Council Plan 2017-2021

- Goal 1 – We value our natural and built environment.
- Goal 3 – We can move around easily.
- Goal 5 - We have a strong regional economy, local employment and learning opportunities
- Goal 8 – We have confidence in decision making.

4.2 Relevant Legislation

- Local Government Act 1989
- Road Management Act 2004

4.3 Relevant International Standards

- ISO 2014a, ISO 55000:2014 Asset Management – Overview, principles and terminology, International Organization for Standardization, Switzerland.
- ISO 2014b, ISO 55001:2014 Asset Management –Management systems: Requirements, International Organization for Standardization, Switzerland.
- ISO 2014c, ISO 55002:2014 Asset Management – Management systems – Guidelines for the application of ISO 55001, International Organization for Standardization, Switzerland.



4.4 Related Council Strategies, Policies and Plans

- Strategic Asset Investment Strategy - 2018
- Community Facilities Planning Policy - 2016
- Strategic Asset Management Plan - 2014
- Asset Management Plans

4.5 Related Documents

- NAMS and IPWEA 2015, International Infrastructure Management Manual, New Zealand National Asset Management Steering Group and the Institute of Public Works Engineering Australasia, Wellington.
- IPWEA 2015, Australian Infrastructure Financial Management Manual, Institute of Public Works Engineering Australasia, Wellington.
- VAGO 2014, Asset Management and Maintenance by Councils, Victorian Auditor-General's Office, Melbourne.
- Municipal Association of Victoria (MAV) 2010, *National Financial and Asset Management Assessment Framework for Local Government – Victorian Model (Version 1.2 12 July 2010)*, Melbourne.

5. Definitions

Asset	A physical item that is owned or controlled by Council, and provides or contributes to the provision of services to the community.
Asset Management	The process applied to manage assets over each stage of their service life from asset needs analysis, creation, operation, maintenance, renewal and disposal. The objective of asset management is to meet a required level of service in the most cost effective manner through the management of assets for present and future customers.
Community Group(s)	means a legal entity who provide services, support or activities to the Knox community.
Council	means Knox City Council, whether constituted before or after the commencement of this Policy.
Individual(s)	means a resident(s) of the Knox Municipality.
Lifecycle Cost	Total expenditure required throughout the life of an asset in order to fund the creation, design, construction, operation, maintenance, renewal and disposal so that the asset can deliver the desired service level over its life.
Knox Asset Management Framework	The Knox Asset Management Framework integrates, predominantly, at the tactical level of the Knox Integrated Planning Framework by supporting strategic implementation plans and service plans.
Knox Integrated Planning Framework	This planning framework provides a reference to the relationships between Council's key planning approaches, and provides a line of sight between operational practices, and the Council's strategic objectives.
Service Delivery Mode	A model that depicts the interrelationships between the various service and asset lifecycle phases (refer to attachment 1).
Service Level	A relevant measurable standard or target that reflects the required asset performance considering the type, quality, reliability, functionality and quantity of services delivered by Council.

6. Council Policy

When making an asset related decision, Council and its officers will have regard to the principles as documented in this policy. This policy provides Council and staff with a framework to administer and manage the asset network to ensure responsible and sustainable decisions are made now and into the future.

6.1 Asset Management Strategies and Plans

- Strategic objectives and timeframes for asset management development and implementation will be detailed in an overarching Asset Management Strategy.
- Council will continue to invest in improving its asset management knowledge and planning, and commit to further research, development and review of Asset Management Plans for individual asset classes.
- Council's asset management and service provision strategies shall aim to seamlessly integrate to ensure best practice techniques are employed.

6.2 Asset Ownership

- Council will aim to provide fit for purpose assets to support service provision.
- Consideration of lifecycle costings will inform decisions to create or upgrade a Council owned asset or accept an asset from a third party.
- Council will not accept any asset created by a third party until it satisfies minimum acceptable quality standards.
- Council will ensure its current asset base has a minimal impact on the environment. Energy and water efficient components and construction techniques are utilized wherever possible.
- Council shall proactively inspect and protect its asset inventory and proactively seek compensation from any parties who have damaged municipal assets.
- Decisions to rationalise assets will be aligned with service planning requirements and relevant Council policies.
- Council shall monitor the utilisation and condition of assets to provide information on the possible rationalisation or disposal of assets.
- Council shall encourage optimising the use of assets to achieve whole of Council outcomes.

6.3 Asset Accounting

- The valuation of Council assets shall be in accordance with the Accounting Standards applicable for Local Governments within the State of Victoria.
- Economic asset lives shall be set at levels that reflect the service potential of the relevant asset category. Economic lives may be adjusted on the basis of reliable asset performance data.

6.4 Customer Service Levels & Community Consultation

- Council will commit to understanding community expectations regarding the management of Council assets. Council will continue to document target Service Level standards as developed during service planning to act as a guide for decision makers to ensure assets are provided in a desirable form and perform to the required standard.
- Service Levels and Asset Management Plans will be developed in a manner that includes community consultation so that informed decisions regarding these matters can be made in partnership with the community.
- Council will continue to monitor community satisfaction regarding asset management.

6.5 Resource and Funding Allocation

- Council will aspire to responsibly provide funding and resources to deliver on the principles as stated in this policy.
- Decisions to provide new services or assets to the community shall be based on information that justifies initial expenditure and demonstrates the long term ongoing investment required to ensure the services and assets can continue to perform for the benefit of current and future generations.
- On an annual basis, Council shall prepare a ten year capital works program in line with the Long Term Financial Strategy.



- Upon approving a new or upgrade capital works project, Council shall also commit to provide appropriate lifecycle funding for renewal, maintenance and operation within the capital works and operational budget.
- Council shall aim to prioritise the provision of funding for legal compliance. Renewal (as informed by service planning), maintenance, and operation of existing assets in preference to financing new works or asset upgrades. New or upgrade projects should be considered where service planning identified a need.
- Council will aim, in an appropriate and timely manner, to address any backlog of renewal works identified in Council's Asset Management Plans. Council will aim to avoid future backlogs by providing renewal funding at a level that matches the predicted deterioration rate of the asset network.
- The priority of capital works funding shall be in accordance with Council's Untied Funding Allocation Policy on the basis of an application of ranking criteria which are annually reviewed and approved by Council.
- Where possible, Council shall seek to support the asset renewal budget through the disposal of identified surplus or obsolete assets.
- Disposal of surplus assets shall be based on a lifecycle costs assessment and service planning demand data.
- Council shall proactively seek grants and partnership opportunities to supplement investment in lifecycle asset management.

6.6 Risk Management

- Council will proactively insure all assets for loss, property damage and public indemnity.
- In the event that a damaged or deteriorated asset represents an extreme or high public safety risk, temporary protection works will be undertaken to mitigate the risk. The effectiveness of all temporary works measures will be monitored until a more permanent repair is undertaken.
- Council shall proactively seek continuous improvement in risk management techniques and processes to minimise insurance premiums and mitigate community safety risks.
- Council will maintain occupancy agreements (including leases and licences) with all third party occupants which clearly demarcate the maintenance and renewal responsibilities.
- Demarcation agreements shall be developed to clarify maintenance responsibilities shared with a third party.
- Proactive inspections of Council's assets shall be undertaken to monitor compliance with occupancy agreements and asset deterioration.
- In the event an asset is no longer able to be maintained in a safe condition, it shall be removed from service and secured to ensure unauthorised access is prevented.
 - Council shall establish and deliver maintenance service standards that preserve assets, mitigate risk and meet the desired service outcomes.

6.7 Integrated Service and Asset Management

- Management of both the Service and Asset Lifecycles shall aim to be undertaken in accordance with this policy and the service planning policy.
- Council will continue to invest in enhancing its service planning knowledge, skill set and operational practices with a commitment to a continuous improvement approach as guided by the Service Delivery Model and service planning framework.

6.8 Legislative Compliance

- Council will manage its asset inventory in a manner that ensures it is compliant with relevant legislation and regulations.
- Council shall be responsive to legislative or regulation changes and provide appropriate funding to ensure compliance occurs in a timely manner.
- Council shall monitor the maintenance of road related assets to ensure ongoing compliance with the Road Management Plan.



6.9 Asset Management Information Systems

- Council shall utilise an integrated asset management information system to assist in the delivery of this policy, strategic direction, plans and regulatory compliance, maintenance and renewal programs.
- The asset management information system shall be considered a corporate system and shall integrate with other corporate systems.
- The asset management information system shall store all corporate data pertaining to Council assets. This information will be proactively used when managing the lifecycle of a Council asset.

6.10 Data Administration

- Council will maintain an up to date register of its asset inventory. Council will continue to improve its knowledge of its asset network and understand what it owns and what it is responsible for.
- Council will collect and manage asset data to assist in determining asset value, calculating expected lives, planning for capital works, enabling measurement of asset performance over time and identifying infrastructure funding gaps.
- Council will continue to invest in regular asset condition audits to collate data to assist in making informed decisions and to ensure infrastructure is provided in a condition which supports the services provided.
- Data pertaining to occupancy arrangements (including leases and licences) shall be integrated with the asset register.
- Information relating to insurance claims shall be linked to the asset register.
- Information regarding asset valuations shall be linked to the asset register.
- All new and upgraded assets will be recorded in Council's asset register.

6.11 Asset Policy, Strategy & Planning Implementation

- Upon the adoption of an asset management planning document, Council will aim to ensure that the required level of resources is provided to implement the improvement recommendations.

6.12 Responsibilities

6.12.1 Council

- Acts as stewards for community assets.
- Reviews the Council Plan and Long Term Financial Strategy on an annual basis and monitor its outcomes.
- Sets levels of service.
- Endeavours to provide sufficient resources and funding to appropriately manage assets in accordance with this policy.
- Receives an induction on the principles of responsible financial and asset management at the beginning of its term.

6.12.2 Executive Management Team

6.12.2.1 Chief Executive Officer

- Application of the Asset Management Policy
- Reports on the status and effectiveness of asset management within Council.
- Allocates resources within budget to appropriately manage assets in accordance with this policy.
- Provides an induction to councillors on the principles of responsible financial and asset management at the beginning of a new Council term or as requested.
- Participates in appropriate training to develop the skill sets required to undertake asset management tasks as appropriate for the responsibility of the role or position.

6.12.2.2 Directors

- Manage the Asset Management Policy.
- Support the Chief Executive Officer so that service provision and asset management decisions are consistent with the principles set out in this policy.
- Support the implementation of asset management policies, strategies, plans, systems, and procedures.
- Allocate resources within budget to appropriately manage assets in accordance with this policy.

- On a regular basis, the Directors of Corporate Development and Engineering & Infrastructure shall present to Council a list of assets that have been identified for potential disposal.
- Present an induction to councillors on the principles of responsible financial and asset management at the beginning of a new Council term or as requested.
- Participate in appropriate training to develop the skill sets required to undertake asset management tasks as appropriate for the responsibility of the role or position.

6.12.2.3 Senior Management

- Manage the Asset Management Policy, Asset Management Strategy and Asset Management Plans.
- Implement the Asset Management Policy within available budget and resource allocations.
- Implement asset management systems, policies, strategies, plans and procedures.
- Develop Service/Asset Management Plans with support from the Sustainable Infrastructure and Corporate Planning & Performance Departments.
- Implement Service/Asset Management Plans when adopted by Council within budget resources.
- Aim to utilise the Service Delivery Model as a guide when making service and asset management decisions.
- Deliver service levels to agreed standards.
- Develop Key Performance Indicators that measure Council's performance to deliver the agreed service levels. Monitor and report progress towards achieving the Key Performance Indicators.
- Present regular reports to Council outlining Council's performance in delivering the Capital Works Program, the Asset Management Strategy and endorsed Asset and Service Management Plans.
- Participate in appropriate training to develop the skill sets required to undertake asset management tasks as appropriate for the responsibility of the role or position.

6.12.3 Asset Management Steering Group

- Work in accordance with its Terms of Reference and the principles of this policy.

6.12.4 Staff

- Administer the Asset Management Policy, Asset Management Strategy and Asset Management Plans.
- Develop and implement maintenance, operational and capital programs in accordance with Asset Management Plans, the Long Term Financial Strategy, the Annual Plan and Budget.
- Implement tasks, improvement actions and outcomes of approved Asset Management Plans and the Asset Management System Review.
- Provide timely advice and input asset data into Council's Corporate Systems in line with corporate procedures.
- Participate in appropriate training to develop the skill sets required to undertake asset management tasks as appropriate for the responsibility of the role or position.

6.13 Review, Auditing and Reporting

- Regular reports on the progress of implementing asset management shall be provided to the Executive Management Team, Audit Committee and Council.
- Council shall undertake regular audits to monitor compliance with policy, strategic direction, regulatory obligations and plans.
- Systematic and cyclic reviews will be applied to all asset classes to ensure that performance outcomes defined within approved Asset Management Plans have been delivered and that asset performance meets agreed service levels.
- Council shall, within resource constraints, consistently review its design and material standards and regularly undertake reviews to ensure current day best practice is achieved.



7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

Attachment 1

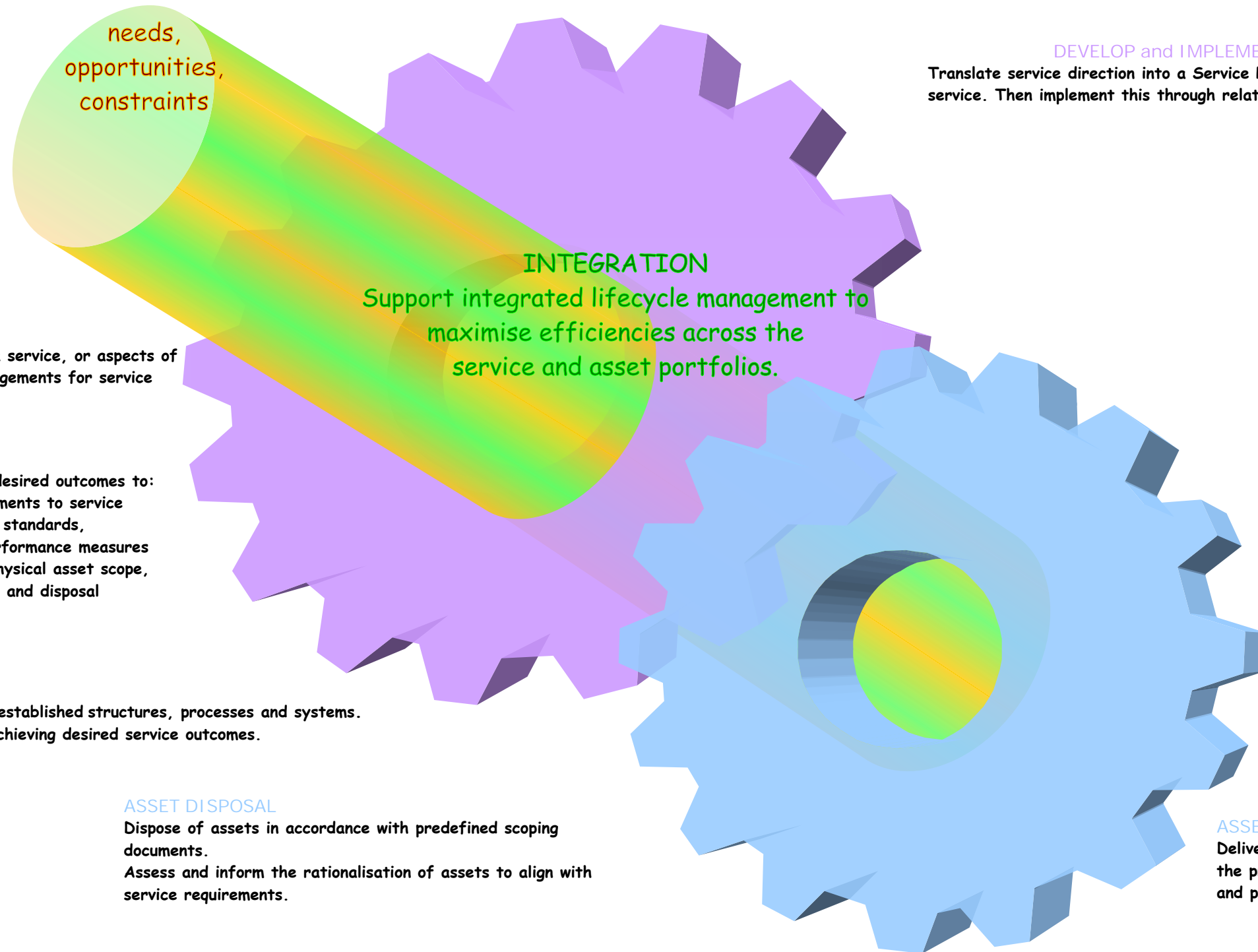
Service Delivery Model

CONDUCT SERVICE ANALYSIS and SET DIRECTION

Analyse the current and future service pressures, including assets, and set direction for the service with Council.

DEVELOP and SET THE SCOPE

Determine the scope of the Service Analysis with Council.



DEVELOP and IMPLEMENT SERVICE PLAN

Translate service direction into a Service Plan - planning the future of the service. Then implement this through related strategies and plans.

ASSET OPTION ANALYSIS

Identify and analyse alternative options available to deliver asset requirements identified during service feasibility analysis.

Develop project scoping documents for asset design, creation, renewal and disposal that will deliver physical asset requirements within financial, legislative, physical and other constraints.

ASSET DESIGN

Design physical assets to deliver the predefined project scope, meet best practice design and fit with relevant service outcomes within financial, legislative, physical and other constraints.

ASSET CREATION

Deliver physical assets in accordance with the predefined project scope within financial and physical constraints.

SERVICE - DISCONTINUANCE

Implement processes to discontinue a service, or aspects of a service, including transitional arrangements for service providers and user groups.

SERVICE - ADJUSTMENT

Review service performance against desired outcomes to:

- Define and implement adjustments to service delivery processes, systems, standards, structures, skill sets and performance measures
- Define adjustments to the physical asset scope, design, renewal, maintenance and disposal standards

SERVICE - OPERATION

Operate the service using established structures, processes and systems. Monitor progress toward achieving desired service outcomes.

ASSET DISPOSAL

Dispose of assets in accordance with predefined scoping documents. Assess and inform the rationalisation of assets to align with service requirements.

ASSET RENEWAL

Establish and deliver asset renewal standards to ensure timely replacement of assets which have exceeded their useful life. Deliver identified asset renewal priorities in a manner that supports delivery of service outcomes.

ASSET MAINTENANCE

Establish and deliver maintenance service standards that preserve assets, mitigate risk and meet the desired service outcomes.

KNOX POLICY



ASSET MANAGEMENT POLICY

Policy Number:	2009/03	Directorate:	Engineering & Infrastructure
Approval by:	Council	Responsible Officer:	Manager – Sustainable Infrastructure
Approval Date:	25 June 2013	Version Number:	2
Review Date:	June 2017		

1. PURPOSE

Council's strategic objectives outlined in the Knox Vision: Our City, Our Future and the City Plan 2013-17 acknowledge that provision of services is a core function of Council, and that these services, in turn, rely on the provision of infrastructure assets to support the strategic objectives.

This policy articulates Council's commitment to asset management and establishes a framework to ensure asset management is undertaken in a structured, coordinated, cost effective and financially sustainable manner across the whole of the organisation. Importantly, this policy demonstrates to the community that sound asset management practices underpin Council's approach to delivery of services to the community.

The benefits of improved asset management to Council are outlined in the International Infrastructure Management Manual as:

- Strong governance and accountability
- More sustainable decisions
- Enhanced customer service
- Effective risk management
- Improved financial efficiency

2. CONTEXT

The City of Knox is home to over 155,000 people that enjoy a diverse range of services provided by Council. These services are supported by approximately \$1.4 billion of Council managed property and infrastructure assets (written down value June 2012). Council's infrastructure asset base comprises the following (as at June 2012):

- Shared Path – 86 km
- Open Space – 798 ha
- Local Roads – 716 km
- Drainage Pipes – 1,141 km
- Drainage Pits – 35,916
- Kerb & Channel – 1,324 km
- Footpaths – 1,200 km
- Street Trees – 68,700 (approx)
- Playgrounds – 207
- Buildings – 264
- Car Parks – 227
- Bridges - 68
- Bus Shelters – 9

These assets support the municipality's social and economic infrastructure. They enable the provision of services to the community and encourage businesses to invest in the local area, playing a vital role in the local economy and on the quality of life experienced by residents and visitors to the municipality. Sustainable service outcomes for the community are very much dependent on the performance of the assets that support those services.

The standard of asset management defines the quality of assets available to the community and as a result, defines the standard of services that can be provided. Asset management impacts all areas of service planning and delivery. It is therefore critical that Council develop a framework for sound and responsible asset management.

Knox City Council commenced its journey towards best practice asset management in 2002 by participating in the Municipal Association of Victoria STEP program (established to support Victorian Councils in improving their approach to asset management). Since 2002, Knox City Council has developed an Asset Management Strategy and a suite of first generation Asset Management Plans. A review of Council's Asset Management Systems was also completed in 2007.

3. SCOPE

This policy will apply to Council and all Council Staff.

4. REFERENCES

The importance of sound and integrated asset management is highlighted in Knox City Council's Vision: Our City, Our Future and City Plan 2013-17 through Council's Strategic Themes:

Healthy, Connected Communities

- A community where each member enjoys good health, both physically and mentally, feels safe, is connected to others and has access to excellent health and leisure facilities and services.

Prosperous, Advancing Economy

- Where local employment is highly desired and encouraged as it minimises the personal and environmental costs of travel. Because people work locally they are embedded in the local community and are more inclined to contribute to the social life of the community.

Vibrant and Sustainable Built and Natural Environments

- A place where residents identify with and strongly value Knox being made up of a series of villages with access to a full range of urban facilities and services. Growth and change through development occurs at a rate and type that is responsive to Knox's character while meeting the needs of a changing community.
- Where community and businesses are leaders in sustainable management and living, valuing and protecting significant environmental assets, celebrating a healthy local environment, a green and leafy municipality, and sustainable living opportunities for all.
- Through continued advocacy and increased investment, public transport networks in Knox are reliable and accessible. Knox has a strong functioning network of bicycle and walking paths, thereby reducing the reliance on the car and minimising greenhouse gas emissions.

Culturally Rich and Active Communities

- A community that values diversity, creativity and artistic expression and enjoys a range of major and local events and festivals.
- A place where public open space is accessible and plentiful, and public art is a valued aspect of community life. Diverse leisure and recreational activities are abundant, and people have access to shared open spaces and facilities.
- A place that encourages participation, physical activity and connection and supports an active community life through its transport infrastructure.

Democratic and Engaged Communities

- Engaged and values opportunities to be actively involved in community life. Community members regularly participate in community groups and organisations, and have a genuine opportunity to influence decision-making.
- A City with a Council that operates in an efficient and effective manner, applies contemporary practices, has processes that are transparent and accountable, and exercises sound financial management.

5. DEFINITIONS**Asset**

A physical item that is owned or controlled by Council, and provides or contributes to the provision of services to the community.

Service

A combination of tangible and intangible benefits that can be produced and consumed.

Asset Management

The process applied to manage assets over each stage of their service life from asset needs analysis, creation, operation, maintenance, renewal and disposal. The objective of asset management is to meet a required level of service in the most cost effective manner through the management of assets for present and future customers.

Service Level

A relevant measurable standard or target that reflects the required asset performance considering the type, quality, reliability, functionality and quantity of services delivered by Council.

Lifecycle Cost

Total expenditure required throughout the life of an asset in order to fund the creation, design, construction, operation, maintenance, renewal and disposal so that the asset can deliver the desired service level over its life.

Service Delivery Model

A model that depicts the interrelationships between the various service and asset lifecycle phases (refer to attachment 1).

6. COUNCIL POLICY

When making an asset related decision, Council and its officers will have regard to the principles as documented in this policy. This policy provides Council and staff with a framework to administer and manage the asset network to ensure responsible and sustainable decisions are made now and into the future.

6.1 Asset Management Strategies and Plans

- Strategic objectives and timeframes for asset management development and implementation will be detailed in an overarching Asset Management Strategy.
- Council will continue to invest in improving its asset management knowledge and planning, and commit to further research, development and review of Asset Management Plans for individual asset classes.
- Council's asset management and service provision strategies shall aim to seamlessly integrate to ensure best practice techniques are employed.

6.2 Asset Ownership

- Council will aim to provide fit for purpose assets to support service provision.
- Consideration of lifecycle costings will inform decisions to create or upgrade a Council owned asset or accept an asset from a third party.
- Council will not accept any asset created by a third party until it satisfies minimum acceptable quality standards.
- Council will ensure its current asset base has a minimal impact on the environment. Energy and water efficient components and construction techniques are utilised wherever possible.
- Council shall proactively inspect and protect its asset inventory and proactively seek compensation from any parties who have damaged municipal assets.
- Decisions to rationalise assets will be aligned with service planning requirements and relevant Council policies.
- Council shall monitor the utilisation and condition of assets to provide information on the possible rationalisation or disposal of assets.

- Council shall encourage optimising the use of assets to achieve whole of Council outcomes.

6.3 Asset Accounting

- The valuation of Council assets shall be in accordance with the Accounting Standards applicable for Local Governments within the State of Victoria.
- Economic asset lives shall be set at levels that reflect the service potential of the relevant asset category. Economic lives may be adjusted on the basis of reliable asset performance data.

6.4 Customer Service Levels & Community Consultation

- Council will commit to understanding community expectations regarding the management of Council assets. Council will continue to document target Service Level standards as developed during service planning to act as a guide for decision makers to ensure assets are provided in a desirable form and perform to the required standard.
- Service Levels and Asset Management Plans will be developed in a manner that includes community consultation so that informed decisions regarding these matters can be made in partnership with the community.
- Council will continue to monitor community satisfaction regarding asset management.

6.5 Resource and Funding Allocation

- Council will aspire to responsibly provide funding and resources to deliver on the principles as stated in this policy.
- Decisions to provide new services or assets to the community shall be based on information that justifies initial expenditure and demonstrates the long term ongoing investment required to ensure the services and assets can continue to perform for the benefit of current and future generations.
- On an annual basis, Council shall prepare a ten year capital works program in line with the Long Term Financial Strategy.
- Upon approving a new or upgrade capital works project, Council shall also commit to provide appropriate lifecycle funding for renewal, maintenance and operation within the capital works and operational budget.
- Council shall aim to prioritise the provision of funding for legal compliance, renewal (as informed by service planning), maintenance, and operation of existing assets in preference to financing new works or asset upgrades. New or upgrade projects should be considered where service planning identifies a need.
- Council will aim, in an appropriate and timely manner, to address any backlog of renewal works identified in Council's Asset Management Plans. Council will aim to avoid future backlogs by providing renewal funding at a level that matches the predicted deterioration rate of the asset network.

- The priority of capital works funding shall be in accordance with Council's Untied Funding Allocation Policy on the basis of an application of ranking criteria which are annually reviewed and approved by Council.
- Where possible, Council shall seek to support the asset renewal budget through the disposal of identified surplus or obsolete assets.
- Disposal of surplus assets shall be based on a lifecycle costs assessment and service planning demand data.
- Council shall proactively seek grants and partnership opportunities to supplement investment in lifecycle asset management.

6.6 Risk Management

- Council will proactively insure all assets for loss, property damage and public indemnity.
- In the event that a damaged or deteriorated asset represents an extreme or high public safety risk, temporary protection works will be undertaken to mitigate the risk. The effectiveness of all temporary works measures will be monitored until a more permanent repair is undertaken.
- Council shall proactively seek continuous improvement in risk management techniques and processes to minimise insurance premiums and mitigate community safety risks.
- Council will maintain occupancy agreements (including leases and licences) with all third party occupants which clearly demarcate the maintenance and renewal responsibilities.
- Demarcation agreements shall be developed to clarify maintenance responsibilities shared with a third party.
- Proactive inspections of Council's assets shall be undertaken to monitor compliance with occupancy agreements and asset deterioration.
- In the event an asset is no longer able to be maintained in a safe condition, it shall be removed from service and secured to ensure unauthorised access is prevented.
- Council shall establish and deliver maintenance service standards that preserve assets, mitigate risk and meet the desired service outcomes.

6.7 Integrated Service and Asset Management

- Management of both the Service and Asset Lifecycles shall aim to be undertaken in accordance with this policy and the service planning policy.
- Council will continue to invest in enhancing its service planning knowledge, skill set and operational practices with a commitment to a continuous improvement approach as guided by the Service Delivery Model and service planning framework.

6.8 Legislative Compliance

- Council will manage its asset inventory in a manner that ensures it is compliant with relevant legislation and regulations.
- Council shall be responsive to legislative or regulation changes and provide appropriate funding to ensure compliance occurs in a timely manner.
- Council shall monitor the maintenance of road related assets to ensure ongoing compliance with the Road Management Plan.

6.9 Asset Management Information Systems

- Council shall utilise an integrated asset management information system to assist in the delivery of this policy, strategic direction, plans and regulatory compliance, maintenance and renewal programs.
- The asset management information system shall be considered a corporate system and shall integrate with other corporate systems.
- The asset management information system shall store all corporate data pertaining to Council assets. This information will be proactively used when managing the lifecycle of a Council asset.

6.10 Data Administration

- Council will maintain an up to date register of its asset inventory. Council will continue to improve its knowledge of its asset network and understand what it owns and what it is responsible for.
- Council will collect and manage asset data to assist in determining asset value, calculating expected lives, planning for capital works, enabling measurement of asset performance over time and identifying infrastructure funding gaps.
- Council will continue to invest in regular asset condition audits to collate data to assist in making informed decisions and to ensure infrastructure is provided in a condition which supports the services provided.
- Data pertaining to occupancy arrangements (including leases and licences) shall be integrated with the asset register.
- Information relating to insurance claims shall be linked to the asset register.
- Information regarding asset valuations shall be linked to the asset register.
- All new and upgraded assets will be recorded in Council's asset register.

6.11 Asset Policy, Strategy & Planning Implementation

- Upon the adoption of an asset management planning document, Council will aim to ensure that the required level of resources is provided to implement the improvement recommendations.

6.12 Responsibilities

6.12.1 Council

- Acts as stewards for community assets.
- Reviews the Council Plan and Long Term Financial Strategy on an annual basis and monitor its outcomes.

- Sets levels of service.
- Endeavours to provide sufficient resources and funding to appropriately manage assets in accordance with this policy.
- Receives an induction on the principles of responsible financial and asset management at the beginning of its term.

6.12.2 Executive Management Team

6.12.2.1 Chief Executive Officer

- Application of the Asset Management Policy
- Reports on the status and effectiveness of asset management within Council.
- Allocates resources within budget to appropriately manage assets in accordance with this policy.
- Provides an induction to councillors on the principles of responsible financial and asset management at the beginning of a new Council term or as requested.
- Participates in appropriate training to develop the skill sets required to undertake asset management tasks as appropriate for the responsibility of the role or position.

6.12.2.2 Directors

- Manage the Asset Management Policy.
- Support the Chief Executive Officer so that service provision and asset management decisions are consistent with the principles set out in this policy.
- Support the implementation of asset management policies, strategies, plans, systems, and procedures.
- Allocate resources within budget to appropriately manage assets in accordance with this policy.
- On a regular basis, the Directors of Corporate Development and Engineering & Infrastructure shall present to Council a list of assets that have been identified for potential disposal.
- Present an induction to councillors on the principles of responsible financial and asset management at the beginning of a new Council term or as requested.
- Participate in appropriate training to develop the skill sets required to undertake asset management tasks as appropriate for the responsibility of the role or position.

6.12.3 Senior Management

- Manage the Asset Management Policy, Asset Management Strategy and Asset Management Plans.
- Implement the Asset Management Policy within available budget and resource allocations.
- Implement asset management systems, policies, strategies, plans and procedures.

- Develop Service/Asset Management Plans with support from the Sustainable Infrastructure and Corporate Planning & Performance Departments.
- Implement Service/Asset Management Plans when adopted by Council within budget resources.
- Aim to utilise the Service Delivery Model as a guide when making service and asset management decisions.
- Deliver service levels to agreed standards.
- Develop Key Performance Indicators that measure Council's performance to deliver the agreed service levels. Monitor and report progress towards achieving the Key Performance Indicators.
- Present regular reports to Council outlining Council's performance in delivering the Capital Works Program, the Asset Management Strategy and endorsed Asset and Service Management Plans.
- Participate in appropriate training to develop the skill sets required to undertake asset management tasks as appropriate for the responsibility of the role or position.

6.12.4 Asset Management Steering Group

- Work in accordance with its Terms of Reference and the principles of this policy.

6.12.5 Staff

- Administer the Asset Management Policy, Asset Management Strategy and Asset Management Plans.
- Develop and implement maintenance, operational and capital programs in accordance with Asset Management Plans, the Long Term Financial Strategy, the Annual Plan and Budget.
- Implement tasks, improvement actions and outcomes of approved Asset Management Plans and the Asset Management System Review.
- Provide timely advice and input asset data into Council's Corporate Systems in line with corporate procedures.
- Participate in appropriate training to develop the skill sets required to undertake asset management tasks as appropriate for the responsibility of the role or position.

6.13 Review, Auditing and Reporting

- Regular reports on the progress of implementing asset management shall be provided to the Executive Management Team, Audit Committee and Council.
- Council shall undertake regular audits to monitor compliance with policy, strategic direction, regulatory obligations and plans.
- Systematic and cyclic reviews will be applied to all asset classes to ensure that performance outcomes defined within approved Asset Management Plans have been delivered and that asset performance meets agreed service levels.
- Council shall, within resource constraints, consistently review its design and material standards and regularly undertake reviews to ensure current day best practice is achieved.

7. RELATED DOCUMENTS

- Untied Funding Allocation Policy
- Sale of Land and Buildings Policy
- Environmental Sustainable Development Policy
- Service Planning Policy
- Service Planning Framework
- Long Term Financial Plan
- Strategic Asset Management Plan 2003 – 2013
- Asset Management System Review
- Asset Management Plans
- Knox Vision: Our City, Our Future
- City Plan 2013-17
- Environment Sustainability Plans
- Local Government Act 1989
- Road Management Act 2004
- International Infrastructure Management Manual 2011
- Australian Infrastructure Financial Management Guidelines 2009

Attachment 1

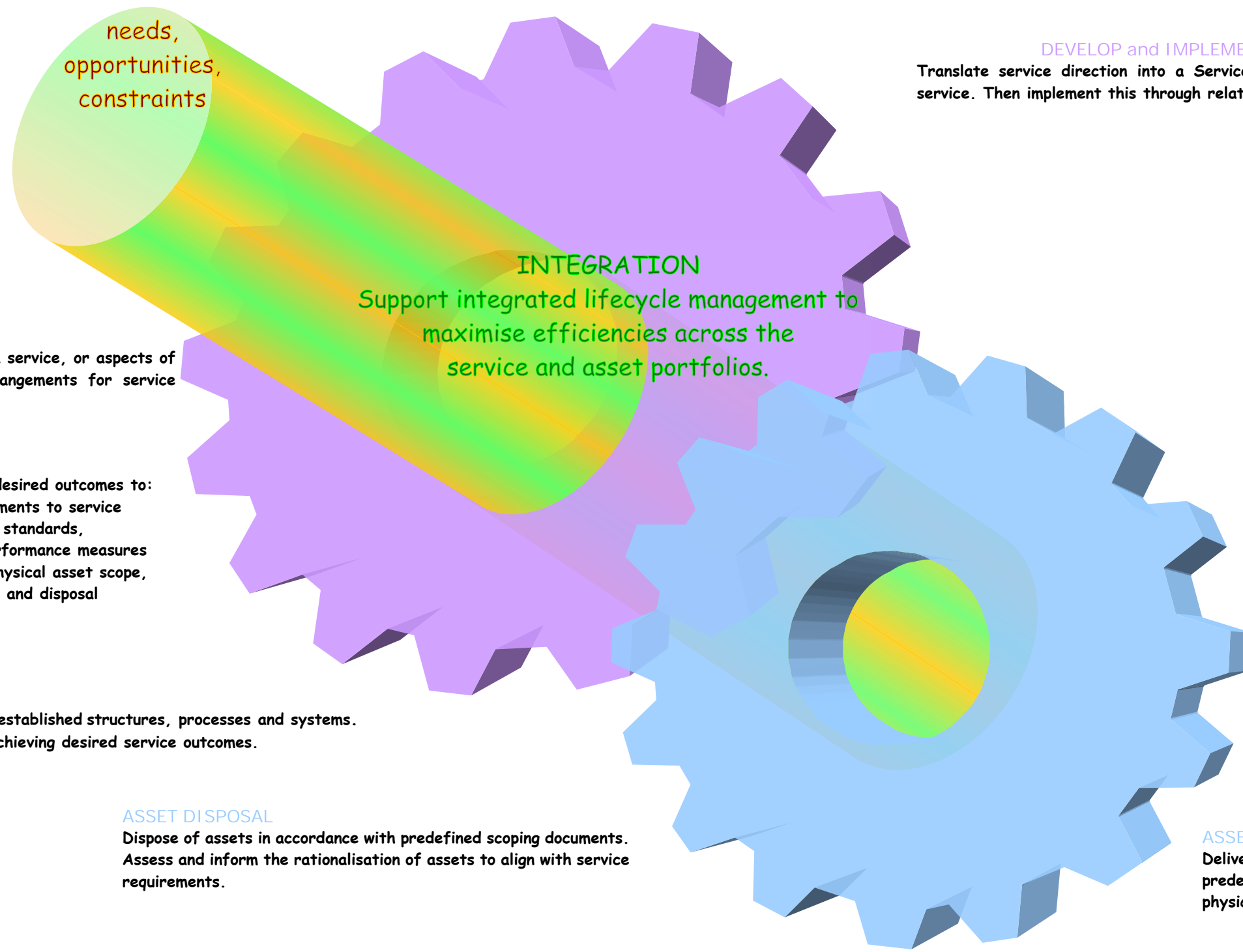
Service Delivery Model

CONDUCT SERVICE ANALYSIS and SET DIRECTION

Analyse the current and future service pressures, including assets, and set direction for the service with Council.

DEVELOP and SET THE SCOPE

Determine the scope of the Service Analysis with Council.



DEVELOP and IMPLEMENT SERVICE PLAN

Translate service direction into a Service Plan - planning the future of the service. Then implement this through related strategies and plans.

ASSET OPTION ANALYSIS

Identify and analyse alternative options available to deliver asset requirements identified during service feasibility analysis.

Develop project scoping documents for asset design, creation, renewal and disposal that will deliver physical asset requirements within financial, legislative, physical and other constraints.

ASSET DESIGN

Design physical assets to deliver the predefined project scope, meet best practice design and fit with relevant service outcomes within financial, legislative, physical and other constraints.

ASSET CREATION

Deliver physical assets in accordance with the predefined project scope within financial and physical constraints.

SERVICE - DISCONTINUANCE

Implement processes to discontinue a service, or aspects of a service, including transitional arrangements for service providers and user groups.

SERVICE - ADJUSTMENT

Review service performance against desired outcomes to:

- Define and implement adjustments to service delivery processes, systems, standards, structures, skill sets and performance measures
- Define adjustments to the physical asset scope, design, renewal, maintenance and disposal standards

SERVICE - OPERATION

Operate the service using established structures, processes and systems. Monitor progress toward achieving desired service outcomes.

ASSET DISPOSAL

Dispose of assets in accordance with predefined scoping documents. Assess and inform the rationalisation of assets to align with service requirements.

ASSET RENEWAL

Establish and deliver asset renewal standards to ensure timely replacement of assets which have exceeded their useful life. Deliver identified asset renewal priorities in a manner that supports delivery of service outcomes.

ASSET MAINTENANCE

Establish and deliver maintenance service standards that preserve assets, mitigate risk and meet the desired service outcomes.

8.2 Contract 2427 Supply and Installation of Modular Construction - Colchester Reserve & Wally Tew Reserve

SUMMARY: Facilities Project Officer, Andrew Dip

This report considers and recommends the appointment of a tenderer for the construction of Modular Pavilions at Colchester Reserve and Wally Tew Reserve.

RECOMMENDATION

That Council resolve to:

- 1. Accept the tender submitted by Modular Spaces Pty Ltd for the lump sum price of \$2,595,172.80 (incl. GST), \$2,359,248 (ex GST) for Contract 2427 - Supply & Installation of Modular Construction (Pavilions), Colchester Reserve and Wally Tew Reserve;**
- 2. Authorise the Chief Executive Officer to formalise and sign the necessary contract documentation; and**
- 3. Advise all tenderers accordingly.**

1. INTRODUCTION

This contract is for manufacture, supply and installation of modular pavilions at Colchester Reserve and Wally Tew Reserve.

The Colchester Reserve Pavilion consists of four (4) change rooms, various amenities, medical rooms, storage, office and cleaner's room with accessible ramps and decks.

The Wally Tew Pavilion consists of two (2) change rooms, various amenities, medical room, storage, office and cleaner's room with accessible decks and ramps. In addition, the Pavilion will have a public toilet block added, consisting of four (4) accessible toilets and the existing storage space relocated.

In line with Council's Procurement Policy, after considering the complexity, value and risk associated with this contract, it was determined to adopt a public tender process in accordance with the approved Procurement Plan and the Local Government Act.

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

2. DISCUSSION

Council delivered its first two modular buildings as part of the 2017/18 (Year 1) Capital Works Budget (Batterham Reserve and Knox Gardens Reserve). These projects were part of a pilot program and completed in October 2018.

Council received an Update on the Modular Buildings Program at a Confidential Issue Briefing on 10 December 2018, which included an update on the status of all projects listed within the first three (3) years of the Modular Buildings Program.

Overall, the two (2) pilot projects were reported as being a great success, with positive feedback received from all tenant clubs and acceptance by neighboring residents. Both projects were completed on time and key milestones met.

The three (3) remaining sites in the Pilot Program were Colchester Reserve, Lakefield Reserve and Seebeck Reserve.

However, the development and delivery of Lakesfield, which was scheduled for delivery in 2018/19, has been postponed, pending potential contributions being sought by the club from State and Federal sources.

In lieu of Lakesfield it was agreed to include Wally Tew Reserve Secondary Pavilion in the pilot program given the large number of female sports participation within the tenant clubs and the lack of change space currently available on site. The site is also relatively flat, requiring minimal earthworks and services are readily available, ie. power, water, etc.

Also, as part of the Capital Works Program, the public toilet at Wally Tew Reserve is to be replaced, which has been incorporated into the modular design, together with additional storage space.

3. TENDERS RECEIVED

Council advertised a public tender for this project on 16 February 2019, in accordance with Council's Procurement Plan and the Local Government Act.

Tenders closed on 14 March 2019 with tenders received from:

- Insight Construction Group Pty
- KLMS Australia Pty Ltd
- Modular Spaces Pty Ltd
- Swanbuild Pty Ltd
- Verve Construction Pty

4. TENDER EVALUATION PANEL

The Tender Evaluation Panel consisted of members experienced in the evaluation and award of major capital works projects.

All members of the Panel signed conflict of interest and confidentiality agreements that they had no conflict of interest or association with any of the submitting tenderers.

5. EVALUATION CRITERIA

A two-stage process for evaluating tender responses was used, assessing compliance with mandatory criteria and then, subject to passing the mandatory stage, assessment of comparative criteria.

MANDATORY CRITERIA

This is assessed on pass or fail basis:

- Quality Management;
- Occupational Health & Safety;
- Insurance (20M PL & Work cover);
- Compliance to conditions of Contract; and
- No conflicts of Interest

Comparative Criteria

Comparative criteria are scored as part of the evaluation process:

- Price (40%);
- Project delivery: timeframe, resources & methodology (30%); and
- Experience and Capability (30%).

6. TENDER EVALUATION RESULTS

Submissions were reasonably well presented from tenderers who are recognised practitioners in the modular/prefabricated industry.

After considering submissions the Evaluation Panel arrived at the following summary results:

1. Modular Spaces Pty Ltd
2. KLMS Australia Pty Ltd
3. Swanbuild Pty Ltd
4. Verve Construction Pty Ltd
5. Insight Construction Group Pty Ltd

The final evaluation matrix and detailed description of evaluation process is included with the Confidential Procurement Report, appended to this report.

7. PREFERRED TENDER

Following the tender evaluation process, Modular Spaces Pty Ltd is the preferred tenderer for this project.

8. CONSULTATION

The tenant clubs, the Leisure's Services Department and other internal stakeholders were consulted during the development of this project.

9. ENVIRONMENTAL/AMENITY ISSUES

Due to the nature of the project, Environmentally Sustainable Design (ESD) principles have been incorporated into the modular building design.

10. FINANCIAL & ECONOMIC IMPLICATIONS

Construction of the Colchester Reserve and Wally Tew Reserve pavilions are approved Capital Works Projects.

The current project budget is \$2,604M (including a State Government grant of \$500,000) and \$210,000 from the Capital Works Program (Project 951 Community Toilet Replacement Program and Project 1097 Wally Tew Reserve Changing Places Facility) to cover the cost of the public toilet and store room.

The total available budget is, therefore, \$2,814M.

The total project cost is summarised as follows:

Contract Lump Sum Price	\$2,359,248.00
Provision of site services	\$125,000.00
Design & Authority fees	\$70,000.00
Civil Works	\$70,000.00
Contingencies (4.5%)	\$106,000.00
Project Management (3%)	\$83,000.00
Total Project Cost (ex GST)	\$2,813,248.00

There is sufficient funding to cover the cost of this project.

11. SOCIAL IMPLICATIONS

No social implications needed to be considered in the evaluation of this contract.

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

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

Theme 4:

Culturally rich and active communities

Objective 4.2:

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

Strategy 4.2.1:

Increase participation in social, cultural and economic life for people of all ages through healthy and physically active lifestyles

13. CONFLICT OF INTEREST

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

Author - Facilities Project Officer, Andrew Dip - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Manager, Community Infrastructure, David Yeouart - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

14. CONCLUSION

The tender representing the best value for Council was presented by Modular Spaces Pty Ltd for the lump sum price of \$2,595,172.80 including GST (\$2,359,248.00 excluding GST).

The company is adequately resourced and available to undertake this contract in accordance with the drawings and specification.

15. CONFIDENTIALITY

The report contains items of a confidential nature which are in a separate appendix.

Report Prepared By: Facilities Project Officer, Andrew Dip

Report Authorised By: Manager, Community Infrastructure, David Yeouart

Attachments

Confidential Attachments have been circulated under separate cover

9 Community Services Officers' Reports for consideration

9.1 Knox Regional Sports Park Working Group

SUMMARY: Coordinator, Leisure Services (Bronwyn Commandeur)

The Knox Regional Sports Park Working Group (formerly the Knox Regional Sports Park Advisory Committee) comprises of four community sporting stakeholders with specialist skills and knowledge meeting as a forum to provide advice to Council on issues relating to the operations and activities of Knox Regional Sports Park (KRSP).

The current Advisory Committee has completed a successful term, effectively contributing to strategic service reviews, and planning for KRSP. Members also offer support, advocacy, partnerships, community engagement and promotion of services at KRSP, actively contributing to the successful implementation of a range of projects, programs and events.

This report provides Council with:

- **An overview of the achievements of the KRSP Working Group.**
- **A review of the KRSP Working Group Terms of Reference.**

RECOMMENDATION

That Council:

1. **Acknowledge the achievements of the KRSP Working Group.**
2. **Thank the current members of the KRSP Working Group for their contribution.**
3. **Note the recommendation to include an executive member of the Boomers in the Working Group.**
4. **Adopt the updated KRSP Working Group Terms of Reference (Attachment 1).**

1. INTRODUCTION

The function of the Knox Regional Sports Park (KRSP) Working Group is to facilitate stakeholder engagement, which supports quality decision making by Council, and in turn, the achievements of Council's goals and strategies under the Community and Council Plan.

The KRSP Working Group provides Council with advice, feedback and recommendations on issues relating to the operations and activities of Knox Regional Sports Park. The objectives of the Working Group are to:

- **Promote the positive co-existence of the recreational opportunities at KRSP.**
- **Oversee operations and major events affecting all occupants at KRSP.**
- **Provide input and feedback to help inform the future development of KRSP.**

The Committee has delivered on these objectives successfully, with members contributing to strategic reviews, improvements and new initiatives at KRSP, as outlined in Section 2 of this report.

The current Terms of Reference were adopted in 2014 and are due for review. One key change, which includes a representative from the Boomers as a key stakeholder, is recommended.

2. DISCUSSION

The KRSP Working Group provides an effective engagement tool for Council to receive advice from members with specialist skills and knowledge on issues relating to the operations and activities of the KRSP.

The current Working Group comprises of a skilled and diverse suite of community and industry professional representatives who are strong advocates for sport and recreation development in Knox. Membership attendance has been high at meetings, which actively engagement and participation from all members during meetings.

Councillor representation on the Working Group has included Cr Adam Gill (Chair), Cr Lisa Cooper and Cr Nicole Seymour.

The current Community Representation is a skilled and highly engaged group comprising of the following members:

- Grant Harrison, Knox Basketball Inc.
- Matt Dunshea, Basketball Victoria.
- Kevin O'Byrne, Football Federation Victoria.
- Max Haysom, Victorian Association of Radio Model Soaring Inc.

One community member, Stephen Walter, resigned from the Working Group due to a change in his work role. Stephen was an active contributor during his time on the Working Group. He was replaced by Grant Harrison from Knox Basketball Inc.

Achievements

The Committee has been instrumental in a range of projects and improvements and new initiatives at KRSP during this period. This includes, but is not limited to:

- Collaboration on the promotion of the Women in Sport event planned for State Basketball Centre, including an opportunity for expansion in conjunction with Knox Regional Football Centre.
- Cooperation of members to enable key messaging to the community, through liaison with the KCC Communications team.
- Collaboration in the promotion of the Family and Children's event conducted in 2018.
- Collaboration related to major events including liaison with VicRoads, the Victorian Police and traffic management to enable clearer process for action.
- Discussion and review of signage to improve the exposure and visibility of key users.

These contributions have supported Council in making effective decisions regarding leisure development at KRSP, offering a diverse range of ideas, views and feedback to Council and representing a variety of community and industry perspectives.

3. CONSULTATION

Committee members have contributed to the review of the purpose and priorities of the KRSP Working Group, which are reflected within the Working Group's Terms of Reference.

The KRSP Working Group will work with any future project delivery committee relating to the Knox Regional Sports Park Final Masterplan.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental issues related to this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The KRSP Working Group requires a budget of approximately \$500.00 in order to supply adequate catering for members during the meetings.

6. SOCIAL IMPLICATIONS

The KRSP Working Group provide an engagement portal for Council to ensure that the Leisure Services and resources provided at KRSP by Council reflect the needs and interests of our community. Leisure services are an established mechanism for social engagement, participation and community development. The KRSP Working Group plays a key role in advocating and positioning services at KRSP as an important part of Council's role in community wellbeing and social connections.

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

Goal 6 - We are healthy, happy and well

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

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

Strategy 7.3 - Strengthen community connections

Goal 8 - We have confidence in decision making

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

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

8. CONFLICT OF INTEREST

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

Author – Coordinator Leisure Services, Bronwyn Commandeur – In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Co-Manager, Youth Leisure and Cultural Services, Nicole Columbine – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

The KRSP Working Group provides an effective mechanism for Council to work alongside the community to collaboratively plan and communicate to deliver leisure activities that meet the needs, interests and aspirations of Knox residents.

The current membership, with the addition of the Boomers, can continue and the Terms of Reference have now been reviewed.

10. CONFIDENTIALITY

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

Report Prepared By: Coordinator Leisure Services (Bronwyn Commandeur)

Report Authorised By: Director Community Services (Tanya Clark)

Attachments

1. Terms of Reference - Knox Regional Sports Working Group **[9.1.1]**

Knox Regional Sports Park ~~Advisory Committee~~ Working Group

Directorate: Community Services

Approval by: Council

Responsible Officer: Coordinator Leisure Services

Approval Date: ~~28 October 2014~~ 29 April 2019

Version Number: ~~1~~ 2

Review Date: ~~31 December 2017~~ 3 Years from Meeting Date

1. Purpose

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

The Knox Regional Sports Park ~~Advisory Committee~~ Working Group (working group) exists to inform and advise on future planning of the Knox Regional Sports Park (KRSP), currently incorporating the State Basketball Centre (SBC), Knox Regional Football Centre (KRFC) and the Victorian Association for Radio Model Soaring (VARMS), and to provide a forum for the discussion of matters pertaining to the operations of activities at KRSP.

2. Objectives

The objectives of the ~~Advisory Committee~~ working group are to:

- Promote the positive co-existence of the recreational opportunities at the KRSP;
- Oversee operations and major events affecting all occupants at the KRSP; and
- Provide input and feedback to help inform the future development of the KRSP.

The working group supports the delivery of the following Knox Community and Council Plan goals:

Goal 6: We are healthy, happy and well

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

Goal 8 - We have confidence in decision-making

3. Membership, Period of Membership and Method of Appointment

The working group shall comprise of a maximum ~~six~~ seven (~~6~~ 7) representatives and include:

- One (1) executive member of Knox Basketball Inc (KBI);
- One (1) executive member of Basketball Victoria (BV);
- One (1) executive member of Football Federation Victoria (FFV);
- One (1) executive member of the Boomers;
- One (1) executive member of the Victorian Association for Radio Model Soaring (VARMS); and
- Two (2) Councillors of Knox City Council, with one (1) substitute.



All non-Council members and substitutes are to be appointed by resolution of the Board or Committee of the respective the respective organisation.

Council Officers

Council officers will be nominated by the Director—Community Services as required to provide advice and administrative support to the Committee.

Substitute

Should a member of the Committee be unable to attend a meeting or complete their term on the Committee, an appointed substitute member may attend meetings on their behalf. The substitute must be part of the organisation/group's Executive Committee. The attendance of a substitute must be approved by the Chairperson prior to any meeting.

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

The working group may invite observers to meetings from time to time. This is at the discretion of the working group.

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

3.2 Councillors

Council will appoint Councillor representation annually.

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

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

3.3 Council Officers

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

4. Delegated Authority and Decision Making

The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council. Advisory Committees provide advice to Council and staff to assist them in their decision-making. 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 of function.



The working group acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

5. Meeting Procedures

The ~~committee working group~~ will meet on a quarterly basis and an annual schedule of meetings will be agreed upon at the first meeting of the working group in each year. The working group is not required to give public notice of its meetings and its meetings are not open to the public. ~~Additional meetings may be called if required.~~

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

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

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

6. Chair

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees/working groups. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the working group shall be appointed Chairperson. In the absence of any other Councillor representative/s, ~~the Committee meeting will be rescheduled~~ a staff member appointed by the relevant Director may Chair the meeting.

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

7. Quorum

A quorum will be fifty per cent (50%) of the working group membership plus one, including the presence of at least one (1) Councillor.

8. Agendas and Meeting Notes

Agendas and meeting notes must be prepared for each meeting ~~of the Committee.~~

The Agenda must be provided to members of the working group not less than 7-4 days before the time fixed for the holding of the meeting.

The Chairperson must arrange for meeting notes of each meeting of the Committee working group to be kept.

The minutes-meeting notes of a Council Working group must:



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

Draft meeting notes must be:

- (a) submitted to the ~~Committee~~ working group Chairperson for confirmation within 7 days of the meeting;
- (b) distributed to all ~~Committee~~ working group Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) submitted to the next meeting of the working group for information.

~~Agendas and Minutes are to be made available on the Intranet. The committee must determine through its Terms of Reference whether minutes are to be made available to the public. As a general rule, committees are encouraged to provide this information to the public, with the exception of reports, attachments and details of decisions that are confidential in nature. Where it is determined that minutes will be made available to the public, a copy should be placed on the Internet following formal Committee endorsement.~~

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

9. ~~Quorum~~

~~A quorum will be fifty per cent (50%) of the working group membership plus one, including the presence of at least one (1) Councillor.~~

10. Voting

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

10.11. Conduct ~~Conflict~~ and Interest Provisions

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

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

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



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

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

All members of the working group shall participate in training on the Conduct and Interest provisions which will be run a minimum of annually by the Governance team.

~~11.12.~~ Reporting

The ~~Committee working group is required to will~~ prepare a formal report on an annual basis in line with their stated objectives. The report must be ~~formally~~ adopted by the ~~Committee~~ working group ~~and provide an annual summary of discussion points and any recommendations to Council~~ should directly reflect the objectives and the performance measures of the working group as set out in the Terms of Reference. Once adopted by the Committee working group will then the report will be presented ~~the report~~ to Council.

~~12.~~ Voting

~~The Committee will aim for consensus on all matters discussed however should in the event that all parties do not agree a voting process will be undertaken.~~

13. Administration Support

Administration support will be provided by ~~Council's Leisure Services Unit~~ the Community Services Directorate.

14. Contact with the Media

Contact with the Media by ~~Advisory Committee working group~~ members 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 working group~~.

~~15.~~ Sunset Clause

~~The Knox Regional Sports Park Management Committee will sunset on 31 December 2017.~~

~~15.~~ Review Date

~~The working group will be reviewed after 4 years. If the working group continues to have a relevant function, a report must be presented to Council prior to this date that includes a review of the working group Terms of Reference and seeking endorsement from Council to continue act in an advisory capacity.~~

16. Meals

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

9.2 Knox Active Ageing Advisory Committee - Terms of Reference

SUMMARY: Senior Active and Healthy Ageing Strategic Officer (Stuart Ireland)

This report presents the Terms of Reference for the Knox Active Ageing and Advisory Committee (KAAAC) for approval by Council. The Terms of Reference reflects the new Committees Policy approved by Council on 28 May 2018.

RECOMMENDATION

That Council adopt the Knox Active Ageing and Advisory Committee Terms of Reference as attached at Attachment 1.

1. INTRODUCTION

The purpose of this Advisory Committee is to:

Provide advice and recommendations to Council on:

The implementation of the Strategic Objectives under the Council Plan, in particular:

1. To improve planning for an ageing population across Council's services to build capacity to respond to an ageing population.
2. Provision of a range of programs, services and partnerships which aim to build local connections between people and reduce social isolation.
3. Provide advice to Council on emerging issues affecting all older people within the Knox community.
4. Consider and provide input to advice and information made available through other Council advisory and community consultation processes related to older people and healthy ageing issues.

2. DISCUSSION

The KAAAC is required to comprise of a maximum of eight community members, a maximum of six industry members, and two Councillors. Members commit to providing consistent representation and carry out specific tasks as designated.

The Terms of Reference was discussed with the Committee on 30 January 2019 and no amendments were made other than to update into the new template.

3. CONSULTATION

At the meeting on 30 January 2019 the Terms of Reference were placed on the Agenda and Committee members/stakeholders were consulted in regards to any implications and no objections were noted.

4. ENVIRONMENTAL / AMENITY ISSUES

There are no environmental or amenity issues related to this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The resources required to service this Committee are included within the Active Ageing and Disability Service's operational budget.

6. SOCIAL IMPLICATIONS

The Committee will take an active role in recommending initiatives to recognise and celebrate older persons in Knox, promote active ageing and encourage full participation of all residents in the social, economic and cultural life of the community.

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

The KAAAC provided specific advice, feedback and recommendations throughout the year against strategies and initiatives under the following Community and Council Plan 2017-2021 goals:

Goal 2 – We have housing to meet our changing needs

Goal 3 – We can move around easily

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

Goal 6 – We are healthy, happy and well

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

Goal 8 – We have confidence in decision making

8. CONFLICT OF INTEREST

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

Author – Senior Active and Healthy Ageing Strategic Officer, Stuart Ireland - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Community Services, Tanya Clark, and Manager, Active Ageing and Disability Services, Judy Chalkley - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

The Terms of Reference for the Knox Active Ageing and Advisory Committee has not changed from the previous report and reflects the new Council Committee's Policy adopted on 28 May 2018.

10. CONFIDENTIALITY

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

Report Prepared By: Senior Active and Healthy Ageing Strategic Officer (Stuart Ireland)

Report Authorised By: Director – Community Services (Tanya Clark)

Attachments

1. Attachment 1 - Terms of Reference - Knox Active Ageing Advisory Committee **[9.2.1]**

Knox Active Ageing Advisory Committee

Directorate:	Community Services	Responsible Officer:	Director, Community Services
Approval Date:	29 April 2019	Committee Group:	Life Stages Group
Review Date:	3 Years from Meeting Date		

1. Purpose

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

2. Objectives

The objectives of the Committee are to:

1. Provide advice and recommendations to Council on:
 - a) The implementation of the Strategic Objectives under the Community and Council Plan, in particular:
 - To improve planning for an ageing population across Council's services to build capacity to respond to an ageing population
 - Provision of a range of programs, services and partnerships which aim to build local connections between people and reduce social isolation
 - b) Effective communication and engagement strategies to facilitate engagement with older people and other key stakeholders
2. Provide advice to Council on emerging issues affecting all older people within the Knox community.
3. Consider and provide input to advice and information made available through other Council advisory and community consultation processes related to older people and healthy ageing issues.

The Committee will provide advice and recommendations against all goals within the Knox Community & Council Plan:

- Goal 1 – We value our natural and built environment
- Goal 2 – We have housing to meet our changing needs
- Goal 3 – We can move around easily
- Goal 4 – We are safe and secure
- Goal 5 – We have a strong regional economy, local employment and learning opportunities
- Goal 6 – We are healthy, happy and well
- Goal 7 – We are inclusive, feel a sense of belonging and value our identity
- Goal 8 – We have confidence in decision making



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

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

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

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

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

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

3. Membership, Period of Membership and Method of Appointment

The Knox Active Ageing Advisory Committee shall comprise the following:

- A maximum of eight (8) community members (please add any specialist requirements)
- A maximum of six (6) industry members (including any relevant government agency representatives)
- Two (2) Councillors

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

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

Eligible community members will have an interest in and good working knowledge of the needs of older people and the challenges facing them to continue to enjoy active, healthy and independent lives.

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

- Community and professional/ industry members will be selected by a panel comprising a Councillor and 2 Council Officers from the relevant service unit;
- The method of appointment will be via an expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered;
- Council will be responsible for appointing all Councillor, community and professional/industry representative members; and
- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.



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

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

3.2 Councillors

Council will appoint Councillor representation annually.

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

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

3.3 Council Officers

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

4. Delegated Authority and Decision Making

The committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

5. Meeting Procedures

The committee will meet on a bi-monthly basis and an annual schedule of meetings will be agreed upon at the first meeting of the committee in each year. The committee will also participate in the 6 monthly Group Meetings and the annual advisory committee Forum.

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

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

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

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



6. Chair

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

7. Agendas and Meeting Notes

Agendas and meeting notes 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 in both digital and hard copy formats with the only exception being when a public holiday falls on the day agendas are due, in which case agendas are to be provided close of business 6 days in advance. Officer reports that fail to meet the timelines will only be permitted to be included in the relevant agendas of; Ordinary Council Meetings, Strategic Planning meeting, Issues Briefings or Special Committees, with the approval of the Mayor, and Council Committees with the approval of the Chair of the Committee.

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

The meeting notes of a Council Committee must:

- (a) contain details of the proceedings and recommendations made;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) incorporate relevant reports or a summary of the relevant reports considered by the committee.

Draft meeting notes must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 days of the meeting;
- (b) distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) submitted to the next meeting of the Committee for information.

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

8. Voting

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

9. Conflict and Interest Provisions

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

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



- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

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

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

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

All members of the Advisory Committee shall participate in training on the Conduct and Interest provisions, which will be run a minimum of annually by the Governance team.

10. Reporting

The committee will prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the committee and should directly reflect the objectives and the performance measures of the committee as set out in the Terms of Reference. Once adopted by the committee the report will be presented to Council.

11. Administration Support

Administration support will be provided by the Community Services Directorate.

12. Contact with the Media

Contact with the Media by Advisory Committee members 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

The committee will sunset after 4 years. If the committee continues to have a relevant function, a report must be presented to Council prior to this date that includes a review of the committee's Terms of Reference and seeking endorsement from Council to continue act in an advisory capacity

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.

10 Corporate Services Officers' Reports for consideration

10.1 Proposed Budget 2019-20

SUMMARY: Acting Manager Business & Financial Services, James Morris

The Proposed Budget 2019-20 is presented to Council for consideration. The Proposed Budget is the culmination of a number of months work by Councillors and officers. The Proposed Budget includes the Operating Budget, the Capital Works Program for 2019-20, the Fees and Charges Schedule, the Strategic Resource Plan and the Annual Plan.

The Budget has been prepared in accordance with *Australian Accounting Standards*, the *Local Government Act 1989* and the *Local Government (Planning and Reporting Regulations) Regulations 2014*. To assist Council and the community in analysing this Budget, the following commentary is provided:

- The Budget is part of Council's financial sustainability framework and represents the first year of Council's proposed Strategic Resource Plan. The four year outlook provides for a sustainable financial position.
- The Budget achieves an operational surplus for 2019-20. Throughout the development of this Budget, Council undertook an extensive review of expenditure with key savings and efficiencies identified.
- The Budget proposes a Capital Works program of \$92.853 million of which \$31.915 million is allocated to maintaining and renewing community assets. \$60.938 million is to be invested in new and upgraded community assets.

The Budget proposes a rate increase of 2.5% in accordance with the rate cap requirements of the State Government as per Section 185A to 185G of the *Local Government Act 1989*.

RECOMMENDATION

That Council:

1. Adopt the Proposed Budget 2019-20 as per Attachment 1 as its proposed budget for the 2019-20 financial year as required by the *Local Government Act 1989* (the 'Act').
2. Authorise the Chief Executive Officer to:
 - a. Give public notice of the preparation of the Proposed Budget 2019-20 in accordance with the Act; and
 - b. Make available for public inspection the information required by Regulation 9 of the *Local Government (Planning and Reporting) Regulations 2014* and invite submissions under Section 223 of the Act.
3. Appoint a committee comprising all Councillors to hear any submissions in relation to the Proposed Budget that might arise in accordance with Section 223 of the Act, and that the Committee meet on 3 June 2019 from 6.30pm to hear such submissions at the Council Offices, 511 Burwood Highway, Wantirna South.

1. INTRODUCTION

Council is required to produce a Budget for each financial year and to have that Budget adopted by Council. The Act requires Council to prepare a proposed Budget and make it available for public comment. Following this initial preparation by Council, prescribed advertising needs to occur disclosing information about the Proposed Budget and providing an opportunity for submissions to be received and considered by Council. A minimum period of twenty-eight (28) days is prescribed for this process.

As submissions are invited under Section 223 of the Act, any person making a written submission is entitled to request to be heard by Council or a Committee appointed by Council. Submitters requesting to be heard in support of their submission, or have someone represent them at the public submission hearing, must indicate this in their submission. Upon consideration of the report from the Committee, Council may then adopt the 2019-20 Budget with or without any adjustments that might have arisen from the submissions or other relevant information provided by the Chief Executive Officer. A further advertisement advising the public of the Budget's final adoption is required.

The Proposed Budget 2019-20 is included as Attachment 1 to this report.

2. DISCUSSION

The Proposed Budget 2019-20, outlining all external influences including economic conditions, is attached to this report (Attachment 1). The Proposed Budget seeks to balance the competing demands for Council services and infrastructure, and the community's capacity to pay, using prudent financial management principles to ensure financial sustainability. The Proposed Budget is expected to deliver recurrent surpluses in order to fund capital works.

The Proposed 2019-20 Annual Budget meets the objectives of Council's Long Term Financial Forecast and Rating Strategy, which are:

- Maintaining the provision of operational services that respond to the needs of a growing Knox community.
- Funding of all legislative obligations.
- The provision of annual funding for new operational initiatives to progress implementation of the Knox Community and Council Plan 2017-21, and to provide for service growth.
- An increased ability to fund asset renewal requirements.
- An enhanced funding level for capital works in general.
- Progressing Council towards a position of long term financial sustainability.
- Achievement and maintenance of annual underlying surpluses.
- Rate and fee increases that are both manageable and sustainable.

The Budget proposes a rate increase of 2.5 per cent. This is in line with the Fair Go Rates System (FGRS), which has capped rates increases by Victorian Councils. The additional Council eligible pensioner rebate of \$100 will be maintained.

The Budget proposes an increase in the Residential Garbage Charge from \$183 to \$190, a 3.83% increase. This charge has been set at an amount to ensure only full cost recovery inclusive of the State Government Landfill Levy.

The Proposed Budget includes a capital works program of \$92.853 million. This includes an estimate of works to be carried forward from the 2019-20 financial year of \$25.036 million. The highlights of the capital works program include the continued investment in:

- the Operation Centre Relocation (\$11.500 million);
- the Stamford Park development (\$9.029 million);
- the Knox Central project (\$8.235 million);
- the Henderson Road Bridge (\$5.500 million);
- local roads (\$9.305 million); and
- open space (\$14.027 million).

The Proposed Budget 2019-20 has been developed through a comprehensive review process. The Councillors, together with staff, rigorously analysed available information and financial data to ensure the Budget delivers Council's objectives and financial plans.

The Budget sets clear directions for the delivery of Council programs and builds upon the main financial and operational strategies previously established. The exhaustive analysis of the information provided and the review process undertaken to establish the Budget for 2019-20 have produced a financially responsible Budget that will continue to assure Council's long-term financial strength.

The Budget is a major component in ensuring the accountability of Council's operations and in line with good governance it forms part of the public accountability process and reporting that includes:

- The Community and Council Plan 2017-21
- The Strategic Resource Plan
- The Annual Budget
- Internal and External Audit
- Annual Report

3. CONSULTATION

The 2019-20 Annual Budget process involves publicly advertising the availability of the Proposed Budget document and inviting the community to make written submissions to the Proposed Budget. Documents will be available for inspection on the Council website (www.knox.vic.gov.au) and at the Civic Centre and libraries within the municipality. Online submissions should be made via Council's website (www.knox.vic.gov.au) or a written submission sent by mail addressed to the Chief Executive Officer. The final date for receipt of submissions is 5.00pm, Tuesday, 28 May 2019 with a hearing date of submissions on Monday 3 June 2019 commencing at 6.30pm if required.

Submitters wishing to be heard in support of their submission, or have someone represent them at the public submission hearing must indicate this in their submission.

4. ENVIRONMENTAL/AMENITY ISSUES

The Proposed 2019-20 Annual Budget recognises the leadership role Council has within the community to actively address the impacts of sustainability and to facilitate other levels of government and the community to act in a similar vein.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The Proposed 2019-20 Annual Budget closely accords with the financial framework established by Council in its Long Term Financial Forecast and Rating Strategy and continues to address the infrastructure renewal challenge faced by both this Council and the Local Government sector.

6. SOCIAL IMPLICATIONS

The Proposed 2019-20 Annual Budget contains financial resourcing for a wide range of programs that deliver important community services to the Knox community. The 2019-20 Annual Budget is based on the principle of maintaining all services that are presently available to the community with some minor service growth to meet service demands.

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

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

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

Author – Acting Manager Business & Financial Services, James Morris - In providing this advice as the Author, I have no disclosable interests in this report.

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

9. CONCLUSION

The Proposed 2019-20 Annual Budget forms an integral part of Council's overall strategic planning framework and endeavours to resource the directions that have been established in the Knox Community and Council Plan 2017-21. Council has established its four-year strategic direction in the Community and Council Plan and has developed actions to implement these directions which flow directly through to this Budget.

The Proposed 2019-20 Knox City Council Budget is submitted for the consideration of Council.

10. CONFIDENTIALITY

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

Report Prepared By: Acting Manager, Business & Financial Services, James Morris

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

1. Proposed Budget 2019-20 [10.1.1]

2019-2020

KNOX

your city



Proposed Budget 2019-20



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Mayor and CEO's Introduction

On behalf of the Councillors and staff of Knox City Council, we are pleased to present the Knox community with the proposed 2019-20 Annual Budget for comment and public submission.

The proposed Annual Budget forms an integral part of Council's overall strategic planning framework and endeavours to resource the directions that have been established in the *Knox Community and Council Plan 2017-21*. Council established its four-year strategic direction in the Community and Council Plan and has developed actions to implement these directions which flow directly through to this Proposed Budget.

The Proposed Budget builds upon the foundations outlined in the Community and Council Plan 2017-21 and captures the following aspirations of the Knox community:

- We value our natural and built environment
- We have housing to meet our changing needs
- We can move around easily
- We are safe and secure
- We have a strong regional economy, local employment and learning opportunities
- We are happy, healthy and well
- We are inclusive, feel a sense of belonging and value our identity
- We have confidence in decision making

In preparing this budget, Councillors and officers held a number of meetings to outline the key areas for focus and funding for 2019-20 to enable the longer term goals of the Community and Council Plan. This budget has captured the key priorities and transformed them into a program of work for 2019-20 to meet these priorities and build the foundation for later years.

The budget proposes a rate increase of 2.50 per cent, in line with the State Government's Fair Go Rates System (FGRS) and achieves an operating surplus to provide for continued investment in community infrastructure.

The total Capital Works Program (commitment for constructions and improvements of new and existing assets/infrastructure) proposed for 2019-20 is \$92.853 million. This includes \$25.036 million anticipated to be carried forward from 2018-19. A major component and focus of this expenditure is the asset renewal program to maintain the existing asset base to community expectations. The asset renewal program for 2019-20 is \$31.915 million.

The proposed new, upgrade and expansion Capital Works Program for 2019-20 is \$60.938 million. The new, upgrade and expansion Capital Works program is primarily funded through a combination of rates, Council's cash reserves, loan borrowings, external grants and proceeds from asset sales.

The highlights of the capital works major projects program include:

- \$11.500 million for the relocation of Council's Operation Centre;
- \$9.029 million for the continued development of Stamford Park; and
- \$5.500 million for the Henderson Road Bridge.

Total proposed capital expenditure in each asset category is as follows:

	Budget 2019-20 \$'000
PROPERTY	
Land	8,235
Buildings	37,422
TOTAL PROPERTY	45,657
PLANT AND EQUIPMENT	
Plant, machinery and equipment	2,463
Computers and telecommunications	5,463
Artworks	53
TOTAL PLANT AND EQUIPMENT	7,979
INFRASTRUCTURE	
Roads	9,305
Bridges	6,140
Footpaths and cycleways	5,094
Drainage	3,456
Recreational, leisure and community facilities	14,027
Off street car parks	678
Other infrastructure	517
TOTAL INFRASTRUCTURE	39,217
TOTAL CAPITAL WORKS EXPENDITURE	92,853

Council continually refines services provided and identifies opportunities for improved service delivery as well as opportunities for possible savings.

Council has sought to put in place a range of cost saving measures and efficiencies, including streamlining and making more efficient a range of services across the organisation, as well as implementing policies designed to eliminate all forms of waste and deliver better value to the Knox community.

New services available that residents and ratepayers can now access online 24 hours a day include planning permit applications, building applications, property information search certificates, building search certificates, building and planning file search requests, and stormwater information. This is on top of the services that were already available online including paying rates, pet registration, booking a hard waste collection, and reporting graffiti among other examples.

The Proposed Budget also sets the scene for a number of key advocacy objectives for Council. This includes ongoing advocacy to the State and Federal Government on significant local projects like the Knox Regional Sports Park and major transport infrastructure projects including Rowville Rail, the Knox Tram and Dorset Road extension among other priorities.

Along with all our Councillors, we invite you to participate in the budget process. This can be done by making a public submission until 5pm Tuesday, 28 May 2019. There will also be an opportunity to be heard at the public submissions hearing on Monday 3 June 2019 at 6.30pm.

Cr Jake Keogh
Mayor

Tony Doyle
Chief Executive Officer

1. Link to the Community and Council Plan 2017-21

The following two sections (Sections 1 and 2) in this Annual Budget document are referred to as Knox's Annual Plan. They outline what Knox Council plans to achieve during the coming twelve months and how it aligns to our *Community and Council Plan 2017-21*.

The Community and Council Plan is Knox's main planning document and guides our city for the four years and beyond. It outlines our long-term vision and the medium-term goals and strategies that Council and other agencies and stakeholders are working towards. It also outlines Council's role and focus that articulates our everyday business, the targets we have set, and the initiatives describe the clear priorities for the four years. The initiatives for delivery in Year 3 of the Plan have been extracted and form the initiatives and major initiatives outlined in Section 2 of this document.

This section describes how the Annual Budget links to the achievement of Knox's Community and Council Plan within an overall planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term (Vision), medium term (Goals) and short term (Annual Budget) and then holding itself accountable (Annual Report).

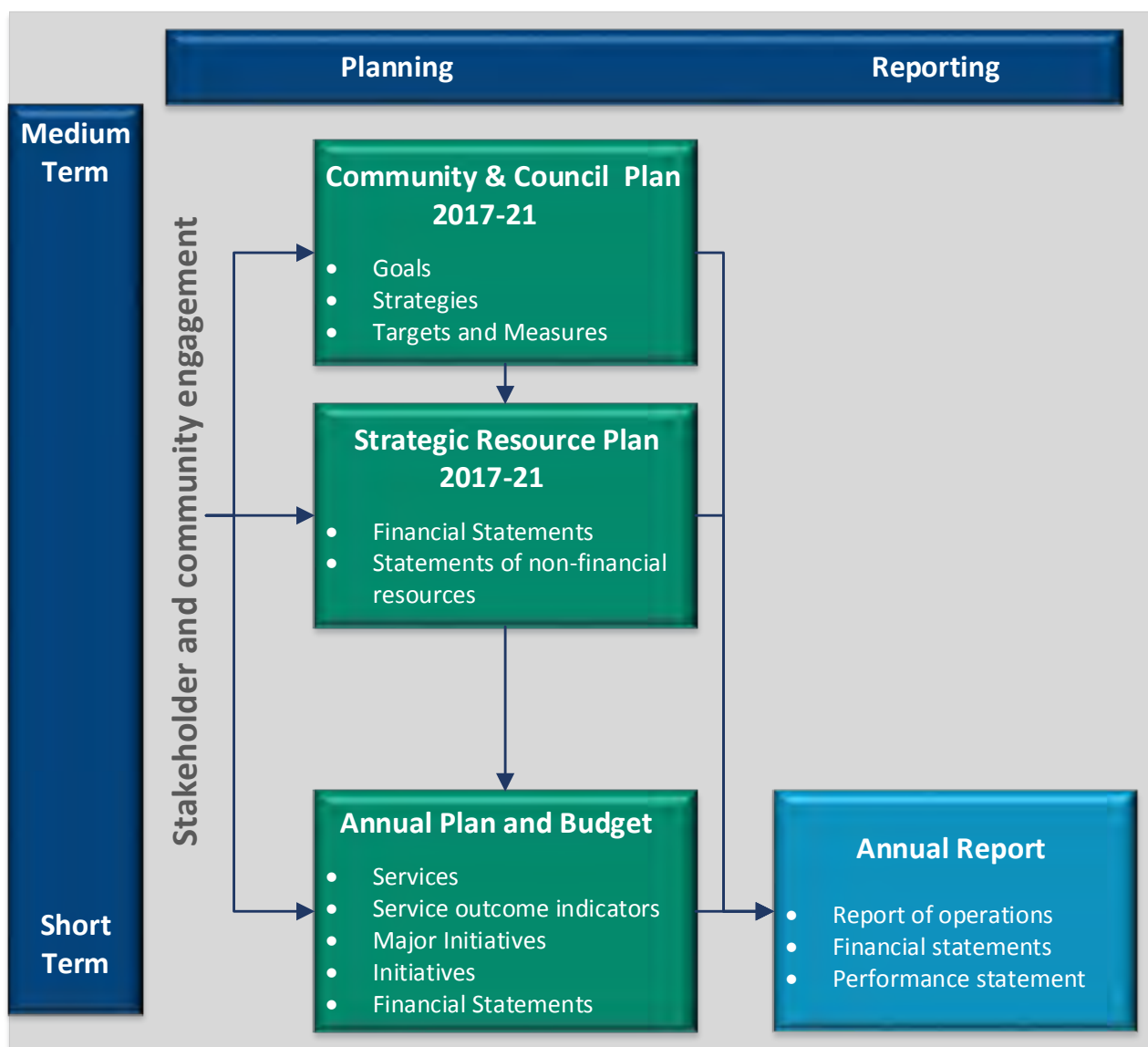
Planning and Accountability Framework

The *Community and Council Plan 2017-21* outlines the goals and strategies developed that are shared between Council and other stakeholders. It also describes Council’s role and focus, targets and measures, and initiatives for the four years.

The Strategic Resource Plan, which forms part of and is prepared in conjunction with the Community and Council Plan, is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the goals.

The Annual Budget is framed within the Strategic Resource Plan, taking into account the services and initiatives, which contribute to the goals being achieved specified in the Community and Council Plan. The diagram below depicts the planning framework that applies to Knox City Council.

Council will report on the progress of the *Community and Council Plan 2017-21* through quarterly Annual Plan Progress Reports and the Annual Report.



Our Purpose

Our Vision

Knox has a long-term vision statement included in the *Community and Council Plan 2017-21*. Our Vision 2035 is:

Nestled between the foothills of the Dandenong Ranges and the wetlands of the Dandenong Creek Valley, Knox has a rich natural environment and picturesque landscape, highly valued by residents and visitors alike. Knox encompasses the best of city and suburban living. From the thriving modern city vibe of Knox Central at its heart, plentiful public open spaces, outstanding civic facilities and diverse residential offerings to its leafy suburban centres with abundant space, clean air, excellent schools and good transport links, Knox is the preferred place to live, work and play today and for generations to come.

Our Role and Focus

Council has a critical role in delivery of the Community and Council Plan, yet it recognises it cannot do this alone. Under each of the shared goals Council has identified a number of roles that it will specifically undertake. These roles are defined in the below table:

Advocate	Raising awareness in state and federal governments and other stakeholders of the issues and needs of Knox residents and businesses, as well as initiating or supporting campaigns for positive change.
Partner	Developing trusting formal and informal relationships and alliances and working with others to achieve common goals.
Provide	Offering a range of services and support, preventative interventions, infrastructure and facilities to individuals and groups.
Fund	Providing grants, funding and/or subsidies to local groups and agencies to progress and develop services and infrastructure for individuals and groups.
Educate	Sharing information, raising awareness, and developing knowledge and skills to empower individuals and groups.
Plan	Proactively planning for services and infrastructure which respond to current and future needs and requirements.
Regulate	Providing governance and regulatory controls such as local laws and health and building controls.
Research	Undertaking the collection, analysis and dissemination of quantitative and qualitative data to inform evidence-based planning, priority setting, decision-making and evaluation.

Guiding Principles

The *Community and Council Plan 2017-21* is guided by a set of principles. These principles are an established set of criteria, which guided the development of the Community and Council Plan and underpin all future planning for the City of Knox. Knox City Council will adhere to these throughout the implementation of the plan and use them to guide all future planning.

Flexibility	Council is ready to adopt alternative strategies in response to changing circumstances, to enable community resilience.
Integration	Implementation should bring together a range of distinct systems and stakeholders, creating additional benefits where resources are shared and helping people to work together to achieve greater ends, giving consideration to a place-based approach to planning and delivery.
Robustness	Strategies should be well-conceived, evidence-based and able to take account of all life stages. Sustainability principles should be embedded to balance current needs with those of future generations, taking into account return on investment.
Inclusiveness	Council encourages broad engagement, shared contribution and collaboration in community decisions, incorporating an access and equity approach.
Resourcefulness	Council recognises alternative ways to use resources, including funding and delivery, adopting a prevention and early intervention approach.
Reflection	Council draws on experience to inform future decision-making and evaluation.
Foresight	Council works to identify future changes which will impact the community and use innovative and creative strategies and action to deal with change in the long term, exercising stewardship and leadership of change.

Our Goals

Council delivers a number of services and initiatives each contributing to the achievement of one or more of the eight goals as set out in the Community Plan and Council Plan 2017-21.

The goals reflect the shared outcomes for the Knox community. They relate to the various aspects of the Knox community that have been identified as priorities and together they will help us achieve our vision:



Goal 1 We value our natural and built environment



Goal 2 We have housing to meet our changing needs



Goal 3 We can move around easily



Goal 4 We are safe and secure



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



Goal 6 We are happy, healthy and well



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

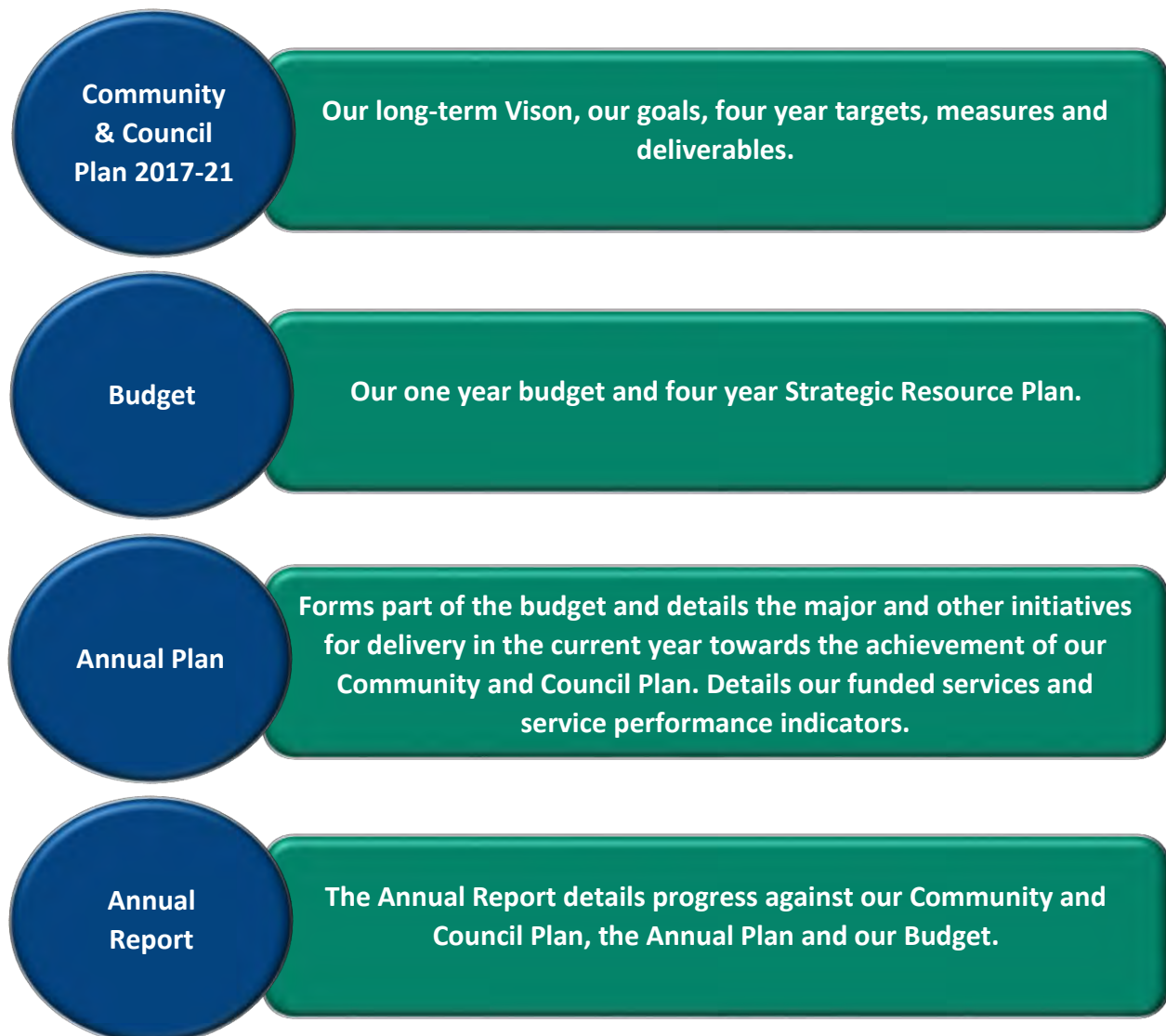


Goal 8 We have confidence in decision making

2. Services and Service Performance Indicators

This section of the Annual Budget provides a description of the services and initiatives to be funded in the Budget for the 2019-20 year and how these will contribute to achieving the goals outlined in Knox's Community and Council Plan.

It also describes a number of major initiatives, initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Community and Council Plan, the Budget and the Annual Report is shown below:





Goal 1: We value our natural and built environment

Strategies

The strategies we will undertake to achieve our goal are:

Strategy 1.1	Protect and enhance our natural environment
Strategy 1.2	Create a city with more large trees, indigenous flora and fauna
Strategy 1.3	Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure

The services, major initiative, initiatives and service performance indicators are described below.

Services

Service and Description		2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Asset Management				
The Asset Management service provides strategic direction for asset management incorporating the development of processes and systems to maintain and regularly update Council's asset register and management system, collection of asset condition data and the development and implementation of strategic asset management plans for all asset categories. The service also provides asset preservation and protection functions in areas associated with subdivision, private developments; Council capital infrastructure projects and works undertaken by service authorities; contractors and government agencies. The service also manages the coordination, planning, development and monitoring of the delivery of Council's Capital Works Program.	Exp	1,220	1,282	1,238
	Rev	32	0	0
	NET	1,188	1,282	1,238
Biodiversity				
Biodiversity provides for the conservation, enhancement and celebration of local biodiversity within the City of Knox. The service provides bushland management to protect and enhance over 40 Council bushland reserves, over 120 sites of biological significance as well as education/awareness programs in order to increase the appreciation and understanding of the values of biodiversity within the broader community. This includes encouraging and supporting active participation by members of the community in the conservation and enhancement of remnant vegetation on public and private land.	Exp	1,016	1,263	1,213
	Rev	175	36	60
	NET	841	1,227	1,153

Service and Description		2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Building				
Council's Building service provides for building assessment and regulatory services in accordance with the Building Act 1993 and other relevant legislation. The service issues Building Permits, performs building inspections, responds to complaints with inspections; and performs swimming pool inspections.	Exp	1,097	1,017	1,074
	Rev	591	735	792
	NET	506	282	282
Facilities				
Facilities provides building services, including capital construction, programmed and reactive maintenance and ancillary services (e.g. graffiti control, security, essential safety measures) for all Council buildings; internal architectural advice and building management services on land where Council has an interest.	Exp	2,195	2,473	2,513
	Rev	20	13	12
	NET	2,175	2,460	2,501
Integrated Water Management				
The Integrated Water Management service provides technical and strategic advice and drainage advice/services related to developer and resident enquiries and the provision of integrated water management. The service aims to safeguard the community against flooding, provide a municipal drainage system that is safe and fit for purpose, ensure that stormwater is a valued and well used resource and maintain clean waterways.	Exp	3,129	3,180	2,564
	Rev	57	40	36
	NET	3,072	3,140	2,528
Major Initiatives				
The Major Initiatives Unit provides for the delivery of major projects supplementing the full program of capital projects being delivered by the various delivery teams across Council. The Unit utilises a combination of internal and specialist skills – and include architectural, quantity surveying, project management, construction management, specialist engineering and site supervision services.	Exp	273	259	255
	Rev	0	0	0
	NET	273	259	255
Open Space Management				
Open Space Management provides planning, design, consultation and implementation of enhanced passive open space. The service also includes the development of policy and provision of planning and landscape architectural design expertise for other areas of Council.	Exp	9,973	10,063	10,108
	Rev	331	154	161
	NET	9,642	9,909	9,947

Service and Description		2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Operations				
Operations is responsible for the management and delivery of maintenance services and delivery of new, renewed and upgraded Council infrastructure assets. This includes Parks Services, Works Services, Construction, and Fleet Management. The service provides well maintained infrastructure assets that meet present day and future needs of the community, in compliance with various Acts and regulations and Council policies.	Exp	2,892	3,549	3,821
	Rev	265	311	238
	NET	2,627	3,238	3,583
Research and Mapping				
Research and Mapping supports an evidence-based approach to policy development and decision-making by undertaking specialist research and mapping activities. The service also provides advice, builds organisational capacity and develops and implements new tools and applications in the area of research and mapping. The service is responsible for the maintenance of Council's GIS system, spatial database and on-line data resources.	Exp	56	90	63
	Rev	0	0	0
	NET	56	90	63
Social and Community Infrastructure				
The Social and Community Infrastructure service supports the organisation through an integrated approach to the development of community infrastructure plans relevant to the needs of local communities and the broader municipality. The service also manages the development, monitoring, compliance and review of all Community Wellbeing community facility licences and leases.	Exp	0	273	273
	Rev	0	0	45
	NET	0	273	228
Sustainable Futures				
Sustainable Futures provides for environmental planning, community engagement in sustainability, policy development and project implementation. The service provides a range of learning and engagement programs that focus on supporting Council and the community to move towards environmental, social and economic sustainability.	Exp	412	604	508
	Rev	184	110	100
	NET	228	494	408
Waste Management				
The Waste Management service aims to minimise waste and provides waste collection and disposal services for the Knox community.	Exp	13,704	17,534	17,775
	Rev	668	186	53
	NET	13,036	17,348	17,722
Total	Exp	35,967	41,587	41,405
	Rev	2,323	1,585	1,497
	NET	33,644	40,002	39,908

Initiatives

Major Initiative	1.1.6 Expand the range of items to be recycled through the kerbside domestic and commercial waste service.
	1.1.8 Progress discussions with Melbourne Water to transfer the catchments of 60Ha and above to the regional drainage authority.
	1.2.2 Implement the <i>Knox Locally Threatened Species Management Plan 2010</i> .
Initiatives	1.2.5 Continue to grow and support the Knox Gardens for Wildlife Program and Bushland Reserve Friends Groups and associated activities.
	1.3.2 Complete an At Risk Building Assessment and develop a program of works for inclusion in Council's capital works program.

Service Performance Indicators

Service	Indicator	2017-18 Actual	2018-19 Forecast	2019-20 Budget
Waste Collection*	Waste Diversion	51.97%	51.50%	51.50%

*Refer to table at end of section 2 for information on the calculation of Service Performance Indicators



Goal 2: We have housing to meet our changing needs

Strategies

The strategies we will undertake to achieve our goal are:

Strategy 2.1	Plan for a diversity of housing in appropriate locations
Strategy 2.2	Encourage high quality sustainable design
Strategy 2.3	Support and delivery of a range of housing that addresses housing and living affordability needs

The services, major initiative, initiatives and service performance indicators are described below.

Services

Service	Description	2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000	
Municipal Strategic Social Planning					
	The Municipal Strategic Social Planning service supports the planning and implementation of the Community and Council Plan and related Council strategic plans and enables Council and community partners to make informed, effective decisions. The service conducts research, strategic planning, analysis and community consultation to identify relevant data to inform the development of evidence-based social policy and strategic planning responses and strategies for Council. This Service supports and advises on service planning and community facility development within Knox service and facility proposals.	Exp	590	684	479
		Rev	35	266	71
		NET	555	418	408
Planning Approvals					
	The Planning Approvals service provides for statutory planning assessment and enforcement and regulatory services under of the Planning and Environment Act and related Acts and Regulations.	Exp	3,464	3,335	3,390
		Rev	2,112	1,967	2,132
		NET	1,352	1,386	1,258

Service	Description		2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Strategic Land Use Planning					
The Strategic Land Use Planning Service undertakes research to inform planning policies and decisions. It also proactively updates the Knox Planning Scheme to reflect the Community and Council Plan. This includes the preparation and assessment of planning scheme amendments, internal referral responses to planning applications, provision of general strategic land use planning advice to internal and external customers, and a statutory requirement to review the Knox Planning Scheme every four years. Community engagement and consultation is a core part of this service.	Exp		1,895	2,641	2,121
	Rev		102	151	139
	NET		1,793	2,490	1,982
Total	Exp		5,949	6,660	5,990
	Rev		2,249	2,384	2,342
	NET		3,700	4,276	3,648

Initiatives

Major Initiative	2.1.2 Implement Council's Housing Strategy including facilitation of strategic redevelopment sites.
	2.1.1 Continue to support the development of Stamford Park residential estate.
Initiatives	2.3.1 Implement the <i>Affordable Housing Action Plan</i> including advocacy for an increase for the supply of social and affordable housing at key strategic sites and across the municipality.

Service Performance Indicators

Service	Indicator	2017-18 Actual	2018-19 Forecast	2019-20 Budget
Statutory Planning	Decision Making	54.05%	50.00%	50.00%



Goal 3: We can move around easily

Strategies

The strategies we will undertake to achieve our goal are:

Strategy 3.1	Enable improved transport choices supported by integrated and sustainable transport systems and infrastructure
Strategy 3.2	Improve bike and footpath connectivity, including identifying gaps between existing bike routes, footpaths and key places

The services, major initiative, initiatives and service performance indicators are described below.

Services

Service	Description	2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Community Transport				
Council's Community Transport service offers residents who are older, who have a disability and/or are in other ways disadvantaged, to be engaged in community life through the provision of transport. The buses in operation enable people to do activities such as shopping, participate in senior citizen clubs or go to the library. The Community Transport Service is also used to transport residents to attend Council events, for the Council induction program and other Council activities.	Exp	248	313	310
	Rev	30	37	36
	NET	218	276	274
Traffic and Transport				
Traffic and Transport provides local traffic management (on roads , footpaths, shared paths, etc.), advice and advocacy for broad transport choices for a range of traffic and transport services as provided by Council and others.	Exp	3,452	3,567	3,638
	Rev	135	45	20
	NET	3,317	3,522	3,618
Total	Exp	3,700	3,880	3,948
	Rev	165	82	56
	NET	3,535	3,798	3,892

Initiatives

Major Initiative	3.1.5 Advocate to State and Federal Governments for improved sustainable transport infrastructure and services.
Initiatives	3.2.2 Increase the number of cyclists using Council's shared path networks.

Service Performance Indicators

Service	Indicator	2017-18 Actual	2018-19 Forecast	2019-20 Budget
Roads	Satisfaction	69	69	70



Goal 4: We are safe and secure

Strategies

The strategies we will undertake to achieve our goal are:

Strategy 4.1	Encourage and support the community to take responsibility for their own safety and the safety of others
Strategy 4.2	Enhance community connectedness opportunities to improve perceptions of safety
Strategy 4.3	Maintain and manage the safety of the natural and built environment
Strategy 4.4	Protect and promote public health, safety and amenity
Strategy 4.5	Support the provision of emergency services

The services, major initiative, initiatives and service performance indicators are described below.

Services

Service	Description	2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
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Community Safety

This service provides advice, support and programs to strengthen community safety in order that neighbourhood amenity is protected, people feel safe and enjoy public spaces and individual rights are preserved.	Exp	2,034	2,035	2,169
	Rev	811	811	825
	NET	1,223	1,224	1,344

Emergency Management

Emergency Management coordinates and delivers Council's legislative and community focused responsibilities for emergency and fire management. It includes services to mitigate risk to people and property, preparedness/planning through to response and recovery.	Exp	425	527	535
	Rev	3	80	8
	NET	422	447	527

Service	Description		2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Local Laws					
This service provides local law and parking enforcement, school crossing supervision, and animal management programs to the community.	Exp		3,792	4,175	4,302
	Rev		2,909	3,036	2,926
	NET		883	1,139	1,376
Total	Exp		6,251	6,737	7,006
	Rev		3,723	3,927	3,759
	NET		2,528	2,810	3,247

Initiatives

Major Initiative	4.5.1 Engage with emergency services through the Municipal Emergency Management Planning Committee to assist with the adequate provision of emergency services across the municipality.
Initiatives	4.4.1 Ensure Council's Emergency Management Plans and Sub-Plans meet legislative requirements.

Service Performance Indicators

Service	Indicator	2017-18 Actual	2018-19 Forecast	2019-20 Budget
Animal Management	Health and Safety	12	12	12



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

Strategies

The strategies we will undertake to achieve our goal are:

Strategy 5.1	Attract new investment in Knox and support the development of existing local businesses, with a particular focus on Advanced Manufacturing, Health, Ageing and Business Services sectors
Strategy 5.2	Plan for a range of key strategic centers that provide a diversity of employment, services and amenities to support the changing needs of the community
Strategy 5.3	Promote and improve infrastructure and technology within the municipality and enhance strategic employment places for business
Strategy 5.4	Increase and strengthen local opportunities for lifelong learning, formal education pathways and skills development to improve economic capacity of the community

The services, major initiative, initiatives and service performance indicators are described below.

Services

Service	Description	2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
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Economic Development

The Economic Development service aims to realise Knox's potential as a prosperous, sustainable economy. It provides an integrated approach to information, advice and action to generate local employment opportunities, encourage and attract new investment, and position the municipality as a leading vibrant and diverse place of business. The services focuses on initiatives and projects around business support, partnerships and alliances, investment facilitation and research. The service contributes to the overall health and wellbeing of the Knox Community.

Exp	924	1,413	1,666
Rev	9	7	13
NET	915	1,406	1,653

Service	Description	2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Investment and partnerships				
This service creates the projects and implementation frameworks required to help Council activate its priorities from the Community and Council Plan. The service employs a venture planning and partnership building approach to align people, capital and ambition to create a sustainable and resilient City.	Exp	395	465	477
	Rev	0	0	0
	NET	395	465	477
Total	Exp	1,319	1,878	2,143
	Rev	9	7	13
	NET	1,310	1,871	2,130

Initiatives

Major Initiative	5.2.2 Continue to implement the Knox Central program to progress the development of a new Civic and Arts precinct for Knox.
Initiatives	5.3.3 Progress the development, implementation and evaluation of Development Contributions Plan (DCP) planning including addressing infrastructure information gaps and mapping necessary to inform these plans.
	5.4.2 Advance the next stage of the collaborative Strategic Investment and Development Program in partnership with Maroondah and Yarra Ranges Council and the state government for the Bayswater Business Precinct, with a focus on business networks, precinct amenity, streamlining assessment and new investment.
	5.4.4 Explore the development of a pilot program within existing educational services and facilities to advance the business community's second language skills, particularly in Mandarin and Hindi.



Goal 6: We are healthy, happy and well

Strategies

The strategies we will undertake to achieve our goal are:

Strategy 6.1 Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition

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

Services

The services, major initiative, initiatives and service performance indicators are described below.

Service	Description	2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
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Active Communities

Active Communities works to encourage Knox residents as they get older to socialise and participate in activities that will enable them to have greater independence and live active and healthy lives in the community. This is achieved by promoting active ageing and by providing events and programs, support to 11 Senior Citizens Clubs and other older person's support groups within the municipality. Food Services provides meals that are nutritionally balanced, and can cater for people with special dietary needs or allergies.	Exp	1,085	1,143	1,194
	Rev	270	826	247
	NET	1,355	317	947

Active Living

Active Living provides a range of Commonwealth Home Support Programme (CHSP) services that support over 2,500 frail older people, people who have a disability and their carers. The service helps eligible Knox residents maximise their independence, remain living in their own homes, stay connected to the community and enhance their quality of their life.	Exp	6,520	6,531	6,259
	Rev	6,489	6,109	5,451
	NET	31	422	808

Business Performance (Active Ageing & Disability Services)

Business Performance provides Home Maintenance and Home Modification services through the Commonwealth Home Support Programme (CHSP) and supports frail older people, people who have a disability and their carers. The service helps eligible Knox residents maximise their independence, remain living in their own homes, stay connected to the community and enhance their quality of their life.	Exp	327	287	293
	Rev	43	0	0
	NET	284	287	293

Service	Description		2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Integrated Services (Family and Children's Services)					
Integrated Services provides high quality, integrated early years and family support services including:	<ul style="list-style-type: none"> Integrated early years hubs (where Council's centre-based early education and care services are located and integrated with Maternal and Child Health, playgroup and funded kindergarten (preschool)) Maternal and Child Health Community and supported playgroups State Government funded kindergarten (preschool) – Council is an Early Years Management Organisation Additional support (including the Preschool Field Officer Program) Coordination and support for early years service operations and facility management 	Exp	16,028	16,002	16,050
		Rev	12,856	11,556	13,101
		NET	3,172	4,446	2,949
Leisure Services					
Leisure Services provides strategic advice and management for Council's leisure facilities to enable the provision of sport, leisure, recreation and wellbeing to the Knox municipality. Attracting over 1.9 million annual visitations across the major leisure facilities, the strategic management provided by Leisure Services to community organisations contributes to the positive physical and mental health outcomes for the community. This service includes the management, operation and/or support for Council's leisure facilities including 2 Council managed leisure centres (including aquatic facilities).		Exp	2,554	2,886	3,454
		Rev	1,910	1,913	2,691
		NET	644	973	763
Occupational Therapy					
Occupational Therapy provides a services that aims to maximise the safety and independence of frail older people, people who have a disability and their carers in their home. This is achieved by providing education about alternate ways of completing tasks and the use of aides and equipment. The Occupational Therapist (OT) can also make recommendations for the home modifications service and/or referrals to other useful local services, such as a podiatrist.		Exp	183	196	175
		Rev	179	169	154
		NET	4	27	21

Service	Description		2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Strategy, Learning and Evaluation (Family and Children's Services)					
Strategy, Learning and Evaluation provides:		Exp	1,654	2,894	3,072
<ul style="list-style-type: none"> Strategic planning for children and families in the municipality, including Council's early years services and infrastructure. 		Rev	316	1,067	1,318
<ul style="list-style-type: none"> Strategic policy development, research, monitoring, and evaluation for projects and matters impacting children and families in the Knox community. 		NET	1,338	1,827	1,754
<ul style="list-style-type: none"> Support for Council's Early Years Advisory Committee. Partnerships between Council and non-Council early years services and community managed programs. Coordinated professional development, quality assurance and policy development for Council's early years services. 					
Youth Services					
Youth Services promotes, develops and encourages physical, social and mental wellbeing of young people by providing, facilitating, planning, funding and advocating for the needs of young people, their families and their community. Youth Services includes delivery of youth counselling and referral, youth leadership development, parenting programs, and partnerships with schools in Knox.		Exp	1,208	1,347	1,178
		Rev	328	244	246
		NET	880	1,103	932
Total		Exp	29,559	31,286	31,675
		Rev	21,851	21,884	23,208
		NET	7,708	9,402	8,467

Initiatives

Major Initiative	6.2.6 Finalise and implement the Key Life Stages Implementation Plan focusing on Early Years, Youth and Older People.
Initiatives	6.1.2 Continue to implement Council's Health Promoting Organisation initiative in partnership with community organisations to positively affect organisational and community health outcomes

Service Performance Indicators

Service	Indicator	2017-18 Actual	2018-19 Forecast	2019-20 Budget
Aquatic Facilities	Utilisation	3.49	3.50	3.50
Food Safety	Health & Safety	90.16%	91.00%	92.00%
Maternal and Child Health	Participation	81.25%	82.00%	82.00%
	Participation by Aboriginal children	75.47%	76.00%	77.00%



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

Strategies

The strategies we will undertake to achieve our goal are:

Strategy 7.1	Protect and preserve our local cultural heritage
Strategy 7.2	Celebrate our diverse community
Strategy 7.3	Strengthen community connections
Strategy 7.4	Promote and celebrate the contribution of our volunteers

The services, major initiative, initiatives and service performance indicators are described below.

Services

Service	Description		2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Arts & Cultural Services					
Arts and Cultural Services delivers and engages the local community in a range of arts and cultural services and programs, including performing arts, events, festivals, arts courses, performances and public art projects.	Exp		1,819	1,885	2,005
	Rev		448	324	284
	NET		1,371	1,561	1,721
Community Access, Equity and Safety					
The Community Access, Equity and Safety service supports and advocates for the disadvantaged and marginalised communities and fosters an accessible, inclusive, safe and supportive Council and community.	Exp		692	1,005	697
	Rev		139	150	0
	NET		553	855	697
Community Partnerships					
Community Partnerships supports and strengthens local not-for-profit groups to be active, sustainable and resilient. This service also supports the development of new community organisations and community mobilisation and activity, as appropriate, in response to changing community needs and dynamics.	Exp		1,592	1,813	1,686
	Rev		107	80	0
	NET		1,485	1,733	1,686

Service	Description	2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Libraries				
The Libraries service provides resources and programs and a variety of media for education, information, leisure and personal development. There are currently five branch libraries in Knox and one library service bus. The service is managed by the Eastern Regional Library Corporation, a formal partnership between Maroondah, Yarra Ranges and Knox Councils.	Exp	4,716	4,860	5,318
	Rev	0	0	0
	NET	4,716	4,860	5,318
Total	Exp	8,819	9,563	9,706
	Rev	694	554	284
	NET	8,125	9,009	9,422

Initiatives

Major Initiative	7.3.3 Prioritise and promote programs and services which aim to build community connections and reduce social isolation across all life stages and spatially represent this information on Council's mapping system.
Initiatives	7.1.2 Develop a plan for the ongoing protection and management of Indigenous and post European settlement heritage resources related to Knox.
	7.1.1 Determine the most effective role for Council in the protection and maintenance of heritage assets in Knox

Service Performance Indicators

Service	Indicator	2017-18 Actual	2018-19 Forecast	2019-20 Budget
Libraries	Participation	13.39%	14.00%	14.00%



Goal 8: We have confidence in decision making

Strategies

The strategies we will undertake to achieve our goal are:

Strategy 8.1	Build, strengthen and promote good governance practices across government and community organisations
Strategy 8.2	Enable the community to participate in a wide range of engagement activities

The services, major initiative, initiatives and service performance indicators are described below.

Services

Service	Description	2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000	
Communications					
	Communications is responsible for organisational communications and promotions, leadership and advice in communications and marketing, the production and management of corporate publications (including brand development and integrity), media connections, staff communications and the development of community information.	Exp	1,488	1,750	2,028
		Rev	0	0	50
		NET	1,488	1,750	1,978
Customer Service					
	Council's Customer Service is designed to support the delivery of a range of programs and services to the community via telephone and counter contact centres. The service supports the organisation to provide personalised, responsive customer service via all Council's contact channels, including online. The team provides guidance and support for all customer interactions and exists to support information and connection between Council and the community.	Exp	1,836	2,077	1,894
		Rev	0	0	0
		NET	1,836	2,077	1,894

Service	Description		2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Financial Services					
Financial Services provides the strategic thinking, leadership, service delivery and management of all matters relating to financial management. The service is responsible for leading the processes for budgeting and forecasting, regular financial reporting, Annual Financial Accounts preparation, rating services and management of the debtors and creditors and provides oversight of Council's property management obligations. The service works closely with Governance to develop and support the organisational financial compliance frameworks and works across the organisation educating and supporting stakeholders.	Exp		3,399	3,656	3,209
	Rev		610	1,194	687
	NET		2,789	2,462	2,522
Governance					
The Governance service provides key internal and external services to Councillors, staff and the community to facilitate a well governed organisation. The service has overall responsibility for legislative compliance, Councillor support and development, Council meetings and the maintenance of the Civic Centre meeting rooms. The service is responsible for Council's integrity framework, including the Audit Committee, fraud and corruption prevention, privacy compliance and Freedom of Information.	Exp		3,397	4,096	4,012
	Rev		140	76	33
	NET		3,257	4,020	3,979
Human Resources					
The Human Resources service provides strategic and operational leadership, services and programs for all aspects of human resource management. These include industrial and employee relations, recruitment, induction, corporate learning and development, leadership development, organisational culture, performance management workforce planning, remuneration and employee safety, health and wellbeing. This service works across the organisation, developing and implementing programs, and works with stakeholders to educate and build capability and continuously develop their teams. This service also includes Council's risk management systems, insurances and the front line support to customers and residents for insurance related issues.	Exp		4,568	5,501	5,395
	Rev		300	143	145
	NET		4,268	5,358	5,250

Service	Description		2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Information Technology					
Information technology incorporates provision of information technology services and IT support for the organisation. This encompasses hardware and software support as well as internal and external telecommunications. This service is a key foundation platform for efficient service delivery for the community and the organisation.	Exp		4,930	6,015	6,708
	Rev		1	2	1
	NET		4,929	6,013	6,707
Innovation					
The Innovation service is responsible for the development and deployment of strategies to support the organisation transforming to a customer centric, innovative, continuous improvement capable organisation. The service is responsible for the development, deployment and support of Knox LEAN and other innovation methods as developed and assessed suitable for Council. The team tracks and reports the organisational activity and benefits associated with the programs.	Exp		529	2	1,040
	Rev		0	0	0
	NET		529	2	1,040
Strategy and Reporting					
The Strategy and Reporting provides leadership, guidance and direction for the planned and measurable delivery of Council's Vision. This is achieved through: strategic planning, corporate planning, performance monitoring and evaluation and reporting.	Exp		65	1,036	418
	Rev		0	0	0
	NET		65	1,036	418
Total	Exp		20,212	24,133	24,704
	Rev		1,051	1,415	916
	NET		19,161	22,718	23,788

Initiatives

Major Initiative	8.2.1 Review and implement Council's updated Community Engagement approach.
Initiatives	8.1.9 Implement organisational development programs that ensure a shared responsibility for leadership and achievement of Council priorities.

Service Performance Indicators

Service	Indicator	2017-18 Actual	2018-19 Forecast	2019-20 Budget
Governance	Satisfaction	56	56	56

Service Performance Indicators

Service	Indicator	Performance Measures	Computation
Animal Management	Health and Safety	Animal management prosecutions (Number of successful animal management prosecutions)	Number of successful animal management prosecutions
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities (Number of visits to aquatic facilities per head of municipal population)	Number of visits to aquatic facilities / municipal population
Food Safety	Health & Safety	Critical and major non-compliance outcome notifications	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed-up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100
Governance	Satisfaction	Satisfaction with Council decisions (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)	Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community
Libraries	Participation	Active library members (Percentage of the municipal population that are active library members)	[Number of active library members / municipal population] x100
Maternal and Child Health	Participation	Participation in the MCH service (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100
Maternal and Child Health	Participation by Aboriginal children	Participation in MCH service by Aboriginal children (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100

Service	Indicator	Performance Measures	Computation
Roads	Satisfaction	Satisfaction with sealed local roads (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads
Statutory Planning	Decision Making	Council planning decisions upheld at VCAT (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application/ Number of VCAT decisions in relation to planning applications] x100
Waste Collection	Waste Diversion	Kerbside collection waste diverted from landfill (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100

Reconciliation with Budgeted Operating Result

Goals	Income \$'000	Expenditure \$'000	Net Cost \$'000
We value our built and natural environment	1,497	41,405	39,908
We have housing to meet our changing needs	2,342	5,990	3,648
We can move around easily	56	3,948	3,892
We are safe and secure	3,759	7,006	3,247
We have a strong regional economy, local employment and learning opportunities	13	2,143	2,130
We are healthy, happy and well	23,208	31,675	8,467
We are inclusive, feel a sense of belonging and value our identity	284	9,706	9,422
We have confidence in our decision making	916	24,704	23,788
Total Net Cost of Activities and Initiatives	32,075	126,577	94,502
Non Attributable Expenditure			
Effective Corporate Governance			2,965
Depreciation			24,295
Capital Projects - Operational Expenses			12,295
Borrowing Costs			2,284
Total Non Attributable Expenditure			41,839
Deficit before Funding Sources			136,341
Funding Sources			
Rates and charges			103,995
Garbage charges			18,906
Victoria Grants Commission (VGC) - grants - operating - recurrent			6,463
Interest			1,285
Developers' contributions			6,400
Grants - capital			1,960
Contributions and donations - capital			1,195
Contributions - non monetary assets			2,000
Net loss on disposal of property, infrastructure, plant & equipment			(1,858)
Total Funding Sources			140,346
Surplus for the Year			4,005

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2019-20 has been supplemented with projections to 2022-23 extracted from the Strategic Resource Plan.

This section includes the following financial statements in accordance with the *Local Government Act 1989*, the *Local Government Planning and Reporting Regulations 2014*, and the Local Government Model Financial Report:

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

Pending Accounting Standards

The 2019-20 budget has been prepared based on the accounting standards applicable at the date of preparation. This means that pending accounting standards that will be in effect from the 2019-20 financial year have not been considered in the development of the budget.

Standards that are likely to impact on the 2019-20 financial statements, not considered in the preparation of the budget include:

- *AASB 16 Leases*
- *AASB 15 Revenue from Contracts with Customers*
- *AASB 1058 Income of Not for Profit Entities*

While it is not possible to determine the precise impact of these standards at this time, the broad impact on Council is estimated to be as follows:

- *AASB 16 Leases* – Introduces a single lessee accounting model whereby Council will be required to recognise a right of use asset and associated liability for leases longer than 12 months, except those considered to be of low value.
- *AASB 15 Revenue from Contracts with Customers* and *AASB 1058 Income of Not for Profit Entities* – Change the way that Councils recognise income and also address matters such as grant funding, contribution of assets and volunteer services. A key change is replacement for some transactions of the criteria of control as a determinant of the timing of income recognition, with the criteria of satisfying performance obligations in an enforceable agreement. These new standards have the potential to impact the timing of how the Council recognises income.

3.1 Comprehensive Income Statement

For the four years ending 30 June 2023

	Notes	Forecast	Budget	Strategic Resource Plan Projections		
		2018-19 \$'000	2019-20 \$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000
INCOME						
Rates and charges	4.1.1	114,179	117,220	120,967	124,835	128,770
User fees	4.1.2	14,844	16,920	18,062	18,358	18,716
Statutory fees and fines	4.1.3	3,500	3,177	3,262	3,344	3,422
Grants - operating	4.1.4	20,371	22,465	23,120	23,336	23,576
Grants - capital	4.1.4	9,122	1,960	1,731	8,742	1,754
Contributions - monetary	4.1.5	8,832	8,420	8,558	8,675	9,657
Contributions - non-monetary	4.1.5	2,000	2,000	2,000	2,000	2,000
Other income	4.1.6	2,406	2,120	2,196	2,193	2,217
TOTAL INCOME		175,254	174,282	179,896	191,483	190,112
EXPENSES						
Employee costs	4.1.7	69,767	70,861	71,898	73,438	75,291
Materials and services	4.1.8	67,051	63,624	62,320	59,893	58,984
Contributions and donations	4.1.9	5,890	5,560	5,663	5,771	5,829
Depreciation and amortisation	4.1.10	23,037	24,295	25,616	26,878	28,128
Borrowing costs		0	2,284	2,752	3,053	2,751
Bad and doubtful debts		65	66	67	67	68
Net loss (gain) on disposal of property, infrastructure, plant and equipment		(5,692)	1,858	(5,276)	(4,968)	(9,467)
Other expense	4.1.11	1,312	1,729	1,310	1,351	1,369
TOTAL EXPENSES		161,430	170,277	164,350	165,483	162,953
SURPLUS / (DEFICIT) FOR THE YEAR		13,824	4,005	15,546	26,000	27,159
TOTAL COMPREHENSIVE RESULT		13,824	4,005	15,546	26,000	27,159
LESS						
Grants - capital - non recurrent		8,057	240	0	7,000	0
Contributions and donations - capital		1,706	1,195	1,125	1,125	1,900
Contributions - non-monetary		2,000	2,000	2,000	2,000	2,000
UNDERLYING SURPLUS (DEFICIT) FOR THE YEAR		2,061	570	12,421	15,875	23,259

3.2 Balance Sheet

For the four years ending 30 June 2023

	Notes	Forecast	Budget	Strategic Resource Plan Projections		
		2018-19 \$'000	2019-20 \$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000
CURRENT ASSETS						
Cash and cash equivalents		25,454	48,631	44,832	36,772	39,868
Other financial assets		40,600	0	0	0	0
Trade and other receivables		13,674	14,088	14,566	15,060	15,567
Other assets		1,604	1,636	1,669	1,702	1,736
Inventories		7	7	7	7	7
TOTAL CURRENT ASSETS	4.2.1	81,339	64,362	61,074	53,541	57,178
NON CURRENT ASSETS						
Investments in associates		4,422	4,422	4,422	4,422	4,422
Property, infrastructure, plant and equipment		2,024,183	2,075,486	2,102,244	2,142,528	2,160,020
Intangible assets		1,442	1,442	1,442	1,442	1,442
TOTAL NON CURRENT ASSETS	4.2.1	2,030,047	2,081,350	2,108,108	2,148,392	2,165,884
TOTAL ASSETS		2,111,386	2,145,712	2,169,182	2,201,933	2,223,062
CURRENT LIABILITIES						
Trade and other payables		14,984	15,283	15,589	15,901	16,220
Trust funds and deposits		3,757	3,832	3,909	3,987	4,067
Provisions		16,268	16,619	16,978	17,411	17,856
Interest-bearing loans and borrowings	4.2.3	1,707	5,336	6,594	6,896	7,211
TOTAL CURRENT LIABILITIES	4.2.2	36,716	41,070	43,070	44,195	45,354
NON CURRENT LIABILITIES						
Provisions		4,752	4,770	4,788	4,810	4,832
Interest-bearing loans and borrowings	4.2.3	19,349	45,298	51,204	56,808	49,597
TOTAL NON CURRENT LIABILITIES	4.2.2	24,101	50,068	55,992	61,618	54,429
TOTAL LIABILITIES		60,817	91,138	99,062	105,813	99,783
NET ASSETS		2,050,569	2,054,574	2,070,120	2,096,120	2,123,279
EQUITY						
Accumulated surplus		683,308	698,649	715,741	743,144	771,657
Reserves		1,367,261	1,355,925	1,354,379	1,352,976	1,351,622
TOTAL EQUITY		2,050,569	2,054,574	2,070,120	2,096,120	2,123,279

3.3 Statement of Changes in Equity

For the four years ending 30 June 2023

	Notes	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2019 FORECAST					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,036,745	658,229	1,335,985	42,531
Surplus/(deficit) for the year		13,824	13,824	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(6,700)	0	6,700
Transfer from other reserves		0	17,955	0	(17,955)
BALANCE AT END OF THE FINANCIAL YEAR		2,050,569	683,308	1,335,985	31,276
2020 BUDGET					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,050,569	683,308	1,335,985	31,276
Surplus/(deficit) for the year		4,005	4,005	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves	4.3.1	0	(6,711)	0	6,711
Transfer from other reserves	4.3.1	0	18,047	0	(18,047)
BALANCE AT END OF THE FINANCIAL YEAR	4.3.2	2,054,574	698,649	1,335,985	19,940
2021					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,054,574	698,649	1,335,985	19,940
Surplus/(deficit) for the year		15,546	15,546	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(6,911)	0	6,911
Transfer from other reserves		0	8,457	0	(8,457)
BALANCE AT END OF THE FINANCIAL YEAR		2,070,120	715,741	1,335,985	18,394
2022					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,070,120	715,741	1,335,985	18,394
Surplus/(deficit) for the year		26,000	26,000	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(7,114)	0	7,114
Transfer from other reserves		0	8,517	0	(8,517)
BALANCE AT END OF THE FINANCIAL YEAR		2,096,120	743,144	1,335,985	16,991
2023					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,096,120	743,144	1,335,985	16,991
Surplus/(deficit) for the year		27,159	27,159	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(7,163)	0	7,163
Transfer from other reserves		0	8,517	0	(8,517)
BALANCE AT END OF THE FINANCIAL YEAR		2,123,279	771,657	1,335,985	15,637

3.4 Statement of Cash Flows

For the four years ending 30 June 2023

	Notes	Forecast	Budget	Strategic Resource Plan Projections		
		2018-19	2019-20	2020-21	2021-22	2022-23
		\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
CASH FLOWS FROM OPERATING ACTIVITIES						
Rates and charges		113,794	116,973	120,663	124,521	128,451
User fees		14,731	16,803	17,941	18,232	18,585
Statutory fees and fines		3,452	3,127	3,210	3,290	3,366
Grants - operating		20,514	22,465	23,120	23,336	23,576
Grants - capital		9,122	1,960	1,731	8,742	1,754
Contributions - monetary		8,832	8,420	8,558	8,675	9,657
Other receipts		2,406	2,120	2,196	2,193	2,217
Net movement in trust deposits		74	75	77	78	80
Employee costs		(69,407)	(70,492)	(71,521)	(72,982)	(74,823)
Materials and services		(66,748)	(63,422)	(62,114)	(59,682)	(58,768)
Contributions and donations		(5,890)	(5,560)	(5,663)	(5,771)	(5,829)
Other payments		(1,312)	(1,729)	(1,310)	(1,351)	(1,369)
NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES	4.4.1	29,568	30,739	36,887	49,281	46,896
CASH FLOWS FROM INVESTING ACTIVITIES						
Proceeds from sale of property, infrastructure, plant and equipment		13,975	5,102	17,917	13,667	12,067
Payments for property, infrastructure, plant and equipment		(62,796)	(80,558)	(63,015)	(73,861)	(46,220)
Payments for investments		(40,600)	0	0	0	0
Proceeds from sale of investments		46,600	40,600	0	0	0
NET CASH PROVIDED BY / (USED IN) INVESTING ACTIVITIES	4.4.2	(42,821)	(34,856)	(45,098)	(60,194)	(34,153)
CASH FLOWS FROM FINANCING ACTIVITIES						
Finance costs		0	(2,284)	(2,752)	(3,053)	(2,751)
Proceeds from borrowings		21,056	31,285	12,500	12,500	0
Repayment of borrowings		0	(1,707)	(5,336)	(6,594)	(6,896)
NET CASH PROVIDED BY / (USED IN) FINANCING ACTIVITIES	4.4.3	21,056	27,294	4,412	2,853	(9,647)
NET INCREASE (DECREASE) IN CASH HELD		7,803	23,177	(3,799)	(8,060)	3,096
Cash and cash equivalents at the beginning of the financial year		17,651	25,454	48,631	44,832	36,772
CASH AND CASH EQUIVALENTS AT END OF YEAR		25,454	48,631	44,832	36,772	39,868

3.5 Statement of Capital Works

For the four years ending 30 June 2023

	Notes	Forecast	Budget	Strategic Resource Plan Projections		
		2018-19 \$'000	2019-20 \$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000
PROPERTY						
Land		0	8,235	0	0	0
Land improvements		0	0	0	0	0
Buildings		35,421	37,422	29,707	42,393	18,397
TOTAL PROPERTY		35,421	45,657	29,707	42,393	18,397
PLANT AND EQUIPMENT						
Plant, machinery and equipment		2,984	2,463	2,271	2,135	2,457
Fixtures, fittings and furniture		0	0	0	0	0
Computers and telecommunications		6,025	5,463	7,063	6,462	2,686
Artworks		216	53	95	97	98
TOTAL PLANT AND EQUIPMENT		9,225	7,979	9,429	8,694	5,241
INFRASTRUCTURE						
Roads		9,448	9,305	9,425	9,525	9,918
Bridges		1,773	6,140	1,644	388	397
Footpaths and cycleways		3,930	5,094	4,572	5,559	5,656
Drainage		2,985	3,456	4,870	4,985	4,625
Recreational, leisure and community facilities		12,965	14,027	10,684	9,947	8,056
Off street car parks		708	678	1,275	1,035	1,140
Other infrastructure		1,437	517	2,143	347	302
TOTAL INFRASTRUCTURE		33,246	39,217	34,613	31,786	30,094
TOTAL CAPITAL WORKS EXPENDITURE	4.5.1	77,892	92,853	73,749	82,873	53,732
REPRESENTED BY						
Asset renewal		34,790	31,915	31,354	34,383	33,712
Asset upgrade		15,515	26,772	38,814	45,525	16,452
Asset new		18,838	33,103	3,381	2,759	3,356
Asset expansion		8,749	1,063	200	206	212
TOTAL CAPITAL WORKS EXPENDITURE	4.5.1	77,892	92,853	73,749	82,873	53,732
CAPITAL WORKS FUNDING SOURCE						
EXTERNAL						
Loan proceeds		21,056	31,285	12,500	12,500	0
Grants - capital		9,122	1,960	1,731	8,742	1,754
Contributions - capital		1,706	1,195	1,125	1,125	1,900
TOTAL EXTERNAL FUNDING		31,884	34,440	15,356	22,367	3,654
INTERNAL						
Proceeds from sale of fixed assets		12,257	5,102	17,917	(11,333)	12,067
Movement in reserve funds		14,692	17,922	8,457	8,517	8,517
Rate funding		19,059	35,389	32,019	63,322	29,494
TOTAL INTERNAL FUNDING		46,008	58,413	58,393	60,506	50,078
TOTAL CAPITAL WORKS FUNDING SOURCES	4.5.1	77,892	92,853	73,749	82,873	53,732

3.6 Statement of Human Resources

For the four years ending 30 June 2023

	Forecast	Budget	Strategic Resource Plan Projections		
	2018-19	2019-20	2020-21	2021-22	2022-23
	\$'000	\$'000	\$'000	\$'000	\$'000
	FTE	FTE	FTE	FTE	FTE
STAFF EXPENDITURE					
Employee costs - operating	69,767	70,861	71,898	73,438	75,291
Employee costs - capital	1,271	1,505	1,472	1,502	1,540
TOTAL STAFF EXPENDITURE	71,038	72,366	73,370	74,940	76,831
STAFF NUMBERS					
Full time equivalent (FTE) employees	704.05	708.30	706.30	703.80	703.80
TOTAL STAFF NUMBERS	704.05	708.30	706.30	703.80	703.80

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

	Budget 2019-20 \$'000	Comprises			
		Permanent		Casual \$'000	Temporary \$'000
		Full Time \$'000	Part Time \$'000		
DEPARTMENT					
CEO & Council	3,038	1,739	1,281	18	0
City Development	12,162	8,845	2,822	141	354
Community Services	29,345	11,959	15,619	330	1,437
Corporate Services	11,339	8,152	3,070	7	110
Engineering & Infrastructure	14,517	12,994	1,521	2	0
Knox Central	460	460	0	0	0
TOTAL PERMANENT STAFF EXPENDITURE	70,861	44,149	24,313	498	1,901
Capitalised labour costs	1,505				
TOTAL EXPENDITURE	1,505				

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

	Budget 2019-20 FTE	Comprises			
		Permanent		Casual FTE	Temporary FTE
		Full Time FTE	Part Time FTE		
DEPARTMENT					
CEO & Council	23.70	12.00	11.50	0.20	0.00
City Development	117.56	79.50	33.52	1.56	2.98
Community Services	309.89	125.11	164.70	4.30	15.78
Corporate Services	100.97	71.00	28.89	0.08	1.00
Engineering & Infrastructure	151.18	140.00	11.15	0.03	0.00
Knox Central	5.00	5.00	0.00	0.00	0.00
TOTAL PERMANENT STAFF FTE	708.30	432.61	249.77	6.16	19.76

4. Notes on the Financial Statements

4.1 Comprehensive Income Statement

Rates and charges are required by the Act and the Regulations to be disclosed in Council's Annual Budget.

In developing the Strategic Resource Plan, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2019-20 the FGRS cap has been set at 2.5%. The cap applies to both general rates and municipal charges and is calculated on the basis of Council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rates will increase by 2.5% in line with the rate cap.

Council introduced a Residential Garbage Charge for the 2017-18 financial year. This charge has been set at an amount to ensure only full cost recovery inclusive of the State Government Landfill Levy. The Residential Garbage Charge will increase by \$7 (3.83%) in line with the projected increase in costs.

This will raise total rates and charges for 2019-20 to \$117,219,772, exclusive of optional services.

4.1.1 Rates and charges

4.1.1 (a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change	
			\$'000	%
General rates *	102,149	104,590	2,441	2.4%
Rate rebates	(1,250)	(1,255)	(5)	0.4%
Residential garbage charge	10,749	11,287	538	5.0%
Service rates and charges	1,871	1,938	67	3.6%
Supplementary rates and rate adjustments	250	250	0	0.0%
Interest on rates and charges	410	410	0	0.0%
Total rates and charges	114,179	117,220	3,041	2.7%

* General rates are subject to the rate cap established under the FGRS

4.1.1 (b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year

Type or Class of Land	Budget 2018-19 cents/\$CIV	Budget 2019-20 cents/\$CIV	Change %
Differential rate for Vacant Land or Derelict Land	0.47168	0.53925	14.3%
Differential rate for Retirement Village Land properties	0.13694	0.13916	1.6%
Differential rate for Commercial Land properties	0.45646	0.43488	-4.7%
Differential rate for Industrial Land properties	0.44125	0.46098	4.5%
Differential rate for Residential Land properties	0.15215	0.17395	14.3%
Recreational Land rate for rateable recreational properties	0.15215	0.17395	14.3%

4.1.1 (c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

Type or Class of Land	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change \$'000	%
Rates				
Vacant Land or Derelict Land	2,835	2,543	(292)	(10.3%)
Retirement Village Land	1,175	1,194	19	1.6%
Commercial Land	15,300	14,188	(1,112)	(7.3%)
Industrial Land	15,429	16,446	1,017	6.6%
Residential Land	67,600	70,413	2,813	4.2%
Recreational Land Rate	60	56	(4)	(6.7%)
Total amount to be raised by general rates *	102,399	104,840	2,441	2.4%

* Total rates to be raised in the 2019-20 Budget includes Supplementary Rates of \$250,000. The total rates to be raised in the 2018-19 Forecast also includes Supplementary Rates of \$250,000.

4.1.1 (d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year

Type or Class of Land	Budget 2018-19 Number	Budget 2019-20 Number	Change Number	%
Vacant Land or Derelict land	783	659	(124)	(15.8%)
Retirement Village Land	1,897	1,897	0	0.0%
Commercial Land	2,586	2,582	(4)	(0.2%)
Industrial Land	3,489	3,534	45	1.3%
Residential Land	57,963	58,883	920	1.6%
Recreational Land Rate	7	7	0	0.0%
Total number of assessments	66,725	67,562	837	1.3%

4.1.1 (e) The basis of valuation to be used is the Capital Improved Value (CIV)

4.1.1 (f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year

Type or Class of Land	Budget	Budget	Change	
	2018-19 \$'000	2019-20 \$'000	\$'000	%
Vacant Land or Derelict Land	618,255	471,505	(146,750)	(23.7%)
Retirement Village Land	857,815	857,915	100	0.0%
Commercial Land	3,373,628	3,262,479	(111,149)	(3.3%)
Industrial Land	3,441,155	3,567,545	126,390	3.7%
Residential Land	44,110,110	40,478,383	(3,631,727)	(8.2%)
Recreational Land Rate	39,400	32,425	(6,975)	(17.7%)
Total value of land	52,440,363	48,670,252	(3,770,111)	(7.2%)

4.1.1 (g) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year

Type of Charge	Per Rateable	Per Rateable	Change	
	Property 2018-19 \$	Property 2019-20 \$	\$	%
Residential Garbage Charge	183	190	7	3.8%
Garbage Surcharge – 120 Litre Bin	50	52	2	4.0%
Additional Household Bins	236	245	9	3.8%
Optional Household Green Waste Bin	101	105	4	4.0%
Additional Recycle Bin	82	85	3	3.7%
Additional Recycle Bin - Industrial / Commercial	124	129	5	4.0%
Optional Industrial / Commercial Garbage, Daily Service	1,196	1,244	48	4.0%
Optional Industrial / Commercial Garbage, Weekly Service	291	303	12	4.1%
Waste Management and Recycling for Non Rateable Properties – Daily Service (240 Litre Bin)	998	1,038	40	4.0%
Waste Management and Recycling for Non Rateable Properties – Weekly Service (240 Litre Bin)	214	223	9	4.2%
Waste Management and Recycling for Non Rateable Properties – Weekly Service (120 Litre Bin)	159	165	6	3.8%
<i>Dorset Square</i>				
– Annual Waste Charge, office based premises	244	254	10	4.1%
– Annual Waste Charge, retail based premises	728	757	29	4.0%
– Annual Waste Charge, food based premises less than 200 square metres floor area.	2,181	2,268	87	4.0%
– Annual Waste Charge, food based premises greater than 200 square metres floor area.	5,086	5,289	203	4.0%

4.1.1 (h) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year

Type of Charge	Forecast	Budget	Change	
	2018-19	2019-20	\$	%
	\$	\$	\$	%
Residential Garbage Charge	10,749,420	11,286,950	537,530	5.0%
Garbage Surcharge – 120 Litre Bin	1,871,100	1,938,227	67,127	3.6%
Additional Household Bins	224,800	219,565	(5,235)	(2.3%)
Optional Household Green Waste Bin	4,385,400	4,423,234	37,834	0.9%
Additional Recycle Bin	58,165	49,537	(8,628)	(14.8%)
Optional Industrial / Commercial Garbage Service	840,500	880,000	39,500	4.7%
Non Rateable Properties	70,180	72,987	2,807	4.0%
<i>Dorset Square:</i>				
Office based premises	4,148	6,858	2,710	65.3%
Retail based premises	10,920	11,355	435	4.0%
Food based premises less than 200 square metres floor area	6,540	6,804	264	4.0%
Food based premises greater than 200 square metres	10,172	10,578	406	4.0%
Total	18,231,345	18,906,095	674,750	3.7%

4.1.1 (i) The estimated total amount to be raised by all rates and charges compared with the previous financial year

	Forecast	Budget	Change	
	2018-19	2019-20	\$'000	%
	\$'000	\$'000	\$'000	%
Total General Rates to be Raised				
- Refer item 4.1.1(c)	102,399	104,840	2,441	2.4%
Total Service Charges and Service Rates to be Raised				
- Refer item 4.1.1(h)	18,231	18,906	675	3.7%
Total rates and charges	120,630	123,746	3,116	2.6%

4.1.1 (j) Fair Go Rates System Compliance

Knox City Council is fully compliant with the State Government's Fair Go Rates System

	2018-19	2019-20
Total Rates	\$ 99,666,449	\$ 102,282,589
Number of Rateable Properties	66,622	67,162
Base Average Rate	\$ 1,496.00	\$ 1,522.92
Maximum Rate Increase (set by the State Government)	2.25%	2.50%
Capped Average Rate	\$ 1,529.66	\$ 1,561.00
Maximum General Rates and Municipal Charges Revenue	\$ 101,908,944	\$ 104,839,654
Revenue	\$ 101,658,944	\$ 104,589,654
Budgeted Supplementary Rates	\$ 250,000	\$ 250,000
Budgeted Total Rates and Municipal Charges Revenue	\$ 101,908,944	\$ 104,839,654

4.1.1 (k) Any significant changes that may affect the estimated amounts to be raised by rates and charges

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2019-20: estimated \$250,000 and 2018-19: forecast \$250,000)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes in use of land such that rateable land becomes non-rateable land and vice versa
- Changes in use of land such that residential land becomes commercial or industrial land and vice versa

4.1.1 (l) Differential rates

The rate and amount of rates payable in relation to land in each category of differential are:

- A general rate of 0.53925% (0.53925 cents in the dollar of capital improved value) for all rateable Vacant Land or Derelict Land; and
- A general rate of 0.13916% (0.13916 cents in the dollar of capital improved value) for all rateable Retirement Village Land; and
- A general rate of 0.17395% (0.17395 cents in the dollar of capital improved value) for all rateable Recreational Land; and
- A general rate of 0.46098% for (0.46098 cents in the dollar of capital improved value) rateable Industrial Land; and
- A general rate of 0.43488% (0.43488 cents in the dollar of capital improved value) for all rateable Commercial Land; and
- A general rate of 0.17395% (0.17395 cents in the dollar of capital improved value) for all rateable Residential Land.

Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Council believes each differential rate will contribute to the equitable and efficient carrying out of Council functions. Details of the objectives of each differential rate, the types of classes of land which are subject to each differential rate and the uses of each differential rate are set out below.

Vacant Land or Derelict Land

Definition/Characteristics

Any land on which there is no building that is occupied or adapted for occupation, or contains a building that is ordinarily adapted for occupation which is abandoned, unoccupied and in a very poor condition resulting from both disuse and neglect.

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Encouragement of development/and or improvement of land; and
2. Construction and maintenance of public infrastructure; and
3. Development and provision of health and community services; and
4. Provision of general support services; and
5. Requirement to ensure that Council has adequate funding to undertake it's strategic, statutory, and service provision obligations.

Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Retirement Village Land

Definitions/Characteristics:

Any land which is used primarily for the purposes of a retirement village.

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Recognition of expenditures made by Council on behalf of the retirement village sector.

Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2019-20 financial year.

Residential Land

Definitions/Characteristics:

Any land which is not Vacant Land or Derelict Land, Retirement Village Land, Industrial Land, Commercial Land, or Cultural and Recreational Land.

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations.

Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2019-20 financial year.

Commercial Land

Definitions/Characteristics:

Any land which is used primarily for the purposes of a commercial land.

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Enhancement of the economic viability of the commercial and industrial sector through targeted programs and projects; and
6. Encouragement of employment opportunities; and
7. Promotion of economic development; and
8. Analysis, maintenance and construction of public drainage infrastructure; and
9. Requirement to ensure that infrastructure investment and promotional activity is complementary to the achievement of industrial and commercial objectives.

Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2019-20 financial year.

Industrial Land

Definitions/Characteristics:

Any land which is used primarily for the purposes of an industrial land.

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Enhancement of the economic viability of the commercial and industrial sector through targeted programs and projects; and
6. Encouragement of employment opportunities; and
7. Promotion of economic development; and
8. Analysis, maintenance and construction of public drainage infrastructure; and
9. Requirement to ensure that infrastructure investment and promotional activity is complementary to the achievement of industrial and commercial objectives.

Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2019-20 financial year.

Recreational Land

Definitions/Characteristics:

Any land upon which sporting, recreational or cultural activities are conducted, including buildings which may be ancillary to such activities, in accordance with the *Cultural and Recreational Lands Act 1963*.

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Recognition of expenditures made by Council in cultural and recreational sporting programs and infrastructure.

Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

4.1.2 User fees

	Forecast	Budget	Change	
	2018-19	2019-20	\$'000	%
	\$'000	\$'000	\$'000	%
Waste management services	5,661	5,735	74	1.3%
Child care/children's programs	3,241	4,588	1,347	41.6%
Registration and other permits	1,926	1,983	57	3.0%
Leisure centre and recreation	1,669	2,400	731	43.8%
Aged and health services	877	850	(27)	(3.1%)
Building services	635	740	105	16.5%
Other fees and charges	835	624	(211)	(25.3%)
Total user fees	14,844	16,920	2,076	14.0%

User fees relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. The principal sources of fee income arise from services such as child care, preschools, recreational facilities and projected income from home care and garbage charges for optional services. User fees are budgeted to increase by 13.99% on the current year forecast.

A detailed listing of fees and charges is included as Appendix A.

4.1.3 Statutory fees and fines

	Forecast	Budget	Change	
	2018-19	2019-20	\$'000	%
	\$'000	\$'000	\$'000	%
Permits	1,998	2,180	182	9.1%
Infringements and costs	733	646	(87)	(11.9%)
Town planning fees	348	180	(168)	(48.3%)
Land information certificates	120	120	0	0.0%
Court recoveries	300	50	(250)	(83.3%)
Other statutory fees and fines	1	1	0	0.0%
Total statutory fees and fines	3,500	3,177	(323)	(9.2%)

Statutory fees and fines relate mainly to fees and fines levied in accordance with legislation and include animal registrations, planning fees and parking fines. Increases in statutory fees and fines are made in accordance with legislative requirements. Statutory fees and fines are budgeted to decrease by 9.23% on the current year forecast.

4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's annual budget.

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change	
			\$'000	%
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	11,114	15,058	3,944	35.5%
State funded grants	18,379	9,367	(9,012)	(49.0%)
Total grants received	29,493	24,425	(5,068)	(17.2%)
(a) Operating grants				
Recurrent - Commonwealth Government				
Victoria Grants Commission	3,199	6,463	3,264	102.0%
General home care	4,375	4,066	(309)	(7.1%)
Family and Children - Early Years Hubs	456	2,532	2,076	455.3%
Aged Care	224	227	3	1.3%
Family and children - childcare	1,586	0	(1,586)	(100.0%)
Recurrent - State Government				
Family and children - preschool	5,740	5,543	(197)	(3.4%)
Family and children - maternal and child health	1,389	1,366	(23)	(1.7%)
General home care	1,616	737	(879)	(54.4%)
School crossing supervisors	682	685	3	0.4%
Family and Children - Early Years Hubs	35	352	317	905.7%
Family and children - youth services	202	243	41	20.3%
Community health	160	141	(19)	(11.9%)
Other	285	35	(250)	(87.7%)
Aged care	26	5	(21)	(80.8%)
Family and children - childcare	68	0	(68)	(100.0%)
Total recurrent operating grants	20,043	22,395	2,352	11.7%
Non-recurrent - Commonwealth Government				
Other	0	50	50	0.0%
Non-recurrent - State Government				
Environmental planning	156	20	(136)	(87.2%)
Other	91	0	(91)	(100.0%)
Family and children - preschool	44	0	(44)	(100.0%)
Family and children - youth services	39	0	(39)	(100.0%)
Community health	18	0	(18)	(100.0%)
Recreational, leisure and community facilities	(20)	0	20	(100.0%)
Total non-recurrent operating grants	328	70	(258)	(78.7%)
Total operating grants	20,371	22,465	2,094	10.3%

Operating grants include all monies received from State and Federal Government sources which assists Council in funding the delivery of services to ratepayers. Overall, the level of operating grants is projected to increase by 10.28% or \$2.094 million compared to 2018-19. The reason for this increase is the prepayment of 50% of the 2018-19 Victorian Grants Commission funding in June 2018 (\$3.263 million), therefore reducing the 2018-19 forecast. Without the Victorian Grants Commission prepayment last year, the level of operating grants is projected to decrease by 4.95%. This is due to the decrease in operating grants for general home care.

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change	
			\$'000	%
(b) Capital grants				
Recurrent - Commonwealth Government				
Victoria Grants Commission - local roads	561	1,134	573	102.1%
Roads to recovery	504	586	82	16.3%
Total recurrent capital grants	1,065	1,720	655	61.5%
Non-recurrent - Commonwealth Government				
Recreational, leisure and community facilities	209	0	(209)	(100.0%)
Non-recurrent - State Government				
Recreational, leisure and community facilities	100	100	0	0.0%
Roads and Bridges	6,138	90	(6,048)	(98.5%)
Footpaths and Sharepaths	0	50	50	0.0%
Family and Children - Early Years Hubs	1,600	0	(1,600)	(100.0%)
Environmental Planning	10	0	(10)	(100.0%)
Total non-recurrent capital grants	8,057	240	(7,817)	(97.0%)
Total capital grants	9,122	1,960	(7,162)	(78.5%)
Total grants	29,493	24,425	(5,068)	(17.2%)

Capital grants include all monies received from State and Federal Government and community sources which assists Council in funding the capital works program. Overall the level of capital grants is projected to decrease by 78.51% or \$7.162 million compared to 2018-19. There was a prepayment of 50% of the 2018-19 Victorian Grants Commission funding in June 2018 (\$0.561 million). Without the Victorian Grants Commission prepayment last year, the level of capital grants was projected to decrease by 79.76%. This decrease is due mainly to specific funding for some large capital works projects in 2018-19.

Refer to section 4.5 'Capital works program' for a more detailed analysis of the grants and contributions expected to be received during the 2019-20 financial year.

4.1.5 Contributions

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change	
			\$'000	%
Monetary	8,832	8,420	(412)	(4.7%)
Non-monetary	2,000	2,000	0	0.0%
Total contributions	10,832	10,420	(412)	(3.8%)

Monetary contributions include charges paid by developers in regard to recreational lands, drainage and car parking in accordance with planning permits issued for property development. Monetary contributions are budgeted to decrease by 4.66% on the current year forecast.

Non-monetary contributions are assets which transfer to Council from property developers at the completion of subdivision work. The assets generally consist of land used for public open space or infrastructure assets. Council recognises these new assets at 'fair value'. No cash is transferred but the fair value of the assets is recorded as revenue in the year of the transfer.

4.1.6 Other income

	Forecast	Budget	Change	
	2018-19 \$'000	2019-20 \$'000	\$'000	%
Interest	1,204	1,285	81	6.7%
Rent	528	589	61	11.6%
Reimbursements	430	148	(282)	(65.6%)
Other	244	98	(146)	(59.8%)
Total other income	2,406	2,120	(286)	(11.9%)

Other income relates to a range of items such as interest, cost recovery and other miscellaneous income items. Interest receivable is budgeted to increase by 6.73% on the current year forecast based on the current interest rate environment and projected cash holdings.

4.1.7 Employee costs

	Forecast	Budget	Change	
	2018-19 \$'000	2019-20 \$'000	\$'000	%
Wages and salaries	51,782	53,527	1,745	3.4%
Annual leave and long service leave	7,291	7,772	481	6.6%
Superannuation	5,150	5,403	253	4.9%
Agency staff	4,158	2,739	(1,419)	(34.1%)
WorkCover	911	940	29	3.2%
Fringe benefits tax	475	480	5	1.1%
Total employee costs	69,767	70,861	1,094	1.6%

Employee costs include all labour related expenditure such as wages and salaries, and on-costs including allowances, leave entitlements, employer superannuation and WorkCover. Employee costs are budgeted to increase by 1.57% on the current year forecast. An increase has been allowed to cover the estimated Enterprise Agreement (EA) increment, together with an allowance for other periodic increments in employee banding structure provided for in Awards.

4.1.8 Materials and services

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change	
			\$'000	%
Contract payments				
Waste Management	16,286	16,608	322	2.0%
Operating Projects Expenditure	15,096	12,295	(2,801)	(18.6%)
Operations Maintenance	5,035	4,846	(189)	(3.8%)
Corporate Services	863	1,010	147	17.0%
Active Ageing & Disability	927	1,001	74	8.0%
Other	4,818	3,760	(1,058)	(22.0%)
Administration costs	6,862	7,071	209	3.0%
Consumable materials and equipment	3,178	3,006	(172)	(5.4%)
Utilities	3,125	3,376	251	8.0%
Information technology	2,494	3,242	748	30.0%
Consultants	3,683	2,494	(1,189)	(32.3%)
Building maintenance	1,309	1,756	447	34.1%
Insurance	1,337	1,388	51	3.8%
Finance and legal costs	1,213	997	(216)	(17.8%)
General maintenance	825	774	(51)	(6.2%)
Total materials and services	67,051	63,624	(3,427)	(5.1%)

Materials and services include payments for the provision of services by external providers, materials and utility costs including electricity, water, gas and telephones. Materials and services are expected to decrease by 5.11% on the current year forecast.

Contract payments includes capital expenditure which is operational in nature. This is budgeted to decrease by \$2.801 million on the current year forecast due to the capital projects being undertaken (including capital works to be carried forward to 2019-20). Materials and services are expected to decrease by 1.22% on the current year forecast when the capital expenditure which is operational in nature is removed.

4.1.9 Contributions and donations

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change	
			\$'000	%
Contribution to the Eastern Regional Libraries Corporation	4,094	4,196	102	2.5%
Community support payments	1,796	1,364	(432)	(24.1%)
Total contributions and donations	5,890	5,560	(330)	(5.6%)

Contributions and donations relate predominately to Council's share of costs associated with the Eastern Regional Libraries Corporation and funds for the Community Grants Scheme.

Council's funding of the Eastern Regional Libraries Corporation is budgeted to increase 2.5% on the current year forecast.

The current year forecast for community support payments includes \$0.049 million in Community Development Fund grants carried forward from the previous year.

Community support payments are provided for:

- \$0.726 million for operational grants including Volunteer for Knox, State Emergency Services, Country Fire Authority brigades, Eastern Access Community Health, Mountain District Learning Centre, Knox Infolink, Knox Historical Society, Eastern Community Legal Centre and operational assistance to Neighbourhood Houses.
- \$0.335 million for Community Development Fund Grants to assist community groups.
- \$0.149 million for the Minor Grant Program to assist community groups.
- \$0.100 million for Recreational Grants Scheme.
- \$0.025 million for senior citizens.
- \$0.012 million for Biodiversity Buddies Native Vegetation Protection Grants.

The decrease in community support payments is mainly due to the change in structure for preschools. This means that preschool operational grants are no longer provided, with Council instead paying for expenses directly. The 2018-19 forecast includes an amount totalling \$0.332 million for preschool operational grants.

4.1.10 Depreciation and amortisation

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change	
			\$'000	%
Property	4,248	4,698	450	10.6%
Plant and equipment	1,560	1,766	206	13.2%
Infrastructure	16,170	16,772	602	3.7%
Total depreciation	21,978	23,236	1,258	5.7%
Intangible assets	1,059	1,059	0	0.0%
Total depreciation and amortisation	23,037	24,295	1,258	5.5%

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains. Depreciation is budgeted to increase by 5.46% on the current year forecast. This increase is due to the forecast completion of the 2018-19 capital works program and the full year effect of depreciation on the 2018-19 capital works program.

Refer to section 4.5 'Capital works program' for a more detailed analysis of Council's capital works program for the 2019-20 financial year.

4.1.11 Other expenses

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change	
			\$'000	%
Operating lease rentals	785	1,100	315	40.1%
Councillors allowances	372	382	10	2.7%
Auditor's remuneration - internal	75	165	90	120.0%
Auditor's remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	80	82	2	2.5%
Total other expenses	1,312	1,729	417	31.8%

Other expenses relate to a range of unclassified items including Councillor allowances, audits and lease expenses. Other expenses are budgeted to increase by 31.78% on the current year forecast. This increase is mainly due to operating lease rentals for the Bayswater and Knox Libraries in 2019-20.

4.2 Balance Sheet

4.2.1 Assets

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change	
			\$'000	%
CURRENT ASSETS				
Cash and cash equivalents	25,454	48,631	23,177	91.1%
Other financial assets	40,600	0	(40,600)	(100.0%)
Trade and other receivables	13,674	14,088	414	3.0%
Other assets	1,604	1,636	32	2.0%
Inventories	7	7	0	0.0%
TOTAL CURRENT ASSETS	81,339	64,362	(16,977)	(20.9%)
NON CURRENT ASSETS				
Investments in associates	4,422	4,422	0	0.0%
Property, infrastructure, plant and equipment	2,024,183	2,075,486	51,303	2.5%
Intangible assets	1,442	1,442	0	0.0%
TOTAL NON CURRENT ASSETS	2,030,047	2,081,350	51,303	2.5%
TOTAL ASSETS	2,111,386	2,145,712	34,326	1.6%

Cash and cash equivalents include cash held in the bank, petty cash, and the value of investments in term deposits or other highly liquid investments with short maturities of three months or less. Other financial assets include term deposits held with an original maturity of greater than 90 days. These balances are projected to decrease by \$17.423 million during the year mainly to fund the capital works program during the year.

Trade and other receivables are monies owed to Council by ratepayers and others. Short term debtors are budgeted to increase by 3.03% on the current year forecast.

Other assets includes items such as prepayments for expenses that Council has paid in advance of service delivery.

Investments in associates is Council's 36.39% ownership interest in Eastern Regional Libraries Corporation.

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all the land, buildings, roads, vehicles, equipment etc. which has been built up by Council over many years. The \$51.303 million increase in this balance is attributable to the anticipated capitalisation of the budgeted capital works program of \$92.853 million and the contribution of non-monetary assets of \$2.000 million. This is offset by \$24.295 million in depreciation and amortisation expense, \$12.295 million in capital expenditure deemed to be operational in nature, and the disposal of \$6.960 million of non-current assets through the sale of property, plant and equipment.

4.2.2 Liabilities

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change	
			\$'000	%
CURRENT LIABILITIES				
Trade and other payables	14,984	15,283	299	2.0%
Trust funds and deposits	3,757	3,832	75	2.0%
Provisions	16,268	16,619	351	2.2%
Interest-bearing loans and borrowings	1,707	5,336	3,629	212.6%
TOTAL CURRENT LIABILITIES	36,716	41,070	4,354	11.9%
NON CURRENT LIABILITIES				
Provisions	4,752	4,770	18	0.4%
Interest-bearing loans and borrowings	19,349	45,298	25,949	134.1%
TOTAL NON CURRENT LIABILITIES	24,101	50,068	25,967	107.7%
TOTAL LIABILITIES	60,817	91,138	30,321	49.9%

Trade and other payables are those to whom Council owes money as at 30 June. Trade and other payables are budgeted to increase by 2.00% on the current year forecast.

Trust funds and deposits include refundable deposits, the fire services levy and retention amounts. Trust funds and deposits are budgeted to increase by 2.00% on the current year forecast.

Provisions include accrued annual leave and long service leave owing to employees. These employee entitlements are split between those entitlements expected to be paid within twelve months and those expected to be paid beyond the next year. Total provisions are budgeted to increase by 1.76% on the current year forecast.

Interest-bearing loans and borrowings are split between Council borrowings expected to be repaid within the next twelve months and those expected to be repaid beyond the next year. Refer to section 4.2.3 'Borrowings' for further information on Council's interest-bearing loans and borrowings.

4.2.3 Borrowings

The table below shows information on borrowings specifically required by the Regulations.

	2018-19 \$	2019-20 \$
Amount borrowed as at 30 June of the prior year	0	21,056
Amount proposed to be borrowed	21,056	31,285
Amount projected to be redeemed	0	1,707
Amount of borrowings as at 30 June	21,056	50,634

Borrowings are generally utilised for the provision of major community assets that will provide community benefit over a number of years. This is considered sound practice and governments at all levels have regularly enacted this approach. The use of borrowings enables the cost of community assets to be spread inter-generationally and smooths the impact of the borrowings on the long term financial structure for the Council.

Interest-bearing loans and borrowings of \$13.185 million originally budgeted for 2018-19 have been carried forward to 2019-20. Total interest-bearing loans and borrowings for 2019-20 are now budgeted to be \$50.634 million.

4.3 Statement of Changes in Equity

4.3.1 Reserves

	Opening Balance \$'000's	Transfer to Reserve \$'000's	Transfer from Reserve \$'000's	Closing Balance \$'000's
Statutory Reserves				
HACC Capital Grant	63	0	55	8
Open Space	10,003	6,400	6,295	10,108
Total Statutory Reserves	10,066	6,400	6,350	10,116
Discretionary Reserves				
Aged Care Reserve	4,921	0	0	4,921
Basketball Stadium infrastructure	125	25	0	150
Blue Hills Reserve	3	0	0	3
City Futures	2,915	0	2,668	247
Knox Regional Sports Park - Football Renewal	759	154	0	913
Mountain Gate Reserve	140	0	0	140
Revegetation Net Gain	282	0	0	282
Revolving Energy Fund	136	0	0	136
Scoresby Recreational Reserve	91	26	0	117
Stamford Park Project	11,348	0	9,029	2,319
State Basketball Centre Asset Renewal	490	106	0	596
Total Discretionary Reserves	21,210	311	11,697	9,824
Total Reserves	31,276	6,711	18,047	19,940

Statutory reserves must be applied for specified statutory purposes in accordance with various legislative and contractual requirements. Whilst these funds earn interest revenues for Council, they are not available for other purposes.

Discretionary reserves are funds set aside by Council for a specific purpose but are not protected by statute.

The nature and purpose of the reserves are as follows:

HACC capital grant reserve

The purpose of this reserve is to refurbish, upgrade and maintain minor capital within the Home and Community Care funded programs.

Open space reserve

The Open Space Reserve is used to provide funding for future purchases and improvements of open space. Funding is provided from developer's contributions for open space which is initially recognised in the comprehensive income statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

Aged care reserve

The purpose of this reserve is to set aside the proceeds from the divestment of the Amaroo Gardens Aged Care Facility by Council on 2 November 2011 for aged services and infrastructure within the Knox municipality.

Basketball stadium infrastructure reserve

The purpose of this reserve is to improve basketball stadium facilities within the Knox municipality.

Blue Hills reserve

The purpose of this reserve is to construct the Early Years Hubs facilities for the benefit of the Knox Community.

City futures fund

The purpose of this reserve is to construct major facilities within the Knox municipality.

Knox Regional Sports Park - Football pitch replacement fund

The purpose of this reserve is to provide for future football pitch replacement at Knox Regional Sports Park.

Mountain Gate reserve

The purpose of this reserve is to enhance community facilities within Mountain Gate.

Revegetation net gain reserve

The purpose of this reserve is to ensure any loss of vegetation through development is re-established in a sustainable location.

Revolving energy fund

The purpose of this reserve is to re-invest savings in energy costs to be invested in further works to minimise energy consumption.

Scoresby Recreation reserve

The purpose of this reserve is to invest the income derived from lease of this site into the Scoresby Recreation Reserve.

Stamford Park reserve

The purpose of this reserve is to develop the Stamford Park site for the benefit of the Knox Community.

State basketball centre asset renewal fund

The purpose of this reserve is to provide for asset renewal works at the State Basketball Centre (Knox Regional Sports Park).

4.3.2 Equity

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change	
			\$'000	%
EQUITY				
Accumulated surplus	683,308	698,649	15,341	2.2%
Reserves	1,367,261	1,355,925	(11,336)	(0.8%)
TOTAL EQUITY	2,050,569	2,054,574	4,005	0.2%

Total equity always equals net assets and is made up of the following components:

- Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations.
- Other reserves that are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the Accumulated Surplus of the Council to be separately disclosed.
- Accumulated surplus which is the value of all net assets less reserves that have accumulated over time. \$4.005 million of the \$15.341 million increase in accumulated surplus results directly from the surplus for the year. An amount of \$11.336 million (net) is budgeted to be transferred from other reserves to accumulated surplus. This reflects the usage of investment cash reserves to partly fund the capital works program. This is a transfer between equity balances only and does not impact on the total balance of equity.

The net increase in equity or net assets of \$4.005 million results directly from the 2019-20 financial year budgeted operating surplus.

4.4 Statement of Cash Flows

4.4.1 Net cash flows provided by/used in operating activities

Description	Forecast	Budget	Change	
	2018-19 \$'000	2019-20 \$'000	\$'000	%
Cash flow from operating activities				
Rates and charges	113,794	116,973	3,179	2.8%
User fees	14,731	16,803	2,072	14.1%
Statutory fees and fines	3,452	3,127	(325)	(9.4%)
Grants - operating	20,514	22,465	1,951	9.5%
Grants - capital	9,122	1,960	(7,162)	(78.5%)
Contributions - monetary	8,832	8,420	(412)	(4.7%)
Other receipts	2,406	2,120	(286)	(11.9%)
Net movement in trust deposits	74	75	1	1.5%
Employee costs	(69,407)	(70,492)	(1,085)	1.6%
Materials and services	(66,748)	(63,422)	3,326	(5.0%)
Contributions and donations	(5,890)	(5,560)	330	(5.6%)
Other payments	(1,312)	(1,729)	(417)	31.8%
Net cash provided by operating activities	29,568	30,739	1,171	4.0%

Operating activities refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provision of services to the community may be available for investment in capital works, or repayment of debt.

The 2019-20 budgeted capital grants income is budgeted to decrease by \$7.162 million. This is due to specific funding for some large capital works projects in 2018-19. Refer to section 4.5 'Capital works program' for a more detailed analysis of Council's capital works program for the 2019-20 financial year.

The 2019-20 operating grants income is budgeted to increase by \$1.951 million on the 2018-19 forecast. Partly, this is due to the prepayment of 50% of the Victorian Grants Commission 2018-19 funding in June 2018.

Materials and services are budgeted to decrease by \$3.326 million. Included in materials and services is capital expenditure which is operational in nature. This expenditure is budgeted to decrease by \$2.801 million on the current year forecast. Materials and services also includes \$16.924 million for waste management. This is an increase of \$0.305 million on the current year forecast.

4.4.2 Net cash flows provided by/used in investing activities

Description	Forecast	Budget	Change	
	2018-19 \$'000	2019-20 \$'000	\$'000	%
Cash flow from investing activities				
Proceeds from sale of property, infrastructure, plant and equipment	13,975	5,102	(8,873)	(63.5%)
Payments for property, infrastructure, plant and equipment	(62,796)	(80,558)	(17,762)	28.3%
Payments for investments	(40,600)	0	40,600	(100.0%)
Proceeds from sale of investments	46,600	40,600	(6,000)	(12.9%)
Net cash used in investing activities	(42,821)	(34,856)	7,965	(18.6%)

Investing activities refers to cash generated or used in the enhancement or creation of infrastructure and other assets. These activities also include the acquisition and sale of other assets such as vehicles, property, plant and equipment.

The increase in net cash inflows from investing activities is primarily due to a \$40.600 million decrease in payments for investments (term deposits held for longer than 90 days). This is partially offset by a \$17.762 million increase in payments for property, infrastructure, plant and equipment, a decrease of \$8.873 million in proceeds from the sale of property, infrastructure, plant and equipment and a \$6.000 million decrease in proceeds from the sale of investments (term deposits held longer than 90 days).

4.4.3 Net cash flows provided by/used in financing activities

Description	Forecast	Budget	Change	
	2018-19 \$'000	2019-20 \$'000	\$'000	%
Cash flow from financing activities				
Finance costs	0	(2,284)	(2,284)	0.0%
Proceeds from borrowings	21,056	31,285	10,229	48.6%
Repayment of borrowings	0	(1,707)	(1,707)	0.0%
Net cash used in financing activities	21,056	27,294	6,238	29.6%

Financing activities refers to the cash generated or used in the financing of Council functions and include proceeds from and repayment of borrowings from financial institutions.

The 2019-20 budget includes new borrowings of \$31.285 million. The new borrowings are forecast to take place at the end of the financial year.

Refer to section 4.2.3 'Borrowings' for further information on Council borrowings.

4.5 Capital Works Program

This section presents a listing of the capital works projects that will be undertaken for the 2019-20 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

4.5.1 Summary

	Forecast	Budget	Change	
	2018-19 \$'000	2019-20 \$'000	\$'000	%
Property	35,421	45,657	10,236	28.9%
Plant and equipment	9,225	7,979	(1,246)	(13.5%)
Infrastructure	33,246	39,217	5,971	18.0%
Total contributions	77,892	92,853	14,961	19.2%

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Expans'n \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Property	45,657	25,185	5,088	869	14,515	0	0	15,011	30,645
Plant and equipment	7,979	1,256	5,760	54	909	0	0	7,979	0
Infrastructure	39,217	6,662	21,067	140	11,348	240	70	38,268	640
Total	92,853	33,103	31,915	1,063	26,772	240	70	61,258	31,285

* Council cash represents council rates, reserves and proceeds from the sale of fixed assets.

4.5.2 Current Budget

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Expans'n \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Property	0	0	0	0	0	0	0	0	0
Land	0	0	0	0	0	0	0	0	0
Buildings	27,742	14,250	5,088	869	7,536	0	0	10,067	17,675
Operations Centre Relocation	9,000	9,000	0	0	0	0	0	0	9,000
Knox Library	3,000	3,000	0	0	0	0	0	0	3,000
Modular Building Program (Modern Construction System)	1,550	1,550	0	0	0	0	0	0	1,550
Knox Skate & BMX Park - Storage Facility	600	600	0	0	0	0	0	0	600
Heany Park - Scout/Community Pavilion	50	50	0	0	0	0	0	0	50
Feasibility Study - Landfill Sites as Solar Farms	50	50	0	0	0	0	0	0	50
Replacements of components for all Council owned buildings based on Building Asset Management Systems	5,088	0	5,088	0	0	0	0	5,088	0
Batterham Reserve - Enhancements to Pavilion and Surrounds	400	0	0	400	0	0	0	400	0
Rowville Children and Family Centre - Refurbishment	92	0	0	92	0	0	0	92	0
Carrington Park - Scoping and Concept Design	85	0	0	85	0	0	0	85	0
Park Crescent Children and Family Centre Refurbishment	79	0	0	79	0	0	0	79	0
Fairpark Reserve - Pavilion Upgrade	60	0	0	60	0	0	0	60	0
Wantirna Community Infrastructure Planning	60	0	0	60	0	0	0	60	0
Flamingo Preschool - Verandah Extension	58	0	0	58	0	0	0	58	0
Rosa Benedikt Community Centre - Minor Upgrade	25	0	0	25	0	0	0	25	0
The Fields Preschool - Verandah	10	0	0	10	0	0	0	10	0
Stamford Park Development	4,085	0	0	0	4,085	0	0	4,085	0
Facility Upgrades as per Buildings Asset Management Plan	1,200	0	0	0	1,200	0	0	0	1,200
Energy Performance Audit for Community Buildings	880	0	0	0	880	0	0	0	880
Family and Childrens Services Buildings and Facilities	270	0	0	0	270	0	0	0	270
Community Toilet Replacement Program	220	0	0	0	220	0	0	0	220
Billoo Park Centre - Toilet and Verandah Upgrade and Preschool Storage Relocation	165	0	0	0	165	0	0	0	165
Scoresby Recreation Reserve - Stage 2	150	0	0	0	150	0	0	0	150
Upgrades to Early Years Facilities	150	0	0	0	150	0	0	0	150
Arts Facility Upgrades	60	0	0	0	60	0	0	0	60
Energy Retrofits in Community Buildings	50	0	0	0	50	0	0	0	50
Kitchen Retrofitting Program at sports pavilions	50	0	0	0	50	0	0	0	50
Early Years Facility Emergency Warning System	50	0	0	0	50	0	0	0	50
Boronia Precinct Planning	50	0	0	0	50	0	0	0	50
Knox Regional Netball Centre Upgrade	50	0	0	0	50	0	0	0	50
Solar panels in Community Facilities	50	0	0	0	50	0	0	0	50
Knox Community Arts Centre Theatre Lighting and Facility Upgrade	30	0	0	0	30	0	0	0	30
Theatre Equipment Upgrade	26	0	0	0	26	0	0	26	0
Total Property	27,742	14,250	5,088	869	7,536	0	0	10,067	17,675

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Expans'n \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Plant and Equipment									
Plant, machinery and equipment	2,464	0	2,464	0	0	0	0	2,464	0
Plant and machinery replacement program	2,464	0	2,464	0	0	0	0	2,464	0
Computers and telecommunications	5,463	1,203	3,296	54	909	0	0	5,463	0
Artworks	52	52	0	0	0	0	0	52	0
Public Art Project	52	52	0	0	0	0	0	52	0
Total Plant and Equipment	7,979	1,256	5,760	54	909	0	0	7,979	0
Infrastructure									
Roads	9,155	0	8,500	0	655	90	0	8,640	425
Program to resurface deteriorated roads as determined from latest condition audits and visual inspections. Program includes replacing road seals to provide protection to the underlying road pavement.									
Program to renew sections of kerb & channel in the roads that have been programmed for resurfacing. Replaced sections are either badly deteriorated or holding water.	4,550	0	4,550	0	0	0	0	4,550	0
Forest Road, Ferntree Gully	860	0	860	0	0	0	0	860	0
Burwood Highway Service Road, Ferntree Gully	505	0	505	0	0	0	0	505	0
High Risk Road Failure Program	500	0	500	0	0	0	0	500	0
Windermere Drive, Ferntree Gully	407	0	407	0	0	0	0	407	0
Albert Avenue, Boronia - Bambury St	380	0	380	0	0	0	0	380	0
Selman Avenue, Ferntree Gully - Burwood Highway	280	0	280	0	0	0	0	280	0
Program to patch and resurface failures on roads classified as industrial from audits and referred works programs.	250	0	250	0	0	0	0	250	0
Sheraton Crescent, Ferntree Gully	200	0	200	0	0	0	0	200	0
Programmed works from June Yearly Audits	170	0	170	0	0	0	0	170	0
Burwood Highway, Ferntree Gully	90	0	90	0	0	0	0	90	0
Commercial Road, Ferntree Gully	70	0	70	0	0	0	0	70	0
Barmah Drive, Ferntree Gully	60	0	60	0	0	0	0	60	0
Lewis Road, Wantirna South	35	0	35	0	0	0	0	35	0
Malvern Street, Bayswater	35	0	35	0	0	0	0	35	0
Chandler Road, Boronia	35	0	35	0	0	0	0	35	0
Albert Street, Upper Ferntree Gully	33	0	33	0	0	0	0	33	0
Winnifred Crescent, Knoxfield	18	0	18	0	0	0	0	18	0
Sullivan Court, Wantirna	12	0	12	0	0	0	0	12	0
Wanaka Close, Rowville	10	0	10	0	0	0	0	10	0
Renou Road, Wantirna South - Intersection Treatments	197	0	0	0	197	0	0	0	197
Knoxfield LATM Stage 2 - Kathryn Road	180	0	0	0	180	90	0	0	90
Major Roads LED Streetlight Replacement	100	0	0	0	100	0	0	0	100
Elton Road and Holme Road, Ferntree Gully - Isolated Traffic Treatment Program	50	0	0	0	50	0	0	50	0
Parking Management Plan Implementation	50	0	0	0	50	0	0	50	0
Albert Avenue School Crossing Relocation	30	0	0	0	30	0	0	30	0
Amesbury Road Intersection Treatments	20	0	0	0	20	0	0	0	20
Clausen Drive, Rowville - LATM	15	0	0	0	15	0	0	0	15
Wentworth Avenue at Lansell Court, Rowville - Splitter Island	10	0	0	0	10	0	0	10	0
Gresford Road Wayfinding Link	1	0	0	0	1	0	0	0	1
Freedman Avenue Wayfinding Connection	1	0	0	0	1	0	0	0	1
Pumps Road Wayfinding to Eastlink	1	0	0	0	1	0	0	0	1

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Expans'n \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Bridges	640	0	500	140	0	0	0	640	0
Replacements of damaged and dangerous sections of bridges, includes road and pedestrian bridges, major culverts and boardwalks, as determined from condition audits	500	0	500	0	0	0	0	500	0
Blackwood Park Drive Bridge	140	0	0	140	0	0	0	140	0
Footpaths and cycleways	4,587	667	3,410	0	510	50	0	4,537	0
Burwood Highway, Upper Ferntree Gully - Link 1	150	150	0	0	0	0	0	150	0
Boronia Road, Bayswater - Footpath 1	100	100	0	0	0	0	0	100	0
Wellington Road, Rowville - Straughan Close to Napoleon Road	95	95	0	0	0	0	0	95	0
Mountain Highway, Boronia - Footpath Connection 4	60	60	0	0	0	0	0	60	0
Valerie Street, Boronia	60	60	0	0	0	0	0	60	0
Napoleon Road, Rowville - Footpath Connection	40	40	0	0	0	0	0	40	0
Mountain Highway, The Basin	40	40	0	0	0	0	0	40	0
Ferntree Gully Road - Shared Path 1	32	32	0	0	0	0	0	32	0
Liverpool Road, The Basin	25	25	0	0	0	0	0	25	0
Forest Road, The Basin - Footpath Connection	15	15	0	0	0	0	0	15	0
Myrtle Crescent, Ferntree Gully	15	15	0	0	0	0	0	15	0
Old Belgrave Road, Upper Ferntree Gully	15	15	0	0	0	0	0	15	0
Mountain Highway, Boronia	10	10	0	0	0	0	0	10	0
Ferntree Gully Road - Shared Path 2	10	10	0	0	0	0	0	10	0
Program to replace damaged and poor condition footpaths as determined from latest condition audits supplied from Asset Strategy and referred works from our Works Services Department (visual asset inspections).	2,785	0	2,785	0	0	0	0	2,785	0
Shared Path Renewal Program	625	0	625	0	0	0	0	625	0
Upper Ferntree Gully Neighbourhood Activity Centre	400	0	0	0	400	0	0	400	0
Blind Creek Trail Rd Crossing Improvement	110	0	0	0	110	50	0	60	0
Drainage	3,170	120	2,400	0	650	0	0	3,170	0
Peregrine Reserve - Treatment Wetlands	50	50	0	0	0	0	0	50	0
Egan Lee Reserve - Treatment Wetlands	50	50	0	0	0	0	0	50	0
Catchment 910 - Treatment Wetlands	20	20	0	0	0	0	0	20	0
Drainage Renewal Program	2,200	0	2,200	0	0	0	0	2,200	0
Program to renew constructed WSUD systems within Knox - the program includes replacing systems that are not functioning	200	0	200	0	0	0	0	200	0
Forest Road to Koolunga Reserve, Ferntree Gully - Integrated Stormwater Solution	250	0	0	0	250	0	0	250	0
Mountain Highway, Bayswater - Drainage Improvements	250	0	0	0	250	0	0	250	0
Orson Rd, Scoresby - Retarding Basin Improvements	50	0	0	0	50	0	0	50	0
1825 Ferntree Gully Road - Flood Mitigation Works	50	0	0	0	50	0	0	50	0
Kevin Avenue Ferntree Gully - Flood Investigation	30	0	0	0	30	0	0	30	0
Talking Tanks Initiative - Flood Protection	20	0	0	0	20	0	0	20	0

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Expans'n \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrow-ings \$'000
Recreational, leisure and community facilities	13,348	160	5,223	0	7,965	100	70	13,178	0
Knox Regional Sport Park - New Courts	100	100	0	0	0	0	0	100	0
Dog Parks - Detailed design	60	60	0	0	0	0	0	60	0
Playground Renewal Program	960	0	960	0	0	0	0	960	0
Milpera Reserve, Wantirna - Oval Renewal	850	0	850	0	0	0	0	850	0
Street Tree Replacement Program	628	0	628	0	0	0	0	628	0
Wantirna Reserve - Tennis Court Renewal	350	0	350	0	0	0	0	350	0
Templeton Reserve - Tennis Court Renewal	350	0	350	0	0	0	0	350	0
Eildon Park - Cricket Net Renewal	250	0	250	0	0	0	0	250	0
Carrington Park Reserve - Cricket Net Renewal	250	0	250	0	0	0	0	250	0
Tim Neville Arboretum	245	0	245	0	0	0	0	245	0
Eildon Park Reserve - Oval Drainage Renewal	150	0	150	0	0	0	0	150	0
Fairpark Reserve - Oval Drainage Renewal	150	0	150	0	0	0	0	150	0
Lakesfield Reserve - Drainage Renewal	150	0	150	0	0	0	0	150	0
Knox Park, Knoxfield - Turf Renewal	125	0	125	0	0	0	0	125	0
Sporting Oval Fencing Renewal	120	0	120	0	0	0	0	120	0
Public Tennis / Netball / Basketball Court Renewal	100	0	100	0	0	0	0	100	0
Rehabilitation of passive parks aged reserve furniture/road closures.	70	0	70	0	0	0	0	70	0
Rehabilitation of garden beds and replacement vegetation along Bush Boulevard, Stud Road.	65	0	65	0	0	0	0	65	0
Rehabilitation of damaged or deteriorated paths.	65	0	65	0	0	0	0	65	0
Rehabilitation of areas on sportsfields which have been degraded due to high levels of use.	55	0	55	0	0	0	0	55	0
Oversowing of Sportsfields	50	0	50	0	0	0	0	50	0
Stormwater Harvesting Infrastructure Renewal	50	0	50	0	0	0	0	50	0
Ongoing programmed renewal of park landscapes following on from significant upgrades as implemented in the Open Space Plan.	45	0	45	0	0	0	0	45	0
Open Space Asset Artwork Renewal	40	0	40	0	0	0	0	40	0
Knox Regional Netball Centre - Court Renewal	40	0	40	0	0	0	0	40	0
Knox Athletics Track - Pathway Renewal	30	0	30	0	0	0	0	30	0
Rehabilitation of passive parks aged reserve signage. Signage for bushland	20	0	20	0	0	0	0	20	0
Windermere Reserve - Oval Renewal	15	0	15	0	0	0	0	15	0
Scoresby Reserve Masterplan	800	0	0	0	800	0	0	800	0
HV Jones, Ferntree Gully - Masterplan	550	0	0	0	550	0	0	550	0
Lewis Park, Wantirna South - Masterplan	500	0	0	0	500	0	0	500	0
Templeton Reserve, Wantirna - Masterplan	450	0	0	0	450	0	0	450	0
Peregrine Reserve, Rowville - Masterplan	450	0	0	0	450	0	0	450	0
Talaskia Reserve, Upper Ferntree Gully - Masterplan	400	0	0	0	400	0	0	400	0
Tormore Reserve, Boronia - Masterplan	400	0	0	0	400	0	0	400	0
Fairpark Reserve, Ferntree Gully - Masterplan	400	0	0	0	400	0	0	400	0
Quarry Reserve, Ferntree Gully - Stage 5	350	0	0	0	350	0	0	350	0
Stud Park Reserve, Rowville - Masterplan	350	0	0	0	350	0	0	350	0

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Expans'n \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Electronic Scoreboards at Sporting Reserves	350	0	0	0	350	0	0	350	0
Wantirna Reserve - Floodlighting Upgrade	300	0	0	0	300	0	0	300	0
RD Egan Lee Reserve - Masterplan	300	0	0	0	300	0	0	300	0
Gilbert Park, Knoxfield - Masterplan	295	0	0	0	295	0	0	295	0
Picketts Reserve, Ferntree Gully - Masterplan	270	0	0	0	270	0	0	270	0
Marie Wallace Reserve, Bayswater - Revision of Masterplan	250	0	0	0	250	0	0	250	0
Picketts Reserve - Floodlighting Upgrade	250	0	0	0	250	100	50	100	0
Carrington Park Reserve - Floodlighting Upgrade	250	0	0	0	250	0	0	250	0
Stormwater Harvesting and Sportsgrounds Irrigation System Program Development	180	0	0	0	180	0	0	180	0
Rumann and Benedikt Reserves, Scoresby	150	0	0	0	150	0	0	150	0
Ferntree Gully Bowls Club - New Floodlighting	135	0	0	0	135	0	20	115	0
Replanting of priority areas within Knox including tree reserves and open space.	100	0	0	0	100	0	0	100	0
Chandler Park, Boronia - Stage 3	100	0	0	0	100	0	0	100	0
Carrington Park Reserve - Paving and Pathway Upgrade	85	0	0	0	85	0	0	85	0
Knox Regional Netball Centre, Ferntree Gully - Development and Subsequent Implementation of Masterplan	80	0	0	0	80	0	0	80	0
Bayswater Bowls Club - New Accessibility Pathway	60	0	0	0	60	0	0	60	0
Batterham Park - Outdoor Gym	60	0	0	0	60	0	0	60	0
Neighbourhood Green Streets	50	0	0	0	50	0	0	50	0
Revegetation - Stream Corridors	50	0	0	0	50	0	0	50	0
Off street car parks	678	0	530	0	148	0	0	678	0
Program for asphalt resurfacing, patching, linemarking and kerb and channel renewal	530	0	530	0	0	0	0	530	0
Arcadia Reserve, Rowville (Scouts) - Carpark Upgrade	100	0	0	0	100	0	0	100	0
Wantirna Reserve - Carpark Upgrade	40	0	0	0	40	0	0	40	0
Rowville Recreation Reserve - Carpark Upgrade Design	8	0	0	0	8	0	0	8	0
Other infrastructure	517	83	234	0	200	0	0	517	0
Knox Pop Up Events Trailer and Kit	20	20	0	0	0	0	0	20	0
Collier Reserve - Bicycle Repair Station	7	7	0	0	0	0	0	7	0
Power Road - Bicycle Repair Station	7	7	0	0	0	0	0	7	0
Liberty Reserve - Bicycle Repair Station	7	7	0	0	0	0	0	7	0
Tim Neville Arboretum - Bicycle Pump Station	7	7	0	0	0	0	0	7	0
The Basin Triangle - Bicycle Repair Station	7	7	0	0	0	0	0	7	0
Colchester - Bicycle Repair Station	7	7	0	0	0	0	0	7	0
Fairpark Reserve - Bicycle Repair Station	7	7	0	0	0	0	0	7	0
Blind Creek Lane - Bicycle Repair Station	7	7	0	0	0	0	0	7	0
Henderson Road Link - Bicycle Repair Station	7	7	0	0	0	0	0	7	0
Fire Hydrant replacement program	134	0	134	0	0	0	0	134	0
Street furniture renewal program	100	0	100	0	0	0	0	100	0
Essential Service Measures	100	0	0	0	100	0	0	100	0
Asbestos Removal Program	100	0	0	0	100	0	0	100	0
Total Infrastructure	32,095	1,030	20,797	140	10,128	240	70	31,360	425
Total Capital Works	67,817	16,536	31,645	1,063	18,573	240	70	49,407	18,100

* Council cash represents council rates, reserves and proceeds from the sale of fixed assets.

4.5.3 Works carried forward from the 2018-19 year

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Expans'n \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Property									
Land	8,235	8,235	0	0	0	0	0	0	8,235
Knox Central Package (excluding Westfield Library and Interim Library)	8,235	8,235	0	0	0	0	0	0	8,235
Buildings	9,679	2,700	0	0	6,979	0	0	4,944	4,735
Operations Centre Relocation	2,500	2,500	0	0	0	0	0	0	2,500
Westfield Library - Design	200	200	0	0	0	0	0	0	200
Stamford Park Development	4,944	0	0	0	4,944	0	0	4,944	0
Energy Performance Audit for Community Buildings	1,149	0	0	0	1,149	0	0	0	1,149
Knox (Interim) Library	664	0	0	0	664	0	0	0	664
Community Toilet Replacement Program	222	0	0	0	222	0	0	0	222
Total Property	17,914	10,935	0	0	6,979	0	0	4,944	12,970
Infrastructure									
Roads	150	0	0	0	150	0	0	150	0
Templeton Street, Wantirna - Linemarking and Intersection Treatments	70	0	0	0	70	0	0	70	0
Coleman Road, Boronia - Linemarking and Sharrows	45	0	0	0	45	0	0	45	0
Timothy Drive, Wantirna South - Intersection Treatments	35	0	0	0	35	0	0	35	0
Bridges	5,500	5,500	0	0	0	0	0	5,500	0
Henderson Road Bridge	5,500	5,500	0	0	0	0	0	5,500	0
Footpaths and cycleways	507	92	0	0	415	0	0	292	215
Mountain Highway, Boronia - Footpath Connection 4	80	80	0	0	0	0	0	80	0
Burwood Highway, Upper Ferntree Gully - Link 1	12	12	0	0	0	0	0	12	0
Upper Ferntree Gully Neighbourhood Activity Centre - Design and early works	415	0	0	0	415	0	0	200	215
Drainage	286	40	0	0	246	0	0	286	0
Norvel Quarry Reserve Water Quality System	40	40	0	0	0	0	0	40	0
Talking Tanks Initiative - Flood Protection	246	0	0	0	246	0	0	246	0
Recreational, leisure and community facilities	679	0	270	0	409	0	0	679	0
Playground Renewal Program	270	0	270	0	0	0	0	270	0
Gilbert Park, Knoxfield - Masterplan	220	0	0	0	220	0	0	220	0
HV Jones, Ferntree Gully - Development of Masterplan	140	0	0	0	140	0	0	140	0
Wally Tew Reserve - Floodlighting Upgrade	49	0	0	0	49	0	0	49	0
Total Infrastructure	7,122	5,632	270	0	1,220	0	0	6,907	215
Total Carried Forward Capital Works 2018/19	25,036	16,567	270	0	8,199	0	0	11,851	13,185

* Council cash represents council rates, reserves and proceeds from the sale of fixed assets.

5. Financial Performance Indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

Indicator	Measure	Expected Bands	Notes	Forecast 2018-19	Budget 2019-20	Strategic Resource Plan			Trend + / o / -
						2020-21	2021-22	2022-23	
Operating Position (measures whether a council is able to generate an underlying surplus)									
Adjusted Underlying Result	Adjusted Underlying Surplus (Deficit) / Adjusted Underlying Revenue	> 0%	1	1.26%	0.33%	7.03%	8.75%	12.49%	+
Liquidity (measures whether a council is able to generate sufficient cash to pay bills on time)									
Working Capital	Current Assets / Current Liabilities	120.00% - 200.00%	2	221.54%	156.71%	141.80%	121.15%	126.07%	-
Unrestricted Cash	Unrestricted Cash / Current Liabilities	50.00% - 100.00%	3	158.47%	93.14%	78.46%	60.47%	69.84%	-
Obligations (measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities)									
Loans and Borrowings	Interest Bearing Loans and Borrowings / Rate Revenue	< 60.00%	4	18.44%	43.20%	47.78%	51.03%	44.12%	o
Loans and borrowings	Interest and Principal Repayments / Rate Revenue	0% - 5.00%	4	0.00%	3.40%	6.69%	7.73%	7.49%	o
Indebtedness	Non Current Liabilities / Own Source	< 40.00%	5	16.97%	34.14%	36.86%	39.43%	33.83%	o
Asset Renewal	Asset Renewal Expenditure / Depreciation	90.00% - 110.00%	6	151.02%	131.36%	122.40%	127.92%	119.85%	o
Stability (measures whether a council is able to generate revenue from a range of sources)									
Rates Concentration	Rate Revenue / Adjusted Underlying Revenue	50.00% - 80.00%	7	69.84%	68.61%	68.43%	68.83%	69.15%	o
Rates Effort	Rate Revenue / Property Values (CIV)	0.20% - 0.60%	8	0.22%	0.24%	0.25%	0.25%	0.26%	o

Indicator	Measure	Expected Bands	Notes	Forecast 2018-19	Budget 2019-20	Strategic Resource Plan			Trend + / o / -
						2020-21	2021-22	2022-23	
Efficiency (measures whether a council is using resources efficiently)									
Expenditure Level	Total Expenditure / No. of Assessments	N/A		\$2,404	\$2,520	\$2,418	\$2,421	\$2,370	o
Revenue Level	Residential Rate Revenue / No. of Residential Assessments	N/A		\$1,465	\$1,500	\$1,535	\$1,570	\$1,607	o
Workforce Turnover	No. of Resignations & Terminations / Average No. of Staff	5.00% - 10.00%		10.00%	10.00%	10.00%	10.00%	10.00%	o

Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

Notes on indicators

5.2.1 Adjusted underlying results

Adjusted underlying result is the net surplus or deficit for the year (per Australian Accounting Standards) adjusted for non-recurrent grants used to fund capital expenditure, non-monetary asset contributions, and contributions to fund capital expenditure other than grants and non-monetary asset contributions. It is an indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Improvement in financial performance is expected over the period. The significant increase from 2020-21 is largely driven by the gains anticipated on the disposal of property, infrastructure, plant and equipment. This has also impacted the 2019-20 result compared to the 2018-19 forecast.

5.2.2 Working capital

Working capital (current assets/current liabilities) is the proportion of current liabilities represented by current assets. It is a general measure of the organisation's liquidity and its ability to meet its commitments as and when they fall due. Although still within expected bands, the declining trend demonstrates a reduction of cash and cash equivalents together with the utilisation of interest-bearing loans and borrowings to fund the Capital Works Program.

5.2.3 Unrestricted cash

Unrestricted cash means all cash and cash equivalents other than restricted cash, including cash that will be used to fund capital expenditure from the previous financial year. Restricted cash means cash and cash equivalents, within the meaning of Accounting Standard *AASB 107 Statement of Cash Flows*, that are not available for use other than for a purpose for which it is restricted. Although still within expected bands, the declining trend demonstrates a reduction of cash and cash equivalents together with the utilisation of interest-bearing loans and borrowings to fund the Capital Works Program. Statutory reserve balances will remain steady before a decrease in 2021-22 and 2022-23.

5.2.4 Debt compared to rates

Loans and borrowings means interest bearing loans and borrowings compared to rates and charges revenue. The balance of interest bearing loans and borrowings is shown as a percentage of rates revenue. Loans and borrowings also refers to interest and principal repayments compared to rate revenue. The ratio describes Council's cash flow debt repayment capacity through the inclusion of interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue. The trend indicates an increased reliance on debt against annual rate revenue in 2019-20 due to borrowings to fund the Capital Works Program, while the trend remains steady in subsequent years.

5.2.5 Indebtedness

Indebtedness compares non-current liabilities to own source revenue. Own source revenue is defined as adjusted underlying revenue other than revenue that is not under the control of Council (including government grants). Interest-bearing borrowings will increase in 2019-20 to fund the Capital Works Program. There will be slight increases in the following two years, however overall the trend remains steady in subsequent years.

5.2.6 Asset renewal

Asset renewal is calculated as asset renewal expenditure as a percentage of depreciation. This indicates the extent of Council's renewal of assets against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets. Council's asset renewal indicator is greater than 100% through the four year outlook.

5.2.7 Rates concentration

Rates concentration is measured as rate revenue compared to adjusted underlying revenue. Adjusted underlying revenue is defined as total income excluding non-recurrent grants used to fund capital expenditure, non-monetary asset contributions, and contributions to fund capital expenditure from sources other than grants and non-monetary contributions. Rates concentration reflects the extent of reliance on rate revenues to fund all of Council's on-going services. The trend is relatively steady for rates concentration.

5.2.8 Rates effort

Rates effort, which is intended to examine the community's capacity to pay, presents rate revenue as a percentage of the capital improved value of rateable properties in the municipality. The trend is relatively steady for rates effort.

2019-20 Fees and Charges

This section presents detailed information on the 2019-20 Fees and Charges.

Knox City Council



2019-20 Fees & Charges

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Proposed 2019-20 Fee GST Incl. (where applicable)	2019-20 GST Applied 10% Y/N
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CEO & Council - People and Culture

RISK MANAGEMENT

Council provides a service for hirers of Council facilities to take out one off Insurance Cover to support their event. All users must hold appropriate insurance to obtain a booking.

Public Liability Insurance for external hirers of Council facilities

Attendances 0 - 100	Per Hire	\$77.00	\$80.00	Y
Attendances 101 +	Per Hire	\$115.00	\$120.00	Y

Knox City Council



2019-20 Fees & Charges

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Proposed 2019-20 Fee GST Incl. (where applicable)	2019-20 GST Applied 10% Y/N
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City Development - City Planning and Building

PLANNING SERVICES

The Planning and Subdivision fees indicated below are for the processing and administration of development applications. Most of these fees are prescribed by State Regulations. Only those that are at the discretion of Council are indicated below.

Secondary Consent & Extension of Time Requests

Secondary Consent Requests	Per Request	\$350.00	\$370.00	Y
Extension of Time Request - For all permits other than Multi Dwelling Permits for more than two dwellings or tree removal on single dwelling sites	Per Request	\$240.00	\$250.00	Y
Extension of Time Request - For Tree Removal or Pruning (single dwelling sites only).	Per Request	\$75.00	\$78.00	Y
Extension of Time Request - For Multi Dwelling Permits of more than two dwellings	Per Request	\$600.00	\$650.00	Y

Bonds (Refundable)

Works Bond	Per Request	150% of the estimated cost of works. Minimum bond amount - \$5,000 for incomplete works bond and \$2,000 for maintenance bond.	150% of the estimated cost of works. Minimum bond amount - \$5,000 for incomplete works bond and \$2,000 for maintenance bond.	N
Landscaping Bond	Per Request	\$5,500.00	\$6,000.00	N
Fee to process Bonds for uncompleted works bonds, landscaping bonds and maintenance bonds.	Per Request	\$320.00	\$350.00	Y
Fee to provide a quote for a Bond for uncompleted works bonds, landscaping bonds and maintenance bonds.	Per Request	\$110.00	\$115.00	Y

Application Advertising

- Public Notice sign for displaying on site	Per Site	\$42.00	\$50.00	Y
- Erection and Management of Public Notices	Per Site	\$200.00	\$210.00	Y
- Mail notices up to 10 inclusively	Flat Rate	\$175.00	\$185.00	Y
- Each additional mail notices between 11 and 50 for mail notices up to 10 is to be added on plus each additional mail notice charge).	Per Additional Notice	\$17.00	\$18.00	Y
- Mail notices between 51 and 100 inclusively	Flat Rate	\$900.00	\$950.00	Y
- Mail notices between 101 and 200 inclusively	Flat Rate	\$2,000.00	\$2,100.00	Y
- Mail notices greater than 200	Flat Rate	\$2,500.00	\$2,650.00	Y
- Standard letter request for planning information	Flat Rate	\$75.00	\$80.00	Y

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Proposed 2019-20 Fee GST Incl. (where applicable)	Amendment 10.1.1 2019-20 GST Applied 10% Y/N
Planning (Miscellaneous)				
Planning Application - tree removal (Single dwelling sites only - Development sites fee is as specified in Clause 21 of the Planning and Environment (Fees) Regulations 2016)	Per Application	\$150.00	\$160.00	Y
Planning Application - tree pruning (Single dwelling sites only - Development sites fee is as specified in Clause 21 of the Planning and Environment (Fees) Regulations 2016)	Per Application	\$75.00	\$80.00	Y
Planning File Recall (Residential)	Per Request	\$170.00	\$180.00	Y
Planning File Recall (Industrial / Commercial)	Per Request	\$240.00	\$260.00	Y
Refund Request	Per Request	Cost of Service	Cost of Service	Y
Planning Historical Searches Residential (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per Request	\$65.00	\$70.00	Y
Planning Historical Searches Commercial (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per request	\$220.00	\$240.00	Y
Public Open Space Valuation Fee	Per Valuation	\$350.00	\$370.00	Y
Net Gain Fee	Per Plant	\$34.00	\$36.00	Y
Pre-Application Request	Per Request	New fee	\$250.00	Y
Dishonoured Cheque Fee	Per Cheque	\$30.00	\$32.00	Y
BUILDING SERVICES				
<i>The Building Services fees provide for the assessment, administration and inspection works necessary for the issue of Building Permits and other miscellaneous site inspections. Most Building Surveying and Permit services are open to market competition (hence GST applies to these), and the fees should be varied on a commercial basis.</i>				
Domestic Permits				
Single Dwellings #	Per Permit	Value/100 or minimum fee of \$2000.00	Value/100 or minimum fee of \$2000.00	Y
Multi Dwelling applications (Class 1) #	Per Permit	Value/100 or minimum fee of \$3000.00	Value/100 or minimum fee of \$3000.00	Y
Dwellings Additions (including Dependant Relative Units) #	Per Permit	Value/100 or minimum fee of \$1100.00	Value/100 or minimum fee of \$1100.00	Y
Variation Permits / Renewals #	Per Permit	\$270.00	\$280.00	Y
Signs, Aerials, Retaining Walls etc #	Per Permit	\$540.00	\$565.00	Y
Sheds, Carports, (non brick) Garages, Verandas, decks, Above Ground Swimming Pools etc. #	Per Permit	\$670.00	\$700.00	Y
In ground Swimming Pools and Brick Garages #	Per Permit	\$810.00	\$850.00	Y
Demolitions #	Per Permit	\$730.00	\$760.00	Y
Minor Variation to Report & Consent decisions #	Per request	\$85.00	\$90.00	N
Industrial / Commercial Permits				
Minor works up to \$10,000 #	Per Permit	\$540.00	\$565.00	Y
Minor works \$10,000 to \$30,000 #	Per Permit	\$1,120.00	\$1,200.00	Y
Fit out Permits	Per Permit	\$1,120.00	\$1,200.00	Y
Classes 2 - 9 (up to \$10,000) #	Per Permit	\$540.00	\$565.00	Y
Classes 2 - 9 (\$10,000 - \$50,000) #	Per Permit	\$1,700.00	\$1,800.00	Y
Classes 2 - 9 (above \$50,000) #	Per Permit	(Cost/2000 + square root of cost) * 4.5 or minimum fee of \$2100	(Cost/2000 + square root of cost) * 4.5 or minimum fee of \$2100	Y
# Fees may be varied by up to 20% by either the Manager City Planning or Co-ordinator Building Services.				

Type of Fees and Charges	Unit Charge Rate	Adopted	Proposed	2019-20 GST Applied 10% Y/N
		2018-19 Fee GST Incl. (where applicable)	2019-20 Fee GST Incl. (where applicable)	
Building (Miscellaneous)				
Building over easements. Building over public space (other than where the public space will be occupied for 6 months or more and the cost of the project exceeds \$5m), and other Council approvals. *	Per request	\$270.00	\$285.00	N
Building Over public space - where public land is occupied for 6 months or more and the cost of the project exceeds \$5m	Per Week Occupied	\$2 per square metre per day (minimum fee of \$200 per week & maximum fee of \$500 per week)	\$2 per square metre per day (minimum fee of \$200 per week & maximum fee of \$500 per week)	N
Council notification of Report and Consent applications	Per Request	\$260.00	\$275.00	Y
Extension of Time Request for existing Building Permit - 12 Months *	Per Request	\$165.00	\$175.00	Y
Sundry Additional Inspection (In Area) *	Per Inspection	\$185.00	\$195.00	Y
Building File Recall Residential	Per Permit	\$170.00	\$180.00	Y
Building File Recall Industrial/Commercial	Per Permit	\$240.00	\$260.00	Y
Occupancy Permit - Public Entertainment *	Per Permit	\$540.00	\$565.00	Y
Occupancy Permit - Public Entertainment - 5 Year Permit *	Per Permit	\$1,115.00	\$1,160.00	Y
Building Historical Searches Residential (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per Information	\$65.00	\$70.00	Y
Building Historical Searches Commercial (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per Information	\$220.00	\$240.00	Y
Refund Request	Per Request	Variable	Variable	Y
Dishonoured Cheque Fee	Flat Rate	\$30.00	\$32.00	Y
* Non Statutory Fees may be varied by up to 20% by either the Manager City Planning or Co-ordinator Building Services.				
City Development - City Futures				
Standard Map Requests (Electronic Files Only)				
Maps Produced from Standard Templates	Per Request	\$50.00	\$50.00	Y
Custom and/or Printed Maps				
<i>Quoted prices available upon request</i>				
Electronic Files and/or Printed Copies	Per Request	Variable	Variable	Y
CITY PROGRAMS & DEPARTMENT SUPPORT				
Business Development Seminars, Workshops and Events				
SBV (Small Business Victoria) Supported Seminars - 2 hrs	Per Session	\$20.00	\$20.00	Y
SBV Supported Workshops - 3 to 3.5 hrs	Per Session	\$30.00	\$30.00	Y
SBV Support Business Programs - generally includes one hour meeting with the business coach, two workshops, business coach spends four hours in each business - valued at over \$2,000, subsidised by Victorian Government.	Per Session	\$200.00	\$200.00	Y
City Development - City Safety and Health				
TRAFFIC ENFORCEMENT, ANIMAL CONTROL & LOCAL LAWS				
<i>Fees relate to Council's General Provisions Local Law, Domestic Animals Act and Road Rules Victoria. Infringement fines are set in legislation. Permit application, Annual Renewal & Registration fees are at Council's discretion and have been calculated based on cost recovery. For ease of use, administration fees have been rounded.</i>				
Permit (including Application) Fees				

Type of Fees and Charges	Unit Charge Rate	Adopted	Proposed	2019-20
		2018-19 Fee GST Incl. (where applicable)	2019-20 Fee GST Incl. (where applicable)	2019-20 GST Applied 10% Y/N
More than 2 dogs				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee	Annual	\$80.00	\$83.00	N
More than 2 cats				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee	Annual	\$80.00	\$83.00	N
More than 25 small birds				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee	Annual	\$80.00	\$83.00	N
More than 5 large birds				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee	Annual	\$80.00	\$83.00	N
More than 5 reptiles or rodents				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee	Annual	\$80.00	\$83.00	N
More than 5 poultry				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee	Annual	\$80.00	\$83.00	N
Permit (other) - i. e. any other permit triggered by the Local Law.				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee	Annual	\$80.00	\$83.00	N
To live in a caravan (on public or private property)				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee	Per Permit	\$80.00	\$83.00	N
Display or sell goods or services on public land				
Application Fee	On Application	\$140.00	\$146.00	N
Permit fee for single day use	Charge	\$80.00	\$83.00	N
Initial Permit/ Renewal fee for period up to 12 months	Per Permit	\$400.00	\$416.00	N
Fitness Groups - Seasonal Permit (Max. 10 sessions) - on public land not managed by Council's Leisure Services	6 Monthly	\$0.00	\$0.00	Y
To place tables and chairs on footpath				
Application Fee	On Application	\$140.00	\$140.00	N
Initial Permit/ Renewal Fee - Per seated person	Per Person	\$36.00	\$36.00	N
Initial Permit/ Renewal Fee - Each Table	Per Table	\$28.00	\$28.00	N
Roadside Trading				
Application Fee	On Application	\$140.00	\$140.00	N
Permit for one day only	Per Application	\$205.00	\$205.00	N
Permit for 2-7 days	Per Application	\$405.00	\$405.00	N

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Proposed 2019-20 Fee GST Incl. (where applicable)	Appendment 10.1.1 2019-20 GST Applied 10% Y/N
Permit for up to one month	Per Application	\$1,135.00	\$1,135.00	N
Municipal-Wide Trading Permit (ie. shared bicycle operators or similar)				
Application Fee	On Application	\$550.00	\$550.00	N
Permit for up to one month	Per Application	\$1,550.00	\$1,550.00	N
Place a Commercial Waste Bin				
Application Fee	On Application	\$0.00	\$0.00	N
Initial Permit/ Renewal Fee	Annual	\$0.00	\$0.00	N
Place a clothing recycling bin on public land				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee - directly operated by fundraising organisation under the Fundraising Act 1998	Per Bin	\$125.00	\$130.00	N
Initial Permit/ Renewal Fee - Other	Per Bin	\$525.00	\$546.00	N
Place a Rubbish Skip bin on public land				
Application Fee	On Application	\$140.00	\$146.00	N
Accredited provider Permit/ Renewal Fee - including up to 20 placements per annum	Annual	\$840.00	\$874.00	Y
Accredited provider - placement of additional bin over 20	Per Bin	\$22.00	\$23.00	Y
Permit Fee - Single Placement	Per Bin	\$87.00	\$90.00	Y
To garage a long or heavy vehicle (in a residential area)				
Application Fee	On Application	\$140.00	\$146.00	N
Permit Fee	Annual	\$193.00	\$201.00	N
Keeping of more than 2 unregistered vehicles on private land				
Application Fee	On Application	\$140.00	\$146.00	N
Permit Fee	Per Permit	Not Applicable	Not Applicable	
Fireworks on public land				
Application Fee	On Application	\$140.00	\$146.00	N
Permit Fee	Per Permit	\$80.00	\$83.00	N
Fundraising				
Application Fee	On Application	Not Applicable	Not Applicable	
Permit Fee	Per Permit	\$80.00	\$83.00	N
Signage				
To erect an "A" frame sign or other sign less than 600mm by 900mm in size (on Public Land)				
Application Fee	On Application	\$140.00	\$140.00	N
Initial Permit/ Renewal Fee	Annual	\$80.00	\$80.00	N
Erect or place a sign (up to 1800mm by 900mm in size) (on Public Land)				
Application Fee	On Application	\$140.00	\$140.00	N
Initial Permit/ Renewal Fee	Annual	\$135.00	\$135.00	N

Type of Fees and Charges	Unit Charge Rate	Adopted	Proposed	2019-20 GST Applied 10% Y/N
		2018-19 Fee GST Incl. (where applicable)	2019-20 Fee GST Incl. (where applicable)	
Erect or place Large Sign (greater than 1800mm x 900mm) (on Public Land)				
Application Fee	On Application	\$140.00	\$140.00	N
Initial Permit/ Renewal Fee	Annual	\$193.00	\$193.00	N
Temporary signage in a public place				
Application Fee	On Application	\$140.00	\$140.00	N
Permit Fee - up to 6 weeks	Per Permit	\$80.00	\$80.00	N
Real Estate - Open for Inspection/ Auction signage (on Public Land) (per office location)				
Application Fee	On Application	\$140.00	\$146.00	N
Permit/ Renewal Fee - Single Placement	Per Permit	\$80.00	\$83.00	N
Initial Permit/ Renewal Fee - Annual Permit	Annual	\$580.00	\$603.00	N
Real Estate - Advertising Board specifically for a property for lease/ sale (on Public Land)				
Application Fee	On Application	\$140.00	\$146.00	N
Permit Fee - up to 3 months	Per Permit	\$80.00	\$83.00	N
Burning Off Permits				
Permit issued outside the bushfire management overlay area	Per Permit	\$62.00	\$64.00	N
Permit issued within the bushfire management overlay area	Per Permit	No Charge	No Charge	
Land Clearance				
Land management fee (unsightly or hazardous properties)	Charge	\$180.00 + Actual cost of works	\$187.00 + Actual cost of works	N
Parking Permits (Domestic)				
Initial permit (up to 2 permits)	No Charge	\$0.00	\$0.00	N
Third and subsequent permit	Per Permit	\$47.00	\$49.00	N
Replacement (lost, stolen or changeover vehicle)	Per Permit	\$24.00	\$25.00	N
Parking Permits (Commercial)				
Operated by traders (private land areas)	Per Permit	\$15.00	\$15.00	Y
Operated by Council initial permit (up to 4 permits)(Council land)	Per Permit	\$15.00	\$15.00	Y
Operated by Council (Fifth and subsequent permits)	Per Permit	\$47.00	\$47.00	Y
Replacement (lost, stolen or changeover vehicle)	Per Permit	\$24.00	\$24.00	Y
Private Parking Area Agreements (Sec 90D Road Safety Act)				
Application Fee	Per Permit	New fee	\$820.00	Y
Permit/ Renewal Fee	Per Permit	New fee	\$300.00	Y
Registration Fees				
<i>The fee structure for animal registration renewals reflects Government fees associated with animal registrations of \$4 per dog or cat and \$20 per Domestic Animal Business.</i>				
<i>Fees in this section have been rounded up or down consistent with Councils strategic approach to animal registrations within the Domestic Animal Management Plan. All Animal Registration Fees below, unless otherwise noted, apply for the 2020 Animal Registration year, which registers an animal for the period 10 April 2020 to 9 April 2021 in accordance with the Domestic Animal Act.</i>				
Category 1D - Dog that meets <u>any one</u> of the following: * Desexed; * over 10 years old; * registered and owner current member of an approved association; * kept for breeding at licensed premises; * kept for working stock. * undergone obedience training which complies with the regulations.	Annual	\$46.00	\$48.00	N

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Proposed 2019-20 Fee GST Incl. (where applicable)	Attachment 10.1.1 2019-20 GST Applied 10% Y/N
Category 1DP - Pensioner Concession Rebate for Category 1D (Dog Desexed - also over 10 years old, current member of an approved association, kept for breeding at licensed premises, kept for working stock)	Annual	\$23.00	\$24.00	N
Category 2DH - Dog Unsterilised and Microchipped - Only applies to current registrations and not new registrations.	Annual	\$82.00	\$85.00	N
Category DLP - Pensioner Concession Rebate for Category 2DH (Dog Unsterilised and Microchipped) - Only applies to current registrations and not new registrations.	Annual	\$31.00	\$32.00	N
Category 1J - Dog or Cat meets 3 categories (i.e. desexed, microchipped, obedience trained, breeder etc) (registered pre 10 April 2016)	Annual	\$32.00	\$33.00	N
Category 1JP - Pensioner Concession Rebate for Dog or Cat meets 3 categories (i.e. desexed, microchipped, obedience trained, breeder etc) (registered pre 10 April 2016)	Annual	\$16.00	\$16.50	N
Category 2D - Dog Unsterilised	Annual	\$181.00	\$188.00	N
Category 2DP - Pensioner Concession Rebate for Dog Unsterilised	Annual	\$90.00	\$94.00	N
Category 2R Declared Menacing Dog, Restricted Breed Dog, Declared Dangerous Dog (no Pensioner Concession Rebate applies)	Annual	\$305.00	\$317.00	N
Category 1DF - Dog that is kept in foster care by a registered foster carer	Annual	\$8.00	\$8.00	N
Cat 1C - Cat that meets <u>any one</u> of the following: * desexed; * over 10 years old; * current member of an approved association; * kept for breeding at licensed premises.	Annual	\$42.00	\$44.00	N
Category 1CP - Pensioner Concession Rebate for Cat 1C - Cat Desexed (also over 10 years old, current member of an approved association)	Annual	\$21.00	\$22.00	N
Category 2C - Cat Unsterilised (exempt under the Domestic Animal Act from requirement to be desexed)	Annual	\$181.00	\$188.00	N
Category 2CH - Cat Unsterilised and Microchipped - Only applies to current registrations and not new registrations.	Annual	\$82.00	\$85.00	N
Category 1CF - Cat that is kept in foster care by a registered foster carer	Annual	\$8.00	\$8.00	N
Registration incentive (dog) - first year of registration is free with evidence that the dog is purchased from a registered animal shelter (ie. Vic Animal Aid, RSPCA, Lost Dogs Home) - within 30 days of purchase.	First Registration Per Animal	\$7.00	\$0.00	N
Registration incentive (cat) - first year of registration is free with evidence that the cat is purchased from a registered animal shelter (ie. Vic Animal Aid, RSPCA, Lost Dogs Home) - within 30 days of purchase.	First Registration Per Animal	\$5.00	\$0.00	N
Unsterilised Puppy registration - discounted initial registration at the desexed registration rate for unsterilised puppies under 6 months of age.	First Registration Per Animal	New fee	\$48.00	N
Late Registration Fee (registered post)	Annual	\$30.00	\$0.00	N
Late Registration fee - Pensioner Concession rebate	Annual	\$5.00	\$0.00	N
Accessing of Pet register information	Per Entry Inspected	\$10.50	\$11.00	N
Refund of Animal Registration: Eligible if animal dies within 1 month of new registration, or 1 month from 10 April for registration renewals.		Refund of the applicable registration fee	Refund of the applicable registration fee	

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Proposed 2019-20 Fee GST Incl. (where applicable)	Amendment 10.1.1 2019-20 GST Applied 10% Y/N
50% pro-rata of Animal Registration fees apply on 10 October. (Does not apply for animals registered at the Pound (upon release after being impounded)).		50% of the applicable registration fee	50% of the applicable registration fee	
Domestic Animal Business Registration				
Animal Business Registration	Annual	\$245.00	\$255.00	N
Foster Carer Registration				
Foster Carer Registration	Annual	\$50.00	\$52.00	N
Pound Release Fees				
Release of domestic dog from pound (reclaim within 8 days) - unregistered	Per Animal	\$276.00	\$285.00	N
Release of domestic dog from pound (reclaim within 8 days) - registered	Per Animal	\$245.00	\$250.00	N
Release of domestic cat from pound (reclaimed within 8 days) - unregistered	Per Animal	\$144.00	\$150.00	N
Release of domestic cat from pound (reclaimed within 8 days) - registered	Per Animal	\$118.00	\$120.00	N
Per day sustenance fee (if held beyond the 8 days impounding fee period)	Per Animal Per Day	\$33.00	\$34.00	N
Livestock				
Impounding fees for large animal - horse, cow or similar	Per Animal	\$346.00	\$360.00	N
Impounding fees for sheep, goat, pig or similar sized animal	Per Animal	\$231.00	\$240.00	N
Posting formal notice	Per Notice	\$20.00	\$21.00	Y
Advertisement in newspaper (animal to be sold at auction after statutory 14 day impound period)	Per Advert	\$290.00	\$302.00	Y
Offences under the General Provisions Local Laws				
<i>Fines and penalties applied under legislation are not reported in this document.</i>				
Release of Impounded goods				
Large Sign (greater than 1800mm x 900mm) i.e. real estate board	Per Sign	\$240.00	\$250.00	N
Medium sign (greater than 900mm or 600mm or less than 1800mm x 900mm) i.e. A-frame sign	Per Sign	\$162.00	\$168.00	N
Small sign (less than 900mm in height or 600mm in width) i.e. pointer board	Per Sign	\$72.00	\$75.00	N
Shopping trolley	Per Trolley	\$115.00	\$120.00	N
Skip bin / Bulk waste container / Shipping container / Clothing recycling bin	Per Item	\$589.00	\$613.00	N
Other Items not mentioned above	Per Item	\$177.00	\$184.00	Y
Impounded Vehicle Release				
Impounded Vehicle Administration fee	Per Vehicle	\$270.00	\$281.00	N
Towing fee for Car	Per Vehicle	\$220.00	\$229.00	N
Towing fee for Oversized Vehicle (incl Truck, Bus, large trailer, etc)	Per Vehicle	\$540.00	\$562.00	N
Storage fee (up to 5 days)	Per Vehicle	\$280.00 + actual costs for offsite storage (if required)	\$291.00 + actual costs for offsite storage (if required)	N
Day storage fee (day 6 onwards)	Per Vehicle Per Day	\$48.00 + actual costs for offsite storage (if required)	\$50.00 + actual costs for offsite storage (if required)	N
Archived records retrieval fee	Per Request	\$27.00	\$28.00	N

Type of Fees and Charges	Unit Charge Rate	Adopted	Proposed	2019-20 GST Applied 10% Y/N
		2018-19 Fee GST Incl. (where applicable)	2019-20 Fee GST Incl. (where applicable)	
HEALTH SERVICES				
Public Health & Wellbeing Act Registration Fee				
Skin Penetrators / Beauty Therapies - single operation	Per Annum	\$153.00	\$159.00	N
Hairdressers / Skin Penetrators / Beauty Therapies - multiple operation	Per Annum	\$207.00	\$215.00	N
One-off registration for Hairdressing business/ premise (unchanged proprietor) - single operation	One-off registration	\$250.00	\$260.00	N
Health Act Accommodation Registration Fees				
Up to 20 residents	Per Annum	\$343.00	\$357.00	N
21-40 residents	Per Annum	\$530.00	\$551.00	N
More than 40 residents	Per Annum	\$800.00	\$832.00	N
Food Act Registration Fees -Includes Food Act Legislative amendments. Registration Fees include registration and first follow up inspection.				
Class 1A Hospitals	Per Annum	\$585.00	\$608.00	N
Class 1A Additional Inspection Fee	Per Inspection	\$206.00	\$214.00	N
Class 1B Aged Care Facilities, Child Care Centres, Meals on Wheels	Per Annum	\$448.00	\$466.00	N
Class 1B Additional Inspection Fee	Per Inspection	\$137.00	\$142.00	N
Class 2A Large Supermarkets - 3 plus departments	Per Annum	\$1,900.00	\$1,976.00	N
Class 2A Additional Inspection Fee	Per Inspection	\$275.00	\$286.00	N
Class 2B Minimarts, Bakery, Food Manufacturer small, Restaurant, Take Away Food Premises, Caterers, mobile and temporary premises. (50% discount for mobile food vans and temporary premises linked to a fixed premises located in the municipality of Knox).	Per Annum	\$585.00	\$608.00	N
Class 2B Additional Inspection Fee	Per Inspection	\$208.00	\$216.00	N
Class 2CG Class 2 Community Group registration	Per Annum	\$147.00	\$153.00	N
Class 2CG Class 2 Community Group registration - single event registration	Per Application	New fee	\$85.00	N
Class 2 Commercial business - single event registration	Per Application	\$137.00	\$142.00	N
Class 2 Food vending machines	Per Vending Machine	New fee	\$82.00	N
Class 2HB Home Businesses	Per Annum	\$417.00	\$434.00	N
Class 2HB Additional Inspection Fee	Per Inspection	\$123.00	\$128.00	N
Class 2ES Supermarkets - 3 plus departments. That hold non standard FSP	Per Annum	\$2,000.00	\$2,080.00	N
Class 2ES Additional Inspection Fee	Per Inspection	\$275.00	\$286.00	N
Class 2E Premises that hold non standard FSP's and are subject to independent audit	Per Annum	\$475.00	\$494.00	N
Class 2E Additional Inspection Fee	Per Inspection	\$207.00	\$215.00	N
Class 3S Large Supermarkets that sell potentially hazardous pre-packed foods. e.g. ALDI	Per Annum	\$1,500.00	\$1,560.00	N
Class 3S Additional Inspection Fee	Per Inspection	\$197.00	\$205.00	N

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Proposed 2019-20 Fee GST Incl. (where applicable)	Amendment 10.1.1 2019-20 GST Applied 10% Y/N
Class 3 Accommodation Meals, Health Food Premises, Bar, Kiosks, Fruit and Vegetable Premises, Confectionary Packaging, Food Vehicles, Pre Packaged Food Premises (High Risk), Full Year Sporting Clubs, Mobile and Temporary Premises, Distributor, Importer, Winery, Warehouse. (50% discount for mobile food vans and temporary premises linked to a fixed premises located in the municipality of Knox)	Per Annum	\$328.00	\$341.00	N
Class 3 Additional Inspection Fee	Per Inspection	\$123.00	\$128.00	N
Class 3CG Class 3 Community Group - single event registration	Per Application	\$82.00	\$85.00	N
Class 3CG Class 3 Community Group events - annual registration	Per Annum	\$147.00	\$153.00	N
Class 3 Commercial business - single event registration	Per Application	\$137.00	\$142.00	N
Class 3 Food vending machines	Per Vending Machine	\$79.00	\$82.00	N
Class 3 Club - Seasonal Sporting Club	Per Annum	\$165.00	\$172.00	N
Class 3 Club Additional Inspection Fee	Per Inspection	\$123.00	\$128.00	N
Late Payment Fee for Food Registration Renewals	Per Annum	25% of Registration fee	25% of Registration fee	N
Other Fees				
Transfer of Health or Food Act registrations	Per Request	50% of Current Year registration fees	50% of Current Year registration fees	N
Property inquiry/ inspection of business on request (10 Working Day Turnaround)	Per Request	\$225.00	\$234.00	Y
Property inquiry/ inspection of business on request (4 Working Day turnaround)	Per Request	\$310.00	\$322.00	Y
Second and subsequent property inquiry/ inspection of business on request	Per Request	\$102.00	\$106.00	Y
Pro Rata Refund of Registration Fees	Per Request	\$43.00	\$45.00	Y
Establishment Fee - Food Act Premises	Per Request	\$312.00	\$324.00	Y
Establishment Fee - Businesses Registrable under Public Health and Wellbeing Act	Per Request	\$142.00	\$148.00	Y
Establishment Fee - Food Act Home Based Businesses and Mobile businesses	Per Request	\$142.00	\$148.00	Y
Septic Tanks permit to install	Per Request	\$470.00	\$489.00	N
Food laboratory sampling of second sample (failed)	Per Sample	Actual costs + \$162 reinspection fee	Actual costs + \$168 reinspection fee	N
Archived records retrieval fee	Per Request	\$28.00	\$29.00	N
Vaccines Provided at Public Sessions				
Boostrix (Adult Diphtheria, Tetanus & Pertussis)	Per Injection	\$48.00	\$50.00	Y
Chicken Pox	Per Injection	\$68.00	\$71.00	Y
Flu - Quad Valent	Per Injection	\$25.00	\$26.00	Y
Hepatitis A (Adult)	Per Injection	\$58.00	\$60.00	Y
Hepatitis B (Adult)	Per Injection	\$35.00	\$36.00	Y
Twinrix (Hepatitis A & B) Adult	Per Injection	\$95.00	\$99.00	Y
Nimerix (Meningococcal ACWY)	Per Injection	New fee	\$82.00	Y

Type of Fees and Charges	Unit Charge Rate	Adopted	Proposed	2019-20
		2018-19 Fee GST Incl. (where applicable)	2019-20 Fee GST Incl. (where applicable)	2019-20 GST Applied 10% Y/N
Administration of Unsubsidised Vaccine Supplied by Government Health Departments	Per Injection	\$17.00	\$18.00	Y
MMR	Per Injection	\$54.00	\$56.00	Y
Service Provided at Clients Business				
Corporate Businesses Service - Two Nurses minimum charge	Per First Hour for 2 Nurses	\$350.00	\$364.00	Y
Corporate Businesses Service - Additional Hours	Per Nurse Per Hour	\$130.00	\$135.00	Y
Boostrix (Adult Diphtheria, Tetanus & Pertussis)	Per Injection	\$48.00	\$50.00	Y
Hepatitis A (Adult)	Per Injection	\$58.00	\$60.00	Y
Hepatitis B (Adult)	Per Injection	\$35.00	\$36.00	Y
Twinrix (Hepatitis A & B) Adult	Per Injection	\$95.00	\$99.00	Y
Flu - Quad Valent	Per Injection	\$25.00	\$26.00	Y
MMR	Per Injection	\$54.00	\$56.00	Y

Knox City Council



2019-20 Fees & Charges

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Proposed 2019-20 Fee GST Incl. (where applicable)	2019-20 GST Applied 10% Y/N
Community Services - Family and Children's Services				
PRE SCHOOL EDUCATION				
Pre School Fee (for Calendar Year 2019)	Per Child	\$1,476.00	\$1,476.00	N
Pre School Fee (for Calendar Year 2020)	Per Child	\$0.00	\$1,553.00	N
Preschool Term Fee including Working Bee Levy (Calendar year 2019)	Annual	\$0.00	\$0.00	N
Pre School Fee Sibling 10% discount (for Calendar Year 2019)	Per Child		(\$147.60)	
Pre School Fee Sibling 10% discount (for Calendar Year 2020)	Per Child		(\$151.40)	
CHILD CARE				
Long Day Care				
Per day (all centres)	Per Day	\$136.00	\$142.80	N
Per week (all centres)	Per Week	\$665.00	\$698.25	N
Occasional Care	Per Hour	\$15.30	\$16.80	N
EARLY YEARS INTEGRATED SERVICES, PLANNING & PARTNERSHIPS				
License Fee for Early Years users, using Council owned facilities	Per Annum	\$0.00	\$0.00	N
Licence Fee for Playgroup Committees using Council-owned facilities	Per Annum	\$0.00	\$0.00	N
Community Services - Active Ageing and Disability Services				
HOME & COMMUNITY CARE SERVICES				
<p><i>Home & Community Care (HACC), Program for Young People (PYP) and Commonwealth Home Support Programme (CHSP) client fees are means tested based on Community Health, Home & Community Care Programs - Income Ranges.</i></p> <p><i>Clients are not disadvantaged by inability to pay, fee waiving is approved as assessed as appropriate by the Knox Regional Assessment Service.</i></p> <p><i>The income ranges per annum, effective 1st January 2018 (current available) are as follows:</i></p> <p><i>Individual Low fee < \$38,157 Medium fee \$38,157 - \$83,487 High fee > \$83,487</i></p> <p><i>Couple Low fee < \$58,438 Medium fee \$58,438 - \$111,608 High fee > \$111,608</i></p> <p><i>*Family (1 Child) Low fee < \$64,644 Medium fee \$64,644 - \$114,804 High fee > \$114,804</i></p> <p><i>*plus \$6,195 per additional child</i></p>				
General Home Care				
Low:				
S - Single (Income Range less than \$38,157 pa) C - Couple (Income Range less than \$58,438 pa) F - Family (1 Child) (Income Range less than \$64,644 pa) (plus \$6,195 additional child per annum) (existing clients only)	Per Hour	\$8.40	\$8.80	N
Medium:				
S - Single (Income range \$38,157 - \$83,487 pa) C - Couple (Income range \$58,438 - \$111,608 pa) F - Family (Income range \$64,644 - \$114,804 pa) (plus \$6,195 additional child per annum) (existing clients only)	Per Hour	\$12.00	\$12.40	N
High:				
S - Single (Income range more than \$83,487 pa) C - Couple (Income range more than \$111,608 pa) F - Family (Income range more than \$114,804 pa) (plus \$6,195 additional child per annum) (existing clients only)	Per Hour	\$45.40	\$47.00	N
Undisclosed income or compensation - Used when clients are unwilling to provide evidence to meet the means test thresholds and therefore are charged the full cost of service.	Per Hour	\$59.50	\$62.00	N

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Proposed 2019-20 Fee GST Incl. (where applicable)	Amendment 10.1.1 2019-20 GST Applied 10% Y/N
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N
Personal Care including Social Support Individual				
Low:				
S - Single (Income Range less than \$38,157 pa) C - Couple (Income Range less than \$58,438 pa) F - Family (1 Child) (Income Range less than \$64,644 pa) (plus \$6,195 additional child per annum) (existing clients only)	Per Hour	\$6.40	\$6.60	N
Medium:				
S - Single (Income range \$38,157 - \$83,487 pa) C - Couple (Income range \$58,438 - \$111,608 pa) F - Family (Income range \$64,644 - \$114,804 pa) (plus \$6,195 additional child per annum) (existing clients only)	Per Hour	\$9.00	\$9.40	N
High:				
S - Single (Income range more than \$83,487 pa) C - Couple (Income range more than \$111,608 pa) F - Family (Income range more than \$114,804 pa) (plus \$6,195 additional child per annum) (existing clients only)	Per Hour	\$46.00	\$48.00	N
Undisclosed income or compensation	Per Hour	\$58.60	\$61.00	N
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N
Respite Care				
Low:				
S - Single (Income Range less than \$38,157 pa) C - Couple (Income Range less than \$58,438 pa) F - Family (1 Child) (Income Range less than \$64,644 pa) (plus \$6,195 additional child per annum) (existing clients only)				
Within Core Hours	Per Hour	\$5.00	\$5.20	N
Out of Core Hours	Per Hour	\$7.00	\$7.40	N
Medium :				
S - Single (Income range \$38,157 - \$83,487 pa) C - Couple (Income range \$58,438 - \$111,608 pa) F - Family (Income range \$64,644 - \$114,804 pa) (plus \$6,195 additional child per annum) (existing clients only)				
Within Core Hours	Per Hour	\$5.80	\$6.00	N
Out of Core Hours	Per Hour	\$9.40	\$9.80	N
High:				
S - Single (Income range \$38,157 - \$83,487 pa) C - Couple (Income range \$58,438 - \$111,608 pa) F - Family (Income range \$64,644 - \$114,804 pa) (plus \$6,195 additional child per annum) (existing clients only)				
Within Core Hours	Per Hour	\$47.40	\$49.00	N
Out of Core Hours	Per Hour	\$68.40	\$71.00	N
Undisclosed income or compensation Core Hours	Per Hour	\$58.00	\$60.00	N
Undisclosed income or compensation Out of Hours	Per Hour	\$87.00	\$90.00	N
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N
HOME MAINTENANCE				
<i>Clients pay for the cost of materials plus the hourly rate.</i>				
Low:				

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Proposed 2019-20 Fee GST Incl. (where applicable)	Amendment 10.1.1 2019-20 GST Applied 10% Y/N
S - Single (Income Range less than \$38,157 pa) C - Couple (Income Range less than \$58,438 pa) F - Family (1 Child) (Income Range less than \$64,644 pa) (plus \$6,195 additional child per annum) (existing clients only)	Per Hour	\$15.20	\$15.80	N
Medium:				
S - Single (Income range \$38,157 - \$83,487 pa) C - Couple (Income range \$58,438 - \$111,608 pa) F - Family (Income range \$64,644 - \$114,804 pa) (plus \$6,195 additional child per annum) (existing clients only)	Per Hour	\$19.20	\$20.00	N
High:				
S - Single (Income range more than \$83,487 pa) C - Couple (Income range more than \$111,608 pa) F - Family (Income range more than \$114,804 pa) (plus \$6,195 additional child per annum) (existing clients only)	Per Hour	\$59.00	\$61.00	N
Undisclosed income or compensation	Per Hour (& as per receipt for materials)	\$88.80	\$92.00	N
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N
FOOD SERVICES				
Centre based & home delivered meals				
Three (3) Course Meal Low Income Medium Income	Per Meal	\$9.80	\$10.00	N
Three (3) Course Meal High Income	Per Meal	\$17.00	\$17.60	N
Two (2) Course Meal (Following combinations available, Soup and Main, Main and Dessert, Soup and 6 pt Sandwich or 6pt Sandwich and Dessert) Low Income Medium Income	Per Meal	\$7.60	\$7.90	N
Two (2) Course Meal (Following combinations available, Soup and Main, Main and Dessert, Soup and 6 pt Sandwich or 6pt Sandwich and Dessert) High Income	Per Meal	\$13.00	\$13.50	N
PLANNED ACTIVITY GROUPS				
Low Income	Per Session	\$8.40	\$8.80	N
Medium Income	Per Session	\$8.40	\$8.80	N
High Income	Per Session	\$14.50	\$15.00	N
ALLIED HEALTH - OCCUPATIONAL THERAPY				
Low Income	Per Consultation	\$10.80	\$11.00	N
Medium Income	Per Consultation	\$16.10	\$16.80	N
High Income	Per Hour	\$106.00	\$110.00	N
Easy Living Equipment Kits - provided at cost to approved reablement clients. Individual items from \$6.40 to \$38.50 each.	Per Kit	\$42.00	\$42.00	N
COMMUNITY TRANSPORT				
Regular bus route passenger	Return Trip	\$6.00	\$6.00	N
Regular bus route passenger	One Way Trip	\$3.00	\$3.00	N
Community Outing	Per Day or Part Day	\$8.40	\$8.40	N

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Proposed 2019-20 Fee GST Incl. (where applicable)	Amendment 10.1.1 2019-20 GST Applied 10% Y/N
Outing Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N
Casual Group Usage				
In core (business hours) per use - maximum 8 hours	Per Use	\$120.00	\$125.00	Y
Out of core per hour drive time	Per Hour	\$65.00	\$68.00	Y
Out of core booking fee	Per Booking	\$65.00	\$68.00	Y
Emergency Services Groups - Training Courses max. of 8 hours	Per Use	\$125.00	\$130.00	Y
ACTIVE AGEING				
Events / Workshops - Seniors Festival Events etc	Per Event	\$6.30	\$7.00	N
Community Services - Youth, Leisure and Cultural Services				
RECREATIONAL RESERVES				
<i>Recreation and Sporting Grounds / Tennis and Netball Courts / Turf Wickets / Parks and Reserves</i>				
Tennis Courts				
Court Fees	Per Court Per Annum	\$115.40	\$120.00	Y
Tennis Pavilions				
Batterham Park	Per Annum	\$900.60	\$937.00	Y
Reta Matthews Reserve (Boronia)	Per Annum	\$866.30	\$901.00	Y
Eildon Park	Per Annum	\$957.80	\$996.00	Y
Glenfern Park (Ferntree Gully)	Per Annum	\$852.80	\$887.00	Y
Guy Turner Reserve (Guy Turner)	Per Annum	\$609.40	\$634.00	Y
Coleman Road Reserve (Knox City)	Per Annum	\$1,769.00	\$1,840.00	Y
Knox Gardens Reserve (Knox Gardens)	Per Annum	\$1,165.80	\$1,212.00	Y
Carrington Park (Knoxfield)	Per Annum	\$709.30	\$738.00	Y
Miller Park	Per Annum	\$900.60	\$937.00	Y
Seebeck Reserve (Rowville)	Per Annum	\$903.80	\$940.00	Y
Exner Reserve (Scoresby)	Per Annum	\$1,039.00	\$1,081.00	Y
Templeton Reserve (Templeton)	Per Annum	\$1,495.50	\$1,555.00	Y
Wantirna Reserve (Wantirna)	Per Annum	\$945.40	\$983.00	Y
Windermere Reserve (Windermere)	Per Annum	\$971.40	\$1,010.00	Y
Cricket				
Junior / Vets / Women's Teams	Per Team Per Season	\$79.00	\$82.00	Y
Senior Teams	Per Team Per Season	\$505.00	\$525.00	Y
Winter Senior Teams	Per Team Per Season	\$337.00	\$350.00	Y
Football				
Junior / Vets / Women's Teams	Per Team Per Season	\$311.00	\$323.00	Y
Senior Teams	Per Team Per Season	\$2,241.00	\$2,330.00	Y
Soccer				
Junior / Vets / Women's Teams	Per Team Per Season	\$197.00	\$205.00	Y
Senior Teams	Per Team Per Season	\$1,353.00	\$1,407.00	Y
Baseball				
Junior / Vets / Women's Teams	Per Team Per Season	\$53.00	\$55.00	Y

Type of Fees and Charges	Unit Charge Rate	Adopted	Proposed	2019-20 GST Applied 10% Y/N
		2018-19 Fee GST Incl. (where applicable)	2019-20 Fee GST Incl. (where applicable)	
Senior Teams	Per Team Per Season	\$386.00	\$401.00	Y
Netball / Court				
Matches	Per Court Per Annum	\$217.00	\$226.00	Y
Training	Per Court Per Annum	\$82.00	\$85.00	Y
Facility License Agreements				
Knox Obedience Dog Club	Per Annum	\$2,082.10	\$2,165.00	Y
B.M.X. Club (Knox Park)	Per Annum	\$650.00	\$676.00	Y
Fitness Groups - Seasonal Permit (Max. 10 Sessions)	Per Season	\$0.00	\$0.00	Y
Eastern Football League - use of Tormore Reserve for the Football Finals series	Per Annum	New Fee	\$3,600.00	Y
Preparation of Turf Wickets				
Boronia Cricket Club	Per Season	\$8,025.70	\$8,347.00	Y
Bayswater Cricket Club	Per Season	\$10,699.50	\$11,127.00	Y
Reserves / Ovals	Per Point Per Oval Per Season	\$217.00	\$226.00	Y
<i>Charges are seasonal and are based on Council's rating of 1 to 9 points per oval, at a fixed rate per point.</i>				
Casual Users - Sporting Reserves				
Knox Schools / Community Usage	No Charge	\$0.00	\$0.00	Y
Non Knox Schools / Non Knox Community Usage	Per Day	\$91.50	\$95.00	Y
Commercial Usage (Corporate and Business Activities / Purposes)	Per Day	\$360.90	\$375.00	Y
Pavilions – Rental				
Batterham No. 1	Per Annum	\$1,068.00	\$1,110.00	Y
Batterham Reserve No 2	Per annum	\$535.00	\$556.00	Y
Bayswater Oval	Per Annum	\$1,068.00	\$1,110.00	Y
Bayswater Park	Per Annum	\$535.00	\$556.00	Y
Benedikt Park No. 1	Per Annum	\$535.00	\$556.00	Y
Carrington Park	Per Annum	\$1,068.00	\$1,110.00	Y
Chandler Park	Per Annum	\$535.00	\$556.00	Y
Colchester Park	Per Annum	\$535.00	\$556.00	Y
Dobson No. 1	Per Annum	\$535.00	\$556.00	Y
Egan Lee No. 1	Per Annum	\$1,068.00	\$1,110.00	Y
Eildon No. 1	Per Annum	\$1,068.00	\$1,110.00	Y
Exner Reserve (Scoresby)	Per annum	\$1,068.00	\$1,110.00	Y
Fairpark No. 1	Per Annum	\$535.00	\$556.00	Y
Gilbert	Per Annum	\$535.00	\$556.00	Y
Guy Turner	Per Annum	\$1,068.00	\$1,110.00	Y
HV Jones Reserve	Per Annum	\$535.00	\$556.00	Y
Kings Park Athletics	Per Annum	\$535.00	\$556.00	Y
Kings Park No. 1	Per Annum	\$1,068.00	\$1,110.00	Y
Kings Park B / Ball No. 1	Per Annum	\$1,068.00	\$1,110.00	Y
Knox Gardens No. 1	Per Annum	\$1,068.00	\$1,110.00	Y
Knox Gardens No 2	Per Annum	\$535.00	\$556.00	Y
Knox Park Soccer	Per Annum	\$535.00	\$556.00	Y
Lakesfield	Per Annum	\$535.00	\$556.00	Y
Lewis Park No. 1	Per Annum	\$535.00	\$556.00	Y
Liberty Ave Reserve	Per Annum	\$535.00	\$556.00	Y
Llewellyn No. 1	Per Annum	\$535.00	\$556.00	Y
Miller	Per Annum	\$535.00	\$556.00	Y
Milpera	Per Annum	\$535.00	\$556.00	Y

Type of Fees and Charges	Unit Charge Rate	Adopted	Proposed	2019-20
		2018-19 Fee GST Incl. (where applicable)	2019-20 Fee GST Incl. (where applicable)	2019-20 GST Applied 10% Y/N
Parkridge	Per Annum	\$535.00	\$556.00	Y
Pickett	Per Annum	\$535.00	\$556.00	Y
Rowville No. 1	Per Annum	\$1,068.00	\$1,110.00	Y
Rowville No 2	Per Annum	\$535.00	\$556.00	Y
Sasses	Per Annum	\$535.00	\$556.00	Y
Schultz	Per Annum	\$535.00	\$556.00	Y
Stud Park	Per Annum	\$535.00	\$556.00	Y
Talaskia	Per Annum	\$535.00	\$556.00	Y
Templeton	Per Annum	\$535.00	\$556.00	Y
Tormore	Per Annum	\$1,068.00	\$1,110.00	Y
Walker Wantirna South Res	Per Annum	\$1,068.00	\$1,110.00	Y
Wally Tew Reserve (Ferntree Gully)	Per Annum	\$1,068.00	\$1,110.00	Y
Wantirna	Per Annum	\$535.00	\$556.00	Y
Windermere	Per Annum	\$535.00	\$556.00	Y
Netball Pavilions				
Fairpark Netball Shed	Per Annum	\$152.00	\$158.00	Y
Mountain Gate Netball Club Pavilion	Per Annum	\$152.00	\$158.00	Y
Walker Reserve Netball Pavilion	Per Annum	\$535.00	\$556.00	Y
FESTIVALS & EVENTS				
<i>All Council run events</i>				
Entrance Fee				
Stall Holders (Commercial and Other)				
Craft and / or Theme	Per Day	\$147.00	\$76.50	Y
Commercial Food - Large	Per Day	\$806.00	\$419.00	Y
Commercial Food - Medium	Per Day	\$605.00	\$314.50	Y
Commercial Food - Small	Per Day	\$416.00	\$216.50	Y
Market Site - Large	Per Day	\$535.00	\$278.00	Y
Market Site - Medium	Per Day	\$401.00	\$208.50	Y
Market Site - Small	Per Day	\$270.00	\$140.50	Y
Additional - Chairs	Per Item Per Day	\$5.00	\$5.00	Y
- Tables	Per Item Per Day	\$22.00	\$23.00	Y
- Marquees (3x3)	Per Item Per Day	\$218.00	\$227.00	Y
- Marquees (6x3)	Per Item Per Day	\$584.00	\$607.00	Y
Electricity - 10 amps	Per Site Per Day	\$38.00	\$20.00	Y
- 15 amps	Per Site Per Day	\$60.00	\$31.00	Y
- 30 amps	Per Site Per Day	\$97.00	\$50.50	Y
Weights (marquee)	Per Site Per Day	\$10.00	\$10.00	Y
Stall Holders (Community)				
Community Food Package - Small 3x3m (includes marquee 1x table, 2x chairs)	Per Day	\$0.00	\$0.00	Y
Community Food Package - Medium 3x6m (includes marquee 1x table, 2x chairs)	Per Day	\$385.00	\$192.50	Y
Community Food Package - Large 3x9m (includes marquee 1x table, 2x chairs)	Per Day	\$557.00	\$278.50	Y

Type of Fees and Charges	Unit Charge Rate	Adopted	Proposed	2019-20
		2018-19 Fee GST Incl. (where applicable)	2019-20 Fee GST Incl. (where applicable)	2019-20 GST Applied 10% Y/N
Market Site Package - Small 3x3m (includes marquee 1x table, 2x chairs)	Per Day	\$0.00	\$0.00	Y
Market Site Package - Medium 3x6m (includes marquee 1x table, 2x chairs)	Per Day	\$250.00	\$125.00	Y
Market Site Package - Large 3x9m (includes marquee 1x table, 2x chairs)	Per Day	\$371.00	\$185.50	Y
FERNTREE GULLY COMMUNITY CENTRE				
Regular Hire Groups	Per Hour	\$32.00	\$33.00	Y
Saturday Night Function	Per 6 Hours	\$668.00	\$695.00	Y
Saturday Night Function	Per Hour	\$141.00	\$147.00	Y
Clean Up Fee	Per Hour or Part Thereof	\$180.00	\$187.00	Y
Delay Exit Fee	Per Hour or Part Thereof	\$180.00	\$187.00	Y
Casual Hire / Room (weekdays)	Per Hour	\$37.00	\$38.00	Y
<i>Bonds (refundable) - Refer to the end of the Community Services Facilities section.</i>				
ROWVILLE COMMUNITY CENTRE				
Hire Type				
Multi - purpose Hall - Function	Per Hour	\$125.00	\$130.00	Y
Multi - purpose Hall - Function - 6 Hours	Per 6 Hours	\$612.00	\$636.00	Y
Multi - purpose Hall - Sports	Per Hour	\$42.00	\$44.00	Y
Multi - purpose Hall - Show Concert	Per Hour	\$132.00	\$137.00	Y
Multi - purpose Hall - Activity	Per Hour	\$52.00	\$54.00	Y
Multi - Purpose Hall - Meetings and Seminars	Per Hour	\$132.00	\$137.00	Y
Meetings / Regular Hire MR 1 and 2 (One Room)	Per Hour	\$32.00	\$33.00	Y
Meetings / Regular Hire MR 1 and 2 (Both)	Per Hour	\$64.00	\$66.00	Y
Meetings / Regular Hire MR 3 and 4 (One Room)	Per Hour	\$32.00	\$33.00	Y
Meetings / Regular Hire MR 3 and 4 (Both)	Per Hour	\$64.00	\$66.00	Y
Meetings / Regular Hire - Interview Room 1	Per Hour	\$25.00	\$26.00	Y
Meetings / Regular Hire - Interview Room 2	Per Hour	\$27.00	\$28.00	Y
Function Hire / MR 5,6 and 7	Per Hour	\$103.00	\$107.00	Y
Function Hire / MR 5, 6 and 7 - 6 Hours	Per 6 Hours	\$601.00	\$625.00	Y
Function Hire / MR 8 and 9	Per Hour	\$80.00	\$83.00	Y
Function Hire / MR 8 and 9 - 6 Hours	Per 6 Hours	\$485.00	\$504.00	Y
Function Hire Cleaning / MR 5, 6, 7, 8 and 9	Per Hour or Part Thereof	\$92.00	\$96.00	Y
School Hire (Knox Schools are entitled to a 20% discount)				
Function - Tennis Pavilion	Per Hour	\$56.00	\$58.00	Y
Function - Tennis Pavilion - 4 Hours	Per 4 Hours	\$177.00	\$184.00	Y
Meetings - Tennis Pavilion	Per Hour	\$32.00	\$33.00	Y
Kitchen (max 3 hours)	Per Hour	\$31.00	\$32.00	Y
Stage	Per Hour	\$11.00	\$11.00	Y
Basketball Court Hire - Single Casual Entry "Drop In"	Per Hour	\$3.00	\$3.00	Y
Badminton Court Hire *	Per Hour	\$21.00	\$22.00	Y
Tennis Court Hire *	Per Hour	\$24.00	\$25.00	Y
Tennis Court Hire (including lighting)	Per Hour	\$32.00	\$33.00	Y
<i>* Senior sports people are eligible to received a 40% discount on court hire charges specified above.</i>				
Soccer / Futsal Court Hire	Per Hour	\$25.00	\$26.00	Y
Soccer / Futsal Court Hire (including lighting)	Per Hour	\$28.00	\$29.00	Y
Clean Up Fee	Per Hour or part thereof	\$182.00	\$189.00	Y
Delay Exit Fee	Per Hour or part thereof	\$182.00	\$189.00	Y

Type of Fees and Charges	Unit Charge Rate	Adopted	Proposed	2019-20 GST Applied 10% Y/N
		2018-19 Fee GST Incl. (where applicable)	2019-20 Fee GST Incl. (where applicable)	
Activities				
<i>The Centre co-ordinates a range of leisure activities i.e. Yoga, Aerobics, "Living Longer Living Stronger". The determination of fees associated with these programs considers direct and indirect costs and fees charged by competitors.</i>				
Yoga	Per Session	\$13.00	\$14.00	Y
Stretch and Tone	Per Session	\$10.00	\$10.00	Y
Living Longer Living Stronger	Per Session	\$6.50	\$7.00	Y
Gentle Exercise	Per Session	New Fee	\$7.00	Y
Three Year Old Activity Group Program	Per 10 Weeks	\$219.00	\$228.00	Y
Four Year Old Activity Group Program	Per 10 Weeks	\$278.00	\$289.00	Y
Senior Sports - Session	Per Session	\$5.50	\$5.50	Y
Administration / Cancellation Fee (Activity Group Program)	Per Term	\$56.00	\$58.00	Y
KNOX REGIONAL NETBALL CENTRE (KRNC)				
Stadium Charges - For Competition				
Junior	Per Court Per Game	\$26.00	\$27.00	Y
Senior	Per Court Per Game	\$59.00	\$61.00	Y
Door Entry - Night Senior / Players and Spectators	Per Admission	\$3.00	\$3.00	Y
Child Minding Fees	Per Child Per Game	\$0.00	\$0.00	N
Stadium Charges - For Training				
Weekdays / Court	Per Court Per Hour	\$36.00	\$37.00	Y
Weekends / Court	Per Court Per Hour	\$43.00	\$45.00	Y
Room Hire				
Meeting Rooms - Association	Per Hour	\$28.00	\$29.00	Y
Meeting Room - Casual hire	Per Hour	\$34.00	\$35.00	Y
Saturday Association Room	Per Saturday	\$120.00	\$125.00	Y
MDNA Administration Office	Per Annum	\$1,165.00	\$1,212.00	Y
Outdoor Courts				
Casual Hire	Per Court Per Game	\$20.00	\$21.00	Y
Casual Hire - Day (Tournaments)	Per Day	\$468.00	\$487.00	Y
Association - Saturday	Per Court Per Annum	\$345.00	\$359.00	Y
Night Use (lights) Per Court per hour	Per Court Per Hour	\$28.00	\$29.00	Y
KRNC Competitions				
Ladies Competitions (KRNC)	Per Team Per Game	\$60.00	\$60.00	Y
Mixed Competitions (KRNC)	Per Team Per Game	\$60.00	\$60.00	Y
Team Registration KCC Competition - Ladies Competition	Per Team Per Season	\$65.00	\$65.00	Y
Team Registration KCC Competition - Mixed Competition	Per Team Per Season	\$65.00	\$65.00	Y
Functions				
Casual Hire - Entire Stadium Netball Usage	Min 8 Hours	\$582.00	\$605.00	Y
Casual Hire - Functions	Min 8 Hours	\$874.00	\$909.00	Y
KNOX COMMUNITY ARTS CENTRE				
Not for Profit / Community Group Rates:				

Type of Fees and Charges	Unit Charge Rate	Adopted	Proposed	2019-20
		2018-19 Fee GST Incl. (where applicable)	2019-20 Fee GST Incl. (where applicable)	2019-20 GST Applied 10% Y/N
Supper / Meeting Room (up to 6 hours)	Per Hour	\$36.00	\$37.00	Y
Supper / Meeting Room (6 hours plus)	Per Hour	\$32.00	\$33.00	Y
Theatre - No Biobox (house lights only). Eg. rehearsals, meetings, seminars etc.	Per Hour	\$36.00	\$37.00	Y
Theatre - With Biobox. Includes a compulsory venue technician for biobox operation. Includes access to kitchen, green room and audience access to foyer with supper room opened as required. Minimum 4 hour booking. Eg. Theatre shows, productions, stage presentations.	Per Hour	\$108.00	\$112.00	Y
Entire Facility Functions, productions and performances etc that require exclusive access to all areas. Includes bio box and one compulsory technician. Minimum 6 hour booking.	Per Hour	\$135.00	\$140.00	Y
Commercial / Other Group Rates				
Supper / Meeting Room (up to 6 hours)	Per Hour	\$55.00	\$57.00	Y
Supper / Meeting Room (6 hours plus or regular hirers)	Per Hour	\$47.00	\$49.00	Y
Theatre - No Biobox (house lights only). Eg. rehearsals, meetings, seminars etc.	Per Hour	\$60.00	\$62.00	Y
Theatre - With Biobox. Includes a compulsory venue technician for biobox operation. Includes access to kitchen, green room and audience access to foyer with supper room opened as required. Minimum 4 hour booking. Eg. Theatre shows, productions, stage presentations.	Per Hour	\$180.00	\$187.00	Y
Entire Facility Functions, productions and performances etc that require exclusive access to all areas. Includes bio box and one compulsory technician. Minimum 6 hour booking.	Per Hour	\$225.00	\$234.00	Y
COMMUNITY SERVICES FACILITIES				
Community Services Facilities - Bonds (Refundable)				
All Functions with alcohol	Per Function	\$1,092.00	\$1,136.00	N
Major Functions (over 150 persons) without alcohol	Per Function	\$650.00	\$676.00	N
Smaller Functions (1 to 150 persons) without alcohol	Per Function	\$328.00	\$341.00	N

Knox City Council



2019-20 Fees & Charges

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Proposed 2019-20 Fee GST Incl. (where applicable)	2019-20 GST Applied 10% Y/N
Corporate Services- Governance and Strategy				
OFFICE ACCOMMODATION				
<i>The Civic Centre meeting rooms are available for business and community functions at a competitive fee. The fee includes hall keeper and building costs to ensure cost recovery is achieved. Discounts and concessions apply under the policy for community and charitable organisations. Amounts have been rounded up to the nearest dollar as a practical fee for quoting and administering room bookings.</i>				
Non Profit / Charitable				
<u>Meeting Rooms 1 or 2</u>				
Monday to Friday 8.00am to 5.00pm	Per Hour	\$60.00	\$62.00	Y
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$99.00	\$103.00	Y
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$130.00	\$135.00	Y
Commercial				
<u>Meeting Rooms 1 or 2</u>				
Monday to Friday 8.00am to 5.00pm	Per Day	\$614.00	\$639.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$312.00	\$324.00	Y
Monday to Friday After 5.00pm	Per Day	\$1,092.00	\$1,136.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$546.00	\$568.00	Y
Saturday or Sunday	Per Day	\$1,456.00	\$1,514.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$733.00	\$762.00	Y
Non Profit / Charitable				
<u>Meeting Rooms 3 or 4</u>				
Monday to Friday 8.00am to 5.00pm	Per Hour	\$86.00	\$89.00	Y
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$130.00	\$135.00	Y
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$177.00	\$184.00	Y
Commercial				
<u>Meeting Rooms 3 or 4</u>				
Monday to Friday 8.00am to 5.00pm	Per Day	\$967.00	\$1,006.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$487.00	\$506.00	Y
Monday to Friday After 5.00pm	Per Day	\$1,456.00	\$1,514.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$728.00	\$757.00	Y
Saturday or Sunday	Per Day	\$1,930.00	\$2,007.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$968.00	\$1,007.00	Y
Non Profit / Charitable				
<u>Meeting Rooms - Full Function Area</u>				
Monday to Friday 8.00am to 5.00pm	Per Hour	\$172.00	\$179.00	Y
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$254.00	\$264.00	Y
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$303.00	\$315.00	Y
Commercial				
<u>Meeting Rooms - Full Function Area</u>				
Monday to Friday 8.00am to 5.00pm	Per Day	\$1,929.00	\$2,006.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$967.00	\$1,006.00	Y
Monday to Friday After 5.00pm	Per Day	\$2,922.00	\$3,039.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$1,461.00	\$1,519.00	Y
Saturday or Sunday	Per Day	\$3,397.00	\$3,533.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$1,698.00	\$1,766.00	Y
FREEDOM OF INFORMATION (FOI)				

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Proposed 2019-20 Fee GST Incl. (where applicable)	2019-20 GST Applied 10% Y/N
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The Freedom of Information Act 1982 sets an application fee at two fee units under the Monetary Units Act 2004. For detailed and complex requests additional charges can be made based on a fee for service basis.

F.O.I. Requests - Complex Requests	Per Application Per Request	Charge based on Service	Charge based on Service	N
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Corporate Services - Business and Financial Services

REVENUE & PROPERTY SERVICES

Land Information Certificates are a standard charge fixed by State Government (Statutory) legislation. Summons Costs recovered are fully recoverable from the outstanding rate debtors.

Summons Costs Recovered (Legal Costs)	Scale of Costs	Scale of Costs	Scale of Costs	N
Land Information Certificates - Urgent Requests Additional Fee	Per Certificate	\$30.00	\$35.00	Y
Reproduction of a Valuation and Rate Notice - Electronic Delivery Only - Up to 3 years old	Per Notice	\$10.00	\$11.00	Y
Reproduction of a Valuation and Rate Notice - Mail of Printed Document - Up to 3 years old	Per Notice	\$30.00	\$35.00	Y
Reproduction of a Valuation and Rate Notice - greater than 3 years old	Per Hour	\$70.00	\$75.00	Y
Recovery of cost incurred to undertake a Field Call	Per Field Call	\$70.00	\$75.00	Y
Recovery of Council's Agency's Professional Costs to prepare Field Call documentation.	Per Field Call	\$60.00	\$65.00	Y

PROPERTY RENTALS

This is a nominal fee paid annually by community groups subject to a licence agreement for the use of the facility. Occupancy arrangements are undertaken in accordance with the 'Tenancy by Community Groups of Council Buildings' Policy.

Annual Licence Fee	Per Annum	\$190.00	\$200.00	Y
Annual Licence Fee - Scout Groups	Per Annum	\$10.00	\$10.00	Y

Knox City Council



2019-20 Fees & Charges

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Proposed 2019-20 Fee GST Incl. (where applicable)	2019-20 GST Applied 10% Y/N
Engineering & Infrastructure - Community Infrastructure				
CHARGEABLE WORKS				
<i>Chargeable works are levied to provide reinstatement of damage to Council's assets, i. e. Road, nature strip openings and special works requests from residents. This work is charged on a total cost recovery plus a 50% administration charge.</i>				
Chargeable Works (Total direct costs + 50%)	Per Job	1.5 x (total direct cost)	1.5 x (total direct cost)	N
Road Opening Inspections:				
Nature strip opening	Per Opening	\$174.00	\$180.00	N
Connection to Council Drain or Kerbing	Per Opening	\$174.00	\$180.00	N
Road Opening	Per Opening	\$174.00	\$180.00	N
Concrete Crossing	Per Opening	\$174.00	\$180.00	N
General Concrete Works	Per Opening	\$174.00	\$180.00	N
Weekend Supervision up to 3 hours	Per Hour	\$152.00	\$160.00	N
Weekend Supervision greater than 3 hours	Per Hour	\$174.00	\$180.00	N
Asset Protection Fees	Per Inspection	\$174.00	\$180.00	N
Information Request	Per Request	\$31.00	\$32.00	N
COUNCIL RESERVES				
<i>Chargeable works are levied to provide reinstatement of damage to Council's assets, i. e. Road, nature strip openings and special works requests from residents. This work is charged on a total cost recovery plus a 50% administration charge.</i>				
Bonds (refundable)				
All access permits	Per Application	\$1,375.00	\$1,430.00	N
Temporary on - site storage material bonds	Per Application	\$685.00	\$715.00	N
MILLERS HOMESTEAD				
Wedding Ceremony	Per Wedding	\$353.60	\$368.00	Y
Wedding Photographs	Per Wedding	\$228.80	\$238.00	Y
Council Training				
Programs / Seminar	Per Day	\$208.00	\$216.00	Y
Programs / Seminar (4 hours)	Half Day	\$114.00	\$119.00	Y
Council Functions	Per Function	\$166.00	\$173.00	Y
Engineering & Infrastructure - Sustainable Infrastructure				
REFUSE DISPOSAL				
<i>Fees and charges are directly paid to the Commercial operator.</i>				
GARBAGE, WASTE & RECYCLE COLLECTION				
Industrial / Commercial 240 litre bin:				
Garbage weekly service, includes recycle weekly	Per Service	\$291.00	\$303.00	N
Garbage 5 weekday service, includes recycle weekly	Per Service	\$1,196.00	\$1,244.00	N
Additional 240 litre Recycle Bin	Per Bin	\$124.00	\$129.00	N
Dorset Square Service:				
Office based premises	Annual charge	\$244.00	\$254.00	N
Retail based premises	Annual charge	\$728.00	\$757.00	N

Type of Fees and Charges	Unit Charge Rate	Adopted	Proposed	2019-20
		2018-19 Fee GST Incl. (where applicable)	2019-20 Fee GST Incl. (where applicable)	GST Applied 10% Y/N
Food based premises less than 200 square metres floor area	Annual charge	\$2,181.00	\$2,268.00	N
Food based premises greater than 200 square metres floor area	Annual charge	\$5,086.00	\$5,289.00	N
Non- Rateable Properties 240 litre bin:				
Garbage weekly service, includes recycle fortnightly	Per Service	\$214.00	\$223.00	N
Garbage 5 weekday service, includes recycle fortnightly	Per Service	\$998.00	\$1,038.00	N
Additional 240 litre Recycle Bin	Per Bin	\$82.00	\$85.00	N
Non- Rateable Properties 120 litre bin waste with 240 litre bin recycle:				
Garbage weekly service, includes recycle fortnightly	Per Service	\$159.00	\$165.00	N
Additional 240 litre Recycle Bin	Per Bin	\$82.00	\$85.00	N
Residential:				
120 litre bin Surcharge	Per Bin	\$50.00	\$52.00	N
Optional 240 litre Green Waste Bin	Per Bin	\$101.00	\$105.00	N
Additional 240 litre Recycle Bin	Per Bin	\$82.00	\$85.00	N
Additional 120 litre Household Bin	Per Bin	\$236.00	\$245.00	N
Engineering & Infrastructure - Operations				
OPEN SPACE MANAGEMENT				
Tree Removal				
Removal of tree due to installation of new cross over	Per Request	Amenity value + Removal costs + Tree planting costs + 2 years maintenance	Amenity value + Removal costs + Tree planting costs + 2 years maintenance	Y

10.2 Interaction between Councillors and Staff Policy

SUMMARY: Manager Governance and Strategy, Phil McQue

A draft 'Interaction between Councillors and Staff Policy' has been developed for consideration by Council, with the objective of promoting a positive and collaborative framework for interactions, communications and relationships between Knox City Councillors and staff.

RECOMMENDATION

That Council adopt the 'Interaction between Councillors and Staff Policy' as set out in Attachment 1 to the report.

1. INTRODUCTION

The Local Government Act 1989 provides that the Chief Executive Officer is responsible for managing interactions between Councillors and Council staff, by ensuring appropriate policies, practices and protocols are in place defining arrangements for interactions.

2. DISCUSSION

A draft 'Interaction between Councillors and Staff Policy' has been developed in alignment with section 94A (3A) of the Local Government Act 1989, and provides a framework, principles and protocols for interactions and communications between Councillors and staff.

Knox City Council has historically enjoyed good working relationships between Councillors and staff, and this Policy only serves to strengthen and enhance these relationships.

The draft Policy is generally 'principles based' and outlines communication protocols between Councillors and staff in carrying out their respective roles and responsibilities.

Following adoption of the Policy, it is proposed that the Councillor Code of Conduct will be reviewed, with a view to including a reference to this Policy within the Code.

3. CONSULTATION

The draft 'Interaction between Councillors and Staff Policy' was developed following a desktop review of best practice policies adopted by other metropolitan local governments.

The draft Policy has been subject to consultation and feedback with Councillors at two Confidential Issues Briefings, 4 February 2019 and 8 April 2019.

4. ENVIRONMENTAL/AMENITY ISSUES

Nil.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Nil.

6. SOCIAL IMPLICATIONS

The 'Interaction between Councillors and Staff Policy' will contribute to the good governance of Knox City Council.

The 'Interaction between Councillors and Staff Policy' is consistent with the "Charter of Human Rights and Responsibilities".

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

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

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

Author - Manager Governance and Strategy, Phil McQue - In providing this advice as the Author, I have no disclosable interests in this report.

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

9. CONCLUSION

It is recommended that Council adopt the 'Interaction between Councillors and Staff Policy', to enhance and strengthen the governance framework at Knox City Council.

10. CONFIDENTIALITY

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

Report Prepared By: Manager Governance and Strategy, Phil McQue

Report Authorised By: Director Corporate Services, Michael Fromberg

Attachments

1. Attachment 1 - Interaction between Councillors and Staff Policy [**10.2.1**]

Interaction between Councillors and Staff

Policy Number:		Directorate:	Office of the CEO
Approval by:	Council	Responsible Officer:	Chief Executive Officer
Approval Date:		Version Number:	
Review Date:	Three Years		

1. Purpose

The purpose of this Policy is to foster and promote a positive, respectful, collaborative and constructive framework for interactions, communications and relationships between Knox City Councillors, as elected representatives of the Knox community, and Council staff, employed to administer the operations of Knox Council.

2. Context

The *Local Government Act 1989*, Knox Councillor Code of Conduct and Staff Code of Conduct separates the roles and responsibilities of Councillors and Council staff. The role and functions of the Council and Councillors are prescribed in the section 3E and 3F of the *Local Government Act 1989*.

The functions of the Chief Executive Officer are defined in *Section 94 Local Government Act 1989*, which provides generally that the administration of Council is the responsibility of the Chief Executive Officer.

Section 94A(3A) Local Government Act 1989 provides that the Chief Executive Officer is responsible "for managing interactions between Council staff and Councillors including by ensuring that appropriate policies, practices and protocols are in place defining appropriate arrangements for interaction between Council staff and Councillors".

3. Scope

This Policy applies to Councillors, Council staff, contractors and volunteers, when interacting on Council related business. The Policy covers all forms of communications, including meetings, visits, telephone calls, emails and social media.

This Policy supports open social interactions between Councillors and all Council staff. Councillors and Council staff are encouraged to apply the principles of this Policy within such social settings.



4. References

- 4.1 Community & Council Plan 2017-2021
 - Goal 8 – We have confidence in decision making
 - Strategy 8.1 Build, strengthen and promote good governance practices across government and community organisations
- 4.2 Relevant Legislation
 - *Local Government Act 1989*
 - *Occupational Health and Safety Act 2004*
 - *Equal Opportunity Act 2010*
- 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
 - Knox Councillor Code of Conduct
 - Knox Staff Code of Conduct
 - Knox Councillor Workplace Bullying and Violence Policy

5. Definitions

Detail any definitions within the policy.

Councillor	means a Councillor of Knox City Council
Council staff	means an employee, volunteer or agency contractor of Knox City Council

6. Council Policy

Councillors and Council staff will work together to create a positive, professional, trusting and respectful working relationship, in the provision of services to the community and to the governance of Knox City Council.

Request for Information or Advice

- Councillors are encouraged to request information, clarification, technical expertise, advice or make a comment on a specific matter directly to the Chief Executive Officer, relevant Director, relevant Manager or relevant Coordinator.
- This Policy is not intended to restrict a Councillor's right to access a Council staff member and/or information.
- Information that is made available to a Councillor is not to be withheld by Council staff from other Councillors, and will be made available to other Councillors upon request.

Meetings and Contact

- Meetings or contact between Councillors and Council staff should always be conducted professionally, in accordance with this Policy.
- Councillors should endeavour to contact the Chief Executive Officer, relevant Director or Manager during business hours, unless Councillors availability or urgency necessitates otherwise.
- In recognition of Councillors having commitments outside of Council, Council staff should endeavour to communicate with Councillors during business hours, unless Councillors have indicated otherwise.
- Council staff who do not feel competent or confident in responding directly to a Councillor may refer the matter to their Manager for action.
- Council staff are able to advise a Councillor when they are of the view that they are interfering with an operational matter. In such circumstances, Council staff can request for the Councillor to pursue the matter directly with their Manager or Director.



- Where possible and as a matter of courtesy, Councillors are requested to make an appointment with the relevant Council staff member prior to any meeting, so that the Council staff member can be appropriately prepared.

Communications between Councillors and Council Staff

- All communications between Councillors and Council staff should be courteous, honest, respectful and professional.
- Councillors and Council staff should not engage in communications that could be considered to be offensive, disrespectful, discriminatory, defamatory or threatening.
- Councillors are encouraged to openly express a point of view or provide feedback in the appropriate setting.
- Equally, Council staff are encouraged to have the morale and confidence to provide frank and fearless professional advice to Knox City Councillors, to facilitate informed decision making.
- As prescribed in the *Local Government Act 1989*, a Councillor must not improperly direct or improperly influence, or seek to improperly direct or improperly influence, a member of Council staff in the exercise of any power or in the performance of any duty or function by the member.
- Councillors may query any process or procedure, but should take care in relation to investigations, infringements or prosecutions, to ensure they are not perceived to be seeking to influence the outcome.
- Councillors should seek to avoid any perceptions of wrong doing when exercising their right as an elected member, particularly the appearance of trying to improperly influence Council staff.
- Equally, Council staff should be mindful of Councillors' rights to exercise their role as elected representatives of the Knox community.

7. Breaches of this Policy

- Any communications by Councillors or Council staff considered to be offensive, discriminatory, defamatory or threatening in nature will be considered a breach of this Policy.
- All occasions of a Councillor or Council staff member not complying with this Policy should be immediately reported to the immediate Manager of the staff member, who will attempt to resolve the matter.
- Where the matter cannot be resolved, the Manager is to refer the matter to the Director, who will attempt to resolve the matter.
- Where the matter is still unable to be resolved, it will be referred to the Chief Executive Officer, who is responsible for the management of such interactions.
- Where a Councillor has a specific issue with a Council staff member, they are requested to discuss this matter directly with the Chief Executive Officer or relevant Director.
- The Chief Executive Officer may, if practicable to do so, encourage the Councillor and staff member to attend a confidential mediation session, or otherwise adopt as far as is practical and appropriate.
- Any breaches of this Policy will be actioned in accordance with the Councillor Code of Conduct or Staff Code of Conduct.

8. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

10.3 Meeting Structures and Delegations

SUMMARY: Co-ordinator Governance, Andrew Dowling

This report presents a revision of the Council Meeting Structure Policy and a consequential update to the Instrument of Delegation for the Strategic Planning Committee. The recommendation also refreshes Council's previous decisions that various clauses of the Meeting Procedure and Use of Common Seal Local Law 2018 (the Local Law) not to apply to the Strategic Planning Committee.

RECOMMENDATION

That Council:

- A. Resolve to adopt the Meeting Structures and Cycle Policy in accordance with Attachment 1 to the Officers' Report.
- B. In exercise of the powers conferred by sections 86 and 87 of the Local Government Act 1989 (the Act), resolves that:
 1. There be delegated to the Strategic Planning Committee the powers, duties and functions set out in the Instrument of Delegation to the Strategic Planning Committee (the Instrument) as attached to the Officers' Report (Attachment 2).
 2. The Instrument:
 - a) comes into force immediately the common seal of Council is affixed to the Instrument; and
 - b) remains in force until Council determines to vary or revoke it.
 3. The Instrument be sealed.
 4. On the coming into force of the Instrument, the previous instrument of Delegation to the Strategic Planning Committee sealed on 26 September 2018 is revoked.
- C. In accordance with Clause of 77 of the Meeting Procedure and Use of Common Seal Local Law 2018 (the Local Law) resolves that:
 1. The following provisions of Part 4, Division 1 of the Local Law do not apply to the Strategic Planning Committee:
 - a) Clause 18, Order of Business:
 - Part 2(e), relating to presentation of petitions and memorials
 - Part 2(f), relating to reports by Councillors
 - Part 2(h), relating to matters deferred or continued from previous Meetings
 - Part 2(m), relating to questions without notice
 - Part 3, relating to Public Question Time
 - b) Clause 36, Procedure for Moving a Motion:
 - Part 7, relating to Councillors speaking once during debate
 - c) Clause 37, Procedure for Moving an Amendment:
 - Part 7, relating to Councillors speaking once during debate
 - d) Clause 50, Time Limits
 - e) Clause 62, Public Question Time
 - f) Clause 66, Petitions

2. The Strategic Planning Committee may resolve that additional provisions of Part 4 of Division 1 of the Local Law do not apply to the Strategic Planning Special Committee.

1. INTRODUCTION

Officers have undertaken a review of the Council Meeting Structure Policy and prepared a revised policy, renamed the Meeting Structures and Cycle Policy. The new title and updated policy better reflects the breadth of meetings within its scope, clarifies the purpose of various meetings and the better reflects needs, customs and practices of Council and the administration.

The primary changes in the policy relate to the Strategic Planning Committee (the SPC) and consequential changes are proposed to the Instrument of Delegation for the SPC to ensure it has the necessary powers to fulfil its purpose.

2. DISCUSSION

A summary of the material changes in the Meeting Structures and Cycle Policy is set out below:

- The policy scope has been simplified, taking into account the recent adoption of the Council Committees policy and the sunsetting of the Ferntree Gully Cemetery Trust Special Committee.
- The policy has been simplified more clearly sets out the 4 types of meetings within the scope of the policy, and the purpose of each meeting.

In conjunction with the policy review, Officers have reviewed the Instrument of Delegation to the Strategic Planning Committee (the SPC). Established under Section 86 of the Local Government Act 1989 (the Act), the SPC may be delegated any of Council's functions, duties or powers under the Act, or any other Act, subject to certain exemptions within relevant legislation.

The current instrument of delegation has been in place since September 2017. The revised Instrument of Delegation to the Strategic Planning Committee (Attachment 2) has been prepared as an instrument by exception, rather than the current, prescriptive instrument. This approach is recommended because:

- Membership of the SPC includes all Councillors, and only Councillors. In practical terms this means an SPC meeting is distinguishable from a Council meeting only by the powers the Committee can legally exercise and the procedural formality of its meetings.
- It provides greater certainty. The current instrument of delegation at times requires a level of interpretation to determine whether the SPC has sufficient delegation to consider certain matters. Rather than trying to predict and prescribe every situation in which the SPC can act as Council's delegate, a delegation by exception provides certainty by clearly establishing those functions, duties or powers that have not been delegated.

Officers are also recommending Council determine those provisions of the Meeting Procedure and Use of Common Seal Local Law 2018 which do not apply to the SPC, and empower the SPC to determine itself, whether to exempt itself from further provisions of the local law.

3. CONSULTATION

Councillors and the Executive Management Team have been consulted in the preparation of this report.

Council subscribes to Maddocks Lawyers' Authorisations and Delegations service which provides advice and template instruments for Council's delegations which have been tailored to organisational requirements.

4. ENVIRONMENTAL/AMENITY ISSUES

Nil.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Nil.

6. SOCIAL IMPLICATIONS

The revised Policy contributes to the good governance of Knox City Council by providing greater clarity on the scope, purpose and powers on Council's meetings.

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

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

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

Author - Co-ordinator Governance, Andrew Dowling - In providing this advice as the Author, I have no disclosable interests in this report.

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

9. CONCLUSION

The recommendation in this report reflects the officers' view that:

- The draft Meeting Structures and Cycle Policy provides appropriate guidance to Councillors and Officers to inform the preparation of an annual meeting schedule; to understand the purpose of Council's decision-making forums and Issues Briefing meetings, and provides appropriately for the needs, customs and practices of Council and the administration;

- The revised Instrument of Delegation to the Strategic Planning Committee provides greater certainty to the Committee and Council staff regarding the extent of the Committee’s functions, duties and powers; and
- Dispensing with the identified provisions of the Meeting Procedure and Use of Council Seal Local Law 2018 will contribute to an effective forum in which the Strategic Planning Committee to can achieve its purpose.

10. CONFIDENTIALITY

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

Report Prepared By: Co-ordinator Governance, Andrew Dowling

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

1. Attachment 1 - Draft Meeting Structures and Cycle Policy **[10.3.1]**
2. Attachment 2 - Draft Delegation from Council to Strategic Planning Committee **[10.3.2]**

~~Council~~ Meeting Structures and Cycle

Policy Number:	2003/26	Directorate:	Corporate Services
Approval by:	Council	Responsible Officer:	Manager Governance and Strategy
Approval Date:	29 April 2019	Version Number:	5
Review Date:	April 2023		

1. PURPOSE

- ~~Policy documents Council's meeting structure and arrangements~~

~~This purpose of this policy is to document the cycle of formal decision making forums and Issues Briefing meetings attended by Councillors~~

2. SCOPE

~~This Policy relates to Council's decision-making forums:~~

- ~~1. Ordinary Council meetings,~~
- ~~2. Special Council meetings,~~
- ~~3. Special Committee meetings~~

~~and to Issues Briefing meetings.~~

~~The Policy relates to the four main Council meeting types: Ordinary meetings, Special meetings, Strategic Planning Committee meetings and Issues Briefing meetings.~~

~~All other Special or Advisory Committee meetings have the capacity to determine their own meeting requirements on an as need basis. This includes the Ferntree Gully Cemetery Trust Special Committee.~~

3. REFERENCES

3.1 ~~3.1 Community & Council Plan 2017-2021 City Plan~~

- ~~Democratic and Engaged Communities~~
- ~~Goal 8 — We have confidence in decision making~~

3.2 ~~Relevant Legislation~~

- Meeting Procedure and Use of Common Seal Local Law ~~2018~~2008
- Local Government Act 1989
- ~~Instrument of Delegation to the Strategic Planning Committee as amended from time to time~~

3.3 Charter of Human Rights

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

3.4 Related Council Policies

- Nil

3.5 Related Council Procedures

- Guidelines for Preparing Council Reports
- Council Meeting Report Template
- Strategic Planning Committee Report Template
- Issues Briefing Report Template

3.6 Other References

- Instrument of Delegation to the Strategic Planning Committee as amended from time to time

4. DEFINITIONS

“Ordinary <u>Council</u> Meeting” (Section 83 LGA)	a meeting at which the general business of Council may be transacted.
“Special <u>Council</u> Meeting” (Section 84 LGA)	a meeting called in accordance with Section 84 of the Local Government Act <u>1989</u> .
<u>Special Committee</u> (Section 86 LGA)	<u>A committee established under Section 86 of the Local Government Act 1989 and which has an instrument of delegation from Council</u>
“Strategic Planning Committee Meeting”	a meeting of all nine Councillors constituted in accordance with the instrument delegation granted by Council.
“Issues Briefing” (Section 3)	<u>Regular, scheduled meetings for all Councillors held for the purposes as set out in this Policy</u>
	an informal meeting of all Councillors to discuss business of the Council and which constitutes an <u>Assembly of Councillors</u> as defined in Section 3.
“EMT”	means the Executive Management Team.
“Assembly of Councillors”	any meeting which constitutes an assembly of councillors as defined at Section 3 of the Local Government Act.
<u>LGA</u>	<u>Local Government Act 1989</u>

Statutory Meeting

A Special Council Meeting held for the election of the Mayor, and which may also include (but is not limited to):

- The election of a deputy Mayor
- Appointment of Councillors to various Council and external Committees; and
- Taking the Oath of Office

(Meeting Procedure and Use of Common Seal Local Law 2018)

5. COUNCIL POLICY

Council will establish a schedule of meetings annually.

Until such time as Council resolves otherwise:

- the schedule shall be prepared on the basis of the following cycle,

<u>First Monday of the month</u>	<u>Issues Briefing Meeting</u>
<u>Second Monday of the month</u>	<u>Strategic Planning Committee Meeting</u>
<u>Third Monday of the month</u>	<u>Issues Briefing Meeting</u>
<u>Fourth Monday of the month</u>	<u>Ordinary Meeting of Council</u>

with such alterations as Council considers necessary to accommodate public holidays and the other business of Council and Councillors:

- the schedule shall include a Statutory Meeting as close as practicable to the one year anniversary of the previous election of the Mayor

The form and content of reports to the above meetings shall, subject to any resolution of Council, be determined by the Chief Executive Officer in consultation with Councillors.

It shall be Policy that Council will operate the following monthly meeting cycle:

<u>1. First Monday of the month</u>	<u>Issues Briefing Meetings</u>
<u>2. Second Monday of the month</u>	<u>Strategic Planning Committee Meetings</u>
<u>3. Fourth Monday of the month</u>	<u>Ordinary Meetings of Council</u>

All reports to these meetings must be presented in the format of the nominated templates.

For the purpose of this Policy the following provisions will apply to each of the meetings:

5.1 ~~Ordinary Meetings of Council Meetings~~

Ordinary Council Meetings are the pre-eminent decision-making forum of Council and can consider any matter under Council's jurisdiction, by or under any legislation or regulation.

Ordinary Council Meetings:

a) Will consider such business as determined in accordance with:

- the Local Government Act 1989; and
- the Meeting Procedure and Use of Common Seal Local Law 2018

b) Will be conducted in a formal meeting environment and in accordance with:

- the Local Government Act 1989; and
- the Meeting Procedure and Use of Common Seal Local Law 2018

~~In accordance with Section 83 of the Local Government Act, Council may hold Ordinary Meetings at which the general business of the Council may be transacted.~~

~~The following are the key features of an Ordinary Meeting of Council:~~

~~Any general business of the Council may be transacted.~~

~~The meeting is conducted in a formal meeting environment directed by the Local Government Act and Council's Meeting Procedure and Use of Common Seal Local Law 2008.~~

~~The meeting has full authority to make decisions on all lawful matters.~~

~~Ordinary Meetings are generally open to the public except where Council resolves that the meeting be closed to members of the public under Section 89 of the Local Government Act.~~

5.2 Special Council Meetings

Special Council Meetings have the same powers as Ordinary Council Meetings, however are convened for a specific purpose as specified in the notice calling the meeting and:

a) Will consider such business as determined in accordance with the notice calling the meeting and:

- the Local Government Act 1989; and
- the Meeting Procedure and Use of Common Seal Local Law 2018

b) Will be conducted in a formal meeting environment and in accordance with:

- the Local Government Act 1989; and
- the Meeting Procedure and Use of Common Seal Local Law 2018

5.23 Strategic Planning Committee Meetings

The Strategic Planning Committee is a Special Committee under Section 86 of the Local Government Act 1989 comprised solely of Councillors. All Knox Councillors are members of the Committee. The Committee exercises Council's powers, and performs Council's duties and functions in accordance with a formal instrument of delegation.

The Strategic Planning Committee:

- a) Has been established to provide a decision-making forum:
- i. With less procedural formality, enabling more extensive discussion and debate, particularly for, but not limited to, strategic and policy related matters.
 - ii. That receives deputations and or presentations from external parties and Council staff.
- b) Will consider such business as determined in accordance with:
- the Local Government Act 1989; and
 - the Meeting Procedure and Use of Common Seal Local Law 2018
- c) Will conducted meetings in a formal environment and in accordance with:
- the Local Government Act 1989; and
 - the Meeting Procedure and Use of Common Seal Local Law 2018, with such exclusions as determined by Council to achieve its purpose as set out in clause a) above.

~~Council's Strategic Planning Committee has been established under Section 86 of the Local Government Act 1989. Council has formally delegated to the Strategic Planning Committee all functions, duties and powers in respect to the following matters:~~

- ~~• Formulation of policy~~
- ~~• Appointment of Committees~~
- ~~• Major financial issues~~
- ~~• Personnel matters~~
- ~~• Personal hardship of any resident or ratepayer~~
- ~~• Industrial matters~~
- ~~• Contractual matters~~
- ~~• Proposed developments~~
- ~~• Legal advice~~
- ~~• Matters effecting the security of Council property~~
- ~~• Any matter referred to the Strategic Planning Committee from a previous meeting of Council~~

~~The instrument of delegation provides that the Strategic Planning Committee will comprise all nine Councillors of the Knox City Council.~~

~~The purposes of the Strategic Planning Committee are as follows:~~

- ~~a) To provide a forum of Council that focuses specifically on strategic and policy related matters in a less formal meeting environment.~~
- ~~b) To provide a decision-making forum for Council that allows an opportunity for discussion and consultation to assist in determining strategic and policy related matters.~~
- ~~c) To receive deputations/presentations from external parties and presentations from Council staff in a Council meeting environment.~~
- ~~d) To discuss issues of a confidential nature under Section 89 of the Local Government Act.~~
- ~~e) To consider and discuss in detail any major advocacy proposals.~~

5.4 Issues Briefing Meeting

Issues Briefing Meetings provide an informal meeting forum for Councillors, EMT and other staff to facilitate an information exchange and communication.

Issues Briefing Meetings:

- a) Have no delegated authority to make decisions on Council's behalf, or direct officers in the exercise of their delegation powers, or discharge of their delegated functions and duties.
- b) Are a confidential forum and all papers prepared for and considered, and the content of discussions held are to be treated as confidential.
- c) Are held for the purpose of:
 - Ensuring councillors are well informed and in the best possible position to debate issues effectively once matters come into a decision-making forum.
 - Enabling Councillors to ask questions about information given to them; to identify information shortfalls; to explore options; and to gain a more detailed understanding of matters presented or discussed.
 - Enabling officers to understand Councillors' perspectives on issues presented and receive feedback to inform decision-makers, and or reports prepared for decision-making forums.
 - Receiving informal deputations or presentations from external parties in exceptional circumstances that fulfill the purposes above.
- d) Will be held in an informal environment and not subject to the procedural formalities of Council's Meeting Procedure and Use of Common Seal Local Law 2008.
- e) Are subject to the conflict of interest provisions of the Local Government Act 1989.

~~f) Will be chaired by the Mayor. Where the Mayor is unavailable or unable to chair the meeting, meetings will be chaired by the Deputy Mayor, or such other Councillor as nominated by the Mayor.~~

~~g) Will generally be expected to commence at 6.30pm and be of a maximum 2-2.5 hours duration.~~

~~The purpose of the Issues Briefing Meeting is to provide a forum for an informal and confidential meeting between Councillors, EMT and other staff in order to facilitate an information exchange and communication.~~

~~The following are the key features of the Issues Briefing Meeting:~~

- ~~a) An Issues Briefing Meeting does not constitute a committee of Council.~~
- ~~b) An Issues Briefing Meeting constitutes an *Assembly of Councillors* for the purpose of Section 3 of the LGA.~~
- ~~c) An Issues Briefing Meeting has no delegated authority to make decisions on Council's behalf.~~
- ~~d) An Issues Briefing Meeting is conducted in an informal environment and is not subject to Council's Meeting Procedure and Use of Common Seal Local Law 2008.~~
- ~~e) The forum provides a valuable opportunity for issues to be discussed in an informal environment without decisions being made.~~
- ~~f) Unless exceptional circumstances exist, deputations from external parties will not be presented at Issues Briefing Meetings.~~
- ~~g) All papers provided to Issues Briefing Meetings are treated as confidential.~~
- ~~h) Confidential notes on the Issues Briefing Meetings will be kept and circulated to all Councillors and EMT.~~
- ~~i) An Issues Briefing Meeting (as an Assembly of Councillors) is subject to the provisions of Section 80A of the LGA requiring that a written record is kept of—

 - ~~• the names of all Councillors and members of Council staff attending;~~
 - ~~• the matters considered;~~
 - ~~• any conflict of interest disclosures made by a Councillor attending;~~
 - ~~• Whether a Councillor who has disclosed a conflict of interest leaves the assembly.~~~~
- ~~j) Generally the meetings will run from 6.30pm to 10.30pm.~~

~~Council may conduct additional Issues Briefing Meetings, as the need arises.~~

5.4 Special Meetings of Council

~~Special Meetings of Council will be called in accordance with Sections 83 and 84 of the Local Government Act by the Mayor or at least three Councillors giving written notice to the Chief Executive Officer.~~

~~Special Meetings of Council are called for a specific purpose. Unless all Councillors are present and unanimously agree, only the business specified in the notice to call the meeting can be transacted. An example of when a Special Meeting is the meeting to discuss the Annual Report under Section 126A of the Local Government Act.~~

Delegation



Instrument of Delegation to the

Strategic Planning Committee

Knox City Council (Council) delegates to the special committee established by resolution of Council passed on 8 April 1997 and known as the "Strategic Planning Special Committee" (the Committee), the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on 26 April 2019;
2. the delegation:
 - 2.1 comes into force immediately upon the common seal of Council being affixed to this Instrument of Delegation; and
 - 2.2 remains in force until Council resolves to vary or revoke it.
3. all Councillors of the Knox City Council are members of Committee which is constituted solely of Councillors; and
 - 3.1 All members of the Committee have voting rights on the Committee.

THE COMMON SEAL of KNOX CITY COUNCIL
was herunto affixed in the presence of:

Mayor

Chief Executive Officer

Date:

Powers and functions

The power to:

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act and to do all things necessary or convenient to be done for or in connection with the performance those functions, duties and powers.

Exceptions, conditions and limitations

The Committee is not authorised by this Instrument to:

1. exercise the powers which, by force of section 86 of the Act, cannot be delegated, namely:
 - (a) the power of delegation;
 - (b) the power to declare a rate or charge;
 - (c) the power to borrow money;
 - (d) the power to enter into contracts for an amount exceeding an amount previously determined by the Council;
 - (e) the power to incur any expenditure exceeding an amount previously determined by the Council; or
 - (f) any other prescribed power.
2. adopt or amend the Council Plan, Strategic Resource Plan, Budget or Revised Budget.
3. adopt or amend the Annual Report, audited financial statements, report of operations or audited performance statement.
4. determine the issue, take the action or do the act or thing if Council has previously designated it an issue, action, act or thing which must be the subject of a Resolution of an Ordinary Council or Special Council Meeting.
5. exercise the powers which, by force of section 188 of the Planning and Environment Act 1987 cannot be delegated, namely:
 - (a) the powers of a planning authority under:
 - Section 28 - Abandonment of amendment
 - Section 29 - Adoption of amendment
 - Section 125 – Injunctions
 - Section 171(2)(b) - purchase, hold, lease and dispose of land;
 - Section 171(2)(c) - exchange land for other land
 - Section 171(2)(d) - consolidate, subdivide, re-subdivide and develop land
 - Section 172 - Powers of compulsory acquisition
 - Section 191 - Appointment of Committee
 - (b) the power of a responsible authority to authorise any officer to carry out a duty or function or to exercise a power.
6. Appoint, reappoint or dismiss a Chief Executive Officer.

10.4 Chief Executive Officer Performance Evaluation Committee - Terms of Reference

SUMMARY: Manager Governance and Strategy, Phil McQue

The Chief Executive Officer Performance Evaluation Committee has reviewed its Terms of Reference, which are now recommended to Council for consideration.

RECOMMENDATION

That Council adopt the reviewed Terms of Reference for the Chief Executive Officer Performance Evaluation Committee in accordance with Attachment 1 to the report.

1. INTRODUCTION

Section 97A Local Government Act 1989 provides that the Council must review the performance of its Chief Executive Officer at least once each year.

The Knox City Council has established a Chief Executive Officer Performance Evaluation Committee in an advisory capacity to oversee the above function, with the specific objective of undertaking the quarterly and annual review of the Chief Executive Officer's performance against pre-determined assessment criteria.

The Mayor Cr Keogh, Cr Pearce and Cr Mortimore are the current Committee members for the period 2018/19.

2. DISCUSSION

The Terms of Reference were last reviewed by Council in March 2015 and are due for review every four years, with the current review due March 2019.

The revised Terms of Reference provide clear guidance on the purpose and objectives of the Committee and the duties and responsibilities of Committee members. No changes of substance are proposed in respect to membership, delegated authority or meeting procedures.

The current Terms of Reference have served the Committee well, with only minor administrative amendments proposed to Policy, ensuring it is consistent and aligned with other relevant Policies.

All recommended changes to the Terms of Reference are shown as tracked changes in Attachment 1, and have been endorsed by the Chief Executive Officer's Performance Evaluation Committee at its meeting of 1 April 2019.

3. CONSULTATION

The Chief Executive Officer Performance Evaluation Committee has overseen the review of the Terms of Reference, in consultation with the Chief Executive Officer.

4. ENVIRONMENTAL/AMENITY ISSUES

Nil.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Nil

6. SOCIAL IMPLICATIONS

The Terms of Reference contribute to the good governance of Knox City Council by providing clarity on the scope, purpose and powers of the Chief Executive Officer Performance Evaluation Committee.

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

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

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

Author – Manager Governance and Strategy, Phil McQue - In providing this advice as the Author, I have no disclosable interests in this report.

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

9. CONCLUSION

It is recommended that Council adopt the reviewed Terms of Reference for the Chief Executive Officer Performance Evaluation Committee.

10. CONFIDENTIALITY

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

Report Prepared By: Manager Governance and Strategy, Phil McQue

Report Authorised By: Director Corporate Services, Michael Fromberg

Attachments

1. Attachment 1 - Chief Executive Officer Performance Evaluation Committee Terms of Reference 2019 **[10.4.1]**

Chief Executive Officer Performance Evaluation Committee

Directorate:	Chief Executive Officer	Responsible Officer:	Chief Executive Officer
	<u>Approval By:</u> <u>Council 29 April 2019</u>		Version Number: <u>4</u>
Approval Date:	<u>March 2015</u> <u>For Committee review</u> <u>on</u> <u>1 April 2019</u>	Review Date:	<u>March 2019</u> <u>Max 4 years from</u> <u>Meeting Date</u>
			<u>Committee Meeting</u> Type: Internal

1. Purpose

The Chief Executive Officer's Performance Evaluation Committee undertakes, in conjunction with the Chief Executive Officer, quarterly and annual reviews of the performance of the Chief Executive Officer against pre-determined assessment criteria and the progress towards meeting these criteria.

The annual review is reported to Council for formal consideration. Further, the Committee, in conjunction with the Chief Executive Officer, formulates the Chief Executive Officer's annual key result areas for recommendation to Council.

2. Objectives

The objective of the committee is to provide a forum for authentic dialogue with the Chief Executive Officer on overall performance and to establish as early as possible in the financial year, and adjust where necessary, the Chief Executive Officer's annual Key Result Areas.

3. Membership, Period of Membership and Method of Appointment

Membership: Mayor and 2 Councillors
Period of Membership: Appointed for a period of one year
Method of Appointment: Annually through Councillor Committee
Appointments by Council

The Chief Executive Officer Performance Evaluation Committee shall comprise the following:

- Mayor and 2 Councillors

Period of Membership: Council will appoint Councillor representation annually.

Method of Appointment: Annually through Councillor Committee Appointments by Council

4. Delegated Authority and Decision Making



~~The Committee has no delegated authority to make decisions as if it were the Council. The committee cannot make decisions outside the agreed scope detailed in its Terms of Reference. The committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.~~

DRAFT



5. Meeting Procedures

Meeting procedures are not prescribed. Meetings are to be held at a time and place determined by the Committee. The Committee is not required to give public notice of ~~their~~its meetings and its meetings are not open to the public.

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

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

6. Chair

~~The Mayor is the Chairperson of the Committee.~~

~~The Committee may determine, with consent of the Mayor to appoint another Councillor other than the Mayor as Chairperson.~~

~~If the Chairperson is not present at a meeting, another Councillor shall be appointed Chairperson.~~

~~The Committee 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 Council's website. The position of Chairperson shall be held by the Mayor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.~~

~~If the Chairperson is not present at the meeting, any other Councillor who has been appointed to the committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.~~

7. Agendas and ~~Minutes~~Meeting Notes

~~Agendas and Minutes must be prepared for each meeting by the Chief Executive Officer. 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. Agendas and meeting notes 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, in both digital and hard copy formats. The only exception to this deadline is when a public holiday falls on the day the agendas are due, in which case agendas are to be provided close of business 6 days in advance.~~

~~Officer reports that fail to meet this deadline, then considered as supplementary reports, will only be permitted to be included in the relevant agendas of; Ordinary Council Meetings, Strategic Planning Committee Meetings, Issues Briefings or Special Committees, with the approval of the Mayor, and Council Committees with the approval of the Chair of the Committee.~~

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

~~The minutes of the meeting of an Advisory Committee must:~~The meeting notes of a Council Committee must:

- (a) contain details of the proceedings and ~~resolutions~~recommendations made;



- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) ~~in relation to resolutions recorded in the minutes,~~ incorporate relevant reports or a summary of the relevant reports considered ~~in the decision making process by the committee.~~

Draft ~~Minutes-meeting notes~~ must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 days of the meeting;
- (b) distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
- ~~(c)~~ submitted to the next meeting of the Committee for ~~formal endorsement information.~~

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

8. Voting

Councillors have voting rights.

In the event of an equality of votes the Chairperson has a second vote.

9. ~~Conduct~~ Conflict and Interest Provisions

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

- ~~act~~ 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 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 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 at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager Governance within 5 working days of the meeting. This information will be published at the next available Ordinary Council Meeting and on Council's website.~~ staff must follow the designated procedure.

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 at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager Governance & Strategy within 5 working days of the meeting. This information will be published at the next available Ordinary Council Meeting and on the Council's website.

All members of the committee shall participate in training on the Conduct and Interest provisions, which will be run a minimum of annually by the Governance team.



10. Reporting

A report of the Chief Executive Officer's annual performance review will be reported to the Council.

11. Administration Support

Administration support ~~is will be~~ provided by the Chief Executive Officer's ~~office~~ Directorate.

12. Contact with the Media

Contact with the Media by committee 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

~~The Terms of Reference will be reviewed within 4 years of the date of adoption. The committee will sunset at the conclusion of the project. To ensure currency the Terms of Reference will be reviewed as a minimum every 4 years. If the committee continues to have a relevant function after 4 years, a report must be presented to Council prior to this date that includes a review of the committee's Terms of Reference and seeking endorsement from Council on the committee's agreed function.~~



14. Meals

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

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10.5 Outcome of the Collier Ward By-Election

SUMMARY: Co-ordinator Governance, Andrew Dowling

Council is required by the Local Government Act 1989 to record in its minutes, the taking of the Oath of Office by Councillor Timmers-Leitch, following her election as Councillor for Collier Ward.

RECOMMENDATION

That Council resolve:

- 1. To note that during a ceremony on 8 April 2019 and in accordance with the requirements of Section 63 of the Local Government Act 1989, Councillor Timmers-Leitch:**
 - a. Took the oath of office before the Chief Executive Officer; and**
 - b. Made a declaration stating she will abide by the Councillor Code of Conduct.**
- 2. To receive and note the executed Oath of Office and Declaration as set out in Attachment 1 to the report.**

1. INTRODUCTION

The Collier Ward By-Election was held on 30 March 2019 and Marcia Timmers-Leitch was declared elected by the Victorian Electoral Commission's Returning Officer on Friday 5 April 2019.

2. DISCUSSION

Under Section 63 of the Local Government Act 1989, a person is not capable of acting as a Councillor until they have read the Councillor Code of Conduct and made a declaration that they will abide by it; and taken the oath of office. Section 63 also requires the Minutes of Council to record the taking of the oath of office.

Councillor Timmers-Leitch took the oath of office and made the requisite declaration she would abide by the Councillor Code of Conduct in a public ceremony on Monday 8 April 2019.

3. CONSULTATION

No consultation is required in relation to this report

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental / amenity issues arising as a direct consequence of this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial or economic issues arising as a direct consequence of this report.

6. SOCIAL IMPLICATIONS

There are no social implications arising as a direct consequence of this report.

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

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

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

Author - Co-ordinator Governance, Andrew Dowling - In providing this advice as the Author, I have no disclosable interests in this report.

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

9. CONCLUSION

The resolutions recommended by officers above will ensure Council complies with its obligations under Section 63 of the Local Government Act 1989.

10. CONFIDENTIALITY

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

Report Prepared By: Co-ordinator Governance, Andrew Dowling

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

1. Attachment 1 - Oath of Office and Declaration **[10.5.1]**

Oath of Office - Affirmation

I, Marcia Timmers-Leitch, solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal district of Knox City Council and faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1989 or any other Act to the best of my skill and judgement.



Marcia Timmers-Leitch
Collier Ward Councillor

8/4/19
Date

I certify that the Oath of Office was made before me, Tony Doyle, Chief Executive Officer on Monday the 8th of April 2019.



Tony Doyle
Chief Executive Officer



Councillor Code of Conduct

DECLARATION

I, Marcia Timmers-Leitch, hereby declare that I have read, understood and will abide by the Knox Councillor Code of Conduct. I commit to undertaking my duties as a Councillor at all times in a manner that is consistent with the principles of the Code in the best interests of the municipality and its people.



Marcia Timmers-Leitch
Collier Ward Councillor

8/4/19

Date

WITNESS

Tony Doyle
Chief Executive Officer

8/4/19

Date

10.6 Collier Ward Councillor - Appointment to Committees

SUMMARY: Manager Governance and Strategy, Phil McQue

Cr Marcia Timmers-Leitch was elected following a Collier Ward by-election on 30 March 2019 and officially sworn in as a Councillor on 8 April 2019. Cr Timmers-Leitch has expressed a desire to be a representative on the Committees that former Collier Ward Councillor Jackson Taylor was appointed to.

RECOMMENDATION

That Council appoint Cr Marcia Timmers-Leitch as a representative to the following Committees for the remainder of the 2018-19 period:

- Arts and Culture Committee
- Knox Central Advisory Committee
- Knox Hockey Working Group
- Leisure Minor Capital Works Grants Committee
- Multicultural Committee
- Recreation and Leisure Committee
- Youth Committee

1. INTRODUCTION

Cr Marcia Timmers-Leitch was elected following a Collier Ward by-election on 30 March 2019 and officially sworn in as a Councillor on 8 April 2019.

2. DISCUSSION

Cr Marcia Timmers-Leitch has expressed a desire to be a representative on the Committees that former Collier Ward Councillor Jackson Taylor was appointed to, as outlined below:

Committee	Purpose	2018/19 Appointments
Arts and Culture Committee	To provide Council with advice on issues relating to the advancement of arts and culture in Knox.	Cr Lockwood Cr Timmers-Leitch
Knox Central Advisory Committee	To advise Council on the development and realisation of its vision for the Knox Central Precinct.	Cr Pearce Cr Lockwood Cr Keogh Cr Holland Cr Timmers-Leitch
Knox Hockey Working Group	To oversee the management of the hockey facility located at The Knox School.	Cr Timmers-Leitch
Leisure Minor Capital Works Grant	To annually assess applications for the Leisure Minor Capital Works Grant Scheme and to make recommendations to Council regarding the allocation of the grants budget.	Cr Holland Cr Keogh Cr Timmers-Leitch

Committee	Purpose	2018/19 Appointments
Multicultural Committee	To provide Council with advice on multicultural issues and the promotion of greater awareness and understanding in the local community of cultural diversity in Knox.	Cr Lockwood Cr Timmers-Leitch
Recreation and Leisure Committee	To act in an advisory capacity to Council regarding sporting, recreation and leisure issues affecting the City.	Cr Holland Cr Keogh Cr Timmers-Leitch
Youth Committee	To assist Council with its community engagement processes and provide valuable information to support the decision making of Council. The establishment of the YAC supports Council's commitment to engage with its community on issues that affect the lives and wellbeing of its young people.	Cr Keogh Cr Timmers-Leitch

3. CONSULTATION

This report has been prepared in consultation with the Mayor Cr Jake Keogh and Councillor Marcia Timmers-Leitch.

4. ENVIRONMENTAL/AMENITY ISSUES

Nil.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Nil.

6. SOCIAL IMPLICATIONS

Councillors as part of their civic duties and responsibilities, play an important representative role on various Council and external committees.

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

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

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

Author - Manager Governance and Strategy, Phil McQue - In providing this advice as the Author, I have no disclosable interests in this report.

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

9. CONCLUSION

It is recommended that Council appoint Cr Marcia Timmers-Leitch as a representative to the following Committees for the remainder of the 2018-19 period:

- Arts and Culture Committee
- Knox Central Advisory Committee
- Knox Hockey Working Group
- Leisure Minor Capital Works Grants Committee
- Multicultural Committee
- Recreation and Leisure Committee
- Youth Committee

10. CONFIDENTIALITY

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

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

Report Authorised By: **Director Corporate Services, Michael Fromberg**

Attachments

Nil

10.7 Social Media Plan

SUMMARY: Manager Communications, Gerard Scholten

This report sets out how Council will engage with its audience utilising social media channels including Facebook, Twitter, Instagram, YouTube, LinkedIn, Flickr and Pinterest.

RECOMMENDATION

That Council adopt the Knox City Council Social Media Plan as set out in Attachment 1 to the report.

1. INTRODUCTION

The Council resolved the following Call-Up Item in August 2018:

That Council prepare for the February 2019 Issues Briefing and subsequent Ordinary Council meeting in March 2019 a report and draft Social Media Strategy, covering elements as outlined in the approved Communications Plan, the policies requiring development and specifically including:

- How Council could work with community groups via our social media channels in particular our main page, to assist in promoting their activities that fit within the criteria of our Council goals.*
- How Council could engage further with the community via our social media channels when it comes to planning applications/matters across the Knox municipality*

An updated report was presented to Council on this draft strategy in January 2019, where Council noted that the draft Social Media Strategy would be presented to an Issues Briefing scheduled for 18 March 2019, and the Council Meeting scheduled for 29 April 2019.

2. DISCUSSION

As outlined in the Council and Community Plan 2017-2022, Council adopted the 2018-21 Communications Plan in April 2018.

The Knox Communication Plan 201 -21 provides clear strategic direction and an implementation plan for the organisation to deliver the following:

- Direction about where and why Council's communication resources should be deployed during the next three years
- Communications priorities, consistency in output, and effective engagement with the community
- Position the Communications service as a source of strategic advice and support, adding value to all Council programs, activities and events

The Communication Plan builds awareness, engagement, trust, and confidence in the community through five goals:

1. Reaffirm and communicate Council's brand, functions and identity to increase awareness of and participation in Council's services, activities and events.
2. Increase awareness and effectiveness of advocacy activities to achieve an outcome: attracting external funds, changes in policy, influence positive behavioural change or encouraging community engagement.
3. Develop an organisational approach to communications that delivers professional, consistent messaging relevant to specific audiences while staying true to the fundamental brand identity and promise.
4. Strengthen the bond with our community through effective engagement and consultation.
5. Improve the effectiveness of all channels to ensure we are achieving the highest return on investment.

As outlined above, Council is very committed to increasing and improving its overall engagement and interaction with the Knox community through various communication channels. One of these communications channels is the growing platform of social media, which is the subject of this report and strategy.

According to the 2016 Census more than 85% of our community has access to the internet at home, among the highest in Metropolitan Melbourne. Internet access is increasing steadily across all demographics.

Social media platforms decide which content people will see based on their previous interactions with a post or page – they gather data from “likes”, “shares” and “comments” to refocus content back to a user. Similarly, posts which receive low engagement disappear from a user's feed, even if they “like” or “follow” a page.

Our community's most favored platform is Facebook, with around 14k followers. Almost 3 quarters are women aged 25-44. Women represent more than 75% of all engagement on the Knox page.

This data is invaluable in creating content to target specific people in the community (such as mothers). This means we are much more likely reach their feeds.

The plan is guided by 6 key principles;

- Social media is one key channel among many;
- Engagement is key (click, like, share, comment);
- A safe space for meaningful engagement;
- Everyone on the same page internally;
- Analysing the data to make sure we reach the right audience; and
- Be agile - execute, measure, iterate, adapt.

To maximise engagement, we must:

- carefully plan our content and target it at specific audiences;
- Put people at the heart of our stories and adopt a more relaxed and accessible tone;
- Repurpose rather than share others' engaging content (where Council has a role);
- Pay to play – Social Media is not free. Boosting, advertising and dark posting (targeting content via demographics such as post code, age and gender) our engaging content is vital to maximise engagement. It is, however, relatively cheap and effective and measurable; and
- Partner with Councillors and staff to encourage them to share and like our content.

The Communications team is well-positioned to grow this capability by upskilling marketing advisors in digital content. The website redevelopment project will also transform our customer channels and help create a broader digital ecosystem for our audience.

We know we will have succeeded when:

- We grow our social media/digital audience;
- We grow engagement and positive sentiment (reputation);
- We drive traffic to our other digital channels, particularly website;
- Traditional media use our channels as a source;
- Council's advocacy efforts are supported by our online community; and
- Council's reputation as a trusted source of information grows.

The key to effectively executing this plan is to create interesting stories using video, animation and other visual tools, targeted at specific audiences. The content can then be repurposed via a variety of channels including Electronic Direct Mail (EDM), website and publications.

3. CONSULTATION

The Social Media Strategy was subject to a confidential Councillor Issues Briefing on 18 March 2019.

In formulating the Social Media Strategy, staff liaised and worked closely with Councillors, the Executive Management Team, Activate Consulting and other key staff involved with social media across the organisation.

4. ENVIRONMENTAL/AMENITY ISSUES

Nil.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The proposed Social Media Plan can be implemented within current resources and budget.

6. SOCIAL IMPLICATIONS

Nil.

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

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

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

Author - Manager Communications, Gerard Scholten - In providing this advice as the Author, I have no disclosable interests in this report.

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

9. CONCLUSION

Social media is growing as the channel of choice for Council's customers. Positively engaging with our community through audience specific, targeted content is key to strengthening the bond of trust with our residents.

10. CONFIDENTIALITY

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

Report Prepared By: Manager Communications, Gerard Scholten

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

1. Attachment 1 - Knox Social Media Plan **[10.7.1]**

knox
your city



Knox Social Media Plan 2019-2021

29 April 2019

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A Social Media Plan for Knox

Over the past decade digital media has transformed the way organisations communicate and engage. Social media platforms like Facebook and Twitter are so much part of organisational communications they are referred to as ‘traditional social media’.

Knox City Council introduced Twitter in May 2009 and Facebook in July 2011, and its social media presence now extends to more than 15 accounts across a variety of channels also including Instagram, YouTube, LinkedIn, Flickr and Pintrest. Together these accounts have more than 39,000 followers.

As these digital technologies expand and get smarter, so do the online habits and needs of Council's stakeholders. By 2021, video is projected to make up 80% of all internet traffic (*Cisco, Virtual Networking Index, 2017*). Council's social media presence must continue to evolve.

An effective social media presence for Knox is one that:

- meets community needs and expectations;
- effectively 'cuts through' online noise to reach and connect with key audiences;
- fosters meaningful conversation with the community; and
- contributes to the achievement of Council's goals.

The key to achieving this may seem simple – produce great content that the community wants to engage with positively. However, that requires research, planning, agility, responsiveness and constant evaluation and adjustment. It also means ensuring social media is an integrated part of Council's communication, engagement and advocacy plans, because social media in isolation is not a silver bullet.

This Plan provides a road map to take Knox City Council the next step forward in its social media journey.

Scope

This Plan provides a framework for social media activities to 2021 and supports the goals of the Knox Communications Plan 2018-21 and Knox Community and Council Plan 2017-21.

While it considers Council's broader social media presence, it focusses in more detail on Council's main corporate channels:

- Knox City Council Facebook
- Knox City Council Instagram
- Knox City Council Twitter
- Knox City Council YouTube
- Knox City Council LinkedIn

The Plan has been designed to deliver outcomes within existing resource levels.

Purpose

The purpose of this plan is to explain how best to use social media to positively engage with the Knox community and support the delivery of Council's goals by:

- articulating the current and desired future state for Knox's social media;
- establishing social media goals and principles;
- providing a framework to build Council's social media engagement while effectively managing risks;
- outlining strategies and actions to use social media for communications, customer service, advocacy and community engagement; and
- developing evaluation measures to monitor progress.

Strategic context

This Plan supports the goals of key Council plans and policies.

Knox Community and Council Plan 2017-21

The Knox Community and Council Plan 2017-21 sets a vision for the City of Knox and identifies the eight goals that drive all Council activities until 2021. This Social Media Plan supports the delivery of Goal 8 of this plan:

Goal 8: We have confidence in decision making.

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

Initiative 8.2.2: Finalise and Implement Councils Communications Strategy.

Knox Communication Plan 2018-21

The Knox Communications Plan sets out how to best communicate, inform and engage with the community to deliver the Community and Council Plan. This Social Media Plan is a key strategy and action in this plan:

Strategy (Goal 5): Implement a social media strategy that involves staff and articulates when/how we respond as the channel is used to disseminate information and encourage engagement.

Action: Develop a social media strategy and framework that aligns social media activity to Council's communications objectives, including key messages about services and programs and the assessment of a multi-page strategy

The goals of this Social Media Plan have been developed to support the five key goals of the Communications Plan, ensuring both approaches align towards the same outcomes. Refer to Appendix A – Social Media Plan and Communications Plan alignment for more detail.

Knox Community & Council Plan 2017-21

The community's eight priority goals



Knox Communications Plan 2018-21

How to best communicate, inform and engage with the community to deliver the Community and Council Plan



Knox Social Media Plan 2019-21

How to build and maintain an effective social media presence that is a valuable medium for Council and the community.

Key Knox Policies

The following adopted Policies have also been reviewed to inform this Social Media Plan:

- Councillor/Council Media Policy
- Councillor Code of Conduct
- Staff Social Media Policy

Goals

This Social Media Plan builds an efficient, effective platform for valuable online interaction between Knox City Council and its community through six goals:

1. Do the basics well

Manage effective social media sites that deliver great content and engage our users today and in the future.

2. Create a social organisation

Drive an internal culture that supports staff and Councillors to deliver an integrated, coordinated social media approach to connect positively with our community.

3. Expand our social community

Be part of our broader online community, expand our reach and grow vibrant and engaged audiences.

4. Harness our social influence

Genuinely involve our social community in meaningful positive conversations to inform, listen and advocate together.

5. Have great governance

Have policies and procedures in place that effectively manage social media and empower its use in line with best practice and relevant legislation.

6. Move into the future

Continually evolve to incorporate new technologies and innovations to ensure our presence remains relevant, useful and engaging.

What does social media 'engagement' mean?

The term 'engagement' on social media has a very specific meaning. It is any interaction that a user takes with your social media content. This includes: sharing, liking, re-tweeting, clicking on links, reacting to posts, commenting and viewing videos or live streamed content.

All these interactions are used by social media algorithms to determine the quality of your content and how much it interests people. The amount and strength of engagement (shares and comments in particular), the more it will be shown to other users.

This is why positive engagement is a critical element of any successful social media plan, and is referred to often throughout this plan - following a page no longer guarantees you will receive their content in your feed.

What success looks like

Knox's use of social media has evolved from one Twitter account and grown to over 17 accounts across the organisation. Over the last two years, significant momentum has been gained in Council's corporate accounts, particularly Facebook and Instagram.

This Plan now provides a strategy and framework to build on this growth and momentum. It takes Knox City Council the next step forward in its social media journey where:

- Social media is one of Council’s key communication channels, and is a place for meaningful and valuable exchanges with the community, rather than simply ‘pushing out’ council messages.
- Our broader social media presence is coordinated, measured and monitored to ensure it is delivering value and aligned to our strategic goals.
- Our community can engage with us on their preferred social media platform, which delivers content tailored to their interests.
- Content on our social media accounts is visual, dynamic, engaging and contemporary.
- Through greater awareness and engagement, more in our community feel able to influence our service, projects and initiatives.
- We have a solid foundation and greater internal capability to innovate and adapt to our community’s changing social media preferences and expectations.

Overview of Knox’s social media

Overall social media presence

Knox City Council administers 17 social media accounts across Facebook, Twitter, Instagram, YouTube, LinkedIn, Flickr and Pinterest. These are made up of main/corporate accounts (‘Knox City Council’) and project or interest based accounts (‘Knox Arts and Events’). Audits conducted of these accounts show varying audience sizes and levels of use (refer to Appendix B – Knox social media accounts and recommendations).

In addition, the CEO has a Twitter account and all Councillors except one have some form of social media presence. Each are used to varying degrees and most have small numbers of followers.

The table below provides an overview of the five main/corporate social media accounts which are the key focus of this Plan.

Knox main/corporate social media accounts (as at 21 Jan 2019)			
Account	Followers	2yr growth rate	Post frequency
Knox City Council Facebook	13,559	117%	2-3 per day
Knox City Council Instagram	1,337	54%	2-3 per week
Knox City Council Twitter	5,140	12%	1 per day
Knox City Council YouTube	50	N/A	ad-hoc
Knox City Council LinkedIn	3,408	26% (1 year)	ad-hoc/ monthly

As shown in the table above, all Knox’s corporate social media channels have grown in audience size over the last two years. In particular the audience for Facebook has more than doubled and is significantly larger than any other account. Facebook has been the primary focus for the organisation during this time which is likely to have contributed to this growth.

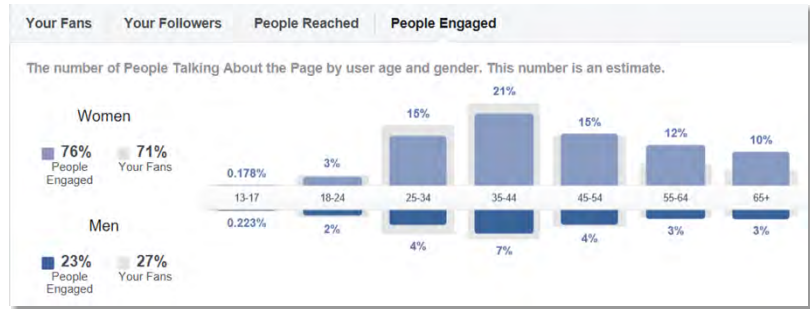
Of the 17 accounts administered by Knox City Council, all main/corporate accounts are managed by the Communications Team (except LinkedIn) and the remainder are managed by other teams. The Customer Service Team are responsible for the day to day monitoring of the Knox City Council Facebook and messages received through Facebook Messenger.

Main corporate accounts

Knox City Council Facebook

Audience:

- 90.1% from Melbourne/Knox
- 72% of followers are female (approx. 9626) and 28% are male (approx. 3796). Almost a quarter of the Facebook followers are females aged 35-44yrs.
- Females are more likely to engage with the page content, representing 76% of all engagement.
- Though the highest number of followers are in the younger age cohorts (25-44yrs), proportionally the most activity and engagement with the page content comes from the older age cohorts (55+yrs).



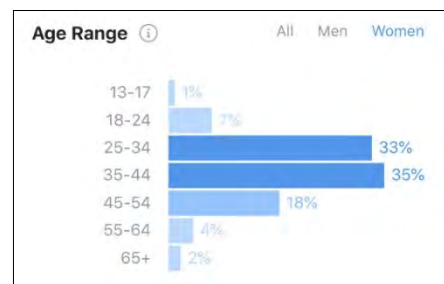
Engagement:

- Average post is seen by around 1.5 - 2.5k people (mainly fans), representing about 10-15% of page fans.
- Most posts from 1 Dec 2018 – 31 Jan 2019 achieve around 5-8% engagement rate, however top performing posts achieve around 25% engagement rate (all were positive).
- Page is a top performer compared to other similar councils (in terms of audience number and consistently high levels of engagement with page content).
- Improved use of video and imagery has led to an increase in engagement over the last 12 months.
- At present, the Customer Service Team respond to 2-3 customer requests or questions via Facebook or Facebook Messenger each day.

Knox City Council Instagram

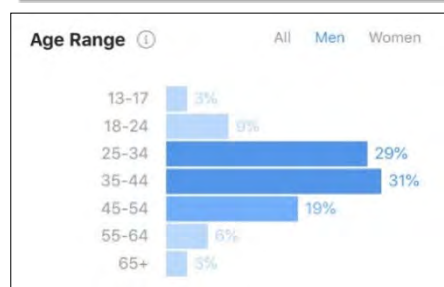
Audience:

- 86+% from Melbourne/Knox
- 66% of followers are female (approx. 882) and 34% male (approx. 454)
- 68% of female followers, and 60% of male followers are aged 25-44yrs. The percentage of users over 45yrs then drops considerably.



Engagement:

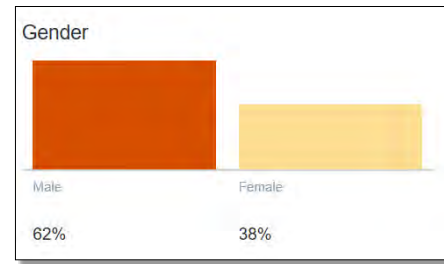
- The top posts over the last two years have received 50 – 85 engagements and have reached 539 – 678 people. This is an engagement rate of around 9% – 12.5%.
- The average engagement per post is relatively steady last 12 months and is increasing.



Knox City Council Twitter

Audience:

- 74% from Melbourne/Knox
- 49% of followers (approx. 2,5818) are male, 51% (approx. 2,621) are female.
- Though the gender of followers are relatively even, significantly more males (62%) are being reached with organic content than females (38%).



Engagement:

- The average tweet appears in feeds approximately 1,200 times
- The top tweets (Oct 2018 – January 2 019) received 2 – 55 engagements and 2,400 – 2,800 impressions. This equates to an engagement rate of 1%-2%.

Knox City Council LinkedIn

Audience:

- 88% from Melbourne
- 30% work in Government Administration, 3.5% in Construction, 3.3% in IT services, 3% in non-profit organisations
- 435 Knox City Council employees are on LinkedIn

Engagement:

- There have been 19 posts over the last 12 months (1 Feb 18 – 31 Jan 19)
- Knox's LinkedIn following is about average compared to other similar Councils
- The page has an overall engagement rate of 0.6% (some of the best performing councils have an engagement rate of 1.2% - 1.6%)

Knox City Council YouTube

- Account currently has 50 subscribers and has mainly been used for ad-hoc video storage.
- The majority of videos have less than 100 views, however the top 10 performing videos have in excess of 300 views, with the top video seen by 1,100 people.

Research to inform this Plan

This Plan is informed by the following research:

- Trends in social media: Desktop review of industry research, social media usage trends in Victoria and by demographic, and comparison against Knox's community forecasts. Detailed findings in Appendix C – Trends in social media.
- Internal research: Interviews, discussions and workshops with Councillors, Executive, the Communications Team and other key staff involved with social media across the organisation. Detailed findings in Appendix D – Internal research and audit findings.
- Social media account audit and analytics: A high-level review of all 17 Knox City Council social media accounts, and in-depth review and analysis of analytics for the main corporate accounts. These are presented in the previous section 'Overview of Knox's social media and in Appendix D – Internal research and audit findings.
- Previous Knox communications and social media research: Review of existing research findings and previous social media audit.

Key insights

There is an opportunity to positively engage more of the Knox community via social media, but a multi-channel approach is needed.

Research suggests that more than 86% of internet users in Knox will have at least one social media profile and more than 58% will use it every day (*Yellow Social Media Report – 2018 Consumers*). While Facebook use is slowly declining, it is still used by significantly more people than any other channel (89% of Victorian social media users), though YouTube (62%) and Instagram (48%) are becoming increasingly popular (*Yellow Social Media Report – 2018 Consumers*).

Further, the social media channel of choice varies by age and gender. Generally, the older cohort (65yrs+) almost exclusively use Facebook, but the channels used continue to diversify the younger the cohort.

With large growth expected in Knox in the 60-84yrs cohort, and the overall high uptake of Facebook across all demographics, it should remain a key social media channel for Council for the next three years.

The Knox City Council Facebook Page has been a key focus over the last two years and has more than doubled in its reach during this time. It consistently performs well and is attracting high levels of engagement. However Council's strategy needs to also now diversify to develop other channels like Instagram. YouTube, in particular, is a clear gap.

The audiences on Knox's corporate Facebook, Instagram and Twitter already reflect the research in terms of age and gender preferences. To build on this, each channel requires its own strategy to cater for its different audiences, what works on Facebook will not translate directly to Instagram or Twitter. This is the next step for Knox to build on its solid foundation.

Knox's internal digital content capability needs to increase.

Currently all of Knox's key corporate accounts (Facebook, Instagram, Twitter) are managed by a single officer. This is a risk for Council as there is not sufficient 'back up', knowledge and guidelines in place to maintain Knox's social strategy effectively without that officer.

For social media to grow and become one of Council's primary communication methods, there needs to be greater internal capability to confidently and consistently manage it. This also includes an increased capability to develop quality digital content suitable for each social media account and its audience.

By 2021, video is projected to make up 80% of all internet traffic (*Cisco, Virtual Networking Index, 2017*). Research shows that already 60% of Australian internet users are watching online videos every day (*2018 Digital Report Australia, We are social and Hootsuite*).

With the rise of digital communication, electronic publications, video storytelling and live streaming over traditional printed publications, Knox must grow its internal digital content capability to cater for this demand across its corporate social media accounts, and its broader social media presence.

Knox's overall social media presence needs improved governance and coordination to manage risk and improve return on investment.

Knox's broader social media presence has organically grown to over 17 accounts with little coordinated oversight. Outside of the corporate accounts, some are being used and managed very

well, but others are sitting dormant and many basic governance issues exist. This includes password sharing, un-managed administration access, branding issues, inconsistency of use, lack of reporting and no record keeping.

As noted in Appendix B – Knox social media accounts and recommendations, some accounts should be removed and others require re-evaluation. A process for approval, oversight, and review of all Knox social media accounts is needed to manage this going forward.

Staff responsible for managing non-corporate social media accounts are doing their best, but many don't have a clear objective, strategy or content plan for their account, and many feel like it's an 'add on' to their role.

An opportunity exists to develop the capability of these staff, and others across the organisation, and in turn develop a more coordinated, consistent and contemporary overall social media presence. This includes training support and advice, access to the required software, and allocation of sufficient time.

Knox's social media policies and procedures are in need of review and should take an 'enabling' approach, rather than a 'compliance' approach. Research shows that employees of an organisation are trusted more than the CEO and elected officials (*Edelman Trust Barometer 2019*). Enabling staff to be advocates, by sharing and contributing to social media content provides an opportunity to improve the reach and effectiveness of council's content.

The organisations view of social media needs a fundamental shift from a council driven 'broadcast' medium to an audience driven engagement tool.

For organisations, it is common now that content posted on social media will only reach about 2-3% of its audience. The sheer volume of social media content, combined with more savvy users, and complex social media algorithms have changed how social media works.

It is evident through discussions with Councillors and staff, that there are very different levels of understanding about contemporary social media practice, and this is affecting expectations about what content should be published on social media.

Content now needs to be about the audience, not the author, about people, not the organisation, driven by what is of interest to the audience, not just what council wants to tell them.

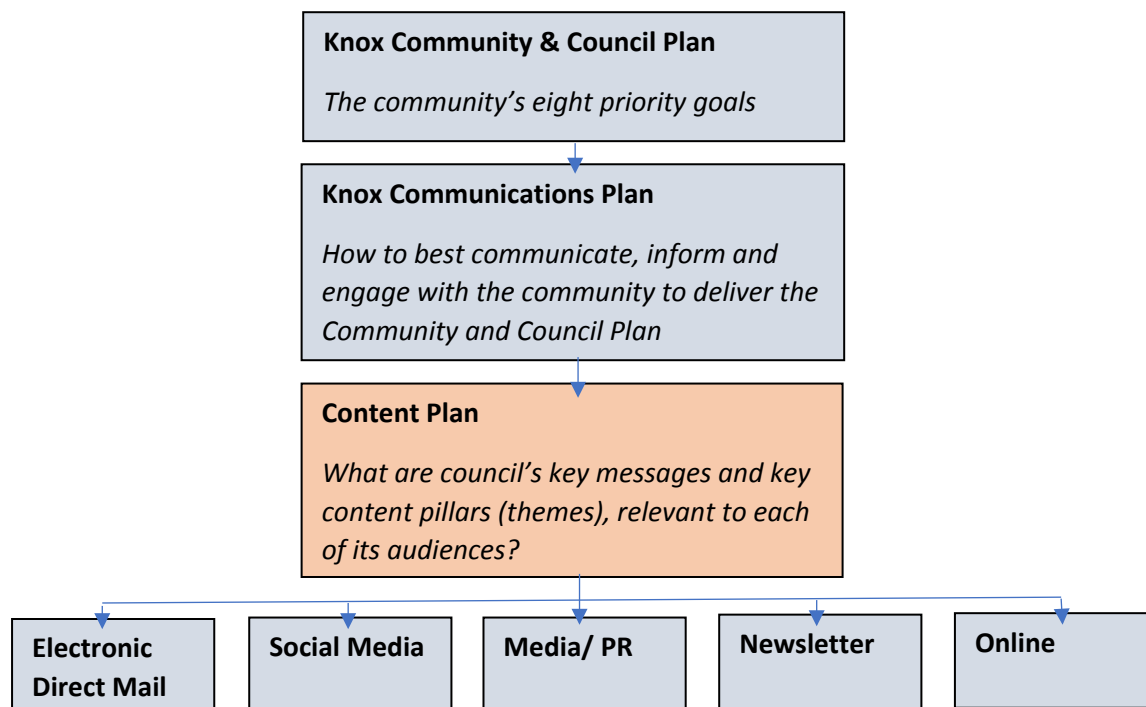
Education about engaging content, as well as work to understand the key audiences for each account, is required to build social media understanding across the organisation. Refer to the 'Content guidelines to maximise engagement' section of this report.

Further work is required to fill a strategic 'content' gap.

Currently about a third of social media content on Knox's corporate channels is coming through planned communication and marketing campaigns around events, new programs or new or upgraded infrastructure, and the rest needs to be sourced and created by the social media officer.

At the same time, many feel there is a gap in communication about the day-to-day activities of council and this is a missed opportunity to inform the community about the work council is doing on their behalf.

This highlights a gap in strategic content development. What is needed is a strategic content plan linked to the Council and Community Plan that feeds into all council's communications methods, including social media. In this model, content is created once, and then tailored for each channel to increase efficiency and consistency of council messages.



Analytics are currently an untapped resource that can greatly improve the effectiveness of Councils social media activity.

Unlike traditional media like print and radio, all social media activity can be accurately measured, every interaction is recorded, and audiences can be targeted with unprecedented precision. This data provides excellent insights about what works (and doesn't) that can be used to inform future activity.

This data is currently being used in some degree to measure and inform action on council's corporate accounts, and measure advertising campaigns, however there is far greater value to be gained. Nearly all non-corporate sites are not being measured at all.

Better measurement and reporting will improve the efficiency and effectiveness of Knox's overall social media presence, and ensure it is delivering value. Reporting should focus on the strategic goals of the accounts, rather than the current detailed reports on the performance of individual posts and day-to-day interactions with the audience.

Direct messaging tools may play a future role in customer service.

The Customer Service Team is responsible for the day to day monitoring and responding to comments on the Knox City Council Facebook page. In addition, they respond to messages received through Facebook Messenger (currently about three per day). Anecdotally, it is reported that the use of these channels for customer service is slowly increasing, however currently these interactions are not being quantified (except if it results in a formal customer request).

According to Facebook, 13 million Australians use Messenger every day, which accounts for 80% of smartphone users (*More than half this country apparently uses Facebook's Messenger, Mashable, October 2017*). In a US study, 56% of people said they would rather message than call customer service, and 67% expect to message businesses even more over the next two years (Mobile Phone Messaging App Users, eMarketer 2018).

This suggests that direct messaging apps should be evaluated and considered as part of Knox's customer service strategy.

Previous research

Social Media Review 2016 (Dialogue Consulting)

In 2016 Council engaged Dialogue Consulting to undertake a review of its social media sites and provide recommendations for improvement. Since the review, some major changes have been made including refocussing some sites, and significantly more use of photo and video content. However more work still needs to be done to improve content planning and coordination.

The issues highlighted in 2016, and subsequent high-level audit undertaken to inform this strategy, reaffirms the need for improved governance and processes in relation to maintaining a current, active and coordinated social media presence across all accounts managed by the organisation. Refer to Appendix B – Knox social media accounts and recommendations for more detail.

Knox Communications and Knox News/ Your Knox Research Report (Newfocus)

A 2017 review of Council's communications and two newsletters showed an appetite in the community to access information about Council via social media. The report stated that:

- the three main sources residents were accessing information about Council – Knox Leader (64%), the Council website (47%), and Council's social media channels (38%)
- the three main sources were also the most preferred sources of Council and Knox related information for the community – Knox Leader (50%), Council website (59%) and social media (41%)

Relevant recommendations from the review included:

- moving towards more digitally focussed communications channels;
- improving internal processes around coordination collecting content.

Key Principles

Communications principles

All future work involving social media is underpinned by the key principles in the 2018-2021 Communications Plan:

- On message, strategic and consistent
- Communicating through preferred channels
- Communication segmentation
- Timeliness
- Clear communication and responsive
- Integrity and decision making
- Community focused

Social media principles

Council's social media approach will also reflect the following key principles:

Social media is part of a bigger picture

We will ensure our social media presence is planned and delivered as part of our larger communications and engagement picture. We understand that not everyone in our community will interact with us via social media and our sites will be an important and integrated part of how we communicate and engage with our community.

Positive engagement is the aim

Our goal is to ensure people want to follow our social media sites, feel well-informed and enjoy the content we post. We will focus on publishing meaningful information that people want to interact with to ensure we grow our reach, achieve better connections with our audiences and improve the visibility of our content. We will always prioritise delivering quality content that is meaningful to people rather than just meeting a target of posts per day.

A safe space for meaningful positive engagement

Our social media presence will be a safe space for our community and staff, where meaningful interaction is encouraged and supported. We will maintain a zero-tolerance approach to people who make offensive, threatening or deliberately disruptive comments or trolling.

Everyone on the same page internally

We will support our staff to understand the role and goals of our social media presence and develop the skills and confidence they need to contribute. We will encourage and empower staff through clear processes and guidelines to innovate, collaborate and work towards achieving our goals.

Continuous improvement through tracking and measurement

We will track, measure and regularly report on our social media efforts to ensure we are strategic and that our sites continue to be effective, useful and provide positive outcomes for both Council and the community. Social media is both an art and a science, measurement is essential to achieving the most value.

An agile approach to a fast-moving medium

We will take an agile approach to social media to ensure we quickly learn, understand and trial new developments in the digital environment. We will learn from our analytics, by trying new things, understanding mistakes and listening to community feedback.

Content guidelines to maximise engagement

The key to increasing engagement with Knox's social media accounts is to give its audience/s the content they are interested in, when they want it. It may sound simple, but this involves:

- A clear understanding of who the audiences are on each account and what interests them;
- The ability to produce content that is interesting, entertaining and easy to consume;
- Strategic use of paid content to get posts shown to the right audiences (and not those that aren't interested); and
- Capturing, reviewing and learning from analytics to improve content going forward.

For organisational/business accounts, as opposed to personal accounts, it can be even more difficult to reach your audience. Content between friends and family is generally prioritised by social media algorithms over content from a business or organisational accounts. Knox's social media accounts must be carefully and intentionally curated to achieve the best engagement and reach.

Content formats

All content should include a visual. This includes pictures, images, infographics and GIFs, and video, time-lapse, live stream and stories. Visual content performs better in social media algorithms, and is easy for people to digest, particularly on mobile devices.

Account timelines and home feed should be carefully curated. It is important to ensure Facebook Page timelines, Instagram home feeds and YouTube landing pages provide a great user experience and present a consistent, clear and engaging overall image. Potential new followers will visit these pages before deciding to follow you. This is particularly important for Instagram where users expect high-quality visual posts.

The use of live stream and stories should be developed. These formats provide a sense of urgency for the audience and result in higher engagement and generally longer views. Stories, in particular, are a good way to share 'less finished' but interesting content for a period of time without it being a permanent feature on your Facebook timeline or Instagram page.

Content style

Tell stories about people and places. Analysis of Knox's social media shows the greatest engagement occurs with content that tells a story, evokes an emotion and features real people. Focus on delivering council's messages through evocative imagery, showing the people (Councillors, staff, the community) and including a human element to content.

Keep it social, friendly and relaxed. By its very definition, social media is social. There is no place for bureaucratic speak, highly-complex topics or an authoritative tone. Keep language conversational and upbeat. Use common-speech and phrases, humour where appropriate and emojis to create an environment where the audience feels comfortable to participate.

Content mix

Positive audience engagement should be the primary focus. If the audience is engaged with the account and feels they are getting valuable and entertaining content, they will be more willing to receive council's messages. Sometimes this means content should primarily be about maintaining engagement, not always delivering council messages.

Keep some content off social media. While social media is about positively engaging with the community (not just speaking at them) it does have limitations when it comes to highly complex and/or highly-controversial or divisive topics. Social media functionality does not support in-depth, challenging conversations. Attempts to discuss certain topics on social media can turn quite negative, get inflamed and impact the wider-audience's experience and engagement with the account. Topics like rates, statutory planning applications, parking regulations and fines, enforcement activity etc are best suited to other communication and engagement methods.

Content origin

All video content should be published natively. Where video content is used it should be formatted and uploaded directly into each social media account it is being used, rather than uploaded in

YouTube and linked to in social media accounts. This will ensure it plays faster (sometimes automatically) and the quality is optimised for each account. Native content is also prioritised by social media algorithms over linked content.

Content should be re-purposed for the specific account audience, rather than just shared. Any content that is relevant to the audience of more than one social media account should be tailored and published directly onto each account. Rather than simply sharing content from another page, content should be repurposed and published with its own unique message. This maintains a consistent brand in terms of messaging and tone.

Most importantly, content should only be repurposed and published if it is relevant, interesting and entertaining for that audience, otherwise it will feel like 'spam' and negatively impact engagement.

Content targeting

Content must be targeted, not broadcast to all. Content should be created with an audience in mind, tailored to that audience, and published in a way that maximises its exposure to that audience (this could be the format, account chosen, time of day or by using specific paid targeting). This includes making different versions of the same core content tailored and published to different audiences.

Paid content is an essential and increasing part of the strategy. Investment must be made to help get the right content in front of the right audience (and keep it out of the way of wrong audience). There needs to be greater strategic utilisation of paid content features like:

- Advertising: either to promote content and/or accounts
- Boosting: increasing the reach of page posts that work to boost engagement
- Dark posting: targeting posts directly to audiences, without clogging up your timeline

This also involves utilising advanced audience targeting features like look-a-like audiences and re-targeting.

Goals and strategies

Considering all the information and key insights gained from undertaking the research for this Plan, the below table outlines how to move forward (the strategies) to achieve the goals and improve Knox's main social media sites. Specific actions over the next three years will sit under the strategies and be included in an implementation plan.

Goal	Strategies
1. Do the basics well	<ul style="list-style-type: none"> • Develop and implement a clear channel strategy for each of Council's main/corporate social media: Facebook (maintain), Instagram (improve), Twitter (maintain), YouTube (develop), LinkedIn (improve) • Develop a coordinated and planned approach to implement Council's content strategy, linked to the Council Plan, across each social media account as relevant • Build internal capability to create high-quality visual and video social media content • Effectively manage and oversee Council's overall social media presence to ensure it is strategic, effective and contributes positively to Council's brand and reputation

	<ul style="list-style-type: none"> • Build the organisation's data analytics capability and establish meaningful reports to inform future activity
2. Create a social organisation	<ul style="list-style-type: none"> • Cultivate a group of internal social media champions to build our social media awareness and capability • Develop and deliver a training program to support staff to use and contribute content to social media • Investigate opportunities to use internal social media/collaboration platforms (ie Workplace Facebook, Slack) as part of internal communications strategy • Ensure social media account management responsibilities are appropriately recognised and resourced across the organisation
3. Expand our social community	<ul style="list-style-type: none"> • Support community groups and businesses to showcase their achievements and activities that align to the goals of the Council and Community Plan • Encourage staff and Councillors to follow and share Council social media content • Leverage events, sponsorship and grants to gain exposure for Council's social media channels and grow audience • Strategically utilise advertising, boosting, content targeting and dark posting to grow reach and engagement
4. Harness our social influence	<ul style="list-style-type: none"> • Strategically utilise social media to 'break' news and tell our story our way • Set up social media 'listening' to gather insights from our online community • Use social media to increase participation in engagement activities and support the implementation of Council's Community Engagement Framework • Integrate social media into Council's Advocacy Framework
5. Have great governance	<ul style="list-style-type: none"> • Implement a consistent and fair approach to managing negative comments and trolling behaviour • Suspending or blocking is a last resort and a step taken only after repeated warnings, except in the case of threatening or abusive behaviour • Develop a clear process and criteria for approval and establishment of new social media sites • Support Councillors to be active and effectively engage on social media while complying with relevant legislation • Review and update Staff Social Media Policy to ensure compliance with legislation and best practice standards
6. Move into the future	<ul style="list-style-type: none"> • Continue to review, learn and explore new technologies • Consider opportunities to integrate social media as part of Council's Customer Service strategy

What is the difference between 'trolling' and negative feedback?

A social media troll is someone who purposely says something controversial in order to get a rise out of other users. They can create problems for people, businesses, and the general well-being of some aspects of social media. Trolling behaviour can discourage other social media users from engaging in online conversations.

However, a troll is not someone who is simply expressing a negative opinion about something, disagreeing or debating an issue.

Trolling behaviour includes:

- Bringing something off topic into a conversation in order to get a reaction
- Making wild and unwarranted comments about people/organisations
- Demonstrating an inability or unwillingness to listen or reason
- Relentlessly commenting on most or all posts/content
- Posting repeatedly about the same issue, despite it being responded to

Resourcing this Plan

Human resources

Existing resources comprise:

- Communications Advisor Digital (full role)
- Communications Advisors Marketing (part of role)
- Customer Service staff (part of role)
- Other social media page owners across the organisation

This Plan fosters greater involvement of broader communications and marketing staff in creating and preparing content for social media channels.

As digital communication increases and Council's social media presence grows, digital content creation skills and social media proficiency will be increasingly required. Building greater capacity within the existing team will help manage growing demand for content and importantly provide for greater continuity when the Communications Advisor Digital is absent or on leave.

It will also allow the Communications Advisor Digital to spend more time advising and supporting non-corporate social media account managers, gathering insights from analytics, and progressing Knox's overall social strategy.

Operational budget

As more of Council's customers choose digital communications channels, reliance on printed materials and newspaper advertising is reducing releasing funds to reinvest in digital communications. While there will always be a section of the community which prefers traditional forms of communications, this demographic is reducing year on year.

Evaluation

The following table outlines how success against the six goals of this strategy should be measured.

Key success measures	
Quantitative	<ul style="list-style-type: none"> • Audience growth across Council's corporate channels (and the proportion from Melbourne/Knox) • Engagement rate and sentiment across Council's corporate channels • Audience growth across Council's non-corporate accounts • Engagement rate and sentiment across Council's non-corporate accounts • Number of staff, and breadth of teams, contributing to social media content • Number of community accessing consultation activities via social media • Number of community engaging with council's advocacy efforts via social media
Qualitative	<ul style="list-style-type: none"> • Evidence of content that aligns to the Council and Community Plan • Evidence of insights from analytics being used to inform Councils social media activity • Confidence and satisfaction of non-corporate account managers • Evidence of social media and digital innovation
Achievement of key actions	<ul style="list-style-type: none"> • Enhanced internal video production capacity and digital content capability in the communications/marketing team • Central oversight and reporting across all social media accounts across the organisation is established • Establishment of an active and engaged internal champions group • Process established for strategically managing council's multi-account approach to social media (creating, retiring accounts) • Contemporary, up-to-date social media policies in place • Absence of any breaches of legislation/policies in Councillor social media use

10.8 Financial Performance Report for the Quarter Ended 31 March 2019

SUMMARY: Acting Coordinator Management Accounting, Lynn Tanu

The Financial Performance Report for the period ended 31 March 2019 is presented for consideration.

RECOMMENDATION

That Council receive and note the Financial Performance Report for the period ended 31 March 2019.

1. INTRODUCTION

The provision of the quarterly Financial Performance Report to Council ensures that associated processes are accountable, transparent and responsible resulting in sound financial management.

The attached Financial Performance Report (Attachment 1) has been prepared in accordance with Australian Accounting Standards and contains the following financial statements:

- Comprehensive Income Statement;
- Balance Sheet;
- Cash Flow Statement; and
- Statement of Capital Works.

The Financial Performance Report is aimed and designed to identify major variations against Council's year to date financial performance (actual results) and the Adopted Budget. Council adopted its 2018-19 Annual Budget at its Ordinary Council Meeting held 25 June 2018.

The financial year-end position of Council is anticipated by way of forecasts. The full year Adopted Budget is compared against the full year projected position as reflected by the Forecast. The 2018-19 Forecast includes the following details:

- The 2018-19 Adopted Budget;
- Carry forward funding from 2017-18 into 2018-19 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects; and
- Adjustments as a result of officers periodically assessing Council's budgetary performance taking into account emerging events and matters.

2. DISCUSSION

General discussion in regards to this report is detailed under Section 5 'Financial & Economic Implications'.

3. CONSULTATION

This report does not necessitate community consultation. A copy of the quarterly Financial Performance Report is provided to Council's Audit Committee.

4. ENVIRONMENTAL/AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

The overall financial position at 31 March 2019 is satisfactory and indicates that Council, after taking into consideration carry forward funding requirements from 2017-18 into 2018-19, is on track to complete the current financial year within the targets established in the 2018-19 Adopted Budget.

For the period ended 31 March 2019, Council has achieved an operating surplus of \$53.356 million. This is \$7.331 million favourable to the year to date (YTD) Adopted Budget. Council's forecast year-end position is an operating surplus of \$13.784 million, which is \$1.434 million less than the Adopted Budget primarily due to carry forward expenditure from 2017-18 into 2018-19.

The total capital works expenditure for the period ended 31 March 2019 is \$42.111 million. This is \$11.246 million less than the YTD Adopted Budget. The forecast capital works expenditure for the year is \$77.892 million and includes \$45.219 million in carry forward funding requirements from 2017-18 into 2018-19, and excludes \$25.036 million in anticipated carry forward expenditure from 2018-19 into 2019-20.

Further detail and discussion of the financial performance of Council for the period ended 31 March 2018 is provided in the attached Financial Performance Report (Attachment 1).

6. SOCIAL IMPLICATIONS

There are no direct social implications arising from this report.

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

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

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

Author – Acting Coordinator Management Accounting, Lynn Tanu - In providing this advice as the Author, I have no disclosable interests in this report.

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

9. CONCLUSION

Council has achieved an operating surplus of \$74.781 million for the period ended 31 December 2018, which compares favourably with the year to date Adopted Budget operating surplus of \$67.289 million. An operating surplus of \$9.523 million is forecast for 2018-19.

10. CONFIDENTIALITY

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

Report Prepared By: Acting Coordinator Management Accounting, Lynn Tanu

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

- 1. Attachment 1 - Financial Performance Report [10.8.1]**

KNOX
your city



Financial Performance Report

For year to date ended 31 March 2019



Contents

Financial Performance Report for year to date ended 31 March 2019

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Executive Summary

Financial Performance Report for the year to date ended 31 March 2019



Introduction and Purpose

The Financial Performance Report for the year to date ended 31 March 2019 has been prepared in accordance with Australian Accounting Standards and contains the following financial statements:

- Comprehensive Income Statement;
- Balance Sheet;
- Cash Flow Statement; and
- Statement of Capital Works.

This report is aimed and designed to identify major variations against Council's year to date financial performance (actual results) and the Adopted Budget and anticipate the financial position of Council as at financial year end by way of forecasts. Council adopted its 2018-19 Annual Budget at its Ordinary Council Meeting held 25 June 2018.

The full year Adopted Budget is compared against the full year projected position as reflected by the Forecast. The 2018-19 Forecast includes the following details:

- Carry forward funding from 2017-18 into 2018-19 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects; and
- Adjustments to the adopted budget as a result of officers periodically assessing Council's financial health and landscape as a result of emerging events and matters.

Discussion of Financial Results

Forecast

Access to the live budgetary forecast screen in magIQ for the 2018-19 financial year went live on 1 November 2018 in line with the launch of the 2019-20 budget process. Forecasts can now be updated at any stage throughout the remainder of the financial year.

The 2018-19 Forecast includes the following adjustments:

Income

- \$0.092M net decrease in the final 2018-19 financial assistance grant income allocation received from the Victoria Grants Commission (general purpose and local roads funding);
- \$1.010M decrease in Integrated Early Years Hubs (previously Childcare) user fees due to lower utilisation during the integration of childcare to the Hubs;
- \$0.344M increase in monetary contribution from receipt of Stamford Park Upgrade contributions for capital work carried out by Council; and
- \$0.179M increase in capital grants and contributions carried forward from 2017-18 into 2018-19.

Executive Summary (continued)

Financial Performance Report for the year to date ended 31 March 2019



Expenses (Operating and Capital Works)

- \$15.787M in additional carry forward funding from 2017-18 into 2018-19 for both operational expenditure (\$2.950M) and capital works expenditure (\$12.837M). \$0.997M of this carry forward funding for capital works expenditure is operational in nature. These funds are required for the successful completion and delivery of key outcomes and projects;
- The above carry forward of capital works expenditure is in addition to the \$32.382M of carry forward capital works expenditure included in the Adopted Budget (making a total capital carry forward expenditure of \$45.219M);
- Anticipated \$25.036M in carry forward funding from 2018-19 into 2019-20 for approved capital works expenditure identified as being required to carry forward. This anticipated carry forward in capital works includes \$8.235M relating to the Knox Central project, \$5.500M relating to the Henderson Road Bridge, \$4.944M relating to the Stamford Park redevelopment, and \$2.500M relating to the Operations Centre Relocation;
- Forecast depreciation has been increased by \$0.540M primarily due to the impact of carry forward capital works expenditure; and
- \$0.209M increase in the WorkCover insurance premium for 2018-19.

Year-to-Date Operating Results

Operating Results	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Forecast \$'000's	Variance \$'000's
Income	156,458	158,750	2,292	174,521	175,254	733
Expense	110,433	105,394	5,039	159,304	161,470	(2,166)
Surplus (Deficit)	46,025	53,356	7,331	15,217	13,784	(1,434)

Full year Forecast for Operating Results includes \$2.950M in carry forward net expenditure from 2017-18 into 2018-19, together with \$0.997M in additional carry forward expenditure for capital works that is operational in nature.

Overall there is a \$7.331M favourable variance between the YTD actual figures and the Adopted Budget.

The major variances include:

Income

- \$1.386M favourable variance from Public Open Space Contributions;
- \$0.344M favourable permanent variance for Stamford Park Upgrade contributions for capital work carried out by Council;
- \$0.273M favourable permanent variance for summons costs recovered income for rates debt recovery;
- \$0.425M favourable permanent variance relating to a grant received for the Bayswater Activity Centre;
- \$0.126M favourable timing variance with the Roads to Recovery grant – the full year's entitlement has already been received; and
- \$1.612M unfavourable timing variance for the Henderson Road Bridge grant.

Executive Summary (continued)

Financial Performance Report for the year to date ended 31 March 2019



Expenses (Operating and Capital Works)

- \$0.209M unfavourable permanent variance in the WorkCover insurance premium for 2018-19 due to an increase in the WorkCover rate from 1.0935% to 1.4118%;
- Favourable timing variance of \$1.130M in Waste Management materials and services due to the timing of activities in waste collection and transport of green waste, together with a delay in the receipt of invoices;
- Favourable timing variance of \$0.426M in Open Space Maintenance materials and services mainly attributable to adverse weather conditions affecting the timing of scheduled works, together with a delay in the receipt of invoices;
- Favourable timing variance of \$0.343M in Building Maintenance Services; and
- Favourable timing variance of \$0.307M in Tree Maintenance materials and services mainly attributable to adverse weather conditions affecting the timing of scheduled works, together with a delay in the receipt of invoices.

Capital Works Program

Capital Works Expenditure	Adopted			Adopted		
	Budget	Actual	Variance	Budget	Forecast	Variance
	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's
Property	28,543	19,315	9,228	46,381	35,421	10,960
Plant and Equipment	2,383	3,353	(971)	12,342	9,225	3,117
Infrastructure	22,431	19,443	2,989	36,276	33,246	3,030
Total Capital Works Expenditure	53,357	42,111	11,246	94,999	77,892	17,107

Full year Forecast for Capital Works Expenditure includes \$45.219M in carry forward expenditure from 2017-18 into 2018-19, and excludes \$25.036M in carry forward expenditure from 2018-19 into 2019-20.

The performance of the Capital Works Program including details of variances is reported in the Statement of Capital Works.

For the quarter ended 31 March 2019 the Capital Works Program shows an expenditure of \$42.111M – this is \$11.246M less than the expected YTD Adopted Budget position. After taking into consideration the capital works projects carried forward from 2017-18 into 2018-19, and also taking into account the capital works projects expected to be carried forward from 2018-19 into 2019-20, the forecast Capital Works Expenditure for the year is \$77.892M.

Executive Summary (continued)

Financial Performance Report for the year to date ended 31 March 2019



Balance Sheet

Balance Sheet	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Forecast \$'000's	Variance \$'000's
Current Assets	72,260	100,702	28,442	63,651	81,299	17,648
Non-Current Assets	1,766,826	1,979,537	212,712	1,783,916	2,030,047	246,131
Total Assets	1,839,086	2,080,240	241,154	1,847,567	2,111,346	263,779
Current Liabilities	31,515	26,178	5,337	37,240	36,716	524
Non-Current Liabilities	5,850	4,735	1,115	38,453	24,101	14,352
Total Liabilities	37,365	30,913	6,453	75,693	60,817	14,876
Net Assets	1,801,721	2,049,327	247,606	1,771,874	2,050,529	278,655
Accumulated Surplus	699,850	673,651	(26,200)	676,494	683,268	6,774
Asset Revaluation Reserve	1,072,093	1,335,986	263,893	1,072,093	1,335,986	263,893
Other Reserves	29,778	39,691	9,913	23,287	31,276	7,989
Total Equity	1,801,721	2,049,327	247,606	1,771,874	2,050,529	278,655
Working Capital Ratio	2.29	3.85		1.71	2.21	

The Balance Sheet as at 31 March 2019 continues to indicate a sustainable result. A comparison of total Current Assets of \$100.702M with total Current Liabilities of \$26.178M continues to depict a sustainable financial position (Working Capital Ratio of 3.85 to 1). The Working Capital Ratio for the same period last year was 3.67. Current Assets primarily comprises Cash and Cash Equivalents (\$26.254M), Other Financial Assets (\$38.100M) and Trade and Other Receivables (\$34.394M). Trade and Other Receivables includes \$29.801M of rates debtors (of which \$4.540M relates to arrears pre July 2018) and \$4.004M in other debtors.

Trade and Other Receivables	Ageing				Total \$'000
	Current - 30 Days \$'000	31 Days - 60 Days \$'000	61 Days - 90 Days \$'000	More than 90 Days \$'000	
Rates Debtors	25,261	0	0	4,540	29,801
Special Rate Assessment	0	0	0	52	52
Parking and Animal Infringement Debtors	58	87	54	338	537
Other Debtors	2,097	72	116	1,719	4,004
Total Trade and Other Receivables	27,416	159	170	6,649	34,394

Rate amounts owing are a charge over the property and therefore Council has recourse to collect these debts. Penalty interest at 10.0% per annum also applies. The due date for rates being paid in full was 15 February 2019, while the final quarterly instalment due date is 31 May 2019.

The majority of outstanding parking and infringement debtors outstanding for more than 90 days are on payment plans after being to either the Magistrates Court or Perin Court.

Executive Summary (continued)

Financial Performance Report for the year to date ended 31 March 2019



Other debtors outstanding for more than 90 days include:

- \$1.233M outstanding from the Department of Economic Development relating to the Henderson Road Bridge project (\$1.100M) and the Bergins Road project (\$0.133M)
- \$0.044M outstanding for Home Care Debtors
- \$0.029M outstanding for Preschool Debtors

Trade and Other Payables are \$7.292M as at 31 March 2019, which is \$0.389 favourable to the Adopted Budget. Trade and Other Payables has decreased from \$14.690M as at 30 June 2018.

The working capital ratio of 3.85 compares favourably to the Adopted Budget working capital ratio of 2.29. The Working Capital Ratio is anticipated to continue to diminish over the course of the financial year as Council utilises its funds to deliver on its operating programs and capital works. The forecast working capital ratio is anticipated to remain healthy at 2.21 at year end. This is greater than the Adopted Budget working capital ratio of 1.71 as a result of the expected carry forward of capital expenditure from 2018-19 into 2019-20.

Investment Analysis

Investment	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Forecast \$'000's	Variance \$'000's
Cash and Cash Equivalents	34,149	26,254	(7,895)	51,215	25,414	(25,801)
Other Financial Assets	0	38,100	38,100	0	40,600	40,600
Total Funds Invested	34,149	64,354	30,205	51,215	66,014	14,799
Earnings on Investments	967	829	(138)	1,293	1,204	(89)

There was \$64.354M invested with various financial institutions as at 31 March 2019 – this includes Cash and Cash Equivalents (\$26.254M) and Other Financial Assets (\$38.100M). These funds include monies from trust funds and deposits and specific purpose reserves.

There are currently thirteen specific purpose reserves totalling \$39.691M as at 31 March 2019. These reserves are cash-backed, but do not usually have an allocated individual bank account.

The earnings on investments for the period ended 31 March 2019 was \$0.829M and is \$0.138M unfavourable to the YTD Adopted Budget as a result of current holdings of Cash and Cash Equivalents and Other Financial Assets, together with current investment rates.



Comprehensive Income Statement

for year to date ended 31 March 2019

Description	Notes	Year-to-Date				Full Year			
		Adopted Budget	Actual	Variance		Adopted Budget	Forecast	Variance	
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S	
Income									
Rates and Charges		113,433	114,007	574	0.51%	✓	113,584	114,179	595
Statutory Fees and Fines		2,237	2,668	430	19.24%	✓	3,022	3,500	478
User Fees		12,817	12,484	(333)	(2.60%)	!	15,837	14,843	(993)
Grants - Operating		15,229	15,639	410	2.69%	✓	20,202	20,372	170
Grants - Capital	1	5,351	4,495	(856)	(15.99%)	✗	9,105	9,123	17
Contributions - Monetary	2	5,611	7,569	1,958	34.90%	✓	8,405	8,831	426
Contributions - Non-Monetary		0	0	0	0.00%	✓	2,000	2,000	0
Increment on investment in associates		0	0	0	0.00%	✓	0	0	0
Other Income		1,779	1,888	109	6.10%	✓	2,365	2,405	40
Total Income		156,458	158,750	2,292	1.46%		174,521	175,254	733
Expenses									
Employee Costs		51,691	50,662	1,028	1.99%	✓	69,569	69,807	(237)
Materials and Services	3	37,261	33,055	4,206	11.29%	✓	65,610	67,050	(1,440)
Depreciation and Amortisation		16,872	16,813	59	0.35%	✓	22,497	23,037	(540)
Contributions and Donations		4,747	4,877	(130)	(2.74%)	!	5,860	5,890	(30)
Borrowing Costs		0	0	0	0.00%	✓	0	0	0
Bad and Doubtful Debts		49	144	(95)	(193.94%)	✗	65	65	0
Other Expenses		986	824	162	16.42%	✓	1,394	1,312	82
Net (Gain) Loss on Disposal of Property, Infrastructure, Plant and Equipment		(1,172)	(981)	(191)	(16.28%)	✗	(5,692)	(5,692)	(1)
Total Expenses		110,433	105,394	5,039	4.56%		159,304	161,470	(2,166)
Surplus (Deficit)		46,025	53,356	7,331	15.93%		15,217	13,784	(1,434)
Total Comprehensive Income for the Year		46,025	53,356	7,331	15.93%		15,217	13,784	(1,434)

Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✓ 0% or greater.
- ! Less than 0% and greater than negative 10%.
- ✗ Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.

Comprehensive Income Statement

for year to date ended 31 March 2019



Notes:

1	<p>Permanent Variance: - \$0.425M favourable variance relating to grant received from Federal Government for Bayswater Activity Centre</p> <p>Timing Variance: - \$1.612M unfavourable variance for the timing of receipt of Henderson Road Bridge grant</p>
2	<p>Permanent Variance: - \$0.417M favourable variance for Stamford Park Upgrade contributions for capital work carried out by Council</p> <p>Timing Variance: - \$1.386M favourable variance for Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on Developer activities in the municipality</p>
3	<p>Timing Variance: - \$1.130M favourable variance in Waste Management contractors and services costs, mainly due to seasonal demand and timing of incoming invoices - \$0.426M favourable variance in Open Space Maintenance contractors costs, mainly due to timing of incoming invoices from the new contractor - \$0.307M favourable variance in Tree Maintenance due to a delay in the receipt of invoices from the new contractor and nature of work that is dependent on weather and reactive works - \$0.278M favourable variance in Knox Central Contract Costs due to timing of program's activities - \$0.343M favourable variance in Building Maintenance Services - \$0.198M favourable variance in Early Years Integrated Services Planning & Partnership due to timing of management framework implementation - \$0.229M favourable variance in Community Access, Equity and Safety programs due to timing of programs' activities - \$0.179M favourable variance in City Strategy & Planning programs due to scheduling of programs' activities - \$0.151M favourable variance in People & Culture Experience - \$0.157M favourable variance in Footpath Maintenance due to scheduling of maintenance activity - \$0.439M unfavourable variance in Drainage Maintenance Works due to more repair works required following recent weather events</p>

The 2018-19 Forecast includes \$2.950M in carry forward expenditure from 2017-18 into 2018-19 required for the completion and delivery of key operational projects. Also included is \$0.997M in carry forward expenditure for capital works that is operational in nature.

Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2019



Net (Income) / Expenditure	Notes	Year-to-Date				Full Year		
		Adopted		Variance		Adopted	Forecast	Variance
		Budget	Actual	Fav/(Unfav)	%	Budget	Forecast	Fav/(Unfav)
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S
Rates								
Rates and Valuation		(100,505)	(101,031)	525	0.52%	(100,554)	(101,149)	595
Net (Income) / Expense - Rates		(100,505)	(101,031)	525	0.52%	(100,554)	(101,149)	595
CEO and Council								
Chief Executive Officer		437	386	51	11.68%	583	583	0
Councillors		518	489	28	5.45%	690	725	(35)
People & Culture		3,272	3,264	8	0.24%	4,034	4,414	(380)
Net (Income) / Expense - CEO and Council		4,227	4,139	87	2.06%	5,307	5,722	(415)
City Development								
Directorate City Development		362	414	(52)	(14.37%)	482	502	(20)
City Planning & Building	1	(3,558)	(4,842)	1,284	36.08%	(4,725)	(4,750)	26
City Safety and Health	2	1,998	1,237	761	38.10%	2,601	2,326	276
City Futures	3	2,672	2,372	300	11.21%	3,701	4,126	(425)
Net (Income) / Expense - City Development		1,473	(819)	2,293	155.62%	2,059	2,203	(143)
Knox Central								
Knox Central	4	623	306	317	50.82%	831	819	12
Net (Income) / Expense - Knox Central		623	306	317	50.82%	831	819	12
Community Services								
Directorate Community Services		461	410	52	11.21%	617	621	(4)
Community Wellbeing	5	2,803	2,233	571	20.35%	3,386	3,648	(262)
Family and Children's Services	6	3,701	3,970	(269)	(7.27%)	5,259	6,273	(1,014)
Active Ageing and Disability Services	7	1,471	772	699	47.49%	1,906	1,327	579
Youth, Leisure and Cultural Services		6,282	6,179	103	1.64%	8,180	8,494	(314)
Net (Income) / Expense - Community Services		14,719	13,564	1,155	7.85%	19,349	20,364	(1,015)
Corporate Development								
Directorate Corporate Services		308	330	(23)	(7.41%)	410	403	8
Business & Financial Services	8	(548)	(192)	(356)	(64.94%)	(350)	(25)	(325)
Governance and Strategy	9	1,952	1,745	208	10.64%	2,603	2,751	(148)
Information Technology		4,478	4,399	79	1.75%	5,982	5,888	94
Transformation	10	2,456	1,992	463	18.87%	2,751	3,135	(384)
Communications		1,211	1,268	(57)	(4.70%)	1,611	1,750	(138)
Net (Income) / Expense - Corporate Development		9,857	9,542	315	3.19%	13,009	13,901	(892)
Engineering and Infrastructure								
Directorate Engineering and Infrastructure		504	534	(30)	(5.86%)	672	676	(4)
Sustainable Infrastructure	11	(2,660)	(4,267)	1,607	60.40%	2,486	2,558	(73)
Community Infrastructure	12	4,595	3,907	688	14.97%	6,328	6,836	(508)
Operations	13	10,859	10,221	637	5.87%	14,472	14,622	(151)
Net (Income) / Expense - Engineering and Infrastructure		13,298	10,396	2,902	21.82%	23,958	24,692	(735)

Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2019



Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 5%.
- ✘ Negative 5% or less.

Notes have been provided for these variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$100K and equal to or greater than positive 5%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$100K and equal to or less than negative 5%.

Notes:

1	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$101K favourable variance for Building Lodgement Fees due to increase in regulated fee for lodgement by State Government; the forecast has been amended to reflect this - \$72K favourable variance for Supervision Fees and Plan Checking Fees, mainly due to large subdivisions such as Stamford Park <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$1,386K favourable variance for Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on Developer activities in the municipality - \$155K unfavourable variance mainly for consultants required for town planning services and VCAT hearings - \$145K unfavourable variance for Statutory Planning Application Fee reflecting the number of planning applications
2	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$177K favourable variance for Infringements Courts recovery received from old infringements - \$72K favourable variance for a one-off reimbursement received from the Victorian Department of Treasury and Finance for Natural Disaster Funding Assistance (NDFA) for the emergency work costs incurred for the storm event in September/October 2016 <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$181K favourable variance for employee costs across the department, mainly due to staff vacancies - \$155K favourable variance in parking enforcement fine income due to the employment of an additional parking enforcement officer on a fixed term in 2018, together with the receipt of an increased number of parking fines issued late in the 2018 financial year which have been paid early in the 2019 financial year - \$109K favourable variance due to invoices pending for the animal pound and Pets in the Park instalment payments - \$71K favourable variance in Health Compliance Registrations income reflecting food and health premises' registration; this may come down if businesses are not renewing or cancelling their registration
3	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$55K favourable variance in Contractors & Services Costs mainly due to scheduling to activities of various programs, including Green and Rural Area Strategy, Land for Business, Strategic Sites, Strategic Investment and Asset Strategy, Development Contribution Plan, Wantirna Health Precinct and Planning Scheme Review - \$263K favourable variance in City Futures employee cost, mainly due to general staff vacancies
4	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$278K favourable variance in Contractors & Services Costs due to the timing of the program's activities
5	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$251K favourable variance in Grant Income for Social Housing Investment Planning program and Women Health Victoria; corresponding expenditures will be spent - \$51K favourable variance in Eastern Affordable Housing Alliance due to an increase in the membership fees from \$8K to \$15K, together with the timing of the receipt of these fees <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$98K favourable variance in Operational Grants due to the receipt of acquittals impacting payment - \$101K favourable variance in Municipal Leadership Disability due to delays in recruitment impacting the implementation of this program
6	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$260K unfavourable variance in Preschool Agency Costs to backfill preschool assistants and teachers <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$267K favourable variance in Early Years Programs' employee costs due to timing of recruitment activity during transition - \$304K favourable variance in Early Year Programs' Contracts & Services due to timing of activities - \$116K favourable variance in Preschool Confirmation Fee due to timing of activities - \$1,074K unfavourable variance in Integrated Early Years Hubs (previously Childcare) income, inclusive of Childcare Subsidy, due to lower utilisation during the integration of childcare to the Hubs

Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2019



Notes (continued):

7	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$143K favourable variance in recovery of funds as there is no further requirement for grants to be refunded <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$487K favourable variance in employee costs and on costs across the department due to staff movements and position vacancies, particularly in Active Ageing and Disability Services Management (\$142K) and Active Living (\$190K) - \$70K favourable variance in Contracts due to timing of receipt of invoices
8	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$209K unfavourable variance with the WorkCover premium due to an increase in the WorkCover rate from 1.0935% to 1.4118% - \$137K unfavourable variance for interest income reflective of deposit amounts and interest rate
9	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$88K favourable variance in Audits Cost due to the transition to new internal auditor <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$134K favourable variance in Governance Management employee costs due to vacancies; savings will be utilised for backfilling - \$61K favourable variance in Strategy contracts cost due to timing of activities
10	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$192K favourable variance for Lean funding due to timing of Business Cases for EMT - \$212K favourable variance for Customer Service employee costs and on costs due to permanent staff leaving positions and not being backfilled on a like-for-like basis; agency costs have increased and will continue to do so over the next quarter while recruitment is underway; savings on vacancies is being utilised for the Exceed Global project - \$78K favourable variance for employee costs due to timing of activities in Business Transformation - \$52K unfavourable variance for Customer Service consultants cost for the Exceed Global project
11	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$144K favourable variance across the department's employee costs due to vacancies, of which some have been filled - \$136K favourable variance in Waste Management grant income in relation to a one-off recycling grant from the Department of Environment, Land, Water and Planning - \$615K unfavourable variance in Waste Management contract cost reflecting payment for receipt of recyclables <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$1,562K favourable variance for Waste Management contracts (excluding receipt of recyclables) mainly due to seasonal waste collection activities - \$72K favourable variance for Signal Maintenance Charges in Traffic Management due to timing of invoices - \$40K favourable variance for Consultants cost in Asset Management due to scheduling of activities
12	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$343K favourable variance in Materials & Services costs in Building Maintenance Services due to timing of activities - \$103K favourable variance with Stormwater Management's flood mapping project - \$125K favourable variance in Landscaping contractors and services due to the timing of activities - \$89K favourable variance in Biodiversity Management grants revenue mainly due to grants received for Gardens for Wildlife (\$39K) and the Regional Pest Control program (\$55K) - \$80K favourable variance in Project Delivery income, reflective of road opening fees and footpath/crossing site protection fee received - \$60K favourable variance in Biodiversity Management contractors and services due to the timing of activities - \$86K unfavourable variance in Community Infrastructure Management partly due to the reversal of capitalised labour costs in 2017-18 (\$39K)
13	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$111K favourable variance for Fringe Benefit Tax, reflecting accrual entries based on last year actual; the forecast will be adjusted - \$61K favourable variance in Tree Maintenance income, reflecting the amount of work done at owners cost <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$426K favourable variance in the mowing contracts within Open Space Maintenance due to a delay in the receipt of invoices from the new contractor - \$307K favourable variance in Tree Maintenance mainly due to a delay in the receipt of invoices from the new contractor and nature of work that is dependent on weather and reactive works - \$182K favourable variance in Fuel costs due to the timing of invoices and the lower use of diesel due to limited use of machinery in weather conditions - \$157K favourable variance in Footpath Maintenance due to scheduling of maintenance activity - \$73K favourable variance in Bike Path Maintenance due to seasonal work depending on weather condition - \$439K unfavourable variance in Drainage Maintenance Works due to more repair works required following recent weather events - \$132K unfavourable variance in Unsealed Roads Grading Maintenance, mainly due to the purchase of crushed rock for resurfacing gravel roads after recent weather events - \$78K unfavourable variance in Registration and Third Party Insurance due to phasing of budget over the 12 months while it is a single payment per year



Statement of Capital Works

for year to date ended 31 March 2019

Description	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance		Adopted Budget	Forecast	Variance
		\$000'S	\$000'S	\$000'S	Fav/(Unfav) %	\$000'S	\$000'S	\$000'S
Expenditure - Capital Works Program								
Property								
Land		0	0	0	0.00%	8,153	0	8,153
Buildings	1	28,543	19,315	9,228	32.33%	38,228	35,421	2,808
Total Property		28,543	19,315	(9,228)	(32.33%)	46,381	35,421	10,960
Plant and Equipment								
Artworks		212	40	173	81.29%	212	216	(4)
Plant, Machinery and Equipment	2	1,536	2,156	(619)	(40.31%)	2,084	2,984	(900)
Fixtures, Fittings and Furniture		200	0	200	100.00%	664	0	664
Computers and Telecommunications	3	434	1,158	(724)	(166.86%)	9,381	6,025	3,356
Total Plant and Equipment		2,383	3,353	971	40.73%	12,342	9,225	3,117
Infrastructure								
Roads (including Kerb and Channel)	4	7,087	8,021	(935)	(13.19%)	8,753	9,448	(695)
Drainage	5	1,940	1,328	613	31.57%	3,001	2,985	16
Bridges	6	2,728	781	1,947	71.38%	7,246	1,773	5,473
Footpaths and Cycleways	7	1,031	2,538	(1,507)	(146.18%)	4,355	3,930	425
Off Street Car Parks	8	708	133	575	81.23%	708	708	0
Recreation, Leisure, Parks and Playgrounds	9	8,438	6,277	2,161	25.61%	11,655	12,965	(1,310)
Other Infrastructure		500	365	135	26.94%	559	1,437	(878)
Total Infrastructure		22,431	19,443	(2,989)	(13.32%)	36,276	33,246	3,030
Total Expenditure - Capital Works Program		53,357	42,111	11,246	21.08%	94,999	77,892	17,107
Represented by:								
Extension / Expansion		8,070	7,771	299	3.71%	8,070	8,749	(679)
Legal Requirements		0	59	(59)	(100.00%)	0	0	0
New		16,093	7,480	8,613	53.52%	33,114	18,838	14,275
Renewal		17,519	20,669	(3,150)	(17.98%)	29,040	34,790	(5,750)
Upgrade		11,675	6,131	5,544	47.49%	24,775	15,515	9,260
Total Expenditure - Capital Works Program		53,357	42,111	11,246	21.08%	94,999	77,892	17,107
Funding Source for Capital Works Program								
External Funding								
Contributions - Monetary - Capital	10	65	792	727	1,117.74%	1,190	1,706	516
Grants - Capital	11	5,351	4,495	(856)	(15.99%)	9,105	9,122	16
User Fees - Capital		0	0	0	0.00%	0	0	0
Proceeds from Loan Borrowings		0	0	0	0.00%	34,241	21,056	(13,185)
Other Income - Capital		0	146	146	100.00%	0	0	0
Total External Funding		5,416	5,433	17	0.31%	44,536	31,883	(12,653)
Internal Funding								
Proceeds from Sale of Property, Infrastructure, Plant and Equipment	12	3,125	925	(2,201)	(70.41%)	12,257	12,257	0
Reserves	13	10,859	5,965	(4,893)	(45.06%)	18,911	14,692	(4,220)
Rate Funding	14	33,957	29,788	(4,169)	(12.28%)	19,294	19,060	(234)
Total Internal Funding		47,941	36,678	(11,263)	(23.49%)	50,463	46,009	(4,454)
Total Funding Source for Capital Works Program		53,357	42,111	(11,246)	(21.08%)	94,999	77,892	(17,107)
Carry forward expenditure from 2017-18							45,219	
Carry forward expenditure to 2019-20							(25,036)	
Movement in carry forward expenditure							20,183	



Statement of Capital Works

for year to date ended 31 March 2019

Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✘ Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10.00%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.

Notes:

1	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Favourable variances mainly relating to the timing of activities for the Operation Centre Relocation (\$3.800M), Modular Building program (\$2.018M), Stamford Park (\$0.681M), Energy Performance Audit for Community Buildings program (\$0.610M), Building Renewal program (\$0.416M), Family and Children Services Building and Facilities program (\$0.269M), Rowville Recreation Reserve Multipurpose Community Workshop (\$0.250M), Egan Lee Reserve Pavilion Upgrade (\$0.243M), Aimee Seebeck Hall Amenities Upgrade project (\$0.241M), Batterham Pavilion extension for Female Change Facility (\$0.207M), Placemakers Site Upgrade (\$0.196M) and Boronia Precinct Planning (\$0.138M) - Partially offset by unfavourable variances due to carry forward expenditure from 2017-18 for the Early Years Hub - Wantirna South (\$0.359M), the Early Years Hub - Bayswater (\$0.158M) and the Community Toilet Replacement program (\$0.135M)
2	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$0.619M unfavourable variance mainly due to the utilisation of carry forward funds for the purchase of plant and motor vehicles
3	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - Unfavourable variance mainly due to utilisation of carry forward funds for Pathway enhancement projects (\$0.201M), Project Management Office (\$0.164M) and HR System Upgrade works (\$0.132M)
4	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$1.179M unfavourable variance with the Bayswater Activity Centre Streetscape mainly due to the utilisation of carry forward funds (\$0.742M) and additional work carried out after the receipt of additional grant funding (\$0.425M)
5	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$0.373M favourable variance with the Drainage Pit & Pipe Renewal Program - drainage works progressing with works commencing at various locations - \$0.193M favourable variance with Manson Reserve Wetlands, with construction still anticipated to be completed by June
6	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Favourable variance due to timing of activities for Henderson Road Bridge (\$2.105M); it is currently anticipated that \$5.5M of this program will be carried forward into 2019-20
7	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$1.890M unfavourable variance with the Footpath Renewal Program - budget profiling for this program has all expenditure in May 2019
8	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$0.567M favourable variance with the Car Parks Renewal Program - budget profiling for this program has all expenditure in September 2018, however program commenced this quarter
9	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - Unfavourable variances due to utilisation of carry forward funds for Playground renewal program (\$0.373M), Knox Gardens Tennis Courts (\$0.284M), Rumann & Benedikt Reserves (\$0.243M), Exner Reserve Tennis Court Renewal (\$0.223M), and Knox Athletic Track Hammer Throw Cage work (\$0.140M) <p>Timing Variance:</p> <ul style="list-style-type: none"> - Favourable variances mainly relating to works on Quarry Reserve, Ferntree Gully (\$0.748M), Marie Wallace Reserve Masterplan (\$0.543M), Stud Park Reserve Masterplan (\$0.310M), Cricket Nets Replacement at Batterham Reserve (\$0.236M), Installation of new floodlight at Liberty Avenue Reserve (\$0.234M), works on Fairpark Reserve Masterplan (\$0.201M), HV Jones Reserve Masterplan (\$0.158M), Renewal of Public Sporting Courts (\$0.146M), Templeton Reserve Tennis Court Renewal (\$0.139M), works on Llewelyn Reserve Masterplan (\$0.130M), works on Peregrine Reserve Masterplan (\$0.114M), Electronic Scoreboards (\$0.110M) and Batterham Reserve Tennis Court Renewal program (\$0.100M) - Unfavourable variance due to timing of activities for works on Tempeton Reserve Masterplan (\$0.234M)
10	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$0.417M favourable variance for Stamford Park Upgrade contributions for capital work carried out by Council - \$0.117M favourable variance for contributions received for works on HV Jones Reserve Floodlighting Upgrade and Knox Athletic Track Hammer Throw Cage program



Statement of Capital Works

for year to date ended 31 March 2019

Notes (continued):

11	<p>Permanent Variance: - \$0.425M favourable variance for receipt of additional grant for Bayswater Activity Centre Streetscape</p> <p>Timing Variance: - \$1.612M unfavourable variance for timing of receipt of Henderson Road Bridge grant</p>
12	<p>Timing Variance: - \$2.199M favourable variance due to the timing of budgeted land sales</p>
13	<p>Permanent Variance: - Favourable variance for the transfer from reserves of the early payment of the VGC local roads funding (\$0.561M)</p> <p>Timing Variance: - Favourable variance due to utilisation of carry forward funds for the Playground renewal program (\$0.373M) - Favourable variance due to timing of activities for Templeton Reserve Masterplan (\$0.233M) - Unfavourable variance mainly due to timing of activities of the Modular Building Program (\$1.823M), Stamford Park Upgrade (\$1.099M), Quarry Reserve Masterplan (\$0.748M), Marie Wallace Reserve Masterplan (\$0.543M), Stud Park Reserve Masterplan (\$0.310M), Fairpark Reserve Masterplan (\$0.201M), Installation of new floodlight at Liberty Avenue Reserve (\$0.184M), HV Jones Reserve Masterplan (\$0.158M), Egan Lee Reserve Pavilion Upgrade (\$0.143M), Llewelyn Reserve Masterplan (\$0.130M), Peregrine Reserve Masterplan (\$0.114M) and Electronic Scoreboards (\$0.110M)</p>
14	<p>Timing Variance: - Council generates cash from its operating activities which is used as a funding source for the capital works program - It is forecast that \$19.060M will be generated from operations to fund the 2018-19 capital works program (inclusive of projects carried forward into 2018-19)</p>

The 2018-19 Forecast includes \$45.219M in carry forward expenditure from 2017-18 into 2018-19 required for the successful completion and delivery of key capital works projects (including \$0.997M in carry forward expenditure for capital works that is operational in nature). As at 31 March 2019, a total of \$25.036M of approved capital works projects for 2018-19 have been identified as being required to be carried forward into 2019-20.



Balance Sheet

as at 31 March 2019

Description	Notes	Year-to-Date				Full Year			
		Adopted Budget	Actual	Variance		Adopted Budget	Forecast	Variance	
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S	
Current Assets									
Cash and Cash Equivalents	1	34,149	26,254	(7,895)	(23.12%)	✘	51,215	25,414	(25,801)
Other Financial Assets	2	0	38,100	38,100	100.00%	✔	0	40,600	40,600
Trade and Other Receivables		36,777	34,394	(2,382)	(6.48%)	!	11,102	13,674	2,572
Other Current Assets	3	1,329	225	(1,104)	(83.03%)	✘	1,329	1,604	275
Non-Current Assets classified as Held for Sale	4	0	1,718	1,718	100.00%	✔	0	0	0
Inventories		5	10	5	99.33%	✔	5	7	2
Total Current Assets		72,260	100,702	28,442	39.36%		63,651	81,299	17,648
Non-Current Assets									
Investment in Associates		3,981	4,422	441	11.08%	✔	3,981	4,422	441
Property, Infrastructure, Plant and Equipment	5	1,760,987	1,974,028	213,041	12.10%	✔	1,778,077	2,024,183	246,106
Intangible Assets		1,858	1,087	(771)	(41.47%)	✘	1,858	1,442	(416)
Total Non-Current Assets		1,766,826	1,979,537	212,712	12.04%		1,783,916	2,030,047	246,131
Total Assets		1,839,086	2,080,240	241,154	13.11%		1,847,567	2,111,346	263,779
Current Liabilities									
Trade and Other Payables		7,680	7,292	389	5.06%	✔	10,475	14,984	(4,509)
Trust Funds and Deposits	6	7,490	3,465	4,025	53.73%	✔	7,490	3,757	3,733
Provisions - Employee Costs		15,047	14,889	158	1.05%	✔	16,339	15,593	746
Defined Benefits Superannuation		0	0	0	0.00%	✔	0	0	0
Provision - Landfill Rehabilitation		1,155	532	623	53.93%	✔	1,155	532	623
Interest-Bearing Loans and Borrowings		0	0	0	0.00%	✔	1,638	1,707	(69)
Other Provisions		143	0	143	100.00%	✔	143	143	0
Total Current Liabilities		31,515	26,178	5,337	16.94%		37,240	36,716	524
Non-Current Liabilities									
Provisions - Employee Costs		895	772	123	13.79%	✔	895	789	106
Interest-Bearing Loans and Borrowings		0	0	0	0.00%	✔	32,603	19,349	13,254
Provision - Landfill Rehabilitation		4,955	3,963	992	20.02%	✔	4,955	3,963	992
Defined Benefits Superannuation		0	0	0	0.00%	✔	0	0	0
Other Provisions		0	0	0	0.00%	✔	0	0	0
Total Non-Current Liabilities		5,850	4,735	1,115	19.07%		38,453	24,101	14,352
Total Liabilities		37,365	30,913	6,453	17.27%		75,693	60,817	14,876
Net Assets		1,801,721	2,049,327	247,606	13.74%		1,771,874	2,050,529	278,655
Equity									
Accumulated Surplus		699,850	673,651	(26,200)	(3.74%)	!	676,494	683,268	6,774
Asset Revaluation Reserve	7	1,072,093	1,335,986	263,893	24.61%	✔	1,072,093	1,335,986	263,893
Other Reserves	8	29,778	39,691	9,913	33.29%	✔	23,287	31,276	7,989
Total Equity		1,801,721	2,049,327	247,606	13.74%		1,771,874	2,050,529	278,655

Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ! Less than 0% and greater than negative 10%.
- ✘ Negative 10% or less.

Notes have been provided for items with the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$1M and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$1M and equal to or less than negative 10%.



Balance Sheet

as at 31 March 2019

Notes:	
1	<p>Timing Variance: - \$30.205M variance in the cash and cash equivalents balance (including other financial assets) in part due to the actual balance as at 30 June 2018 being \$10.625M higher than the forecast figure used for the adopted budget, together with year-to-date Capital Works expenditure being \$11.246M down on the adopted budget</p>
2	<p>Timing Variance: - Other financial assets are term deposits currently held with an original maturity date of more than 90 days</p>
3	<p>Timing Variance: - Prepayments are taken up at financial year end</p>
4	<p>Timing Variance: - \$1.718M favourable variance for land and buildings that have been agreed to sell</p>
5	<p>Permanent Variance: - \$255.060M increase in the value of land after revaluation - \$13.593M increase in the value of buildings after revaluation</p>
6	<p>Timing Variance: - Trust funds and deposits primarily reflects the cash holdings for refundable deposits - This includes \$1.375M collected for the fire services levy; this amount is payable to the State Revenue Office by the 28th June 2019</p>
7	<p>Permanent Variance: - \$255.060M increase in the value of land after revaluation - \$13.593M increase in the value of buildings after revaluation</p>
8	<p>Timing Variance: - \$9.913M variance in Other Reserves in part due to the actual balance as at 30 June 2018 being \$4.085M higher than the forecast figure used for the adopted budget - \$5.291M favourable variance due to timing of activities of the Stamford Park Upgrade, Marie Wallace Reserve, Electronic Scoreboards, Modular Building Program, Fairpark Reserve, Quarry Reserve Masterplan, Liberty Avenue Reserve, Egan Lee Reserve Pavilion Upgrade, Stud Road Reserve Masterplan and Llewelyn Reserve Masterplan - \$1.386M favourable variance for Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on Developer activities in the municipality</p>



Cash Flow Statement

for year to date ended 31 March 2019

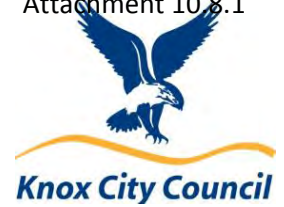
Description	Notes	Year-to-Date				Full Year			
		Adopted Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Forecast	Variance Fav/(Unfav)	
		\$000'S	\$000'S	\$000'S		\$000'S	\$000'S	\$000'S	
Cash Flows from Operating Activities									
Receipts									
Rates and Charges		89,942	94,867	4,924	5.47%	✓	113,201	113,794	593
Statutory Fees and Fines		2,237	2,668	430	19.24%	✓	3,022	3,452	430
User Fees	1	11,486	12,765	1,279	11.14%	✓	15,789	14,731	(1,058)
Grants - Operating		14,185	14,789	603	4.25%	✓	20,185	20,514	329
Grants - Capital	2	5,220	4,389	(831)	(15.93%)	✗	9,103	9,122	19
Contributions - Monetary	3	5,480	7,463	1,982	36.18%	✓	8,403	8,832	430
Interest Received		967	829	(138)	(14.31%)	✗	1,293	1,204	(89)
Other Receipts		812	1,059	247	30.43%	✓	1,072	1,202	129
Net Movement in Trust Deposits		147	(218)	(365)	(248.17%)	✗	147	74	(73)
Employee Costs		(52,603)	(51,024)	1,579	3.00%	✓	(69,189)	(69,447)	(257)
Materials and Services		(40,869)	(39,117)	1,752	4.29%	✓	(66,038)	(66,748)	(709)
Contributions and Donations	4	(5,265)	(6,357)	(1,092)	(20.73%)	✗	(5,819)	(5,890)	(71)
Other Payments		(986)	(824)	162	16.42%	✓	(1,394)	(1,312)	82
Net Cash Provided by / (Used in) Operating Activities		30,755	41,288	10,533	34.25%		29,775	29,528	(247)
Cash Flows from Investing Activities									
Payments for Property, Infrastructure, Plant and Equipment	5	(53,357)	(42,111)	11,246	21.08%	✓	(78,684)	(62,796)	15,888
Proceeds from Sales of Property, Infrastructure, Plant and Equipment	6	3,125	926	(2,199)	(70.37%)	✗	12,257	13,976	1,719
Payments for investments	7	0	(38,100)	(38,100)	(100.00%)	✗	0	(40,600)	(40,600)
Proceeds from sale of investments	8	39,100	46,600	7,500	19.18%	✓	39,100	46,600	7,500
Net Cash Used in Investing Activities		(11,132)	(32,685)	(21,553)	(193.62%)		(27,327)	(42,821)	(15,494)
Cash Flows from Financing Activities									
Proceeds of Borrowings		0	0	0	0.00%	✓	34,241	21,056	(13,185)
Repayment of Borrowings		0	0	0	0.00%	✓	0	0	0
Finance costs		0	0	0	0.00%	✓	0	0	0
Net Cash Provided by / (Used in) Financing Activities		0	0	0	0.00%		34,241	21,056	(13,185)
Net increase / (decrease) in Cash and Cash Equivalents		19,623	8,603	11,020	56.16%		36,689	7,763	(28,926)
Cash and Cash Equivalents at the Beginning of the Financial Year		14,526	17,651	3,125	21.51%		14,526	17,651	3,125
Cash at the End of the Year		34,149	26,254	(7,895)	(23.12%)		51,215	25,414	(25,801)

Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✓ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✗ Negative 10% or less.

Notes have been provided for items with the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.



Cash Flow Statement

for year to date ended 31 March 2019

Notes:

1	<p>Timing Variance: - Prepayments are taken up at financial year end and have therefore reduced from \$1.168M at 30 June 2018 to nil at 31 March 2019</p>
2	<p>Timing Variance: - \$0.831M unfavourable variance, mainly due to timing of the receipt of grant income for Henderson Road Bridge</p>
3	<p>Permanent Variance: - \$0.417M favourable variance for Stamford Park Upgrade contributions for capital work carried out by Council</p> <p>Timing Variance: - \$1.386M favourable variance for Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on Developer activities in the municipality</p>
4	<p>Timing Variance: - Trade and Other Payables have reduced from \$14.690M at 30 June 2018 to \$7.292M at 31 March 2019</p>
5	<p>Timing Variance: - \$11.246M favourable variance mainly due to the timing of activities in various Capital Works Programs</p>
6	<p>Timing Variance: - \$2.199M favourable variance due to the timing of budgeted land sales</p>
7	<p>Timing Variance: - Payments for investments are term deposits with a maturity of greater than 90 days that have been invested during the 2018-19 financial year and have yet to mature</p>
8	<p>Timing Variance: - Proceeds from the sale of investments are term deposits held at 30 June 2018 with a maturity of greater than 90 days that have matured during the 2018-19 financial year</p>



Financial Performance Indicators

as at 31 March 2019

The following table highlights Council's current and forecasted performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the Council's objectives.

Indicator	Calculation of Measure	Full Year			Notes
		Expected Bands	Adopted Budget	Forecast	
<p>Operating Position - Measures whether a council is able to generate an adjusted underlying surplus.</p>					
<p>Adjusted Underlying Result</p>					
Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position. The adjusted underlying surplus and the adjusted underlying revenue exclude the following types of income: grants - capital (non-recurrent), contributions - monetary (capital) and contributions - non-monetary.	[Adjusted Underlying Surplus (Deficit) / Adjusted Underlying Revenue] x 100	(20%) to 20%	2.44%	1.24%	⚠️ 1
<p>Liquidity - Measures whether a council is able to generate sufficient cash to pay bills on time.</p>					
<p>Working Capital</p>					
Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity.	[Current Assets / Current Liabilities] x 100	100% - 400%	170.92%	221.42%	✅ 2
<p>Unrestricted Cash</p>					
Indicator of the broad objective that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of unrestricted cash suggests an improvement in liquidity.	[Unrestricted Cash / Current Liabilities] x 100	10% - 300%	86.91%	138.40%	✅ 3
<p>Obligations - Measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities.</p>					
<p>Loans and Borrowings</p>					
Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations.	[Interest Bearing Loans and Borrowings / Rate Revenue] x 100	0% - 70%	30.15%	18.44%	✅ 4
<p>Debt Commitments</p>					
Defined as interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue.	[Interest and Principal Repayments / Rate Revenue] x 100	0% - 20%	0.00%	0.00%	⚠️ 5
<p>Indebtedness</p>					
Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations	[Non Current Liabilities / Own Source Revenue] x 100	2% - 70%	27.37%	17.14%	✅ 6



Financial Performance Indicators

as at 31 March 2019

Indicator	Calculation of Measure	Full Year			Notes
		Expected Bands	Adopted Budget	Forecast	
Asset Renewal Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations	[Asset Renewal Expenditure / Depreciation] x 100	40% - 130%	105.27%	121.32% ✔	7
Stability - Measures whether a council is able to generate revenue from a range of sources. Rates Concentration Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability.	[Rate Revenue / Adjusted Underlying Revenue] x 100	30.00% - 80.00%	69.56%	69.83% !	8

✔ Forecasts improvements in Council's financial performance / financial position indicator compared to the Adopted Budget position.
! Forecasts that Council's financial performance / financial position indicator will be reasonably steady and is within Expected Bands.
✘ Forecasts deterioration in Council's financial performance / financial position indicator compared to the Adopted Budget position.

Notes:

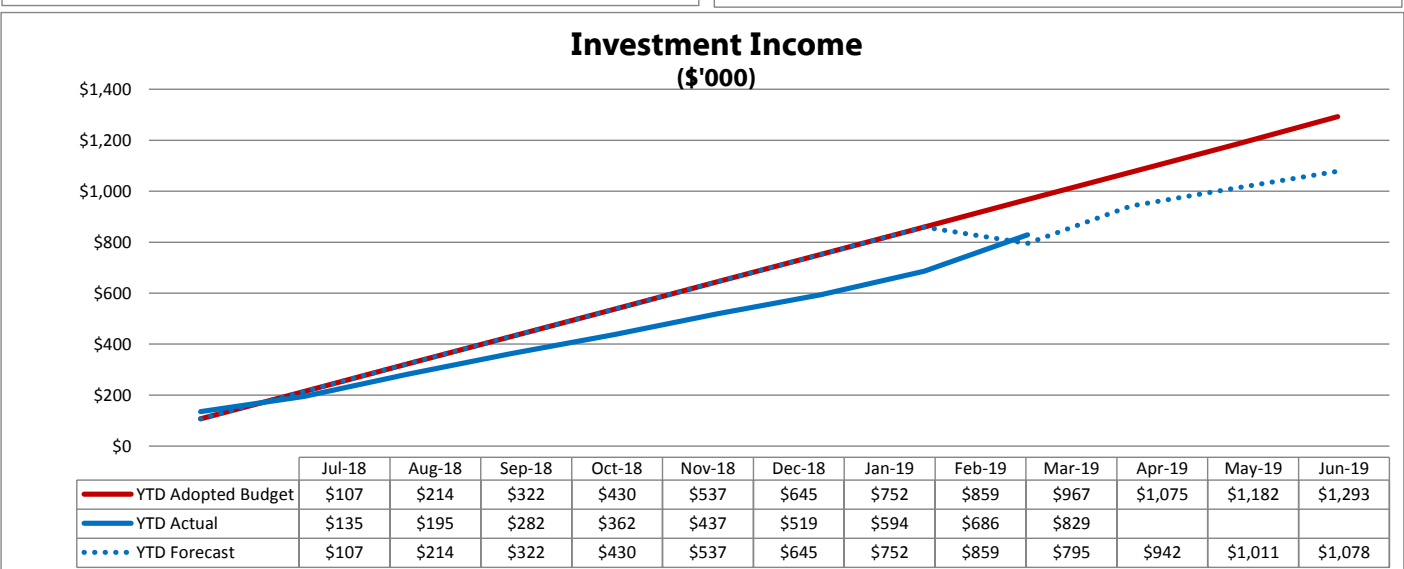
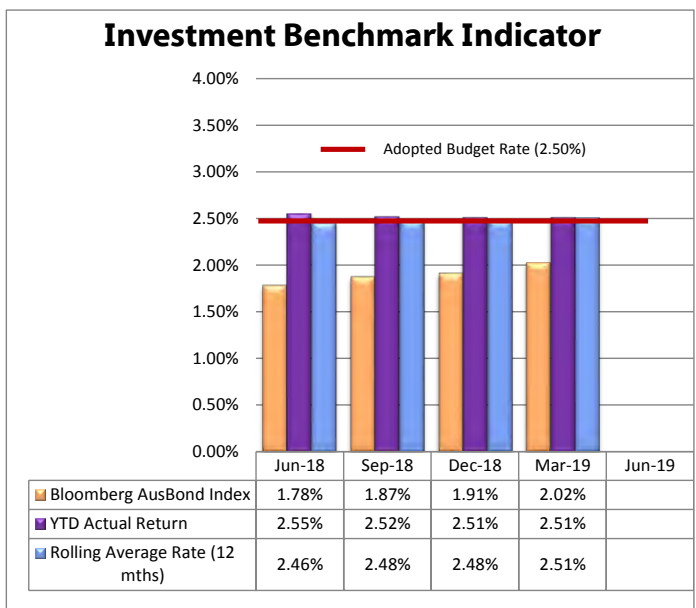
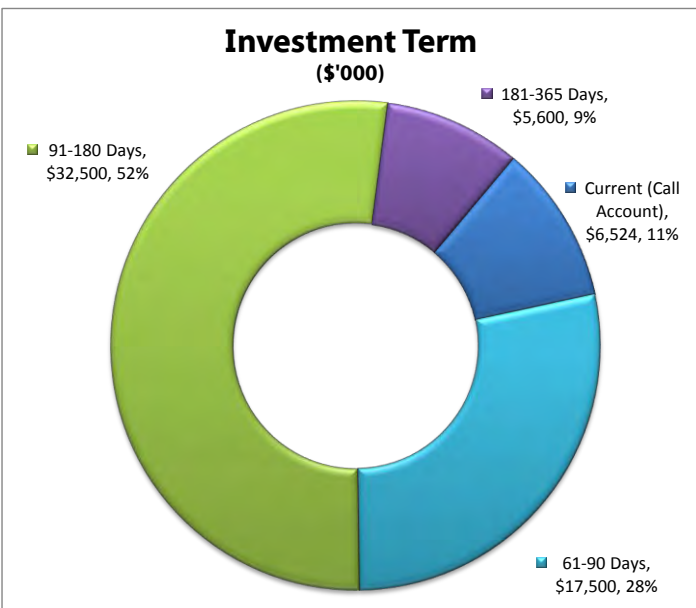
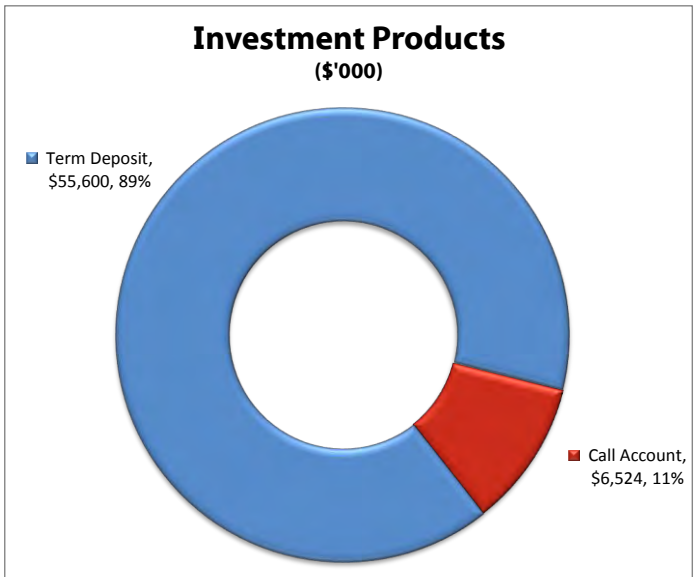
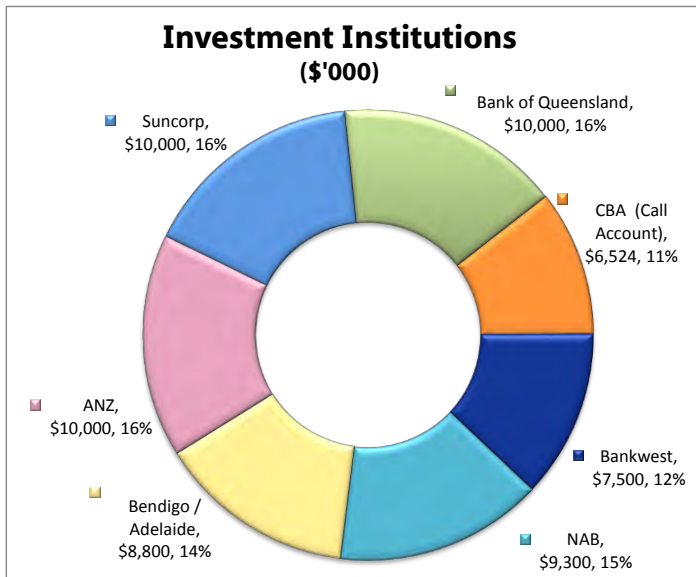
1	Timing Variance: - The adjusted underlying result ratio is within expected bands - The decrease in the ratio is due to the carry forward of operational expenses and capital works projects from 2017-18 into 2018-19
2	Timing Variance: - The working capital ratio is within expected bands - The anticipated increase in the ratio is due to the anticipated carry forward of capital works projects from 2018-19 into 2019-20
3	Timing Variance: - The unrestricted cash ratio is within expected bands - The anticipated increase in the ratio is due to the anticipated carry forward of capital works projects from 2018-19 into 2019-20
4	Timing Variance: - The loans and borrowings ratio is within expected bands - The anticipated decrease in the ratio is due to the anticipated deferral of borrowings related to major projects being carried forward
5	No Variance: - The debt commitments ratio is within expected bands
6	Timing Variance: - The indebtedness ratio is within expected bands - The anticipated decrease in the ratio is due to the anticipated deferral of borrowings related to major projects being carried forward
7	Timing Variance: - Forecast asset renewal is within the expected band - The anticipated increase in the ratio is due to the carry forward of capital works from 2017-18 in to 2018-19
8	Timing Variance: - The rates concentration ratio is within the expected bands



Investment Analysis

as at 31 March 2019

A total amount of \$62.124 million in funds were invested with various financial institutions as at 31 March 2019



10.9 Minor Grants Program Applications 2018-19

SUMMARY: Governance Officer, Damian Watson

This report summarises the recommended grants from the Minor Grants Program. All applications have been assessed against the criteria as set out in the Minor Grants Program Policy.

RECOMMENDATION

That Council:

1. Approve the two (2) recommended Minor Grants Program applications for a total of \$2,979.50 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Knox Football and Netball Club	Funding to purchase a medical stretcher to cater for the women's football team.	\$1,479.50	\$1,479.50
Montrose Fire Brigade	Funding to stage the 'Knox TRIP' Teenage Road Information Program	\$1,500.00	\$1,500.00
TOTAL		\$2,979.50	\$2,979.50

2. Note the following two (2) Minor Grants Program Applications have been approved under delegation for a total of \$760.00, as detailed below:

Applicant Name	Project Title	Amount Requested
Ferntree Gully Library Knitting for Charity Group	Funding to purchase yarn. All items knitted will be donated to charity groups.	\$400.00
The Basin Fire Brigade Auxiliary	Funding for refreshments and production costs for the Afternoon Tea Concert as part of The Basin Music Festival.	\$360.00

- 3. Note that inclusive of the above grants, a total of \$132,132.84 has been awarded under the Minor Grants Program in 2018-19 in support of a variety of community based organisations and their programs. There is currently \$31,388.50 remaining in the budget for the Minor Grants Budget in 2018-19 inclusive of the carry forward amount from the previous financial year and adjustment for GST.**

1. INTRODUCTION

At the Strategic Planning Committee meeting held on 10 July 2017 the Committee endorsed the Minor Grants Program Policy (the Policy), effective from 25 July 2017.

The maximum limit for the Minor Grants Program applications was amended by Council at the Strategic Planning Committee Meeting held on 8 October 2018 to \$1,500.00.

Minor Grants applications must be for the purposes of meeting requests for small, incidental funding requests from eligible organisations within Knox and not exceed \$1,500.00.

Under the Minor Grants Program Policy an eligible organisation must:

- provide services, projects and programs that directly benefit residents of the City of Knox;
- be a not for profit legal entity that provides services, support or activities to the Knox community. This expressly excludes educational institutions and State and Federal government departments and agencies; but does not exclude related not for profit organisations, including school councils/auxiliaries/parent groups who otherwise qualify under the Policy;
- be incorporated or be auspiced by an incorporated body (for grants over \$500 only);
- have an Australian Business Number or complete a Statement by Supplier form;
- have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant (for grants over \$500 only);
- hold adequate public liability insurance appropriate to the activity outlined in the application;
- be able to supply permits and plans appropriate to the funded activity where requested by Council;
- have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.

2. DISCUSSION

This report presents to Council recommended grant applications in accordance with the Policy.

Council established the Minor Grants Program to ensure that funding could be provided to community groups who request ad hoc, incidental, community based, one-off grants.

The Policy sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the *Local Government Act 1989*.

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

All recipients of Minor Grants must provide proof of expenditure or purchase. In addition, Minor Grants over \$1,000.00 must meet all funding agreement requirements.

This report outlines the grant applications received since the 26 March 2019 Ordinary Council meeting. It recommends two grants for Council's approval and approves two applications under delegation.

Applications under the Minor Grants Policy are limited to a maximum of \$1,500.00 until a review of the policy is completed. This change has been adopted as a measure of controlling the annual budget following a decision by Council at the Strategic Planning Committee Meeting on 8 October 2018.

3. CONSULTATION

No consultation has been undertaken in relation to the grant applications detailed in this report as the policy specifies assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

4. ENVIRONMENTAL/AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

The approval of minor grants is managed within Council's adopted budget.

6. SOCIAL IMPLICATIONS

The Minor Grants program allows Council the flexibility to respond to requests from community groups within Knox at a municipal level. These grants provide applicants the opportunity to participate and support a variety of community based programs.

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

Goal 6 - We are healthy, happy and well

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

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

Strategy 7.3 - Strengthen community connections

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

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

Author - Governance Officer, Damian Watson - In providing this advice as the Author, I have no disclosable interests in this report.

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

9. CONCLUSION

This report contains the recommendation for funding through the Minor Grants program.

10. CONFIDENTIALITY

A confidential attachment has been circulated under a separate cover.

Report Prepared By: Governance Officer, Damian Watson

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

A confidential attachment has been circulated under a separate cover.

11 Items for Information

11.1 ICT Capital Works Program Report

SUMMARY: PA to Manager Information Technology, Rachel Culpitt

The ICT Works Report shows projects on Council's ICT Capital Works Program and indicates the status of each project as at 11 April 2019.

RECOMMENDATION

That Council receive and note the ICT Capital Works Report, as at 29 April 2019.

1. INTRODUCTION

This report summarises Council's ICT Capital Works Program for the 2018/2019 financial year. The aim of this report is to provide a regular and succinct status summary of each project over the last month. The ICT Capital Works Report, as of 9 April 2019, is attached as Attachment A.

Highlights of the Works Report as at 9 April 2019, include:

- **1036 - Human Resource (HR) System Enhancement project**
Project is tracking well. Request for Tender responses have been received, and shortlisted vendors have been shortlisted to demonstrate their functionality against requirements. Once Due Diligence is completed, and governance approval is provided, a contract for implementation will be awarded.
- **812 – Asset Management System**
Project tracking to plan. Request for Proposal (RFP) has now closed, with three preferred providers moving forward to the upcoming Request for Tender (RFT). Proposal responses have informed the Business Case which is targeted for ICT Governance approval in May 19.
- **1034 – Business Intelligence**
Project is tracking well to plan. Proof of Concept (POC) is underway with 6 user groups and 14 use cases to prove the use of the Power BI solution for broader rollout.
- **787 – Website Channels Transformation**
Project team has been re-established with a new vision created to set direction for Digital Channel Transformation. Project scoping underway to engage Digital Agency to design community engagement, optimal experience for priority services and content structure with new Content Management System (CMS).
- **1031 – ICT Spatial Capability Modernisation**
Project Manager has been allocated to the Project. Initiation is underway to understand stakeholder pain points with the current technical environment and business processes,

and approach to delivering the project. Approval of the approach is targeted for ICT Governance approval in May 19.

Report Prepared By: PA to Manager Information Technology, Rachel Culpitt

Report Authorised By: Manager, Information Technology, Ellen Lee

Attachments

1. Attachment 1 - Project Status Report as at 11 April 2019 **[11.1.1]**

Knox City Council Project Status Report

11-Apr-2019

Project Number	Project Name	Total Approved Budget
589	I.T. Knox Early Years (KEYS) Project	\$92,500
All Wards	KEYS Proximity (Zone) changes currently being acceptance tested and on track to Go Live 29th April	
668	Knox Active Aging Management System (KAAMS)	\$50,000
All Wards	Project Completed	
785	Printer Upgrade	\$43,000
All Wards	Multi Function Printer device rollout completed. Rollout of automated faxing capabilities awaiting scheduling	
786	Microsoft Office Upgrade	\$200,000
All Wards	MS Office 365 rollout completed. Rollout of remaining Skype For Business and Yammer capabilities awaiting scheduling	
787	Website Redevelopment	\$200,000
All Wards	Project team has been re-established with a new vision created to set direction for Digital Channel Transformation. Project scoping underway to engage Digital Agency to design community engagement, optimal experience for priority services and content structure with new Content Management System (CMS).	
788	Network Drive Migration	\$199,412
All Wards	Project scheduled to commence early June 2019	
789	Facilities Booking Review/Upgrade	\$98,300
All Wards	Project on track. Currently researching potential solutions for both internal room and external venue booking requirements	
793	Non Leased Software and Hardware	\$177,275
All Wards	Non leased hardware and software acquired as required throughout the year for new and replacement devices	
794	Switch Replacement Program	\$164,074
All Wards	Switch Replacement program completed.	

Knox City Council Project Status Report

11-Apr-2019

Project Number	Project Name	Total Approved Budget
812	Asset Management System	\$0
All Wards	Project tracking to plan. Request for Proposal (RFP) has now closed, with three preferred providers moving forward to the upcoming Request for Tender (RFT). Proposal responses have informed the Business Case which is targeted for ICT Governance approval in May 19.	
813	Information Architecture Design and Planning	\$430,000
All Wards	Project awaiting scheduling	
814	Standard Operating Environment Upgrade	\$150,335
All Wards	MS Windows 10 is being rolled out, installed on new devices as existing devices reach End Of Lease	
815	Pathway Smartclient implementation	\$75,000
All Wards	Project closed and being reported under #977	
816	ePathway Payment Enhancements/Extension	\$50,000
All Wards	Project Closed and being reported under # 977	
817	WAN Network Enhancements	\$20,000
All Wards	WAN environment upgrade rollout completed. Wantirna and Bayswater Community Hub WAN integration remains On Track and once done will complete WAN project.	
818	DRP Update and full test	\$20,000
All Wards	Project completed. Relocation of Disaster Recovery Centre to NextDC (South Melbourne) completed. Full test of recovery capabilities completed	

Knox City Council Project Status Report

11-Apr-2019

Project Number	Project Name	Total Approved Budget
819	Security Framework Management & Penetration Testing	\$45,650
All Wards	Annual IT Security Penetration testing completed. Remediation actions categorised into four (4) Remediation Work Packages. Work Package 1 - Event Logging (Status - On Track) Critical, High and Medium issues mitigated, new Event Logging system being implemented. Work Package 2 - Patching (Status - Completed) Work Package 3 - Policy (Status - Completed) Work Package 4 - Connectivity (Status - Completed)	
820	Security Framework Development	\$20,000
All Wards	Project awaiting scheduled commencement	
822	Security, Email Filtering and Firewall	\$57,581
All Wards	Email filtering rollout completed. Rollout of remaining capabilities awaiting scheduling	
823	DC1 - Server Room AC & UPS	\$90,133
All Wards	Civic Centre Computer room upgrade completed. Additional small enhancements awaiting scheduling.	
825	Microsoft Licensing (True Up)	\$300,000
All Wards	Annual MS Software Licence "True Up" scheduled for May - Jun 2019. Project on track to complete June 19	
826	Microsoft SQL Licence	\$220,000
All Wards	Additional and replacement MS SQL licences acquired as needed throughout the year.	
827	ICT - Intranet Redevelopment eRIK	\$665,000
All Wards	Awaiting scheduling. Project is dependant on selection of Website development platform and is likely to be undertaken 2019/2020	
945	ICT - Website Development (Part of Project 787)	\$817,303
All Wards	Project consolidated with Project 787 (Website Development)	

Knox City Council Project Status Report

11-Apr-2019

Project Number	Project Name	Total Approved Budget
975	AV Equipment Enhancements	\$157,909
All Wards	<p>Stage 1 - Selection and acquisition of new Conference system/microphones (Status - Completed)</p> <p>Stage 2 - Selection and installation of new ceiling speakers and audio equipment (Status - Completed)</p> <p>Stage 3 - Training and trial use of new system at Council Briefings (Status - On track) Governance team working with Councilors to schedule system trials</p>	
976	iChris - Chris21 Upgrade	\$217,400
All Wards	iChris (Payroll) upgrade project consolidated into project 1036 - HR System Enhancements "Program" of work	
977	Pathway Program	\$341,848
All Wards	Pathway Roadmap and Delivery Framework approved by ICT Steering Committee and subsequently implemented. Scheduled projects commenced. Project on track.	
978	Microsoft Exchange Upgrade	\$150,000
All Wards	MS Exchange (Cloud) rollout completed. Rollout of remaining smaller capabilities awaiting scheduling to complete project	
979	GIS Phase 3	\$200,000
All Wards	<p>LIDAR Data Capture project is underway.</p> <p>RFQ for Vicmap Swapover completed.</p> <p>Scoping of 3D GIS Boronia Pilot commenced.</p> <p>Project tracking to plan</p>	
981	Applications Support - Mobile Computing & Information Integrity (EFT)	\$150,000
All Wards	Staff Device Strategy & Policy documents currently in draft review. Feedback currently being sought from SurfacePRO users. 8 SurfaceGO devices in field trials. Project On Track	
1026	ICT - DRP Update and full test (Part of Project 818)	\$269,641
All Wards	Project consolidated with Project 818 (DR Update and full test)	
1027	ICT - Agenda & Minutes Management	\$64,400
All Wards	"LG Hub" shortlisted as preferred solution provider following the assessment of Councillor, EMT and SMT business requirements. Negotiations to commence with LG Hub. Project on track	

Knox City Council Project Status Report

11-Apr-2019

Project Number	Project Name	Total Approved Budget
1031	ICT - Spatial Capability	\$70,000
All Wards	Project Manager has been allocated to the Project. Initiation is underway to understand stakeholder pain points with the current technical environment and business processes, and approach to delivering the project. Approval of the approach is targeted for ICT Governance approval in May 19.	
1032	ICT - CRM Citizen Portal for Web	\$65,000
All Wards	Project awaiting scheduling	
1033	ICT - CMS - Integration and Portal	\$160,000
All Wards	Project awaiting scheduling	
1034	ICT - Business Intelligence	\$1,100,000
All Wards	Project is tracking well to plan. Proof of Concept (POC) is underway with 6 user groups and 14 use cases to prove the use of the Power BI solution for broader roll out.	
1035	ICT - Payment Gateway	\$150,000
All Wards	Project awaiting scheduling	
1036	ICT - HR System	\$270,968
All Wards	Project is tracking well. Request for Tender responses have been received, and shortlisted vendors have been shortlisted to demonstrate their functionality against requirements. Once Due Diligence is completed, and governance approval is provided, a contract for implementation will be awarded.	
1037	ICT - Key Project Initiation Documentation	\$141,921
All Wards	Project awaiting scheduling	
1038	ICT - Business Strategy and Benefits Identification	\$14,846
All Wards	Project Completed	
1039	ICT - IT Network Security Evaluation and Upgrade	\$554,000
All Wards	Project consolidated with Project 819 (Security Framework Management & Penetration Testing)	
1188	Office 365 Additional Licensing	\$20,000
All Wards	MS Office 365 additional licenses are purchased on an "As Needed" basis throughout the year as new and replacement devices are required.	

Knox City Council Project Status Report

11-Apr-2019

Project Number	Project Name	Total Approved Budget
1189	Knox Explorer - G Drive Decommission (Part of project 788)	\$200,000
All Wards	Project consolidated with Project 788 (Network drive migration)	
1190	KX Integration to other Modules	\$50,000
All Wards	Project awaiting scheduling	
1191	Security Framework Management & Penetration Testing (2)	\$50,000
All Wards	Project consolidated with Project 819 (Security Framework Management & Penetration Testing)	
1192	Storage Solution - Production	\$300,000
All Wards	Additional storage installed at Civic Centre. Project on track to commission new storage at DR site next month	
1193	Email Filtering Renewal	\$30,000
All Wards	Email filtering rollout completed.	
1194	Digital/ICT Strategy Implementation	\$2,000,000
All Wards	Strategy Plan on a Page has been created to support the delivery of the Digital and ICT Program rollout, and will be circulated for Governance approval. The ICT Governance Committee independent members will be participating in an Immersion Day to understand these activities in more detail in early May. Portfolio Management system, which is central to the success of the Strategy, is currently out for Request for Tender submissions, with vendor shortlisting to commence in May.	
1242	ICT - Website Redevelopment	\$0
All Wards		
1245	ICT - Governance System	\$0
All Wards		
1250	ICT - Storage System - DR	\$0
All Wards		
1254	ICT - Cloud Solutions	\$0
All Wards		

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Project Number	Project Name	Total Approved Budget
1255 All Wards	ICT - Server Infrastructure Upgrade	\$0
1257 All Wards	ICT - Project Management Office	\$0
	Total:	\$10,913,495

11.2 Works Report as at 1 April 2019

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 1 April 2019.

RECOMMENDATION

That Council receive and note the Works Report, as at 1 April 2019.

1.INTRODUCTION

This report summarises Council's Capital Works Program for the 2018/2019 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 1 April 2019, is attached as Attachment A.

Highlights of the Works Report as at 1 April 2019 include:

- Program to patch and resurface failures on roads classified as high risk nearing completion.
- Program to patch and resurface failures on roads classified as industrial completed.
- Emergency Warning Systems in Early Years Facilities Program completed.
- Alexander Magit Preschool - Verandah Replacement completed.
- Boronia Retail Precinct CCTV System Installation completed.
- Burwood Highway Underpass (near Stud Road) Solar Lighting Upgrade completed.
- Maryborough Road, Boronia (Springfield Road to Woodvale Road) – Footpath completed.
- Batterham Reserve - Pavilion Extension for Female Change Facility – Project tendered.
- Napoleon Road, Rathgar Road to Lakesfield Drive, Lysterfield Shared Path completed.

Report Prepared By: Coordinator, Capital Works, Gene Chiron

Report Authorised By: Director, Engineering & Infrastructure, Ian Bell

Attachments

1. Attachment 1 - Works Report as at 1 April 2019 **[11.2.1]**

Knox City Council Project Status Report

01-Apr-2019

Project Number	Project Name	Total Approved Budget
1	Bridges Renewal Program	\$312,314
All Wards	The works to renew the shared path bridge along Blind Creek near High Street Road, Wantirna South, are nearing completion.	
4	High Risk Road Failures	\$500,000
All Wards	Works at Power Road, Bayswater and at the intersection of Millers Road and Albert Avenue, Boronia are scheduled to commence next, completing the 2018/19 program.	
7	Road Surface Renewal Program	\$4,250,000
All Wards	Program progressing with several streets programmed for asphalt resurfacing during March/April including Pinevale Court, Boronia, Glendale Court, Boronia, Rivett Street, Scoresby and Maryborough Road, Boronia.	
8	Drainage Pit and Pipe Renewal Program	\$2,000,000
All Wards	Drainage works progressing with works commencing at various locations.	
9	Footpath Renewal Program	\$2,200,000
All Wards	Footpath renewal works are progressing with work underway at locations identified in the recent condition audit.	
10	Bicycle / Shared Path Renewal Program	\$540,000
All Wards	Shared path renewal program is progressing with works completed at Stud Road, Scoresby and works commencing at Mountain Highway, The Basin.	
16	Building Renewal Program	\$5,468,310
All Wards	Program is 60% committed/expended. Works commencing or nearing completion over April/May include Civic Centre - structural rectification works; Murrindal - structural rectification works; Knox Park Athletics - kitchen refit; State Basketball Centre - stage 2 aircon renewal; Lewis Park Pavilion - kitchen renewal; Leisureworks - painting and floor coverings to gym; Alexander Magit Preschool - bathroom refit; Kinderlea Preschool - gas heaters and floor covering; Wattleview Preschool - floor coverings; The Fields - floor coverings to foyer, bathrooms (vinyl).	
17	Playground Renewal Program	\$1,767,181
All Wards	Peregrine Reserve playspace construction is under way. The tender for 2018/19 playground equipment is currently open and the tender for the playground construction works is being prepared and estimated to go out by early April. Consultants are working on the design for the renewal of the existing Marie Wallace Playground.	

Knox City Council Project Status Report

01-Apr-2019

Project Number	Project Name	Total Approved Budget
22	Fire Hydrant Replacement Program	\$130,000
All Wards	Second payment due in June.	
24	Car Park Renewal	\$700,000
All Wards	Carpark renewal works in progress at various locations.	
25	Plant & Machinery Replacement Program	\$2,984,000
All Wards	Fleet Renewal Program 90% of funding committed.	
26	Street Tree Replacement Program	\$653,457
All Wards	Bulk removals completed. Tree planting scheduled to commence in April.	
31	Stamford Park Redevelopment	\$7,734,149
Tirhatuan	Homestead - works complete and handed over to restaurant. Homestead Gardens - works complete and in maintenance period. Parklands - progressing with design works and some construction. Aiming for planning submission in April.	
104	Roadside Furniture Renewal Program	\$100,000
All Wards	Program progressing with further retaining wall projects scoped, planned and about to commence.	
147	Energy & Greenhouse Program for Council Facilities	\$101,327
All Wards	Obtaining quotes for lighting replacement at the Civic Centre for implementation between April and June.	
229	Building Code Australia Compliance	\$100,000
All Wards	Program rollout is continuing over April/May with completion of all projects expected in early June.	
345	Asbestos Removal	\$100,000
All Wards	Program of asbestos removal projects to be undertaken over April/May.	
347	Miscellaneous Industrial Roads - Pavement Rehabilitation	\$250,000
All Wards	Program for 2018/19 completed.	
409	Parks Furniture Renewal	\$67,000
All Wards	Works and installations ongoing and on schedule.	

Knox City Council Project Status Report

01-Apr-2019

Project Number	Project Name	Total Approved Budget
410	Parks Signage Renewal	\$20,000
All Wards	Audits are continuing and installation of replacement signs is progressing on schedule.	
412	Water Sensitive Urban Design Renewal	\$432,663
All Wards	Works in progress, quotation requests are out. Scheduled to be completed in June 2019	
441	Tim Neville Arboretum Renewal	\$360,000
Dobson	Scoping of works in accordance with the Tim Neville Arboretum Masterplan is continuing on schedule.	
443	Reserves Paths Renewal	\$50,000
All Wards	Projects nearing completion.	
492	Food Act Compliance - Kitchen Retrofitting	\$50,000
All Wards	Installations at Lewis Park Pavilion, Knox Park Grandstand and Talaskia Pavilion in tandem with renewal kitchen refits underway from January to May.	
494	Cathies Lane - Landfill Rehabilitation Works	\$175,000
Scott	Audit report completed October 2018. Landfill gas monitoring detects exceedances to EPA guideline values, but has not triggered the need for further work. Monitoring of groundwater continues and to date has not triggered the need for additional leachate extraction.	
516	Rumann and Benedikt Reserves - Open Space Upgrade	\$410,489
Tirhatuan	Construction approximately 85% complete. Building permit approved and wall erected. Concrete tennis court slab completed and acrylic surface works expected to be completed by early April.	
536	Parkland Asset Renewal	\$65,000
All Wards	Renewal works progressing as scheduled.	
537	Bush Boulevard Renewal	\$61,506
All Wards	Final quotations coming in. Works to commence in April.	
543	Llewellyn Park - Landfill Rehabilitation Works	\$175,000
Scott	Audit report completed January. Risk based trigger levels for landfill gas to be defined in conjunction with auditor. Monitoring of groundwater continues and to date has not triggered the need for leachate extraction.	

Knox City Council Project Status Report

01-Apr-2019

Project Number	Project Name	Total Approved Budget
566	Artwork Renewal	\$33,749
All Wards	Awaiting quotes to restore three major works - The Windmill (Wally Tew), Totems (Civic Centre) and bike sculptures (corner Stud Rd/Burwood Hwy). Also, awaiting quote to restore Ghostpatrol murals at Marie Wallace.	
576	Emergency Warning Systems in Early Years Facilities	\$50,000
All Wards	Program for 2018/19 completed.	
587	Upper Ferntree Gully Neighbourhood Activity Centre - Design	\$472,867
Dobson	Consultants have been engaged to undertake detailed design and documentation of the streetscape works.	
593	Marie Wallace Reserve - Masterplan Implementation	\$952,383
Dinsdale	Bike training area and new picnic space is currently under maintenance period. Consultants are working on detailed design documentation around oval 1. Pedestrian Bridges - Cultural Heritage Management Plan approved. Pre-construction documentation submitted and approved. Contract design submitted to Melbourne Water for approval - approval anticipated by early April, following this Possession of Site will be given.	
607	Ashton Road, Ferntree Gully - Reconstruction	\$245,000
Friberg	Annual renewal program packaged as one contract. Contract works underway with kerb and channel and concrete infill works completed with asphaltting to follow.	
630	Early Years Hubs - Bayswater	\$8,529,851
Dinsdale	Early Years Hub - Construction completed in early March and handed over to Council. Currently preparing facility for operational commencement 23 April. Hub Carpark - works underway and due for completion in early April.	
649	Scoresby (Exner) Reserve - Masterplan Implementation	\$10,000
Tirhatuan	Project completed (2018/19).	
660	Mountain Highway, Bayswater - Drainage Improvements	\$20,000
Dinsdale	A report to VicRoads on three potential options to resolve flooding in this precinct will be submitted in April. Subject to VicRoads' approval of design options, detailed design of preferred option will commence in 2019/20.	
664	Stormwater Harvesting Program Development	\$74,925
All Wards	Detailed designs for the retrofit improvements to older Stormwater Harvesting Schemes have been completed by consultants for Fairpark, Knox Gardens, Batterham and Eildon Reserves. Designs are currently under internal review prior to finalisation. Retrofit improvements to these sites (construction activity) are scheduled for 2019/20.	

Knox City Council Project Status Report

01-Apr-2019

Project Number	Project Name	Total Approved Budget
667	Dobson Creek Catchment - Streetscape Water Sensitive Urban Design	\$78,467
Chandler	Construction is scheduled for May. All works expected to be complete by June.	
675	Public Art Project	\$166,081
All Wards	Immerse permanent artwork proposals are currently being reviewed. Awaiting outcome of grant application to Vic Health Gender Equality Grant program; expected mid-April. Applications for the Stamford Park Public Art projects are currently being reviewed and shortlisted. Ideas proposed for significant public art works as part of Boronia renewal.	
689	Lewis Park, Wantirna South Oval 1 Renewal	\$26,229
Dinsdale	Additional drainage works at this site have been identified and scoped, following completion of works last month. Remaining project funds will be used to complete these additional works.	
708	Cricket Run Up and Goal Square Renewal Works	\$48,000
All Wards	We are currently experiencing a shortage to supply of turf. Works are scheduled to occur this year, subject to turf supply.	
716	Early Years Hubs - Wantirna South	\$5,365,973
Scott	(1) Hub Facility - Project completed. Currently in defects period. (2) School Crossing - Construction of crossing completed.	
717	Knox Central Package	\$8,235,000
Dinsdale	Negotiations to acquire parcels for future road corridor and delivery of Knox Central Masterplan continue, with conclusion expected in this financial year. Residual funding from the Operations Centre land acquisition to remain allocated to the project should additional land be required.	
724	Knox (Interim) Library	\$664,205
Dinsdale	Detailed design completed. Awaiting confirmed start date from Westfield.	
725	Placemakers Site	\$195,903
Dobson	Construction expected to commence in early April.	
727	Knox Community Arts Centre - Furniture	\$9,517
Dinsdale	New furniture for the Knox Community Arts Centre has been purchased. This includes chairs for the meeting room, cabaret tables for the theatre and seating for the foyer. New kitchen equipment for hirers/patron will be purchased in April.	

Knox City Council Project Status Report

01-Apr-2019

Project Number	Project Name	Total Approved Budget
733	Preschool Office/Storage - Minor Works	\$50,000
All Wards	Program of works 2018/19 finalised. Works expected to be undertaken over April/June school holiday period.	
737	Meals on Wheels site reconfiguration - Stage 2	\$50,000
Dinsdale	Strategic review of Meals on Wheels configuration is underway. Plan to be developed over the next six months.	
746	Revegetation Plan	\$100,000
All Wards	Site preparation has been completed along Dandenong Creek waterway in Boronia and Bayswater. Awaiting ideal weather conditions for planting before proceeding.	
751	Tim Neville Arboretum - Lake Structure Upgrade	\$27,800
Dobson	Project completed.	
752	Mountain Gate Shopping Centre Reserve - Implementation	\$240,894
Friberg	The changes recommended by the geotechnical report have been incorporated and a building permit has been submitted for approval. Works are expected to begin in early April.	
755	Talaskia Reserve, Upper Ferntree Gully - Masterplan Implementation	\$582,500
Dobson	Currently seeking quotes for landscape planting works. Finalising the procurement plan for the playspace upgrade works which will be completed early in the next financial year.	
761	Dandenong Creek Gateways - Strategic Road Corridors Revegetation	\$145,795
All Wards	Currently liaising with Passive Open Space/Parks team regarding tree planting in road reserves.	
809	Bayswater Activity Centre Streetscape Improvements	\$741,536
Dinsdale	Project completed.	
833	Knox Gardens Reserve, Wantirna South - Tennis Court Renewal	\$282,157
Scott	Contract works completed and practical completion achieved.	
834	Oversowing of Sports Fields	\$40,000
All Wards	Oversowing works have commenced.	
837	Westfield (Permanent) Library - Design	\$200,000
Dinsdale	Awaiting outcomes of discussions with Westfield.	

Knox City Council Project Status Report

01-Apr-2019

Project Number	Project Name	Total Approved Budget
838	Bayswater Community Hub - Scoping	\$120,000
Dinsdale	A Multipurpose Community Facility review has been completed identifying service demand/needs analysis and functional space requirements for a community hub facility within the Bayswater Activity Centre. A Strategic Asset Investment strategy will commence shortly to evaluate key site opportunities in Bayswater.	
842	Knox Athletics - Hammer Throw Cage Upgrade	\$105,728
Friberg	Project completed.	
844	Score Boards - Design and Installation	\$396,194
All Wards	Works have commenced on all eight club sites.	
849	Repurposing Scoping of Facilities from Hub Projects.	\$56,454
All Wards	Officers are working through actions from November Council meeting. Early Years Services are being relocated to the new Early Years Hubs ready for the next stage of this project.	
853	Aimee Seebeck Hall, Amenities Upgrade	\$242,000
Taylor	Contractor expected to be appointed by early April.	
862	Burwood Highway Shared Path - Traydal Close to Knox School	\$52,162
Collier	Project completed.	
867	Knox Regional Netball Centre, Ferntree Gully - Masterplan	\$110,984
Dobson	Awaiting report from recent Cultural Heritage Management Plan investigation works. Draft Masterplan in progress and consultation is scheduled for April.	
868	H V Jones, Ferntree Gully - Masterplan Implementation	\$181,560
Friberg	Reviewing the draft layout plan as supplied by consultants.	
869	Gilbert Park, Knoxfield - Masterplan Implementation	\$249,722
Friberg	Reviewing the draft layout plan as supplied by consultants. Preparing Procurement Plan for design of new skate pavilion.	
871	Energy Performance Audit for Community Buildings	\$1,149,291
All Wards	The Detailed Facility Report was presented to Council for discussion in February. Further information has been requested and will be presented to Council by June.	

Knox City Council Project Status Report

01-Apr-2019

Project Number	Project Name	Total Approved Budget
875	Parkhurst Drive, Knoxfield Reconstruction	\$1,250,000
Dinsdale	Annual renewal program packaged as one contract. Works are complete and practical completion inspection is imminent.	
876	Eastgate Court, Wantirna South Reconstruction	\$162,904
Dinsdale	Project completed - practical completion inspection is imminent.	
889	Wally Tew Reserve Floodlighting Upgrade	\$54,265
Dobson	Currently liaising with Federal Government to seek approval to expend surplus funds on other projects at the reserve. Quotes for additional items have been submitted for approval.	
891	Henderson Road Bridge, Rowville	\$6,960,625
Friberg	Bridge works - Contract documentation is finalised when preliminary site works commenced late March.	
907	JW Manson Reserve WSUD - Construction	\$326,001
Collier	Tender has been advertised. The works are expected to be completed prior to June.	
924	Cherrington Square, Wantirna Reconstruction	\$235,000
Collier	Annual renewal program packaged as one contract. Works completed and practical completion inspection imminent.	
927	Selman Avenue, Ferntree Gully Reconstruction	\$290,000
Dobson	Annual renewal program packaged as one contract. Works now complete and practical completion inspection imminent.	
929	Albert Avenue, Boronia Stage 1 Reconstruction	\$535,000
Chandler	Annual renewal program packaged as one contract. Works completed and practical completion inspection provided.	
930	Forest Road, Ferntree Gully - Design	\$40,000
Dobson	Geotechnical investigation completed. Detailed design is approximately 90% complete with design expected to be completed by mid-April.	
931	Underwood Road, Ferntree Gully Reconstruction	\$380,000
Dobson	Annual renewal program packaged as one contract. Works completed and practical completion inspection imminent.	
935	Scoresby (Exner) Reserve - Tennis Court Renewals	\$200,650
Tirhatuan	Project completed.	

Knox City Council Project Status Report

01-Apr-2019

Project Number	Project Name	Total Approved Budget
936	Carrington Park Reserve - Tennis Court Renewals	\$75,000
Friberg	Project completed.	
937	Kings Park Baseball Diamond - Safety Fencing	\$31,979
Dobson	Project completed.	
939	Millers Reserve, Boronia Oval Renewal	\$850,000
Chandler	Works continue on schedule with ground 95% covered.	
940	Wally Tew Reserve, Ferntree Gully - Cricket Net Renewals	\$225,000
Dobson	Light installation works completed.	
941	Knox Regional Netball Centre - Court Renewals	\$80,000
Dobson	Four further courts will be resurfaced by early April, weather dependent.	
942	Tree Management	\$99,321
All Wards	Works undertaken as required in conjunction with Council initiatives.	
944	Knox Central (Operations Centre Relocation)	\$8,077,040
Dinsdale	Operations Centre - Construction contract has been awarded. Works commence on site late March. Remediation works at the current Operations Centre are progressing. Mulch area, west of Knox Regional Sports Park, off High Street Road - scope of project being developed.	
946	Boronia Precinct Planning	\$498,693
Baird	A final draft Renewal Strategy 2019 and proposed planning scheme amendment will be presented to Council in May.	
948	Modular Building Program (Modern Construction Systems)	\$3,013,459
All Wards	Tender submissions are currently under assessment for Stage 2 projects - Wally Tew Reserve and Colchester Reserve pavilions.	
949	The Basin Neighbourhood House Redevelopment	\$500,000
Chandler	Installation of furniture, fitout and equipment expected to be completed by early April.	
950	Family & Childrens Services Buildings & Facilities	\$270,000
All Wards	Additional works (pathway/access) have been identified to complete works at Mariemont.	

Knox City Council Project Status Report

01-Apr-2019

Project Number	Project Name	Total Approved Budget
951	Community Toilet Replacement Program	\$365,732
All Wards	Wally Tew Reserve detailed design is complete and construction is expected to commence in early May. Wicks Reserve detailed design is expected by early May with construction to commence early to mid-June. Both projects will be completed after July and will require some carry forward into 2019/20.	
952	HV Jones Reserve Floodlighting Upgrade	\$11,080
Friberg	Project completed.	
954	Knox BMX Track - New Storage & Start Gate Structure	\$154,365
Friberg	The tender evaluation process has been completed. The appointment of the contractor is to follow.	
956	Knox Athletics Track - Discus Cage Upgrade	\$92,000
Friberg	Project completed.	
957	Kings Park, Upper Ferntree Gully - New Floodlighting (Oval 2)	\$250,000
Dobson	Construction has commenced with completion expected early to mid-May.	
958	Liberty Avenue Reserve, Rowville - New Floodlighting	\$250,000
Taylor	Construction has commenced with completion expected early to mid-May.	
959	Rowville Community Centre - Lighting Upgrade	\$19,656
Taylor	Project completed.	
961	Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8	\$198,130
Dobson	The project is on hold pending masterplan direction.	
962	Knox Regional Sports Park Signage	\$124,973
Scott	Project on hold pending future Knox Regional Sports Park development outcomes.	
963	Family & Children Services - Site Master Plans - Stages 1 & 2	\$50,000
All Wards	Project completed.	
964	Relocate Preschool Bag Lockers	\$19,000
All Wards	Project completed.	

Knox City Council Project Status Report

01-Apr-2019

Project Number	Project Name	Total Approved Budget
965	Billoo Park Preschool - Toilet and Storage Upgrade Design	\$10,000
Collier	Project completed (design).	
966	Alexander Magit Preschool - Verandah Replacement	\$82,200
Friberg	Project completed.	
969	Orana Neighbourhood House Kitchen Upgrade	\$25,000
Dinsdale	Project was unsuccessful in receiving grant funding. Project on hold until further funding is sourced to complete the required works.	
982	Anne Road, Knoxfield LATM Stage 1	\$166,140
Friberg	Construction scheduled for April/May.	
983	Stewart Street, Boronia LATM	\$55,000
Chandler	Project completed.	
984	Napoleon Road, Lysterfield Shared Path	\$11,712
Dobson	Project completed.	
994	Picketts Reserve, Ferntree Gully Masterplan Implementation	\$30,000
Baird	Reviewing the draft layout plan as supplied by the consultants.	
995	Peregrine Reserve, Rowville - Masterplan Implementation	\$123,804
Taylor	Consultants are working on detailed design documentation of stage 1 works.	
996	Arcadia Reserve, Rowville - Masterplan Implementation Stage 3	\$100,000
Tirhatuan	Quotes for skate area are under evaluation.	
997	Llewellyn Reserve, Wantirna South - Masterplan Implementation	\$128,000
Scott	Liaising with Facilities and Sports & Recreation regarding renewal works to existing pavilion.	
998	Templeton Reserve, Wantirna - Masterplan Implementation	\$400,000
Collier	Construction on the multi-court has commenced. Works are being completed by Knox Construction in conjunction with the renewal of the carpark.	
999	Lewis Park, Wantirna South - Masterplan Implementation	\$142,379
Dinsdale	Masterplan approved by Council on 26 March.	

Knox City Council Project Status Report

01-Apr-2019

Project Number	Project Name	Total Approved Budget
1000	Stud Park Reserve, Rowville - Masterplan Implementation	\$390,000
Tirhatuan	Tender has been awarded and construction works have commenced onsite.	
1001	Scoresby Village Reserve - Masterplan	\$32,500
Tirhatuan	Reviewing the draft layout plan as supplied by consultants.	
1002	RD Egan Lee Reserve, Knoxfield - Masterplan	\$16,433
Scott	Concept plan for Stage 1 works to be prepared in April/May.	
1003	Wantirna Reserve - Masterplan	\$26,944
Collier	Stage 1 community consultation has been completed. Stage 2 community consultation outcomes will be implemented next, following resolution with Parks Victoria regarding the management of Wantirna Reserve. Open space landscape design is awaiting the outcome of the hockey study before proceeding.	
1005	Neighbourhood Green Streets	\$100,000
All Wards	Project combined with Bush Boulevards (1006) and contract currently out to tender for planting of street trees in Dorset Road and Scoresby Road.	
1006	Bush Boulevards	\$100,000
All Wards	Project combined with Neighbourhood Green Streets (1005) and contract currently out to tender for planting of street trees in Dorset Road and Scoresby Road.	
1007	Koolunga Reserve (Catchment 910) - Feasibility	\$12,100
Dobson	Detailed design is being conducted under Project 1180 - Forest Road to Koolunga Reserve, Ferntree Gully Integrated Stormwater Solution.	
1008	Mont Albert to Forest Road, Ferntree Gully - Drainage improvements	\$80,194
Dobson	Investigation by consultant has clarified that the area delineated in principle by Parks Victoria is not large enough to have a cost effective flood mitigation impact on the downstream catchment.	
1009	Talking Tanks Initiative - Flood Protection	\$179,568
All Wards	Modelling Phase 3 is complete. This confirms Talking Tanks are a viable solution to mitigate flooding. This project is in collaboration with South East Water and will continue into 2019/20 to develop a communication strategy and marketing package to engage community partnership.	
1016	Kings Park Solar Panel Installation	\$9,091
Dobson	Works nearing completion.	

Knox City Council Project Status Report

01-Apr-2019

Project Number	Project Name	Total Approved Budget
1040	Dandenong Creek Amenity Improvements	\$36,196
All Wards	Drinking fountain to be installed in April.	
1045	Egan Lee Reserve - Pavilion Upgrades (Female Friendly)	\$250,000
Scott	Construction has commenced with completion expected early to mid-June.	
1054	Knox Regional Sports Park - Stages 2 and 3	\$57,387
Scott	A cost estimate has been completed on the relocation of Victorian Association of Radio Model Soaring (VARMS) club to Rowville Recreation Reserve.	
1068	Rowville Recreation Reserve - Multipurpose Community Workshop	\$346,528
Taylor	The consultation/drawing review period is now underway for the Multipurpose Community Workshop including a Men's Shed facility.	
1097	Wally Tew Reserve - Changing Places Facility	\$200,000
Dobson	Completion of project expected by early April.	
1098	Batterham Reserve, The Basin Oval 2 - Floodlighting Relocation	\$75,000
Chandler	Project completed.	
1101	Cathies Lane, Wantirna South (103 to 125 Cathies Lane) - Design	\$27,000
Collier	Geotechnical investigation completed - detailed design due to commence in late April.	
1102	Lydford Road, Ferntree Gully (Adele Avenue to Elton Road) - Design	\$28,000
Friberg	Geotechnical investigation completed - survey completed and detailed design underway is 15% complete.	
1103	Laser Drive, Rowville (19 Laser Drive to Henderson Road) - Design	\$30,000
Tirhatuan	Geotechnical investigation completed. Survey now planned for April.	
1104	Boronia CCTV System Installation	\$39,200
Baird	Project completed.	
1105	Batterham Reserve, The Basin - Cricket Nets Replacement	\$251,500
Chandler	Design complete and tree removal permit received. Leisure consulted abutting residents and club on design. Quote being sought through Knox Construction - Works Authorisation to follow.	
1106	Batterham Reserve - Pavilion Extension for Female Change Facility	\$220,000
Chandler	Project currently being tendered.	

Knox City Council Project Status Report

01-Apr-2019

Project Number	Project Name	Total Approved Budget
1107	Batterham Reserve, The Basin - All Ability Footpath Network	\$235,000
Chandler	The detailed design has been completed and footpath works are underway.	
1113	Barry Street, Bayswater (60 Barry Street to Holloway Drive) - Design	\$20,000
Baird	Geotechnical investigation completed with detailed design due to commence in April.	
1114	Studfield Shopping Centre Renewal - Design	\$35,000
Dinsdale	Survey and initial concept design scheduled to occur in early April.	
1115	Milpera Reserve, Wantirna - Oval Renewal - Design	\$15,000
Friberg	Design nearing completion.	
1116	Guy Turner Reserve, Bayswater - Drainage Renewal	\$150,000
Dinsdale	Further works have been identified at the site and will be progressed.	
1117	Batterham Reserve, The Basin - Tennis Court Renewals	\$100,000
Chandler	Project on hold while scoping discussions are held with Leisure & Tennis Club. This is likely to lead to scope change and a report to Council - waiting on confirmation of this from Leisure.	
1118	Wantirna Reserve, Wantirna - Cricket Net Renewals	\$30,000
Collier	Awaiting approval from Parks Victoria.	
1119	Wantirna Reserve, Wantirna - Tennis Court Renewals	\$200,000
Collier	Scoping discussions have been held with Leisure and the Tennis Club. The design has commenced and is expected to be completed by June.	
1120	Templeton Reserve, Wantirna - Tennis Court Renewals	\$250,000
Collier	Survey complete and scope discussions held with Leisure and the Tennis Club. The design is progressing and is expected to be completed by early April.	
1121	Eildon Park, Rowville - Cricket Net Renewal	\$10,000
Taylor	Design is scheduled to commence in April.	
1122	Knox Regional Sports Park - Soccer Cages Renewal	\$20,000
Scott	Boards expected to be installed by early April.	
1123	Public Tennis / Netball / Basketball Court Renewals	\$150,000
All Wards	Tennis court renewal works are in progress at Kathryn Road, Knoxfield.	

Knox City Council Project Status Report

01-Apr-2019

Project Number	Project Name	Total Approved Budget
1124	Sporting Oval Fencing Renewals	\$100,000
All Wards	Fence has been installed at Kings Park. Remaining tasks are nearing completion.	
1125	Stormwater Harvesting Infrastructure Renewal	\$50,000
All Wards	Central controllers to be installed at Eildon Park Reserve.	
1126	Knox Skate & BMX Park – New Youth Pavilion (Design)	\$75,000
Friberg	Concept/detailed design brief being prepared. Concept design expected by end of April.	
1128	Gilbert Park Reserve, Knoxfield - New Drainage	\$100,000
Friberg	Drainage works to extend to entire field. Project will carry forward into 2019/20.	
1129	Picketts Reserve, Ferntree Gully - Floodlighting Upgrade	\$0
Baird	Concept design only for 2019/20 SRV grant application.	
1130	Wantirna Reserve, Wantirna - Floodlighting and Security Lighting	\$0
Collier	Concept design only for 2019/2020 SRV grant application.	
1131	Carrington Park Reserve, Knoxfield - Floodlighting Upgrade	\$0
Friberg	Awaiting outcome of SRV grant application.	
1132	Arcadia Reserve (Scouts), Rowville - Carpark Design	\$8,000
Tirhatuan	Leisure have received feedback from Scout Group to inform scope of works. Due to commence design in May.	
1133	Arts Facility Planning Documentation	\$50,000
All Wards	Final works are currently being completed in response to the outcomes of the Knox Community Arts Centre (KCAC) venue audit. This includes the upgrade of electrical wiring, lighting, security and operating equipment within the theatre. A Facility Operational Management Plan is to be developed next, which will document the safe use, maintenance and auditing cycles for KCAC and its theatre equipment and support best practice in theatre venue management.	
1134	Ferntree Gully Arts Centre & Library Deck Enclosure	\$50,000
Dobson	Scope of works being finalised with quotations expected by end of April.	
1135	Knox Community Arts Centre - Theatre Lighting Upgrade	\$30,000
Dinsdale	Contractor has been appointed.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Approved Budget
1136	Arts Facility Upgrades	\$80,000
All Wards	Foyer/box office works are complete. Remaining program of works expected to be completed by mid-May.	
1137	Knox Leisureworks UV for 50m Indoor Pool	\$60,000
Baird	Project completed.	
1138	Knox Regional Sporting Centre Funnel and Overhead Fencing	\$110,000
Scott	Project not going ahead due to masterplan of Knox Regional Sports Park.	
1140	Community Facility Signage Upgrade	\$2,500
All Wards	Project is being scoped with template design expected by early April.	
1141	Stud Road, Scoresby (786 to 804 Stud Road) - Footpath 1	\$65,000
Tirhatuan	Works are expected to be completed in early April.	
1142	Albert Street, Upper Ferntree Gully (Ferndale Rd to 14-18 Albert St) - Footpath 1	\$68,000
Dobson	Footpath works to be undertaken with future road works at this site. Funds have been reallocated to the next priority footpath project within the footpath program - Maryborough Road, Boronia (refer to project 1224).	
1143	Burwood Hwy, Upper Ferntree Gully (opposite Dawson St) - Footpath 3	\$47,000
Dobson	Works expected to be completed in early April.	
1144	Boronia Road, Bayswater (Edinburgh Rd to Scoresby Rd) - Footpath 1 - Design	\$10,000
Dinsdale	Concept plan has been reviewed and feedback has been provided. Detailed design of footpath and service road expected to commence in early April.	
1145	Glenfern Road, Ferntree Gully (Norman St to Trafalgar St) - Footpath	\$85,000
Dobson	Detailed design due to be completed for review by mid-May.	
1146	Wellington Road, Rowville (Straughan Close to Napoleon Road) - Footpath - Design	\$5,000
Taylor	Quotations for survey and design received from consultants.	
1147	Wantirna Road, Wantirna (Ashley St to 699 Boronia Rd) - Footpath	\$40,000
Collier	Works expected to be completed in early April.	

Knox City Council Project Status Report

01-Apr-2019

Project Number	Project Name	Total Approved Budget
1148	Montana Avenue, Boronia - Footpath	\$85,000
Chandler	Additional community consultation and design has been completed with review ongoing. Project likely to occur mid year.	
1149	London Drive, Bayswater (southern side) - Footpath	\$51,000
Baird	Project completed.	
1150	Knoxfield LATM Stage 2 - Kathryn Road	\$20,000
Scott	Design being prepared by consultant.	
1151	Forest Road - Stockton to Dorian Isolated Traffic Treatment (Hot Spot) Program	\$125,000
Dobson	Project being scoped. Possibility of receiving external funding to improve potential outcome.	
1152	Burwood Hwy, Upper Ferntree Gully Shared Path Link 1 (Design)	\$20,000
Dobson	Concept design prepared and presented for feedback. Traffic and Transport team have commenced consultation with stakeholders - awaiting scoping clarification and instruction.	
1153	Napoleon Rd, Lysterfield (Kelleths Rd to Anthony Dr) - Shared Path 1 Design	\$23,000
Dobson	Survey completed along with site inspection with key internal stakeholders. Design due to be completed by June.	
1154	Mountain Highway, Wantirna (Pedestrian Crossing to Eastlink) - Shared Path 1	\$182,000
Collier	Detailed design completed and submitted to VicRoads for approval. Awaiting approval advice from VicRoads.	
1155	Kelleths Road, Rowville (Stud Rd to Taylors Ln) - Shared Path 1	\$25,000
Taylor	Quotations for survey and design received from consultants	
1156	Kelleths Road, Rowville (Jacob Rd to Napoleon Rd) - Shared Path 2	\$20,000
Friberg	Line marking and signage works scheduled to commence in April.	
1157	Lewis Reserve, Wantirna South - Bicycle Repair Station	\$7,000
Dinsdale	Project completed.	
1158	Timothy Drive, Wantirna South Underpass - Solar Lighting Upgrade	\$21,000
Scott	Quotations for the structural report received	

Knox City Council Project Status Report

01-Apr-2019

Project Number	Project Name	Total Approved Budget
1159	Burwood Highway Underpass (near Stud Rd) - Solar Lighting Upgrade	\$25,000
Scott	Reconnection to existing meter has occurred. All works are complete.	
1160	Carrington Park to Henderson Road, Rowville - Wayfinding and Linemarking	\$4,000
Friberg	Design currently being finalised.	
1161	Wally Tew Reserve, Ferntree Gully - Bicycle Repair Station	\$7,000
Dobson	Project completed.	
1162	Templeton Street, Wantirna - Linemarking and Intersection Treatments (Design)	\$70,000
Collier	Quotations for survey and design received from consultants.	
1163	Renou Road, Wantirna South - Intersection Treatments Design	\$20,000
Collier	Quotations for survey and design received from consultants.	
1164	Coleman Road, Boronia - Linemarking and Sharrows	\$45,000
Dinsdale	Quotations for survey and design received from consultants.	
1165	Mowbray Drive, Wantirna South - Parking and Intersection Treatments	\$20,000
Scott	Quotations for survey and design received from consultants.	
1166	Timothy Drive, Wantirna South - Intersection Treatments	\$35,000
Scott	Quotations for survey and design received from consultants.	
1167	Bergins Road, Rowville - Kerb & Channel	\$20,000
Taylor	Programmed for April.	
1168	Liverpool Rd, The Basin - Dynamic School Speed Zone Signs	\$55,000
Chandler	Installation scheduled for April.	
1169	Stud Road, Rowville - Footpath Connection	\$20,000
Taylor	Quotations for survey and design received from consultants.	
1170	Mountain Highway, Boronia (near Scoresby Rd) - Footpath Connection 4	\$80,000
Baird	Works to be undertaken with future road works at this site in 2019/20.	

Knox City Council Project Status Report

01-Apr-2019

Project Number	Project Name	Total Approved Budget
1171	Fairpark Reserve, Ferntree Gully - Masterplan Implementation Stage 2	\$420,000
Baird	Currently liaising with Melbourne Water, DELWP and South East Water regarding additional funding opportunities. Carpark design is on hold pending outcomes of pavilion and U3A building discussions.	
1172	Tormore Reserve, Boronia - Masterplan Implementation Stage 3	\$400,000
Baird	Stage 1 works tender closed 27 March.	
1173	Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 5	\$900,000
Dobson	Masterplan works - Consultants are working on detailed design documentation. Fencing - Preparation of tender documentation of perimeter fencing is underway. Vegetation assessment has been prepared in order to inform vegetation permit which will need to be sought prior to advertising fencing contract.	
1174	Principal Avenue - Dorset Road Streetscape Upgrade	\$40,000
Chandler	Contract currently out to tender for planting of street trees in Dorset Road and Scoresby Road.	
1175	Orson Street, Scoresby - Retarding Basin Improvements	\$20,000
Tirhatuan	Site survey complete. Quote evaluation for geotechnical investigation in progress. It is anticipated geotechnical works will be completed in April.	
1176	Solar in Community Facilities	\$40,000
All Wards	Project has commenced. Structural and electrical assessments underway.	
1177	Electric Vehicle Charging Stations - Civic Centre	\$25,000
Dinsdale	Project is nearing completion. It is expected all works to be completed by early April.	
1178	Knox Gardens Reserve, Wantirna South - Stormwater Harvesting	\$20,000
Scott	Refer to the update provided for Project 664 Stormwater Harvesting Program Development. They are part of the same project.	
1179	Eildon Park Reserve, Rowville - Water Harvesting	\$20,000
Taylor	Refer to the update provided for Project 664 Stormwater Harvesting Program Development. They are part of the same project.	
1180	Forest Road to Koolunga Reserve, Ferntree Gully - Integrated Stormwater Solution	\$40,000
Chandler	Geotechnical investigation in progress and 30% of detailed design completed.	

Knox City Council Project Status Report

01-Apr-2019

Project Number	Project Name	Total Approved Budget
1182	Norvel Quarry Reserve Water Quality System - Design & Construction	\$40,000
Baird	Awaiting developer response to Council comments on submitted Stormwater Quality Management Plan, prior to approval.	
1183	Peregrine Reserve, Rowville - Treatment Wetlands	\$20,000
Taylor	Survey works completed. Geotechnical investigation in progress.	
1184	Egan Lee Reserve, Knoxfield - Treatment Wetlands	\$20,000
Scott	Survey works completed. Geotechnical investigation in progress.	
1185	Lewis Road Reserve, Wantirna South - Wetlands and Stormwater Harvesting	\$20,000
Dinsdale	Masterplan approved by Council. Project scheduled for delivery next year. Funds to be carry forward.	
1186	Wantirna Reserve, Wantirna - Treatment Wetlands	\$20,000
Collier	Awaiting landscape masterplan approval by Council to commence scoping.	
1195	Boronia Safer Communities	\$105,750
Baird	Leadsun Australia Pty Ltd. Has been awarded contract 2443 – Tormore Reserve, Boronia – Pedestrian Solar lighting.	
1197	Tim Neville Arboretum - Memorial Pathway	\$112,762
Dobson	Project completed.	
1206	Brenock Park Drive School Crossing Relocation	\$70,000
Dobson	Project completed.	
1217	Boronia Activity Centre and Station Precinct Renewal Project	\$95,000
Baird	Project scope to be confirmed and inter-agency working group is being established. Key directions strategy being developed.	
1222	Ramon Cowling Bushland Reserve - New Walkway	\$70,850
Chandler	Seeking quotes for the proposed walkway works.	
1223	Seebeck Reserve Safety Netting	\$40,000
Taylor	Quotes received and contract awarded. Work to commence early April.	

Knox City Council Project Status Report

01-Apr-2019

Project Number	Project Name	Total Approved Budget
1224	Maryborough Road, Boronia (Springfield Rd to Woodvale Road) - Footpath	\$68,000
Baird	Construction works completed.	
1247	Boronia Youth Hall Demolition and Pop Up Park	\$65,000
Baird	Demolition of building to commence shortly. Currently seeking quotes for temporary site landscape/rectification works.	
	Total:	\$97,454,932

11.3 Assemblies of Councillors

SUMMARY: Manager, Governance and Strategy, Phil McQue

This report provides details of Assembly of Councillors for the period 18 March 2019 to 9 April 2019, as required under section 80A(2) of the Local Government 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.

Report Prepared By: Manager, Governance and Strategy, Phil McQue

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

- 1. Attachment 1 - Assemblies of Councillors [11.3.1]**



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 18/3/2019

Name of Committee or Group (if applicable): Issues Briefing

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Jake Keogh, Mayor

Cr Tony Holland

Cr Peter Lockwood, Deputy Mayor

Cr Lisa Cooper

Cr John Mortimore

Cr Darren Pearce

Cr Adam Gill

Cr Nicole Seymour

Name of Members of Council Staff Attending:

Tony Doyle

Peter Gore (Item 1, 3, 4 and 5)

Ian Bell

Gerard Scholten (Item 2)

Tanya Clark

Karl Leibich (Item 2 and 6)

Paul Dickie

Georgia Paterakis (Item 2)

Michael Fromberg

Sarah Bishop (Item 2)

Phil McQue

Bronwyn Commandeur (Item 3)

Joanne Ellis

Judy Chalkley (Item 4)

Tony Justice (Item 1)

Steven Dickson (Item 6)

Madeleine Power (Item 1)

Janet Simmonds (Item 6)

Matters Considered:

1. Viewing of "Masked" Film
2. Social Media Strategy
3. Licence Fee with Knox Basketball Inc for the State Basketball Centre
4. Carrington Park Update
5. Hockey Management Agreement between Knox City Council and The Knox School
6. Animal Registration Late Fees by Registered Post

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **

Name of Person Completing Record: Phil McQue

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 22-24/3/2019

Name of Committee or Group (if applicable): Leadership Weekend

Time Meeting Commenced: 7.00pm Friday 22 March 2019

Name of Councillors Attending:

Cr Jake Keogh, Mayor

Cr Tony Holland

Cr Peter Lockwood, Deputy Mayor

Cr Darren Pearce

Cr John Mortimore

Cr Nicole Seymour

Cr Adam Gill

Name of Members of Council Staff Attending:

Tony Doyle

Pip Smith

Ian Bell

James Morris

Tanya Clark

Matt Hanrahan

Paul Dickie

Carrie Hudson

Michael Fromberg

Matters Considered:

1. 2019-20 Budget
2. EMT Business Plan
3. Community & Council Plan Mid-term Review

Any conflict of interest disclosures made by a Councillor attending: Yes

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
Cr John Mortimore	Conflicting Duty	Community Development Fund	Yes

Name of Person Completing Record: Carrie Hudson

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

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Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 1/4/2019

Name of Committee or Group (if applicable): CEO's Performance Evaluation Committee

Time Meeting Commenced: 5.00pm

Name of Councillors Attending:

Cr Jake Keogh, Mayor

Cr John Mortimore

Cr Darren Pearce

Name of Members of Council Staff Attending:

Tony Doyle

Matters Considered:

1. Confirmation of Previous Minutes – 12 December 2018
2. Draft CEO Performance Evaluation Committee Terms of Reference
3. Status Report of CEO's Key Performance Indicators to end February 2019
4. Presentation

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **

Name of Person Completing Record: Robyn Sommers

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 1/4/2019

Name of Committee or Group (if applicable): Issues Briefing

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Jake Keogh, Mayor

Cr Tony Holland

Cr Peter Lockwood, Deputy Mayor

Cr Lisa Cooper

Cr John Mortimore

Cr Darren Pearce

Cr Adam Gill

Cr Nicole Seymour

Name of Members of Council Staff Attending:

Tony Doyle

David Yeouart (Item 1 and 2)

Ian Bell

Andrea Szymanski (Item 1 and 2)

Tanya Clark

Steven Dickson (Item 3)

Paul Dickie

Paul Anastasi (Item 3)

Michael Fromberg

Phil McQue

Andrew Dowling

Matters Considered:

1. Civic Centre Landscape Entry Improvements
2. Green Streets Policy
3. Parking Compliance Strategy
4. Forward Report Schedule

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **

Name of Person Completing Record: Phil McQue

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 4/4/2019

Name of Committee or Group (if applicable): Early Years Advisory Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Adam Gill

Cr Lisa Cooper

Name of Members of Council Staff Attending:

Angela Morcos

Robyn Renkema

Jennifer Richardson

Lynn Arvanitakis

Matters Considered:

1. Knox Regional 3-12 Resilient Youth Survey Data
2. Strengthening Families in Knox - EACH
3. Final Key Themes for 2019 Work Plan

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **

Name of Person Completing Record: Robyn Renkema

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 8/4/2019

Name of Committee or Group (if applicable): Special Issues Briefing

Time Meeting Commenced: 7.30pm

Name of Councillors Attending:

Cr Jake Keogh, Mayor

Cr Tony Holland

Cr Peter Lockwood, Deputy Mayor

Cr Darren Pearce

Cr John Mortimore

Cr Nicole Seymour

Cr Marcia Timmers-Leitch

Name of Members of Council Staff Attending:

Tony Doyle

Phil McQue

Ian Bell

Andrew Dowling

Tanya Clark

Matt Hanrahan (Item 1)

Paul Dickie

Anthony Petherbridge (Item 2)

Michael Fromberg

Yvonne Rust (Item 2)

Paul Anastasi (Item 3)

Matters Considered:

1. Review of Parking Management Plans
2. Boronia Renewal Strategy
3. Revised Council Meeting Structure Policy
4. Councillor Workplace Bullying and Violence Policy
5. Councillor Equal Opportunity and Sexual Harassment Policy
6. Interaction between Councillor and Staff Policy

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **

Name of Person Completing Record: Phil McQue

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

12 Motions for Which Notice has Previously Been Given

13 Supplementary Items

14 Urgent Business

14.1 Urgent Business

14.2 Call Up Items

15 Questions Without Notice

16 Confidential Items